



AGENDA – Administration Committee

Thursday, April 18, 2024

6:15 PM

- I. Roll Call
- II. Approval of the March 21, 2024 Administration Committee Minutes

RECOMMENDED MOTION: To approve the Minutes of March 21, 2024 Administration Committee Meeting of the DuPage Water Commission.

- III. Request for Board Action: Authorize the General Manager to purchase one (1) 2024 Ford Transit Van from Currie Motors, Frankfort in Fiscal Year 2024-2025, pending budget approval in the amount of \$79,005.
- IV. Resolution No. R-32-24: A Resolution Suspending the Purchasing Procedures and Authorizing the Execution of a Consulting Agreement with IT Savvy LLC for IT Cyber Security Services.
- V. Old Business
- VI. New Business
- VII. Other
- VIII. Adjournment

Minutes of a Meeting
of the

ADMINISTRATION COMMITTEE

DuPage Water Commission
600 E. Butterfield Road, Elmhurst, Illinois

March 21, 2024

- I. Commissioner Healy called the meeting to order at 6:18 PM.

Commissioners in attendance: N. Cuzzone, J. Healy, D. Van Vooren, J. Zay

Commissioners absent: K. Rush

Also in attendance: D. Mundall

- II. Commissioner Cuzzone moved to approve the Minutes of the February 15, 2024 Administration Committee Meeting, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried.
- III. Commissioner Van Vooren moved to approve Ordinance O-1-24, the recommendation to Consider and Approve the Amended and Restated DuPage Water Commission By-laws, seconded by Chairman Zay. Commissioner Van Vooren noted his appreciation for the remote participation section. Unanimously approved by a voice vote, all aye, motion carried.
- IV. Commissioner Cuzzone made a motion to approve a Request for Board Action, authorizing a consulting agreement with John J. Millner and Associates, seconded by Commissioner Van Vooren. Commissioner Van Vooren noted the scope of work provided last year was appreciated and asked for that practice to continue. All aye, motion carried.
- V. Commissioner Van Vooren made a motion to approve a Request for Board Action, approval of Professional Development and Travel Expenses, seconded by Chairman Cuzzone. Unanimously approved by a voice vote, all aye, motion carried.
- VI. Commissioner Cuzzone made a motion to approve Resolution No. R-28-24, a Resolution Amending and Restating the Personnel Manual. Seconded by Commissioner Van Vooren unanimously approved by a voice vote. All aye, motion carried.
- VII. Commissioner Van Vooren made a motion to approve Resolution R-30-24, a Resolution approving a second escrow Intergovernmental Agreement for WaterLink Phase II engineering. Seconded by Commissioner Cuzzone, unanimously approved by a voice vote, all aye, motion carried.

VIII. Old Business

No Old Business was offered.

IX. New Business

No New Business was offered.

X. Other

XI. Adjournment

Commissioner Healy moved to adjourn the meeting at 6:24 PM, seconded by Commissioner Cuzzone, unanimously approved by a voice vote. All aye, motion carried. Meeting adjourned.



Request For Board Action

Account: 01-60-686000

Approvals: *Author / Manager / Finance / Admin*

MW RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 4/11/2024

Description: **Authorize the Purchase of one (1) 2024 Ford Transit Van via the Suburban Purchasing Cooperative**

Agenda Section: Administration Committee

Originating Department: Operations & Instrumentation

The FY2024/2025 Annual Budget includes \$100,000 for a full-size Ford Transit Van and ancillary equipment installation to be used by the Operations & Instrumentation Department primarily as a service vehicle for the Meter and Instrumentation Technician to facilitate the annual removal and replacement approximately 265 Commission meters at the Commission's 84 Meter Stations for the annual Customer Meter testing Program. The vehicle will also be outfitted to perform the servicing of various forms of instrumentation found throughout the Commission's service area.

The purchase of the 2024 Ford Transit Van would be through the issuance of a purchase order to Currie Motors, of Frankfort Illinois, under Contract #207 of the Suburban Purchasing Cooperative - Joint Purchasing Program. The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference, DuPage Mayors & Managers Conference, South Suburban Mayors and Managers Association, and the Will County Governmental League.

Approval of this Request for Board Action would approve the purchase of one (1) 2024 Ford Transit Van in Fiscal Year 24/25, pending Board approval of FY-24/25 Management Budget at the discounted price of \$79,005.00. The outfitting of the vehicle with warning/emergency lighting and radio equipment will be addressed through separate purchases.

Recommended Motion:

To authorize the General Manager to purchase one (1) 2024 Ford Transit Van from Currie Motors Frankfort in Fiscal Year 24/25, pending budget approval, in an amount of \$79,005.

Prepared for: , Du Page Water

2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435

Client Proposal

Prepared by:
THOMAS SULLIVAN
Office: 815-464-9200
Quote ID: dupagewate
Date: 04/09/2024



Prepared for:

Du Page Water

Prepared by: THOMAS SULLIVAN

04/09/2024



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435 | Quote ID: dupagewater

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F8C	Base Vehicle Price (F8C)	\$55,625.00
Packages		
101A	Order Code 101A <i>Includes:</i> - Transmission: 10-Spd Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - GVWR: 9,950 lb - Tires: 235/65R16C 121/119 R AS BSW - Wheels: 16" Silver Steel w/Silver Hubcaps Includes exposed lug nuts. - Vinyl Front Bucket Seats	N/C
Powertrain		
99G	Engine: 3.5L EcoBoost V6	\$2,495.00
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X7L	3.73 Limited-Slip Axle Ratio	N/C
STDGV	GVWR: 9,950 lb	Included
Wheels & Tires		
STDTR	Tires: 235/65R16C 121/119 R AS BSW	Included
641	Wheels: 16" Silver Steel w/Silver Hubcaps <i>Includes exposed lug nuts.</i>	Included
Seats & Seat Trim		
V	Vinyl Front Bucket Seats	Included
21P	Dark Palazzo Gray Vinyl Bucket Seats w/Armrests <i>Includes 2-way manual driver seat and 2-way manual passenger seat.</i>	\$45.00

Other Options

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Du Page Water

Prepared by: THOMAS SULLIVAN

04/09/2024



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435 | Quote ID: dupagewate

As Configured Vehicle (cont'd)

Code	Description	MSRP
PAINT	Monotone Paint Application	STD
148WB	148" Wheelbase	STD
91A	Chrome High-Intensity Discharge (HID) Headlamps <i>Includes LED signature surround. HID headlamps emit a brighter, more natural light than halogen headlamps, which can help improve visibility.</i>	\$455.00
91B	Wiper Activated Headlamps	\$30.00
55D	Front Fog Lamps <i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i>	Included
68J	Extended Length Running Boards <i>Covers the A-B pillar driver-side and A-C pillar passenger-side.</i>	\$655.00
17B	Fixed Rr Cargo Door & 2nd Row Passenger-Side Glass <i>Includes: - Rear-Window Defroster - Rearview Mirror</i>	\$425.00
92E	Privacy Glass <i>Provides protection of vehicle occupant(s) and occupant personal belongings. The glass also provides occupant comfort by helping to reduce vehicle cool-down time. Includes: - Rear-Window Defroster</i>	\$225.00
15F	Full Rear Compartment Lighting <i>Includes cargo area LED lights at C-pillar and D-pillar and rear compartment LED switch.</i>	\$75.00
17P	6 Cargo Tie-Down Hooks	\$25.00
66D	Front Overhead Shelf	\$75.00
67E	Large Center Console <i>Includes an integrated shifter, a dual cup holder and an additional storage area.</i>	Included
16E	Front & Rear Vinyl Floor Covering <i>Includes wheel well liners.</i>	\$245.00
87E	Auxiliary Fuse Panel <i>Includes high spec interface connector. Includes: - Dual AGM Batteries (70 Amp-hr Each) - Modified Vehicle Wiring System Includes modified vehicle connections for customized wiring harness provisions.</i>	Included

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Du Page Water

Prepared by: THOMAS SULLIVAN

04/09/2024



Currie Commercial Center | 10125 W. Laraway Frankfort Illinois | 60423

2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435 | Quote ID: dupagewater

As Configured Vehicle (cont'd)

Code	Description	MSRP
63C	Dual Alternators (250 Amps Each) <i>Includes:</i> - 110V/400W Power Outlet High-power outlets deliver up to 400 watts of power, allowing drivers to easily charge smaller corded tools, battery chargers or mobile devices on-site.	\$675.00
53K	Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	Included
58E	Radio: AM/FM Stereo w/SYNC 4/SiriusXM w/360L/Nav <i>Includes HD Radio, 12" multi-function display, Bluetooth, dual USB ports, embedded voice recognition, connected built-in navigation (3 years of service) and 4 speakers (front). SiriusXM with 360L includes a 3-month prepaid subscription.</i> <i>Includes:</i> - Traffic Sign Recognition (TSR) - Intelligent Speed Assist (ISA) - Electronic Air Temperature Control	\$1,780.00
91L	6 Speakers (4 Front/2 Rear)	\$25.00
63E	Dual AGM Batteries (70 Amp-hr Each)	Included
61C	Vehicle Maintenance Monitor <i>Includes engine hour meter. Depending on the engine, this feature will display engine hour meter, oil life, oil level and tire pressure status.</i>	\$45.00
90D	110V/400W Power Outlet <i>High-power outlets deliver up to 400 watts of power, allowing drivers to easily charge smaller corded tools, battery chargers or mobile devices on-site.</i>	Included
67C	Upfitter Package <i>Includes high capacity upfitter switches.</i> <i>Includes:</i> - Large Center Console <i>Includes an integrated shifter, a dual cup holder and an additional storage area.</i> - Auxiliary Fuse Panel <i>Includes high spec interface connector.</i> - Dual AGM Batteries (70 Amp-hr Each) - Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	\$610.00
86F	2 Additional Keys (4 Total) <i>Includes key fobs.</i>	\$75.00
94B	Enhanced Active Park Assist <i>Includes front sensing system. Enhanced active park assist helps make parking less stressful. It helps steer the vehicle, in reverse, into a perpendicular parking space or steer the vehicle into or out of a parallel parking space.</i> <i>Includes:</i>	\$550.00

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2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435 | Quote ID: dupagewate

As Configured Vehicle (cont'd)

Code	Description	MSRP
65A_	<ul style="list-style-type: none"> - Side Sensing System <i>Works similar to the reverse sensing system, as it sounds a tone when the vehicle gets close to surrounding vehicles and other objects.</i> - Reverse Sensing System - Front Sensing System <p>Blind Spot Assist 1.0 w/43F/43S/94A/94B/47D/47N</p> <p><i>Includes Blind Spot Information System (BLIS) with Cross-Traffic Alert and trailer coverage. Blind Spot Assist 1.0 combines Blind Spot Information System (BLIS) with lane keeping aid to provide a visual warning and resistive steering torque to prevent a collision should an object be recognized in the vehicles blind spot while changing lanes.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Short-Arm Pwr-Folding Heated Pwr Adjusting Mirrors <i>Includes turn signals.</i> 	\$595.00
61D	<p>360-Degree Camera w/Split View</p> <p><i>Includes front washer. Front, side and rear facing cameras allow the driver to toggle through different camera views via a button located on the instrument panel.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Front Fog Lamps <i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i> - Reverse Sensing System - Honeycomb Mesh Grille w/Chrome Surround 	\$1,000.00
43R	Reverse Sensing System	Included
94A	<p>Side Sensing System</p> <p><i>Works similar to the reverse sensing system, as it sounds a tone when the vehicle gets close to surrounding vehicles and other objects.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Reverse Sensing System - Front Sensing System - Front Fog Lamps <i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i> 	Included
43B	<p>Back Up Alarm</p> <p>Ford accessory, pre-installed.</p> <p><i>Includes 102 dB(A) warning capability.</i></p>	\$150.00

Fleet Options

942	<p>Daytime Running Lights (DISC)</p> <p>No longer available for factory ordering as of March 6, 2024. Requires valid FIN or dealer code.</p> <p><i>Provides enhanced vehicle visibility during daylight conditions.</i></p>	\$45.00
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04/09/2024



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Price Level: 435 | Quote ID: dupagewater

As Configured Vehicle (cont'd)

Code	Description	MSRP
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C

Emissions

425	50-State Emissions System	STD
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Exterior Color

FT_02	Blue Metallic	\$200.00
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Interior Color

VK_01	Dark Palazzo Gray w/Vinyl Front Bucket Seats	N/C
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Upfit Options

2023-002	4-Corner LED Strobes <i>4-Corner Amber LED Lights</i>	\$1,395.00
2023-008	License and Title Fees <i>Doc Fee Title Fee License Plates</i>	\$203.00
2024-087	Rust Proofing <i>Rust Proofing Does not include sound deadener</i>	\$395.00
Ad-0012	Interior Van Package <i>ADRIAN STEEL ELECTRICAL PACKAGE 4319TH148 Adrian Steel #4319 electrical service interior package for 148" W/B Transit High-roof cargo van. Includes full-size Composit van partition W/ window,(2) 44" wide adj shelving units,(1) 50" wide adj shelf unit installed on rail system with (1) lockable shelf cabinet door kits, wire reel holder, (8) adjustable shelf dividers, (2) 4-drawer lockable drawer cabinets, (1) 6" wide 3-drawer poly parts drawer cabinet, (10) 6" wide poly parts bins, (2) 12" wide poly parts bins, hook bar assy. GoPower 3000-watt power inverter installed in cargo van and wired direct to battery with in-line fuse. Federal Signal 53" Legend (LPX53D) lightbar installed on roof of van and wired to in-cab switch.</i>	\$10,211.00

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Price Level: 435 | Quote ID: dupagewate

As Configured Vehicle (cont'd)

Code	Description	MSRP
ES-01111b	Extended Warranty <i>5 Year Extended</i>	\$2,060.00
SUBTOTAL		\$80,389.00
Destination Charge		\$2,095.00
TOTAL		\$82,484.00

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04/09/2024



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2024 Transit-350 Cargo AWD Medium Roof Van 148" WB Base (F8C)

Price Level: 435 | Quote ID: dupagewater

Warranty

Standard Warranty

Basic Warranty

Basic warranty 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty 60 months/60,000 miles

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Price Level: 435 | Quote ID: dupagewater

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$55,625.00
Options	\$10,300.00
Colors	\$200.00
Upfitting	\$14,264.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$2,095.00
Subtotal	\$82,484.00
<i>Discount Adjustments</i>	
Discount Adjustments	-\$3,479.00
Total	\$79,005.00

Customer Signature

Acceptance Date

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Resolution #: R-32-24

Account: 01-60-629000

Approvals: *Author / Manager / Finance / Admin*

DC RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 4/9/2024

Description: **A Resolution Suspending the Purchasing Procedures and Authorizing the Execution of a Consulting Agreement with IT Savvy LLC for IT Cyber Security Services**

Agenda Section: Administration Committee

Originating Department: Systems & Information Technology

Resolution No. R-32-24 would approve a Consulting and Network Cyber Security Services Agreement with IT Savvy LLC in connection with the Commission's Administrative and SCADA Networks for a twelve-month term.

The Commission utilizes the Administrative and SCADA Networks to perform the critical daily operating tasks of the Commission. Cybercrime is considered the most prolific threat to public utilities. Historically, the Commission has used a variety IT security solutions to address basic network security. The Commission's objective for Cyber and IT Security is to be at the forefront to protect our network systems.

With the escalation of cyber-attacks within the government and critical infrastructures, the Commission enhanced its IT security with Mandiant's Managed Defense service in 2018. This service provides round-the-clock vigilance, investigation, and mitigation solutions to any type of security breach. It has proven useful in blocking malicious foreign attacks on our system, protecting us from malware to ransomware and continuously safeguarding our endpoint users. The Mandiant Enterprise Network Security solution enables rapid detection and response to evasive threats missed by traditional defenses, across network/web, email, and file systems. This cyber security solution includes utilizing IT Savvy for associated network support.

The Mandiant Managed Defense service is broken down into three cost elements: the NX appliance licensing and bandwidth capacity, the annual cost for the managed defense team coverage and

support, and the quantity-based node coverage for our network appliances and end-user systems. This year's renewal of the managed defense service will be \$132,719.15 compared to last year's service agreement, which reached \$123,293.64. While there were no significant modifications to the services this year, the price has increased due to an adjustment to the appliance licensing cost and bandwidth capacity.

For these reasons and the secure and sensitive nature of being a critical infrastructure, the Commission staff recommends the continued use of the Mandiant service under IT Savvy and authorize the General Manager to execute a twelve-month agreement with IT Savvy LLC in the amount of \$132,719.15.

Motion to approve Resolution No. R-32-24.

Recommended Motion:

Motion to approve Resolution No. R-32-24

DUPAGE WATER COMMISSION

RESOLUTION NO. R-32-24

A RESOLUTION SUSPENDING THE PURCHASING PROCEDURES
AND AUTHORIZING THE EXECUTION OF A CONSULTING AGREEMENT
WITH IT SAVVY, LLC. FOR CYBER SECURITY SERVICES

WHEREAS, the Commission was formed and exists pursuant to the Water Commission Act of 1985, 70 ILCS 3720/0.01 et seq., and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 et seq., for the purpose of securing an adequate source and supply of water for its customers; and

WHEREAS, the Commission desires to obtain monthly management services and from time-to-time additional IT project work, and IT Savvy, LLC, an Illinois limited Liability Corporation (“Consultant”), desires to provide and implement Mandiant Managed Defense services; and

WHEREAS, for ease of administration, the Commission and Consultant desire to enter into a consulting agreement setting forth the terms and conditions pursuant to which the Commission will obtain continuous Cyber Security monitoring and mitigation through IT Savvy to be approved by the Commission and Consultant; and

WHEREAS, the Commission further desires to obtain under the consulting agreement, and Consultant further desire to provide under the consulting agreement, consulting services in connection with information technology systems Cyber Security;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are hereby incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: A Consulting Agreement between the DuPage Water Commission and IT Savvy, LLC. for Cyber Security Services, in substantially the form attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1, with such modifications as may be required or approved by the General Manager of the Commission, shall be and it hereby is approved. The General Manager shall be and hereby is authorized and directed to execute the Consulting agreement in substantially the form attached hereto as Exhibit 1 with such modifications as may be required or approved by the General Manager; provided, however, that the Cyber Security Services shall not be so executed on behalf of the Commission unless and until the General Manager shall have been presented with copies of the Consulting Agreement by IT Savvy, LLC.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Cuzzone, N.				
Fennell, J.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Romano, K.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Van Vooren, D.				
Zay, J.				

ADOPTED THIS _____ DAY OF _____, 2024.

James F. Zay, Chairman

ATTEST:

Danna Mundall, Clerk

Board/Resolutions/2024/R-32-24.docx

EXHIBIT 1



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

ITsavvy LLC
2015 Spring Road, Suite 300
Oak Brook, IL 60523
www.ITsavvy.com

Table with Quote Details: Quote #, Date, Payment Method, Client PO#, Cost Center, Shipping Method.

Quote

Bill To:
ACCT #: 550938
DuPage Water Commission
Accounts Payable
600 East Butterfield Road
Elmhurst, IL 60126
United States
630-516-1918

Ship To:
DuPage Water Commission
Denis Cuvalo
600 E Butterfield Rd
Elmhurst, IL 60126-4642
United States
630-834-0100

Client Contact:
Denis Cuvalo
(P) 630-834-0100
cuvalo@dpwc.org

Client Executive:
Jim Mundall
(P) 630.396.6311
(F) 630.396.6322
jmundall@ITsavvy.com

Description: Mandiant Managed Defense Renewal

Main item table with columns: Item Description, Part #, Tax, Qty, Unit Price, Total. Includes items for MD FULL COVERAGE BASE and MD FULL COVERAGE NODE.

Comparison table for Fair Market Value vs \$1 Buy Out across 36 and 60 month terms.

Subtotal: \$132,719.15
Shipping: \$0.00
Tax: Exempt
TOTAL: \$132,719.15

Lease estimates are based upon final individual credit review and approval. Your final payment options may be higher / lower based upon credit review. Payments do not include sales tax. Other lease terms are also available. Contact us to learn more.

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____