TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA  

Meeting Date: Tuesday, February 16, 2018 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall  

1. Approval of Minutes – Receive and file minutes of the February 6, 2018 meeting.  

2. Contract Extension with NYS DOT for Snow and Ice Control (Highway) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2019/20 season (see letter from T. Keef).  

3. Budget Transfer for Computer Equipment (Finance Dept.) – Request from Suzanne Zaso for Town Board action to transfer $2,400 within the Finance Dept. 2018 budget for the purchase of computer equipment (see letter from S. Zaso).  

4. Discussion regarding capitalization of fixed assets.  

5. Discussion with Raymond F. Wager, CPA, regarding the upcoming financial audit of the Town for the year ending 12/31/17.  

6. Budget Transfer for X-Ray Machine (Justice Court) – Request from Colleen Rogers for Town Board action to transfer $19,635 from the contingent fund for the replacement of an X-ray machine used for court security (see letter from C. Rogers).  

The next regularly scheduled meeting of the FASC will be held Tuesday, March 6, 2018 at 3:30 p.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.
February 13, 2018

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Snow and Ice Control Agreement Extension
      with the New York State Department of Transportation (NYSDOT)
      2019/2020 Season

Dear Chairperson DiPonzio and Committee Members:

    The Town of Brighton provides snow and ice control for local New York State highways via an
    agreement with the New York State Department of Transportation (NYSDOT). At this time I am
    requesting that said agreement with the NYSDOT be amended per the attached documentation from the
    State and recommend that the Supervisor be authorized to execute these documents.

    As always, thank you for your consideration. I will be in attendance at your regularly scheduled
    February 16, 2018 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

attachments

cc:    T. Anderson
       S. Zaso
       A. Banker
       M. Hussar
       K. Gordon
AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this __________ day of _______________, by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the _________________ of the Town of Brighton of Monroe East County (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. Do12050 entitled "Indexed Lump Sum Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of Town of Brighton" dated October 8, 1998; and

WHEREAS, the term of the said Agreement is for a period of three years commencing July 1, 1998 and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, 2019; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 9 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 9 at the time for extension of the Agreement;

WHEREAS, Section 9 of the said Agreement also provides for an adjustment to the actual payment amount based on the intensity and severity of the winter season;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned "Indexed Lump Sum Snow and Ice Agreement Between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of one year; now to expire on June 30, 2020, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, 2019, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The indexed lump sum estimated expenditure specified in Section 9 of the aforementioned Agreement shall be $25,554,8146 per lane mile for 41.00 lane miles for a total of $227,747.40 for the 2017/18 season and for the remainder of the term of the Agreement commencing July 1, 2017, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

Over ⌐
Agency Certification Contract No. **D012050**

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK                         MUNICIPALITY

BY ___________________________________________________________ BY ___________________________________________________________

for Commissioner of Transportation

_________________________ ____________________________

ATTORNEY GENERAL'S SIGNATURE                             COMPTROLLER'S SIGNATURE

Dated ___________________________ Dated ___________________________

STATE OF NEW YORK )

 ) SS:

COUNTY OF )

On the _______day of ___________________________ in the year ___ before me personally came ___________________________ to me known who, being by me duly sworn, did depose and say that he resides in ___________________________, New York; that he is the ___________________________ of ___________________________ the municipality described in and which executed the above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on ___________________________; a certified copy of such resolution attached hereto and made a part hereof.

_________________________

Notary Public
# AGREEMENT ADJUSTMENT WORKSHEET
## 2019/20 EXTENSION YEAR

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Town of Brighton</th>
<th>Contract</th>
<th>D012050</th>
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<tbody>
<tr>
<td>County</td>
<td>Monroe East</td>
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### 2018/19 Extension's Estimated Expenditure

<table>
<thead>
<tr>
<th></th>
<th>Value (in $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$106,852.11</td>
</tr>
<tr>
<td>Materials</td>
<td>$67,144.12</td>
</tr>
<tr>
<td>Equipment</td>
<td>$53,735.67</td>
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### Contract Snow & Ice Lane Miles of Responsibility

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<tr>
<td>New Lane Miles of Contract</td>
<td>41.00</td>
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</table>

### % Change in Lane Miles of Contract

- 0.00%

(1) - The % change in LM's is used in the calculation of Labor, Material & Equipment

---

## LABOR *

- Labor Portion of 2018/19 Extension's Estimated Expenditure: $106,852.11
- % Labor Increase includes (+/-) Fringe Benefits for 2017/18 Season: x -3.97%
- Additional Labor Costs for 2019/20: -$4,242.03

### Wages (avg.): 2016 = $28.36/hr & 2017 = $28.59/hr & FBs: 2015 = 81.01% & 2016 = 76.23%

### Labor Portion of 2019/20 Extension's Estimated Expenditure (1)

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<thead>
<tr>
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<tr>
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<td>$102,610.08</td>
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* Attach Municipality's certification of applicable labor cost increase

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## MATERIALS

### Materials Portion of 2018/19 Extension's Estimated Expenditure

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<tr>
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<tr>
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### Salt

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<tr>
<td>Proportionate $ Amount (1)</td>
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<tr>
<td>2016/17 Price Per Ton</td>
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<tr>
<td>2015/16 Price Per Ton</td>
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<tr>
<td>Difference (Show +/-)</td>
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<tr>
<td>+/- △% (2)</td>
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<tr>
<td>(1) x (2) Increase/Decrease</td>
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<tr>
<td>Materials Total</td>
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### Sand

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<td>0.00%</td>
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### Other

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### Materials Portion of 2019/20 Extension's Estimated Expenditure

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<thead>
<tr>
<th></th>
<th>Value (in $)</th>
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<tbody>
<tr>
<td></td>
<td>$67,144.12</td>
</tr>
</tbody>
</table>
# EQUIPMENT

Equipment Portion of 2018/19 Extension’s Estimated Expenditure $53,735.67

% Equipment Increase for 2017/18 Season x 3.78%

Additional Equipment Cost for 2019/2020 $2,031.21

| Equipment Portion of 2019/20 Extension’s Estimated Expenditure | $55,766.88 |

Sub Total *(Before Fixed Cost)* 225,521.08

# FIXED COSTS ADD-ONS

| Salt Storage (Barns) | $0.00 |
| Salt Storage (Barns) | $0.00 |
| DTN Weather Service | $0.00 |
| Snow Fence 1,637 LF @ 1.36/LF | $2,226.32 |
| Deductions | $0.00 |
| **Total Fixed Costs** | **$2,226.32** |

# FINAL 2019/2020 ESTIMATED EXPENDITURE $227,747.40

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Recommended By: ________________________________

Transportation Maintenance Division Representative
MAP SHOWING  TOWN OF BRIGHTON
RESPOSIBILITY FOR SNOW AND ICE CONTROL ON
STATE HIGHWAYS FOR SEASON OF 2017/2018

MILES - CONTRACT

<table>
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<tr>
<th>C.L.</th>
<th>LANE</th>
<th>SNOW &amp; ICE CONTROL</th>
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<table>
<thead>
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<th>FLOWING ONLY</th>
<th>SIGNED</th>
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<tbody>
<tr>
<td>FOR MUNICIPALITY</td>
<td></td>
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</tbody>
</table>

DATE
February 15, 2018

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Budget Transfer for Computer Equipment

Dear Board Members:

I am recommending Town Board authorization to transfer $2,400 from medical premiums to computer equipment in the 2018 Finance Department budget for the purchase of a laptop with docking station and desktop scanner.

Thank you for your consideration and I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso
Director of Finance
Town of Brighton  
Finance and Administrative Services Committee  
2300 Elmwood Ave.  
Rochester, N.Y. 14618

RE: X-Ray Smiths Detection

Dear FASC Members,

The court is requesting approval to purchase a new X-Ray Machine 5030si System to replace the existing machine that is out of service. The X-Ray Machine is a crucial part of our court security. The cost for the new machine would be $19,635.47 with a 24 month warranty. The cost to repair the existing machine is not conducive at the cost of $12,506.61 not including a 2 year service contract of $8457. I have attached quotes for both repair and purchasing of the X-Ray Machine. The quote to replace the machine from Smiths Detection is from a NYS purchase contract. Funding to replace this piece of equipment was not anticipated in the 2018 adopted budget. After conferring with the Director of Finance, we are recommending that the Town Board transfer $19,635 from the Town’s contingent fund (A.UNDIST.1990 4.90) to the office equipment line in the court (A.JSTCE.1110 2.12)

Please let me know if you should need any further information. Thank you.

Colleen M. Rogers  
Administrative Court Clerk

Attachment

cc: Suzanne Zaso  
    file
Colleen Rogers

From: Edgar, Jamie (DESS)  
Sent: Tuesday, February 06, 2018 11:16 AM  
To: Colleen Rogers  
Cc: Chief Mark Henderson; John A Falk; Luis Valcarcel  
Subject: RE: X-Ray Smiths Detection  
Attachments: Brighton Judicial (1) 5030si 020618a.pdf

Colleen,

Attached is a quote for (1) 5030si system. This is based on the NY State Court package that we have supplied to Chief Louis Valcarcel (cc'd here).

I have extended the NY State Court pricing, including a 24 month warranty.

Please review and call me with any questions.

Best regards,

Jamie

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Jamie Edgar  
Director  
Homeland Security Systems  
Smiths Detection Inc.  
:jamie.edgar@smiths-detection.com  
Office: +1 212-234-4090/ Mobile +1 917-720-5001  
http://www.smithsdetection.com

From: Colleen Rogers [mailto:colleen.rogers@townofbrighton.org]  
Sent: Tuesday, February 06, 2018 11:02 AM  
To: Edgar, Jamie (DESS) <Jamie.Edgar@smiths-detection.com>  
Cc: Chief Mark Henderson <mark.henderson@townofbrighton.org>; John A Falk <jfalk@faraci.com>  
Subject: RE: X-Ray

Good Morning,
I am following up on the quote for the Xray Machine. As we discussed it would be on State Bid. We would like to get something in place as soon as possible. Thanks again.

Colleen M. Rogers, Administrative Court Clerk  
Town of Brighton Justice Court  
2300 Elmwood Ave.  
Rochester, NY 14618  
585-784-5158  
Fax: 585-784-5380

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From: Edgar, Jamie (DESS) [mailto:Jamie.Edgar@smiths-detection.com]  
Sent: Monday, January 29, 2018 10:33 AM
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<th>NYS COURTS</th>
<th>EXTENDED PRICE</th>
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<tbody>
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<td>1</td>
<td>Smiths Detection HI-SCAN 5030si X-ray Inspection System</td>
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<td>$ (773.35)</td>
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<tr>
<td></td>
<td>NYS Courts Package</td>
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<tr>
<td></td>
<td>LCD monitor</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Operator Keyboard</td>
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<td></td>
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<tr>
<td></td>
<td>HI-SPOT - Automatic Dense Area Detection</td>
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<td>HI-TRAX Image Enhancement Functions</td>
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<td></td>
<td>Operator Manual</td>
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<td>24 Month Standard Warranty</td>
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<td>Total X-Ray</td>
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<td></td>
<td>Image Store System - Digital Image Management</td>
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<td></td>
<td>X-ACT - Advanced Contents Tracking</td>
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<td>High Density Alert - Automatic Marking of Suspicious Objects</td>
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<td>------------------</td>
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<td>Removal of Legacy Unit</td>
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**TOTAL PRICE:** $19,635.47

Smith Detection terms and conditions are hereby incorporated in this quotation and any purchase order that may result from this quotation will be in accordance with those terms and conditions. The terms and conditions are located at the following Smith Detection Website: [www.smithdetection.com/U.S._terms_conditions.php](http://www.smithdetection.com/U.S._terms_conditions.php)

The information contained herein is subject to disclosure under the Freedom of Information Act (5 U.S.C. 552) and 24 CFR 206. The government is permitted to disclose this proposal and information generated under the Trade Seals Act (18 U.S.C. 1951) and 24 CFR 206. Rights to use or disclose this proposal are governed by DFARS 252.227-7016 (June 1986).

All items are open market items (non-GSA), unless otherwise explicitly stated in this quote. Prices do not include sales tax, miscellaneous fees or import/export duties of any kind. Smith Detection reserves the right to modify any terms and/or co.
# Service Quotation

**Valid from**: 01/05/2018  **Valid to**: 02/02/2018

**Sold to No.**: 317940  
**Sold to name**: BRIGHTON TOWN COURT  
**Sold to address**: 2300 ELMWOOD AVENUE  
ROCHESTER New York 14618  
USA

**Quotation No.**: 20084411

**Smiths Contact Person**: Kelli O'Reilly  
**Phone No.**: 862-222-6789  
**Fax No.**: 410-510-9500  
**Email**: kelli.or@smiths-detection.com

**Ship to No.**: 317940  
**Ship to name**: BRIGHTON TOWN COURT  
**Ship to address**: 2300 ELMWOOD AVENUE  
ROCHESTER New York 14618  
USA

**Terms of Delivery**: FOB ORIGIN  
**Payment Terms**: Z009 Net 30

**Contact Person**: DIANE BURDNETT  
**Tel**: 585-784-5350

**Equipment**: 10507433  
**Material**: 11128856  
**Serial No.**: 130704  
**Quantity**: 1

**Planned Service**: 11128856 - HS 5030si US-Standard  
**Warranty**: -  
**Service Contract**: -

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<th>Material Information</th>
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<td>6285.62</td>
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**Total Unit Price**: 12367.61  
**Freight and Insurance**: 136.00  
**Grand Total**: 12503.61

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*Cost of repair*  
*with purchase of*  
*2 year agreement*
### Service Quotation

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<th>01/05/2018 Valid to 02/02/2018</th>
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<td></td>
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**Additional Remarks**

The total price appearing on this quotation is the maximum estimated amount. The final amount invoiced will be based on actual costs incurred and may be lower than but will not exceed this estimate. The parts listed on this quote represent the items that may be required to resolve the equipment problem, and that are most likely the cause of the problem. All, some or none of these parts may actually be used. In some instances, a part or parts not listed may be required to resolve the problem. Upon troubleshooting and repair of the system, the customer shall be advised as to which part or parts were actually needed.

**Note:**

To avoid subsequent billing for unreturned parts: All parts that are listed on the quote as returnable are required to be sent back to Smiths Detection within 30 days of part(s) ship date. When returning parts, customers shall include the Service Order number(s) located on the original shipping document (Delivery Note) for any & all returned parts.

Returnable parts shall be shipped to:

Smiths Return Center  
30 CHAPIN ROAD, UNIT 1206  
PO BOX 886  
PINE BROOK, NJ 07058

**Standard Terms and Conditions**

This Sale is subject to Smiths Detection Terms and Conditions of Sale. All other terms and conditions are hereby expressly rejected.

Smiths Detection terms and conditions are available on our website:


Where applicable, this sale is contingent on Smiths obtaining the required export licenses and end user certificates.

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**ON-SITE SERVICE AGREEMENT**

- On-Site Service Coverage - 8:00a.m. - 5:00p.m. Monday - Friday Excluding Holidays
- Typical Response Time: Within 36 hours
- Includes All Labor, Travel Time and Travel Expenses
- Includes All Replacement Parts Required
- 24/7/365 Call Center Technical Support
- One Annual Preventive Maintenance Inspection (PM)
- Complete Operational and Calibration Procedure Performed
- Valued Customer Status - 15% Discount On Instructor-led Training
SMITHS DETECTION SERVICE OPERATIONS

As a valued customer of Smiths Detection, we want to continue to provide the service and support you need to keep your equipment maintained and in peak operating condition. A Service Agreement provides you with a cost-effective solution to assure trouble-free operation of your Smiths Detection products, and also allows you to budget one fixed expense through the Agreement period. This eliminates any unplanned corrective maintenance expense.

Our Service Representatives are of the highest technical caliber and are fully trained on the products your Service Agreement covers. Our 24/7/365 Technical Support Help Desk is always available for Smiths Detection Service Agreement holders. This is the one place for you to call to get your technical questions answered promptly, accurately, and professionally. Listed below are a variety of Service Agreement options. Customized offerings are also available and quotations may be received upon request.

**ON-SITE SERVICE AGREEMENT**

- On-Site Service Coverage – 8:00a.m. – 5:00p.m. Monday – Friday Excluding Holidays
- Typical Response Time: Within 36 hours
- Includes All Labor, Travel Time and Travel Expenses
- Includes All Replacement Parts Required
- 24/7/365 Call Center Technical Support
- One Annual Preventive Maintenance Inspection (PMI)
- Complete Operational and Calibration Procedure Performed
- Valued Customer Status – 15% Discount On Instructor-led Training

**PRIORITY ON-SITE SERVICE AGREEMENT**

- On-Site Service Coverage – Extended Hours, Evenings and Weekends
- Typical Response Time: Within 24 hours
- Includes All Labor, Travel Time and Travel Expenses
- Includes All Replacement Parts Required
- 24/7/365 Call Center Technical Support
- One Annual Preventive Maintenance Inspection (PMI)
- Complete Operational and Calibration Procedure Performed
- Preferred Customer Status – 25% Discount On Instructor-led Training

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<tr>
<th>Coverage</th>
<th>One Year</th>
<th>Two Year</th>
<th>Three Year</th>
<th>Four Year</th>
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*Prices are subject to change and are for US customers only.*

For more information please contact servicesales@smiths-detection.com  
Be safe, Be sure...Trust Smiths Detection