



Investment Proposal Prepared For:

The Intergenerational Schools

Prepared By:

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Tia Wiersma
Sarah Alonso
The Intergenerational Schools

Tia & Sarah,

Thank you for the opportunity to allow ComDoc and The Intergenerational Schools to continue their partnership. We are very excited about this opportunity and are looking forward to being able to continue to provide you with the very best in office equipment and technology.

This proposal has been customized based on our initial discussions and the information you have provided us regarding your current equipment and needs for your print environment. With that information, our team was able to identify machines that are the very best ComDoc has to offer that fit your everyday needs based on usages and volumes. From our conversations, I have identified that your most important needs are as follows:

- Desire to replace the current aged technology with the new advanced systems of Xerox.
- Pricing is very important to you, but more importantly, you desire to have superior device reliability and customer support when called for.
- Right sized equipment to make the new contract as cost effective as possible.
 - o Consolidation and Reallocation of machines to what makes the most sense.
- Brand New equipment that is current on software and functionality.
- We understand that optimization and efficiency is extremely important for you and your staff, and we are confident our recommendation will provide The Intergenerational Schools with the highest level of both factors and more.

We appreciate this opportunity as one of your valued partners. We trust that you will find our proposal both comprehensive and exactly what you need to provide the very best in office equipment and technology to fit your needs.

Sincerely,

Allison Steward

ComDoc's 360 Approach

It's what makes us different from the rest



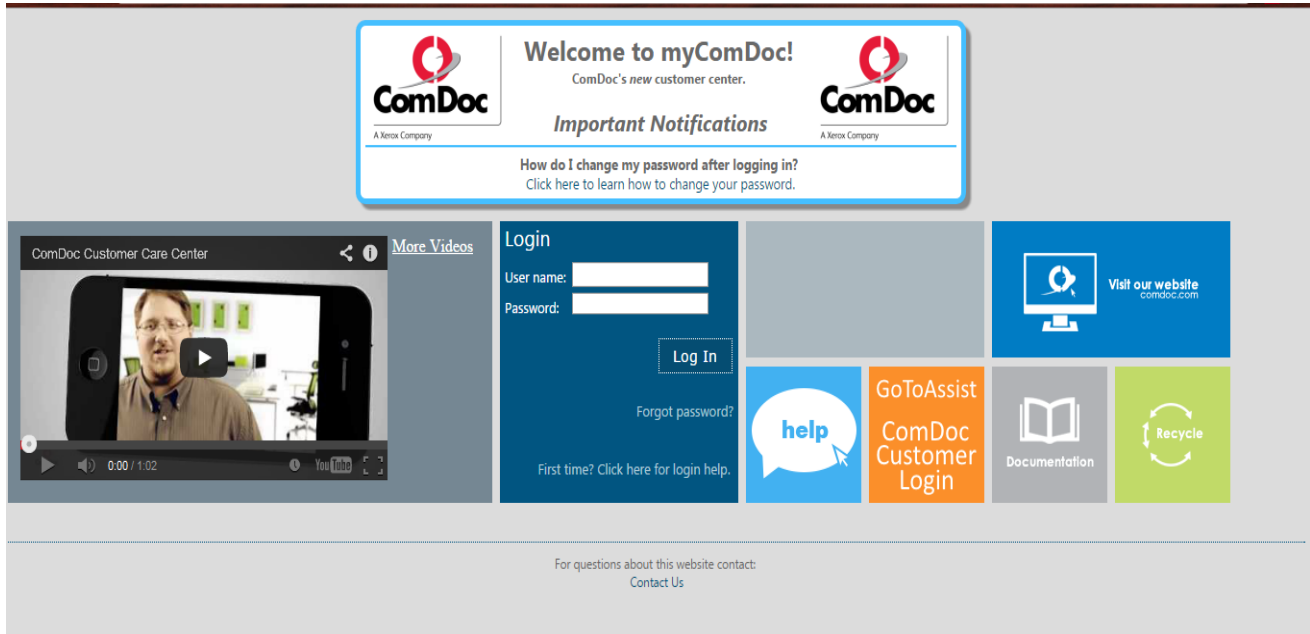
We start by seeing the big picture. The ComDoc 360 Assessment is a specialized tool that measures the core areas required to achieve true workflow optimization. Integrated reporting tools deliver concrete, actionable guidelines for complete alignment of all technology and business process initiatives.

Today's economic climate is forcing companies to focus on reducing costs, improving overall efficiency and increasing profitability. The ComDoc 360 Assessment serves as a gateway to discovering new ways to work with technology and handle the flow of information. Through years of collecting evidence, we have identified seven core areas that drive the alignment of technology and business process initiatives.

The ComDoc 360 Assessment is built on actual data, not estimates or projections. Our methodology starts from the ground up. We start by understanding your specific business and goals so we can tailor a solution customized to your environment. Our 360 Assessment will help you understand your total cost of ownership for all of your devices based on usage, workflow, and maintenance. We provide you with a road map for establishing critical metrics - that way we can continuously monitor, manage and analyze results for on-going improvements.

Our experienced consultants utilize a multi-source approach to build a true picture of your current infrastructure - making it easy for you to clearly see what is needed.





Our online portal is accessible anytime, anywhere. With **MyComDoc** you can order supplies, place service calls, and enter meter reads, all with a click of your mouse.

- Never wait on hold again access is 24/7
- Place service calls and supply orders effectively and efficiently.
- Online confirmations and tracking for supplies through a designated UPS tracking number,
- Initiate an online Go-to-Assist session for remote support access.

Current Total Cost of Ownership

Current Agreement:

- Lease Expiration: June 2024
- Monthly Lease Payment: **\$1,247.56**

Average Monthly Volume per Location:

- **Near West:**
 - B&W = 27,099
 - Color = 7,497
- **TIS:**
 - B&W = 30,960
 - Color = 7,085
- **Lakeshore:**
 - B&W = 19,610
 - Color = 2,954

Total Average Monthly Volume:

- B&W = 77,669
- Color = 17,536

Impression Overage Rates:

- B&W = \$0.0026
- Color = \$0.032

Total Average Monthly Spend:

- | | | |
|------------------------------|---|-------------------|
| • Monthly Lease | - | \$1,247.56 |
| • Total Monthly Overages | - | \$764.64 |
| • Total Monthly Spend | - | \$2,012.20 |

Walk-Through Results

Once the walkthroughs of all three schools were complete, the findings that were discovered consisted of consolidating the current fleet of 8 devices down to 6 devices (2 devices per school). Based on our discovery, the below equipment will not only allow you to operate more efficiently, but more effectively as well.

ComDoc Recommendation:

- Xerox® PrimeLink® C9070 Hybrid (Multifunction/Production) Device**
- Xerox® AltaLink® B8170 Multifunction B&W Device**
- Xerox® AltaLink® C8155 Multifunction Color Device**

PrimeLink C9070 Key Features:

- Up to 70 ppm color, up to 75 ppm B&W
- Up to 1200 x 2400 DPI
- Single-Pass Duplex Automatic Document Feeder
- Color Touch Screen with Full Customization and Personalization
- Mobile & Cloud Print, Copy, Scan, Fax Capabilities
- Print up to 13" x 26" sized sheets
- Business Ready Booklet Maker with Staple and Hole Punch



AltaLink B8170 & C8155 Key Features:

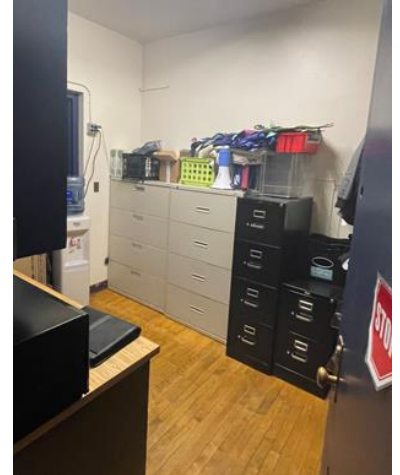
- B8170 – up to 70 ppm B&W
- C8155 – up to 55 ppm B&W & Color
- Up to 1200 x 2400 DPI
- Single-Pass Duplex Automatic Document Feeder
- Color Touch Screen with Full Customization and Personalization
- Mobile & Cloud Print, Copy, Scan, Fax Capabilities
- Print up to 11" x 17" sized sheets
- B8170 - Business Ready Office Finisher (Staple & Hole Punch)
- C8155 - Business Ready Booklet Maker with Staple & Hole Punch
- Smart Proximity Sensor



Fleet Outlook Overview

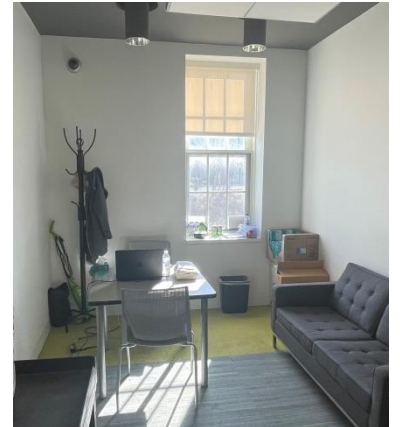
Near West

- 1st Floor Main Office
 - Ricoh 9003 → Xerox PrimeLink C9070
 - Move to cloak room
- 2nd Floor Admin Office & Copy Room
 - Ricoh 6004 & Ricoh 9003 → Xerox AltaLink B8170
 - Larger feeder & faster throughput for combined volumes on existing devices



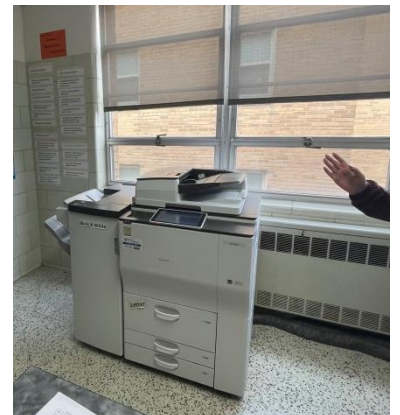
TIS

- 2nd Floor Main Office & Mail Room
 - Ricoh 4504 & Ricoh 9003 → Xerox PrimeLink C9070
 - Faster speed for color volume and combined B&W volume
- 3rd Floor
 - Ricoh 9003 → Xerox AltaLink B8170
 - Move to central space near elevator & stairs



LIS

- 1st Floor Main Office
 - Ricoh 6004 → Xerox AltaLink C8155
 - Like for like replacement
- 2nd Floor Work Room
 - Ricoh 9003 → Xerox AltaLink B8170
 - Recommendation to place new device away from the windows, heat source & A/C to ensure optimal performance & prevent paper jams



Future Investment Summary

63 Month Lease: \$2,250

Program Inclusions & Benefits:

- (6) NEW Xerox devices to replace outdated Ricoh devices
- Fresh start with new lease directly under The Intergenerational Schools
 - Clean break from current situation
 - Check provided in the amount of \$14,970.72 to pay off and terminate the existing obligation now
- Pickup and return of all existing Ricoh devices
- Continued service, support & supply of all devices
- Delivery, installation, connectivity & on-going training
- Shared volume between all new Xerox copier devices included per month
 - 77,000 B&W impressions per month
 - Quarterly overage rate at \$0.0047
 - 17,500 Color impressions per month
 - Quarterly overage rate at \$0.047
- One singular lease invoice per month
- One singular overage invoice per quarter
- Increased overall print quality
- Right-sized fleet specific to your current and potential future needs
- Increased efficiency & up-time for improved productivity & workflow
- Opportunity for future expansion with PrimeLink technology

Financial Overview

Current

- 8 Ricoh Devices
- No included monthly volume
- Average Monthly Volume
 - B&W = 77,669
 - Color = 17,536
- Overage Rates:
 - B&W = \$0.00262
 - Color = \$0.032
- **Total Average Monthly Spend**
 - **\$2,012.20**

Future

- 6 Xerox Devices
- Included monthly volume
 - B&W = 77,000
 - Color = 17,500
- Average Monthly Volume
 - B&W = 77,669
 - Color = 17,536
- Overage Rates:
 - B&W = \$0.0047
 - Color = \$0.047
- **Total Average Monthly Spend**
 - **\$2,250.00**