

BULLITT COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TECHNOLOGY

KEVIN FUGATE, DIRECTOR & CIO
SARAH SMITH, ADMINISTRATIVE ASSISTANT
SARAH CARNES, INVENTORY SPECIALIST
ANDREW HOBBS, NETWORK ADMINISTRATOR

MEMO

Date: March 12, 2025

To: Jesse Bacon, Superintendent

From: Kevin Fugate, Director of Technology

Regarding: Adding a Copier to the Area Technology Center

Darrell Vincent, Principal of the Area Technology Center currently has a copier through the State on a Master Agreement with Xerox. However, this machine is outdated and has multiple operating issues. The state is currently looking at removing the MA and this will leave the Area Technology Center without a copier.

At this time, Darrell and I would like to ask permission to add one Toshiba eStudio 4528 dual scan document feeder copier to the Area Technology Center. This machine will have a staple finisher, hole punch, and a 2000 sheet large capacity drawer. It will be equipped with the same card reader and papercut MF as the rest of the district's fleet.

This would be a 27-month coterminous term of \$291.00 per month added to our existing service contract 20586-01 as detailed in the attached sales order.

At this time, I would like permission to proceed and add the additional copier for the Area Technology Center to our current lease.

Thank You!

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

TERMS AND CONDITIONS

Customer hereby agrees to the following terms and conditions.

1. This Agreement shall become binding once approved and accepted by Prosource. This Agreement is not a sale on approval or trial basis. Provisions of this Agreement, once accepted by Prosource, constitute the entire Agreement between Customer and Prosource and supersede all other written or oral communication between the parties. Prosource is specifically not bound by any oral or written representations made by its employees or salespersons to Customer which do not appear herein in writing. This Agreement may not be cancelled or altered after acceptance without Prosource's written consent.
2. All rights, title or interest to the equipment or supplies described herein shall remain the property of Prosource (or its leasing agent) until paid in full.
3. Customer shall pay all federal, state and local sales, use, property, excise or other taxes imposed on or with respect to the equipment.
4. Prosource makes no warranty, expressed or implied, of fitness for a particular use or merchantability.
5. All invoices are due and payable within fifteen (15) days from the date of invoice and Customer agrees to pay interest at a rate of 1 1/2% per month on any amounts not paid within those fifteen (15) days. Customer shall pay Prosource's costs in the collection of any amount due hereunder, in the recovery of any property pursuant hereto or in the enforcement of its rights against Customer, including attorney's fees whether or not suit be brought. Prosource reserves the right to hold service in the event customer's account balance is delinquent. If an account balance is delinquent, Prosource can declare any and all Agreements with the customer delinquent and hold service or supplies accordingly. If payment is not received by Prosource in accordance with payment terms, Prosource, at its option, may require a physical inspection of the equipment prior to acceptance of a new Service Agreement, with all costs incurred billed to the Customer.
6. Prosource shall not be liable for failure to deliver or for delays due to causes beyond our control, including without limitation, strikes, non-delivery, or delays by shippers, carriers or others, accidents, or government acts.
7. Customer hereby jointly and severally releases, acquits, forgives and discharges Prosource from any actions, claims, demands, suits, Agreements, judgments, liabilities, and proceedings, whether arising in equity or in law, as relates to this Agreement, and arising from the pick-up and disposal of Trade-In equipment. This release shall remain binding upon all successors in interest and personal representatives of the contracting parties, to the extent permitted by law.
8. Customer agrees that Prosource shall not incur any liability to Customer for any loss of business, loss of products, loss of data, expenses, or any other damage, direct, indirect or consequential, arising out of or in connection with the use or performance of this equipment.
9. All correspondence, notices, and inquiries should be directed to: Prosource, Attn: Customer Service, 4720 Glendale-Milford Rd., Cincinnati, Ohio 45242 or by email: customerservice@totalprosource.com.

SERVICE AGREEMENT

1. This Agreement is NON-CANCELLABLE for the term of the Agreement. Prosource may terminate this Agreement in the event equipment is modified, altered or serviced by personnel other than those employed by Prosource or its authorized servicing partners. This Agreement is non-refundable and will be renewed at the end of the contract period unless notification in writing is received within thirty (30) days prior to the renewal date. The Agreement is subject to annual increases not to exceed 15%. In the event Prosource cannot offer a regular Service Agreement because normal maintenance and parts replacement can no longer keep the equipment in satisfactory operating condition, at the sole discretion of Prosource, a Conditional Service Agreement may be offered. Customer shall not assign or transfer this Agreement or any interest herein to a third party without the prior written permission of Prosource. This Service Agreement is transferable to new equipment purchased from Prosource.
2. Prosource agrees to provide on-site service availability Monday through Friday, excluding holidays, from 8:00 A.M. to 5:00 P.M., and to keep the equipment in good working order while operated in accordance with published specifications while the equipment is located within Prosource's area of responsibility. Customer shall provide electrical service to the Equipment, and shall provide an environment that is reasonably free of dust, humidity, hazardous chemicals or erratic temperature changes. Failure to provide a suitable Equipment Environment may negate the terms of this Agreement. Customer agrees to provide full and free physical access during the on-site hours in this Agreement. Service rendered under the Service Agreement excludes any: (a) service or parts required by damage caused by accident, neglect, misuse, altering the equipment, unfavorable environmental conditions, electric current fluctuations, work performed by other than a representative of Prosource, or any force of nature, (b) service required due to the use of supplies not approved by Prosource, (c) service connected with the unauthorized relocation of equipment. In the event that the equipment is moved from the location set forth in this Agreement, at Prosource's option, this Agreement may be terminated and/or additional service charges may be made. Prosource agrees to provide toner in sufficient quantity appropriate to the Customer's usage and the manufacturer's published yields which are based on the industry standards of 20% coverage black and white and 80% coverage full color. In the event that the Customer's actual yield varies from the manufacturer's published yields by more than 20%, Prosource reserves the right to remedy this variance by either adjusting the amount of toner provided or adjusting the rate(s) of this Agreement or invoicing Customer for excess toner used. Prosource may charge a freight fee with your service contract.
3. Remote device configuration and connectivity support is included as a part of your equipment installation fee and Service Agreement. Installation includes, as necessary, the installation of drivers on up to 5 local computers. Print Server and Print Queue installation is the responsibility of the Customer. Additional on-site connectivity and networking support beyond device connection and device configuration settings is not included and will be provided at the Prosource prevailing rates.
4. Customer Agrees to the installation of the Prosource Device Monitoring Agent for the purposes of collecting use, supply, and device performance data. The Customer agrees to provide the use (meter readings) for all devices that cannot be monitored by the agent. For the purposes of billing, if readings are unavailable, Prosource will estimate the reading based on the available history of use. If readings are not provided for two consecutive months, Prosource reserves the right to move the non-reporting device to a flat rate per month adequate to cover the anticipated use. The rate will be based upon the 6-month history reading of the device, and if that data is not available, the Business Equipment Index (BEI) average monthly use for the device. Prosource has the right to withhold service and supply replenishment for the withholding or manipulation of meter counts. Customer agrees to provide notification to Prosource of system upgrades that may impact performance of the monitoring agent or covered devices, and any restriction or hazard to physical access which will impede the delivery of service and support under this Agreement. Customer agrees to remote access to the Equipment via Prosource Device Monitoring Agent 24 hours a day.
5. Customer Agrees that Service Agreement invoices will be for a minimum of \$50.00, and that Prosource, at its sole discretion, may adjust the billing frequency to cause invoices to reach or exceed the \$50.00 minimum.

Supplier:



Lease Supplement

APPLICATION NO.

MASTER AGREEMENT NO.

SUPPLEMENT NO.

200-100508-000

CUSTOMER INFORMATION

FULL LEGAL NAME: Bullitt County Board of Education; STREET ADDRESS: 1040 Highway 44 East; CITY: Shepherdsville; STATE: KY; ZIP: 40165; PHONE: 502-869-8000; FAX: 502-543-3608

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES: 1 x Toshiba eStudio 4528a, 1 x Dual Scan Document Feeder, 1 x Staple Finisher, 1 x Hole Punch, 1 x 2000 Sheet Large Capacity Drawer, 1 x Papercut MF, 1 x Card Reader; Maintenance, Support & Professional Services

See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES: SERIAL NO.

TERM (Complete One Term Option)

27 Mos. Term applies to this Agreement (as defined below) only.

27 Mos. The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount: \$ 291.00 (amounts due under this Agreement only). If you are exempt from sales tax, attach your certificate. *plus applicable taxes

END OF TERM OPTION

You will have the following option, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. Fair Market Value means the value of the Equipment in continued use. Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment.

LESSOR ACCEPTANCE

ProSource Leasing, Inc. LESSOR SIGNATURE TITLE DATED

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this Lease Supplement conflicts with a provision in the Master Agreement, the provision in this Lease Supplement shall control. BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS LEASE SUPPLEMENT.

Bullitt County Board of Education CUSTOMER (as referenced above) SIGNATURE TITLE DATED

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

CUSTOMER (as referenced above) SIGNATURE TITLE ACCEPTANCE DATE

Supplier:



AGREEMENT NO.

DELIVERY AND ACCEPTANCE CERTIFICATE

This Certificate is delivered to and for the benefit of Lessor/Secured Party and pertains to the Equipment and/or Financed Items which are the subject of the above-referenced Agreement between the undersigned as Lessor/Secured Party and the undersigned as Customer. The words "you" and "your" refer to Customer. The words "we", "us" and "our" refer to Lessor/Secured Party.

You certify and acknowledge that all of the Equipment and Financed Items described in the Agreement (as applicable): 1) have been received, installed and inspected, and 2) are fully operational and unconditionally accepted. Further, all terms and conditions of the above-referenced Agreement have been reviewed and acknowledged. Upon you signing below, your promises in the Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment and/or Financed Items from the supplier and you may contact the supplier for any warranty rights, which, if the Agreement is a lease, we transfer to you for the term of the Agreement (or until you default).

ProSource Leasing, Inc.
Lessor/Secured Party

Bullitt County Area Technical Center
Customer

X
Signature

Title Acceptance Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

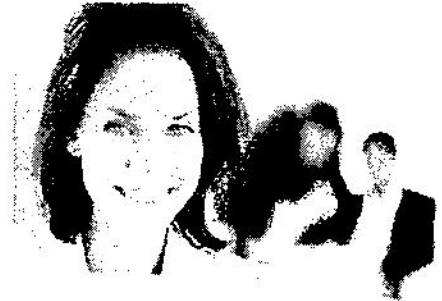


HARDWARE TERMS AND CONDITIONS

Prosource will service all equipment to manufacturers' recommendations and if unable to satisfactorily service a Prosource product in the field, a loaner will be provided while in-shop repairs are performed. If a Prosource product is unable to be satisfactorily repaired, a comparable replacement model will be provided.

All Prosource products are covered for a period of five years, provided the individual unit is continuously maintained under a Prosource maintenance agreement from the date of installation.

All Prosource service calls will have an average four-hour response time (Monday - Friday 8:00 a.m. - 5:00 p.m.). The four-hour response time will be reviewed annually. If Prosource fails to have an average four-hour response time, Prosource will refund your previous month's service fee.



THIS GUARANTEE:

- Applies to equipment that has not been damaged or destroyed by customer abuse or acts of nature
- Applies if the customer's account is current

SOFTWARE TERMS AND CONDITIONS

If Prosource is unable to complete the Statement of Work, Prosource will refund the unused portion of any Professional Services contract and deliver any project documentation to the customer.

All Prosource Software Applications are supported in conjunction with the software vendor's Annual Maintenance and Support Program. Prosource will continue to provide support in conjunction with the software vendor, as long as the vendor offers support and authorizes Prosource to deliver that support.

THIS GUARANTEE:

- Applies to software that is covered by an annual maintenance and support program through Prosource
- Requires a signed Statement of Work prior to the start of work
- Does not cover custom development or applications not installed by Prosource
- Does not cover loss of data
- Is only in effect if the customer account is in good standing with Prosource and with the Software Vendor

TotalPro Guarantee Authorization Form

Date: _____ Customer: Bullitt County Public Schools

Customer Signature: _____

Print Name and Title: _____

Prosource Sales Executive Signature: _____

Print Name and Title: Bradley Baker:

Prosource Authorized Signature: _____

Print Name and Title: _____



Office Equipment | Document Automation | Technology Solutions



We Guarantee 100% Customer Satisfaction

Our unique TotalPro Guarantee puts our commitment to customer satisfaction in writing. Should you ever feel we have not exceeded your expectations, let us know – and we will immediately work to make things right.

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