

Mackenzie Reed-Kadow

From: Kim Lynch
Sent: Thursday, November 14, 2019 7:43 AM
To: Mackenzie Reed-Kadow; Steve Corbeille
Subject: FW: 2020 maintenance contract
Attachments: CITY OF MANITOWOC 2020 CONTRACT.docx

Mackenzie, can you put this on the December Finance Committee. It is our annual maintenance agreement for our fleet of copiers. Thanks!

Kim Lynch | *Comptroller/Deputy Treasurer*
900 Quay Street
Manitowoc, WI 54220
(920) 686-6962

From: Debra Bero <Debra@wis-imaging.com>
Sent: Wednesday, November 13, 2019 3:04 PM
To: Kim Lynch <klynch@manitowoc.org>
Cc: Tom LaPlante <TomL@wis-imaging.com>
Subject: RE: 2020 maintenance contract

Kim,
The attachment contains pricing info for next year's contract.
If you need additional assistance or have any questions please contact either myself or the manager Tom LaPlante.
Thank you for allowing WDI to service your equipment.
Debra

DEBRA BERO
Contract Administrator

WISCONSIN DOCUMENT IMAGING
1850 VELP AVE
GREEN BAY, WI 54303
920-593-1810
920-593-1830 (FAX)
debra@wis-imaging.com

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From: Kim Lynch <klynch@manitowoc.org>
Date: November 11, 2019 at 5:03:52 PM CST
To: Tom LaPlante <toml@wis-imaging.com>
Cc: Mark Kitzerow <Mark@wis-imaging.com>
Subject: 2020 maintenance contract

Can we work on this contract for 2020? I'd like for it to go to Finance Committee on December 3 and then Council on December 16. Thanks!

Kim Lynch | *Comptroller/Deputy Treasurer*
900 Quay Street
Manitowoc, WI 54220
(920) 686-6962



19-1292

WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING
MAILING ADDRESS: 1850 VELP AVENUE GREEN BAY, WI 54303-6448
COVERING GREEN BAY, THE FOX CITIES, THE LAKESHORE AND MILWAUKEE

F O: R	GB6124	MAINTENANCE AGREEMENT
	CITY OF MANITOWOC	TYPE K
	900 QUAY STREET	
	MANITOWOC WI 54220-4543	

Equip. ID No		Eff. Date		Renew Date		Customer PO No		Max Copy		# Inv
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	01/01/20		12/31/20			PER METER	
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Product Number		Serial Number		Location		Price		Per Meter
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COMBINED CONTRACT						B/W	.0079
						COLOR	.062

LANIER LD040SP	M5585600465	ID # S114 TRANSIT
LANIER LD040SP	M5585600310	ID # S113 SENIOR CENTER
LANIER MP6002	W862L800493	ID # S109 CITY CLERK
LANIER MPC4502	W512L901392	ID # S110 PLANNING DEPT
RICOH 5055	C337R100162	ID # W1922 FINANCE
RICOH 4002	W523G700306	ID # W1610 ENGINEERING
LANIER LD445CSP	L9086520233	ID # S107 ATTORNEY/HR
LANIER LD050SP	M5785600444	ID # S112 MUNICIPAL COURTS
RICOH C4002	W523LA00162	ID # R708 PUBLIC WORKS
RICOH MP5054	G185RA20358	ID # W3311 POLICE DEPT DETECTIVE
LANIER MPC4502	W512L901297	ID # S103 FIRE DEPT MAIN FLOOR
RICOH C2504	C777RA10546	ID # W2317 2 ND FLOOR MAYOR'S OFFICE
RICOH C2504	C778R110289	ID # W2575 RAHR WEST MUSEUM
RICOH MP5054	G186R321072RI	ID # W3985 INSPECTION

INVOICED MONTHLY ON A PER METER BASIS

Accepted By:

Contract
Length
12
Months

Total Flat Rate: MONTHLY PER
Plus applicable taxes METER

Title	Date
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***** THIS IS NOT AN INVOICE - INVOICE WILL FOLLOW *****

WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING

MAILING ADDRESS:
GREEN BAY LOCATION
MILWAUKEE LOCATION

1850 VELP AVENUE
1850 VELP AVENUE
W136 N5281 CAMPBELL DRIVE

GREEN BAY, WI 54303-6448
GREEN BAY, WI 54303
MENOMONEE FALLS, WI 53022

COVERED INFORMATION

EQUIPMENT ID NUMBER:

Parts	COVERED	TONER, DEVELOPER, DRUMS (NOT INCLUDED-PAPER, STAPLES)
Labor	COVERED	COVERED
Networking		NOT COVERED
Travel	COVERED	COVERED

TERMS AND CONDITIONS

1. WE WILL MAINTAIN, FOR THE ORIGINAL PURCHASER, THE EQUIPMENT COVERED HEREBY IN EFFICIENT OPERATING CONDITIONS, INCLUDING SHOP REPAIRS OR OVERHAULS IF DEEMED NECESSARY BY SELLER; PROVIDED THE AGREEMENT IS CONTINUED IN FORCE WITHOUT LAPSE.

2. THIS AGREEMENT IS FOR A ONE-YEAR PERIOD, OR THE TOTAL NUMBER OF COPIES SPECIFIED, WHICHEVER COMES FIRST. INVOICES WILL BE RENDERED YEARLY IN ADVANCE AT THE ANNUAL MAINTENANCE RATE ESTABLISHED BY SELLER AT THAT TIME. METER OVERAGE CHARGES MAY BE DONE AT THE END OF THE TERM IF METER COUNTS WERE NOT TAKEN DURING THE TERM OF THE CONTRACT. ALL TAXES ARE FOR CUSTOMER'S ACCOUNT. NOTE: INVOICE IS PAYABLE NET 30 DAYS OF INVOICE DATE. PAST DUE INVOICES ARE SUBJECT TO A 1.5% SERVICE CHARGE PER MONTH(18% PER ANNUM).CUSTOMER IS SUBJECT TO SERVICE AND SUPPLY HOLDS IF THE ACCOUNT IS PAST DUE. IT IS THE CUSTOMER'S RESPONSIBILITY TO REVIEW COPY LIMITS - MINIMUMS DO APPLY!

3. WHERE THE EQUIPMENT REQUIRES USE OF VARIOUS EXHAUSTIBLE RELATED PRODUCTS, SUCH AS PAPER, TONER AND OTHER SUCH RELATED COMMODITIES, THOSE ITEMS SHALL BE REPLACED AT THE EXPENSE OF THE CUSTOMER UNLESS THEY ARE INCLUDED AS NOTED ABOVE, AND IN ALL CASES, THE CUSTOMER SHALL USE THE PRODUCTS SPECIFIED BY THE MANUFACTURER OF THE EQUIPMENT SO AS TO BE IN COMPLIANCE WITH ALL PRESCRIBED OPERATING STANDARDS. FOR CONTRACTS INCLUDING TONER, YIELDS ARE CALCULATED BY THE MANUFACTURER SPECIFICATIONS. EXCESS TONER USAGE MAY RESULT IN ADDITIONAL SURCHARGE.

4. SERVICE WILL BE RENDERED UNDER THIS AGREEMENT ONLY DURING NORMAL BUSINESS HOURS AND WILL INCLUDE: A) REPLACEMENT OF ANY NECESSARY PARTS AND B) ANY NECESSARY LABOR.

5. SERVICE RENDERED UNDER THIS AGREEMENT EXCLUDES ANY A) SERVICE OR PARTS REQUIRED BY DAMAGE CAUSED BY ACCIDENT, NEGLIGENCE, MISUSE, ALTERING THE EQUIPMENT, UNFAVORABLE ENVIRONMENTAL/POWER CONDITIONS, WORK PERFORMED BY OTHER THAN A REPRESENTATIVE OF SELLER, OR ANY FORCE OF NATURE, B) WORK WHICH IN THE OPINION OF SELLER IS IMPRACTICAL TO PERFORM BECAUSE OF LOCATION, ALTERATIONS IN THE EQUIPMENT OR CONNECTION OF THE EQUIPMENT OR ANY OTHER DEVICE, C) SPECIFICATION CHANGES, D) PLATEN, RIBBONS, ELEMENTS, PRINT WHEELS E)ANY NETWORKING SERVICES NEEDED FOR PRINTING AND SCANNING F) ANY OTHER EXHAUSTIBLE SUPPLIES UNLESS NOTED ABOVE UNDER COVERED INFORMATION. CUSTOMER AGREES TO PROVIDE POWER AS RECOMMENDED BY THE MANUFACTURER AND NETWORK SURGE PROTECTION FOR CONNECTED UNITS.

6. SERVICE RENDERED UNDER THIS AGREEMENT WILL BE PERFORMED ON THE CUSTOMER'S PREMISES UNLESS, IN THE OPINION OF SELLER, THE WORK MUST BE PERFORMED IN ONE OF ITS SERVICE SHOPS. CUSTOMER AGREES TO GIVE SELLER'S REPRESENTATIVES FULL AND FREE ACCESS TO THE EQUIPMENT AND TO PROVIDE SELLER'S REPRESENTATIVES WITH A SAFE WORKING ENVIRONMENT. SELLER SHALL NOT BE RESPONSIBLE FOR FAILURE TO RENDER SERVICE OCCASIONED BY ANY CIRCUMSTANCE BEYOND ITS REASONABLE CONTROL.

7. SERVICE NOT INCLUDED WITHIN THIS AGREEMENT MAY BE RENDERED AT SELLER'S SERVICE RATES IN EFFECT FOR SUCH WORK AT THE TIME SERVICE IS RENDERED.

8. IF THE EQUIPMENT COVERED HEREBY DOES NOT COME WITHIN THE PROVISIONS OF PARAGRAPH 1 AND 2 HEREOF SELLER SHALL NOT BE OBLIGED TO PERFORM SHOP REPAIRS OR OVERHAULS/REBUILDING WITHOUT EXTRA COST TO THE CUSTOMER. IN SUCH EVENT AN ESTIMATE OF THE COSTS INVOLVED WILL BE SUBMITTED TO THE CUSTOMER FOR APPROVAL PRIOR TO PERFORMANCE OF THE EXTRA WORK.

9. THIS AGREEMENT WILL CONTINUE UNTIL CANCELLED BY WRITTEN NOTICE WITHIN THIRTY DAYS BY EITHER PARTY. PAYMENT RECEIVED CONSTITUTES ACCEPTANCE OF OUR TERMS & CONDITIONS OF THIS CONTRACT AND FUTURE RENEWALS.

10. PRIOR TO THE EQUIPMENT BEING ELIGIBLE FOR CONTRACT REINSTATEMENT, A SERVICE INSPECTION WILL BE REQUIRED AND THE CUSTOMER SHALL BE LIABLE FOR PARTS AND SERVICE CHARGES TO BRING THE COVERED EQUIPMENT BACK TO REINSTATEMENT STANDARDS.

11. THIS MAINTENANCE AGREEMENT IS NOT ASSIGNABLE BY CUSTOMER WITHOUT WRITTEN PERMISSION BY WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING. MAINTENANCE AGREEMENTS ARE NOT REFUNDABLE UNLESS MACHINE IS UPGRADED BY WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING.

12. WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING IS NOT RESPONSIBLE FOR REQUESTED MOVES OF THE EQUIPMENT BY THE CUSTOMER. WDI WILL ASSIST WHEN NEEDED AT CURRENT RATES FOR TRUCK, TRAVEL AND LABOR.

13. WISCONSIN IMAGING, LLC dba WISCONSIN DOCUMENT IMAGING DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATIONS, WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

14. FUEL SURCHARGE. IF THE STATE OF WISCONSIN AVERAGE GAS PRICE RISES ABOVE \$3.75 PER GALLON ON REGULAR 87 GRADE AS REPORTED BY THE AAA FUEL GAUGE WEB SITE WE RESERVE THE RIGHT TO BILL 4% ON CONTRACTS