



## SCHEDULE A

### SERVICE & SUPPLY CONTRACT - CLIENT

Client: Kittery School Department

Contracted Vendor: Budget Document Technologies

Term: 7/11/2016 through 6/30/2022

| <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> |
|--------------------------------|--------------------------|--------------------------|----------------------|-----------------------|------------------------|------------------------|
| Horace Mitchell Primary School | 2nd Floor 3rd Grade Wing | Konica Minolta BH554E    | A61D011012375        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Horace Mitchell Primary School | 3rd Grade Wing 1st Floor | Konica Minolta BH454E    | A61E011023353        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Horace Mitchell Primary School | Computer Lab             | Konica Minolta BH3320    | A6WP011001551        | Black Laser MFP       | \$0.00775              | \$0.00000              |
| Horace Mitchell Primary School | Principal's Office       | Konica Minolta BHC454E   | A5C0011034987        | Color Photocopier     | \$0.00490              | \$0.03885              |
| Horace Mitchell Primary School | Teacher's Room 2nd Floor | Konica Minolta BH3320    | A6WP011001461        | Black Laser MFP       | \$0.00775              | \$0.00000              |
| Horace Mitchell Primary School | Teacher's Room 2nd Floor | Konica Minolta BH808     | A8KN011000166        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Kittery District Office        | Board Office             | Kyocera P2135DN          | LVK6241516           | Black Network Printer | \$0.00775              | \$0.00000              |
| Kittery District Office        | Business Manager Office  | Kyocera FS-2100DN        | LVK6442348           | Black Network Printer | \$0.00775              | \$0.00000              |
| Kittery District Office        | Copy/Storage Room        | Konica Minolta BH454E    | A61E011023361        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Kittery District Office        | Finance Desk             | HP Laser Jet Pro M401dne | PHGFD37943           | Black Network Printer | \$0.01625              | \$0.00000              |
| Kittery District Office        | Office                   | Konica Minolta BHC654E   | A2X1017016934        | Color Photocopier     | \$0.00490              | \$0.03885              |
| Kittery District Office        | Payroll                  | HP Laser Jet Pro M401dne | PHGFD09130           | Black Network Printer | \$0.01625              | \$0.00000              |
| Kittery District Office        | Pecial Services          | HP Laser Jet Pro M401dne | PHGFC24174           | Black Network Printer | \$0.01625              | \$0.00000              |

| <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> |
|-------------------------|---------------------------------|------------------------|----------------------|-----------------------|------------------------|------------------------|
| Kittery District Office | Reception Desk                  | Kyocera P2135DN        | LVK6241515           | Black Network Printer | \$0.00775              | \$0.00000              |
| Robert W. Traip Academy | Cook Hallway 2nd Floor          | Konica Minolta BH808   | A8KN01100223         | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Guidance                        | Konica Minolta BH364E  | A61F011027484        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Library Hall                    | Konica Minolta BH364E  | A61F011027884        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Principal Office                | Konica Minolta BH808   | A8KN011000171        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Principals Office               | Konica Minolta BHC454E | A5C0011034985        | Color Photocopier     | \$0.00490              | \$0.03885              |
| Robert W. Traip Academy | Science Hall                    | Konica Minolta BH554E  | A61D011011759        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Server Room Hall                | Konica Minolta BH454E  | A61E011023664        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Teachers Room 2nd Floor         | Konica Minolta BH808   | A8KN011000186        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Robert W. Traip Academy | Wilde Wing                      | Konica Minolta BH808   | A8KN011000100        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Shapleigh Middle School | 4th Grade Wing                  | Konica Minolta BH808   | A8KN011000180        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Shapleigh Middle School | 5th Grade Wing                  | Konica Minolta BH3320  | A6WP011001536        | Black Laser MFP       | \$0.00775              | \$0.00000              |
| Shapleigh Middle School | 7th Grade & 8th Grade Stairwell | Konica Minolta BH454E  | A61E011023698        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Shapleigh Middle School | Library                         | Konica Minolta BH3320  | A6WP011001587        | Black Laser MFP       | \$0.00775              | \$0.00000              |
| Shapleigh Middle School | Main Office                     | Konica Minolta BHC554  | A5AY011020938        | Color Photocopier     | \$0.00490              | \$0.03885              |
| Shapleigh Middle School | Teachers' Room 2nd Floor        | Konica Minolta BH808   | A8KN011000209        | Black Photocopier     | \$0.00380              | \$0.00000              |
| Shapleigh Middle School | Teachers Room Down              | Konica Minolta BH808   | A8KN011000169        | Black Photocopier     | \$0.00380              | \$0.00000              |

*Subject to change and correction and future additions.*

**Additional Provisions:**



## SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with Kittery School Department ("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 11, 2016 and terminating on June 30, 2022. 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.

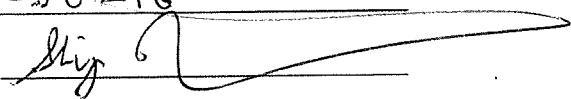
Client or SPC may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be 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: 6-30-16

Signature: 

**Named Contracted Vendor:** *Budget Document Technologies*  
*P.O. Box 2322*  
*Lewiston, ME 04241-2322*  
*(207) 782-7427*

**AGREED AND ACCEPTED BY:**  
Kittery School Department

By: Allyn Hutton

Title: Superintendent

Date: 06/29/16

Signature: 