



Business Solutions



## Document Assessment Proposal and Investment Plan

EXCLUSIVELY FOR  
**Estherville Public Library**

**July 20, 2022** | Pricing information included in this proposal is valid for 30 days.

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July 20, 2022

**Dear Tena,**

Thank you for considering **A&B Business Solutions** as your document technology solutions partner.

Based on our discussion and the results of our comprehensive assessment of your business environment, I am submitting the following proposal for your approval.

The recommendations outlined in this proposal are based on more than 20 years of experience providing local businesses with the solutions they need to achieve greater success.

We've paid careful attention to Estherville Public Library's needs and specifications, and have developed a comprehensive plan that will enhance productivity, maximize workflow, and improve efficiency throughout your organization.

**A&B Business Solutions** remains dedicated and committed to the success of our clients, and we promise to work hard to bring positive change to your organization. Throughout the duration of our partnership, we will continually work with you to leverage new ideas and technologies to promote efficiency and innovation at your business.

I appreciate the opportunity to work with **Estherville Public Library** and I look forward to implementing the proposed solutions. My commitment to you is to provide honest and straight forward business advice and solutions. The words below from the Bible are words I live by, and thus am committed to bringing with me into every interaction I have with the businesses I am fortunate enough to work with. I am genuinely excited about the opportunity to partner with your organization and be a resource for you.

**"Simply let your 'yes' be 'yes,' and your 'no' be 'no.'" Matthew 5:37**

**Regards,**

Kyle Martin

Technology Consultant





## Company Overview

Art Sinkey and Bill Kominga—the “A” and “B” of A&B Business Solutions formed the company in 1981, quickly earning a reputation for sound business practices, exceptional products, and honest prices.

After many years in the business equipment field, Dennis Aanenson purchased A&B in 1993. Thanks to a strong legacy, clear vision, and a self motivated team, the company has evolved into a complete technology and office solutions business.

A&B has grown from one office with three employees to 15 locations in five states with more than 120 full time employees. The company has grown to provide a wide range of service and product offerings. A&B is committed to staying ahead of the curve, and being each of its customers’ strongest resource.

**Vision:** Developing Strong Communities

**Mission:** Servicing Business

### Values:

**EAGLE:** the eagle is a fighter that protects it's family

**LOL:** We won't take ourselves too seriously that we can't enjoy the journey.

**CERTIFIED:** What you see is what you get. We always speak with candor.



**A&B Business Solutions** has been selected to receive PROs Elite 100 certification. Being selected to the PROs Elite 100 recognizes **A&B Business Solutions** as one of the 100 Best Office Products Servicing dealers in the United States and the only Dealer with this distinction in their market. PROs, the co-authors of the Office Products Industry's Benchmarking model, has selected **A&B Business Solutions** because of their demonstrated Service excellence. They achieved this certification by successfully completing training in Elite Practices, demonstrating the ability to achieve PROs ELITE Service metrics, and willingness to have their ongoing results audited to insure consistent achievement of these metrics.





### Proposed Solution

Our proposed strategy is based on an average of 900 in mono and 900 in color total prints per month, with coverage of the output device(s) listed below.

## Product Descriptions



### Toshiba e-STUDIO4525 AC

Even with a relatively small footprint, the e-STUDIO4525AC is packed with industry-leading technologies and innovations designed to help workgroups connect, integrate and simplify.

Keeping medium to large workgroups in mind, the e-STUDIO4525AC is easily integrated, customizable and solutions ready with Toshiba's Open Platform. Complex tasks of the past are now a simple one touch button on your e-STUDIO control panel, thanks to Toshiba's seamless integration with third-party solutions and the use of embedded web browser technology.

- Print Speed: up to 45 PPM in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 47"
- Single-pass automatic document feeder
- 10.1" Smart Operations Panel
- Standard two 550 sheet paper feed drawers
- Network print
- Network scan
- Copy
- Fax
- Scan to editable formats



## Investment Pricing & Savings

Quantity	Make	Model	Description
1	Toshiba	e-STUDIO 4525AC	e-STUDIO4525AC - 30 PPM Printer Color
1	Toshiba	e-STUDIO4525AC	Copier Stand ** Order as Service Part
1	Toshiba	e-STUDIO4525AC	DSDF Document Feeder (5005AC/5008A Series)
1	Toshiba	e-STUDIO4525AC	Embedded OCR Enabler 1 License
1	Toshiba	e-STUDIO4525AC	Fax Unit / Second Line Fax Unit
1	Toshiba	e-STUDIO4525AC	Surge Protector ESPS1
1	Toshiba	e-STUDIO4525AC	TFC415UC Cyan Toner
1	Toshiba	e-STUDIO4525AC	TFC415UK Black Toner
1	Toshiba	e-STUDIO4525AC	TFC415UM Magenta Toner
1	Toshiba	e-STUDIO4525AC	TFC415UY Yellow Toner
			<b>Purchase Price: \$5,314.79</b>

## Investment & Agreement Details

- Pricing above includes machine, accessories, delivery, installation, and on-site training
- **Monthly Maintenance Agreement: \$36.99**
- All parts, labor, toner, maintenance, and service are included (excludes paper)
- **A&B Business also includes connectivity support on all maintenance agreements!**
- Includes **900 mono pages** and **900 color pages** monthly (additional pages at **\$0.009** for mono and **\$0.038** for color)
- Includes print monitoring system to capture print volumes and machine status automatically
- Flexible upgrades as business changes occur
- Local commitment with a Spirit Lake Office!
- References include- Iowa Lakes Community College, Estherville Lutheran Church, Estherville United Methodist Church, Avera Hospital, Ken Jensen (5J Insurance), Blum & Leonard Insurance, and many more!



## How this Solution Will Meet Your Objectives

### Consolidate Printer Fleet

We will consolidate your printer fleet to maximize efficiency and reduce unnecessary costs. This will streamline your printer fleet by reducing the technical knowledge required when operating several different models, and will also reduce your overall carbon footprint and help you save on energy costs.

### Improve Output Speed & Quality

Your new MFP will not only increase document output, but will also impress you with exceptional warm-up speeds and first-copy-out times. The additional features, such as auto-duplexing, will also save you time when preparing professional documents.

### Improve Efficiency

We will take over the tracking and maintenance of your entire printer fleet. Utilizing automatic meter readings and toner tracking, we will constantly monitor your machines to ensure the highest possible uptime. Your IT and Admin staff will no longer assume the burden of repairing and maintaining your printer fleet.



## Additional Strategy Details



A&B Business is honored to be recognized for the 2022 and 2021 RFG Circle of Excellence Certified Dealership. This program is designed by Ricoh for the purpose of recognizing dealerships who provide outstanding service and support in accordance with Ricoh's guidelines.



## Managed Print Services: A Total Solution for All Your Printing Needs

This proposal outlines a total print solution for your business environment. Also known as Managed Print Services (MPS), it's our goal to provide you with a more effective, cost-saving method of managing and maintaining your entire printer fleet.

We will consolidate your printer fleet to maximize efficiency and reduce unnecessary costs. This will streamline your printer fleet by reducing the technical knowledge required when operating several different models, and will also reduce your overall carbon footprint and help you save on energy costs.

You save time and money with MPS because we conveniently provide you with a single source for service, supplies, and billing, thus freeing up your internal resources. When it comes to the bottom line and keeping profit margins high, you will begin to see why more and more companies are switching to MPS.



### What Benefits Can You Harvest from Managed Print Services?

**Cost Savings:** The most appealing reason to switch from an unmanaged print environment to an MPS solution is the substantial cost savings that your company will realize. After switching to MPS, most companies save between 10 and 40 percent in printing costs.

**Control:** With MPS, your printer costs remain fixed, so all your printing needs will be met for one low monthly cost. Regular invoices from a single source allow you to maintain better control over printing expenses and cash flow.

**Functionality:** Wouldn't it be great if you received proactive service alerts and functionality reports BEFORE your machines ever showed signs of disrepair? With MPS, this becomes a welcomed reality, ensuring that your company can run smoothly at all times.

**Simplicity:** With MPS, your company will work with a single point of contact for all of your service, support, and maintenance needs. You can rest assured that your MPS service representative knows your business and your hardware requirements.

**Flexibility:** Because every business has different needs, your MPS solution was developed after a comprehensive assessment. Then, we developed a customized solution to fit your business needs and your budget.

**Environmental Sustainability:** Going green is easy with an MPS solution that reduces waste of consumables like paper, toner, and ink, and helps conserve energy by consolidating your printer fleet and implementing energy-saving measures.



A&B Business is a facilitator for businesses that understand value of efficiency and reliable service. We offer a variety of services, products, and equipment, each designed to help you make your business run smoother.

✓	A&B OFFERINGS	ANNUAL SPEND	CURRENT VENDOR
	<b>Office Equipment / Print Services</b>		
	<b>IT Management</b>		
	<b>Document Management</b>		
	<b>Purified Water &amp; Gourmet Coffee</b>		
	<b>Sales &amp; Leadership Development</b>		
	<b>Promotional Items</b>		
	<b>Office Furniture</b>		
	<b>Office Supplies</b>		
	<b>Production Print</b>		
	<b>Document Workflow</b> (RSI, E-bridge, etc.)		







## Your Security is Our Top Priority

Informing our clients about data security,  
so they can make informed decisions!

Few things are as important as the security of your business documents.

You take the proper precautions to ensure your confidential paper documents are locked away in filing cabinets or shredded, but how safe are your digital documents?

The copiers, printers, and MFPs in your office can capture and store sensitive business information, just like a computer. In fact, every time someone prints, copies, scans, or faxes a document, that information is stored in your device's hard drive. That remnant data can leave you vulnerable to security threats from both inside and outside your business.



**Left unsecured, a multifunction printer (MFP) can pose a real threat to your organization's valuable information.**

Think about all of the documents you print or copy each day — financial documents, medical records, legal documents, and personal information. It's important that businesses of all sizes evaluate their data risks and establish measures to eliminate security threats altogether.

At A&B Business Solutions, we take the security of your documents seriously. When it comes to safeguarding your hardware devices, we provide comprehensive security assessments and solutions so you can rest assured that your devices are safe and secure from any threat.

We offer our clients services such as the removal and disposal of hard drives on machines turned in after leases, or the "shredding" of information stored on the hard disks of machines.



## Software Solutions

A&B's Managed Services are designed to do one thing: save your company time and money. With Software Solutions A&B can help you increase your profitability by increasing productivity.



**Docuware** - Offers a complete platform of products for capturing your documents, extracting high value data, classifying that data into information and integrating that information.

**PaperCut** - Cut Waste, Track Printing, Save Money - Instantly see who is printing, what they are printing, when they printed and on which device.

*It has been a privilege to work with you throughout our initial assessment. We hope to have provided you with the information and recommendations you need to make an informed business decision regarding your office technology needs and our partnership. If you have any questions regarding the information outlined in this report, please don't hesitate to call.*