



**TROY L. HAWK**  
**CLERK of the DISTRICT COURT**  
**LANCASTER COUNTY**  
575 South 10<sup>th</sup> Street  
Lincoln, Nebraska 68508-2810  
402-441-7328/FAX 402-441-6190

January 8, 2018

Lancaster County Commissioners

Reference: Annual Maintenance Agreement Renewal for Canon Scanner

Request the maintenance agreement renewal be approved for a Canon scanner (Model DR-6080, Serial # DA301603) located in the Clerk of the District Court's office, with Microfilm Imaging Systems, Inc. (MIS), in the amount of \$922.00, for the period of February 1, 2018 thru January 31, 2019.

As in the past, the actual cost for repairing the scanner last year would have exceeded the cost of the proposed maintenance agreement. Based on scanning approximately 1,600 documents each day, rollers wear out and must be replaced about every two (2) months. Under the maintenance agreement, MIS would do preventive maintenance, preventing work stoppages. Additionally, equipment under a maintenance agreement receives a higher priority in response to a service call.

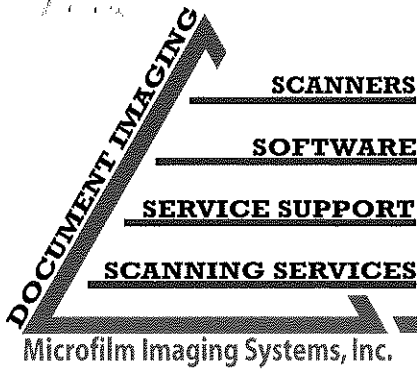
The Cannon scanner was purchased from Microfilm Imaging Systems, Inc., in October 2004 for \$4,495.00.

Thank you for your kind consideration.

Sincerely yours,

Troy L. Hawk  
Clerk of the District Court

Enclosure: Maintenance Service Agreement Renewal



2530 Harney Street • Omaha, NE 68131  
(402) 346-7211 • (800) 346-1365  
Fax (402) 346-6643  
www.MicrofilmImaging.com

**SERVICE AGREEMENT RENEWAL**

January 2, 2018

Lancaster County District Court  
Attn: Simon Rezac  
575 S 10<sup>th</sup> Street  
Lincoln, NE 68508

Dear Simon,

The Service Agreement for the following unit expires on January 31, 2018:

**Canon DR6080**

**SN DA301603**

The renewal rate for the next twelve months is \$922.00.

**Please mark one of the two options below, sign and return the original copy to our office.**

Yes. Please renew this Service Agreement for the stated rate. I understand Microfilm Imaging Systems will invoice for this amount and add sales tax when appropriate.

No. Please place this machine on a Pay-Per-Call status.

\_\_\_\_\_  
Signature and Date

You can return this renewal by mail, fax to 402-346-6643 or email to [main@microfilmimaging.com](mailto:main@microfilmimaging.com). Thank you for your continued business and support. If you have any questions, please feel free to call me.

Sincerely,

Annie LaRue  
Director of Accounting