



## SCHEDULE A

### SERVICE & SUPPLY CONTRACT - CLIENT

Client: Norway Savings Bank  
Contracted Vendor: Ricoh USA  
Term: 3/1/2016 through 6/30/2021

<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>
Norway Main Office	Loan Servicing	Ricoh MP 4054	G176R130100	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	Loan Servicing 2nd Floor	Ricoh MP5002	W533LC00803	Black Photocopier	\$0.00400	\$0.00000
Norway Main Office	Lobby	Ricoh MP 4054	G176R130070	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	Lobby	Ricoh MP 4054	G176R130239	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	Marketing Assistant	Ricoh MP301	W913PC01717	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Pam Veilleux's Office	Ricoh MP301	W913PC01715	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Risk Management	Ricoh MP201	W3018802852	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	RLC	Ricoh MP6002	W864L100096	Black Photocopier	\$0.00400	\$0.00000
Norway Main Office	RLC	Ricoh MP 5054	G186R120150	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	RLC	Ricoh MP C306SPF	G446P101338	Color Laser MFP	\$0.00390	\$0.05000
Norway Main Office	Brian's Office	Ricoh MP301	W913PC01714	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Drive-Up	Ricoh MP301	W913PC01719	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Executive Administration	Ricoh MP C6003	E195M910371	Color Photocopier	\$0.00390	\$0.04440
Norway Main Office	Karen's Office	Ricoh MP201	W3018802855	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Loan Servicing	Ricoh MP 4054	G176R130023	Black Photocopier	\$0.00390	\$0.00000

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Portland - Forest Ave	Office	Ricoh MP301SPF	W914P802833	Black Laser MFP	\$0.00400	\$0.00000
Portland - Forest Ave	Office	Ricoh MP301SPF	W914P400953	Black Laser MFP	\$0.00400	\$0.00000
Portland - Forest Ave	Office	Ricoh MP301SPF	W914P400522	Black Laser MFP	\$0.00400	\$0.00000
Portland - Forest Ave	Office	Ricoh MP301SPF	W914P400519	Black Laser MFP	\$0.00400	\$0.00000
Portland - Forest Ave	Teller Line	Ricoh MP301SPF	W914P400960	Black Laser MFP	\$0.00400	\$0.00000
Saco Branch	Commercial Area	Ricoh MP4002	W523LC01503	Black Photocopier	\$0.00400	\$0.00000
Saco Branch	Main Office	Ricoh MP301SPF	W915PC00101	Black Laser MFP	\$0.00390	\$0.00000
Saco Branch	Main Office	Ricoh MP 4054	G175RB31399	Black Photocopier	\$0.00390	\$0.00000
Scarborough Branch	Lobby	Ricoh MP4002	W523LC00212	Black Photocopier	\$0.00400	\$0.00000
Scarborough Branch	Teller Line	Ricoh MP301	W913P800113	Black Laser MFP	\$0.00400	\$0.00000
South Paris Branch	CSR Office	Ricoh MP301	W913PC02656	Black Laser MFP	\$0.00400	\$0.00000
South Paris Branch	Main Office	Ricoh MP 4054	G176R130166	Black Photocopier	\$0.00390	\$0.00000
South Portland Branch	Main Office	Ricoh MP 4054	G175RC30378	Black Photocopier	\$0.00390	\$0.00000
South Portland Branch	Teller Line	Ricoh MP301	W913P703750	Black Laser MFP	\$0.00400	\$0.00000
Standish Branch	Main Office	Ricoh MP 4054	G175RC30395	Black Photocopier	\$0.00390	\$0.00000
Standish Branch	Teller Line	Ricoh MP301	W913PC02660	Black Laser MFP	\$0.00400	\$0.00000
Topsham Branch	Main Office	Ricoh MP 4054	G176R130551	Black Photocopier	\$0.00390	\$0.00000
Topsham Branch	Teller Line	Ricoh MP301	W913PC01709	Black Laser MFP	\$0.00400	\$0.00000
Windham Branch	Main Office	Ricoh MP 4054	G176R130550	Black Photocopier	\$0.00390	\$0.00000
Windham Branch	Tici's Office	Ricoh MP301	W913PC02664	Black Laser MFP	\$0.00400	\$0.00000
Yarmouth Branch	Main Office	Ricoh MP301SPF	W915PC02335	Black Laser MFP	\$0.00390	\$0.00000

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Yarmouth Branch	Main Office	Ricoh MP 4054	G176R130775	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	RLC	Ricoh MP 5054	G186R120068	Black Photocopier	\$0.00390	\$0.00000
Norway Main Office	Roxanne's Office	Ricoh MP201	W3018802865	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Training	Ricoh MP301	W913PC01992	Black Laser MFP	\$0.00400	\$0.00000
Norway Main Office	Vicky's Office	Ricoh MP301	W913PC01716	Black Laser MFP	\$0.00400	\$0.00000
Portland - Congress Street	AMG - 2nd Floor	Ricoh MP C3503	E164MC10152	Color Photocopier	\$0.00400	\$0.05550
Portland - Congress Street	AMG/Lisa's Office	Ricoh MP201	W3018802794	Black Laser MFP	\$0.00400	\$0.00000
Portland - Congress Street	AMG/Retail	Ricoh MP 4054	G176R130124	Black Photocopier	\$0.00390	\$0.00000
Portland - Congress Street	Commercial Area	Ricoh MP C306SPF	G446P101037	Color Laser MFP	\$0.00390	\$0.05000
Portland - Congress Street	Commercial Area	Ricoh MP 5054	G186R120096	Black Photocopier	\$0.00390	\$0.00000
Portland - Congress Street	Commercial Leasing	Ricoh MP 5054	G186R120077	Black Photocopier	\$0.00390	\$0.00000
Portland - Congress Street	Pat's Office	Ricoh MP301	W913PC02414	Black Laser MFP	\$0.00400	\$0.00000
Portland - Congress Street	Teller Line	Ricoh MP 4054	G186RC30427	Black Photocopier	\$0.00390	\$0.00000
Portland - Exchange Street	Annex Area 1st Floor	Ricoh MP 4054	G175RC30271	Black Photocopier	\$0.00390	\$0.00000
Portland - Exchange Street	Commercial 5th Floor	Ricoh MP 4054	G175RB31454	Black Photocopier	\$0.00390	\$0.00000
Portland - Exchange Street	Teller Line	Ricoh MP301SPF	W914P300060	Black Laser MFP	\$0.00400	\$0.00000
Auburn Branch	Branch Manager	Ricoh MP301	W913P203788	Black Laser MFP	\$0.00400	\$0.00000
Auburn Branch	Copy Room	Ricoh MP301	W912PC02559	Black Laser MFP	\$0.00400	\$0.00000
Auburn Branch	Service Bar	Ricoh MP4002	W523LC01513	Black Photocopier	\$0.00400	\$0.00000
Bethel Branch	Lobby	Ricoh MP4002	W523LC00203	Black Photocopier	\$0.00400	\$0.00000
Bethel Branch	Teller Line	Ricoh MP301	W913P702146	Black Laser MFP	\$0.00400	\$0.00000



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Bridgton Branch	Main Office	Ricoh MP 4054	G176R130311	Black Photocopier	\$0.00390	\$0.00000
Bridgton Branch	Teller Line	Ricoh MP301	W913PC01617	Black Laser MFP	\$0.00400	\$0.00000
Brunswick - Cooks Corner Branch	Branch Manager	Ricoh MP4002	W523LC00205	Black Photocopier	\$0.00400	\$0.00000
Brunswick - Cooks Corner Branch	Teller Line	Ricoh MP201	W3018802862	Black Laser MFP	\$0.00400	\$0.00000
Brunswick - Maine Street	Branch Manager	Ricoh MP301	W913P203789	Black Laser MFP	\$0.00400	\$0.00000
Brunswick - Maine Street	Copy Room	Ricoh MP 4054	G176R130573	Black Photocopier	\$0.00390	\$0.00000
Brunswick - Maine Street	Office	Ricoh MP301SPF	W915P401212	Black Laser MFP	\$0.00400	\$0.00000
Brunswick - Maine Street	Security Officer	Ricoh MP301	W913P203793	Black Laser MFP	\$0.00400	\$0.00000
Brunswick - Maine Street	Teller Line	Ricoh MP201	W3018802857	Black Laser MFP	\$0.00400	\$0.00000
Falmouth Branch	Branch Manager	Ricoh MP301	W913P900175	Black Laser MFP	\$0.00400	\$0.00000
Falmouth Branch	Main Office	Ricoh MP 4054	G176R130146	Black Photocopier	\$0.00390	\$0.00000
Freeport Branch	Branch Manager	Ricoh MP201	W3018802856	Black Laser MFP	\$0.00400	\$0.00000
Freeport Branch	Lobby	Ricoh MP4002	W913PC02661	Black Photocopier	\$0.00400	\$0.00000
Freeport Branch	Teller Line	Ricoh MP301	W523LC01738	Black Laser MFP	\$0.00400	\$0.00000
Fryeburg Branch	Branch Manager	Ricoh MP301SPF	W915PC02328	Black Laser MFP	\$0.00390	\$0.00000
Fryeburg Branch	Main Office	Ricoh MP 4054	G176R130219	Black Photocopier	\$0.00390	\$0.00000
Fryeburg Branch	Privacy Office	Ricoh MP301SPF	W915PC01758	Black Laser MFP	\$0.00390	\$0.00000
Gorham Branch	Commercial Lending	Ricoh MP301	W913PC02657	Black Laser MFP	\$0.00400	\$0.00000
Gorham Branch	Lobby	Ricoh MP 4054	G175RB30465	Black Photocopier	\$0.00390	\$0.00000
Gray Branch	Office	Ricoh MP301	W914P902011	Black Laser MFP	\$0.00400	\$0.00000
Gray Branch	Office	Ricoh MP4002	W524LA01396	Black Photocopier	\$0.00400	\$0.00000

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Gray Branch	Office	Ricoh MP301	W914PA01205	Black Laser MFP	\$0.00400	\$0.00000
Kennebunk Branch	Commercial Lender's Office	Ricoh MP301	W912PA02882	Black Laser MFP	\$0.00400	\$0.00000
Kennebunk Branch	Copy Room	Ricoh MP4002	W522LB00242	Black Photocopier	\$0.00400	\$0.00000
Kennebunk Branch	Manager's Office	Ricoh MP301	W912PA02875	Black Laser MFP	\$0.00400	\$0.00000
Naples Branch	Branch Manager	Ricoh MP301	W913PC02649	Black Laser MFP	\$0.00400	\$0.00000
Naples Branch	CSR Office	Ricoh MP301	W913PC02648	Black Laser MFP	\$0.00400	\$0.00000
Naples Branch	Main Office	Ricoh MP 4054	G176R130535	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	Chuck Williams' Office	Ricoh MP201	W3018802737	Black Laser MFP	\$0.00400	\$0.00000
Norway - Operations Center	Customer Care	Ricoh MP 4054	G175RB30265	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	Deposit Ops	Ricoh MP5002	W533LC01390	Black Photocopier	\$0.00400	\$0.00000
Norway - Operations Center	Deposit Ops	Ricoh MP 5054	G186R120172	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	Finance	Ricoh MP C6003	E195MA10127	Color Photocopier	\$0.00390	\$0.04440
Norway - Operations Center	Human Resources	Ricoh MP301	W913PC01710	Black Laser MFP	\$0.00400	\$0.00000
Norway - Operations Center	IT Network	Ricoh MP 4054	G176R130110	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	IT Network	Ricoh MP 4054	G176R130153	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	Open Work Area	Ricoh MP 4054	G175RB31356	Black Photocopier	\$0.00390	\$0.00000
Norway - Operations Center	Richelle Wallace's Office	Ricoh MP301	W913PC01713	Black Laser MFP	\$0.00400	\$0.00000
Norway - Operations Center	Steve's Office	Ricoh MP301	W913PC01718	Black Laser MFP	\$0.00400	\$0.00000
Norway - Operations Center	Training Prep Room	Ricoh MP C306SPF	G446P101190	Color Laser MFP	\$0.00390	\$0.05000

*Subject to change and correction and future additions.*

**Additional Provisions:**





## SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with Norway Savings Bank ("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 March 1, 2016 and terminating on June 30, 2021. 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.

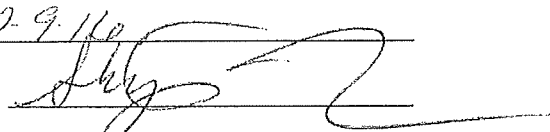
Client or SPC may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be 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: 2-9-16

Signature: 

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

**AGREED AND ACCEPTED BY:**  
Norway Savings Bank

By: Michael Noble

Title: Purchasing & Facilities Manager

Date: 2/9/16

Signature: 