



SCHEDULE A SERVICE & SUPPLY CONTRACT - CLIENT

Client: RSU 12 – Sheepscot Valley

Contracted Vendor: A-COPI

Term: 8/2/2019 through 6/30/2025

<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>
Adult Education	Adult Ed	Toshiba e-Studio 3515AC	CNEJ49683	Color Photocopier	\$0.00320	\$0.04329
Chelsea Elementary	Cafeteria Office	HP Laser Jet Pro M402dne	PHBB305357	Black Network Printer	\$0.01063	\$0.00000
Chelsea Elementary	Downstairs Conf. Room	Toshiba E-Studio 4518A	CZDJ50874	Black Photocopier	\$0.00320	\$0.00000
Chelsea Elementary	Grades 3-5 Wing Work Room	Toshiba E-Studio 6518A	C2DJ15458	Black Photocopier	\$0.00320	\$0.00000
Chelsea Elementary	Grades K-2 Wing Work Room	Toshiba E-Studio 6518A	C2DJ15480	Black Photocopier	\$0.00320	\$0.00000
Chelsea Elementary	Library	HP Laser Jet Pro M402dne	PHBB305370	Black Network Printer	\$0.01063	\$0.00000
Chelsea Elementary	Room 202 Hallway	Toshiba E-Studio 6518A	PHBB305360	Black Photocopier	\$0.00320	\$0.00000
Chelsea Elementary	Work Room	Toshiba E-Studio 5516AC	C2DJ15487	Color Photocopier	\$0.00320	\$0.04329
Palermo Consolidated	Classroom 7	HP Laser Jet Pro M402dne	C1JH10385	Black Network Printer	\$0.01063	\$0.00000
Palermo Consolidated	Grades 5-8 Closet	Toshiba E-Studio 6518A	PHBB305372	Black Photocopier	\$0.00320	\$0.00000
Palermo Consolidated	Grades K-4 Hall	Toshiba E-Studio 6518A	CZDJ50789	Black Photocopier	\$0.00320	\$0.00000
Palermo Consolidated	Main Office Hall	Toshiba E-Studio 5516AC	C2DJ15488	Color Photocopier	\$0.00320	\$0.04329
Palermo Consolidated	Room 5 Computer Lab	Toshiba E-Studio 478	C1JH10634	Black Laser MFP	\$0.01063	\$0.00000
Somerville School	Special Ed	Toshiba E-Studio 6518A	70189193054LX	Black Photocopier	\$0.00320	\$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>
SVRSU District Office	Main Office	Toshiba E-Studio 5516AC	C2EJ16112	Color Photocopier	\$0.00320	\$0.04329
SVRSU District Office	Main Office - MICR	HP Laser Jet Pro M402dne	C1JH10639	Black Network Printer	\$0.01063	\$0.00000
SVRSU District Office	Pre K	Toshiba E-Studio 4518A	PHB5B95511	Black Photocopier	\$0.00320	\$0.00000
SVRSU District Office	Room 1	HP Laser Jet Pro M402dne	C2EJ16104	Black Network Printer	\$0.01063	\$0.00000
SVRSU District Office	Room 1	Toshiba E-Studio 4518A	PHB5B95554	Black Photocopier	\$0.00320	\$0.00000
Whitefield Elementary	Cafeteria Office	Toshiba E-Studio 478	CZDJ49712	Black Laser MFP	\$0.01063	\$0.00000
Whitefield Elementary	Library	Toshiba E-Studio 478	70189193054HN	Black Laser MFP	\$0.01063	\$0.00000
Whitefield Elementary	Main Office	Toshiba E-Studio 5516AC	70189193054K4	Color Photocopier	\$0.00320	\$0.04329
Whitefield Elementary	Principal's Office	HP Laser Jet Pro M402dne	C1JH10660	Black Network Printer	\$0.01063	\$0.00000
Whitefield Elementary	Teachers' Room	Toshiba E-Studio 6518A	PHBB305275	Black Photocopier	\$0.00320	\$0.00000
Whitefield Elementary	Teachers' Room	Toshiba E-Studio 6518A	C2EJ16395	Black Photocopier	\$0.00320	\$0.00000
Windsor Elementary	Main Office	HP Laser Jet Pro M402dne	C2EJ16392	Black Network Printer	\$0.01063	\$0.00000
Windsor Elementary	Main Office	Toshiba E-Studio 5516AC	PHBB305043	Color Photocopier	\$0.00320	\$0.04329
Windsor Elementary	Media Center Room 305	Toshiba E-Studio 478	C1JH10645	Black Laser MFP	\$0.01063	\$0.00000
Windsor Elementary	Room 103 Teachers	Toshiba E-Studio 6518A	70189193054M7	Black Photocopier	\$0.00320	\$0.00000
Windsor Elementary	Room 309 Resource room	Toshiba E-Studio 478	C2DJ15481	Black Laser MFP	\$0.01063	\$0.00000
Windsor Elementary	Room 326	Toshiba E-Studio 6518A	70189193054HD	Black Photocopier	\$0.00320	\$0.00000
Windsor Elementary	Teacher's Room upstairs	Toshiba E-Studio 6518A	C2EJ16393	Black Photocopier	\$0.00320	\$0.00000
			C2DJ15456			

Subject to change and correction and future additions.



SERVICE AND SUPPLY CONTRACT - CLIENT

M.S.T. Government Leasing, LLC (M.S.T.) hereby contracts with RSU 12 – Sheepscot Valley (“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 August 2, 2019 and terminating on June 30, 2025. 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 afore-mentioned 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: *6-27-19*

Signature: *[Signature]*

Named Contracted Vendor: **A-COPI**
34 AG Drive
Gardiner, ME 04345
(207) 623-2674

AGREED AND ACCEPTED BY:
RSU 12 – Sheepscot Valley

By: Belinda Waterhouse

Title: Business Manager

Date: *6/20/2019*

Signature: *Belinda Waterhouse*