



## SCHEDULE A SERVICE & SUPPLY CONTRACT - CLIENT

Client: Kennebunkport Town Of  
Contracted Vendor: Konica-Minolta Business Solutions  
Term: 7/1/2019 through 6/30/2024

<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>
Kennebunkport Fire	Main Office	Konica Minolta BH4422	AAFM011000329	Black Laser MFP	\$0.00613	\$0.00000
Kennebunkport Highway	Main Office	Konica Minolta BH4422	AAFM011001137	Black Laser MFP	\$0.00613	\$0.00000
Kennebunkport Parks and Rec	Main Office	Konica Minolta BH4422	AAFM011001133	Black Laser MFP	\$0.00613	\$0.00000
Kennebunkport Police	Main Office	Konica Minolta BH658	AA6R011003202	Black Photocopier	\$0.00320	\$0.00000
Kennebunkport Public Health	Main Office	Konica Minolta BH4422	AAFM011001139	Black Laser MFP	\$0.00613	\$0.00000
Kennebunkport Sewer	Main Office	Konica Minolta BH308	AA6W017003565	Black Laser MFP	\$0.00613	\$0.00000
Kennebunkport Town Hall	Code Enforcement	Konica Minolta BHC458	A79M011044606	Color Photocopier	\$0.00320	\$0.03885
Kennebunkport Town Hall	Main Office	Konica Minolta BHC658	A79J013007406	Color Photocopier	\$0.00320	\$0.03885

*Subject to change and correction and future additions.*

Additional Provisions:

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## SERVICE AND SUPPLY CONTRACT - CLIENT

M.S.T. Government Leasing, LLC (M.S.T.) hereby contracts with Kennebunkport, Town Of ("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 July 1, 2019 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.

M.S.T. assumes responsibility for all billing and vendor payment. M.S.T. 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 M.S.T. 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, M.S.T. 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 aforementioned term, M.S.T. 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, M.S.T., 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 M.S.T. 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:  
M.S.T. Government Leasing, LLC

By: Skip Tilton

Title: President

Date: 7-14-19

Signature: 

Named Contracted Vendor: *Konica-Minolta Business Solutions*  
1000 Elm Street, Suite G103  
Manchester, NH 03101  
(603) 898-4114

AGREED AND ACCEPTED BY:  
Kennebunkport Town Of

By: Laurie Smith

Title: Town Manager

Date: 6/21/19

Signature: 