



## SCHEDULE A SERVICE & SUPPLY CONTRACT - CLIENT

Client: Islesboro Community Center

Contracted Vendor: Ricoh USA

Term: October 30<sup>th</sup>, 2018 through June 30<sup>th</sup>, 2024

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Machine Type</i>	<i>Black Cost/Copy</i>	<i>COLOR Cost/Copy</i>
Community Center	Main Office	Ricoh MP C307SPF	C508P902206	Color Laser MFP	\$0.01125	.0725

*Subject to change and correction and future additions.*

Additional Provisions:



## SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with ("Client") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") using the Contracted Vendor shown below at a cost per print shown on said Schedule A, commencing on October 30, 2018 and terminating on June 30, 2024. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall invoice Client one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client staff during the month of June. A final Reconciliation spreadsheet and invoice will then be completed and sent to client. Upon payment of each billing invoice during the year, SPC will reimburse Contracted Vendor appropriately. Client is responsible for making payment in full within 30 days of said invoicing to avoid suspension of supplies by Contracted Vendor.

On July 1 of each calendar year during the afore-mentioned term, SPC shall credit Client any unused prepaid pages to Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period. If more pages were consumed than billed in the combined semi-annual billing, an overage invoice will be generated. Following semi-annual billing will be based on previous year volume.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Service and Supply Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client or SPC may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be paid to Client. Client must return any unused consumables to Contracted Vendor.

**AGREED AND ACCEPTED BY:**  
Specialized Purchasing Consultants

By: Skip Tilton

Title: President/Owner

Date:

10-22-18

Signature:

**Named Contracted Vendor:** Ricoh USA  
Merrills Wharf, 254 Commercial St, Ste 101  
Portland, ME 04101  
(207) 771-3347

**AGREED AND ACCEPTED BY:**  
Islesboro Community Center

By: Sara Babbidge

Title: Business Manager

Date:

10/19/18

Signature:

Sara Babbidge

- Executive Director  
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