CITY OF Grand Junction COLORADO

Please send the invoice for this order to the address shown. Failure to use our order number on any documentation pertaining to this order may result in return of shipment or delayed payment.

Supplier:

Peak Digital Office Solutions
PO Box 1968
Silverthorne, CO 80498

Ship To:

250 N 5th St
GRAND JUNCTION, CO 81501
UNITED STATES

Bill To:

City Hall
250 N 5th St
GRAND JUNCTION, CO 81501
UNITED STATES

SUPPLIER #: 12337
FAX#:
EMAIL: chynna@peakdigital.com

Order Number	Order Date
GJPO102100	11/09/2026

SOLICITATION #: NOTES: Award for 6010-26-DH	Laserfiche Cloud - Peak Digital Year 1 (TRIM replacement)

Tax Terms			*For the tax-exempt purchase, Grand Junction's tax ID is 84-6000592* *All Library Purchases are Tax Exempt - Tax ID 98-03544*		
Requestor scotth@gjcity.org			Phone 1-970-244-1540	Net Terms Net 30	Date Required 11/12/2026
QUANTITY	**UNIT**	**ITEM**	**DESCRIPTION**	**UNIT PRICE**	**EXTENDED PRICE**
1	EA		Laserfiche Cloud subscription, Year 1 of 3-year term - 250 Business Users (CLENF3X) + Enterprise Security (CAESF0261), net of first-year software discount and new customer discount. Peak Digital Sales Order dated 09/03/26 (Chynna Reddix).	110,527.90	110,527.90
1	EA		Laserfiche implementation professional services, Year 1 - 40 hours (document	5,700.00	5,700.00

		conversion/migration 25, records management config/training 3, end-user training 10, SSO config 2) at $7,800, less First-Year Professional Service Benefit ($2,100)			
				Total	116,227.90

Approved: 

Docusign Envelope ID: F091A1F4-4536-89F8-81AD-7D43A8106A8D

Peak Digital Office Solutions
135 West 11th St • P.O. Box 1968 • Silverthorne, CO 80498
Phone: (970) 262-2555, (970) 949-9732 or (800) 260-8806
Facsimile: (970) 262-6965

Laserfiche Authorized Reseller

Sales Order

BILL TO
City Of Grand Junction
250 North 5th Street
Grand Junction, Co 81501

Scott Hockins
970-244-1533
scotth@gjcity.org

Date	Salesperson	Payment Terms	System	Expiration Date
09/03/26	Chynna Reddix	Net 30	Cloud - 25K Site License	10/31/2026

Software

Quantity	Item#	Description	Unit Cost	Total
250	CLENF3X	Cloud - Business Users	$865.00	$216,250.00
1	CAESF0261	Cloud - Enterprise Security	$54,062.50	$54,062.50
1	PEAK	New Customer Discount (10 Free Pro Hours)	($1,950.00)	($1,950.00)

Installation + Training + Pro Hours

Professional services hours are based on the project scope and information available at the time of this quote. The hours listed represent a reasonable and recommended starting allocation but are not a guarantee of the total time required to complete the project. Actual hours may be more or less depending on project complexity, system conditions, scope changes, or unforeseen circumstances encountered during implementation. Any additional hours beyond the quoted amount will be communicated and may require additional authorization and billing.

Project Description	Hours
Document Conversion and Migration to Laserfiche Anticipated starting hours for converting and migrating documents from the existing system into Laserfiche. Additional or fewer hours may be required based on the document volume, format, condition, and project requirements identified during the conversion process.	25
Records Management Configuration and Training Records management will be incorporated during the document conversion process. The Records Management module is included with Laserfiche Cloud. Peak Digital can assist with configuration and provide training before, during, or after the conversion, based on the organization's needs.	3
End-User Training and Professional Services Professional service hours may be used for end-user training or applied to other Laserfiche services, including configuration, consulting, process development, or additional project support, based on the organization's needs.	10
Single Sign-On (SSO) Configuration Single Sign-On is generally a straightforward setup in Laserfiche Cloud. Peak Digital can assist with the configuration; however, the customer may choose to complete the setup independently with their IT team.	2

Software + New Customer Discount Subtotal:	**$268,362.50**
First-Year Software Discount:	**($157,834.60)**
Installation + Training + Pro Hours:	**$7,800.00**
(See Project Approach for more details) **First-Year Professional Service Benefit:**	**($2,100.00)**
Total Due:	**$116,227.90**

The Total Due Now shown above reflects the amount due for this purchase under the payment terms listed above.

3-YEAR SUBSCRIPTION PAYMENT SCHEDULE

Year 1: $112,477.90
Year 2: $118,099.53
Year 3: $123,992.37

Customer has contracted through a certified Laserfiche Solution Provider for a Laserfiche software system with a three-year term (the "Initial Term"). Customer will be billed annually according to the pricing specified for each year of the Initial Term. Expansions during the Initial Term will be sold at list price, and downgrades are not permitted during the Initial Term. If Customer terminates its subscription before the end of the Initial Term, all remaining amounts owed for the Initial Term will become immediately due and payable upon the effective date of termination, except as expressly provided in a non-appropriation clause included in the applicable Quote.

Total 3-Year Commitment: $354,569.80

SPECIAL LASERFICHE USER PRICING

Standard List Price: $865.00 per user/year **Negotiated User Price:** $359.93 per user/year **Customer Savings:** $505.07 per user/year

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SOFTWARE TERMS AND CONDITIONS

GENERAL SCOPE OF COVERAGE

The Quote identifies the software, equipment, services, and support purchased by Customer, including the applicable support level and response time, if any. Basic technical support response times are within eight (8) hours, and Priority technical support response times are within four (4) hours, as applicable to the support level identified in the Quote. Routine software updates and patches made available by the software vendor may be downloaded by Customer in accordance with the vendor's guidelines. Preventative maintenance, user training, workshops, training conferences, and other services are included only if expressly stated in the Quote. The Quote will identify any included service hours.

SUPPORT TERMS AND CONDITIONS

Laserfiche Software Support Plans do not include support for installation, configuration, customizations, preventative maintenance, integrations, migration, deinstallation, support for other software applications, or relocation services to Laserfiche Software. Software Support Plans strictly excludes coverage for malfunctions, problems and related service requests that are caused by: (a) alterations, additions, deletions, adjustments, or repairs unless directly caused by Laserfiche, its employees, Solution Providers, or subcontractors approved by Laserfiche in writing, or (b) defects, malfunctions, or other problems in your hardware or non-Laserfiche software products, or your configurations, integrations, applications, or customizations. Software Support Plans will not cover the service or repair of any system or component that has been damaged as a result of: (i) accident, misuse, neglect, failure to follow instructions for proper use, care or cleaning of your hardware or Laserfiche Software Solution; (ii) a force majeure event including, but not limited to, lightning, flooding, tornados, earthquakes, hurricanes, strikes, civil disturbances, terrorism or war; (iii) failure due to external factors such as accidents, fires, failures or fluctuations of electrical power or air conditioning, criminal activity, hacking or malicious interference with internet or telecommunications systems, and other acts or events beyond Laserfiche's control; (iv) abuse or excessive wear and tear; (v) third-party software, software configurations, applications, emails, downloads or any data files, worms or viruses that may corrupt your Laserfiche software or your other systems; or (vi) the moving of your system from one geographic location to another or from one purchaser or entity to another. Before requesting services from Laserfiche, it is your responsibility to back up the software and data on your servers and on any other storage device(s) in the system.

UPGRADES

All upgrades of software packages will be handled per specific guidelines provided by the software vendor. Contact your PDOS representative for upgrade information.

SUPPORT DELIVERY

Support may be provided remotely, including by phone, email, screen sharing, or other virtual methods. On-site service may be provided when needed and when included in the Quote or separately agreed to by Customer. Any applicable travel, labor, or after-hours charges for on-site service will be stated in the Quote or agreed to in writing before the service is performed.

TERM AND RENEWAL

The initial term and applicable fees are stated in the Quote. The term begins on the effective date stated in the Quote or, if none is stated, upon PDOS's receipt of the initial payment. The Quote does not automatically renew. PDOS will contact Customer approximately one hundred twenty (120) days before the term ends to discuss whether Customer wishes to continue. Customer must provide written notice of its decision at least ninety (90) days before the term ends. Any renewal or continuation must be documented in a new Quote or other writing signed by both parties. Failure to provide a decision does not automatically renew the term. Customer remains responsible for amounts due through the end of the current term. If Customer expressly authorizes continued services after the term, those services may be invoiced at the then-applicable rates. Overdue invoices may be subject to late charges as permitted by law.

CLOUD SUBSCRIPTION CANCELLATION AND DATA

This section applies only to Laserfiche Cloud subscriptions. Customer should export its data before the subscription ends. Subject to the applicable Laserfiche Cloud Subscription Agreement and service availability, Customer may request access for up to thirty (30) days after the subscription ends to export or download its content. Customer must make the written request before the subscription ends. After that period, data may no longer be available and may be deleted under the applicable vendor terms. Customer may use available Laserfiche tools to export its data or engage PDOS for export or migration assistance. That assistance is not included unless expressly stated in the Quote and may incur additional fees under a separate written estimate or Quote.

ON-PREMISES SOFTWARE AND DATA

This section applies to on-premises Laserfiche installations. The end of a support or maintenance term does not by itself delete or remove Customer's on-premises repository or data. Customer remains responsible for its systems, backups, and data. Customer's right to continue using the software after the term ends depends on the license type and terms stated in the Quote and applicable software license terms. Any post-term support, upgrades, or other services must be stated in a new Quote or other writing signed by both parties.

BREACH OR DEFAULT

If Customer fails to pay an amount due under the Quote when due, PDOS may suspend service or provide service on a cash-on-delivery or per-call basis at its published rates. Customer is responsible for amounts properly due under the Quote and for reasonable collection costs, including attorneys' fees and collection fees, to the extent permitted by law.

WARRANTY

Except for obligations expressly stated in the Quote or these Terms and Conditions, PDOS disclaims all warranties, express or implied, including implied warranties of merchantability, fitness for use, and fitness for a particular purpose. To the extent permitted by law, PDOS is not responsible for indirect, incidental, or consequential damages, including damages arising from use or performance of the equipment or loss of use of the equipment.

SERVER/WORKSTATION CONDITION

Server and workstation equipment must be in good condition and meet the minimum requirements provided to Customer as of the commencement date stated in the Quote. PDOS will not install software on machines that do not meet those requirements. If inadequate machines are available at the initial installation and additional labor is required to resume or complete installation, PDOS may invoice Customer for that labor at the applicable rates. Those charges are in addition to the amounts stated in the Quote.

PC CONNECTIVITY, SUPPORT, INTEGRATION

Customer accepts the terms and conditions stated in the Quote and any Scope of Responsibility expressly included with it. Standard warranties for PC peripherals, such as hubs and print servers, are provided by their manufacturers. PDOS assumes that a network connection is available near each machine location and requests the access to Customer's network environment reasonably necessary to install the systems. Delays not caused by PDOS may result in additional charges, as stated in the Quote or otherwise agreed to in writing. PDOS provides training on software sold by PDOS; basic computer skills training is not included. Additional installation work, including installation on additional workstations, is outside the support included in the Quote and may be charged at PDOS's then-current rates.

MISCELLANEOUS

Colorado law governs these Terms and Conditions and the Quote, to the extent permitted by applicable law. The Quote and these Terms and Conditions, together with any documents expressly incorporated into the Quote, state the parties' entire understanding regarding the products and services described in the Quote. Any modification must be in writing and signed by authorized representatives of both parties. If the Quote conflicts with these Terms and Conditions, the Quote controls.

(CUSTOMER'S SIGNATURE ON THE QUOTE INDICATES ACCEPTANCE OF THE QUOTE AND THESE TERMS AND CONDITIONS.)

INVOICES

Invoices are due according to the payment terms stated in the Quote. If the Quote does not state payment terms, invoices are due upon receipt. Overdue invoices may be subject to late charges as permitted by law.

Customer Acceptance

Authorized Signature: DocuSigned by: Duane Hoff Jr., Contract Administrator – City of Grand Junction
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Date: 11/9/2026