

Mayor and Council Session

700 Doug Davis Drive
Hapeville, GA 30354

February 5, 2019 6:00PM

Agenda

1. Call To Order

2. Roll Call

Mayor Alan Hallman
Councilman at Large Travis Horsley
Councilman Ward I Mark Adams
Councilman Ward II Chloe Alexander

3. Welcome

4. Pledge Of Allegiance

5. Invocation

6. Presentation

6.I. Showcasing Of The New Hapeville Video Created By ATL Airport District

Background:

The new video created by ATL Airport District to help promote Hapeville will be showcased at the meeting on Tuesday. Please visit <HTTPS://WWW.ATLDISTRICT.COM/HAPEVILLE/> to view video.

7. Public Hearing

7.I. Consideration And Action On Sign Ordinance Text Amendment - 1st Reading

Background:

In reviewing the Sign Ordinance, staff found a section of the code requiring the registration and annual renewal of a fee (\$50 initial registration/\$25 annual renewal) for all non-conforming signs in the City. The Code requires all new signs to be compliant with Code and any modifications to existing signs, other than replacement of the face of the sign, to meet current Code requirements. Code requires regular maintenance of signs and prescribes remedies for those not meeting maintenance requirements.

After discussions with various Departments within the City, staff is recommending that the registration of non-conforming signs be struck from the Code. There is little to no benefit to the City for this registration given the other Code requirements.

The Planning Commission considered this item on January 15, 2019 and recommended the Mayor and Council approve the text amendment. Staff supported their recommendation.

Documents:

[PLANNERS REPORT TEXT AMENDMENT NON CONFORMING SIGN FEES.PDF](#)
[ORDINANCE TO AMEND ZONING SIGNS DELETE FEE.PDF](#)
[SUMMARY MINUTES - 01-15-2019.PDF](#)

7.II. Consideration And Action On U-V, Urban Village Zone Text Amendment - 1st Reading
Background:

In reviewing the U-V, Urban Village Zoning Ordinance, staff found a section of the code that is unclear. It appears to require all U-V developments provide a 15' landscape buffer to an adjacent residential zone. U-V allows for single family dwellings. A 15' landscape buffer is unnecessary and not required with other single family zoning districts. The resulting requirement may alter the nature of contiguous single family dwellings developments.

After discussions with various Departments within the City, Staff is recommending that language be added to clarify commercial versus single family/residential uses within the U-V Urban Village.

The Planning Commission considered this item on January 15, 2019 and recommended the Mayor and Council approve the text amendment. Staff supported their recommendation.

Documents:

[ORDINANCE TO AMEND U-V REGARDING BUFFER REQUIREMENTS.PDF](#)
[SUMMARY MINUTES-01-15-2019.PDF](#)
[PLANNERS REPORT TEXT AMENDMENT U-V ZONING RESIDENTIAL.PDF](#)

8. Questions On Agenda Items

The public is encouraged to communicate their questions, concerns, and suggestions during Public Comments. The Council does listen to your concerns and will have Staff follow-up on any questions you raise. Any and all comments should be addressed to the Governing Body, not to the general public and delivered in a civil manner in keeping with common courtesy and decorum.

9. Consent Agenda

9.I. Approval Of Minutes

- January 8, 2019
- January 22, 2019

9.II. Approval Of Executive Session Minutes

- January 8, 2019
- January 22, 2019

9.III. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For Administration

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Administration Department. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City. Typically, the Administration Department shreds every other month incurring the minimum charge of \$25 each time.

Staff respectfully requests Council to authorize the Mayor to sign the attached

agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - ADMINISTRATION.PDF](#)

9.IV. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For The Police Department

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Police Department. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City. Typically, the Police Department shreds every other month incurring a \$50 charge each time.

Staff respectfully requests Council to authorize the Mayor to sign the attached agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - POLICE.PDF](#)

9.V. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For Municipal Court

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Municipal Court. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City.

Staff respectfully requests Council to authorize the Mayor to sign the attached agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - MUNICIPAL COURT.PDF](#)

9.VI. Consideration And Action To Authorize Mayor To Sign The Georgia Environmental Finance Authority (GEFA) Loan Documents

Background:

The Board of Directors of the Georgia Environmental Finance Authority approved the City's application for a drinking water state revolving fund loan in the amount of \$1,535,000 on January 28, 2019. The loan will be used for water meter change out and an AMI system (radio system used to read meters). Staff respectfully requests Council to authorize the Mayor to sign the attached documents.

Documents:

[GEFA LOAN AGREEMENT.PDF](#)
[PROMISSORY NOTE.PDF](#)
[TAX CERTIFICATE.PDF](#)
[ACH AUTHORIZATION FORM.PDF](#)
[8038G FORM.PDF](#)

9.VII. Consideration And Action To Enter Into A Contract With Waste Pro For Solid Waste Pickup & Recycling Services For The City Of Hapeville.

Background:

A Solid Waste & Recycling Services RFP was advertised in December of 2018. Three proposals were received and the highest ranking proposal was from Waste Pro. They have proposed the lowest price of \$ 16.52 per home for once a week garbage pickup, once a week containerized yard debris pickup and bi weekly curbside recycling pickup. The other proposals were Latham at \$ 19.98 and Advanced at \$ 23.95. This proposed service would prevent the City from having to replace an old garbage truck fleet and hire more staff. Furthermore, it would also allow for Solid Waste Customer fees to stay at the current rate and avoid significant increases.

Documents:

[COPY OF HAPEVILLE RESIDENTIAL SOLID WASTE-RECYCLING COLLECTION PROPOSAL SUMMARY.XLSX](#)
[RECYCLING COVER SHEET.PDF](#)
[WP CUSTOMER CARE 1.PDF](#)
[WP CUSTOMER CARE 2.PDF](#)
[WASTE PRO.PDF](#)

9.VIII. Consideration And Action To Negotiate With Novatech Copier Services

Background:

In December 2018, staff advertised a Request For Proposal for copier services. Staff received ten proposals which were narrowed down to the attached three. Determining factors in the selection process included pricing, service standards, distance, technical solutions, and references. Staff is requesting to negotiate with Novatech as they are the most reasonably priced out of the three that offers the desired features with top notch service solutions and times.

The new contract agreement will afford significant savings in rental and copy fees. Therefore, staff respectfully requests the go ahead to negotiate with Novatech.

Documents:

[NOVATECH INC. RESPONSE TO CITY OF HAPEVILLE RFP 20181114PC.PDF](#)
[GDP TECHNOLOGIES - HAPEVILLE RFP RESPONSE.PDF](#)
[CONSOLIDATED COPIER SERVICES RFP RESPONSE.PDF](#)
[COPIER PRICES.PDF](#)
[ADDITIONAL INFO..PDF](#)

10. Old Business

11. New Business

11.I. Consideration And Action On Resolution To Retire Glock 17 Pistol, Serial Number BGYM724 And Presentation Of Firearm To Retired Sergeant Connie Banks

Background:

The attached resolution authorizes the retirement of Sergeant Connie Banks' Glock 17 pistol, serial number BGYM724 and the removal of the firearm from the City of Hapeville's Police Department supply inventory.

The firearm will be presented to retired Sergeant Connie Banks during the meeting.

Documents:

[RESOLUTION - RETIREMENT OF POLICE OFFICER AND RETIREMENT OF
FIRE ARM \(02141710XA0B3B\).PDF](#)

- 11.II. Consideration And Action On Resolution In Recognition And Appreciation Of Delta Air Lines For Funding The Martin Luther King, Jr. National Historical Park

Background:

Attached is a resolution for consideration and action recognizing Delta Air Lines for the kind act of funding the MLK Jr. National Historical Park during the federal government shutdown.

Documents:

[RESOLUTION - DELTA AIR LINES.PDF](#)

- 11.III. Consideration And Action On Resolution In Recognition And Appreciation Of RaceTrac Petroleum Inc. And Georgia's Own Credit Union

Background:

Attached is a resolution for consideration and action recognizing RaceTrac and Georgia's Own Credit Union for their acts of kindness during the federal government shutdown.

Documents:

[RESOLUTION - RACETRAC AND GOCU.PDF](#)

- 11.IV. Consideration And Action On Homestead Exemption Resolution

Background:

Legal has prepared for Mayor and Council's consideration the attached resolution requesting the Representative and Senator representing the City of Hapeville introduce to the General Assembly legislation allowing for an increase in the City of Hapeville's homestead exemptions.

Documents:

[RESOLUTION - HOMESTEAD EXEMPTION \(02133436XA0B3B\).PDF](#)

- 11.V. Consideration On FY 2018 Final Budget Ordinance Amendment - 1st Reading

Background:

The attached information outlines a final budget amendment for Fiscal 2017-18. This amendment reflects increased revenues and re-alignment of departmental expenditures. Typically, the City processes 2-3 amendments per year. Should you have any questions, please feel free to contact the City Manager's Office.

Documents:

[BUDGET ADJUSTMENT SUM REPORT - 2018-V3.PDF](#)
[ORDINANCE TO AMEND BUDGET -2017-2018.PDF](#)
[2017-18 FINAL UNAUDITED FINANCIAL.PDF](#)

- 11.VI. Consideration And Action To Appoint A Member To The Hapeville Development Authority And The Development Authority Of The City Of Hapeville

Background:

The Hapeville Development Authority and the Development Authority of the City of

Hapeville both have a vacant seat available. Both seats were formerly held by Richard Murray. Attached are applications for Mayor and Council's consideration.

Documents:

[BOARD APPLICATION FORM - JACOB WATTS_REDACTED.PDF](#)
[BOARD APPLICATION FORM - CECILIA REME_REDACTED.PDF](#)
[BOARD APPLICATION FORM - KAYLA L. FORTNER_REDACTED.PDF](#)
[BOARD APPLICATION FORM - KARL DUFRENNE_REDACTED.PDF](#)

11.VII. Discussion And Review For City Planner And Community Services Concerning Community Forest Management Plan And Tree Ordinances

Background:

Councilman Horsley is initiating a discussion regarding trees within the City of Hapeville and a review of previous efforts at establishing a citywide community forest management plan. Councilman Horsley requests that staff work with the Georgia Forestry Commission to attain technical assistance in updating the City's tree ordinance to current best standards language in addition to the development of a community forest management plan. He requests to have staff collaborate and report back to Mayor and Council, and potential synergies between trees Atlanta and the City of Hapeville.

See attached document for more details.

Documents:

[COMMUNITY FOREST MANAGEMENT PLAN AND TREE ORDINANCES DOCUMENT.PDF](#)

11.VIII. Discussion Initiated By Councilman Horsley Regarding Staff Collaboration With ARC On Updating Watershed Ordinance In Coordination With The ARC's RFP For An Aerotropolis-Wide Watershed Study

Background:

The Atlanta Regional Commission will be issuing a public-bid (RFP) for an Aerotropolis-wide Watershed Study. This is a discussion item to give staff direction as to updating the City's respective ordinances as it relates to watershed, stormwater runoff, and watershed management in collaboration with the ARC's efforts. This goes along with the commitment made in the 'Finding the Flint' Resolution to make considerable headway to working on a new ordinance by the end of Fiscal Year 2019 (June 2019).

11.IX. Discussion Initiated By Councilman Horsley On The Georgia Outdoor Stewardship Amendment And Funding For Pocket Parks

Background:

With the recent passage of the Georgia Outdoor Stewardship Amendment, a new mechanism will be accessible for cities and municipalities to access for the acquisition of land for parks, and maintenance and beautification of current parks. The legal memo or policy is still under development from the Georgia Department of Natural Resources (DNR), per comments made from presentations at the Georgia Municipal Association Mayor's Day Conference. This discussion should serve to provide staff with direction as to how to follow up, collaboration, and potential work with GA DNR to create pocket-parks in Hapeville, GA.

11.X. Discussion Initiated By Councilman Horsley For The Allocation Of \$1500 And In-Kind Support For Tri-Cities Small Business Week Conference

Background:

A discussion regarding the allocation of \$1500 and in-kind support to the Tri-Cities Small Business Week Conference, to take place on May 2, 2019. Such monies would go towards the rental of a second room at the GICC building on the aforementioned date.

11.XI. Discussion Initiated By Councilman Horsley Regarding Recommendations For Pile Sizes For Yard Refuse

Background:

A discussion regarding the need for further specificity within the City of Hapeville ordinance regarding pile size, pile packaging, etc. with yard waste and yard refuse.

12. City Manager Report

13. Public Comments

Members of the public wishing to speak shall sign in with the City Clerk prior to the start of the meeting. Time limitations for Registered Comments are three (3) minutes per person. The total Registered Comment session shall not last more than fifteen (15) minutes unless extended by Council. Each member of the public, who fails to sign up with the City Clerk prior to the start of the meeting, wishing to address Mayor and Council shall have a total of two (2) minutes. The entire general comment session for Unregistered Comments shall not last more than ten (10) minutes unless extended by Council.

14. Mayor And Council Comments

15. Executive Session

When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).

16. Adjourn

Public involvement and citizen engagement is welcome as Hapeville operates a very open, accessible and transparent government. We do however remind our attendees/residents that there are times allocated for public comments on the agenda. In order for council to conduct their necessary business at each meeting, we respectfully ask that side-bar conversations and comments be reserved for the appropriate time during the meeting. This will allow the City Council to conduct the business at hand and afford our meeting attendees ample time for comments at the appropriate time during the meeting.



Planning & Zoning Planner's Report

TO: Adrienne Senter
FROM: Lynn M. Patterson, Planning Consultant for City of Hapeville
RE: Text Amendment for Sign Ordinance
DATE: January 15, 2019

BACKGROUND

In reviewing the Sign Ordinance, staff found a section of the code requiring the registration and annual renewal of a fee (\$50 initial registration/\$25 annual renewal) for all non-conforming signs in the City. The Code requires all new signs to be compliant with Code and any modifications to existing signs, other than replacement of the face of the sign, to meet current Code requirements. Code requires regular maintenance of signs and prescribes remedies for those not meeting maintenance requirements.

After discussions with various Departments within the City, staff is recommending that the registration of non-conforming signs be struck from the Code. There is little to no benefit to the City for this registration given the other Code requirements.

ARTICLE 3.3. - SIGNS AND MURALS

DIVISION 1. - SIGNS

Sec. 93-3.3-1. - Statement of purpose and intent.

- (a) This division seeks to create the legal framework necessary to ensure a comprehensive and balanced system of signs within the city. A comprehensive regulation is necessary to ensure that signs installed in the city are compatible with the unique nature and character of the community. The purpose of this division is to preserve the right of free speech and expression, facilitate appropriate communication between people and their environment, promote the public health, safety and welfare, and avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community appearance.

With these concepts in mind, the provisions in this division, which regulate signs by such factors as design, size, height, spacing and location, but not on the basis of any message conveyed by such signs, and also regulate the maintenance of signs, are hereby established to achieve the following purposes:

- (1) To protect the health, safety, general welfare and property values of residents and property owners of the city.
 - (2) To promote and implement the goals, objectives and policies adopted in the comprehensive plan.
 - (3) To effectively balance public and private objectives by allowing adequate signs for the needs of business and developers.
 - (4) To regulate the installation and placement of signs in order to provide safe operating conditions for pedestrians and motorists by eliminating unsafe, cluttered, distracting, or illegal signs.
 - (5) To promote the use of signs that are aesthetically pleasing, of appropriate scale, integrated with surrounding buildings and landscape, and compatible with the character of the surrounding area.
 - (6) To ensure the protection of free speech rights provided by the United States Constitution and the Georgia Constitution.
- (b) It is the intent of this division to:
- (1) Enable the public to locate and design sign facilities without difficulty or confusion.
 - (2) Provide functional flexibility, encourage variety and relate signing to basic principles of good design.
 - (3) Balance the rights of individuals to convey messages through signs and the right of the public to be protected against the unrestricted proliferation of signs by regulating signs on the basis of such factors as design, height, spacing, and location, but not on the basis of the content of any message conveyed thereby.
 - (4) Provide an enhanced visual environment for residents and visitors and protect existing view sheds in the community.
 - (5) Promote economic development.
 - (6) Ensure the fair and consistent enforcement of sign regulations.

Sec. 93-3.3-8. - Nonconforming signs.

- (a) The city finds that nonconforming signs may adversely affect the public health, safety and welfare. Such signs may adversely affect the aesthetic character of the city and may adversely affect public safety due to the visual impact and structural characteristics of such signs on motorists. Accordingly, the following registration requirements are found to be necessary to minimize these possible adverse effects through annual inspections essential to enabling the city to remain aware of the location and maintenance of nonconforming signs.
- ~~(b) The owner(s) or authorized agent(s) of each nonconforming sign located within the city shall register such nonconforming sign with the city planner no later than six months after the effective date of this division and shall thereafter renew this registration, annually. Any nonconforming sign that does not comply with these registration requirements shall be deemed an illegal sign and shall be subject to the regulations applicable to illegal signs and all other enforcement provisions. The city planner shall provide a form for registering a nonconforming sign and shall annually inspect such sign to ensure continued conformity in all other respects with all other provisions of this division and any other applicable city ordinances or regulations. The initial registration fee shall be \$50.00. Each~~

~~subsequent renewal fee shall be \$25.00. These fees are intended to offset administrative costs associated with monitoring compliance with this division.~~

- (c) Signs which on the effective date of this division were approved and legally erected under previous sign regulations and which became nonconforming with respect to the requirements of this division may continue in existence subject to the following restrictions:
 - (1) No change shall be made in the size of any nonconforming sign, nor shall any structural change be made to any such sign, unless the sign is brought into compliance with the provisions of this division.
 - (2) Any nonconforming sign declared to be unsafe by the code enforcement officer shall be removed or rendered safe and brought into compliance with the provisions of this division.
 - (3) No nonconforming sign damaged by fire or other causes to the extent of more than 50 percent of its assessed value shall be repaired or rebuilt except in compliance with this division. Repair work shall take place within six months of the incident that caused the damage.
 - (4) Any sign erected on public property or in a public right-of-way in violation of this division may be removed by duly authorized employees of the city and the responsible party may be cited for such violation.
- (d) A nonconforming sign shall not be replaced by another nonconforming sign, except the substitution or interchange of poster panels or dismountable material on nonconforming signs shall be permitted, provided such materials do not constitute structural elements.
 - (1) Minor repairs and maintenance of nonconforming signs shall be permitted. However, no structural repair or change in the size, shape or height of a nonconforming sign shall be permitted except to bring the sign into compliance with the requirements of this division.
 - (2) A nonconforming sign which meets all requirements of the City Code when erected may remain in place until one of the following conditions occurs:
 - a. The deterioration of the sign or damage to the sign renders the sign a hazard; or
 - b. The sign has been damaged to such extent that structural repairs are required to restore the sign. A structural repairs are any repair necessary to maintain the stability and structural integrity of the sign and are not merely aesthetic in nature.
 - (3) No structural repair, change in shape, size, height or design of a nonconforming sign shall be permitted except to render such sign in compliance with all requirements of this division.

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STATE OF GEORGIA CITY OF HAPEVILLE

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 93 (“ZONING”), ARTICLE 3.3 (“SIGNS AND MURALS”), DIVISION 1 (“SIGNS”), SECTION 93-3.3-8 (“NONCONFORMING SIGNS”) OF THE CODE OF ORDINANCES, CITY OF HAPEVILLE, GEORGIA; TO UPDATE THE CITY OF HAPEVILLE FEES FOR NONCONFORMING SIGNS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.

WHEREAS, the mayor and council shall have full power and authority to provide for the execution of all powers, functions, rights, privileges, duties and immunities of the city, its officers, agencies, or employees granted by the City of Hapeville’s Charter or by state law; and,

WHEREAS, the municipal government of the City of Hapeville (hereinafter “City”) and all powers of the City shall be vested in the mayor and council. The mayor and council shall be the legislative body of the City; and,

WHEREAS, existing ordinances, resolutions, rules and regulations of the City and its agencies now lawfully in effect not inconsistent with the provisions of the City’s charter shall remain effective until they have been repealed, modified or amended; and,

WHEREAS, amendments to any of the provisions of the City’s Code may be made by amending such provisions by specific reference to the section number of the City’s Code; and,

WHEREAS, every official act of the mayor and council which is to become law shall be by ordinance;

WHEREAS, the procedures required for amending the City’s zoning ordinance have been satisfied, including, but not limited to, notice and public hearings; and,

WHEREAS, the governing authority of the City finds it desirable to amend and update the ordinance regarding fees for nonconforming signs.

BE IT, AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA THAT:

Section One. Section 93-3.3-8 (Nonconforming Signs) in Chapter 93 (Zoning), Article 3.3 (Signs and Murals), Division 1 (Signs) of the City Code of Ordinances is hereby amended by striking subsection (b):

The owner(s) or authorized agent(s) of each nonconforming sign located within the city shall register such nonconforming sign with the city planner no later than six months after

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the effective date of this division and shall thereafter renew this registration, annually. Any nonconforming sign that does not comply with these registration requirements shall be deemed an illegal sign and shall be subject to the regulations applicable to illegal signs and all other enforcement provisions. The city planner shall provide a form for registering a nonconforming sign and shall annually inspect such sign to ensure continued conformity in all other respects with all other provisions of this division and any other applicable city ordinances or regulations. The initial registration fee shall be \$50.00. Each subsequent renewal fee shall be \$25.00. These fees are intended to offset administrative costs associated with monitoring compliance with this division.

and inserting in lieu thereof the following language:

Reserved.

Section Two. Codification and Certify. This Ordinance adopted hereby shall be codified and certified in a manner consistent with the laws of the State of Georgia and the City.

Section Three. Severability.

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section Four. Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section Five. Effective Date. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

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ORDAINED this _____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

Alan H. Hallman, Mayor

ATTEST:

City Clerk

APPROVED BY:

City Attorney

Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354

January 15, 2019 6:00PM

SUMMARY MINUTES

1. Welcome and Introduction

Chairman Brian Wismer called the meeting to order at 6:00 p.m. in the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. Members in attendance included Vice Chairman Jeanne Rast, Lucy Dolan, Larry Martin and Charlotte Rentz. City Planner Lynn Patterson and Secretary Adrienne Senter were also present.

Commissioners Mark Farah and Kaity Ferrero were unable to attend the meeting.

MOTION ITEM: Larry Martin made a motion, Jeanne Rast seconded to move item 4(b) Zoning Map Amendment to item 5, Old Business. Motion Carried: 4-0.

2. Election of Officers

- Chairman

MOTION ITEM: Lucy Dolan made a motion, Charlotte Rentz seconded to re-elect Brian Wismer as Chairman. Motion Carried: 4-0.

- Vice Chairman

MOTION ITEM: Lucy Dolan made a motion, Larry Martin seconded to re-elect Jeanne Rast as Vice Chairman. Motion Carried: 4-0.

3. Minutes of December 11, 2018

MOTION ITEM: Lucy Dolan made a motion, Larry Martin seconded to approve the minutes of December 11, 2018 as submitted. Motion Carried: 4-0.

4. New Business

a. 3290 North Whitney Avenue

Site Plan Review

Samuel Kirkland, on behalf of owner Jann Levesque, requested site plan approval to construct a 2,487-sf, two-story home with an attached garage at 3290 North Whitney Avenue, Parcel Identification Number 14 009800160337. The property is zoned R-1, One Family Detached and is .311 acres. **Approved with Conditions**

Public Comment – None.

5. Old Business

a. Official Zoning Map

Text Amendment

Consideration of an Ordinance to amend Chapter 93, Zoning, of the Code of Ordinances for the City of Hapeville, Georgia regarding the Zoning Map.

Staff proposed zoning map amendments to rezone properties within the City limits that are currently zoned C-R, Commercial-Residential to V, Village. The C-R zoning is quite complex and restrictive in terms of allowable uses and dimensional requirements whereas the V, Village zoning offers compatibility in terms of intent to C-R with greater ease.

Commissioner Larry Martin discussed concern regarding the property located on the northeast side of InCiti Suites as he expressed desire to rezone that property as residential only.

Public Comment – None.

After further discussion, the following action was taken:

MOTION ITEM: Jeanne Rast made a motion, Charlotte Rentz seconded recommend the Mayor and Council approve the Official Zoning Map amendment as submitted. Motion Carried: 4-0.

b. Chart of Dimensional Requirements

Text Amendment

Consideration of an amendment to Chapter 93, Zoning, Sec. 93-22.1-1, Chart of Dimensional Requirements as it relates to minimum dwelling size.

Recommended approval with changes.

c. Accessory Buildings Code Sections

Text Amendment

Consideration of an amendment to Chapter 93, Zoning, Sec. 93-2-5, Accessory uses, accessory buildings, yard requirements of accessory buildings, outbuildings and fences as it relates to running water to accessory structures.

There was discussion regarding allowing water service to accessory structures. Currently, water supply or discharge is prohibited, and the intent is to discourage residential occupancy of any kind within an accessory structure.

The Commission discuss several options that would allow residents to provide utilities to accessory structures but give the city regulations to monitor the use.

Public Comment – None.

After further discussion, the following action was taken:

MOTION ITEM: Jeanne Rast made a motion, Larry Martin seconded to table the accessory use text amendment until the March 12, 2019 to allow staff time adequate time to complete further research based upon the Commission's discussion. Motion Carried: 4-0.

d. Sign Ordinance

Text Amendment

Consideration of an Ordinance to amend Article 3.3, Signs and Murals, Sec. 93-3.3-1, that the registration of non-conforming signs be struck from the Code.

Public Comment – None.

MOTION ITEM: Jeanne Rast made a motion, Lucy Dolan seconded to recommend the Mayor and Council approve the Sign Ordinance text amendment. Motion Carried: 3-0.

e. U-V, Urban Village Zone

Text Amendment

Consideration of an Ordinance to amend Article 11.2 U-V, Urban Village, Sec. 93-11.2-1 for the purpose of adding language to clarify commercial versus single family/residential uses within the U-V Urban Village zoning district.

Public Comment – None.

MOTION ITEM: Larry Martin made a motion, Lucy Dolan seconded to recommend the Mayor and Council approve the U-V, Urban Village text amendment. Motion Carried: 4-0.

6. Next Meeting Date – February 12, 2019 at 6:00PM

7. Adjourn

MOTION ITEM: Larry Martin made a motion, Jeanne Rast seconded to adjourn the meeting at 8:07 p.m. Motion Carried: 4-0.

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STATE OF GEORGIA CITY OF HAPEVILLE

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 93 (“ZONING”), ARTICLE 11.2 (“U-V ZONE (URBAN VILLAGE)”), SECTION 93-11.2-7 (“AREA, PLACEMENT, AND BUFFERING REQUIREMENTS”) OF THE CODE OF ORDINANCES, CITY OF HAPEVILLE, GEORGIA; TO UPDATE THE CITY OF HAPEVILLE RESIDENTIAL BUFFER REQUIREMENTS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.

WHEREAS, the mayor and council shall have full power and authority to provide for the execution of all powers, functions, rights, privileges, duties and immunities of the city, its officers, agencies, or employees granted by the City of Hapeville’s Charter or by state law; and,

WHEREAS, the municipal government of the City of Hapeville (hereinafter “City”) and all powers of the City shall be vested in the mayor and council. The mayor and council shall be the legislative body of the City; and,

WHEREAS, existing ordinances, resolutions, rules and regulations of the City and its agencies now lawfully in effect not inconsistent with the provisions of the City’s charter shall remain effective until they have been repealed, modified or amended; and,

WHEREAS, amendments to any of the provisions of the City’s Code may be made by amending such provisions by specific reference to the section number of the City’s Code; and,

WHEREAS, every official act of the mayor and council which is to become law shall be by ordinance;

WHEREAS, the procedures required for amending the City’s zoning ordinance have been satisfied, including, but not limited to, notice and public hearings; and,

WHEREAS, the governing authority of the City finds it desirable to amend and update the ordinance regarding residential buffer requirements in the U-V Zone.

BE IT, AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA THAT:

Section One. Section 93-11.2-7 (Area, placement, and buffering requirements) in Chapter 93 (Zoning), Article 11.2 (U-V Zone (Urban Village)) of the City Code of Ordinances is hereby amended by striking subsection (8) in its entirety:

(8) *Residential buffer.* Where this district adjoins a residential zone, new development shall provide an attractive physical barrier between different zones as necessary to minimize

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disruptive light, noise, odor, dust, unsightly appearances and intrusive activity relative to the residential zone. A smooth transition to adjacent residential zones shall be ensured by the provision of:

- a. A minimum 15-foot landscaped buffer located within the U-V zone along the district line. Said buffer shall be planted with a minimum of one tree per 40 linear feet. Shrubs, flowers or grasses shall also be provided and maintained to visually screen non-residential areas and provide an attractive boundary that encourages continued investment in the adjacent residential zones.
- b. A permanent opaque wall between six and eight feet in height and faced in wood, stacked stone, brick or hard-coat true stucco. Said wall may be located anywhere within the required landscaped buffer.
- c. Where an alley separates this zone from a residential zone, the required landscape buffer and permanent opaque wall shall be provided on the portion of the U-V-zoned property adjacent to the alley.

and inserting in lieu thereof the following language:

(8) *Residential buffer.* Where this district adjoins a residential zone, specifically when a commercial or mixed use in the U-V district abuts the residential district, all new developments must provide an attractive physical barrier between different zones as necessary to minimize disruptive light, noise, odor, dust, unsightly appearances and intrusive activity relative to the residential zone. A smooth transition to adjacent residential zones shall be ensured by the provision of:

- a. A minimum 15-foot landscaped buffer located within the U-V zone along the district line. Said buffer shall be planted with a minimum of one tree per 40 linear feet. Shrubs, flowers or grasses shall also be provided and maintained to visually screen non-residential areas and provide an attractive boundary that encourages continued investment in the adjacent residential zones.
- b. A permanent opaque wall between six and eight feet in height and faced in wood, stacked stone, brick or hard-coat true stucco. Said wall may be located anywhere within the required landscaped buffer.
- c. Where an alley separates this zone from a residential zone, the required landscape buffer and permanent opaque wall shall be provided on the portion of the U-V-zoned property adjacent to the alley.

Section Two. Codification and Certify. This Ordinance adopted hereby shall be codified and certified in a manner consistent with the laws of the State of Georgia and the City.

Section Three. Severability.

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(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section Four. Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section Five. Effective Date. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

ORDAINED this _____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

Alan H. Hallman, Mayor

ATTEST:

City Clerk

DRAFT

APPROVED BY:

City Attorney

Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354

January 15, 2019 6:00PM

SUMMARY MINUTES

1. Welcome and Introduction

Chairman Brian Wismer called the meeting to order at 6:00 p.m. in the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. Members in attendance included Vice Chairman Jeanne Rast, Lucy Dolan, Larry Martin and Charlotte Rentz. City Planner Lynn Patterson and Secretary Adrienne Senter were also present.

Commissioners Mark Farah and Kaity Ferrero were unable to attend the meeting.

MOTION ITEM: Larry Martin made a motion, Jeanne Rast seconded to move item 4(b) Zoning Map Amendment to item 5, Old Business. Motion Carried: 4-0.

2. Election of Officers

- Chairman

MOTION ITEM: Lucy Dolan made a motion, Charlotte Rentz seconded to re-elect Brian Wismer as Chairman. Motion Carried: 4-0.

- Vice Chairman

MOTION ITEM: Lucy Dolan made a motion, Larry Martin seconded to re-elect Jeanne Rast as Vice Chairman. Motion Carried: 4-0.

3. Minutes of December 11, 2018

MOTION ITEM: Lucy Dolan made a motion, Larry Martin seconded to approve the minutes of December 11, 2018 as submitted. Motion Carried: 4-0.

4. New Business

a. 3290 North Whitney Avenue

Site Plan Review

Samuel Kirkland, on behalf of owner Jann Levesque, requested site plan approval to construct a 2,487-sf, two-story home with an attached garage at 3290 North Whitney Avenue, Parcel Identification Number 14 009800160337. The property is zoned R-1, One Family Detached and is .311 acres. **Approved with Conditions**

Public Comment – None.

5. Old Business

a. Official Zoning Map

Text Amendment

Consideration of an Ordinance to amend Chapter 93, Zoning, of the Code of Ordinances for the City of Hapeville, Georgia regarding the Zoning Map.

Staff proposed zoning map amendments to rezone properties within the City limits that are currently zoned C-R, Commercial-Residential to V, Village. The C-R zoning is quite complex and restrictive in terms of allowable uses and dimensional requirements whereas the V, Village zoning offers compatibility in terms of intent to C-R with greater ease.

Commissioner Larry Martin discussed concern regarding the property located on the northeast side of InCiti Suites as he expressed desire to rezone that property as residential only.

Public Comment – None.

After further discussion, the following action was taken:

MOTION ITEM: Jeanne Rast made a motion, Charlotte Rentz seconded recommend the Mayor and Council approve the Official Zoning Map amendment as submitted. Motion Carried: 4-0.

b. Chart of Dimensional Requirements

Text Amendment

Consideration of an amendment to Chapter 93, Zoning, Sec. 93-22.1-1, Chart of Dimensional Requirements as it relates to minimum dwelling size.

Recommended approval with changes.

c. Accessory Buildings Code Sections

Text Amendment

Consideration of an amendment to Chapter 93, Zoning, Sec. 93-2-5, Accessory uses, accessory buildings, yard requirements of accessory buildings, outbuildings and fences as it relates to running water to accessory structures.

There was discussion regarding allowing water service to accessory structures. Currently, water supply or discharge is prohibited, and the intent is to discourage residential occupancy of any kind within an accessory structure.

The Commission discuss several options that would allow residents to provide utilities to accessory structures but give the city regulations to monitor the use.

Public Comment – None.

After further discussion, the following action was taken:

MOTION ITEM: Jeanne Rast made a motion, Larry Martin seconded to table the accessory use text amendment until the March 12, 2019 to allow staff time adequate time to complete further research based upon the Commission's discussion. Motion Carried: 4-0.

d. Sign Ordinance

Text Amendment

Consideration of an Ordinance to amend Article 3.3, Signs and Murals, Sec. 93-3.3-1, that the registration of non-conforming signs be struck from the Code.

Public Comment – None.

MOTION ITEM: Jeanne Rast made a motion, Lucy Dolan seconded to recommend the Mayor and Council approve the Sign Ordinance text amendment. Motion Carried: 3-0.

e. U-V, Urban Village Zone

Text Amendment

Consideration of an Ordinance to amend Article 11.2 U-V, Urban Village, Sec. 93-11.2-1 for the purpose of adding language to clarify commercial versus single family/residential uses within the U-V Urban Village zoning district.

Public Comment – None.

MOTION ITEM: Larry Martin made a motion, Lucy Dolan seconded to recommend the Mayor and Council approve the U-V, Urban Village text amendment. Motion Carried: 4-0.

6. Next Meeting Date – February 12, 2019 at 6:00PM

7. Adjourn

MOTION ITEM: Larry Martin made a motion, Jeanne Rast seconded to adjourn the meeting at 8:07 p.m. Motion Carried: 4-0.



Planning & Zoning Planner's Report

TO: Adrienne Senter
FROM: Lynn M. Patterson, Planning Consultant for City of Hapeville
RE: Text Amendment for U-V Zoning District
DATE: January 15, 2019

BACKGROUND

In reviewing the U-V, Urban Village Zoning Ordinance, staff found a section of the code that is unclear. It appears to require all U-V developments provide a 15' landscape buffer to an adjacent residential zone. U-V allows for single family dwellings. A 15' landscape buffer is unnecessary and not required with other single family zoning districts. The resulting requirement may alter the nature of contiguous single family dwellings developments.

After discussions with various Departments within the City, Staff is recommending that language be added to clarify commercial versus single family/residential uses within the U-V Urban Village.

Article 11.2 U-V, Urban Village

Sec. 93-11.2-1. - Intent.

The U-V district is established in order to:

- (1) Accommodate a mixed-use, urban fabric that preserves neighborhood scale;
- (2) Accommodate residents in the district with pedestrian access to services and employment typical of a live/work community;
- (3) Promote neighborhoods established near shopping and employment centers;
- (4) Encourage pedestrian and neighborhood uses in the commercial area;
- (5) Discourage land uses that are automobile or transportation related;
- (6) Exclude industrial uses such as manufacturing, processing and warehousing;
- (7) Promote retail and related commercial uses such as business offices, florists, card shops, antique shops, new apparel shops and banks; and

- (8) Encourage intensified mixed-use with commercial uses on the ground floor and dwellings above.

Sec. 93-11.2-7. - Area, placement, and buffering requirements.

All buildings or structures erected, converted or structurally altered shall hereafter comply with the following lot area, yard, and building coverage requirements:

- (1) *Lot area and width.* The minimum area shall be established by the restriction governing lot coverage, setbacks, height, and parking requirement as found in article 22.1. Generally, no lot shall have a minimum frontage of less than 20 feet; however, single-family residential lots shall have a minimum frontage of 30 feet.
- (2) *Front yard.* See subsection (3) below.
- (3) *Build-to line.* The minimum build-to line shall be zero feet and the maximum shall be 15 feet, provided that the maximum build-to line may be increased as determined to be necessary and advisable by the city planning commission in the course of its site plan review process. In determining such increase, the city planning commission shall consider the size and configuration of the proposed buildings, their relationship to the existing and proposed thoroughfares, the relationship to existing and proposed parks and plazas, the location of existing mature trees, and supplemental area of adjacent structures. Where the built-to line is modified to provide parks and plazas, said facilities shall be directly accessible to the public during normal city park hours.
- (4) *Side yards.* There shall be no minimum side yard requirement except as required by subsection (8) of this section for residential zone buffers.
- (5) *Rear yards.* There shall be no minimum rear yard requirements except as required by subsection (8) of this section for residential zone buffers.
- (6) *Distance between buildings.* Section 93-2-6 notwithstanding, the minimum distance between two buildings on a single lot or on contiguous property under the same ownership shall be ten feet, plus four additional feet for every story or fraction thereof that the building exceeds three stories, or such distance determined necessary by the city planning commission to enhance the aesthetics of development. All exterior walls shall be designed per the International Residential Building Code 2003, as amended, or the International Building Code 2003, as amended. Adjoining buildings, whether commercial, residential, or mixed-use, shall have sprinkler systems and there shall be a fire resistance rating of one hour between buildings and occupancies that are side-by-side and top and bottom. However, if a building is a single-family dwelling and the adjacent building is closer than 15 feet there can be no vertical openings (windows) between the two structures of buildings that exist within 15 feet of the horizontal fire separation.
- (7) *Height regulations.* No building or structure shall be less than 24 feet in height or exceed four stories or a 64 feet in height, provided the city planning commission may allow a development with greater height via site plan approval, if it finds that:
 - a. The proposed height will not adversely impact adjacent properties or nearby residential neighborhoods.
 - b. The added height is necessary to support redevelopment of an area, which currently contains uses that have an adverse impact upon adjacent neighborhoods.

- c. The proposed development is designed to facilitate the objectives and strategies of an officially adopted master plan, an LCI Study or the current comprehensive plan.
 - d. The proposed development meets approval from the fire department and FAA.
 - e. The proposed development meets the sprinkling standards set forth by the fire department. It shall meet the requirements as set forth in NFPA (13)(D), standard for the installation of sprinkler systems in one-family or two-family dwellings and NFPA (13)(R) for residential occupancies up to and including four stories in height. All others shall be required to meet NFPA (13) standard for the installation of sprinklers.
- (8) *Residential buffer.* Where this district adjoins a residential zone, new development shall provide an attractive physical barrier between different zones when a commercial or mixed use in the U-V district abuts the residential district –as necessary to minimize disruptive light, noise, odor, dust, unsightly appearances and intrusive activity relative to the residential zone. A smooth transition to adjacent residential zones shall be ensured by the provision of:
- a. A minimum 15-foot landscaped buffer located within the U-V zone along the district line. Said buffer shall be planted with a minimum of one tree per 40 linear feet. Shrubs, flowers or grasses shall also be provided and maintained to visually screen non-residential areas and provide an attractive boundary that encourages continued investment in the adjacent residential zones.
 - b. A permanent opaque wall between six and eight feet in height and faced in wood, stacked stone, brick or hard-coat true stucco. Said wall may be located anywhere within the required landscaped buffer.
 - c. Where an alley separates this zone from a residential zone, the required landscape buffer and permanent opaque wall shall be provided on the portion of the U-V-zoned property adjacent to the alley.



When Trust is a Must...

RECORDS STORAGE

DOCUMENT IMAGING

SECURE SHREDDING



3077 Oakcliff
Industrial Street
Atlanta, Georgia
30340-2902

Phone:
770-457-2738

Fax:
770-670-4657

Web Site:
www.jwrecordsmanagement.com

AGREEMENT

This Secure Destruction Service Agreement between **J.W. Records Management** (hereinafter referred to as "JWRM") and **City of Hapeville** (hereinafter referred to as "Customer"), is effective as of January 29, 2019 and will continue through January 29, 2022.

Notification: For purposes of any notices under this Agreement, they shall be given as follows:

As to Customer:

Company Name: City of Hapeville

Address: 3468 N. Fulton Avenue

Hapeville, GA 30354

Attention: Crystal Griggs-Epps

Telephone: 404-766-3004

As to JWRM:

J.W. Records Management

3077 Oakcliff Industrial Street

Atlanta, GA 30340

Attention: Bessy Ortega

Bessy.ortega@jwrecordsmanagement.com

Telephone: 770-457-2738

Secure Destruction Services: JWRM agrees to provide secure destruction services at the rate(s) attached as Exhibit "A" to Customer. JWRM will provide collection containers at the rates listed in Exhibit "A" for Customer use during the term of this Agreement. Customer shall be responsible for the replacement of any said containers if they are lost or damaged due to the neglect of the Customer. JWRM will provide Customer a Certificate of Destruction within 30 days after service on all paid invoices. Said rates shall remain in effect for 36 (thirty six) months. Customer agrees to pay JWRM for its services according to the rates set forth in Exhibit "A". The provisions of this Agreement shall insure to and be binding upon the parties hereto and their successors and assigns.

Liability: JWRM shall not be responsible in any way for matter provided it for destruction by Customer.

Cancellation: Customer must provide JWRM thirty (30) days written notice, by registered mail, of any dissatisfaction with services performed under this Agreement. JWRM will have thirty (30) days to solve the issue. If the issue remains in effect after the thirty (30) days' notice, then Customer may cancel Agreement.

Renewal: This agreement will be automatically renewed for like periods thereafter, unless either party gives the other party written notice of termination sent by certified mail at least ninety (90) days prior to the expiration of the initial term or succeeding terms.

CUSTOMER _____

JWRM _____

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE: [Signature]

DATE: _____

DATE: 1/29/2019



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Fax:
770-670-4657

Web Site:
www.jwrecordsmanagement.com

PRODUCT SERVICES AND RATE SCHEDULE

City of Hapeville

Exhibit "A"

Secure Paper Destruction Service	Quantity	Frequency	Price per Svc	Replacement Cost
On-site Bin Shredding services/Unit		*Will Call*		
96 Gallon Bin	1		\$25 Each	\$115.00
Off-site Shredding Services/Unit				
Bulk/Purge Shredding Services	Per Tip (96 Gallon Bin)			
Additional services	Negotiable	Negotiable		

CUSTOMER: _____

JWRM

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE:

DATE: _____

DATE: 1/29/2019



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Fax:
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Web Site:
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AGREEMENT

This Secure Destruction Service Agreement between **J.W. Records Management** (hereinafter referred to as "JWRM") and **City of Hapeville-Police Dept.** (herein after referred to as "Customer"), is effective as of January 29, 2019 and will continue through January 29, 2022.

Notification: For purposes of any notices under this Agreement, they shall be given as follows:

As to Customer:

Company Name: City of Hapeville-Police Dept.

Address: 3468 N. Fulton Avenue

Hapeville, GA 30354

Attention: Crystal Griggs-Epps

Telephone: 404-766-3004

As to JWRM:

J.W. Records Management

3077 Oakcliff Industrial Street

Atlanta, GA 30340

Attention: Bessy Ortega

Bessy.ortega@jwrecordsmanagement.com

Telephone: 770-457-2738

Secure Destruction Services: JWRM agrees to provide secure destruction services at the rate(s) attached as Exhibit "A" to Customer. JWRM will provide collection containers at the rates listed in Exhibit "A" for Customer use during the term of this Agreement. Customer shall be responsible for the replacement of any said containers if they are lost or damaged due to the neglect of the Customer. JWRM will provide Customer a Certificate of Destruction within 30 days after service on all paid invoices. Said rates shall remain in effect for 36 (thirty six) months. Customer agrees to pay JWRM for its services according to the rates set forth in Exhibit "A". The provisions of this Agreement shall insure to and be binding upon the parties hereto and their successors and assigns.

Liability: JWRM shall not be responsible in any way for matter provided it for destruction by Customer.

Cancellation: Customer must provide JWRM thirty (30) days written notice, by registered mail, of any dissatisfaction with services performed under this Agreement. JWRM will have thirty (30) days to solve the issue. If the issue remains in effect after the thirty (30) days' notice, then Customer may cancel Agreement.

Renewal: This agreement will be automatically renewed for like periods thereafter, unless either party gives the other party written notice of termination sent by certified mail at least ninety (90) days prior to the expiration of the initial term or succeeding terms.

CUSTOMER _____

JWRM _____

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE: [Signature]

DATE: _____

DATE: 1/29/2019

When Trust is a Must...

RECORDS STORAGE

DOCUMENT RELEASE

SECURE SHREDDING



3077 Oakcliff
Industrial Street
Atlanta, Georgia
30340-2902

Phone:
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Fax:
770-670-4657

Web Site:
www.jwrecordsmanagement.com

PRODUCT SERVICES AND RATE SCHEDULE
City of Hapeville-Police Dept.
Exhibit "A"

Secure Paper Destruction Service	Quantity	Frequency	Price per Svc	Replacement Cost
On-site Bin Shredding services/Unit		*Will Call*		
96 Gallon Bin	1		\$25 Each	\$115.00
Off-site Shredding Services/Unit				
Bulk/Purge Shredding Services	Per Tip (96 Gallon Bin)			
Additional services	Negotiable	Negotiable		

CUSTOMER: _____

JWRM

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE: [Signature]

DATE: _____

DATE: 11/29/2019



When Trust is a Must...

RECORDS STORAGE
DOCUMENT IMAGING
SECURE SHREDDING



3077 Oakcliff
Industrial Street
Atlanta, Georgia
30340-2902

Phone:
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Fax:
770-670-4657

Web Site:
www.jwrecordsmanagement.com

AGREEMENT

This Secure Destruction Service Agreement between **J.W. Records Management** (hereinafter referred to as "JWRM") and **City of Hapeville-Municipal Court.** (herein after referred to as "Customer"), is effective as of January 29, 2019 and will continue through January 29, 2022.

Notification: For purposes of any notices under this Agreement, they shall be given as follows:

As to Customer:

Co. Name: City of Hapeville-Municipal Court.

Address: 700 Doug Davis Dr.

Hapeville, GA 30354

As to JWRM:

J.W. Records Management

3077 Oakcliff Industrial Street

Atlanta, GA 30340

Attention: Bessy Ortega

Attention: _____

Bessy.ortega@jwrecordsmanagement.com

Telephone: _____

Telephone: 770-457-2738

Secure Destruction Services: JWRM agrees to provide secure destruction services at the rate(s) attached as Exhibit "A" to Customer. JWRM will provide collection containers at the rates listed in Exhibit "A" for Customer use during the term of this Agreement. Customer shall be responsible for the replacement of any said containers if they are lost or damaged due to the neglect of the Customer. JWRM will provide Customer a Certificate of Destruction within 30 days after service on all paid invoices. Said rates shall remain in effect for 36 (thirty six) months. Customer agrees to pay JWRM for its services according to the rates set forth in Exhibit "A". The provisions of this Agreement shall insure to and be binding upon the parties hereto and their successors and assigns.

Liability: JWRM shall not be responsible in any way for matter provided it for destruction by Customer.

Cancellation: Customer must provide JWRM thirty (30) days written notice, by registered mail, of any dissatisfaction with services performed under this Agreement. JWRM will have thirty (30) days to solve the issue. If the issue remains in effect after the thirty (30) days' notice, then Customer may cancel Agreement.

Renewal: This agreement will be automatically renewed for like periods thereafter, unless either party gives the other party written notice of termination sent by certified mail at least ninety (90) days prior to the expiration of the initial term or succeeding terms.

CUSTOMER _____

JWRM _____

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE: [Signature]

DATE: _____

DATE: 1/29/2019



When Trust is a Must...

RECORDS STORAGE
DOCUMENT IMAGING
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PRODUCT SERVICES AND RATE SCHEDULE
City of Hapeville-Municipal Court
Exhibit "A"

Secure Paper Destruction Service	Quantity	Frequency	Price per Svc	Replacement Cost
On-site Bin Shredding services/Unit		*Will Call*		
96 Gallon Bin	1		\$25 Each	\$115.00
Off-site Shredding Services/Unit				
Bulk/Purge Shredding Services	Per Tip (96 Gallon Bin)			
Additional services	Negotiable	Negotiable		

CUSTOMER: _____

JWRM

BY: _____

BY: Bessy Ortega

TITLE: _____

TITLE: Account Executive

SIGNATURE: _____

SIGNATURE: [Signature]

DATE: _____

DATE: 1/29/2019

**DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA
ENVIRONMENTAL FINANCE AUTHORITY**

(a public corporation duly created and
existing under the laws of
the State of Georgia)
as Lender

and

CITY OF HAPEVILLE

(a public body corporate and politic duly created and existing
under the laws of the State of Georgia)
as Borrower

LOAN AGREEMENT

LOAN AGREEMENT

This **LOAN AGREEMENT** (this "**Agreement**") dated _____, 20____, by and between **CITY OF HAPEVILLE**, a Georgia public body corporate and politic (the "**Borrower**"), whose address for purposes of this Agreement shall be **3468 N FULTON AVE, HAPEVILLE, GA 30354**, and the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY**, a Georgia public corporation (the "**Lender**"), whose address for purposes of this Agreement shall be 233 Peachtree St, NE, Peachtree Center-Harris Tower, Ste 900, Atlanta, GA 30303-1506.

1. **Background** - The Lender desires to loan to the Borrower **ONE MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$1,535,000)** from the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "**Fund**") to finance the costs of acquiring, constructing, and installing the environmental facilities described in Exhibit A attached hereto (the "**Project**"). The Environmental Protection Division ("**EPD**") of the Department of Natural Resources of the State of Georgia has completed all existing statutory reviews and approvals with respect to the Project, as required by Section 50-23-9 of the Official Code of Georgia Annotated, and has approved or will approve the detailed plans and specifications (the "**Plans and Specifications**") for the Project prepared or to be prepared by the Borrower's engineer (the "**Engineer**"), which may be amended from time to time by the Borrower but subject to the approval of the EPD.

2. **Loan** - Subject to the terms and conditions of this Agreement, the Lender agrees to make the following loan or loans (collectively, the "**Loan**") available to the Borrower:

(a) The Lender agrees to advance to the Borrower, on or prior to the earlier of (1) the Completion Date (as hereinafter defined), (2) **APRIL 1, 2020**, or (3) the date that the loan evidenced by this Note is fully disbursed, the Loan in a principal amount of up to **\$1,535,000** which Loan may be disbursed in one or more advances but each such disbursement shall reduce the Lender's loan commitment hereunder and any sums advanced hereunder may not be repaid and then re-borrowed.

(b) The Lender's commitment in paragraph (a) above to make advances to the Borrower shall be a limited obligation of the Lender, to be funded solely from available moneys in the Fund and from no other source of funds, including other funds of the Lender.

(c) The Borrower's obligation to pay the Lender the principal of and interest on the Loan shall be evidenced by the records of the Lender and by the Note described below.

3. **Note** - The Loan shall be evidenced by the Promissory Note, dated this date, executed by the Borrower in favor of the Lender in an original stated principal amount equal to the maximum amount of the Loan as described above (the "**Note**," which term shall include any extensions, renewals, modifications, or replacements thereof). The Note shall be in substantially the form attached to this Agreement as Exhibit B.

4. **Interest, Fees, and Other Charges** - In consideration of the Loan, the Borrower shall pay the Lender the following interest, fees, and other charges:

(a) The Loan shall bear interest at the rate or rates per annum specified in the Note and such interest shall be calculated in the manner specified in the Note.

(b) The Borrower agrees to pay all reasonable out-of-pocket costs and expenses of the Lender incurred in connection with its negotiation, structuring, documenting, and closing the Loan, including, without limitation, the reasonable fees and disbursements of counsel for the Lender. The Borrower agrees to pay all reasonable out-of-pocket costs and expenses of the Lender incurred in connection with its administration or modification of, or in connection with the preservation of its rights under, enforcement of, or any refinancing, renegotiation, restructuring, or termination of, any Credit Document (as hereinafter defined) or any instruments referred to therein or any amendment, waiver, or consent relating thereto, including, without limitation, the reasonable fees and disbursements of counsel for the Lender. Such additional loan payments shall be billed to the Borrower by the Lender from time to time, together with a statement certifying that the amount billed has been incurred or paid by the Lender for one or more of the above items. Amounts so billed shall be paid by the Borrower within thirty (30) days after receipt of the bill by the Borrower.

(c) In the event the Borrower fails to request any advances under the Loan within six (6) months after the dated date of this Agreement, the Borrower shall pay the Lender a fee equal to the Lender's Loan Continuation Fee, as published from time to time in the Lender's fee schedules, if the Lender requests the Borrower to pay such fee in writing within twelve (12) months after the dated date of this Agreement, such fee to be payable within fifteen (15) days of such written request.

(d) The Borrower shall pay the Lender an origination fee for the loan in the amount of one percent (1%) of the maximum amount of the Loan, payable on the dates specified by the Lender on not less than thirty (30) days written advance notice.

5. **Prepayment** - The Loan shall be prepayable in accordance with the terms and conditions of the Note.

6. **Authorized Borrower Representative and Successors** - The Borrower shall designate a person to act on behalf of the Borrower under this Agreement (the "**Authorized Borrower Representative**") by written certificate furnished to the Lender, containing the specimen signature of such person and signed on behalf of the Borrower by its chief executive officer. Such certificate or any subsequent or supplemental certificate so executed may designate an alternate or alternates. In the event that any

person so designated and his alternate or alternates, if any, should become unavailable or unable to take any action or make any certificate provided for or required in this Agreement, a successor shall be appointed in the same manner.

7. Conditions to the Loan - At the time of the making of each advance under the Loan by the Lender to the Borrower under this Agreement (each an "**Advance**"), the following conditions shall have been fulfilled to the Lender's satisfaction:

(a) This Agreement and the Note shall have been duly executed and delivered by all required parties thereto and in form and substance satisfactory to the Lender, and the Lender shall have received (1) a certified copy of the resolution adopted by the Borrower's governing body, substantially in the form of Exhibit F attached hereto, and (2) a signed opinion of counsel to the Borrower, substantially in the form of Exhibit E attached hereto.

(b) There shall then exist no Event of Default under this Agreement (or other event that, with the giving of notice or passage of time, or both, would constitute such an Event of Default).

(c) All representations and warranties by the Borrower in this Agreement and the Note (collectively the "**Credit Documents**") shall be true and correct in all material respects with the same effect as if such representations and warranties had been made on and as of the date of such advance.

(d) Since the date of the most recent annual financial statements of the Borrower delivered to the Lender, there shall have been no material adverse change in the financial condition, assets, management, control, operations, or prospects of the Borrower.

(e) The Advance to be made and the use of the proceeds thereof shall not violate any applicable law, regulation, injunction, or order of any government or court.

(f) The Borrower shall submit requests for Advances not more frequently than monthly and at least 21 days before the requested disbursement date.

(g) The Advance to be made and the use of the proceeds thereof shall be limited to payment of costs of the Project set forth in the Project budget included as part of Exhibit A and contemplated by the Plans and Specifications approved by the EPD.

(h) There shall be filed with the Lender:

(1) A requisition for such Advance, stating the amount to be disbursed.

(2) A certificate executed by the Authorized Borrower Representative attached to the requisition and certifying:

(A) that an obligation in the stated amount has been incurred by the Borrower and that the same is a cost of the Project and is presently due and payable or has been paid by the Borrower and is reimbursable hereunder and

stating that the bill or statement of account for such obligation, or a copy thereof, is attached to the certificate;

(B) that the Borrower has no notice of any vendor's, mechanic's, or other liens or rights to liens, chattel mortgages, or conditional sales contracts that should be satisfied or discharged before such payment is made; and

(C) that each item on such requisition has not been paid or reimbursed, as the case may be, and such requisition contains no item representing payment on account of any retained percentages that the Borrower is, at the date of any such certificate, entitled to retain or payment for labor performed by employees of the Borrower.

(i) The completed construction on the Project shall be reviewed (at the time each requisition is submitted) by the Engineer, and the Engineer shall certify to the Lender as to (A) the cost of completed construction, (B) the percentage of completion, and (C) compliance with the Plans and Specifications.

8. Representations and Warranties - The Borrower hereby represents and warrants to the Lender:

(a) Creation and Authority. The Borrower is a public body corporate and politic duly created and validly existing under the laws of the State of Georgia and has all requisite power and authority to execute and deliver the Credit Documents and to perform its obligations thereunder.

(b) Pending Litigation. Except as disclosed in writing to the Lender, there are no actions, suits, proceedings, inquiries, or investigations pending or, to the knowledge of the Borrower, after making due inquiry with respect thereto, threatened against or affecting the Borrower in any court or by or before any governmental authority or arbitration board or tribunal, which involve the possibility of materially and adversely affecting the properties, activities, prospects, profits, operations, or condition (financial or otherwise) of the Borrower, or the ability of the Borrower to perform its obligations under the Credit Documents, or the transactions contemplated by the Credit Documents or which, in any way, would adversely affect the validity or enforceability of the Credit Documents or any agreement or instrument to which the Borrower is a party and which is used or contemplated for use in the consummation of the transactions contemplated hereby or thereby, nor is the Borrower aware of any facts or circumstances presently existing that would form the basis for any such actions, suits, or proceedings. Except as disclosed in writing to the Lender, the Borrower is not in default with respect to any judgment, order, writ, injunction, decree, demand, rule, or regulation of any court, governmental authority, or arbitration board or tribunal.

(c) Credit Documents are Legal and Authorized. The execution and delivery by the Borrower of the Credit Documents, the consummation of the transactions therein contemplated, and the fulfillment of or the compliance with all of the provisions thereof (i) are within the power, legal right, and authority of the Borrower; (ii) are legal and will not

conflict with or constitute on the part of the Borrower a violation of or a breach of or a default under, any organic document, indenture, mortgage, security deed, pledge, note, lease, loan, or installment sale agreement, contract, or other agreement or instrument to which the Borrower is a party or by which the Borrower or its properties are otherwise subject or bound, or any license, law, statute, rule, regulation, judgment, order, writ, injunction, decree, or demand of any court or governmental agency or body having jurisdiction over the Borrower or any of its activities or properties; and (iii) have been duly authorized by all necessary and appropriate official action on the part of the governing body of the Borrower. The Credit Documents are the valid, legal, binding, and enforceable obligations of the Borrower. The officials of the Borrower executing the Credit Documents are duly and properly in office and are fully authorized and empowered to execute the same for and on behalf of the Borrower.

(d) Governmental Consents. Neither the Borrower nor any of its activities or properties, nor any relationship between the Borrower and any other person, nor any circumstances in connection with the execution, delivery, and performance by the Borrower of its obligations under the Credit Documents, is such as to require the consent, approval, permission, order, license, or authorization of, or the filing, registration, or qualification with, any governmental authority on the part of the Borrower in connection with the execution, delivery, and performance of the Credit Documents or the consummation of any transaction therein contemplated, except as shall have been obtained or made and as are in full force and effect and except as are not presently obtainable. To the knowledge of the Borrower, after making due inquiry with respect thereto, the Borrower will be able to obtain all such additional consents, approvals, permissions, orders, licenses, or authorizations of governmental authorities as may be required on or prior to the date the Borrower is legally required to obtain the same.

(e) No Defaults. No event has occurred and no condition exists that would constitute an Event of Default or that, with the lapse of time or with the giving of notice or both, would become an Event of Default. To the knowledge of the Borrower, after making due inquiry with respect thereto, the Borrower is not in default or violation in any material respect under any organic document or other agreement or instrument to which it is a party or by which it may be bound, except as disclosed in writing to the Lender.

(f) Compliance with Law. To the knowledge of the Borrower, after making due inquiry with respect thereto, the Borrower is not in violation of any laws, ordinances, or governmental rules or regulations to which it or its properties are subject and has not failed to obtain any licenses, permits, franchises, or other governmental authorizations (which are presently obtainable) necessary to the ownership of its properties or to the conduct of its affairs, which violation or failure to obtain might materially and adversely affect the properties, activities, prospects, profits, and condition (financial or otherwise) of the Borrower, and there have been no citations, notices, or orders of noncompliance issued to the Borrower under any such law, ordinance, rule, or regulation, except as disclosed in writing to the Lender.

(g) Restrictions on the Borrower. The Borrower is not a party to or bound by any contract, instrument, or agreement, or subject to any other restriction, that materially and

adversely affects its activities, properties, assets, operations, or condition (financial or otherwise), except as disclosed in writing to the Lender. The Borrower is not a party to any contract or agreement that restricts the right or ability of the Borrower to incur indebtedness for borrowed money or to enter into loan agreements, except as disclosed in writing to the Lender. Any contract or agreement of the Borrower that pledges the revenues of the Borrower permits such pledged revenues to be used to make payments due under the Credit Documents.

(h) Disclosure. The representations of the Borrower contained in this Agreement and any certificate, document, written statement, or other instrument furnished by or on behalf of the Borrower to the Lender in connection with the transactions contemplated hereby, do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein or therein not misleading. There is no fact that the Borrower has not disclosed to the Lender in writing that materially and adversely affects or in the future may (so far as the Borrower can now reasonably foresee) materially and adversely affect the acquisition, construction, and installation of the Project or the properties, activities, prospects, operations, profits, or condition (financial or otherwise) of the Borrower, or the ability of the Borrower to perform its obligations under the Credit Documents or any of the documents or transactions contemplated hereby or thereby or any other transactions contemplated by this Agreement, which has not been set forth in writing to the Lender or in the certificates, documents, and instruments furnished to the Lender by or on behalf of the Borrower prior to the date of execution of this Agreement in connection with the transactions contemplated hereby.

(i) Project Compliance. The Project complies or will comply with all presently applicable building and zoning, health, environmental, and safety ordinances and laws and all other applicable laws, rules, and regulations of any and all governmental and quasi-governmental authorities having jurisdiction over any portion of the Project.

(j) Financial Statements. The financial statements of the Borrower that have been provided to the Lender in connection with the Loan present fairly the financial position of the Borrower as of the date thereof and the results of its operations and its cash flows of its proprietary fund types for the period covered thereby, all in conformity with generally accepted accounting principles (subject to normal year-end adjustments in the case of interim statements). Additionally, the Borrower agrees that all future financial statements that are required to be submitted to the Authority will be prepared in conformity with generally accepted accounting principles, including infrastructure provisions of GASB 34. Since the date of the most recent annual financial statements for the Borrower delivered to the Lender in connection with the Loan, there has been no material adverse change in the Borrower's financial condition, assets, management, control, operations, or prospects.

(k) Reaffirmation. Each request by the Borrower for an advance under the Loan shall constitute a representation and warranty by the Borrower to the Lender that the foregoing statements are true and correct on the date of the request and after giving effect to such advance.

(l) Borrower's Tax Certificate. The representations and warranties of the Borrower set forth in the Borrower's Tax Certificate, dated the date hereof, are hereby incorporated herein and made a part hereof by this reference thereto, as if fully set forth herein, and are true and correct as of the date hereof.

9. Security for Payments under Credit Documents - (a) As security for the payments required to be made and the obligations required to be performed by the Borrower under the Credit Documents, the Borrower hereby pledges to the Lender its full faith and credit and revenue-raising power (including its taxing power) for such payment and performance. The Borrower covenants that, in order to make any payments required by the Credit Documents when due from its funds to the extent required hereunder, it will exercise its power of taxation and its power to set rates, fees, and charges to the extent necessary to pay the amounts required to be paid under the Credit Documents and will make available and use for such payments all rates, fees, charges, and taxes levied and collected for that purpose together with funds received from any other sources. The Borrower further covenants and agrees that in order to make funds available for such purpose in each fiscal year, it will, in its revenue, appropriation, and budgetary measures through which its tax funds or revenues and the allocation thereof are controlled or provided for, include sums sufficient to satisfy any such payments that may be required to be made under the Credit Documents, whether or not any other sums are included in such measure, until all payments so required to be made under the Credit Documents shall have been made in full. The obligation of the Borrower to make any such payments that may be required to be made from its funds shall constitute a general obligation of the Borrower and a pledge of the full faith and credit of the Borrower to provide the funds required to fulfill any such obligation. In the event for any reason any such provision or appropriation is not made as provided in this Section 9, then the fiscal officers of the Borrower are hereby authorized and directed to set up as an appropriation on their accounts in the appropriate fiscal year the amounts required to pay the obligations that may be due from the funds of the Borrower. The amount of such appropriation shall be due and payable and shall be expended for the purpose of paying any such obligations, and such appropriation shall have the same legal status as if the Borrower had included the amount of the appropriation in its revenue, appropriation, and budgetary measures, and the fiscal officers of the Borrower shall make such payments required by the Credit Documents to the Lender if for any reason the payment of such obligations shall not otherwise have been made.

(b) The Borrower covenants and agrees that it shall, to the extent necessary, levy an annual ad valorem tax on all taxable property located within the territorial or corporate limits of the Borrower, as now existent and as the same may hereafter be extended, at such rate or rates, within any limitations that may be prescribed by law, as may be necessary to produce in each year revenues that will be sufficient to fulfill the Borrower's obligations under the Credit Documents, from which revenues the Borrower agrees to appropriate sums sufficient to pay in full when due all of the Borrower's obligations under the Credit Documents. Nothing herein contained, however, shall be construed as limiting the right of the Borrower to make the payments called for by the Credit Documents out of any funds lawfully available to it for such purpose, from whatever source derived (including general funds or enterprise funds).

10. Borrower Covenants - The Borrower agrees to comply with the following covenants so long as this Agreement is in effect:

(a) Information. The Borrower shall deliver to the Lender, within 180 days after the end of each fiscal year, an electronic copy of the financial statements required under state audit requirements (O.C.G.A. Section 36-81-7). Borrower's annual financial statements shall be prepared in accordance with generally accepted accounting principles and otherwise in form and substance satisfactory to the Lender, which financial statements shall be accompanied by a certificate of the Borrower (1) to the effect that the Borrower is not in default under any provisions of the Credit Documents and has fully complied with all of the provisions thereof, or if the Borrower is in default or has failed to so comply, setting forth the nature of the default or failure to comply, and (2) stating the Fixed Charges Coverage Ratio, the Fixed Charges, and the Income Available for Fixed Charges of the Borrower for the fiscal year. The Borrower also shall promptly provide the Lender (A) upon receipt thereof, a copy of each other report submitted to the Borrower by its accountants in connection with any annual, interim, or special audit made by them of the books of the Borrower (including, without limitation, any management report prepared in connection with such accountants' annual audit of the Borrower) and (B) with such other information relating to the Borrower and the Project as the Lender may reasonably request from time to time.

(b) Access to Property and Records. The Borrower agrees that the Lender, the EPD, and their duly authorized representatives and agents shall have the right, upon reasonable prior notice, to enter the Borrower's property at all reasonable times for the purpose of examining and inspecting the Project, including any construction or renovation thereof. The Borrower shall keep accurate and complete records and books of account with respect to its activities in which proper entries are made in accordance with generally accepted accounting principles reflecting all of its financial transactions. The Lender and the EPD shall also have the right at all reasonable times to examine and make extracts from the books and records of the Borrower, insofar as such books and records relate to the Project or insofar as necessary to ascertain compliance with this Agreement, and to discuss with the Borrower's officers, employees, accountants, and engineers the Project and the Borrower's activities, assets, liabilities, financial condition, results of operations, and financial prospects.

(c) Agreement to Acquire, Construct, and Install the Project. The Borrower covenants to cause the Project to be acquired, constructed, and installed without material deviation from the Plans and Specifications and warrants that the acquisition, construction, and installation of the Project without material deviation from the Plans and Specifications will result in facilities suitable for use by the Borrower and that all real and personal property provided for therein is necessary or appropriate in connection with the Project. The Borrower may make changes in or additions to the Plans and Specifications; provided, however, changes in or additions to the Plans and Specifications that are material shall be subject to the prior written approval of the Engineer and the EPD. The Borrower agrees to complete the acquisition, construction, and installation of the Project as promptly as practicable and with all reasonable dispatch after the date of this Agreement. Without limiting the foregoing sentence, the Borrower shall commence and

complete each activity or event by the deadline stated in the Project Schedule included as part of Exhibit A attached hereto. The Borrower shall comply with the bidding and preconstruction requirements set forth in Exhibit C attached hereto.

(d) Establishment of Completion Date. The date of completion of the acquisition, construction, and installation of the Project (the "**Completion Date**") shall be evidenced to the Lender and the EPD by a certificate of completion signed by the Authorized Borrower Representative and approved by the Engineer, stating that construction of the Project has been completed without material deviation from the Plans and Specifications and all labor, services, materials, and supplies used in such construction have been paid or provided for. Notwithstanding the foregoing, such certificate may state that it is given without prejudice to any rights against third parties that exist at the date of such certificate or that may subsequently come into being. It shall be the duty of the Borrower to cause the certificate contemplated by this paragraph to be furnished as soon as the construction of the Project shall have been completed.

(e) Indemnity. (1) To the extent provided by law, in addition to the other amounts payable by the Borrower under this Agreement (including, without limitation, Section 4 hereof), the Borrower hereby agrees to pay and indemnify the Lender from and against all claims, liabilities, losses, costs, and expenses (including, without limitation, reasonable attorneys' fees and expenses) that the Lender may (other than as a result of the gross negligence or willful misconduct of the Lender) incur or be subjected to as a consequence, directly or indirectly, of (i) any actual or proposed use of any proceeds of the Loan or the Borrower's entering into or performing under any Credit Document, (ii) any breach by the Borrower of any representation, warranty, covenant, or condition in, or the occurrence of any other default under, any of the Credit Documents, including without limitation all reasonable attorneys' fees or expenses resulting from the settlement or defense of any claims or liabilities arising as a result of any such breach or default, (iii) allegations of participation or interference by the Lender in the management, contractual relations, or other affairs of the Borrower, (iv) allegations that the Lender has joint liability with the Borrower to any third party as a result of the transactions contemplated by the Credit Documents, (v) any suit, investigation, or proceeding as to which the Lender is involved as a consequence, directly or indirectly, of its execution of any of the Credit Documents, the making of the Loan, or any other event or transaction contemplated by any of the Credit Documents, or (vi) the conduct or management of or any work or thing done on the Project and any condition of or operation of the Project.

(2) Nothing contained in this paragraph (e) shall require the Borrower to indemnify the Lender for any claim or liability that the Borrower was not given any opportunity to contest or for any settlement of any such action effected without the Borrower's consent. The indemnity of the Lender contained in this paragraph (e) shall survive the termination of this Agreement.

(f) Fixed Charges Coverage Ratio. The Borrower shall not permit the Fixed Charges Coverage Ratio for any fiscal year to be less than 1.05. The following terms are defined terms for purposes of this Agreement:

“Fixed Charges” means, for any period, the sum of all cash outflows that the Borrower cannot avoid without violating the Borrower's long-term contractual obligations (those obligations that extend for a period greater than one year, determined in accordance with generally accepted accounting principles) and that are accounted for in the enterprise fund containing the Borrower's water or sewer operations, including, but not limited to, (i) interest on long-term debt, determined in accordance with generally accepted accounting principles, (ii) payments under long-term leases (whether capitalized or operating), and (iii) scheduled payments of principal on long-term debt.

“Fixed Charges Coverage Ratio” means, for any period, the ratio of Income Available for Fixed Charges to Fixed Charges.

“Income Available For Fixed Charges” means, for any period, net income of the Borrower, plus amounts deducted in arriving at such net income for (i) interest on long-term debt (including the current portion thereof), (ii) depreciation, (iii) amortization, (iv) payments under long-term leases, and (v) transfers to other funds of the Borrower.

(g) Tax Covenants. The Borrower covenants that it will not take or omit to take any action nor permit any action to be taken or omitted that would cause the interest on the Note to become includable in the gross income of any owner thereof for federal income tax purposes. The Borrower further covenants and agrees that it shall comply with the representations and certifications it made in its Borrower's Tax Certificate dated the date hereof and that it shall take no action nor omit to take any action that would cause such representations and certifications to be untrue.

11. Events of Default and Remedies – (a) Each of the following events shall constitute an Event of Default under this Agreement:

(1) Failure by the Borrower to make any payment with respect to the Loan (whether principal, interest, fees, or other amounts) when and as the same becomes due and payable (whether at maturity, on demand, or otherwise); or

(2) The Borrower shall (A) apply for or consent to the appointment of or the taking of possession by a receiver, custodian, trustee, or liquidator of the Borrower or of all or a substantial part of the property of the Borrower; (B) admit in writing the inability of the Borrower, or be generally unable, to pay the debts of the Borrower as such debts become due; (C) make a general assignment for the benefit of the creditors of the Borrower; (D) commence a voluntary case under the federal bankruptcy law (as now or hereafter in effect); (E) file a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts; (F) fail to controvert in a timely or appropriate manner, or acquiesce in writing to, any petition filed against the Borrower in an involuntary case under such federal bankruptcy law; or (G) take any action for the purpose of effecting any of the foregoing; or

(3) A proceeding or case shall be commenced, without the application of the Borrower, in any court of competent jurisdiction, seeking (A) the liquidation,

reorganization, dissolution, winding-up, or composition or readjustment of debts of the Borrower; (B) the appointment of a trustee, receiver, custodian, liquidator, or the like of the Borrower or of all or any substantial part of the assets of the Borrower; or (C) similar relief in respect of the Borrower under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition and adjustment of debts, and such proceeding or case shall continue undismissed, or an order, judgment, or decree approving or ordering any of the foregoing shall be entered and continue in effect, for a period of sixty (60) days from commencement of such proceeding or case or the date of such order, judgment, or decree, or any order for relief against the Borrower shall be entered in an involuntary case or proceeding under the federal bankruptcy law; or

(4) Any representation or warranty made by the Borrower in any Credit Document shall be false or misleading in any material respect on the date as of which made (or deemed made); or

(5) Any default by the Borrower shall occur in the performance or observance of any term, condition, or provision contained in any Credit Document and not referred to in clauses (1) through (4) above, which default shall continue for thirty (30) days after the Lender gives the Borrower written notice thereof; or

(6) Any material provision of any Credit Document shall at any time for any reason cease to be valid and binding in accordance with its terms on the Borrower, or the validity or enforceability thereof shall be contested by the Borrower, or the Borrower shall terminate or repudiate (or attempt to terminate or repudiate) any Credit Document; or

(7) Default in the payment of principal of or interest on any other obligation of the Borrower for money borrowed (or any obligation under any conditional sale or other title retention agreement or any obligation secured by purchase money mortgage or deed to secure debt or any obligation under notes payable or drafts accepted representing extensions of credit or on any capitalized lease obligation), or default in the performance of any other agreement, term, or condition contained in any contract under which any such obligation is created, guaranteed, or secured if the effect of such default is to cause such obligation to become due prior to its stated maturity; provided that in each and every case noted above the aggregate then outstanding principal balance of the obligation involved (or all such obligations combined) must equal or exceed \$100,000; or

(8) Default in the payment of principal of or interest on any obligation of the Borrower for money borrowed from the Lender (other than the Loan) or default in the performance of any other agreement, term, or condition contained in any contract under which any such obligation is created, guaranteed, or secured if the effect of such default is to entitle the Lender to then cause such obligation to become due prior to its stated maturity (the parties intend that a default may constitute an Event of Default under this paragraph (8) even if such default would not constitute an Event of Default under paragraph (7) immediately above); or

(9) The dissolution of the Borrower; or

(10) Any material adverse change in the Borrower's financial condition or means or ability to perform under the Credit Documents; or

(11) The occurrence of any other event as a result of which the Lender in good faith believes that the prospect of payment in full of the Loan is impaired.

(b) Upon the occurrence of an Event of Default, the Lender, at its option, without demand or notice of any kind, may declare the Loan immediately due and payable, whereupon all outstanding principal and accrued interest shall become immediately due and payable.

(c) Upon the occurrence of an Event of Default, the Lender, without notice or demand of any kind, may from time to time take whatever action at law or in equity or under the terms of the Credit Documents may appear necessary or desirable to collect the Loan and other amounts payable by the Borrower hereunder then due or thereafter to become due, or to enforce performance and observance of any obligation, agreement, or covenant of the Borrower under the Credit Documents.

(d) In the event of a failure of the Borrower to pay any amounts due to the Lender under the Credit Documents within 15 days of the due date thereof, the Lender shall perform its duty under Section 50-23-20 of the Official Code of Georgia Annotated to notify the state treasurer of such failure, and the Lender may apply any funds allotted to the Borrower that are withheld pursuant to Section 50-23-20 of the Official Code of Georgia Annotated to the payment of the overdue amounts under the Credit Documents.

(e) Upon the occurrence of an Event of Default, the Lender may, in its discretion, by written notice to the Borrower, terminate its remaining commitment (if any) hereunder to make any further advances of the Loan, whereupon any such commitment shall terminate immediately.

12. Assignment or Sale by Lender - (a) The Credit Documents, and the obligation of the Borrower to make payments thereunder, may be sold, assigned, or otherwise disposed of in whole or in part to one or more successors, grantors, holders, assignees, or subassignees by the Lender. Upon any sale, disposition, assignment, or reassignment, the Borrower shall be provided with a notice of such assignment. The Borrower shall keep a complete and accurate register of all such assignments in form necessary to comply with Section 149(a) of the Internal Revenue Code of 1986, as amended.

(b) The Borrower agrees to make all payments to the assignee designated in the assignment, notwithstanding any claim, defense, setoff, or counterclaim whatsoever that the Borrower may from time to time have against the Lender. The Borrower agrees to execute all documents, including notices of assignment, which may be reasonably requested by the Lender or its assignee to protect its interests in the Credit Documents.

(c) The Borrower hereby agrees that the Lender may sell or offer to sell the Credit Documents (i) through a certificate of participation program, whereby two or more interests are created in the Credit Documents or the payments thereunder or (ii) with other

similar instruments, agreements, and obligations through a pool, trust, limited partnership, or other entity.

13. Miscellaneous - (a) This Agreement shall be governed by and construed in accordance with the internal laws of the State of Georgia, exclusive of such state's rules regarding choice of law.

(b) This Agreement shall be binding upon and shall inure to the benefit of the Borrower, the Lender, and their respective heirs, legal representatives, successors, and assigns, but the Borrower may not assign or transfer any of its rights or obligations hereunder without the express prior written consent of the Lender.

(c) This Agreement may not be waived or amended except by a writing signed by authorized officials of the Lender and the Borrower.

(d) This Agreement shall be effective on the date on which the Borrower and the Lender have signed one or more counterparts of it and the Lender shall have received the same, provided the Lender receives the same executed by the Borrower by **JULY 28, 2019**. At such time as the Lender is no longer obligated under this Agreement to make any further advances under the Loan and all principal, interest, or other amounts owing with respect to the Loan and hereunder have been finally and irrevocably repaid by the Borrower to the Lender, this Agreement shall terminate.

(e) All notices, certificates, requests, demands, or other communications hereunder shall be sufficiently given and shall be deemed given upon receipt, by hand delivery, mail, overnight delivery, telecopy, or other electronic means, addressed as provided at the beginning of this Agreement. Any party to this Agreement may, by notice given to the other party, designate any additional or different addresses to which subsequent notices, certificates, or other communications shall be sent. For purposes of this Section, "electronic means" shall mean telecopy or facsimile transmission or other similar electronic means of communication that produces evidence of transmission.

(f) This Agreement may be executed in one or more counterparts.

(g) All pronouns used herein include all genders and all singular terms used herein include the plural (and vice versa).

(h) In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

(i) Statements in Exhibit D attached hereto shall govern the matters they address.

(j) This Agreement and the Note constitute the entire agreement between the Borrower and the Lender with respect to the Loan and supersede all prior agreements, negotiations, representations, or understandings between such parties with respect to such matters.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials hereunto duly authorized as of the date first above written.

CITY OF HAPEVILLE

Approved as to form:

Signature: _____

By: _____

Print Name: _____

Borrower's Attorney

Title: _____

(SEAL)

Attest Signature: _____

Print Name: _____

Title: _____

**DRINKING WATER STATE REVOLVING FUND,
ADMINISTERED BY GEORGIA
ENVIRONMENTAL FINANCE AUTHORITY**

Signature: _____

Kevin Clark
Executive Director

(SEAL)

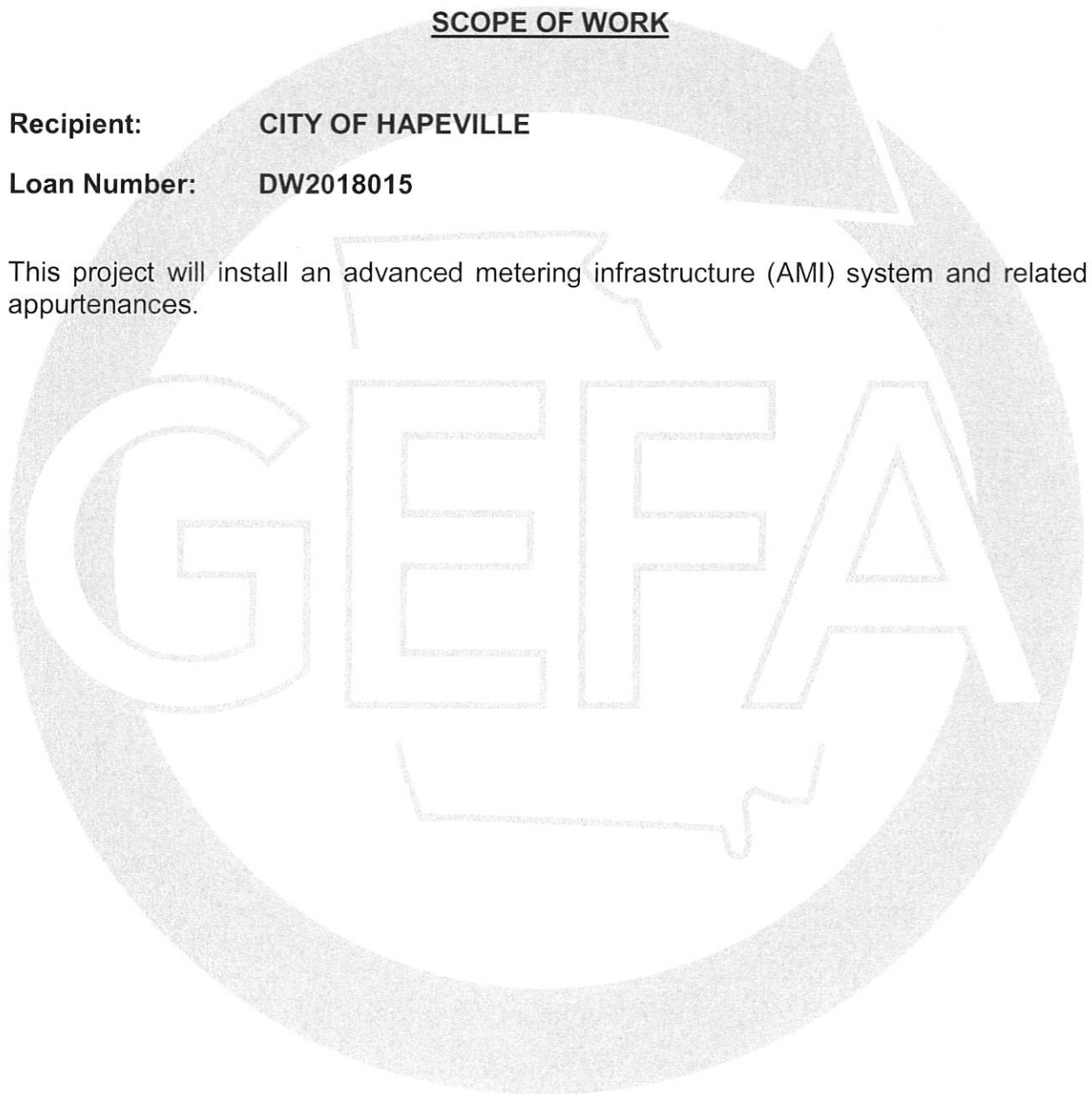
DESCRIPTION OF THE PROJECT

SCOPE OF WORK

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

This project will install an advanced metering infrastructure (AMI) system and related appurtenances.



DESCRIPTION OF THE PROJECT

PROJECT BUDGET

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

ITEM	TOTAL	Water & Sewer Fund	DWSRF
Construction	\$1,350,500	\$300,000	\$1,050,500
Contingency	405,000		405,000
Engineering & Inspection	63,500		63,500
Administrative/Legal	16,000		16,000
TOTAL	\$1,835,000	\$300,000	\$1,535,000

*The amounts shown above in each budget item are estimates. Borrower may adjust the amounts within the various budget items without prior Lender approval provided Borrower does not exceed the loan amount contained in Section 1 of the Loan Agreement. In no event shall Lender be liable for any amount exceeding the loan amount contained in Section 1 of the Loan Agreement.

DESCRIPTION OF THE PROJECT

PROJECT SCHEDULE

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

ACTION	DATE
Plans & Specs Submitted to EPD	DECEMBER 2018
Bid Opening	FEBRUARY 2019
Notice to Proceed	MARCH 2019
Completion of Construction	DECEMBER 2019

SPECIMEN PROMISSORY NOTE

\$1,535,000

FOR VALUE RECEIVED, the undersigned (hereinafter referred to as the **"Borrower"**) promises to pay to the order of the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (hereinafter referred to as the **"Lender"**) at the Lender's office located in Atlanta, Georgia, or at such other place as the holder hereof may designate, the principal sum of **ONE MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$1,535,000)**, or so much thereof as shall have been advanced hereagainst and shall be outstanding, together with interest on so much of the principal balance of this Note as may be outstanding and unpaid from time to time, calculated at the rate or rates per annum indicated below.

The unpaid principal balance of this Note shall bear interest at a rate per annum equal to **ONE AND 25/100 PERCENT (1.25%)**, (1) calculated on the basis of actual number of days in the year and actual days elapsed until the Amortization Commencement Date (as hereinafter defined), and (2) calculated on the basis of a 360-day year consisting of twelve 30-day months thereafter.

Accrued interest on this Note shall be payable monthly on the first day of each calendar month until the first day of the calendar month following the earlier of (1) the Completion Date (as defined in the hereinafter defined Loan Agreement), (2) **APRIL 1, 2020**, or (3) the date that the loan evidenced by this Note is fully disbursed (the **"Amortization Commencement Date"**). Principal of and interest on this Note shall be payable in **TWO HUNDRED THIRTY-NINE (239)** consecutive monthly installments equal to the Installment Amount (as hereinafter defined), commencing on the first day of the calendar month following the Amortization Commencement Date, and continuing to be due on the first day of each succeeding calendar month thereafter, together with a final installment equal to the entire remaining unpaid principal balance of and all accrued interest on this Note, which shall be due and payable on the date that is **20** years from the Amortization Commencement Date (the **"Maturity Date"**).

This Note shall bear interest on any overdue installment of principal and, to the extent permitted by applicable law, on any overdue installment of interest, at the aforesaid rates. The Borrower shall pay a late fee equal to the Lender's late fee, as published from time to time in the Loan Servicing Fee schedules, for any installment payment or other amount due hereunder that is not paid by the 15th of the month in which the payment is due.

“Installment Amount” means the amount equal to the monthly installment of principal and interest required to fully amortize the then outstanding principal balance of this Note as of the Amortization Commencement Date at the rate of interest on this Note, on the basis of level monthly debt service payments from the Amortization Commencement Date to and including the Maturity Date.

All payments or prepayments on this Note shall be applied first to unpaid fees and late fees, then to interest accrued on this Note through the date of such payment or prepayment, and then to principal (and partial principal prepayments shall be applied to such installments in the inverse order of their maturity).

At the option of the Lender, the Borrower shall make payments due under this Note using pre-authorized electronic debit transactions, under which the Lender will be authorized to initiate and effect debit transactions from a designated account of the Borrower without further or additional approval or confirmation by the Borrower. The Borrower further agrees to adopt any necessary approving resolutions and to complete and execute any necessary documents in order for the Lender to effect such pre-authorized debit transactions. In the event the Borrower has insufficient funds in its designated account on the date the Lender attempts to debit any payment due hereunder, the Borrower shall pay the Lender a processing fee equal to the Lender's processing fee, as published from time to time in the Lender's fee schedules for each such occurrence (but not exceeding two such processing fees in any calendar month), in addition to any late fee as provided above.

The Borrower may prepay the principal balance of this Note in whole or in part at any time without premium or penalty.

This Note constitutes the Promissory Note issued under and pursuant to and is entitled to the benefits and subject to the conditions of a Loan Agreement (the **“Loan Agreement”**), dated the date hereof, between the Borrower and the Lender, to which Loan Agreement reference is hereby made for a description of the circumstances under which principal shall be advanced under this Note. Reference is hereby made to the Loan Agreement for a description of the security for this Note and the options and obligations of the Borrower and the Lender hereunder. Upon an Event of Default (as defined in the Loan Agreement), the entire principal of and interest on this Note may be declared or may become immediately due and payable as provided in the Loan Agreement.

The obligation of the Borrower to make the payments required to be made under this Note and to perform and observe any and all of the other covenants and agreements on its part contained herein shall be a general obligation of the Borrower, as provided in the Loan Agreement, and shall be absolute and unconditional irrespective of any defense or any rights of setoff, counterclaim, or recoupment, except for payment, it may otherwise have against the Lender.

In case this Note is collected by or through an attorney-at-law, all costs of such collection incurred by the Lender, including reasonable attorney's fees, shall be paid by the Borrower.

Time is of the essence of this Note. Demand, presentment, notice, notice of demand, notice for payment, protest, and notice of dishonor are hereby waived by each and every maker, guarantor, surety, and other person or entity primarily or secondarily liable on this Note. The Lender shall not be deemed to waive any of its rights under this Note unless such waiver be in writing and signed by the Lender. No delay or omission by the Lender in exercising any of its rights under this Note shall operate as a waiver of such rights, and a waiver in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

This Note shall be governed by and construed and enforced in accordance with the laws of the State of Georgia (without giving effect to its conflicts of law rules). Whenever possible, each provision of this Note shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Note shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Note.

Words importing the singular number hereunder shall include the plural number and vice versa, and any pronoun used herein shall be deemed to cover all genders. The word "Lender" as used herein shall include transferees, successors, and assigns of the Lender, and all rights of the Lender hereunder shall inure to the benefit of its transferees, successors, and assigns. All obligations of the Borrower hereunder shall bind the Borrower's successors and assigns.

SIGNED, SEALED, AND DELIVERED by the undersigned Borrower as of the _____ day of _____, ____.

(SEAL)

CITY OF HAPEVILLE

By: SPECIMEN
Name:
Title:

Approved as to form:

Attest:

By: SPECIMEN
Borrower's Attorney

By: SPECIMEN
Name:
Title:

BIDDING AND PRECONSTRUCTION REQUIREMENTS

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

- I. Competitive procurement by public bidding is required for construction, construction services, materials, and equipment.
- II. The Borrower must advertise for bids by conspicuously posting the notice in its office and by advertising in the local newspaper that is the legal organ or on its Internet website or on an Internet site designated for its legal advertisements. The bid or proposal opportunity must be advertised in the Georgia Procurement Registry, provided that such posting is at no cost to the governmental entity.
- III. Advertisements must appear at least twice. The first advertisement must appear at least four weeks prior to the bid opening date. The second advertisement must follow at least two weeks after the first advertisement. Website advertisements must remain posted for at least four weeks. Plans and specifications must be available for inspection by the public on the first day of the advertisement. The advertisement must include details to inform the public of the extent and character of work to be performed, any pre-qualification requirements, any pre-bid conferences, and any federal requirements.
- IV. The Borrower must require at least a 5 percent bid bond or certified check or cash deposit equal to 5 percent of the contract amount.
- V. Sealed bids, with a public bid opening, are required.
- VI. The Borrower must award the contract to the low, responsive, and responsible bidder or bidders, with reservation of right to reject all bids.
- VII. The Borrower may modify bidding documents only by written addenda with notification to all potential bidders not less than 72 hours prior to the bid opening, excluding Saturdays, Sundays, and legal holidays.
- VIII. The Borrower must require 100 percent payment and performance bonds.
- IX. Change orders may not be issued to evade the purposes of required bidding procedures. Change orders may be issued for changes or additions consistent with the scope of the original construction contract documents.

X. Prior to disbursement of construction-related funds, the Borrower shall provide the Lender with copies of the following:

- A. Proof of advertising;
- B. Certified detailed bid tabulation;
- C. Engineer's award recommendation;
- D. Governing body's award resolution;
- E. Executed contract documents, including plans and specifications;
- F. Construction and payment schedules;
- G. Notice to proceed;
- H. Contractor's written oath in accordance with O.C.G.A. Section 36-91-21 (e). (This is an oath required by law to be provided to the Borrower by the contractor. In short, this oath must state that the contractor has not acted alone or otherwise to prevent or attempt to prevent competition in bidding by any means and must be signed by appropriate parties as defined by law.); and
- I. Summary of plans for on-site quality control to be provided by the Borrower or the Engineer - name and brief qualifications of construction inspector(s) and approximate hours per week of inspection to be provided.

XI. If other funding sources are involved that have stricter bidding requirements or if applicable laws or ordinances require stricter requirements, these stricter requirements shall govern.

XII. If the Borrower wishes to fund work that may not fully meet the bidding requirements of this Agreement, then, prior to bidding this work, it shall submit a written request to the Lender that specific requirements be waived. Based on specific circumstances of the request, the Lender may require submission of additional information necessary to document that State laws and local ordinances are not violated and that the intent of the bid procedures set forth in this Exhibit C (public, open, and competitive procurement) is satisfied through alternate means.

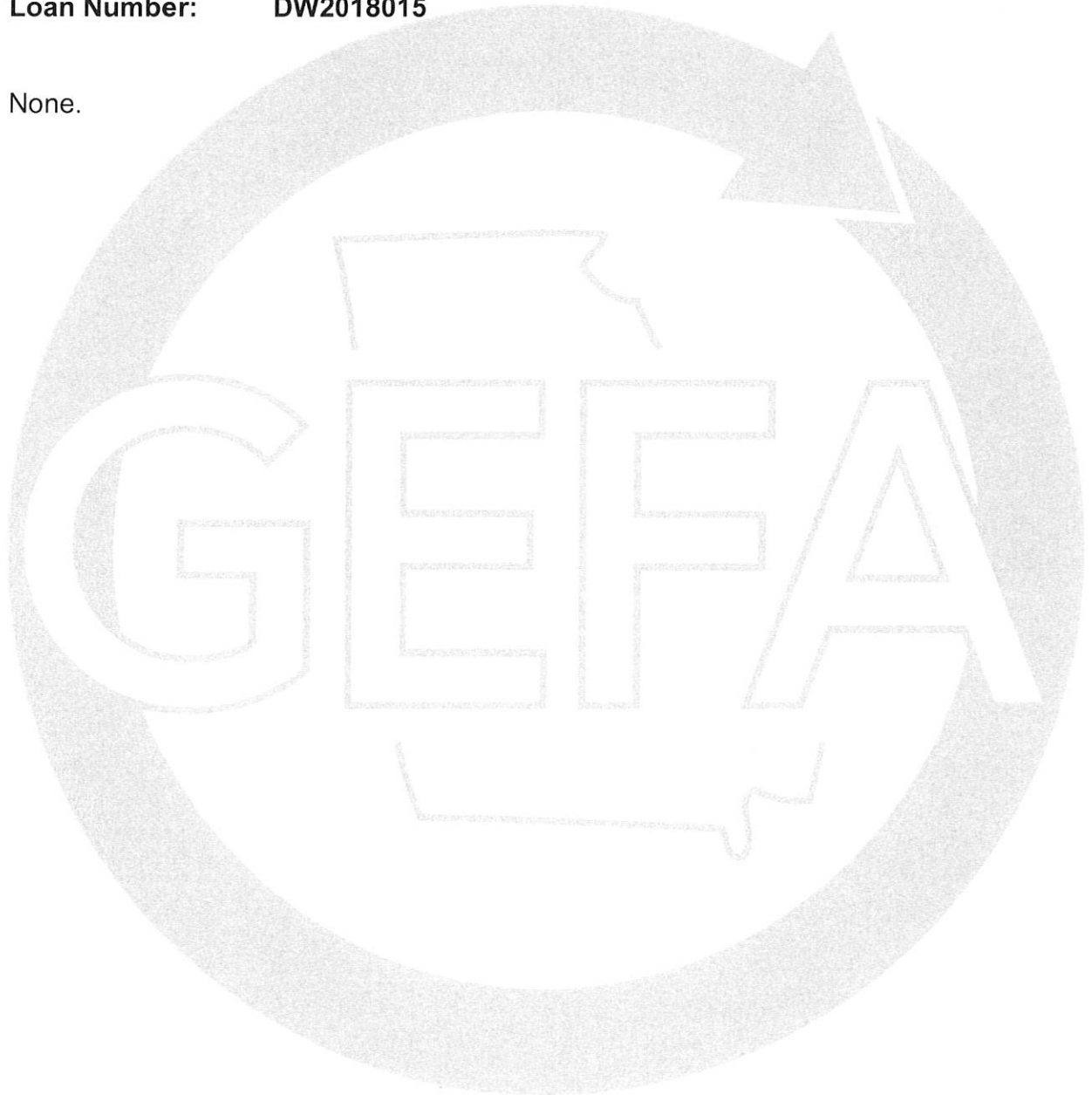
XIII. The Borrower is required to notify the Lender at least two weeks prior to pre-construction conferences for work funded under this Agreement and to schedule these conferences so that a representative from the Lender may participate.

STATE REQUIREMENTS

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

None.



FEDERAL REQUIREMENTS

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

1. The Borrower covenants that the Project will comply with the federal requirements applicable to activities supported with federal funds. The Borrower further covenants that the Project will be constructed in compliance with State of Georgia objectives for participation by women's and minority business enterprises in projects financed with federal funds under the federal Safe Drinking Water Act. The Borrower will comply with all federal and State of Georgia laws, rules, and regulations relating to maintenance of a drug-free workplace at the Project.
2. The Borrower covenants to comply with the requirements of the Federal Single Audit Act, to the extent it applies to the expenditure of federal funds, including the Loan or any portion thereof. The Borrower agrees to submit to the Lender copies of any audit prepared and filed pursuant to the requirements of this Section.
3. It is the policy of the Lender to promote a fair share award of sub-agreements to small and minority and women's businesses on contracts performed under the Lender. If the successful bidder plans to subcontract a portion of the Project, the bidder must submit to the Lender, with copy to the Borrower within 10 days after bid opening, evidence of the positive steps taken to utilize small, minority, and women's businesses. Such positive efforts shall include:
 - a) including qualified small and minority and women's businesses on solicitation lists;
 - b) assuring that small and minority and women's businesses are solicited whenever they are potential sources;
 - c) dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of small and minority and women's businesses;
 - d) establishing delivery schedules, where the requirements of the work permit, to encourage participation by small and minority and women's businesses;
 - e) using the services and assistance of the U.S. Small Business Administration and the Office of Minority Business Enterprise of the U.S. Department of Commerce;
 - f) requiring each party to a subagreement to take the affirmative steps outlined in paragraphs (a) through (e) of this section.

4. The Borrower shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." The Borrower is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier transactions. The Borrower acknowledges that failure to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

The Borrower may access the Excluded Parties List System at www.epis.gov. This term and condition supersedes EPA Form 5700-49. "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

5. The Borrower shall insert in full in any contract in excess of \$2,000 which is entered into for actual construction, alteration and/or repair, including painting and decorating, financed in whole or in part from Federal funds and which is subject to the requirements of the Davis-Bacon Act, the document entitled "Supplemental General Conditions for Federally Assisted State Revolving Loan Fund Construction Contracts."
6. Borrower certifies to the best of its knowledge and belief that: No Federal appropriated funds have been paid in full or will be paid, by or on behalf of the Borrower, to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: The awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency or a Member of Congress in connection with this loan agreement, then the Borrower shall fully disclose same to the Lender, and shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with instructions.

7. The Borrower will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Borrower will comply with all sections of Executive Order 11246 – Equal Employment Opportunity.

8. The Borrower will not discriminate against any employee or applicant for employment because of a disability. The Borrower will comply with section 504 of the Rehabilitation Act of 1973.
9. Reserved.
10. The Borrower will comply with all federal requirements outlined in the 2014 Appropriations Act and related Drinking Water State Revolving Fund Policy Guidelines, which the Borrower understands includes, among other requirements, that all of the iron and steel products used in the Project (as described in Exhibit A) are to be produced in the United States ("American Iron and Steel Requirement") unless (i) the Borrower has requested from the Lender and obtained a waiver from the Environmental Protection Agency pertaining to the Project or (ii) the Lender has otherwise advised the Borrower in writing that the American Iron and Steel Requirement is not applicable to the Project.
11. Reserved.
12. The Borrower will comply with all record keeping and reporting requirements under the Safe Drinking Water Act, including any reports required by the Environmental Protection Agency or the Lender such as performance indicators of program deliverables, information on costs and project progress. The Borrower understands that (i) each contract and subcontract related to the Project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the Safe Drinking Water Act and this Agreement may be a default hereunder that results in a repayment of the Loan in advance and/or other remedial actions.
13. The Borrower shall insert in full in any contract which is entered into for construction, alteration, maintenance, or repair of a public water system or treatment works, financed in whole or in part from Federal funds, the document entitled "American Iron and Steel Special Conditions and Information for Federally Assisted State Revolving Loan Fund Construction Contracts."

14. The Borrower will comply with the requirements and obligations of Title VI of the Civil Rights Act in accordance with 40 CFR Part 5 and 7. Among the requirements, borrowers must have a nondiscrimination notice, operate programs or activities that are accessible to individuals with disabilities, designate a civil rights coordinator, have a language access services policy, and maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves.
15. As required by 40 CFR Part 33.501(b), the Environmental Protection Agency (EPA) Disadvantaged Business Enterprise Rule requires State Revolving Loan recipients to create and maintain a bidders list. The purpose of a bidders list is to provide the Borrower who conducts competitive bidding with a more accurate database of the universe of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) and non-MBE/WBE prime and subcontractors. The list must include all firms that bid on EPA-assisted projects, including both MBE/WBEs and non-MBE/WBEs. The bidders list must be kept active until the project period for the loan has ended.

The bidders list must contain the following information from all prime contractors and subcontractors:

- 1) Bidder's name with point of contract;
- 2) Bidder's mailing address, telephone number, and email address;
- 3) The procurement item on which the bidder bid or quoted, and when; and
- 4) Bidder's status as an MBE/WBE or non-MBE/WBE.

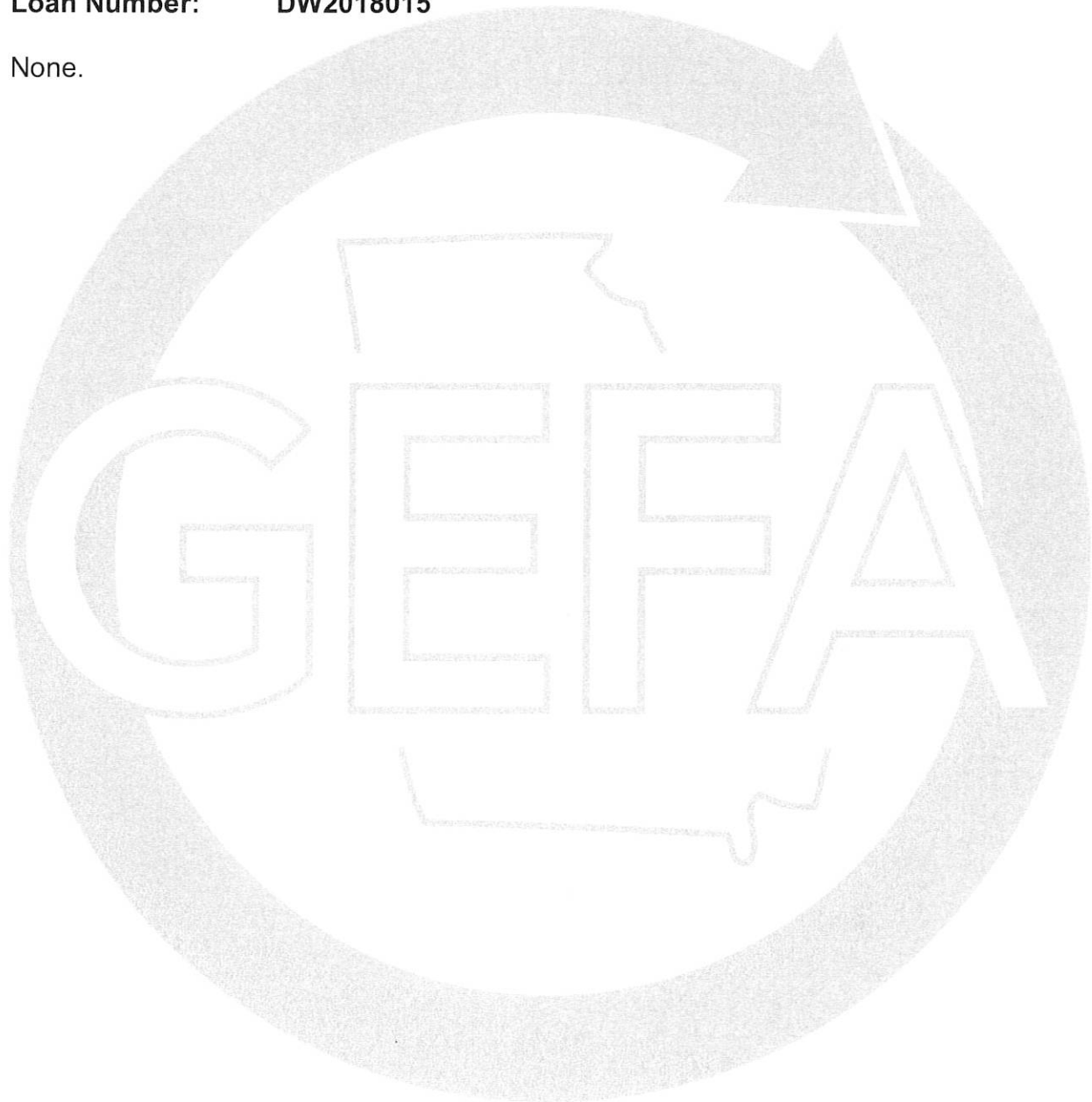
Borrowers receiving a combined total of \$250,000 or less in federal funding in any one fiscal year, are exempt from the requirements to maintain a bidders list.

FINANCIAL COVENANTS

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

None.



OPINION OF BORROWER'S COUNSEL

(Please furnish this form on Attorney's Letterhead)

DATE

Drinking Water State Revolving Fund, Administered by
Georgia Environmental Finance Authority
233 Peachtree St NE
Harris Tower, Ste 900
Atlanta, GA 30303-1506

Ladies and Gentlemen:

As counsel for the **CITY OF HAPEVILLE** (the "Borrower"), I have examined duly executed originals of the Loan Agreement (the "Loan Agreement"), Loan/Project No. **DW2018015**, between the Borrower and the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), the related Promissory Note (the "Note") of the Borrower, the proceedings taken by the Borrower to authorize the Loan Agreement and the Note (collectively, the "Credit Documents"), and such other documents, records, and proceedings as I have deemed relevant or material to render this opinion, and based upon such examination, I am of the opinion, as of the date hereof, that:

1. The Borrower is a public body corporate and politic, duly created and validly existing under the laws of the State of Georgia.
2. The Credit Documents have been duly authorized, executed, and delivered by the Borrower and are legal, valid, and binding obligations of the Borrower, enforceable in accordance with their terms.
3. To the best of my knowledge, no litigation is pending or threatened in any court or other tribunal, state or federal, in any way questioning or affecting the validity of the Credit Documents.
4. To the best of my knowledge, the execution, delivery, and performance by the Borrower of the Credit Documents will not conflict with, breach, or violate any law, any order or judgment to which the Borrower is subject, or any contract to which the Borrower is a party.
5. The signatures of the officers of the Borrower that appear on the Credit Documents are true and genuine. I know such officers and know them to be the duly elected or appointed qualified incumbents of the offices of the Borrower set forth below their names.

With your permission, in rendering the opinions set forth herein, I have assumed the following, without any investigation or inquiry on my part:

- (i) the due authorization, execution, and delivery of the Credit Documents by the Lender; and
- (ii) that the Credit Documents constitute the binding obligations of the Lender and that the Lender has all requisite power and authority to perform its obligations thereunder.

The enforceability of the Credit Documents (i) may be limited by bankruptcy, insolvency, fraudulent conveyance, reorganization, moratorium, and other similar laws affecting the enforcement of creditors' rights, (ii) may be subject to general principles of equity, whether applied by a court of law or equity, and (iii) may also be subject to the exercise of judicial discretion in appropriate cases.

Very truly yours,

Signature

Printed Name

Date

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: **CITY OF HAPEVILLE**

Loan Number: **DW2018015**

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____, the following resolution was introduced and adopted.

WHEREAS, the governing body of the Borrower has determined to borrow but not to exceed **\$1,535,000** from the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") to finance a portion of the costs of acquiring, constructing, and installing the environmental facilities described in Exhibit A to the hereinafter defined Loan Agreement (the "Project"), pursuant to the terms of a Loan Agreement (the "Loan Agreement") between the Borrower and the Lender, the form of which has been presented to this meeting; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement will be evidenced by a Promissory Note (the "Note") of the Borrower, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the forms, terms, and conditions and the execution, delivery, and performance of the Loan Agreement and the Note are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Loan Agreement and the Note (including the interest rate provisions, which shall be as provided in the Note) are in the best interests of the Borrower for the financing of the Project, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Loan Agreement, the Note, and any related documents necessary to the consummation of the transactions contemplated by the Loan Agreement.

(Signature of Person to Execute
Documents)

(Print Title)

(Signature of Person to Attest Documents)

(Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Dated: _____

(SEAL)

Secretary/Clerk

PROMISSORY NOTE

\$1,535,000

FOR VALUE RECEIVED, the undersigned (hereinafter referred to as the **"Borrower"**) promises to pay to the order of the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (hereinafter referred to as the **"Lender"**) at the Lender's office located in Atlanta, Georgia, or at such other place as the holder hereof may designate, the principal sum of **ONE MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$1,535,000)**, or so much thereof as shall have been advanced hereagainst and shall be outstanding, together with interest on so much of the principal balance of this Note as may be outstanding and unpaid from time to time, calculated at the rate or rates per annum indicated below.

The unpaid principal balance of this Note shall bear interest at a rate per annum equal to **ONE AND 25/100 PERCENT (1.25%)**, (1) calculated on the basis of actual number of days in the year and actual days elapsed until the Amortization Commencement Date (as hereinafter defined), and (2) calculated on the basis of a 360-day year consisting of twelve 30-day months thereafter.

Accrued interest on this Note shall be payable monthly on the first day of each calendar month until the first day of the calendar month following the earlier of (1) the Completion Date (as defined in the hereinafter defined Loan Agreement), (2) **APRIL 1, 2020**, or (3) the date that the loan evidenced by this Note is fully disbursed (the **"Amortization Commencement Date"**). Principal of and interest on this Note shall be payable in **TWO HUNDRED THIRTY-NINE (239)** consecutive monthly installments equal to the Installment Amount (as hereinafter defined), commencing on the first day of the calendar month following the Amortization Commencement Date, and continuing to be due on the first day of each succeeding calendar month thereafter, together with a final installment equal to the entire remaining unpaid principal balance of and all accrued interest on this Note, which shall be due and payable on the date that is **20** years from the Amortization Commencement Date (the **"Maturity Date"**).

This Note shall bear interest on any overdue installment of principal and, to the extent permitted by applicable law, on any overdue installment of interest, at the aforesaid rates. The Borrower shall pay a late fee equal to the Lender's late fee, as published from time to time in the Loan Servicing Fee schedules, for any installment payment or other amount due hereunder that is not paid by the 15th of the month in which the payment is due.

"Installment Amount" means the amount equal to the monthly installment of principal and interest required to fully amortize the then outstanding principal balance of this Note as of the Amortization Commencement Date at the rate of interest on this Note,

on the basis of level monthly debt service payments from the Amortization Commencement Date to and including the Maturity Date.

All payments or prepayments on this Note shall be applied first to unpaid fees and late fees, then to interest accrued on this Note through the date of such payment or prepayment, and then to principal (and partial principal prepayments shall be applied to such installments in the inverse order of their maturity).

At the option of the Lender, the Borrower shall make payments due under this Note using pre-authorized electronic debit transactions, under which the Lender will be authorized to initiate and effect debit transactions from a designated account of the Borrower without further or additional approval or confirmation by the Borrower. The Borrower further agrees to adopt any necessary approving resolutions and to complete and execute any necessary documents in order for the Lender to effect such pre-authorized debit transactions. In the event the Borrower has insufficient funds in its designated account on the date the Lender attempts to debit any payment due hereunder, the Borrower shall pay the Lender a processing fee equal to the Lender's processing fee, as published from time to time in the Lender's fee schedules for each such occurrence (but not exceeding two such processing fees in any calendar month), in addition to any late fee as provided above.

The Borrower may prepay the principal balance of this Note in whole or in part at any time without premium or penalty.

This Note constitutes the Promissory Note issued under and pursuant to and is entitled to the benefits and subject to the conditions of a Loan Agreement (the "**Loan Agreement**"), dated the date hereof, between the Borrower and the Lender, to which Loan Agreement reference is hereby made for a description of the circumstances under which principal shall be advanced under this Note. Reference is hereby made to the Loan Agreement for a description of the security for this Note and the options and obligations of the Borrower and the Lender hereunder. Upon an Event of Default (as defined in the Loan Agreement), the entire principal of and interest on this Note may be declared or may become immediately due and payable as provided in the Loan Agreement.

The obligation of the Borrower to make the payments required to be made under this Note and to perform and observe any and all of the other covenants and agreements on its part contained herein shall be a general obligation of the Borrower, as provided in the Loan Agreement, and shall be absolute and unconditional irrespective of any defense or any rights of setoff, counterclaim, or recoupment, except for payment, it may otherwise have against the Lender.

In case this Note is collected by or through an attorney-at-law, all costs of such collection incurred by the Lender, including reasonable attorney's fees, shall be paid by the Borrower.

Time is of the essence of this Note. Demand, presentment, notice, notice of demand, notice for payment, protest, and notice of dishonor are hereby waived by each

and every maker, guarantor, surety, and other person or entity primarily or secondarily liable on this Note. The Lender shall not be deemed to waive any of its rights under this Note unless such waiver be in writing and signed by the Lender. No delay or omission by the Lender in exercising any of its rights under this Note shall operate as a waiver of such rights, and a waiver in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

This Note shall be governed by and construed and enforced in accordance with the laws of the State of Georgia (without giving effect to its conflicts of law rules). Whenever possible, each provision of this Note shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Note shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Note.

Words importing the singular number hereunder shall include the plural number and vice versa, and any pronoun used herein shall be deemed to cover all genders. The word "Lender" as used herein shall include transferees, successors, and assigns of the Lender, and all rights of the Lender hereunder shall inure to the benefit of its transferees, successors, and assigns. All obligations of the Borrower hereunder shall bind the Borrower's successors and assigns.

SIGNED, SEALED, AND DELIVERED by the undersigned Borrower as of the _____ day of _____, _____.

CITY OF HAPEVILLE

Approved as to form: _____
Signature: _____
Print Name: _____
By: _____ Title: _____
Borrower's Attorney

(SEAL)

Attest Signature: _____
Print Name: _____
Title: _____

Recipient: CITY OF HAPEVILLE

Loan Number: DW2018015

TAX CERTIFICATE

Certain terms that are used herein and that are defined or used in the Internal Revenue Code of 1986, as amended (the "Code"), or in the Treasury Regulations issued thereunder are explained in general terms in Definitions attached to this Certificate and made a part hereof.

The undersigned officials of **CITY OF HAPEVILLE** (the "Borrower") hereby certify that we are the duly appointed, qualified, and acting officials of the Borrower set forth under our respective signatures, and that we have all authority necessary to execute this Certificate on behalf of the Borrower, and we hereby certify for and on behalf of the Borrower that:

1. In General

1.1. We are familiar with the loan in the authorized principal amount not to exceed **\$1,535,000** (the "Loan"), being made by the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") to the Borrower pursuant to the terms of a Loan Agreement, dated the date hereof, between the Lender and the Borrower, for the purpose of providing funds that will be used to permanently finance the costs of certain replacements, additions, extensions, and improvements to the Borrower's environmental facilities (the "System"). The Loan is a draw-down loan, in which the Lender will advance loan amounts to the Borrower to pay for eligible costs only after such costs have been incurred by the Borrower. Proceeds of the Loan will not be invested before they are used to pay eligible costs. The Borrower reasonably expects to draw the full amount of the Loan to pay eligible costs within the 3-year period beginning on the "issue date."

2. Private Activity Bond Test

2.1. Either (a) no more than ten percent of the proceeds of the Loan are to be used for any "private business use"; or

(b) the payment of the principal of, or the interest on, no more than ten percent of the proceeds of the Loan is (under the terms of the Loan or any underlying arrangement) directly or indirectly (1) secured by any interest in (A) property used or to be used for a "private business use," or (B) payments in respect of such property, or (2) to be derived from payments (whether or not to the Borrower) in respect of property, or borrowed money, used or to be used for a "private business use."

2.2. No proceeds of the Loan are to be used for any "private business use," which use is not related to any "government use" of such proceeds.

2.3. The proceeds of the Loan that are to be used for any "private business use" will not exceed the proceeds of the Loan that are to be used for the "government use" to which such "private business use" relates.

2.4. The amount of the proceeds of the Loan that are to be used (directly or indirectly) to make or finance loans to persons other than governmental units will not exceed the lesser of five percent of such proceeds or \$5,000,000.

2.5. Without limiting the general nature of the certifications set forth above, the Borrower certifies as follows:

(i) The Borrower will own and operate the System.

(ii) The System will be available for general public use.

(iii) Use of the System by any person other than a governmental unit will be on the same basis as use by other members of the general public. No portion of the services, facilities, and commodities provided by the System will be made available to any one customer (other than a state or local governmental unit), or limited group of customers (other than state or local governmental units), on a basis other than the same basis as such services, facilities, and commodities are made available to the general public. The Borrower may, however, grant volume discounts to reasonable classifications of private users, if other private users in the same classifications are entitled to the same volume discounts.

(iv) The Borrower knows of no facts or circumstances surrounding the capital improvements to be financed by the Loan that would indicate that the primary purpose of the capital improvements to be financed by the Loan is to benefit one private user or a limited number of private users.

3. Contracts and Other Arrangements

3.1. The Borrower has not entered into and will not enter into any output or take or take-or-pay contracts or other preferred arrangements with any entity other than a state or local governmental unit with respect to the services, facilities, and commodities provided by the System.

3.2. The Borrower has not entered into and will not enter into any lease or other contract providing for use of the System with any entity other than a state or local governmental unit.

3.3. The Borrower has not entered into and will not enter into a "management contract" involving the System with any entity other than a state or local governmental unit, unless it is a "qualified management contract."

3.4. The Borrower has not entered into and will not enter into any other arrangements with any entity other than a state or local governmental unit that convey

special legal entitlements to the services, facilities, and commodities provided by the System.

4. Section 149 Matters

4.1. The Loan is not and will not be "federally guaranteed."

4.2. The Borrower reasonably expects that at least 85 percent of the spendable proceeds of the Loan will be used to carry out the governmental purposes of the Loan within the 3-year period beginning on the "issue date." Not more than 50 percent of the proceeds of the Loan will be invested in nonpurpose investments having a substantially guaranteed yield for 4 years or more.

To the best of our knowledge, information, and belief, there are no other facts, estimates, or circumstances that would materially change any of the foregoing certifications. The representations contained in this Certificate are made for the benefit of the Lender and may be relied upon by the Lender in determining whether or not the interest on the Loan is subject to income taxation by the United States under existing statutes, regulations, and decisions.

Dated: _____

CITY OF HAPEVILLE

Signature: _____

Print Name: _____

Title: _____

(SEAL)

Attest Signature: _____

Print Name: _____

Title: _____

DEFINITIONS

The following definitions are furnished only as general guidelines. For complete definitions, competent tax counsel should be consulted.

"Adjusted Gross Revenues"

"Adjusted gross revenues" means gross revenues of all or a portion of the property to be financed or refinanced by the Loan, less allowances for bad debts and contractual and similar allowances.

"Capitation Fee"

"Capitation fee" means a fixed periodic amount for each person for whom the "service provider" or the "qualified user" assumes the responsibility to provide all needed services for a specified period so long as the quantity and type of services actually provided to covered persons varies substantially.

"Federally Guaranteed"

(1) An obligation will be considered to be "federally guaranteed" if:

(a) the payment of principal or interest with respect to such obligation is guaranteed (in whole or in part) by the United States (or any agency or instrumentality thereof),

(b) such obligation is issued as part of an issue and 5% or more of the proceeds of such issue are to be -

(i) used in making loans the payment of principal or interest with respect to which are to be guaranteed (in whole or in part) by the United States (or any agency or instrumentality thereof), or

(ii) invested (directly or indirectly) in federally insured deposits or accounts, or

(c) the payment of principal or interest on such obligation is otherwise indirectly guaranteed (in whole or in part) by the United States (or any agency or instrumentality thereof).

(2) A federally insured deposit or account means any deposit or account in a financial institution to the extent such deposit or account is insured under federal law by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, the National Credit Union Administration, or any similar federally chartered corporation.

(3) An obligation will not be treated as federally guaranteed if the obligation is guaranteed by:

(a) the Federal Housing Administration, the Veteran's Administration, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, or the Government National Mortgage Association, or

(b) the Student Loan Marketing Association.

(4) The provisions prohibiting an obligation from being federally guaranteed are inapplicable to:

(a) proceeds of an issue invested for an initial temporary period until such proceeds are needed for the purpose for which such issue was issued,

(b) investments of a bona fide debt service fund,

(c) investments of a reserve that meets the requirements of Section 148(d) of the Code,

(d) investments in bonds issued by the United States Treasury, or

(e) other investments permitted under regulations.

"Government Use"

"Government use" means any use other than a "private business use."

"Issue Date"

"Issue date" means the first date on which the aggregate draws under the Loan exceed the lesser of \$50,000 or 5 percent of **\$1,535,000**.

"Management Contract"

"Management contract" means a management, service, or incentive payment contract between the Borrower and a "service provider" under which the "service provider" provides services involving all, a portion, or any function of the property to be financed or refinanced by the Loan.

"Penalties"

"Penalties" for terminating a contract include a limitation on the Borrower's right to compete with the "service provider"; a requirement that the Borrower purchase equipment, goods, or services from the "service provider"; and a requirement that the Borrower pay liquidated damages for cancellation of the contract. In contrast, a requirement effective on cancellation that the Borrower reimburse the "service provider" for ordinary and necessary expenses or a restriction on the Borrower against hiring key personnel of the "service provider" is generally not a contract termination penalty. Another contract between the "service provider" and the Borrower, such as a loan or guarantee by the "service provider," is treated as creating a contract termination penalty

if that contract contains terms that are not customary or arm's-length that could operate to prevent the Borrower from terminating the contract (for example, provisions under which the contract terminates if the "management contract" is terminated or that place substantial restrictions on the selection of a substitute "service provider").

"Periodic Fixed Fee"

"Periodic fixed fee" means a stated dollar amount for services rendered for a specified period of time. For example, a stated dollar amount per month is a periodic fixed fee. The stated dollar amount may automatically increase according to a specified, objective, external standard that is not linked to the output or efficiency of the property to be financed or refinanced by the Loan. For example, the Consumer Price Index and similar external indices that track increases in prices in an area or increases in revenues or costs in an industry are objective external standards. "Capitation fees" and "per-unit fees" are not periodic fixed fees.

"Per-Unit Fee"

"Per-unit fee" means a fee based on a unit of service provided specified in the contract or otherwise specifically determined by an independent third party or the Borrower.

"Private Business Use"

"Private business use" means use (directly or indirectly) in a trade or business carried on by any person other than a governmental unit. For purposes of the preceding sentence, use as a member of the general public is not taken into account, and any activity carried on by a person other than a natural person is treated as a trade or business.

"Qualified Management Contract"

"Qualified management contract" means a "management contract" that meets the requirements set forth in (a), (b), and (c) below.

(a) General compensation requirements. The contract must provide for reasonable compensation for services rendered with no compensation based, in whole or in part, on a share of net profits from the operation of the property to be financed or refinanced by the Loan. Compensation based on (1) a "capitation fee," (2) a "per-unit fee," or (3) a percentage of gross revenues (or "adjusted gross revenues") of the property to be financed or refinanced by the Loan or a percentage of expenses from the property to be financed or refinanced by the Loan, but not both, is generally not considered to be based on a share of net profits. Reimbursement of the "service provider" for actual and direct expenses paid by the "service provider" to unrelated parties is not by itself treated as compensation. A productivity reward equal to a stated dollar amount based on increases or decreases in gross revenues (or "adjusted gross revenues"), or reductions in total expenses (but not both increases in gross revenues (or "adjusted gross revenues")

and reductions in total expenses) in any annual period during the term of the contract, generally does not cause the compensation to be based on a share of net profits.

(b) Permissible arrangements. The "management contract" must be described in paragraph (1), (2), (3), (4), or (5) below.

(1) 95 percent periodic fixed fee arrangements. At least 95 percent of the compensation for services for each annual period during the term of the contract is based on a "periodic fixed fee." The term of the contract, including all "renewal options," must not exceed the lesser of 80 percent of the reasonably expected useful life of the financed property and 20 years. For purposes of this paragraph (1), a fee does not fail to qualify as a "periodic fixed fee" as a result of a one-time incentive award during the term of the contract under which compensation automatically increases when a gross revenue or expense target (but not both) is reached if that award is equal to a single, stated dollar amount.

(2) 80 percent periodic fixed fee arrangements. At least 80 percent of the compensation for services for each annual period during the term of the contract is based on a "periodic fixed fee." The term of the contract, including all "renewal options," must not exceed the lesser of 80 percent of the reasonably expected useful life of the financed property and 20 years. For purposes of this paragraph (2), a fee does not fail to qualify as a periodic fixed fee as a result of a one-time incentive award during the term of the contract under which compensation automatically increases when a gross revenue or expense target (but not both) is reached if that award is equal to a single, stated dollar amount.

(3) 50 percent periodic fixed fee arrangements. Either at least 50 percent of the compensation for services for each annual period during the term of the contract is based on a "periodic fixed fee" or all of the compensation for services is based on a "capitation fee" or a combination of a "capitation fee" and a "periodic fixed fee." The term of the contract, including all "renewal options," must not exceed 5 years. The contract must be terminable by the Borrower on reasonable notice, without penalty or cause, at the end of the third year of the contract term.

(4) Per-unit fee arrangements in certain 3-year contracts. All of the compensation for services is based on a "per-unit fee" or a combination of a "per-unit fee" and a "periodic fixed fee." The term of the contract, including all "renewal options," must not exceed 3 years. The contract must be terminable by the Borrower on reasonable notice, without penalty or cause, at the end of the second year of the contract term.

(5) Percentage of revenue or expense fee arrangements in certain 2-year contracts. All of the compensation for services is based on a

percentage of fees charged or a combination of a "per-unit fee" and a percentage of revenue or expense fee. The term of the contract, including "renewal options," must not exceed 2 years. The contract must be terminable by the Borrower on reasonable notice, without penalty or cause, at the end of the first year of the contract term. This paragraph (5) applies only to contracts under which the "service provider" primarily provides services to third parties.

(c) No Circumstances Substantially Limiting Exercise of Rights. The "service provider" must not have any role or relationship with the Borrower that, in effect, substantially limits the Borrower's ability to exercise its rights, including cancellation rights, under the contract, based on all the facts and circumstances. This requirement is satisfied if:

(1) not more than 20 percent of the voting power of the governing body of the Borrower in the aggregate is vested in the "service provider" and its directors, officers, shareholders, and employees;

(2) overlapping board members do not include the chief executive officers of the "service provider" or its governing body or the Borrower or its governing body; and

(3) the Borrower and the "service provider" under the contract are not related parties, as defined in Treasury Regulation Section 1.150-1(b).

"Qualified User"

"Qualified user" means any state or local governmental unit.

"Renewal Option"

"Renewal option" means a provision under which the "service provider" has a legally enforceable right to renew the contract.

"Service Provider"

"Service provider" means any person other than a "qualified user" that provides services under a contract to or for the benefit of the Borrower.

**AUTHORIZED SIGNATURE CARD
FOR DRAWDOWN OF PROCEEDS
UNDER GEFA PROGRAMS**

Name of Recipient:

CITY OF HAPEVILLE

GEFA Project Number

DW2018015

SIGNATURES OF OFFICIALS AUTHORIZED TO DRAW ON THE CITED PROJECT

☐ ONLY ONE SIGNATURE REQUIRED ON PAYMENT VOUCHERS
OR

☐ ANY TWO SIGNATURES REQUIRED TO SIGN OR COUNTERSIGN

Typed Name and Signature

Typed Name and Signature

Typed Name and Signature

Typed Name and Signature

I certify that the signatures above are of the individuals authorized to request payment under the project cited above.
(The attesting official below cannot be one of the officials that is named above as authorized to sign draw requests)

SIGNATURE OF ATTESTING OFFICIAL (Recipient)

DATE



Georgia Environmental Finance Authority
 Fiscal Services Division
 233 Peachtree St NE
 Ste 900
 Atlanta, GA 30303-1506
 Phone: 404-584-1000
fiscal@gefa.ga.gov

Electronic Funds Transfer via ACH Authorization Form

VENDOR INFORMATION	
Contract, Grant, or Invoice Number, if same banking information for all items, please type "ALL"	DW2018015
Legal Name of Vendor CITY OF HAPEVILLE	Tax ID or EIN – enter in area directly below 58-6000511
Physical Address 3468 NORTH FULTON AVENUE	Mailing Address (if different from Physical Address)
City, State, Zip Code HAPEVILLE, GA 30354	City, State, Zip Code
Phone Number	Fax Number
Website Address	Email Address for Deposit/Withdrawal Notifications
Primary Contact Name	Primary Contact Title
Primary Contact Phone Number	Primary Contact Email Address
Secondary Contact Name	Secondary Contact Title
Secondary Contact Phone Number	Secondary Contact Email Address
PLEASE ATTACH VOIDED CHECK(S)/DEPOSIT TICKET(S). THIS FORM CANNOT BE PROCESSED WITHOUT THEM.	
DEPOSITS	
Bank Name	Bank Phone Number
Branch Address	City, State, Zip Code
Transit Routing/ABA Number (9-Digits)	Bank Account Number
WITHDRAWALS	
Bank Name	Bank Phone Number
Branch Address	City, State, Zip Code
Transit Routing/ABA Number (9-Digits)	Bank Account Number
The Vendor hereby authorizes the Georgia Environmental Finance Authority (GEFA) to initiate electronic entries to the account(s) listed above for any amounts payable to and due from the specified account(s), upon GEFA's notice to the Bank. GEFA reserves the right to reclaim any amounts deposited by GEFA to which the Vendor is not entitled upon prior notification to the Vendor. The Vendor further authorizes and directs the Bank to accept such deposits and to permit such withdrawals. This authorization is to remain in force until GEFA has received written notification from Vendor of termination in such time and in such manner as to afford GEFA and/or the Bank a reasonable opportunity to act on it.	
Print Name of Person Authorized on Bank Account	Title
Authorized Signature	Date
Secondary Authorized Signature	Title

Instructions for Completing the Electronic Funds Transfer via ACH Authorization Form

Vendor Information:

1. Please reference the contract, grant, or invoice number. If all items remitted to our office for payment or withdrawal will use the same banking information, please enter "all." If there are different bank accounts used for various items, please complete a form for each and specify the proper information, i.e., loan number, invoice number, or grant number, etc.
2. Enter legal name of the vendor along with Tax ID or EIN.
3. Enter physical address where your office is located.
4. Enter mailing address for our records.
5. Enter city, state, and zip code.
6. Enter phone number and fax number.
7. Enter organization website address.
8. Enter email addresses for payment and withdrawal notifications.
9. Enter primary contact name and title for the organization.
10. Enter phone number and email address of the primary contact.
11. Enter a secondary contact name and title for the organization.
12. Enter phone number and email address of the secondary contact.

Attach a voided check or voided deposit ticket that shows the correct banking information.

Deposits:

1. Enter bank name where funds are to be deposited by GEFA.
2. Enter bank phone number.
3. Enter address of the branch where you frequently bank.
4. Enter city, state, and zip code of the bank.
5. Enter transit number/ABA number of the bank where deposits should be made.
6. Enter bank account number of the bank where deposits should be made.

Withdrawals:

NOTES: This section is only for customers whereby GEFA debits the account for repayment of a loan or specific invoice. You may use the same account as deposits or you may elect to use a different account. If you are using the same account, please type or print legibly "SAME ACCOUNT AS ABOVE." If using a different account, please follow the same steps as those for "deposits" above for the account to be debited.

Sign and date the form. Additionally, please have another person verify the information on the form. Attach a voided check or deposit ticket as further verification of banking information.

For grant and loan recipients, there is no requirement that you must have a separate bank account. However, you must differentiate each subaward within your financial systems by a separate project or unique identifier that summarizes all costs per agreement or project.

If there are any questions regarding the completion of this form, please contact the Fiscal Services Division at 404-584-1000 or send an email to fiscal@gefa.ga.gov.

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority

If Amended Return, check here ► ☐

1 Issuer's name CITY OF HAPEVILLE		2 Issuer's employer identification number (EIN) 58-6000589
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 3468 North Fulton Avenue	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code HAPEVILLE, GA 30354		7 Date of issue
8 Name of issue Georgia Environmental Finance Authority (GEFA) DW2018015		9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	
15 Environment (including sewage bonds)	15	1,535,000
16 Housing	16	
17 Utilities	17	
18 Other. Describe ►	18	
19 If obligations are TANs or RANs, check only box 19a ► ☐		
If obligations are BANs, check only box 19b ► ☐		
20 If obligations are in the form of a lease or installment sale, check box ► ☐		

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	4/30/2040	\$ 1,535,000	\$ 1,535,000	10.46 years	1.25 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	1,535,000
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	
29 Total (add lines 24 through 28)	29	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	1,535,000

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	►	_____ years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	►	_____ years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	►	_____
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		_____

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a	
b	Enter the final maturity date of the GIC ▶ _____		
c	Enter the name of the GIC provider ▶ _____		
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	
38a	If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:		
b	Enter the date of the master pool obligation ▶ _____		
c	Enter the EIN of the issuer of the master pool obligation ▶ _____		
d	Enter the name of the issuer of the master pool obligation ▶ _____		
39	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box	☐	
40	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box	☐	
41a	If the issuer has identified a hedge, check here ☐ and enter the following information:		
b	Name of hedge provider ▶ _____		
c	Type of hedge ▶ _____		
d	Term of hedge ▶ _____		
42	If the issuer has superintegrated the hedge, check box	☐	
43	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box	☐	
44	If the issuer has established written procedures to monitor the requirements of section 148, check box	☐	
45a	If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement ▶ _____		
b	Enter the date the official intent was adopted ▶ _____		

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative _____ Date _____ Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶	Firm's EIN ▶			
Firm's address ▶	Phone no. _____			

Instructions for Form 8038-G (Rev. September 2012)



Department of the Treasury
Internal Revenue Service

(Use with the September 2011 revision of Form 8038-G.)

Information Return for Tax-Exempt Governmental Obligations

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

General Instructions

Purpose of Form

Form 8038-G is used by issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File

IF the issue price (line 21, column (b)) is...	THEN, for tax-exempt governmental obligations issued after December 31, 1986, issuers must file...
\$100,000 or more	A separate Form 8038-G for each issue
Less than \$100,000	Form 8038-GC, Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales



CAUTION For all build America bonds and recovery zone economic development bonds use Form 8038-B, Information Return for Build America Bonds and Recovery Zone Economic Development Bonds. For tax credit bonds and specified tax credit bonds use Form 8038-TC, Information Return for Tax Credit Bonds and Specified Tax Credit Bonds.

When To File

File Form 8038-G on or before the 15th day of the 2nd calendar month after the close of the calendar quarter in which the bond is issued. Form 8038-G may not be filed before the issue date and must be completed based on the facts as of the issue date.

Late filing. An issuer may be granted an extension of time to file Form 8038-G under Section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file timely is not due to willful neglect. Type or print at the top of the form "Request for Relief under section 3 of Rev. Proc. 2002-48" and attach a letter explaining why Form 8038-G was not submitted to the IRS on time. Also indicate whether the bond issue in question is under examination by the IRS. Do not

submit copies of the trust indenture or other bond documents. See *Where To File* next.

Where To File

File Form 8038-G, and any attachments, with the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201.

Private delivery services. You can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.

Other Forms That May Be Required

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate.

For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For build America bonds (Direct Pay), build America bonds (Tax Credit), and recovery zone economic development bonds, complete Form 8038-B, Information Return for Build America Bonds and Recovery Zone Economic Development Bonds.

For qualified forestry conservation bonds, new clean renewable energy bonds, qualified energy conservation bonds, qualified zone academy bonds, qualified school construction bonds, clean renewable energy bonds, and all other qualified tax credit bonds (except build America bonds), file Form 8038-TC,

Information Return for Tax Credit Bonds and Specified Tax Credit Bonds.

Rounding to Whole Dollars

You may show amounts on this return as whole dollars. To do so, drop amounts less than 50 cents and increase amounts from 50 cents through 99 cents to the next higher dollar.

Questions on Filing Form 8038-G

For specific questions on how to file Form 8038-G send an email to the IRS at TaxExemptBondQuestions@irs.gov and put "Form 8038-G Question" in the subject line. In the email include a description of your question, a return email address, the name of a contact person, and a telephone number.

Definitions

Tax-exempt obligation. This is any obligation, including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from income under section 103.

Tax-exempt governmental obligation.

A tax-exempt obligation that is not a private activity bond (see next) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

Private activity bond. This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, **and**
- More than 10% of the payment of principal or interest of the issue is **either (a)** secured by an interest in property to be used for a private business use (or payments for such property) **or (b)** to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which **(a)** are to be used directly or indirectly to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and **(b)** exceeds the lesser of 5% of the proceeds **or** \$5 million.

Issue price. The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus,

when issued for cash, the issue price is the first price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

Issue. Generally, obligations are treated as part of the same issue if they are issued by the same issuer, on the same date, and in a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meet the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

Arbitrage rebate. Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

Construction issue. This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds are to be used for construction expenditures with respect to property to be owned by a governmental unit or a section 501(c)(3) organization, **and**

2. All the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a section 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make

an irrevocable election to pay a penalty. The penalty is equal to $1\frac{1}{2}\%$ of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

Pooled financing issue. This is an issue of tax-exempt bonds, the proceeds of which are to be used to finance purpose investments representing conduit loans to two or more conduit borrowers, unless those conduit loans are to be used to finance a single capital project.

Specific Instructions

Part I—Reporting Authority

Amended return. An issuer may file an amended return to change or add to the information reported on a previously filed return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the *Amended Return* box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new or corrected information. Attach an explanation of the reason for the amended return and write across the top, "Amended Return Explanation." Failure to attach an explanation may result in a delay in processing the form.

Line 1. The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. For a lease or installment sale, the issuer is the lessee or the purchaser.

Line 2. An issuer that does not have an employer identification number (EIN) should apply for one on Form SS-4, Application for Employer Identification Number. You can get this form on the IRS website at IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676). You may receive an EIN by telephone by following the instructions for Form SS-4.

Line 3a. If the issuer wishes to authorize a person other than an officer or other employee of the issuer (including a legal representative or paid preparer) to communicate with the IRS and whom the IRS may contact about this return (including in writing or by telephone), enter the name of such person here. The person listed in line 3a must be an individual. Do not enter the name and title of an officer or other employee of the issuer here (use line 10a for that purpose).

Note. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS may contact about this return, the issuer authorizes the IRS to

communicate directly with the individual entered on line 3a and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

Lines 4 and 6. If you listed an individual on line 3a to communicate with the IRS and whom the IRS may contact about this return, enter the number and street (or P.O. box if mail is not delivered to street address), city, town, or post office, state, and ZIP code of that person. Otherwise, enter the issuer's number and street (or P.O. box if mail is not delivered to street address), city, town, or post office, state, and ZIP code.

Note. The address entered on lines 4 and 6 is the address the IRS will use for all written communications regarding the processing of this return, including any notices.

Line 5. This line is for IRS use only. Do not make any entries in this box.

Line 7. The date of issue is generally the date on which the issuer physically exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds. For a lease or installment sale, enter the date interest starts to accrue in an MM/DD/YYYY format.

Line 8. If there is no name of the issue, please provide other identification of the issue.

Line 9. Enter the CUSIP (Committee on Uniform Securities Identification Procedures) number of the bond with the latest maturity. If the issue does not have a CUSIP number, write "None."

Line 10a. Enter the name and title of the officer or other employee of the issuer whom the IRS may call for more information. If the issuer wishes to designate a person other than an officer or other employee of the issuer (including a legal representative or paid preparer) whom the IRS may call for more information about the return, enter the name, title, and telephone number of such person on lines 3a and 3b.



Complete lines 10a and 10b even if you complete lines 3a and 3b.

Part II—Type of Issue



Elections referred to in Part II are made on the original bond documents, not on this form.

Identify the type of obligations issued by entering the corresponding issue price (see *Issue price* under *Definitions* earlier). Attach a schedule listing names and EINs of organizations that are to use proceeds of these obligations, if different from those

of the issuer, include a brief summary of the use and indicate whether or not such user is a governmental or nongovernmental entity.

Line 18. Enter a description of the issue in the space provided.

Line 19. If the obligations are short-term tax anticipation notes or warrants (TANs) or short-term revenue anticipation notes or warrants (RANs), check box 19a. If the obligations are short-term bond anticipation notes (BANs), issued with the expectation that they will be refunded with the proceeds of long-term bonds at some future date, check box 19b. Do not check both boxes.

Line 20. Check this box if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also check this box if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal. **Do not** check this box if the proceeds of the obligation are received in the form of cash, even if the term "lease" is used in the title of the issue.

Part III—Description of Obligations

Line 21. For column (a), the final maturity date is the last date the issuer must redeem the entire issue.

For column (b), see *Issue price* under *Definitions* earlier.

For column (c), the stated redemption price at maturity of the entire issue is the sum of the stated redemption prices at maturity of each bond issued as part of the issue. For a lease or installment sale, write "N/A" in column (c).

For column (d), the weighted average maturity is the sum of the products of the issue price of each maturity and the number of years to maturity (determined separately for each maturity and by taking into account mandatory redemptions), divided by the issue price of the entire issue (from line 21, column (b)). For a lease or installment sale, enter instead the total number of years the lease or installment sale will be outstanding.

For column (e), the yield, as defined in section 148(h), is the discount rate that, when used to compute the present value of all payments of principal and interest to be paid on the obligation, produces an amount equal to the purchase price, including accrued interest. See Regulations section 1.148-4 for specific rules to compute the yield on an issue. If the issue is a variable rate issue, write "VR" as the yield of the issue. For other

than variable rate issues, carry the yield out to four decimal places (for example, 5.3125%). If the issue is a lease or installment sale, enter the effective rate of interest being paid.

Part IV—Uses of Proceeds of Bond Issue

For a lease or installment sale, write "N/A" in the space to the right of the title for Part IV.

Line 22. Enter the amount of proceeds that will be used to pay interest from the date the bonds are dated to the date of issue.

Line 24. Enter the amount of the proceeds that will be used to pay bond issuance costs, including fees for trustees and bond counsel. If no bond proceeds will be used to pay bond issuance costs, enter zero. Do not leave this line blank.

Line 25. Enter the amount of the proceeds that will be used to pay fees for credit enhancement that are taken into account in determining the yield on the issue for purposes of section 148(h) (for example, bond insurance premiums and certain fees for letters of credit).

Line 26. Enter the amount of proceeds that will be allocated to such a fund.

Line 27. Enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds within 90 days of the date of issue.

Line 28. Enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds after 90 days of the date of issue, including proceeds that will be used to fund an escrow account for this purpose.

Part V—Description of Refunded Bonds

Complete this part only if the bonds are to be used to refund a prior issue of tax-exempt bonds. For a lease or installment sale, write "N/A" in the space to the right of the title for Part V.

Lines 31 and 32. The remaining weighted average maturity is determined without regard to the refunding. The weighted average maturity is determined in the same manner as on line 21, column (d).

Line 34. If more than a single issue of bonds will be refunded, enter the date of issue of each issue. Enter the date in an MM/DD/YYYY format.

Part VI—Miscellaneous

Line 35. An allocation of volume cap is required if the nonqualified amount for the issue is more than \$15 million but is not

more than the amount that would cause the issue to be private activity bonds.

Line 36. If any portion of the gross proceeds of the issue is or will be invested in a guaranteed investment contract (GIC), as defined in Regulations section 1.148-1(b), enter the amount of the gross proceeds so invested, as well as the final maturity date of the GIC and the name of the provider of such contract.

Line 37. If the issue is a pooled financing issue (as defined under *Pooled financing issue* in *Definitions*), enter the amount of the proceeds used to make loans to other governmental units, the interest on which is tax-exempt.

Line 38. If the issue is a loan of proceeds from a pooled financing issue (as defined under *Pooled financing issue* in *Definitions*), check the box and where asked for the date of issue, EIN, and name of the issuer of the master pool obligation, enter the date of issue, EIN, and name of the issuer of the pooled financing issue.

Line 40. Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of arbitrage rebate with this form. See Rev. Proc. 92-22, 1992-1 C.B. 736 for rules regarding the "election document."

Line 41a. Check this box if the issuer has identified a hedge on its books and records according to Regulations sections 1.148-4(h)(2)(viii) and 1.148-4(h)(5) that permit an issuer of tax-exempt bonds to identify a hedge for it to be included in yield calculations for computing arbitrage.

Line 42. In determining if the issuer has super-integrated a hedge, apply the rules of Regulations section 1.148-4(h)(4). If the hedge is super-integrated, check the box.

Line 43. If the issuer takes a "deliberate action" after the issue date that causes the conditions of the private business tests or the private loan financing test to be met, then such issue is also an issue of private activity bonds. Regulations section 1.141-2(d)(3) defines a deliberate action as any action taken by the issuer that is within its control regardless of whether there is intent to violate such tests. Regulations section 1.141-12 explains the conditions to taking remedial action that prevent an action that causes an issue to meet the private business tests or private loan financing test from being treated as a deliberate action. Check the box if the issuer has established written procedures to ensure timely remedial action for all nonqualified bonds according to

Regulations section 1.141-12 or other remedial actions authorized by the Commissioner under Regulations section 1.141-12(h).

Line 44. Check the box if the issuer has established written procedures to monitor compliance with the arbitrage, yield restriction, and rebate requirements of section 148.

Line 45a. Check the box if some part of the proceeds was used to reimburse expenditures. Figure and then enter the amount of proceeds that are used to reimburse the issuer for amounts paid for a qualified purpose prior to the issuance of the bonds. See Regulations section 1.150-2.

Line 45b. An issuer must adopt an official intent to reimburse itself for preissuance expenditures within 60 days after payment of the original expenditure unless excepted by Regulations section 1.150-2(f). Enter the date the official intent was adopted. See Regulations section 1.150-2(e) for more information about official intent.

Signature and Consent

An authorized representative of the issuer must sign Form 8038-G and any applicable certification. Also print the name and title of the person signing Form 8038-G. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that have been designated in Form 8038-G.

Note. If the issuer in Part 1, lines 3a and 3b authorizes the IRS to communicate (including in writing and by telephone) with a person other than an officer or other employee of the issuer, by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

Paid Preparer

If an authorized officer of the issuer filled in this return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the *Paid Preparer Use Only* area of the return.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature (a facsimile signature is acceptable),
- Enter the preparer information, and
- Give a copy of the return to the issuer.

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form varies depending on individual circumstances. The estimated average time is:

Learning about the law or the form	2 hr., 41 min.
Preparing, copying, assembling, and sending the form to the IRS	3 hr., 3 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Do not** send the form to this office. Instead, see *Where To File*.

Hapeville Residential Solid Waste, Recycling Collection & Disposal Services												
Company	Section 1- Experience in Municipal Solid Waste (10 Points)		Section 2- Cost-Effectiveness (5 Points)		Section 3- Responsiveness and Punctuality (15 Points)		Section 4- Quality of Performance (35 Points)		Section 5- Ability to Perform (25 Points)		Section 6- Cost of Services (10 Points)	
	City Score	K&W Score	City Score	K&W Score	City Score	K&W Score	City Score	K&W Score	City Score	K&W Score	City Score	K&W Score
Waste Pro	10	10	5	5	15	15	35	35	25	25	10	10
Advanced Disposal	10	10	5	3	15	15	35	35	25	25	0	5
Latham Home Sanitation	10	10	5	3	15	15	35	35	25	12	5	5

Total Scores	City Score	K&W Score
Waste Pro	100	100
Advanced Disposal	90	93
Latham Home Sanitation	95	80

STOP LOOK & learn™

Ages 3+

RECYCLING

An Educational Coloring & Activity Book

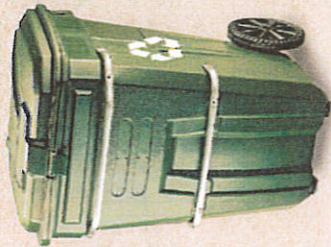


WASTE PRO®

Caring For Our Communities®

Carts

Beginning the first week in October of 2013, on your scheduled service day, Waste Pro will service your 95 gallon garbage roll cart once weekly.



Recycling Roll Cart



Garbage Roll Cart

Schedule

SOLID WASTE

Weekly

*See separate flyer for your service day schedule.

YARD WASTE

The Town of Port Royal will continue to provide weekly yard debris pickup service. (See attached brochure for more details.)

RECYCLE

Your recycle schedule will change to every other week (EOW) service for collection on Wednesdays.



Town of Port Royal



Customer Care

For all inquiries, use the link to Waste Pro's TracEZ System found on the Town of Port Royal's website, www.portroyal.org. Or, for residential service questions, recycle information, or to request garbage roll cart repairs or replacements, contact Waste Pro at 843-986-5000. For yard debris questions or to request recycle roll cart repairs and to schedule bulky items pick-up (appliances, furniture, & mattresses **ONLY**), please contact the Town of Port Royal at 843-986-2211.

SEE ATTACHED BROCHURE

Construction debris will **NO LONGER** be collected from roadsides.

OTHER WASTE

For information on how to dispose of other items, please call the Town of Port Royal at 843-986-2211 or visit the Beaufort County website, www.bcgov.net/recycle.

RECYCLABLES

Place loose recyclables inside cart (bagging and sorting is not necessary). **Do not recycle any plastic bags or Styrofoam products. Place in garbage roll cart.**

Cart Placement

Place your garbage roll carts, recycle roll carts and yard debris at the edge of the road no later than 7 a.m. on the day of collection and remove carts and bins after they are serviced on your collection day. A temporary spot will be placed on the ground for where your new garbage roll cart should be placed on service day.



Be sure your garbage roll carts' wheels are facing the house within 3 feet of the edge of the road.



Leave a 2-foot space between roll carts and a 3-foot space between the roll carts and obstructions like mailboxes, parked cars, utility poles, etc. All garbage must be bagged and fit inside your garbage roll cart with the lid fully closed (if you need additional carts, contact the Town of Port Royal at 843-986-2211).

Never block streets, sidewalks, mailboxes or driveways. For more information, please call 843-986-2211.

GARBAGE

Bag all garbage before placing inside cart. **DO NOT COMBINE GARBAGE AND RECYCLABLES IN THE SAME CONTAINER.**

Recycle

Beginning every other week (EOW) on October 9, 2013, continue to reduce the amount of waste going to the landfill by recycling as many items as possible in the larger 95 gallon roll cart labeled for recycling.

Recycle these items:

- Containers and Paper
- Plastic Bottles, Buckets, Tubs & Containers #1 through #7
- Phone & Paperback Books, Junk Mail, Magazines, Catalogs, Newspapers & Inserts, Office Paper, File Folders & Paper Bags
- Pizza Boxes, Food Boxes, Paper Milk Cartons, Cardboard (flatten all boxes)
- Clear, Green and Brown Glass Jars and Bottles
- Aluminum Containers, Metal Containers, Empty Aerosol Containers

DO NOT place any of these items in garbage or recycling roll carts:

- Batteries
- Motor Oil
- Oil Filters
- Cooking Oil
- Paints
- Chemicals & Solvents
- Electronics
- Oil Filters
- Hazardous Materials

Take these items to a Beaufort County Convenience Center. Visit

www.bcgov.net/recycle to find a list of all items accepted at the Convenience Center.

Find dates and locations for Special Collection Events at www.bcgov.net/recycle

WASTE PRO
Recycling For Our Future

REDUCE

the amount of waste you produce.

REUSE

items or give them away.

RECYCLE

and compost as much as possible.

MAKE IT A HABIT!



WASTE PRO
Caring For Our Communities®



Starting September 30, 2013

Waste Pro will begin providing **Curbside Solid Waste Collection Service for the Town of Port Royal Residents and Small Commercial Businesses using Automatic Side Load Equipment!**

New 95 gallon roll cart(s) for garbage will be distributed the last week of September (9/23/13 - 9/28/13). Your current garbage roll cart will be re-labeled for recyclable items at that time. Recycle service will change to every other week (EOW) service. Wednesday will continue as your recycle service day (EOW). The first service day for your recycle roll cart will be on **Wednesday, October 9, 2013**. You may keep the old 18 gallon bin. If you do not want to keep your old, empty 18 gallon recycle bin(s) for recyclables, place the empty bin(s) on the curb for removal on Wednesday, October 2, 2013.

8. Section E- Fee Schedule

Indicate the fee for service to be charged per account per month for each service listed below.

Base Year 2019

Residential Collection Services	Monthly Charge Per Home
Curbside Weekly Rear Load Garbage Collection Only (no sidearm)	\$10.02
Curbside Bi-Weekly Recyclable Collection	\$ 4.25
Curbside Yard Trimmings Collection Paper lawn bags (10 bags maximum) or 35 gallon trash cans/containers (5 maximum). Tree limb bundles (10 bundle maximum).	\$ 2.25

Prices assume use of all services (Total \$16.52 per home per month). Waste Pro is willing to Negotiate any area of the RFP.

Extras:

- Track EZ Web based service tracking system included no charge
- 3rd Eye Camera & GPS systems included at no charge
- Recycle Center Tours for schools included no charge



5.1 Qualifications

- A. **Respondent Information** – Include the company name, contact representative name, business address in full, telephone number, and email address

Company Name: Novatech, Inc.*

Contact Representative: Jim Trice

Business Address: 2053 Franklin Way SE Suite 100 Marietta, GA 30067

Telephone Number: 615-610-2034 or 1-800-0637

Email Address: dhall@novatech.net

B. Questionnaire

5.1.1 Describe the history of your company as it relates to multifunction sales, support, and services. Brochures, websites, and other attachments are welcome to describe the organization.

Novatech, Inc. (formerly NovaCopy) is an award-winning copier and document solutions company providing office equipment, on-site services, and workflow solutions to over 14,500 businesses throughout the United States. Novatech was founded in Memphis, Tennessee in 1998 with just a handful of employees. Now over 363 employees strong, Novatech services the northern Georgia, southeast Missouri, the Dallas-Fort Worth area, and the entirety of Tennessee and Mississippi.

Novatech's 13 branch office and warehouse locations provide service to customers ranging from small privately owned businesses with only one or two copiers through nationally foot printed agencies with hundreds of machines. Examples include First Tennessee Bank, Clayton homes, and the Army Air Force Exchange Service (AAFES.)

With a current team of 363 employees, Novatech has been recognized by Inc. 500 as one of the fastest growing companies in the United States with gross revenues approaching \$85,000,000 in 2017.

5.1.2 What is the location of your corporate headquarters? Do you have regional offices in the Atlanta/Hapeville area? From which office would you service the equipment?

Novatech's corporate headquarters is located in Nashville, Tennessee. The Atlanta regional office is located in Marietta, Georgia. The City's devices will be serviced by technicians dispatch from the Marietta branch office and warehouse.

5.1.3 Why is your organization best qualified to provide printer/copier equipment and maintenance service for the City of Hapeville?

Novatech is known throughout the industry as being an exemplary provider of factory-recognized service within the markets served by its local branch offices including the local Atlanta area office in Marietta. Novatech maintains this reputation by consistently providing:

- A professional, customer-oriented service department, management and administration
- Service response times significantly better than the industry average
- Preventative maintenance programs that are on time, every time
- Inventory control systems that assure immediate access to replacement parts and components
- Comprehensive training programs and performance reviews to maintain the highest levels of expertise
- Highly skilled technical specialists and service personnel

Novatech is recognized by both Konica Minolta and Canon as a fully authorized and certified service center. Novatech's service support has allowed for a 98% customer retention rate, which is accomplished through significant investment in initial and ongoing technician training.

Another investment that allows Novatech to provide the best service available has been equipping all technicians with fully stocked service vans. Technicians are assigned to roam designated geographical territories, meaning that when a service call is placed, a technician is likely already near the customer site, rather than at the nearest branch waiting to be dispatched. With each technician vehicle carrying an average of \$25,000 in commonly needed parts and supplies, the City will not lose productivity waiting for a technician to return to the nearest warehouse for a needed part. The delivery time for parts is often the length of time it takes the technician to walk to the van and back.



Flexibility also differentiates Novatech from its competitors. Even Konica Minolta branch sales offices, Canon, and Ricoh do not surpass Novatech's documented level of excellence as noted by thousands of Novatech contracts awarded by customers formerly serviced by these companies.

In house financing, local decision-making and the absence of bureaucracy will allow Novatech to offer more flexibility than is common from competitors. Lengthy legal opinions from corporate attorneys, 'waiting in line' for support from far off offices in other countries do not encumber Novatech's ability to make swift adjustments and corrections to any client matter. This local decision making extends to the Marietta office. All decisions will be made locally.

Novatech's approach toward offering total document workflow solutions instead of just "Selling Copiers" is also a differentiator. Novatech has a strong reputation for reducing costs to all clients by individually tailoring how equipment, software, and user best practices will significantly lower the number of copies and prints made.

Novatech's goal is to establish from the very beginning of implementation that it does not use a "cookie cutter, one size fits all" approach to account management. By listening, discovering, offering suggestions, collaborating, implementing, refining, maintaining, and making constant adjustments, Novatech ensures that all terms of each and every contract are fulfilled to complete satisfaction.



Novatech has made training a priority and offers all training free of charge for the life of the contract. Thorough training to end users allows for maximized operational performance by preventing problems and enabling device features to be used to their optimum benefit. The following is a sample schedule that demonstrates Novatech's agenda for initial training. Training is typically performed in groups of eight people or fewer. This sample training schedule is completely modifiable to specific City needs and requests. Additional training areas will include department-specific workflow print, copy, and scan function.

Time Investment	Training Topic	Personnel
30 Minutes	Comprehensive Overview • Basic Paper Flow and Loading • LCD Interface • Basic Copy Jobs • Log In/Credentialing • Basic Scan Jobs • Supply/service ordering	Designated Key Operator General staff Departmental Users
30 Minutes	User Specific Copy Jobs • Demonstrate Access to Features/Settings to Perform • Save All Feature Settings with One Touch Key • Recall Common Job with One Touch Key • Modifying Common Job One Touch Settings • Special Paper/Tray Programming	Designated Key Operators General staff Heavy Departmental Users Others As Requested
15 Minutes	Basic Copier Maintenance • Toner Replacement • Staple Replacement • Clearing Paper Jams • Utilizing Panel to Demonstrate Basic Features	Designated Key Operators Heavy Departmental Users Others As Requested
10 Minutes	Service • Recognizing/Interpreting Machine Notices on Panel • Tips on Overcoming Common User Errors • Initiating a Service Call • Requesting Phone Support	Designated Key Operators Others As Requested
10 Minutes	Additional Training Sources • Quick Reference Guide • Manual • User Panel Interface • YouTube Videos	Designated Key Operators Others As Requested
Unlimited	Ongoing or Refresher Training – On-site	New Hires Others As Requested

Novatech also provides users a training checklist like the one below to ensure proficiency with the devices and customer satisfaction. Initial training will not be considered complete until a designated City employee signs off on the form to indicate that they are confident with the machine.



SAMPLE COPIER TRAINING QUALITY CONTROL CHECK LIST

Deal File Number		Machine ID#	
BILLING INFORMATION		DELIVERY INFORMATION	
Billing Contact Name	OMD BILL TO CUST # / iManager User name	Delivery Contact Name	OMD CUSTOMER #
Billing Contact Phone #	Billing Contact email	Delivery Contact Phone #	Delivery Contact email
Bill to Department	Billing Contact Fax #	Delivery to Department	Fax # for meter reminder
Billing Address		Delivery Address	
City	State TN Zip	City	State Zip

Copying	General Machine	Faxing	Printing	Scanning	Procedures
Sorting	Energy Saver	Selecting Fax Mode	Selecting Printer	Scan to Email	Placing Service Calls
Document Feeding	Loading Paper	Sending	Print Options	File type Selection	Emergency Priority One
Stapling	Installing Toner	Receiving	Job Control	One Touches	Reporting Meters
Duplexing	Clearing Misfeeds	Confirmation	Job Priority	Address Entry	Using iManager
Paper Selection	Owners Manual	Journal	Job Status	Resolution	Obtaining Training
Reduction	PageScope	Speed Dial	Printing Stapled Sets	File Size Issues	Contacting Account Manager
Enlargement	Bypass tray	Clearing unwanted jobs	Setting Preferences	Scan to File	Obtaining Loaners
Hole Punching	Exit Trays	Faxing from Platen Glass	Print Drivers Loaded	Unity	Placing Supply Orders

CUSTOMER SATISFACTION SURVEY (Circle One)				
Novatech helped me select the right machine and option for my volume and needs				
Novatech delivery personnel were professional and courteous				
The Novatech employee providing training was knowledgeable and helpful				
The printing and scanning features offered by this machine will benefit my department when installed				

CUSTOMER COMMENTS				

SIGNATURE OF PERSON VERIFYING TRAINING INDICATED HAS BEEN PERFORMED ON FEATURES APPLICABLE TO MACHINE AND MY NEEDS	X
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In addition to offering unlimited free onsite training, Novatech also provides remote training resources such as:

- Custom designed YouTube videos
- Hotline phone support with Microsoft Certified Engineers on standby to assist users
- Remote control "GoToAssist" sessions to facilitate "on screen" guidance simultaneous with the conversation
- Short cut "cheat sheets" displayed above each machine



How to Change the Toner Cartridge - C368 C308 C258 - Konica Minolta

Novatech

5 months ago • 219 views

This video explains how to change the toner cartridge in the Konica Minolta C368 C308 and C258 model printers.



How to Change the Drum Unit - C368 C308 C258 - Konica Minolta

Novatech

5 months ago • 244 views

This video explains how to change the drum unit in the Konica Minolta C368 C308 and C258 model printers.

5.1.4 What are the qualifications of your service technicians that enable them to service the proposed equipment?

Novatech spares no expense in training technicians to ensure that they are highly qualified. Training is carried out via regional manufacturer classrooms, online follow up training, field training, and ongoing training whenever a new model is introduced to the market. Each technician must receive a certificate from the manufacturer stating that they have completed training on a given device before Novatech permits them to service that model.

A new technician will spend an average of two to three months out of their first year of employment in OEM Certified training. Technicians of longer tenure may spend a total of 40 or more hours of online refresher or recertification training during a 12 month period. The majority of Novatech service technicians have over 10 years' experience in the industry.

5.1.5 How many service technicians in the Hapeville area would you have or potentially have available for printer/copier maintenance?

Novatech has 14 service technicians in the Hapeville area and can potentially make available up to 16 more from its branches and warehouses in other regions.

5.2 Service Response

5.2.1 Describe the procedure and options for placing and tracking a service call with your company.

Service calls may be placed by contacting Novatech's helpdesk by calling the local service number affixed to each device, or toll-free at 800-264-0637. Service can also be requested through the online web portal described in the Customer Service guide included in the "Additional Information" section of this response.

Novatech has 13 helpdesk operators, five of whom are Microsoft Gold Certified. All calls are answered by live human beings designated as Tier One and are immediately placed into Novatech's eAutomate system. The City will never need to deal with the aggravation of navigating lengthy pre-recorded answering systems or communicating with remote offices.

Tier One help desk operators are able to process service calls and supply orders, as well as provide basic troubleshooting assistance. These operators perform triage to determine if on-site service is needed, or if a technician may be able to help over the phone or by remote control. If so, tier one operators transfer the call live to Tier Two technicians, who have high level of expertise with PCs, MFPs, and printers.

Tier Two operators work with the caller to either resolve the problem or arrange for on-site service if needed. In the case of complex network, security or software issues, the call may be routed to a Tier Three Microsoft Certified engineer, who typically handles only the most challenging computer networking issues. In all cases, the goal is to remedy the problem as quickly as possible, and to ensure that any dispatched field technician is fully informed about the nature of the problems and any interim troubleshooting measures taken so that the on-site repair is performed expeditiously.

Novatech's standard procedure for receiving and tracking a service call and to log the call for historical reference is listed below:

1: Customer requests onsite repair by phone, email or e-commerce system.

2: The request is entered into Novatech's eAutomate ERP software solution.

3: Initial triage is performed within seconds of call receipt and a two-character code indicating the severity of the call is assigned. For example, code "PM" means the device just needs preventive maintenance and the call is handled on a "work in" schedule with on-site service no later than the next business day. If a machine is down, the call is assigned an "E1" code meaning it is an emergency "machine down" call with an arrival goal of one business hour. More than 100 escalation codes are in use to aid dispatch/service personnel in responding to calls appropriately with the parts, supplies, and service resources needed to resolve the problem.

4: eAutomate automatically dispatches calls to a Novatech field technician's mobile device – or, in some cases, the call is routed to one of Novatech's Microsoft Certified Engineers to see if the issue can be resolved over the phone. Novatech currently resolves 15% of all service requests via phone support within one hour of call receipt.



5: Simultaneously with the automatic dispatch by eAutomate, a human dispatcher monitors the call assignments and the status of each technician in real-time and reroutes calls as needed. For example, if a technician has a flat tire or is otherwise indisposed, the dispatcher removes the call from that technician's mobile device and reassigns the call to another

nearby technician. The image to the left is Novatech's actual dispatching system, NovaTrak, located in a Novatech branch office. It is the centralized system used for monitoring service logistics processes.

6: After the technician marks the repair as completed on their mobile device, a Novatech Customer Relationship Manager (CRM) emails a Service Call Completion Report to the end user. This simple eight question survey asks if the end user is 100% satisfied with the repair.

In the unlikely event all of the above processes do not resolve a situation, either the Novatech Branch Service Manager or Account Manager will arrange to exchange a problematic machine with a replacement of equal or better features at no cost to the client. The service history of every machine can be found by the customer through the customer web portal described in the Customer Service Guide included with this response. Additionally, the Novatech account manager can provide written reports upon request.

5.2.2 Will you outsource any of the work? If so, please describe under what conditions outsourcing would occur.

No, Novatech will not outsource any of the work. Novatech will solely supply all of the services that are required for the conduct of this project. As a full service provider of imaging equipment, managed IT, and document workflow solutions, it is very rare that outsourcing any work to subcontractors is necessary.

One item of note is that Novatech will hold all lease documents internally. The City will never need to communicate with, nor receive communication from, any third party. Any question or problem with any aspect of the contract will be addressed and resolved by Novatech with no need to play "phone tag" with an out-of-state third party leasing company's phone tree.

5.2.3 Please describe your service response times for MAJOR corrective maintenance (where the printer/copier is unusable) and MINOR corrective maintenance (where some functionality may be unavailable) this includes the copiers in the areas for police, 911, and the jail that are critical 24 -7-365.

For major corrective maintenance, Novatech assigns the service call an “E1” code designating it as an emergency with an onsite response goal of one business hour.

For minor corrective maintenance, Novatech’s goal is to have a technician onsite at the customer location within two hours of the service call being placed. Novatech monitors average onsite response time as part of its internal quality control process, and if the average approaches or exceeds four hours, a staffing level evaluation with the intent of increasing field technician head count takes place.

Preventative maintenance is performed based upon the volume produced by the device and scheduled on a “work in” basis with onsite service no later than the next business day.

Novatech’s current average onsite service response time is 3.3 hours. Outside of regular business hours, Novatech uses an answering service that contacts the designated technician on call. A return call to the City to verify the technician’s ETA will be provided within one hour of the service call being placed. In all cases, a technician will arrive onsite at the City location within four hours of the initial service call.

5.3 Non-covered Services

5.3.1 Please clearly state which services would not be considered covered services as part of the proposed equipment and software installation and service/supply maintenance plan.

Covered services include all shipping, logistics, delivery, installation, connectivity, training, preventative/corrective maintenance during regular business hours, and supplies/consumables to include imaging units, ink, toner, and waste toner boxes.

Service calls placed outside of regular business hours, as well as paper and staples, are not covered.

5.3.2 Please state your onsite billable hourly service rates for non-covered services.

Typically service calls placed outside of Novatech’s regular business hours of 7:00 AM to 7:00 PM will be assigned to the designated technician on call and are billable at \$295 per occurrence to include the first hour of service. Each additional hour of on-site service will be billed at \$149 per hour each hour thereafter. After more discovery of the City’s needs and which machines are located at those office, this typical charge may be reduced.

5.4 Test period

5.4.1 The City would like to have a least a 15-day test period to fully examine the equipment and features before issuing a purchase order or entering in to a final lease agreement. Please state your terms and conditions for such a test period.

Novatech will provide the City a 15 day test period to fully examine the equipment proposed. Novatech understands and accepts that the City will not issue a purchase order or enter into a lease agreement until the equipment has been in operation for 15 days without difficulty or failure. All devices will operate to manufacturer specifications when failure is not due to abuse or misuse.

5.4.2 Would there be any additional costs associated with a test period?

No.

5.4.3 What would the course of action or options be if the City finds during the test period that the installed equipment and features does not meet expectations?

All devices proposed come with Novatech's Customer One Guarantee, a copy of which has been included on the following pages. Devices are replaced upon mutual agreement that the device is a 'lemon' and cannot maintain satisfactory performance.

Introducing a Guarantee That Puts The Customer First.

Novatech's 100% Customer Satisfaction Guarantee

Novatech believes that the best customer experience comes from not only how products perform and how easy they are to use, but also from giving customers the peace of mind to know that the MFPs and Printers Novatech provides are backed by the best guarantee in the industry. When a new MFP or Printer arrives, the Customer can always be sure that the latest technology, superior service and support, and contract long agreement is extended.

"It Works or It Walks"

Novatech is so confident in the quality of its products that any MFP or Printer provided will:

- (1) meet factory specifications and
- (2) be compatible with your network, or we'll replace it with an equivalent model:
 - First two years: replacement will be a **brand new MFP**
 - After two years: replacement may be new or refurbished

Proactive Service

The best customer experience is one that avoids problems altogether, which is why Novatech has established remote monitoring and a rapid response process in conjunction with your local sales representative.

- Novatech's Solutions & Support team will proactively monitor the installed MFP and Printer performance to identify potential issues before they become problems for Customers.
- Should a problem arise, Novatech's technical support, local service manager and advanced diagnostics team members are all empowered to authorize a replacement, allowing for a fast and easy resolution.



Terms & Conditions

- Equipment must be covered under full coverage maintenance agreement for term of Lease.
 - *Parts and consumable provided by Novatech must be used throughout the term of the lease and maintenance procedures must be performed by Novatech.*
 - *Improper use, electrical power, customer abuse and/or negligence and acts of God are not covered under this program*
- Equipment Replacement Guarantee
 - *If Novatech is unable to service a product in the customer's office, a loaner will be provided at no charge while in-shop repairs are performed.*
 - *If within the first two years after installation the equipment cannot be repaired to meet factory specifications, Novatech will replace it with a brand new Equivalent Model.*
 - *After the first two years and through the end of your lease, if the equipment cannot be brought to original specification, Novatech will replace it with an equivalent model that may be new or refurbished.*
- Published Specifications include those listed on official Product Literature for that model.
- Customer's exclusive remedy shall be replacement or repair of the product or non-conforming parts at the option of Novatech as provided in this Customer Experience Guarantee. Novatech shall not be liable for any damages, including but not limited to damages due to loss of data or information of any kind, loss of or damages to revenue, profits or goodwill, damages due to any interruption of business, damage to customer's computers or networks, even if advised of the possibility of such damages. Customer expressly waives its rights to special, consequential, exemplary, and incidental or punitive damages, nor monetary damages of any kind.

Network Environment

- The guarantee specifies that the network environment, including PCs and other access devices, remains the same as it was when the MFP was installed. Novatech cannot guarantee the functionality of the MFP after network upgrades, software version & peripheral changes or the addition of entities not present upon the original install are introduced. In this case, Novatech will make every effort to work with you to ensure your MFP can function in the new environment up to and including requesting and implementing approved specification changes to the manufacturer firmware in order to function after the changes are completed.





5.5 Payment Methods Accepted

5.5.1 Please state the payment methods that are acceptable: ACH, VISA, and Check. Vendor, and Lease Company if separate, will be required to complete Vendor information and W-9 forms for payment setup with Finance.

Novatech will accept payment via ACH, VISA credit card, or check. Novatech will complete any vendor information forms necessary and provide a W-9. There will be no separate lease company.

Security

All of Novatech's proposed equipment comes standard with the following hard drive protection options to keep confidential data safe:

HDD Encryption stores data in a password-encrypted box on the hard drive. Hard drive data can be encrypted using Advanced Encryption Standard (AES). Once a hard drive is encrypted, the data can never be read even if the HDD is removed from the MFD.

HDD Lock Password locks down a hard drive with a 20-character password. If someone steals the hard drive, they must have the password. Even if the hard drive is removed from the device and installed into a different one, the data can never be read, and the hard drive will not turn on.

Hard Drive Overwrite can "scrub" the entire hard disk so all data is erased prior to machine disposal or relocation. Each bizhub is ISO 15408 certified. This is the highest level any commercial device can attain.

Data Auto Deletion allows an administrator to set an auto deletion timer for data stored in the personal or public user boxes, as well as system boxes (e.g. secure print box or encrypted PDF print box). The auto deletion setting will erase the copy, print, scan or fax jobs stored in boxes, depending on the storage period and the time frame selected for deletion. The data is automatically erased using a highly secure, U.S. Department of Defense (DOD), overwrite method.

Copious security white papers are available for further assurance that Konica Minolta is an industry leader in security, and that all machines are capable of meeting stringent standards such as those required by the Department of Defense, NSA, and other federal government agencies.

All devices leased by Novatech are removed only after a sanitization sequence is run onsite. There are no charges for this service. Before any machine is removed from a City location, a City Information Technology professional or Novatech service technician will initialize a sanitization sequence that physically wipes (erases) the hard drive. The hard drives can be overwritten (sanitized) using up to eight different highly secure methods including DOD, Air Force, and NSA standards.

Only upon signed confirmation from the designated City contact person will Novatech remove a machine, and a Certificate of Data Destruction will be provided to the City for each machine.

The proposed devices cost center/accounting code capability allows for 1-16 digit codes. Each device can support 999 individual accounts and one public account.



- C. **Contract** – Include a sample contract/agreement containing the terms and conditions used by your company for maintenance services. Prior to contract award the City of Hapeville's City Attorney will review the final contract from the selected vendor.

A sample of Novatech's standard equipment lease and service agreement is shown following this page. Novatech will solely hold all leasing documents and will not utilize outside financing for the fulfillment of this contract. This allows for complete flexibility in regards to machine upgrades or downgrades, as well as contract modifications.

Equipment Lease and Service Agreement



Order # 50000		Agreement Number:	
Customer's Full Legal Name ("You" and "Your"):			
Trade / DBA Name (if different from above):			
Primary Street Address:			Suite:
City:		State:	Zip Code:
Phone Number:		County:	Fed Tax ID:
Equipment Information:			
Quantity	Make	Model	Description
See Schedule A-Financial Details and Overage Rates			
Initial Term		Equipment Lease Payment*:	
Months		Service Payment*:	
		Total Payment (Equipment Lease Payment + Service Payment)*:	
Copy Type		Copies Included Per Month	Payment period is monthly unless otherwise noted here:
Black and White Copies			Documentation/Processing Fee: \$ 99
Color Copies			(*plus applicable taxes)
☐ Digital Support Service Monthly Pay Option: Customer agrees to pay \$10 per month for each item of Equipment for the Software Support described in Section 15.			
☐ Digital Support Service Hourly Pay Option: Customer may obtain the Software Support described in Section 15 at an hourly rate of \$149.			

You acknowledge and agree that this agreement (as amended from time to time, the "Agreement") represents the complete and exclusive agreement between You and Us regarding the subject matter herein and supersedes any other oral or written agreements between You and Us regarding such matters. This Agreement can be changed only by a written agreement between You and Us. Other agreements not stated herein (including, without limitation, those contained in any purchase order or service agreement) are not part of this Agreement. To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for You: When You open an account or add any additional service, We will ask You for Your name, address, federal employer identification number and other information that will allow Us to identify You. We may also ask to see other documents that identify You.

1. EQUIPMENT RENTAL. You agree to rent from Us the personal property listed above (together with all existing and future accessories, attachments, replacements and embedded software, the "Equipment") upon the terms stated herein. This Agreement is binding on You as of the date You sign it. You agree that after You sign, We may insert or correct any information missing on this Agreement, including Your proper legal name, serial numbers and any other information describing the Equipment.

2. EQUIPMENT SERVICE, SUPPLIES; UNCONDITIONAL OBLIGATION. We have agreed to provide You with Equipment service during normal business hours and to provide You with all labor, toner, developer and parts necessary for You to produce copies, all of which are included in the Total Payment amount. However, You agree that You must separately purchase all other supplies, including, without limitation, copier paper and staples, at Your own cost, and You must separately purchase Equipment service outside Our normal business hours and any service, parts or supplies required by Your misuse or abuse of the Equipment, negligence, use of improper supplies, electrical or environmental problems, improper moving, extraordinary use or failure to follow the manufacturer's suggested use instructions, each as reasonably determined by Us. At your request, We will also provide You with training on the use and care of the Equipment for no additional charge. You agree that: (a) You selected the Equipment based on Your own judgment; (b) Your obligations hereunder are absolute and unconditional and are not subject to cancellation, reduction or setoff for any reason whatsoever; and (c) if We assign this Agreement pursuant to Section 9 (i) the Assignee shall not be responsible for providing You with Software Support, other Equipment service, parts or supplies, or for any other obligations that We owe to You (even though the Assignee may, as a convenience to You, bill and collect monies owed by You to Us), (ii) if the Equipment is unsatisfactory or if We fail to provide any service or fulfill any other obligation to You, You shall not make any claim against the Assignee and shall continue to pay all Equipment Lease Payments and fully perform under this Agreement, and (iii) We are not an agent of the Assignee and are not authorized to waive or alter any term of this Agreement.

3. PAYMENTS. Each Payment Period, You agree to pay Us, by the due date set forth on Our invoice to You (i) the Total Payment, (ii) the applicable Overage Charges for each metered copy in excess of the applicable number of copies included in the Total Payment, and (iii) applicable taxes and other charges provided for herein. You agree to pay the Total Payment amount even if You do not make the applicable number of copies in a given month. You agree that We may increase the Service Payment portion of the Total Payment and/or the applicable Overage Charges once each year during the Term, by an amount not to exceed 10% per year. At Our option, You will (a) provide Us by telephone or facsimile with the actual meter readings when We so request, (b) allow Us to process automatic meter read reports generated by the Equipment, or (c) allow Us access to the Equipment to obtain meter readings. If We request You to provide Us with meter readings and You fail to do so within 7 days of Our request, then (i) We may estimate the number of copies made and invoice You accordingly, and (ii) We will adjust the estimated charge for overages upon receipt of actual meter readings. As used herein, a "copy" is an increment of the machine page counter caused by any operation of the Equipment which causes paper to print, including printing, copying and fax printing. Scanning does not constitute a copy and is included at no extra charge, unless the number of pages scanned exceeds twice the number of copies, in which case You shall pay an additional fee determined by Us for excess scans. Restrictive endorsements on checks will not be binding on Us. All payments received will be applied to past due amounts and to the current amount due in such order as We determine. If We do not receive a payment in full on or before its due date, You shall pay a fee equal to the greater of 10% of the amount that is late or \$29.00 (or the maximum amount permitted by applicable law if less). You shall pay Us a returned check or non-sufficient funds charge of \$25.00 for any returned or NSF check.

4. TERM; AUTOMATIC RENEWAL. The term of this Agreement will begin on the date that it is accepted by Us or any later date that We designate (the "Commencement Date") and will continue for the number of months shown above (the "Initial Term"). As used herein, "Term" means the term presently in effect at any time, whether it is the Initial Term or a Renewal Term (defined below). Unless You notify Us in writing at least 90 days before the end of the Term (the "Notice Period") that You intend to return the Equipment at the end of such Term, then: (a) this Agreement will automatically renew for an additional one-year period (a "Renewal Term") and (b) all terms of this Agreement will continue to apply. If You do notify Us in writing within the Notice Period that You intend to return the Equipment at the end of the Term, then You shall make the Equipment available for return in accordance with Section 12. This Agreement is non-cancelable for the full Term.

5. INDEMNIFICATION. You shall indemnify and hold Us harmless from and against, any and all claims, actions, damages, liabilities, losses and costs (including but not limited to reasonable attorneys' fees) (collectively "Claims") made against Us, or suffered or incurred by Us, arising directly or indirectly out of, or otherwise relating to, the delivery, installation, possession, ownership, use, loss of use, defect in or malfunction of the Equipment or Our performance of any services hereunder, excluding any such Claims caused by Our gross negligence or willful misconduct. This obligation shall survive the termination of this Agreement. We shall not be liable to You for any damages of any kind, including any liability for consequential damages, arising out of the use of or the inability to use the Equipment or Our performance of any services hereunder.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES RECEIPT OF PAGE 2 OF THIS AGREEMENT AND AGREES TO THE TERMS ON BOTH PAGES 1 & 2

Customer: (identified above)		Novatech, Inc. ("We," "Us," "Our" and "Owner")	
By:	Date:	By:	Date:
X		X	
Print name:	Title:	Print name:	Title:

6. DISCLAIMER. EXCEPT TO THE EXTENT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, ARISING BY APPLICABLE LAW OR OTHERWISE, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The parties hereto agree that this Agreement in the hands of an Assignee is, or shall be treated as, a "finance lease" under Article 2A of the Uniform Commercial Code (the "UCC"). You hereby waive any and all rights and remedies conferred upon You by Article 2A of the UCC. If this Agreement is deemed to be a secured transaction, You hereby grant to Us a security interest in the Equipment and all proceeds thereof. You authorize Us to record UCC financing statements to protect Our interests in the Equipment. You may be entitled under Article 2A of the UCC to the promises and warranties (if any) provided to Us by the manufacturer, which warranty rights We assign to You for the Term (provided You are not in default). You may contact Us for an accurate and complete statement of those promises and warranties (if any), including any disclaimers and limitations of them or of remedies.

7. OWNERSHIP; USE AND MAINTENANCE. You will provide electrical power for the Equipment in accordance with manufacturer specifications, with suitable surge protectors and free of exposed wires, safety hazards or extension cords. You will maintain temperature, humidity and other environmental conditions at levels recommended by the manufacturer. You will locate the Equipment in an area with sufficient space for machine ventilation and adequate space for repairs as determined by Us. You will use supplies and paper specified by Us. You agree to maintain current anti-virus software for all computer systems connected to the Equipment and shall hold Us harmless in accordance with Section 5 for any damages caused by computer viruses. You are responsible for Equipment maintenance to the extent this Agreement does not require Us to provide the same. You will not remove the Equipment from the Equipment Location unless You first get Our permission. If the Equipment is moved to a new location, We may increase the Service Payment portion of the Total Payment and/or "overage" charges by a reasonable amount in order to account for any increased costs to Us in providing covered service, parts and supplies to You. You shall give Us reasonable access to the Equipment Location so that We may inspect the Equipment. We will own and have title to the Equipment (excluding any software) during the Agreement. If the Equipment includes any software: (i) We don't own the software, (ii) You are responsible for entering into any necessary software license agreements with the owners or licensors of such software, (iii) You shall comply with the terms of all such agreements, if any, and (iv) any default by You under any such agreements shall constitute a default by You under this Agreement. You agree that the Equipment is and shall remain personal property and without Our prior written consent, You shall not permit it to become (i) attached to real property or (ii) subject to liens or encumbrances of any kind. You represent that the Equipment will be used solely for commercial purposes and not for personal, family or household purposes. You will use the Equipment in accordance with all laws, operation manuals, service contracts (if any) and insurance requirements, and shall not make any permanent alterations to it. You will keep the Equipment in good working order and warrantable condition, ordinary wear and tear excepted.

8. LOSS; DAMAGE; INSURANCE. You shall, at all times during this Agreement, (i) bear the risk of loss and damage to the Equipment and shall continue performing all Your obligations to Us even if it becomes damaged or suffers a loss, (ii) keep the Equipment insured against all risks of damage and loss ("Property Insurance") in an amount equal to its replacement cost, and (iii) carry public liability insurance covering bodily injury and property damage in an amount acceptable to Us.

9. ASSIGNMENT. You shall not sell, transfer, assign or otherwise encumber (collectively, "Transfer") this Agreement, or Transfer or sublease any Equipment, in whole or in part, without Our prior written consent. We may, without notice to You, Transfer Our interests in the Equipment and/or this Agreement, in whole or in part, to a third party (an "Assignee"), in which case the Assignee will, to the extent of such Transfer, have all of Our rights and benefits but will not have to perform any of Our obligations hereunder. Any Transfer by Us will not relieve Us of Our obligations hereunder. You agree not to assert against the Assignee any claim, defense or offset You may have against Us.

10. TAXES AND OTHER FEES. You are responsible for all taxes (including, without limitation, sales, use and personal property taxes, excluding only taxes based on Our income), assessments, license and registration fees and other governmental charges relating to this Agreement or the Equipment (collectively "Governmental Charges"). You authorize Us to pay any Governmental Charges as they become due, and You agree to reimburse Us promptly upon demand for the full amount. You agree to pay Us a fee for Our administration of taxes related to the equipment. You also agree to pay Us a documentation/processing fee in the amount set forth on Page 1 (or as otherwise agreed to). You agree to pay Us a supply freight fee for delivering supplies to You at a location more than 75 miles from any of Our locations and for special orders. In connection with the expiration or earlier termination of this Agreement, You agree to pay Us any Governmental Charges accrued or assessed but not yet due and payable, or Our estimate of such

11. DEFAULT; REMEDIES. You will be in default hereunder if (1) You fail to pay any amount due hereunder within 15 days of the due date, (2) You breach or attempt to breach any other term, representation or covenant herein or in any other agreement now existing or hereafter entered into with Us or any Assignee, (3) an event of default occurs under any obligation You may now or hereafter owe to any affiliate of Us or any Assignee, and/or (4) You and/or any guarantors or sureties of Your obligations hereunder (i) die, (ii) go out of business, (iii) commence dissolution proceedings, (iv) merge or consolidate into another entity, (v) sell all or substantially all of Your or their assets, or there is a change of control with respect to Your or their ownership, (vi) become insolvent, admit Your or their inability to pay Your or their debts, (vii) make an assignment for the benefit of Your or their creditors (or enter into a similar arrangement), (viii) file, or there is filed against You or them, a bankruptcy, reorganization or similar proceeding or a proceeding for the appointment of a receiver, trustee or liquidator, or (ix) suffer an adverse change in Your or their financial condition. If You default, We may do any or all of the following: (A) cancel this Agreement, (B) require You to promptly return the Equipment at Your expense to any location(s) designated by Us, (C) take possession of and/or render the Equipment (including any software) unusable (and for such purposes You hereby authorize Us and Our designees to enter Your premises, with or without prior notice or other process of law), and sell, lease or otherwise dispose of the Equipment on such terms and in such manner as We may in Our sole discretion determine, (D) require You to pay to Us, on demand, liquidated damages in an amount equal to the sum of (i) all Total Payments and other amounts then due and past due, (ii) all remaining Total Payments for the remainder of the Term discounted at a rate of 6% per annum, (iii) the residual value of the Equipment estimated by Us at the inception of this Agreement (as shown in Our books and records), discounted at a rate of 6% per annum, (iv) interest on the amounts specified in clauses "i", "ii" and "iii" above from the date of demand to the date paid at the rate of 1.5% per month (or the maximum amount permitted by law if less), and (v) all other amounts that may thereafter become due hereunder to the extent that We will be obligated to collect and pay such amounts to a third party (such amounts specified in sub-clauses "i" through "v" referred to below as the "Balance Due"), and/or (E) exercise any other remedy available to Us under law. You also agree to reimburse Us on demand for all reasonable expenses of enforcement (including, without limitation, reasonable attorneys' fees and other legal costs) and reasonable expenses of repossessing, holding, preparing for disposition, and disposition ("Remarketing") of the Equipment, plus interest at the rate in sub-clause (iv) on the foregoing amounts from the date of demand to the date paid. In the event We are successful in Remarketing the Equipment, We shall give You a credit against the Balance Due in an amount equal to the present value of the proceeds received and to be received from Remarketing minus the above-mentioned costs (the "Net Proceeds"). If the Net Proceeds are less than the Balance Due, You shall be liable for such deficiency. Any delay or failure to enforce Our rights hereunder shall not constitute a waiver thereof. The remedies set forth herein are cumulative and may be exercised sequentially or concurrently.

12. RETURN OF EQUIPMENT. Upon expiration of the Term, provided You have performed all of Our obligations hereunder, We will promptly remove the Equipment from Your premises at Our cost and expense. The Equipment must be made available to Us in Good Condition (defined in Section 7). You are solely responsible for removing all data from any digital storage device, hard drive or other electronic medium prior to returning the Equipment or otherwise removing or allowing the removal of the Equipment from Your premises for any reason (and You are solely responsible for selecting a data security standard that meets Your business needs and complies with applicable laws). We shall not be liable for any losses, directly or indirectly arising out of, or by reason of the presence and/or use of any information, images or content retained by or resident in any Equipment returned to Us or repossessed by Us.

13. APPLICABLE LAW; VENUE; JURISDICTION; SEVERABILITY. This Agreement shall be governed by, enforced and construed in accordance with the laws of the state of Our principal place of business, or, if We assign this Agreement to an Assignee, the laws of the state of the Assignee's principal place of business, and any dispute concerning this Agreement shall be adjudicated in a federal or state court in such state, or in any other court or courts having jurisdiction over You or Your assets, all at the sole election of Owner or its Assignee. You hereby irrevocably submit generally and unconditionally to the jurisdiction of any such court so elected by Owner or its Assignee in relation to such matters and irrevocably waive any defense of an inconvenient forum to the maintenance of any such action or proceeding. **YOU AND WE HEREBY WAIVE YOUR AND OUR RESPECTIVE RIGHTS TO A TRIAL BY JURY IN ANY LEGAL ACTION.** If any amount charged or collected under this Agreement is greater than the amount allowed by law (an "Excess Amount"), then (i) any Excess Amount charged but not yet paid will be waived by Us and (ii) any Excess Amount collected will be refunded to You or applied to any other amount then due hereunder. Each provision hereof shall be interpreted to the maximum extent possible to be enforceable under applicable law. If any provision is construed to be unenforceable, such provision shall be ineffective only to the extent of such unenforceability without invalidating the remainder hereof.

14. MISCELLANEOUS. You authorize Us or an Assignee to (a) obtain credit reports or make credit inquiries in connection with this Agreement, and (b) provide Your credit application, information regarding Your account to credit reporting agencies, potential Assignees and parties having an economic interest in this Agreement and/or the Equipment. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute the same document; provided, however, only the counterpart which is marked "Original" and is in Our possession shall constitute chattel paper under the UCC. You acknowledge that You have received a copy of this Agreement and agree that a facsimile or other copy containing Your faxed, copied or electronically transmitted signature may be treated as an original and will be admissible as evidence of this Agreement. You waive notice of receipt of a copy of this Agreement with Our original signature. You hereby represent to Us that this Agreement is legally binding and enforceable against You in accordance with its terms.

15. DIGITAL SUPPORT SERVICE. As used herein, "Software Support" means the technical service for computer connectivity to the Equipment, including loading print drivers, configuring scan settings, troubleshooting problems printing individual files, relocation of Equipment within a 75 mile radius of the original delivery location and reconfiguration of relocated Equipment for printing and scanning. During the first 30 days of the Term, We will provide You with Software Support for no additional charge. Thereafter We will continue to provide You with Software Support (a) for an additional payment of \$10.00 per month for each item of Equipment (in addition to the Total Payments and other amounts due under this Agreement) for the Term if You checked the box for "Digital Support Service Monthly Pay Option" on Page 1 of this Agreement, or (b) at the rate of \$149 per hour if You checked the box for "Digital Support Service Hourly Pay Option" on Page 1 of this Agreement. You acknowledge that the installation, operation, upgrade or maintenance of the Equipment or software can cause data and/or files to be accessed, deleted or damaged and You will take precautions to backup, secure and protect all software, data and removable storage media prior to requesting Us to provide any Software Support.

D. References

Organization: Atlanta Falcons

Address: 441 Martin Luther King Jr Dr. NW Atlanta, GA 30313

Contact: Kevin Pope

Phone Number: 404-367-2118

Email: kpope@ambse.com

Organization: Clayton County Schools

Address: 218 Stockbridge Rd Jonesboro, GA 30236

Contact: Tammy Bearden

Phone Number: 770-473-2850

Email: tamara.bearden@clayton.k12.ga.us

Organization: Dade County

Address: 71 Case Ave Trenton, Georgia 30752

Contact: Don Townsend

Phone Number: 706-657-6821

Email: d.townsend@dadecounty-ga.gov



E. Exceptions

Novatech takes no exceptions to the terms and conditions of this RFP. Service calls placed outside of regular business hours, as well as paper and staples, are not included under the pricing offered in Section 6.

Typically service calls placed outside of Novatech's regular business hours of 7:00 AM to 7:00 PM will be assigned to the designated technician on call and are billable at \$295 per occurrence to include the first hour of service. Each additional hour of on-site service will be billed at \$149 per hour each hour thereafter. After more discovery of the City's needs and which machines are located at those office, this typical charge may be reduced.

Novatech Machine Specification Clarifications

Current Model	Industry Category	Page Speed	Konica Minolta Device Proposed	Industry Category	Page Speed	Offered Features Included	Notes:	48 Month Price Each	60 Month Price Each	Copy Charge B/W	Copy Charge Color
Sharp MX-5141N	Color A3 (11 x 17)	51	bizhub C558	Color A3 (11 x 17)	55	Copy/Print/Scan/Fax/PS/LCT/Staple Finisher	No charge for PS	\$164	\$135	\$0.0045	\$0.0450
Sharp MX-3640N	Color A3 (11 x 17)	36	bizhub C368	Color A3 (11 x 17)	36	Copy/Print/Scan/Fax/PS/LCT/Staple Finisher	No charge for PS	\$126	\$104	\$0.0055	\$0.0550
Sharp MX-3140N	Color A3 (11 x 17)	31	bizhub C308	Color A3 (11 x 17)	30	Copy/Print/Scan/Fax/PS/Staple Finisher	No charge for PS	\$89	\$73	\$0.0055	\$0.0550
Sharp MX-C312	Color A4 (8.5 x 14)	31	bizhub C3851FS	Color A4 (8.5 x 14)	35	Copy/Print/Scan/Fax/PS/Staple Finisher	No charge for PS	\$35	\$29	\$0.0150	\$0.0800
Kyocera FS-5250	Color A4 Printer	26	bizhub C3100p	Color A4 Printer	32	Print	No charge for PS	\$13	\$10	\$0.0150	\$0.0800
Sharp B402	Mono A4 (8.5 x 14)	40	bizhub 4052	Mono A4 (8.5 x 14)	42	Copy/Print/Scan/Fax	No charge for PS	\$32	\$26	\$0.0120	
Sharp MX-363N	Mono A3 (11 x 17)	36	bizhub 368e	Mono A3 (11 x 17)	36	Copy/Print/Scan/Fax/Finisher	No charge for PS	\$82	\$67	\$0.0059	
Sharp MX-402SC	Mono A4 (8.5 x 14)	40	bizhub 4052	Mono A4 (8.5 x 14)	42	Copy/Print/Scan/Fax/Finisher	No charge for PS	\$37	\$30	\$0.0120	
Kyocera FS-4200	Mono A4 Printer	50	bizhub 4702p	Mono A4 Printer	50	Print	No charge for PS	\$10	\$8	\$0.0120	

Notes:

No Installation or Training Charges

No Other Charges unless any other options or software solutions are added to configurations requested and priced above

In Lieu of the above per copy charges, Novatech offers the City a "Blended and Pooled" rate of .0099 for the Monochrome models and .0079 B/W and .079 Color for the Color Fleet.

Final clarification of models and projected monthly volumes for each device may result in lower blended and pooled rates

In this section please include options for features not requested or considered that your company feels are relevant. You may include a detailed spreadsheet of charges if you wish, however for purposes of the proposal review please complete this summary pricing sheet.

Description of Option	Costs
Please see attached sheet for comprehensive options for all models Please see additional attached sheet for potential software solution	

MODEL	MACHINES & ACCESSORIES	PROD NUMBER	Lease Price 48	Lease Price 60
4052	PF-P15 250 sheet tray	AANAWY1	\$95	\$79
4052	PF-P16 550 sheet tray	AANCWY1	\$32	\$26
4052	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$74	\$61
4052	LK-106 I-OPTION Bar Code Font	A0PD119	\$233	\$192
4052	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$88	\$73
4052	LK-108 i-Option OCR Font	A0PD11G	\$127	\$104
4052	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$104	\$86
4052	KP-101 Keypad	A64TWY3	\$352	\$289
4052	AU-205H IC Card Reader	R5427000136466	\$425	\$349
4052	ESP Diagnostic Power Filter 120V/15A	XGPCS15DKM	\$209	\$172
4052	ESP ENVISIONSENSE PMS 120V/15A	EVS12015	\$492	\$405
4052	CS-1 Convenience Stapler	7640013463	\$181	\$149
4052	Paper Tray Lock	PTL5A	\$329	\$271
368e	OC-511 Original Cover	A3PMWY1	\$350	\$288
368e	DF-704 Dual Scan Document Feeder	A85GWY2	\$289	\$238
368e	PC-415 Large Capacity Cassette (2,500 sheets/Letter size only)	A9HF013	\$349	\$287
368e	PC-215 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	A9HFWY2	\$301	\$248
368e	PC-115 Paper Feed Cabinet (500-sheet universal tray + storage)	A9HFWY1	\$217	\$178
368e	LU-302 Large Capacity Unit (3,000 sheets/Letter size only)	A87VW11	\$275	\$226
368e	JS-506 Job Separator	A2YVWY2	\$156	\$128
368e	FS-536 Finisher (50 Sheets)	A87GWY3	\$159	\$131
368e	RU-513 Relay Unit	A87JWY2	\$100	\$83
368e	FS-536SD Finisher	A87GWYE	\$277	\$228
368e	PK-520 2/3 Hole Punch Unit (FS-534 or FS-536)	A3ETW11	\$167	\$137
368e	PK-519 Punch Kit (2/3 hole - for FS-533)	A3EUW12	\$254	\$209
368e	FK-515 Fax Kit (Supports 3rd & 4th fax line)	A884W11	\$187	\$154
368e	Fax Mount Kit MK-742 (Mount kit for FK-515 only)	A886WY1	\$374	\$307
368e	SP-501 Fax Stamp Unit	4614506	\$212	\$174
368e	Spare TX Marker Stamp 2	4614511	\$290	\$239
368e	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	A0PD116	\$298	\$245

368e	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$409	\$336
368e	LK-105 v4 i-Option License Kit (Searchable PDF)	A0PD11T	\$286	\$235
368e	LK-106 I-OPTION Bar Code Font	A0PD119	\$324	\$266
368e	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$205	\$168
368e	LK-108 i-Option OCR Font	A0PD11G	\$289	\$238
368e	LK-110 v2i-Option License Kit (File Conversion)	A0PD11U	\$275	\$227
368e	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$233	\$192
368e	External Keyboard	7640006869	\$122	\$101
368e	KH-102 Keyboard Holder	A4NRWY1	\$160	\$132
368e	KP-101 Keypad	A64TWY3	\$202	\$166
368e	EK-608 Local Interface Kit	A88AWY2	\$162	\$133
4052	PF-P15 250 sheet tray	AANAWY1	\$95	\$79
4052	PF-P16 550 sheet tray	AANCWY1	\$32	\$26
4052	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$74	\$61
4052	LK-106 I-OPTION Bar Code Font	A0PD119	\$233	\$192
4052	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$88	\$73
4052	LK-108 i-Option OCR Font	A0PD11G	\$127	\$104
4052	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$104	\$86
4052	KP-101 Keypad	A64TWY3	\$352	\$289
4052	AU-205H IC Card Reader	R5427000136466	\$425	\$349
4052	ESP Diagnostic Power Filter 120V/15A	XGPCS15DKM	\$209	\$172
4052	ESP ENVISIONSENSE PMS 120V/15A	EVS12015	\$492	\$405
4052	CS-1 Convenience Stapler	7640013463	\$181	\$149
4052	Paper Tray Lock	PTL5A	\$329	\$271
368e	OC-511 Original Cover	A3PMWY1	\$350	\$288
368e	DF-704 Dual Scan Document Feeder	A85GWY2	\$289	\$238
368e	PC-415 Large Capacity Cassette (2,500 sheets/Letter size only)	A9HF013	\$349	\$287
368e	PC-215 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	A9HFWY2	\$301	\$248
368e	PC-115 Paper Feed Cabinet (500-sheet universal tray + storage)	A9HFWY1	\$217	\$178
368e	LU-302 Large Capacity Unit (3,000 sheets/Letter size only)	A87VW11	\$275	\$226
368e	JS-506 Job Separator	A2YVWY2	\$156	\$128
368e	FS-536 Finisher (50 Sheets)	A87GWY3	\$159	\$131
368e	RU-513 Relay Unit	A87JWY2	\$100	\$83

c308	Finisher FS-534 + RU-513	A3EPWY3X002	\$267	\$219
c308	PK-519 Punch Kit (2/3 hole - for FS-533)	A3EUW12	\$239	\$196
c308	PK-520 2/3 Hole Punch Unit (FS-534 or FS-536)	A3ETW11	\$152	\$125
c308	Finisher FS-534 with SD-511 + RU-513	A3EPWYEX002	\$269	\$221
c308	FK-514 Fax Kit (Supports 1st & 2nd fax line - no mount kit required)	A883012	\$250	\$206
c308	FK-515 Fax Kit (Supports 3rd & 4th fax line)	A884W11	\$138	\$114
c308	SP-501 Fax Stamp Unit	4614506	\$409	\$337
c308	Spare TX Marker Stamp 2	4614511	\$164	\$135
c308	Fax Mount Kit MK-742 (Mount kit for FK-515 only)	A886WY1	\$284	\$234
c308	IC-416 Image Controller	A8CTWY1	\$418	\$344
c308	VI-508 Video Interface Kit	A887WY1	\$411	\$338
c308	EFI Hot Folders & Virtual S/W License	45111142	\$414	\$340
c308	EFI AutoTrap	7640004313	\$410	\$338
c308	ES-2000 Spectrophotometer	45109642	\$448	\$369
c308	Fiery Impose	45111134	\$367	\$302
c308	EFI Fiery SeeSequence Compose	7640009477	\$438	\$360
c308	EFI Fiery SeeSequence Impose+Compose Suite	7640009478	\$199	\$164
c308	Fiery Color Profiler Suite V 4.0 with ES-2000 Spectrophotometer	3000005452	\$266	\$219
c308	EFI Productivity Package S/W License	45111156	\$233	\$192
c308	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	A0PD116	\$110	\$90
c308	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$139	\$114
c308	LK-105 v4 i-Option License Kit (Searchable PDF)	A0PD11T	\$47	\$39
c308	LK-106 I-OPTION Bar Code Font	A0PD119	\$154	\$126
c308	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$63	\$52
c308	LK-108 i-Option OCR Font	A0PD11G	\$179	\$147
c308	LK-110 v2i-Option License Kit (File Conversion)	A0PD11U	\$100	\$82
c308	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$200	\$165
c308	External Keyboard	7640006869	\$96	\$79
c308	KH-102 Keyboard Holder	A4NRWY1	\$120	\$99
c308	KP-101 Keypad	A64TWY3	\$151	\$124
c308	EK-608 Local Interface Kit	A88AWY2	\$131	\$108
c308	EK-609 Local Interface Kit	A87DWY2	\$35	\$29
c308	WT-506 Working Table	A0W4WY3	\$162	\$133

c308	MK-735 Mount Kit (IC Card Internal Mount Kit)	A4NMWY1	\$249	\$205
c308	MK-730 Mount Kit (Banner paper guide)	A4MEWY2	\$175	\$144
c308	Stylus Pen for INFO-Palette Series	A161192000	\$298	\$245
c308	UK-212 Upgrade Kit (Provides Wireless LAN)	A87EWY4	\$150	\$124
c308	HD-524 Hard Disk Mirroring	A888WY2	\$229	\$189
c368	OC-511 Original Cover	A3PMWY1	\$129	\$106
c368	DF-704 Dual Scan Document Feeder	A85GWY2	\$250	\$206
c368	PC-210 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	A2XMWYD	\$349	\$287
c368	PC-110 Paper Feed Cabinet (500-sheet universal tray + storage)	A2XMWYC	\$450	\$370
c368	DK-510 Enhanced Copy Desk (Storage only)	7640018680	\$339	\$279
c368	LU-302 Large Capacity Unit (3,000 sheets/Letter size only)	A87VW11	\$287	\$236
c368	JS-506 Job Separator	A2YVWY2	\$270	\$222
c368	Finisher FS-534 + RU-513	A3EPWY3X002	\$267	\$219
c368	PK-519 Punch Kit (2/3 hole - for FS-533)	A3EUW12	\$84	\$69
c368	PK-520 2/3 Hole Punch Unit (FS-534 or FS-536)	A3ETW11	\$152	\$125
c368	Finisher FS-534 with SD-511 + RU-513	A3EPWYEX002	\$269	\$221
c368	FK-515 Fax Kit (Supports 3rd & 4th fax line)	A884W11	\$138	\$114
c368	SP-501 Fax Stamp Unit	4614506	\$409	\$337
c368	Spare TX Marker Stamp 2	4614511	\$164	\$135
c368	Fax Mount Kit MK-742 (Mount kit for FK-515 only)	A886WY1	\$284	\$234
c368	IC-416 Image Controller	A8CTWY1	\$418	\$344
c368	VI-508 Video Interface Kit	A887WY1	\$411	\$338
c368	EFI Hot Folders & Virtual S/W License	45111142	\$414	\$340
c368	EFI AutoTrap	7640004313	\$410	\$338
c368	ES-2000 Spectrophotometer	45109642	\$448	\$369
c368	Fiery Impose	45111134	\$367	\$302
c368	EFI Fiery SeeQuence Compose	7640009477	\$438	\$360
c368	EFI Fiery SeeQuence Impose+Compose Suite	7640009478	\$199	\$164
c368	Fiery Color Profiler Suite V 4.0 with ES-2000 Spectrophotometer	3000005452	\$266	\$219
c368	EFI Productivity Package S/W License	45111156	\$233	\$192
c368	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	A0PD116	\$110	\$90
c368	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$139	\$114
c368	LK-105 v4 i-Option License Kit (Searchable PDF)	A0PD11T	\$47	\$39

c368	LK-106 I-OPTION Bar Code Font	A0PD119	\$154	\$126
c368	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$63	\$52
c368	LK-108 i-Option OCR Font	A0PD11G	\$55	\$45
c368	LK-110 v2i-Option License Kit (File Conversion)	A0PD11U	\$102	\$84
c368	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$56	\$46
c368	External Keyboard	7640006869	\$62	\$51
c368	KH-102 Keyboard Holder	A4NRWY1	\$69	\$56
c368	KP-101 Keypad	A64TWY3	\$29	\$24
c368	EK-608 Local Interface Kit	A88AWY2	\$73	\$60
c368	EK-609 Local Interface Kit	A87DWY2	\$35	\$29
c368	WT-506 Working Table	A0W4WY3	\$90	\$74
c368	AU-102 Biometric Authentication Unit	A0X9WY1	\$89	\$73
c368	AU-205H IC Card Reader	R5427000136466	\$33	\$27
c368	AU-204H Mag Stripe Card Reader	7640013468	\$134	\$110
c368	ESP Diagnostic Power Filter 120V/15A	XGPCS15DKM	\$43	\$36
c368	ESP ENVISIONSENSE PMS 120V/15A	EVS12015	\$70	\$57
c368	Key Counter Mount Kit 1 for Hecon Conventional Counter	4623474	\$34	\$28
c368	SC-508 Security Kit (Copy Guard/Password Protect)	A4MMWY3	\$81	\$67
c368	CS-1 Convenience Stapler	7640013463	\$207	\$170
c368	MK-735 Mount Kit (IC Card Internal Mount Kit)	A4NMWY1	\$223	\$183
c368	MK-730 Mount Kit (Banner paper guide)	A4MEWY2	\$141	\$116
c368	Stylus Pen for INFO-Palette Series	A161192000	\$217	\$178
c368	UK-212 Upgrade Kit (Provides Wireless LAN)	A87EWY4	\$88	\$73
c368	HD-524 Hard Disk Mirroring	A888WY2	\$237	\$195
4702P	DK-P02 Copy Desk	9967002761	\$146	\$120
4702P	UK-P12 256 MB user flash	AANEWY1	\$279	\$229
4702P	UK-P13 barcode card	AANFWY1	\$80	\$66
4702P	UK-P14 IPDS card	AANGWY1	\$117	\$96
4702P	ESP Compact Power Filter 120V/15A	S1	\$93	\$77
4702P	Paper Tray Lock	PTL5A	\$62	\$51
C558	PC-215 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	A9HFWY2	\$347	\$286
C558	PC-115 Paper Feed Cabinet (500-sheet universal tray + storage)	A9HFWY1	\$398	\$327
C558	DK-510 Enhanced Copy Desk (Storage only)	7640018680	\$353	\$290

C558	LU-207 Large Capacity Unit (2,500 sheets/Letter, Legal, Ledger and 12"x18")	A9EFW11	\$493	\$405
4052	PF-P15 250 sheet tray	AANAWY1	\$95	\$79
4052	PF-P16 550 sheet tray	AANCWY1	\$32	\$26
4052	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$74	\$61
4052	LK-106 I-OPTION Bar Code Font	A0PD119	\$233	\$192
4052	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$88	\$73
4052	LK-108 i-Option OCR Font	A0PD11G	\$127	\$104
4052	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$104	\$86
4052	KP-101 Keypad	A64TWY3	\$352	\$289
4052	AU-205H IC Card Reader	R5427000136466	\$425	\$349
4052	ESP Diagnostic Power Filter 120V/15A	XGPCS15DKM	\$209	\$172
4052	ESP ENVISIONSENSE PMS 120V/15A	EVS12015	\$492	\$405
4052	CS-1 Convenience Stapler	7640013463	\$181	\$149
4052	Paper Tray Lock	PTL5A	\$329	\$271
368e	OC-511 Original Cover	A3PMWY1	\$350	\$288
368e	DF-704 Dual Scan Document Feeder	A85GWY2	\$289	\$238
368e	PC-415 Large Capacity Cassette (2,500 sheets/Letter size only)	A9HF013	\$349	\$287
368e	PC-215 2-way Paper Feed Cabinet (2 x 500-sheet universal tray)	A9HFWY2	\$301	\$248
368e	PC-115 Paper Feed Cabinet (500-sheet universal tray + storage)	A9HFWY1	\$217	\$178
368e	LU-302 Large Capacity Unit (3,000 sheets/Letter size only)	A87VW11	\$275	\$226
368e	JS-506 Job Separator	A2YVWY2	\$156	\$128
368e	FS-536 Finisher (50 Sheets)	A87GWY3	\$159	\$131
368e	RU-513 Relay Unit	A87JWY2	\$100	\$83
368e	FS-536SD Finisher	A87GWYE	\$277	\$228
368e	PK-520 2/3 Hole Punch Unit (FS-534 or FS-536)	A3ETW11	\$167	\$137
368e	PK-519 Punch Kit (2/3 hole - for FS-533)	A3EUW12	\$254	\$209
368e	FK-515 Fax Kit (Supports 3rd & 4th fax line)	A884W11	\$187	\$154
368e	Fax Mount Kit MK-742 (Mount kit for FK-515 only)	A886WY1	\$374	\$307
368e	SP-501 Fax Stamp Unit	4614506	\$212	\$174
368e	Spare TX Marker Stamp 2	4614511	\$290	\$239
368e	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	A0PD116	\$298	\$245
368e	LK-104 v3 i-Option License Kit (Voice Guidance)	A0PD117	\$409	\$336
368e	LK-105 v4 i-Option License Kit (Searchable PDF)	A0PD11T	\$286	\$235

C558	LK-107 i-Option License Kit (Unicode Font)	A0PD11F	\$71	\$58
C558	LK-108 i-Option OCR Font	A0PD11G	\$97	\$80
C558	LK-110 v2i-Option License Kit (File Conversion)	A0PD11U	\$75	\$61
C558	LK-111 i-Option License Kit (ThinPrint Client Support)	A0PD11K	\$48	\$39
C558	AU-102 Biometric Authentication Unit	A0X9WY1	\$79	\$65
C558	AU-205H IC Card Reader	R5427000136466	\$30	\$25
C558	MK-735 Mount Kit (IC Card Internal Mount Kit)	A4NMWY1	\$33	\$27
C558	MK-730 Mount Kit (Banner paper guide)	A4MEWY2	\$35	\$29
C558	EK-608 Local Interface Kit	A88AWY2	\$46	\$38
C558	EK-609 Local Interface Kit	A87DWY2	\$25	\$21
C558	External Keyboard	7640006869	\$51	\$42
C558	AU-204H Mag Stripe Card Reader	7640013468	\$51	\$42
C558	KH-102 Keyboard Holder	A4NRWY1	\$26	\$22
C558	KP-101 Keypad	A64TWY3	\$87	\$72
C558	Key Counter Mount Kit 1 for Hecon Conventional Counter	4623474	\$34	\$28
C558	WT-506 Working Table	A0W4WY3	\$38	\$31
C558	SC-508 Security Kit (Copy Guard/Password Protect)	A4MMWY3	\$70	\$58
C558	UK-212 Upgrade Kit (Provides Wireless LAN)	A87EWY4	\$17	\$14
C558	UK-501 Double Feed Detection Kit	A8WCWY1	\$47	\$39
C558	ESP Diagnostic Power Filter 120V/15A	XGPCS15DKM	\$32	\$26
C558	ESP ENVISIONSENSE PMS 120V/15A	EVS12015	\$30	\$25
C558	CS-1 Convenience Stapler	7640013463	\$9	\$7
C558	Stylus Pen for INFO-Palette Series	A161192000	\$1	\$1
C558	HD-524 Hard Disk Mirroring	A888WY2	\$8	\$7

Novatech, Inc Supplemental Software Pricing

PaperCut MFP will meet and exceed the following requirements set forth in the RFP 4.2:

- Centralized user cost accounting with pin code and/or proximity card
- Allow for Jobs to be printed to queue and held centrally for release at any device
- Centrally managed usage reporting for cost recovery and/or billing
- Accept print job via e-mail without having to load drivers or access secured wi-fi

PaperCut MF

Description	QTY	Price
PaperCut MF up to 1000 users	1	799.00
PaperCut MF embedded Devices License	9	2,925.00
Premium Support Major/minor upgrades 4 Years	4	3,600.00
Professional Services. (Implementation and Training)	8	1,530.00

Ecoby ShareScan Essentials will meet or exceed the following requirements set forth in the RFP 4.2:

- Scan to Searchable PDF, Word and Excel
- Browse network folders and print back at the MFP control panel
- Capability to add metadata to scanned documents
- Send Confidential Jobs to password protected folder

Ecoby ShareScan elements

Description	QTY	Price
Ecoby ShareScan Elements with 4YR M&S	9	5,192.10
Software Maintenance 4 Years included	4	0.00
Professional Services	8	1,530.00

Section 7.0 Signatures

Vendor (Name of Firm) Novatech, Inc.

Authorized Signature



Date 12/13/18

Title of Person Signing Government Contracts Manager

Address of Firm 2053 Franklin Way SE Suite 100

Marietta, GA 30067

Email Address dhall@novatech.net

Phone Number 615-610-2034

Firm Website www.novatech.net



bizhub 4700P/4000P/3300P

B&W PRINT SOLUTIONS FOR

MAXIMUM POWER

IN MINIMUM SPACE

When ordinary printers can't keep pace with your workload, your business needs bizhub. These three powerful, compact bizhub printers deliver high-resolution B&W images at up to 50 ppm, with quick first-print output, simple control panels and scalable step-up features for right-size cost-efficiency.

Eco-friendly design includes a special Eco-mode to reduce power consumption and auto duplexing to save paper. And standard Konica Minolta print drivers give you superior performance in both Windows and Mac environments. For maximum output in minimum space, count on Konica Minolta.



BIZHUB PRINTERS FOR HIGH-SPEED, LOW-COST B&W OUTPUT IN ANY ENVIRONMENT

The bizhub 4700P, 4000P and 3300P are a perfect fit for executive suites and small businesses with growing workloads. Your choice of three models gives you right-size cost-efficiency in compact design — with fast B&W output speeds to handle your document traffic and expandable paper capacity to match your business needs.

A STEP BEYOND CONVENTIONAL DESKTOP PRINTERS.

With the bizhub 4700P, 4000P and 3300P, you'll spend less time waiting for prints or re-loading paper in the middle of your print run. Output speeds of up to 50 ppm, instant-on fuser for fast warm-up, and expandable paper capacity can speed your workflow to make you more productive. All three printers deliver high-quality B&W documents at 1200 x 1200 dpi resolution, keeping pace with rising demands in general business as well as healthcare, legal and educational environments.

The bizhub 4700P gives you standard paper capacity of 650 sheets, in sizes up to 8.5" x 14" — and you can add options to expand your capacity to 2,300 sheets for high-volume print output with minimum attention. A 100-sheet bypass tray handles paper from 16 lb. bond to 43 lb. cover stock — even thick envelopes that might be difficult to print on conventional desktop printers. Auto duplexing is standard, so you can save paper by making 2-sided prints or printing N-up without slowing down your workflow. And blank pages are removed automatically from your print sets, another paper-saving advantage.

An easy-to-read LCD display on the bizhub 4700P and 4000P provides animated navigation screens to make operation easy, even for first-time users or temporary personnel. The bizhub 3300P has a simple 3-button, 6-LED control panel with fast, intuitive action. Convenient front-access compartments let you change toner cartridges without moving your printer. In fact, the bizhub 4700P, 4000P and 3300P are designed to put more power in less space, with small footprint and lightweight design for easy positioning on any desktop in your work environment.



THE CONNECTIVITY AND SECURITY YOUR BUSINESS DEMANDS.

Along with superior monochrome image quality and right-size scalability, these three bizhub printers give you seamless network connectivity. They're fully operational right out of the box and can be integrated with Konica Minolta MFPs in large offices. They feature Konica Minolta's Universal Print Driver, with familiar interface for any environment. And with the optional External Wireless 802.77 b/g/n you can print with ease in LAN-enabled office, you'll have greater freedom of printer placement with standard support for longer range and higher wireless transfer rates than previously available.

You'll also have enhanced security functions to protect sensitive information. Secure printing is available — and all three models can be configured with both user and administrator passwords to guard against unauthorized access. You can even restrict operational and management functions for certain users.

ECO-FRIENDLY DESIGN TO PROTECT THE ENVIRONMENT.

Improvements in operating efficiency in the bizhub 4700P, 4000P and 3300P help reduce your costs, including a special Eco-mode that minimizes power consumption, toner and paper use — and a “hibernation” setting that consumes as little as 1 Watt of power when your printer is not in use.

With every purchase of a new genuine toner cartridge, you'll find a prepaid shipping label and instructions on how to return your old cartridge for recycling. Simply repackage the empty cartridge in the box that the new cartridge came in and send it off for recycling completely free of charge.

Konica Minolta Return Program cartridges are patented print cartridges sold at a discount in exchange for the customer's agreement to the license requirement that the cartridges will be used only once and returned only to manufacturer for remanufacturing or recycling. These patented cartridges are licensed for single use only and will stop working after delivering a fixed amount of toner. Toner may remain in the cartridge when replacement is required. Replacement cartridges sold without these restrictions are also available. Please contact Konica Minolta representative for further details and availability.



FOR ALL YOUR DOCUMENT NEEDS, COUNT ON KONICA MINOLTA.

Konica Minolta Business Solutions U.S.A., Inc. is a leader in advanced document management technologies and IT Services. The company focuses on complete business solutions including production print systems, digital presses, multifunctional products (MFPs), managed print services, vertical application solutions and related services and supplies.

Konica Minolta has won numerous awards and recognition including being recognized as the #1 Brand for Customer Loyalty in the MFP Office Copier Market by Brand Keys for six years in a row. For the third consecutive year, Buyers Laboratory LLC (BLI) has named Konica Minolta as the winner of its “A3 MFP Line of the Year” award. In 2012, Konica Minolta also received “Document Imaging Solutions Line of the Year” recognition from BLI — and has been named to the Dow Jones Sustainability World Index in recognition of the company's economic, environmental and social performance.

We are proud of our record of achievement — and we invite you to learn first-hand why you can always count on Konica Minolta.

For more information, visit:
www.CountOnKonicaMinolta.com



PRODUCT SPECIFICATIONS

BIZHUB 4700P



BIZHUB 4000P



BIZHUB 3300P



PRINTING

Display	2.4-inch Color LCD Display	2.4-inch Color LCD Display	LED Panel
Print Speed Up To	50 ppm	42 ppm	35 ppm
First Copy Out Time	6.5 Seconds	6.5 Seconds	6.5 Seconds
Print Resolution	1200 x 1200 dpi	1200 x 1200 dpi	1200 x 1200 dpi
Memory/Processor	Standard: 256 MB / Maximum: 1280 MB Processor: Dual Core, 800 MHz	Standard: 256 MB / Maximum: 1280 MB Processor: Dual Core, 800 MHz	Standard: 128 MB / Maximum: 128 MB Processor: Dual Core, 800 MHz
Maximum Monthly Duty Cycle ¹	100,000 Pages Per Month	80,000 Pages Per Month	50,000 Pages Per Month

SUPPLIES

In-Box Toner	6,000-page Starter Return Program Toner Cartridge ²	6,000-page Starter Return Program Toner Cartridge ²	1,500-page Starter Return Program Toner Cartridge ²
Replacement Toner	20,000-page Yield ²	20,000-page Yield ²	10,000-page Yield ²
Imaging Unit	60,000-page Yield ³	60,000-page Yield ³	60,000-page Yield ³

PAPER HANDLING

Standard Paper Input	550-sheet Cassette, 100-sheet Multipurpose Tray	250-sheet Cassette, 100-sheet Multipurpose Tray	250-sheet Cassette, 50-sheet Multipurpose Tray
Optional Paper Input	550-sheet Cassette, 250-sheet Cassette (Max. 3)	550-sheet Cassette, 250-sheet Cassette (Max. 3)	550-sheet Cassette, 250-sheet Cassette (Max. 1)
Max. Paper Input	2300 Sheets	2000 Sheets	850 Sheets
Standard Paper Output	250-sheet Bin	150-sheet Bin	150-sheet Bin
Standard Automatic Duplexer	Yes	Yes	Yes
Paper Size (Standard)	100-sheet Multipurpose Tray: Letter, Legal, Executive (7.25" x 10.5"), Folio (8.5" x 13"), Oficio (8.5" x 13.4"), Statement (5.5" x 5.5"), A4, A5, A6, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", Envelopes: 7 3/4, 9, 10, DL, Other Envelope: 3.87" x 6.38" to 6.93" x 9.84" 550-sheet Cassette: Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"	100-sheet Multipurpose Tray: Letter, Legal, Executive (7.25" x 10.5"), Folio (8.5" x 13"), Oficio (8.5" x 13.4"), Statement (5.5" x 5.5"), A4, A5, A6, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", Envelopes: 7 3/4, 9, 10, DL, Other Envelope: 3.87" x 6.38" to 6.93" x 9.84" 250-sheet Cassette: Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"	50-sheet Multipurpose Tray: Letter, Legal, Executive (7.25" x 10.5"), Folio (8.5" x 13"), Oficio (8.5" x 13.4"), Statement (5.5" x 5.5"), A4, A5, A6, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", Envelopes: 7 3/4, 9, 10, DL, Other Envelope: 3.87" x 6.38" to 6.93" x 9.84" 250-sheet Cassette: Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"
Paper Size (Optional)	Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"	Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"	Letter, Legal, 5.5" x 8.5", A4, A5, JIS B5, Custom Sizes: 5.5" x 8.27" to 8.5" x 14", 3"-5" x 8.5"-14"
Paper Weights (Standard)	100-sheet Multipurpose Tray: 60–163 gsm (16–43 lb.) 550-sheet Cassette: 60–120 gsm (16–32 lb.)	100-sheet Multipurpose Tray: 60–163 gsm (16–43 lb.) 250-sheet Cassette: 60–120 gsm (16–32 lb.)	50-sheet Multipurpose Tray: 60–163 gsm (16–43 lb.) 250-sheet Cassette: 60–90 gsm (16–24 lb.)
Paper Weights (Optional)	60–120 gsm (16–32 lb.)	60–120 gsm (16–32 lb.)	60–120 gsm (16–32 lb.)
Duplex	Paper only/Size: Letter, Legal, A4, Folio, Oficio Weight: 60–90 gsm (16–24 lb.)	Paper only/Size: Letter, Legal, A4, Folio, Oficio Weight: 60–90 gsm (16–24 lb.)	Paper only/Size: Letter, Legal, A4, Folio, Oficio Weight: 60–90 gsm (16–24 lb.)

GENERAL

Operating System Compatibility	Windows 2000/XP/Server 2003/Vista/ Server 2008/Windows 7/8, Mac OS X, Linux, Novel Netware	Windows 2000/XP/Server 2003/Vista/ Server 2008/Windows 7/8, Mac OS X, Linux, Novel Netware	Windows 2000/XP/Server 2003/Vista/ Server 2008/Windows 7/8, Mac OS X, Linux, Novel Netware
Printer Emulations	PostScript 3 Emulation, PCL6 Emulation, XPS	PostScript 3 Emulation, PCL6 Emulation, XPS	PostScript 3 Emulation, PCL6 Emulation, XPS
TEC	2.6 kWh (Eco-mode: 2.4 kWh)	2.3 kWh (Eco-mode: 2.0 kWh)	2.0 kWh (Eco-mode: 1.9 kWh)
Connectivity	USB 2.0 Specification High-Speed Certified (Type B), Gigabit Ethernet (10/100/1000) Front USB 2.0 Specification High-Speed Certified Port (Type A)	USB 2.0 Specification High-Speed Certified (Type B), Gigabit Ethernet (10/100/1000)	Centronics IEEE 1284 Bidirectional Parallel, USB 2.0 Specification High-Speed Certified (Type B), Ethernet (10/100)
Connectivity (Optional)	MarkNET N8352 802.11 b/g/n Wireless	MarkNET N8352 802.11 b/g/n Wireless	MarkNET N8352 802.11 b/g/n Wireless
Dimensions (W x D x H) / Weight (lbs.)	15.7 x 15.0 x 12.1 in. / 34.6 lbs.	15.7 x 15.0 x 10.3 in. / 33.1 lbs.	15.7 x 15.0 x 10.3 in. / 30.9 lbs.
Product Warranty	1-Year Exchange Service	1-Year Exchange Service	1-Year Exchange Service

¹The Maximum Monthly Duty Cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs. ² Average Standard page yield value declared in accordance with ISO/IEC 19752. ³ Based on 3 average Letter-size pages per print job at approximately 5% coverage.



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
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bizhub



Windows 7



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Design & specifications are subject to change without notice. Not all features described are available on all models.

ITEM #: 4700PBRO
3/13



KONICA MINOLTA

TECHNOLOGY



bizhub® 4052

MONOCHROME COMPACT MULTIFUNCTION PRINTER

Fast print/copy output of 42 ppm

Optional Super G3 fax

Optional stapler inner-finisher

Downloadable apps to help you work faster and smarter

Advanced scan capture functionality right from the touchscreen control panel

Built-in Emperon® print system, PCL and PostScript emulation

Large 7" touchscreen with logical, intuitive menus — easy to operate, similar to a tablet

Open API for seamless software integration

Compatibility with IC card readers for enhanced security

Standard wireless connectivity

Mobile printing support (AirPrint, Google Classic Cloud Print™, NFC)

Standard web browser

bizhub 4052

MONOCHROME COMPACT MULTIFUNCTION PRINTER

The bizhub 4052 provides crisp 42 ppm output to help you keep ahead of rising document demands. The advanced Emperon print system, standard wireless connectivity and web browser, optional stapler inner-finisher, optional high-speed fax and intuitive touchscreen operation make this a valuable stand-alone solution or versatile addition to mixed networks of large and small MFPs.

SYSTEM OVERVIEW

System memory	4 GB (when UK-219 is installed)
System hard disk	250 GB (standard)
Interface	10-Base-T / 100-Base-TX / 1,000-Base-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4 / IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Dual scan automatic document feeder	Up to 100 originals / 5.5" x 8.5" to 8.5" x 14" / 50–120 gsm
Printable paper size	4" x 6" to 8.5" x 14" / custom paper sizes
Printable paper weight	60–216 gsm
Paper input capacity	Standard: 650 sheets Max.: 1,650 sheets
Tray 1	550 sheets / 4" x 6" to 8.5" x 14" / 60–90 gsm
Trays 2, 3 and 4 (optional)	550 sheets / 8.5" x 11 to 8.5" x 14" / 60–90 gsm
Manual bypass	100 sheets / 4" x 6" to 8.5" x 14" / custom paper sizes / 60–216 gsm
Automatic duplexing	Letter, legal / 60–90 gsm
Finishing modes	Staple (inline) up to 20 sheets (optional)
Output capacity	Max.: 250 sheets
Copy/print volume	Max.: 100,000 pages / month ²
Toner lifetime	25,000 ¹
Imaging unit lifetime	60,000
Power consumption	120 V / 60 Hz, less than 600 W (system)
System dimensions	19.3" x 20.5" x 21.5" (W x D x H)
System weight	Approx. 52 lb

COPIER SPECIFICATIONS

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed	Up to 42 ppm (letter)
Autoduplex speed	Up to 42 ppm (letter)
1st copy out time	8.5 sec. or less
Warm-up time	Approx. 37 sec. ³
Copy resolution	600 x 600 dpi
Multi-copy	1–999
Original format	Max.: up to 8.5" x 14"
Magnification	25–400% in 1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

SCANNER SPECIFICATIONS

Scan speed	50 opm (mono/single sided) 100 opm (mono/duplex) 32 opm (color/single sided) 64 opm (color/duplex)
Scan resolution	600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-USB, Scan-to-HDD, Scan-to-DPWS, Network TWAIN
File formats	JPEG, TIFF, XPS, PDF, PDF/A(1b), Compact PDF
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Up to 400 job programs

PRINTER SPECIFICATIONS

Print resolution	600 x 600 dpi, 1,200 x 1,200 dpi (reduced speed)
PDL	PCL5e/c emulation, PCL XL ver. 3.0, PostScript 3 emulation (3016), XPS ver. 1.0, OpenXPS, PDF 1.7
Operating systems	Windows (x64): 7 / 8.1 / 10 Windows Server (x64): 2008 / 2008 R2 / 2012 / 2012 R2 / 2016 Macintosh OS X 10.8 or later Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3 Latin
Print functions	Direct print of TIFF, XPS, PDF and OOXML (DOCX, XLSX, PPTX), secure print, combination, n-up, poster, booklet page order, watermark

FAX SPECIFICATIONS

Fax	Super G3 (optional)
Transmission	Analog, PC-fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Time shift, PC-fax, fax forwarding, up to 400 program dials

OPTIONS

AU-205H	IC card reader / various IC card technologies
DK-P02 Copier desk	Provides storage space for print media, adjustable height
FK-517 Fax kit	Super G3 fax kit
FS-P02 Inner finisher	Provides 20-sheet stapling
KP-101 10 Key pad	For use instead of touchscreen
LK-102 v3	Enhanced PDF encryption, PDF/A(1a/1b) and linearized PDF support
LK-104 v3	Voice guidance license kit
LK-106	Supports native barcode printing
LK-107	Supports native unicode printing
LK-108	Supports native OCR A and B font printing
LK-111	ThinPrint®, print data compression for reduced network impact
PF-P15 Paper tray	Adds 250 sheet capacity / 8.5" x 11" to 8.5" x 14" Add up to 3 units total (PF-P15 + PF-P16)
PF-P16 Paper tray	Adds 550 sheet capacity / 8.5" x 11" to 8.5" x 14" Add up to 3 units total (PF-P15 + PF-P16)
UK-219 Expanded memory	2 GB memory extension ⁴

SYSTEM FEATURES

Security	ISO 15408 EAL3 (in evaluation), IP filtering and port blocking, SSL2, SSL3 and TLS1.0 network communication, IPsec support, IEEE 802.1x support, user authentication, secure print, HDD overwrite (8 standard types), HDD data encryption, copy protection (print only)
Software	Net Care Device Manager, Data Administrator, Direct Print, Konica Minolta Mobile, Print Status Notifier, Driver Packaging Utility

¹ The bizhub 4052 ships with a starter toner cartridge (6,000 yield).

² Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs.

³ Warm-up time may vary depending on the operating environment and usage.

⁴ Required for full functionality.



For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446
CountOnKonicaMinolta.com



Item #: 4052SS
5/2018-C



KONICA MINOLTA

TECHNOLOGY



bizhub® 368e

MONOCHROME MID-VOLUME MULTIFUNCTION PRINTER

Up to 36 ppm print/copy output to keep pace with rising demands

Optional dual scanning up to 160 originals per minute

Large 9" color display with quick tablet-like touchscreen interface

3rd-party software integration with standard web browser

Built-in Emperon® print system, universal printer drivers

Simitri® HD polymerized toner for high-resolution imaging

Standard 250 GB HDD for on-board document storage

Meets ISO 15408 and IEEE 2600.1 Security standards*

Standard web browser

Power-saving design with quick recovery from sleep mode

6,650-sheet maximum capacity, tab printing support, carbon-copy printing

Advanced authentication, secure print release, remote firmware updates

Multiple bypass tray and detachable paper feed trays improve paper handling

Finishing options for 80-page booklet-making, up to 100-sheet stapling

Options for 2/3-hole punch, tri-fold, z-fold, post-insertion and more

Downloadable apps to help you work faster and smarter

Multiple i-Options to suit the needs of your workflow

EPEAT Gold-certified, low power consumption to cut costs

Mobile printing support (AirPrint, Google Cloud Print Classic, NFC)

*May not be available at time of launch.

bizhub 368e

MONOCHROME MID-VOLUME MULTIFUNCTION PRINTER

Ideal for growing businesses, the bizhub 368e is a powerful, affordable monochrome MFP with superior Simitri® HD image quality and fast 36 ppm print/copy output. Optional dual scanning brings information into your workflow fast and enhanced touch screen simplicity never slows you down.

SYSTEM OVERVIEW

System memory	4 GB (when UK-211 is installed)
System hard disk	250 GB Standard
Interface	10-BASE-T / 100-BASE-TX / 1000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), FTP, SMB v2, SMTP, WebDAV
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Document feeder (optional)	Up to 100 originals / 5.5" x 8.5" to 11" x 17" / 35-163gsm Reversing automatic document feeder or dual scan document feeder available
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52–300 gsm
Paper input capacity	Standard: 1,150 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 11" x 17" / 52–256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52–256 gsm
PC-115 Paper feed cabinet (optional)	500 sheets / 5.5" x 8.5" to 11" x 17" / 52–256 gsm
PC-215 Paper feed cabinet (optional)	2 x 500 sheets / 5.5" x 8.5" to 8.5" x 11" / 52–256 gsm
Large capacity tray PC-415 (optional)	2,500 sheets / 8.5" x 11" / 52–256 gsm
Large capacity tray LU-302 (optional)	3,000 sheets / 8.5" x 11" / 52–256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50–300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52–256 gsm
Finishing modes	Offset, group, sort, staple, punch, half-fold, z-fold, tri-fold, post-insertion, booklet
Output capacity	Max. with finisher: 3,200 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 50 sheets or 48 sheets + 2 cover sheets (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 175,000 pages/month ¹
Toner lifetime	25,000 pages
Imaging unit lifetime	270,000 pages / 600,000 pages (Drum/Developer)
Power consumption	120 V / 60 Hz, less than 1.5 kW (system)
System dimensions	24.2" x 27" x 38" (W x D x H)
System weight	Approx. 168 lbs

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32 / x64): 7 / 8.1 / 10 Windows Server (x32 / x64): 2008 / 2008 R2 ³ / 2012 ³ / 2016 ³ Macintosh OS X 10.7 or later Linux / Unix / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

COPIER SPECIFICATIONS

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri HD Polymerized Toner
Print speed (8.5" x 11")	Up to 36 ppm (portrait)
Print speed (11" x 17")	Up to 18 ppm (portrait)
Autoduplex speed (8.5" x 11")	Up to 36 ppm (portrait)
1st copy out time	4.5 seconds
Warm-up time	Approx. 20 seconds ²
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1–9,999
Original format	Up to 11" x 17"
Magnification	25–400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

SCANNER SPECIFICATIONS

Scan speed	B&W / Color: up to 160 opm with optional DF-704
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

FAX SPECIFICATIONS

Fax	Super G3 (optional)
Transmission	Analog, Internet Fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

USER BOX SPECIFICATIONS

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (email/FTP/SMB and fax), copy box-to-box

SYSTEM FEATURES

Security	ISO 15408 EAL ⁴ IEEE 2600.1 ⁴ IP filtering and port blocking SSL2, SSL3 and TLS1.0 network communication IPsec support IEEE 802.1x support FIPS 140-2 User authentication Authentication log Secure print Hard disk overwrite (8 standard types) Hard disk data encryption (AES 128) Memory data auto deletion Confidential fax receipt Print user data encryption Copy protection (Copy Guard, Password Copy) optional
Accounting	Up to 1,000 user accounts Active Directory support (user name + password + email + SMB folder) User function access definition Optional Biometric authentication (finger vein scanner) Optional ID card authentication (ID card reader)
Software	PageScope Net Care Device Manager PageScope Data Administrator PageScope Box Operator PageScope Direct Print Print Status Notifier Driver Packaging Utility Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs.

² Warm-up time may vary depending on the operating environment and usage.

³ Supports x64 only.

⁴ Certification pending.



COMPONENTS AND OPTIONS

AU-102 Biometric authentication	Finger vein scanner
AU-205H Universal ID card reader	Various ID card technologies
AU-211 CA/PIV solution*	Requires WT-506 Working Table
DF-629 Document feeder	Reversing automatic document feeder, capacity 100 originals
DF-704 Document feeder	Dual scan automatic document feeder, capacity 100 originals
DK-510 Copier desk	Provides storage space for print media and other materials
Dynamag magnetic stripe card reader	Requires WT-506 Working Table
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection, Bluetooth
External keyboard	External USB keyboard
FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support (requires MK-742)
FS-533 Staple finisher	50-sheet stapling, 500 sheets max. output
FS-536 Staple finisher	50-sheet stapling, 3,200 sheets max. output (requires RU-513)
FS-536SD Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 2,200 sheets max. output (requires RU-513)
HD-524 Hard disk	Hard disk mirroring, 250 GB
JS-506 Job separator	Separation for fax output, etc.
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3 PDF enhancements	PDF/A, PDF encryption, digital signature
LK-104 v3	Provides voice guidance functions
LK-105 v4	Searchable PDF
LK-106	Supports native barcode printing
LK-107	Supports native Unicode printing
LK-108	Supports native OCR A and B font printing
LK-110 v2	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LU-302 Large capacity unit	3,000 sheets / 8.5" x 11" / 52-256 gsm
MK-730 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OC-511 Original cover	Cover required if no document feeder is installed
OT-506 Output tray	Output tray use instead of finisher
PC-115 Universal tray	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
PC-215 Universal tray	2 x 500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
PC-415 Large capacity tray	2,500 sheets / 8.5" x 11" / 52-256 gsm
PK-519 Punch kit for FS-533	2/3-hole punching, autoswitching
PK-520 Punch kit for FS-536	2/3-hole punching, autoswitching
RU-513 Relay unit	Required for the FS-536 / FS-536SD
SC-508 Security kit	Copy guard function
SP-501 Stamp unit	Added fax stamp capability kit
UK-211 Memory expansion	2 GB memory expansion, required for most i-Options, registered overlay and concurrent use of web browser and certain other functions, including stamp print, watermark, date/time print, header/footer, image overlay and management number
UK-212 Wireless LAN	Wireless LAN to network connector
WT-506 Working table	Authentication device placement

*May not be available at time of launch.



PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT SERVICES

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects
Business Consulting Services

TECHNOLOGY

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services



For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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KONICA MINOLTA

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100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



Item #: 368ESS
2/2018-C



KONICA MINOLTA

Giving Shape to Ideas



Up to 30 ppm print/copy output to keep pace with rising demands

Optional dual scanning at up to 160 originals per minute

Large 9" color display with quick tablet-like touchscreen interface

3rd-party software integration with standard web browser

Built-in Emperon® print system, universal printer drivers

Simitri® HD polymerized toner for high-resolution imaging

Standard 250 GB HDD for on-board document storage

Meets ISO 15408 and IEEE 2600.1 Security standards

Power-saving design with quick recovery from sleep mode

6,650-Sheet maximum capacity, tab printing support, carbon-copy printing

Advanced authentication, secure print release, remote firmware updates

Multiple bypass tray and detachable paper feed trays improve paper handling

Finishing options for 80-page booklet-making

50-sheet stapling, 2/3-hole punch, tri-fold and more

Downloadable apps to help you work faster and smarter

i-Options to add functions for working more efficiently

EPEAT Gold-certified, low power consumption to cut costs

Mobile printing support (AirPrint, Google Cloud Print, NFC)

bizhub C308

COLOR MID-VOLUME MULTIFUNCTION PRINTER

mfp





mfp

bizhub C308

COLOR MID-VOLUME MULTIFUNCTION PRINTER

bizhub C308

Ideal for growing businesses, the bizhub C308 is a powerful, affordable color MFP with superior Simitri HD image quality and fast 30 ppm print/copy output. Optional dual scanning at up to 160 opm brings information into your workflow faster– and enhanced touch-screen simplicity never slows you down.

System Overview

System memory	4 GB
System hard disk	250 GB Standard
Interface	10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Document feeder (optional)	Up to 100 originals / 5.5" x 8.5" to 11" x 17" / 35-163 gsm Reversing automatic document feeder or dual scan document feeder available
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 1,150 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3 (optional)	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 4 (optional)	2 x 500 sheets / 5.5" x 8.5" to 8.5" x 11" / 52-256 gsm
Large capacity tray LU-302 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Large capacity tray PC-410 (optional)	2,500 sheets / 8.5" x 11" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, punch, half-fold, tri-fold, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 50 sheets or 48 sheets + 2 cover sheet (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 100,000 pages/month ¹
Toner lifetime	Black: 28,000 pages / CMY: 26,000 pages
Imaging unit lifetime	Black: 120,000 pages / 600,000 pages (Drum / Developer) CMY: 75,000 pages / 600,000 pages (Drum / Developer)
Power consumption	120 V / 60 Hz, less than 1.5 kW (system)
System dimensions	24.2" x 27" x 31" (W x D x H)
System weight	Approx. 187.39 lb

Copier Specifications

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W / Color: up to 30 ppm (Portrait)
Print speed (11" x 17")	B&W / Color: up to 15 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W / Color: up to 30 ppm (Portrait)
1st copy out time	B&W: 5.6 sec. / Color: 7.3 sec.
Warm-up time	Approx. 20 sec. ²
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

Printer Specifications

Print resolution	1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.6 or later Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)

Print controller	Embedded Fiery IC-416
Memory/HDD	2 GB / 160 GB
PDL	PostScript 3 (ver. 3019) PCL 6/5c
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.8 or later

Scanner Specifications

Scan speed	B&W / Color: up to 160 ipm with optional DF-704
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

Fax Specifications

Fax	Super G3 (optional)
Transmission	Analog, Internet fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

User Box Specifications

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

System Features

Security	ISO 15408 EAL IEEE 2600.1 IP filtering and port blocking SSL2, SSL3 and TLS1.0 network communication IPsec support IEEE 802.1x support FIPS 140-2 User authentication Authentication log Secure print Hard disk overwrite (8 standard types) Hard disk data encryption (AES 128) Memory data auto deletion Confidential fax receipt, Print user data encryption Copy protection (Copy Guard, Password Copy) optional
Accounting	Up to 1,000 user accounts Active Directory support (user name + password + Email + SMB folder) User function access definition Optional Biometric authentication (finger vein scanner) Optional ID card authentication (ID card reader)
Software	PageScope Net Care Device Manager PageScope Data Administrator PageScope Box Operator PageScope Direct Print Print Status Notifier Driver Packaging Utility Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis.
This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta
MFP and printer product line so that the appropriate device can be placed in order to meet customer needs

² Warm-up time may vary depending on the operating environment and usage

³ Supports x64 only

Components and Options

AU-102 Biometric authentication	Finger vein scanner
AU-204H Magnetic stripe card reader	Requires WT-506 Working Table
AU-205H Universal ID card reader	Various ID card technologies
AU-211 CA/PIV solution	Requires WT-506 Working Table
DF-629 Document feeder	Reversing automatic document feeder, capacity 100 originals
DF-704 Document feeder	Dual scan automatic document feeder, capacity 100 originals
DK-510 Copier desk	Provides storage space for print media and other materials
FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support
FS-533 Staple finisher	50-sheet stapling, 500 sheets max. output
FS-534 Staple finisher	50-sheet stapling, 3,300 sheets max. output
FS-534 + SD-511 Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 3,300 sheets max. output
HD-524 Hard disk	Hard disk mirroring, 250 GB
IC-416 Fiery image controller	Embedded image controller for graphics-intensive applications
JS-506 Job separator	Separation for fax output, etc.
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3 PDF enhancements	PDF/A, PDF encryption, digital signature
LK-104 v3 Voice guidance	Provides voice guidance functions
LK-105 v4 OCR text recognition	Searchable PDF
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110 v2 Enhanced image support	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LU-302 Large capacity unit	8.5" x 11", 3,000 sheets / 52-256 gsm
MK-730 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OC-511 Original cover	Cover instead of auto document feeder
PC-110 Universal tray (x1)	5.5" x 8.5" to 11" x 17", 500 sheets, 52-256 gsm
PC-210 Universal tray (x2)	5.5" x 8.5" to 11" x 17", 2 x 500 sheets, 52-256 gsm
PC-410 Large capacity tray	8.5" x 11", 2,500 sheets, 52-256 gsm
PK-519 Punch kit for FS-533	2/3-hole punching, autoswitching
PK-520 Punch kit for FS-534	2/3-hole punching, autoswitching
RU-513 Relay unit	Required for the FS-534
SC-508 Security kit	Copy Guard function (2x required when DF-701 is installed)
SK-602 Staple kit	Added stapling functionality kit
SP-501 Stamp unit	Added fax stamp capability kit
UK-212 Wireless LAN	Wireless LAN to network connector
VI-508 Interface kit for IC-416	Fiery controller interface card
WT-506 Working table	Authentication device placement



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KONICA MINOLTA

Giving Shape to Ideas



Up to 36 ppm print/copy output to keep pace with rising demands
Optional dual scanning at up to 160 originals per minute
Large 9" color display with quick tablet-like touchscreen interface
3rd-party software integration with standard web browser
Built-in Emperon® print system, universal printer drivers
Simitri® HD polymerized toner for high-resolution imaging
Standard 250 GB HDD for on-board document storage
Meets ISO 15408 and IEEE 2600.1 Security standards
Power-saving design with quick recovery from sleep mode
6,650-Sheet maximum capacity, tab printing support, carbon-copy printing
Advanced authentication, secure print release, remote firmware updates
Multiple bypass tray and detachable paper feed trays improve paper handling
Finishing options for 80-page booklet-making
50-sheet stapling, 2/3-hole punch, tri-fold and more
Downloadable apps to help you work faster and smarter
i-Options to add functions for working more efficiently
EPEAT Gold-certified, low power consumption to cut costs
Mobile printing support (AirPrint, Google Cloud Print, NFC)

bizhub C368

COLOR MID-VOLUME MULTIFUNCTION PRINTER

mfp





mfp

bizhub C368

COLOR MID-VOLUME MULTIFUNCTION PRINTER

bizhub C368

Ideal for growing businesses, the bizhub C368 is a powerful, affordable color MFP with superior Simitri HD image quality and fast 36 ppm print/copy output. Optional dual scanning at up to 160 opm brings information into your workflow faster– and enhanced touch-screen simplicity never slows you down.

System Overview

System memory	4 GB
System hard disk	250 GB Standard
Interface	10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Document feeder (optional)	Up to 100 originals / 5.5" x 8.5" to 11" x 17" / 35-163 gsm Reversing automatic document feeder or dual scan document feeder available
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 1,150 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3 (optional)	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 4 (optional)	2 x 500 sheets / 5.5" x 8.5" to 8.5" x 11" / 52-256 gsm
Large capacity tray LU-302 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Large capacity tray PC-410 (optional)	2,500 sheets / 8.5" x 11" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, punch, half-fold, tri-fold, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 50 sheets or 48 sheets + 2 cover sheet (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 125,000 pages/month ¹
Toner lifetime	Black: 28,000 pages / CMY: 26,000 pages
Imaging unit lifetime	Black: 120,000 pages / 600,000 pages (Drum / Developer) CMY: 90,000 pages / 600,000 pages (Drum / Developer)
Power consumption	120 V / 60 Hz, less than 1.5 kW (system)
System dimensions	24.2" x 27" x 31" (W x D x H)
System weight	Approx. 187.39 lb

Copier Specifications

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W / Color: up to 36 ppm (Portrait)
Print speed (11" x 17")	B&W / Color: up to 18 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W / Color: up to 36 ppm (Portrait)
1st copy out time	B&W: 5.3 sec. / Color: 6.9 sec.
Warm-up time	Approx. 20 sec. ²
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

Printer Specifications

Print resolution	1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.6 or later Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)

Print controller	Embedded Fiery IC-416
Memory/HDD	2 GB / 160 GB
PDL	PostScript 3 (ver. 3019) PCL 6/5c
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.8 or later

Scanner Specifications

Scan speed	B&W / Color: up to 160 ipm with optional DF-704
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

Fax Specifications

Fax	Super G3 (optional)
Transmission	Analog, Internet fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

User Box Specifications

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

System Features

Security	ISO 15408 EAL IEEE 2600.1 IP filtering and port blocking SSL2, SSL3 and TLS1.0 network communication IPsec support IEEE 802.1x support FIPS 140-2 User authentication Authentication log Secure print Hard disk overwrite (8 standard types) Hard disk data encryption (AES 128) Memory data auto deletion Confidential fax receipt, Print user data encryption Copy protection (Copy Guard, Password Copy) optional
Accounting	Up to 1,000 user accounts Active Directory support (user name + password + Email + SMB folder) User function access definition Optional Biometric authentication (finger vein scanner) Optional ID card authentication (ID card reader)
Software	PageScope Net Care Device Manager PageScope Data Administrator PageScope Box Operator PageScope Direct Print Print Status Notifier Driver Packaging Utility Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis.
This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta
MFP and printer product line so that the appropriate device can be placed in order to meet customer needs

² Warm-up time may vary depending on the operating environment and usage

³ Supports x64 only

Components and Options

AU-102 Biometric authentication	Finger vein scanner
AU-204H Magnetic stripe card reader	Requires WT-506 Working Table
AU-205H Universal ID card reader	Various ID card technologies
AU-211 CA/PIV solution	Requires WT-506 Working Table
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection, Bluetooth
DF-629	Reversing automatic document feeder, capacity 100 originals
Document feeder	
DF-704	Dual scan automatic document feeder, capacity 100 originals
Document feeder	
DK-510 Copier desk	Provides storage space for print media and other materials
FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support (requires MK-742)
FS-533 Staple finisher	50-sheet stapling, 500 sheets max. output
FS-534 Staple finisher	50-sheet stapling, 3,300 sheets max. output (requires RU-513)
FS-534 + SD-511	50-sheet staple finisher, 20-sheet booklet finisher,
Booklet finisher	3,300 sheets max. output (requires RU-513)
HD-524 Hard disk	Hard disk mirroring, 250 GB
IC-416 Fiery image controller	Embedded image controller for graphics-intensive applications
JS-506 Job separator	Separation for fax output, etc.
KH-102	To place USB keyboard
Keyboard holder	
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3	PDF/A, PDF encryption, digital signature
PDF enhancements	
LK-104 v3	Provides voice guidance functions
Voice guidance	
LK-105 v4	Searchable PDF
OCR text recognition	
LK-106	Supports native barcode printing
Barcode fonts	
LK-107	Supports native Unicode printing
Unicode fonts	
LK-108	Supports native OCR A and B font printing
OCR A and B fonts	
LK-110 v2 Enhanced image support	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111	Print data compression for reduced network impact
ThinPrint® Client	
LU-302	8.5" x 11", 3,000 sheets / 52-256 gsm
Large capacity unit	
MK-730 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OC-511 Original cover	Cover instead of auto document feeder
PC-110	5.5" x 8.5" to 11" x 17", 500 sheets, 52-256 gsm
Universal tray (x1)	
PC-210	5.5" x 8.5" to 11" x 17", 2 x 500 sheets, 52-256 gsm
Universal tray (x2)	
PC-410	8.5" x 11", 2,500 sheets, 52-256 gsm
Large capacity tray	
PK-519 Punch kit for FS-533	2/3-hole punching, autoswitching
PK-520 Punch kit for FS-534	2/3-hole punching, autoswitching
RU-513 Relay unit	Required for the FS-534
SC-508 Security kit	Copy Guard function (2x required when DF-701 is installed)
SK-602 Staple kit	Added stapling functionality kit
SP-501 Stamp unit	Added fax stamp capability kit
UK-212 Wireless LAN	Wireless LAN to network connector
VI-508 Interface kit for IC-416	Fiery controller interface card
WT-506 Working table	Authentication device placement



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100 Williams Drive, Ramsey, New Jersey 07446

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Item #: C368SS
7/15 - S



Up to 55 ppm print/copy output to keep pace with rising demands
Standard dual scanning handles up to 240 originals per minute
High capacity 300-sheet document feeder
Large 10.1" color display with quick tablet-like touchscreen interface
Scan-to-email and FTP, scan-to-me, scan-to-home convenience
Built-in Emperon® print system, universal printer drivers
Simitri® HD polymerized toner for high-resolution imaging
Standard 250 GB HDD for on-board document storage
Web browser with 4 GB of memory
ISO 15408 and IEEE 2600.1 Security standards
Power-saving design with quick recovery from sleep mode
6,650-Sheet maximum capacity, tab printing support, carbon-copy printing
Advanced authentication, secure print release, remote firmware updates
Multiple bypass tray and detachable paper feed trays improve paper handling
Finishing options for 80-page booklet-making, up to 100-sheet stapling
Option for 2/3-hole punch, tri-fold, z-fold, post-insertion and more
Downloadable apps to help you work faster and smarter
Multiple i-Options to suit the needs of your workflow
EPEAT Gold-certified, low power consumption to cut costs
Mobile printing support (AirPrint, Google Cloud Print, NFC)

bizhub C558

COLOR MID-VOLUME MULTIFUNCTION PRINTER

mfp





bizhub C558

COLOR MID-VOLUME MULTIFUNCTION PRINTER

bizhub C558

If your workload is growing, the bizhub C558 is the MFP solution you've been searching for – with 55 ppm print/copy output in superior Simitri HD color or cost-effective B&W. The C558 also offers standard dual scanning at up to 240 opm, 6,650-sheet maximum paper capacity, enhanced touch-and-swipe operation on the large 10.1 inch control panel and full solution integration.

System Overview

System memory	4 GB
System hard disk	250 GB Standard
Interface	10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Dual scan document feeder	Up to 300 originals / 5.5" x 8.5" to 11" x 17" / 35-210 gsm
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 1,150 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3 (optional)	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 4 (optional)	2 x 500 sheets / 5.5" x 8.5" to 8.5" x 11" / 52-256 gsm
Large capacity tray LU-207 (optional)	2,500 sheets / 8.5" x 11" to 12" x 18" / 52-256 gsm
Large capacity tray LU-302 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Large capacity tray PC-415 (optional)	2,500 sheets / 8.5" x 11" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, staple, punch, half-fold, z-fold, tri-fold, post-insertion, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 100 sheets or 94 sheets + 2 cover sheet (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 200,000 pages/month ¹
Toner lifetime	Black: 28,000 pages / CMY: 26,000 pages
Imaging unit lifetime	Black: 145,000 pages / 600,000 pages (Drum / Developer) CMY: 130,000 pages / 600,000 pages (Drum / Developer)
Power consumption	120 V / 60 Hz, less than 0.5 kW (system)
System dimensions	24.2" x 27" x 38" (W x D x H)
System weight	Approx. 242.5 lb

Copier Specifications

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W / Color: up to 55 ppm (Portrait)
Print speed (11" x 17")	B&W / Color: up to 27 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W / Color: up to 55 ppm (Portrait)
1st copy out time	B&W: 3.5 sec. / Color: 4.4 sec.
Warm-up time	Approx. 22 sec. ²
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

Printer Specifications

Print resolution	1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5e/c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.7 or later Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)

Print controller	Embedded Fiery IC-416 (VI-510 required)
Memory/HDD	2 GB / 160 GB
PDL	PostScript 3 (ver. 3019) PCL 6/5c
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.8 or later

Scanner Specifications

Scan speed	B&W / Color: up to 240 ipm
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

Fax Specifications

Fax	Super G3 (optional)
Transmission	Analog, Internet fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

User Box Specifications

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

System Features

Security	ISO 15408 EAL ⁴
	IEEE 2600.1 ⁴
	IP filtering and port blocking
	SSL2, SSL3 and TLS1.0 network communication
	IPsec support
	IEEE 802.1x support
	FIPS 140-2
	User authentication
	Authentication log
	Secure print
	Hard disk overwrite (8 standard types)
	Hard disk data encryption (AES 128)
	Memory data auto deletion
Accounting	Confidential fax receipt,
	Print user data encryption
	Copy protection (Copy Guard, Password Copy) optional
	Up to 1,000 user accounts
	Active Directory support
Software	(user name + password + Email + SMB folder)
	User function access definition
	Optional Biometric authentication (finger vein scanner)
	Optional ID card authentication (ID card reader)
	PageScope Net Care Device Manager
	PageScope Data Administrator
	PageScope Box Operator
	PageScope Direct Print
	Print Status Notifier
	Driver Packaging Utility
	Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs

² Warm-up time may vary depending on the operating environment and usage

³ Supports x64 only

⁴Certification pending

Components and Options

AU-102 Biometric authentication	Finger vein scanner
AU-204H Universal ID card reader	Magnetic stripe card reader: requires WT-506 Working table
AU-205H Universal ID card reader*	Various ID card technologies
AU-211 CAC/PIV solution	Requires WT-506 Working Table
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection, Bluetooth
DK-510 Copier desk	Provides storage space for print media and other materials
FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support (requires MK-742)
FS-533 Staple finisher	50-sheet stapling, 500 sheets max. output
FS-536 Staple finisher	50-sheet stapling, 3,200 sheets max. output
FS-536SD Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 2,500 sheets max. output
FS-537 Staple finisher	100-sheet stapling, 3,200 sheets max. output
FS-537SD Booklet finisher	100-sheet stapling, 20-sheet booklet finisher, 2,500 sheets max. output
HD-524 Hard disk	Backup HDD
IC-416 Fiery image controller	Embedded image controller for graphics-intensive applications
JS-506 Job separator	Separation for fax output, etc.
JS-602 Job separator for FS-537	Separation for fax output, etc.
Keyboard	External keyboard (requires KH-102)
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3 PDF enhancements	PDF/A, PDF encryption, digital signature
LK-104 v3 Voice guidance	Provides voice guidance functions
LK-105 v4 OCR text recognition	Searchable PDF
LK-106 Barcode fonts	Supports native barcode printing

Components and Options (Continued)

LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110 v2 Enhanced image support	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LU-207 Large capacity unit	8.5" x 11" to 12" x 18", 2,500 sheets / 52-256 gsm
LU-302 Large capacity unit	8.5" x 11", 3,000 sheets / 52-256 gsm
MK-730 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OT-506 Output tray	Output tray used instead of finisher
PC-115 Universal tray (x1)	5.5" x 8.5" to 11" x 17", 500 sheets, 52-256 gsm
PC-215 Universal tray (x2)	5.5" x 8.5" to 11" x 17", 2 x 500 sheets, 52-256 gsm
PC-415 Large capacity tray	8.5" x 11", 2,500 sheets, 52-256 gsm
PI-507 Post inserter for FS-537	Cover insertion, post finishing
PK-519 Punch kit for FS-533	2/3-hole punching, autoswitching
PK-520 Punch kit for FS-536	2/3-hole punching, autoswitching
PK-523 Punch kit for FS-537	2/3-hole punching, autoswitching
RU-513 Relay unit	Required for FS-537/FS-537SD and FS-536/FS-536SD
SC-508 Security kit	Copy Guard function (2x required)
SK-602 Staple kit	Added stapling functionality kit
SP-501 Stamp unit	Added fax stamp capability kit
UK-212 Wireless LAN	Wireless LAN to network connector
UK-501 Multi-feed detection kit	Detects multi-feeding in the document feeder
VI-510 Interface kit for IC-416	Fiery controller interface card
WT-506 Working table	Authentication device placement
ZU-609 Z-fold unit for FS-537	Z-fold for 11" x 17" prints, 2/3-hole punching

* May not be available at time of launch.



Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT Services

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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100 Williams Drive, Ramsey, New Jersey 07446

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Item #: C558SS
1/17 - S

NOVATECH



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**MANAGED PRINT
SERVICES**



MANAGED IT



**COPIERS &
PRINTERS**



**DOCUMENT
SOLUTIONS**



3D PRINTERS



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& TECHNOLOGY**



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Novatech is your award-winning, Managed IT and Print Services provider offering on-site and remote support of network infrastructure and peripherals in the Atlanta area. We offer FREE consulting services so you may easily choose the exact technology, solutions, accessories and software to meet your needs - within your budget. From Managed IT to state-of-the-art document workflow to copiers and 3D Printer systems, Novatech is truly a solution for any size business.



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Affordable Document Management Solutions

- Capture, manage and share electronic & paper documents.



State-of-the-art Copiers & Multifunction Printers

- Reliable equipment, accessories & software to meet your needs.



Ink, Toner & HP Laser Printer Fulfillment

- Achieve stellar performance in document quality



3D Printing & Rapid Prototyping Solutions

- 3D Printers & Scanners. Print real parts. On demand.



Award-winning service solutions

- Innovative services. Quick response times.

Let the Numbers Do the Talking

In today's bottom-line world, 90 percent of all companies do not track their printing costs. According to Gartner, printing accounts for one to three percent of a company's annual revenue. *Utilizing an earth conscious, budget-minded approach, Novatech's free cost and document work-flow analysis may garner you a 10-30 percent reduction of your printing expenditures. Visit our website: www.Novatech.net or speak with a Business Technology Advisor today!*

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Novatech understands the need for reliable equipment, which is why we provide only the highest quality brands. Take a FREE two-week test drive of the copier of your choice. What a deal!



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Efficiently, conveniently and securely store your electronic documents.

Novatech's document management solutions deliver powerful yet easy-to-use applications. Scan, capture, store, route, distribute and archive information quickly, securely and cost effectively to speed your company's workflow and increase productivity.



M-Files

PaperCut

eCopy

Novatech Document Solutions

- Easily manage any content – paper, electronic documents, audio & video files
- Securely leverage the cloud for content storage and retrieval
- Easily access web-based content from anywhere
- Leverage mobile as a platform for efficient workforce collaboration
- Automate data extraction to easily capture business critical data
- Create fully-automated business workflows tailored to your specific industry needs
- Implement security safeguards to protect information and mitigate risk
- Improve regulatory compliance - HIPAA and other industry regulations

NOVATECH

Managed Printer Services

Novatech's MPS is a comprehensive solution for one affordable, forecastable monthly payment based on the total you are making.

Pay by the page and save!

- **FREE** Toner & Parts
- **FREE** On-Site Repair
- **FREE** Printer Hardware
- **FREE** Help Desk Support
- **FREE** Reporting & Tracking Tools

**TAME YOUR OFFICE
WORKFLOW EXPENSES**



Managed IT Services

A Predictable Experience for a Predictable Expense

We design it. Install it. Update it. Manage it. So you can run your business.



From the cable to the cloud, improve your IT performance, better support your users and improve security with Novatech's Managed IT Services.



We designed and implemented many innovative services with your office equipment needs in mind. We stand behind our equipment with state-of-the-art service software and technology - not to mention our highly-trained field staff.

Award-winning SERVICE Solutions



Our innovative online customer service portal eliminates a few of the headaches that can plague your business by enabling you to manage your account via the internet. You can conveniently order contracted supplies, place service calls, and report meters all with a simple click of the mouse!

AUTOMATIC METER REPORTING - If your bizhub equipment is connected to a network with normal security settings, your equipment will automatically report meters via our state-of-the-art meter read solution. Eliminate manual reporting forever and receive errorless invoicing for serviced equipment. This means:

- Complete freedom from having to report meters again
- Elimination of phone calls, faxes and emails requesting meters
- Accurate billing, eliminating the risk of data entry errors
- Faster resolution of machine problems through our ability to receive error reports instantly
- Helpful information on all printers which can aid you in monitoring costs and usage



NOVATRAK

NovaTrak uses GPS technology integrated with call management tools to place our field technicians at calls quickly, with the right information .

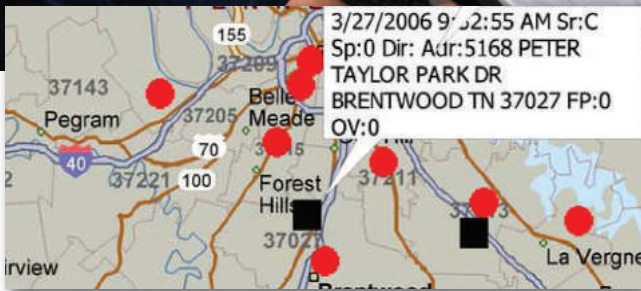
Each of our field technicians are equipped with PDAs that enable real time access to call details, parts status, as well as constant communication with Novatech. This enables our Field Service Coordinators to arrange for the **fastest on-site service possible**.



Our average response time is less than four hours for routine service needs.



For emergency service situations, ask for our **Priority One Service**. When you ask for Priority One Service, our goal is to arrive in your office in just one hour.



Many Printing Issues Solved Without A Service Call

With just a phone call from you, our highly qualified engineers can figure out and troubleshoot issues through shared access to your desktop, eliminating the need for an on-site service call. Here's how it works:

1. After determining remote support may be helpful, you will receive an e-mail with your GoToAssist support number
2. Follow the link in the e-mail to launch your GoToAssist Session
3. You will be prompted to give permission for your service technician access to your desktop, where he (or she) can then assist in solving the problem.



Your Novatech Service Professional

If your business depends on multifunction copiers, dependable service is essential to your operations. Novatech's team of computer-savvy service professionals are skilled in all aspects of copier networking, scanning, printing and maintenance. We equip and train our service professionals in every way possible to deliver you the highest level of support.

Our technicians proactively communicate with you about your equipment to ensure your satisfaction.

We equip our technicians with laptop computers, wireless internet service, and a wide array of special devices for servicing your equipment.

Look closely. You may see the wings on his feet.

These cool cars are really parts warehouses on wheels, enabling us to perform most repairs on the first visit without waiting for parts.

This amazing PDA lets our techs receive service calls, order parts, and stay in touch with you via voice or email.

The PDA is also equipped with GPS tracking. This enables our NovaTrak dispatcher to see the location of every technician in real time on a map.

Our technicians keep an eye on their watch realizing fast response is critical.

Our technicians dress professionally in NovaCopy uniforms to reflect our commitment to excellence.

Car trouble can delay service, so we provide our technicians with first class, reliable vehicles as one of many investments to ensure prompt service.



Pro-Tech Verified



KONICA MINOLTA

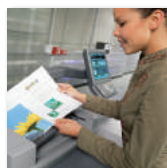
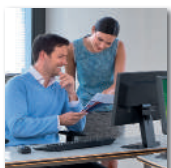


THROUGH DEDICATION
TO SERVICE EXCELLENCE,
NOVATECH HAS EARNED THE
PRO-TECH SERVICE AWARD

The ProTech Service Award recognizes those Konica Minolta dealerships able to demonstrate an exceptional commitment to customer support and satisfaction. To earn this award, Novatech maintains:

- A Professional, customer-oriented service department, management and administration
- Service Response times significantly better than the industry standard
- Preventative maintenance programs and performance reviews to maintain the highest levels of expertise
- Inventory control systems that assure immediate access to replacement parts and components
- Comprehensive training programs and performance reviews to maintain the highest level of expertise
- Highly skilled technical specialists and service personnel trained on your products

The Pro-Tech standard is difficult to achieve and the evaluation process is exhaustive. Every element of service operation is scrutinized and measured. This rigid standard is the very reason is a mark of excellence and an honor.



NOVATECH



Full Spectrum Customer Care

Equipment Installation

Just show us where you want it, and our professional installation team will deliver, set up and customize your new system at your convenience. At your request, we will move your old machine, help you ship it back to a lease company, or discard it.

Free Copier-to-Connectivity Support for 30 Days

Upon delivery, our certified computer network engineers will load print drivers on as many PC's as you wish and will set up scan-to-email at no additional charge. We can also load desktop faxing software and advanced scan utilities on up to five PC's at no additional charge and train your IT staff in this process. After installation, we provide free support on all software we furnished with your machine for 30 days, and can provide additional service afterwards for a per-hour fee.

Priority One Hour Emergency Service

We surpass the competition by providing an average ONE HOUR response time for emergency calls. YOU decide when the situation is an emergency. Just ask for Priority One Service. For non-emergency calls, our average response is two to four business hours.

Take Advantage of Our Training Services

First, we provide free training upon delivery in all aspects of machine operation. Then, we visit your office several times within the first month to make sure all questions are answered and to further assist you in taking full advantage of machine features. We also provide free on-site training at your request. When you add new personnel or decide to implement a machine feature, give us a call, and we'll come to your office to assist you (on basic machine operations, excluding technical computer support).

Convenient Online Support

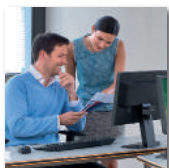
At Novatech we strive to offer our customers maximum convenience through our customer support solutions. From online webchat to your very own E-info customer account center to highly qualified engineers troubleshooting issues through shared desktop access, Novatech has you covered.

Preventative Maintenance, Toner and Supplies Included

We maximize equipment uptime by providing free preventative maintenance service at periodic intervals. We also provide unlimited on-site service as needed with free toner, parts, labour, and mileage. Everything is included, with the exception of paper and staples.

Satisfaction Guaranteed

Your satisfaction is our ultimate goal. If for any reason, any issue needs special attention, call your sales specialist for prompt resolution. If we cannot fix your machine within one day, we will provide a free loaner. Furthermore, if at any time within three years of your original copier installation date you are unsatisfied with your system for any reason, we will install a replacement system at no additional charge.



NOVATECH

Our Customers Speak



"What we've received from Novatech is service that actually has exceeded our expectations. Novatech has allowed us to grow the university copy center and it has allowed us to bring in-house more and more work. They have been a tremendous value to the institution as a whole."

- Russ Orrison
Director of Purchasing



"Novatech has been a true partner. When the need arises they're Johnny-on-the-spot and do a fantastic job of keeping us running and producing materials for our clients. Service has been impeccable."

- John Dawson
Managing Partner



"We love the copier. The quality is amazing! We used to have all these crazy binding machines to create all our sales packages and proposals...but now we get a custom look...right off the printer! Love it!"

- Steve Green
Station Manager



"With our rapid growth, it was imperative to streamline our printer and copier equipment to one nationwide provider. Novatech has been amazing to work with, both for its product offerings and service through the rollout of the partnership. We look forward to many more years of working together."

- Scott Lovejoy
Vice President of Technology Innovation



"With our culture of excellence, we can't afford to stop production on our multi-million dollar projects throughout Middle TN. The same goes for our office workflow. Whether we need full-size construction documents from our KIP wide format printer or fast printing from our copier, Novatech makes it all possible. We can't change the skyline without Novatech."

- Steve Johnson
Chief Financial Officer



"We are extremely pleased with our relationship with Novatech. Our new copier is state of the art, their service is commendable, and they stayed within our budget. I also am impressed with their commitment to the community and the innovative ways they do business."

- Jim Brewer
Owner

At Novatech, we consider each customer a partner in business. To hear from more of our business partners, please visit:

Novatech.net



Inc.
500



Award of Excellence

**Dealer of
the Year**



NATIONAL
**BEST AND
BRIGHTEST**
COMPANIES
TO WORK FOR

"While recognition is an honor,
the greatest award is your business."

- Benny Malicoat, GA Vice President of Sales and Operations

NOVATECH

Take a proposal from Novatech and you be the judge.

Novatech.net 800.264.0637

NOVATECH



Online. On the Phone. In Person.



www.Novatech.net

Customer Service Guide

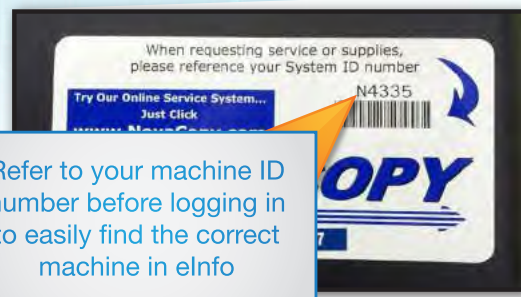
Novatech Customer Service Portal

Novatech provides eInfo, an innovative online site that allows you to easily:

- Schedule a Service Call
- Order Contracted Supplies
- View and Pay Invoices
- Report Meters

To access eInfo, go to: www.Novatech.net and click the “Login” link located on the main menu.

Refer to your machine ID number before logging in to easily find the correct machine in eInfo



If you have not yet received your login credentials, click “New User” and follow the instructions to create your account. Your login information will be e-mailed to you within an hour. For questions regarding your account creation or log in, contact: customercare@NovaCopy.com

Requesting Service

If your equipment is in need of service, please send a Service Request through your customer service account portal by clicking “New Service Call” at the bottom of the service call box.



You will be directed to a form where you will be asked to identify the machine requiring service, and describe the problems you are having with the equipment.

The image shows two overlapping windows from a software application. The background window is titled 'Identify the equipment that requires service' and has two radio buttons: 'This IS an equipment existing in the system' (selected) and 'This is NOT an equipment existing in the system'. Below these are fields for 'Equipment: * --Select equipment--', 'Equipment contact: ---', and 'Current location: ---'. An orange arrow points from the 'Equipment' dropdown to the 'Select Equipment' dialog box in the foreground.

The foreground window is titled 'Select Equipment' and contains a table with the following data:

Number	Description	Serial Number	Contact	Location
10503	Kmbs Misc Copier	0PNO11010503	901-388-4637	NOVACOPY INC (011404) 5520 Shelby Oaks Dr Memphis, TN 38134-7315 Service
18564	Hp Lj4100 Printer	USGN18564	901-388-4637	NOVACOPY INC (011404) 5520 Shelby Oaks Dr Memphis, TN 38134-7315 Cotton Technologies
ALEX	Pana DP-C322S1H 32/21 Ppm Color Copier	1234	901-388-4637	NOVACOPY INC (011404) 5520 SHELBY OAKS DR MEMPHIS, TN 38134 Sitesitesitesitesitesites
ALEX1	Pana DP-6010 60 Cpm Network Digital	123456	901-388-4637	NOVACOPY INC (011404) 5520 Shelby Oaks Dr Memphis, TN 38134-7315 Sitefieldsitefieldsitehe
ALEX2	Pana DP-6020 60 ppm	5578		NOVACOPY INC (011404)

At the bottom right of the 'Select Equipment' dialog is a 'Cancel' button.

If the equipment needing service is covered under a service contract, simply click “Select Equipment” to bring up a list of all contracted machines. From here, you can scroll through and find the one you need serviced, or If you know the equipment ID or serial number, you can select the “Search for Equipment” tab and type in the number to pull up the appropriate machine.

The image shows a 'New Service Call' form. The title bar says '— New Service Call —'. The main heading is 'Identify the equipment that requires service'. Two radio buttons are present: 'This IS an equipment existing in the system' and 'This is NOT an equipment existing in the system' (selected). An orange arrow points from the selected radio button to the form fields below.

Below the radio buttons are three input fields:

- Description: * Bizhub
- Model: C364e
- Serial number: (empty)

Below these fields is a section titled 'Enter customer PO number (optional)' with the following information:

- Name: Tana Robertson
- Email: TRobertson@example.com
- Phone: (615) 577-7677
- Customer PO number: (empty)

At the bottom is a section titled 'Enter a description of the problem you are experiencing with the equipment' with a text area containing: 'Printing red lines from print job'.

If the equipment needing service is not under contract, click “This is NOT equipment existing in the system”. This will pull up a form where you can enter a description of the machine, as well as the model and serial number if known.

After you have entered your machine information and description of the problem, click “Save” to submit your service call request. This will automatically send an alert to our Field Service Coordinator, who will promptly dispatch a technician to your office. You may check the status of your service call at any time by returning to your service call history.

Ordering Supplies

Novatech offers you the convenience of online ordering for your contracted supplies. To begin, simply login to your elnfo account and click “New Sales Order” at the bottom of the Sales Order box.

Account summary

Active Status
\$0.00 Current balance
\$20,000.00 Credit limit

Invoices

--- Recent (last 30 days)
--- All invoices

History Aging

Sales orders

--- New items
--- Picked items
--- Shipped items (last 30 days)
--- Back ordered items
--- Canceled items
2 Newly submitted orders
--- Orders (last 30 days)
--- All orders

New Sales Order

Service calls

5 Pending
--- Scheduled
--- Dispatched
5 On hold
2 Cleared
57 Invoiced
69 History

New Service Call

Moves

--- Open

MIF

User settings

Logged in as: **Tana Robertson**

Payment Methods Users

Help

You will be directed to the order form where you can begin adding items to your order by clicking “Add Items.” This will pull up a dialogue box that allows you to find items by various methods.

Equipment: Selecting this option will pull up a list of all your Novatech contracted equipment. From here you can click on the desired machine to see a list of compatible items.

Previous Orders: Use this option to search from items you have ordered within the last 30 days.

Searching: This option allows you to quickly find a specific machine, item or past order. Simply select the appropriate category, type in the ID number and click “Go”

Find Items

Find items by:

☐ Equipment
☐ Previous orders (last 30 days)
☒ **Searching**

☒ **By item**
☐ By equipment
☐ By sales order

Find:

(search by item#, description)

Number	Description	Qty	Unit	Unit Price
TN512C	Tn Mino C454-554 Cyan Tn512c A33k432	1	EACH	\$169.50

OK Cancel

Bill to

Location: **NOVACOP**
5520 SHEL
MEMPHIS

Order information

Ordered by: **Tana Robe**
Ordered by email: **tanarobert**
PO number:

Items included in order

There are no items to display

Once you have located the necessary items, type in your desired quantities and click “OK” to add them to your order. If applicable, type in a PO number and Order Comments. Then, click “Save” to complete your order.

— New Sales Order —

Bill to Location: NOVACOPY INC (011404) 5520 SHELBY OAKS DR MEMPHIS, TN 38134		Ship to Location: NOVACOPY INC (011404) ... 5520 SHELBY OAKS DR MEMPHIS, TN 38134	
--	--	--	--

Order information Ordered by: Tana Robertson Ordered by email: tanarobertson@comcast.net PO number:	Order total Sub total: \$0.00 (Applicable freight and tax will be added) Order comments:
---	---

Items included in order

Item Number	Description	Equipment Number	Qty	Price	Extended Price	
TN321K	Tn Mino C224-364 Black Tn321k A33k130	EQ11068	1	\$0.00	\$0.00	✖
TN321M	Tn Mino C224-364 Magenta Tn321m A33k330	EQ11068	2	\$0.00	\$0.00	✖

Sub total: **\$0.00**

** Many of our service agreements include free supplies, which will show a \$0 price. All pricing is subject to confirmation. If pricing does not appear correct, make a note in the order comments.*

Once you have submitted your order, a confirmation e-mail with the order number will be sent to the e-mail address provided. The order will also appear under your “Newly Submitted Orders.” You can visit this page at any time to check the status of your orders.

Orders ship via UPS ground and typically arrive within 1-2 business days. There is no charge for standard shipping of free contracted supplies. Where applicable, Novatech will add shipping charges not shown on the screen for overnight delivery, or delivery of items not covered under a supplies-inclusive service contract.

Ordering Non-Contracted Supplies

To order supplies for your equipment not covered under a supplies-inclusive contract, visit Novatech.biz. Easily purchase competitively-priced ink and toner as well as many other useful office supplies such as pens, paper, binders, and more!

Novatech.net is the one-stop-shop for everything you need to keep your office running smoothly. Plus, earn NovaRewards on your non-contracted supply orders. Call for a **FREE** quote today! **800.264.0637**



Invoices

To view a summary of account activity for the past 12 months, click “History.” To view individual invoices, click either “Recent” to view invoices from the past 30 days, or “Aging” to view all unpaid invoices.

Account summary
Hold
\$10,501.87
\$10,000.00
 Status
 Current balance
 Credit limit

Sales orders
 --- New items
 --- Picked items
 --- Shipped items (last 30 days)
 --- Back ordered items
 --- Canceled items
 --- Newly submitted orders
 --- Orders (last 30 days)
 --- All orders
 New Sales Order

Service calls
 --- Pending
 --- Scheduled
 --- Dispatched
 --- On hold
 --- Cleared
 12 Invoiced
 12 History
 New Service Call

Moves
 --- Open

MIF

Invoices
 2 Recent (last 30 days)
 13 All invoices
 History Aging

User settings
 Logged in as: Tana Robertson
 Payment Methods Users

eInfo gives you the option of conveniently paying invoices online with a credit card. To schedule a payment, click “Aging” on the main menu and check the box in the **Pay** column for each invoice you want to pay. Then, click the “Pay” button.

— Account Aging —											
Invoices											
Number	Type	Date	Due Date	PO Number	Current	1-30	31-60	61-90	90+	Pay	Status
12645	Invoice	10/15/2013	10/25/2013	---	---	---	---	---	\$3,264.86	☒	Unpaid
17860	Invoice	10/29/2013	11/8/2013	---	---	---	---	\$982.02	---	☐	Unpaid
22773	Invoice	11/6/2013	11/16/2013	---	---	---	---	\$68.00	---	☐	Unpaid
33297	Invoice	11/30/2013	12/10/2013	---	---	---	\$2,037.99	---	---	☐	Unpaid
41853	Invoice	12/19/2013	12/29/2013	---	---	---	\$207.00	---	---	☐	Unpaid
45176	Invoice	12/30/2013	1/9/2014	---	---	\$2,027.23	---	---	---	☐	Unpaid
56450	Invoice	1/23/2014	2/2/2014	---	\$207.00	---	---	---	---	☐	Unpaid
58985	Invoice	1/29/2014	2/8/2014	---	\$1,707.77	---	---	---	---	☐	Unpaid
Total:					\$1,914.77	\$2,027.23	\$2,244.99	\$1,050.02	\$3,264.86		
											Pay: \$3,264.86

*Note: Although you can select to pay multiple invoices at once, each invoice will show up as a separate charge on your credit card account.

The next page allows you to schedule the payment date, and select your method of payment. To change the date you want the payment processed, click on the box next to the “Date” field and select a new date from the calendar. Next, select your preferred method of payment by clicking on the box next to “Method”. After you have selected your method of payment, click the submit button at the top of the page to complete this process. You will be redirected to the scheduled payment page where your payment confirmation number will be provided.

— Payment —

Schedule new payment
 Amount: \$3,264.86
 Date: 1/29/2014
☒ Use existing payment method or add and save a new payment method.
 Method:

*Note: you cannot select a date later than the invoice’s due date. If an invoice is past due or due the same day, you will not be able to change the payment date.

Meter Read Reporting

Option 1. Automatic Meter Reporting ***Preferred***

If your machine is connected to a network with normal security settings that allow outside e-mails to be sent, your machine will automatically report meters. Our safe and secure meter reporting software provides you with complete freedom from having to report meters again, and ensures accurate billing services.

Option 2. E-mail Pagescope Report

If computer network settings established by your company prevent you from using our automatic meter reporting, use your computer and PageScope NetCare to collect meters from multiple networked machines.

- You will need PageScope NetCare installed on one computer. This program is available for free download at: www.Novatech.net/PageScope.
- Launch the NetCare application from your PC, click on the Counter option, and you will see your meters.
- Once you have the meters displayed in NetCare, select, copy and paste the meters to a new e-mail message and send the e-mail to meters@Novatech.net

Refresh	Registered name	Model Name	Total	Color Total	Black Total	Copy Total	Copy Full Color	Copy 2 Color	Copy Mono Color	Copy Black	Print Total	Print Full Color	Print 2 Color	Print B
	10.1.0.18/HP LaserJet 4100 Series	HP LaserJet 4100 Series	308,796											
	10.1.0.30/KONICA MINOLTA bizhub C654	KONICA MINOLTA bizhub C654	149,452	93,532	55,920	25,630	9,577	7	0	16,046	123,818	83,939	9	
	10.1.0.31/KONICA MINOLTA bizhub C754e	KONICA MINOLTA bizhub C754e	56,360	22,601	33,759	35,309	10,178	31	4	25,096	15,619	12,383	5	
	10.1.1.28/hp LaserJet 4250	hp LaserJet 4250	450,525											
	10.1.1.32/KONICA MINOLTA bizhub C654	KONICA MINOLTA bizhub C654	400,119	337,689	62,430	33,458	16,019	1	1	17,437	366,064	321,666	2	
	10.1.1.33/KONICA MINOLTA bizhub PRESS 1250	KONICA MINOLTA bizhub PRESS 1250	4,929		4,929	1,342				1,342	3,587			
	10.1.1.34/KONICA MINOLTA bizhub C364e	KONICA MINOLTA bizhub C364e	11,344	7,176	4,168	4,692	3,034	2	0	1,656	6,581	4,137	0	
	10.1.1.38/KONICA MINOLTA bizhub 363	KONICA MINOLTA bizhub 363	40,172		40,172	9,013				9,013	27,927			
	10.1.1.42/KONICA MINOLTA bizhub C454e	KONICA MINOLTA bizhub C454e	5,447	3,316	2,131	3,984	2,224	2	0	1,758	1,462	1,090	0	
	10.1.1.45/Panasonic DP-190	Panasonic DP-190	93,035											

Go to the Template Assignment dialog.



Option 3. Manual Entry into eInfo:

For machines not connected to your network, you may report meters by manual entry directly on our web site. You can obtain the machine meter reading through visual inspection by pressing "Counter" on the main menu of your bizhub display screen. After making note of your machine's current meters, log into eInfo and click "Meters Due" in the Meters box. You will be directed to a page showing all of your machines due for a meter reading. Contact and machine description information is displayed for each machine along with a table showing the previous meter reading. Enter a meter read for each meter, then click "Submit" to complete the process. **Note: color machines have two meters.*

Missed Meter Alerts

We do our best to make meter reporting hassle-free through automatic meter reporting. If for any reason your meters do not report (i.e. your IT department implements settings that block the transmission), you will receive a missed meter alert by e-mail or fax.

If you receive a missed meter alert, please enter meters manually or work with your IT department to reestablish automatic meter reporting.

User Management

Your primary account will have access rights to all parts of eInfo. You may add additional users with limited or full access rights by clicking on “Users” in the User Settings section.

Account summary

Active

Status

\$0.00

Current balance

\$20,000.00

Credit limit

Invoices

Recent (last 30 days)

All invoices

History

Aging

Sales orders

New items

Picked items

Shipped items (last 30 days)

Back ordered items

Canceled items

2 Newly submitted orders

Orders (last 30 days)

All orders

New Sales Order

Service calls

5 Pending

Scheduled

Dispatched

5 On hold

2 Cleared

57 Invoiced

69 History

New Service Call

Moves

Open

MIF

User settings

Logged in as: Tana Robertson

Users

* Note: You must have user management access rights for the “Users” button to display.

You will be directed to the User Management page. From here, you can either edit existing users, or add new ones. To add a new user, click “Add.”

Back

Add

Print

Home

— User Management —

Users

Show inactive users

First Name	Last Name	Email	Phone Number	Address	Contact Number
Meter	Contact	DANNY@ABETTERCOURIERINC.COM	---	---	MTR-19811
Meter	Contact	ABRANDON@NOVACOPY.NET	---	---	MTR-20400
Meter	Contact	cameron.rochelle@novacopy.com	---	---	MTR-20715
Meter	Contact	JHOCTOR@NOVACOPY.COM	---	---	MTR-22289
Meter	Contact	---	---	---	MTR-22561
Consuela	Covington	consuela.covington@novacopy.com	(615) 577.7674	15 Lindsley Avenue, Nashville, TN, 37210	CC51
Kristen	Riley	kristen.riley@novacopy.com	---	---	KR23
Chris	Robertson	crobertson@comcast.net	(615) 577.7682	2451 Atrium Way, Nashville, TN, 37214	CR16
Jacob	Robertson	bigtimerush@comcast.net	(615) 577.7682	8890 Sweetthorn Dr, Arlington, TN, 38002	JR51
Todd	Whitney	todd.whitney@novacopy.net	(615) 577.7654	5520 SHELBY OAKS DR , MEMPHIS, TN, 38134	TW34

10 list items

After being directed to the New User Profile page, first enter general user information including name, e-mail address, phone number, etc. You will then select the eInfo access rights you want them to have.

Equipment: View equipment information (make, model, & serial number)

Sales Orders: Order supplies and view order history

Service Calls: Request new service calls as well as view completed calls

Meter Entry: View meter history & manually enter meters

Account History: View and pay invoices using a credit card

Service History: View the service history

User Management: Add or remove eInfo users and manage access rights

*If your company has multiple locations, you can customize user rights for each branch.

New User Profile

Contact information

First name:

Last name:

Email:

Phone number:

Address

Address:

City:

State:

Zip:

Customer association and web access

Linked	Customer	Address	Equipment	Sales Orders	Service Calls	Meter Entry	Account History	Service History	Order By Category	User Management
☒	011404 - NOVATECH INC	MEMPHIS - 5520 SHELBY OAKS DR.	☐	☐	☒	☒	☐	☐	☒	☐
☐	013267 - Alex Brandon	Arlington - 8890 Sweethorn Dr	☐	☐	☐	☐	☐	☐	☐	☐

Password

New password:

Confirm password:

Once you have filled out the user information, and selected access rights, create a password for the new user, and click "Save." You can edit user information or access rights at any time by returning to the User Management page and clicking on the user name.

To edit your own user information or change your password go to the main page and click on your name. To change your password, check the "Change Password" box. Then, type in your current password and new password in the designated fields and click save.



Novatech Online Chat

At Novatech we strive to offer our customers maximum convenience through online support. To further enhance your customer experience, Novatech has introduced a new online Chat system.

Chat provides you, our customer, with immediate access to our team of knowledgeable Hotline Agents.

Benefits of Novatech's online chat:

- Seek & obtain immediate access to a Hotline Agent
- Ask questions regarding your account
- Inquire about services & solutions
- Multi-task from your office

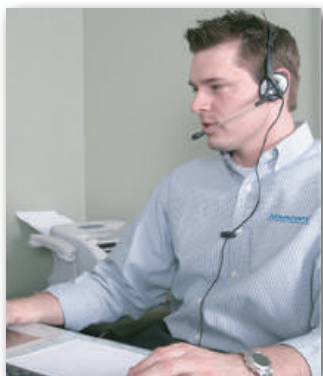
To access online Chat, simply visit any Novatech website and click on the blue tab on the bottom right-hand corner of your screen.

Service Hotline

With just a phone call from you, our highly qualified engineers can figure out and troubleshoot issues through shared access to your desktop, eliminating the need for an on-site service call. Here's how it works:

1. After determining remote support may be helpful, you will receive an e-mail with your GoToAssist support number
2. Follow the link in the e-mail to launch your GoToAssist Session
3. You will be prompted to give permission for your service technician access to your desktop, where he (or she) can then assist in solving the problem.

**Note: this process is safe and secure. All remote access is terminated when you close the GoToAssist session.*



GoToAssist
by CITRIX

**Be cautious if you receive unsolicited requests to access your computer.**
Only join support sessions with people you recognize and trust.

Establish Support Connection

Type your name and the Support Key received from your Technician and click Continue to proceed.

Your Name:

Support Key:

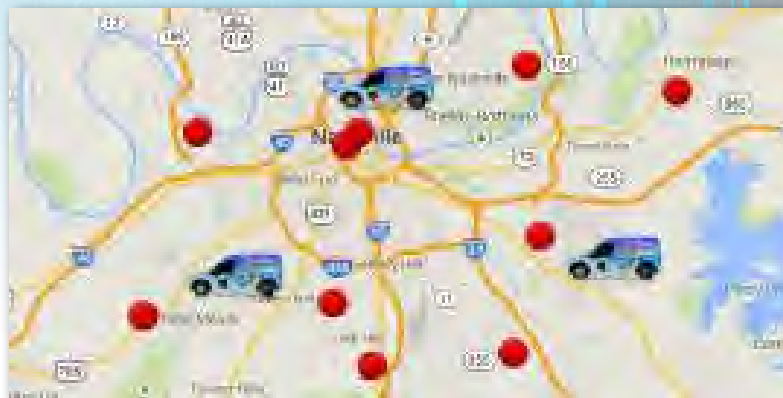
Continue »

 Powered by **GoToAssist**®

Innovative Service Support



With Novatech's state-of-the-art service technology, we'll have you back up and running in no time.



NovaTrak uses GPS technology integrated with eInfo and our service support hotline to place our field technicians at calls quickly, with the right information. Each of our field technicians is equipped with a smartphone that enables real time access to call information and parts status, as well as constant communication to our dispatch center. This enables our Field Service Coordinators to arrange for the fastest on-site service possible.



Our average response time is less than four hours for routine service needs. For emergency service situations ask for our **Priority One Service**. When you ask for Priority One Service, our goal is to arrive in your office within one hour.

Your Service Professional

Novatech's team of computer-savvy service professionals are skilled in all aspects of copier networking, scanning, printing and maintenance. We equip and train our service professionals in every way possible to deliver you the highest level of support in person.

Using the latest technology, our service technicians receive important diagnostic information from your machine directly to their smartphones.

Stay up-to-date on the status of your service call with Novatech's exclusive new Tech2Me app.



Comply with Lease Company Terms

Leases vary, but be sure to comply with lease terms regardless of whether your lease is through Novatech or a 3rd party company

1. Please review all insurance requirements to avoid insurance surcharges. Call your insurance company and have them name the lease company as an additional insured. For CIT, fax that certificate to 1.888.250.2300.
2. Make your payments by the due date. Lease companies expect payment on time and often issue finance charges for late payments.
3. Terminate your lease three months prior to expiration to avoid unwanted renewal periods. Send your termination notice via certified mail.
4. Obtain shipping instructions and make sure all equipment is returned on time.

Novatech will assist you in any way possible with your lease. Just let us know how we can help.

Copier-to-Computer Connectivity Support



Today's copiers are feature-rich multifunction devices that connect to your computer network for printing and scanning. Novatech provides a variety of free and billable computer network support services to help you get maximum benefit from this powerful equipment.

FREE Software Installation Services

Included with the lease or purchase of your equipment are the following free technical support services for the first 30 days after delivery:

- Loading device print drivers on an unlimited number of PC's
- Training users on using print drivers including advanced finishing options
- Assisting users with color adjustments to obtain desired output
- Configuring e-mail systems to work with scanning features
- Configuring the copier to scan to your network
- Customizing the copier control panel to include one touch e-mail and fax number programming.
- Troubleshooting & resolving printing issues related to the device itself or drivers furnished by the manufacturer
- Installing desktop faxing and basic network scanning software on up to five (5) PC's
- Training your network administrator on installing & configuring software such as desktop faxing, network scanning, and system utilities
- Configuring IP addresses to work with your network

Software Technical Services Available for a Service Fee*

The following software support services are available for \$149 per hour:

- Providing Installation services (named above) at any time beyond the 30 day period after initial delivery
- Installing desktop faxing & network scanning software on additional PC's above the initial five PC's
- Troubleshooting software not provided by Novatech, including operating systems and applications
- Removing viruses
- Installing or repairing cabling, PC's, servers or other hardware.
- Troubleshooting network connectivity problems resulting from a defective network hard/software
- Providing installation, training and support services on high-end software solutions supported by Novatech including: Kofax, Sharepoint, NovaFile, Unity, Planet Press, Print Shop Mail, Micropress and Fiery controllers
- Assistance in creating certain jobs, color matching and file troubleshooting

** For on-site software support services, there is a charge of \$149 per hour with a one-hour minimum. Support provided by telephone is also \$149 per hour, but the minimum charge is for ¼ hour, providing immediate and affordable help for computer-related problems.*

Digital Support Services

After the initial 30 days of equipment delivery, all software, phone and technical support not covered by your service agreement incur charges of \$149 per hour. However, for an additional \$10 per month/per machine added to your Service Agreement for the length of your contract(s), you can participate in Novatech's Digital Support Services (DSS). Ask your Customer Relationship Manager for more details.



Request for Proposal

Multi-Function Printer/Copier Equipment Lease
RFP #: 20181114PC

Gdp Technologies (A Xerox Company)
Tom Beal
Senior Technology Consultant
4350 River Green Parkway
Suite 100
Duluth, Georgia 30096
404-713-3295
tbeal@gdptechnologies.com



Table of Contents

A. **Respondent Information** – Include the company name, contact representative name, business address in full, telephone number, and email address

B. **Questionnaire** – Include responses to the questions asked in **Section 5**.

C. **Contract** – Include a sample contract/agreement containing the terms and conditions used by your company for maintenance services. Prior to contract award the City of Hapeville's City Attorney will review the final contract from the selected vendor.

D. **References** – Include at least three (3) companies or organizations within the State of Georgia that have recently purchased similar equipment from your company. Please include company name, company address, contact name, and contact phone number in your response.

E. **Exceptions** – Include commentary on any exceptions to the specifications that you are making in the response. For example, indicate services not covered, equipment or parts not maintained, response time variations, or other information appropriate for this section.

F. **Pricing Sheets** – Complete the summary pricing sheets in Section 6 and include the completed pricing in this section. Price the unit to meet the required specifications. Price is not the sole factor in the decision.

G. **Option Pricing Sheets** – Include pricing and any relevant brochures or explanations of options not requested. Do not assume that City personnel are knowledgeable of the equipment or available options.

H. **Respondent Signature** – the appropriate organization representative must sign the proposal response.



SECTION 4. Copier/Printer Equipment Features

4.1 Multi-Function Copier/Printer/Scanner specifications and features

4.1.3 Requirements

Requirements

Copier must be new and unused
Multi-Function Requirements
User Interface
Energy Star Compliant
Message Display & Help Key
Control Panel/Display
Power
Desktop Operating System Support
Faxing

Network and Security:

Common Criteria Certification
Network Interface
LAN Print and Scan
SNMPv3
Secure Sockets Layer (SSL)
Secure Printing Capability
I.P. Address Filtering
Hard-Drive Overwrite Security Kit

Feature

YES
Copy, Network Printing, and Scan YES
Easy to use interface and navigation YES
YES
YES
Color and Tilting YES
120V, 20A YES
Windows 7 – Windows 10 Pro YES
Faxing capabilities YES

YES
1000 Base-T / RJ-45 / Ethernet YES
YES
YES
YES
YES
YES
YES



4.2 Software Features for all copiers

All equipment shall be “user friendly” with an uncomplicated display.

YES - 7” and 10.1” diagonal color “Tablet” Displays, App based “swipeable” technology.

Displays should be customizable

YES. Add or remove any App and customized “One Touch” Applications.

Keyboards should be included in the proposed equipment for added scanning functionality.

Xerox employs a User Friendly Tablet Keyboard on the 7” and 10.1” Tablet Displays.

Virtually every user has a device, mobile phone or tablet, that they currently use, Tablet Keyboard is an easy, user friendly interface.

Equipment should integrate with Active Directory

YES

Equipment shall have the ability to scan, email (SMTP) and create a multiple page .tiff file minimum resolution of 300 dpi.

YES

Equipment should be able to scan into multiple file type, including: PDF, TIFF, Encrypted PDF, Searchable PDF, Word and Excel.

YES - To Word and Excel with available document conversion app.

End users should be able to easily name the file at the point of scan.

YES

End users should be able to browse network folders and print back at the MFP control Panel.

YES

Capability to add Metadata to scanned documents

YES with available app

Equipment should have the capability to accept print job via e-mail without having to load drivers or access the organization secured WIFI.

YES

Equipment should have the capability to route faxes to a general e-mail address instead of printing out every time

YES

Capability of usage reporting for cost recovery or billing

YES Xerox Standard Accounting

Equipment should be able to send confidential jobs to a password protected folder

YES

Equipment should be able to be monitored remotely by the IT department

YES



Equipment should allow for CENTRALIZED user cost accounting via either code entry or proximity card recognition (provide # users)

Gdp partner PaperCut Software

Equipment should allow for jobs to be printed to queue and held centrally for release at any device

Gdp partner PaperCut Software

4.3 Service and Supplies Agreement

4.3.1 Respondents are asked to fully describe their service support for the proposed equipment based upon a lease agreement.

Please see Gdp Technologies Brochure – “Why Gdp”

Respondent must provide on-site support during regular business hours for any hardware and software failure as part of the purchase agreement

4.3.2 The vendor performing maintenance is required to be onsite within two to four business hours of a maintenance request. Please explain your capability to meet this and after hour requirements.

Please see 5.2.3

4.3.3 The contract for the service agreement must be a guaranteed contract for the term of the lease agreement with no price increases, including those for monthly copy usage fees, for the contract term.

Yes per Georgia Statewide Contract #SPD0000137-004

4.3.4 The vendor will quote a guaranteed price per sheet for color copies and a guarantee price per sheet for black and white copies for the term of the agreement.

Yes per Georgia Statewide Contract #SPD0000137-004

4.3.5 The contract will not include a required minimum number of monthly copies made by the City for either color or black and white copies.

YES per Georgia Statewide Contract #SPD0000137-004

4.3.6 Standard support should include software upgrade revisions as they become available.

YES per Georgia Statewide Contract #SPD0000137-004

4.3.7 Respondent should indicate if a toll-free telephone number and/or web site for placing service calls and ordering supplies are available.

YES – each device will have the toll-free displayed on ID Sticker.

Website <https://www.gdptechnologies.com/customer-care/service/>

4.3.8 Respondent should describe the consumable supplies (such as toner, staples, etc.) that are included within a service and supplies agreement.

Included in the service and supplies agreement - Toner, developer, all parts and labor excluding paper and staples.

The procedure options for ordering supplies should be explained in the response.

Gdp Technologies employs a network utility when placed on the City's network, will read toner volumes and auto-replenish as needed. Non-networked devices end users will call the toll-free phone on ID on device.



4.4 Training

4.4.1 The City will likely have several groups of employees interested in receiving operational training on the proposed equipment. Please describe your standard training services for employee operational training in terms of class size, number of classes offered, time duration, etc.

Please see below 4.4.3

4.4.2 Please describe the administrative training available for the person or persons that would oversee printing operations, clear paper jams, replace toner, and report equipment problems to your organization.

Please see below 4.4.3

4.4.3 Please describe any other recommended training that should be considered by the City for properly operating and maintaining the proposed equipment and software.

GDP Technologies provides on-site training either in a classroom/conference room setting, at the device(s), or a combination of both. We hold training sessions for class sizes of one to as many as can fit in the designated space. In the past, we've held training for as many as 75 users at one time. Individual training sessions typically last no more than one hour; however, there is no specific time limit. In addition, we do not limit the number of sessions provided and can return when new hires need assistance or if a refresher course is requested. The typical training sessions involves:

- 1. Information gathering session to make sure users' requested topics of interest are covered**
- 2. Overview of capabilities and functionality**
- 3. Environment specific highlighted functionality**
- 4. Tips and tricks, i.e., How to avoid that service call**
- 5. Maintenance and service, consumable replacement, how to get help when you need it**
- 6. Q&A**

4.5 Trial Period

4.5.1 If your proposed copier unit is chosen, the City would like to have at least a 15-day testing period to determine acceptability of equipment and features before entering in to final agreement. If accepted, a purchase order will be emailed to the vendor.

Gdp Technologies would provide one device per category – Black and White and Color – for testing period. The interface for all Xerox devices are virtually identical, end users will be able to move from one model, regardless of category, to another and operate with ease.

4.6 Other Requirements

4.6.1 Upon completion of lease the vendor is required to ensure the city's data on the copiers has been wiped clean from memory/hard drive, pick up and remove the equipment with no ship back charges incurred by the City of Hapeville.

YES, Xerox equipment only.

4.6.2 The vendor is required to notify the City of Hapeville's Information Technology Co-Director by certified letter ninety (90) days before the expiration of the lease agreement.

YES



4.6.3 Evergreen Clauses that automatically renew the lease agreement for another year or more are not to be included.

Evergreen Clauses not included on Xerox contract per Georgia Statewide Contract #SPD0000137-004

4.6.4 All delivery, installation, training, and documentation fees must be included in the pricing of your proposal.

YES

4.6.5 No waxed-based toner copiers are acceptable

N/A

4.6.6 How is the confidential data sent to the hard drive and RAM of the system handled?

Xerox® devices have always been secure, McAfee offers an additional layer of intrusion security for those customers that require that added level of security. All VersaLink and AltaLink devices are protected with features such as hard disk 256-bit encryption, disk overwrite, card reader authentication, user access controls, user permissions, and digital signage. Both product families conform with industry standards and certifications like FIPS 140-2 and Common Criteria Certification.

4.6.7 How is scanning possible confidential information handled?

See Xerox Security Guide in attachments.

Section 5. Questionnaire 5.1 Qualifications

5.1.1 Describe the history of your company as it relates to multifunction sales, support, and services. Brochures, websites, and other attachments are welcome to describe the organization.

Please see attached Gdp Technologies Brochure for all information

5.1.2 What is the location of your corporate headquarters?

**Gdp Technologies
4350 River Green Parkway
Duluth, GA 30096**

Do you have regional offices in the Atlanta/Hapeville area?

Above

From which office would you service the equipment?

**The Dispatch Center (calls received, troubleshoot, assignment) in Duluth office
Service Technicians are dispatched from their homes daily.**



A Xerox Company

5.1.3 Why is your organization best qualified to provide printer/copier equipment and maintenance service for the City of Hapeville?

Gdp Technologies has a 40 year track record of customer service please see Gdp Technologies Brochure

Xerox Corporate Service Training Center for the S.E. United States is in our Duluth office. Our Service Trainer is the Certified Xerox Service Trainer for the S.E. United States.

Gdp Technologies maintains \$1,000,000.00 + in equipment, parts and supplies inventory in Duluth Corporate Warehouse

Each Technician maintains a \$10,000.00 part inventory in vehicle at all times

Please see attached Gdp Technologies Brochures for further information.

5.1.4 What are the qualifications of your service technicians that enable them to service the proposed equipment?

All Gdp Technicians are Xerox Certified in our Duluth Xerox Corporate Training Center to service the proposed equipment.

In order for any technician in the Southeastern United States to be Xerox Certified, they must attend classes in our facility, and be trained by our on-site Xerox Trainer.

5.1.5 How many service technicians in the Hapeville area would you have or potentially have available for printer/copier maintenance?

2 Technician's cover the Hapeville area and a total of 4 covering the south of I-20 territory.

5.2 Service Response

5.2.1 Describe the procedure and options for placing and tracking a service call with your company.

Service calls are placed by 1) Call the Gdp Dispatch Center, number on the ID Tag on the device 2) via website <https://www.gdptechnologies.com/customer-care/service/> .

5.2.2 Will you outsource any of the work? **No on equipment maintenance**

If so, please describe under what conditions outsourcing would occur.

3rd party software for the Centralized print tracking and server print jobs, the software company will team with Gdp Technologies to provide the support.

5.2.3 Please describe your service response times for MAJOR corrective maintenance (where the printer/copier is unusable) and MINOR corrective maintenance (where some functionality may be unavailable) this includes the copiers in the areas for police, 911, and the jail that are critical 24 -7-365.

Major corrective calls (Equipment is down) are prioritized by the Technician and they're Field Service Manager to be the next call completed and the other calls are rerouted. Minor corrective calls are handled using the standard 4 hour service level agreement and geographical call routing. GDP offers after hour emergency service for clients at \$250.00 per hour. GDP's normal business hours are 8 to 5 Monday through Friday.

5.3 Non-covered Services

5.3.1 Please clearly state which services would not be considered covered services as part of the proposed equipment and software installation and service/supply maintenance plan.

Gdp Technologies covers all the break/fix service and supplies excluding paper and staples



5.3.2 Please state your onsite billable hourly service rates for non-covered services.

Please see 5.2.3

5.4 Test period

5.4.1 The City would like to have a least a 15-day test period to fully examine the equipment and features before issuing a purchase order or entering in to a final lease agreement. Please state your terms and conditions for such a test period.

Gdp Technologies would provide one device per category – Black and White and Color – for testing period. The interface for all Xerox devices are virtually identical, end users will be able to move from one model, regardless of category, to another and operate with ease.

5.4.2 Would there be any additional costs associated with a test period?

NO

5.4.3 What would the course of action or options be if the City finds during the test period that the installed equipment and features does not meet expectations?

Gdp Technologies would pick up the equipment

5.5 Payment Methods Accepted

5.5.1 Please state the payment methods that are acceptable: ACH, VISA, and Check.

Above acceptable

Vendor, and Lease Company if separate, will be required to complete Vendor information and W-9 forms for payment setup with Finance.

Agreed, will be provided



Exceptions to Multi-Function Printer/Copier Equipment Lease
RFP # 20181114PC

Xerox does not have an external keyboard.

Section 6. Color Multi-function Copier Pricing Sheets

Color Multifunction Copier Pricing Sheets Georgia Statewide Contract #SPD0000137-004			
Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: AltaLink C8055	\$ 140.75	\$ 118.15
	Replaces Sharp MX5141		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 140.75	\$ 118.15
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	\$ 0.039	\$ 0.039
	Black & White (per page)	\$ 0.004	\$ 0.004
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		\$ 4.22	\$ 3.54
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® AltaLink C8055 Multifunction Printer

- **55 ppm Black-and-White and Color**
- **Copy/print/scan/fax**
- **130 Sheet Single Pass Document Handler**
- **Minimum 250GB HDD/Intel Atom Quad Core 1.91GHz/8 GB System Memory**
- **Up to 1200 x 1200 enhanced image quality**
- **Large Capacity Tray**
- **Scan to Network, Scan to Print-from USB, Searchable PDF**
- **Automatic two-sided printing/copying**
- **TRAINING INCLUDED FOR LIFE OF CONTRACT**
- **Data Security, MacAfee Embedded Security**
- **Standard Accounting**
- **Finisher/Collating**
- **Wireless, NFC “Tap to Print”, Apple AirPrint, Google Cloud Print Ready**



Color Multifunction Copier Pricing Sheets
Georgia Statewide Contract #SPD0000137-004

Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: AltaLink C8035H	\$ 135.32	\$ 113.58
	Replaces Sharp MX3640		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 135.32	\$ 113.58
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	\$ 0.039	\$ 0.039
	Black & White (per page)	\$ 0.004	\$ 0.004
Other Costs (if any)	PaperCut Centralizing	SEE ATTACHED	
	Software		
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		\$ 4.22	\$ 3.54
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® AltaLink C8035 Multifunction Printer

- **35 ppm Black-and-White and Color**
- **Copy/print/scan/fax**
- **130 Sheet Single Pass Document Handler**
- **Minimum 250GB HDD/Intel Atom Quad Core 1.91GHz/8 GB System Memory**
- **Up to 1200 x 1200 enhanced image quality**
- **Large Capacity Tray**
- **Scan to Network, Scan to Print-from USB, Searchable PDF**
- **Automatic two-sided printing/copying**
- **TRAINING INCLUDED FOR LIFE OF CONTRACT**
- **Data Security, MacAfee Embedded Security**
- **Standard Accounting**
- **Finisher/Collating**
- **Wireless, NFC "Tap to Print", Apple AirPrint, Google Cloud Print Ready**



Color Multifunction Copier Pricing Sheets

Georgia Statewide Contract #SPD0000137-004

Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink C7030S	\$ 116.38	\$ 98.32
	Replace Sharp MX3140		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 116.38	\$ 98.32
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	\$ 0.0477	\$ 0.0477
	Black & White (per page)	\$ 0.008	\$ 0.008
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		\$ 4.22	\$ 3.54
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink C7035H Multifunction Printer

- **35 ppm Black-and-White and Color**
- **Copy/print/scan/fax**
- **Finisher/Collating**
- **110 Duplex Automatic Document Feeder**
- **Up to 1200 x 1200 enhanced image quality**
- **Scan to Network, Scan to Print-from USB, Searchable PDF**
- **Automatic two-sided printing/copying**
- **TRAINING INCLUDED FOR LIFE OF CONTRACT**
- **Security Kit – Image Overwrite and Encryption**
- **Wireless, NFC “Tap to Print”, Apple AirPrint, Google Cloud Print Ready**



Color Multifunction Copier Pricing Sheets

Georgia Statewide Contract #SPD0000137-004

Description	Comments	Cost	
		48 Months	60 Months
Multi-Function Copier	Monthly Lease (48-60 months)		
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink C605X	\$ 111.13	\$ 93.45
	Replace Sharp C312		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 111.13	\$ 93.45
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	\$ 0.089	\$ 0.089
	Black & White (per page)	\$ 0.0127	\$ 0.0127
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		N/A	N/A
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink C605X Multifunction Printer

- **Up to 55 ppm black-and-white**
- **Copy/print/scan/fax**
- **Finisher/Collating**
- **100 Sheet Single Pass Document Handler**
- **PostScript**
- **250 GB HDD, 1200 x 2400 dpi**
- **NFC “Tap to Print” Mobile Printing**
- **Automatic two-sided printing/copying**
- **Industry-leading network security features**



Color Multifunction Copier Pricing Sheets

Georgia Statewide Contract #SPD0000137-004

Description	Comments	Cost	
		48 Months	60 Months
Multi-Function Copier	Monthly Lease (48-60 months)		
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink C400	\$ 17.51	\$ 14.69
	Replaces Kyocera FSC5250		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 17.51	\$ 14.69
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	\$ 0.099	\$ 0.099
	Black & White (per page)	\$ 0.0179	\$ 0.0179
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		N/A	N/A
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink C400 Single-function Color Printer

- C400 36 ppm black-and-white; 36 **Color**
- 1 x 550 Sheet Paper Trays, 150 Sheet Multi-Purpose Tray
- Automatic two-sided printing
- **Apple AirPrint, Google Cloud Print Ready**
- Training for life of Service Contract



Section 6. Black and White Multi-function Copier Pricing Sheets

Black and White Multifunction Copier Pricing Sheets			
Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink B615	\$ 101.24	\$ 85.00
	Replaces Sharp B402SC		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 101.24	\$ 85.00
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	N/A	N/A
	Black & White (per page)	\$ 0.0099	\$ 0.0099
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		N/A	N/A
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink B615X Multifunction Printer

- **Up to 65 ppm black-and-white**
- **Copy/print/scan/fax**
- **Finisher/Collating**
- **100 Sheet Single Pass Document Handler**
- **Scan to Network, Scan to Desktop**
- **PostScript**
- **250 GB HDD, 1200 x 2400 dpi**
- **NFC “Tap to Print” Mobile Printing**
- **Automatic two-sided printing/copying**
- **Industry-leading network security features**
- **FAX UTILITY – PC FAXING AND INBOUND FAX ROUTING**



Black and White Multifunction Copier Pricing Sheets			
Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink B7035S	\$ 109.66	\$ 92.05
	Replaces Sharp MX363		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 109.66	\$ 92.05
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	N/A	N/A
	Black & White (per page)	\$ 0.0065	\$ 0.0065
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		\$ 4.22	\$ 3.54
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink B7035 Multifunction Printer

- **35 ppm black-and-white**
- **Copy/print/scan/fax**
- **110 Sheet Single Pass Color Document Handler**
- **1200 x 1200 enhanced image quality, PostScript**
- **320Gb HDD/1.05 GHz Dual-core/2 GB System Memory**
- **Encrypted Hard Disk (AES 256-bit, FIPS 140-2, Validated) and Image Overwrite**
- **Secure Print, Secure Fax, Secure Scan, Secure Email**
- **Scan to Network, Scan to Desktop, Scan to Email (includes OCR)**
- **Wireless, NFC “Tap to Print”, Apple AirPrint, Google Cloud Print Ready FAX UTILITY**
- **Finisher/Collating**
- **TRAINING INCLUDED FOR LIFE OF CONTRACT**



Black and White Multifunction Copier Pricing Sheets			
Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: VersaLink B615X	\$ 101.24	\$ 85.00
	Replaces Sharp B402		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 101.24	\$ 85.00
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	N/A	N/A
	Black & White (per page)	\$ 0.0099	\$ 0.0099
Other Costs (if any)	PaperCut Centralizing Software	SEE ATTACHED	
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		N/A	N/A
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink B615X Multifunction Printer

- Up to 65 ppm black-and-white
 - Copy/print/scan/fax
 - Finisher/Collating (BONUS)
 - 100 Sheet Single Pass Document Handler
 - Scan to Network, Scan to Desktop
 - PostScript
 - 250 GB HDD, 1200 x 2400 dpi
 - NFC “Tap to Print” Mobile Printing
 - Automatic two-sided printing/copying
 - Industry-leading network security features
 - FAX UTILITY – PC FAXING AND INBOUND FAX ROUTING
- Georgia Statewide Contract # SPD0000137-004**



Black and White Multifunction Copier Pricing Sheets

Description	Comments	Cost	
Multi-Function Copier	Monthly Lease (48-60 months)	48 Months	60 Months
Multi-Function Unit	Mfg: XEROX		
PER SPECIFICATIONS	Model: B600DN	\$ 19.01	\$ 15.95
	Replaces Kyocera FS4200		
Installation Charge	Included		
Training Charge	Included		
Other Charges (Describe)	N/A		
Less Discounts	N/A		
Sub-Total		\$ 19.01	\$ 15.95
MAINTENANCE & SUPPLIES			
Copy Costs	Color (per page)	N/A	N/A
	Black & White (per page)	\$ 0.0093	\$ 0.0093
Other Costs (if any)		SEE ATTACHED	
	PaperCut Centralizing Software		
ADD PROXIMITY CARD READER		\$ 8.78	\$ 7.85
	Option Pricing		
3 Hole Punch		N/A	N/A
Easy Translator App	Service Fee Schedule Attached	FREE	FREE

Proposed Equipment Solution:

Xerox® VersaLink B400 Single-function Color Printer

- **B400 47 ppm black-and-white**
- **1 x 550 Sheet Paper Trays, 150 Sheet Multi-Purpose Tray**
- **Automatic two-sided printing**
- **Apple AirPrint, Google Cloud Print Ready**
- **Training for life of Service Contract**



PaperCut Output Management Software			
Description	Comments	Cost	
Output Management Software	Monthly Lease (48-60 months)	48 Months	60 Months
	ACDI _ PaperCut		
Centralized User Cost Accounting, code entry, proximity card		\$ 332.50	\$ 292.40
Allow jobs to be printed to queue, held centrally for release at device			
PaperCutMF User License (up to 50 users)	Included		
Xerox embedded license(s) 10	Included		
Kit-Install, Card Reader, RFID, Xerox® Model TBD	Included		
Remote PREMIUM Support provided by ACDI via phone, email, and PC Remote term of lease	Included		
Remote Installation fee per embedded license or device	Included		
Card Reader Installation	Included		
Remote Installation fee per server with PaperCut software	Included		
Project management	Included		
Sub-Total		\$ 332.50	\$ 292.40



Section 7.0 Signatures

Vendor (Name of Firm) - Gdp Technologies. Inc. (A Xerox Company)

Authorized Signature _____

Date _____

Title of Person Signing _____

Address of Firm – 4350 River Green Parkway, Suite 100
Duluth, GA 30096

Email Address tbeal@gdptechnologies.com

Phone Number - 770-248-1020

Firm Website – www.gdptechnologies.com
www.xerox.com

References:

1. Thomas Eye Group, 5901A Peachtree Dunwoody Rd., Suite 500, Atlanta, GA 30328 – Justin Armstrong, 678-892-2020 Ext . 1987, jarmstrong@Thomaseye.com
2. McKenney's, 1056 Moreland Industrial Blvd., Atlanta, GA 30316 - Gary Cooper, 404-268-6824, gary.cooper@mckenneys.com
3. Ritz Carlton, Reynolds Plantation, 1 Lake Oconee Trail, Greensboro, GA, 30642 - Stan Whitfield, 706-467-0600, Stanley.d.whitfield@marriott.com
4. City of Suwanee, 330 Town Center Ave., Suwanee, GA, 30024 – Robyn O'Donnell, 770-904-2790, RoDonnell@suwanee.com

A Confidential Proposal for:



Multi-Function Printer/Copier Equipment
Lease RFP #: 20181114PC

- A. **Contract** – Include a sample contract/agreement containing the terms and conditions used by your company for maintenance services. Prior to contract award the City of Hapeville's City Attorney will review the final contract from the selected vendor. Please reference documents behind tab named Contracts.
- B. **References** – Include at least three (3) companies or organizations within the State of Georgia that have recently purchased similar equipment from your company. Please include company name, company address, contact name, and contact phone number in your response. Please reference our references behind tab named References.
- C. **Exceptions** – Include commentary on any exceptions to the specifications that you are making in the response. For example, indicate services not covered, equipment or parts not maintained, response time variations, or other information appropriate for this section. Initial networking is done at no charge at time of delivery of all machines so that each staff will be able to print, scan and fax. Should you need future networking service calls you would contact your IT Administrator with Liberty and/or we may help with the approval of remoting into your server to help troubleshoot any issues. With your maintenance agreement everything except paper is covered. Response time is 2-3 hours upon placing a service call with the exception if a call is placed at 4:00pm then you'd probably be the first call the next day. Should any machine be completely down and inoperable then you'd be escalated to next call to status to ensure up time as quickly as possible.
- D. **Pricing Sheets** – Complete the summary pricing sheets in Section 6 and include the completed pricing in this section. Price the unit to meet the required specifications. Price is not the sole factor in the decision. Pricing sheet will be listed under tab Proposed Investment. And as Mrs. Epps and I discussed I will list the pricing as requested in the RFP as well give an option to what certain departments requested as features that'd love to have to make their jobs more productive and simpler.
- E. **Option Pricing Sheets** – Include pricing and any relevant brochures or explanations of options not requested. Do not assume that City personnel are knowledgeable of the equipment or available options. Behind the tab named Options Pricing, I will provide information on document management software solutions we provide once the city is ready to look at implementing such a program. I will put all brochures on proposed models under a tab named brochures.
- F. **Respondent Signature** – the appropriate organization representative must sign the proposal response. Signatures will be given on all documents required by The City of Hapeville under tab named Signatures.

SECTION 2. Respondent Information

Consolidated Copier Services, Inc.

124 Westridge Industrial Blvd.
McDonough, Ga. 30253
678-289-5100

Matt Wallace
matt@consolidatedcopiers.com

www.consolidatedcopiers.com

SECTION B. Questionnaire

5.1 Qualifications

- 5.1.1 Describe the history of your company as it relates to multifunction sales, support, and services. Brochures, websites, and other attachments are welcome to describe the organization. Consolidated Copier Services, Inc. has been in business since 1987. CCS is a 10-year Pro-Tech Konica Minolta dealer as well as Xerox. CCS won the prestigious award of fastest growing dealer in the nation in 2005, have been featured multiple times in ENX Magazine for being an elite dealer for six consecutive years as well.
- 5.1.2 What is the location of your corporate headquarters? Do you have regional offices in the Atlanta/Hapeville area? From which office would you service the equipment? CCS's corporate office is located in McDonough, Ga. All of our supplies and parts are maintained in inventory at our corporate office as well as full inventory stocked in our service technician's vehicles. All of our technicians are dispatched from McDonough.
- 5.1.3 Why is your organization best qualified to provide printer/copier equipment and maintenance service for the City of Hapeville? Not only is CCS more than qualified to handle your business due to the outstanding level of service we provide but the City of Hapeville will also have the benefit of having the same service technician to handle your MFP devices, you'll have the same account representative and any time you need service, supplies or just general questions you'll always speak to a live person at our office. CCS does not utilize any form of automated phone system so you'll always speak to someone directly. The president of our company is in the office everyday so you can also have the assurance of speaking to the principal officer should you request. CCS does not have turn over in staff. All of our employees have been with our company for 5+ years which speaks volumes in any business but especially in the technology business because most companies are only focused on profitability instead of customer retention.
- 5.1.4 What are the qualifications of your service technicians that enable them to service the proposed equipment? All of our service technicians are factory trained at Konica Minolta's training facilities and must pass certification tests to continue their availability of maintaining their expertise and pro-tech certifications.
- 5.1.5 How many service technicians in the Hapeville area would you have or potentially have available for printer/copier maintenance? While you will have one dedicated technician to your account there will be two other service technicians readily available as needed. Having a dedicated technician to your account is a benefit because the service tech knows your machines in and out, builds relationships with your department managers and completely understands each machine and the service that has been performed.

5.2 Service Response

- 5.2.1 Describe the procedure and options for placing and tracking a service call with your company. A designated staff member or a department manager of each department may either call our local number which will be answered by a live person because our company does not have any type of automated phone system. We believe in the traditional personalized customer service so you will always speak to someone live and they can take your service call or supply orders. You may also order online via our website. We can also set-up for our company to receive service and supply alerts automatically before your staff or IT even notices that there is an issue.
- 5.2.2 Will you outsource any of the work? If so, please describe under what conditions outsourcing would occur. All equipment, set-up, training and service will never be outsourced. We do all of our own service and training on all Konica Minolta devices.
- 5.2.3 Please describe your service response times for MAJOR corrective maintenance (where the printer/copier is unusable) and MINOR corrective maintenance (where some functionality may be unavailable) this includes the copiers in the areas for police, 911, and the jail that are critical 24 -7-365. When a device is considered down or inoperable you will be escalated to next call status and for some circumstance our technician cannot resolve the issue on site then you will receive a loaner the same day so that you do not experience down time. With minor maintenance issues on our devices should for some reason you can't scan to email all other functionalities are still available. Konica Minolta devices isolate the feature that does not work and still allows all other forms of productivity to continue working. Only the problematic issue would be inoperable and again if a service tech can't resolve the issue on-site, we deliver a loaner same day.

5.3 Non-covered Services

- 5.3.1 Please clearly state which services would not be considered covered services as part of the proposed equipment and software installation and service/supply maintenance plan. With your maintenance agreement everything from all toners, drums, parts, staples and labor are covered. The maintenance does not include paper. The initial network set-up for print/scan/fax is done at no charge through our company if your IT Administrator gives approval. After the initial install if any issues arise with printing or scanning you would call Liberty Technologies since they handle all your IT services. Our technicians of course would assist them in any way possible. All training is included and I will do additional training at any time during your entire investment with Consolidated at no additional charge to you.
- 5.3.2 Please state your onsite billable hourly service rates for non-covered services. The only service that would be billable would be after our normal business hours and that would be \$225.00 per hour. I can assure you though you shouldn't have after hour issues because your staff will be thoroughly trained and Konica Minolta is the most reliable, productive and easy friendly device to operate. Even clearing a jam is simple due to the fact that our machines have a straight paper path feed system so any paper jam will be easily accessible through the left side door.

5.4 Test period

- 5.4.1 The City would like to have a least a 15-day test period to fully examine the equipment and features before issuing a purchase order or entering in to a final lease agreement. Please state your terms and conditions for such a test period. CCS will gladly allow The City of Hapeville to demo the machine in your own environment to make sure it meets your needs and you are satisfied with our product before making your decision. I strongly agree with this because until the MFP is being put to the test in your environment, you'll never know how reliable our machines are. We wouldn't have carried Konica Minolta for 20+ years if they weren't the best of the best and have won product line of the year for several consecutive years.
- 5.4.2 Would there be any additional costs associated with a test period? CCS will allow you to demo for the 15 days. The only additional cost will be if you print over 5,000 impressions, we will require you to pay for the overages. All overages will be billed at B/W \$0.05 and Color \$0.10.
- 5.4.3 What would the course of action or options be if the City finds during the test period that the installed equipment and features does not meet expectations? Hopefully that wouldn't happen but, in the case, that it did we would simply pick up our demo and I would thank you for allowing us the opportunity to earn your business and ask that you keep us in mind for future opportunities.

5.5 Payment Methods Accepted

- 5.5.1 Please state the payment methods that are acceptable: ACH, VISA, and Check. Vendor, and Lease Company if separate, will be required to complete Vendor information and W-9 forms for payment setup with Finance. All leasing is third party so I would have Wells Fargo (that's who I utilize for most of my government accounts) to send you their W-9 and you may pay monthly via check or you can also pay ACH. Consolidated Copiers will also provide our W-9 for you as well.

SECTION C. Contracts

SECTION D. References

Local Government:

Butt's County

Ella Cheeves
625 W. Third Street Suite # 4
Jackson, GA 30223
770-775-8200

Henry County Board of Commissioners

Susan Harris
140 Henry Pkwy
McDonough, GA 30253
770-288-6267

City of Jenkinsburg

William Mullis
211 Maple Drive
Jenkinsburg, GA 30234
770-775-4850

City of Hampton

Mayor Hutchison
17 East Main Street South
Hampton, GA 30228
770-946-4306

Clayton County Water Authority

Scott Whitlock
1600 Battlecreek Road
Morrow, GA 30260
770-960-5225

National Accounts:



SECTION E. Exceptions

Multi-Function Copier/Printer/Scanner specifications and features

Requirements: All of the Konica Minolta devices proposed meet requirements listed.

Requirements	Feature
Copier must be new and unused	Required
Multi-Function Requirements	Copy, Network Printing, and Scan
User Interface	Easy to use interface and navigation required
Energy Star Compliant	Required
Message Display & Help Key	Required
Control Panel/Display	Color and Tilting
Power	120V, 20A
Desktop Operating System Support	Windows 7 – Windows 10 Pro
Faxing	Faxing capabilities are required
Network and Security:	
Common Criteria Certification	Required
Network Interface	1000 Base-T / RJ-45 / Ethernet
LAN Print and Scan	Required
SNMPv3	Required
Secure Sockets Layer (SSL)	Required
Secure Printing Capability	Required
I.P. Address Filtering	Required
Hard-Drive Overwrite Security Kit	Required

4.2 Software Features for all copiers

All equipment shall be “user friendly” with an uncomplicated display. [Standard Large 10.1” color display with tablet-like touchscreen interface](#)

Displays should be customizable - [Standard](#)

Keyboards should be included in the proposed equipment for added scanning functionality. [Included in proposal](#)

Equipment should integrate with Active Directory-[Standard](#)

Equipment shall have the ability to scan, email (SMTP) and create a multiple page .tiff file minimum resolution of 300 dpi. [Standard](#)

Equipment should be able to scan into multiple file type, including: PDF, TIFF, Encrypted PDF, Searchable PDF, Word and Excel. [Included in proposal](#)

End users should be able to easily name the file at the point of scan. [Standard](#)

End users should be able to browse network folders and print back at the MFP control Panel. [Standard](#)

Capability to add Metadata to scanned documents. [Standard](#)

Equipment should have the capability to accept print job via e-mail without having to load drivers or access the organization secured WIFI. [Included in proposal](#)

Equipment should have the capability to route faxes to a general e-mail address instead of printing out every time. [Standard fax forwarding to an email address and/or folder](#)

Capability of usage reporting for cost recovery or billing. [Standard usage reports available by user or department](#)

Equipment should be able to send confidential jobs to a password protected folder. [Standard](#)

Equipment should be able to be monitored remotely by the IT department. [Standard](#)

Equipment should allow for CENTRALIZED user cost accounting via either code entry or proximity card recognition (provide # users) [Standard cost accounting via code](#). [Proximity card authentication is available as an option](#). [Up to 1,000 users may be registered for authentication per device](#)

Equipment should allow for jobs to be printed to queue and held centrally for release at any device. [Print jobs may be sent as secure print documents and can be released after entering 4-digit code](#). [Jobs may also be sent to a secure user box which may also require a password to access and release print jobs](#).

SECTION F. Pricing Sheets Totals

Description of Option	Costs
Total Black and White Machine's	48 mo \$616.49 60 mo \$513.13
Total Color Machines	48 mo \$649.76 60 mo \$540.82
Monthly Total	48 mo \$1,266.26 60 mo \$1,053.94

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$131.06
	60 Month Lease:	\$109.09
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 458e With: Finisher and LCT	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.009
Other Costs (if any)		

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$110.24
	60 Month Lease:	\$91.76
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 458e	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.009
Other Costs (if any)		

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$121.61
	60 Month Lease:	\$101.22
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 458e	
	With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.009
Other Costs (if any)		

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 total)
Multi-Function Copier	48 Month Lease:	\$118.73 EA \$237.46 Total for 2
	60 Month Lease:	\$98.82 EA \$197.64 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 368e With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.009
Other Costs (if any)		

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$16.12
	60 Month Lease:	\$13.42
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 4702P	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.019
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$178.61
	60 Month Lease:	\$148.67
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C458 With: Finisher and LCT	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$156.50
	60 Month Lease:	\$130.26
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C458	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$157.50
	60 Month Lease:	\$131.09
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C368 With: Finisher and LCT	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 total)
Multi-Function Copier	48 Month Lease:	\$128.61
	60 Month Lease:	\$107.04
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C308 With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 total)
Multi-Function Copier	48 Month Lease:	\$14.27 EA \$28.54 For Both
	60 Month Lease:	\$11.88 \$23.76 For Both
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C3100P	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.13
	Black & White (per page)	\$0.019
Other Costs (if any)		

SECTION G. Options

Based on doing a site survey and speaking with staff members from each of the departments, we have added additional options to the proposed content.

After reviewing our site survey, we want to offer the following options:

Hardware Options:

1. HID Card Readers

- a. With HID Readers on each machine, you can use your building access cards to sign into the copiers for secure printing.
- b. Each employee's card can be personalized to allow each user different access such as color restrictions or secure print.
- c. If paired with PaperCut each employee's printing cost can be tracked with just a touch of a card.

2. All Copiers with Color

- a. There can be great uses with color within each department. Such as Billing needed to add a red box around "DUE ON" for helping customers easily see and remember key information on billing.
- b. All color machines are defaulted to B/W and each user has to select color before being allowed to print in color.
- c. Only key users can be allowed color and all others be restricted.
- d. When paired with PaperCut, each user can be tracked and held reasonable for all prints and copies made. You can also allow budgets for each user.

Software Options:

1. PaperCut with Find-Me Printing

- a. Find-Me printing minimizes waste and has been shown to reduce printing output by up to 20% in busy office environments.
- b. Reduce IT administrators needed to manage multiple print drivers and queues for both workstations and notebooks.
- c. Optional client and account billing.
- d. Advanced scripting can be used to define and finely tune your printing policy and support your organization in eliminating waste and changing user behavior.

SECTION F. Pricing Sheets:
Totals

Description of Option	Costs
Hid Card Readers	48 mo \$66.48 60 mo \$55.33
All Color Machines	48 mo \$1,467.54 60 mo \$1,221.48
PaperCut Software	48 mo \$259.86 60 mo \$216.29

All Listed Options Pricing is if Options are included in and installed at the time of installation MFP and Printers.

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 Total)
Multi-Function Copier	48 Month Lease:	\$178.61 EA \$357.22 Total for 2
	60 Month Lease:	\$148.67 EA \$297.34 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C458 With: Finisher and LCT	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 Total)
Multi-Function Copier	48 Month Lease:	\$156.50 EA \$313.00 Total for 2
	60 Month Lease:	\$130.26 EA \$260.52 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C458	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 Total)
Multi-Function Copier	48 Month Lease:	\$169.16
	60 Month Lease:	\$140.80
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C458 With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 Total)
Multi-Function Copier	48 Month Lease:	\$148.05 EA \$296.10 Total for 2
	60 Month Lease:	\$123.22 EA \$246.44 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C368 With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Black and White Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 Total)
Multi-Function Copier	48 Month Lease:	\$16.12
	60 Month Lease:	\$13.42
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub 4702P	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	N/A
	Black & White (per page)	\$0.019
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (2 Total)
Multi-Function Copier	48 Month Lease:	\$157.50 EA \$315.00 Total for 2
	60 Month Lease:	\$131.09 EA \$262.18 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C368 With: Finisher and LCT	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost (1 Total)
Multi-Function Copier	48 Month Lease:	\$128.61
	60 Month Lease:	\$107.04
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C308 With: Finisher	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.055
	Black & White (per page)	\$0.009
Other Costs (if any)		

Color Multi-function Copier Pricing Sheets

You may include a detailed spreadsheet of charges if you wish. However, for purposes of the proposal review please complete this summary pricing sheet.

Description	Comments	Cost
Multi-Function Copier	48 Month Lease:	\$14.27 EA \$28.54 Total for 2
	60 Month Lease:	\$11.88 EA \$23.76 Total for 2
Multi-Function Unit	Mfg: Konica	
	Model: Bizhub C3100P	
Installation Charge		\$0.00
Training Charge		Unlimited Training - \$0.00
Other Charges (Describe)		N/A
Less Discounts		N/A
Sub-Total		
MAINTENANCE & SUPPLIES		
Copy Costs	Color (per page)	\$0.13
	Black & White (per page)	\$0.019
Other Costs (if any)		

SECTION H. Respondent Signatures

Vendor: Consolidated Copier Services, Inc.

Authorized Signature _____ Date _____

Authorized Signature _____

Title of Person Signing President - Edward Patrick Nunnally
 Account Specialists - Matt Wallace

Address of Firm 124 Westridge Industrial Blvd.
 McDonough, Ga. 30253

Email Address matt@consolidatedcopiers.com

Phone Number 678-289-5100 (Office)
 770-570-6190 (Cell)

Firm Website www.consolidatedcopiers.com

Novatech (*Sourcewell Contract Pricing)

Equipment	*48 month lease	*60 month lease	B/W pages	Color Pages	Print Speed
Konica Minolta bizhub C558 w Finisher	\$164.00	\$135.00	0.0045	0.0450	55
Konica Minolta bizhub C368 w Finisher	\$126.00	\$104.00	0.0055	0.0550	36
Konica Minolta bizhub C308 w Finisher	\$89.00	\$73.00	0.0055	0.0550	30
Konica Minolta bizhub C3851FS w Finisher	\$35.00	\$29.00	0.0150	0.0800	35
Konica Minolta bizhub C3100p	\$13.00	\$10.00	0.0150	0.0800	32
Konica Minolta bizhub 4052	\$32.00	\$26.00	0.0120		42
Konica Minolta bizhub 368e w Finisher	\$82.00	\$67.00	0.0059		36
Konica Minolta bizhub 4052 w Finisher	\$37.00	\$30.00	0.0120		42
Konica Minolta bizhub 4702p	\$10.00	\$8.00	0.0120		50
TOTAL	\$588.00	\$482.00			
PaperCut Output Management Software (optional)	\$799.00				
Ecopy ShareScan Elements with 4yr M&S (optional)	\$5,192.10				

Gdp Technologies (*state contract pricing)

Equipment	*48 month lease	*60 month lease	B/W pages	Color Pages	Print Speed
Xerox C8055	\$140.75	\$118.15	0.0040	0.0390	55
Xerox C8035H	\$135.35	\$113.58	0.0040	0.0390	35
Xerox C7030S	\$116.38	\$98.32	0.0080	0.0477	35
Xerox C605X	\$111.13	\$93.45	0.0127	0.0890	55
Xerox C400	\$17.51	\$14.69	0.0179	0.0990	36
Xerox B615	\$101.24	\$85.00	0.0099		65
Xerox B7035S	\$109.66	\$92.05	0.0065		35
Xerox B615X	\$101.24	\$85.00	0.0099		65
Xerox B600DN	\$19.01	\$15.95	0.0093		47
TOTAL	\$852.27	\$716.19			
PaperCut Output Management Software (optional)	\$332.50	\$292.40			

Consolidated Copier Services (*Sourcewell Contract Pricing)

Equipment	*48 month lease	*60 month lease	B/W pages	Color Pages	Print Speed
Konica Minolta bizhub C458 w Finisher	\$178.61	\$148.67	0.0090	0.0550	65
Konica Minolta bizhub C458	\$156.50	\$130.26	0.0090	0.0550	65
Konica Minolta bizhub C368 w Finisher	\$157.50	\$131.09	0.0090	0.0550	36
Konica Minolta bizhub C308	\$128.61	\$107.04	0.0090	0.0550	36
Konica Minolta bizhub C3100P	\$28.54	\$23.76	0.0190	0.1300	32
Konica Minolta bizhub 458e w Finisher	\$131.06	\$109.09	0.0090		45
Konica Minolta bizhub 458e	\$110.24	\$91.76	0.0090		45
Konica Minolta bizhub 458e w Finisher	\$121.61	\$101.22	0.0090		45
Konica Minolta bizhub 368e w Finisher	\$237.46	\$197.64	0.0090		36
Konica Minolta bizhub 4702P	\$16.12	\$13.42	0.0190		50
TOTAL	\$1,266.25	\$1,053.95			
PaperCut Output Management Software (optional)	\$259.86	\$216.29			

Service Call Response Times:

Vendor	Response Time - Major Calls	Response Time - Minor Calls
Novatech	1 hour	2 hours
Gdp Technologies	Next call completed	4 Hours
Consolidated Copier	loaner same day	if tech cannot resolve issue, will deliver loaner same day

Customers:

Vendor	Organizations Served by Vendor:
Novatech	Atlanta Falcons Clayton County Schools Dade County
Gdp Technologies	Thomas Eye Group McKenney's City of Suwanee Ritz Carlton, Reynolds Plantation
Consolidated Copier Services	Butts County Henry County BOC City of Jenkinsburg City of Hampton Clayton County Water Authority

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAPEVILLE ON THE RETIREMENT OF SERGEANT CONNIE BANKS AND HER FIREARM UNDER O.C.G.A. § 35-1-20; TO AUTHORIZE THE MAYOR TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY ATTORNEY TO PREPARE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

W I T N E S S E T H :

WHEREAS, the City of Hapeville (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, Sergeant Connie Banks began her career as a detective with the City of Hapeville Police Department on August 16, 2000 and then was promoted to the rank of Sergeant; and

WHEREAS, Sergeant Connie Banks retired from the City of Hapeville Police Department on January 3, 2019; and

WHEREAS, the City of Hapeville wishes to thank Sergeant Connie Banks for her many years of public service to the City of Hapeville Police Department by retiring her firearm; and

WHEREAS, O.C.G.A. § 35-1-20, provides that,

“The governing authority of each municipality and county in this state and each board of education which employs sworn police officers who are certified by the Georgia Peace Officer Standards and Training Council may adopt policies under which such sworn police officers, upon their retirement from employment by such municipality, county, or board of education or upon leaving such employment as a result of a disability arising in the line of duty, shall be entitled, as part of their compensation, to retain their weapon and badge.”

WHEREAS, the firearm to be retired and removed from the City of Hapeville’s Police Department supply is a Glock 17 pistol, serial number BGYM724; and

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA, AS FOLLOWS:

1. **Incorporation of Pre-Amble.** The pre-amble is incorporated herein as fully set forth above.

2. **Retirement of a Firearm.** The Mayor and City Council hereby authorize the retirement of Sergeant Connie Banks' Glock 17 pistol, serial number BGYM724 and the removal from the City of Hapeville's Police Department supply inventory.

3. **Authorization for Mayor.** That the Hapeville City Council hereby authorizes the Mayor to execute any and all documents necessary to provide for this retirement. A copy of said documents shall be filed with the City Clerk.

4. **Attestation.** That the Hapeville City Council hereby authorizes the City Clerk or Assistant City Clerk to attest the signature of the Mayor appearing on the documents, to affix the official seal of the City thereto as necessary to effectuate this Resolution and to place this Resolution and an executed copy of all documents regarding this conveyance among the minutes or official records of the City for future reference.

5. **Authorization for Attorney.** The Hapeville City Council hereby authorizes the City Attorney to approve this Resolution as to its form and review any and all documents necessary to provide for homestead exemptions for the residents of the City of Hapeville and to ensure all documents conform to state law.

6. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

7. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

8. **Effective Date.** This Resolution shall take effect immediately.

RESOLVED this ____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

ALAN H. HALLMAN, MAYOR

ATTEST:

CRYSTAL EPPS-GRIGGS, CITY CLERK
(seal)

APPROVED BY:

CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAPEVILLE FOR THE RECOGNITION AND APPRECIATION OF DELTA AIR LINES FOR FUNDING THE MARTIN LUTHER KING, JR. NATIONAL HISTORICAL AS A RESPONSE TO THE KINDNESS AND GOODWILL SHOWN BY DELTA AIR LINES; TO FURTHER DECLARE MAYOR AND COUNCIL'S SUPPORT FOR COMMUNITY DRIVEN GESTURES OF ASSISTANCE IN TIMES OF NEED DURING THE FEDERAL GOVERNMENT SHUTDOWN; TO SHOW SUPPORT TO OUR HAPEVILLE RESIDENTS WHO WORK FOR FEDERAL AGENCIES, AUTHORITIES, AND DEPARTMENTS, SUCH AS THE NATIONAL PARK SERVICE; TO AUTHORIZE THE MAYOR TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

W I T N E S S E T H :

WHEREAS, the City of Hapeville ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, Delta Air Lines is a long-established business in the Hapeville and South-Atlanta area; and

WHEREAS, through an innovative collaboration amidst the government shutdown, Delta Air Lines showed immense generosity in funding the Martin Luther King, Jr. National Historic Park; and

WHEREAS, the perception of the Mayor and Council commends such acts of selflessness and corporate social responsibility; and

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA, AS FOLLOWS:

1. **Incorporation of Pre-Amble.** The pre-amble is incorporated herein as fully set forth above.
2. **Gratitude.** The Mayor and Council would like to give a heartfelt thank you from the City of Hapeville to be transmitted to the executive leadership of Delta Air Lines and wishes for much success for the company in their future endeavors of service to Hapeville and the metro-Atlanta community.
3. **Authorization for Mayor.** That the Hapeville City Council hereby authorizes the Mayor to execute any and all documents necessary to provide for this retirement. A copy of said documents shall be filed with the City Clerk.

4. **Attestation.** That the Hapeville City Council hereby authorizes the City Clerk to attest the signature of the Mayor appearing on the documents, to affix the official seal of the City thereto as necessary to effectuate this Resolution and to place this Resolution and an executed copy of all documents regarding this conveyance among the minutes or official records of the City for future reference.
5. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
6. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
7. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this ____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

ALAN HALLMAN, MAYOR

ATTEST:

CITY CLERK

[SEAL]

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAPEVILLE FOR THE RECOGNITION AND APPRECIATION OF RACETRAC PETROLEUM INC. AND GEORGIA'S OWN CREDIT UNION AS A RESPONSE TO THE KINDNESS AND GOODWILL SHOWN BY RACETRAC PETROLEUM, INC. AND GEORGIA'S OWN CREDIT UNION; TO FURTHER DECLARE MAYOR AND COUNCIL'S SUPPORT FOR COMMUNITY DRIVEN GESTURES OF ASSISTANCE IN TIMES OF NEED DURING THE FEDERAL GOVERNMENT SHUTDOWN; TO SHOW SUPPORT TO OUR HAPEVILLE RESIDENTS WHO WORK FOR FEDERAL AGENCIES, AUTHORITIES, AND DEPARTMENTS, SUCH AS THE TRANSPORTATION SECURITY ADMINISTRATION; TO AUTHORIZE THE MAYOR TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

W I T N E S S E T H :

WHEREAS, the City of Hapeville ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, RaceTrac Petroleum Inc. has recently opened a new location in the City of Hapeville, GA; and

WHEREAS, through a collaboration between RaceTrac Petroleum and Georgia's Own Credit Union, generosity to Transportation Security Administration (TSA) employees was shown; and

WHEREAS, on January 25, 2019, these companies supported local TSA staff through 8.5 gallons of free gasoline and a free cup of coffee; and

WHEREAS, the perception of the Mayor and Council commends such acts of selflessness and corporate social responsibility; and

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA, AS FOLLOWS:

1. **Incorporation of Pre-Amble.** The pre-ambble is incorporated herein as fully set forth above.
2. **Gratitude.** The Mayor and Council would like to give a heartfelt thank you from the City of Hapeville to the executive and local leadership of both companies and wishes for much success for both companies in their future endeavors of service to Hapeville and the metro-Atlanta community.

3. **Authorization for Mayor.** That the Hapeville City Council hereby authorizes the Mayor to execute any and all documents necessary to provide for this retirement. A copy of said documents shall be filed with the City Clerk.
4. **Attestation.** That the Hapeville City Council hereby authorizes the City Clerk to attest the signature of the Mayor appearing on the documents, to affix the official seal of the City thereto as necessary to effectuate this Resolution and to place this Resolution and an executed copy of all documents regarding this conveyance among the minutes or official records of the City for future reference.
5. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
6. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
7. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this ____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

ALAN HALLMAN, MAYOR

ATTEST:

CITY CLERK

[SEAL]

RESOLUTION NO. _____

A RESOLUTION REQUESTING THE GENERAL ASSEMBLY INCREASE HOMESTEAD EXEMPTIONS FOR THE RESIDENTS OF THE CITY OF HAPEVILLE; TO AUTHORIZE THE MAYOR TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY ATTORNEY TO PREPARE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; TO AUTHORIZE THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

W I T N E S S E T H :

WHEREAS, the City of Hapeville (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City wishes to request that the representative and senator representing the City of Hapeville introduce to the General Assembly legislation allowing for an increase of Homestead Exemptions as indicated below; and

WHEREAS, the Mayor and Council of the City of Hapeville, in the exercise of their sound judgment and discretion, after giving thorough consideration to all the implications involved, and keeping in mind the public interest and welfare of the citizens of the City, have determined that providing Homestead Exemptions would benefit the citizens of the City.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAPEVILLE, GEORGIA, AS FOLLOWS:

1. **Incorporation of Pre-Amble.** The pre-amble is incorporated herein as fully set forth above.
2. **Homestead Exemption for City Residents.** The Hapeville City Council wishes to request that the Representatives and Senator representing the municipal limits of the City of Hapeville introduce for consideration by the General Assembly local legislation allowing for an increase in the City’s current homestead exemption for City residents from \$10,000.00 to \$12,000.00.
3. **Homestead Exemption for Elderly Residents.** The Hapeville City Council wishes to request that the Representatives and Senator representing the municipal limits of the City of Hapeville introduce for consideration by the General Assembly local legislation allowing for an increase of homestead exemption for residents 65 years of age or over and residents of the City who are totally disabled from \$10,000.00 to \$12,000.00.

4. **Authorization for Mayor.** That the Hapeville City Council hereby authorizes the Mayor to execute any and all documents necessary to provide for homestead exemptions. A copy of said documents shall be filed with the City Clerk.

5. **Attestation.** That the Hapeville City Council hereby authorizes the City Clerk or Assistant City Clerk to attest the signature of the Mayor appearing on the documents, to affix the official seal of the City thereto as necessary to effectuate this Resolution and to place this Resolution and an executed copy of all documents regarding this conveyance among the minutes or official records of the City for future reference.

6. **Authorization for Attorney.** The Hapeville City Council hereby authorizes the City Attorney to approve this Resolution as to its form and review any and all documents necessary to provide for homestead exemptions for the residents of the City of Hapeville and to ensure all documents conform to state law.

7. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

8. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.

9. **Effective Date.** This Resolution shall take effect immediately.

RESOLVED this ____ day of _____, 2019.

CITY OF HAPEVILLE, GEORGIA

ALAN H. HALLMAN, MAYOR

ATTEST:

CRYSTAL EPPS-GRIGGS, CITY CLERK
(seal)

APPROVED BY:

CITY ATTORNEY

City of Hapeville
Fiscal Year 2018
BUDGET ADJUSTMENT SUMMARY REPORT - (UNAUDITED)

PAGE: 1

	Original Budget 2018	Adjustments Increase (Decrease)	Amended Budget	Total Actual <i>Adjust After Audit Rept Recd</i>
100 - GENERAL FUND				
TOTAL REVENUE	11,830,725	0	11,830,725	11,876,323
TOTAL EXPENDITURES				
DEPT#/DEPARTMENTS/DIVISIONS				
1110 - CITY COUNCIL	47,186	0	47,186	41,607
1310 - MAYOR	20,043	0	20,043	18,520
1310 - CITY MANAGER	0	121,000	121,000	120,906
1330 - CITY CLERK	123,265	(19,900)	103,365	94,434
1400 - ELECTIONS	10,050	(5,000)	5,050	78
1510 - FINANCE & ADMINISTRATION	1,023,574	26,800	1,050,374	1,053,555
1530 - LEGAL SERVICES	430,000	(40,000)	390,000	389,447
1540 - HUMAN RESOURCES	377,508	41,500	419,008	413,865
1565 - INFORMATION TECHNOLOGY	495,100	(26,500)	468,600	723,570
2650 - MUNICIPAL COURT	159,639	0	159,639	128,537
3210 - POLICE ADMINISTRATION	3,232,275	(148,500)	3,083,775	3,002,317
3510 - FIRE ADMINISTRATION	2,457,251	46,500	2,503,751	2,502,016
4210 - HIGHWAY AND STREETS	1,149,293	0	1,149,293	1,148,795
6120 - PARTICIPANT RECREATION	525,842	14,000	539,842	537,314
6220 - PARK AREAS & GROUNDS	987,759	0	987,759	979,655
7400 - PLANNING & ZONING	96,300	26,500	122,800	122,402
7450 - CODE ENFORCEMENT	161,430	(11,000)	150,430	56,907
7520 - ECONOMIC DEVELOPMENT	440,685	0	440,685	362,692
7550 - MAIN STREET	20,000	15,000	35,000	27,616
9100 - OTHER FINANCING USES/TRANSFERS	40,400	(40,400)	0	28,589
TOTAL EXPENDITURES: 100 - GENERAL FUND	11,797,600	0	11,797,600	11,752,822
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 100 - GENERAL FUND	33,125	0	33,125	123,502
201 - SPECIAL REVENUE FUNDS				
TOTAL REVENUE	126,650	0	126,650	126,772
TOTAL EXPENDITURES	126,000	650	126,650	125,185
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 201 - SPECIAL REVENUE FUND	650	(650)	0	1,587
275 - HOTEL & MOTEL FUND				
TOTAL REVENUE	2,850,000	0	2,850,000	3,108,228
TOTAL EXPENDITURES	2,850,000	0	2,850,000	3,108,228
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 275 - HOTEL & MOTEL FUND	0	0	0	0
290 - TRADE AND TOURISM				
TOTAL REVENUE	2,070,000	0	2,070,000	1,820,551
TOTAL EXPENDITURES	2,070,000	0	2,070,000	1,617,724
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 290 - TRADE AND TOURISM	0	0	0	202,827

City of Hapeville
Fiscal Year 2018
BUDGET ADJUSTMENT SUMMARY REPORT - (UNAUDITED)

	Original Budget 2018	Adjustments Increase (Decrease)	Amended Budget	Total Actual <i>Adjust After Audit Rept Recd</i>
295 - DEVELOPMENT AUTHORITY				
TOTAL REVENUE	0	0	0	1,671,931
TOTAL EXPENDITURES	300,000	0	300,000	633,580
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 295 - DEVELOPMENT AUTHORITY	(300,000)	0	(300,000)	1,038,351
301 - CAPITAL PROJECTS FUND				
TOTAL REVENUE	6,424,630	1,704,920	8,129,550	1,860,037
TOTAL EXPENDITURES	6,424,630	1,704,920	8,129,550	1,949,189
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 301 - CAPITAL PROJECTS FUND	0	0	0	(89,153)
350 - T-SPLOST				
TOTAL REVENUE	1,200,000	0	1,200,000	1,123,090
TOTAL EXPENDITURES	941,230	0	941,230	399,964
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 350 - T-SPLOST	258,770	0	258,770	723,126
505 - WATER & SEWER FUND				
TOTAL REVENUE	4,625,000	0	4,625,000	4,657,175
TOTAL EXPENDITURES	4,589,123	0	4,589,123	4,268,676
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 505 - WATER & SEWER FUND	35,877	0	35,877	388,498
506 - STORMWATER FUND				
TOTAL REVENUE	200,000	0	200,000	276,292
TOTAL EXPENDITURES	174,615	0	174,615	70,283
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 506 - STORMWATER FUND	25,385	0	25,385	206,008
540 - SOLID WASTE FUND				
TOTAL REVENUE	535,775	0	535,775	544,300
TOTAL EXPENDITURES	475,841	0	475,841	561,612
TOTAL REVENUES OVER/(UNDER) EXPENDITURES: 540 - SOLID WASTE FUND	59,934	0	59,934	(17,312)
GRAND TOTAL REVENUES	29,862,780	1,704,920	31,567,700	27,064,698
GRAND TOTAL EXPENDITURES	29,749,039	1,705,570	31,454,609	24,487,264
REVENUES OVER/(UNDER) EXPENDITURES: ALL FUNDS	113,741	(650)	113,091	2,577,434

STATE OF GEORGIA
CITY OF HAPEVILLE

ORDINANCE 2017-

AN ORDINANCE TO AMEND THE ANNUAL BUDGET FOR THE CITY OF HAPEVILLE, GEORGIA FOR THE FISCAL YEAR 2017-2018 FOR THE ADJUSTMENT OF REVENUE AND EXPENDITURES

WHEREAS, the Mayor and Council have approved the budget and budget amendments for the year ending June 30, 2018; and

Whereas accounting standards require the use of year- end adjustments for accrual accounting; and

WHEREAS, amendments to the Fiscal Year 2017-2018 budget are needed to apply the adjustments to budgeted revenues and expenditures in compliance with State law;

WHEREAS, section 17-2-3 of the City of Hapeville Code of Ordinances provides that all amendments to the budget shall be by ordinances;

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of Hapeville, Georgia:

Section 1.

That the Fiscal Year 2017-2018 Budget be amended to reflect the adjustment of revenues and expenditures as follows:

See Attachment

Section 2.

- a. It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of the Ordinance are or were, upon their enactment believed by the Mayor and Council to be fully valid, enforceable and constitutional.
- b. It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of the Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph sentence, clause or phrase of this Ordinance.
- c. In the event that any phrase, clause, sentence or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed

by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 3.

All Ordinances and parts of Ordinances in conflict herewith are hereby expressly repealed.

Section 4.

This Ordinance shall become effective upon its adoption by the Mayor and Council.

Section 5.

The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Hapeville.

Section 6.

It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of Hapeville, Georgia and the sections of this Ordinance may be renumbered to accomplish such intention.

First Reading:

Adoption: _____

This Ordinance having been properly considered and adopted by the City Council of the City of Hapeville, Georgia the same is approved this _____

Alan Hallman, Mayor

ATTEST:

Crystal Griggs-Epps, City Clerk

APPROVED AS TO FORM:

Steven M. Fincher, City Attorney

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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100-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUE SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES	8,982,000	237,716.25	8,793,923.00	0.00	188,077.00	97.91
LICENSES AND PERMITS	615,000	52,357.75	519,741.19	0.00	95,258.81	84.51
INTERGOVERNMENTAL REV	0	0.00	22,340.00	0.00	22,340.00	0.00
CHARGES FOR SERVICES	325,375	24,311.05	391,595.28	0.00	66,220.28	120.35
FINES AND FORFEITURES	272,000	1,708.21	209,066.30	0.00	62,933.70	76.86
INVESTMENT INCOME	150	250.27	780.65	0.00	630.65	520.43
CONTRIBUTIONS	10,000	0.00	5,290.00	0.00	4,710.00	52.90
MISC REVENUE	96,200	2,303.27	186,709.18	0.00	90,509.18	194.08
OTHER FINANCING SOURCES	1,530,000	596,346.94	1,746,877.79	0.00	216,877.79	114.18
TOTAL REVENUES	11,830,725	906,970.78	11,876,323.39	0.00	45,598.39	100.39

EXPENDITURE SUMMARYCOUNCIL

PERSONNEL SERVICES	33,586	3,829.50	33,540.90	0.00	45.10	99.87
CONTRACTED SERVICES	11,600	1,590.05	6,782.05	0.00	4,817.95	58.47
SUPPLIES & MINOR EQPT	2,000	268.47	1,283.69	0.00	716.31	64.18
TOTAL COUNCIL	47,186	5,688.02	41,606.64	0.00	5,579.36	88.18

MAYOR

PERSONNEL SERVICES	9,043	1,031.01	9,320.30	0.00	277.30	103.07
CONTRACTED SERVICES	2,000	1,016.00	3,410.51	0.00	1,410.51	170.53
SUPPLIES & MINOR EQPT	9,000	216.96	5,788.74	0.00	3,211.26	64.32
TOTAL MAYOR	20,043	2,263.97	18,519.55	0.00	1,523.45	92.40

CITY MANAGER

PERSONNEL SERVICES	114,400	14,894.55	114,311.25	0.00	88.75	99.92
CONTRACTED SERVICES	6,350	613.77	6,350.30	0.00	0.30	100.00
SUPPLIES & MINOR EQPT	250	110.37	244.57	0.00	5.43	97.83
TOTAL CITY MANAGER	121,000	15,618.69	120,906.12	0.00	93.88	99.92

CITY CLERK

PERSONNEL SERVICES	86,265	10,061.74	81,603.84	0.00	4,661.16	94.60
CONTRACTED SERVICES	10,100	825.45	7,782.37	0.00	2,317.63	77.05
SUPPLIES & MINOR EQPT	7,000	1,276.52	5,048.10	0.00	1,951.90	72.12
TOTAL CITY CLERK	103,365	12,163.71	94,434.31	0.00	8,930.69	91.36

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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100-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ELECTIONS						
CONTRACTED SERVICES	5,050	0.00	78.00	0.00	4,972.00	1.54
TOTAL ELECTIONS	5,050	0.00	78.00	0.00	4,972.00	1.54
FINANCIAL ADMINISTRATION						
PERSONNEL SERVICES	468,674	39,848.79	342,929.20	0.00	125,744.80	73.17
CONTRACTED SERVICES	516,700	29,862.51	655,692.88	0.00 (	138,992.88)	126.90
SUPPLIES & MINOR EQPT	52,000	6,054.89	44,133.44	0.00	7,866.56	84.87
CAPITAL OUTLAYS > \$5000	13,000	1,246.14	10,799.88	0.00	2,200.12	83.08
TOTAL FINANCIAL ADMINISTRATION	1,050,374	77,012.33	1,053,555.40	0.00 (	3,181.40)	100.30
LAW						
CONTRACTED SERVICES	390,000	36,971.68	389,446.79	0.00	553.21	99.86
TOTAL LAW	390,000	36,971.68	389,446.79	0.00	553.21	99.86
HUMAN RESOURCES						
PERSONNEL SERVICES	403,708	30,012.00	403,370.85	0.00	337.15	99.92
CONTRACTED SERVICES	4,700	495.00	3,702.08	0.00	997.92	78.77
SUPPLIES & MINOR EQPT	10,600	1,962.23	6,791.77	0.00	3,808.23	64.07
TOTAL HUMAN RESOURCES	419,008	32,469.23	413,864.70	0.00	5,143.30	98.77
INFORMATION TECHNOLOGY						
CONTRACTED SERVICES	341,170	279,550.43	596,747.09	0.00 (	255,577.09)	174.91
CAPITAL OUTLAYS > \$5000	127,430	3,153.79	126,822.84	0.00	607.16	99.52
TOTAL INFORMATION TECHNOLOGY	468,600	282,704.22	723,569.93	0.00 (	254,969.93)	154.41
MUNICIPAL COURT						
PERSONNEL SERVICES	59,584	4,913.42	57,345.99	0.00	2,238.01	96.24
CONTRACTED SERVICES	99,555	5,341.98	70,262.47	0.00	29,292.53	70.58
SUPPLIES & MINOR EQPT	500	0.00	929.00	0.00 (	429.00)	185.80
TOTAL MUNICIPAL COURT	159,639	10,255.40	128,537.46	0.00	31,101.54	80.52
POLICE ADMINISTRATION						
PERSONNEL SERVICES	2,478,507	271,471.71	2,318,996.71	0.00	159,510.29	93.56
CONTRACTED SERVICES	262,600	56,350.41	348,747.16	0.00 (	86,147.16)	132.81
SUPPLIES & MINOR EQPT	153,000	25,777.73	151,821.68	0.00	1,178.32	99.23
CAPITAL OUTLAYS > \$5000	136,200	114,089.00	131,217.02	0.00	4,982.98	96.34
DEBT SERVICE	53,468	12,679.94	51,534.81	0.00	1,933.19	96.38
TOTAL POLICE ADMINISTRATION	3,083,775	480,368.79	3,002,317.38	0.00	81,457.62	97.36
FIRE ADMINISTRATION						
PERSONNEL SERVICES	2,128,701	260,962.25	2,146,950.77	0.00 (	18,249.77)	100.86
CONTRACTED SERVICES	72,000	3,189.71	65,093.79	0.00	6,906.21	90.41
SUPPLIES & MINOR EQPT	116,450	14,839.64	114,552.21	0.00	1,897.79	98.37
CAPITAL OUTLAYS > \$5000	22,000	2,180.12	19,841.64	0.00	2,158.36	90.19
DEBT SERVICE	164,600	7,427.65	155,577.17	0.00	9,022.83	94.52
TOTAL FIRE ADMINISTRATION	2,503,751	288,599.37	2,502,015.58	0.00	1,735.42	99.93

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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100-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>HIGHWAY AND STREETS ADMIN</u>						
PERSONNEL SERVICES	430,538	45,777.55	375,270.27	0.00	55,267.73	87.16
CONTRACTED SERVICES	36,200	2,793.21	32,206.78	0.00	3,993.22	88.97
SUPPLIES & MINOR EQPT	252,000	35,968.23	255,120.03	0.00 (	3,120.03)	101.24
DEBT SERVICE	430,555	0.00	486,198.00	0.00 (	55,643.00)	112.92
TOTAL HIGHWAY AND STREETS ADMIN	1,149,293	84,538.99	1,148,795.08	0.00	497.92	99.96
<u>PARTICIPANT RECREATION</u>						
PERSONNEL SERVICES	366,552	49,951.21	335,998.01	0.00	30,553.99	91.66
CONTRACTED SERVICES	98,650	8,391.13	97,379.73	0.00	1,270.27	98.71
SUPPLIES & MINOR EQPT	98,600	11,131.09	99,000.04	0.00 (	400.04)	100.41
CAPITAL OUTLAYS > \$5000	2,000	0.00	2,000.00	0.00	0.00	100.00
OTHER COSTS (NOC)	(31,000)	0.00	0.00	0.00 (	31,000.00)	0.00
DEBT SERVICE	5,040	419.43	2,936.01	0.00	2,103.99	58.25
TOTAL PARTICIPANT RECREATION	539,842	69,892.86	537,313.79	0.00	2,528.21	99.53
<u>PARK AREAS & GROUNDS</u>						
PERSONNEL SERVICES	384,759	58,147.47	541,652.42	0.00 (	156,893.42)	140.78
CONTRACTED SERVICES	426,000	30,137.74	288,168.27	0.00	137,831.73	67.65
SUPPLIES & MINOR EQPT	123,000	16,981.92	124,750.71	0.00 (	1,750.71)	101.42
CAPITAL OUTLAYS > \$5000	54,000	3,504.00	25,083.46	0.00	28,916.54	46.45
TOTAL PARK AREAS & GROUNDS	987,759	108,771.13	979,654.86	0.00	8,104.14	99.18
<u>INSPECTION</u>						
<u>PLANNING & ZONING</u>						
CONTRACTED SERVICES	117,600	20,557.01	122,301.97	0.00 (	4,701.97)	104.00
SUPPLIES & MINOR EQPT	200	0.00	100.08	0.00	99.92	50.04
OTHER COSTS (NOC)	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL PLANNING & ZONING	122,800	20,557.01	122,402.05	0.00	397.95	99.68
<u>CODE ENFORCEMENT</u>						
PERSONNEL SERVICES	108,530	2,614.09	38,064.69	0.00	70,465.31	35.07
CONTRACTED SERVICES	35,800	3,555.72	16,343.31	0.00	19,456.69	45.65
SUPPLIES & MINOR EQPT	6,100	96.71	2,499.30	0.00	3,600.70	40.97
TOTAL CODE ENFORCEMENT	150,430	6,266.52	56,907.30	0.00	93,522.70	37.83
<u>ECONOMIC DEVELOPMENT</u>						
PERSONNEL SERVICES	263,635	26,385.62	227,532.33	0.00	36,102.67	86.31
CONTRACTED SERVICES	145,500	12,537.97	94,475.00	0.00	51,025.00	64.93
SUPPLIES & MINOR EQPT	8,550	1,619.01	13,149.97	0.00 (	4,599.97)	153.80
CAPITAL OUTLAYS > \$5000	3,000	4,432.00	11,584.99	0.00 (	8,584.99)	386.17
OTHER COSTS (NOC)	20,000	0.00	15,950.00	0.00	4,050.00	79.75
TOTAL ECONOMIC DEVELOPMENT	440,685	44,974.60	362,692.29	0.00	77,992.71	82.30

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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100-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
MAIN STREET						
CONTRACTED SERVICES	21,300	0.00	16,164.00	0.00	5,136.00	75.89
SUPPLIES & MINOR EQPT	700	0.00	40.67	0.00	659.33	5.81
CAPITAL OUTLAYS > \$5000	13,000	6,486.00	11,411.00	0.00	1,589.00	87.78
TOTAL MAIN STREET	35,000	6,486.00	27,615.67	0.00	7,384.33	78.90
OTHER FINANCING USES						
INTERFUND TRANSACTIONS	0	28,484.86	28,588.86	0.00	(28,588.86)	0.00
TOTAL OTHER FINANCING USES	0	28,484.86	28,588.86	0.00	(28,588.86)	0.00
TOTAL EXPENDITURES	11,797,600	1,614,087.38	11,752,821.76	0.00	44,778.24	99.62
REVENUE OVER/(UNDER) EXPENDITURES	33,125 (	707,116.60)	123,501.63	0.00 (	90,376.63)	372.84

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

100-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
100-0-0000-311100 Real Property-Current	3,500,000	21,670.12	3,304,774.42	0.00	195,225.58	94.42
100-0-0000-311110 Special Tax Distr-Real	90,000	0.00	78,756.17	0.00	11,243.83	87.51
100-0-0000-311150 Public Utilities - CY	560,000	0.00	529,536.61	0.00	30,463.39	94.56
100-0-0000-311160 Public Utilities - Pri	0	0.00	1,228.26	0.00	1,228.26	0.00
100-0-0000-311200 Real Property -Prior Y	100,000	1,201.00	44,648.77	0.00	55,351.23	44.65
100-0-0000-311300 Personal Property-Curr	1,025,000	0.00	1,002,789.83	0.00	22,210.17	97.83
100-0-0000-311310 Motor Vehicle	100,000	11,881.86	128,388.43	0.00	28,388.43	128.39
100-0-0000-311400 Personal Property-Prio	50,000	0.00	4,156.14	0.00	45,843.86	8.31
100-0-0000-311600 Real Estate Intangible	50,000	2,777.62	47,312.12	0.00	2,687.88	94.62
100-0-0000-311710 Franchise Tax-Georgia	525,000	0.00	493,114.03	0.00	31,885.97	93.93
100-0-0000-311730 Franchise Tax-Atlanta	40,000	13,035.58	51,621.33	0.00	11,621.33	129.05
100-0-0000-311750 Franchise Tax-Televisi	50,000	0.00	55,502.58	0.00	5,502.58	111.01
100-0-0000-311760 Franchise Tax-Bell Sou	25,000	0.00	35,943.58	0.00	10,943.58	143.77
100-0-0000-311790 Franchise Tax-Other	16,000	0.00	29,014.66	0.00	13,014.66	181.34
100-0-0000-313100 Local Option Sales & U	1,825,000	164,879.62	1,862,974.27	0.00	37,974.27	102.08
100-0-0000-313910 Real Estate Transfer T	15,000	1,151.01	34,650.94	0.00	19,650.94	231.01
100-0-0000-313920 Railroad Tax	2,000	0.00	0.00	0.00	2,000.00	0.00
100-0-0000-314200 Alcoholic Beverage Exc	160,000	17,328.91	180,868.98	0.00	20,868.98	113.04
100-0-0000-314300 Local Option Mixed Dri	30,000	5,902.95	57,188.03	0.00	27,188.03	190.63
100-0-0000-316100 Occupational Tax Fee	350,000	13,980.05	393,934.45	0.00	43,934.45	112.55
100-0-0000-316200 Insurance Premium Taxe	400,000	14,100.00	433,105.78	0.00	33,105.78	108.28
100-0-0000-319100 Property Tax Penalties	60,000	220.53	21,068.62	0.00	38,931.38	35.11
100-0-0000-319500 Fi Fe	2,000	189.00	2,520.00	0.00	520.00	126.00
100-0-0000-319600 GTS Fees	7,000	0.00	825.00	0.00	6,175.00	11.79
TOTAL TAXES	8,982,000	237,716.25	8,793,923.00	0.00	188,077.00	97.91
LICENSES AND PERMITS						
100-0-0000-321100 Alcoholic Beverage Lic	135,000	5,050.00	169,637.00	0.00	34,637.00	125.66
100-0-0000-321105 Refunds - Alcohol Bev	0	0.00	8,116.06	0.00	8,116.06	0.00
100-0-0000-321140 Alcohol Server ID Card	15,000	1,720.00	15,580.00	0.00	580.00	103.87
100-0-0000-321200 Business License	15,000	14,150.00	14,150.00	0.00	850.00	94.33
100-0-0000-322900 Building Permits	450,000	31,429.75	328,426.25	0.00	121,573.75	72.98
100-0-0000-323200 Notary Fees	0	8.00	64.00	0.00	64.00	0.00
TOTAL LICENSES AND PERMITS	615,000	52,357.75	519,741.19	0.00	95,258.81	84.51
INTERGOVERNMENTAL REV						
100-0-0000-332116 Special Events Grant	0	0.00	6,300.00	0.00	6,300.00	0.00
100-0-0000-335300 KaBoom Grant	0	0.00	13,000.00	0.00	13,000.00	0.00
100-0-0000-336002 LCI-ARC 80%	0	0.00	3,040.00	0.00	3,040.00	0.00
TOTAL INTERGOVERNMENTAL REV	0	0.00	22,340.00	0.00	22,340.00	0.00

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
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100-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES FOR SERVICES</u>						
100-0-0000-341100 Court Costs	500	100.00	409.26	0.00	90.74	81.85
100-0-0000-341110 Technology Fee - Court	22,000	3,320.00	35,258.06	0.00	13,258.06	160.26
100-0-0000-341120 Probation Fees/Fines	65,000	0.00	74,700.00	0.00	9,700.00	114.92
100-0-0000-341190 Other Charges for Serv	1,000	162.50	1,741.21	0.00	741.21	174.12
100-0-0000-341191 Return Check Fees	0	0.00	136.00	0.00	136.00	0.00
100-0-0000-341300 Planning & Dev Fees &	12,000	1,560.00	23,443.75	0.00	11,443.75	195.36
100-0-0000-341910 Election Qualifying Fe	0	0.00	1,873.12	0.00	1,873.12	0.00
100-0-0000-341920 Convenience Fees	12,000	1,415.70	16,869.60	0.00	4,869.60	140.58
100-0-0000-341930 Wrecker Fees	5,000	575.00	6,850.00	0.00	1,850.00	137.00
100-0-0000-341935 Booting Permits	250	0.00	420.00	0.00	170.00	168.00
100-0-0000-342120 Accident Reports	3,000	390.00	4,127.00	0.00	1,127.00	137.57
100-0-0000-342125 VIN Check Fees	600	60.00	765.00	0.00	165.00	127.50
100-0-0000-342310 Fingerprinting Fee	4,000	520.00	4,825.00	0.00	825.00	120.63
100-0-0000-342330 Prisoner Housing Fee	0	465.00	465.00	0.00	465.00	0.00
100-0-0000-342600 Ambulance Fees	145,000	12,357.85	164,638.23	0.00	19,638.23	113.54
100-0-0000-342660 Fire Department Report	25	0.00	80.00	0.00	55.00	320.00
100-0-0000-342670 Fire Dept Fees	1,800	0.00	5.00	0.00	1,795.00	0.28
100-0-0000-342675 Plan Review	0	0.00	60.00	0.00	60.00	0.00
100-0-0000-342680 Fire Dept Permits	0	0.00	180.00	0.00	180.00	0.00
100-0-0000-342900 Criminal History	4,500	360.00	5,705.00	0.00	1,205.00	126.78
100-0-0000-347200 Rec Activity Fee	1,000	0.00	0.00	0.00	1,000.00	0.00
100-0-0000-347400 Coach's Equipment Reim	0	0.00	2,000.00	0.00	2,000.00	0.00
100-0-0000-347500 Rec Rental & Miscellan	3,000	600.00	2,932.05	0.00	67.95	97.74
100-0-0000-347502 Rec Cheerleading/dance	3,000	0.00	3,455.00	0.00	455.00	115.17
100-0-0000-347503 Rec Football	10,000	0.00	8,035.00	0.00	1,965.00	80.35
100-0-0000-347504 Rec Basketball	3,000	0.00	4,170.00	0.00	1,170.00	139.00
100-0-0000-347505 Rec Tournaments	1,200	0.00	0.00	0.00	1,200.00	0.00
100-0-0000-347506 Rec Baseball/Girl's So	10,000	0.00	8,015.00	0.00	1,985.00	80.15
100-0-0000-347507 Rec. Adult Softball	2,500	0.00	0.00	0.00	2,500.00	0.00
100-0-0000-347508 Rec Children's Program	15,000	2,425.00	20,437.00	0.00	5,437.00	136.25
TOTAL CHARGES FOR SERVICES	325,375	24,311.05	391,595.28	0.00	66,220.28	120.35
<u>FINES AND FORFEITURES</u>						
100-0-0000-351100 Court Fines	270,000	1,791.46	203,521.28	0.00	66,478.72	75.38
100-0-0000-351150 Code Enforcement Liens	2,000	0.00	5,461.77	0.00	3,461.77	273.09
100-0-0000-351300 Asset Forfeitures - DE	0	83.25	83.25	0.00	83.25	0.00
TOTAL FINES AND FORFEITURES	272,000	1,708.21	209,066.30	0.00	62,933.70	76.86
<u>INVESTMENT INCOME</u>						
100-0-0000-361100 Interest Revenues	150	250.27	780.65	0.00	630.65	520.43
TOTAL INVESTMENT INCOME	150	250.27	780.65	0.00	630.65	520.43

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100-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
100-0-0000-375000 Festival Contributions	10,000	0.00	5,265.00	0.00	4,735.00	52.65
100-0-0000-376000 Main Street Donations	0	0.00	25.00	0.00 (	25.00)	0.00
TOTAL CONTRIBUTIONS	10,000	0.00	5,290.00	0.00	4,710.00	52.90
MISC REVENUE						
100-0-0000-381100 Cell Phone Tower Lease	89,200	0.00	14,735.88	0.00	74,464.12	16.52
100-0-0000-381110 Misc Revenue	5,000 (	3,412.65)	7,675.01	0.00 (	2,675.01)	153.50
100-0-0000-381150 Insurance Reimbursemen	0	0.00	115,805.00	0.00 (	115,805.00)	0.00
100-0-0000-381200 Other Reimbursements	1,000	998.38	16,579.29	0.00 (	15,579.29)	1,657.93
100-0-0000-381300 Gas South Fees	1,000	111.00	1,474.00	0.00 (	474.00)	147.40
100-0-0000-383000 Reimbursement for Dama	0	0.00	30,440.00	0.00 (	30,440.00)	0.00
TOTAL MISC REVENUE	96,200 (	2,303.27)	186,709.18	0.00 (	90,509.18)	194.08
OTHER FINANCING SOURCES						
100-0-0000-393100 Lease Proceeds	0	92,754.00	92,754.00	0.00 (	92,754.00)	0.00
100-0-0000-393200 PROCEEDS FROM LOAN	0	255,010.00	255,010.00	0.00 (	255,010.00)	0.00
100-0-0000-395100 Transfer from Water-Se	330,000	0.00	0.00	0.00	330,000.00	0.00
100-0-0000-395250 Carryover	20,000	0.00	0.00	0.00	20,000.00	0.00
100-0-0000-395295 Transfer from Dev Auth	0	111,436.94	111,436.94	0.00 (	111,436.94)	0.00
100-0-0000-395300 Transfer from Hotel/M	1,180,000	137,146.00	1,287,676.85	0.00 (	107,676.85)	109.13
TOTAL OTHER FINANCING SOURCES	1,530,000	596,346.94	1,746,877.79	0.00 (	216,877.79)	114.18
TOTAL REVENUE	11,830,725	906,970.78	11,876,323.39	0.00 (	45,598.39)	100.39

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275-HOTEL & MOTEL TAX FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	2,850,000	326,969.47	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL REVENUES	2,850,000	326,969.47	3,108,227.74	0.00 (	258,227.74)	109.06
<u>EXPENDITURE SUMMARY</u>						
<u>HOTEL-MOTEL</u>						
DEBT SERVICE	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL HOTEL-MOTEL	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL EXPENDITURES	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
REVENUE OVER/(UNDER) EXPENDITURES	0 (	4,114.77)	0.00	0.00	0.00	0.00

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275-HOTEL & MOTEL TAX FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
275-0-0000-314120 Hotel/Motel Taxes	2,850,000	326,969.47	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL TAXES	2,850,000	326,969.47	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL REVENUE	2,850,000	326,969.47	3,108,227.74	0.00 (	258,227.74)	109.06

CITY OF HAPEVILLE
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275-HOTEL & MOTEL TAX FUND
DEPARTMENT - HOTEL-MOTEL

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>DEBT SERVICE</u>						
275-5-5910-580405 Transfers - DMO - TCT	855,370	99,284.13	932,427.18	0.00 (	77,057.18)	109.01
275-5-5910-580410 Transfers - Tourism B	814,630	94,654.11	888,123.71	0.00 (	73,493.71)	109.02
275-5-5910-580415 Gen Fund Allocation	1,180,000	137,146.00	1,287,676.85	0.00 (	107,676.85)	109.13
TOTAL DEBT SERVICE	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL HOTEL-MOTEL	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
TOTAL EXPENDITURES	2,850,000	331,084.24	3,108,227.74	0.00 (	258,227.74)	109.06
REVENUE OVER/(UNDER) EXPENDITURES	0 (	4,114.77)	0.00	0.00	0.00	0.00

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290-TRADE AND TOURISM
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
OTHER FINANCING SOURCES	2,070,000 (	206,061.76)	1,820,550.89	0.00	249,449.11	87.95
TOTAL REVENUES	2,070,000 (	206,061.76)	1,820,550.89	0.00	249,449.11	87.95
<u>EXPENDITURE SUMMARY</u>						
Hoyt Smith Center						
PERSONNEL SERVICES	126,881	13,057.02	111,673.45	0.00	15,207.55	88.01
CONTRACTED SERVICES	16,500	3.00	92.00	0.00	16,408.00	0.56
SUPPLIES & MINOR EQPT	37,500	0.00	0.00	0.00	37,500.00	0.00
CAPITAL OUTLAYS > \$5000	602,749	0.00	29,531.72	0.00	573,217.28	4.90
DEBT SERVICE	31,000	0.00	0.00	0.00	31,000.00	0.00
TOTAL Hoyt Smith Center	814,630	13,060.02	141,297.17	0.00	673,332.83	17.34
CS - Parks & Grounds						
Economic Development						
CONTRACTED SERVICES	1,255,370	247,733.07	1,476,427.20	0.00 (	221,057.20)	117.61
TOTAL Economic Development	1,255,370	247,733.07	1,476,427.20	0.00 (	221,057.20)	117.61
Main Street						
Other Financing Uses						
TOTAL EXPENDITURES	2,070,000	260,793.09	1,617,724.37	0.00	452,275.63	78.15
REVENUE OVER/(UNDER) EXPENDITURES	0 (	466,854.85)	202,826.52	0.00 (	202,826.52)	0.00

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290--TRADE AND TOURISM

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>TAXES</u>						
<u>INTERGOVERNMENTAL REV</u>						
<u>MISC REVENUE</u>						
<u>OTHER FINANCING SOURCES</u>						
290-0-0000-391280 Trans from Hot/Mot - D	855,370	99,284.13	932,427.18	0.00 (	77,057.18)	109.01
290-0-0000-391285 Transfer from H/M - Ho	814,630	94,654.11	888,123.71	0.00 (	73,493.71)	109.02
290-0-0000-395250 Carryover	400,000 (	400,000.00)	0.00	0.00	400,000.00	0.00
TOTAL OTHER FINANCING SOURCES	2,070,000 (	206,061.76)	1,820,550.89	0.00	249,449.11	87.95
TOTAL REVENUE	2,070,000 (	206,061.76)	1,820,550.89	0.00	249,449.11	87.95

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
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301-CAPITAL PROJECTS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL REV	6,779,920	1,054,975.44	1,826,570.40	0.00	4,953,349.60	26.94
OTHER FINANCING SOURCES	<u>1,349,630</u>	<u>(39,187.76)</u>	<u>33,466.15</u>	<u>0.00</u>	<u>1,316,163.85</u>	<u>2.48</u>
TOTAL REVENUES	8,129,550	1,015,787.68	1,860,036.55	0.00	6,269,513.45	22.88
<u>EXPENDITURE SUMMARY</u>						
<u>CAPITAL PROJ - DO NOT USE</u>						
<u>CAPITAL PROJECTS</u>						
CONTRACTED SERVICES	300,000	29,814.42	34,614.42	0.00	265,385.58	11.54
CAPITAL OUTLAYS > \$5000	<u>7,829,550</u>	<u>797,361.97</u>	<u>1,914,574.85</u>	<u>0.00</u>	<u>5,914,975.15</u>	<u>24.45</u>
TOTAL CAPITAL PROJECTS	<u>8,129,550</u>	<u>827,176.39</u>	<u>1,949,189.27</u>	<u>0.00</u>	<u>6,180,360.73</u>	<u>23.98</u>
TOTAL EXPENDITURES	8,129,550	827,176.39	1,949,189.27	0.00	6,180,360.73	23.98
REVENUE OVER/(UNDER) EXPENDITURES	0	188,611.29 (	89,152.72)	0.00	89,152.72	0.00

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301-CAPITAL PROJECTS FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL REV</u>						
301-0-0000-331365 Earmark Loop Road Gran	1,704,920 (	9,029.20)	31,140.80	0.00	1,673,779.20	1.83
301-0-0000-331460 N. Central Streetscape	80,000	34,575.28	52,363.28	0.00	27,636.72	65.45
301-0-0000-331480 Grant Revenue-Dogwood	1,760,000	715,637.26	1,419,188.57	0.00	340,811.43	80.64
301-0-0000-331486 CDBG - Sidewalks--CDBG	100,000	6,749.62	6,749.62	0.00	93,250.38	6.75
301-0-0000-331497 Rail Facilities Grant	3,135,000	307,042.48	317,128.13	0.00	2,817,871.87	10.12
TOTAL INTERGOVERNMENTAL REV	6,779,920	1,054,975.44	1,826,570.40	0.00	4,953,349.60	26.94
<u>MISC REVENUE</u>						
<u>OTHER FINANCING SOURCES</u>						
301-0-0000-391125 Transfers from General	40,400	28,484.86	28,588.86	0.00	11,811.14	70.76
301-0-0000-391147 DOT - LMIG Program Rev	68,000 (	67,672.62)	4,877.29	0.00	63,122.71	7.17
301-0-0000-391295 Transfer from Developm	300,000	0.00	0.00	0.00	300,000.00	0.00
301-0-0000-391350 Transfer from T-SPLST	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL OTHER FINANCING SOURCES	1,349,630 (	39,187.76)	33,466.15	0.00	1,316,163.85	2.48
TOTAL REVENUE	8,129,550	1,015,787.68	1,860,036.55	0.00	6,269,513.45	22.88

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
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301-CAPITAL PROJECTS FUND
DEPARTMENT - CAPITAL PROJ - DO NOT USE

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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CONTRACTED SERVICES

CITY OF HAPEVILLE
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301-CAPITAL PROJECTS FUND
DEPARTMENT - CAPITAL PROJECTS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTED SERVICES</u>						
301-5-5920-522205 597 N. Central (Theatr	300,000	29,814.42	34,614.42	0.00	265,385.58	11.54
TOTAL CONTRACTED SERVICES	300,000	29,814.42	34,614.42	0.00	265,385.58	11.54
<u>CAPITAL OUTLAYS > \$5000</u>						
301-5-5920-541260 North Central Ave Stre	0	14,424.38	66,524.10	0.00 (	66,524.10)	0.00
301-5-5920-541272 TSPLOST-Earmark Loop R	2,131,150 (	7,137.20)	31,140.80	0.00	2,100,009.20	1.46
301-5-5920-541273 Railroad Construction	3,210,000	255,363.91	284,734.24	0.00	2,925,265.76	8.87
301-5-5920-541275 TSPLOST - Dogwood-N.Av	2,200,000	545,343.33	1,416,296.57	0.00	783,703.43	64.38
301-5-5920-541280 599 N Central Ave	0	0.00	6,444.30	0.00 (	6,444.30)	0.00
301-5-5920-541281 Theatre - 597 N. Centr	0 (	14,925.24)	0.01)	0.00	0.01	0.00
301-5-5920-541360 CDBG	100,000	0.00	8,437.02	0.00	91,562.98	8.44
301-5-5920-541370 N.CENTRAL PHASE II STU	100,000	0.00	0.00	0.00	100,000.00	0.00
301-5-5920-541375 DOT -LMIG Program Expe	88,400	4,292.79	100,997.83	0.00 (	12,597.83)	114.25
TOTAL CAPITAL OUTLAYS > \$5000	7,829,550	797,361.97	1,914,574.85	0.00	5,914,975.15	24.45

DEBT SERVICE

TOTAL CAPITAL PROJECTS	8,129,550	827,176.39	1,949,189.27	0.00	6,180,360.73	23.98
TOTAL EXPENDITURES	8,129,550	827,176.39	1,949,189.27	0.00	6,180,360.73	23.98
REVENUE OVER/(UNDER) EXPENDITURES	0	188,611.29 (	89,152.72)	0.00	89,152.72	0.00

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350-T-SPLOST
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	1,200,000	198,082.74	1,123,089.80	0.00	76,910.20	93.59
TOTAL REVENUES	1,200,000	198,082.74	1,123,089.80	0.00	76,910.20	93.59
<u>EXPENDITURE SUMMARY</u>						
CAPITAL PROJECTS						
CAPITAL OUTLAYS > \$5000	0	369,464.27	399,963.60	0.00	(399,963.60)	0.00
TOTAL CAPITAL PROJECTS	0	369,464.27	399,963.60	0.00	(399,963.60)	0.00
OTHER FINANCING USES						
INTERFUND TRANSACTIONS	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL OTHER FINANCING USES	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL EXPENDITURES	941,230	369,464.27	399,963.60	0.00	541,266.40	42.49
REVENUE OVER/(UNDER) EXPENDITURES	258,770	(171,381.53)	723,126.20	0.00	(464,356.20)	279.45

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350-T-SPLOST

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>TAXES</u>						
350-0-0000-313200 T-SPLOST	1,200,000	198,082.74	1,123,089.80	0.00	76,910.20	93.59
TOTAL TAXES	1,200,000	198,082.74	1,123,089.80	0.00	76,910.20	93.59
TOTAL REVENUE	1,200,000	198,082.74	1,123,089.80	0.00	76,910.20	93.59

350-T-SPLOST
DEPARTMENT - CAPITAL PROJECTS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAYS > \$5000</u>						
350-5-5920-541272 Earmark Loop Road	0	14,785.20	14,785.20	0.00 (	14,785.20)	0.00
350-5-5920-541275 Dogwood-North Ave Stre	0	354,074.14	354,074.14	0.00 (	354,074.14)	0.00
350-5-5920-542100 TSPLOST - Technical	0	604.93	31,104.26	0.00 (	31,104.26)	0.00
TOTAL CAPITAL OUTLAYS > \$5000	0	369,464.27	399,963.60	0.00 (	399,963.60)	0.00

TOTAL CAPITAL PROJECTS	0	369,464.27	399,963.60	0.00 (	399,963.60)	0.00
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350-T-SPLOST
DEPARTMENT - OTHER FINANCING USES

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTERFUND TRANSACTIONS</u>						
350-5-9100-590301 Transfer to Capital Pr	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL INTERFUND TRANSACTIONS	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL OTHER FINANCING USES	941,230	0.00	0.00	0.00	941,230.00	0.00
TOTAL EXPENDITURES	941,230	369,464.27	399,963.60	0.00	541,266.40	42.49
REVENUE OVER/(UNDER) EXPENDITURES	258,770 (	171,381.53)	723,126.20	0.00 (	464,356.20)	279.45

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505-WATER & SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICES	4,625,000	384,218.55	4,647,497.78	0.00 (	22,497.78)	100.49
OTHER FINANCING SOURCES	0	9,676.80	9,676.80	0.00 (	9,676.80)	0.00
TOTAL REVENUES	4,625,000	393,895.35	4,657,174.58	0.00 (	32,174.58)	100.70
<u>EXPENDITURE SUMMARY</u>						
<u>SEWAGE COLLECTION & DISPO</u>						
SUPPLIES & MINOR EQPT	500,000	169,474.28	369,604.36	0.00	130,395.64	73.92
TOTAL SEWAGE COLLECTION & DISPO	500,000	169,474.28	369,604.36	0.00	130,395.64	73.92
<u>WATER SUPPLY</u>						
PERSONNEL SERVICES	522,736	60,959.33	511,791.34	0.00	10,944.66	97.91
CONTRACTED SERVICES	391,000	120,037.90	294,123.78	0.00	96,876.22	75.22
SUPPLIES & MINOR EQPT	88,600	13,995.94	97,538.95	0.00 (	8,938.95)	110.09
CAPITAL OUTLAYS > \$5000	300,000	0.00	0.00	0.00	300,000.00	0.00
DEPRECIATION & AMORT	0	240,200.00	240,200.00	0.00 (	240,200.00)	0.00
DEBT SERVICE	1,369,287	110,599.44	1,158,674.62	0.00	210,612.38	84.62
TOTAL WATER SUPPLY	2,671,623	545,792.61	2,302,328.69	0.00	369,294.31	86.18
<u>WATER DISTRIBUTION</u>						
SUPPLIES & MINOR EQPT	1,377,500	142,012.16	1,596,743.19	0.00 (	219,243.19)	115.92
CAPITAL OUTLAYS > \$5000	40,000	38,976.00	0.00	0.00	40,000.00	0.00
TOTAL WATER DISTRIBUTION	1,417,500	103,036.16	1,596,743.19	0.00 (	179,243.19)	112.65
<u>OTHER FINANCING USES</u>						
TOTAL EXPENDITURES	4,589,123	818,303.05	4,268,676.24	0.00	320,446.76	93.02
REVENUE OVER/(UNDER) EXPENDITURES	35,877 (	424,407.70)	388,498.34	0.00 (	352,621.34)	1,082.86

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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

506-STORMWATER FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	% OF YEAR COMPLETED: 100.00
<u>REVENUE SUMMARY</u>							
CHARGES FOR SERVICES	200,000	77,316.97	276,291.60	0.00	(76,291.60)	138.15	
TOTAL REVENUES	200,000	77,316.97	276,291.60	0.00	(76,291.60)	138.15	
<u>EXPENDITURE SUMMARY</u>							
<u>STORMWATER</u>							
PERSONNEL SERVICES	102,615	0.00	0.00	0.00	102,615.00	0.00	
CONTRACTED SERVICES	60,000	8,961.15	40,814.70	0.00	19,185.30	68.02	
SUPPLIES & MINOR EQPT	0	0.00	445.50	0.00	(445.50)	0.00	
CAPITAL OUTLAYS > \$5000	12,000	0.00	0.00	0.00	12,000.00	0.00	
DEPRECIATION & AMORT	0	29,023.00	29,023.00	0.00	(29,023.00)	0.00	
TOTAL STORMWATER	174,615	37,984.15	70,283.20	0.00	104,331.80	40.25	
TOTAL EXPENDITURES	174,615	37,984.15	70,283.20	0.00	104,331.80	40.25	
REVENUE OVER/(UNDER) EXPENDITURES	25,385	39,332.82	206,008.40	0.00	(180,623.40)	811.54	

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

PAGE: 1

540-SOLID WASTE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES FOR SERVICES	535,775	43,851.26	544,300.34	0.00 (	8,525.34)	101.59
TOTAL REVENUES	535,775	43,851.26	544,300.34	0.00 (	8,525.34)	101.59
<u>EXPENDITURE SUMMARY</u>						
<u>SOLID WASTE/RECYCLING</u>						
PERSONNEL SERVICES	314,841	50,444.45	359,059.23	0.00 (	44,218.23)	114.04
CONTRACTED SERVICES	129,000	25,884.36	156,296.44	0.00 (	27,296.44)	121.16
SUPPLIES & MINOR EQPT	32,000	3,370.61	30,657.68	0.00	1,342.32	95.81
DEPRECIATION & AMORT	0	15,599.00	15,599.00	0.00 (	15,599.00)	0.00
TOTAL SOLID WASTE/RECYCLING	475,841	95,298.42	561,612.35	0.00 (	85,771.35)	118.03
<u>OTHER FINANCING USES</u>						
TOTAL EXPENDITURES	475,841	95,298.42	561,612.35	0.00 (	85,771.35)	118.03
REVENUE OVER/(UNDER) EXPENDITURES	59,934 (	51,447.16)	17,312.01)	0.00	77,246.01	28.89-

Crystal Griggs-Epps

From: noreply@civicplus.com
Sent: Wednesday, January 23, 2019 3:28 PM
To: Crystal Griggs-Epps; Maria Rodriguez
Subject: Online Form Submittal: Board Application Form

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Hapeville Development Authority

Name:: Jacob Watts

Home Address:: 545 Woodrow Avenue

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Account Executive

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: To be an active/productive citizen of Hapeville, provide insight and suggestions to maintain and promote the betterment of the city, and to help steward Hapeville's resources for health and longevity.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Wednesday,Thursday

Length of Residency in League City:: 2 years

High School::

College:: Liberty University

Trade or Business School::

Hobbies::

Are you currently serving on other Boards, Commissions, or Committees?: No

If yes, which::

Have you served on a Board, Commission, or Committee before?: No

If yes, which::

Please list organization memberships and positions held::

Please List Areas of Special Interest: Development authority, new businesses, city improvements, commerce

Please Enter Basic Resume Information Below: Account Executive / Patriot Fire Protection

- Manage 3000+ accounts in the SE region
- Responsible for acquiring accounts w/ annual revenue of \$20k+

Operations Manager / RCB Roofing

- Oversee daily operations of a residential roofing company
- Increased revenue from \$2.6mil to \$4.3mil in 3 years
- Expanded coverage territory and setup regional partnerships

Church Planter / Weston, Florida

- Started and grew a new church in South Florida
- Began with 8 members and grew to 73 in 2 years
- Built partnerships with local city government

Please provide three references:: Robert Knight: [REDACTED] Tim Boynton: [REDACTED] Shannon Watkins: [REDACTED]

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Jacob Watts

Additional Information:

Form submitted on: 1/23/2019 3:28:24 PM

Submitted from IP Address: 73.7.168.82

Referrer Page: No Referrer - Direct Link

Form Address: <http://hapeville.org/Forms.aspx?FID=118>

Crystal Griggs-Epps

From: noreply@civicplus.com
Sent: Wednesday, January 30, 2019 1:55 PM
To: Crystal Griggs-Epps; Maria Rodriguez
Subject: Online Form Submittal: Board Application Form

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Development Authority of the City of Hapeville ,Main Street Board,TPD Committee

Name:: Cecilia Reme'

Home Address:: 3208 North Fulton Ave

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Corporate Trainer

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I would like to serve on a Board or Committee to contribute my knowledge, time and efforts towards the further advancement, development, beautification and progression of the city of Hapeville and it's residents. As a resident of the community, I want to see our city continue to grow and move in a creative, professional and inclusive direction.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Monday ,Tuesday,Wednesday,Thursday,Friday

Length of Residency in League City:: 1yr

High School:: Palisades High School, Pacific Palisades, CA

College:: Georgia State University

Trade or Business School::

Hobbies:: Cooking, Traveling

Are you currently serving on other Boards, Commissions, or Committees?: Yes

If yes, which:: 3 work related committees overseeing the development and maintenance of course curriculum

Have you served on a Board, Commission, or Committee before?: No

If yes, which::

Please list organization memberships and positions held::

Please List Areas of Special Interest: Planning, development, oversight

Please Enter Basic Resume Information Below: Cecilia Reme'

3208 North Fulton Ave, Atlanta, GA. 30354

Mobile: [REDACTED]

[REDACTED]

SUMMARY

I'm a results-oriented team-player eager to bring strong training, designing and leadership skills to an established yet growing company seeking a top-level professional. I'm dedicated and focused, excelling in prioritizing, multi-tasking and following through to achieve goals.

EDUCATION

Georgia State University
Atlanta, Georgia

Bachelor of Arts, English

EXPERIENCE

FASTENAL SCHOOL OF BUSINESS, Atlanta, GA.

Corporate Trainer

02/15 - Present

- ☐ Conduct Instructor lead classroom and Virtual training sessions
- ☐ Design and develop occupational related courses for company employees
- ☐ Employing business metrics to assess various course training's
- ☐ Assess students based on training performance for career growth and development
- ☐ Identify and provide coaching opportunities for employees and students
- ☐ Develop and maintain company wide departmental and emergency procedures directories
- ☐ Course committee member instrumental in maintaining, updating and revising course curriculum
- ☐ Contributing to course auditing

PRECIOUS TOTS DAYCARE, Duluth, GA.

Owner/Manager 05/08 - 02/15

- ☐ Supervised and trained staff on daily operations
- ☐ Directed daily operations and administrative functions for the early learning facility
- ☐ Evaluated staff performance and provided job-specific feedback and coaching to increase productivity
- ☐ Ensured compliance with applicable federal, state, and local regulations
- ☐ Approved payroll and managed confidential personnel records
- ☐ Developed and administered the annual budget
- ☐ Maintained accounts payable/receivable documentation
- ☐ Analyzed, approved, and reconciled facility expenditures

ASHLEY FURNITURE, Duluth, GA.

Visual Merchandiser/Inventory Auditor

03/06 - 01/08

- ☐ Managed design, re-design and decoration of store showroom
- ☐ Managed on-hand supply of furniture, accessories, and artwork for showroom and for purchase
- ☐ Set pricing

- ☐ Consulted and advised customers on furniture and home design selections
- ☐ Conducted and documented quarterly inventories
- ☐ Managed inventory receivables

SKILLS

Facilitation Curriculum Design Customer Service Oriented Microsoft Office Proficient
Deadline Oriented Complex Problem Solver Excellent Organizational Skills
Project Management Coaching LMS and SMS proficient LEAN

Please provide three references:: Arnold Martin [REDACTED]; Wayman Anderson [REDACTED]; Maria Maxie-Whitfield [REDACTED]

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Cecilia Reme'

Additional Information:

Form submitted on: 1/30/2019 1:54:31 PM

Submitted from IP Address: 205.243.112.225

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.hapeville.org/Forms.aspx?FID=118>



City Clerk's Office
3468 North Fulton Avenue
Hapeville, GA 303054
Phone: (404) 766 - 3004
Fax: (404) 669 - 2113

Application to Serve on Appointed Board or Commission

Name of Applicant: Kayla L. Fortner, E.I.T.

Address: 522 Lake Dr., Hapeville, GA 30354

Home Telephone # N/A Work# [REDACTED]

Cell # [REDACTED] Best Contact to use: cell

E-mail address [REDACTED]

Please check the Appointed Boards you would like to be considered for:

- | | | | |
|---|---|---|--------------------------|
| ☐ Alcohol Review Board | ☐ Clean & Beautiful Commission | ☐ Main Street Board | ☐ |
| ☐ Board of Appeals | ☐ Design Review Commission | ☐ Personnel Board | ☐ |
| ☐ Board of Ethics | ☐ Development Authority | ☒ Planning Commission | ☐ |

How long have you been a resident of the city? 13 months

Are you available to meet during the day, if so, days are best for you? N/A

Are you available in the evenings, if so, what days are best for you? Tuesdays and Thursdays

What time period is ideal for you? 6 pm or later

Please estimate the amount of time you have per month to devote to an appointed position: 15 hours

Do you have a technical background in one of the following?

Legal Engineering X Architecture Planning

What do you perceive as the city's greatest asset? Small town feel with big city access, business prospects, and diversity

What do you perceive as the city's greatest liability? The amount of abandoned businesses and homes could deter prospective business owners and home buyers.

Why do you want to serve on a Board/Commission? As a former land development engineer, I have experience working in commercial development as a representative of developers. When I discovered that developers work on behalf of themselves and their bottom line, I decided to leave the industry. I want to serve on the development authority board in order to be involved with commercial development as a representative of my community and our collective interests. I want to see economic growth in Hapeville without negatively impacting our citizens, business-owners, or environment.

Volunteer Experience:

<u>Where</u>	<u>What You Did</u>	<u>Dates of Service</u>
United Methodist Children's Home	Tutor underprivileged youth in math	Aug 2017 - Dec 2017
United Methodist Children's Home	Childcare for foster parent training classes	July 2016 - Present
Renovation Church Kids Ministry	Sunday School teacher	September 2017 - Present

Leadership Experience: Training and oversight of new-hire engineers and interns at work

Awards, Hobbies or Other Interests You Would Like to Tell Us About: I enjoy music, sports (playing and watching), exercise, socializing, and traveling!

Please provide information on three references

1)	William Dial, P.E.	2410 Paces Ferry Rd, Suite 400, Atlanta, GA 30339	
	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
2)	Joey Overton	167 Bent Creek Dr., Griffin, GA 30223	
	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
3)	Alicia Johns	2859 Shelburne Court NW, Duluth, GA 30096	
	<u>Name</u>	<u>Address</u>	<u>Telephone</u>

Signature: Kayla L. Fortner

Please print your name: Kayla L. Fortner

Date: 3/19/2018

The City requests that if you are in the Real Estate Industry, or Mortgage/Lending for Real Estate Projects, that you do not apply for positions on the Development Authority, Planning Commission or the Board of Zoning and Appeals.

Please return the Application to the City Clerk's Office at the address above.



City Clerk's Office
3468 North Fulton Avenue
Hapeville, GA 303054
Phone: (404) 766 - 3004
Fax: (404) 669 - 2113

Application to Serve on Appointed Board or Commission

Name of Applicant: Karl Reggie Dufrenne
Address: 460 Moreland Way
Home Telephone # [REDACTED] Work# N/A
Cell # [REDACTED] Best Contact to use: Cell
E-mail address [REDACTED]

Please check the Appointed Boards you would like to be considered for:

Alcohol Review Board	☐ Clean & Beautiful Commission	☐ Main Street Board	☐
Board of Appeals	☒ Design Review Commission	☒ Personnel Board	☐
Board of Ethics	☐ Development Authority	☒ Planning Commission	☒

How long have you been a resident of the city? 1 year 5 months

Are you available to meet during the day, if so, days are best for you? No

Are you available in the evenings, if so, what days are best for you? yes, M-Th

What time period is ideal for you? After 5 pm

Please estimate the amount of time you have per month to devote to an appointed position: 10 - 20 hrs

Do you have a technical background in one of the following?

Legal no Engineering yes Architecture no Planning yes

What do you perceive as the city's greatest asset? Its proximity to the headquarters of several companies

What do you perceive as the city's greatest liability? ~~It is~~ Currently does not attract smaller businesses and reputation is associated with college park & east point

Why do you want to serve on a Board/Commission? I live here and would like to be an active part of the community that I am a part of.

Volunteer Experience:

Where NSBE What You Did Finance chair, Treasurer, Publications chair Dates of Service 2012 - 2015

Leadership Experience: NSBE Region III Publications Chair

Awards, Hobbies or Other Interests You Would Like to Tell Us About: I enjoy travelling and eating good food

Please provide information on three references

- | | | |
|----------------------------|-------------------------|-------------------|
| 1) <u>Blondine Dufrene</u> | <u>400 Moreland Way</u> | <u>[REDACTED]</u> |
| Name | Address | Telephone |
| 2) <u>Leah Christensen</u> | <u>458 Moreland Way</u> | <u>[REDACTED]</u> |
| Name | Address | Telephone |
| 3) <u>Daniel Robinson</u> | <u>[REDACTED]</u> | <u>[REDACTED]</u> |
| Name | Address | Telephone |

Signature: [Signature]

Please print your name: Karl Dufrene

Date: 05/15/2017

The City requests that if you are in the Real Estate Industry, or Mortgage/Lending for Real Estate Projects, that you do not apply for positions on the Development Authority, Planning Commission or the Board of Zoning and Appeals.

Please return the Application to the City Clerk's Office at the address above.

Discussion and Action
State of Georgia
Fulton County
City of Hapeville

Discussion and Action 2019.02_3

‘Discussion and Review for City Planner and Community Services - Community Forest Management Plan and Tree Ordinances’

A DISCUSSION REGARDING TREES WITHIN THE CITY OF HAPEVILLE, ONE OF OUR MOST PRECIOUS NATURAL ASSETS; AND

A REVIEW OF PREVIOUS EFFORTS AT ESTABLISHING A CITYWIDE COMMUNITY FOREST MANAGEMENT PLAN; AND

A REQUEST THAT STAFF WORK WITH THE GEORGIA FORESTRY COMMISSION TO ATTAIN TECHNICAL ASSISTANCE IN UPDATING OUR TREE ORDINANCE TO CURRENT BEST STANDARDS LANGUAGE IN ADDITION TO THE DEVELOPMENT OF A COMMUNITY FOREST MANAGEMENT PLAN; AND

A REQUEST THAT STAFF COLLABORATE AND REPORT BACK TO MAYOR AND COUNCIL, AND POTENTIAL SYNERGIES BETWEEN TREES ATLANTA AND THE CITY OF HAPEVILLE;

WHEREAS, the health, safety, and welfare of the people of the City of Hapeville shall be preserved, enhanced, and guarded by the discussion and potential action of the aforementioned; and

BE IT, AND IS HEREBY REQUESTED that the Mayor and Council discuss the beneficial tenants of the aforementioned (and below summarized):

- Hapeville received a grant from the Urban and Community Forest Grant program of the Georgia Forestry Commission in 2006, per this record. Per staff's recollection, was this beneficial and what were the results? This was under the city administration of Mike Rast, if he is able to provide insight.
- The Georgia Urban Forestry Council (now Trees Georgia), part of the Georgia Forestry Commission, offers grants and technical assistance for the creation of a Community Forest Management Plan and updates to tree ordinances.
- Staff should work to see what partnerships can be made with Trees Atlanta with the NeighborWoods program, “a collaborative effort to replenish and sustain the tree canopy, while also educating the community on tree care and tree management”. NeighborWoods provides up to three free trees per front yard for the current participating municipalities (Atlanta and Sandy Springs).
- Mayor and Council should be updated on the ‘tree bank’, how much monies are currently in this account, and a plan for how to use these funds going forward.
- Per the Georgia Forestry Commission, municipalities should look into creating a ‘Tree Board’ or a ‘Tree Advisory Group’ constituted of a mix of interested citizens and staff that want to push for progressive forestry management policies in an urban environment.
- Review if the city can have a tree planting ceremony in addition to the passing of the annual Arbor Day Resolution on Arbor Day 2019 (April 26, 2019).