

**AGENDA ITEM:** Copier Proposal-Additional Machines **ITEM NUMBER:** \_\_\_\_\_

**Prepared by:** Linda Hovey

**Board Meeting Date:** 12/7/2017

- ☐ Consent
- ☐ Information Only
- ☒ Discussion/Action

**Background Information:**

Blue Oak currently has a Cannon Copier rented month-to-month through Ray Morgan Company. The Cannon copier is a refurbished machine and is located in the teacher workroom. This copier has a long history of not working and is in need of constant attention. The Cannon agreement is a base rate of \$100.00 per month (\$115.00 with tax) plus a "per copy" charge of \$0.022 for every copy run. The last bill received for this machine totaled \$761.96.

Blue Oak recently entered into a new lease agreement with Advanced Document Concepts. The owner of that company is willing to provide us with 2 refurbished machines to replace the Cannon copier at a monthly rate of \$90.00 per month and a "per copy" rate of \$0.008 per copy.

Blue Oak will receive two machines for less than the price of one machine that does not work well.

**Educational Implications:**

Assures that quality technology is available to staff in order to provide the students of Blue Oak with educational items needed for curriculum. The additional copier will be available for the needs of the new Home Study program.

**Fiscal Implications:**

At least \$2,400 annual savings from the school's general fund.



702 Nord Avenue • P.O. Box 3870 • Chico, CA 95927

Revised - Add  
2nd machine  
cost

## PROPOSAL

Prepared For

**Blue Oak Charter School**

450 W. East Avenue  
Chico, Ca. 95973

October 26, 2017

1 ea. Refurbished Kyocera TASKalfa 6500i..... \$90.00 per month, plus tax  
1 ea. Refurbished Kyocera TASKalfa 3500i

- 60 Month Lease
- 0 Down
- FMV Buyout

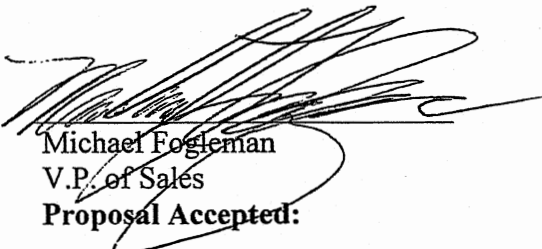
### Features:

- 65 pages per minute b/w
- dual scan document feeder (270 Originals)
- finisher/stapler (4,000 sheet)
- hole punch
- automatic duplexing
- network print interface
- network scan interface
- dual 1,500 sheet paper deck
- dual 500 sheet paper trays
- 150 sheet bypass tray
- power filter device
- includes installation, setup, training and IT services for Print, Scan & Copy Functionality

\* Refurbished equipment guaranteed  
for 5 years \*

### Maintenance Program:

Billed monthly @ \$.008 per page b/w  
Covers all parts, labor, maintenance  
and supplies; excluding paper, staples  
and IT services

  
Michael Fogelman  
V.P. of Sales  
**Proposal Accepted:**

By \_\_\_\_\_

Title \_\_\_\_\_

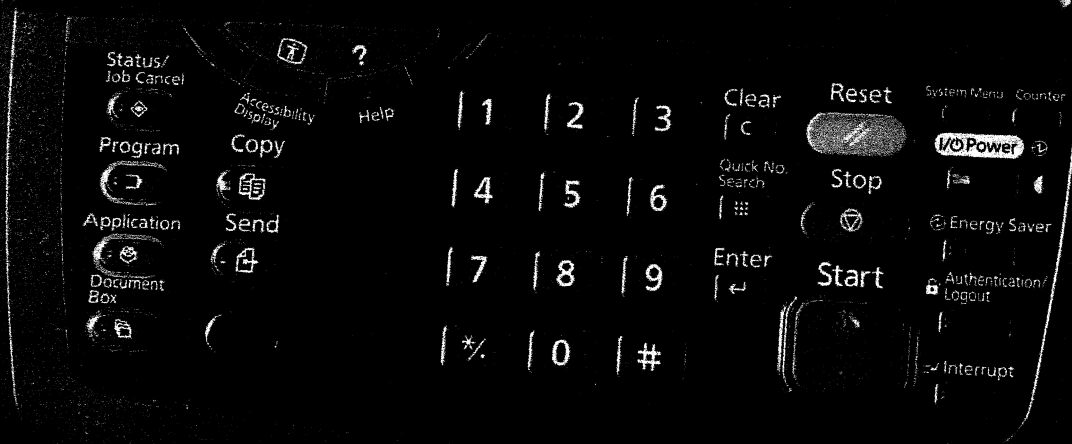
Date \_\_\_\_\_

530 / 893-8711 • 530 / 893-9027 fax • 530 / 893-8714 service

DIGITAL COPIERS/PRINTERS • LASER PRINTERS • DOCUMENT ARCHIVING SYSTEMS • FAX MACHINES • SCANNERS • MAILING SYSTEMS  
COMPREHENSIVE TECHNICAL SUPPORT • PRINTING SUPPLIES

Page 1 of 5





**TASKalfa 6500i** | Black and White Multifunctional System

Powering Performance...  
Company-wide



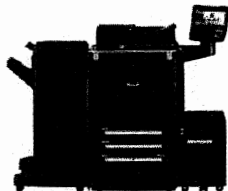
**TASKalfa**  
6500i



Shown with standard  
270 sheet DSDP



Shown with standard 270 sheet  
DSDP, optional 500 x 2 sheet  
paper trays, 500 sheet  
multi-purpose tray, and  
4,000 sheet finisher



Shown with standard 270 sheet  
DSDP, optional 3,000 sheet side  
LCT and 4,000 sheet finisher



Newly designed, easy-to-use  
large color touch screen  
control panel

**HyPAS™**

Hybrid Platform for  
Advanced Solutions

**KYOCERA**

## Basic Specifications

Configuration	Black & White Multifunctional System – Print / Scan / Copy / Optional Fax
Pages Per Minute	Letter: 65 ppm; Legal: 39 ppm; Ledger: 32 ppm; 12" x 18": 32 ppm (print only)
Warm-up Time	30 Seconds or Less (Power On)
First Page Out	Copy: 5.2 Seconds or less; Print: 5.8 Seconds or Less
Resolutions / Bit Depth	600 x 600 dpi; 9600 x 600 dpi interpolated / 8 bit depth
Memory / Hard Disk Drive	2 GB RAM Standard / Dual 160 GB HDD
Duplex	Standard Stackless Duplex Supports Statement to 12" x 18", 16 lb Bond – 140 lb Index (60 – 256gsm)
Standard Output Tray	Right Side Exit: Statement – 11" x 17" / 70 sheets; 12" x 18" requires optional Copy Tray (D) or DF-790 Finisher
Electrical Requirements	120V, 60Hz, 12.0A
Dimensions / Weight	Footprint: 26.96" x 28.46" x 41.45"; with Control Panel: 42.87" x 28.46" x 52.99" / 335.1 lbs
Max Monthly Duty Cycle	350,000 Pages Per Month
<b>Paper Supply</b>	
Standard Paper Sources	Dual 500 Sheet Trays, Dual 1,500 Sheet Trays, 150 Sheet MPT; Auto Selection/Switching
Optional Paper Sources	Side LCTs: 500 Sheet Multi-Media Tray (PF-780) + Dual 500 Sheet Trays (PF-730) or Dual 1,500 Sheet Trays 8.5" x 11" (PF-740); 3,000 Sheet Large Capacity Tray 8.5" x 11" (PF-770)
Paper Capacity	Standard: 4,150 Sheets; Maximum: 7,650 Sheets
Paper Size	Trays 1, 2, PF-730, PF-780: 5.5" x 8.5" – 12" x 18"; Trays 3, 4, PF-740, PF-770: 8.5" x 11"; MPT: 5.5" x 8.5" – 12" x 18" (Multiple Sheets)
Paper Weight	Trays: 16 lb Bond – 140 lb Index (60 – 256gsm); MPT: 16 lb Bond – 110 lb Cover (60 – 300gsm)
Input Materials	Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes
<b>Print Specifications</b>	
Standard Controller	IBM PowerPC 750CL / 800 MHz
PDLs / Emulations	PRESCRIBE, PCL6 (5e, XL), KPDL3 (PS3), XPS
Optional Emulation	UG-34 IBM ProPrinter, Diablo 630, LQ-850
Fonts	136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap
Windows OS Compatibility	Windows XP/2003/Vista/2008/7
Novell OS Compatibility	Novell NetWare 3.x/4.x/5.x/6.x
MAC OS Compatibility	Mac OS 10.x
UNIX OS Compatibility	Sun OS 4.1.x; Solaris 2.x; AIX; HP-UX (LPR)
Interfaces	Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, USB Host Interface, 2 Expansion Slots Optional: 10/100/1000BaseTX (IB-50 for Dual NIC)
Network Print and Supported Protocols	TCP/IP, IPX/SPX, AppleTalk, NetBEUI, IPv6, IPsec, SSL, WSD Print
Drivers	KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC
Utilities	PRESCRIBE, PDF Direct Print, KMnet Admin, KMnet Viewer, Kyocera Command Center RX
<b>Scan Specifications</b>	
Scan Resolution	200, 300, 400, 600 dpi
File Formats	BW: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A
PDF Extension	High Compression PDF, Encrypted PDF
Scan Speeds	Simplex: 100 ipm BW, 70 ipm Color (300 dpi); Duplex: 160 ipm BW, 100 ipm Color (300 dpi)
Connectivity / Supported Protocols	10/100/1000BaseTX, TCP/IP
Scanning Functions	Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan
Original Size	Through DP: Statement to 11" x 17"; Glass: up to 11" x 17"
Driver	TWAIN/WIA Driver
<b>Copy Specifications</b>	
Image Mode	Text, Photo, Text/Photo, Auto, Manual, Map
Continuous Copy	1 – 999 / Auto Reset to 1
Additional Features	Positive/Negative Reverse, Mirror Image, Rotate Copy, Border Erase, Split Copy, Electronic Sort, Margin Shift, Page Number, Form Overlay, XY Zoom, Prevent Bleed Through, Stamp
Job Management	1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy
Color Adjustment	One Touch, Hue, Auto Exposure, Sharpness
Magnification / Zoom	Full Size, 5 Reduction, 5 Enlargement Preset Ratios, 25 – 400% in 1 step increments
Document Box	Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)
<b>Document Processor</b>	
Type / Capacity	Standard Dual Scan Document Processor / 270 Sheets
Acceptable Originals	5.5" x 8.5" – 11" x 17"
Acceptable Weights (Simplex / Duplex)	Simplex: 13 lb Bond – 120 lb Index; Duplex: 16 lb Bond – 120 lb Index
<b>Fax Specifications</b>	
Compatibility / Data Compression	G3 Fax / MMR, MR, MH, JBIG
Transmission Speed / Modem Speed	Approximately 3 seconds per page / 33.6 Kbps
Fax Memory	Standard: 12 MB; Maximum: 120 MB
Driver	KM Network Fax Driver
Fax Functions	Duplex TX/RX, Confidential RX/TX, F-Code RX/TX, Broadcasting, Fax Box, Dual Fax
<b>Optional 4,000 Sheet Finisher DF-790</b>	
Stack / Staple Capacity	Main Tray: 4,000 Sheets; Sub Tray (B): 200 Sheets; Sub Tray (C): 100 Sheets / 65 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	13 lb Bond – 110 lb Cover (45 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Multi-bin Mailbox	MT-730 Includes 7 Trays; Supports 16 lb Bond – 90 lb Index (60 – 163gsm) Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"
Optional Punch	PH-7A 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 11" x 17"; 13 lb Bond – 110 lb Cover (45 – 300gsm)
Optional Booklet Folder / Tri-fold Unit	BF-730 Booklet Folder Supports 8.5" x 11", 8.5" x 14", 11" x 17"; 16 lb Bond – 24 lb Bond (60 – 90gsm) 16 sheets; 25 lb Bond – 28 lb Bond (91 – 105gsm) 13 sheets; Fold booklet – no staple: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 32 lb Bond – 110 lb Cover (121 – 256gsm) 1 sheet; Trifold: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets
<b>Additional Options</b>	
Data Security Kit Provides Security Overwrite and Encryption for Print, Copy, and Scan, Optional System Memory, Optional Fax Memory, Original Hardcopy Holder (Document Tray), Card Authentication Kit	

Specifications and design are subject to change without notice.

For the latest on connectivity visit [www.kyoceramita.com](http://www.kyoceramita.com)

All trademarks are the property of their respective owners.

Kyocera Mita America, Inc. Headquarters: 225 Sand Road, Fairfield, NJ 07004-0008, USA

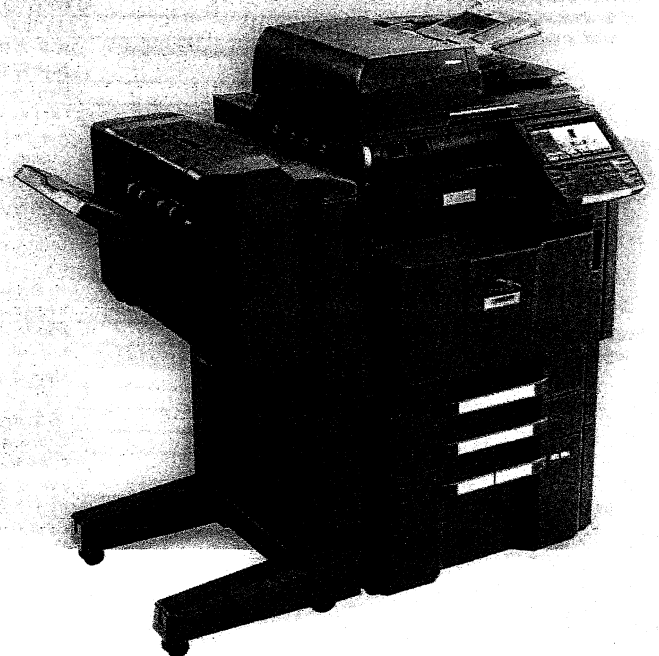
©2011 Kyocera Mita America, Inc.

IC# 855D400313





**TASKalfa 3500i** | Black and White Multifunctional System



**TASKalfa** 

**KYOCERA**

Page 4 of 5

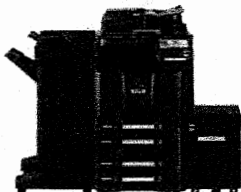
**TASKalfa** 3500i



Shown with optional  
175 sheet DSDP and 500 x 2  
sheet paper trays



Shown with optional 175 sheet  
DSDP, 500 x 2 sheet paper trays  
and 1,000 sheet finisher



Shown with optional 175 sheet  
DSDP, 500 x 2 sheet paper trays,  
3,000 sheet side LCT and  
4,000 sheet finisher



Newly designed, easy-to-use  
large color touch screen  
control panel

**HyPAS™**

Hybrid Platform for  
Advanced Solutions

**KYOCERA**

## Basic Specifications

Configuration	Black & White Multifunctional System – Print / Scan / Copy / Optional Fax
Pages Per Minute	Letter: 35 ppm; Legal: 21 ppm; Ledger: 17 ppm; 12" x 18": 17 ppm (print only)
Warm-up Time	23 Seconds or Less (Power On)
First Page Out	Copy: 5.8 Seconds or less; Print: 6 Seconds or Less
Resolutions / Bit Depth	600 x 600 dpi; 9600 x 600 dpi interpolated / 8 bit depth
Memory / Hard Disk Drive	1 GB RAM Standard, 2 GB RAM Maximum / 160 GB HDD
Duplex	Standard Stackless Duplex Supports Statement to 12" x 18", 16 lb Bond – 120 lb Index (60 – 220gsm)
Standard Output Tray	Statement – 12" x 18"; 250 Sheets
Electrical Requirements	120V, 60Hz, 12.0A
Dimensions / Weight	26.30" W x 30.20" D x 29.41" H / 180.8 lbs
Max Monthly Duty Cycle	175,000 Pages Per Month
<b>Paper Supply</b>	
Standard Paper Sources	Dual 500 Sheet Trays, 150 Sheet MPT; Auto Selection/Switching
Optional Paper Sources	Dual 500 Sheet Trays (PF-730) or Dual 1,500 Sheet Trays (PF-740); 3,000 Sheet Side Large Capacity Tray (PF-770)
Paper Capacity	Standard: 1,150 Sheets; Maximum: 7,150 Sheets
Paper Size	Trays 1, 2 and PF-730: 5.5" x 8.5" – 12" x 18"; PF-740, PF-770: 8.5" x 11"; MPT: 5.5" x 8.5" – 12" x 18" (Multiple Sheets)
Paper Weight	Trays: 16 lb Bond – 120 lb index (60 – 220gsm); MPT: 16 lb Bond – 110 lb Cover (60 – 300gsm)
Input Materials	Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes
<b>Print Specifications</b>	
Standard Controllers	IBM PowerPC 750CL / 600 MHz
PDLs / Emulations	PRESCRIBE, PCL6 (5e, XL), KPDL3 (PS3), XPS
Optional Emulation	UG-34 IBM ProPrinter, Diablo 630, LQ-850
Fonts	136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap
Windows OS Compatibility	Windows XP/2003/Vista/2008/7
Novell OS Compatibility	Novell NetWare 3.x/4.x/5.x/6.x
MAC OS Compatibility	Mac OS 10.x
UNIX OS Compatibility	Sun OS 4.1.x; Solaris 2.x; AIX; HP-UX (LPR)
Interfaces	Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, 2 USB Host Interfaces, 2 Expansion Slots Optional: 10/100/1000BaseTX (IB-50 for Dual NIC)
Network Print and Supported Protocols	TCP/IP, IPX/SPX, AppleTalk, NetBEUI, IPv6, IPsec, SSL, WSD Print
Drivers	KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC
Utilities	PRESCRIBE, PDF Direct Print, KMnet Admin, KMnet Viewer, Kyocera Command Center RX
<b>Scan Specifications</b>	
<b>Color and Black &amp; White Scanner</b>	
Scan Resolution	200, 300, 400, 600 dpi
File Formats	BW: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A
PDF Extension	High Compression PDF, Encrypted PDF
Scan Speeds	DP-770: Simplex: 75 ipm BW, 50 ipm Color (300 dpi); Duplex: 45 ipm BW, 34 ipm Color (300 dpi) DP-771: Simplex: 80 ipm BW, 50 ipm Color (300 dpi); Duplex: 160 ipm BW, 80 ipm Color (300 dpi)
Connectivity / Supported Protocols	10/100/1000BaseTX, TCP/IP
Scanning Functions	Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan
Original Size	Through DP: Statement to 11" x 17"; Glass: up to 11" x 17"
Driver	TWAIN/WIA Driver
<b>Copy Specifications</b>	
Image Mode	Text, Photo, Text/Photo, Auto, Manual, Map
Continuous Copy	1 – 999 / Auto Reset to 1
Additional Features	Positive/Negative Reverse, Mirror Image, Rotate Copy, Border Erase, Split Copy, Electronic Sort, Margin Shift, Page Number, XY Zoom, Prevent Bleed Through, Stamp
Job Management	1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy
Color Adjustment	One Touch, Hue, Auto Exposure, Sharpness
Magnification / Zoom	Full Size, 5 Reduction, 5 Enlargement Preset Ratios, 25 – 400% in 1 step increments
Document Box	Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)
<b>Document Processor</b>	
Type / Capacity	Optional DP-770 or DP-771 DP-770: Reversing Automatic Document Processor / 100 Sheets DP-771: Dual Scan Document Processor / 175 Sheets
Acceptable Originals	5.5" x 8.5" – 11" x 17"
Acceptable Weights (Simplex / Duplex)	(DP-770) Simplex: 13 lb Bond – 90 lb Index; Duplex 13 – 32 lb Bond (DP-771) Simplex: 13 lb Bond – 120 lb Index; Duplex: 16 lb Bond – 120 lb Index
<b>Fax Specifications</b>	
<b>Fax System (V) / Internet Fax Kit (A) (requires Fax System V)</b>	
Compatibility / Data Compression	G3 Fax / MMR, MR, MH, JBIG
Transmission Speed / Modem Speed	Approximately 3 seconds per page / 33.6 Kbps
Fax Memory	Standard: 12 MB; Maximum: 120 MB
Driver	KM Network Fax Driver
Fax Functions	Duplex TX/RX, Confidential RX/TX, F-Code RX/TX, Broadcasting, Fax Box, Dual Fax
<b>Optional 1,000 Sheet Finisher</b>	
<b>DF-770</b>	
Stack / Staple Capacity	Main Tray: 1,000 Sheets / 50 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	13 lb Bond – 110 lb Cover (45 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Punch	PH-7A 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 12" x 18"
<b>Optional 4,000 Sheet Finisher</b>	
<b>DF-790</b>	
Stack / Staple Capacity	Main Tray: 4,000 Sheets; Sub Tray (B): 200 Sheets; Sub Tray (C): 100 Sheets / 65 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	13 lb Bond – 110 lb Cover (45 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Multi-bin Mailbox	MT-730 Includes 7 Trays; Supports 16 lb Bond – 90 lb Index (60 – 163gsm) Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"
Optional Punch	PH-7A 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 12" x 18"
Optional Booklet Folder / Tri-fold Unit	BF-730 Booklet Folder Supports 8.5" x 11", 8.5" x 14", 11" x 17"; 16 lb Bond – 24 lb Bond (60 – 90gsm) 16 sheets; 25 lb Bond – 28 lb Bond (91 – 105gsm) 13 sheets; Fold booklet – no staple; 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 32 lb Bond – 110 lb Cover (121 – 256gsm) 1 sheet; Trifold: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets
<b>Additional Options</b>	
Data Security Kit Provides Security Overwrite and Encryption for Print, Copy, and Scan, Optional System Memory, Optional Fax Memory, Original Hardcopy Holder (Document Tray), Card Authentication Kit	

Specifications and design are subject to change without notice.

For the latest on connectivity visit [www.kyoceramita.com](http://www.kyoceramita.com)

All trademarks are the property of their respective owners.

Kyocera Mita America, Inc. Headquarters: 225 Sand Road, Fairfield, NJ 07004-0008, USA

©2011 Kyocera Mita America, Inc.

IC# 855D400310



Page 5 of 5



# Ray Morgan Company

**Canon**

3131 Esplanade, Chico, CA 95973 PH: (530) 343-6065 FAX: (530) 343-9470

## MAINTENANCE AGREEMENT

Date: 5/2/2016

Purchase Order# \_\_\_\_\_

Contract #: \_\_\_\_\_

RMC Account Rep: Ian Moore - \_\_\_\_\_

**BILL TO:**

Company Name: Blue Oak Charter School	
Department: _____	
Address: 450 W East Ave	
City: Chico	County: _____
State: CA	Zip: 95926
Phone #: (530) 879-7483	Fax: _____
Contact: Cyd Orneallas	
Email Address: cso@blueoakcharterschool.org	

**SHIP TO:**

Company Name: Blue Oak Charter School	
Department: _____	
Address: 450 W East Ave	
City: Chico	County: _____
State: CA	Zip: 95926
Phone #: (530) 879-7483	Fax: _____
Contact: Cyd Orneallas	
Email Address: cso@blueoakcharterschool.org	

**Meter Contact Information:**

Contact Name: Cyd Orneallas
Phone Number: _____
Email Address: _____

**AGREEMENT START DATE: Upon Delivery**

This maintenance plan is effective for 24 months from the agreement start date (install date if applicable). Base charges are payable in advance with overages billed in arrears.

**COVERAGE TYPE:** (Network support and related technical services are NOT covered by this agreement. Such services are offered with optional TSA agreement.)

- ☐ **STANDARD (GF)** (Includes all parts & labor; Excludes ALL consumables.) ☐ Excludes Drum (GP)
- ☒ **BUNDLED** - including KIP Wide Format w/o paper (AI) (Includes all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded)
- ☐ **Wide Format "Plus" (AIP)** (Includes all parts, labor & supplies, including 20 lb standard bond paper)
- ☐ **NON-STANDARD (TO)** (Includes consumable toner cartridges only. Excludes all parts, labor, and consumables such as, but not limited to staples, ink stamps, paper or specialty media)

**COVERED EQUIPMENT**

MODEL #	SERIAL #	START METER	ESTIMATED ANNUAL VOLUME	MANUFACTURER'S PUBLISHED YIELD PER CONTAINER	MINIMUM VOLUME PER MONTH	MINIMUM CHARGE PER MONTH	OVERAGE/PER COPY CHARGE
IR 5050	CHE10681				5,000	\$100.00	\$0.0200

Minimum Total Per

MONTH

\$100.00

(Plus Applicable Taxes)

**QUANTITY OF TONER INCLUDED IN AGREEMENT:**

In the case of supply inclusive agreements, RMC will supply to the Customer toner free of charge according to the Manufacturer's Published Yield per Container. At RMC's discretion, RMC may perform a Toner Usage Reconciliation audit from time to time. If Customer's toner usage exceeds the manufacturer's published yields, RMC will bill the Customer for excess toner usage at its lowest published price.

**SPECIAL INSTRUCTIONS**

This will be a 24 Month Contract Term

RENEWAL: YES ☐ NO ☒**BILLING CYCLE - Bases**

☒ Monthly ☐ Annual  
☐ Quarterly ☐ Semi-Annual

**BILLING CYCLE - Meters**

☐ Monthly ☐ Annual  
☒ Quarterly ☐ Semi-Annual

Customer agrees to purchase and RAY MORGAN COMPANY agrees to provide maintenance service for the equipment listed above, in accordance with the terms and conditions of this agreement. No terms or conditions, expressed or implied, are authorized unless they appear on the original of this agreement and are signed by the customer and an officer of RAY MORGAN COMPANY. The additional terms and conditions of this agreement listed on the reverse side are incorporated in and made part of this agreement. No change, alteration or amendment of these terms and conditions are authorized or effective unless agreed upon in writing by an officer of RAY MORGAN COMPANY. No course or dealing or other conduct or custom shall constitute an amendment to the terms hereof nor alter or vary the terms of this

X

CUSTOMER SIGNATURE

Exec. Director

TITLE

5/2/16

DATE

X

RMC APPROVAL

TITLE

DATE

## RMC MAINTENANCE AGREEMENT - TERMS & CONDITIONS

- 1 During the term of this agreement, and for each unit of equipment listed on the front of this document or any subsequent amendment or Schedule, the Ray Morgan Company (RMC) will provide, without additional charge, emergency repair service, preventative service, replacement parts (except under the conditions noted in this agreement) and in case of supply inclusive agreements (see front page for this agreement's specific coverage) all supplies (except, as applicable, paper, staples, and clear toner) under the usage limitation conditions listed in the front page of this document. The initial term of this agreement shall be for a period of 60 months and shall be automatically renewed for additional 12 month periods unless written notice is received by either party at least 90 days prior to the expiration of the initial term of the Agreement or any renewal thereof. This agreement shall NOT be assignable by customer without RMC's prior written consent. RMC shall have the right to cancel this agreement if any item is sold to a third party without such consent.
- 2 Maintenance charges provided herein are based upon the current costs of parts and labor and are subject to periodic increases and the effect of inflation. After the first year anniversary date of this agreement and any subsequent twelve month period, the minimum annual or monthly maintenance charges and charges for any overage copies/prints will increase a minimum of 5% over the charges of the previous year. In addition, the minimum billing charge, on any single billing period shall be \$35.00. In addition, RMC may assess an additional fuel and/or freight surcharge to offset higher than normal service costs as a result of adverse economic conditions.
- 3 It is understood that should customer wish to add additional, recently acquired but not "new", printers (HP, Kyocera and the like) to this agreement that RMC reserves the right to inspect and approve the addition of each. Such approval is contingent on age and overall condition of the printers in question. RMC might, after inspection, require that certain reconditioning or repairs be made before the equipment in question is covered under this maintenance agreement.
- 4 All routine preventative maintenance and emergency service necessary to keep the equipment in efficient operating order will be performed by RMC staff during its regular business hours (8:00 AM to 5:00 PM Monday through Friday except holidays) at no cost to Customer provided that such services shall not include the following:
  - a) repairs resulting from causes other than normal use; Customer's willful act, use of any paper stock that does not meet machine specifications, negligence or misuse including, without limitation, damage to any part or mechanisms and/or use or supplies or spare parts not manufactured and/or use or supplies or spare parts not manufactured by the original equipment manufacturer and which cause abnormally high service calls or service problems; accident, transportation, failure of electrical power, air conditioning or humidity control related problems, acts of nature (fire, flood etc), theft or
  - b) repairs made necessary by service performed by personnel other than an RMC representative, or
  - c) work which the customer requests to be performed outside regular business hours, or
  - d) reconditioning or modification to the equipment except those specified by RMC's Technical Service Department to assure greater performance of the equipment.

All of the foregoing shall be invoiced in accordance with RMC's established per call rates and part charges then in effect.

Additionally, RMC shall have the right, when reasonably in need for reasons of significant equipment failure, to substitute equivalent Equipment (age, model, accessories and meter) at any time during the term thereof. Any removed parts replaced by RMC shall become the property of RMC. RMC shall have full and free access to the Equipment in order to provide service thereon and customer shall from time to time advise RMC of the names of its employees who shall act as "key operators," with responsibility for performing basic operator maintenance as described by RMC personnel.

- 5 Certain "housekeeping" duties as outlined in the Owners Instruction Manual provided with the equipment (such as cleaning the glass, clearing misfeeds, if possible, etc) are the customer's responsibility. If a representative of RMC is called to do servicing of this nature the customer will be charged at the established rates for this service. Customer responsible for providing manufacturer recommended, adequate power supply.
- 6 Meter reading(s) must be provided by customer in accordance to the frequency stated on the reverse side of this Agreement. Customer agrees to provide correct meter readings to insure accurate and timely billing to the customer by RMC. If correct meter readings are not provided timely, RMC will calculate an estimated meter reading(s) and bill the Customer in accordance to the frequency contracted for. RMC will request meter readings via email. Upon receipt of email, it is the customer's responsibility to submit the meter reading(s) online at [www.raymorgan.com](http://www.raymorgan.com). RMC may assess an additional surcharge to offset administrative costs should calls need to be made to Customer in order to secure meter readings. If the customer is not able to receive emails or submit meter readings online, RMC will fax a request for meter reading(s) in which case the customer must fax back the information requested on the date specified in order to avoid an additional administrative surcharge.
- 7 Additional service such as cosmetic, modification, or relocation, etc. requested and authorized by Customer and rendered by RMC will be charged at established rates for such service.
- 8 If customer's service and/or supply account becomes past due, RMC may (a) refuse service or delivery of supplies until account is made current or (b) provide service on a C.O.D. per call basis at the then current rate for time and materials. Additionally, Customer agrees to pay to RMC its cost and expense of collection including reasonable attorney's fees and all charges earned for service provided before the Customer went on a per call C.O.D. basis for non-payment per the terms of the agreement.
- 9 Liquidated damages: In the event that the customer defaults or chooses to cancel this Agreement before its original term or any extension thereof, Customer promises to pay to the Ray Morgan Company the following amounts as reasonable liquidated damages (and not as a penalty) for breach thereof:
  - a) Contracts with 24 or more months remaining: twelve times the monthly base (or as the case may be quarterly base divided by 3) plus six months average overages, if any. Overage average shall be determined as the average sum of overage billing the customer has been invoiced for during the current term or 6 months whichever is longer.
  - b) Contracts with 13 to 23 months remaining: nine times the monthly base plus six months average overages, if any. Overages average shall be determined as the average sum of overage billing the customer has been invoiced for the previous 6 months.
  - c) Contracts with 12 or less months remaining or any subsequent 12 month renewal: six times the monthly base plus six months average overages, if any. Overages average shall be determined as the average sum of overage billing the customer has been invoiced for during the previous 6 months.
- 10 Cancellation for Non-Performance: Customer may cancel the agreement for non-performance as follows: Customer must forward to RMC via registered mail, to the address listed on the front of this document, the specific problems with the system or other area(s) of non-performance and dissatisfaction. RMC shall have 30 days to correct the problem. If RMC has not corrected the problem within 30 days, Customer may notify RMC of their intent to cancel in 30 days, after which time the Customer is no longer bound by the Liquidated Damages portion of this agreement. Cancellation of the maintenance agreement for non-performance does not provide relief to the Customer from being obligated to make all remaining lease payments (if any) to the leasing company providing financing services for the equipment in question. This agreement may be cancelled by RMC for any reason.
- 11 Retained Title: Title to all supplies furnished hereunder, including consumable parts such as drums, remains with the Ray Morgan Company until said supplies are consumed to the extent they may not be further utilized in the copy/printing process. In the event this agreement is cancelled by either party, Customer agrees to return to the Ray Morgan Company all unused supplies provided under this agreement including toner and photoconductor.
- 12 RMC's obligation and warranties under this Agreement are in lieu of (a) all other warranties, expressed or implied, including implied warranties of merchantability and fitness for a particular purpose and (b) all other obligation or liabilities for damages including but not limited to personal injury or property damage, loss of profit or other consequential damages arising out of or in connection with this agreement of the maintenance service performed hereunder. Nor shall RMC be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, climatic conditions or any other reason of similar nature beyond its control. This agreement shall be governed and construed according to the laws of the State of California.
- 13 Payment terms are upon receipt of invoice (JRI) unless otherwise specified. Late charges will be assessed on the outstanding balance if payments are not received within 15 days of invoice date. The minimum late charge is \$9.50. Late charges will not exceed the maximum permitted by law. Customer agrees to pay to RMC a charge of \$25 for any returned checks per occurrence if any of seller's checks are returned to RMC unpaid. Upon default of any payment or any other aspect of this Agreement, RMC may at its option, declare the entire outstanding balance due and payable, including the Liquidated Damages stated in Section 9 of this Agreement.
- 14 In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the other.

This agreement constitutes the entire agreement between the parties with respect to the furnishing of maintenance service superseding all previous proposals oral or written. No representation or statement not contained herein shall be binding upon RMC as a warranty or otherwise, nor shall this Agreement be modified or amended unless signed by RMC's General Manager



# Ray Morgan Company

# Canon

3131 Esplanade, Chico, CA 95973 PH: (530) 343-6065 FAX: (530) 343-9470

## EQUIPMENT ORDER FORM

### BILL TO:

Company Name:	Blue Oak Charter School		
Department:			
Address:	450 W East Ave		
City:	Chico	County:	
State:	CA	Zip:	95926
Phone:	(530) 879-7483	Fax:	
Contact:	Cyd Ormeallas		
Email:	cso@blueoakcharterschool.org		

### SHIP TO:

Company Name:	Blue Oak Charter School		
Department:			
Address:	450 W East Ave		
City:	Chico	County:	
State:	CA	Zip:	95926
Phone:	(530) 879-7483	Fax:	
Contact:	Cyd Ormeallas		
Email:	cso@blueoakcharterschool.org		

### DELIVERY INSTRUCTIONS

Contact Name:	Cyd Ormeallas
2nd Contact:	
Phone:	(530) 879-7483
Office Hours:	
Cross Street:	

Stairmaster: Yes ☐ No ☐

### PICK UP REQUEST / TRADE-IN INFO

Model:		Ser#	
Accessory:		Ser#	
Accessory:		Ser#	
Qty Toner:		Other:	

### STATUS OF PICK UP

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Company Owned	RMC Owned	Other (See Special Instructions)

Lease Co Name \_\_\_\_\_

Agreement # \_\_\_\_\_

### Meter Contact Info

Name:		Ph#	
Email:			
Name:		Ph#	
Email:			

### Special Instructions

--	--

This sales agreement is not binding until approved and signed by an authorized signer for RAY MORGAN COMPANY

RMC APPROVAL \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Type of Transaction (specify one)	PURCHASE ORDER #	TERMS	ACCOUNT REP	DATE
Pick Up Cash Funded Demo Loaner Exchange Rental				
Rental			Ian Moore	5/2/2016

QUANTITY	Networked	EQUIPMENT DESCRIPTION	Price/Per	Total
1	<input checked="" type="checkbox"/> Network	Canon IR 5050 Serial #:CHE10681	\$0.00	\$ -
	<input type="checkbox"/> Network	**This is a Rhino Customer. Will be reting this unit for 24 Months		
	<input type="checkbox"/> Network	with no equipment rental fee. Will be just paying for service***		
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			
	<input type="checkbox"/> Network			

### SERVICE TECHNICIAN SUPPORT REQUIRED

☒ YES ☐ NO

### NETWORK TECHNICAL SUPPORT REQUIRED

☒ Yes ☐ No ☐ Network Hot Swap  
☐ Basic ☐ Advance ☐ TSA

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE WHICH ARE MADE A PART HEREOF AND WHICH CUSTOMER ACKNOWLEDGES THAT THEY HAVE READ.



CUSTOMER SIGNATURE

Exec. Director

TITLE

Nathan Rose

CUSTOMER PRINTED NAME

5/2/16

DATE

### Delivery

Subtotal	\$	-
Non Taxable Total	\$	-
Sales Tax	\$0.00	
TOTAL	\$	-

## RMC EQUIPMENT ORDER - TERMS AND CONDITIONS

- 1 The terms on this Equipment Order Form constitute the entire agreement between the purchaser and the seller. No other representation, statements, or warranties not contained herein shall be relied upon by the buyer (or seller) unless made by mutually agreed upon written amendment to this agreement. This is a binding order, not subject to cancellation.
- 2 The Buyer grants to RMC a security interest in the above described goods to secure payment of the purchase price. Buyer authorizes RMC to file a UCC-1 Financing Statement, and authorizes RMC, as Buyer's attorney-in-fact, to execute and file the financing statement. Buyer agrees to pay all of Ray Morgan Company's (RMC) costs in the collection of any amount due hereunder in the recovery of any property, pursuant hereto or in the enforcement of its right against Buyer, including reasonable attorney's fees, whether or not suit be brought. Customer agrees that in the event of any default of this agreement, RMC may remove products affected by the default from customer's premises with or without process of law.
- 3 Payment terms are upon receipt of invoice (URI) unless otherwise specified. Late charges of 1.5% per month on the outstanding balance will be added if payments are not received within 15 days of the invoice date. The minimum late charge is \$9.50. Late charges will not exceed the maximum permitted by law. Buyer agrees to pay seller a returned check charge of \$25.00 per occurrence if any of buyer's checks are returned to seller unpaid. Upon default of any payment or any other aspect of this agreement, seller may, at its option, declare the entire outstanding balance immediately due and payable.
- 4 Other than the obligations set forth herein, RMC disclaims all warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. RMC shall not be responsible for direct, incidental, or consequential damages, including but not limited to damages arising out of the use or performance of the equipment or the loss of use of the equipment.
- 5 RMC shall be temporarily relieved of its obligation in the event that labor disturbance, acts of God, unavailability of product, or other circumstances beyond RMC's control prevent RMC from fulfilling the terms of this agreement.
- 6 No goods may be returned without RMC's approval or prior written consent. A) Only consumable goods invoiced within 60 days will be considered for return. B) On authorized returns, buyer agrees to pay a restocking charge equivalent to 30% of the purchase price. C) Merchandise returned without authorization may not be accepted at the receiving dock, and is the sole responsibility of the buyer D) all non-saleable merchandise (that has been partially used or opened) will be deducted from any credit amount due the buyer.
- 7 All claims regarding shipments and receipt of goods must be made within 7 days of delivery.
- 8 Applicable taxes shall be added to the purchase price unless the customer has supplied a tax exemption or resale certificate (prior to shipment) acceptable to the proper taxing authorities.

### INSTALLATION AND ELECTRICAL REQUIREMENTS

Buyer acknowledges that they have been informed of the manufacturers recommended space and electrical requirements for the equipment listed above. Failure to comply with the manufacturer specifications may void any warranties. Customer has been informed that a surge protector is recommended to protect their electronic investment from power disturbances. Said surge protector should have network protection for systems installed in a networked configuration. Customer will be responsible for damage sustained due to inadequate protection from power disturbances.

1/19/2009



**Ray Morgan Company**  
DOCUMENT TECHNOLOGY SOLUTIONS  
www.raymorgan.com

**CONTRACT INVOICE**

Invoice Number: 1826545  
Invoice Date: 11/08/2017  
Applied To:

Maintenance Contract

Remit payment to: 3131 Esplanade, Chico CA 95973  
Questions: 800-640-6065

**Bill To:** BO19  
Blue Oak Charter School  
450 W East Ave  
Chico, CA 95926-7238

**Customer:** BO19  
Blue Oak Charter School  
450 W East Ave  
Chico, CA 95926-7238

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
BO19	NET 30	12/08/2017	\$ 761.96	<b>\$ 761.96</b>	
Contract Number	Contact	P.O. Number	Sales Rep	Branch	Group Bill Code
CN12735-01			Ian Moore	Chico	Gina
Remarks					
If you have questions about this invoice, please contact Gina Herrera at (530)230-4881.					

**Summary:**

Contract base rate charge for the 12/11/2017 to 01/10/2018 billing period	\$115.00 *
Contract usage charge for the 08/11/2017 to 11/10/2017 usage period	\$610.92 **
Freight	\$18.15
	<hr/>
*Sum of equipment base charges **See usage details below	\$744.07

**Detail:**

**Equipment included under this contract**

**Blue Oak Charter School**

Make/Model	Number	Serial Number	Base Charge	Location
Canon/IR 5050	127048	CHE10681	\$115.00	Blue Oak Charter School 450 W East Ave Chico, CA 95926-7238

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Usage
BW101	BW	623,412	666,181		42,769	15,000	27,769	\$0.022000	\$610.92
									\$610.92

A finance charge will be assessed on all invoices which are past due. Save time and money by submitting payments electronically. Email AR@raymorgan.com to sign-up today.

Invoice SubTotal	\$744.07
Tax:	\$17.89
Invoice Total	\$761.96
<b>Balance Due:</b>	<b>\$761.96</b>

0003013

