

TO: Dr. Mike Riggle  
 FROM: Rosanne Williamson  
 RE: FOIA Requests  
 DATE: December 10, 2014

Received From	Request	Received Request	Date Replied	Responded w/in required deadline	How response was sent
Fernandez, Melissa	<ul style="list-style-type: none"> <li>Lease and Maintenance/Service contract(s) pertaining to all copier and printer equipment used by the school/district</li> <li>Contract(s) pertaining to any Managed Print Services program used by the school/district</li> <li>Current invoices</li> </ul>	11.12.14	11.20.14	Yes	email
The responsive documents are available on line.					
Stamatis, Peter	<p>Incoming Freshman Class Placement in the Academic Year 2014-2015:</p> <ul style="list-style-type: none"> <li>For each student (with no indication of names), broken down by school (identified by school name), please provide the results of the Terra Nova examination administered during their 2013-2014 Academic Year (Eighth Grade).</li> <li>For each school feeding students into Glenbrook 225 (with school names identified), please provide the number of freshman placed in each of the following levels, for each subject area where such levels exist:               <ul style="list-style-type: none"> <li>Academy</li> <li>Advance Placement</li> <li>Honors</li> <li>Regular</li> <li>Studies</li> <li>Team (or other remedial)</li> </ul> </li> </ul>	11.13.14	11.17.14	Yes	email
The responsive documents are available on line.					
Franciose, Justin	<ul style="list-style-type: none"> <li>The current/most recent monthly cost for janitorial/custodial/cleaning services for the locations at 3801 W. Lake Street and 1835 Lenwehr, in Glenview, IL</li> </ul>	11.14.14	11.14.14	Yes	email
The responsive documents are available on line.					

<b>Received From</b>	<b>Request</b>	<b>Received Request</b>	<b>Date Replied</b>	<b>Responded w/in required deadline</b>	<b>How response was sent</b>
Diaz, Maria	<ul style="list-style-type: none"> <li>A copy of the current contract agreement for Custodial Cleaning Services</li> </ul>	11.17.14	11.19.14	Yes	email
The responsive documents are available on line.					
Leboff, Katelyn	<ul style="list-style-type: none"> <li>Any union contracts that you currently have and if so, when they will terminate? I am looking for contracts pertaining to facilities and maintenance services like custodial and grounds.</li> </ul>	11.20.14	11.21.14	Yes	email
The responsive documents are available on line.					



CANON SOLUTIONS AMERICA

Canon Solutions America, Inc.

425 North Martingale Road

Suite 1400

Schaumburg, IL 60173

Phone: 800.815.4000

[www.csa.canon.com](http://www.csa.canon.com)

November 5, 2014

To whom it may concern:

As a way to position Canon Solutions America to compete for your business during the next bid process, I am sending you this written request for records. Requests for information can sometimes come across as abrasive, which is why I want to assure you that this request is being made simply to collect information and determine the proper follow up times down the road. I am requesting the following information:

- Lease and Maintenance / Service contract(s) pertaining to all copier and printer equipment used by the school/district
- Contract(s) pertaining to any Managed Print Services program used by the school/district
- Current invoices

Thank you for what I hope is not a great deal of your time spent gathering this information. It can be sent via whatever method is easiest for you. Feel free to contact me with any questions or if there are any charges (copying, shipping, etc.) associated with providing this information. I will be more than happy to cover these costs, as well as follow any other guidelines set forth by the district for this process.

Thank You Again,

Melissa Fernandez  
Records Administrator

Office: 847-706-3079  
[melfernandez@csa.canon.com](mailto:melfernandez@csa.canon.com)



Elaine Geallis <egeallis@glenbrook225.org>

---

## 11.12.14 Cannon FOIA Response

1 message

---

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Nov 20, 2014 at 11:24 AM

To: melfernandez@csa.canon.com

Bcc: egeallis@glenbrook225.org

Dear Ms. Fernandez,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 11/12/14 we received your request for the following information:

- Lease and Maintenance/Service contract(s) pertaining to all copier and printer equipment used by the school/district
- Contract(s) pertaining to any Managed Print Services program used by the school/district
- Current invoices

### **District response:**

Please find attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026



**ResponseDocuments.pdf**

5452K



# Purchase Agreement



Customer: NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225

BillTo: GLENBROOK HIGH SCHOOL DISTRICT 225  
STE 200  
3801 W LAKE AVE  
GLENVIEW, IL 60026-1292

Install: NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225  
2300 SHERMER RD  
NORTHBROOK, IL 60062-6722

Tax ID#: X0X0X

State or Local Government Negotiated Contract : 072535000

Solution				
Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1.	<b>W7835PT (W7835PT TANDEM)</b> - Fi Device	Purchase Price: \$4,823.00 Analyst Services: \$250.00	- Xerox WC7232P S/N GBP234166 Trade-In as of Payment 58	6/3/2013
2.	<b>W7835PT (W7835PT TANDEM)</b> - Fi Device	Purchase Price: \$4,924.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA631669 Trade-In as of Payment 58	6/3/2013
3.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$4,226.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357813 Trade-In as of Payment 56	6/3/2013
4.	<b>W7835PT (W7835PT TANDEM)</b> - 1 Line Fax	Purchase Price: \$5,328.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631482 Trade-In as of Payment 58  - Xerox WC7335P S/N FKA631646 Trade-In as of Payment 58	6/3/2013
5.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofc/in Only - Office Finisher-rohs	Purchase Price: \$4,665.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357886 Trade-In as of Payment 58	6/3/2013
6.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$4,045.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357844 Trade-In as of Payment 58	6/3/2013

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 9 pages including this face page.

Signer: KIM PTAK

Phone: (847)486-4710

Signature: *Kim Patak*

Date: *5/30/13*

Thank You for your business!  
This Agreement is proudly presented by Xerox and

**Raymond Brandt**  
**(815)389-3795**

For information on your Xerox Account, go to  
[www.xerox.com/AccountManagement](http://www.xerox.com/AccountManagement)





## Solution (Cont'd)

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
<b>7. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,521.00 Analyst Services: \$250.00	None	6/3/2013
<b>8. W7845PT (W7845PT TANDEM)</b>	- 3-hole Punch(fin-lx) - 1 Line Fax - Office Finisher Lx	Purchase Price: \$6,139.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA610792 Trade-In as of Payment 59	6/3/2013
<b>9. W7845PT (W7845PT TANDEM)</b>	- 3-hole Punch(fin-lx) - Office Finisher Lx	Purchase Price: \$6,164.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA637862 Trade-In as of Payment 56	6/3/2013
<b>10. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,646.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357971 Trade-In as of Payment 56	6/3/2013
<b>11. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- Network Scan	Purchase Price: \$2,794.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99055149 Trade-In as of Payment 60  - Xerox WC4150S S/N L99357896 Trade-In as of Payment 55	6/3/2013
<b>12. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$4,145.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA631659 Trade-In as of Payment 58	6/3/2013
<b>13. 5845APT (5845A PT/COP/4TRAY)</b>	- Offset Catch Tray - 1 Line Fax	Purchase Price: \$3,973.00 Analyst Services: \$250.00	- Xerox WC4118P S/N YHR687786 Trade-In as of Payment 59	6/3/2013
<b>14. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$4,145.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA631450 Trade-In as of Payment 58	6/3/2013
<b>15. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,931.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA634270 Trade-In as of Payment 58	6/3/2013

## Solution (Cont'd)

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
16.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,887.00 Analyst Services: \$250.00	- Xerox W5655PTD S/N WTD727110 Trade-In as of Payment 58 - Xerox WC4150S S/N L99357845 Trade-In as of Payment 58	6/3/2013
17.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,669.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357846 Trade-In as of Payment 58	6/3/2013
18.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,672.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357847 Trade-In as of Payment 58	6/3/2013
19.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,900.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631458 Trade-In as of Payment 58 - Xerox WC4150S S/N L99357816 Trade-In as of Payment 56	6/3/2013
20.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$4,099.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357902 Trade-In as of Payment 58	6/3/2013
21.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$3,948.00 Analyst Services: \$250.00	None	6/3/2013
22.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,684.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357904 Trade-In as of Payment 58	6/3/2013
23.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$4,857.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631676 Trade-In as of Payment 58	6/3/2013
24.	<b>D110CP (D110 COPIER/PRINTER)</b> - High Capacity Feeder - Standard Install - D5 Bkltfinshr Xc 2/3	Purchase Price: \$19,128.00 Analyst Services: \$250.00	- Xerox P4127CP S/N GYA880654 Trade-In as of Payment 58	6/3/2013
25.	<b>WC7775P (WORKCENTRE 7775)</b> - Pro Finisher-2/3hole	Purchase Price: \$12,761.00 Analyst Services: \$250.00	- Xerox P4127CP S/N GYA880652 Trade-In as of Payment 58	6/3/2013



## Solution (Cont'd)

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
26.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$4,073.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357923 Trade-In as of Payment 56	6/3/2013
27.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$5,011.00 Analyst Services: \$250.00	- Xerox W7655P S/N VDR557162 Trade-In as of Payment 58	6/3/2013
28.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,881.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357973 Trade-In as of Payment 58  - Xerox WC7335P S/N FKA631637 Trade-In as of Payment 58	6/3/2013
29.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,618.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357843 Trade-In as of Payment 58	6/3/2013
30.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,979.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA632720 Trade-In as of Payment 57	6/1/2013
31.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$5,092.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631395 Trade-In as of Payment 57  - Xerox WC4150S S/N L99055147 Trade-In as of Payment 59	6/1/2013
32.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,772.00 Analyst Services: \$250.00	- Xerox CC232 S/N URT813914 Trade-In as of Payment 58	6/1/2013
33.	<b>MFP3635X1 (MFP3635X W/EIP)</b> - Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price: \$1,107.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357604 Trade-In as of Payment 56	6/3/2013
<b>Total Purchase Amount</b>		➤ \$172,857.00 (Excluding Applicable Taxes)		



Maintenance Pricing

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. W7835PT	\$13.15	1: BLACK 2: COLOR	1 - 3,500 3,501+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
2. W7835PT	\$13.15	1: BLACK 2: COLOR	1 - 3,500 3,501+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
3. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
4. W7835PT	\$13.15	1: BLACK 2: COLOR	1 - 3,500 3,501+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
5. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
6. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
7. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
8. W7845PT	\$15.00	1: BLACK 2: COLOR	1 - 5,000 5,001+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
9. W7845PT	\$15.00	1: BLACK 2: COLOR	1 - 5,000 5,001+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
10. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
11. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
12. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
13. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term



Maintenance Pricing (Cont'd)

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
14. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
15. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
16. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
17. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
18. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
19. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
20. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
21. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
22. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
23. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
24. D110CP	\$945.00	1: Meter 1	1 - 250,000 250,001+	Included \$0.0043	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
25. WC7775P	\$65.00	1: BW 2: COLOR	1 - 22,000 22,001+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
26. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term





Maintenance Pricing (Cont'd)

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
27. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
28. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
29. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
30. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
31. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
32. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
33. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 36 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
<b>Total</b>	<b>\$2,447.09</b>	<b>Minimum Payments (Excluding Applicable Taxes)</b>			



Terms and Conditions

**INTRODUCTION:**

**1. NEGOTIATED CONTRACT.** The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

**GOVERNMENT TERMS:**

**2. REPRESENTATIONS & WARRANTIES.** This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function; and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

**3. FUNDING.** This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all

payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement and must certify that the canceled Equipment is not being replaced by equipment performing similar functions during the ensuing fiscal year. You will return the Equipment at your expense to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

**PRICING PLAN/OFFERING SELECTED:**

**4. FIXED PRICING.** If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

**GENERAL TERMS & CONDITIONS:**

**5. REMOTE SERVICES.** Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox from the Equipment via electronic transmission from the Equipment to a secure off-site location. Examples of automatically transmitted data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. All such data shall be transmitted in a secure manner specified by Xerox. The automatic data transmission capability will not allow Xerox to read, view or download the content of any Customer documents residing on or passing through the Equipment or Customer's information management systems.

Trade-in Information

Item	Trade-in Model and Serial Number	Allowance	Total Applied To Equip Balance
1. W7835PT	Xerox Wc7232p S/N GBP234166	\$308.00	\$308.00
2. W7835PT	Xerox Wc7335p S/N FKA631669	\$409.00	\$409.00
3. 5845APT	Xerox Wc4150s S/N L99357813	\$278.00	\$278.00
4. W7835PT	Xerox Wc7345p S/N FKA631482 Xerox Wc7335p S/N FKA631646	\$409.00 \$409.00	\$818.00
5. 5855APT	Xerox Wc4150s S/N L99357886	\$299.00	\$299.00
6. 5845APT	Xerox Wc4150s S/N L99357844	\$97.00	\$97.00
8. W7845PT	Xerox Wc7345p S/N FKA610792	\$535.00	\$535.00
9. W7845PT	Xerox Wc7345p S/N FKA637862	\$621.00	\$621.00
10. WC5335PT	Xerox Wc4150s S/N L99357971	\$125.00	\$125.00
11. WC5335PT	Xerox Wc4150s S/N L99357896	\$70.00	\$70.00
12. WC5335PT	Xerox Wc7335p S/N FKA631659	\$409.00	\$409.00
13. 5845APT	Xerox Wc4118p S/N YHR687786	\$25.00	\$25.00
14. WC5335PT	Xerox Wc7335p S/N FKA631450	\$409.00	\$409.00
15. WC5335PT	Xerox Wc7345p S/N FKA634270	\$410.00	\$410.00
16. 5855APT	Xerox W5655ptd S/N WTD727110 Xerox Wc4150s S/N L99357845	\$424.00 \$97.00	\$521.00
17. WC5335PT	Xerox Wc4150s S/N L99357846	\$148.00	\$148.00
18. WC5335PT	Xerox Wc4150s S/N L99357847	\$151.00	\$151.00
19. 5855APT	Xerox Wc7345p S/N FKA631458 Xerox Wc4150s S/N L99357816	\$409.00 \$125.00	\$534.00
20. 5845APT	Xerox Wc4150s S/N L99357902	\$151.00	\$151.00





Terms and Conditions

Item	Trade-In Model and Serial Number	Allowance	Total Applied To Equip Balance
22. WC5335PT	Xerox Wc4150s S/N L99357904	\$163.00	\$163.00
23. 5855APT	Xerox Wc7345p S/N FKA631676	\$427.00	\$427.00
24. D110CP	Xerox P4127cp S/N GYA880654	\$2,072.00	\$2,072.00
25. WC7775P	Xerox P4127cp S/N GYA880652	\$2,549.00	\$2,549.00
26. 5845APT	Xerox Wc4150s S/N L99357923	\$125.00	\$125.00
27. 5855APT	Xerox W7655p S/N VDR557162	\$581.00	\$581.00
28. 5855APT	Xerox Wc4150s S/N L99357973 Xerox Wc7335p S/N FKA631637	\$106.00 \$409.00	\$515.00
29. WC5335PT	Xerox Wc4150s S/N L99357843	\$97.00	\$97.00
30. 5855APT	Xerox Wc7345p S/N FKA632720	\$613.00	\$613.00
31. 5855APT	Xerox Wc7345p S/N FKA631395 Xerox Wc4150s S/N L99055147	\$613.00 \$49.00	\$662.00
32. WC5335PT	Xerox Cc232 S/N URT813914	\$251.00	\$251.00
33. MFP3635X1	Xerox Wc4150s S/N L99357604	\$117.00	\$117.00

# Purchase Agreement



Customer: NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225

BillTo: GLENBROOK HIGH SCHOOL DISTRICT 225  
STE 200  
3801 W LAKE AVE  
GLENVIEW, IL 60026-1292

Install: NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225  
GLENBROOK SOUTH HS  
4000 W LAKE AVE  
GLENVIEW, IL 60025-1239

Tax ID#: XOXOXO

Negotiated Contract : 072535000

## Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1.	<b>W7835PT (W7835PT TANDEM)</b> - 1 Line Fax	Purchase Price: \$4,687.00 Analyst Services: \$250.00	- Xerox WC7232P S/N GBP234950 Trade-In as of Payment 58	6/3/2013
2.	<b>WC7775P (WORKCENTRE 7775)</b> - Adv Finisher-2/3hole - High Capacity Feeder - Network Scanning Kit	Purchase Price: \$12,461.00 Analyst Services: \$250.00	- Xerox W7665P S/N VDR557140 Trade-In as of Payment 55	6/3/2013
3.	<b>D110CP (D110 COPIER/PRINTER)</b> - High Capacity Feeder - Standard Install - D5 Bkltfinshr Xc 2/3	Purchase Price: \$20,438.00 Analyst Services: \$250.00	- Xerox P4127CP S/N GYA880521 Trade-In as of Payment 59	6/3/2013
4.	<b>WC7775P (WORKCENTRE 7775)</b> - Pro Finisher-2/3hole - Network Scanning Kit	Purchase Price: \$12,533.00 Analyst Services: \$250.00	- Xerox W7665P S/N VDR557120 Trade-In as of Payment 55	6/3/2013
5.	<b>5845APT (5845A PT/COP/TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$3,948.00 Analyst Services: \$250.00	None	6/3/2013
6.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx	Purchase Price: \$3,787.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA631934 Trade-In as of Payment 59	6/3/2013

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 8 pages including this face page.

Signer: KIM PTAK

Phone: (847)486-4722

Signature: 

Date: 5/30/13

Thank You for your business!  
This Agreement is proudly presented by Xerox and

**Raymond Brandt**  
(815)389-3795

For information on your Xerox Account, go to  
[www.xerox.com/AccountManagement](http://www.xerox.com/AccountManagement)





Solution (Cont'd)				
Item	Product Description	Agreement Information	Trade Information	Requested Install Date
7.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx	Purchase Price: \$3,786.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631425 Trade-In as of Payment 59	6/3/2013
8.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$3,948.00 Analyst Services: \$250.00	None	6/3/2013
9.	<b>W7835PT (W7835PT TANDEM)</b> - Fi Device	Purchase Price: \$4,669.00 Analyst Services: \$250.00	- Xerox WC7232P S/N GBP234158 Trade-In as of Payment 59	6/3/2013
10.	<b>MFP3635X1 (MFP3635X W/EIP)</b> - Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price: \$1,046.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357928 Trade-In as of Payment 59	6/5/2013
11.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx	Purchase Price: \$3,847.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA631667 Trade-In as of Payment 59  - Xerox WC4150S S/N L99357848 Trade-In as of Payment 55	6/3/2013
12.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx	Purchase Price: \$3,678.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357903 Trade-In as of Payment 55	6/3/2013
13.	<b>5845APT (5845A PT/COP/4TRAY)</b> - Offset Catch Tray - 1 Line Fax	Purchase Price: \$3,948.00 Analyst Services: \$250.00	None	6/3/2013
14.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,772.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631494 Trade-In as of Payment 58	6/3/2013
15.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,806.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357908 Trade-In as of Payment 55	6/3/2013
16.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - 1-line Emb Fax Kit - 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price: \$3,938.00 Analyst Services: \$250.00	- Xerox WC7335P S/N FKA637270 Trade-In as of Payment 59	6/3/2013

## Solution (Cont'd)

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
17.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,461.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357855 Trade-In as of Payment 59	6/3/2013
18.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,440.00 Analyst Services: \$250.00	- Xerox WC7232P S/N GBP234105 Trade-In as of Payment 59	6/3/2013
19.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$4,638.00 Analyst Services: \$250.00	- Xerox W5655PTD S/N WTD726946 Trade-In as of Payment 59	6/3/2013
20.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,429.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357975 Trade-In as of Payment 55	6/3/2013
21.	<b>5865APT (5865A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$7,157.00 Analyst Services: \$250.00	- Xerox WC5790P S/N XEL550268 Trade-In as of Payment 25	6/3/2013
22.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$4,634.00 Analyst Services: \$250.00	- Xerox WC7345P S/N FKA631680 Trade-In as of Payment 59	6/3/2013
23.	<b>WC5335PT (WC5335 PRINTR/TANDEM)</b> - Network Scan	Purchase Price: \$2,724.00 Analyst Services: \$250.00	None	6/3/2013
24.	<b>MFP3635X1 (MFP3635X W/EIP)</b> - Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price: \$1,015.00 Analyst Services: \$250.00	- Xerox WC4118P S/N YHR699940 Trade-In as of Payment 59	6/7/2013
25.	<b>5855APT (5855A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - 1 Line Fax - Office Finisher-rohs	Purchase Price: \$4,563.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357817 Trade-In as of Payment 55  - Xerox WC4150S S/N L99357909 Trade-In as of Payment 55	6/3/2013
26.	<b>5865APT (5865A PT/COP/4TRAY)</b> - 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price: \$4,894.00 Analyst Services: \$250.00	- Xerox W7665P S/N VDR557066 Trade-In as of Payment 59	6/3/2013
27.	<b>MFP3635X1 (MFP3635X W/EIP)</b> - Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price: \$1,046.00 Analyst Services: \$250.00	- Xerox WC4150S S/N L99357929 Trade-In as of Payment 59	6/5/2013





Solution (Cont'd)

Item	Product Description	Agreement Information		Trade Information	Requested Install Date
<b>28. WC5335PT (WC5335 PRINTR/TANDEM)</b>	- 3-hole Punch(fin-lx) - Office Finisher Lx - Network Scan	Purchase Price:	\$3,584.00	- Xerox WC4150S S/N L99357970 Trade-In as of Payment 55	6/3/2013
		Analyst Services:	\$250.00		
<b>29. 5855APT (5855A PT/COP/4TRAY)</b>	- 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price:	\$4,570.00	- Xerox WC7345P S/N FKA631493 Trade-In as of Payment 59	6/3/2013
		Analyst Services:	\$250.00		
<b>30. 5855APT (5855A PT/COP/4TRAY)</b>	- 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price:	\$4,660.00	- Xerox W7655P S/N VDR557127 Trade-In as of Payment 55	6/3/2013
		Analyst Services:	\$250.00		
<b>31. 5855APT (5855A PT/COP/4TRAY)</b>	- 3-hole - Ofcfin Only - Office Finisher-rohs	Purchase Price:	\$4,429.00	- Xerox WC4150S S/N L99357974 Trade-In as of Payment 55	6/3/2013
		Analyst Services:	\$250.00		
<b>32. MFP3635X1 (MFP3635X W/EIP)</b>	- Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price:	\$1,015.00	- Xerox WC4118P S/N YHR699934 Trade-In as of Payment 59	6/3/2013
		Analyst Services:	\$250.00		
<b>33. MFP3635X1 (MFP3635X W/EIP)</b>	- Carrier Deliv/instal - 500 Sheet Paper Tray	Purchase Price:	\$990.00	None	6/7/2013
		Analyst Services:	\$250.00		
<b>Total Purchase Amount</b>		◆ \$166,791.00 (Excluding Applicable Taxes)			

Maintenance Pricing

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. W7835PT	\$13.15	1: BLACK 2: COLOR	1 - 3,500 3,501+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
2. WC7775P	\$65.00	1: BW 2: COLOR	1 - 22,000 22,001+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
3. D110CP	\$945.00	1: Meter 1	1 - 250,000 250,001+	Included \$0.0043	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
4. WC7775P	\$65.00	1: BW 2: COLOR	1 - 22,000 22,001+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term



Maintenance Pricing (Cont'd)

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
5. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
6. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
7. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
8. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
9. W7835PT	\$13.15	1: BLACK 2: COLOR	1 - 3,500 3,501+ All Prints	Included \$0.0050 \$0.0449	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
10. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
11. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
12. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
13. 5845APT	\$28.00	1: BLACK	1 - 5,000 5,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
14. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
15. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
16. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
17. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term



Maintenance Pricing (Cont'd)

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
18. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
19. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
20. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
21. 5865APT	\$160.00	1: BLACK	1 - 50,000 50,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
22. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
23. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
24. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
25. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
26. 5865APT	\$160.00	1: BLACK	1 - 50,000 50,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
27. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
28. WC5335PT	\$30.04	1: Meter 1	1 - 3,550 3,551+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
29. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
30. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term





**Maintenance Pricing (Cont'd)**

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
31. 5855APT	\$104.90	1: BLACK	1 - 31,000 31,001+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
32. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
33. MFP3635X1	\$30.00	1: Meter 1	1 - 500 501+	Included \$0.0050	- Term: 48 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
<b>Total</b>	<b>\$2,944.62</b>	<b>Minimum Payments (Excluding Applicable Taxes)</b>			





Terms and Conditions

**INTRODUCTION:**

**1. NEGOTIATED CONTRACT.** The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

**PRICING PLAN/OFFERING SELECTED:**

**2. FIXED PRICING.** If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

**GENERAL TERMS & CONDITIONS:**

**3. REMOTE SERVICES.** Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox from the Equipment via electronic transmission from the Equipment to a secure off-site location. Examples of automatically transmitted data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. All such data shall be transmitted in a secure manner specified by Xerox. The automatic data transmission capability will not allow Xerox to read, view or download the content of any Customer documents residing on or passing through the Equipment or Customer's information management systems.

Trade-in Information

Item	Trade-In Model and Serial Number	Allowance	Total Applied To Equip Balance
1. W7835PT	Xerox Wc7232p S/N GBP234950	\$177.00	\$177.00
2. WC7775P	Xerox W7665p S/N VDR557140	\$321.00	\$321.00
3. D110CP	Xerox P4127cp S/N GYA880521	\$1,390.00	\$1,390.00
4. WC7775P	Xerox W7665p S/N VDR557120	\$310.00	\$310.00
6. WC5335PT	Xerox Wc7335p S/N FKA631934	\$205.00	\$205.00
7. WC5335PT	Xerox Wc7345p S/N FKA631425	\$204.00	\$204.00
9. W7835PT	Xerox Wc7232p S/N GBP234158	\$154.00	\$154.00
10. MFP3635X1	Xerox Wc4150s S/N L99357928	\$56.00	\$56.00
11. WC5335PT	Xerox Wc7335p S/N FKA631667 Xerox Wc4150s S/N L99357848	\$202.00 \$63.00	\$265.00
12. WC5335PT	Xerox Wc4150s S/N L99357903	\$96.00	\$96.00
14. 5855APT	Xerox Wc7345p S/N FKA631494	\$406.00	\$406.00
15. WC5335PT	Xerox Wc4150s S/N L99357908	\$70.00	\$70.00
16. WC5335PT	Xerox Wc7335p S/N FKA637270	\$202.00	\$202.00
17. 5855APT	Xerox Wc4150s S/N L99357855	\$95.00	\$95.00
18. 5855APT	Xerox Wc7232p S/N GBP234105	\$74.00	\$74.00
19. 5855APT	Xerox W5655ptd S/N WTD726946	\$208.00	\$208.00
20. 5855APT	Xerox Wc4150s S/N L99357975	\$63.00	\$63.00
21. 5865APT	Xerox Wc5790p S/N XEL550268	\$8,496.00	\$8,496.00
22. 5855APT	Xerox Wc7345p S/N FKA631680	\$204.00	\$204.00
24. MFP3635X1	Xerox Wc4118p S/N YHR699940	\$25.00	\$25.00
25. 5855APT	Xerox Wc4150s S/N L99357817 Xerox Wc4150s S/N L99357909	\$63.00 \$70.00	\$133.00
26. 5865APT	Xerox W7665p S/N VDR557066	\$303.00	\$303.00
27. MFP3635X1	Xerox Wc4150s S/N L99357929	\$56.00	\$56.00
28. WC5335PT	Xerox Wc4150s S/N L99357970	\$63.00	\$63.00
29. 5855APT	Xerox Wc7345p S/N FKA631493	\$204.00	\$204.00
30. 5855APT	Xerox W7665p S/N VDR557127	\$294.00	\$294.00
31. 5855APT	Xerox Wc4150s S/N L99357974	\$63.00	\$63.00
32. MFP3635X1	Xerox Wc4118p S/N YHR699934	\$25.00	\$25.00

**Managed Services Order**

under MSO # 7019102-002

Customer: GLENBROOK HIGH SCHOOL DISTRICT  
STE 200 1ST FL  
3801 W LAKE AVE  
GLENVIEW, IL 60028-1282



Order Description	Order Service
-------------------	---------------

Order Summary	Quantity	Price	Taxing Information
Order Pricing Date 5/28/2013	Total for this Order Net Monthly Minimum Charge Additional Print Charges (additional to Monthly Minimum Charge)	(\$3,977.49) See Meter Pricing Plan	Tax ID # 709812424
Issued per Managed Services Agreement # 7019102			
Attachments / Attachments to this Order • None			

The Services and Products identified in this Order ("MSO") are subject solely to the terms of either (1) the Identified Managed Services Agreement ("MSA") under which this MSO is issued, its addenda, attachments and exhibits, the addenda/attachments of the MSO and the Statement(s) of Work issued under this MSO or (2) to the terms of Xerox's standard form MSA, its addenda, attachments and exhibits, the addenda/attachments of the MSO or the Statement(s) of Work to the extent the subject matter relating to the Services and Products identified on this MSO is not addressed in the Identified MSA or MSO.

Customer Authorized Signature: 	Phone: 847-496-4710 Date: 6/3/13	Thank You for your business! This agreement is proudly presented by Xerox and Raymond Brent 815-386-3716 For information on your Xerox Account, Please see your Sales Representative
------------------------------------	-------------------------------------	---

**Managed Services Order**

under MSO # 7019102-002



Item	Description	Model Number	Estimated Qty	Quantity
1. ART366398-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
2. ART371774-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
3. ART372162-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
4. ART375398-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
5. ART351483-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
6. ART371776-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
7. ART371777-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
8. ART371778-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX
9. ART366398-4150N	4510N (SOT-PHASER)	N/A	Removal	XRX



# Managed Services Order

under MSO # 7019102-002



Item	Description	Part Number	Transaction Type	Owner
10. ART390094: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
11. ART331112: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
12. ART351488: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
13. ART331094: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
14. ART375366: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
15. ART375325: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
16. ART366974: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
17. ART366394: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
18. ART359417: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX

# Managed Services Order

under MSO # 7010102-002



Item	Description #	Part #/Part #	Turn/Phase Type	Qty
19.	ART356374: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
20.	ART331109: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
21.	ART331516: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
22.	ART331105: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
23.	ART331111: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
24.	ART354807: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
25.	ART000942: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
26.	ART356151: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
27.	ART331108: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX

**Managed Services Order**

under MSO # 7016102-002



Item	Description	Part #/Part #	Transaction Type	Quantity
28. ART331905: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
29. ART331905: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
30. ART331765: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
31. ART331115: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
32. ART000609: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
33. ART366010: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
34. ART331093: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
35. ART353005: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX
36. ART353005: 4510N (SOT-PHASER 4150N)		N/A	Removal	XDX

**Managed Services Order**

under MSO # 7019102-002



Item	Description	Part Identifier	Transaction Type	Event
37.	ART353808: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
38.	ART331097: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
39.	ART352668: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
40.	ART337591: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
41.	ART356011: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
42.	ART331096: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
43.	ART331114: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
44.	ART351490: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX
45.	ART000840: 4510N (SOT-PHASER 4150N)	N/A	Removal	XRX



# Managed Services Order

Under MSO # 7019102-002

Item	Description	Part Availability	Trigger Phase Event	Priority
46. ART331110: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
47. ART000841: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
48. ART390138: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
49. ART390138: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
50. FB1294870: 45500M (SOT-PHASER 45500M)		N/A	Removal	XRX
51. ART381363: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
52. ART378565: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
53. ART378567: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
54. ART378568: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX





# Managed Services Order

under MSO # 7018102-002



Item	Part description	Item Identifier	Transaction Type	Brand
55. ART378570: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
56. ART378625: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
57. ART378626: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
58. ART378627: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
59. ART378628: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
60. ART380082: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
61. ART380084: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
62. ART380123: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
63. ART380124: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX

**Managed Services Order**

Under MSO # 7018102-002



Item	Description	Part Number	Transaction Type	Quantity
64. ART331301: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
65. ART331465: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
66. FB7349228: 8560DN (SOT-PHASER 8560DN)		N/A	Removal	XRX
67. MAC386894: WC4250X (WC4250X COPY-PRINTR)		N/A	Removal	XRX
68. P88020192: WC743SP (SOT-WC743SP PRINTER)		N/A	Removal	XRX
69. ART331903: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
70. ART331615: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
71. ART340541: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
72. XL1273816: 4600DN (PHASER 4600DN PRINTR)		N/A	Removal	XRX

**Managed Services Order**

under MSO # 7019102-002



Item	Description	Unit Identifier	Transaction Type	Item
73. ART315327: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
74. ART340639: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
75. ART331113: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
76. ART331624: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
77. ART331769: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
78. ART34734: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
79. ART34735: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
80. ART340659: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
81. ART331491: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX

# Managed Services Order

under MSO # 7018102-002



Item	Description	Prod. Inventory	Transaction Type	Quantity
82. ART331116: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
83. ART340658: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
84. ART340657: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
85. ART354391: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
86. ART386357: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
87. ART340642: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
88. ART391531: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
89. ART354413: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX
90. ART381356: 4510N (SOT-PHASER 4150N)		N/A	Removal	XRX



**Managed Services Order**

under MSO # 7018102-002



Item	Basic Unit	Part Replaces	Repair-How Type	Priority
91. ART331102: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
92. ART331634: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
93. XL7271655: 4600M (PHASER 4600M (PRINTER))		N/A	Removal	XRX
94. ART340656: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX
95. ART331630: 4510M (SOT-PHASER 4150M)		N/A	Removal	XRX



**Xerox Proposed Cost  
5 Year Agreement  
Fixed For the Term**

**Proposed Monthly Cost**

**Monthly 27,074.00**

**Includes 4 Associates, Their Management, All Mailroom  
Equipment ( Mailing Machines, Folders etc)**

**Contract Fixed for 5 Years  
Covers All of The Associates Wages, Insurance  
Covers Management of the 2 Print Centers  
Covers All Current 3 rd Party Devices**

Services & Solutions Order

under Services Contract # 7135792-001

Customer: NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225  
Bill To: GLENBROOK HIGH SCHOOL DISTRICT  
STE 200/1ST FL  
3901 W LAKE AVE  
GLENVIEW, IL 60026-1292



CPS brings production-focused, in-house and commercial, print spending under a single point of control. It offers experienced document production experts, advanced digital printing technology, and web-to-print and applications such as print on demand, web-to-print, and 1:1 marketing.

Order Summary	Agreement	Pricing
<b>Term</b> 7/1/2013 - 6/30/2018 (60 Months) <b>Issued per Services and Solutions Agreement #</b> 7135792 <b>Attachments to this Order</b> <ul style="list-style-type: none"> <li>• Document Production SOW 52516</li> <li>• Invoice Presentation SOW 52546</li> <li>• Mailroom SOW 52517</li> </ul>		<b>Total for this Order</b> Net Monthly Minimum Charge \$27,074.00 Additional Impression Charges (Additional to Monthly Minimum Charge) See Meter Pricing Plan

Authorized Signature

Your signature indicates your agreement to the terms and pricing in this Order.

Signer: Kim Plak

Customer Authorized Signatory

Phone: 815-486-4722

Date: 6/26/13

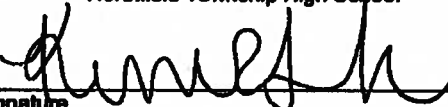
Thank You for your business!  
This agreement is proudly presented by Xerox and  
Raymond Brandt  
815-486-4700

For information on your Xerox Account,  
Please see your Sales Representative

- u. "Output of Services" means electronic images created by scanning tangible documents containing Customer Content, or the content of any reports and other materials, created by Xerox specific to and for Customer per the applicable Order, but does not include software.
- v. "PO" means a Customer-issued purchase order accepted by Xerox that references an applicable Services Contract Number.
- w. "Pre-existing Work" means items used or incorporated into the Services or Deliverables, or developed or acquired by Xerox independent of performing the Services.
- x. "Products" means, collectively, Consumable Supplies, Equipment, Software and Third Party Products.
- y. "Releases" means, collectively, Maintenance Releases, Updates and Feature Releases.
- z. "Services" means managed services (e.g. copy center and mailroom services), consultative services, and/or professional services, including, but not limited to, assessment, document management, imaging and language translation services.
- aa. "Services Contract" means this SSA together with one or more Orders designated by the same Services Contract Number.
- bb. "Services Contract Number" means a 10 digit number assigned by Xerox to each Services Contract.
- cc. "Software" means Application Software and Base Software.
- dd. "Software Support" means the support and maintenance of software provided by Xerox (or a designated servicer).
- ee. "SSO" means a Services and Solutions Order issued by Xerox pursuant to this SSA.
- ff. "SOW" means a statement of work describing Services and Deliverables which (i) is incorporated by reference into an SSO, or (ii) references an applicable Services Contract Number and is signed by Customer and Xerox.
- gg. "Taxes" means all taxes, fees or charges of any kind (including interest and penalties) assessed by any governmental entity on this SSA or any Order hereunder or the amounts payable to Xerox under this SSA or any Order. Taxes do not include personal property taxes in jurisdictions where Xerox is required to pay personal property taxes, or taxes on Xerox's income.
- hh. "Third Party Funds" is defined in Section 11.c.
- ii. "Third Party Hardware" means non-Xerox brand equipment.
- jj. "Third Party Products" means, collectively, Third Party Hardware and Third Party Software.
- kk. "Third Party Software" means non-Xerox brand software.
- ll. "U.S." means the United States and its territories and possessions.
- mm. "Xerox Client Tools" means certain Xerox proprietary tools (including any modifications, enhancements, improvements and derivative works) that are owned by Xerox and are licensed to Customer for its use under an accompanying click wrap license agreement.
- nn. "Xerox Tools" means certain Xerox proprietary tools (including any modifications, enhancements, improvements and derivative works) used by Xerox to provide certain Services.
- oo. "Xerox Work" means, collectively, Developments and Pre-Existing Work.

Northfield Township High School

XEROX CORPORATION

  
 \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Kim Ptak  
 Name (please print)  
 \_\_\_\_\_  
 Procurement  
 Title  
 3801 West Lake Street Suite 200  
 Glenview IL 60026-5806  
 Address  
 \_\_\_\_\_  
 6/26/13  
 Date

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Date



Services & Solutions Order

Customer: NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225  
GLENBROOK HIGH SCHOOL DISTRICT  
STE 200 1ST FL  
3901 W LAKE AVE  
GLENVIEW, IL 60026-1292



Centralized Print Services (CPS)

CPS brings production-focused, in-house and commercial, print speeding under a single point of control. It utilizes experienced document production experts, advanced digital printing technology, and workflow and applications such as print on demand, web-to-print, and 1:1 marketing.

Term  
9/1/2013 - 8/31/2016 (60 Months)  
Issued per Services and Solutions Agreement #  
7135702

Attachments to this Order  
• None

Total for this Order  
Net Monthly Minimum Charge  
Additional Impression Charges  
(Additional to Monthly Minimum Charge)

\$5,702.11  
See Meter Pricing Plan

Teaching Information  
Tax ID # 709812424

The following terms and conditions are in addition to those in the SSA. In the event of a conflict between terms and conditions, the order of precedence will be the SSA, this SSO and the applicable SOW, except where expressly stated otherwise in the SSA.

Your signature indicates your agreement to the terms and pricing in this Order.

Signer: KIM PTAK

*Kimberly L Ptak*

Phone: 847-486-4722

Date: 8/29/13

Customer Authorized Signature

Thank You for your business!  
This agreement is proudly presented by Xerox and

Raymond Brand  
815-389-3795

For information on your Xerox Account,  
Please see your Sales Representative



**Services & Solutions Order**  
 under Services Contract # 7135702-601

Order #	Quantity	Unit Price	Product Description	Notes	Customer
1. AE9897169 WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3.550	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239 CUST
2. AE989527 WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3.550	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239 CUST
3. AE989538 WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3.550	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239 CUST
4. AE989542 WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3.550	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239 CUST

(staples included for equipment with a stapling feature)



**Services & Solutions Order**

under Services Contract # 7135702-001

Item #	Description	Quantity	Unit Price	Total Price	Notes	Location	Category
5.	AE989545 WCS335PT (WCS335 PRINT/TADEM)	1: Meter 1	3,950	N/A	\$0.0050	Monthly Meter Reconciliation -Fixed Price -Consumables Supplies Included	CUST
6.	AE989547 WCS335PT (WCS335 PRINT/TADEM)	1: Meter 1	3,950	N/A	\$0.0050	Monthly Meter Reconciliation -Fixed Price -Consumables Supplies Included	CUST
7.	AE989554 WCS335PT (WCS335 PRINT/TADEM)	1: Meter 1	3,950	N/A	\$0.0050	Monthly Meter Reconciliation -Fixed Price -Consumables Supplies Included	CUST
8.	BB1569465 MFP335X1 (MFP335X WIEIP)	1: Meter 1	500	N/A	\$0.0050	Monthly Meter Reconciliation -Fixed Price -Consumables Supplies Included	CUST

(staples included for equipment with a stapling feature)





**Services & Solutions Order**

under Services Contract # 7135702-001

Order #	Quantity	Unit Price	Estimated Total Price	Notes	Customer
9. 881571376: MFP3635X1 (MFP3635X WIEIP)	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	CUST
10. 881571377: MFP3635X1 (MFP3635X WIEIP)	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	CUST
11. 881571379: MFP3635X1 (MFP3635X WIEIP)	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	CUST
12. 881571381: MFP3635X1 (MFP3635X WIEIP)	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	CUST

(Supplies included for equipment with a stapling feature)

**Services & Solutions Order**

under Services Contract # 7135702-001



Order Item	Quantity	Unit Price	Total Price	Notes	Location	Customer	
13. BG9A327: D110CP (D110 COPIER/PRINTER)	1: Meter 1	250,000	N/A	\$0.0043	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4800 W LAKE AVE GLENVIEW, IL 60025-1239	CUST
14. EXV28453: 5065APT (5065A PT/COPY/PRINT)	1 BLACK	50,000	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4800 W LAKE AVE GLENVIEW, IL 60025-1239	CUST
15. EXV28455: 5065APT (5065A PT/COPY/PRINT)	1 BLACK	50,000	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4800 W LAKE AVE GLENVIEW, IL 60025-1239	CUST
16. MX1184652: W7835PT (W7835PT TANDERM)	1: BLACK	3,500	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4800 W LAKE AVE GLENVIEW, IL 60025-1239	CUST
	2: COLOR	0	N/A	\$0.0419			

(supplies included for equipment with a stapling feature)



**Services & Solutions Order**  
 under Services Contract # 7135702-001

Item	Quantity	Unit Price	Total Price	Color	Options	Notes	Location
17. MX1184269: W783SPT (W783SPT TANDEM)	1. BLACK	3,500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
	2. COLOR	0	N/A	\$0.0449			
18. MX1321053: W785SPT (W785SPT TANDEM)	1. BLACK	10,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
	2. COLOR	0	N/A	\$0.0449			
19. BF7018336: WC777SP (WORKCENTRE 7775)	1. BW	22,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
	2. COLOR	0	N/A	\$0.0449			
20. BF7018391: WC777SP (WORKCENTRE 7775)	1. BW	22,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
	2. COLOR	0	N/A	\$0.0449			

(Staples included for equipment with a stapling feature)



**Services & Solutions Order**

under Services Contract # 7135702-001



(supplies included for equipment with a stapling feature)

Item #	Description	Color	Quantity	Unit Price	Total Price	Notes	Location	Customer
21. EX7386349	5855APT (5855A PT/COP/STRAY)	1 BLACK	31,000	N/A	\$0.0050	<ul style="list-style-type: none"> <li>Monthly Meter Reconciliation</li> <li>Fixed Price</li> <li>Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1279	CUST
22. EX7386348	5855APT (5855A PT/COP/STRAY)	1 BLACK	31,000	N/A	\$0.0050	<ul style="list-style-type: none"> <li>Monthly Meter Reconciliation</li> <li>Fixed Price</li> <li>Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1279	CUST
23. EX7386348	5845APT (5845A PT/COP/STRAY)	1 BLACK	5,000	N/A	\$0.0050	<ul style="list-style-type: none"> <li>Monthly Meter Reconciliation</li> <li>Fixed Price</li> <li>Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1279	CUST
24. EX7386350	5845APT (5845A PT/COP/STRAY)	1 BLACK	5,000	N/A	\$0.0050	<ul style="list-style-type: none"> <li>Monthly Meter Reconciliation</li> <li>Fixed Price</li> <li>Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1279	CUST

**Services & Solutions Order**

under Services Contract # 7115702-001



Item #	Description	Quantity	Price	Features	Location	Customer
25. EX7386599: 5945APT (5845A PTICOP4TRAY)	1 BLACK	5,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
26. EX7386575: 5855APT (5855A PTICOP4TRAY)	1 BLACK	31,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
27. EX7386593: 5855APT (5855A PTICOP4TRAY)	1 BLACK	31,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239
28. EX7386573: 5855APT (5855A PTICOP4TRAY)	1 BLACK	31,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60025-1239

(staples included for equipment with a stapling feature)

**Services & Solutions Order**

under Services Contract # 7135702-001



Order Item	Quantity	Color	Price	Notes	Location	Customer
29. EXT386477: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
30. EXT386497: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
31. EXT386477: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
32. EXT386702: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST

(Staples included for equipment with a stapling feature)

Order Item	Quantity	Color	Price	Notes	Location	Customer
29. EXT386477: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
30. EXT386497: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
31. EXT386477: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST
32. EXT386702: 5855APT (5855A PT/COPY/TRAY)	1	BLACK	31,000	N/A	\$0.0050	CUST



**Services & Solutions Order**

under Services Contract # 7135702-001

Item	Description	Quantity	Unit Price	Total Price	Notes	Installation	Location
33. EX1300653. 5955APT (5055A PT/COPY/1TRAY)	1 BLACK	31,000	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 GLENBROOK SOUTH HS 4000 W LAKE AVE GLENVIEW, IL 60026-1239
34. 881571378. MFP3435X1 (MFP3435X W/REP)	1: Meter 1	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 1835 LANDWEHR RD GLENVIEW, IL 60026-1241
35. 881571378. MFP3435X1 (MFP3435X W/REP)	1: Meter 1	500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 1835 LANDWEHR RD GLENVIEW, IL 60026-1241
36. MX1180048. W7835PT (W7835PT TANDEM)	1: BLACK	3,500	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 1835 LANDWEHR RD GLENVIEW, IL 60026-1241
	2: COLOR	0	N/A	\$0.0419			
37. AE9890134. WC5335PT (WC5335 PRNTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	NORTHFIELD TOWNSHIP HIGH SCH 3881 W LAKE AVE GLENVIEW, IL 60026-1292



**Services & Solutions Order**

under Services Contract # 7115702-001



(staples included for equipment with a stapling feature)

Order #	Part #	Quantity	Unit Price	Total Price	Notes	Location	Customer
38. 881570047	MFP3635X1 (MFP3635X W/EP)	1: Meter 1	500	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
39. 881570049	MFP3635X1 (MFP3635X W/EP)	1: Meter 1	500	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
40. 881570050	MFP3635X1 (MFP3635X W/EP)	1: Meter 1	500	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
41. 881570052	MFP3635X1 (MFP3635X W/EP)	1: Meter 1	500	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
42. MX1194564: W785SPT TANDEA9	1: BLACK	3,500	N/A	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
	2: COLOR	0	N/A	N/A	\$0.0449	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	
43. MX130049: W785SPT TANDEA9	1: BLACK	10,000	N/A	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60026-1292
	2: COLOR	0	N/A	N/A	\$0.0449	Monthly Meter Reconciliation - Fixed Price - Consumables Supplies Included	





**Services & Solutions Order**

under Services Contract # 7135702-001

Item	Quantity	Unit Price	Total Price	Notes	Customer
44. RFX018317: WC7775P (MORPCENTRE 7775)	22,000	\$0.0050	\$1,100.00	1: BW 2: COLOR	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60028-1292
45. BB1569694: MFP3135X1 (MFP3135X WREP)	0	\$0.0419	\$0.00	1: Meter 1	NORTHFIELD TOWNSHIP HIGH SCH 3801 W LAKE AVE GLENVIEW, IL 60028-1292
46. MX1184043: W783SPT (W783SPT TANDEN)	3,500	\$0.0050	\$17.50	1: BLACK 2: COLOR	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
47. MX1185760: W783SPT (W783SPT TANDEN)	0	\$0.0419	\$0.00	1: BLACK 2: COLOR	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
48. MX1184087: W783SPT (W783SPT TANDEN)	3,500	\$0.0050	\$17.50	1: BLACK 2: COLOR	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722

(Samples included for equipment with a stapling feature)

# Services & Solutions Order

under Services Contract # 7135702-001



Model	Quantity	Unit Price	Total Price	Notes	Customer
49. MX431762: W784SPT (W784SPT TANDERM)	1 BLACK	5,000	N/A	50,0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6772
	2. COLOR	0	N/A	50,0449	
50. MX431764: W784SPT (W784SPT TANDERM)	1 BLACK	5,000	N/A	50,0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6772
	2. COLOR	0	N/A	50,0449	
51. MX4321030: W786SPT (W786SPT TANDERM)	1 BLACK	10,000	N/A	50,0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6772
	2. COLOR	0	N/A	50,0449	
52. RF4018377: W6777SP (WORKCENTRE 7775)	1: BW	22,000	N/A	50,0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6772
	2: COLOR	0	N/A	50,0449	
53. EX7206171: 5065APT (5065A PTCOPMTRAY)	1 BLACK	31,000	N/A	50,0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6772

(staples included for equipment with a stapling feature)



**Services & Solutions Order**  
 under Services Contract # 7135702-001

Item #	Description	Color	Quantity	Unit Price	Total Price	Notes	Location	Customer
54. EX736A28: 5855APT (5845A) PTCOP4TRAY	1: BLACK	31,000	N/A	\$0.0050		-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
55. EX736A248: 5845APT (5845A) PTCOP4TRAY	1 BLACK	5,000	N/A	\$0.0050		-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
56. EX736A492: 5845APT (5845A) PTCOP4TRAY	1 BLACK	5,000	N/A	\$0.0050		-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
57. EX736A492: 5855APT (5855A) PTCOP4TRAY	1: BLACK	31,000	N/A	\$0.0050		-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
58. EX736A493: 5855APT (5855A) PTCOP4TRAY	1 BLACK	31,000	N/A	\$0.0050		-Monthly Meter Reconciliation -Fixed Price -Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST

(Examples included for equipment with a stapling feature)



**Services & Solutions Order**

under Services Contract # 7135702-001



**(staples included for equipment with a stapling feature)**

Part	Quantity	Color	Price	Unit Price	Notes	Customer
59. EXT38649E: 5845APT (5845A PT/COP/4TRAY)	5,000	1: BLACK	5,000	N/A	<ul style="list-style-type: none"> <li>- Monthly Meter Reconciliation</li> <li>- Fixed Price</li> <li>- Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
60. EXT38649P: 5855APT (5855A PT/COP/4TRAY)	31,000	1: BLACK	31,000	N/A	<ul style="list-style-type: none"> <li>- Monthly Meter Reconciliation</li> <li>- Fixed Price</li> <li>- Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
61. EXT38649A: 5845APT (5845A PT/COP/4TRAY)	5,000	1: BLACK	5,000	N/A	<ul style="list-style-type: none"> <li>- Monthly Meter Reconciliation</li> <li>- Fixed Price</li> <li>- Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
62. EXT38670I: 5845APT (5845A PT/COP/4TRAY)	5,000	1: BLACK	5,000	N/A	<ul style="list-style-type: none"> <li>- Monthly Meter Reconciliation</li> <li>- Fixed Price</li> <li>- Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722
63. EXT38670E: 5855APT (5855A PT/COP/4TRAY)	31,000	1: BLACK	31,000	N/A	<ul style="list-style-type: none"> <li>- Monthly Meter Reconciliation</li> <li>- Fixed Price</li> <li>- Consumable Supplies Included</li> </ul>	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722





**Services & Solutions Order**  
 under Services Contract # 713702-001

Item	Description	Quantity	Unit Price	Total Price	Notes	Location	Customer
64. EXT386717-5865APT (5865A PTCOPATRAY)	1. BLACK	31,000	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
65. EXT386671-5845APT (5845A PTCOPATRAY)	1. BLACK	5,000	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
66. AE989958- WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
67. AE989959- WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST
68. AE9899561- WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	- Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 225 2300 SHERMER RD NORTHBROOK, IL 60062-6722	CUST

**Services & Solutions Order**

under Services Contract # 7135702-001



Order #	Part #	Qty	Unit Price	Total Price	Notes	Location	Customer
69	AE989562: WCS335PT (WCS335 PRINTR7ANDEM)	1: Meter 1	3,550	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60063-6772
70	AE989563: WCS335PT (WCS335 PRINTR7ANDEM)	1: Meter 1	3,550	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60063-6772
71	AE989564: WCS335PT (WCS335 PRINTR7ANDEM)	1: Meter 1	3,550	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60063-6772
72	AE989566: WCS335PT (WCS335 PRINTR7ANDEM)	1: Meter 1	3,550	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60063-6772
73	AE989567: WCS335PT (WCS335 PRINTR7ANDEM)	1: Meter 1	3,550	N/A	\$0.0050	Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60063-6772

**Services & Solutions Order**

under Services Contract # 7135702-001



Item	Description	Quantity	Unit Price	Total Price	Notes	Product
74.	AE989549: WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6722
75.	AE989570: WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6722
76.	AE989574: WCS335PT (WCS335 PRINTR/TANDEM)	1: Meter 1	3,550	N/A	\$0.0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6722
77.	BB1671300: MFP3435X1 (MFP3435X WREP)	1: Meter 1	500	N/A	\$0.0050	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6722
78.	BGM63331: D110CP (D110 COPIER/PRINTER)	1: Meter 1	250,000	N/A	\$0.0043	NORTHFIELD TOWNSHIP HIGH SCHOOL DIST 25 2300 SHERMER RD NORTHBROOK, IL 60062-6722

(Staples included for equipment with a stapling feature)

Notes: Monthly Meter Reconciliation - Fixed Price - Consumable Supplies Included



Please Direct Inquiries To:  
XEROX CORPORATION  
5500 PEARL STREET  
ROSEMONT, IL  
60018  
Telephone: 800-854-3689

Invoice Date: 09/11/2014  
Due Date: 10/01/2014  
Customer Reference: CL  
Contract Number: 7019102-002

Purchase Order Number:  
Invoice Number: 300204604  
Customer Number: 713211746

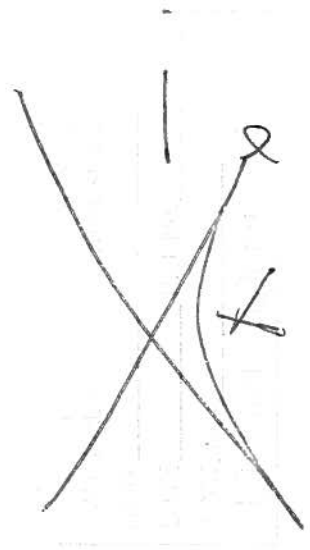
Ship To:  
Bill To:  
0102-001  
NORTHFIELD TOWNSHIP  
HIGH SCH DIST #225  
STE 200/1ST FL  
3801 W LAKE AVE  
GLENVIEW IL 60026

Xerox Order Number:  
MULTIPLE

Description	Quantity	Unit Price	Subtotal	Total Amount
MONTHLY MINIMUM CHARGES			\$ 5,158.00	

Remarks:  
PRINT SHOP

Subtotal: \$ 5,158.00  
 Invoice Total: \$ 5,158.00  
 Payments Made: \$ 0.00  
 Total Amount Due: \$ 5,158.00



XEROX FEDERAL IDENTIFICATION #16-0468020





Please Direct Inquiries To:

XEROX CORPORATION  
SUITE 400  
4415 W HARRISON ST.  
HILLSIDE, IL 60161  
Telephone: 800-854-3689

Invoice Date: 09/13/2014  
Due Date: 10/03/2014  
Customer Reference: CL  
Contract Number: 7-135702-001

Purchase Order Number:  
Invoice Number: 300205929  
Customer Number: 304716947

Ship To:

Bill To:  
GLENBROOK HIGH  
SCHOOL DISTRICT  
STE 200  
3801 W LAKE AVE  
GLENVIEW IL 60026

Xerox Order Number:  
MULTIPLE

Description	Quantity	Unit Price	Subtotal	Total Amount
-------------	----------	------------	----------	--------------

MONTHLY MINIMUM CHARGES				\$ 33,332.06
IMPRESSON CHARGES ABOVE MINIMUM				\$ 1,302.40

Remarks:

AUG MINIMUMS AUG OVERAGE

Subtotal:	\$ 34,634.46
Invoice Total:	\$ 34,634.46
Payments Made:	\$ 0.00
Total Amount Due:	\$ 34,634.46

XEROX CORPORATION  
 SUITE 400  
 4415 W HARRISON ST.  
 HILLSIDE, IL 60161  
 Telephone: 800-854-3689



Invoice Date: 09/13/2014  
 Due Date: 10/03/2014  
 Customer Reference: CL  
 Contract Number: 7135702-001

Purchase Order Number:  
 Invoice Number: 300205929  
 Customer Number: 304716947

Ship To:

Bill To:  
 GLENBROOK HIGH  
 SCHOOL DISTRICT  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL 60026

Xerox Order Number:  
 MULTIPLE

EQUIPMENT IMPRESSION CHARGES ABOVE MINIMUM

SERIAL NUMBER	PRODUCT CODE	METER DESCRIPTION	BILLABLE IMPRESSIONS	CHARGE PER IMPRESSION	IMPRESSION CHARGE
Customer # 704898642		NORTHFIELD TOWNSHIP HIGH SCHOOL DST 225			\$ 1,057.04
		1835 LANDWEHR RD GLENVIEW IL 60026			
AE9890134	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1569616	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1569694	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1570047	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1570049	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1570050	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1570052	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1571378	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184048	W7835PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184048	W7835PT	CLR 2 OVG-SUP	51	\$ 0.0382	\$ 1.95
MX1184048	W7835PT	CLR 2 OVG-SVC	51	\$ 0.0067	\$ 0.34
RFX018317	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00
RFX018317	WC7775P	CLR 2 OVG-SUP	17325	\$ 0.0382	\$ 661.82
RFX018317	WC7775P	CLR 2 OVG-SVC	17325	\$ 0.0067	\$ 116.08
RFX356930	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00
RFX356930	WC7775P	CLR 2 OVG-SVC	5799	\$ 0.0067	\$ 38.85
RFX356930	WC7775P	CLR 2 OVG-SUP	5799	\$ 0.0382	\$ 221.52
RFX356939	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00

Please Direct Inquiries To:



XEROX CORPORATION  
SUITE 400  
4415 W HARRISON ST.  
HILLSIDE, IL 60161  
Telephone: 800-854-3689

Invoice Date: 09/13/2014  
Customer Reference: CL  
Due Date: 10/03/2014  
Contract Number: 7135702-001

Purchase Order Number:  
Invoice Number: 300205929  
Customer Number: 304716947

Ship To:

Bill To:  
GLENBROOK HIGH  
SCHOOL DISTRICT  
STE 200  
3801 W LAKE AVE  
GLENVIEW IL 60026

Xerox Order Number:  
MULTIPLE

EQUIPMENT IMPRESSION CHARGES ABOVE MINIMUM

SERIAL NUMBER	PRODUCT CODE	METER DESCRIPTION	BILLABLE IMPRESSIONS	CHARGE PER IMPRESSION	IMPRESSION CHARGE
BB1571379	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1571381	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BG0963227	D110CP	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386349	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386538	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386540	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386550	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386569	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386575	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386593	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386673	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386677	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386693	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386697	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386703	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386853	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX9282453	5865APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX9282455	5865APT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184052	W7835PT	B&W OVG	0	\$ 0.0050	\$ 0.00
MX1184052	W7835PT	CLR 2 OVG-SVC	80	\$ 0.0067	\$ 0.54
MX1184052	W7835PT	CLR 2 OVG-SUP	80	\$ 0.0382	\$ 3.06
MX1184269	W7835PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184269	W7835PT	CLR 2 OVG-SVC	201	\$ 0.0067	\$ 1.35
MX1184269	W7835PT	CLR 2 OVG-SUP	201	\$ 0.0382	\$ 7.68
MX4321053	W7855PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX4321053	W7855PT	CLR 2 OVG	0	\$ 0.0449	\$ 0.00
RFX018338	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00
RFX018338	WC7775P	CLR 2 OVG-SUP	2861	\$ 0.0382	\$ 109.29
RFX018338	WC7775P	CLR 2 OVG-SVC	2861	\$ 0.0067	\$ 19.17
RFX018391	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00
RFX018391	WC7775P	CLR 2 OVG-SUP	218	\$ 0.0382	\$ 8.33
RFX018391	WC7775P	CLR 2 OVG-SVC	218	\$ 0.0067	\$ 1.46

Please Direct Inquiries To:



XEROX CORPORATION  
SUITE 400  
4415 W HARRISON ST.  
HILLSIDE, IL 60161  
Telephone: 800-854-3689

Invoice Date: 09/13/2014  
Customer Reference: CL  
Due Date: 10/03/2014  
Contract Number: 7135702-001

Purchase Order Number:  
Invoice Number: 300205929  
Customer Number: 304716947

Ship To:

Bill To:

Xerox Order Number:  
MULTIPLE

GLENBROOK HIGH  
SCHOOL DISTRICT  
STE 200  
3801 W LAKE AVE  
GLENVIEW IL 60026

EQUIPMENT IMPRESSION CHARGES ABOVE MINIMUM

SERIAL NUMBER	PRODUCT CODE	METER DESCRIPTION	BILLABLE IMPRESSIONS	CHARGE PER IMPRESSION	IMPRESSION CHARGE
Customer # 713190742					\$ 94.48
NORTHFIELD TOWNSHIP		PHIL REINHART			
2300 SHERMER RD		NORTHBROOK IL 60062			
AE9889558	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889559	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889561	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889562	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889563	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889564	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889566	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889567	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889569	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889570	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
AE9889574	WC5335PT	B&W OVG	0	\$ 0.0049	\$ 0.00
BB1571380	MFP3635X1	B&W OVG	0	\$ 0.0049	\$ 0.00
BG0963331	D110CP	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386171	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386220	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386248	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386289	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386492	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386493	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386495	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386689	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386694	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386701	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386708	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386717	5855APT	B&W OVG	0	\$ 0.0049	\$ 0.00
EX7386871	5845APT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184043	W7835PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184043	W7835PT	CLR 2 OVG-SUP	4	\$ 0.0382	\$ 0.15
MX1184043	W7835PT	CLR 2 OVG-SVC	4	\$ 0.0067	\$ 0.03
MX1184087	W7835PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1184087	W7835PT	CLR 2 OVG-SVC	7	\$ 0.0067	\$ 0.05
MX1184087	W7835PT	CLR 2 OVG-SUP	7	\$ 0.0382	\$ 0.27



Please Direct Inquiries To:

Page 5 of 5



XEROX CORPORATION  
SUITE 400  
4415 W HARRISON ST.  
HILLSIDE, IL 60161  
Telephone: 800-854-3689

Invoice Date: 09/13/2014  
Customer Reference: CL  
Due Date: 10/03/2014  
Contract Number: 7135702-001

Purchase Order Number:  
Invoice Number:  
Customer Number:

Ship To:

Bill To:

Xerox Order Number:  
MULTIPLE

GLENBROOK HIGH  
SCHOOL DISTRICT  
STE 200  
3801 W LAKE AVE  
GLENVIEW IL 60026

EQUIPMENT IMPRESSION CHARGES ABOVE MINIMUM

SERIAL NUMBER	PRODUCT CODE	METER DESCRIPTION	BILLABLE IMPRESSIONS	CHARGE PER IMPRESSION	IMPRESSION CHARGE
MX1185760	W7835PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX1185760	W7835PT	CLR 2 OVG-SUP	8	\$ 0.0382	\$ 0.31
MX1185760	W7835PT	CLR 2 OVG-SVC	8	\$ 0.0067	\$ 0.05
MX4317852	W7845PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX4317852	W7845PT	CLR 2 OVG-SVC	151	\$ 0.0067	\$ 1.01
MX4317852	W7845PT	CLR 2 OVG-SUP	151	\$ 0.0382	\$ 5.77
MX4317854	W7845PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX4317854	W7845PT	CLR 2 OVG-SUP	982	\$ 0.0382	\$ 37.51
MX4317854	W7845PT	CLR 2 OVG-SVC	982	\$ 0.0067	\$ 6.58
MX4321030	W7855PT	B&W OVG	0	\$ 0.0049	\$ 0.00
MX4321030	W7855PT	CLR 2 OVG-SVC	655	\$ 0.0067	\$ 4.39
MX4321030	W7855PT	CLR 2 OVG-SUP	655	\$ 0.0382	\$ 25.02
RFX018377	WC7775P	B&W OVG	0	\$ 0.0049	\$ 0.00
RFX018377	WC7775P	CLR 2 OVG-SUP	297	\$ 0.0382	\$ 11.35
RFX018377	WC7775P	CLR 2 OVG-SVC	297	\$ 0.0067	\$ 1.99





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PO BOX 660502 TX  
 DALLAS 75266

Telephone: **888-435-6333**

Ship To Address

INVOICE DATE: 09/26/14  
 PAYMENT TERMS: PAYABLE UPON RECEIPT  
 INVOICE NUMBER: [blank]  
 PURCHASE ORDER NUMBER: [blank]  
 SPECIAL REFERENCE: [blank]  
 XEROX ORDER ORDER DATE PROCESS DATE

CUSTOMER NUMBER: [blank]  
 CONTRACT NUMBER: [blank]  
 ESCN/REGISTRATION: [blank]  
 SUMMARY INVOICE SEQ: 701791932  
 SUMMARY CUSTOMER NO.: 720618867  
 IL 60026

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL 60026

SEQ#	SERIAL #	CUSTOMER #	INVOICE #	INVOICE AMOUNT
0001	XKK402356	716474549	075947830 <b>GBN</b>	245.57
0002	XLT284729	716474549	075969233 <b>GBN</b>	0.00

GRAND TOTALS: 224.02  
 BASE: 21.55  
 METERS: \$245.57

RECORDED SEP 01 2014

**O R I G I N A L**

INVOICE APPROVAL  
 DATE: 9/30/14  
 274324  
 PARTIAL





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PD BOX 660502  
 DALLAS TX  
 75266

Telephone: 888-435-6333

**INVOICE DATE**  
 09/26/14

**PAYMENT TERMS**  
 NET 30 DAYS

**INVOICE NUMBER**  
 075947830

**CUSTOMER NUMBER**  
 716474549

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
 NORTHFIELD TOWNSHIP  
 HIGH SCHOOL DST 225  
 GLENBROOK NORTH HS  
 2300 SHERMER RD  
 NORTHBROOK IL  
 60062

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

**CONTRACT NUMBER**  
 QXL00000X-000  
 ESCN/REGISTRATION

**SUMMARY INVOICE** SEQ  
 701791932 0001

**SUMMARY CUSTOMER NO.**  
 720618867

W7530P WC7530P PRINTER SER.# XKK-402356

	AUGUST		AMOUNT
BASE CHARGE			224.02
METER USAGE	METER READ	METER READ	NET COPIES
	07-30-14 TO	08-30-14	
TOTAL BLACK	43078	44758	1680
TOTAL COLOR	9852	10332	480
METER CHARGES			
TOTAL BLACK	1680		
LESS PRINT ALLOWANCE	3000		
BLACK BILLABLE PRINTS	0	.005000	.00
TOTAL COLOR	480		
COLOR BILLABLE PRINTS	480	.044900	21.55
	NET PRINT CHARGE		21.55
3 TRAY MODULE	SER.# 3TRAY		INCL
	SUB TOTAL		245.57
	TOTAL		245.57

ORIGINAL

AT THE TIME OF BILLING, NO VALID METER READ WAS AVAILABLE, SO METER USAGE WAS ESTIMATED. ANY OVERAGE/UNDERAGE WILL BE ADJUSTED ON NEXT METER INVOICE. PLEASE VISIT OUR WEBSITE AT WWW.XEROX.COM TO SUBMIT YOUR NEXT METER READ.

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
 THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES  
 TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

REMITTANCE STUB

Ship To Address  
 THIS IS NOT A PAYABLE INVOICE

Bill To Address  
 IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701791932	09/26/14	266B	
		C 040112				
05 266B S638			K W0220	2TC3 2 115		

XEROX USE ONLY





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/26/14**

**PAYMENT TERMS**  
**PAYABLE UPON RECEIPT**

**INVOICE NUMBER**  
**075969233**

**CUSTOMER NUMBER**  
**716474549**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**HIGH SCHOOL DST 225**  
**GLENBROOK NORTH HS**  
**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701791932** **0002**

**SUMMARY CUSTOMER NO.**  
**720618867**

**4600DN PHASR 4600DN PRNTR SER.# XLT-284729**

	AMOUNT
SUB TOTAL	.00
TOTAL	.00

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
 THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES

**O  
R  
I  
G  
I  
N  
A  
L**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address

Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
----------------	-------	--------------	-------------	--------------	--------	------------

06-238-6610 1 720618867 701791932 09/26/14 266B

S0 C 120112

XLT284729

05 266B S638

K 0000 5TC3 1 B15

AR

XEROX  
USE  
ONLY



**PURCHASE ORDER NUMBER**  
**SPECIAL REFERENCE**  
**XEROX ORDER ORDER DATE PROCESS DATE**

**INVOICE DATE**  
**09/19/14**  
**PAYMENT TERMS**  
**PAYABLE UPON RECEIPT**  
**INVOICE NUMBER**

**CUSTOMER NUMBER**  
**CONTRACT NUMBER**

**ESCN/REGISTRATION**

**Bill To Address**  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL 60026**

**SUMMARY INVOICE SEQ**  
**701789821**  
**SUMMARY CUSTOMER NO.**  
**720618867**

**GRAND TOTALS**  
**BASE 238.40**

**TOTAL INVOICE AMOUNT \$238.40**

**O R I G I N A L**

**INVOICE APPROVAL**  
**MATERIAL RECEIVED & PAYMENT APPROVED**

SIGN \_\_\_\_\_  
 DATE \_\_\_\_\_ P.O. No. \_\_\_\_\_  
 ACCT. No. \_\_\_\_\_

PARTIAL  FINAL  P.O.P.O.

Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502 TX**  
**DALLAS 75266**

Telephone: **888-435-6333**

Ship To Address

XEROX CORPORATION hereby certifies that these goods were produced in compliance with applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT OF LABOR issued under Section 14 thereof.





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**  
**PAYMENT TERMS**  
**PAYABLE UPON RECEIPT**  
**INVOICE NUMBER**

**PURCHASE ORDER NUMBER**  
**SPECIAL REFERENCE**  
**XEROX ORDER ORDER DATE PROCESS DATE**

**CUSTOMER NUMBER**

**CONTRACT NUMBER**

Ship To Address

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**ESCN/REGISTRATION**

**SUMMARY INVOICE SEQ**  
**701789821**  
**SUMMARY CUSTOMER NO.**  
**720618867**

SEQ#	SERIAL #	CUSTOMER#	INVOICE #	INVOICE AMOUNT
0001	FBT273785	714558228	075667317	21.00
0002	LA0081829	713190742	075667303	4.00
0003	LA0082232	713190742	075667304	4.00
0004	LA0082242	713190742	075667305	4.00
0005	LA0082320	713190742	075667306	4.00
0006	LA0082344	713190742	075667307	4.00
0007	LA0082347	713190742	075667308	4.00
0008	LA0082371	713190742	075667309	4.00
0009	MX493743	713190742	075667310	4.00
0010	RXD136675	709982888	075667302	129.39
0011	XLT284729	716474549	075667311	49.29
0012	YXE129125	719792061	075667312	6.72

**ORIGINAL**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address

Bill To Address

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.    Terms    Customer No.    Invoice No.    Invoice Date    Branch    **AMOUNT DUE**

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PO BOX 660502  
 DALLAS TX  
 75266

Telephone: 888-435-6333

**INVOICE DATE**  
 09/19/14

**PAYMENT TERMS**  
 PAYABLE UPON RECEIPT

**INVOICE NUMBER**  
 075667317

**CUSTOMER NUMBER**  
 714558228

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
 TOWNSHIP OF  
 NORTHFIELD  
 3 RD FL  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

**CONTRACT NUMBER**

**ESCN/REGISTRATION**

**SUMMARY INVOICE** SEQ  
 701789821 0001

**SUMMARY CUSTOMER NO.**  
 720618867

8560DN PHASER 0 STD WARNT SER.# FBT-273785  
 FULL SERVICE MAINTENANCE PLAN

MONTHLY BASE CHARGE	SEPTEMBER	AMOUNT
		21.00
CARRIER DELIV/INST	SER.# DRCINST	INCL
	SUB TOTAL	21.00
	TOTAL	21.00

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

REMITTANCE STUB

Ship To Address

Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
----------------	-------	--------------	-------------	--------------	--------	------------

06-238-6610 1 720618867 701789821 09/19/14 266B

070114

04 369F VX23 K 00000 5941 0 B15





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**PAYABLE UPON RECEIPT**

**INVOICE NUMBER**  
**075667311**

**CUSTOMER NUMBER**  
**716474549**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**HIGH SCHOOL DST 225**  
**GLENBROOK NORTH HS**  
**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0011**

**SUMMARY CUSTOMER NO.**  
**720618867**

4600DN PHASR 4600DN PRNTR SER.# XLT-284729

	AMOUNT
BASE CHARGE	49.29
SEPTEMBER	
SUB TOTAL	49.29
TOTAL	49.29

ORIGINAL

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
 THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address

Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
----------------	-------	--------------	-------------	--------------	--------	------------

06-238-6610	1	720618867	701789821	09/19/14	266B	
-------------	---	-----------	-----------	----------	------	--

C 120112

05 266B S638

K 00000 5TC3 1 B15

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667303**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0002**

**SUMMARY CUSTOMER NO.**  
**720618867**

**3320DN PHASER 3320DN SER.# LA0-081829**  
**MAINTENANCE PLAN**

	AMOUNT
BASE CHARGE	4.00
SUB TOTAL	4.00
TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address                      Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
05 266B	S638		K 00000	2933 0	B15	

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667304**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0003**

**SUMMARY CUSTOMER NO.**  
**720618867**

**3320DN PHASER 3320DN SER.# LA0-082232**  
**MAINTENANCE PLAN**

		AMOUNT
BASE CHARGE	AUGUST	4.00
	SUB TOTAL	4.00
	TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

**ORIGINAL**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address                      Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
05 266B	S638		K 00000	2933 0	B15	

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667305**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE**  
**701789821**  
**SUMMARY CUSTOMER NO.**  
**720618867**

**SEQ**  
**0004**

<b>3320DN</b>	<b>PHASER 3320DN</b>	<b>SER.# LA0-082242</b>	<b>AMOUNT</b>
		<b>MAINTENANCE PLAN</b>	
<b>BASE CHARGE</b>	<b>AUGUST</b>		<b>4.00</b>
	<b>SUB TOTAL</b>		<b>4.00</b>
	<b>TOTAL</b>		<b>4.00</b>

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

**O  
R  
I  
G  
I  
N  
A  
L**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

REMITTANCE STUB

Ship To Address

Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

<b>Xerox DUNS No.</b>	<b>Terms</b>	<b>Customer No.</b>	<b>Invoice No.</b>	<b>Invoice Date</b>	<b>Branch</b>	<b>AMOUNT DUE</b>
<b>06-238-6610</b>	<b>1</b>	<b>720618867</b>	<b>701789821</b>	<b>09/19/14</b>	<b>266B</b>	
		<b>T 0810130</b>				
<b>05 266B</b>	<b>S638</b>	<b>K 00000</b>	<b>2933</b>	<b>0 B15</b>		

XEROX  
USE  
ONLY





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PD BOX 660502  
 DALLAS TX  
 75266  
 Telephone: 888-435-6333

**INVOICE DATE**  
 09/19/14  
**PAYMENT TERMS**  
 NET 30 DAYS  
**INVOICE NUMBER**  
 075667306  
**CUSTOMER NUMBER**  
 713190742

**PURCHASE ORDER NUMBER**  
**SPECIAL REFERENCE**  
**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
 NORTHFIELD TOWNSHIP  
 PHIL REINHART  
 2300 SHERMER RD  
 NORTHBROOK IL  
 60062

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

**CONTRACT NUMBER**  
 QXL00000X-000  
**ESCN/REGISTRATION**  
**SUMMARY INVOICE** SEQ  
 701789821 0005  
**SUMMARY CUSTOMER NO.**  
 720618867

3320DN	PHASER 3320DN	SER.# LAO-082320	
		MAINTENANCE PLAN	
			AMOUNT
	BASE CHARGE	AUGUST	4.00
		SUB TOTAL	4.00
		TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

REMITTANCE STUB

Ship To Address

Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
		05 266B S638	K 00000	2933 0 B15		



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PO BOX 660502  
 DALLAS TX  
 75266

Telephone: 888-435-6333

**INVOICE DATE**  
 09/19/14

**PAYMENT TERMS**  
 NET 30 DAYS

**INVOICE NUMBER**  
 075667307

**CUSTOMER NUMBER**  
 713190742

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
 NORTHFIELD TOWNSHIP  
 PHIL REINHART

2300 SHERMER RD  
 NORTHBROOK IL  
 60062

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

**CONTRACT NUMBER**  
 QXL00000X-000  
 ESCN/REGISTRATION

**SUMMARY INVOICE** SEQ  
 701789821 0006

**SUMMARY CUSTOMER NO.**  
 720618867

3320DN PHASER 3320DN SER.# LAO-082344  
 MAINTENANCE PLAN

	AMOUNT
BASE CHARGE AUGUST	4.00
SUB TOTAL	4.00
TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
05 266B	S638		K 00000	2933 0	B15	

XEROX  
 USE  
 ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667308**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0007**

**SUMMARY CUSTOMER NO.**  
**720618867**

**3320DN PHASER 3320DN SER.# LA0-082347**  
**MAINTENANCE PLAN**

		AMOUNT
BASE CHARGE	AUGUST	4.00
	SUB TOTAL	4.00
	TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address                      Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
		05 266B S638	K 00000	2933 0	B15	

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667309**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**  
**2201400006**

**SPECIAL REFERENCE**  
**REF ONLY**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE**  
**701789821**

**SUMMARY CUSTOMER NO.**  
**720618867**

**SEQ**  
**0008**

**3320DN PHASER 3320DN SER.# LAO-082371**  
**MAINTENANCE PLAN**

		AMOUNT
BASE CHARGE	AUGUST	4.00
	SUB TOTAL	4.00
	TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

**ORIGINAL**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address

Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
----------------	-------	--------------	-------------	--------------	--------	------------

06-238-6610	1	720618867	701789821	09/19/14	266B	
-------------	---	-----------	-----------	----------	------	--

T 0810130

05	266B	S638	K	0000	2933	0	B15
----	------	------	---	------	------	---	-----

XEROX  
USE  
ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: **888-435-6333**

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**NET 30 DAYS**

**INVOICE NUMBER**  
**075667310**

**CUSTOMER NUMBER**  
**713190742**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
**NORTHFIELD TOWNSHIP**  
**PHIL REINHART**

**2300 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**CONTRACT NUMBER**  
**QXL00000X-000**  
**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0009**

**SUMMARY CUSTOMER NO.**  
**720618867**

**3250DN PHASER 3250DN PRNT SER.# MXX-493743**  
**MAINTENANCE PLAN**

		AMOUNT
BASE CHARGE	AUGUST	4.00
	SUB TOTAL	4.00
	TOTAL	4.00

NEW FISCAL PERIOD MAY REQUIRE PURCHASE ORDER FOR ABOVE EQUIPMENT.  
 CONTACT YOUR LOCAL BRANCH FOR COPY OF CURRENT CATALOG/PRICE LIST.  
 THIS IS A 12 MONTH AGREEMENT FOR SERVICE

**ORIGINAL**

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

-----  
 PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address                      Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 0810130				
05 266B	S638		K 00000	2933 0	B15	

XEROX  
USE  
ONLY





Please Direct All Inquiries To:  
**XEROX CORPORATION**  
 PO BOX 660502  
 DALLAS TX  
 75266

Telephone: 888-435-6333

**INVOICE DATE**  
 09/19/14

**PAYMENT TERMS**  
 NET 30 DAYS

**INVOICE NUMBER**  
 075667302

**CUSTOMER NUMBER**  
 709982888

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

Ship To Address  
 NORTHFIELD TOWNSHIP  
 HIGH SCHOOL DIST 225  
 GLENBROOK HIGH SCHLS  
 4000 W LAKE AVE  
 GLENVIEW IL  
 60026

Bill To Address  
 GLENBROOK HIGH  
 SCHOOL DISTRICT 225  
 STE 200  
 3801 W LAKE AVE  
 GLENVIEW IL  
 60026

**CONTRACT NUMBER**  
 QXL00000X-000

**ESCN/REGISTRATION**

**SUMMARY INVOICE** SEQ  
 701789821 0010

**SUMMARY CUSTOMER NO.**  
 720618867

7500DT PHASER 7500DT SER.# RXD-136675

BASE CHARGE	AUGUST	AMOUNT
		129.39

	METER READ	METER READ	NET COPIES
METER USAGE	07-21-14 TO	08-21-14	
TOTAL COLOR	675	675	0
TOTAL BLACK	1744	1744	0
METER CHARGES			
TOTAL COLOR	0		
COLOR BILLABLE PRINTS	0	.099000	.00
TOTAL BLACK	0		
BLACK BILLABLE PRINTS	0	.014900	.00
NET PRINT CHARGE			.00

SUB TOTAL 129.39

TOTAL 129.39

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
 THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Ship To Address Bill To Address

THIS IS NOT A PAYABLE INVOICE

IT IS INFORMATIONAL ONLY

PLEASE PAY FROM THE SUMMARY INVOICE

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	AMOUNT DUE
06-238-6610	1	720618867	701789821	09/19/14	266B	
		C 040112				
05 266B	S638		K A7310	2TC3 2 115		

XEROX USE ONLY



Please Direct All Inquiries To:  
**XEROX CORPORATION**  
**PO BOX 660502**  
**DALLAS TX**  
**75266**

Telephone: 888-435-6333

**INVOICE DATE**  
**09/19/14**

**PAYMENT TERMS**  
**PAYABLE UPON RECEIPT**

**INVOICE NUMBER**  
**075667312**

**CUSTOMER NUMBER**  
**719792061**

**PURCHASE ORDER NUMBER**

**SPECIAL REFERENCE**

**XEROX ORDER ORDER DATE PROCESS DATE**

**CONTRACT NUMBER**

Ship To Address  
**GLENBROOK HS**  
**TRANSITION**  
**RM 270**  
**1340 SHERMER RD**  
**NORTHBROOK IL**  
**60062**

Bill To Address  
**GLENBROOK HIGH**  
**SCHOOL DISTRICT 225**  
**STE 200**  
**3801 W LAKE AVE**  
**GLENVIEW IL**  
**60026**

**ESCN/REGISTRATION**

**SUMMARY INVOICE** **SEQ**  
**701789821** **0012**

**SUMMARY CUSTOMER NO.**  
**720618867**

6500N PHASER6500NCLRLSR SER.# YXE-129125  
 MAINTENANCE PLAN

	AMOUNT
BASE CHARGE	6.72
SEPTEMBER	
SUB TOTAL	6.72
TOTAL	6.72

THIS IS A 12 MONTH AGREEMENT FOR SERVICE

ORIGINAL

XEROX CORPORATION hereby certifies that these goods were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the FAIR LABOR STANDARDS ACT, as amended, and of regulations and orders of the UNITED STATES DEPARTMENT of LABOR issued under Section 14 thereof.

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

REMITTANCE STUB

Ship To Address

Bill To Address

**THIS IS NOT A PAYABLE INVOICE**

**IT IS INFORMATIONAL ONLY**

**PLEASE PAY FROM THE SUMMARY INVOICE**

PLEASE SEND REMITTANCE TO

When Paying Electronically See Reverse Side

REMITTANCE STUB

Xerox DUNS No.	Terms	Customer No.	Invoice No.	Invoice Date	Branch	<b>AMOUNT DUE</b>
06-238-6610	1	720618867	701789821	09/19/14	266B	
		T 070114				
05 266B S638			K 00000	5933 0	B15	

EROX  
USE  
INLY



THE EASY WAY  
TO ORDER SUPPLIES  
CALL OUR TOLL  
FREE NUMBER  
1-800-822-2200

XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266

Telephone 888-435-6333  
Please Direct Inquiries To:  
Ship To/Installed At:

NORTHFIELD TOWNSHIP  
HIGH SCHOOL DIST 225  
PRINT SHOP  
4000 W LAKE AVE  
GLENVIEW IL 60025

Bill To:  
0208-001

GLENBROOK HIGH  
SCHOOL DISTRICT 225  
STE 200  
3801 W LAKE AVE  
GLENVIEW IL 60026

09-01-14  
Invoice Date  
075667301  
Invoice Number  
704875665  
Customer Number

Purchase Order Number  
Special Reference  
QXL00000X-000  
Contract Number  
NET 30 DAYS  
Terms Of Payment

P4127CPD USED-4127CP (SOT) SER.# GYA-737634

AMOUNT
2,295.99
2,295.99
2,295.99

AUGUST

BASE CHARGE

D4 STAPLER FINISHR SER.# MLA-827502  
PRNTR MOBILITY PLT SER.# MOBLPLATE  
SER.# REF-9999999  
SER.# 41XXJBA  
SER.# 4110HCF1

JOB BASED ACCTNG  
INVOICE APPROVAL FEEDER  
MATERIAL RECEIVED & PAYMENT APPROVED

SIGN \_\_\_\_\_  
DATE 9/3/14 P.O. No. \_\_\_\_\_  
ACCT. No. 328324  
 PARTIAL  FINAL  NO P.O.

INVOICE FOR THE PERIODIC PAYMENT ON YOUR XEROX AGREEMENT  
THIS AGREEMENT INCLUDES EQUIPMENT, MAINTENANCE AND SUPPLY CHARGES

RECEIVED SEP 05 2014



Customer Information

Invoice

XEROX CORPORATION  
PO BOX 299075  
LEWISVILLE, TX  
75029

716014360  
Customer No.

132299028  
Invoice No.

09/04/14  
Invoice Date



U265922  
Xerox Order No.

09/02/14  
Date Processed

GSA Contract No.

U265922  
Xerox Order No.

09/02/14  
Date Processed

Registration No.

Telephone 888-771-5225  
Direct Billing Inquiries To: ↗

NET 30 DAYS  
Terms of Sale

Special Reference No.

Tax

Ship To  
NORTHFIELD TOWNSHIP  
HIGH SCHOOL DIST 225  
FL 3  
3801 W LAKE AVE IL  
GLENVIEW IL  
60026-0000

Bill To 0905-001  
NORTHFIELD TOWNSHIP  
HIGH SCH  
STE 200  
3801 W LAKE AVE IL  
GLENVIEW IL  
60026-1292

DL392322  
Master Order No.

Bill Code

CAMOC LISA WALL  
CALLER: LISA WALL

847-486-4872

REMARKS

Reorder No. Description  
AGREEMENT # 7

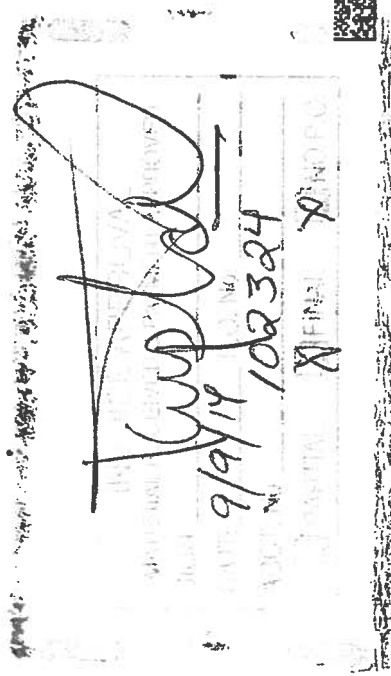
108R00676 8500 8550 HI CAP MAINT  
SPECHANDL LOW ORDER HANDLING

Quantity Ordered	Quantity Shipped	Unit Price	Amount
1	1	179.99	179.99
1	1	10.00	10.00

INVOICE TOTAL

\$189.99

RECEIVED 09/09/14



VA015007

XEROX CORPORATION  
PO BOX 299075  
LEWISVILLE, TX  
75029

Telephone 888-771-5225  
Direct Billing Inquiries To:

Ship To  
NORTHFIELD TOWNSHIP  
SCHOOL DISTRICT 225

3801 W LAKE AVE IL  
GLENVIEW IL  
60026-0000

CAMOC VICTORIA PALMER ✓  
CALLER: VICTORIA PALMER

REMARKS

Reorder No. Description  
AGREEMENT # 7

108R00823 PHASER 36XX STPL ✓  
SPECHANDL LOW ORDER HANDLING

*David*

716185467  
Customer No.

132323365  
Invoice No.

09/06/14  
Invoice Date



Purchase Order No.

09/03/14  
Date

GSA Contract No.

N452385  
Xerox Order No.

09/04/14  
Date Processed

Registration No.

Special Reference No. Tax

NET 30 DAYS  
Terms of Sale

O  
R  
I  
G  
I  
N  
A  
L

Bill To 0261-001

GLENBROOK HIGH  
SCHOOL DISTRICT 225

STE 200

3801 W LAKE AVE IL  
GLENVIEW IL

60026-1292

Bill Code

DL392657  
Master Order No.

847-486-4723

Quantity Ordered	Quantity Shipped	Unit Price	Amount
2	2	42.99	85.98
1	1	10.00	10.00

INVOICE TOTAL \$95.98

15 2014

*9/15/14*  
*1024/10*  
*of*





**LAW OFFICES OF PETER S. STAMATIS**  
A PROFESSIONAL CORPORATION

November 7, 2014

77 WEST WACKER DRIVE  
SUITE 4800  
CHICAGO, ILLINOIS 60601

(TEL) 312 606 0045  
(FAX) 312 606 0085  
Firm@StamatisLegal.com  
www.StamatisLegal.com

FOIA Officer  
Glenbrook School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

Dear Sir or Madam:

In accordance with the terms and obligations of the Freedom of Information Act, we request that you provide us with the following information regarding the incoming Freshman Class placement in the Academic Year 2014-15:

- For each student (with no indication of names), broken down by school (identified by school name), please provide the results of the Terra Nova examination administered during their 2013-14 Academic Year (Eighth Grade).
- For each school feeding students into Glenbrook 225 (with school names identified), please provide the number of freshmen placed in each of the following levels, for each subject area where such levels exist:
  - Academy
  - Advanced Placement
  - Honors
  - Regular
  - Studies
  - Team (or other remedial)

Such information may be sent to our offices by fax to (312) 606-0085 or by email to Laura@StamatisLegal.com. Should you require any clarification, call Laura Paulus at (312) 606-8689.

Very truly yours,



Peter S. Stamatis

PSS.ljkp



Elaine Geallis <egeallis@glenbrook225.org>

---

## 11.13.14 Stamatis FOIA Response

1 message

---

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Nov 20, 2014 at 2:44 PM

To: Laura@stamatislegal.com

Bcc: egeallis@glenbrook225.org

Dear Mr. Stamatis,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 11/13/14 we received your request dated 11/7/14 for the following information:

Incoming Freshman Class Placement in the Academic Year 2014-2015:

- For each student (with no indication of names), broken down by school (identified by school name), please provide the results of the Terra Nova examination administered during their 2013-2014 Academic Year (Eighth Grade).
- For each school feeding students into Glenbrook 225 (with school names identified), please provide the number of freshman placed in each of the following levels, for each subject area where such levels exist:
  - Academy
  - Advance Placement
  - Honors
  - Regular
  - Studies
  - Team (or other remedial)

**District response:**

Please find attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

 799K



Elaine Geallis <[egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)>

---

## FOIA REQUEST for Glenbrook District 225

1 message

---

**Justin Franciose** <[jfranciose@ecocleanmaintenance.com](mailto:jfranciose@ecocleanmaintenance.com)>

Fri, Nov 14, 2014 at 12:16 PM

To: [foia@glenbrook225.org](mailto:foia@glenbrook225.org)

Good afternoon,

What is the current/most recent monthly cost for janitorial/custodial/cleaning services for the locations at 3801 W. Lake Street and 1835 Lenwehr, in Glenview, IL. Thanks!

Respectfully,

Justin Franciose  
Sales Representative  
Eco Clean Maintenance  
515 W. Wrightwood Ave.  
Elmhurst, IL 60126  
[773.616.9009](tel:773.616.9009)



Elaine Geallis <[egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)>

---

## 11.14.14 Franciose FOIA Response

1 message

---

**Rosanne Marie Williamson** <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>  
To: Justin Franciose <[jfranciose@ecocleanmaintenance.com](mailto:jfranciose@ecocleanmaintenance.com)>  
Bcc: [egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)

Wed, Nov 19, 2014 at 1:03 PM

Dear Mr. Franciose,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 11/14/14 we received your request for the following information:

- the current/most recent monthly cost for janitorial/custodial/cleaning services for the locations at 3801 W. Lake Street and 1835 Lenwehr, in Glenview, IL

### District response:

The current annual cost is \$27,300 paid in 12 equal installments.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Fri, Nov 14, 2014 at 12:16 PM, Justin Franciose <[jfranciose@ecocleanmaintenance.com](mailto:jfranciose@ecocleanmaintenance.com)> wrote:  
Good afternoon,

What is the current/most recent monthly cost for janitorial/custodial/cleaning services for the locations at 3801 W. Lake Street and 1835 Lenwehr, in Glenview, IL. Thanks!

Respectfully,

Justin Franciose  
Sales Representative  
Eco Clean Maintenance  
515 W. Wrightwood Ave.  
Elmhurst, IL 60126  
[773.616.9009](tel:773.616.9009)



—

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
3801 West Lake Ave.  
Glenview, IL 60026  
[847-486-4701](tel:847-486-4701)



Elaine Geallis <egeallis@glenbrook225.org>

---

## FOIA Request - NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225 - CUSTODIAL CLEANING SERVICES

1 message

---

**Maria Diaz** <mariad@smithmaint.com>  
To: foia@glenbrook225.org  
Cc: Michael Smith <mike@smithmaint.com>

Mon, Nov 17, 2014 at 10:26 AM

Good morning,

Smith Maintenance Company is respectfully requesting a copy of the current contract agreement for Custodial Cleaning Services for Northfield Township High School District No. 225.

Should you require additional information from SMC please do not hesitate to ask.

Thank you,

Maria Diaz

Smith Maintenance Company

205 W. Randolph Street, Suite 925

Chicago, IL 60606

O. [312.425.1962](tel:312.425.1962)

F. [312.425.1950](tel:312.425.1950)

[www.smithmaint.com](http://www.smithmaint.com)

S:\ADMIN - SMC LOGO\SM LOGO.jpg



Elaine Geallis <egeallis@glenbrook225.org>

---

## Fwd: FOIA Request - NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225 - CUSTODIAL CLEANING SERVICES

1 message

---

**Victoria Palmer** <vpalmer@glenbrook225.org>  
To: Elaine Geallis <egeallis@glenbrook225.org>

Wed, Nov 19, 2014 at 10:38 AM

**Victoria Palmer**

*Accountant/Office Manager  
Glenbrook High School District 225  
3801 W. Lake Avenue Ste. 200  
Glenview, Illinois 60026  
847-486-4723  
847-486-4734 fax  
vpalmer@glenbrook225.org*

----- Forwarded message -----

From: **Victoria Palmer** <vpalmer@glenbrook225.org>  
Date: Mon, Nov 17, 2014 at 11:03 AM  
Subject: Fwd: FOIA Request - NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225 - CUSTODIAL CLEANING SERVICES  
To: [mariad@smithmaint.com](mailto:mariad@smithmaint.com)

Please see attached for response to FOIA request.

**Victoria Palmer**

*Accountant/Office Manager  
Glenbrook High School District 225  
3801 W. Lake Avenue Ste. 200  
Glenview, Illinois 60026  
847-486-4723  
847-486-4734 fax  
vpalmer@glenbrook225.org*

**From:** "Maria Diaz" <[mariad@smithmaint.com](mailto:mariad@smithmaint.com)>  
**Date:** November 17, 2014 at 10:26:27 AM CST  
**To:** <[foia@glenbrook225.org](mailto:foia@glenbrook225.org)>  
**Cc:** "Michael Smith" <[mike@smithmaint.com](mailto:mike@smithmaint.com)>  
**Subject:** FOIA Request - NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225 - CUSTODIAL CLEANING SERVICES

Good morning,

Smith Maintenance Company is respectfully requesting a copy of the current contract agreement

for Custodial Cleaning Services for Northfield Township High School District No. 225.

Should you require additional information from SMC please do not hesitate to ask.

Thank you,

Maria Diaz

Smith Maintenance Company

205 W. Randolph Street, Suite 925

Chicago, IL 60606

O. [312.425.1962](tel:312.425.1962)

F. [312.425.1950](tel:312.425.1950)

[www.smithmaint.com](http://www.smithmaint.com)

S:\ADMIN - SMC LOGO\SM LOGO.jpg



**FOIA CUSTODIAL CLEANING.pdf**

3268K



# Glenbrook High Schools District 225

3801 W. Lake Ave., 3rd Floor • Glenview, IL 60026 • (847)486-4722 • Fax: (847)486-4734

## STANDARD BID PACKAGE

**Date:** Thursday, June 19, 2014

**Item(s):** Custodial Cleaning Services

**Mandatory Walk-through:** June 26, 2014 – 2:00 p.m.  
Meet at District Office:  
3801 W. Lake Ave., 3<sup>rd</sup> Floor  
Glenview, IL 60026

**Date & time of acceptance of bid:** **July 8, 2014 – 10:00 a.m.**

**Location of acceptance of bid:** Glenbrook High School District 225  
District Office  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

**Direct questions to:** Kimberly L. Ptak  
(847)486-4722

**Direct sealed bids to:** Ms. Kimberly L. Ptak  
Glenbrook High Schools  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

The Board of Education reserves the right to award separate items in the bid, to reject any or all bids, to waive all technicalities, and to award the bid(s) in the best interest of the school district.

Sincerely,

Kimberly L. Ptak  
Director of Purchasing & Operations

## INFORMATION FOR BIDDERS

1. Glenbrook High School District 225 is seeking sealed bids on a Custodial Cleaning Services according to the enclosed specifications.
2. Contractor is required to list three references on the enclosed forms.
3. Contractor is required to meet Glenbrook insurance requirements as listed on attachment "C" and maintain this required level for the period of the contract and any extensions. **Glenbrook District 225 should be referred to as Northfield Township High School District 225 on all insurance documents.**
4. All items must be bid on. It is the intent to award bid to one vendor.
5. The Custodial Cleaning Services are to be performed at:

Glenbrook High School District 225 3801 W. Lake Avenue Glenview, Illinois 60026	Glenbrook Off-Campus & Evening School 1835 Landwehr Glenview, Illinois 60026
---	--
6. **PREBID MEETING/FACILITY TOUR** - All prospective bidders are required to attend a pre-bid conference on Thursday, June 26, 2014 at 2:00 pm. Meet at 3801 W. Lake Ave., 3<sup>rd</sup> Floor, Glenview, IL 60026. From there, we will continue to tour the facilities at the Off-Campus site, located at 1835 Landwehr Rd., Glenview, IL 60026. If, as a result of the pre-bid conference, it is necessary to modify these instruction or the specifications, an addendum shall be issued and made available to all parties attending the pre-bid conference. Oral explanations will not be binding. All bidders must attend the pre-bid conference to be allowed to submit a bid.
7. Sealed proposals for the Custodial Cleaning Services are outlined on the attached listing for School District #225, shall be received on the 3<sup>rd</sup> floor at the District Office on or before 10:00 a.m. on Tuesday, July 8, 2014. Faxed bids are not acceptable.
8. Signature page must accompany the bid document.
9. Bids shall be valid for 90 days from the due date to allow time for review by Board of Education and District.
10. **CONTRACT** – Term of this first year contract is from August 1, 2014 through July 31, 2015. One contract will be issued on a district-wide basis to include the two locations as stipulated. The District shall have the right to renew the contract for up to (4) four additional (1) one year terms.



11. Glenbrook High School District 225 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting the specifications as determined by the Board of Education. In determining same, the actual dollar cost of the proposal as submitted by each bidder may not be the sole criterion.

The Board of education will also consider the following criteria in awarding the contract:

- References
- Training Programs
- **Contractor must be free of financial obligations**

A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act, as amended effective June 1, 1995 as well as applicable local regulations and laws.

12. **PREVAILING RATE OF WAGES** – Prevailing rate of wages for Cook County will be enforced. All contracts for work here in are subject to the provisions of the Prevailing Wage Act, Illinois Compiled Statutes Chapter 820, Section 130/1 through 130/12. Providing for the payment of prevailing rate of wages to all laborers, workmen, and mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the prime contractor. The Owner's resolution establishing prevailing wages is available for inspection at the Northfield Township High School District #225 Administration Offices. The Owner may at any time inquire of the contractor as to rates of wages being paid to employees of the contractors, any subcontractor or material men, where upon such information shall be promptly provided to the owner.

## **SCHEDULE OF EVENTS**

1. **Mandatory Walk-through, June 26, 2014 – 2:00 p.m.**
2. **Bid due date is Tuesday, July 8, 2014 - 10:00 a.m.**
3. **Evaluation of bids and formal recommendation to the Board of Education is scheduled for Monday, July 14, 2014.**
4. **Award of contract, based on Board approval, shall be Tuesday, July 15, 2014.**
5. **Service to start Friday, August 1, 2014.**

Pursuant to and in compliance with the specifications provided by the Owner, the undersigned having become familiar with the specifications and having satisfied all questions concerning such specifications by contacting the Owner, hereby agrees to provide all items called for in the attached specifications.

Proposal item: **Custodial Cleaning Services**  
Due Date: **10:00 a.m. – July 8, 2014**

SIGNATURE *Joseph Orlando*  
Officer of the Company  
SIGNATURE *Shirley*  
Sales Representative  
COMPANY Perfect Cleaning Service Corp.  
ADDRESS 5852 N. NORTHWEST HWY.  
CHICAGO, IL 60631  
PHONE NO (773) 774 7800 DATE 07/07/14

### Certification

The bidder hereby certifies that the bidder (contractor) is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

*Shirley* *Dr. of Sales*  
Signature and title

### Sexual Harassment Clause

Each bidder must certify that he has complied with the requirements of Sec 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 225 Board of Education states that Glenbrook is in compliance with said law.

*Shirley* *Dr. of Sales*  
Signature and title

**REFERENCES**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ *see attached* \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

**BID FORM**

**Glenbrook High School District 225**

The Board of Education reserves the right to reject any and all bids.

**BID SUBMISSION:**

Company: Perfect Cleaning Service Corp.  
Address: 5852 N. NORTHWEST HWY.  
City, State, Zip: CHICAGO, IL 60631  
Phone: (773) 774 7800  
Sales Rep: SLAWEK JAWORCZAK

***Please use:***

- Attachment "A" for Bid Specifications
- Attachment "B" for Bid Proposal Form
- Attachment "C" for Insurance Requirements

**CUSTODIAL CLEANING SPECIFICATIONS**

Cleaning Services will be performed at the following two locations at the times specified:

<b>Location #1</b>	<b>Location #2</b>
<p>Glenbrook High School District #225 Off-Campus and Evening School 1835 Landwehr Road Glenview, IL 60026</p> <p>Alternative education site Facility approximately 12,000 sq. feet – 1 level 10 classrooms and office space</p>	<p>Glenbrook High School District #225 Administration Office 3801 W. Lake Ave. Glenview, IL 60026</p> <p>Office Space – Elevator Building Facility approximately 15,000 sq. feet</p>
<p><b><u>Job #1 – Approx. 244 Cleaning Days</u></b> Monday - Friday <b>First Cleaning After Day School</b> Cleaning can start as early as 3:45 but must be completed by 5:45 pm</p>	
	<p><b><u>Job #2 – Approx. 250 Cleaning Days</u></b> Monday – Friday After 6:00 p.m.</p>
<p><b><u>Job #3 – Approx. 134 Cleaning Days</u></b> Monday – Thursday* <b>Second Cleaning After Night School</b> Cleaning can start as early as 9:30 pm *no night school on Fridays</p>	

Calendars for each job are attached. Days/Calendar is subject to change due to school schedule.



## **CUSTODIAL CLEANING SPECIFICATIONS**

Office Cleaning Service for Office Campus Site, 1835 Landwehr Road, Glenview, IL 60026 and  
District 225 Administration Office, 3801 W. Lake Ave., Glenview, IL 60026

***The following is a list of expected areas to be cleaned. The list is not intended to be all inclusive as it is the expectation that the buildings are cleaned thoroughly each day.***

### **Scope of Work**

**Job #1 Monday-Friday, between 3:45 and 5:45 (after day-school) at 1835 Landwehr Road**

#### **EXTERIOR ENTRANCE**

##### ***Daily Services – Monday through Friday***

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Clean entryway glass and side lights.
6. Remove trash from parking lot.

#### **COMMON AREA**

##### ***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean and insert liners.
2. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
3. Vacuum all entry mats, runners and carpeting.
4. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.

#### **RESTROOMS**

##### ***Daily Services – Monday through Friday***

1. Clean and sanitize as needed the following: mirrors, dispensers, flushometers, pipes, toilet seat hinges, chrome fittings, toilets, toilet seat (both sides), urinals, partitions, hand basins, bowls, flush rings, drain and overflow outlets. Use germicidal disinfectant detergent.
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove soap residue left from soap dispenser.
5. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
6. Remove fingerprints from doors, frames, light switches, kick and push plates.
7. Dust partitions.
8. Wet mop floors using a germicidal disinfectant detergent.

## **KITCHEN, CAFETERIA AND COFFEE STATIONS**

### ***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

## **CLASSROOMS**

### ***Daily Services – Monday through Friday***

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**Job #2 Monday-Friday - After 6:00 p.m. – 3801 W. Lake Avenue – Office Space**

## **EXTERIOR ENTRANCE**

### ***Daily Services – Monday through Friday***

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Remove trash from parking lot.

### ***Weekly Service***

1. Squeegee clean entryway's glass sidelights.

## **LOBBY AND CORRIDOR**

### ***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean and insert liners.
2. Clean metal bright work including baseboard heating unit, window frames, etc.
3. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings and pictures.
4. Clean fixtures, displays, mail depository and all other decorative metal.
5. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
6. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
7. Clean building directory glass and frame.
8. Vacuum and spot clean as necessary all entry mats, runners and carpeting.

**LOBBY AND CORRIDOR (cont'd)**

***Daily Services – Monday through Friday***

9. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.
10. Wipe clean all hand rails.

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes and vents in lobby and corridors.
3. Dust and wipe clean as necessary all suite signage.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**ELEVATORS**

***Daily Services – Monday through Friday***

1. Clean all stainless steel and brass surfaces.
2. Clean/polish rail in elevator.
3. Clean elevator walls, panels and doors.
4. Clean elevator door tracks and saddles, frames, buttons and indicator panels.
5. Vacuum all elevator carpeting.

***Weekly Service***

1. Dust and vacuum ceiling frills and light fixtures.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS**

***Daily Services – Monday through Friday***

1. Empty all trash & recycling cans, remove to designated area, wipe clean as necessary and insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. All exterior doors will be locked and the premises left in a secure condition each night.
16. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

***Weekly Services***

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

**RESTROOMS**

***Daily Services – Monday through Friday***

1. Clean mirrors, powder shelves, dispensers, flushometers, pipes, toilet seat hinges and chrome fittings.
2. Clean and sanitize toilets, toilet seats (both sides), urinals, partitions, hand basins and bowls with germicidal disinfectant detergent.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
5. Fill toilet tissue holders, soap and towel dispensers.
6. Remove soap residue left from soap dispenser.
7. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
8. Wash shower walls, floors and doors with germicidal disinfectant detergent.
9. Remove fingerprints from doors, frames, light switches, kick and push plates.
10. Replace toilet bowl as needed.
11. Dust and wipe clean all restroom furniture.
12. Dust partitions.
13. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**LUNCHROOMS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize microwave ovens (inside and out).
3. Clean and polish outside of refrigerators.
4. Polish all stainless steel appliances and vending machines.
5. Clean and sanitize tables and chairs.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.

**LUNCHROOMS (cont'd)**

***Daily Services – Monday through Friday***

9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

***Weekly Services***

1. High dust all horizontal and vertical surfaces.
2. Wash and sanitize table tops, bases and pedestals.
3. Wash and sanitize chair rails, seats, backs and frames.

***Monthly Services***

1. Squeegee clean all interior glass and partitions.
2. Dust horizontal and vertical blinds.
3. Dust high partition ledges, moldings, picture frames, shelves, light fixtures, diffusers, ceiling corners and edges and walls.
4. Dust air vents and heating ducts.
5. Polish or clean door kick plates and thresholds.
6. Wipe out refrigerator.

**JANITOR CLOSETS**

***Daily Services – Monday through Friday***

1. Sweep and damp mop floor areas.
2. Clean slop sinks, floors and walls.
3. Equipment and supplies will be kept clean and stored in an orderly manner.

**CLOSING INSTRUCTIONS**

***Daily Services – Monday through Friday***

1. Turn off designated lights, 5 times per week.
2. Lock doors and windows, 5 times per week.

**Job #3 Monday-Thursday – After 9:30 p.m. – 1835 Landwehr Rd.- Evening School**

**COMMON AREA:**

***Daily Services – Monday through Thursday***

1. Clean metal bright work including baseboard heating unit, window frames, etc.
2. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings, pictures and wall hangings.
3. Clean fixtures, displays, mail depository and all other decorative metal.
4. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
5. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
6. Vacuum and spot clean as necessary all entry mats, runners and carpeting.
7. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner. Includes back stairwell.
8. Wipe clean all hand rails where applicable.
9. Remove all cobwebs.

**COMMON AREA (cont'd)**

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes, vents and registers in lobby and corridors.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**RESTROOMS**

***Daily Services – Monday through Thursday***

1. Clean and sanitize as needed the following: mirrors, dispensers, flushometers, pipes, toilet seat hinges, chrome fittings, toilets, toilet seat (both sides), urinals, partitions, hand basins, bowls, flush rings, drain and overflow outlets. Use germicidal disinfectant detergent.
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove soap residue left from soap dispenser.
5. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
6. Remove fingerprints from doors, frames, light switches, kick and push plates.
7. Dust partitions.
8. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**KITCHEN, CAFETERIA AND COFFEE STATIONS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.



**CLASSROOMS**

***Daily Services – Monday through Thursday***

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS**

***Daily Services – Monday through Friday***

1. Empty all trash cans, remove to designated area, wipe clean as necessary & insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. Dispose of all trash, boxes and items marked for disposal in designated area; flatten boxes and remove to designated area.
16. All exterior doors will be locked and the premises left in a secure condition each night.
17. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

***Weekly Services***

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

***Monthly Services***

KITCHEN – Wipe down interior of refrigerator.

BACK STAIRWELL – Vacuum, sweep and mop as needed.

**CLOSING INSTRUCTIONS**

***Daily Services – Monday through Friday***

1. Turn off designated lights.
2. Lock doors and windows.
3. Set alarm (at 1835 Landwehr).

**EQUIPMENT**

Contractor must provide all labor materials, (including cleaning supplies, paper towels, cleaning rags, etc.) and equipment needed to complete the above listed services.

Contractor will also supply toilet paper, hand paper towels, trash can liners and hand soap for contractor to distribute within the building. An extra supply must be available to property manager to restock during the day as needed.

Cost of supplies must be approved by Glenbrook district personnel at the beginning of the contract. Supply costs can be billed to the district monthly.

**BID PROPOSAL FORM**

Company: Perfect Cleaning Service Corp.  
 Address: 5852 N. Northwest Hwy.  
 City, State, Zip: Chicago IL 60631  
 Phone: (773) 774 7800  
 Sales Rep: SLAWEK JAWORSKI

	Price for Labor Only	Annual Price*
Job #1 - 1835 Landwehr, only between 3:45-5:45, Monday-Thursday 4x/week Approx. 244 Cleaning Days		7,800.00
Job #2 - 3801 W. Lake, after 6:00 pm, Monday-Friday 5x/week Approx. 250 Cleaning Days		12,400.00
Job #3 - 1835 Landwehr after 9:30 Monday-Friday 5x/week Approx. 134 Cleaning Days		7,100.00
	<b>TOTAL</b>	<b>27,300.00</b>

\*To be invoiced and paid in 12 equal installments. Job #1 and Job #3 will not be performed on days that students are not in attendance. Calendars with cleaning days are attached. These days off are subject to change as the school calendar is released.

- Years in service 21
- Does your company have a training program? YES If yes, please provide a copy of the program. (see attached)
- Proposed cleaning & labor schedule, (hours & number of cleaners)  
2 PEOPLE @ 4 HRS
- Management contact information:  
SLAWEK JAWORSKI (773) 774 7800
- Please provide a copy of your company's financial statement.

### July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

### August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2

### September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
7 Grandparent's Day

### October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween

### November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

### December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

## 2015

### January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day  
19 Martin Luther King Jr. Day

### February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19

2 Groundhog Day  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

### March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

### April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 April Fool's Day  
3 Good Friday  
5 Easter

### May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20

10 Mother's Day  
25 Memorial Day

### June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

### July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

Job # 1

244  
Cleaning Days

1835 Landwehr  
Example of Calendar.  
Final School Calendar not released yet.  
Cleaned M-F.

2017

### July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

### August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21

### September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
7 Grandparent's Day

### October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween

### November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

### December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

## 2015

### January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day  
19 Martin Luther King Jr. Day

### February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

### March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

### April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day  
3 Good Friday  
5 Easter

### May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day  
25 Memorial Day

### June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

### July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Job #2

3801 W. Lake

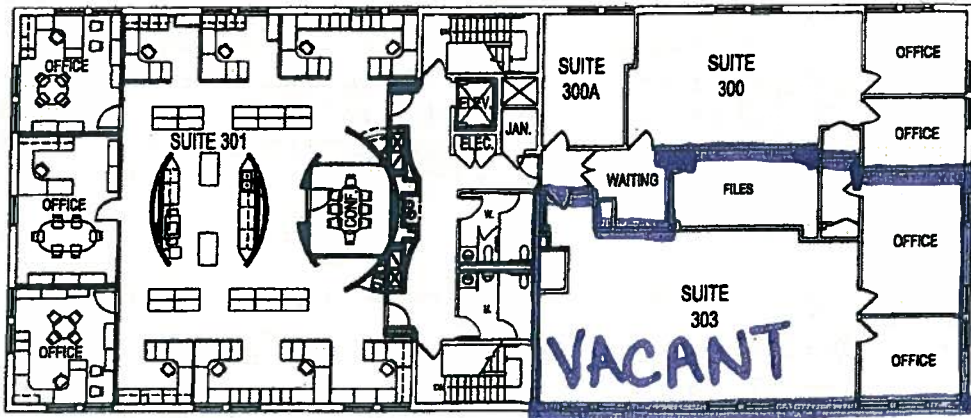
8/1/2014-7/31/2015

250 Cleaning Day



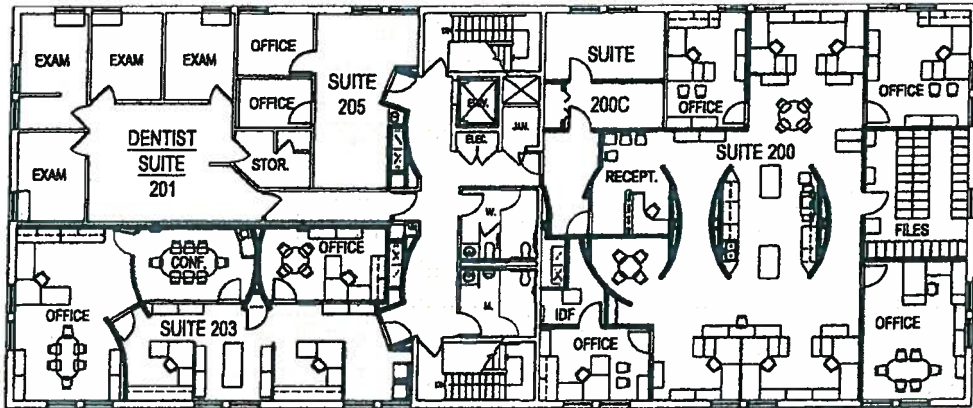
Floor Plan - 3801 W. LAKE

Job # 2



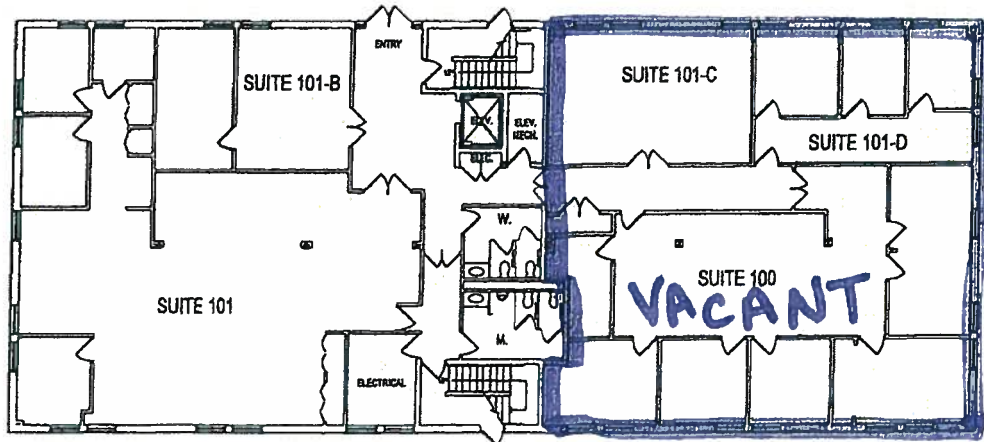
THIRD FLOOR PLAN - 3801 W. LAKE AVE.

NTS



SECOND FLOOR PLAN - 3801 W. LAKE AVE.

NTS



FIRST FLOOR PLAN - 3801 W. LAKE AVE.

NTS



### July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

### August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
7 Grandparent's Day

### October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween 18

### November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

### December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

## 2015

### January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day 1?  
19 Martin Luther King Jr. Day

### February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

### March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

### April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day  
3 Good Friday  
5 Easter

### May

Su	Mo	Tu	We	Th	Fr	Sa
						* 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day  
25 Memorial Day

### June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

### July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Cleaning 134 days **Job #3** Example of Calendar  
Final School Calendar not released!  
No Cleaning on Fridays.  
1835 Landwehr

**Insurance Requirements**  
**Northfield Township High School District 225**

The following insurance requirements are compulsory for all vendors/contractors wishing to perform work at any of the following Glenbrook locations:

- Glenbrook South High School - 4000 West Lake Avenue, Glenview, IL 60026
- Glenbrook North High School - 2300 Shermer Road, Northbrook, IL 60062
- Glenbrook District Office - 3801 West Lake Avenue, Suite 200, Glenview, IL 60026
- Glenbrook Off Campus Facility - 1835 Landwehr Road, Glenview, IL 60026
- Glenbrook Evening High School - 1835 Landwehr Road, Glenview, IL 60026
- Glenbrook Transition Center - 1340 Shermer Road Suite 270, Northbrook, IL 60062

**Additional Insured(s):**

Owner/ Certificate Holder: *Northfield Township High School District #225*  
 3801 West Lake Avenue, Suite 200  
 Glenview, IL 60026-1241

*All additional insured's must be listed on a primary and non-contributory basis; endorsement required.*

- The endorsement to the policy for the additional insureds must be submitted with the certificate of insurance. The endorsements must conform to ISO form CG 20 10 and CG 20 37, listing all required additional insureds, job name and address.
- No vendor/contractor will be allowed on a jobsite without a current certificate of insurance that meets the contractual insurance requirements.
- Insurance required shall be written with a company having at least an "A" Rating as listed in A. M. Best Insurance Guide, latest edition.
- Northfield Township High School District #225 will allow self-insurance plans to comply with the required insurance provisions.

**LIMITS OF LIABILITY AS STATED IN THE SPECIFICATIONS:**

- General Liability:
  - Minimum Limits
 

(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(b) Property Damage	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(c) Personal Injury	Each Person Aggregate	\$1,000,000

Completed Operations & Product Liability shall be maintained for two (2) years after final payment.

*Waiver of Subrogation on General Liability & corresponding endorsement required.*

- Automobile Liability Insurance:
  - Minimum Limits
 

(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Each Occurrence	\$1,000,000

*Additional insured's must be listed & corresponding endorsement required.*

- Worker's Compensation
 

(i) Per Accident	\$500,000
(ii) Disease, policy limit	\$500,000
(iii) Disease, each employee	\$500,000

*Waiver of Subrogation on Workers' Compensation & corresponding endorsement required.*

- Umbrella/Excess Policy (*required for bids & large construction projects*) \$5,000,000
- Pollution/Professional Liability required where appropriate \$1,000,000

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225**

**WORDING SAMPLE FOR CERTIFICATE OF INSURANCE - VENDORS**

The certificate of insurance must include the following wording under "Description of operation..."

<p>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT /SPECIAL PROVISIONS</p> <p>Northfield Township High School District 225 is named an additional insured (on a primary/non-contributory basis) with respect to General Liability. Northfield Township High School District 225 is named an additional insured with respect to Automobile Liability. A waiver of subrogation, in favor of the Northfield Township High School District 225, is granted under General Liability and Workers' Compensation policies.</p>
---

CERTIFICATE HOLDER	CANCELLATION
<p>Northfield Township High School District 225 3801 West Lake Ave Suite 200 Glenview, IL 60026</p>	<p>AUTHORIZED REPRESENTATIVE</p>

The certificate of insurance will be rejected and work delayed if...

- The wording is not listed as stated above
- Coverage/limits per attached Insurance Requirements page are not provided
- Endorsements are not provided for all policies

Should you have any questions or concerns on these insurance matters, please contact the following representatives at our District Office:

- Alexandra Gan at [agan@glenbrook225.org](mailto:agan@glenbrook225.org) or 847-486-4737
- Kimberly Ptak at [kpatk@glenbrook225.org](mailto:kpatk@glenbrook225.org) or 847-486-4722



**PERFECT**

*CLEANING SERVICE, INC.*

---

## **QUALITY ASSURANCE**

### **Quality Assurance Program**

**Perfect Cleaning Service, Inc. is a recognized service provider in the Janitorial and Housekeeping Services Industry. Quality Assurance Programs have been established by Perfect Cleaning Service, Inc. to ensure all janitorial and custodial services are provided in a professional, objective and realistic manner. Systematic inspection practices are used to measure performance against client requirements and to continually improve on levels of service to our clients.**

**Perfect Cleaning Service, Inc. prepares a customized Quality Assurance Plan for each of our clients. The Plan includes procedure, methods and frequencies for all required housekeeping tasks. For each task the Quality Standards defines the expected results to be achieved from the performance of the task.**

### **Health & Safety Program**

**Perfect Cleaning Service, Inc. informs all of its workers about hazard information as it is received from our suppliers. This includes MSDS information as well as products bulletins and other information.**

**As we become aware of published information from government, industry and trade associations we ensure our employees are aware of this information.**

**Through our Safety Committee, we do follow up to ensure our workers have understood their training and information sessions. This includes review and monitoring of reported incidents and recommendation for additional training where the Committee determines it is required.**

**Our Health and Safety Program is reviewed annually in consultation with our Safety Committee.**

### **Safe Work Procedures**

**Safe Work Procedures describe what employees should do to protect their health and safety when performing a specific task.**



**PERFECT**

**CLEANING SERVICE, INC.**

---

**All jobs have standard operating procedures. These procedures include the following where applicable: Type of Personal Protective Equipment; Emergency evacuation; Electrical safety procedure; Materials handling and use; Safe operation of equipment.**

**Workplace Hazardous Materials Information System Training & Monitoring**

**All our employees and supervisors are thoroughly trained on a regular basis with reference to the dos and don'ts of the products they use. All training is supervised by our Safety Director.**

**Training**

**Our personnel undergo in-depth interviews and are carefully screened for character, temperament and dedication. Only those with a satisfactory work history will be considered for employment. Perfect Cleaning Service, Inc. believes that employee training is one of the most important ingredients in a high quality, efficient and cost effective cleaning program. To achieve this all hourly personnel will complete an extensive training program prior to being assigned to your account. This program will act as a refresher course for experienced personnel.**

**Uniforms**

**Our personnel are neatly attired at all times in matching work shirt and work pants. A Perfect Cleaning Service, Inc. Identification Badge is worn on the uniform to clearly identify each individual.**

**Code of Ethics**

**We at Perfect Cleaning Service, Inc. do not tolerate any discrimination of any kind. Our people are trained in human behavior, sexual harassment and the respect of all employees.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> T.A. Cummings Jr. Co. 4153 Main St.  Skokie IL 60076		<b>CONTACT NAME:</b> Marilyn Rasco <b>PHONE (A/C No. Ext):</b> (847) 679-7350 <b>FAX (A/C No.):</b> (847) 679-7361 <b>E-MAIL ADDRESS:</b> marilynr@tacummings.com															
<b>INSURED</b> PERFECT CLEANING SERVICE, CORP 5852 N NORTHWEST HWY  CHICAGO IL 60631-2641		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Selective Co of South Carolina</td> <td>19259</td> </tr> <tr> <td>INSURER B: Insurance Company Of the West</td> <td>27847</td> </tr> <tr> <td>INSURER C: Hartford Fire Insurance Co</td> <td>19682</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Selective Co of South Carolina	19259	INSURER B: Insurance Company Of the West	27847	INSURER C: Hartford Fire Insurance Co	19682	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: Selective Co of South Carolina	19259																
INSURER B: Insurance Company Of the West	27847																
INSURER C: Hartford Fire Insurance Co	19682																
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES      CERTIFICATE NUMBER: CL144910228      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		S 2025824	4/11/2014	4/11/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY	X		S 2025824	4/11/2014	4/11/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			S 2025824	4/11/2014	4/11/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		WIL 5026313 00	4/11/2014	4/11/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			83BDDGD7818	11/21/2013	11/21/2014	Employee Theft Limit \$250,000
							Deductible \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Re:

## CERTIFICATE HOLDER

## CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Scott Cummings/RASM00 <i>Scott Cummings</i>



File Number 5627-804-4



*To all to whom these Presents Shall Come, Greeting:*

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that*

PERFECT CLEANING SERVICE CORP., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON FEBRUARY 13, 1991, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



Authentication #: 1308500744

Authenticate at: <http://www.cyberdriveillinois.com>

*In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 26TH day of MARCH A.D. 2013 .*

*Jesse White*

SECRETARY OF STATE

ILLINOIS DEPARTMENT OF  
**Human Rights**

Pat Quinn, Governor  
Rocco J. Claps, Director

SLAWEK JAKOWCZUK  
PERFECT CLEANING SERVICE, INC  
5852 N. NORTHWESTERN HWY  
CHICAGO, IL 60631

IDHR #: 131385-00  
Date Eligible: 12/29/2009  
Expires on: 12/29/2014

**NOTICE OF ELIGIBILITY FOR PUBLIC CONTRACTS**

This Notice of Eligibility documents receipt by the Illinois Department of Human Rights (IDHR) of a properly completed and signed Employer Report Form (FormPC-1) filed by the above-named employer in compliance with 44 Ill Adm. Code 750.210(a). The IDHR Bidder Eligibility Number appearing above must be supplied, upon request, to contracting agencies.

The use of this Bidder Eligibility Number is restricted to the employer named above. The Department's Public Contracts Unit must be notified in writing when any change is made in the employer's name and/or address. Any significant change involving the employer's form of organization, corporate affiliation, or workforce composition must also be reported in writing and may require the filing of a new Employer Report Form. Employers should be aware that the use of any business name other than that reported to the Department on any contract bid may preclude verification of eligibility by the Department or a contracting agency and may consequently result in award denial.

**THE ELIGIBILITY NUMBER EXPIRES FIVE YEARS FROM THE "ELIGIBILITY DATE" APPEARING ABOVE.** No additional notice of the expiration date will be provided. Eligibility for the award of state contracts may expire at an earlier date if it is relinquished by the employer or revoked by the Department after finding that a public contractor or eligible bidder has engaged in unlawful discrimination or failed to comply with affirmative action requirements mandated by the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq) (Act) and the public contracts portions of Department Rules (44 Ill. Admin. Code 750) (Rules). The Department may audit any eligible bidder or public contractor to determine compliance with these requirements. Eligible bidders and public contractors found to have violated the Act and/or the Rules are subject to contract cancellation, bid eligibility revocation, and such other penalties as may be provided for by the Act. Issuance of this Notice does not, by itself, constitute Department approval of the employer's non-discrimination and affirmative action plans, policies, or practices.

This notice does not certify the Employer as a minority or female business enterprise, and does not constitute pre-qualification with regard to financial, insurance, or bonding capacity, or compliance with any requirement other than the bidder registration requirement referenced in the first paragraph. Employers should contact the agency with which they wish to do business for information regarding any other requirements governing contracting with that agency.

This notice should be kept with other important business documents. Employers requiring further information regarding their duties as eligible bidders and public contractors are encouraged to contact the Public Contracts Unit at the address printed above or telephone 312-814-2431.

PC-012 Reprint (Rev 09/1999)

100 West Randolph Street, James R. Thompson Center, Suite 10-100, Chicago, Illinois 60601, 312-814-8200, 312-263-1579 (TDD)

# **Sustainable Products Program**



**Perfect Cleaning Service**

5852 N Northwest Hwy

Chicago, IL 60631

Perfect Cleaning Service has formed an alliance with one of the largest, most resourceful and environmentally focused cleaning product manufacturers in the world, Spartan Chemical.

Some of their Sustainability Initiatives include:



#### **Bridging the Gap Between Chemistry & Sustainability**

Spartan is focused on continuing our leadership role within the sustainability movement. While we continue to make advancements in sustainable products, we are making adjustments in our operations to reduce our carbon footprint as well. At Spartan, we are active sustainability participants, not just a product manufacturer. Below are some of the steps we are taking to decrease our environmental impact and enhance our corporate responsibility.

#### **Energy Use & Greenhouse Gas (GHG) Emissions**

- >25% reduction in energy usage
- >20% reduction in annual Greenhouse Gas (GHG) Emissions:
  - = GHG emissions of 144 passenger cars
  - = CO2 emissions of 1753 barrels of oil
  - = annual energy usage of 91.5 homes
- 18-21% reduction in the GHG Emissions embedded in each gallon of product
- 54% reduction in vending machine energy usage

#### **Waste Disposal**

- Over 65% of our waste is recycled, rather than landfilled
- Over 250 tons of materials recycled annually
- Recycling Program for production, office and employee waste

#### **Resource & Material Usage**

- On-site ponds supply automated irrigation management
- 75% of Spartan's property remains naturally vegetated
- 71 acres agriculturally farmed
- Landscape debris is composted
- Facility-wide Green Cleaning Program w/ Green Solutions and BioRenewables
- All literature contains 10-30% recycled paper
- >50% of literature is sent in electronic form only

#### **Sustainable Packaging**

- Save 60 tons of virgin plastic resin annually through use of a lower weight plastic container
- 100% recyclable corrugated containers
- 2/3 corrugated containers made from sustainable sources
- Recycled office paper creates white cartons – NOT bleach
- Estimated environmental savings based on one year for corrugated cardboard production:
  - Trees conserved – 14,185
  - GHG conserved – 1087 metric tons
  - Energy conserved – 7444 million BTUs
  - Water conserved – 5,840,800 gallons
  - Wastewater creation avoided – 7,429,929 gallons
  - Landfill space saved – 2754 cubic yards



### Spartan Sustainable Products

In the five categories of our Spartan Sustainable Products, we offer many Environmentally Preferable options that enable you to clean for health.

Contrary to the myths of the past, these products work just as well as traditional cleaning products. Using sustainable products is not more expensive than a traditional cleaning program either, that is just another misconception.

Keeping facilities clean without negatively affecting the health of its occupants and custodial staff is the primary goal of a "green" or sustainable program.



**Spartan Sustainable Products**



# BIORENEWABLES

## Sustainable Products for a Sustainable Future



### BioRenewables® Glass Cleaner

This versatile and easy to use product contains 81% bio-based material. It removes tough soils such as grease, smoke, oils, tape residue, food stains, dust and dirt from window glass and sills, mirrors, countertops, chrome, fluorescent lights and tubing, and any other glass or mirror finish.



383504 383505 383515 383530 383555 383560

### TriBase® Multi Purpose Cleaner

A 72% bio-based product, formulated with corn, coconut and palm kernel surfactants, TriBase cleans a multitude of soils with no VOCs. It is biodegradable and works on glass, mirrors, floors, walls, restroom and kitchen surfaces and tile, almost any surface not harmed by water.



383004 383005 383015 383030 383055 383060

### BioRenewables® Glass Cleaner RTU

A convenient, ready-to-use version of the BioRenewable Glass Cleaner. Ideal for work environments where dispensers are not readily available or an RTU product is desired.



323903



### BioRenewables® Restroom Cleaner

A citric acid-based, toilet, urinal and shower room cleaner/deodorizer that contains 83% bio-based material. It removes soap scum, water spots, light rust and is safe to use in urinals, shower rooms and other similar hard, non-porous restroom surfaces.



353003



### BioRenewables® Industrial Degreaser

Formulated with soybean oil technology and boosted with d-Limonene it contains 53% bio-based material. Removes grease, dirt, cosmoline, tar, many inks, most adhesives, and industrial oils. Safe to use on ferrous and non-ferrous metal, concrete, and ceramic.



231005 231055

### BioRenewables® Waterless and Waterless Plus Hand Cleaners

These hand cleaners are made with a soybean-solvent base to remove heavy-duty soils safely and easily. Produced with 80% bio-based material, they also contain a unique blend of surfactants to emulsify soils. Waterless Plus has pumice to lift away ground-in grime.



296004

297404

### Graffiti Remover SAC

A ready-to-use product of soybean and corn esters. A safer solvent alternative to petroleum based solvents, such as toluene. Removes graffiti as well as scuff marks, wax residue and adhesive. Safe to use on glazed tile, stainless steel, fiberglass, metal, marble, chrome, aluminum, glass, Formica®, Lexan®, and porcelain.



307104 317103

### Life'n Foamy® Softener Fresh & Citrus Fresh

These hand, hair and body washes are formulated with 85% bio-based ingredients. The products are for use with Spartan's Life'n Foamy bulk-fill dispensers. Automatic and counter mount dispensers are also available.



330504 330505 330555 330804 330805 330855



**DID YOU KNOW?** The Spartan bio-based seal guarantees the percentage of bio-based content in each product. All of Spartan's BioRenewables products are tested by an outside, USDA approved laboratory to certify the percentage of bio-based raw materials found in the product.

Using these products promotes North American agriculture and reduces our dependence on foreign oil.





## Clean for Health - Clean for Environment



### Green Solutions® All Purpose Cleaner

Quickly penetrates, and emulsifies soils. Removes light to medium soils. No fragrance, dye or VOCs. Versatile - use on any surface not harmed by water. Spray, wipe, or mop.



351102 350104 350105 350115 350130 350155 350160

### Green Solutions® Floor Seal & Finish

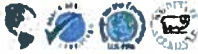
Superior leveling for faster recoat and fewer errors. Exceptional clarity, depth of gloss, and superior durability without yellowing. No heavy metals, no unpleasant odors. Save time with this easy-to-maintain finish.



350404 350405 350415 350430 350455 350460

### Green Solutions® Carpet Cleaner

Penetrates quickly for fast and easy soil removal. Use in all types of extraction equipment. Dries to a crystal for easy vacuum removal. Non-residual formula prevents resoiling. No fragrance, dye, VOCs or solvents. Safe to use on stain-resistant, untreated, and wool carpets.



351402 350904 350905 350915 350930 350955 350960

### Green Solutions® Glass Cleaner

Penetrates soil for fast and easy removal. Dries quickly without streaking. No fragrance, no dye, no VOCs, no ammonia. Ideal for use on glass windows, mirrors, countertops, chrome trim, display cases, fluorescent lights, and salad bar/deli/fast food sneeze guards.



351202 350704 350705 350715 350730 350755 350760

### Green Solutions® Floor Finish Remover

Use 24 hours a day - anytime and anywhere. Low VOCs and low odor - ideal for confined areas and where strong odors are a problem. Easily removes Green Solutions Floor Seal & Finish and other cross-linked finishes.



350504 350505 350515 350530 350555 350560

### Green Solutions® Industrial Cleaner

Quickly penetrates and removes petroleum-based soils. No fragrance, dye or VOCs. Works effectively to clean up motor oil, hydraulic fluid, stamping oils, and lubricant. Ideal for use in manufacturing plants, printing houses, auto repair shops, dumpsters, loading docks, and mass transit systems.



351502 350604 350605 350615 350630 350655 350660



## Organic Cleaning at Its Best



### Consume®

Multi-functional at its best! Consume is a cleaner, odor eliminator, stain remover, and drain maintainer. It naturally removes difficult organic soils from many surfaces including tile, concrete, steel, and carpet. Regular use of Consume eliminates organic build-up in drains, keeping them clear and odor-free. Cleans and eliminates odors on floors, in dumpsters, recycling containers, and portable toilets. Ideal for cleaning and odor control in many areas, such as carpets, drains, dumpsters, and more!



319703 309704 309705 309715 309730 309755 309765

### Consume Eco-Lyzer®

All in one, Eco-Lyzer is a neutral disinfectant cleaner with residual odor control. EPA Reg. No. 5741-24. Patented cleaning technology (US Patent #6,165,965 & #6,180,585) that reduces janitorial labor by cleaning, disinfecting, and digesting residual organic soils with one product. Multi-surface safe with a neutral pH. Eco-Lyzer is safe to use on most floors, including concrete, ceramic, terrazzo, marble, slate, rubber, VCT, and painted surfaces. Use in bathrooms, stadiums, zoos, kennels, dumpsters, trash bins, loading docks and portable toilets.

459702 329704 329705 329715 329730 329755 329760

### Consume Bio-Bowl®

A natural acid toilet, urinal, and shower room cleaner with organic digesters and bio-based cleaning agents to effectively remove hard water, urine deposits, and related odors. The unique blend of digesters and bio-based acid controls foul odors, digesting urine build-up in pipes to keep them free flowing and odor free. Consume Bio-Bowl is a ready-to-use product, so there is no mixing necessary. Bio-Bowl can be used in urinals, toilets, and drains.

339703 339655

### Consume® FWD

Consume FWD is a farm waste digester that effectively controls foul odors at their source, reduces sludge build-up, and breaks down manure in lagoons. FWD is ideal for use in poultry, swine, dairy, and equine farms. The unique digesters efficiently control odor-causing materials such as ammonia, hydrogen sulfide, and volatile fatty acids. Consume FWD provides digesting activity even in cold weather, maintaining the waste system year-round. Use of Consume FWD speeds up the composting process, making fertilizer more readily available.

5-gallon pails  
with scoop  
310605

By using 100% post consumer recycled paper,  
the printing of this brochure has saved:

- 11 trees preserved for the future
- 31 lbs waterborne waste not created
- 4,567 gallons waste water flow saved
- 505 lbs solid waste not generated
- 995 lbs net greenhouse gasses prevented
- 7,616,000 BTUs energy not consumed

Primary values were derived from information publicly available at:  
[www.epa.gov/cleanrgy/egnd/index.htm](http://www.epa.gov/cleanrgy/egnd/index.htm) and  
[www.environmentaldefense.org/documents/1687\\_figures.pdf](http://www.environmentaldefense.org/documents/1687_figures.pdf)

### KEY



Product available worldwide.



This product is Green Seal™ Certified.



Formulated in partnership with the Environmental Protection Agency's Design for the Environment program.



WOOLSAFE approved maintenance product for wool and wool-rich carpets.



## Organic Cleaning at Its Best



### Consume<sup>®</sup> LIQ

Liquid wastewater treatment naturally digests organic soils (sugars, carbohydrates, proteins, and fats) in drains, grease interceptors, septic tanks, lift stations, and wastewater systems. It maximizes efficiency of grease interceptors and septic tanks to minimize operating costs. Routine application of Consume LIQ reduces BODs (Biochemical Oxygen Demand), FOGs (Fats, Oils, Greases) and TSSs (Total Suspended Solids). Additionally, it can reduce the volume of sludge and costs associated with disposal.



310205 310215 310230 310255 310260

### Consume<sup>®</sup> POW

A powdered wastewater treatment that naturally cleans by assisting in the removal of organic soils in grease interceptors, septic tanks, drain fields, lift stations, and wastewater systems. Consume POW digesters speed up the natural digestion process of organic soils and difficult compounds including phenols and cellulose, saving time. Routine application of Consume POW reduces BODs, FOGs, and TSSs. It speeds recovery from system washouts and slugs. POW improves system stability, lowering maintenance needs, saving time and money.

5-gallon pails  
with scoop  
310405

Fifty, 1/2 lb  
packets  
310505

### Consume Micro-Muscle<sup>®</sup>

An industrial strength degreaser with odor control, Micro-Muscle quickly penetrates and digests petroleum-based soils such as motor oil, hydraulic fluid, stamping oils, and lubricants. It has residual organic digesters for ongoing odor control. Micro-Muscle helps degrade petroleum soils found in waste treatment systems flowing downstream. Use in manufacturing, print shops, repair shops, dumpsters, loading docks, and mass transit systems.



453402 349704 349705 349715 349730 349755 349760

### Contempo CX3 Bio-Assist<sup>®</sup>

A heavy-duty soil extraction carpet cleaner with Consume's digestive power. CX3 has organic digesters stay behind for residual odor control and waste removal. It is low foaming, non-corrosive, phosphate free, biodegradable and non-flammable. Ideal for nursing homes, day cares, schools, restaurants, casinos, food handling areas, pet facilities or anywhere carpet odor problems may be a nuisance.



311004 311005 311015 311030 311055 311060

### Consume<sup>®</sup> MP

MP is a Mosquito Control Product and is an EPA Registered Pesticide (62637-3-5741). It kills mosquito larvae before they mature by interfering with their digestive systems. Easy to use - just toss into standing water - no mixing or spraying. MP will not harm livestock, birds, or other wildlife. Ideal for irrigation and retention ponds, ditches, pastures, ponds and lakes, and golf course ponds.

2-gallon pails  
containing ten  
1-lb (454 g)  
packets  
321600



### Consume Drop-in-a-Drain<sup>®</sup>

A convenient, single dose natural drain treatment. Drop-in-a-Drain naturally digests drain line build-up and blockage. Its unique single dose comes in water soluble dosing packets. Drop-in-a-Drain is easy to use and great showers, sinks, septic systems, floor drains, beer and soda tap drains.



336 packets in  
2 pails  
320500



**DID YOU KNOW?** Nature utilizes the fundamental process of biological decomposition to convert organic waste material back into essential nutrients and other chemical elements. This "Nature's Way" of recycling is carried out by billions of naturally occurring microorganisms found in our environment. Spartan formulated the Consume Nature's Way products to harness the ability of the microorganisms to use organic waste as their energy (food) source.





## An Environmental Approach to Laundry



### Environmental Initiative

Spartan sought to identify ingredients that fit environmentally preferable profiles established for green cleaning applications. We utilized them in our laundry care products, without compromising product performance.

### Sustainable Characteristics of Clothesline Fresh

- All surfactants are on DfE's (Design for the Environment) CleanGredients® list.
- Readily biodegradable.
- Bio-based surfactants are used whenever possible and when petroleum-derived surfactants are used, they are readily biodegradable as well.
- Bio-based surfactants are derived from soy, corn, and coconut oil.
- Formulated with the EPA's Presidential Green Chemistry Challenge award winning chelants.
- Polymeric chelant and anti-encrustation aide entirely derived from chicory root.
- Natural bio-based acids as neutralization aides (citric acid).

### Clothesline Fresh Products Contain

- No or low VOCs
- No Phosphates
- No Silicates
- No Harsh Solvents
- No Alkylphenol Ethoxylates
- No Nitrilotriacetic Acid (NTA)
- No Toxic/Persistent Components or By-products
- No Ozone Depleting Chemicals

### Why use the DfE® Award Winning Surfactants?

The DfE criteria were followed to give end-users a choice to use modern technology that supports green and sustainability efforts.

### High Efficiency Formulations

Clothesline Fresh products are high efficiency formulations and are ideal for use in conjunction with other smart environmental choices you make including.

- Use high efficiency equipment
- Automatic dispensing
- Cool and cold-water temperatures
- Decreased wash cycle time
- Increase use of ozone injection systems



## All-Purpose, Hydrogen Peroxide Based Cleaner

- Clean by Peroxy has powerful oxidizing capabilities that react with organic soils, creating effervescent bubbles to quickly lift away grease and grime.
- Made with hydrogen peroxide which breaks down into oxygen and water
- Save labor, confusion and inventory space by replacing numerous products with just one... Clean by Peroxy can be used at 1.128 for glass cleaning and 1.10 for heavy duty cleaning.

- Non-viscous, biodegradable, phosphate free and easily waste treatable.
- Versatile, Clean by Peroxy can be used on grout, glass, heavy-duty cleaning and degreasing, mopping of floors and carpet extraction.



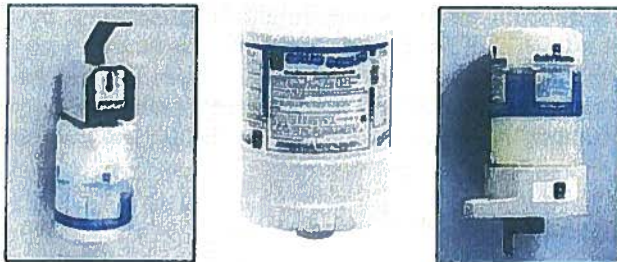
003504 003505 003515 003530 003555 003560

## Hand Care Program



Foaming Pearlux is a high end, designer type hand, hair and body wash formulated for luxurious foam delivery through Spartan's Lite'n Foamy Dispensers. Foaming Pearlux is milky white in color, has low viscosity and has a distinctive, extremely pleasing fragrance. Foaming Pearlux does not contain any ingredients that contribute to skin dry out or defatting. Use of Foaming Pearlux will not contribute to flaking and itching. Instead, rich emollients are added to leave skin feeling softer, smoother and silky.

and moisturizers that work efficiently to penetrate and remove the toughest dirt, grease and grime from hard working hands. It goes where you go and works where you work to get your hands clean in the washroom or at the workbench. Hands feel soft, clean and fresh. No lingering fragrance or residue to offend senses. A unique emulsifying and surfactant system that works synergistically and d-limonene for quick efficient removal of grease



Grub Scrub is a heavy duty, pumpable Hand Cleaner formulated with d-limonene, pumice

and moisturizers that work efficiently to penetrate and remove the toughest dirt, grease and grime from hard working hands. It goes where you go and works where you work to get your hands clean in the washroom or at the workbench. Hands feel soft, clean and fresh. No lingering fragrance or residue to offend senses. A unique emulsifying and surfactant system that works synergistically and d-limonene for quick efficient removal of grease

## Hand Sanitizer



**Touch Free Alcohol Gel Hand Sanitizer - 2x1250 ml/case, # 11750615**

*A no-rinse, moisturizing gel for sanitizing hands between regular washings to reduce the risk of cross infection. Kills germs without water.*

**Reduces the following organisms by 99.99%**

Staphylococcus Aureus

Escherichia Coli

Pseudomonas Aeruginosa

## Solaris Paper Products



Solaris Paper is a member of the U.S. Green Building Council (USGBC) and supports environmentally responsible building development and management. Their forward-thinking innovations in the Away-from-Home sector are leading the way in environmental sustainability. Nvi<sup>®</sup> electronic dispensers, coupled with LoCor<sup>®</sup> tissue and towels that help reduce your building's environmental impact by:

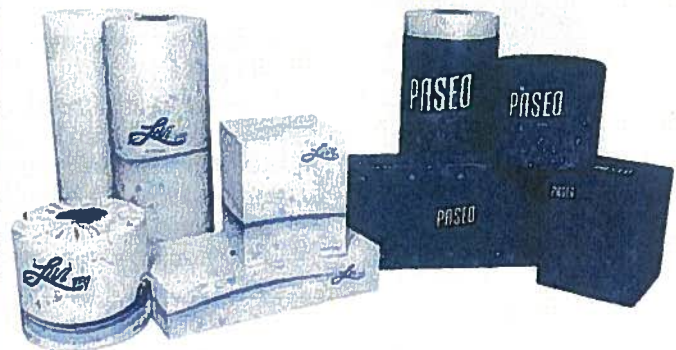
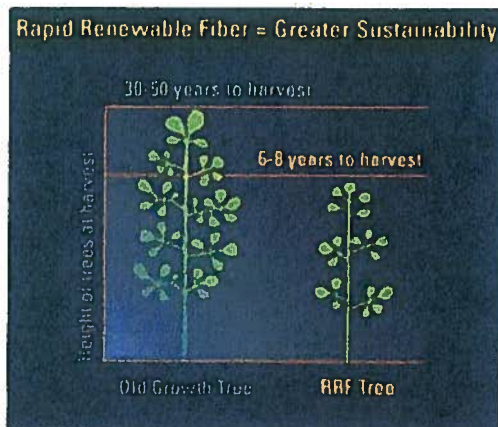
- Greater sustainability through innovative metered dispensing that effectively reduce consumption.
- LoCor<sup>®</sup> larger-size rolls that reduce packaging waste
- Rapidly Renewable Virgin Fiber for higher quality tissue so people use less, and you can earn LEED credits.

### Earning LEED Credits from products made from Rapidly Renewable Fiber

Using Nvi<sup>®</sup> and Livi<sup>®</sup> products, all of which are recognized as "environmentally preferable" by the USGBC in their LEED credit point system, helps meet LEED-EB credit point requirements as part of your on-going purchasing of consumable materials for buildings. Products made from Rapidly Renewable Fiber sources (defined by the USDA as maturing in less than ten years) achieve the same point level as recycled products. And Rapidly Renewable Virgin Fiber provides the superior softness that people prefer.

### Rapidly Renewable Fiber from Sustainably Managed Plantations

All of our Away-from-Home tissue and towel products are sourced from suppliers who focus on Rapidly Renewable Fiber, with trees harvested in just six to eight years. Sustainably managed plantations along the equatorial band offer a better, more environmentally sound alternative to fiber sourced from old growth forests or precious tropical rain forests. The suppliers we source from have adopted High Conservation Value Forest principles, the most widely recognized international standard assuring materials come from plantations, not from natural forests. In short, Rapidly Renewable Fiber means more tissue from more trees on less land over less time – and that's true sustainability.





Perfect Cleaning Service  
Sustainable Products Program

# SOLARIS PAPER



## Dispenser Program



## Hands Free Bath Tissue Dispensers

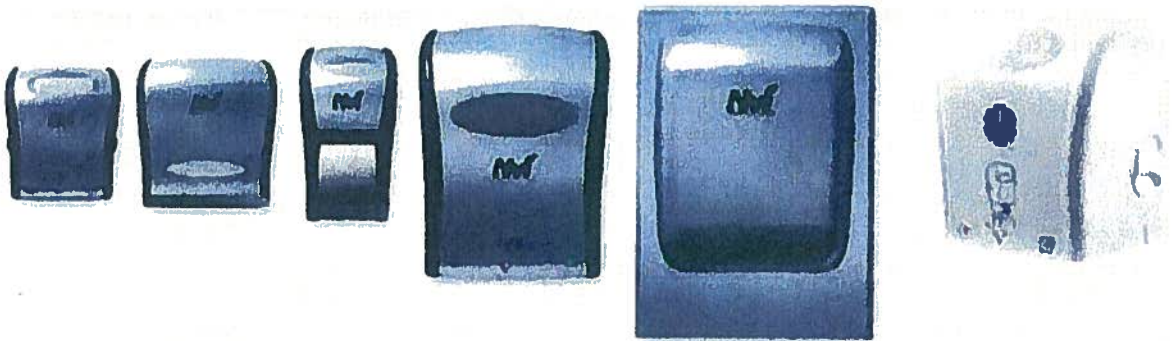


November 2, 2012



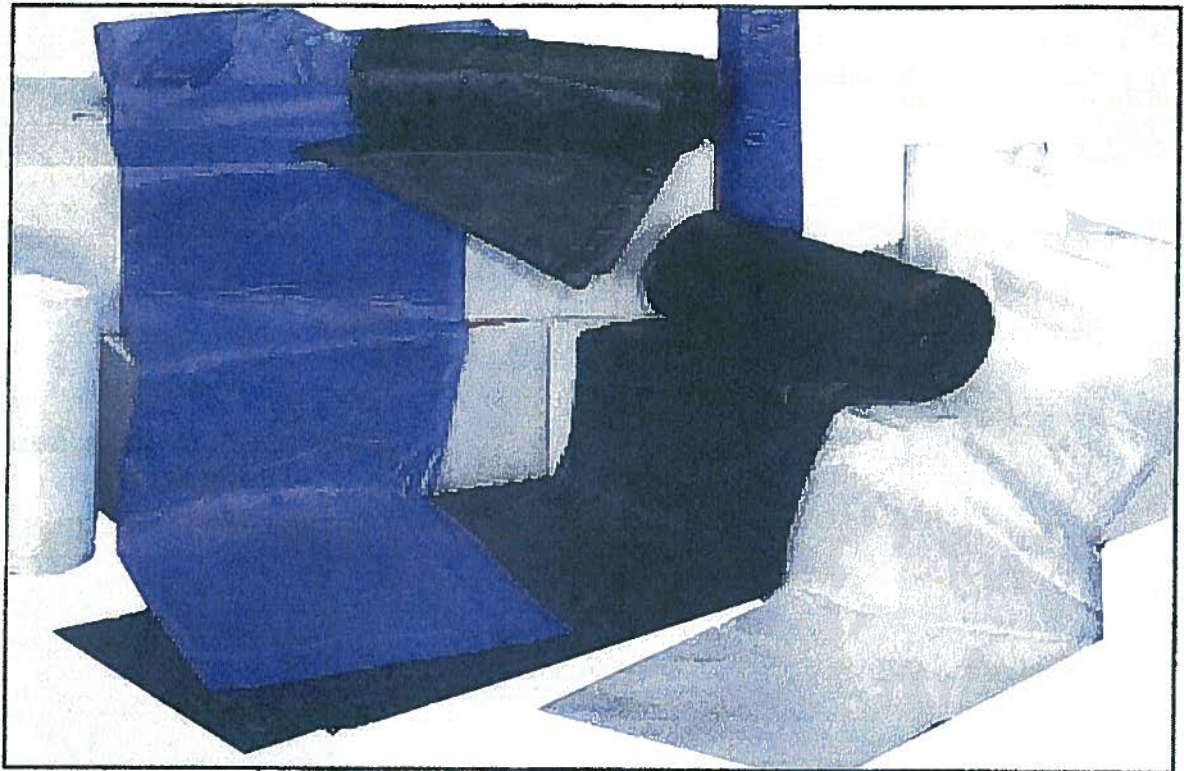
## ISSA Featured Product of the Month

Oasis Brands Inc.'s patented electronic Nvi® towel dispenser automatically dispenses roll towels at the wave of a hand. The recessed dispenser comes in a sleek, stainless steel design that looks good and takes up less room. Its touch-free design reduces cross-contamination and improves hygiene.



**NVI® DISPENSERS**

## Can Liners



### **Our Can Liners Meet LEED Requirements**

The High Density bags liners that we (UBM) uses are all under .7 mil (18 micron) and meet the source reduction guidelines set up by the EPA which LEED follows.

The 1.3-1.5 mil linear low liners also meet LEED Guidelines based upon the recycled content of at least 30%.



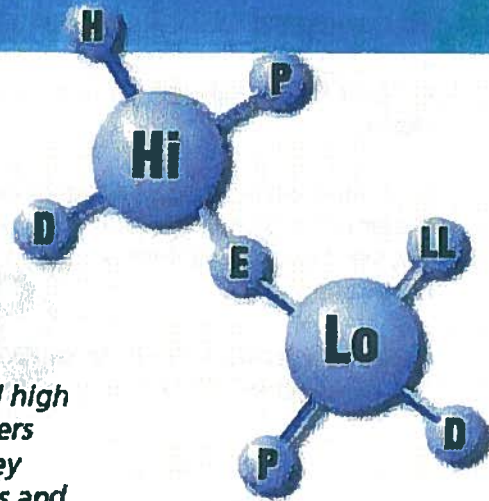
## Can Liners

# Hi/Lo Blended Technology...

### GO GREEN!

*Our Hi/Lo series of liners help meet source reduction guidelines by conserving resources and reducing municipal solid waste.*

*Made from a blend of virgin linear low and high density polyethylene, these ultra-strong liners are made to replace "repro" style bags. They provide greater consistency than repro bags and unmatched puncture resistance. If you're using heavy gauge repro liners, consider Colonial's competitively priced Hi/Lo replacements.*



### HI/LO BLEND

Item No.	Size	Color	Case Pack	Rating	Gallon Capacity	Max. Load	Cases/Pallet	Cube	Minimum Order
HL39XH	33 x 39	Black	100/cs	1.5 Mil	33	100	117	.38	9
HL46XH	40 x 46	Black	100/cs	1.5 Mil	40-45	100	117	.38	9
HL47XH	43 x 47	Black	100/cs	1.5 Mil	56 Glutton*	100	117	.38	9
HL50XH	46 x 50	Black	100/cs	1.5 Mil	50 Big Wheel*	100	90	.54	9
HL58XH	38 x 58	Black	100/cs	1.5 Mil	60	100	90	.54	9
HL39XXH	33 x 39	Black	100/cs	2 Mil+	33	150	117	.38	9
HL46XXH	40 x 46	Black	100/cs	2 Mil+	40-45	150	90	.54	9
HL47XXH	43 x 47	Black	100/cs	2 Mil+	56 Glutton*	150	90	.54	9
HL4255XXH	42 x 55	Black	100/cs	2 Mil+	55 Brute*	150	90	.54	9
HL58XXH	38 x 58	Black	100/cs	2 Mil+	60	150	90	.54	9
HLC58XXH	38 x 58	Clear	100/cs	2 Mil+	60	150	90	.54	9



**Perfect Cleaning Service uses vacuums that are CRI Certified Green Label Equipment.**

To receive the CRI Green Label Endorsement, Vacs must excel at:

- **Soil Removal** — A vacuum must remove a set amount of soil from a carpet in four passes.
- **Dust Containment** — No more than 100 micrograms of dust particles per cubic meter of air by the vacuum. This protocol evaluates the total amount of dust particles released by the vacuum, and is more stringent than the National Ambient Air Quality Standards.
- **Carpet Appearance Retention** — In one year of normal use, the vacuum should not affect the appearance of the carpet more than a one-step change.

**EUR5845 Bagless  
CyClonic True Hepa  
Upright Vac**



**EUR5713  
Hepa Filtration  
Upright Vac**



**Pro Team  
Super Coach Pro**



## Power Floor Maintenance Equipment

### Product Name BR-2000-DC

#### Pad Drive System

Pad speed burnishing 2000 rpm @ full load (15 amps)

Motor volts 120 V

Motor HP 1.5 hp / 1.12 kW

Motor type Direct drive, permanent magnet DC, circuit breaker protected

Pad diameter 20 in / 510 mm

Motor amps 15 A

Pad drive description Flexible disk with centering lock, free floating, accommodates uneven floors

Pad pressure Adjustable 15-45 lb / 7-20 kg

#### Debris Recovery System

Dust control system Built-in dust collection system with flexible dust skirt

Filter description Cloth filter bag (standard), filters w/ 99.9% efficiency at 0.3 micron

#### Dimensions/Weight/Sound level

Length 31.5 in / 800 mm

Width 22.5 in / 570 mm

Height 47 in / 1190 mm

Net weight 92 lb / 42 kg

Sound level (operator's ears) 66 dBA

#### Power Cord

Power cord length 75 ft / 23 m

Power cord type 14 gauge, 3-wire, ST-Safety yellow cord

#### Approvals

CSA , ETL



## **Standard Operating Procedures and Strategies**

### ***Effective Cleaning, General:***

Maintain an authorized list of cleaning chemicals for use within the building that complies with the requirements in this document.

Do NOT allow unauthorized products to be brought into the facility without prior review and approval by the building management.

Use floor care products that meet the requirements in this program document whenever possible as long as product performance does not cause increased frequency in stripping and re-coating thereby causing increased waste and pollution.

*Protection of Vulnerable Occupants:* Work with building management to evaluate and identify building occupants who are disproportionately affected by cleaning practices and propose methods to minimize impacts on those groups.

*Chemical concentrates and dilution systems:* Use chemical concentrates and portion-controlled dilution systems whenever possible as an alternative to open dilution systems or non-concentrated products. This can greatly reduce packaging, transportation costs, and chemical consumption.

### ***Safe Handling and Equipment Storage of Cleaning Products:***

Store equipment and products in designated areas with proper venting.

Store any flammable products far away from any potential heat source – such as a water heater or heating unit.

Store acid-based products (e.g. bowl cleaning, lime remover) in a separate area from alkaline-based products (e.g. floor finish stripper). Use extra caution that any products containing any form of chlorine (e.g. mildew remover) be secured separately from acid-based products. Combining these will create a deadly gas. Contractor shall train employees in the appropriate safety measures to ensure compliance to the requirements in this subsection.

Keep all chemicals below eye level to prevent accidental injury.

Only mix cleaning chemicals in designated janitor closets.



Only dispose of cleaning solutions into drains properly plumbed for liquid waste disposal – never outside.

Wear proper personal protective equipment while mixing, dispensing or disposing of cleaning solutions to include at a minimum: goggles or splash glasses and disposable vinyl, latex or rubber gloves.

Use dilution control dispensing systems whenever available.

Ensure that backflow prevention attachments are used per local plumbing code.

Have an eye wash bottle within reach of any battery charging station.

Control cords from any equipment or chargers so that they are not near, or capable of falling near, a water source within the storage area.

***Entryway Systems:***

Matting should be installed at every building entry.

Keep outside entry walkway free of debris through daily cleaning.

Thoroughly vacuum all entryway matting at least once each day.

Use carpet care chemicals that meet the requirements of Green Seal or Environmental Choice standards.

Monitor the condition of matting systems and report any deficiencies.

## **Hard Floor Maintenance—Standard Operating Procedures**

### ***Routine Cleaning: Dust Mop***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Remove Furniture
- Step 3: Sweep Out Corners and Crevices
- Step 4: Spray Dust Mop
- Step 5: Dust Mop Floor
- Step 6: Pick Up Soil and Debris
- Step 7: Vacuum Dust Mop

### ***Routine Cleaning: Damp Mop***

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Prepare Neutral Cleaner and Gather Supplies
- Step 4: Damp Mop: Flat Mop System
- Step 5: Replace Mats and Furniture, and Remove Wet Floor Signs
- Step 6: Clean and Return Equipment to Storage Area

### ***Routine Cleaning: Auto Scrub***

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Fill Autoscrubber
- Step 4: Autoscrub Floor
- Step 5: Replace Mats and Furniture, and Remove "Wet Floor" Signs
- Step 6: Clean and Return Equipment to Storage Area

### ***Interim Gloss Restoration & Protection***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: High Speed Burnish the Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Gloss Protection: Spray Buff***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Perform Complete Dust Mop Procedure
- Step 3: Wet Clean Floor
- Step 4: Spray Buff the Floor
- Step 5: Clean and Return Equipment to Storage Area

## **Hard Floor Maintenance—Standard Operating Procedures—Continued**

### ***Gloss Protection: Floor Finish Restorer***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: Restore Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Interim Floor Care: Top Scrub & Recoat***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3 Option 1: Top Scrub: Autoscrub
- Step 3 Option 2: Top Scrub: Low-Speed Floor Machine
- Step 4: Recoat Floor
- Step 5: Clean and Return Equipment to Storage Area

### ***Complete Strip out, Seal & Finish***

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Strip and Rinse
- Step 4: Seal and Finish
- Step 5: Clean and Return Equipment to Storage Area



## **Carpet Maintenance—Standard Operating Procedures**

### ***Vacuuming***

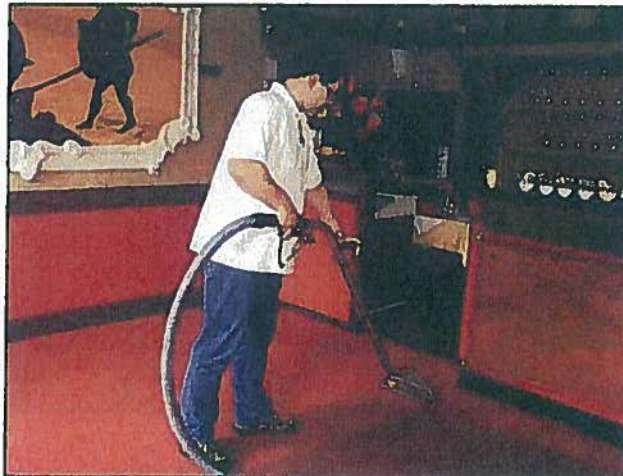
- Step 1: Gather Supplies**
- Step 2: Vacuum Edges**
- Step 3: Vacuum Carpet**
- Step 4: Clean and Return Equipment to Storage Area**

### ***Carpet Extraction***

- Step 1: Perform Complete Vacuum and Spot/ Gum Procedures**
- Step 2: Gather Supplies and Apply Personal Protective Equipment**
- Step 3: Prepare Sprayers and Fill Extractor**
- Step 4: Add Defoamer**
- Step 5: Remove Furniture and Place "Wet Floor" Signs**
- Step 6: Pretreat Heavy Traffic Areas**
- Step 7: Spray Area**
- Step 8: Extraction**
- Step 9: Clean and Return Equipment to Storage Room**
- Step 10: Replace Furniture and Remove "Wet Floor" Signs**

### ***Bonnet Cleaning***

- Step 1: Perform Complete Vacuuming and Spot/Gum Procedures**
- Step 2: Gather Supplies and Apply Personal Protective Equipment**
- Step 3: Prepare Sprayer Pump or Solution Tank**
- Step 4: Remove Furniture and Place "Wet Floor" Signs**
- Step 5: Spray Area and Bonnet Clean**
- Step 6: Clean and Return Equipment to Storage Area**
- Step 7: Replace Furniture and Remove "Wet Floor" Signs**



## **Perfect Cleaning Service**







Elaine Geallis <[egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)>

---

## Questions regarding union contracts - Glenbrook High Schools District 225

1 message

---

**Leboff, Katelyn** <[kleboff@gcaservices.com](mailto:kleboff@gcaservices.com)>

Thu, Nov 20, 2014 at 11:30 AM

To: "[foia@glenbrook225.org](mailto:foia@glenbrook225.org)" <[foia@glenbrook225.org](mailto:foia@glenbrook225.org)>

Hello,

My name is Katelyn Leboff, a marketing coordinator for GCA Education Services. I was wondering if you could tell me of any union contracts that you currently have and if so, when they will terminate? I am looking for contracts pertaining to facilities and maintenance services like custodial and grounds. Thank you!

Sincerely,

Katelyn Leboff

Marketing Coordinator

*GCA Education Services, Inc.*

*4702 Western Ave., Suite 101*

*Knoxville, TN 37921*

*Office: [865.588.8063](tel:865.588.8063)*

*Cell: [804.212.9634](tel:804.212.9634)*

*Office: [865.824.1427](tel:865.824.1427)*

*[kLeboff@gcaservices.com](mailto:kLeboff@gcaservices.com)*

*[gcaservices.com](http://gcaservices.com)*

**QUALITY MEASURED MANAGED GUARANTEED**



Elaine Geallis <egeallis@glenbrook225.org>

---

## Re: FOIA: Questions regarding union contracts - Glenbrook High Schools District 225

1 message

---

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: "Leboff, Katelyn" <kleboff@gcaservices.com>  
Bcc: egeallis@glenbrook225.org

Fri, Nov 21, 2014 at 12:23 PM

Dear Ms. Leboff,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 11/20/14 we received your request for the following information:

- any union contracts that you currently have and if so, when they will terminate? I am looking for contracts pertaining to facilities and maintenance services like custodial and grounds.

### **District response:**

Our Plant Operations Department which consists of Maintenance, Custodial and Grounds personnel does not have a union.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Thu, Nov 20, 2014 at 11:30 AM, Leboff, Katelyn <kleboff@gcaservices.com> wrote:

Hello,

My name is Katelyn Leboff, a marketing coordinator for GCA Education Services. I was wondering if you could tell me of any union contracts that you currently have and if so, when they will terminate? I am looking for contracts pertaining to facilities and maintenance services like custodial and grounds. Thank you!

Sincerely,

Katelyn Leboff

Marketing Coordinator

*GCA Education Services, Inc.*

*4702 Western Ave., Suite 101*

*Knoxville, TN 37921*

*Office: [865.588.8063](tel:865.588.8063)*

*Cell: [804.212.9634](tel:804.212.9634)*

*Office: [865.824.1427](tel:865.824.1427)*

*[kLeboff@gcaservices.com](mailto:kLeboff@gcaservices.com)*

*[gcaservices.com](http://gcaservices.com)*

**QUALITY MEASURED MANAGED GUARANTEED**