



MEETING DATE: 4/7/2008

ITEM NO: 5

COUNCIL AGENDA REPORT

DATE: March 28, 2008

TO: MAYOR AND TOWN COUNCIL

FROM: GREG LARSON, TOWN MANAGER

A handwritten signature in black ink, appearing to read "G. Larson".

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH CPO LTD. TO PROVIDE LEASE AND MAINTENANCE SERVICES FOR COPIERS AND PRINTERS WITHIN THE TOWN OF LOS GATOS

RECOMMENDATION:

Authorize the Town Manager to enter into an agreement with CPO, Ltd. to provide lease and maintenance services for copiers and printers within the Town of Los Gatos.

BACKGROUND:

The Town, over the years, has had many different leases and maintenance agreements for the Town's copiers and printers. Staff has been researching ways to consolidate all the different leases and maintenance agreements into one and to upgrade the older printers and copiers in the Town. The benefits of leasing include planned replacement intervals to ensure continued reliability, no up-front capital cost, and disposal of an asset with little or no value at the end of its useful life.

DISCUSSION:

Staff sent out a Request for Proposal (RFP) requesting agreements to combine the majority of the leases and maintenance agreements for Town printers and copiers into one. Nine vendors responded with quotes and a committee was formed to include Staff from each department. Each

PREPARED BY:

A handwritten signature in black ink, appearing to read "Stephen D. Conway".
Stephen D. Conway
Director of Finance/Administrative Services

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Reviewed by: PSS Assistant Town Manager af Town Attorney
____ Clerk Administrator SC Finance ____ Community Development

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MAYOR AND TOWN COUNCIL

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vendor presented its proposal to the committee. Six vendors were selected to fine-tune their proposals into the format required by the Town. Staff met with each vendor to review the cost and details of their proposal.

CPO, Ltd. was selected based on the following factors:

- a. Cost in the medium range
- b. Providing faster HP printers and all new color copiers (except one in CSD)
- c. Resolving current Sharp copier lease buyouts
- d. Providing "municipal lease" which will help resolve any issues at end of next lease
- e. Vendor was the most responsive and understanding of our needs. Ranked very high during interviews

The proposed lease is a State and Local Government Lease-Purchase Agreement for a 60-month period. The maintenance agreement is also for a 60-month period. (Attachment 2).

The benefits of this all-inclusive program are as follows:

- Consolidation of many printers, copiers and faxes into single multifunction devices will mean less maintenance and electrical use
- Every device is energy star compliant – more energy efficient
- 2-sided printing, scanning, and electronic fax receipt will reduce paper usage.
- New devices have 20-50% higher yields on toner cartridges, thereby reducing cartridge disposal
- Low cost color printing and more color printers and copiers available to staff.
- CPO will maintain and provide toner supplies for entire fleet of copiers and printers making service maintenance and purchasing more efficient.
- Electronic meter reading capability – easier to get copy counts.

If additional equipment is required during the term of the lease, (i.e. future copiers for the new Police service building, among other potential needs) the Town will have the option to add to the existing lease or to create a new lease.

CONCLUSION:

Staff believes CPO, Ltd has the experience and capacity to provide lease and maintenance services for the Town's copiers and printers. Staff recommends that Council authorize the Town Manager to enter into an agreement with CPO, Ltd. to provide lease and maintenance services for the Town of Los Gatos.

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FISCAL IMPACT:

The Lease and Maintenance agreements will be paid from the Stores Fund. Staff will be able to monitor the use of the networked printers and copiers, charging each department a price per copy to create the revenue required to offset the costs within the Stores Fund. Total copies charged to the departments will increase. The first year will be a trial year to see if five cents per copy is adequate. Departments will no longer pay for repairs or toner as this is all part of the maintenance agreement and copy paper will be purchased through the Stores Fund resulting in a savings to the General Fund. The responsibility of printer maintenance and replacement will be placed on CPO, Ltd. and no longer on the IT department. The following spreadsheet compares the budget with and without the new lease and maintenance program:

		Budget without new lease program	Budget with new lease program	FY 2008/09 Budget Increase (Decrease)
MIS	Printer Replacement	\$ 13,000.00	\$ -	\$ (13,000.00)
	Printer Maintenance	\$ 2,000.00	\$ -	\$ (2,000.00)
	Subtotal MIS	\$ 15,000.00	\$ -	\$ (15,000.00)
Stores	Current Copier leases	\$ 19,956.00		\$ (19,956.00)
	Maintenance of copiers	\$ 19,944.00	\$ -	\$ (19,944.00)
	HP color toner	\$ 6,000.00	\$ -	\$ (6,000.00)
	New lease payment for 11 copiers (11 printers are included in the overall package)		\$ 37,668.00	\$ 37,668.00
	Maintenance for copiers and printers (34)		\$ 29,160.00	\$ 29,160.00
	Subtotal Stores	\$ 45,900.00	\$ 66,828.00	\$ 20,928.00
Total MIS and Stores		\$ 60,900.00	\$ 66,828.00	\$ 5,928.00

The anticipated increase of approximately \$6K in costs in FY 2008/09 budget is expected to be offset by the savings in maintenance of two large capacity Xerox copiers, which have both exceeded their useful lives and staff time replacing and maintaining approximately 30 printers.

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Attachments:

1. Resolution
 2. State and Local Government Lease-Purchase Agreement includes Maintenance Agreement
 3. CPO, Ltd. Scope of Work
 4. Itemized spreadsheet of placement of printers and copiers in each department
- N:\FINANCE\Council Staff Reports\Copier and Printers\CPO.doc

RESOLUTION 2008-

**RESOLUTION OF THE TOWN OF LOS GATOS
TO AUTHORIZE THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH
CPO, LTD. TO PROVIDE LEASE AND MAINTENANCE SERVICES FOR COPIERS
AND PRINTERS WITHIN THE TOWN OF LOS GATOS**

WHEREAS, the Town has many copiers and printers under leases and/or maintenance agreements; and

WHEREAS, the Town proposes to combine and consolidate the leases and maintenance agreements into one.

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Los Gatos does hereby authorize the Town Manager to execute an agreement with CPO, Ltd. to provide lease and maintenance services for copiers and printers within the Town of Los Gatos.

PASSED AND ADOPTED at a regular meeting of the TOWN COUNCIL of the Town of Los Gatos held the 7th day of April, 2008, by the following vote:

TOWN COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR
TOWN OF LOS GATOS, CALIFORNIA

ATTEST:

CLERK
TOWN OF LOS GATOS, CALIFORNIA

DOCUMENTATION INSTRUCTIONS

The instructions listed below should be followed when completing the enclosed documentation. Documentation completed improperly will delay funding. If you have any questions regarding the instructions or the documentation, please call us.

I. STATE AND GOVERNMENT LEASE-PURCHASE AGREEMENT

1. **Bank Qualification Section**
 - Read and check box if appropriate
2. **Lessee Signature**
 - Complete and Sign
3. **Acceptance Certificate**
 - Date the date of equipment acceptance and Sign

II. 8038 - IRS FORM

- In Box 2, type employer identification number
- In Box 5, type the number of the report which is the number of 8038GC's filed in the calendar year. If this is your first 8038GC for 2008, enter 01, ie: 2008-01.
- Sign, date and type name and title

III. CERTIFICATE OF INSURANCE

- Attach a written certificate or binder of proof of property and liability insurance with De Lage Landen Public Finance LLC **and/or Its Assigns** as "loss payee" and "additional insured"

IV. ADDITIONAL DOCUMENTATION THAT MUST BE SENT TO DLL:

- Original vendor invoice (if applicable)
- Copy of title/MSO listing Lease Processing Center &/or Its Assigns as 1st lienholder (if applicable)

ALL DOCUMENTATION SHOULD BE RETURNED TO:

Lease Processing Center
2600 Grand Boulevard, Suite 380
Kansas City, Missouri 64108
816-448-5555

De Lage Landen Public Finance LLC

2600 Grand Boulevard, Suite 380
Kansas City, Missouri 64108

State and Local Government Lease-Purchase Agreement

PHONE: (866) 472-9100
FACSIMILE: (816) 448-5194

LESSEE	Full Legal Name Town of Los Gatos		Phone Number 408-354-6814	
	DBA Name (if any)		Purchase Order Requisition Number	
	Billing Address 110 E. Main St. PO Box 949		City Los Gatos	State CA
			Zip 95031	Send Invoice to Attention of: Chris Gjerde

EQUIPMENT INFORMATION	Equipment Make	Model No.	Serial Number	Description (Attach Separate Schedule if Necessary)		
				See Attached Equipment Description		
Equipment Location (if not same as above)				City Los Gatos	State CA	Zip 95031

PAYMENT INFORMATION	Number of Lease Payments 60	Lease Payments: See Lease Payment Schedule Attached as Attachment 1
	Full Lease Term (in Months) 60	Payment Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semiannually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
	End of Lease Option: \$1	
	BANK QUALIFICATION By checking the box below, YOU hereby designate this Lease as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Internal Revenue Code and represent that the aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501 (c)(3) bonds) issued or to be issued by YOU and YOUR subordinate entities during the calendar year in which WE fund this Lease is not reasonably expected to exceed \$10,000,000. <input type="checkbox"/> Bank Qualification Elected	

TERMS AND CONDITIONS

Please read YOUR copy of this State and Local Government Lease-Purchase Agreement ("Lease") carefully and feel free to ask US any questions YOU may have about it. Words "YOU" and "YOUR" refer to the "Lessee" and the words "WE," "US" and "OUR" refer to De Lage Landen Public Finance LLC, its successors and assigns, as the "Lessor" of the Equipment.

1. **LEASE.** WE agree to lease to YOU and YOU agree to lease from US, the equipment listed above (and on any attached schedule) including all replacement parts, repairs, additions and accessories ("Equipment") on the terms and conditions of this Lease and on any attached schedule.

2. **TERM.** This Lease is effective on the date that it is accepted and signed by US (the "Commencement Date") and continues thereafter for an original term ("Original Term") ending at the end of YOUR budget year in effect on the Commencement Date and may be continued by YOU for additional one-year renewal terms ("Renewal Terms") coinciding with YOUR budget year up to the total number of months indicated above as the Full Lease Term; provided, however, that at the end of the Original Term and at the end of each Renewal Term until the Full Lease Term has been completed, YOU shall be deemed to have continued this Lease for the next Renewal Term unless YOU shall have terminated this Lease pursuant to Section 5 or Section 17. Lease Payments will be due as set forth on Attachment 1 until the balance of the Lease Payments and any additional Lease Payments or expenses chargeable to YOU under this Lease are paid in full. As set forth in the Lease Payment Schedule, a portion of each Lease Payment is paid as, and represents payment of, interest. YOUR obligation to pay the Lease Payments and YOUR other Lease obligations are absolute and unconditional and are not subject to cancellation, reduction, setoff or counterclaim except as provided in Section 5. THIS LEASE IS NON-CANCELABLE EXCEPT AS PROVIDED IN SECTION 5.

3. **LATE CHARGES.** If a Lease Payment is not made on the date when due, YOU will pay US a late charge at the rate of 18% per annum or the maximum amount permitted by law, whichever is less, from such date.

4. **CONTINUATION OF LEASE TERM.** YOU currently intend, subject to Section 5, to continue this Lease through the Full Lease Term and to pay the Lease Payments hereunder. YOU reasonably believe that legally available funds in an amount sufficient to make all Lease Payments during the Full Lease Term can be obtained. YOUR responsible financial officer shall do all things lawfully within his or her power to obtain and maintain funds from which the Lease Payments may be made, including making provision for the Lease Payments to the extent necessary in each proposed annual budget submitted for approval in accordance with YOUR applicable procedures and to exhaust all available reviews and appeals if that portion of the budget is not approved. Notwithstanding the foregoing, the decision whether to budget or appropriate funds and to extend this Lease for any Renewal Term is solely within the discretion of YOUR governing body.

5. **NONAPPROPRIATION.** YOU are obligated only to pay such Lease Payments under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose during YOUR then current budget year. If YOU fail to appropriate or otherwise make available funds to pay the Lease Payments required to be paid in the next occurring Renewal Term, this Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. YOU agree to deliver written notice to US of such termination at least 90 days prior to the end of the then current Original Term or Renewal Term, but failure to give such notice shall not extend the term of this Lease beyond the then current Original Term or Renewal Term. If this Lease is terminated in accordance with this Section, YOU agree, at YOUR cost and expense, to peacefully deliver the Equipment to US at the location or locations specified by US.

6. **WARRANTIES.** WE are leasing the Equipment to YOU "AS-IS" and WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. WE transfer to YOU, without recourse, for the term of this Lease all warranties, if any, made by the manufacturer. YOU ALSO ACKNOWLEDGE THAT NO ONE IS AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THIS LEASE AND, EXCEPT FOR THE MANUFACTURER WARRANTIES, MAKE ANY REPRESENTATION OR WARRANTY ABOUT THIS LEASE OR THE EQUIPMENT. WE SHALL NOT BE LIABLE FOR SPECIAL, RESULTING OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT OCCASIONED BY ANY BREACH OF WARRANTY OR REPRESENTATION OR RESULTING FROM THE USE OR PERFORMANCE OF THE EQUIPMENT. YOUR OBLIGATION TO PAY IN FULL ANY AMOUNT DUE UNDER THE LEASE WILL NOT BE AFFECTED BY ANY DISPUTE, CLAIM, COUNTERCLAIM, DEFENSE OR OTHER RIGHT WHICH YOU MAY HAVE OR ASSERT AGAINST THE SUPPLIER OR THE EQUIPMENT MANUFACTURER.

7. **DELIVERY AND ACCEPTANCE.** YOU ARE RESPONSIBLE, AT YOUR OWN COST, TO ARRANGE FOR THE DELIVERY AND INSTALLATION OF THE EQUIPMENT (UNLESS THOSE COSTS ARE INCLUDED IN THE COSTS OF THE EQUIPMENT TO US). IF REQUESTED, YOU WILL SIGN A SEPARATE EQUIPMENT DELIVERY AND ACCEPTANCE CERTIFICATE. WE MAY AT OUR DISCRETION CONFIRM BY TELEPHONE THAT YOU HAVE ACCEPTED THE EQUIPMENT AND THAT TELEPHONE VERIFICATION OF YOUR ACCEPTANCE OF THE EQUIPMENT SHALL HAVE THE SAME EFFECT AS A SIGNED DELIVERY AND ACCEPTANCE CERTIFICATE.

(Terms and Conditions continued on the reverse side of this Lease.)

LESSEE SIGNATURE	YOU agree to all of the Terms and Conditions contained in both sides of this Lease, and in any attachments to same (all of which are included by reference) and become part of this Lease. YOU acknowledge to have read and agreed to all the Terms and Conditions.	
	You agree that this is a non-cancelable lease. The Equipment is: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	
	Signature _____	Date _____
	Title _____	
	Print Name _____	
	Legal Name of Corporation Town of Los Gatos (LEASE MUST BE SIGNED BY AUTHORIZED OFFICIAL OF LESSEE)	
LESSOR	Lessor Signature _____ Date _____	
	Print Name _____	
	Title _____	
	For DE LAGE LANDEN PUBLIC FINANCE LLC	
	Lease Number PUB 6865	
	Lease Commencement Date March 17, 2008 Vendor I.D. Number _____	

8. TITLE, PERSONAL PROPERTY, LOCATION, INSPECTION, NO MODIFICATIONS OR ALTERATIONS. YOU have title to the Equipment; provided that title to the Equipment will immediately and without any action by YOU vest in US, and YOU shall immediately surrender possession of the Equipment to US, (a) upon any termination of this Lease other than termination pursuant to Section 17 or (b) if YOU are in default of this Lease. It is the intent of the parties hereto that any transfer of title to US pursuant to this Section shall occur automatically without the necessity of any bill of sale, certificate of title or other instrument of conveyance. YOU shall, nevertheless, execute and deliver any such instruments as WE may request to evidence such transfer. As security for YOUR obligations hereunder, WE retain a security interest in the Equipment and all proceeds thereof. YOU have the right to use the Equipment during the term of this Lease, except as otherwise expressly set forth in this Lease. Although the Equipment may become attached to real estate, it remains personal property. YOU agree not to alter or modify the Equipment or permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. If WE feel it is necessary, YOU agree to provide US with waivers of interest or liens from anyone claiming any interest in the real estate on which any items of Equipment is located. WE also have the right, at reasonable times, to inspect the Equipment.

9. MAINTENANCE. YOU are required, at YOUR own cost and expense, to keep the Equipment in good repair, condition and working order, except for ordinary wear and tear, and YOU will supply all parts and servicing required. All replacement parts used or installed and repairs made to the Equipment will become OUR property.

YOU ACKNOWLEDGE THAT WE ARE NOT RESPONSIBLE FOR PROVIDING ANY REQUIRED MAINTENANCE AND/OR SERVICE FOR THE EQUIPMENT. YOU WILL MAKE ALL CLAIMS FOR SERVICE AND/OR MAINTENANCE SOLELY TO THE SUPPLIER AND/OR MANUFACTURER AND SUCH CLAIMS WILL NOT AFFECT YOUR OBLIGATION TO MAKE ALL REQUIRED LEASE PAYMENTS.

10. ASSIGNMENT. YOU AGREE NOT TO TRANSFER, SELL, SUBLEASE, ASSIGN, PLEDGE OR ENCUMBER EITHER THE EQUIPMENT OR ANY RIGHTS UNDER THIS LEASE WITHOUT OUR PRIOR WRITTEN CONSENT. YOU agree that WE may sell, assign or transfer this Lease and, if WE do, the new owner will have the same rights and benefits that WE now have and will not have to perform any of OUR obligations and the rights of the new owner will not be subject to any claims, counterclaims, defenses or set-offs that YOU may have against US. YOU hereby appoint Municipal Registrar Services (the "Registrar") as YOUR agent for the purpose of maintaining a written record of each assignment in form necessary to comply with Section 149(a) of the Internal Revenue Code of 1986, as amended. No such assignment shall be binding on YOU until the Registrar has received written notice from the assignor of the name and address of the assignee.

11. LOSS OR DAMAGE. YOU are responsible for the risk of loss or destruction of, or damage to the equipment. No such loss or damage relieves YOU from any obligation under this Lease. If any of the Equipment is damaged by fire or other casualty or title to, or the temporary use of, any of the Equipment is taken under the exercise of the power of eminent domain, the net proceeds ("Net Proceeds") of any insurance claim or condemnation award will be applied to the prompt replacement, repair, restoration, modification or improvement of that Equipment, unless YOU have exercised YOUR option to purchase the Equipment pursuant to Section 17. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to YOU.

12. INDEMNITY. WE are not responsible for any losses or injuries caused by the manufacture, acquisition, delivery, installation, ownership, use, lease, possession, maintenance, operation or rejection of the Equipment or defects in the Equipment. To the extent permitted by law, YOU agree to reimburse US for and to defend US against any claim for losses or injuries relating to the Equipment. This indemnity will continue even after the termination of this Lease.

13. TAXES. YOU agree to pay all applicable license and registration fees, sale and use taxes, personal property taxes and all other taxes and charges, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment (except those based on OUR net income). YOU agree that if WE pay any taxes or charges, YOU will reimburse US for all such payments and will pay US interest and a late charge (as calculated in Section 3) on such payments with the next Lease Payment, plus a fee for OUR collecting and administering any taxes, assessments or fees and remitting them to the appropriate authorities.

14. INSURANCE. During the term of this Lease, YOU will keep the Equipment insured against all risks of loss or damage in an amount not less than the replacement cost of the Equipment, without deductible and without co-insurance. YOU will also obtain and maintain for the term of this Lease, comprehensive public liability insurance covering both personal injury and property damage of at least \$100,000 per person and \$300,000 per occurrence or bodily injury and \$50,000 for property damage. WE will be the sole named loss payee on the property insurance and named as an additional insured on the public liability insurance. YOU will pay all premiums for such insurance and must deliver proof of insurance coverage satisfactory to US. If YOU do not provide such insurance, YOU agree that WE have the right, but not the obligation, to obtain such insurance and add an insurance fee to the amount due from you, on which we make a profit.

15. DEFAULT. Subject to Section 5, YOU are in default of this Lease if any of the following occurs: (a) YOU fail to pay any Lease Payment or other sum when due; (b) YOU breach any warranty or other obligation under this Lease, or any other agreement with US; (c) YOU become insolvent or unable to pay YOUR debts when due, YOU make an assignment for the benefit of creditors or YOU undergo a substantial deterioration in YOUR financial condition, or (d) YOU file or have filed against YOU a petition for liquidation, reorganization, adjustment of debt or similar relief under the Federal Bankruptcy Code or any other present or future federal or state bankruptcy or insolvency law, or a trustee, receiver or liquidator is appointed for YOU or a substantial part of YOUR assets.

16. REMEDIES. WE have the following remedies if YOU are in default of this Lease: WE may declare the entire balance of the unpaid Lease Payments for the then current Original Term or Renewal Term immediately due and payable; sue for and receive all Lease Payments and any other payments then accrued or accelerated under this Lease; charge YOU interest on all monies due US at the rate of eighteen percent (18%) per year from the date of default until paid, but in no event more than the maximum rate permitted by law; charge YOU a return-check or non-sufficient funds charge ("NSF Charge") of \$25.00 for a check that is returned for any reason; and require that YOU return the Equipment to US and, if YOU fail to return the Equipment, enter upon the premises peaceably with or without legal process where the Equipment is located and repossess the Equipment. Such return or repossession of the Equipment will not constitute a termination of this Lease unless WE expressly notify YOU in writing. If the Equipment is returned or repossessed by US and unless WE have terminated this Lease, WE will sell or re-rent the Equipment to any persons with any terms WE determine, at one or more public or private sales, with or without notice to YOU, and apply the net proceeds after deducting the costs and expenses of such sale or re-rent, to YOUR obligations with YOU remaining liable for any deficiency and with any excess over the amounts described in this Section plus the then applicable Purchase Price to be paid to YOU.

YOU are also required to pay (i) all expenses incurred by US in connection with the enforcement of any remedies, including all expenses of repossessing, storing, shipping, repairing and selling the Equipment, and (ii) reasonable attorneys' fees.

17. PURCHASE OPTION. Provided YOU are not in default, YOU shall have the option to purchase all but not less than all of the Equipment (a) on the date the last Lease Payment is due (assuming this Lease is renewed at the end of the Original Term and each Renewal Term), if this Lease is still in effect on that day, upon payment in full of Lease Payments and all other amounts then due and the payment of One Dollar to US; (b) on the last day of the Original Term or any Renewal Term then in effect, upon

at least 60 days' prior written notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule; or (c) if substantial damage to or destruction or condemnation of substantially all of the Equipment has occurred, on the day specified in YOUR written notice to US of YOUR exercise of the purchase option upon at least 60 days' prior notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule.

18. REPRESENTATIONS AND WARRANTIES. YOU warrant and represent as follows: (a) YOU are a public body corporate and politic duly organized and existing under the constitution and laws of YOUR State with full power and authority to enter into this Lease and the transactions contemplated hereby and to perform all of YOUR obligations hereunder; (b) YOU have duly authorized the execution and delivery of this Lease by proper action by YOUR governing body at a meeting duly called, regularly convened and attended throughout by the requisite majority of the members thereof or by other appropriate official approval, and all requirements have been met and procedures have occurred in order to ensure the validity and enforceability of this Lease; (c) YOU have complied with such public bidding requirements as may be applicable to this Lease and the acquisition by YOU of the Equipment; (d) all authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by YOU of this Lease or in connection with the carrying out by YOU of YOUR obligations hereunder have been obtained; (e) this Lease constitutes the legal, valid and binding obligation of YOU enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally; (f) YOU have, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year and to meet YOUR other obligations under this Lease for the current budget year, and those funds have not been expended for other purposes; (g) the Equipment is essential to YOUR functions or to the services YOU provide to YOUR citizens, YOU have an immediate need for the Equipment and expect to make immediate use of the Equipment, YOUR need for the Equipment is not temporary and YOU do not expect the need for any item of the Equipment to diminish in the foreseeable future, including the Full Lease Term, and the Equipment will be used by YOU only for the purpose of performing one or more of YOUR governmental or proprietary functions consistent with the permissible scope of YOUR authority and will not be used in the trade or business of any other entity or person; and (h) YOU have never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement.

19. UCC FILINGS AND FINANCIAL STATEMENTS. YOU authorize US to file a financing statement with respect to the Equipment. If WE feel it is necessary, YOU agree to submit financial statements (audited if available) on a quarterly basis.

20. UCC - ARTICLE 2A PROVISIONS. YOU agree that this Lease is a Finance Lease as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). YOU acknowledge that WE have given YOU the name of the Supplier of the Equipment. WE hereby notify YOU that YOU may have rights under the contract with the Supplier and YOU may contact the Supplier for a description of any rights or warranties that YOU may have under this supply contract. YOU also waive any and all rights and remedies granted YOU under Sections 2A-508 through 2A-522 of the UCC.

21. TAX EXEMPTION. YOU will comply with all applicable provisions of the Internal Revenue Code of 1986, as amended, including without limitation Sections 103 and 148 thereof, and the applicable regulations thereunder to maintain the exclusion of the interest portion of the Lease Payments from gross income for purposes of federal income taxation.

22. BANK QUALIFICATION. If YOU checked the "Bank Qualification Elected" box on the front page of this Lease YOU and all YOUR subordinate entities will not issue in excess of \$10,000,000 of qualified tax-exempt obligations (including this Lease but excluding private activity bonds other than qualified 501(c)(3) bonds) during the calendar year in which WE fund this Lease without first obtaining an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to US that the designation of this Lease as a "qualified tax-exempt obligation" will not be adversely affected.

23. CHOICE OF LAW; JURY TRIAL WAIVER. This Lease shall be governed and construed in accordance with the laws of the state where YOU are located. To the extent permitted by law, YOU agree to waive YOUR rights to a trial by jury.

24. ENTIRE AGREEMENT; SEVERABILITY; WAIVERS. This Lease contains the entire agreement and understanding. No agreements or understandings are binding on the parties unless set forth in writing and signed by the parties. Any provision of this Lease which for any reason may be held unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective without invalidating the remaining provisions of this Lease. THIS LEASE IS NOT INTENDED FOR TRANSACTIONS WITH AN EQUIPMENT COST OF LESS THAN \$1,000.

25. FACSIMILE DOCUMENTATION. YOU agree that a facsimile copy of this Lease with facsimile signatures may be treated as an original and will be admissible as evidence of this Lease.

**ATTACHMENT 1 TO STATE AND LOCAL GOVERNMENT LEASE PURCHASE AGREEMENT
LEASE PAYMENT SCHEDULE**

Lessor: De Lage Landen Public Finance LLC
 Lessee: Town of Los Gatos
 Lease Commencement Date: March 17, 2008
 Lease Number: PUB 6865

#	Date	Payment	Interest	Principal	Balance	Purchase Price
	03/17/2008				\$167,466.92	
1	03/17/2008	\$3,139.00	\$0.00	\$3,139.00	\$164,327.92	\$167,614.48
2	04/17/2008	\$3,139.00	\$669.48	\$2,469.52	\$161,858.40	\$165,095.57
3	05/17/2008	\$3,139.00	\$659.42	\$2,479.58	\$159,378.82	\$162,566.40
4	06/17/2008	\$3,139.00	\$649.32	\$2,489.68	\$156,889.14	\$160,026.92
5	07/17/2008	\$3,139.00	\$639.18	\$2,499.82	\$154,389.32	\$157,477.11
6	08/17/2008	\$3,139.00	\$628.99	\$2,510.01	\$151,879.31	\$154,916.90
7	09/17/2008	\$3,139.00	\$618.77	\$2,520.23	\$149,359.08	\$152,346.26
8	10/17/2008	\$3,139.00	\$608.50	\$2,530.50	\$146,828.58	\$149,765.15
9	11/17/2008	\$3,139.00	\$598.19	\$2,540.81	\$144,287.77	\$147,173.53
10	12/17/2008	\$3,139.00	\$587.84	\$2,551.16	\$141,736.61	\$144,571.34
11	01/17/2009	\$3,139.00	\$577.44	\$2,561.56	\$139,175.05	\$141,958.55
12	02/17/2009	\$3,139.00	\$567.01	\$2,571.99	\$136,603.06	\$139,335.12
13	03/17/2009	\$3,139.00	\$556.53	\$2,582.47	\$134,020.59	\$136,701.00
14	04/17/2009	\$3,139.00	\$546.01	\$2,592.99	\$131,427.60	\$134,056.15
15	05/17/2009	\$3,139.00	\$535.44	\$2,603.56	\$128,824.04	\$131,400.52
16	06/17/2009	\$3,139.00	\$524.84	\$2,614.16	\$126,209.88	\$128,734.08
17	07/17/2009	\$3,139.00	\$514.19	\$2,624.81	\$123,585.07	\$126,056.77
18	08/17/2009	\$3,139.00	\$503.49	\$2,635.51	\$120,949.56	\$123,368.55
19	09/17/2009	\$3,139.00	\$492.76	\$2,646.24	\$118,303.32	\$120,669.39
20	10/17/2009	\$3,139.00	\$481.98	\$2,657.02	\$115,646.30	\$117,959.23
21	11/17/2009	\$3,139.00	\$471.15	\$2,667.85	\$112,978.45	\$115,238.02
22	12/17/2009	\$3,139.00	\$460.28	\$2,678.72	\$110,299.73	\$112,505.72
23	01/17/2010	\$3,139.00	\$449.37	\$2,689.63	\$107,610.10	\$109,762.30
24	02/17/2010	\$3,139.00	\$438.41	\$2,700.59	\$104,909.51	\$107,007.70
25	03/17/2010	\$3,139.00	\$427.41	\$2,711.59	\$102,197.92	\$104,241.88
26	04/17/2010	\$3,139.00	\$416.36	\$2,722.64	\$99,475.28	\$101,464.79
27	05/17/2010	\$3,139.00	\$405.27	\$2,733.73	\$96,741.55	\$98,676.38
28	06/17/2010	\$3,139.00	\$394.13	\$2,744.87	\$93,996.68	\$95,876.61
29	07/17/2010	\$3,139.00	\$382.95	\$2,756.05	\$91,240.63	\$93,065.44
30	08/17/2010	\$3,139.00	\$371.72	\$2,767.28	\$88,473.35	\$90,242.82
31	09/17/2010	\$3,139.00	\$360.45	\$2,778.55	\$85,694.80	\$87,408.70
32	10/17/2010	\$3,139.00	\$349.13	\$2,789.87	\$82,904.93	\$84,563.03
33	11/17/2010	\$3,139.00	\$337.76	\$2,801.24	\$80,103.69	\$81,705.76
34	12/17/2010	\$3,139.00	\$326.35	\$2,812.65	\$77,291.04	\$78,836.86
35	01/17/2011	\$3,139.00	\$314.89	\$2,824.11	\$74,466.93	\$75,956.27
36	02/17/2011	\$3,139.00	\$303.38	\$2,835.62	\$71,631.31	\$73,063.94
37	03/17/2011	\$3,139.00	\$291.83	\$2,847.17	\$68,784.14	\$70,159.82
38	04/17/2011	\$3,139.00	\$280.23	\$2,858.77	\$65,925.37	\$67,243.88
39	05/17/2011	\$3,139.00	\$268.58	\$2,870.42	\$63,054.95	\$64,316.05
40	06/17/2011	\$3,139.00	\$256.89	\$2,882.11	\$60,172.84	\$61,376.30
41	07/17/2011	\$3,139.00	\$245.15	\$2,893.85	\$57,278.99	\$58,424.57
42	08/17/2011	\$3,139.00	\$233.36	\$2,905.64	\$54,373.35	\$55,460.82
43	09/17/2011	\$3,139.00	\$221.52	\$2,917.48	\$51,455.87	\$52,484.99
44	10/17/2011	\$3,139.00	\$209.63	\$2,929.37	\$48,526.50	\$49,497.03
45	11/17/2011	\$3,139.00	\$197.70	\$2,941.30	\$45,585.20	\$46,496.90
46	12/17/2011	\$3,139.00	\$185.72	\$2,953.28	\$42,631.92	\$43,484.56

47	01/17/2012	\$3,139.00	\$173.69	\$2,965.31	\$39,666.61	\$40,459.94
48	02/17/2012	\$3,139.00	\$161.60	\$2,977.40	\$36,689.21	\$37,422.99
49	03/17/2012	\$3,139.00	\$149.47	\$2,989.53	\$33,699.68	\$34,373.67
50	04/17/2012	\$3,139.00	\$137.29	\$3,001.71	\$30,697.97	\$31,311.93
51	05/17/2012	\$3,139.00	\$125.07	\$3,013.93	\$27,684.04	\$28,237.72
52	06/17/2012	\$3,139.00	\$112.79	\$3,026.21	\$24,657.83	\$25,150.99
53	07/17/2012	\$3,139.00	\$100.46	\$3,038.54	\$21,619.29	\$22,051.68
54	08/17/2012	\$3,139.00	\$88.08	\$3,050.92	\$18,568.37	\$18,939.74
55	09/17/2012	\$3,139.00	\$75.65	\$3,063.35	\$15,505.02	\$15,815.12
56	10/17/2012	\$3,139.00	\$63.17	\$3,075.83	\$12,429.19	\$12,677.77
57	11/17/2012	\$3,139.00	\$50.64	\$3,088.36	\$9,340.83	\$9,527.65
58	12/17/2012	\$3,139.00	\$38.06	\$3,100.94	\$6,239.89	\$6,364.69
59	01/17/2013	\$3,139.00	\$25.42	\$3,113.58	\$3,126.31	\$3,188.84
60	02/17/2013	<u>\$3,139.00</u>	<u>\$12.69</u>	<u>\$3,126.31</u>	\$0.00	\$0.00
Grand Totals		\$188,340.00	\$20,873.08	\$167,466.92		

In addition to the above stated payment, the Lessee will be billed \$2,430.30 a month for each month of the lease for monthly service (the \$2,430.30 is **not** part of the underlying Equipment Lease Purchase Agreement). The \$2,430.30 monthly payment will be passed onto CPO Ltd.

Please note that DLL is not a party to the Service Agreement but are billing and collecting the service fee on behalf of the Vendor. DLL can bill and collect this service fee in accordance of the Servicing Agreement.

Any overages per Lessee's Service Agreement with CPO Ltd. Will be billed separately by CPO Ltd. (any payments for overages is **not part** of the underlying Equipment Lease Purchase Agreement).

Signor: _____

Title: _____

**ATTACHMENT 2 TO STATE AND LOCAL GOVERNMENT LEASE PURCHASE AGREEMENT
EQUIPMENT DESCRIPTION**

<u>EQUIPMENT DESCRIPTION</u>	<u>SERIAL #</u>	<u>LOCATION ADDRESS</u>
MX-850 (1)		
MC-LCX6 (1)		
MX-MFX2 (1)		
MX-PBX2 (1)		
MX-PN4XB (1)		
MX-PKX4 (1)		
Sharp 3501 (2)		
MX-DEX4 (2)		
MX-FNX1 (2)		
MX-FKX1 (9)		
MX-FXX1 (6)		
AR-PN1B (1)		
MX-LCX1 (1)		
MX-PN1BX (1)		
MX-6201N (3)		
MXLCX2 (3)		
MX-FNX3 (1)		
MX-PNX2B (3)		
MX-FNX4 (2)		
Sharp 2300 (4)		
MX-DEX1 (4)		
HP 4250 (11)		

De Lage Landen Public Finance LLC

2600 Grand Boulevard, Suite 380
Kansas City, Missouri 64108

ACCEPTANCE CERTIFICATE

Ladies and Gentlemen:

Re: State and Local Government Lease Purchase Agreement dated as of March 17, 2008, between
De Lage Landen Public Finance LLC, as Lessor, and Town of Los Gatos, as Lessee.

In accordance with the State and Local Government Lease Purchase Agreement (the "Agreement"), the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

1. All of the Equipment (as such term is defined in the Agreement) has been delivered, installed and accepted on the date hereof.
2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Lessee is currently maintaining the insurance coverage required by **Section 14** of the Agreement.
4. No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default (as defined in the Agreement) exists at the date hereof.

(SEAL)

LESSEE SIGNATURE	Lessee <u>Town of Los Gatos</u>
	Signature _____ Date _____
	Print Name _____
	Title _____

07PFDOC055

Information Return for Tax-Exempt Governmental Obligations

> Under Internal Revenue Code Section 149(e)

> See separate instructions.

Caution: If the issue price is under \$100,000, Use Form 8038-GC

OMB No. 1545-0720

Part I		Reporting Authority	If Amended Return, check here > <input type="checkbox"/>	
1 Issuer's Name Town of Los Gatos		2 Issuer's employer identification number		
3 Number and street (or P.O. box if mail is not delivered to street address) 110 E. Main St. PO Box 949		Room/Suite	4 Report number 2008	
5 City, town, or post office, state and ZIP code Los Gatos, CA 95031		6 Date of issue		
7 Name of Issue State and Local Government Lease Purchase Agreement				
9 Name and title of officer or legal representative whom the IRS may call for more information Chris Gjerde		10 Telephone number of officer or legal representative 408-354-6814		

Part II	Type of Issue (check applicable box(es) and enter the issue price)	See instructions and attach schedule	
11 <input type="checkbox"/> Education	11		
12 <input type="checkbox"/> Health and hospital	12		
13 <input type="checkbox"/> Transportation	13		
14 <input type="checkbox"/> Public safety	14		
15 <input type="checkbox"/> Environment (including sewage bonds)	15		
16 <input type="checkbox"/> Housing	16		
17 <input type="checkbox"/> Utilities	17		
18 <input checked="" type="checkbox"/> Other. Describe >	18		\$167,466.92
19 If obligations are TANs or RANs, check box <input type="checkbox"/> If obligations are BANs, check box <input type="checkbox"/>			
20 If obligations are in the form of a lease or installment sale, check box <input checked="" type="checkbox"/>			

Part III	Description of Obligations (Complete for the entire issue for which this form is being filed)				
	(a) Final Maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02/17/2013	\$167,466.92	\$167,466.92	2.6328	4.89%

Part IV	Uses of Proceeds of Bond Issue (including underwriters' discount)				
22 Proceeds used for accrued interest	22				N/a
23 Issue price of entire issue (enter amount from line 21, column (b))	23				N/a
24 Proceeds used for bond issuance costs (including underwriters' discount)	24		N/a		
25 Proceeds used for credit enhancement	25		N/a		
26 Proceeds allocated to reasonably required reserve or replacement fund	26		N/a		
27 Proceeds used to currently refund prior issues	27		N/a		
28 Proceeds used to advance refund prior issues	28		N/a		
29 Total (add lines 24 through 28)	29				N/a
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30				N/a

Part V	Description of Refunded Bonds (Complete this part only for refunding bonds)	
31 Enter the remaining weighted average maturity of the bonds to be currently refunded	>	N/a years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	>	N/a years
33 Enter the last date on which the refunded bonds will be called	>	N/a
34 Enter the date(s) the refunded bonds were issued >		

Part VI	Miscellaneous	
35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	N/a
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (see instructions)	36a	N/a
b Enter the final maturity date of the guaranteed investment contract >		N/a
37 Pooled financings: a Proceeds of this issue that are to be used to make loans to other governmental units	37a	N/a
b If this issue is a loan made from the proceeds of another tax-exempt issue, check box > <input type="checkbox"/> and enter the name of the issuer >		
38 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box	>	<input type="checkbox"/>
39 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box	>	<input type="checkbox"/>
40 If the issuer has identified a hedge, check box	>	<input type="checkbox"/>

Sign Here

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete.

> _____ > _____
Signature of issuer's authorized representative Date Type or print name and title



Scope of Work

Page 1 of 2

OVERVIEW

Thank you for choosing CPO Ltd. for your Digital Printing Solutions. As a premier copier, printer and facsimile service provider, we staff certified computer and network engineers to meet your digital connectivity needs. The systems connected to your computer or networks have varied requirements, therefore we have developed this "Scope of Work" agreement, which provides a complete explanation of the project and details all items to be completed by each party.

It is the intent of CPO Ltd. to provide our customers with the highest quality products and services available during the term of this project. This document covers all known issues and assumptions including any information provided on the Connectivity Questionnaire at the outset of this project. All work performed during this project which is not expressly defined and related to this "Scope of Work" will be provided on a time and materials basis which will be billed at prevailing rates in effect on the date the project commenced. Unless otherwise specified, the "Scope of Work" undertaken by CPO will be limited to the hardware and/or software provided by CPO Ltd.

CUSTOMER RESPONSIBILITIES

1. Network Administrator or equivalent complete the Connectivity Questionnaire.
2. Provide a tested network port near the Copier/Printer
3. Provide a tested patch cable to reach from network port to Copier/Printer or a Printer Cable for a stand-alone installation.
4. Ensure that a Network Administrator or equivalent will be available during the entire installation process.
5. CPO Ltd. requires that you perform and/or provide the following prior to your Copier/Printers installation
 - a. A "Full and Verified Backup" of your network.
 - b. A full scan of your network with current anti-virus software to ensure that there are no existing viruses.
 - c. Update all network servers and software packages with the latest service packs.
 - d. Based on the installation environment, minimally provide the following.
 - i. Window Server (administrator access)
 1. IP Address and Subnet Mask for Copier/Printer
 2. Ensure that TCP/IP Print Services is loaded on Server
 - ii. Novel Server (administrator access)
 1. Name of desired PRINTER, PRINT SERVER, and PRINT QUEUE objects for NDS
 2. Name of FILE SERVER, NDS TREE and Printer CONTEXT
 - iii. Windows Peer-to-Peer Networks
 1. TCP/IP protocol loaded on all workstations
 2. IP Address and Subnet Mask for Copier/Printer
 - iv. Host/Mainframe Systems
 1. Ensure that the Host Section of Connectivity Questionnaire was completely filled out.
 2. A system administrator MUST be available to configure host-side print environment.
6. Guarantee that all software is legally licensed and registered per current copyright laws.
7. Return the signed "Scope of Work" Agreement and the Connectivity Questionnaire to your sales representative.

If the equipment cannot be installed and connected on the agreed upon date because of circumstances within the customer's reasonable control, then the customer will be billed and responsible for a rescheduling fee of \$150.00.

CPO LTD'S RESPONSIBILITIES

1. The Integration Specialist(s) agrees that all information viewed is CONFIDENTIAL and may not be disclosed without consent unless ordered by a court of law.
2. Connect the Copier/Printer to the network port with provided patch cable.
3. Configure the Copier/Printer for Novell or Windows servers and/or any Peer-to-Peer networks with MAC or Windows systems. CPO Ltd. will assist your Network Administrator on any UNIX or Host systems.
4. Train (1) client IS staff member on server setup and configuration.
5. Train (1) client IS staff member on (up to 3) workstation printer/scanner setup and configurations.
6. Train (1) client IS staff member on the use of the print driver in a "Train-the-Trainer" format.
7. Review your Connectivity Questionnaire and explain any possible limitations and/or configuration recommendations.

Once a successful installation has been demonstrated by generating a server and (up to 3) workstation printer test pages and if applicable, retrieving scanned images to the workstations, the project is considered complete. Additional work outside the scope of this agreement may be provided on a time and materials basis at CPO Ltd.'s discretion and at current billable rates.

CPO Ltd. wants to ensure that your new printing environment exceeds your expectations! Your CPO Ltd. installation entitles you to 30 days of printing support from the installation date of your new copier/printer, *provided that your network environment has not been changed as defined in your initial Technology Services Group Connectivity Questionnaire*. If your printing issue is not directly related to your new copier/printer, CPO Ltd. will provide a recommendation outlining possible courses of action for your IS staff.



Scope of Work

Page 2 of 2

PLEASE SELECT ONE OF THE FOLLOWING

☐ I (we) hereby certify that I (we) have read and accept the terms of the "Scope of Work" Agreement and guarantee that all information provided for this agreement is accurate to the best of my (our) knowledge.

Or

☐ I (we) hereby certify that I (we) have read and accept the terms of the "Scope of Work" Agreement and guarantee that all information provided for this agreement is accurate to the best of my (our) knowledge; however, we are not able to guarantee all of the following prior to the copier/printer being installed:

- A full backup has been performed within the last hour on all necessary drives.
- Current anti-virus software has been run on all necessary drives to ensure that there are no existing viruses.
- The backup data was verified to be a valid backup of the customer's system.
- All software is performing according to specifications and includes all software revisions and updates.
- All software being used is authentic and registered.

and therefore agree to the following "General Release and Limitation of Liability".

I, the undersigned, representing _____ (the customer,) having read the above, understand that in the unlikely event there is any loss or corruption of data from the installation of the product by an authorized CPO Ltd. representative, its parent company, affiliates or subsidiaries, such data loss or corruption would have been prevented by _____ (the customer) performing all of the above precautions in reference to parent company, affiliates or subsidiaries, its directors, officers, employees, agents, and authorized service providers from any and all damages arising out of resulting from or relating to any loss or corruption of data.

Additionally, Customer acknowledges and agrees that it shall not be CPO Ltd.'s responsibility, and CPO Ltd., its parent company, affiliates, or subsidiaries shall not be held responsible for any damages arising out of or resulting from or relating to any corruption or loss of data due to any of the following:

- Unauthorized person(s) changing configuration(s)
- Virus infections.
- Vandalism or theft.
- Fire
- Act of God or Act of War.

Or

☐ I (we), representing _____ (the customer,) hereby certify that (we) have read the "Scope of Work" Agreement and that I (we) have decided to decline all assistance from CPO Ltd. regarding the installation of our copier/printer. Therefore, CPO Ltd. is under no obligation and has no liability concerning any aspect of the installation process.

Customer's IS Manager
Or Authorized Signer

Print: _____

Date: _____

Sign: _____

Location / Printer Name	Existing Model	Existing Page/Mo. Estimate	Comments	Note/Possible Replacement	Lease (per month cost)	Maintenance per month	Color copy per page	B/W copy per page	Estimated Total
CDD Downstairs									
1	Com Dev HP Color	HP Color LaserJet 5550 dtn	near bottom of stairs. Currently	Redeploy to #14 below					\$0.00
2	Com Dev Permits P	HP LaserJet 4050 S	2000	Counter. Used by	HP 4250	\$54.00		\$0.027	\$54.00
3	Com Dev Ptr 7a	Ptr HP LaserJet 4050 S	2400	near bottom of stairs. Used by	HP 4250	\$64.80		\$0.027	\$64.80
4	Com Dev 2430	HP 2430 dtn	1000	shared by admin and planner staff. for admin staff.	Keep as is	\$27.00		\$0.027	\$27.00
5	Com Dev 3005x (Proposed)		2000	Include purchase of	HP 4250	\$54.00		\$0.027	\$54.00
Finance									
	Dot Matrix Printer		1000			\$27.00		\$0.027	\$27.00
6	Printer30*	HP LaserJet 4050 S	600	in finance Director's office. in finance front	No change	\$16.20		\$0.027	\$16.20
7	Printer21*	HP LaserJet 4000 S	4000	Counter. Needs in finance back	HP 4250	\$108.00		\$0.027	\$108.00
8	Printer23*	HP LaserJet 4050 S	4000	room. Needs	HP4250	\$108.00		\$0.027	\$108.00
			AP		HP 4250				
			Payroll		HP 4250				
Town Attorney									
9	Attorney Printer	HP LaserJet 5M	200	not used much. Only temp	HP 4250	\$5.40		\$0.027	\$5.40
Town Clerk									
10	Clerk Phaser1*	Xerox Phaser 5400 C	1800	Used by an Clerk staff.	HP 4250	\$48.60		\$0.027	\$48.60
Human Resources									
11	Color MultiFunction	OfficeJet 7300 Serie	500	existing multifunction include purchase of	Town to redeploy later				\$0.00
12	HR Laser MFP (Pro)	MFP	1500	this printer in your	Sharp 3501 Color MFP with finisher & fax	\$220.00	\$10.50	\$0.0700	\$230.50
CSD Neighborhood Center									
13	CSD Phaser*	Xerox Phaser 5400 C	800	Used by an CSD staff, mostly admin.	HP 4250	\$21.60		\$0.027	\$21.60
14	CDD - HP5550 Col	Color Printer	500		Redeploy from #1 above	\$135.00	\$0.2700		\$135.00
Library									
15	Library1*	HP LaserJet 2200 dt	600	Used by Library admin staff	Take out/dispose	\$0.00			\$0.00
16	LibraryPublic	HP 3005x	4000	Used by public at internet terminals.	Keep as is	\$108.00		\$0.027	\$108.00
17	Library Ricoh Color	Ricoh SP C210SF	300	Used by Library admin staff. Staff	Sharp 2300 Color MFP with fax	\$129.00	\$2.10	\$0.0700	\$131.10
CDD Building Inspection / N'hood Ctr									
18	BLDG Inspect Prntr	HP LaserJet 4050 S	1800	Used by building inspectors	HP 4250	\$48.60		\$0.027	\$48.60
PPW Engineering Office									
19	Engineering Phaser*	Xerox Phaser 5400 C	2100	Used by engineers. This unit would	Sharp 2300 Color MFP with fax	\$122.00	\$14.70	\$0.0700	\$136.70
PPW White House									
20	PPW Color Printer*	HP Color LJ 8550 w	800	Used by PPW white house staff.	Take out/dispose				\$0.00
21	PPW Upstairs	HP 3005x	1000		Keep as is	\$27.00		\$0.027	\$27.00
PPW Construction									

