



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

June 14, 2018

The Honorable William F. Welch
Clerk of the Senate
24 Beacon St - Room 335
State House
Boston, MA 02133

Dear Mr. Welch:

Enclosed please find a copy of a request for Technology Fund Monies that made to the Executive Office of Technology Services & Security on May 17, 2018 totaling \$6,800.00.

Also enclosed is a copy of the approval from the Deputy Chief Information Officer, Sean Hughes. Consistent with the provisions of Section 4 of Chapter 4 of Acts of 2003 and M.G.L. Chapter 29, § 2KKK, this request is now coming to you for referral to the Senate Ways and Means and Post Audit and Oversight Committees for their review.

Please feel free to contact me if you have additional questions. Thank you with your assistance with this matter.

Sincerely,

Paulo C. DeOliveira
Dukes County Register of Deeds

/pd

cc: Tim Larkin, EOTSS
Paul McCarthy, SEC



EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

CHARLES D. BAKER
Governor

MARK NUNNELLY
Secretary

KARYN E. POLITO
Lieutenant Governor

SEAN HUGHES
Deputy Chief Information Officer

June 5, 2018

Mr. Paulo C. DeOliveira
Dukes County Registry of Deeds
P.O. Box 5231
Edgartown, MA 02539

Dear Mr. DeOliveira,

This letter is in response to your request dated May 17, 2018 to expend \$6,800.00 from the County Registers Technological Fund. This request is consistent with your strategy for technological improvements at the Dukes County Registry of Deeds.

I urge you to continue with information technology projects that support your long-term information technology strategy. If you need further assistance or have questions, please contact Tim Larkin in my office at: 617-626-4476.

Sincerely,

Sean Hughes
Deputy Chief Information Officer

Cc: Honorable William F. Galvin
Samantha Blatchford, SEC
Jay Herod, SEC
Paul McCarthy, SEC
Theresa Curtis, EOTSS
MaryJane Abbott, EOTSS
Tim Larkin, EOTSS



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Administrative Services

Paul C. McCarthy
CFO
Director, Registry of Deeds

June 4, 2018

Paulo C. DeOliveira
Dukes County Registry of Deeds
P. O. Box 5231
Edgartown, MA 02539

Re: Dukes County Registry of Deeds Technological Fund Request

Dear Register DeOliveira,

This letter is in response to the Dukes County Technological Fund request on May 17, 2018, to expend a total of \$6,800.00 from the County Register's Technological Fund for the Duke's County Registry of Deeds. The Secretary of the Commonwealth, in accordance with Chapter 4 of the Acts of 2003, is asked to review each of the Registers Technological Fund requests to ensure consistency with the IT plans of the Commonwealth and of the Secretary of the Commonwealth. Pursuant to the General Laws Chapter 36, Section 41, governing all County Registry of Deeds, this falls within the intentions of the county surcharge.

Please note this approval shall not act as an endorsement of any one vendor associated with this expenditure request.

Thank you,

A handwritten signature in black ink, appearing to read "Paul McCarthy", written over a white background.

Paul McCarthy
Director, Registry of Deeds
Office of the Secretary of the Commonwealth

Cc: Tim Larkin



DUKES COUNTY REGISTRY OF DEEDS

Paulo C. DeOliveira
Register

Shannon E. Larsen
Asst. Register

May 17, 2018

Tim Larkin, Capital Planning Manager - MassIT
Commonwealth of Massachusetts
One Ashburton Place, Rm. 1601
Boston, MA 02108

Dear Mr. Larkin:

I am requesting the approval of the attached Equipment Service Contract with ImageTek in the amount of \$6,800.00 which covers the large format Xerox Scanner-Printer for the time period of July 1, 2018 to June 30, 2020.

Please feel free to contact me if you have additional questions. For your reference, our current Tech Fund balance (prior to this request) is approximately \$ 84,080.46.

Thank you for your attention to this request.

Sincerely,

Paulo C. DeOliveira, Register

CC: Paul McCarthy

SALES ORDER



DATE: 5/17/2018

Image Tek
 Box 70
 Auburn, MA 01501
 781-953-4451

Bill To:
 Dukes County Registry of Deeds
 81 Main Street
 Edgartown, MA 02539

Ship To:
 Same

Contact:	Paulo DeOliveira
Telephone:	508-627-4025
Fax:	

Contact:	Paulo DeOliveira
Telephone:	508-627-4025
Fax:	

Special Instructions: Quote good for 30 days

SALESPERSON	CUSTOMER NO.	P.O. NUMBER	SHIP VIA	F.O.B. POINT	TERMS
JCM	DUK004		best	Origin	Net 30

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
2		Yearly Service Contract for Xerox Wide Format Plan Scanner-Printer S/N 002937 Year one contract runs from 1 July 2018 to 30 June 2019 Year two contract runs from 1 July 2019 to 30 June 2020 Service contract billed yearly at \$3,400.00. Payment due 7-1-2018 and 7-1-2019 See attached Equipment Service Contract	3,400.00	6,800.00

Subtotal	\$ 6,800.00
Tax Rate	
Sales Tax	-
Installation	N/A
Shipping	N/A
Total	\$ 6,800.00

John C. Masson
 Sales Representative Signature

Paulo C. DeOliveira
 Customer Signature

Paulo DeOliveira
 Name and Title (Please Print)

5/17/18
 Date

Equipment Service Contract

ImageTek
 PO Box 70
 Auburn, Ma. 01501
 Phone: 781-953-4451

Bill To DUKES COUNTY REGISTRY OF DEEDS ATTN: PAULO DEOLIVEIRA 81 MAIN STREET EDGARTOWN, MA 02539

Thank you for choosing ImageTek as your service provider! Here is the Guaranteed Maintenance Agreement listing the equipment to be included, the dates of service coverage, the charges and the specific terms of the contract. Please review the information to insure it is complete and accurate. If you require any additional information regarding your equipment's contract, please call our Contracts Administrator (781)953-4451. AN INVOICE WILL BE MAILED UPON RECEIPT OF YOUR PURCHASE ORDER NUMBER (IF APPLICABLE) AND/OR YOUR SIGNED ACCEPTANCE OF THIS AGREEMENT.

Contract ID	13592	Contract Description	Parts & Labor w/ Exceptions	Start Date	01-Jul-18	End Date	30-Jun-19
Period Billing Int	Annual	Meter Billing Int	Quarterly	Labor Hrs Inc	ALL	Labor Surcharge	NONE
		Travel Hrs Inc	ALL	Travel Surcharge	NONE		
Equipment Charge	\$3,100.00	Zone Charge	\$300.00	SubTotal	\$3,400.00	Total Contract Charge	\$3,400.00
Estimated Annual Charge	\$3,400.00						

Categories of Parts Included in Contract
 General Parts: Except as Noted

Equipment Included under Contract

Equipment Location	Ship To ID	DUK004	Address	DUKES COUNTY REGISTRY OF DEEDS ATTN: PAULO DEOLIVEIRA 81 MAIN STREET EDGARTOWN, MA 02539
--------------------	------------	--------	---------	---

Serial No	002937	Unit ID		Model No	S10DP	Equip. Location	
Description	SYNERGIX PRINT SYSTEM	PMs Included	None	Equip. Value	\$3,100.00		
ID	3822	Meter Name	square feet	Start Meter Reading	30148	Clicks included in Contract Term	18000

Summary of Periodic Meter Charges (incurred after exceeding 'clicks included in term')						
Meter ID	Charge Level Name	From	To	Cost Per Click	Step Down to Charge Level	
3822	Overage		1	Whatever	\$0.0270	

This agreement, and the charges indicated herein, shall be binding only for the contract period and may be renewed thereafter in similar or other increments subject to the terms and charges in effect at the time of any renewal agreement. Early termination of this agreement is non-refundable. This contract may not be transferred without written consent from ImageTek. Only the equipment options and accessories listed herein will be serviced under the terms of this contract, subject to the receipt, by ImageTek, of the contract charge and any applicable metered billing. This contract, described as Code 008, will provide remedial and predictive maintenance as needed including all parts (except Developer) labor, travel and normal expenses such as to keep the equipment in good operating order and in accordance with established equipment operating specifications. Service will be provided during normal ImageTek business hours (8:30-5:00 except ImageTek observed holidays). This agreement does not include charges incurred as the result of damage caused by operational errors, accident, water, fire, theft, lightning strikes, power failure or other environmental conditions beyond the control of ImageTek. Service required due to failure of equipment, peripherals or systems other than the equipment listed herein or, attempts to repair or modify the covered equipment by anyone other than an ImageTek technician or assignee, is not included. Service required to relocate equipment is not included. The customer is responsible for any additional zone charge that may apply as the result of equipment being moved to a different service zone. ImageTek will maintain public liability, property damage and workman's compensation insurance covering all employees performing under this contract. Any Purchase Order, modification, amendment or other instrument which is inconsistent with the terms of this agreement, will not be binding on the part of ImageTek unless in writing and signed by an agent of ImageTek. The entire text of this agreement is available upon request of our document "Guaranteed Maintenance Agreement".

	Print Name	Signature	Date
Representative	<u>John C. Masson</u>	<u>John C. Masson</u>	<u>5-15-18</u>
Customer Signature	<u>Paulo C. DeOliveira</u>	<u>Paulo C. DeOliveira</u>	<u>5-18-18</u>

Equipment Service Contract

ImageTek
 PO Box 70
 Auburn, Ma. 01501
 Phone: 781-953-4451

Bill To

DUKES COUNTY REGISTRY OF DEEDS
 ATTN: PAULO DEOLIVEIRA
 81 MAIN STREET
 EDGARTOWN, MA 02539

Thank you for choosing ImageTek as your service provider! Here is the Guaranteed Maintenance Agreement listing the equipment to be included, the dates of service coverage, the charges and the specific terms of the contract. Please review the information to insure it is complete and accurate. If you require any additional information regarding your equipment's contract, please call our Contracts Administrator (781)953-4451. AN INVOICE WILL BE MAILED UPON RECEIPT OF YOUR PURCHASE ORDER NUMBER (IF APPLICABLE) AND/OR YOUR SIGNED ACCEPTANCE OF THIS AGREEMENT.

Contract ID	13632	Contract Description	Parts & Labor w/ Exceptions	Start Date	01-Jul-19	End Date	30-Jun-20
Period Billing Int	Annual	Meter Billing Int	Quarterly	Labor Hrs Inc	ALL	Labor Surcharge	NONE
Equipment Charge	\$3,100.00	Zone Charge	\$300.00	SubTotal	\$3,400.00	Total Contract Charge	\$3,400.00
Estimated Annual Charge	\$3,400.00						

Categories of Parts Included in Contract

General Parts : Except as Noted

Equipment Included under Contract

Equipment Location Ship To ID DUK004

Address DUKES COUNTY REGISTRY OF DEEDS
 ATTN: PAULO DEOLIVEIRA
 81 MAIN STREET
 EDGARTOWN, MA 02539

Serial No	002937	Unit ID	Model No	510DP	Equip. Location	Equip. Value	\$3,100.00
Description	SYNERGIX PRINT SYSTEM		PMs Included	None			
ID	3832	Meter Name	square feet	Start Meter Reading	30148	Clicks included in Contract Term	18000

Summary of Periodic Meter Charges (Incurred after exceeding 'clicks included in term')

Meter ID	Charge Level Name	From	To	Cost Per Click	Step Down to Charge Level
3832	Overage	1	Whatever	\$0.0270	

This agreement, and the charges indicated herein, shall be binding only for the contract period and may be renewed thereafter in similar or other increments subject to the terms and charges in effect at the time of any renewal agreement. Early termination of this agreement is non-refundable. This contract may not be transferred without written consent from ImageTek. Only the equipment options and accessories listed herein will be serviced under the terms of this contract, subject to the receipt, by ImageTek, of the contract charge and any applicable metered billing. This contract, described as Code 008, will provide remedial and predictive maintenance as needed including all parts (except Developer) labor, travel and normal expenses such as to keep the equipment in good operating order and in accordance with established equipment operating specifications. Service will be provided during normal ImageTek business hours (8:30-5:00 except ImageTek observed holidays). This agreement does not include charges incurred as the result of damage caused by operational errors, accident, water, fire, theft, lightning strikes, power failure or other environmental conditions beyond the control of ImageTek. Service required due to failure of equipment, peripherals or systems other than the equipment listed herein or, attempts to repair or modify the covered equipment by anyone other than an ImageTek technician or assignee, is not included. Service required to relocate equipment is not included. The customer is responsible for any additional zone charge that may apply as the result of equipment being moved to a different service zone. ImageTek will maintain public liability, property damage and workman's compensation insurance covering all employees performing under this contract. Any Purchase Order, modification, amendment or other instrument which is inconsistent with the terms of this agreement, will not be binding on the part of ImageTek unless in writing and signed by an agent of ImageTek. The entire text of this agreement is available upon request of our document "Guaranteed Maintenance Agreement".

Print Name

Signature

Date

Representative

Customer Signature Paulo C. DeOliveira Paulo C. DeOliveira 5-17-18