FLOYD COUNTY SCHOOLS
ENGAGE - EMPOWER - EQUIP
Every - Child - Every - Day

**SUPERINTENDENT**
TONYA HORNE-WILLIAMS

**BOARD CHAIR DISTRICT 1**
LINDA GEARHEART

**MEMBER DISTRICT 2**
DR. CHANDRA VARIA

**MEMBER DISTRICT 5**
STEVE SLONE

**VICE CHAIR DISTRICT 4**
KEITH SMALLWOOD

**MEMBER DISTRICT 3**
WILLIAM NEWSOME, JR

**Consent Agenda Item (Action Item)**: Consider/approve Master lease agreement with Toshiba for copier leases at Betsy Layne High School, Renaissance Learning Center, and Headstart Office.

**Applicable State or Regulations:** BOE Policy O 1.11 General Powers and Duties of the Board.

**Fiscal/Budgetary Impact**:

- Betsy Layne High: 4 copiers for totaling $262.50 per month for 63 months.
- Headstart: 1 copier totaling $122.00 per month for 63 months.
- RLC\FCSI: 1 copier totaling $122.00 per month for 63 months

**History/Background**:

- Toshiba approved by FCBOE as districtwide copier supplier on 10/26/2026
- To begin our effort to be more efficient and take advantage of the cost savings by providing a district-wide solution for copier and print services the first three locations that are currently out of lease are BLHS, RLC\FCSI, and the Headstart office. The lease agreements for these locations are attached.

**Recommended Action**: Approve lease agreements with Toshiba Financial Services.

**Contact Person(s)**: Wesley Turner, DTC

| | | |
|---|---|---|
| **Principal** | **Director** | **Superintendent** |

**Date: 11/2/2026**

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

# TOSHIBA

# MASTER LEASE WITH MAINTENANCE AGREEMENT

TOSHIBA
FINANCIAL SERVICES

| APPLICATION NUMBER | AGREEMENT NUMBER |
|---|---|
| | |

The words **you** and **your**, refer to the **Customer**. The words **Lessor**, **we**, **us**, and **our**, refer to **Toshiba Financial Services**. The Toshiba Equipment is covered by the terms of the Toshiba Quality Commitment, a copy of which may be obtained from your service provider. We own the Equipment, as defined below, (excluding software) and you have the right to use it under the terms of this Master Lease With Maintenance Agreement (this "Agreement"). "Schedule" means any lease schedule signed by you and us which incorporates the terms of this Agreement.

## CUSTOMER CONTACT INFORMATION

Legal Company Name: Floyd County Schools — Fed. Tax ID#:

Contact Person: Jody Roberts — Bill-To Phone: (606) 263-6280 — Bill-To Fax:

Billing Address: 554 Bobcat Blvd — City, State - Zip: Stanville, KY 41659

## TBS LOCATION

Contact Name: Bryan Jennings — Location:

## TERMS AND CONDITIONS (Terms Continued on Page 2)

1. Lease Agreement: You agree to lease from us the Equipment all as described under "ITEM DESCRIPTION" on any Lease With Maintenance Schedule ("Schedule") issued pursuant to this Agreement, (hereinafter, with all replacement parts, repairs, additions and accessories, referred to as the "Equipment") and as modified by Schedules to this Agreement from time to time signed by you and us. You authorize us to insert or correct missing information on this Agreement, including your accurate legal name, serial numbers and any other information describing the Equipment. You authorize us to change the amount of each Payment (set forth on attached Schedule to this Agreement) by not more than 15% due to changes in the equipment configuration which may occur prior to our acceptance of this Agreement or adjustments to reflect applicable sales taxes. We will send you copies of any changes. You agree to provide updated annual and/or quarterly financial statements to us upon request. You authorize us or our agent to obtain credit reports and make credit inquiries regarding you and your financial condition and to provide your information, including payment history, to our assignees or third parties having an economic interest in this Agreement or the Equipment. Toshiba Financial Services (TFS) is not responsible for service or maintenance of the Equipment and is not party to any service maintenance agreement.
2. **Lease Commencement:** This Agreement will commence upon your acceptance of the applicable Equipment. When you receive the Equipment, you agree to inspect it and verify your acceptance by telephone or, at our request, by delivery of written evidence of acceptance satisfactory to us. Upon acceptance, your obligations under this Agreement will become absolute and unconditional, and are not subject to cancellation, reduction or setoff for any reason whatsoever. You agree to pay us the amounts payable under the terms of this Agreement each period by the due date in accordance with the Term and Payment schedule set forth on attached Schedule to this Agreement. Payments shall be delivered to our address or to such other address as we may designate in writing. For any payment that is not received by its due date, you agree to pay a late charge equal to the higher of 10% of the amount due or $22 (not to exceed the maximum allowed by law).
3. **Image Charges:** Each month during the term of this Agreement, you agree to remit to us the Payment and all other sums when due and payable to the address we provide to you from time to time. In return for the Payment, you are entitled to produce the Images (set forth on attached Schedule to this Agreement) included for each applicable image type each month. You also agree to pay us the Excess Image charge (set forth on attached Schedule to this Agreement) for each metered image that exceeds the applicable Images Included. We reserve the right to estimate the number of images used if you do not provide us with meter readings within seven days of request. We will adjust the estimated charge for excess images upon receipt of actual meter readings. Notwithstanding any adjustments, you will never remit to us less than the Minimum Payment each month. You agree that we reserve the right to increase the maintenance and supplies portion of the Payment and/or the Excess Image charge each year during the Term of the Schedule by an amount not to exceed fifteen percent (15%) of the Payment and/or the Excess Image charge in effect at the end of the prior annual period. At our option, you will: (a) provide meter readings via an automated website when requested by us. We may charge a fee to recover the cost of meter collections if meters are requested but not submitted through the automated website. (b) Provide us by telephone or facsimile the actual meter readings when requested by us. (c) Allow us (or our agent) access to the Equipment to obtain meter readings. (d) Allow us (or our agent) to attach an automatic meter reading device to the Equipment. We may audit the automatic meter reading device periodically. If you have a dispute with your service provider, you continue to pay us all Payments and Excess Image charges without deductions or withholding deductions. Images made on Equipment marked as "Customer Owned" will be included in determining your image and excess charges.
4. **WARRANTY DISCLAIMER: WE MAKE NO WARRANTY EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THAT THE EQUIPMENT IS FIT FOR A PARTICULAR PURPOSE OR THAT THE EQUIPMENT IS MERCHANTABLE. YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. YOU LEASE THE EQUIPMENT "AS IS". NO REPRESENTATION OR WARRANTY WITH RESPECT TO THE EQUIPMENT WILL BIND US, NOR WILL ANY BREACH THEREOF RELIEVE YOU OF ANY OF YOUR OBLIGATIONS HEREUNDER. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR ANY DEFAULT BY US UNDER THIS AGREEMENT.**

**THIS AGREEMENT AND EACH SCHEDULE IS NONCANCELABLE / IRREVOCABLE AND CANNOT BE CANCELLED OR TERMINATED.**

## LESSOR ACCEPTANCE

| Toshiba Financial Services | Signature: | Title: | Date: |
|---|---|---|---|

## CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your original or electronic signature below shall constitute an enforceable and original signature for all purposes. This Agreement may be executed in counterparts. The executed counterpart which has Lessor's original signature and/or is in Lessor's possession shall constitute chattel paper as that term is defined in the Uniform Commercial Code ("UCC") and shall constitute the original agreement for all purposes, including, without limitation, (i) any hearing, trial or proceeding with respect to this Agreement, and (ii) any determination as to which version of this Agreement constitutes the single true original item of chattel paper under the UCC. If Customer signs and transmits this Agreement to Lessor by facsimile or other electronic transmission, the transmitted copy, upon execution by Lessor, shall be binding upon the parties. Customer agrees that the facsimile or other electronic transmission of this Agreement manually signed by Lessor, when attached to the facsimile or other electronic copy signed by Customer, shall constitute the original agreement for all purposes, including, without limitation, those outlined above in this Section. Without limiting and subject to the foregoing, the parties further agree that, for purposes of executing this Agreement, (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document, (b) the signature of any party on such document shall be considered as an original signature, (c) the document transmitted shall have the same effect as a counterpart thereof containing original signatures, and (d) at the request of Lessor, Customer, who executed this Agreement and transmitted its signature by facsimile, or other electronic transmission shall provide the counterpart of this Agreement containing Customer's original manual signature to Lessor. No party may raise as a defense to the enforcement of this Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to this Agreement. **BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.**

| Name: | Signature: X | Title: | Date: |
|---|---|---|---|



SEE PAGE 2 FOR ADDITIONAL TERMS AND CONDITIONS

## TERMS AND CONDITIONS (Terms Continued from Page 1)

5. **Statutory Finance Lease:** You agree that this Agreement qualifies as a statutory Finance Lease under Article 2A of the Uniform Commercial Code. To the extent you are permitted by applicable law, you waive all rights and remedies provided by Article 2A (sections 508-522) of the Uniform Commercial Code.
6. **Security Interest:** You authorize us to file a financing statement with respect to the Equipment. If this Agreement is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us.
7. **Use Maintenance and Repair of Equipment:** YOU WILL USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. You will not move the Equipment from the equipment location listed on page 1 without our advance written consent. You will give us reasonable access to the Equipment so that we can check the Equipment's existence, condition and proper maintenance. At your cost, you will keep the Equipment in good repair, condition and working order, ordinary wear and tear excepted. You will not make any permanent alterations to the Equipment. You will keep the Equipment free and clear of all liens. You assign to us all of your rights, but none of your obligations, under any purchase agreement for the Equipment. We assign to you all our rights under any warranties, so long as you are not in default.
8. **Software:** Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. You are responsible for entering into any license and/or other agreement (each a "License Agreement") required by the applicable software supplier or software licensor no later than the effective date of this Agreement and you will fully comply with such License, if any, throughout the applicable term. We are not responsible for the software or the obligations of you or the software licensor under any License Agreement. If any items are listed with the Equipment and denoted as "(Software as a Service)" you understand the Payment set forth on page 1 includes the periodic amount you have agreed to pay for the software/subscription services described in your Master Software and Services Agreement and/or your Statement of Services relating to such software/subscription services ("SaaS") with Toshiba America Business Solutions Inc. ("TBS"). Please reference your SaaS for a description of your rights and obligations with respect to such software/subscription services. You acknowledge the SaaS is separate from this Agreement, it shall not affect your obligations under this Agreement in any way, and TBS is solely responsible for the performance obligations related to SaaS.
9. **Taxes and Lease Charges:** You agree to pay all taxes, costs and expenses incurred by us as a consequence of the ownership, sale, lease or use of the Equipment, including all sales, use and documentary stamp taxes. Any fee charged under this Agreement may include a profit and is subject to applicable taxes. In addition, you agree to pay us a UCC filing fee of $35.00.
10. **Indemnity:** You will indemnify and hold us harmless from any and all liability, damages, losses or injuries including reasonable attorney's fees, arising out of the ownership, use, condition or possession of the Equipment, except to the extent directly caused by our gross negligence or willful misconduct. We reserve the right to control the defense and to select or approve defense counsel. This indemnity will survive the termination of this Agreement.
11. **Risk of Loss; Insurance:** You are responsible for risk of loss or for any destruction of or damage to the Equipment. No such loss or damage shall relieve you from the payment obligations under this Agreement. You agree to keep the Equipment fully insured against loss until this Agreement is paid in full and to have us and our assigns named as lender's loss payee. You also agree to maintain public liability insurance covering both personal injury and property damage and you shall name us and our assigns as additional insured. Upon request, you agree to provide us certificates or evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement: (a) we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the lease term, and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled by us at any time. You will be required to pay us an additional amount each month for the insurance and administrative fee. The cost may be more than the cost of obtaining your own insurance and we may make a profit. You agree to cooperate with us, our insurer and our agent in the placement of coverage and with claims; or (b) we may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. Once an acceptable certificate or evidence of insurance is submitted, any such fees will be discontinued. If any of the Equipment is lost, stolen or damaged you will at your option and cost, either (a) repair the item or replace the item with a comparable item reasonably acceptable to us, or (b) pay us the sum set forth in the Remedies section.
12. **Right to Perform:** If you fail to comply with any provision of this Agreement, we may, at our option, perform such obligations on your behalf. Upon invoice you will reimburse us for all costs incurred by us to perform such obligations.
13. **Representations:** (a) You represent and warrant to us that (1) you have the lawful power and authority to enter into this Agreement, and (2) the individuals signing this Agreement have been duly authorized to do so on your behalf, (3) you will provide us such financial information as we may reasonably request from time to time, (4) all financial information provided (or to be provided) is (or will be) accurate and complete in all material respects, (5) you will promptly notify us in writing if you move your principal place of business or there is a change in your name, state of formation, or ownership, and (6) you will take any action we reasonably request to protect our rights in the Equipment. (b) We represent and warrant to you that (1) we have the lawful power and authority to enter into this Agreement, and (2) the individuals signing this Agreement have been duly authorized to do so on our behalf.
14. **Default:** You will be in default under this Agreement if: (a) we do not receive any Payment due under this Agreement within five (5) days after its due date, (b) you fail to meet any of your obligations in the Agreement (other than payment obligations) and do not correct such default within 10 days after we send you written notice of such default, (c) you or your guarantor become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors, (d) a petition is filed by or against you or your guarantor under any bankruptcy or insolvency law, (e) any representation made by you is false or misleading in any material respect, (f) you default on any other agreement with us or our assigns or any material agreement with any entity, or (g) there has been a material adverse change in your or any guarantor's financial, business or operating condition.
15. **Remedies:** If you are in default, we may, at our option, do any or all of the following: (a) retain your security deposit, if any, (b) terminate this Agreement, (c) require that you pay, as compensation for loss of our bargain and not as a penalty, the sum of (1) all amounts due and payable by you or accrued under this Agreement, plus (2) the present value of all remaining Payments to become due under this Agreement (discounted at 2% or the lowest rate allowed by law), and (3)(i) the amount of any purchase option and, if none is specified, 20% of the original equipment cost, which represents our anticipated residual value in the Equipment or (ii) return the Equipment to a location designated by us and pay to us the excess, if any, of the amount payable under clause (3)(i) over the Fair Market Value of the returned Equipment as determined by us in our reasonable discretion, (d) recover interest on any unpaid balance at the rate of 12% per annum, and (e) exercise any other remedies available to us at law or in equity, including requiring you to immediately stop using any financed software. You agree to pay our reasonable attorney's fees and actual court costs including any cost of appeal. If we have to take possession of the Equipment, you agree to pay the cost of repossession and we may sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you. You may remain liable for any deficiency with any excess being retained by us.
16. **Purchase Option:** At the end of the Term provided you are not in default, and upon 30 days prior written notice from you, you will either (a) return all the Equipment, or (b) purchase all the Equipment as is, without any warranty to condition, value or title for the Fair Market Value of the Equipment as determined by us in our reasonable discretion plus applicable sales and other taxes.
17. **Automatic Renewal:** Except as set forth in Section 16, this Agreement will automatically renew on a month-to-month basis after the Term, and you shall pay us the same Payments and lease charges as applied during the Term (and be subject to the terms and conditions of this Agreement) until the Equipment is returned to us or you pay us the applicable purchase price (and taxes).
18. **Return of Equipment:** If (a) a default occurs, or (b) you do not purchase the Equipment at the end of the Term pursuant to a stated purchase option, you will immediately return the equipment to any location(s) we may designate in the continental United States. The Equipment must be returned in "Average Saleable Condition" and properly packed for shipment in accordance with our recommendations or specifications, freight prepaid and insured. "Average Saleable Condition" means that all of the Equipment is immediately available for use by a third party, other than you, without the need for any repair or refurbishment. All Equipment must be free of markings. You will pay us for any missing or defective parts or accessories.
19. **Assignment:** We may, without your consent, assign or transfer any Equipment or this Agreement, or any rights arising under this Agreement, and in such event our assignee or transferee will have the rights, power, privileges and remedies of Lessor hereunder, but none of the obligations. Upon such assignment you agree not to assert, as against our assignee, any defense, setoff, recoupment, claim or counterclaim that you may have against us. You will not assign, transfer or sublease this Agreement or any rights thereunder or any Equipment subject to this Agreement without our prior written consent.
20. **Personal Property Tax (PPT):** You agree at our discretion to (a) reimburse us annually for all personal property and similar taxes associated with the ownership, possession or use of the Equipment or (b) remit to us each billing period our estimate of the prorated equivalent of such taxes. You agree to pay us an administrative fee for the processing of such taxes. We may make a profit on such a fee.
21. **Tax Indemnity:** You agree to indemnify us for the loss of any income tax benefit caused by your acts or omissions inconsistent with our entitlement to certain tax benefits as owner of the Equipment.
22. **Governing Law:** BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. This Agreement and any supplement shall be deemed fully executed and performed in the state in which our (or, if we assign this Agreement, our assignee's) principal place of business is located and shall be governed by and construed in accordance with its laws. Any dispute concerning this Agreement will be adjudicated in a federal or state court in such state. You hereby consent to personal jurisdiction and venue in such courts and waive transfer of venue.
23. **Transition Billing:** In order to facilitate an orderly transition, the start date of this Agreement will be the date the Equipment is delivered to you or a date designated by us, as shown on the first invoice. If a later start date is designated, in addition to all Payments and other amounts due hereunder, you agree to pay us a transitional payment equal to 1/30th of the Payment, multiplied by the number of days between the date the Equipment is delivered to you and the designated start date. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month.
24. **Miscellaneous:** This Agreement contains the entire agreement between you and us and may not be modified except as provided therein or in writing signed by you and a duly authorized representative of us, and supersedes any purchase orders. We will not accept payment in cash. If you so request, and we permit the early termination of this Agreement, you agree to pay a fee for such privilege. Notices must be in writing and will be deemed given five days after mailing to your or our mailing address. If a court finds any provision of this Agreement to be unenforceable, all other terms of that Agreement will remain in effect and enforceable. You agree that any delay or failure to enforce our rights under this Agreement does not prevent us from enforcing any rights at a later time. In no event will we charge or collect any amounts in excess of those allowed by applicable law. Time is of the essence. You hereby acknowledge and confirm that you have not received any tax, financial, accounting or legal advice from us, or the manufacturer of the Equipment. It is the Customer's sole and exclusive responsibility to ensure that all data from all disk drives or magnetic media are erased of any customer data and information. You hereby consent to receive electronic marketing communication on Toshiba products and services. TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.
25. **Maintenance and Supplies Agreement ("MSA") with TBS:**

a) TBS agrees to provide full service maintenance including toner, developer and parts necessary to produce an image. TBS will provide inspections as required, which may be made in conjunction with regular or emergency service calls. If, upon your request, service is provided at a time other than during TBS's normal business hours, you will be charged at TBS's customary rates. TBS will not be obligated to provide service for repairs made necessary as a result of service by personnel not authorized by TBS or the use of supplies other than those provided by TBS. Separate charges for repairs or parts replacement due to the foregoing shall be borne by you.

b) Except as provided below, TBS will replace parts necessary to produce an image, consumables and supply items without charge. You agree to replace any parts, consumables and supply item as a result of carelessness on the part of the operator, accident, misuse (including failure to follow the manufacturer's published operating manual) abuse, neglect, theft, riot, vandalism, lightning, electrical power failure, fire, water, or other casualty.

c) If you are in default under the MSA, TBS has the right to deny performing any service and/or supplying any products.

d) Under the MSA, TBS's liability with respect to any property damage or injury (including death) to persons arising out of or connected with service performed under this Agreement is strictly limited to that imposed by law and there is no contract imposing any greater degree of liability.

e) Title to all supplies furnished hereunder including toner and toner bags remains with TBS until you consume said supplies to the extent they may not be further utilized in the image making process. We may charge you a supply freight fee to cover the cost of shipping supplies. You agree to use the supplies provided at "no charge" on the Equipment. You will not take designated supplies from Equipment to be used in any other Equipment not covered by this Agreement. You must purchase paper and staples separately.

f) Stated supply item yields represent 100% of manufacturer stated yields based on standard "letter size" copies with 6% image coverage. At the end of each annual billing period or billing cycle, you will be billed for any toner used in excess of that required based on yields stated above.

TOSHIBA

# MASTER LEASE WITH MAINTENANCE SCHEDULE

TOSHIBA FINANCIAL SERVICES

| SCHEDULE NUMBER | APPLICATION NUMBER | AGREEMENT NUMBER |
|---|---|---|
| | | |

## CUSTOMER - BILLING CONTACT INFORMATION (separate lease schedules must be completed for each billing location)

| | | |
|---|---|---|
| Legal Company Name: Floyd County Schools | | Fed. Tax ID#: |
| Contact Person: Jody Roberts | Bill-To Phone: (606) 263-6280 | Bill-To Fax: |
| Department Name: Betsy Layne High School | Billing Address: 554 Bobcat Blvd | |
| Building/Room/Suite: | City, State - Zip: Stanville, KY 41659 | |

## CUSTOMER - INSTALLATION LOCATION (separate lease schedules must be completed for each location)

| | | |
|---|---|---|
| Legal Company Name: Floyd County Schools | | |
| Contact Person: Jody Roberts | Phone: (606) 263-6280 | Fax: |
| Department Name: Betsy Layne High School | Address: 554 Bobcat Blvd | |
| Building/Room/Suite: | City, State - Zip: Stanville, KY 41659 | |

## TBS LOCATION

Contact Name: Bryan Jennings  Location:

## EQUIPMENT DESCRIPTION

| ITEM DESCRIPTION | MODEL NO. | SERIAL NO. | STARTING METER |
|---|---|---|---|
| Toshiba e-STUDIO3525AC | ESTUDIO3525AC | | |
| Toshiba e-STUDIO4528A | ESTUDIO4528A | | |
| Toshiba e-STUDIO4528A | ESTUDIO4528A | | |
| Toshiba e-STUDIO6529A | ESTUDIO6529A | | |
| | | | |
| | | | |
| | | | |
| | | | |

☐ See attached form (Schedule "A") for Additional Equipment ☐ See attached form (Billing Schedule) for Additional Equipment/Payment Schedule

## LEASE TERM & PAYMENT SCHEDULE

Number of Payments: 63 of $ 262.50 * Security Deposit**: $ 0.00 ☐ Received *plus applicable taxes*

| | | | | |
|---|---|---|---|---|
| Payments includes: | 0 | B&W Images per Month | Excess Images at: $ 0.00290 | * per B&W Image |
| Payments includes: | 0 | Color Images per Month | Excess Images at: $ 0.02900 | * per Color Image |
| Payments includes: | | Scan Images per Month | Excess Images at: $ | * per Scan Image |
| Payments includes: | | B&W Print Images per Month | Excess Images at: $ | * per B&W Print Image |
| Payments includes: | | Color Print Images per Month | Excess Images at: $ | * per Color Print Image |

Origination Fee: Up to $99.00 *(included in First Invoice)*  Lease payment period is monthly unless otherwise indicated.

Excess Images billed: ☒ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

**End-of-Lease Options:**

You will have the following options at the end of your original term, provided the Agreement has not terminated early and no event of default under the Agreement has occurred and is continuing.

1. Purchase the Equipment at Fair Market Value per section 16.
2. Renew the Agreement per section 17.
3. Return Equipment.

Billing Preference: ☐ Each unit invoiced separately (include at billing locations on Information Schedule) ☐ All units on one ☐ All units added to current

** Security Deposit: The security deposit is non interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you in, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions are fully complied with and provided you have not ever been in default of the Agreement in the Default section, the security deposit will be refunded to you after the return of the equipment in accordance with the Return of Equipment section.

**THIS SCHEDULE INCORPORATES ALL OF THE TERMS AND CONDITIONS OF THE MASTER LEASE WITH MAINTENANCE AGREEMENT IDENTIFIED ABOVE.**

## LESSOR ACCEPTANCE

| | | | |
|---|---|---|---|
| **Toshiba Financial Services** | Signature: | Title: | Date: |

## CUSTOMER ACCEPTANCE

This is a Master Schedule to the above-referenced Master Agreement between Lessor and Customer, all the terms and conditions of which are incorporated herein by reference, to establish a separate agreement as to the Equipment described herein. Upon the execution of this Master Schedule, Customer hereby agrees to lease from Lessor the Equipment described above. By signing below, Customer certifies that it has reviewed and does agree to all terms and conditions of the Master Agreement.

| | | | |
|---|---|---|---|
| Name: | Signature: X | Title: | Date: |

TOSHIBA

# REQUEST FOR CERTIFICATE OF INSURANCE (PROPERTY COVERAGE)

TOSHIBA
FINANCIAL SERVICES

AGREEMENT NUMBER

***CUSTOMER: PLEASE FILL IN YOUR INSURANCE INFORMATION AND SEND TO YOUR INSURANCE AGENT***

| To: Customer's Insurance Agent | Description of Item(s) to be Insured: |
|---|---|
| Name of Agency: | Toshiba e-STUDIO4528A (2) |
| Agent: | Toshiba e-STUDIO6529A |
| Address: | Toshiba e-STUDIO3525AC |
| Phone: | |
| Fax: | |
| E-mail: | |
| | |
| | |
| | |
| | |

**Insurable Value:** $137,941.00

The below-stated Customer intends to or has entered into a financing agreement ("Agreement") with Toshiba Financial Services ("Creditor") for the above-referenced item(s) ("Equipment"). Creditor requires proof in the form of Certificates of Insurance that Customer's insurable interest in the Equipment meets Creditor's requirements as follows:

1. **Certificate of Property Coverage: Customer must carry PROPERTY insurance in an amount no less than the Insurable Value (with deductibles no more than $25,000). Creditor AND/OR ITS ASSIGNS shall be listed as LENDER'S LOSS PAYEE on such policy.**

2. **The Certificate Holder on the above-referenced policies shall be listed as follows:**

   Toshiba Financial Services and/or its assigns
   1310 Madrid Street, Suite 101
   Marshall, MN 56258

3. Please e-mail a copy of the above-referenced Certificates of Insurance to Floyd County Schools, and ef.insurance.group@onlinecomment.com, referencing Application #_____ on the cover sheet, as soon as possible. If you have any questions, please contact us at: 1-800-828-8246.

**By signing below, Customer authorizes the above-named Insurance Agent to immediately endorse the insurance policies and subsequent renewals to reflect the required coverage, as outlined above.** In addition to providing Creditor with a copy of the Certificates of Insurance, as stated above, Customer hereby requests Insurance Agent to send to Creditor any subsequent renewals of such insurance policies, by mail, at the address listed above.

Floyd County Schools ,
Customer

X
Signature

Title Date

*Customer: THIS FORM IS PROVIDED FOR YOU TO APPROVE, COMPLETE AND SEND TO YOUR INSURANCE AGENT.*

# TOSHIBA

## AUTOMATED METER READ PROGRAM OPTIONS

# AM-3.0.0

Sales Representative: Bryan Jennings

## CUSTOMER INFORMATION

| | | | |
|---|---|---|---|
| Customer Name: Floyd County Schools | | Customer Contact: Jody Roberts | |
| Billing Address: 554 Bobcat Blvd | | Phone #: (606) 263-6280 Ext. | Customer PO #: |
| Suite #: | | Meter Contact: Jody Roberts | Meter Phone: (606) 263-6280 |
| City: Stanville State: KY Zip: 41659 | | Meter Email: jody.roberts@floyd.kyschools.us | |

## METER COLLECTION CHOICES:



**What is Toshiba's Automated Meter Read Program (AMR)?** As part of your service contract with TBS, you are required to report usage data for all your printers, copiers, and multifunction devices. With manual reporting, you must go to each device, record the serial numbers and meter readings, and submit this information via email, fax or phone. Toshiba's AMR program automatically gathers usage data for each device and sends it securely to TBS at scheduled intervals. The result is more accurate and timely reporting, fewer billing errors, and less busy work for you.

***How much does Toshiba AMR cost me?***

Nothing. Ever.

***What information does AMR gather?***

The automated meter reading system captures all required information for billing purposes; Machine model, Serial number, and usage information.

***Is the transmission secure?***

Yes. Data is completely secure.

**Toshiba Business Solutions IT Team will work with you to set up equipment meter collections in the priority listed below:**

**1 Automated Meter Read**

Your Toshiba system will either be equipped with two-way communication capabilities or TBS will provide free software that will automatically pull meter information and input into TBS billing system. TBS will provide updates, system back ups, and meter collection automatically. Equipment MUST be connected to your network.

**2 Meters Online (MOL)**

An automatic meter request is sent to the End User directly from the TBS billing system.
End User collects the meter readings and goes to http://meters.toshiba.com and enters the meters online manually.
All meters submitted via online are electronically imported into the TBS billing with no manual entry or interaction by TBS.

**TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.**

## ELECTRONIC INVOICING CHOICE:

Toshiba is committed to the environment through its worldwide green initiatives. One of the primary goals of Toshiba's green initiatives is environmental management through corporate social responsibility. One of TBS's Eco-Innovation initiatives is to convert to electronic invoicing whenever possible. Converting to electronic invoicing will enable TBS to decrease its consumption of environmental resources tremendously.

**Please select if you will accept Electronic Invoices when possible:** ☐ **Yes** ☒ **No**

**Upon receipt of first TFS Lease Invoice,** visit www.financing.eportaldirect.com **or call** 1-800-328-9092 **to register.**

**Please select preferred Electronic Invoice Method (TBS Invoices Only):**

**Email Attachment Only:** ☐
PDF copy of invoice sent to email listed below

**Invoice Portal Access:** ☐
Link to web portal allowing invoicing viewing and E-Pay option. Email will be sent with link when new invoices generate.

**Email Address for invoice notifications:** jody.roberts@floyd.kyschools.us

## CUSTOMER ACCEPTANCE:

Print Name: Signature: Title: Date:

TOSHIBA

# CONNECTIVITY OPTIONS AGREEMENT

# CA-2.0.0

Sales Representative: Bryan Jennings

## CUSTOMER INFORMATION

| | | | |
|---|---|---|---|
| Customer Name: Floyd County Schools | | Customer Contact: Jody Roberts | |
| Billing Address: 554 Bobcat Blvd | | Phone #: (606) 263-6280 Ext. | Customer PO #: |
| Address 2: | | IT Contact: Jody Roberts | IT Phone #: (606) 263-6280 |
| City: Stanville | State: KY Zip: 41659 | eMail: jody.roberts@floyd.kyschools.us | |

## CONNECTIVITY OPTIONS (Check All That Apply)

☒ **OPTION A: Network Administrator Integration and Training** FREE ($400 VALUE)

Includes basic device configuration, print driver installation on up to three workstations and administrator training. Additional Professional Services will be billed at published TBS Professional Services rates. Includes Remote Orientation of an Administrator to controller on their network, installation of 3 workstations for printing, scanning, and PC faxing. Connection Project not to exceed 2 hours. Any additional time required beyond 2 hours will be billed at current Professional Services Rates. If less than 2 hours is required, no time is banked for future use. Includes installation of Re-Rite on client server, configuration of 6 advanced scanning workflows; Word, Excel, Text Searchable PDF, PDF Form, Slim PDF, Secure PDF. Workflows include one Advanced Scanning Template Group, 6 Templates, and 4 Re-Rite workflows, all delivered to a common output folder. One hour of MFP Training - No more than 5 users per session - Training covers basic copier functions, printing, and scanning.

| ☐ OPTION B: | Custom Network Integration - Variable / Additional Charges | Qty | Charge | Unit Description |
|---|---|---|---|---|
| | • Base Device Configuration - Setup of Network Protocols on Device | | | Device |
| | • Print Driver Installation | | | Workstation |
| | • PC Fax Driver Installation | | | Workstation |
| | • Print Driver and PC Fax Driver on same Workstation | | | Workstation |
| | • Scan to Copier Controller | | | Scanning Template |
| | • Scan to Network Folder | | | Scanning Template |
| | • Scan to Email - Initial Setup of communication to local SMTP server | | | Initial Setup |
| | - Additional Setup per Scanning Template | | | Scanning Template |
| | - Off-site SMTP Server | | | Hour Until Completion |
| | - Additional Setup per Scanning Template | | | Scanning Template |
| | • Incoming Fax Routing to Copier Controller | | | Fax Destination |
| | • Incoming Fax Routing to Network Folder Location | | | Fax Destination |
| | • Incoming Fax Routing to Email - Initial Setup of SMTP Server | | | Initial Setup |
| | Communication to a Local SMTP Server | | | |
| | - Additional Setup per Destination | | | Destination |
| | - Off-site SMTP Server | | | Hour Until Completion |
| | - Additional Setup per Destination | | | Destination |
| | • User Code Enforcement | | | 10 User Codes |
| | • Copier Configuration Backup and Restore | | | Backup/Restore Event |

**Total Connectivity Fee**

**Note: Any Additional Connectivity Services performed not specified above will be billed at a rate of: $ 200.00 Per Hour.**
**Connectivity support may be completed remotely or on-site at the discretion of TBS. Support covers initial installation only.**

## CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.
**By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.**

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## DECLINATION

☒ Customer certifies that they have read the statement of work and that they have decided to decline all assistance from TBS regarding the installation of their copier/printer. TBS is under no obligation and has no liability concerning any aspect of the installation process.

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## TBS ACCEPTANCE

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## STATEMENT OF WORK

This Statement of Work for Connectivity & Security Options outlines the services and deliverables for the planned implementation. This Statement of Work is intended to detail the obligations of Toshiba Business Solutions (TBS) and the Customer.

## CONNECTIVITY OPTIONS - WORK TO BE PERFORMED

**Option B:** Covers the selected work only. Additional Professional Services fees apply for any additional work at the current TBS Professional Services rates.

**Base Device Configuration Includes:**

1. Verify proper network settings, i.e., print queue configuration, TCP/IP address, etc.
2. Connect base unit to customer's network via customer supplied/installed cabling.
3. Perform color calibration on base unit and RIP device.

**Print Driver Installation Includes:**

1. Install print drivers onto designated workstations (up to three – Option A or as specified in Option B.)
2. Confirm print capabilities via standard print driver test page.

**Administrator Training Includes:**

1. Training on base unit, print driver and RIP software.
2. Orientation of the administrator to the print controller on the network.

While Toshiba print drivers are compatible with most common office applications, TBS does not provide training on specific printing applications.

## STATEMENT OF WORK ASSUMPTIONS

**The following are the assumptions on which this Statement of Work is based. If any of these assumptions either change or are incorrect, changes to the Statement of Work may be required, which may result in changes to the Connectivity Services fee. Please review this section to make sure these assumptions are correct.**

1. Client is responsible for ensuring that all applications and data are successfully backed up prior to TBS beginning work. TBS is not responsible for any lost information.
2. Building environmental conditions are within equipment specifications for airflow, temperature, humidity, and electrical quality.
3. Cabling and WAN Data Communication Lines are properly installed and tested. TBS is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOW on a time and materials basis.
4. TBS is not responsible for any conflicts with existing hardware that is no longer supported by the manufacturer.
5. TBS is only responsible for integration tasks outlined in this Statement of Work. Any work outside of this SOW will be handled through a Change Order Request Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
6. Customer will provide systems personnel for the project familiar with all aspects of Customer's enterprise configuration – security, remote access, domain structure, WAN/LAN connectivity, applications used for this particular project – to work in conjunction with TBS on this implementation. Additionally, a desktop technician may be required to perform client-side duties.
7. All software being utilized is registered and authentic.
8. Equipment is connected to a dedicated power source per product specifications furnished by TBS.
9. All network addresses, print queue names and printer names, etc. are available upon request.

## TERMS AND CONDITIONS

The following Terms and Conditions are an amendment to the TBS Maintenance contract. In the event that the Customer has declined a Maintenance contract, the following Terms and Conditions do not apply to this agreement.

Toshiba products and software are warranted to be compatible with hardware and operating systems listed on product specification sheet at time of installation. TBS does not guarantee compatibility with future operating systems or hardware.

**Inclusions – Hardware:** Service calls, replacement parts for connected devices that allow the equipment to interface with PC's and networks, e.g. printer interface cards, NIC cards, print controllers, print/scan enablers or any other items that enhance the functionality of these products.

Diagnosis of device failures will be limited to confirmation of print capabilities with a laptop computer connected via a crossover cable using a standard print driver test page.

**Inclusions – Software:** Service calls required as a result of the failure of Toshiba software. Upgrades to Toshiba software are included.

**Service Availability:** Service calls performed during normal business hours, Monday through Friday, 8:00am to 5:00pm, excluding company holidays.

**Exclusions:**

1. Electrical work external to the equipment.
2. Charges to install or improve telephone lines.
3. Charges to improve electrical service and/or network lines.
4. Network wiring to improve or connect the hardware to a computer or network.
5. Service necessitated as a result of malfunction of equipment when unauthorized parts, attachments, or conflicting software is used with the equipment.
6. Service necessitated as a result of alterations, malfunctioning computer or network hardware and/or operating systems.

In such event, TBS reserves the right to terminate the maintenance contract if it is determined that such changes, alterations or malfunctions make it impractical to continue to service the equipment.

7. Reinstallation of drivers and/or installation of connected devices due to changes in computer and/or network operating systems, system configuration, addition/upgrades to application software or malfunction of devices.
8. Reinstallation/service required due to the relocation of equipment.

Excluded services will be invoiced to the Customer at TBS's normal hourly labor rate then in effect for Digital Systems Integration Services.

TOSHIBA

# STATE AND LOCAL GOVERNMENT ADDENDUM

TOSHIBA
FINANCIAL SERVICES

AGREEMENT NUMBER

Addendum to Agreement # _____ and any future supplements/schedules thereto, between Floyd County Schools, as Customer and **Toshiba Financial Services**, as Lessor. The words "you" and "your" refer to Customer. The words "we" and "us" refer to Lessor.

**1. The parties wish to amend the above-referenced Agreement by adding the following language:**

**REPRESENTATIONS AND WARRANTIES OF CUSTOMER:** You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

**INITIAL TERM AND RENEWAL TERM(S):** The term of the Agreement consists of an initial term beginning on the date we pay Supplier and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year. Except to the extent required by applicable law, if you do not exercise your right to terminate the Agreement under the Non-Appropriation or Renewal paragraph as of the end of any fiscal year, the Agreement will be deemed automatically renewed for the next succeeding renewal term.

An election by you to terminate the Agreement under the Non-Appropriation or Renewal paragraph is not a default.

Notwithstanding anything to the contrary set forth in the Agreement, if we cancel the Agreement following a default by you, we may require that you pay the unpaid balance of Payments under the Agreement through the end of your then-current fiscal year, but we may not require you to pay future Payments due beyond that fiscal year or the anticipated residual value of the Equipment. If we sell the Equipment following a default by you, you will not be responsible for a deficiency, except to the extent of our costs of repossession, moving, storage, repair and sale, and our attorneys' fees and costs.

**NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

**SUPPLEMENTS; SEPARATE FINANCINGS:** To the extent applicable, in the event that the parties hereafter mutually agree to execute and deliver any supplement or schedule ("Supplement") under the above-referenced Agreement, such Supplement, as it incorporates the terms and conditions of the Agreement, shall be a separate financing distinct from the Agreement or other Supplements thereto. Without limiting the foregoing, upon the occurrence of an event of default or a non-appropriation event with respect to the Agreement or a Supplement (each, a separate "Contract"), as applicable, we shall have the rights and remedies specified in the Agreement with respect to the Equipment financed and the Payments payable under such Contract, and we shall have no rights or remedies with respect to Equipment financed or Payments payable under any other Contract unless an event of default or non-appropriation event has also occurred under such other Contract.

**2. The parties wish to amend the above-referenced Agreement by restating certain language as follows:**

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document."

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "Unless the purchase option is $1.00 or $101.00, you agree to send us written notice at least 30 days before the end of the final renewal term that you want to purchase or return the Equipment, and you agree to so purchase or return the Equipment not later than the end of the final renewal term. If you fail to so purchase or return the Equipment at or before the end of the final renewal term, you shall be a holdover tenant with respect to this Agreement and the Equipment, and this Agreement shall renew on a month-to-month basis under the same terms hereof until the Equipment has been purchased or returned."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest."

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

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy.

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

**3. If your end-of-term option is the purchase of all Equipment for $1.00 or $101.00, the following applies:** Unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

**4. With respect to any "Financed Items," the following provisions shall be applicable to such Financed Items:**

This Addendum concerns the granting to you of certain software and/or software license(s) ("Licensed Software"), the purchase by you of certain software components, including but not limited to, software maintenance and/or support ("Products") and/or the purchase by you of certain implementation, integration, training, technical consulting and/or professional services in connection with software ("Services") (collectively, the "Financed Items") from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as further described in the agreement(s) between you and Supplier (collectively, the "Product Agreement"). For essential governmental purposes only, you have requested and we have agreed that instead of you paying the fees pursuant to the Product Agreement to Supplier for the Financed Items, we will satisfy your obligation to pay such fees to Supplier, and in consideration thereof, you shall repay the sums advanced by us to Supplier by promptly making certain installment payments to us, which are included in the Payments set forth in the Agreement.

To the extent permitted by law, you grant us a security interest in the license(s), including without limitation, all of your rights in the Licensed Software granted thereunder, the Products, all rights to payment under the Product Agreement, the Financed Items, and all proceeds of the foregoing to secure all amounts you owe us under this Agreement. You authorize and ratify our filing of any financing statement(s) to show our interest.

Ownership of any Licensed Software shall remain with Supplier thereof. All Financed Items shall be provided by a Supplier unrelated to us, and your rights with respect to such Financed Items shall be governed by the Product Agreement between you and Supplier, which shall not be affected by this Agreement. IN NO EVENT SHALL WE HAVE ANY OBLIGATION TO PROVIDE ANY FINANCED ITEMS, AND ANY FAILURE OF SUPPLIER TO PROVIDE ANY FINANCED ITEMS SHALL NOT EXCUSE YOUR OBLIGATIONS TO US IN ANY WAY. YOU HAVE SELECTED SUPPLIER AND THE FINANCED ITEMS BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE FINANCED ITEMS. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR AS TO ANY PATENT, TRADEMARK OR COPYRIGHT INFRINGEMENT, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS OR ANY OTHER ISSUE IN REGARD TO THE FINANCED ITEMS.** YOU HEREBY WAIVE ANY CLAIM (INCLUDING ANY CLAIM BASED ON STRICT LIABILITY OR ABSOLUTE LIABILITY IN TORT) THAT YOU MAY HAVE AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF DATA OR ANY OTHER DAMAGES) OR EXPENSE CAUSED BY THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT OR A TERMINATION OF THE FINANCED ITEMS PURSUANT TO AN EVENT OF DEFAULT, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE, LOSS, EXPENSE OR COST.

The following shall be additional events of default under the Agreement: (i) you fail to perform in accordance with the covenants, terms and conditions of the Product Agreement, or (ii) the Product Agreement is terminated, suspended, materially restricted or limited.

The following shall be additional remedies we have for your default under the Agreement: We shall have the right to: (a) cause the termination of the Financed Items and you irrevocably consent to such termination of the Financed Items by Supplier; and (b) require you to immediately stop using the Financed Items (regardless of whether you are in default under the Product Agreement) and you shall, at our option, either deliver to us a certification executed by a duly authorized officer certifying that you have ceased use of the Financed Items or deliver the Financed Items to a location designated by us. In the event you are entitled to transfer the right to use the Financed Items to any third party, you hereby agree to transfer any such right to use the Financed Items to any third party selected by us and acknowledge that you shall have no right to fees payable by any third party in connection with such transfer. However, we shall not be required to mitigate our damages caused by a default by transferring any Financed Items to a third party.

**By signing this Addendum, Customer acknowledges the applicable changes noted above are incorporated by reference into the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. In the event of any conflict between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall control. Customer has caused this Addendum to be executed by its duly authorized officer as of the date below.**

| **Toshiba Financial Services** | Floyd County Schools |
|---|---|
| Lessor | Customer |
| | X |
| Signature | Signature |
| Title | Date |
| Title | Date |

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

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

**Print or type.** See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Floyd County Schools

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

*(Applies to accounts maintained outside the United States.)*

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

554 Bobcat Blvd

6 City, state, and ZIP code

Stanville, KY 41659

Requester's name and address (optional)

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

___ – ___ – ____

**or**

**Employer identification number**

__ – _____

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** **Signature of U.S. person** **Date**

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

TOSHIBA

# MASTER LEASE WITH MAINTENANCE SCHEDULE

TOSHIBA FINANCIAL SERVICES

| SCHEDULE NUMBER | APPLICATION NUMBER | AGREEMENT NUMBER |
|---|---|---|
| | | |

## CUSTOMER - BILLING CONTACT INFORMATION (separate lease schedules must be completed for each billing location)

| | | |
|---|---|---|
| Legal Company Name: Floyd County Schools | | Fed. Tax ID#: |
| Contact Person: Maggie Allen | Bill-To Phone: (606) 886-4555 | Bill-To Fax: |
| Department Name: Head Start | Billing Address: 2520 S Lake Drive | |
| Building/Room/Suite: | City, State - Zip: Prestonsburg, KY 41653 | |

## CUSTOMER - INSTALLATION LOCATION (separate lease schedules must be completed for each location)

| | | |
|---|---|---|
| Legal Company Name: Floyd County Schools | | |
| Contact Person: Maggie Allen | Phone: (606) 886-4555 | Fax: |
| Department Name: Head Start | Address: 2520 S Lake Drive | |
| Building/Room/Suite: | City, State - Zip: Prestonsburg, KY 41653 | |

## TBS LOCATION

Contact Name: Bryan Jennings  Location:

## EQUIPMENT DESCRIPTION

| ITEM DESCRIPTION | MODEL NO. | SERIAL NO. | STARTING METER |
|---|---|---|---|
| Toshiba e-STUDIO6527ACT | ESTUDIO6527ACT | | |
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☐ See attached form (Schedule "A") for Additional Equipment ☐ See attached form (Billing Schedule) for Additional Equipment/Payment Schedule

## LEASE TERM & PAYMENT SCHEDULE

Number of Payments: 63 of $ 122.00 * Security Deposit**: $ 0.00 ☐ Received *plus applicable taxes

| | | | | |
|---|---|---|---|---|
| Payments includes: | 0 | B&W Images per Month | Excess Images at: $ 0.00290 | * per B&W Image |
| Payments includes: | 0 | Color Images per Month | Excess Images at: $ 0.02900 | * per Color Image |
| Payments includes: | | Scan Images per Month | Excess Images at: $ | * per Scan Image |
| Payments includes: | | B&W Print Images per Month | Excess Images at: $ | * per B&W Print Image |
| Payments includes: | | Color Print Images per Month | Excess Images at: $ | * per Color Print Image |

Origination Fee: Up to $99.00 *(included in First Invoice)*  Lease payment period is monthly unless otherwise indicated.

Excess Images billed: ☒ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

**End-of-Lease Options:**
You will have the following options at the end of your original term, provided the Agreement has not terminated early and no event of default under the Agreement has occurred and is continuing.
1. Purchase the Equipment at Fair Market Value per section 16.
2. Renew the Agreement per section 17.
3. Return Equipment.

Billing Preference: ☐ Each unit invoiced separately (include at billing locations on Information Schedule) ☐ All units on one ☐ All units added to current

** Security Deposit: The security deposit is non interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you in, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions are fully complied with and provided you have not ever been in default of the Agreement in the Default section, the security deposit will be refunded to you after the return of the equipment in accordance with the Return of Equipment section.

**THIS SCHEDULE INCORPORATES ALL OF THE TERMS AND CONDITIONS OF THE MASTER LEASE WITH MAINTENANCE AGREEMENT IDENTIFIED ABOVE.**

## LESSOR ACCEPTANCE

| | | | |
|---|---|---|---|
| **Toshiba Financial Services** | Signature: | Title: | Date: |

## CUSTOMER ACCEPTANCE

This is a Master Schedule to the above-referenced Master Agreement between Lessor and Customer, all the terms and conditions of which are incorporated herein by reference, to establish a separate agreement as to the Equipment described herein. Upon the execution of this Master Schedule, Customer hereby agrees to lease from Lessor the Equipment described above. By signing below, Customer certifies that it has reviewed and does agree to all terms and conditions of the Master Agreement.

| | | | |
|---|---|---|---|
| Name: | Signature: X | Title: | Date: |

TOSHIBA

# REQUEST FOR CERTIFICATE OF INSURANCE (PROPERTY COVERAGE)

TOSHIBA FINANCIAL SERVICES

AGREEMENT NUMBER

***CUSTOMER: PLEASE FILL IN YOUR INSURANCE INFORMATION AND SEND TO YOUR INSURANCE AGENT***

| To: Customer's Insurance Agent | Description of Item(s) to be Insured: |
|---|---|
| Name of Agency: | Toshiba e-STUDIO6527ACT |
| Agent: | |
| Address: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| | |
| | |
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| | |

**Insurable Value:** $62,797.00

The below-stated Customer intends to or has entered into a financing agreement ("Agreement") with Toshiba Financial Services ("Creditor") for the above-referenced item(s) ("Equipment"). Creditor requires proof in the form of Certificates of Insurance that Customer's insurable interest in the Equipment meets Creditor's requirements as follows:

1. **Certificate of Property Coverage: Customer must carry PROPERTY insurance in an amount no less than the Insurable Value (with deductibles no more than $25,000). Creditor AND/OR ITS ASSIGNS shall be listed as LENDER'S LOSS PAYEE on such policy.**

2. **The Certificate Holder on the above-referenced policies shall be listed as follows:**

   Toshiba Financial Services and/or its assigns
   1310 Madrid Street, Suite 101
   Marshall, MN 56258

3. Please e-mail a copy of the above-referenced Certificates of Insurance to Floyd County Schools, and ef.insurance.group@onlinecomment.com, referencing Application #_____ on the cover sheet, as soon as possible. If you have any questions, please contact us at: 1-800-828-8246.

**By signing below, Customer authorizes the above-named Insurance Agent to immediately endorse the insurance policies and subsequent renewals to reflect the required coverage, as outlined above.** In addition to providing Creditor with a copy of the Certificates of Insurance, as stated above, Customer hereby requests Insurance Agent to send to Creditor any subsequent renewals of such insurance policies, by mail, at the address listed above.

Floyd County Schools ,
Customer

X
Signature

Title Date

***Customer:** ***THIS FORM IS PROVIDED FOR YOU TO APPROVE, COMPLETE AND SEND TO YOUR INSURANCE AGENT.***

# TOSHIBA

## AUTOMATED METER READ PROGRAM OPTIONS

# AM-3.0.0

Sales Representative: Bryan Jennings

## CUSTOMER INFORMATION

| | | | |
|---|---|---|---|
| Customer Name: Floyd County Schools | | Customer Contact: Maggie Allen | |
| Billing Address: 2520 S Lake Drive | | Phone #: (606) 886-4555 Ext. | Customer PO #: |
| Suite #: | | Meter Contact: Maggie Allen | Meter Phone: (606) 886-4555 |
| City: Prestonsburg State: KY Zip: 41653 | | Meter Email: magie.allen@floyd.kyschools.us | |

## METER COLLECTION CHOICES:



**What is Toshiba's Automated Meter Read Program (AMR)?** As part of your service contract with TBS, you are required to report usage data for all your printers, copiers, and multifunction devices. With manual reporting, you must go to each device, record the serial numbers and meter readings, and submit this information via email, fax or phone. Toshiba's AMR program automatically gathers usage data for each device and sends it securely to TBS at scheduled intervals. The result is more accurate and timely reporting, fewer billing errors, and less busy work for you.

***How much does Toshiba AMR cost me?***

Nothing. Ever.

***What information does AMR gather?***

The automated meter reading system captures all required information for billing purposes; Machine model, Serial number, and usage information.

***Is the transmission secure?***

Yes. Data is completely secure.

**Toshiba Business Solutions IT Team will work with you to set up equipment meter collections in the priority listed below:**

**1 Automated Meter Read**

Your Toshiba system will either be equipped with two-way communication capabilities or TBS will provide free software that will automatically pull meter information and input into TBS billing system. TBS will provide updates, system back ups, and meter collection automatically. Equipment MUST be connected to your network.

**2 Meters Online (MOL)**

An automatic meter request is sent to the End User directly from the TBS billing system.
End User collects the meter readings and goes to http://meters.toshiba.com and enters the meters online manually.
All meters submitted via online are electronically imported into the TBS billing with no manual entry or interaction by TBS.

**TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.**

## ELECTRONIC INVOICING CHOICE:

Toshiba is committed to the environment through its worldwide green initiatives. One of the primary goals of Toshiba's green initiatives is environmental management through corporate social responsibility. One of TBS's Eco-Innovation initiatives is to convert to electronic invoicing whenever possible. Converting to electronic invoicing will enable TBS to decrease its consumption of environmental resources tremendously.

**Please select if you will accept Electronic Invoices when possible:** ☐ **Yes** ☒ **No**

**Upon receipt of first TFS Lease Invoice,** visit www.financing.eportaldirect.com **or call** 1-800-328-9092 **to register.**

**Please select preferred Electronic Invoice Method (TBS Invoices Only):**

**Email Attachment Only:** ☐
PDF copy of invoice sent to email listed below

**Invoice Portal Access:** ☐
Link to web portal allowing invoicing viewing and E-Pay option. Email will be sent with link when new invoices generate.

**Email Address for invoice notifications:** magie.allen@floyd.kyschools.us

## CUSTOMER ACCEPTANCE:

Print Name: Signature: Title: Date:

TOSHIBA

# CONNECTIVITY OPTIONS AGREEMENT

# CA-2.0.0

Sales Representative: Bryan Jennings

## CUSTOMER INFORMATION

| | | | |
|---|---|---|---|
| Customer Name: Floyd County Schools | | Customer Contact: Maggie Allen | |
| Billing Address: 2520 S Lake Drive | | Phone #: (606) 886-4555 Ext. | Customer PO #: |
| Address 2: | | IT Contact: Maggie Allen | IT Phone #: (606) 886-4555 |
| City: Prestonsburg State: KY Zip: 41653 | | eMail: magie.allen@floyd.kyschools.us | |

## CONNECTIVITY OPTIONS (Check All That Apply)

☒ **OPTION A: Network Administrator Integration and Training** FREE ($400 VALUE)

Includes basic device configuration, print driver installation on up to three workstations and administrator training. Additional Professional Services will be billed at published TBS Professional Services rates. Includes Remote Orientation of an Administrator to controller on their network, installation of 3 workstations for printing, scanning, and PC faxing. Connection Project not to exceed 2 hours. Any additional time required beyond 2 hours will be billed at current Professional Services Rates. If less than 2 hours is required, no time is banked for future use. Includes installation of Re-Rite on client server, configuration of 6 advanced scanning workflows; Word, Excel, Text Searchable PDF, PDF Form, Slim PDF, Secure PDF. Workflows include one Advanced Scanning Template Group, 6 Templates, and 4 Re-Rite workflows, all delivered to a common output folder. One hour of MFP Training - No more than 5 users per session - Training covers basic copier functions, printing, and scanning.

| ☐ OPTION B: Custom Network Integration - Variable / Additional Charges | Qty | Charge | Unit Description |
|---|---|---|---|
| • Base Device Configuration - Setup of Network Protocols on Device | | | Device |
| • Print Driver Installation | | | Workstation |
| • PC Fax Driver Installation | | | Workstation |
| • Print Driver and PC Fax Driver on same Workstation | | | Workstation |
| • Scan to Copier Controller | | | Scanning Template |
| • Scan to Network Folder | | | Scanning Template |
| • Scan to Email - Initial Setup of communication to local SMTP server | | | Initial Setup |
| - Additional Setup per Scanning Template | | | Scanning Template |
| - Off-site SMTP Server | | | Hour Until Completion |
| - Additional Setup per Scanning Template | | | Scanning Template |
| • Incoming Fax Routing to Copier Controller | | | Fax Destination |
| • Incoming Fax Routing to Network Folder Location | | | Fax Destination |
| • Incoming Fax Routing to Email - Initial Setup of SMTP Server | | | Initial Setup |
| Communication to a Local SMTP Server | | | |
| - Additional Setup per Destination | | | Destination |
| - Off-site SMTP Server | | | Hour Until Completion |
| - Additional Setup per Destination | | | Destination |
| • User Code Enforcement | | | 10 User Codes |
| • Copier Configuration Backup and Restore | | | Backup/Restore Event |

**Total Connectivity Fee**

**Note: Any Additional Connectivity Services performed not specified above will be billed at a rate of: $ 200.00 Per Hour.**
**Connectivity support may be completed remotely or on-site at the discretion of TBS. Support covers initial installation only.**

## CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.
**By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.**

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## DECLINATION

☒ Customer certifies that they have read the statement of work and that they have decided to decline all assistance from TBS regarding the installation of their copier/printer. TBS is under no obligation and has no liability concerning any aspect of the installation process.

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## TBS ACCEPTANCE

| Print Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

## STATEMENT OF WORK

This Statement of Work for Connectivity & Security Options outlines the services and deliverables for the planned implementation. This Statement of Work is intended to detail the obligations of Toshiba Business Solutions (TBS) and the Customer.

## CONNECTIVITY OPTIONS - WORK TO BE PERFORMED

**Option B:** Covers the selected work only. Additional Professional Services fees apply for any additional work at the current TBS Professional Services rates.

**Base Device Configuration Includes:**

1. Verify proper network settings, i.e., print queue configuration, TCP/IP address, etc.
2. Connect base unit to customer's network via customer supplied/installed cabling.
3. Perform color calibration on base unit and RIP device.

**Print Driver Installation Includes:**

1. Install print drivers onto designated workstations (up to three – Option A or as specified in Option B.)
2. Confirm print capabilities via standard print driver test page.

**Administrator Training Includes:**

1. Training on base unit, print driver and RIP software.
2. Orientation of the administrator to the print controller on the network.

While Toshiba print drivers are compatible with most common office applications, TBS does not provide training on specific printing applications.

## STATEMENT OF WORK ASSUMPTIONS

**The following are the assumptions on which this Statement of Work is based. If any of these assumptions either change or are incorrect, changes to the Statement of Work may be required, which may result in changes to the Connectivity Services fee. Please review this section to make sure these assumptions are correct.**

1. Client is responsible for ensuring that all applications and data are successfully backed up prior to TBS beginning work. TBS is not responsible for any lost information.
2. Building environmental conditions are within equipment specifications for airflow, temperature, humidity, and electrical quality.
3. Cabling and WAN Data Communication Lines are properly installed and tested. TBS is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOW on a time and materials basis.
4. TBS is not responsible for any conflicts with existing hardware that is no longer supported by the manufacturer.
5. TBS is only responsible for integration tasks outlined in this Statement of Work. Any work outside of this SOW will be handled through a Change Order Request Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
6. Customer will provide systems personnel for the project familiar with all aspects of Customer's enterprise configuration – security, remote access, domain structure, WAN/LAN connectivity, applications used for this particular project – to work in conjunction with TBS on this implementation. Additionally, a desktop technician may be required to perform client-side duties.
7. All software being utilized is registered and authentic.
8. Equipment is connected to a dedicated power source per product specifications furnished by TBS.
9. All network addresses, print queue names and printer names, etc. are available upon request.

## TERMS AND CONDITIONS

The following Terms and Conditions are an amendment to the TBS Maintenance contract. In the event that the Customer has declined a Maintenance contract, the following Terms and Conditions do not apply to this agreement.

Toshiba products and software are warranted to be compatible with hardware and operating systems listed on product specification sheet at time of installation. TBS does not guarantee compatibility with future operating systems or hardware.

**Inclusions – Hardware:** Service calls, replacement parts for connected devices that allow the equipment to interface with PC's and networks, e.g. printer interface cards, NIC cards, print controllers, print/scan enablers or any other items that enhance the functionality of these products.

Diagnosis of device failures will be limited to confirmation of print capabilities with a laptop computer connected via a crossover cable using a standard print driver test page.

**Inclusions – Software:** Service calls required as a result of the failure of Toshiba software. Upgrades to Toshiba software are included.

**Service Availability:** Service calls performed during normal business hours, Monday through Friday, 8:00am to 5:00pm, excluding company holidays.

**Exclusions:**

1. Electrical work external to the equipment.
2. Charges to install or improve telephone lines.
3. Charges to improve electrical service and/or network lines.
4. Network wiring to improve or connect the hardware to a computer or network.
5. Service necessitated as a result of malfunction of equipment when unauthorized parts, attachments, or conflicting software is used with the equipment.
6. Service necessitated as a result of alterations, malfunctioning computer or network hardware and/or operating systems.

In such event, TBS reserves the right to terminate the maintenance contract if it is determined that such changes, alterations or malfunctions make it impractical to continue to service the equipment.

7. Reinstallation of drivers and/or installation of connected devices due to changes in computer and/or network operating systems, system configuration, addition/upgrades to application software or malfunction of devices.
8. Reinstallation/service required due to the relocation of equipment.

Excluded services will be invoiced to the Customer at TBS's normal hourly labor rate then in effect for Digital Systems Integration Services.

TOSHIBA

# MASTER LEASE WITH MAINTENANCE SCHEDULE

TOSHIBA FINANCIAL SERVICES

| SCHEDULE NUMBER | APPLICATION NUMBER | AGREEMENT NUMBER |
|---|---|---|
| | | |

## CUSTOMER - BILLING CONTACT INFORMATION (separate lease schedules must be completed for each billing location)

Legal Company Name: Floyd County Schools — Fed. Tax ID#:

Contact Person: Christina Crace — Bill-To Phone: (160) 628-5363 — Bill-To Fax:

Department Name: RLC — Billing Address: 145 Randy Caudill Loop

Building/Room/Suite: — City, State - Zip: Martin, KY 41649

## CUSTOMER - INSTALLATION LOCATION (separate lease schedules must be completed for each location)

Legal Company Name: Floyd County Schools

Contact Person: Christina Crace — Phone: (160) 628-5363 — Fax:

Department Name: RLC — Address: 145 Randy Caudill Loop

Building/Room/Suite: — City, State - Zip: Martin, KY 41649

## TBS LOCATION

Contact Name: Bryan Jennings — Location:

## EQUIPMENT DESCRIPTION

| ITEM DESCRIPTION | MODEL NO. | SERIAL NO. | STARTING METER |
|---|---|---|---|
| Toshiba e-STUDIO6527ACT | ESTUDIO6527ACT | | |
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☐ See attached form (Schedule "A") for Additional Equipment ☐ See attached form (Billing Schedule) for Additional Equipment/Payment Schedule

## LEASE TERM & PAYMENT SCHEDULE

Number of Payments: 63 of $ 122.00 * Security Deposit**: $ 0.00 ☐ Received *plus applicable taxes*

| | | | | |
|---|---|---|---|---|
| Payments includes: | 0 | B&W Images per Month | Excess Images at: $ 0.00290 | * per B&W Image |
| Payments includes: | 0 | Color Images per Month | Excess Images at: $ 0.02900 | * per Color Image |
| Payments includes: | | Scan Images per Month | Excess Images at: $ | * per Scan Image |
| Payments includes: | | B&W Print Images per Month | Excess Images at: $ | * per B&W Print Image |
| Payments includes: | | Color Print Images per Month | Excess Images at: $ | * per Color Print Image |

Origination Fee: Up to $99.00 *(included in First Invoice)* — Lease payment period is monthly unless otherwise indicated.

Excess Images billed: ☒ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

**End-of-Lease Options:**

You will have the following options at the end of your original term, provided the Agreement has not terminated early and no event of default under the Agreement has occurred and is continuing.

1. Purchase the Equipment at Fair Market Value per section 16.
2. Renew the Agreement per section 17.
3. Return Equipment.

Billing Preference: ☐ Each unit invoiced separately (include at billing locations on Information Schedule) ☐ All units on one ☐ All units added to current

** Security Deposit: The security deposit is non interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you in, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions are fully complied with and provided you have not ever been in default of the Agreement in the Default section, the security deposit will be refunded to you after the return of the equipment in accordance with the Return of Equipment section.

**THIS SCHEDULE INCORPORATES ALL OF THE TERMS AND CONDITIONS OF THE MASTER LEASE WITH MAINTENANCE AGREEMENT IDENTIFIED ABOVE.**

## LESSOR ACCEPTANCE

| Toshiba Financial Services | Signature: | Title: | Date: |
|---|---|---|---|
| | | | |

## CUSTOMER ACCEPTANCE

This is a Master Schedule to the above-referenced Master Agreement between Lessor and Customer, all the terms and conditions of which are incorporated herein by reference, to establish a separate agreement as to the Equipment described herein. Upon the execution of this Master Schedule, Customer hereby agrees to lease from Lessor the Equipment described above. By signing below, Customer certifies that it has reviewed and does agree to all terms and conditions of the Master Agreement.

| Name: | Signature: X | Title: | Date: |
|---|---|---|---|
| | | | |

TOSHIBA

# REQUEST FOR CERTIFICATE OF INSURANCE (PROPERTY COVERAGE)

TOSHIBA
FINANCIAL SERVICES

AGREEMENT NUMBER

***CUSTOMER: PLEASE FILL IN YOUR INSURANCE INFORMATION AND SEND TO YOUR INSURANCE AGENT***

| To: Customer's Insurance Agent | Description of Item(s) to be Insured: |
|---|---|
| Name of Agency: | Toshiba e-STUDIO6527ACT |
| Agent: | |
| Address: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| | |
| | |
| | |
| | |

**Insurable Value:** $62,797.00

The below-stated Customer intends to or has entered into a financing agreement ("Agreement") with Toshiba Financial Services ("Creditor") for the above-referenced item(s) ("Equipment"). Creditor requires proof in the form of Certificates of Insurance that Customer's insurable interest in the Equipment meets Creditor's requirements as follows:

1. **Certificate of Property Coverage: Customer must carry PROPERTY insurance in an amount no less than the Insurable Value (with deductibles no more than $25,000). Creditor AND/OR ITS ASSIGNS shall be listed as LENDER'S LOSS PAYEE on such policy.**

2. **The Certificate Holder on the above-referenced policies shall be listed as follows:**

   Toshiba Financial Services and/or its assigns
   1310 Madrid Street, Suite 101
   Marshall, MN 56258

3. Please e-mail a copy of the above-referenced Certificates of Insurance to Floyd County Schools, and ef.insurance.group@onlinecomment.com, referencing Application #_____ on the cover sheet, as soon as possible. If you have any questions, please contact us at: 1-800-828-8246.

**By signing below, Customer authorizes the above-named Insurance Agent to immediately endorse the insurance policies and subsequent renewals to reflect the required coverage, as outlined above.** In addition to providing Creditor with a copy of the Certificates of Insurance, as stated above, Customer hereby requests Insurance Agent to send to Creditor any subsequent renewals of such insurance policies, by mail, at the address listed above.

Floyd County Schools ,
Customer

X
Signature

Title Date

*Customer: THIS FORM IS PROVIDED FOR YOU TO APPROVE, COMPLETE AND SEND TO YOUR INSURANCE AGENT.