



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

# QUOTE CONFIRMATION

**DOUG MIKOL,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRMM011	11/20/2025	ASSESSOR'S SCANNING PROJECT	7182236	\$8,533.49

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT PRICE
<u>Ricoh fi-7700 - document scanner - desktop - USB 3.1 Gen 1</u> Mfg. Part#: PA03740-B005 UNSPSC: 43211711 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	4632824	\$6,100.00	\$6,100.00
<u>HP E27 G5 27" Class Full HD LCD Monitor - 16.9" - Black, Silver</u> Mfg. Part#: 6N4E2AA#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	7314861	\$217.07	\$217.07
<u>HP Color LaserJet Enterprise 5700dn Printer</u> Mfg. Part#: 6QN28A#BGJ Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	7402689	\$810.53	\$810.53
<u>HP Z1 G1i Desktop Computer - Intel Core Ultra 5 235 - 32 GB - 1 TB SSD - To</u> Mfg. Part#: BS7N2UT#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	8372765	\$1,272.11	\$1,272.11
<u>HP 5y Onsite Low End Workstation Supp</u> Mfg. Part#: UJ0R9E Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	8312263	\$133.78	\$133.78

**SUBTOTAL**      \$8,533.49

SHIPPING \$0.00  
SALES TAX \$0.00  
GRAND TOTAL \$8,533.49

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 <b>Phone:</b> (518) 371-7410 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> TOWN OF HALFMOON 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE HALFMOON, NY 12065-6550 <b>Phone:</b> (518) 371-7410 <b>Shipping Method:</b> Expeditors Deferred 3-5 Days
	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1915



**Sales Contact Info**

**Angelo Cappetta** | (855) 822-9415 | [angelo@cdwg.com](mailto:angelo@cdwg.com)

**Need Help?**



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[Support](#)



[Call 800.800.4239](tel:800.800.4239)

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/contact/terms-conditions-product-sales.aspx>  
For more information, contact a CDW account manager.

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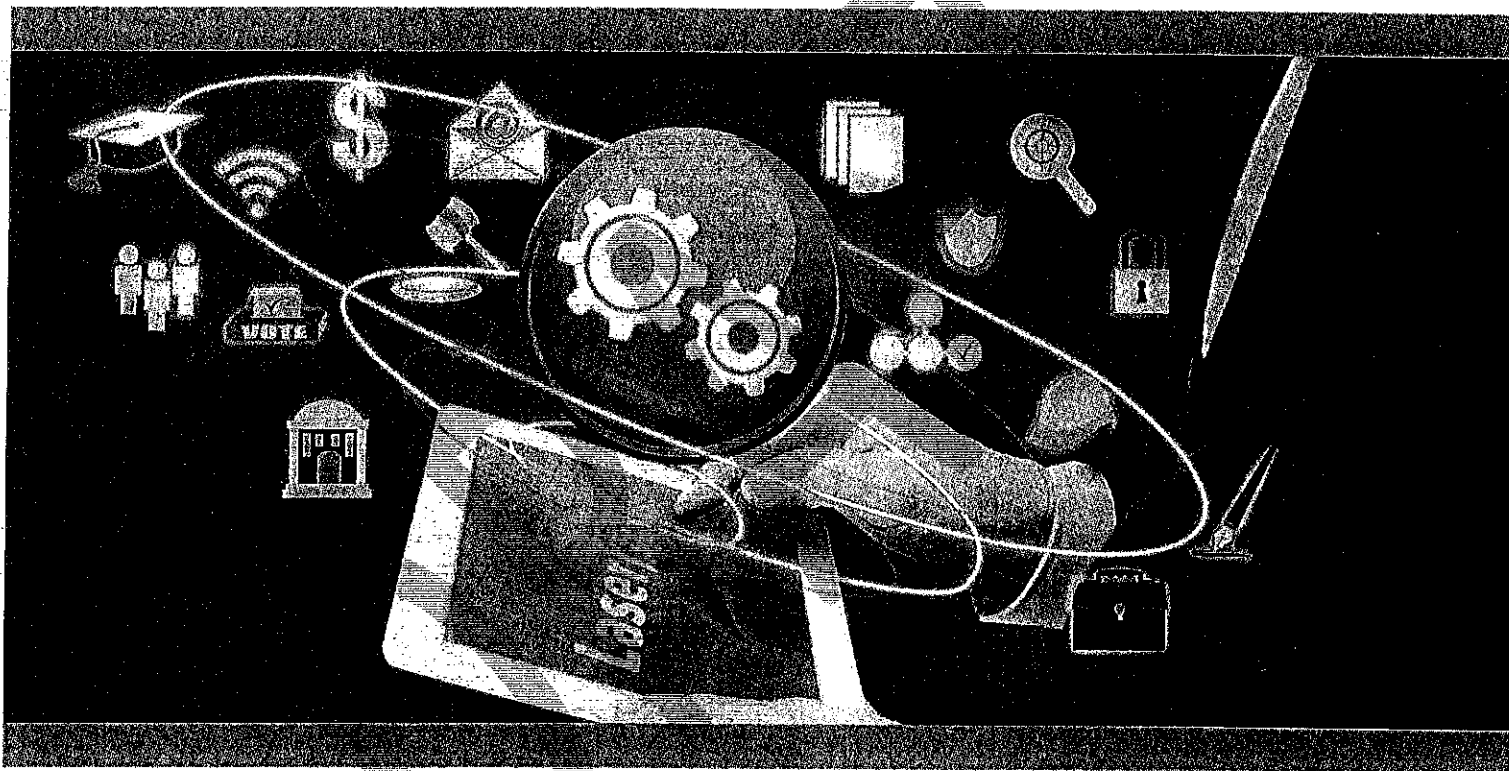
# Town of Halfmoon

Saratoga County

## Enterprise Content Management System – Laserfiche Cloud

November 25, 2025

Valid for 30 days



Bruce Cadman  
Director of Sales  
518-441-6496  
[BCadman@icc-cds.com](mailto:BCadman@icc-cds.com)



**Laserfiche**  
Premier Partner

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**DRAFT**

## LASERFICHE CLOUD LICENSE OVERVIEW

The Laserfiche Cloud license introduces a straightforward software license that includes a wide variety of features to benefit all departments of the municipality. This package includes document management automation, a public portal to host public records and all training necessary to get started. All of this is hosted on Amazon Web Services, so no internal IT resources are required.

### Laserfiche Cloud Business Tier Features:

Cloud Features	Business	Cloud Add-Ons	Business
100 GB storage per user	✓	SDK	✓
Document Management	✓	QuickAgent Fields Complete with Agent	10 (+)
Audit Trail	Advanced	Workflow Bots for Process Automation	1 (+)
Direct Share	✓	Public Portal	Unlimited*
Data Encrypted at Rest	✓	Forms Portal	Unlimited*
Autoscaling of Computing & Storage Resou	✓	Document Summarization	15,000 per year (+)
Intrusion Detection	✓	Smart Fields	50,000 per year (+)
Automated Feature/Security Updates	✓	Smart Chat	15,000 per year (+)
Automated Text Extraction	✓	Participant Users	+
Import Agent with Email Archiving	✓	Community Users	+
Process Automation	✓	Smart Invoice Capture	+
Connector	✓	Vault	+
Surveys	✓	Additional Storage	+
Records Management	✓	ScanConnect	+
Cloud Integrations	Business		
Microsoft 365 Integration	✓		
Integration with SharePoint	✓		
Integration w/ Microsoft Dynamics 365 CRM	✓		
Integration with DocuSign	✓		
Integration with Salesforce CRM	+		

-Not Available + Optional Add-On ✓ Included

\*As a cloud-based system, updates and new features are automatically pushed out, limited/no IT involvement.

### Annual Software and Support

Laserfiche Cloud Business Tier includes all of the necessary components (e.g. Forms Portal, Records Management Module, Public Portal, etc.) that you will need to get started and furthermore, to expand the system in the future. On a monthly basis Laserfiche adds features and performance enhancements to an existing version of its software known as "updates." Licensee will receive all updates as released.

### Additional Module Training

The Laserfiche Cloud license comes with the ability to create online Forms and Surveys, use Laserfiche Connector to manipulate data in 3<sup>rd</sup> party programs, use Quick Fields to capture batches of documents

to save time, and much more. Some of these modules are easy to learn in 1-2 hours while others may take 4-6 hours. We will work with you to determine the number of hours of training you would like and agree before proceeding with any training.

**Automation Configuration with Laserfiche Process Automation Tools**

Tools included with the Laserfiche Cloud include Workflow, Robotic Process Automation, online Forms, Records Management, and more. We work to understand your process and use the existing tool set to build automation suited specifically to your environment. All projects will be scoped out ahead of time and the hours/price agreed to before beginning any work.

**Access to Online Support Resources**

The Laserfiche Support Site contains detailed technical information to increase your product knowledgebase. The Laserfiche Cloud Help Files contain useful information to help you get started with your Laserfiche Cloud account. Laserfiche also has numerous help videos which walk you through the product to help you become more familiar and comfortable with all the different features. Additionally, Laserfiche Cloud Answers is an online forum that allows Laserfiche Cloud subscribers to collaborate on ideas and solutions.

**Pricing/Services:**

Product	Description	Qty	Model #	Unit Price	Total Price
*Cloud Users	Full Users – Business Tier	25	CLENFX3	\$1,080.44	\$27,011.00
Storage	100 GB per user included (Overages will be \$30 per 10 GB annually) Storage is pooled			-	-
Laserfiche Training	Remote Days	1		\$1,400.00	\$1,400.00
Laserfiche Data Migration	Legacy Data Migration to Laserfiche Cloud	1		\$1,600.00	\$1,600.00
**Laserfiche Crafted FOIL Process Automation	FOIL Business Process Automation (Yr 2 forward: \$450.00)	1		\$6,250.00	\$6,250.00
Project Coordination	Remote	1		\$500.00	\$500.00
***Laserfiche Trade-In Credit	Legacy Laserfiche Software credit	1		-\$1,300.00	-\$1,300.00
<b>Total</b>					<b>\$35,461.00</b>

*\*Laserfiche SAAS Software priced at OMNIA/National Cooperative Purchasing Alliance (NCPA) levels: Contract #01-158*

*\*\*See Statement of Work in Appendix C for additional information.*

*\*\*\*This is a one-time credit is based upon unused Laserfiche Support and estimated.*

*Anticipated annual SAAS fees after the included 1st year for the above configuration would be \$27,461.00*

*Note: This estimate is subject to change based upon the then-current support prices for that year. Plan for a 5% YOY cost increase to all Laserfiche SAAS models.*

*Laserfiche legacy system data migration to Laserfiche Cloud includes the following at a minimum: Project Kickoff Meeting; Server Pre-Check; Confirm no Laserfiche Forms/Workflows need to be reconfigured or redone; Document Current User/Group lists and permissions need to be mapped and uploaded to new Laserfiche Cloud repository; Submit documentation and log files to Laserfiche for build out of Laserfiche Cloud repository; Coordinate/Schedule Training; Build/Activate Cloud Demo Site; Run On-Prem to Cloud Migration; Post-Migration check and customer follow-up; Base project management. Note that this does not include machine time.*

*If upgrading from Laserfiche Self-Hosted to Laserfiche Cloud, please check the size of your current on-premises repository in order to make sure that you have enough storage capacity when moving to Laserfiche Cloud. Each Laserfiche Cloud user account is allocated 100 GB of pooled storage space. For a base 5 user Laserfiche Cloud system there would be 500 GB of storage space available. To check the size of your repository, log onto your current Laserfiche repository as an Administrator and locate the name of your repository (in the left-hand pane of the Laserfiche folder browser). Right click repository name and select properties. From the Folder Properties window click the Folder tab. The Image Count should display Size in GB. Keep in mind that additional storage can always be purchased. Please contact the Laserfiche Help Desk if you have any questions about your current repository size at: [LFSupport@icc-cds.com](mailto:LFSupport@icc-cds.com)*

**Adjustments to Performance Schedule; Delays:**

**Adjustments to Schedule:** Upon the mutual consent of the Municipality and ICC Community Development, the "Performance Schedule" may be changed or extended as provided under "Delays" below.

**Delays:** Client must notify ICC Community Development, in writing, immediately upon learning or otherwise becoming aware of any difficulties that may delay the delivery of services or deliverables within each step of the implementation timeline. Such notification must identify the reason for the delay, as well as the anticipated period of delay. Any delay on the part of the customer that extends 10 working days beyond the target date for completion of any step will result in a project restart and additional charges will be identified as part of a change order provided to the customer. This clause shall not apply in case of force majeure.

## AUTHORIZATION & AGREEMENT

The Town of Halfmoon, Saratoga County, New York hereby agrees to the procedures outlined above, to ICC Community Development Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <https://icc-cds.com/terms-conditions>, and are incorporated herein by reference, and authorizes ICC-CDS to proceed with the project.

### Electronic Document Management Project

**\$35,461.00\***

*Estimated Annual support fee second year forward (SAAS): \$27,461.00*

**Note:** Prices subject to change. Plan for a 5% YOY cost increase to all Laserfiche SAAS models.

*\*Laserfiche SAAS Software priced at OMNIA/National Cooperative Purchasing Alliance (NCPA) levels: Contract #01-158*

*If/when the client wishes to implement the additional modules included with their licenses, there may be additional development, configuration and training time required. These additional service fees would not apply until you are ready and agree to implement additional components.*

### SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

\$25,711.00 of the project price shall be invoiced upon customer site activation

\$1,900.00 - of the Laserfiche Training & Coordination services shall be invoiced as they are completed

\$1,600.00 - of the Laserfiche Data Migration services shall be invoiced as they are completed

\$6,250.00 - of the Crafted Foil Process Automation services shall be invoiced as they are completed

**(Client please fill out) Invoice for this Project to be sent to:**

**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

### TOWN OF HALFMOON, SARATOGA COUNTY, NEW YORK

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### ICC-CDS, LLC

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**To authorize the project:**

1. Sign the Proposal and return to your Solutions Account Executive
2. Fax or email the Authorization & Agreement Section only to: [ICCCDS@icc-cds.com](mailto:ICCCDS@icc-cds.com) • fax (585) 328-8189
3. Mail the signed Proposal to ICC-CD at: 781 Elmgrove Road • Rochester, NY 14624

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## APPENDIX A – INSTALLATION, TRAINING AND SUPPORT

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### Pre-Installation Teleconference and Technical Review

If applicable, prior to the installation and training, one of ICC-CD's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda.

### Customized Training

If applicable ICC-CD provides practical training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

**Our standard Laserfiche user training** covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

**Administrator Training** covers the system administrative functions and typically takes place throughout the sessions, as appropriate.

### **TECHNICAL SUPPORT-SAP**

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades on desktop clients, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at [lfsupport@icc-cds.com](mailto:lfsupport@icc-cds.com). With Basic SAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. ICC-CD's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

**GSAP – GENERAL SOLUTION ASSURANCE PROGRAM (IF APPLICABLE)**

In addition to Laserfiche implementation and support services, ICC-CD offers GSAP-level support (General Solution Assurance Program) tailored to business process automation using Laserfiche Workflows and Forms developed by ICC-CD.

GSAP provides assistance beyond the scope of the Laserfiche Software Assurance Program (LSAP), which is limited to:

- Break-fix support
- New software version releases (if applicable)

In contrast, GSAP support includes:

- Modifications to custom Laserfiche Workflows & Laserfiche Forms **developed by ICC-CD**
- Support for non-break-fix issues in relation to a specific project
- Ongoing support for projects where custom automation is deployed

This can include:

- Updates to workflow steps or participants
- Edits to Laserfiche Form fields
- Changes in Laserfiche Form data collection
- Adjustments due to software upgrades
- Changes required due to state mandates or internal policy updates

Note: GSAP does not cover additions outside the original scope or new automation features.

**SOFTWARE PATCHES AND UPGRADES:**

In addition to receiving technical support, customers with a current LSAP/SAAS contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer automatically.

Services covered under Support:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM
- User group meetings
- Access to Laserfiche's knowledgebase
- Access to webinars

Services not covered under Support:

- Training - New user or refresher training - either on-site or remote
- Support or troubleshooting of third-party software

- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide ICC-CD's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

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## APPENDIX B – LASERFICHE CLOUD MIGRATION CONSIDERATIONS

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*Note: This is for a client upgrading from a Laserfiche on-premises system to a Laserfiche Cloud system*

### Laserfiche Cloud Migration Considerations - Migrating Data From A Self-Hosted Laserfiche Repository Into Laserfiche Cloud

Disclaimer: In the event that installation of the migration utility on the customer's server is not feasible, the customer hereby authorizes us to securely transfer and migrate their data to our server, and the customer agrees to promptly provide us with the necessary data for successful migration.

The Repository Export Client is a batch upload tool that processes and uploads data from a self-hosted Laserfiche repository to a Laserfiche Cloud repository as part of a multi-phase process. Please review the below requirements for information on the Repository Export Client.

#### **System requirements for the Repository Export Client:**

Windows Server 2012 R2 and later, Windows 10 and later, 64-bit Windows operating system  
Microsoft .NET Framework 4.8 or later  
Microsoft Visual C++ Redistributable for Visual Studio 2019 (x64)  
Laserfiche Server 8.2 or later  
1 Laserfiche repository  
2 GB of RAM.

*Note: The Repository Export Client must be run on the machine hosting Laserfiche Server.*

#### **Supported source database engines:**

Microsoft SQL Server 2012 (Service Pack 2) or later  
Microsoft SQL Server 2014  
Microsoft SQL Server 2016  
Microsoft SQL Server 2019

*Note: The Repository Export Client does not support repositories hosted in Oracle Database.*

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## APPENDIX C – FOIL PROCESS AUTOMATION STATEMENT OF WORK

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*The Crafted FOIL Process Automation Statement of Work starts on the following page.*

DRAFT

# SYSTEM FEATURES

Communication  
Templates

Automated  
Communication

Extension  
Notifications

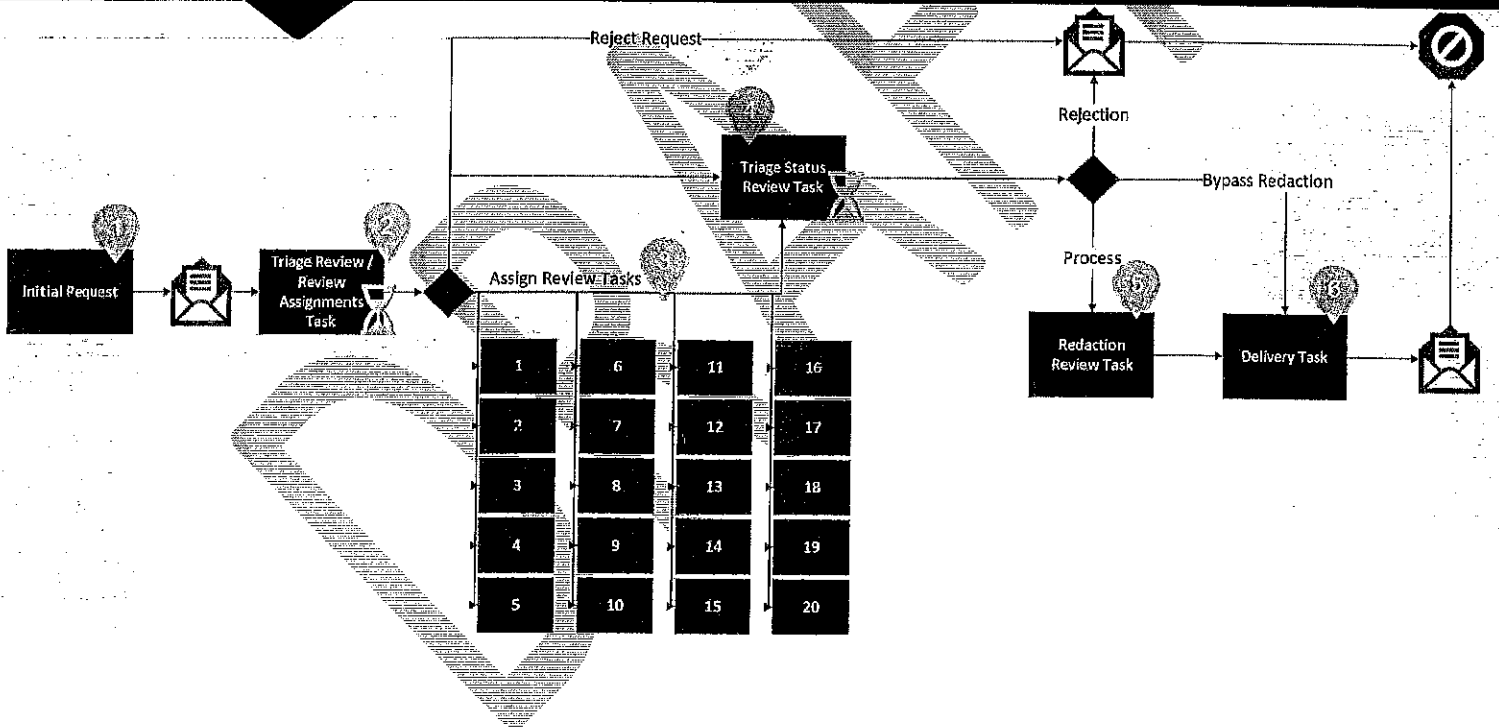
Communication  
to Assignees

Configurable  
Folder / File  
Names

Up to 20 Dept  
Assignment Tasks  
Per Request

Automation of  
File Access

# SYSTEM OVERVIEW




1

# Initial Request

- Name
- Organization
- Phone Number
- Email
- Address
- Request Details
- Method of Delivery

**Public Records Request**



**REQUESTER INFORMATION**

First Name\*  Last Name\*  Business or Organization

Phone Number\*  Email

Address 1\*  Address 2

City  State\*  Zip\*

**REQUEST DETAILS**

**Records Requested**  
Describe the records you are requesting. Please be specific and include the name, address or any additional information that will help us locate your records.

**T B U E S D A Y**

Please provide a comprehensive listing of all activities you are willing to do for a Krondike bar.

Preferred Method of Delivery




2

# Review Task by Triage Team

- *Process Request*
  - *Individual messages to each assignee*
  - *Set Response Due Date*
  - *Set Response Priority*
- *Reject Request*
  - *Custom message to requester*
- *Extension Notification*
  - *Set new estimated delivery date*
  - *Custom message to requester*

**Public Records Request**



**REQUESTER INFORMATION**

Joe Shmoee  
123 Main Street  
Anywhere, NY 12345-6789  
(555) 123-4567  
fred@slaterock.com

**REQUEST DETAILS**

**Records Requested \***  
Please provide a comprehensive listing of all activities you are willing to do for a Klondike bar.

**Preferred Method of Delivery \***  
Email

**Decision \***  
 Processed  Reject  Extension Notification



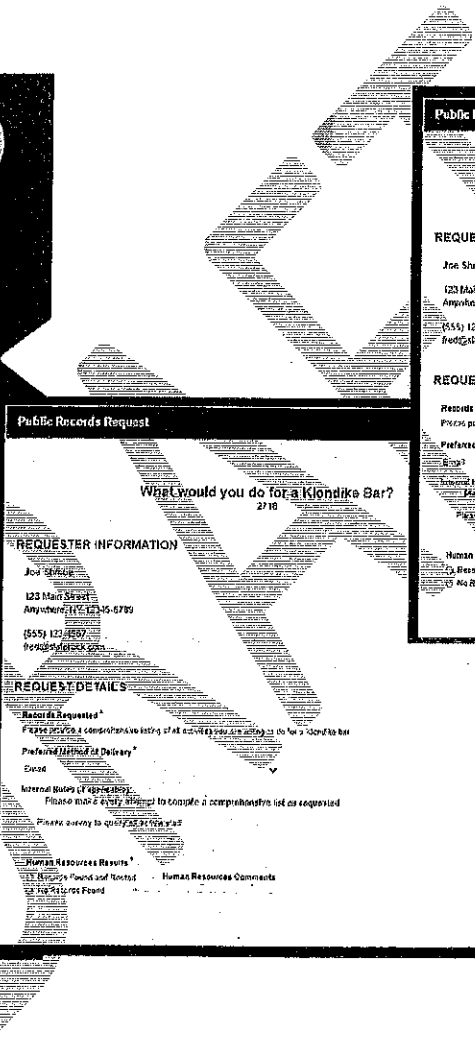
3

# Task Assignments

Up to 20 departmental assignments

## Assignee Response

- Records Found and Routed
- No Records Found



Public Records Request

What would you do for a Klondike Bar?  
2718

REQUESTER INFORMATION

Joe Simon  
123 Main Street  
Anytown, NY 12345-6789  
(555) 123-4567  
fred@falcon.com

REQUEST DETAILS

Records Requested\*  
Please provide a comprehensive listing of all records you are willing to do for a Klondike bar.

Preferred Method of Delivery\*  
Email

Internal Notes (if applicable)  
Please make every attempt to compile a comprehensive list as requested.  
Please query in query all active staff.

Human Resources Results\*  
 Records Found and Routed  
 Human Resources Comments  
 No Records Found

Public Records Request

What would you do for a Klondike Bar?  
2718

REQUESTER INFORMATION

Joe Simon  
123 Main Street  
Anytown, NY 12345-6789  
(555) 123-4567  
fred@falcon.com

REQUEST DETAILS

Records Requested\*  
Please provide a comprehensive listing of all records you are willing to do for a Klondike bar.

Preferred Method of Delivery\*  
Email

Internal Notes (if applicable)  
Please make every attempt to compile a comprehensive list as requested.  
Please query in query all active staff.

Human Resources Results\*  
 Records Found and Routed  
 Human Resources Comments  
 No Records Found



3

# Triage Task Assignment Review

## Assignee Response

- Records Found and Routed
- No Records Found

Public Records Request

What would you do for a Klondike Bar?  
2716

REQUESTER INFORMATION

Joe Simon  
123 Main Street  
Anywhere, NY 12345 6789  
(555) 123-4567  
jts@getstock.com

REQUEST DETAILS

Records Requested\*  
Please provide a comprehensive listing of all records you are hoping to do for a Klondike Bar.

Preferred Method of Delivery	Estimated Delivery Date	Tasks Due Dates	Priority
Email	10/09/2021	11/22/2025	Urgent

Message to All Assignees  
Please make every attempt to compile a comprehensive list of requested records.

Review Response Status

Human Resources

Email Message to Human Resources  
Pleasea search to query all active staff

Response Completed By	Determination
ADMIN	RECORDS_FOUND

Survey results have been posted to follow.

Police

Email Message to Police  
Pleasea search all closed cases to determine what crimes offenders have previously committed in pursuit of a Klondike Bar.

Response Completed By	Determination
ADMIN	RECORDS_FOUND

Progress | Return to Request

ICC  
INTERNATIONAL  
CODE COUNCIL®

4

# Triage Status Review

- Review Assignee Response Status
- Process
  - Bypass Redaction Option
  - Associated Fee Option
  - Custom Message to Requester
- Reject
  - Custom Message to Requester
- Extension Notification
  - Set New Estimated Delivery Date
  - Custom Message to Requester
- Modify Communication to Assignee

**Public Records Request**

What would you do for a Klondike Bar?  
2718

Review Response Status

**REQUESTER INFORMATION**

Joe Shmoe  
123 Main Street  
Anywhere, NY 12345 6789  
(555) 123-4567  
fred@slaterock.com

**REQUEST DETAILS**

Records Requested  
Please provide a comprehensive listing of all activities you are willing to do for a Klondike bar.

Preferred Method of Delivery\*  
Email

Estimated Delivery Date  
12/8/2023

Decision\*

Proceed

Reject

Extension Notification

Modify Communication to Assignees

Submit


ICC  
INTERNATIONAL  
CODE COUNCIL®

5

# Redaction Review

- Document Action Taken on all final documents

**Public Records Request - Redaction Review**



What would you do for a Klondike Bar?  
2718

**REQUESTER INFORMATION**

Joe Shmoie  
123 Main Street  
Anytown, NY 12345-6789  
(555) 123-4567  
jshmoie@waterrock.com

**REQUEST DETAILS**

Records Requested \*  
Please provide a complete listing of all records you are willing to discuss Klondike bar

Preferred Method of Delivery \*  
Email  
Internal Notes (if applicable):

**RECORD LOCATION**

Path:  
#

**REDATION REVIEW COMPLETED**

File #1	File Entry ID *	Redaction Status *
		<input type="checkbox"/> Redactions Not Needed <input checked="" type="checkbox"/> Redactions Applied



6

# Delivery Task

Based on Requester Delivery Preference

- Email
- Mail
- In Person

## Records Request - Email-Final Delivery

123 Main Street  
Anytown, NY 12345-6789  
(555) 123-4567  
fee@records.com

### INITIAL REQUEST

Please provide a comprehensive listing of all records you are willing to do for a Klondike bar.

### FINAL RECORDS LOCATION

### ASSOCIATED FEES

Fee  
\$ 5.00

Fee Detail

### DELIVER RECORDS BY EMAIL

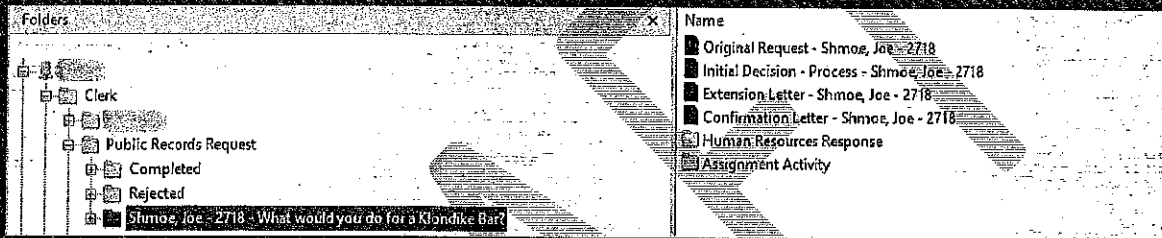
Additional Message to Requester

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and other text formatting options.

Upload First Records to Send

Submit



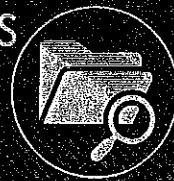


# Configurable Folder / File Structure



- **PUBLIC FORM**
- Initial Request


Public Records Request




**Business Process / Forms**




- Records Request
- Records Request Document

Template 


- Public Record Request

Forms Process 

- Records Request

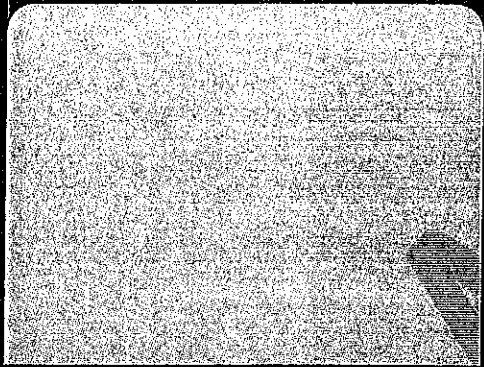
Workflow 

- IblRefLFProcessDirectory
- wwActiveLFProcessRecReq

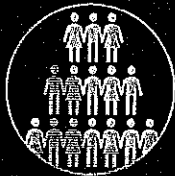
SQL 

# System Components

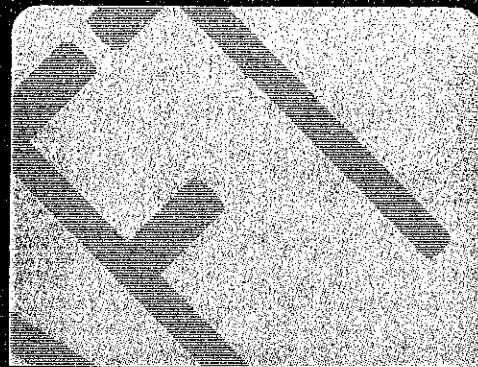




Repository  
Groups



Managed through Laserfiche Administration Console



Forms  
Team



Managed through Laserfiche Forms > Administration

# Groups & Teams





Thank you for choosing CDW. We have received your quote.

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# QUOTE CONFIRMATION

DOUG MIKOL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRMT521	11/21/2025	PRMT521	7182236	\$27,567.41

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>HP DesignJet XL 3800 36-in Multifunction Printer</u> Mfg. Part#: 7QR88H#B1K Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773879	\$23,331.89	\$23,331.89
<u>HP Care Pack Installation And Network Setup - Warranty</u> Mfg. Part#: UC0J5E Electronic distribution - NO MEDIA Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	5919770	\$1,079.28	\$1,079.28
<u>HP Care Pack Hardware Support with Defective Media Retention and Maintenance</u> Mfg. Part#: U5ZPVE Electronic distribution - NO MEDIA Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7862320	\$2,520.00	\$2,520.00
<u>HP 768 Original Inkjet Ink Cartridge - Magenta Pack</u> Mfg. Part#: 4S5B3A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773886	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Yellow Pack</u> Mfg. Part#: 4S5B4A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773889	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Cyan Pack</u> Mfg. Part#: 4S5B5A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773892	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Black Pack</u> Mfg. Part#: 4S5B6A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773893	\$159.06	\$159.06

<b>SUBTOTAL</b>	\$27,567.41
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$27,567.41</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 <b>Phone:</b> (518) 371-7410 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 <b>Phone:</b> (518) 371-7410 <b>Shipping Method:</b> UPS Ground (2- 3 Day)
	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



### Sales Contact Info

**Angelo Cappetta** | (855) 822-9415 | [angelo@cdw.com](mailto:angelo@cdw.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$27,567.41	\$796.70/Month	\$27,567.41	\$909.45/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- **Technology Refresh:** Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- **Bundle Costs:** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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