



## **NOTICE**

### **DES PLAINES PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES**

**THURSDAY, MARCH 20, 2025  
7:00 P.M. IN MEETING ROOM B**

### **AGENDA**

- Review and Approval of proposals for DPPL's internet service provider. [Action Item]
- Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Acting Interim Library Director at 847-376-2776 to allow the Library to make reasonable accommodations.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Agenda for the Regular Meeting Thursday March 20, 2025 7:00 p.m. in Meeting Room B**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
  - A. Approval of the Minutes of the Regular Board Meeting – February 2025.
  - B. Acceptance of Financial Reports for February 2025.  
Acceptance of Reports.
    - 1. Statistics Report for February 2025.
    - 2. Director’s Report for February 2025.
- VIII. New Business. (7:20 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$234,883.26 [Action Item]
  - B. Review and Approval of proposals for DPPL’s internet service provider. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Executive Session. (7:40)
  - A. Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]
- XII. Adjournment. (8:00 p.m.)

This meeting will be video recorded, and available on the Library’s website.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Regular Meeting Thursday, February 20, 2025**

#### **I. Call to Order.**

The meeting was called to order at 5:04 p.m.

#### **II. Roll Call.**

Roll call indicated the following trustees were PRESENT: Dr. Gregory Sarlo, Denise Hudec, Lisa DuBrock, Robert Flinn, Christine Halblander, Rachel Rice, Michelle Shimon-Hutchison. ABSENT: Kristen Graack, Nick Harkovich. ALSO PRESENT: DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastian, Michelle Meyer-Edley, Lauren Wolf.

#### **III. Pledge of Allegiance.**

#### **IV. Vote to invoke the Remote Participation Policy.**

MOTION by Rice, seconded by Hudec, to invoke the Remote Participation Policy. AYES: DuBrock, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo. NAYS: none. MOTION CARRIED.

#### **V. Consideration of the Agenda.**

MOTION by Rice, seconded by Hudec, to accept the Agenda. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

#### **VI. Public Comments and Questions.**

None

#### **VII. Consent Agenda.**

- A. Approval of the Minutes of the Management Committee Meeting, Regular Board Meeting, and Search Committee Meetings, January 2025.
- B. Acceptance of Financial Reports for January 2025.
- C. Acceptance of Reports.
  - 1. Statistics Report for January 2025.
  - 2. Director's Report for January 2025.

Hudec asked to pull C1. of the Directors Report.

MOTION by Hudec, seconded by Rice, to accept the Consent Agenda, minus C1. AYES:

Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

Hudec asked that the updated Statistics Report on January 2025, distributed at the meeting, be added to the packet.

MOTION by DuBrock seconded by Rice, to accept C1 of the Consent Agenda. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

## VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$477,525.65.

MOTION by Hudec, seconded by Rice to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$477,525.65 as listed on the vendor checks report of January 2025 and authorize Acting Interim Director Laurie Papadourakis to transfer the amount required to the Library's operating account. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- B. Review of policies and procedures for The Canvas makerspace.

MOTION by out of committee, seconded by Rice to approve policies and procedures for The Canvas makerspace, with updates as discussed. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- C. Changes to Salary Exempt/Non-Exempt policy.

MOTION by out of committee, seconded by DuBrock to approve changes to Salary Exempt/Non-Exempt policy as presented. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- D. Approval of DPPL's annual IPLAR report.

MOTION by Hudec, seconded by Rice to approve changes to approve the submission of DPPL's annual IPLAR report as presented. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

## IX. Search Committee Report.

- A. Update on status of the Director Search.

The committee reported things are going well, as scheduled.

## I. Executive Session.

- A. Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

MOTION by DuBrock, seconded by Hudec to enter Executive Session. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

Executive Session entered at 5:29 p.m.

Executive Session exited at 7:53 p.m.

- X. Other.

None

- XI. Announcements / Correspondence.

None

- XII. Adjournment.

MOTION by Halblander, seconded by Rice to adjourn. AYES: Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The meeting adjourned at 7:54 p.m.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Management Committee Meeting Monday, February 10, 2025**

I. Call to Order.

The meeting was called to order at 5:00 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice. ALSO PRESENT: Lisa DuBrock; DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastain, Michelle Meyer-Edley.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Hudec, seconded by Graack, to invoke the remote participation policy. AYES: Graack, Hudec. NAYS: none. MOTION CARRIED.

V. Consideration of the Agenda.

MOTION by Rice, seconded by Hudec, to accept the Agenda as presented. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None.

VII. New Business.

A. Review of policies and procedures for The Canvas makerspace.

MOTION by Hudec, seconded by Rice, to approve the policies and procedures for The Canvas makerspace with the changes discussed. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

B. Changes to Salary Exempt/Non-Exempt policy.

MOTION by Hudec, seconded by Rice, to approve changes to Salary Exempt/Non-Exempt policy as presented. AYES: Graack, Hudec, Rice. NAYS:

none. MOTION CARRIED.

VIII. Adjournment.

MOTION by Hudec, seconded by Graack, to adjourn. AYES: Graack, Hudec, Rice.  
NAYS: none. MOTION CARRIED.

The meeting adjourned at 5:32 p.m.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Meeting of the Ad Hoc Search Committee February 24, 2025**

I. Call to Order.

The meeting was called to order at 4:04 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice. ALSO PRESENT: Search Consultant Cathy Peterson; DPPL Staff Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

Motion by Rice, seconded by Graack, to invoke the Remote Participation Policy. AYES: Graack, Rice. NAYS: none. MOTION CARRIED.

V. Consideration of the Agenda.

Motion by Rice, seconded by Hudec, to accept the Agenda. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

None

VIII. Executive Session.

The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

Motion by Graack, seconded by Rice, to enter Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session entered at 4:47 p.m.

Motion by Hudec, seconded by Graack, to exit Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session exited at 5:11 p.m.

Nothing to report out.

IX. Adjournment.

Motion by Hudec, seconded by Graack, to adjourn. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

The meeting concluded at 5:11 p.m.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Meeting of the Ad Hoc Search Committee Monday, March 10, 2025**

I. Call to Order.

The meeting was called to order at 3:29 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice, Gregory Sarlo. ALSO PRESENT: Trustees Lisa DuBrock, Christine Halblander, Nick Harkovich; DPPL Staff Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A

V. Consideration of the Agenda.

Motion by Hudec, seconded by Rice, to accept the Agenda. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

None

VIII. Executive Session.

The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

Motion by Rice, seconded by Hudec, to enter Executive Session. AYES: Graack,

Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session entered at 3:30 p.m.

Motion by Rice, seconded by Hudec, to exit Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session exited at 8:19 p.m.

Nothing to report out.

IX. Adjournment.

Motion by Hudec, seconded by Rice, to adjourn. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

The meeting concluded at 8:25 p.m.



## **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Minutes of the Meeting of the Ad Hoc Search Committee Friday, March 6, 2025**

I. Call to Order.

The meeting was called to order at 3:29 p.m.

II. Roll Call.

Roll call indicated the following trustee committee members were PRESENT: Kristen Graack, Denise Hudec, Rachel Rice, Gregory Sarlo. ALSO PRESENT: Trustees Lisa DuBrock, Christine Halblander, Nick Harkovich; DPPL Staff Heather Imhoff.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A

V. Consideration of the Agenda.

Motion by Hudec, seconded by Rice, to accept the Agenda. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

VI. Public Comments and Questions.

None

VII. New Business.

None

VIII. Executive Session.

The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

Motion by Rice, seconded by Hudec, to enter Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session entered at 3:30 p.m.

Motion by Rice, seconded by Hudec, to exit Executive Session. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

Executive Session exited at 7:40 p.m.

Nothing to report out.

IX. Adjournment.

Motion by Hudec, seconded by Rice, to adjourn. AYES: Graack, Hudec, Rice. NAYS: none. MOTION CARRIED.

The meeting concluded at 7:41 p.m.



## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended February 28, 2025

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Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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# Des Plaines Public Library

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## Financial Statements

Des Plaines Public Library  
Governmental Funds Balance Sheet  
As of February 28, 2025

|                                                                   | General<br>Fund         | Capital<br>Projects Fund | Total                   |
|-------------------------------------------------------------------|-------------------------|--------------------------|-------------------------|
| <b>ASSETS</b>                                                     |                         |                          |                         |
| Cash and Investments                                              | \$ 5,960,580.53         | \$ 684,776.72            | \$ 6,645,357.25         |
| Prepays                                                           | -                       | 0.00                     | -                       |
| Receivables                                                       |                         |                          |                         |
| Receivable - Property Taxes                                       | 6,251,585.00            | -                        | 6,251,585.00            |
| Receivable - Grants                                               | -                       | -                        | -                       |
| Receivable - Miscellaneous                                        | -                       | -                        | -                       |
| Total Assets                                                      | <u>\$ 12,212,165.53</u> | <u>\$ 684,776.72</u>     | <u>\$ 12,896,942.25</u> |
| <b>LIABILITIES</b>                                                |                         |                          |                         |
| Accounts Payable                                                  | \$ 148,232.82           | \$ -                     | \$ 148,232.82           |
| Accrued Payroll                                                   | 86,765.97               | -                        | 86,765.97               |
| Due to other funds                                                | <u>90,421.46</u>        | <u>-</u>                 | <u>90,421.46</u>        |
| Total Liabilities                                                 | <u>325,420.25</u>       | <u>-</u>                 | <u>325,420.25</u>       |
| <b>Deferred Inflows of Resources</b>                              |                         |                          |                         |
| Property Taxes                                                    | <u>6,251,585.00</u>     | <u>-</u>                 | <u>6,251,585.00</u>     |
| Total Liabilities and Deferred Inflows of Resources               | <u>6,577,005.25</u>     | <u>-</u>                 | <u>6,577,005.25</u>     |
| <b>FUND BALANCE</b>                                               |                         |                          |                         |
| Fund Balance - Unreserved                                         | 5,635,160.28            | 684,776.72               | 6,319,937.00            |
| Total Fund Balance                                                | <u>5,635,160.28</u>     | <u>684,776.72</u>        | <u>6,319,937.00</u>     |
| Total Liabilities, Deferred Inflows of Resources and Fund Balance | <u>\$ 12,212,165.53</u> | <u>\$ 684,776.72</u>     | <u>\$ 12,896,942.25</u> |

Des Plaines Public Library

Governmental Funds Statement of Revenues,  
Expenditures, and Changes In Fund Balances

For the 2 Months Ended February 28, 2025

|                             | General<br>Fund | Capital<br>Projects Fund | Total           |
|-----------------------------|-----------------|--------------------------|-----------------|
| <hr/>                       |                 |                          |                 |
| REVENUES                    |                 |                          |                 |
| Taxes                       | \$ 853,436.83   | \$ -                     | \$ 853,436.83   |
| Intergovernmental           | 79,698.83       | -                        | 79,698.83       |
| Fines & Fees                | 5,612.28        | -                        | 5,612.28        |
| Interest                    | 38,666.11       | 5,232.26                 | 43,898.37       |
| Special Events and Programs | 2,656.00        | -                        | 2,656.00        |
| Miscellaneous               | 2,347.64        | -                        | 2,347.64        |
|                             | <hr/>           | <hr/>                    | <hr/>           |
| Total Revenues              | 982,417.69      | 5,232.26                 | 987,649.95      |
| <br>                        |                 |                          |                 |
| EXPENDITURES                |                 |                          |                 |
| Personnel                   | \$ 542,816.62   | \$ -                     | \$ 542,816.62   |
| Operating                   | 488,765.15      | -                        | 488,765.15      |
| Library Materials           | 183,518.70      | -                        | 183,518.70      |
| Capital Outlay              | 29,303.61       | 29,578.24                | 58,881.85       |
| Other Expenditures          | 14,978.64       | -                        | 14,978.64       |
|                             | <hr/>           | <hr/>                    | <hr/>           |
| Total Expenditures          | 1,259,382.72    | 29,578.24                | 1,288,960.96    |
| <br>                        |                 |                          |                 |
| Net Change in Fund Balances | (276,965.03)    | (24,345.98)              | (301,311.01)    |
| <br>                        |                 |                          |                 |
| FUND BALANCES               |                 |                          |                 |
| Beginning of the year       | 5,912,125.31    | 709,122.70               | 6,621,248.01    |
|                             | <hr/>           | <hr/>                    | <hr/>           |
| End of the period           | \$ 5,635,160.28 | \$ 684,776.72            | \$ 6,319,937.00 |
|                             | <hr/>           | <hr/>                    | <hr/>           |

## Supplementary Information

## Des Plaines Public Library

### Treasurer's Report as of February 28, 2025

| Cash Account                             | Invested                      |
|------------------------------------------|-------------------------------|
| 201-1101000 - Petty Cash                 | 500.00                        |
| 201-1101100 - Cash in Registers          | 150.00                        |
| 201-1102080 - Village B&T Donation #9821 | 521.57                        |
| 201-1102030 - Village B&T Donation #6718 | 8,700.42                      |
| 201-1102040 - Village B&T Donation #9878 | 236,965.95                    |
| 201-1102060 - Village B&T Checking #0289 | 1,414,589.68                  |
| 201-1102050 - Wintrust Brokerage         | 31,873.03                     |
| 201-1102079 - Illinois Funds # 2591      | 4,266,279.88                  |
| 202-1102079 - Illinois Funds # 2591      | <u>684,776.72</u>             |
|                                          | 4,951,056.60                  |
| 201-1102070 - INB E-Pay                  | 1,000.00                      |
| Total Invested                           | <u><u>\$ 6,645,357.25</u></u> |

Des Plaines Public Library  
Balance Sheet as of February 28, 2025

|                                           | Beginning<br><u>Balance</u> | M.T.D.<br><u>Changes</u> | Ending<br><u>Balance</u> |
|-------------------------------------------|-----------------------------|--------------------------|--------------------------|
| <hr/> General Fund <hr/>                  |                             |                          |                          |
| <u>Assets</u>                             |                             |                          |                          |
| 1101000 - Petty Cash                      | 500.00                      | 0.00                     | 500.00                   |
| 1101100 - Cash in Registers               | 150.00                      | 0.00                     | 150.00                   |
| 1102030 - Village B&T Donation #6718      | 67,223.45                   | (58,523.03)              | 8,700.42                 |
| 1102040 - Village B&T Donation #9878      | 236,150.14                  | 815.81                   | 236,965.95               |
| 1102050 - Wintrust Brokerage              | 3.34                        | 31,869.69                | 31,873.03                |
| 1102060 - Village B&T Checking #0289      | 277,018.31                  | 1,137,571.37             | 1,414,589.68             |
| 1102070 - INB E-Pay                       | 1,000.00                    | 0.00                     | 1,000.00                 |
| 1102079 - Illinois Funds # 2591           | 5,120,258.38                | (853,978.50)             | 4,266,279.88             |
| 1102080 - Village B&T Donation #9821      | 3,047.57                    | (2,526.00)               | 521.57                   |
| 1118000 - Receivable - Property Taxes     | 6,251,585.00                | 0.00                     | 6,251,585.00             |
|                                           | <u>11,956,936.19</u>        | <u>255,229.34</u>        | <u>12,212,165.53</u>     |
| <br><u>Liabilities and Fund Balance</u>   |                             |                          |                          |
| <u>Liabilities</u>                        |                             |                          |                          |
| 2401000 - Accounts Payable                | 372,309.38                  | (224,076.56)             | 148,232.82               |
| 2430707 - Due to Library Comp Abs         | 90,421.46                   | 0.00                     | 90,421.46                |
| 2450040 - Accrued Payroll                 | 86,765.97                   | 0.00                     | 86,765.97                |
| 2470000 - Deferred Revenue - Property Tax | 6,251,585.00                | 0.00                     | 6,251,585.00             |
|                                           | <u>6,801,081.81</u>         | <u>(224,076.56)</u>      | <u>6,577,005.25</u>      |
| <br><u>Fund Balance</u>                   |                             |                          |                          |
| 3730000 - Fund Balance - Unreserved       | 5,912,125.31                | 0.00                     | 5,912,125.31             |
|                                           | <u>5,912,125.31</u>         | <u>0.00</u>              | <u>5,912,125.31</u>      |
| <br>Total Liabilities and Fund Balance    | <br><u>12,713,207.12</u>    | <br><u>(224,076.56)</u>  | <br><u>12,489,130.56</u> |
| <br>Excess Revenues Over Expenses         | <br><u>(756,270.93)</u>     | <br><u>479,305.90</u>    | <br><u>(276,965.03)</u>  |

Des Plaines Public Library  
Balance Sheet as of February 28, 2025

|                                           | Beginning<br><u>Balance</u> | M.T.D.<br><u>Changes</u> | Ending<br><u>Balance</u> |
|-------------------------------------------|-----------------------------|--------------------------|--------------------------|
| <hr/> Capital Projects Fund <hr/>         |                             |                          |                          |
| <u>Assets</u>                             |                             |                          |                          |
| 1102060 - Village B&T Checking #0289      | 51,825.74                   | (51,825.74)              | 0.00                     |
| 1102079 - Illinois Funds # 2591           | <u>712,077.54</u>           | <u>(27,300.82)</u>       | <u>684,776.72</u>        |
|                                           | <u>763,903.28</u>           | <u>(79,126.56)</u>       | <u>684,776.72</u>        |
| <br><u>Liabilities and Fund Balance</u>   |                             |                          |                          |
| <u>Liabilities</u>                        |                             |                          |                          |
| 2401000 - Accounts Payable                | <u>51,825.74</u>            | <u>(51,825.74)</u>       | <u>0.00</u>              |
|                                           | <u>51,825.74</u>            | <u>(51,825.74)</u>       | <u>0.00</u>              |
| <br><u>Fund Balance</u>                   |                             |                          |                          |
| 3730000 - Fund Balance - Unreserved       | <u>709,122.70</u>           | <u>0.00</u>              | <u>709,122.70</u>        |
| Total Liabilities and Fund Balance        | <u>760,948.44</u>           | <u>(51,825.74)</u>       | <u>709,122.70</u>        |
| Excess Revenues Over Expenses             | <u>2,954.84</u>             | <u>(27,300.82)</u>       | <u>(24,345.98)</u>       |
| <br><hr/> Compensated Absences Fund <hr/> |                             |                          |                          |
| <u>Assets</u>                             |                             |                          |                          |
| 1120201 - Due From Library                | <u>90,421.46</u>            | <u>0.00</u>              | <u>90,421.46</u>         |
|                                           | <u>90,421.46</u>            | <u>0.00</u>              | <u>90,421.46</u>         |
| <br><u>Liabilities and Fund Balance</u>   |                             |                          |                          |
| <u>Liabilities</u>                        |                             |                          |                          |
| 2450035 - Accrued ST-LT Comp Absence      | <u>90,421.46</u>            | <u>0.00</u>              | <u>90,421.46</u>         |
|                                           | <u>90,421.46</u>            | <u>0.00</u>              | <u>90,421.46</u>         |
| <br><u>Fund Balance</u>                   |                             |                          |                          |
| Total Liabilities and Fund Balance        | <u>90,421.46</u>            | <u>0.00</u>              | <u>90,421.46</u>         |
| Excess Revenues Over Expenses             | <u>0.00</u>                 | <u>0.00</u>              | <u>0.00</u>              |

Des Plaines Public Library  
Balance Sheet as of February 28, 2025

|                                                   | Beginning<br><u>Balance</u> | M.T.D.<br><u>Changes</u> | Ending<br><u>Balance</u> |
|---------------------------------------------------|-----------------------------|--------------------------|--------------------------|
| <hr/> Fixed Assets Fund <hr/>                     |                             |                          |                          |
| <u>Assets</u>                                     |                             |                          |                          |
| 1203000 - Fixed Assets - Improvements             | 2,400,172.00                | 0.00                     | 2,400,172.00             |
| 1204201 - Fixed Assets - Library Equipment        | 1,658,808.60                | 0.00                     | 1,658,808.60             |
| 1204300 - Fixed Assets - Vehicles                 | 24,954.39                   | 0.00                     | 24,954.39                |
| 1207000 - Fixed Assets - Construction In Progress | 95,151.37                   | 0.00                     | 95,151.37                |
| 1209900 - Fixed Assets - Accumulated Depreciation | <u>(1,608,862.00)</u>       | <u>0.00</u>              | <u>(1,608,862.00)</u>    |
|                                                   | <u>2,570,224.36</u>         | <u>0.00</u>              | <u>2,570,224.36</u>      |
| <br><u>Liabilities and Fund Balance</u>           |                             |                          |                          |
| <u>Liabilities</u>                                |                             |                          |                          |
| <u>Fund Balance</u>                               |                             |                          |                          |
| 3730000 - Fund Balance - Unreserved               | <u>2,570,224.36</u>         | <u>0.00</u>              | <u>2,570,224.36</u>      |
|                                                   | <u>2,570,224.36</u>         | <u>0.00</u>              | <u>2,570,224.36</u>      |
| <br>Total Liabilities and Net Capital Assets      | <br><u>2,570,224.36</u>     | <br><u>0.00</u>          | <br><u>2,570,224.36</u>  |
| <br>Excess Revenues Over Expenses                 | <br><u>0.00</u>             | <br><u>0.00</u>          | <br><u>0.00</u>          |
| <br><hr/> Long Term Liability Fund <hr/>          |                             |                          |                          |
| <u>Assets</u>                                     |                             |                          |                          |
| 1805920 - Deferred Outflows - IMRF                | <u>2,349,815.00</u>         | <u>0.00</u>              | <u>2,349,815.00</u>      |
|                                                   | <u>2,349,815.00</u>         | <u>0.00</u>              | <u>2,349,815.00</u>      |
| <br><u>Liabilities and Fund Balance</u>           |                             |                          |                          |
| <u>Liabilities</u>                                |                             |                          |                          |
| 2812092 - OPEB Liability                          | 1,906,984.00                | 0.00                     | 1,906,984.00             |
| 2973920 - Deferred Inflows - IMRF                 | <u>145,812.00</u>           | <u>0.00</u>              | <u>145,812.00</u>        |
|                                                   | <u>2,052,796.00</u>         | <u>0.00</u>              | <u>2,052,796.00</u>      |
| <br><u>Fund Balance</u>                           |                             |                          |                          |
| 3730000 - Fund Balance - Unreserved               | <u>297,019.00</u>           | <u>0.00</u>              | <u>297,019.00</u>        |
|                                                   | <u>297,019.00</u>           | <u>0.00</u>              | <u>297,019.00</u>        |
| <br>Total Liabilities and Net LT Liabilities      | <br><u>2,349,815.00</u>     | <br><u>0.00</u>          | <br><u>2,349,815.00</u>  |
| <br>Excess Revenues Over Expenses                 | <br><u>0.00</u>             | <br><u>0.00</u>          | <br><u>0.00</u>          |

# Des Plaines Public Library

## Revenue Report

### For the 2 Months Ended February 28, 2025

|                                                     | M.T.D.<br><u>Collected</u> | Y.T.D.<br><u>Collected</u> | Budgeted<br><u>Amount</u> | Budgeted<br><u>Remaining</u> | Prct.<br><u>Collected</u> |
|-----------------------------------------------------|----------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <hr/> <u>General Fund</u> <hr/>                     |                            |                            |                           |                              |                           |
| <u>Taxes</u>                                        |                            |                            |                           |                              |                           |
| 201-4810036 - Property Taxes 2024                   | <u>853,436.83</u>          | <u>853,436.83</u>          | <u>6,100,000.00</u>       | <u>5,246,563.17</u>          | <u>13.99</u>              |
|                                                     | <u>853,436.83</u>          | <u>853,436.83</u>          | <u>6,100,000.00</u>       | <u>5,246,563.17</u>          | <u>13.99</u>              |
| <u>Intergovernmental</u>                            |                            |                            |                           |                              |                           |
| 201-4810800 - Personal Property Replacement Tax     | 79,698.83                  | 79,698.83                  | 800,000.00                | 720,301.17                   | 9.96                      |
| 201-4822040 - State Grant - Per Capita              | 0.00                       | 0.00                       | 90,102.00                 | 90,102.00                    | 0.00                      |
| 201-4822090 - Grant Revenue                         | 0.00                       | 0.00                       | 0.00                      | 0.00                         | 0.00                      |
| 201-4822095 - State Grant - Library                 | <u>0.00</u>                | <u>0.00</u>                | <u>10,000.00</u>          | <u>10,000.00</u>             | <u>0.00</u>               |
|                                                     | <u>79,698.83</u>           | <u>79,698.83</u>           | <u>900,102.00</u>         | <u>820,403.17</u>            | <u>8.85</u>               |
| <u>Fines &amp; Fees</u>                             |                            |                            |                           |                              |                           |
| 201-4850101 - Library Fees                          | 1,155.91                   | 2,361.78                   | 15,000.00                 | 12,638.22                    | 15.75                     |
| 201-4850201 - Copying Fees                          | 1,238.40                   | 2,573.40                   | 15,000.00                 | 12,426.60                    | 17.16                     |
| 201-4850203 - Lost Materials                        | 77.50                      | 131.85                     | 0.00                      | (131.85)                     | 0.00                      |
| 201-4850207 - Non-Res Cards                         | 163.50                     | 245.25                     | 1,400.00                  | 1,154.75                     | 17.52                     |
| 201-4850208 - Meeting Room Fees                     | <u>60.00</u>               | <u>300.00</u>              | <u>1,500.00</u>           | <u>1,200.00</u>              | <u>20.00</u>              |
|                                                     | <u>2,695.31</u>            | <u>5,612.28</u>            | <u>32,900.00</u>          | <u>27,287.72</u>             | <u>17.06</u>              |
| <u>Special Programs &amp; Events</u>                |                            |                            |                           |                              |                           |
| 201-4850215 - Friends of the Library Reimbursements | <u>2,656.00</u>            | <u>2,656.00</u>            | <u>5,000.00</u>           | <u>2,344.00</u>              | <u>53.12</u>              |
|                                                     | <u>2,656.00</u>            | <u>2,656.00</u>            | <u>5,000.00</u>           | <u>2,344.00</u>              | <u>53.12</u>              |
| <u>Interest</u>                                     |                            |                            |                           |                              |                           |
| 201-4830010 - Gain/Loss on Investments              | 1,566.42                   | 492.31                     | 0.00                      | (492.31)                     | 0.00                      |
| 201-4890010 - Interest Income                       | <u>17,191.83</u>           | <u>38,173.80</u>           | <u>150,000.00</u>         | <u>111,826.20</u>            | <u>25.45</u>              |
|                                                     | <u>18,758.25</u>           | <u>38,666.11</u>           | <u>150,000.00</u>         | <u>111,333.89</u>            | <u>25.78</u>              |
| <u>Other Revenue</u>                                |                            |                            |                           |                              |                           |
| 201-4899900 - Miscellaneous Revenue                 | 0.00                       | 244.20                     | 70,000.00                 | 69,755.80                    | 0.35                      |
| 201-4899910 - Vending Machine Revenue               | 104.57                     | 104.57                     | 500.00                    | 395.43                       | 20.91                     |
| 201-4899920 - Library Donations                     | 25.00                      | 25.10                      | 125,000.00                | 124,974.90                   | 0.02                      |
| 201-4899940 - Friends Book Sale                     | <u>946.52</u>              | <u>1,973.77</u>            | <u>14,000.00</u>          | <u>12,026.23</u>             | <u>14.10</u>              |
|                                                     | <u>1,076.09</u>            | <u>2,347.64</u>            | <u>209,500.00</u>         | <u>207,152.36</u>            | <u>1.12</u>               |
| Total General Fund                                  | <u>958,321.31</u>          | <u>982,417.69</u>          | <u>7,397,502.00</u>       | <u>6,415,084.31</u>          | <u>13.28</u>              |

Des Plaines Public Library  
Revenue Report  
For the 2 Months Ended February 28, 2025

|                                          | M.T.D.<br><u>Collected</u>   | Y.T.D.<br><u>Collected</u>   | Budgeted<br><u>Amount</u>      | Budgeted<br><u>Remaining</u>   | Prct.<br><u>Collected</u> |
|------------------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|---------------------------|
| <u>Capital Projects Fund</u>             |                              |                              |                                |                                |                           |
| <u>Interest</u>                          |                              |                              |                                |                                |                           |
| 202-4890010 - Interest Income            | <u>2,277.42</u>              | <u>5,232.26</u>              | <u>75,000.00</u>               | <u>69,767.74</u>               | <u>6.98</u>               |
|                                          | <u>2,277.42</u>              | <u>5,232.26</u>              | <u>75,000.00</u>               | <u>75,000.00</u>               | <u>0.00</u>               |
| <u>Other Financing Sources</u>           |                              |                              |                                |                                |                           |
| 202-4898902 - Transfer from Library Fund | <u>0.00</u>                  | <u>0.00</u>                  | <u>500,000.00</u>              | <u>500,000.00</u>              | <u>0.00</u>               |
|                                          | <u>0.00</u>                  | <u>0.00</u>                  | <u>500,000.00</u>              | <u>500,000.00</u>              | <u>0.00</u>               |
| Total Capital Projects Fund              | <u><u>2,277.42</u></u>       | <u><u>5,232.26</u></u>       | <u><u>575,000.00</u></u>       | <u><u>(569,767.74)</u></u>     | <u><u>(0.91)</u></u>      |
| <br>Total of All Funds                   | <br><u><u>960,598.73</u></u> | <br><u><u>987,649.95</u></u> | <br><u><u>7,972,502.00</u></u> | <br><u><u>6,984,852.05</u></u> | <br><u><u>12.39</u></u>   |

# Des Plaines Public Library

## Expense Report

### For the 2 Months Ended February 28, 2025

|                                        | M.T.D.<br><u>Expended</u> | Y.T.D.<br><u>Expended</u> | Budgeted<br><u>Amount</u> | Budgeted<br><u>Remaining</u> | Prct.<br><u>Expend.</u> |
|----------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|-------------------------|
| <hr/> General Fund <hr/>               |                           |                           |                           |                              |                         |
| <u>Salaries</u>                        |                           |                           |                           |                              |                         |
| 5910100 - Full-time Salaries           | 212,754.33                | 420,413.21                | 2,922,134.00              | 2,501,720.79                 | 14.39                   |
| 5910200 - Part-time Salaries           | <u>67,841.63</u>          | <u>122,403.41</u>         | <u>1,042,061.00</u>       | <u>919,657.59</u>            | <u>11.75</u>            |
|                                        | <u>280,595.96</u>         | <u>542,816.62</u>         | <u>3,964,195.00</u>       | <u>3,421,378.38</u>          | <u>13.69</u>            |
| <br><u>Benefits</u>                    |                           |                           |                           |                              |                         |
| 5918010 - Unemployment Compensation    | 0.00                      | 0.00                      | 15,000.00                 | 15,000.00                    | 0.00                    |
| 5918020 - Employer Contribution - FICA | 20,544.26                 | 39,685.07                 | 287,498.00                | 247,812.93                   | 13.80                   |
| 5918021 - Employer Contribution - IMRF | 11,999.73                 | 22,017.28                 | 165,761.00                | 143,743.72                   | 13.28                   |
| 5918040 - Life Insurance Premiums      | (30.70)                   | 252.78                    | 2,000.00                  | 1,747.22                     | 12.64                   |
| 5918050 - PPO Insurance Premiums       | (9,234.82)                | 76,031.78                 | 624,436.00                | 548,404.22                   | 12.18                   |
| 5918051 - HMO Insurance Premiums       | (3,036.91)                | 25,003.39                 | 230,993.00                | 205,989.61                   | 10.82                   |
| 5918055 - Dental Insurance Premiums    | (489.95)                  | 4,033.82                  | 33,161.00                 | 29,127.18                    | 12.16                   |
| 5918070 - Workers Compensation         | <u>0.00</u>               | <u>12,214.00</u>          | <u>16,000.00</u>          | <u>3,786.00</u>              | <u>76.34</u>            |
|                                        | <u>19,751.61</u>          | <u>179,238.12</u>         | <u>1,374,849.00</u>       | <u>1,195,610.88</u>          | <u>13.04</u>            |
| <br><u>Contractual Services</u>        |                           |                           |                           |                              |                         |
| 5920100 - Legal Fees                   | 0.00                      | 0.00                      | 10,000.00                 | 10,000.00                    | 0.00                    |
| 5920110 - Professional Services        | 39,886.09                 | 113,877.27                | 492,775.00                | 378,897.73                   | 23.11                   |
| 5920120 - Communication Services       | 3,168.03                  | 6,169.91                  | 47,500.00                 | 41,330.09                    | 12.99                   |
| 5920140 - Integrated Library System    | 0.00                      | 20,901.25                 | 89,000.00                 | 68,098.75                    | 23.48                   |
| 5920202 - Conferences                  | 520.20                    | 1,037.20                  | 20,000.00                 | 18,962.80                    | 5.19                    |
| 5920204 - Training                     | 646.00                    | 1,995.00                  | 8,000.00                  | 6,005.00                     | 24.94                   |
| 5920210 - Marketing                    | 1,320.01                  | 12,276.82                 | 61,900.00                 | 49,623.18                    | 19.83                   |
| 5920220 - Membership Dues              | 0.00                      | 825.00                    | 7,500.00                  | 6,675.00                     | 11.00                   |
| 5920230 - Publication of Notices       | 0.00                      | 0.00                      | 200.00                    | 200.00                       | 0.00                    |
| 5920990 - Property/Liability Insurance | 0.00                      | 53,816.72                 | 70,000.00                 | 16,183.28                    | 76.88                   |
| 5930010 - R&M Equipment                | 1,847.15                  | 4,172.27                  | 63,460.00                 | 59,287.73                    | 6.57                    |
| 5930020 - R&M Buildings & Structures   | 13,386.18                 | 20,899.43                 | 119,849.00                | 98,949.57                    | 17.44                   |
| 5930030 - R&M Vehicles                 | 1,876.83                  | 1,876.83                  | 4,500.00                  | 2,623.17                     | 41.71                   |
| 5930210 - Rental of Equipment          | 0.00                      | 3,463.30                  | 22,820.00                 | 19,356.70                    | 15.18                   |
| 5930320 - Cleaning/Custodial Services  | 4,892.50                  | 14,677.50                 | 78,500.00                 | 63,822.50                    | 18.70                   |
| 5930490 - Refuse Contract              | 684.73                    | 1,369.46                  | 8,300.00                  | 6,930.54                     | 16.50                   |
| 5930491 - Hazard Materials Disposal    | 0.00                      | 0.00                      | 1,000.00                  | 1,000.00                     | 0.00                    |
| 5960040 - Pre-Employment Testing       | 0.00                      | 0.00                      | 3,500.00                  | 3,500.00                     | 0.00                    |
| 5960065 - Bank Fees                    | (101.22)                  | 20.61                     | 300.00                    | 279.39                       | 6.87                    |
| 5960070 - Mileage                      | 0.00                      | 0.00                      | 500.00                    | 500.00                       | 0.00                    |
| 5960210 - Special Event Programming    | 3,155.84                  | 12,640.38                 | 66,000.00                 | 53,359.62                    | 19.15                   |
| 5960990 - Misc. Contractual Services   | <u>8,909.24</u>           | <u>39,508.08</u>          | <u>136,405.00</u>         | <u>96,896.92</u>             | <u>28.96</u>            |
|                                        | <u>80,191.58</u>          | <u>309,527.03</u>         | <u>1,312,009.00</u>       | <u>1,002,481.97</u>          | <u>23.59</u>            |

# Des Plaines Public Library

## Expense Report

### For the 2 Months Ended February 28, 2025

|                                               | M.T.D.<br><u>Expended</u> | Y.T.D.<br><u>Expended</u> | Budgeted<br><u>Amount</u> | Budgeted<br><u>Remaining</u> | Prct.<br><u>Expend.</u> |
|-----------------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|-------------------------|
| <u>Commodities</u>                            |                           |                           |                           |                              |                         |
| 5970100 - Supplies                            | 2,584.68                  | 14,100.33                 | 105,770.00                | 91,669.67                    | 13.33                   |
| 5970110 - Meals                               | 0.00                      | 0.00                      | 3,000.00                  | 3,000.00                     | 0.00                    |
| 5970170 - Janitorial                          | 687.66                    | 2,252.41                  | 18,800.00                 | 16,547.59                    | 11.98                   |
| 5970260 - Postage & Parcel                    | 1,368.62                  | 2,368.62                  | 16,500.00                 | 14,131.38                    | 14.36                   |
| 5970500 - Water Bill                          | 1,416.24                  | 1,416.24                  | 8,400.00                  | 6,983.76                     | 16.86                   |
| 5970600 - Ebooks/Books                        | 13,874.81                 | 33,521.56                 | 304,898.00                | 271,376.44                   | 10.99                   |
| 5970610 - E-audio/Audio                       | 4,816.55                  | 11,038.10                 | 57,800.00                 | 46,761.90                    | 19.10                   |
| 5970620 - E-Subscriptions/Subscriptions       | 8,128.25                  | 17,192.19                 | 53,930.00                 | 36,737.81                    | 31.88                   |
| 5970630 - Visual Materials                    | 15,136.40                 | 37,346.29                 | 200,900.00                | 163,553.71                   | 18.59                   |
| 5970640 - Databases                           | 18,100.49                 | 54,400.41                 | 160,000.00                | 105,599.59                   | 34.00                   |
| 5970810 - Natural Gas                         | 7,713.75                  | 9,882.55                  | 28,000.00                 | 18,117.45                    | 35.29                   |
| 5970850 - Gasoline                            | 0.00                      | 0.00                      | 600.00                    | 600.00                       | 0.00                    |
| 5970900 - Equipment < \$10,000                | <u>0.00</u>               | <u>0.00</u>               | <u>4,800.00</u>           | <u>4,800.00</u>              | <u>0.00</u>             |
|                                               | <u>73,827.45</u>          | <u>183,518.70</u>         | <u>963,398.00</u>         | <u>779,879.30</u>            | <u>19.05</u>            |
| <u>Capital Expenditures</u>                   |                           |                           |                           |                              |                         |
| 5980300 - Improvements                        | 1,271.48                  | 1,271.48                  | 12,000.00                 | 10,728.52                    | 10.60                   |
| 5980400 - Equipment                           | 584.84                    | 829.84                    | 14,400.00                 | 13,570.16                    | 5.76                    |
| 5980410 - Computer Hardware                   | 1,436.30                  | 4,886.30                  | 16,200.00                 | 11,313.70                    | 30.16                   |
| 5980420 - Computer Software                   | 5,946.66                  | 20,857.85                 | 92,250.00                 | 71,392.15                    | 22.61                   |
| 5980600 - Furniture & Fixtures                | <u>1,458.14</u>           | <u>1,458.14</u>           | <u>76,800.00</u>          | <u>75,341.86</u>             | <u>1.90</u>             |
|                                               | <u>10,697.42</u>          | <u>29,303.61</u>          | <u>211,650.00</u>         | <u>182,346.39</u>            | <u>13.85</u>            |
| <u>Other Funding Activities</u>               |                           |                           |                           |                              |                         |
| 5990900 - Per Capita Grant Expenditures       | 13,004.87                 | 13,004.87                 | 90,102.00                 | 77,097.13                    | 14.43                   |
| 5990940 - Trans to Library Capital Proj. Fund | 0.00                      | 0.00                      | 500,000.00                | 500,000.00                   | 0.00                    |
| 5999940 - Friends Books Sale                  | <u>946.52</u>             | <u>1,973.77</u>           | <u>0.00</u>               | <u>(1,973.77)</u>            | <u>0.00</u>             |
|                                               | <u>13,951.39</u>          | <u>14,978.64</u>          | <u>590,102.00</u>         | <u>575,123.36</u>            | <u>2.54</u>             |
| Total General Fund Expenditures               | <u>479,015.41</u>         | <u>1,259,382.72</u>       | <u>8,491,203.00</u>       | <u>7,231,820.28</u>          | <u>14.83</u>            |
| <hr/> Capital Projects Fund <hr/>             |                           |                           |                           |                              |                         |
| <u>Capital Expenditures</u>                   |                           |                           |                           |                              |                         |
| 5980300 - Improvements                        | 0.00                      | 0.00                      | 310,000.00                | 310,000.00                   | 0.00                    |
| 5980400 - Equipment                           | 0.00                      | 0.00                      | 171,000.00                | 171,000.00                   | 0.00                    |
| 5980410 - Computer Hardware                   | 0.00                      | 0.00                      | 0.00                      | 0.00                         | 0.00                    |
| 5980420 - Computer Software                   | 0.00                      | 0.00                      | 0.00                      | 0.00                         | 0.00                    |
| 5980430 - Makerspace Donation Expenses        | 29,578.24                 | 29,578.24                 | 0.00                      | 0.00                         | 0.00                    |
| 5980600 - Furniture and Fixtures              | <u>0.00</u>               | <u>0.00</u>               | <u>0.00</u>               | <u>0.00</u>                  | <u>0.00</u>             |
|                                               | <u>29,578.24</u>          | <u>29,578.24</u>          | <u>481,000.00</u>         | <u>(29,578.24)</u>           | <u>0.00</u>             |
| Total Capital Projects Fund Expenditures      | <u>29,578.24</u>          | <u>29,578.24</u>          | <u>481,000.00</u>         | <u>451,421.76</u>            | <u>6.15</u>             |
| <b>Total of All Funds</b>                     | <u>508,593.65</u>         | <u>1,288,960.96</u>       | <u>8,972,203.00</u>       | <u>7,683,242.04</u>          | <u>14.37</u>            |

# Des Plaines Public Library

## Check List

All Bank Accounts

February 22, 2025 - March 20, 2025

| Check Number              | Check Date | Payee                                        | Amount                   |
|---------------------------|------------|----------------------------------------------|--------------------------|
| <b>Vendor Checks</b>      |            |                                              |                          |
| 9009                      | 03/20/25   | ABT ELECTRONIC                               | 1,247.00                 |
| 20645                     | 03/20/25   | Allegion Access Tech LLC                     | 4,349.00                 |
| 20646                     | 03/20/25   | ANDERSON LOCK CO LTD                         | 856.68                   |
| 20647                     | 03/20/25   | Assential Therapies Inc                      | 75.00                    |
| 20648                     | 03/20/25   | AUTOMATED LOGIC, INC.                        | 4,252.50                 |
| 20649                     | 03/20/25   | BAKER & TAYLOR                               | 16,629.88                |
| 20650                     | 03/20/25   | Bellevue Library                             | 39.00                    |
| 20651                     | 03/20/25   | CCH Incorporated                             | 321.41                   |
| 20652                     | 03/20/25   | CHILDREN'S PLUS, INC.                        | 3,124.88                 |
| 20653                     | 03/20/25   | CITY OF DES PLAINES                          | 1,416.24                 |
| 20654                     | 03/20/25   | COLLEY ELEVATOR COMPANY                      | 698.00                   |
| 20655                     | 03/20/25   | CRYSTAL MAINTENANCE SERVICES CORP            | 4,892.50                 |
| 20656                     | 03/20/25   | Des Plaines Self Help Closet & Pantry        | 570.25                   |
| 20657                     | 03/20/25   | EBSCO INFORMATION SERVICES                   | 9,390.85                 |
| 20658                     | 03/20/25   | Fearless Gardening, LLC                      | 250.00                   |
| 20659                     | 03/20/25   | FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES | 684.73                   |
| 20660                     | 03/20/25   | GARVEY'S OFFICE PRODUCTS                     | 1,929.66                 |
| 20661                     | 03/20/25   | HR SOURCE                                    | 1,602.50                 |
| 20662                     | 03/20/25   | IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.     | 1,157.68                 |
| 20663                     | 03/20/25   | IMPACT NETWORKING, LLC.                      | 689.47                   |
| 20664                     | 03/20/25   | JOHN G DONAHUE                               | 40.00                    |
| 20665                     | 03/20/25   | JUNIOR LIBRARY GUILD                         | 429.12                   |
| 20666                     | 03/20/25   | Larry Huffman                                | 120.00                   |
| 20667                     | 03/20/25   | LAUTERBACH & AMEN, LLP.                      | 2,125.00                 |
| 20668                     | 03/20/25   | LESLIE GODDARD                               | 400.00                   |
| 20669                     | 03/20/25   | Matt Peterson                                | 350.00                   |
| 20670                     | 03/20/25   | MATTHEW BENDER & CO, INC                     | 320.31                   |
| 20671                     | 03/20/25   | MIDWEST TAPE                                 | 6,999.91                 |
| 20672                     | 03/20/25   | MIDWEST TAPE                                 | 9,586.05                 |
| 20673                     | 03/20/25   | OAKBROOK MECHANICAL SERVICES                 | 3,230.00                 |
| 20674                     | 03/20/25   | OUTSOURCE SOLUTIONS GROUP, INC.              | 42,852.31                |
| 20675                     | 03/20/25   | OVERDRIVE, INC.                              | 9,752.41                 |
| 20676                     | 03/20/25   | Playaway Products LLC                        | 1,253.80                 |
| 20677                     | 03/20/25   | PROQUEST LLC                                 | 5,987.08                 |
| 20678                     | 03/20/25   | THOMAS KLISE/CRIMSON MULTIMEDIA              | 327.02                   |
| 20679                     | 03/20/25   | THOMSON REUTERS-WEST                         | 58.10                    |
| 20680                     | 03/20/25   | Transparent Language Inc.                    | 4,000.00                 |
| 20681                     | 03/20/25   | Two Tim's LLC                                | 1,271.48                 |
| 20682                     | 03/20/25   | VALUE LINE PUBLISHING, LLC.                  | 4,950.00                 |
| 20683                     | 03/20/25   | CITY OF DES PLAINES                          | 3.00                     |
| 50192                     | 02/28/25   | EMPLOYEE BENEFITS CORPORATION                | 275.00                   |
| 50193                     | 02/28/25   | IMRF                                         | 26,362.50                |
| 50194                     | 02/28/25   | ADP                                          | 1,009.85                 |
| 50195                     | 02/28/25   | NICOR GAS                                    | 7,713.75                 |
| 50196                     | 02/28/25   | COMCAST CABLE                                | 2,141.02                 |
| 50197                     | 02/28/25   | VERIZON WIRELESS                             | 1,027.01                 |
| 50198                     | 02/28/25   | BANKCARD SERVICES                            | 17,843.55                |
| 50199                     | 02/28/25   | NEOFUNDS BY NEOPOST                          | 1,000.00                 |
| 50200                     | 02/28/25   | FRIENDS OF THE DES PLAINES PUBLIC LIBRARY    | 946.52                   |
| 60010                     | 02/28/25   | TROOP CONTRACTING, INC                       | 28,331.24                |
| <b>Vendor Check Total</b> |            |                                              | <u>234,883.26</u>        |
| <b>Check List Total</b>   |            |                                              | <u><u>234,883.26</u></u> |

Check count = 50

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
February 2025

| Payee/Account #          | Account Description          | Description     | Amount   | Check Number | Check Date | Check Amount     |
|--------------------------|------------------------------|-----------------|----------|--------------|------------|------------------|
| <b>Vendor Checks</b>     |                              |                 |          |              |            |                  |
| ABT ELECTRONIC           |                              |                 |          | 9009         | 03/20/25   | <u>1,247.00</u>  |
| 202-5980430              | Makerspace Donation Expenses | INV 0304501RNCF | 1,247.00 |              |            |                  |
| Allegion Access Tech LLC |                              |                 |          | 20645        | 03/20/25   | <u>4,349.00</u>  |
| 201-5930020              | R&M Buildings & Structures   | INV 907317116   | 4,349.00 |              |            |                  |
| ANDERSON LOCK CO LTD     |                              |                 |          | 20646        | 03/20/25   | <u>856.68</u>    |
| 201-5930020              | R&M Buildings & Structures   | INV 7117317     | 466.00   |              |            |                  |
| 201-5930020              | R&M Buildings & Structures   | INV 1165781     | 25.60    |              |            |                  |
| 201-5930020              | R&M Buildings & Structures   | INV 1165995     | 79.08    |              |            |                  |
| 201-5930020              | R&M Buildings & Structures   | INV 7117174     | 286.00   |              |            |                  |
| Assential Therapies Inc  |                              |                 |          | 20647        | 03/20/25   | <u>75.00</u>     |
| 201-5960210              | Special Event Programming    | 1/31/2025       | 75.00    |              |            |                  |
| AUTOMATED LOGIC, INC.    |                              |                 |          | 20648        | 03/20/25   | <u>4,252.50</u>  |
| 201-5930020              | R&M Buildings & Structures   | INV 559062R     | 4,252.50 |              |            |                  |
| BAKER & TAYLOR           |                              |                 |          | 20649        | 03/20/25   | <u>16,629.88</u> |
| 201-5960990              | Misc. Contractual Services   | INV 2038872118  | 95.47    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038872117  | 572.41   |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038869289  | 809.00   |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038253980  | 954.79   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038894334  | 21.05    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038894334  | 65.34    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038909798  | 24.55    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038909798  | 236.07   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038856145  | 3.74     |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038856145  | 11.46    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038905596  | 26.61    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038905596  | 121.92   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038894617  | 10.78    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038894617  | 17.56    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038894652  | 3.74     |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038894652  | 9.79     |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038909260  | 41.50    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038909260  | 167.10   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038894748  | 12.17    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038894748  | 51.29    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038902654  | 5.05     |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038902654  | 12.13    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038884863  | 84.17    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038884863  | 281.87   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038884905  | 131.41   |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038884905  | 947.11   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038901604  | 115.00   |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038901603  | 775.75   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038894424  | 57.08    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038894424  | 276.87   |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038872233  | 13.29    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038872233  | 38.23    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038865957  | 17.31    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038865957  | 70.57    |              |            |                  |
| 201-5960990              | Misc. Contractual Services   | INV 2038880102  | 39.87    |              |            |                  |
| 201-5970600              | Ebooks/Books                 | INV 2038880102  | 60.19    |              |            |                  |

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
February 2025

| Payee/Account # | Account Description        | Description    | Amount | Check Number | Check Date | Check Amount |
|-----------------|----------------------------|----------------|--------|--------------|------------|--------------|
| 201-5960990     | Misc. Contractual Services | INV 2038894371 | 54.26  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038894371 | 107.96 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038899265 | 150.25 |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038899264 | 891.99 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038863550 | 5.38   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038863550 | 22.95  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038887987 | 54.60  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038887987 | 362.93 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038866000 | 25.56  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038866000 | 56.43  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038866043 | 5.39   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038866043 | 17.43  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038859263 | 17.72  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038859263 | 51.55  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038873850 | 101.68 |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038873850 | 439.93 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038866014 | 12.11  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038866014 | 51.28  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038878406 | 39.50  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038878406 | 129.53 |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038886027 | 980.38 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038886028 | 160.27 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038888210 | 23.50  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038888209 | 232.56 |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038860135 | 411.85 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038869290 | 116.55 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038878890 | 13.15  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038878890 | 249.31 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038874620 | 69.50  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038874619 | 479.49 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038872123 | 31.35  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038872123 | 221.67 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038857764 | 59.76  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038857764 | 222.34 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038852202 | 16.55  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038852202 | 14.29  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038868749 | 75.76  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038868749 | 398.96 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038851652 | 3.87   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038851652 | 35.84  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038859264 | 36.85  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038859264 | 172.39 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038860230 | 70.56  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038860230 | 226.04 |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038845057 | 5.39   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038845057 | 10.31  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038838947 | 12.80  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038838947 | 82.40  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038835512 | 2.35   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038835512 | 14.52  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038827857 | 2.69   |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038827857 | 12.59  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038847683 | 31.66  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038849683 | 52.13  |              |            |              |
| 201-5960990     | Misc. Contractual Services | INV 2038836399 | 20.72  |              |            |              |
| 201-5970600     | Ebooks/Books               | INV 2038836399 | 44.89  |              |            |              |

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
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| Payee/Account #                              | Account Description           | Description            | Amount   | Check Number | Check Date | Check Amount    |
|----------------------------------------------|-------------------------------|------------------------|----------|--------------|------------|-----------------|
| 201-5960990                                  | Misc. Contractual Services    | INV 2038827758         | 22.44    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038827758         | 84.82    |              |            |                 |
| 201-5960990                                  | Misc. Contractual Services    | INV 2038858538         | 55.70    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038858538         | 207.10   |              |            |                 |
| 201-5960990                                  | Misc. Contractual Services    | INV 2038860577         | 58.90    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038860577         | 781.04   |              |            |                 |
| 201-5960990                                  | Misc. Contractual Services    | INV 2038854972         | 13.29    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038854972         | 58.87    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038862051         | 205.51   |              |            |                 |
| 201-5960990                                  | Misc. Contractual Services    | INV 2038862052         | 28.20    |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 2038835488         | 24.26    |              |            |                 |
| 201-5960990                                  | Misc. Contractual Services    | INV NS24110175         | 1,693.84 |              |            |                 |
| Bellevue Library                             |                               |                        |          | 20650        | 03/20/25   | <u>39.00</u>    |
| 201-5970600                                  | Ebooks/Books                  | 1/27/2025              | 39.00    |              |            |                 |
| CCH Incorporated                             |                               |                        |          | 20651        | 03/20/25   | <u>321.41</u>   |
| 201-5970600                                  | Ebooks/Books                  | INV 4806205299         | 321.41   |              |            |                 |
| CHILDREN'S PLUS, INC.                        |                               |                        |          | 20652        | 03/20/25   | <u>3,124.88</u> |
| 201-5970600                                  | Ebooks/Books                  | INV 256374             | 932.05   |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 256296             | 817.95   |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 256300             | 343.38   |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 255906             | 643.90   |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 255907             | 196.99   |              |            |                 |
| 201-5970600                                  | Ebooks/Books                  | INV 256623             | 190.61   |              |            |                 |
| CITY OF DES PLAINES                          |                               |                        |          | 20653        | 03/20/25   | <u>1,416.24</u> |
| 201-5970500                                  | Water Bill                    | Account # 71080763-001 | 1,416.24 |              |            |                 |
| COLLEY ELEVATOR COMPANY                      |                               |                        |          | 20654        | 03/20/25   | <u>698.00</u>   |
| 201-5930020                                  | R&M Buildings & Structures    | INV 275900             | 698.00   |              |            |                 |
| CRYSTAL MAINTENANCE SERVICES CORP            |                               |                        |          | 20655        | 03/20/25   | <u>4,892.50</u> |
| 201-5930320                                  | Cleaning/Custodial Services   | INV 32585              | 4,892.50 |              |            |                 |
| Des Plaines Self Help Closet & Pantry        |                               |                        |          | 20656        | 03/20/25   | <u>570.25</u>   |
| 201-4850101                                  | Library Fees                  | 3/3/2025               | 570.25   |              |            |                 |
| EBSCO INFORMATION SERVICES                   |                               |                        |          | 20657        | 03/20/25   | <u>9,390.85</u> |
| 201-5970620                                  | E-Subscriptions/Subscriptions | INV 2503014            | 209.55   |              |            |                 |
| 201-5970620                                  | E-Subscriptions/Subscriptions | INV 2504176            | 106.70   |              |            |                 |
| 201-5970620                                  | E-Subscriptions/Subscriptions | INV 2503905            | 55.00    |              |            |                 |
| 201-5970640                                  | Databases                     | INV 91011015072        | 2,715.00 |              |            |                 |
| 201-5970640                                  | Databases                     | INV 91011015094        | 70.00    |              |            |                 |
| 201-5970620                                  | E-Subscriptions/Subscriptions | 2025 Renewal           | 6,234.60 |              |            |                 |
| Fearless Gardening, LLC                      |                               |                        |          | 20658        | 03/20/25   | <u>250.00</u>   |
| 201-5960210                                  | Special Event Programming     | 5/14/2025              | 250.00   |              |            |                 |
| FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES |                               |                        |          | 20659        | 03/20/25   | <u>684.73</u>   |
| 201-5930490                                  | Refuse Contract               | INV 8010576            | 684.73   |              |            |                 |
| GARVEY'S OFFICE PRODUCTS                     |                               |                        |          | 20660        | 03/20/25   | <u>1,929.66</u> |
| 201-5970170                                  | Janitorial                    | INV WO-636876-1        | 687.66   |              |            |                 |
| 201-5980600                                  | Furniture & Fixtures          | INV WO-641357          | 1,242.00 |              |            |                 |

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
February 2025

| Payee/Account #                          | Account Description        | Description          | Amount   | Check Number | Check Date | Check Amount    |
|------------------------------------------|----------------------------|----------------------|----------|--------------|------------|-----------------|
| HR SOURCE                                |                            |                      |          | 20661        | 03/20/25   | <u>1,602.50</u> |
| 201-5920110                              | Professional Services      | INV 21523            | 1,602.50 |              |            |                 |
| IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC. |                            |                      |          | 20662        | 03/20/25   | <u>1,157.68</u> |
| 201-5930010                              | R&M Equipment              | Account # DP00       | 1,157.68 |              |            |                 |
| IMPACT NETWORKING, LLC.                  |                            |                      |          | 20663        | 03/20/25   | <u>689.47</u>   |
| 201-5930010                              | R&M Equipment              | Account # DP01       | 689.47   |              |            |                 |
| JOHN G DONAHUE                           |                            |                      |          | 20664        | 03/20/25   | <u>40.00</u>    |
| 201-5960210                              | Special Event Programming  | INV 131              | 40.00    |              |            |                 |
| JUNIOR LIBRARY GUILD                     |                            |                      |          | 20665        | 03/20/25   | <u>429.12</u>   |
| 201-5970600                              | Ebooks/Books               | INV 708233           | 429.12   |              |            |                 |
| Larry Huffman                            |                            |                      |          | 20666        | 03/20/25   | <u>120.00</u>   |
| 201-5960210                              | Special Event Programming  | 2/1/25 & 3/1/25      | 120.00   |              |            |                 |
| LAUTERBACH & AMEN, LLP.                  |                            |                      |          | 20667        | 03/20/25   | <u>2,125.00</u> |
| 201-5920110                              | Professional Services      | INV 101231           | 470.00   |              |            |                 |
| 201-5920110                              | Professional Services      | INV 101960           | 1,655.00 |              |            |                 |
| LESLIE GODDARD                           |                            |                      |          | 20668        | 03/20/25   | <u>400.00</u>   |
| 201-5960210                              | Special Event Programming  | 4/7/25               | 400.00   |              |            |                 |
| Matt Peterson                            |                            |                      |          | 20669        | 03/20/25   | <u>350.00</u>   |
| 201-5960210                              | Special Event Programming  | 3/30/25              | 350.00   |              |            |                 |
| MATTHEW BENDER & CO, INC                 |                            |                      |          | 20670        | 03/20/25   | <u>320.31</u>   |
| 201-5970640                              | Databases                  | INV 444700938        | 320.31   |              |            |                 |
| MIDWEST TAPE                             |                            |                      |          | 20671        | 03/20/25   | <u>6,999.91</u> |
| 201-5970630                              | Visual Materials           | Hoopla INV 506822547 | 6,999.91 |              |            |                 |
| MIDWEST TAPE                             |                            |                      |          | 20672        | 03/20/25   | <u>9,586.05</u> |
| 201-5960990                              | Misc. Contractual Services | INV 506788851        | 18.90    |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506788851        | 60.74    |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506787793        | 35.24    |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506787794        | 39.99    |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506787795        | 205.44   |              |            |                 |
| 201-5970610                              | E-audio/Audio              | INV 506787792        | 275.96   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506810656        | 37.17    |              |            |                 |
| 201-5970610                              | E-audio/Audio              | INV 506810656        | 128.01   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506801658        | 189.44   |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506801658        | 985.87   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506801659        | 148.88   |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506801659        | 650.06   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506736918        | 57.82    |              |            |                 |
| 201-5970610                              | E-audio/Audio              | INV 506736918        | 160.36   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506738470        | 9.04     |              |            |                 |
| 201-5970610                              | E-audio/Audio              | INV 506738470        | 216.96   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506738471        | 109.99   |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506738471        | 562.16   |              |            |                 |
| 201-5960990                              | Misc. Contractual Services | INV 506738472        | 176.32   |              |            |                 |
| 201-5970630                              | Visual Materials           | INV 506738472        | 777.39   |              |            |                 |

# Des Plaines Public Library

## Vendor Checks Report

All Bank Accounts  
February 2025

| Payee/Account #                 | Account Description        | Description         | Amount    | Check Number | Check Date | Check Amount     |
|---------------------------------|----------------------------|---------------------|-----------|--------------|------------|------------------|
| 201-5970630                     | Visual Materials           | INV 506751651       | 79.98     |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506751650       | 363.90    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506751653       | 123.19    |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506750189       | 123.98    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506774194       | 20.65     |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506774194       | 68.20     |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506774193       | 145.05    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506774193       | 757.54    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506774192       | 6.78      |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506774192       | 106.97    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506774191       | 144.00    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506774191       | 649.95    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506708339       | 114.88    |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506708339       | 387.32    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506713872       | 20.34     |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506713872       | 409.91    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506718664       | 155.94    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506718665       | 360.41    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 506713871       | 375.66    |              |            |                  |
| 201-5960990                     | Misc. Contractual Services | INV 506713871       | 77.70     |              |            |                  |
| 201-5970610                     | E-audio/Audio              | INV 506718663       | 247.96    |              |            |                  |
| OAKBROOK MECHANICAL SERVICES    |                            |                     |           | 20673        | 03/20/25   | <u>3,230.00</u>  |
| 201-5930020                     | R&M Buildings & Structures | INV 42161           | 3,230.00  |              |            |                  |
| OUTSOURCE SOLUTIONS GROUP, INC. |                            |                     |           | 20674        | 03/20/25   | <u>42,852.31</u> |
| 201-5960990                     | Misc. Contractual Services | INV 82926           | 2,318.00  |              |            |                  |
| 201-5980420                     | Computer Software          | INV 82926           | 4,425.32  |              |            |                  |
| 201-5980420                     | Computer Software          | INV 82924           | 653.40    |              |            |                  |
| 201-5920110                     | Professional Services      | INV 82923           | 35,455.59 |              |            |                  |
| OVERDRIVE, INC.                 |                            |                     |           | 20675        | 03/20/25   | <u>9,752.41</u>  |
| 201-5970600                     | Ebooks/Books               | INV 01018MA25035074 | 4,170.22  |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 01018CP25032562 | 134.31    |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 01018MA25067618 | 4,937.43  |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 01018CP25064382 | 151.17    |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 01018CP25064377 | 85.06     |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 01018CP25031149 | 274.22    |              |            |                  |
| Playaway Products LLC           |                            |                     |           | 20676        | 03/20/25   | <u>1,253.80</u>  |
| 201-5970610                     | E-audio/Audio              | INV 490877          | 72.99     |              |            |                  |
| 201-5970600                     | Ebooks/Books               | INV 492102          | 1,180.81  |              |            |                  |
| PROQUEST LLC                    |                            |                     |           | 20677        | 03/20/25   | <u>5,987.08</u>  |
| 201-5970640                     | Databases                  | INV 70884538        | 5,987.08  |              |            |                  |
| THOMAS KLISE/CRIMSON MULTIMEDIA |                            |                     |           | 20678        | 03/20/25   | <u>327.02</u>    |
| 201-5970630                     | Visual Materials           | INV 019261          | 257.02    |              |            |                  |
| 201-5970630                     | Visual Materials           | INV 019260          | 70.00     |              |            |                  |
| THOMSON REUTERS-WEST            |                            |                     |           | 20679        | 03/20/25   | <u>58.10</u>     |
| 201-5970640                     | Databases                  | INV 851494687       | 30.30     |              |            |                  |
| 201-5970640                     | Databases                  | INV 851353592       | 27.80     |              |            |                  |
| Transparent Language Inc.       |                            |                     |           | 20680        | 03/20/25   | <u>4,000.00</u>  |
| 201-5970640                     | Databases                  | INV 35816           | 4,000.00  |              |            |                  |

**Des Plaines Public Library**  
**Vendor Checks Report**

All Bank Accounts  
February 2025

| Payee/Account #                            | Account Description        | Description                 | Amount   | Check Number | Check Date | Check Amount             |
|--------------------------------------------|----------------------------|-----------------------------|----------|--------------|------------|--------------------------|
| Two Tim's LLC<br>201-5980300               | Improvements               | INV 11725                   | 1,271.48 | 20681        | 03/20/25   | <u>1,271.48</u>          |
| VALUE LINE PUBLISHING, LLC.<br>201-5970640 | Databases                  | INV KF-687809-254           | 4,950.00 | 20682        | 03/20/25   | <u>4,950.00</u>          |
| CITY OF DES PLAINES<br>201-5960990         | Misc. Contractual Services | Annual Lease 2023/2024/2025 | 3.00     | 20683        | 03/20/25   | <u>3.00</u>              |
| Check List Total                           |                            |                             |          |              |            | <u><u>148,232.82</u></u> |

**Des Plaines Public Library**  
**ACH Register**

All Bank Accounts

February 1, 2025 - February 28, 2025

| ACH Number                | ACH Date | Payee                                     | Amount                  |
|---------------------------|----------|-------------------------------------------|-------------------------|
| <b>Vendor Checks</b>      |          |                                           |                         |
| 50192                     | 02/28/25 | EMPLOYEE BENEFITS CORPORATION             | 275.00                  |
| 50193                     | 02/28/25 | IMRF                                      | 26,362.50               |
| 50194                     | 02/28/25 | ADP                                       | 1,009.85                |
| 50195                     | 02/28/25 | NICOR GAS                                 | 7,713.75                |
| 50196                     | 02/28/25 | COMCAST CABLE                             | 2,141.02                |
| 50197                     | 02/28/25 | VERIZON WIRELESS                          | 1,027.01                |
| 50198                     | 02/28/25 | BANKCARD SERVICES                         | 17,843.55               |
| 50199                     | 02/28/25 | NEOFUNDS BY NEOPOST                       | 1,000.00                |
| 50200                     | 02/28/25 | FRIENDS OF THE DES PLAINES PUBLIC LIBRARY | 946.52                  |
| 60010                     | 02/28/25 | TROOP CONTRACTING, INC                    | 28,331.24               |
| <b>Vendor Check Total</b> |          |                                           | <u>86,650.44</u>        |
| <b>Check List Total</b>   |          |                                           | <u><u>86,650.44</u></u> |

Check count = 10

DES PLAINES PUBLIC LIBRARY

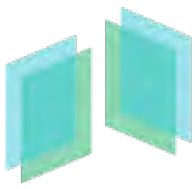
CASH FLOW SUMMARY  
For the Year Ended December 31, 2025

| Balance Sheet           | January      | February  | March | April | May | June | July | August | September | October | November | December |
|-------------------------|--------------|-----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Cash & Investments      | \$ 7,032,435 | 6,645,357 |       |       |     |      |      |        |           |         |          |          |
| <b>Revenue (M-T-D)</b>  |              |           |       |       |     |      |      |        |           |         |          |          |
| Property Taxes          | -            | 853,437   |       |       |     |      |      |        |           |         |          |          |
| Other Revenue           | 30,770       | 107,162   |       |       |     |      |      |        |           |         |          |          |
|                         | 30,770       | 960,599   | -     | -     | -   | -    | -    | -      | -         | -       | -        | -        |
| <b>Expenses (M-T-D)</b> |              |           |       |       |     |      |      |        |           |         |          |          |
| Payroll & Benefits      | 260,380      | 300,348   |       |       |     |      |      |        |           |         |          |          |
| Other Expense           | 341,121      | 208,246   |       |       |     |      |      |        |           |         |          |          |
| Change in A/P & AJE's   | (1,732,867)  | 839,083   |       |       |     |      |      |        |           |         |          |          |
|                         | (1,131,366)  | 1,347,677 | -     | -     | -   | -    | -    | -      | -         | -       | -        | -        |
| Net Increase/(Decrease) | 1,162,136    | (387,078) | -     | -     | -   | -    | -    | -      | -         | -       | -        | -        |

**DES PLAINES PUBLIC LIBRARY**

**CASH FLOW SUMMARY  
For the Year Ended December 31, 2024**

| <b>Balance Sheet</b>    | January      | February  | March     | April     | May       | June      | July      | August    | September | October   | November  | December  |
|-------------------------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Cash & Investments      | \$ 5,407,213 | 5,753,298 | 7,730,714 | 7,205,561 | 6,723,973 | 6,667,006 | 7,571,885 | 8,668,375 | 7,875,969 | 8,007,405 | 7,612,254 | 7,032,435 |
| <b>Revenue (M-T-D)</b>  |              |           |           |           |           |           |           |           |           |           |           |           |
| Property Taxes          | -            | 792,110   | 2,521,449 |           | (22,984)  | 10,054    | 1,211,645 | 1,415,061 |           | 854,843   | -         | -         |
| Other Revenue           | 121,322      | 23,764    | 89,466    | 26,800    | 102,120   | 529,002   | 137,671   | 338,265   | 38,878    | 38,359    | 231,431   | 30,770    |
|                         | 121,322      | 815,874   | 2,610,915 | 26,800    | 79,136    | 539,057   | 1,349,316 | 1,753,327 | 38,878    | 893,202   | 231,431   | 30,770    |
| <b>Expenses (M-T-D)</b> |              |           |           |           |           |           |           |           |           |           |           |           |
| Payroll & Benefits      | 342,607      | 403,253   | 262,943   | 340,863   | 520,400   | 340,976   | 272,926   | 405,050   | 272,083   | 277,587   | 508,258   | 354,020   |
| Other Expense           | 477,947      | 247,204   | 260,935   | 236,783   | 187,805   | 114,016   | 260,701   | 452,278   | 371,199   | 452,150   | 236,024   | 247,481   |
| Change in A/P & AJE's   | (236,146)    | (180,668) | 109,621   | (25,693)  | (147,481) | 141,032   | (89,190)  | (200,491) | 188,002   | 32,029    | (117,699) | 9,087     |
|                         | 584,408      | 469,790   | 633,499   | 551,953   | 560,724   | 596,024   | 444,437   | 656,837   | 831,284   | 761,766   | 626,583   | 610,588   |
| Net Increase/(Decrease) | (463,086)    | 346,084   | 1,977,416 | (525,153) | (481,588) | (56,967)  | 904,880   | 1,096,490 | (792,406) | 131,436   | (395,152) | (579,818) |



# DIRECTOR'S REPORT

## On February 2025

### DONATIONS

\$2,000 from the Kiwanis Club for books and materials for Breakfast with Baby outreach.



\$640 for the YS Reader's Choice Awards Program.

\$150 for a bus to transport Orchard Place Elementary Second Graders on a Field Trip to the Library.

\$550 for a Bollywood Dance Class for children 12 and under to celebrate the Hindu holiday Holi which begins on March 14.

\$280 for Educator Yvonne Wolf to do an adult presentation celebrating Japan's Cherry Blossom Festival on May 7.

\$390 for two presentations by Alyse Burman of the Wild Bird Shack titled "Owls of Illinois" and "These Are a Few of My Favorite Birds".

\$1,000 for Swank/Movie Licensing for one day site licenses not covered by annual license.

### COMINGS & GOINGS

#### PROMOTION

Matialyn (Tia) Munton from FT Patron Accounts Assistant to FT Acquisitions and Cataloging Manager.

Lynne Rubio from FT Acquisitions and Cataloging Manager to FT Readers' Advisory Manager.

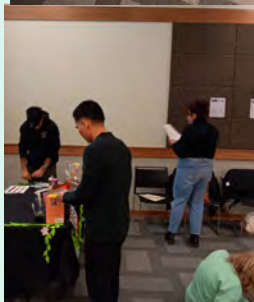
GOING  
Jo Bonell  
Library Director



### DPPL CELEBRATES



### AROUND THE LIBRARY



## YOUTH

**GRAPHIC NOVEL CLUB**

**FEB. 6, MARCH 6, APRIL 3  
6 P.M.**

**LOVE GRAPHIC NOVELS AND COMICS? JOIN US TO DISCUSS OUR LATEST READ, SHARE ALL ABOUT THE OTHER GRAPHIC NOVELS YOU LOVE, AND MAKE NEW FRIENDS! FOR AGES 9-12**

**YS PROGRAM ROOM**

Learn more at [DPPL.ORG](http://DPPL.ORG)

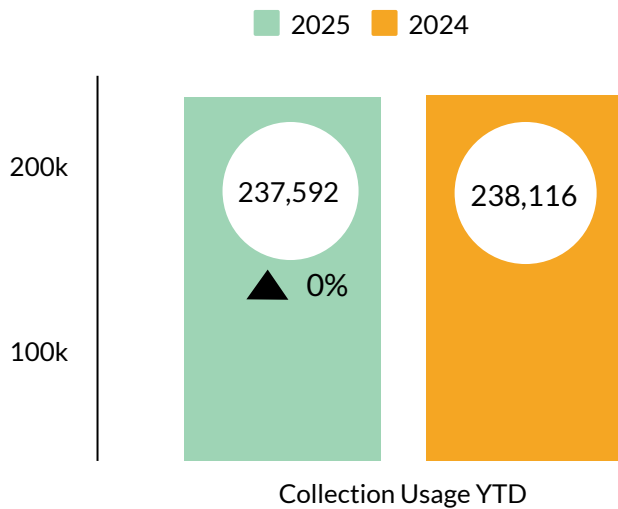
 **DPPL** children's library



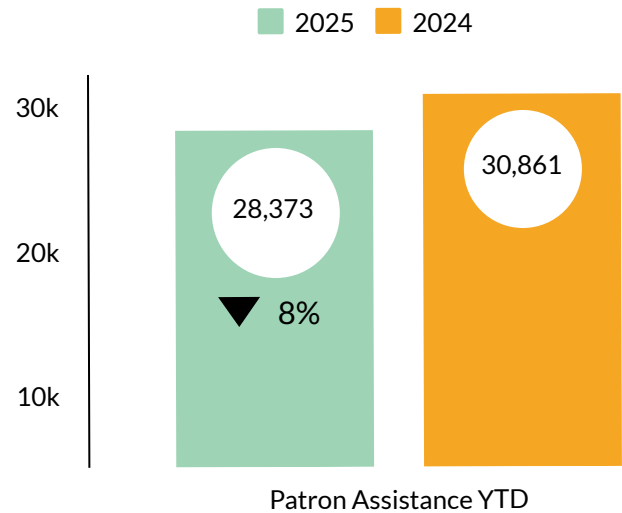
# STATISTICS REPORT

On February 2025

## Collection Usage YTD



## Patron Assistance YTD

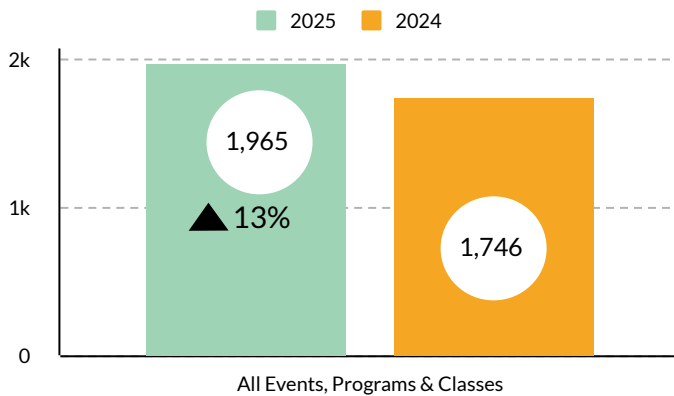


## Bookings YTD

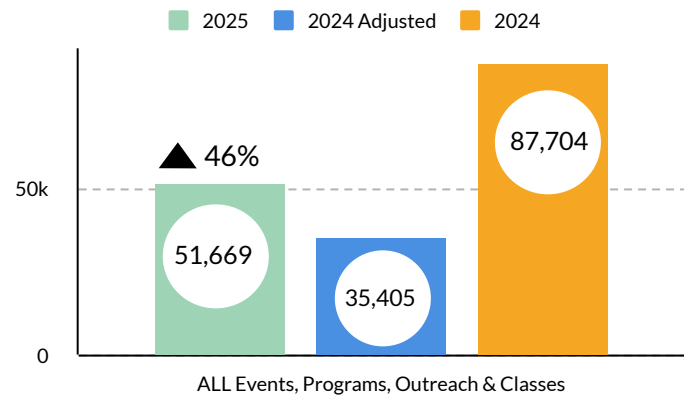
## Attendance YTD

NOTE: "Passive" social media stats for "Attendance ALL" have been removed from the count, beginning January 2025 and a 2024 Adjusted column has been added to the chart. Both the Bookings and Attendance ALL stats DO still include Zoom based virtual programs.

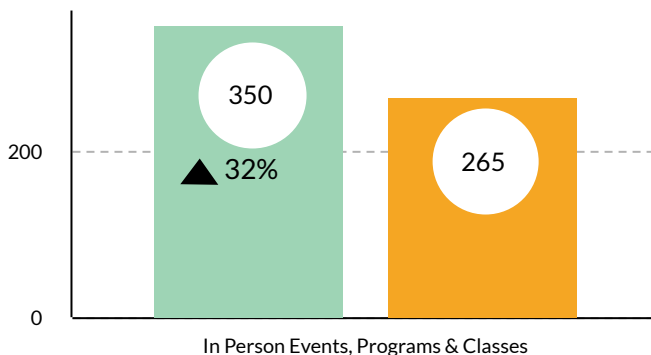
### Bookings ALL



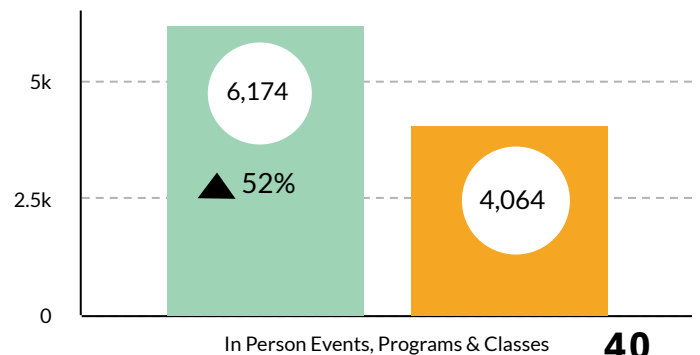
### Attendance ALL



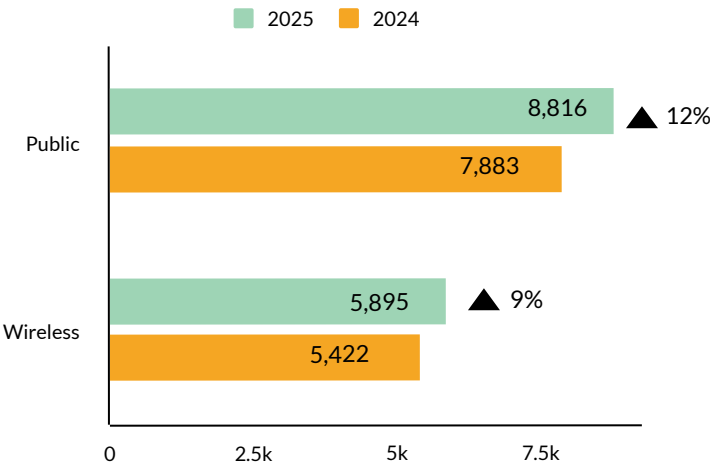
### Bookings IN PERSON



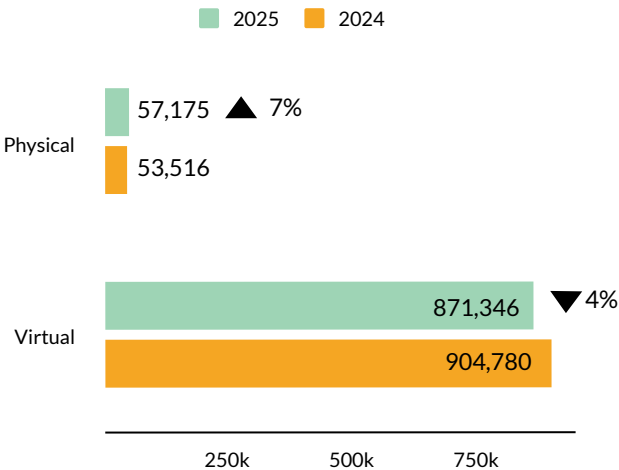
### Attendance IN PERSON



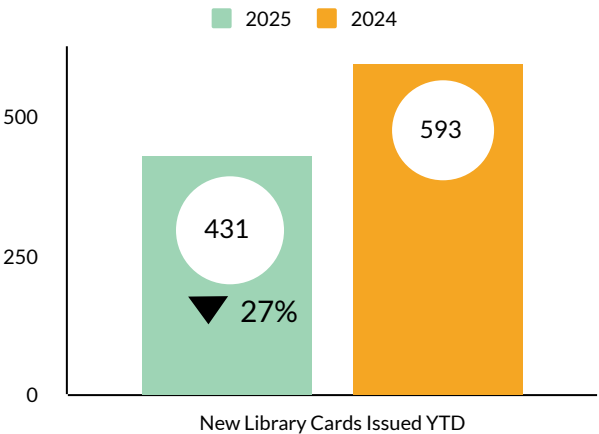
# Computer Usage YTD



# Traffic YTD



# New Library Cards Issued YTD



## 2025 Year to Date Statistics

**February 2025**

| COLLECTION USAGE     |  |                                                      |         |
|----------------------|--|------------------------------------------------------|---------|
|                      |  | Year to Date 2025                                    | 237,592 |
|                      |  | Year to Date 2024                                    | 238,116 |
|                      |  | % Change                                             | 0%      |
| PATRON ASSISTANCE    |  |                                                      |         |
|                      |  | Year to Date 2025                                    | 28,373  |
|                      |  | Year to Date 2024                                    | 30,861  |
|                      |  | % Change                                             | -8%     |
| BOOKINGS YTD - ALL   |  |                                                      |         |
|                      |  | Year to Date 2025                                    | 1,965   |
|                      |  | Year to Date 2024                                    | 1,746   |
|                      |  | % Change                                             | 13%     |
| ATTENDANCE YTD - ALL |  |                                                      |         |
|                      |  | Year to Date 2025                                    | 51,669  |
|                      |  | Year to Date 2024                                    | 87,704  |
|                      |  | % Change                                             | -41%    |
| IN PERSON EVENTS     |  |                                                      |         |
|                      |  | <b>Bookings</b>                                      |         |
|                      |  | Year to Date 2025                                    | 350     |
|                      |  | Year to Date 2024                                    | 265     |
|                      |  | % Change                                             | 32%     |
|                      |  | <b>Attendance</b>                                    |         |
|                      |  | Year to Date 2025                                    | 6,174   |
|                      |  | Year to Date 2024                                    | 4,064   |
|                      |  | % Change                                             | 52%     |
| TRAFFIC              |  |                                                      |         |
|                      |  | <b>Physical Visits (gate count)</b>                  |         |
|                      |  | Year to Date 2025                                    | 57,175  |
|                      |  | Year to Date 2024                                    | 53,516  |
|                      |  | % Change                                             | 7%      |
|                      |  | <b>Virtual Visits (catalog, website, mobile app)</b> |         |
|                      |  | Year to Date 2025                                    | 871,346 |
|                      |  | Year to Date 2024                                    | 904,780 |
|                      |  | % Change                                             | -4%     |
| LIBRARY CARDS ISSUED |  |                                                      |         |
|                      |  | Year to Date new library cards 2025                  | 431     |
|                      |  | Year to Date new library cards 2024                  | 593     |
|                      |  | % Change                                             | -27%    |
| COMPUTER USAGE       |  |                                                      |         |
|                      |  | <b>Public Computers</b>                              |         |
|                      |  | Year to Date 2025                                    | 8,816   |
|                      |  | Year to Date 2024                                    | 7,883   |
|                      |  | % Change                                             | 12%     |
|                      |  | <b>Wireless</b>                                      |         |
|                      |  | Year to Date 2025                                    | 5,895   |
|                      |  | Year to Date 2024                                    | 5,422   |
|                      |  | % Change                                             | 9%      |

| 2025 STATISTICS REPORT                          |                |                |          |          |          |          |          |          |           |          |          |                |
|-------------------------------------------------|----------------|----------------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------------|
| COLLECTION USAGE                                |                |                |          |          |          |          |          |          |           |          |          |                |
|                                                 | JAN            | FEB            | MARCH    | APRIL    | MAY      | JUNE     | JULY     | AUGUST   | SEPTEMBER | OCTOBER  | NOVEMBER | DECEMBER       |
| Physical materials                              | 54,110         | 45,793         |          |          |          |          |          |          |           |          |          |                |
| E-materials                                     | 18,048         | 16,261         |          |          |          |          |          |          |           |          |          |                |
| ILL                                             | 605            | 509            |          |          |          |          |          |          |           |          |          |                |
| Databases                                       | 50,334         | 51,932         |          |          |          |          |          |          |           |          |          |                |
| <b>2025 Total</b>                               | <b>123,097</b> | <b>114,495</b> |          |          |          |          |          |          |           |          |          | <b>237,592</b> |
| Physical materials                              | 54,066         | 51,947         |          |          |          |          |          |          |           |          |          |                |
| E-materials                                     | 17,525         | 16,447         |          |          |          |          |          |          |           |          |          |                |
| ILL                                             | 775            | 666            |          |          |          |          |          |          |           |          |          |                |
| Databases                                       | 49,697         | 46,993         |          |          |          |          |          |          |           |          |          |                |
| <b>2024 Total</b>                               | <b>122,063</b> | <b>116,053</b> |          |          |          |          |          |          |           |          |          | <b>238,116</b> |
| PATRON ASSISTANCE                               |                |                |          |          |          |          |          |          |           |          |          |                |
| Youth Services                                  | 1,934          | 2,402          |          |          |          |          |          |          |           |          |          |                |
| Adult Services                                  | 6,160          | 6,132          |          |          |          |          |          |          |           |          |          |                |
| Patron Accounts                                 | 6,042          | 5,518          |          |          |          |          |          |          |           |          |          |                |
| Security                                        | 88             | 97             |          |          |          |          |          |          |           |          |          |                |
| <b>2025 Total</b>                               | <b>14,224</b>  | <b>14,149</b>  |          |          |          |          |          |          |           |          |          | <b>28,373</b>  |
| Youth Services                                  | 2,132          | 2,700          |          |          |          |          |          |          |           |          |          |                |
| Adult Services                                  | 6,299          | 7,200          |          |          |          |          |          |          |           |          |          |                |
| Patron Accounts                                 | 6,263          | 6,267          |          |          |          |          |          |          |           |          |          |                |
| Security                                        | 136            | 100            |          |          |          |          |          |          |           |          |          |                |
| <b>2024 Total</b>                               | <b>14,830</b>  | <b>16,267</b>  |          |          |          |          |          |          |           |          |          | <b>30,861</b>  |
| EVENTS, PROGRAMS AND CLASSES-BOOKINGS           |                |                |          |          |          |          |          |          |           |          |          |                |
| Youth Services In Person                        | 92             | 95             |          |          |          |          |          |          |           |          |          |                |
| Youth Services Virtual                          | 1              | 2              |          |          |          |          |          |          |           |          |          |                |
| Adult Services In Person                        | 83             | 80             |          |          |          |          |          |          |           |          |          |                |
| Adult Services Virtual                          | 6              | 15             |          |          |          |          |          |          |           |          |          |                |
| Outside groups                                  | 16             | 15             |          |          |          |          |          |          |           |          |          |                |
| Public study rooms                              | 744            | 816            |          |          |          |          |          |          |           |          |          |                |
| <b>2025 Total</b>                               | <b>942</b>     | <b>1,023</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>1,965</b>   |
| Youth Services In Person                        | 4              | 133            |          |          |          |          |          |          |           |          |          |                |
| Youth Services Virtual                          | 9              | 0              |          |          |          |          |          |          |           |          |          |                |
| Adult Services In Person                        | 43             | 85             |          |          |          |          |          |          |           |          |          |                |
| Adult Services Virtual                          | 2              | 16             |          |          |          |          |          |          |           |          |          |                |
| Outside groups                                  | 0              | 13             |          |          |          |          |          |          |           |          |          |                |
| Public study rooms                              | 569            | 872            |          |          |          |          |          |          |           |          |          |                |
| <b>2024 Total</b>                               | <b>627</b>     | <b>1,119</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>1,746</b>   |
| EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE |                |                |          |          |          |          |          |          |           |          |          |                |
| Youth Services In Person                        | 905            | 1,284          |          |          |          |          |          |          |           |          |          |                |
| Youth Services Virtual                          | 4,171          | 4,780          |          |          |          |          |          |          |           |          |          |                |
| Adult Services In Person                        | 1,629          | 2,356          |          |          |          |          |          |          |           |          |          |                |
| Adult Services Virtual                          | 15,388         | 15,842         |          |          |          |          |          |          |           |          |          |                |
| Outside groups                                  | 260            | 179            |          |          |          |          |          |          |           |          |          |                |
| Public study rooms                              | 1,201          | 1,319          |          |          |          |          |          |          |           |          |          |                |
| Outreach-Youth Services                         | 907            | 1,271          |          |          |          |          |          |          |           |          |          |                |
| Outreach-Adult Services                         | 113            | 64             |          |          |          |          |          |          |           |          |          |                |
| <b>2025 Total</b>                               | <b>24,574</b>  | <b>27,095</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>51,669</b>  |
| Youth Services In Person                        | 320            | 1,284          |          |          |          |          |          |          |           |          |          |                |
| Youth Services Virtual                          | 11,624         | 15,464         |          |          |          |          |          |          |           |          |          |                |
| Adult Services In Person                        | 1,085          | 1,375          |          |          |          |          |          |          |           |          |          |                |
| Adult Services Virtual                          | 26,140         | 24,447         |          |          |          |          |          |          |           |          |          |                |
| Outside groups                                  | 237            | 134            |          |          |          |          |          |          |           |          |          |                |
| Public study rooms                              | 1,265          | 1,455          |          |          |          |          |          |          |           |          |          |                |
| Outreach-Youth Services                         | 941            | 1,542          |          |          |          |          |          |          |           |          |          |                |
| Outreach-Adult Services                         | 162            | 229            |          |          |          |          |          |          |           |          |          |                |
| <b>2024 Total</b>                               | <b>41,774</b>  | <b>45,930</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b> | <b>87,704</b>  |

| <b>TRAFFIC</b>              |                                               |              |              |          |          |          |          |          |          |          |          |          |                |
|-----------------------------|-----------------------------------------------|--------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| <b>2025</b>                 | Physical Visits (gate count)                  | 29,049       | 28,126       |          |          |          |          |          |          |          |          |          | <b>57,175</b>  |
| <b>2024</b>                 | Physical Visits (gate count)                  | 25,115       | 28,401       |          |          |          |          |          |          |          |          |          | <b>53,516</b>  |
| <b>2025</b>                 | Virtual visits (catalog, website, mobile app) | 436,270      | 435,076      |          |          |          |          |          |          |          |          |          | <b>871,346</b> |
| <b>2024</b>                 | Virtual visits (catalog, website, mobile app) | 440,017      | 464,763      |          |          |          |          |          |          |          |          |          | <b>904,780</b> |
| <b>LIBRARY CARDS ISSUED</b> |                                               |              |              |          |          |          |          |          |          |          |          |          |                |
| <b>2025</b>                 | Number of new library cards                   | 240          | 191          |          |          |          |          |          |          |          |          |          | <b>431</b>     |
| <b>2024</b>                 | Number of new library cards                   | 277          | 316          |          |          |          |          |          |          |          |          |          | <b>593</b>     |
| <b>COMPUTER USAGE</b>       |                                               |              |              |          |          |          |          |          |          |          |          |          |                |
|                             | Public computers-Youth Services               | 1,311        | 1,092        |          |          |          |          |          |          |          |          |          | 2,403          |
|                             | Public computers-Adult                        | 3,476        | 2,937        |          |          |          |          |          |          |          |          |          | 6,413          |
| <b>2025</b>                 | <b>Total</b>                                  | <b>4,787</b> | <b>4,029</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>8,816</b>   |
|                             | Public computers-Youth Services               | 787          | 1,196        |          |          |          |          |          |          |          |          |          | 1,983          |
|                             | Public computers-Adult                        | 2,545        | 3,355        |          |          |          |          |          |          |          |          |          | 5,900          |
| <b>2024</b>                 | <b>Total</b>                                  | <b>3,332</b> | <b>4,551</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>7,883</b>   |
|                             | Wireless                                      | 2,823        | 3,072        |          |          |          |          |          |          |          |          |          | 5,895          |
| <b>2025</b>                 | <b>Total</b>                                  | <b>2,823</b> | <b>3,072</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>5,895</b>   |
|                             | Wireless                                      | 2,518        | 2,904        |          |          |          |          |          |          |          |          |          | 5,422          |
| <b>2024</b>                 | <b>Total</b>                                  | <b>2,518</b> | <b>2,904</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>5,422</b>   |

E-Rate Bid Assessment Worksheet

Funding Year 2025

Des Plaines Public Library DPPL  
BEN# 135229  
Form 470 #250016485

Description of Service or Project

In the cell below, identify what type and size/quantity of service this Assessment Worksheet is related to.

1 line Fiber Internet Access @ 1Gb-5Gb  
(Based on 36 mo. Agreement)

INSTRUCTIONS FOR COMPLETING THIS FORM  
Complete information in the green cells only!

required record of assesement in relation to all bids received and considered for the coming funding cycle.  
required by the FCC to keep this record in your eRate file for a minimum of Ten (10) years.

This is a  
You are  
Feel free to

SERVICE PROVIDER'S BIDS BASED ON SCORING CRITERIA

SCORING

In each of the  
columns below, assign the name of all Service Providers which have submitted a proposal for the Described Service/Project. Scored each SP based on the criteria list. The  
SP with the highest total score will be your choice for the coming cycle. The runner up score will be your second option in case there are any issues with the awarded SP.

| Scoring Criteria                              | Weight* | Max<br>Points | Name of Vendor                  |                             |                             |                               |                  |                  |                  |                  |                  |
|-----------------------------------------------|---------|---------------|---------------------------------|-----------------------------|-----------------------------|-------------------------------|------------------|------------------|------------------|------------------|------------------|
|                                               |         |               |                                 |                             |                             |                               |                  |                  |                  |                  |                  |
|                                               |         |               | EXAMPLE<br>Scoring SPs          | AT&T                        | Comcast                     | Verizon                       | Name of Provider | Name of Provider | Name of Provider | Name of Provider | Name of Provider |
|                                               |         |               | Score                           | #2                          | Score                       | Score                         | Score            | Score            | Score            | Score            | Score            |
|                                               |         |               | 1Gb - 36 Mo.<br>/<br>2Gb -36 mo | \$757.36<br>/<br>\$1,352.42 | \$685.00<br>/<br>\$1,105.00 | \$1,498.73<br>/<br>\$4,565.44 |                  |                  |                  |                  |                  |
| Price-MRC/Installation                        |         | 30%           | 22                              | 27                          | 30                          | 14                            |                  |                  |                  |                  |                  |
| Understanding of Needs                        |         | 10%           | 10                              | 10                          | 10                          | 10                            |                  |                  |                  |                  |                  |
| Prior Experience                              |         | 25%           | 25                              | 15                          | 20                          | 15                            |                  |                  |                  |                  |                  |
| Personnel/Corporate Qualifications            |         | 20%           | 20                              | 20                          | 20                          | 20                            |                  |                  |                  |                  |                  |
| Setup difficulty (Time investment, fees/etc.) |         | 15%           | 15                              | 5                           | 15                          | 5                             |                  |                  |                  |                  |                  |
| Other (describe)                              |         |               |                                 |                             |                             |                               |                  |                  |                  |                  |                  |
| Other (describe)                              |         |               |                                 |                             |                             |                               |                  |                  |                  |                  |                  |
| Overall Ranking                               |         | 100%          | 92                              | 77                          | 95                          | 64                            | 0                | 0                | 0                | 0                | 0                |

Vendor Selected by highest score Comcast 1gb 36mo  
Approved By: Laurie Papadourakis  
Title: Acting Interim Director  
Date: 2/25/2025

\*\*PLEASE REMEMBER\*\*  
After establishing this Service Provider for the coming cycle, DO NOT SIGN ANY NEW CONTRACTS...  
or make any changes to your service without first discussing it with your CTI filing Specialist.  
In doing so you most likely will jeopardize all previously approved funding.

Bid Assessment comments; (If needed)  

This vendor selection is conditional, pending Library Board approval on March 20, 2025.  

Laurie Papadourakis



## E-Rate Proposal for Des Plaines Public Library

February 13, 2025



**To:**  
Paul McLaurin  
Des Plaines Public Library  
1501 Ellinwood St  
Des Plaines, IL 60016

**From:**  
Dave Osborne, AT&T SPECIALIZED SALES-ACCOUNT MANAGEMENT  
Office: +1 704.478.7913  
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## Introduction

In response to Des Plaines Public Library's Form 470 bid #250016485, I'm providing information on an AT&T solution that may meet your requirements and qualify for E-Rate funding. The solution includes the following components:

- **AT&T Dedicated Internet** is an internet access service that combines a dedicated connection with symmetrical bandwidth (same download and upload speeds) and provides reliable, high-performance connectivity. AT&T Dedicated Internet offers the fastest speeds available (up to 1Tbps), world class Service Level Agreements (SLAs) with 100% uptime guarantees, and outage protection down to the customer edge router with 24/7 monitoring.
- **AT&T Dynamic Defense™** is the first comprehensive network solution that has built-in threat protection. Dynamic Defense is embedded in the AT&T Global Network infrastructure, so it can detect threats, filter malicious traffic, and execute security controls—before the data reaches your network.

## Features and Benefits

The solution gives you the following:

- **Managed Router Option** provides the customer premises equipment (CPE) for the dedicated internet service, generally a router and a diagnostic modem. AT&T configures, monitors, manages, and maintains the equipment. This option provides convenient end-to-end managed internet access so you can focus on your core mission.

- **Customer-Managed Router Option** lets you provide and manage your own router for the dedicated internet service while AT&T provides the managed internet access. So, you have flexibility to choose the level of service you need.
- **Reliable Service** starts with proactive monitoring of our nationwide backbone along with a network architecture that features redundant routers, switches, and power supplies. As a result, we can reroute traffic around outages and restore service almost instantaneously. This increases reliability and helps ensure that your internet traffic gets through. In addition, you get enterprise-class support, with 24/7 expert technical assistance.
- **AT&T Business Center Portal** provides a suite of online tools to access billing, maintenance, network management, and performance reporting information and functions. Business Center tools let you view and manage various aspects of your AT&T service 24/7 via a convenient online portal.
- **Cyber Threat Analysis** provides real time information so you can immediately determine the category, volume, and severity of detected threats. As an additional intelligence layer, these reports also identify sites visited by Acceptable Use Policies (AUP) category so you can better understand policies required to prevent traffic directed to unwanted risky site categories. This feature available in your Business Portal can help you make informed security decisions for your business at no extra charge.
- **Service Level Agreements (SLAs)** offer performance objectives for on-time provisioning, site availability, time to restore, latency, data delivery, and jitter. You may qualify for credits if stated objectives aren't met. Please see the business service guide for more details.

## Features and Benefits AT&T Dynamic Defense (Optional Feature)

The solution gives you the following:

- **AT&T Dynamic Defense Shield** detects and automatically blocks known malicious traffic to and from your networks. It can mitigate risks and malicious attacks, helping your network stay accessible only to those who should have access.
- **Configurable Stateful Firewall** enables you to apply custom policies for your network based on geography, internet categories, network ports and protocols. This feature helps you manage your policies and provides detailed reporting and logging and advanced threat protection against viruses, spyware, and system vulnerabilities. It also can replace your on-premises firewall.

- **Geo IP Filtering** filters traffic based on the location of the IP address. You can select countries from a list to block traffic to and from your business. This feature helps you manage and filter your traffic based on specific IP locations, giving you the option to set an AT&T-recommended list for the initial policy creation (e.g., block all traffic to and from North Korea), which you can modify later to allow an IP address from a blocked country if needed.
- **Web Filtering** filters traffic to specific website categories or sites. This feature helps you manage your policies and blocks access to high-risk categories. Or, you can add individual URLs or create lists to allow access to permitted sites.
- **Reporting and logging** provide you security analysis and valuable insight into the threats your business is facing. These features provide in-depth reporting of traffic activity, including mitigated risks, intrusion attempts, and blocked IP addresses.
- **Version Control of Policy Configuration** keeps track of multiple versions of policy configurations, allowing you to restore your policies in the event of a disruption. This feature improves risk management and easily perform audits.
- **Application-Based Policy** allows you to manage policies for specific applications. This feature is more precise than other solutions when creating security rules, helping you to accurately identify all applications traversing the network to defend against successful cyberattacks.

## Advantages of AT&T

Working with AT&T gives you the following advantages:

- **E-Rate Experience**—AT&T has participated in the E-Rate program for schools and libraries since the program's inception in 1998, and we're one of the program's largest service providers. We're proud to bring our technology, expertise, E-Rate knowledge, and education experience to your school or library, helping expand affordable access to advanced telecommunication services. For more information about AT&T and its participation in the E-Rate program, go to [corp.att.com/erate](http://corp.att.com/erate).
- **Service and Support**—We offer you easy access to assistance, whether through online tools or by phone. You also get support and guidance from highly trained staff with years of networking experience. Our account teams, who work closely with you, are focused on the education industry and are well versed in the issues and challenges that today's educators face.
- **Performance**—You expect communication services that work, and we can deliver. We've made substantial investments each year to improve our technology infrastructure so that we can provide superior performance.

- **Complete Solutions**—AT&T offers a wide range of solutions. We can work with a variety of products and technologies and can assess your needs to recommend potential solutions.
- **Community Focus**—At AT&T, we're proud of our strong record of corporate citizenship. Annually, we contribute millions of dollars through corporate, foundation, and employee giving to support education and community programs.



We're investing in connectivity and technology, digital literacy, and digital learning solutions to **help connect today's learners with success**—in and out of the classroom. It's part of our **\$2 billion commitment to help bridge the digital divide**.

Learn more at [att.com/connectedlearning](https://att.com/connectedlearning).

## Solution Pricing

Pricing for AT&T Dedicated Internet (ADI) is based on the following term: 24, 36 and 60 months. The 24-month term allows three, one-year voluntary extensions. The 36-month term allows two, one-year voluntary extensions. The 60 months comes with no term extensions. *All rates and components are 100% eligible for E-Rate.*

Our proposal is based on the following address only: **1501 Ellinwood St Des Plaines, IL 60016**. **Please let us know if this is not the correct/only address ASAP!** There are no special construction charges if installed at this address. Additional sites may qualify for this pricing pending further fiber availability review.

### ADI Promotional Rates\*\*\* for 2, 3 & 5-Year Rates

SPIN 143001192 AT&T Enterprises, LLC

| Access Speed | Access MRC | Port Speed | Port MRC w/AT&T Managed Router ** | Total* MRC | NRC    |
|--------------|------------|------------|-----------------------------------|------------|--------|
| 1 GB         | \$600.00   | 1 GB       | \$157.36                          | \$757.36   | \$0.00 |
| 10 GB        | \$800.00   | 2 GB       | \$552.42                          | \$1,352.42 | \$0.00 |
| 10 GB        | \$800.00   | 3 GB       | \$791.16                          | \$1,591.16 | \$0.00 |
| 10 GB        | \$800.00   | 4 GB       | \$950.00                          | \$1,750.00 | \$0.00 |
| 10 GB        | \$800.00   | 5 GB       | \$1,055.78                        | \$1,855.78 | \$0.00 |

\*\*\*Following criteria applies to this promotion:

- **Promo only available to ADI acquisition opportunities – not available for renewals or growth**
- Contract signature date must be no later than March 26, 2025.
- Promotional pricing only available on speeds listed above.
- Service changes are not permitted during the contract term, i.e., no changes to selected access speed, no moves, no additions.
- Available terms are 24, 36 and 60 months.
- Limit 2 Dedicated Internet connections.

If you'd like to take advantage of this offer, please request contract documents as quickly as possible so signatures can be obtained before the deadline.

If the Promotional pricing criteria is too restrictive for your circumstances, AT&T E-Rate LCP is:

| ADI 2, 3YR and 5YR Rates - SPIN 143001192 |                |            |                                      |            |        |
|-------------------------------------------|----------------|------------|--------------------------------------|------------|--------|
| Access Speed                              | Access Monthly | Port Speed | Port Monthly - AT&T Managed Router** | Total MRC* | NRC    |
| 1 GB                                      | \$568.00       | 1 GB       | \$224.80                             | \$792.80   | \$0.00 |
| 10 GB                                     | \$800.00       | 2 GB       | \$613.80                             | \$1,413.80 | \$0.00 |
| 10 GB                                     | \$800.00       | 3 GB       | \$988.96                             | \$1,788.96 | \$0.00 |
| 10 GB                                     | \$800.00       | 4 GB       | \$1,187.51                           | \$1,987.51 | \$0.00 |
| 10 GB                                     | \$800.00       | 5 GB       | \$1,350.42                           | \$2,150.42 | \$0.00 |

\*Price is per circuit. \*\*Pricing for circuits without an AT&T Managed Router available upon request. Note: MRC = monthly recurring charge and NRC = non-recurring charge. Fees, Surcharges and Taxes are not included in pricing

Our solution includes an Ethernet access circuit, AT&T Managed Internet Service, AT&T owned and managed Router and AT&T technician installation. AT&T personnel unpack, mount, connect, configure, and test the managed router. AT&T installation is required for all optical interfaces. In addition, if conduit is needed at your property, AT&T will supply up to 1000' of conduit at no charge (Not valid on new construction).

AT&T Dedicated Internet (ADI) is a symmetrical service delivered on fiber with an electrical (1 Gbps and below) or optical (1.5 Gbps and above) handoff (AT&T owned, managed router only) and Dual Stack (IPV4/IPV6). Our standard usable Public IP addresses is 5 and is included in ADI pricing.

AT&T's contract can be structured so the customer can increase the bandwidth during the contract term without extending the term or starting a new agreement. The contract can include optional 1-year extensions. Static IP addresses are provided by AT&T Internet. AT&T offers E-Rate customers the option of SPI or BEAR invoicing.

Currently the Federal Access Recovery Fee (FARF) is set at 1.65% of the Access MRC. Property Tax Allotment (PTA) currently set at \$13.99 may apply. FARF and PTA rates are subject to change.

| Product                       | Service Provider Identification Number (SPIN) |
|-------------------------------|-----------------------------------------------|
| AT&T Dedicated Internet (ADI) | 143001192                                     |
| AT&T Dynamic Defense          | N/A                                           |

This response to your request is not a contract offer and does not take the place of a signed contract. If you select AT&T for this service, please let us know so we can provide you the appropriate contract documents. Neither party is obligated for the selected services unless and until mutually agreed contract documents are signed by both parties. The Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal and assumes use of AT&T contract documents and an E-Rate Rider as part of any final, negotiated contract between the parties, unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

AT&T Dynamic Defense™ Package Options and Pricing\*

AT&T Dynamic Defense is available in three packages, which offer a range of features to suit a variety of business needs, from simple network structures with limited access points to the most complex global scenarios. Each package is available to AT&T Dedicated Internet (ADI) customers in select areas at a low monthly fee. *\*NOTE: AT&T Dynamic Defense is not E-rate eligible and does not qualify for E-rate funding.*

| Standard             | Advanced              | Premium               |
|----------------------|-----------------------|-----------------------|
| \$20                 | \$175                 | \$275                 |
| Speeds >1G /month    | Speeds >1G /month     | Speeds >1G /month     |
| 2Gbps – 4Gbps: \$20  | 2Gbps – 4Gbps: \$300  | 2Gbps – 4Gbps: \$400  |
| 5Gbps – 7Gbps: \$20  | 5Gbps – 7Gbps: \$350  | 5Gbps – 7Gbps: \$500  |
| 8Gbps – 10Gbps: \$20 | 8Gbps – 10Gbps: \$450 | 8Gbps – 10Gbps: \$600 |

*Additional qualification for service availability is required for all speed ranges from 2Gbps-10Gbps, specific to the internet speed that CUSTOMER would like to implement.*

| AT&T Dynamic Defense™     |                                                                                                                                | Standard | Advanced | Premium |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------|
| Features                  | AT&T Threat Intelligence                                                                                                       | ✓        | ✓        | ✓       |
|                           | AT&T Dynamic Defense Shield<br>Dynamic blocking of malicious IP addresses with limited blocklist exceptions included           |          | ✓        | ✓       |
|                           | Enhanced AT&T Dynamic Defense Shield<br>Dynamic blocking of malicious IP addresses with expanded blocklist exceptions included |          | ✓        | ✓       |
|                           | Stateful Firewall<br>Monitor and detect states of all network traffic and defend based on patterns and flows                   |          | ✓        | ✓       |
|                           | Geo IP Filtering<br>IP address blocking from specific geographical locations                                                   |          | ✓        | ✓       |
|                           | Web Filtering<br>Block sites based on web and URL categories                                                                   |          | ✓        | ✓       |
|                           | NextGen Firewall                                                                                                               |          | ✓        | ✓       |
|                           | Basic Threat Protection<br>Detect, alert, and act against intrusions                                                           |          | ✓        | ✓       |
|                           | Reporting & Logging<br>Predefined reports provide critical insights into the network's health and security                     |          | ✓        | ✓       |
|                           | Application-based Reporting<br>Securely identify, decode and build reports based on known applications                         |          | ✓        | ✓       |
| Premium Threat Protection | Version Control<br>Saves multiple versions of policy configurations to improve risk management and easily perform audits       |          | ✓        | ✓       |
|                           | Application-based Policy Creation<br>Create policies based on known applications                                               |          |          | ✓       |
|                           | Virus Protection<br>Protect against viruses, worms, and trojans                                                                |          |          | ✓       |
|                           | Spyware Protection<br>Prevent unauthorized access to sensitive data                                                            |          |          | ✓       |
|                           | Vulnerability Protection<br>Stops attempts to exploit system flaws or gain unauthorized access to systems                      |          |          | ✓       |

Optional Services

AT&T is presenting this additional product information to alert you to other important services that can be very useful to Des Plaines Public Library’s educational goals and overall security concerns. These services are optional and are not contingent on the purchase of any E-Rate eligible services from AT&T.

**PLEASE NOTE:** AT&T is not making any determinations, representations, or warranties regarding the E-Rate eligibility of these additional products and services. The eligibility of these products and services for E-Rate funding is solely determined by USAC and/or the FCC based on the applicants E-Rate discount request. Among the products and services are:

- **Wireless/Wireline Voice Services**
  - **Mobile data<sup>1</sup> plans** can help your staff stay connected. As of 2Q24, AT&T 5G network now reaches more than 300 million people. AT&T 5G+ using mid-band spectrum is available nationwide, covering more than 230 million people. Check the coverage in your area at [www.att.com/maps/wireless-coverage](http://www.att.com/maps/wireless-coverage).
  - **Wireline voice services** can expand the capabilities of your AT&T Dedicated Internet (ADI) access—add Voice over IP with AT&T IP Flexible Reach service.
- **AT&T Wireless Broadband** is a wireless data service that features a flat monthly rate with no overage charges. Its rate plans provide wireless data connectivity for compatible 4G LTE or 5G/5G+ routers and mobile hotspots. Whether used as the primary or failover service, our AT&T Wireless Broadband plans can provide a cost-effective alternative for critical applications, a diverse data backup option, or a quick deployment connection for new or remote locations.
- **FirstNet** wireless services are designed to improve public safety communications, coordination, and response times, leading to safer and more secure communities. This can be crucial during times of crisis. For more information, visit [firstnet.com](http://firstnet.com).
- **AT&T Cybersecurity** can help protect your network from constantly evolving threats. Our cybersecurity professionals have helped schools and districts with limited IT resources get the security features they need at a price that meets their budget. To learn more about our security services portfolio, visit [cybersecurity.att.com](http://cybersecurity.att.com) or call 650.713.3333.

For further information on our solutions and pricing, contact your AT&T sales representative Raul Delgado at Email: RD9616@att.com.

<sup>1</sup> Mobile Data plans may be eligible for E-Rate program support only in instances when the School or Library seeking support demonstrates to the USAC that they are the most cost-effective option for providing internet access based on an Applicant's request for E-Rate discounts. AT&T makes no determinations, representations, or warranties regarding such eligibility.

## Important Information

AT&T may provide Entrance Facility Construction (EFC) for eligible customers, as explained in the Entrance Facility Construction section of the AT&T Business Service Guide General Provisions. Customers who do not qualify for AT&T EFC are responsible for providing the conduit/structure as well as the path from the property line to the demarcation point for access to the primary route.

AT&T Dynamic Defense requires AT&T Dedicated Internet service, or AT&T Switched Ethernet on Demand (only available for new ASEoD customers). AT&T Dynamic Defense available in select areas.

**Proposal Validity Period**—The information and pricing contained in this Proposal is valid for a period of 90 days from the date written on the proposal cover page, or until the E-Rate filing window closes for the upcoming E-Rate Funding year, whichever occurs later, unless rescinded or extended in writing by AT&T.

**Proposal Pricing**—Pricing proposed herein is based upon the specific product/service/equipment mix and locations outlined in this proposal and is subject to AT&T's proposed terms and conditions for those products and services and the AT&T E-Rate Rider unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

**Providers of Service**—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand.

**Software**—Any software used with the products and services provided in connection with this Proposal will be governed by the written terms and conditions applicable to such software. Title to software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they will take precedence over any agreement between the parties as relates to such software.

**Disclaimer**—For purposes of this Proposal, the identification of certain services as “eligible” or “non-eligible” for E-Rate funding is not dispositive, nor does it guarantee that this or any other services in this Proposal will be deemed eligible for such funding. Any conclusions regarding the eligibility of services for E-Rate funding must be based on several factors, many of which have yet to be determined relative to the proposed services and equipment described herein. Such factors will include, without limitation, the ultimate design configuration of the network, the specific products and services provisioned to operate the network, the type of customer, and whether the services are used for eligible educational purposes at eligible locations. In its proposal, AT&T will take guidance from the “Eligible Services List” and the specific sections on product and service eligibility on the Universal Service Administrative Company (“USAC”) website [www.usac.org/e-rate](http://www.usac.org/e-rate). This site provides a current listing of eligible products and services, as well as conditionally eligible and ineligible services. This guidance notwithstanding, the final determination of eligibility will be made by the USAC after a review of the customer’s E-Rate application for this proposal. If AT&T is awarded the bid for this project, AT&T will provide assistance on the E-Rate application solely on matters relative to the functionality of the services and products which comprise the network. Nevertheless, the responsibility for the E-Rate application is with the customer. AT&T is not responsible for the outcome of the USAC’s decision on these matters.

**End User Equipment**—E-Rate recipients must cost allocate any non-ancillary ineligible components that are bundled with eligible products or services. Cost allocations are the responsibility of E-Rate Applicants. For additional information, reference USAC website at [www.usac.org/e-rate](http://www.usac.org/e-rate) and Cost Allocation Guidelines for Services at [www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/](http://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/).

**Special Construction Charges**—Site visit may be required, and any potential special construction and on-site facilities charges are not known by AT&T at this time. Customer should note that Special Construction charges may apply when the order is placed for services.

**Termination Fees**—If AT&T is the current provider of service at a location and customer continues the identical service at that location, termination charges would not apply to such service at such location. If AT&T is not the current provider, AT&T does not agree to pay off termination charges to another service provider.

**AT&T may provide Entrance Facility Construction (EFC) for eligible customers, as explained in the Entrance Facility Construction section of the AT&T Business Service Guide General Provisions. Customers who do not qualify for AT&T EFC are responsible for providing the conduit/structure as well as the path from the property line to the demarcation point for access to the primary route.**

**Copyright Notice and Statement of Confidentiality**—© 2025 AT&T Intellectual Property. AT&T and globe logo are registered trademarks and service marks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks are the property of their respective owners. The contents of the Proposal (except for pricing applicable to E-Rate funded services) are unpublished, proprietary, and confidential and may not be copied, disclosed, or used, in whole or in part, without the express written permission of AT&T Intellectual Property or affiliated companies, except to the extent required by law and insofar as is reasonably necessary in order to review and evaluate the information contained herein.

**Implementation**—AT&T shall implement the proposed solution in accordance with the bandwidth, design, and locations specified in the E-rate 470 and any related RFP. During the implementation process, AT&T shall supply details concerning the necessary network handoff type and Customer Premises Equipment (CPE) prerequisites for connection to the customer’s network. The customer shall be solely responsible for acquiring any required equipment. AT&T disclaims any liability for new equipment or upgrades needed to connect to AT&T’s Network Terminating Equipment (NTE) as part of the proposed solution. Furthermore, any increases in bandwidth or the addition of sites must adhere to E-Rate program regulations. AT&T shall not be held accountable for customer-initiated network upgrades or site additions that do not comply with E-Rate program guidelines. The following link directs to the Universal Service Administration Company (USAC) website, which contains a comprehensive set of E-rate program rules: [E-Rate - Universal Service Administrative Company \(usac.org\)](http://E-Rate - Universal Service Administrative Company (usac.org)).



## E-Rate Rider

### ATTACHMENT TO [Insert Title of Document] ("Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO E-rate FUNDING

This Attachment ("Attachment") is entered into by [Insert name of AT&T affiliate] (AT&T) and (Customer) and is effective as of the date last signed below (Effective Date). It is an attachment to the Agreement and has the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment control.

#### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer intends to seek funding through the E-rate program for Services purchased under the Agreement. E-rate is administered by the Universal Service Fund Administrative Company (USAC). The Federal Communications Commission (FCC) has promulgated regulations that govern the participation in the E-rate program. The Parties agree:

1. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-rate funding is solely determined by USAC and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
2. Service Substitutions. USAC funding commitments are based upon the products, services and locations set forth in the Form 471. Any modification to the products and services or the locations at which they are to be installed or provided requires Customer to file a service substitution with USAC. AT&T may suspend Service substitution activities pending approval of service substitution requests.
3. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-rate-related materials (including all attachments): (i) Form 471 and Bulk Upload template(s); (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer will clearly delineate between eligible and non-eligible Services on those orders.
4. Indemnities. Each party agrees it has and will comply with all laws and requirements applicable to the E-rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each party agrees to indemnify and hold harmless the other party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party, FCC or USAC claims and related loss, liability, damage, and expense (including reasonable attorney's fees) arising out of the indemnifying party's violation of the E-rate rules or breach of the terms of this Attachment.
5. Non-Appropriations. By executing the Agreement, Customer confirms that it has funds appropriated and available to pay all amounts due for E-rate supported Services through the end of its current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith a revised agreement with AT&T to develop revised services and terms to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement term. This section 5 applies to Customer funding appropriations, and does not allow for termination if E-rate funding is denied or delayed.

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## E-Rate Rider

### 6. Customer Must Choose A or B

#### A.) ☐ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF E-RATE FUNDING HAS NOT BEEN APPROVED BY USAC. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR DELAYED.

(i). Scope: *Customer desires that Services commence on or about July 1 unless a different date is inserted here*. AT&T will make reasonable efforts to meet the requested date, but AT&T does not commit to commence Service by the requested date. The term of the Services begins on the Start Date of Minimum Payment Period as provided in the applicable Pricing Schedule, or if there is no Pricing Schedule then as may be stated in the applicable Order document.

(ii). Funding Denial Agreement Termination: CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

#### B.) ☐ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

SERVICES WILL NOT COMMENCE AND EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES OR EQUIPMENT IS DENIED, THE AGREEMENT WILL TERMINATE AS TO THOSE SERVICES OR EQUIPMENT UNLESS A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.

(i). Scope: Customer agrees to use best efforts to obtain funding from USAC. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections, a verification of Form 486 approval by USAC. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation. The Services term begins on installation and delivery of those services, and will continue for the term stated in the Agreement.

(ii). Funding Denial Agreement Termination: if a funding request is denied by USAC, the Agreement, with respect to such Service(s) and/or equipment, will terminate sixty (60) days from the date of the FCDL in which E-rate funding is denied or on the 30<sup>th</sup> day following rejection of the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement. This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC after commencement of Service.

(iii). IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM USAC, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE.

### 7. AT&T Owned Equipment - General Terms and Conditions

If the Services require placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises") Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the installation of the underlying Service. Neither the Agreement nor this Attachment includes an option to purchase the Equipment. Customer will not use the Equipment for any purpose other than receipt of the eligible Service of which it is a part.

A. Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain the Equipment and any additional, supplemental or replacement equipment as AT&T may choose.
- Confirms this license includes a right of access to and within the Premises for purposes of installing, operating, maintaining, repairing and replacing the Equipment. All Equipment brought onto the premises by AT&T is the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer has no

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## E-Rate Rider

right to, interest in, or exclusive use of that Equipment.

- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer bears the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents.
- Agrees to notify AT&T of any issues related to the Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Equipment.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of the Equipment, except for AT&T's gross negligence.
- Grants AT&T the right, but not the obligation, to remove all or any part of the Equipment from the premises at any time after the termination of the Service.

Additionally, E-rate program rules and eligibility requirements apply, and these requirements may change from time to time.

### 8. Terms of Equipment Usage

Please note that there are some important Customer obligations to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

**A. PATH** - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

**B. SPACE** - Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment at the Minimum Point of Entry (MPOE)/ Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit. Any Demarcation Point location which is further than the closest practicable point to the MPOE in the building will require custom work which may not be eligible for E-rate Category 1 funding, and must be paid for by the Customer.

**C. ENVIRONMENTAL** - Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

**D. POWER - GROUND** - Customer will provide:

- Permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal -48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.
- Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building's ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.
- Any other site-specific customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

### 9. Customer Premise Support Structure ("CPSS") - General Terms and Conditions

If the Services require placing conduit and/or other conduit pathway support structures (Facilities) on the Customer's Premises. Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate the Facilities and any replacement Facilities as AT&T may choose.
- Confirms such license includes a right of access to and within the Premises for purposes of installing, repairing and

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## E-Rate Rider

replacing the Facilities. All Facilities brought onto the Premises by AT&T, once installed and functional, become Customer property.

- Confirms that once the Facilities are installed, the Customer is responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.
- Assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Facilities.

### 10. Unforeseen Special Construction Charges

- AT&T affirms that it has conducted due diligence to verify all costs associated with our proposal. However, if during the provisioning or installation process, the need for special construction to enable service installation at a site arises, the applicant shall have the option to amend the contract to remove the affected site without incurring any termination liability.

### Additional Terms Applicable to Customers using CALNET Agreements and with the following CALNET services:

- **CALNET 3 Extension Agreements:** IFB STPD 12-001-A, C3-A-12-10-TS-01 – Amendment 13 and IFB STPD 12-001-B, C3-B-12-10-TS-01 Amendment 12 are anticipated to expire on 12/31/21. Notwithstanding anything to the contrary, upon the expiration of these Agreements, the Customer will take such reasonable steps as may be necessary to continue to procure the same or substantially similar services hereunder pursuant to the State of California – Statewide Technology Procurement – AT&T – IFB C4DNCS19 ("CALNET NEXTGen Contract"), to the extent such service(s) is/are available. Upon such migration of service, the term "Agreement" as used herein shall refer to the CALNET NEXTGen Contract.
- **Metropolitan Area Network (MAN) Ethernet (3.0):** In the event of termination of service within 24 months from the Cutover Date of Service, Customer is liable for 100% of the cost of \$9200 for each site at which AT&T installs CPSS.
- **Managed Internet Services (5.0):** If Customer cancels Service at an eligible Customer site prior to the service activation date, AT&T is not obligated to complete work on Entrance Facility Construction (EFC), and Customer agrees to compensate AT&T for all of AT&T's costs incurred through the date of cancellation associated with providing EFC, regardless of whether the construction has been completed.

### 11. USAC Invoicing Method

AT&T will follow invoicing requirements and accommodates either the Service Provider Invoice Form (SPI) - Form 474 – or the Billed Entity Application Reimbursement ("BEAR") - Form 472 invoice method. Customer agrees to promptly submit any AT&T or USAC Forms needed to support requests for payment for Services rendered.

- a. SPI – Customer must first receive an approved Funding Commitment Decision Letter and Form 486 Notification Letter. In addition, the Customer agrees NO LATER THAN 120 days prior to their Last Date to Invoice to notify AT&T of its SPI election, and to provide and certify to AT&T an accurate list of the applicable Billing Accounts Numbers for services per their Form 471 funding application for each Funding Request Number for which the SPI method is sought. Customer agrees that invoices are due and payable in full by their stated due date unless these requirements have been met and SPI discounts commence. Where these requirements are not met, Customer agrees to utilize the BEAR disbursement method to request their E-rate funding. See: <http://usac.org/sl/applicants/step06/default.aspx>.
- b. BEAR - Under current rules, Service Providers have no involvement in the BEAR invoice process.

### 12. Reimbursement of USAC

Customer agrees to promptly submit any AT&T or USAC forms needed to support Form 474 SPI requests for payment of discounted Services. If USAC (i) seeks recovery from AT&T for disbursed E-rate funds as a result of Customer's failure to comply with the E-rate rules, including Customer delays in submitting required forms or contracts; or (ii) determines that Services which it had previously been approved for discounts are not eligible resulting in a "Notice of Improperly Disbursed Funds" or other request for recovery of funds (other than as the result of AT&T's failure to comply with the E-rate rules), then AT&T will reverse any E-rate SPI discounts provided which were denied, any reimbursements demanded, and any funds returned, and Customer will (a) pay all unfunded, reimbursed, or returned amounts and (b) reimburse AT&T for any funds AT&T must return to USAC, each within ninety (90) days of notice from USAC. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction, or other non-funding by USAC does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees. This provision shall supersede any other provision with respect to limits on the time period in

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## E-Rate Rider

which charges may be invoiced.

### 13. Invoice Timing

No time limitation in the Agreement respecting late invoicing of non-discounted charges shall apply to invoicing for eRate-eligible Services.

### 14. Contract Requirements.

FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.

☐ IF THIS BOX IS CHECKED, THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED <Date of Original Attachment>.

SO AGREED by the Parties' respective authorized signatories:

| Customer<br>(by its authorized representative) | AT&T<br>(by its authorized representative) |
|------------------------------------------------|--------------------------------------------|
| By:                                            | By:                                        |
| Name:                                          | Name:                                      |
| Title:                                         | Title:                                     |
| Date:                                          | Date:                                      |

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# E-Rate Services Proposal

Des Plaines Public Library

Request for Proposal

**470#:** 250016485 / **ACD:** February 20, 2025

**Posting Date:** January 23, 2025

February 10, 2025

Steven Strecker

Account Manager, Enterprise Direct Sales

224-465-0111

[steven\\_strecker@comcast.com](mailto:steven_strecker@comcast.com)



**COMCAST  
BUSINESS**  
Powering Possibilities™

# COMCAST BUSINESS

## Transmittal Letter

February 10, 2025

Comcast Business Communications, LLC ("Comcast Business") looks forward to a mutually rewarding business relationship with your organization. Comcast Business is pleased to provide this proposal (the "Proposal") for the requested E-Rate services.

Your organization is responsible for compliance with applicable state and local procurement laws. It is our understanding that your organization, based on this request for proposal, is not seeking services pursuant to the State Procurement code or under a current cooperative purchasing agreement between Comcast Business and the State under which your organization is a qualified buyer. ***This proposal and the Comcast Business Services Agreement comply with all USAC guidelines, including the Lowest Corresponding Price rules.***

As you proceed in the selection process, please feel free to contact your Comcast Business representative with any questions, comments, or concerns.

Sincerely,

**Comcast Business Communications, LLC**



Terrence J. Connell  
Senior Vice President

# COMCAST BUSINESS

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Comcast Business Communications, LLC, a Pennsylvania limited liability company, on behalf of itself and its applicable operating affiliates and subsidiaries (including, but not limited to, Comcast Cable Communications Management, LLC); together offering services throughout this Network Service Proposal identified as "Comcast".

# COMCAST BUSINESS

## Executive Summary

Technology is redefining the learning landscape. Advanced networks and digital solutions are critical for education. Comcast Business is uniquely positioned to provide end-to-end network solutions for education. Comcast Business' integrated Internet and data products are delivered over an extensive network that is physically diverse from the phone companies. Our technology services can help your organization remain agile and resilient as you improve the quality of education – in the classroom, across the district and in students' homes.

Comcast Business' Proposal offers a flexible solution that is capable of meeting your demands. Other Comcast Business advantages include:

### Performance

- Dedicated bandwidth up to 100 Gbps. Enables video streaming, distance learning, online assessments, and digital learning

### Resilient, robust enhanced network to support your operations

- High network availability with a diverse and redundant core network architecture
- Annual investments to expand and strengthen the network

### Highly reliable and scalable Ethernet data and Internet services tailored to meet your needs

- Manageable services that grow with your organization
- Bandwidth in flexible increments from 1Mbps to 100Gbps

### Our Comcast Business Promise

- Dedicated Project Managers
- Proactive Monitoring to the Customer Premise
- 24x7 Dedicated Enterprise Support

### Commitment to Education in the Community



**Internet Essentials** – Since 2011, Comcast Business has connected 10 million people to the Internet at home through Internet Essentials, the nation's largest and most comprehensive broadband adoption program.



\$1B committed in cash over the next 10 years to further close the digital divide.



**Lift Zones** – Working with our network of non-profit partners and city leaders, Comcast Business launched 1,250+ WiFi-connected "Lift Zones" in community centers nationwide. The program helps students get online, participate in distance learning and do their schoolwork.



**Tens of Millions** of people reached with connectivity, skills, training, and resources.

Comcast Business is pleased to submit this Proposal for advanced, efficient and affordable high-bandwidth digital communications services and looks forward to developing a solid business relationship with you and to assisting your organization in addressing its communication needs. Comcast Business is confident that the solutions presented in this Proposal will provide a cost-effective solution that supports business objectives and quality requirements and will enhance your overall communication services portfolio.

This Proposal is valid for 90 days.

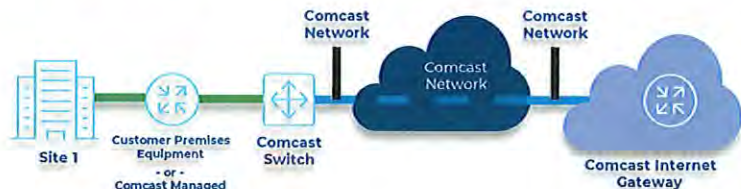
# COMCAST BUSINESS

## Solution Overview

Comcast is uniquely positioned to offer long-term value to support current and future technology requirements. Based on the requirements specified Comcast would specifically propose provisioning the following as a solution.

### Comcast Business Ethernet Dedicated Internet Service

Ethernet Dedicated Internet Service (EDI) is a reliable, high-performance Internet service for schools that have outgrown coax-based Internet. EDI provides an Ethernet Virtual Connection (EVC) from the customer premises location to a Comcast Internet Point of Presence (POP) router. Our Ethernet interface enables compatibility with your LAN. EDI is a symmetrical, dedicated Internet access service provisioned on an Ethernet platform that is easy and fast to upgrade. Comcast Business will provision Internet connectivity for the sites to jointly access the Internet.



## Summary

The proposed solution was designed to enable demanding IP based applications. The network easily meets the infrastructure demands of bandwidth-intensive applications and limits the need to purchase or configure additional technology. This service has high availability so that interruptions are minimized.

You will also have the ability to have a network solution that meets today's requirements but is capable of scaling to other locations or to meet future bandwidth demands. Your organization will have the ability to scale that connection and bandwidth can be added very quickly, often within hours. If, or when, you need additional network capacity, an upgrade agreement would be negotiated with Comcast Business and the billing terms would be specified in that agreement.

With Comcast Business, your organization will leverage our extensive fiber network for a reliable and scalable network and connection to the Tier 1 Internet backbone using a simple Ethernet interface that allows for true plug and play compatibility. Comcast Business has uniquely diverse routing, commonly physically disparate from most other Telco provider's networks. Additionally, with Comcast Business there are no local loop charges, typical with other service providers.

At each of the locations specified in this response, Comcast Business will install network edge equipment that will facilitate the connection between your network and ours. As part of the service, Comcast Business will provide, monitor and maintain the edge devices. Comcast Business also provides web-based monitoring and reporting tools available 24x7 upon request.

With Comcast Business you will receive a trusted data transport solution from the largest broadband provider offering superior flexibility in configurations and pricing. Combine our years of commercial experience with leading edge innovative technology and service capabilities and differentiation among networking service providers becomes clear.

# COMCAST BUSINESS

## Additional Services Available

### Comcast Business Distributed Denial of Service (DDoS) Mitigation Service<sup>1</sup>

DDoS attacks are getting bigger and more frequent. A primary target of DDoS is educational institutions where the computers, servers and infrastructure that have modernized education have become tempting targets for cybercriminals and disgruntled students. Low-security remote learning programs also have created new vulnerabilities as students and staff connect from home.

When added to Comcast Business Ethernet Dedicated Internet, Comcast Business DDoS Mitigation can provide threat detection and mitigation to respond to DDoS volumetric and flood attacks such as UDP Floods, Web Flood, and DNS Application Floods. Comcast Business DDoS Mitigation Service is a subscription-based offering that detects DDoS attack traffic, alerts customers when an attack starts and initiates mitigation to thwart the attack. It makes it possible for schools to fend off cyberattacks.

When a school subscribes to DDoS Mitigation Service, Comcast Business will work closely with the school to tailor the service to specific network information and requirements. The team preconfigures countermeasure options and conducts acceptance tests before the service is activated. DDoS Mitigation Service monitors network traffic for a specified set of IP addresses. When a DDoS attack is detected, the system alerts the customer by email, text message or both depending on customer preferences.

In addition to scrubbing traffic, Comcast Business makes use of BGP Flowspec to automatically drop traffic Layers 3 and 4. During the mitigation process, as a first line of defense, Comcast Business can drop or rate limit the suspicious traffic at the closest peering edge router to avoid the need for scrubbing this traffic. The specification uses filtering rules that are based on BGP protocols and provides an additional layer of mitigation against large-scale volumetric attacks.

During mitigation, all traffic directed at a district's Internet connections is diverted to cloud-based scrubbing centers dispersed throughout the U.S. to filter malicious traffic. Once all traffic is filtered, the service forwards clean, legitimate traffic to the network and servers through secure tunneling. This helps the school district to maintain uptime of Internet services even when under a DDoS attack.

### DDoS MITIGATION SERVICE OPTIONS

Comcast Business DDoS service options and the accompanying mitigation options are designed for customers' security sensitivities, attack frequency, and time period. Customers are mitigated 24x7x365 in the Comcast Business Security Operations Center.

#### Unlimited Subscription

Your subscription includes an unlimited number of mitigation incidents in a monthly billing cycle. No additional mitigation incident fees will be charged with this subscription level. With this option, there are two choices:

1. Automatic mitigation. SLA: Within 5 minutes
2. On-demand mitigation. SLA: Within 15 minutes

### Comcast Business Managed Router

<sup>1</sup> Restrictions apply. Not available in all areas. Services and features vary depending on level of service. DDoS Mitigation is not eligible for E-Rate funding but may be purchased separately.

# COMCAST BUSINESS

The Comcast Business Managed Router sits at the customer premises between the LAN and the network. Our router is available over internet circuits and can handle a variety of protocols to help organizations meet their performance requirements. The router includes a stateful firewall with standard templates or customization capabilities to meet your specific network requirements. Stateful inspection keeps track of each connection in the state table, with three standard capabilities: Disable, Normal and Strict. The managed router can be added to Comcast Business Internet or Ethernet service for full lifecycle support and includes:

- Fully managed onboarding experience
- Technical consultation and solution design
- Optimized configuration and installation
- Monitoring and management
- Equipment maintenance and replacement as necessary

## Comcast Business SD-WAN

Comcast Business Software-Defined Wide Area Networking (SD-WAN) leverages our software-defined networking platform to deliver virtual network functions, creating a connectivity service that is highly available, application-oriented, simple to operate and cost-effective. A next generation virtual private network (VPN) over Internet transport, our SD-WAN solution tightly integrates a massively scalable set of virtual network functions for ease of operations and management.

At the core of Comcast Business SD-WAN are three key capabilities: VPN (securely encapsulating customer data), Internet security and firewall, and dynamic routing functions. It allows distributed enterprise WANs to be centrally configured, managed and pushed out to geographically dispersed locations consistently and cost effectively. SD-WAN reduces dependence on proprietary premises-based equipment and its expensive, labor-intensive management, while offering unprecedented levels of network agility.

Valuable features include application-based routing and local Internet breakout, the ability to support load balancing/failover between Comcast Business connections and customers' existing networks and the flexibility to support multiple WAN topologies, including any-to-any, hub and spoke and full mesh.

## Comcast Business Voice Services<sup>2</sup>

Comcast Business offers a complete portfolio of voice services supported by one of the largest VoIP networks in the country. The Comcast Business Advanced Voice portfolio, which includes Comcast Business VoiceEdge™ and Comcast Business SIP and PRI Trunking, offers scalable solutions that build efficiency in any business.

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<sup>2</sup> Voice services are not eligible for E-Rate funding but may be purchased separately.

# COMCAST BUSINESS

## Price Proposal

Comcast Business is pleased to provide the following pricing in response to this Proposal.

### Options: Ethernet Dedicated Internet Service (EDI):

1. Des Plaines Public Library / 1501 ELLINWOOD AVE Des Plaines, IL 60016

| Options                            | Contract Term | Product | Bandwidth  | EDI Monthly Recurring Charge | Non-Recurring Charge |
|------------------------------------|---------------|---------|------------|------------------------------|----------------------|
| 1                                  | 36 Months     | EDI     | 1,000 Mbps | \$685.00                     | \$0.00               |
| 2                                  | 36 Months     | EDI     | 2,000 Mbps | \$1,105.00                   | \$0.00               |
| 3                                  | 36 Months     | EDI     | 5,000 Mbps | \$2,000.00                   | \$0.00               |
| IPv4 Static Address Block /27 (30) |               |         |            | \$55.00                      | \$0.00               |

### Optional IPs

| IPv4 Sub-net Blocks | Usable IPs | MRC      | NRC    |
|---------------------|------------|----------|--------|
| /30                 | 2          | \$25.00  | \$0.00 |
| /29                 | 6          | \$30.00  | \$0.00 |
| /28                 | 14         | \$35.00  | \$0.00 |
| /27                 | 30         | \$55.00  | \$0.00 |
| /26                 | 62         | \$80.00  | \$0.00 |
| /25                 | 126        | \$105.00 | \$0.00 |
| /24                 | 254        | \$205.00 | \$0.00 |

### Optional Comcast Business DDoS Subscription

| Unlimited DDoS Subscription<br>Per Month Per Circuit E-Rate |               |
|-------------------------------------------------------------|---------------|
| EDI Bandwidth                                               | Unlimited MRC |
| 1 Mbps < 1,000 Mbps                                         | \$400.00      |
| 2,000 Mbps < 9,000 Mbps                                     | \$600.00      |
| 10,000 Mbps +                                               | \$1,000.00    |
| Activation Fee                                              | NRC           |
| Per Circuit                                                 | \$500.00      |

# COMCAST BUSINESS

## Optional Comcast Business Managed Router

| Comcast Managed Router per Month per Circuit / NRC is \$550 for each site for all units |                           |                    |                   |                |                   |           |
|-----------------------------------------------------------------------------------------|---------------------------|--------------------|-------------------|----------------|-------------------|-----------|
|                                                                                         |                           | Model              | Equipment Rental  | Router Service | Managed Service   | Total MRC |
|        | Small                     | SRX-320            | \$5               | \$60           | \$45              | \$110.00  |
|                                                                                         | Medium                    | SRX-345            | \$30              |                |                   | \$135.00  |
|                                                                                         | Large                     | SRX-1500           | \$250             |                |                   | \$355.00  |
|        | Small                     | ISR 1111 or C-1121 | \$5               | \$60           | \$45              | \$110.00  |
|                                                                                         | Medium                    | ISR 4331 or C-1161 | \$30              |                |                   | \$135.00  |
|                                                                                         | Large                     | ISR 4461 or C-     | \$295             |                |                   | \$400.00  |
|                                                                                         | Small – 1 Mbps - 250 Mbps |                    | Medium – Up to 1G |                | Large – Up to 10G |           |

*Cisco large models have dual power supplies*

*Cisco large models: AC or DC priced the same*

*Juniper large models have single power supply*

**Terms and Conditions**—Unless otherwise stated herein, this Proposal is conditioned upon negotiation of mutually acceptable terms and conditions.

**Proposal Pricing**—Pricing proposed herein complies with USAC rules regarding Lowest Corresponding Price and is based upon the specific product/service mix and locations outlined in this Proposal, is subject to Comcast standard terms and conditions for those products and services and the Comcast E-Rate Rider unless otherwise stated herein. Any changes or variations in the standard terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

**E-Rate Funding**—Comcast makes no representations, guarantees or warranties with respect to the eligibility or ineligibility of the Services or any Service component for Federal E-Rate support or for other governmental and quasi-governmental telecommunications/internet discounts or entitlements (collectively, "E-Rate Funding").

# COMCAST BUSINESS

## E-Rate Overview

With high-performance networking playing such a central role in the delivery of invaluable services for school systems, it makes sense to select a technology partner with both a wide range of market-proven networking solutions and a successful track record in numerous system deployments.

Comcast Business offers a number of innovative networking options that can be included in E-Rate funding proposals. These include:

- Ethernet solutions
- Internet solutions
- Managed routers
- SD-WAN solutions

Comcast Business also offers additional technology solutions—voice, video and cybersecurity, for instance—that are not currently eligible for E-Rate funding but can be purchased outside the E-Rate process.

## Federal Universal Service Programs for Schools and Libraries Experience

Comcast Business is an active partner in the education community and has helped school districts close the gap between the communication services they have and the advanced network services they need. E-Rate-eligible Ethernet network services can enable the future of education by providing high-speed network access to applications that are hosted elsewhere.

Comcast Business has been a registered E-Rate service provider since 1998 and has a successful record of working with schools and libraries that receive funding under the federal Universal Service Support Mechanism for Schools and Libraries ("E-Rate Program"). Comcast Business provides E-Rate eligible services through its applicable operating affiliates and subsidiaries identified throughout this Network Services Proposal as "Comcast". Comcast Business certifies that it is fully authorized to participate in the E-Rate Program.

## USF and CTF Programs Experience

Comcast Business has experience and a successful record of working with school districts that receive funding under the Federal Universal Service Support Mechanism for Schools and Libraries ("E-Rate Program") and the California Teleconnect Fund (CTF).

## Agreement of Participation

Comcast Business agrees to comply with the written request of the Applicant (as defined by USAC), its agency, organization and or consultant administering, E-Rate on the Entity's behalf. Comcast Business reserves the right to request a Letter of Agency (LOA) that such party is authorized to receive information on behalf of the Entity (as defined by USAC).

## Information and Documentation

Comcast Business agrees to provide requested information and or documentation to the Applicant, its agency, organization and/or consultant administering, E-Rate on the Applicant's behalf within a commercially reasonable period of time. As required by FCC Order 14-99, Comcast Business keeps E-Rate records for a period of 10 years after the last day of the applicable funding year or the service delivery deadline for the funding request, whichever date comes later.

# COMCAST BUSINESS

## Billing and Invoices

Comcast Business invoices in advance on a monthly basis for all monthly recurring charges and fees arising under the Agreement. All other charges will be billed monthly in arrears, including without limitation, certain usage-based charges. If a Service Commencement Date is not the first day of a billing period, Customer's first monthly invoice shall include any pro-rated charges for the Services from the Service Commencement Date to the start of the next billing period.

Each invoice provides the site address, customer location or customer site ID, and the circuit identifier. Comcast Business also provides two customer facing identifiers. These identifiers are located on each customer and service item to allow the customer to provide custom tags for their own reporting.

## Reimbursement Process

Each funding year, applicants are required to notify Comcast Business of their invoicing mode selection through completion of the Comcast Business E-Rate Reimbursement Form. Applicants should contact [Erate\\_Funding@cable.comcast.com](mailto:Erate_Funding@cable.comcast.com) to request a copy of this form each year.

- Applicants who select BEAR Reimbursement are required to file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) providing they have paid in full for the services and are requesting to be directly reimbursed by USAC for the discounted amount. It is the applicant's responsibility to file a BEAR form online through the Schools and Libraries E-Rate Productivity Center (EPC) system. Billed entities will receive payment directly to their bank account. In order to begin direct BEAR payments, the applicant must have completed an FCC Form 498 to obtain an applicant 498 ID.
- Applicants who select the SPI Reimbursement method will be invoiced for the non-discounted amount (the applicant's share of the cost). The applicant is required to pay the non-discounted portion of the cost for services.

Payment is due within thirty (30) days after the invoice date.

Please see ARTICLE 3. BILLING AND PAYMENT of the E-Rate Service Agreement included as an attachment to the RFP response for more information.

## Service Provider Identification Number (SPIN) and FCC Registration Number (FRN)

| Service Provider Name                | SPIN      | 499 Filer | FRN        |
|--------------------------------------|-----------|-----------|------------|
| Comcast Business Communications, LLC | 143003990 | Y         | 0004321725 |
| Comcast Cable Communications, LLC    | 143013564 | N         |            |
| Comcast IP Phone, LLC                | 143035551 | Y         |            |
| Comcast Phone, LLC                   | 143034516 | Y         |            |

## Technical Specifications

### Ethernet Dedicated Internet Description

#### Service description

Comcast's Ethernet Dedicated Internet (EDI) Service provides a reliable, simpler, more flexible, and higher bandwidth options than T1 or SONET-based dedicated Internet access services. The service is offered with a 10Mbps/100Mbps, 1Gbps, 10Gbps and 100Gbps Ethernet User-to-Network Interface (UNI) in speed increments from 1Mbps to 100Gbps subject to available capacity. The service provides an Ethernet Virtual Connection (EVC) from the customer premises location to a Comcast Internet Point of Presence (POP) router.



#### Section 1. Technical specifications

**1.1 Ethernet User-to-Network interface.** The Service provides bidirectional, full duplex transmission of Ethernet frames using a standard IEEE 802.3 Ethernet interface. Figure 1 lists the available UNI physical interfaces, their associated Committed Information Rate (CIR) bandwidth increments and the committed Burst Sizes (CBS).

| UNI Speed | UNI Physical Interface   | CIR Increments | CBS (bytes) |
|-----------|--------------------------|----------------|-------------|
| 100Mbps   | 100BaseT                 | 1Mbps          | 25,000      |
| 1Gbps     | 1000BaseT or 1000BaseSX  | 10Mbps         | 250,000     |
| 10Gbps    | 10GBASE-SR or 10GBASE-LR | 100Mbps        | 2,500,000   |
| 100Gbps   | 100GBASE-LR4             | 1Gbps          | 25,000,000  |
|           |                          | 10Gbps         | 250,000,000 |

Figure 1: Available UNI interface types and CBS values for different CIR Increments

**1.2 Traffic management.** Comcast's network traffic-policing policies restrict traffic flows to the subscribed, Committed Information Rate (CIR). If the customer-transmitted bandwidth rate exceeds the subscription rate (CIR) and burst size (CBS), Comcast will discard the non-conformant packets. The customer's router must shape their traffic to their contracted CIR.

**1.3 Maximum frame size.** The service supports a maximum transmission unit (MTU) frame size of 1518 bytes including Layer 2 Ethernet header and FCS.

**1.4 Layer 2 Control Protocol (L2CP) Processing.** All L2CP frames are discarded at the UNI.

**1.5 IP Address allocation.** IP address space is a finite resource that is an essential requirement for all Internet access services. Comcast assigns up to two (2) routable IP addresses to each customer circuit. Customer can obtain additional IP addresses if required based on American Registry for Internet Numbers ("ARIN") guidelines and by completing an IP address Ethernet Dedicated Internet Services request form; additional charges may apply.

**1.6 Domain Name Service.** Comcast provides primary and secondary Domain Name Service (DNS). DNS is the basic network service that translates host and domain names into corresponding IP addresses, and vice-versa.

**1.7 Border Gateway Protocol (BGP) routing.** Comcast supports BGP-4 routing as an optional service feature. BGP-4 allows customers to efficiently multi-home across multiple ISP networks. The service requires an Autonomous System Number (ASN) be assigned to a customer by the American Registry for Internet Number (ARIN). Customers should also be proficient in BGP routing protocol to provision and maintain the service on their router. Section 5 "Comcast BGP Policy" provides further details. Comcast supports private

peering if the customer is multi-homed to Comcast's network only.

#### Section 2. Monitoring, technical support and maintenance

**2.1 Network monitoring.** Comcast monitors all Comcast Services purchased by a customer on a 24x7x365 basis.

**2.2 Technical support.** Comcast provides customers a toll-free trouble reporting telephone number to the customer Enterprise Technical support (ETS) that operations on a 24x7x365 basis. Comcast provides technical support for service related inquiries. Technical support will not offer consulting or advice on issues relating Customer Premise Equipment (CPE) not provided by Comcast.

**2.3 Escalation.** Reported troubles are escalated within the Comcast ETS to meet the standard restoration interval described in the Service Level Objectives. Troubles are escalated within the ETS as follows: Supervisor at the end of the standard interval plus one (1) hour, to the Manager at the end of the standard interval plus two (2) hours, and to the Director at the end of the standard interval plus four (4) hours.

**2.4 Maintenance.** Comcast's standard maintenance window is Sunday to Saturday from 12:00am to 6:00am local time. Scheduled maintenance is performed during the maintenance window and will be coordinated between Comcast and customer. Comcast provides a minimum of forty-eight (48) hour notice for non-service impacting scheduled maintenance. Comcast provides a minimum of seven (7) days notice for service impacting planned maintenance. Emergency maintenance is performed as needed.

#### Section 3. Service Level Objectives

Comcast provides Service Level Objective for the service, including network availability, mean time to respond, and mean time to restore. The service objectives are measured monthly from the Comcast point of demarcation.

**3.1 Availability.** Availability is a measured is a measurement of the percentage of total time that the service is operational when measured over a 30-day period. Service is considered "inoperative" when either of the following occurs: (i) there is a total loss of signal for the service, (ii) output signal presented to the customer by Comcast does not conform to the technical specifications in Section 1. Figure 2 lists the availability objectives for each access Ethernet access type.

| Service (<250 miles)                                           |         |
|----------------------------------------------------------------|---------|
| Availability (On-Net and Off-Net Services delivered via Fiber) | >99.99% |
| Availability (On-Net Services delivered via HFC Network)       | >99.9%  |
| Availability (Off-Net Services delivered via Non-Fiber)        | >99.9%  |

Figure 2: Availability

**3.2 Mean Time to Respond.** Mean Time to Respond is the average time required for the ETS to begin trouble shooting a reported fault. The Mean Time to Respond objective is fifteen (15) minutes upon receipt of a fault notification or from the time a trouble ticket is opened with the ETS.

**3.3 Mean Time to Restore.** Mean Time to Restore is the average time required to restore service to an operational condition as defined by the technical specifications in Section 1 of this document. The Mean Time to Restore objective is four (4) hours for electronic equipment failure or six (6) hours for fiber optic facilities failure from the time a trouble ticket is opened with ETS.

# COMCAST BUSINESS

## Section 4. Customer responsibilities

Comcast provides CPE for provisioning its services and the delivery of the UNI. Comcast will retain ownership and management responsibility for this CPE. As a result, the CPE must only be used for delivering Comcast services. Customers are required to shape their egress traffic to the contracted CIR.

**Customers have the following responsibilities related to the installation support, and maintenance of the Service.**

**4.1** Provide an operating environment with temperatures not below fifty-five (55) or above eighty-five (85) degrees Fahrenheit. Humidity shall not exceed ninety (90) percent at eighty-five (85) degrees Fahrenheit.

**4.2** Provide secure space sufficient for access to one (1) standard, freestanding, equipment cabinet at each of the customer facilities, no further than fifty (50) feet from the customer router or switch.

**4.3** Provide outside cable entry conduit(s), entry cable ground point, and internal building conduit to allow Comcast the ability to rod/rope a fiber optic cable to the point of demarcation.

**4.4** Locate and mark all private underground utilities (Water, Electric, etc.) along path of new underground placement not covered by utility companies.

**4.5** Provide a pull rope in any existing duct that Comcast is to use and ensure existing duct is serviceable for Comcast use.

**4.6** Obtain 'right-of-way' entry easement for Comcast facilities and equipment from property owners at each customer location.

**4.7** The customer is responsible for coring of the building's outside wall and internal walls. Upon request, Comcast can perform this activity on an 'as needed' basis for an additional one-time fee.

**4.8** Provide UPS AC power equipment, circuit sizing to be determined, if applicable.

**4.9** Emergency local generator backup service, if applicable.

**4.10** Provide access to the buildings and point of demarcation at each customer location to allow Comcast and its approved Contractors to install fiber for service installation. Provide access to each location for regular (8am – 5pm) and emergency (24 hours) service and maintenance of Comcast's equipment and facilities.

**4.11** Provide install and maintain a device that is capable of routing network traffic between the Service and the customer's Local Area Network (LAN).

**4.12** Customer must provide a point of contact (POC) for installation, service activation and any maintenance activities.

## Section 5. Comcast BGP policy

The following provides the routing requirements to interconnect with the Comcast network. Additional details of Comcast's BGP inbound/outbound network policy and traffic engineering is available upon request.

**5.1** Customers must be multi-homed to run BGP, either.

- a. multi-homed within Comcast's network
- b. multi-homed with Comcast and another service provider

**5.2** Customers must use an Autonomous System (AS) number assigned by a regional register American Registry for Internet Numbers (ARIN), Réseaux IP Européens (RIPE), or Asia Pacific Network Information Centre (APNIC) etc. that is registered to their organization.

- a. All customer route announcements must be registered with a regional registrar. A route objective

must exist for each route prefix in one of the well known global routing registries as RADB.

- b. The customer ASN needs to be verifiable in WHOIS database
- c. Comcast will only accept private peering when the customer is multi-homed to Comcast only.
- d. Comcast will support a 4-byte ASN starting 01/01/2010 in accordance with ARIN policy.
- e. Comcast will assign a private ASN in the range of 64512-65534 for private peering and not accept any customer provided private ASN.
- f. Comcast will strip off the private ASN when advertising to peers.

**5.3** Customers must use a router that supports BGPv4.

- a. Comcast will not run BGP4 with customers connected on a link with less than 2Mbps bandwidth.
- b. Customers are responsible to ensure their peering routers have adequate CPE processing power and memory space if a full Internet table is requested.
- c. Comcast will employ all best-known practices to establish, maintain, and troubleshoot BGP4 sessions with all BGP4 compliant router vendors. However, Comcast makes no warranty that it can establish and maintain a BGP4 sessions with any CPE due to vendor interoperability.

**5.4** Customers can specify one of the following received-prefixes options:

- a. Default-route only
- b. Comcast customer routes
- c. Comcast customer routes + default-route
- d. Full routes
- e. Full routes + default-route

**5.5** Customer must be capable of configuring their BGP session with Comcast. This includes all setup of neighbor statements and all sanity checks on customer CPE.

**5.6** Comcast requests the use of an MD5 authentication key for all EBGP sessions the customer should specify the MD5 password.

**5.7** Customers must prevent redistribution from their Interior Routing Protocol (IGP) into BGP. Customers should also apply restrictive filters on outbound announcements so that only the customer's intended outbound prefixes are announced to Comcast.

**5.8** Comcast will assign a /30 IP address for the interfaces that connect to Comcast's network. This will be assigned from a Comcast address block publicly registered with ARIN and already advertised as part of a larger aggregate to the Internet.

**5.9** Comcast will announce any portable or non-portable net block so long as this space is larger than /24, and the space is assigned to the customer via WHOIS or RWHOIS databases. If the net block does not belong to the customer and the net block is not already being announced from the customer's AS then Comcast will need to have an LOA (Letter of Agreement) from the true owner of the block stating that they are aware of and are accepting of the fact that our customer wants to make the announcement through Comcast.

**5.10** Comcast does not alter any of its BGP4 configurations, including route-maps, filter-policies, and communities, for any individual customer, but rather will dynamically alter BGP policy dependent on the customers' employment of predefined Comcast BGP communities. This ensures the Comcast network is built and maintained in a strategic, organized, and efficient fashion and reduces meantime-to-repair for BGP related trouble.

# COMCAST BUSINESS

## Solution Provisioning and Project Plan

A Comcast Business Project Manager (PM) will be assigned to lead the implementation. Our PMs have years of industry experience and are well versed in the specifics of Comcast Business' services and implementation, as well as the telecommunications needs and requirements of our customers.

The Comcast Business project management team will conduct a "Customer Implementation Call" to discuss the overall project. Each location will be discussed for accuracy in terms of relay rack space, appropriate power, etc. The Comcast Business PM will work with the customer to develop a mutually agreeable project plan and timeline. Installation timeframes vary by circuit type and whether physical plant construction, right of entry, and permit documentation is required. Typical site installations may take 90 - 120 days for completion. Throughout the duration of the project the Comcast Business account team will be in contact providing project status and answering any questions you may have.

### Comcast Service Delivery Major Milestones:

- **Outside and Inside Surveys** – Comcast will conduct outside plant and customer site surveys.
- **Permits & Right of Entry Agreements** – Comcast will obtain required permits and work with property owner to obtain Right of Entry/Access agreements.
- **Service Configurations** – Comcast National Team will implement Network Core Configurations.
- **Outside and Inside Fiber/Coax Construction** – Comcast will complete outside and inside construction.
- **Customer Premise Equipment Installation/Plant Test Date (PTD)** – Comcast will dispatch to the customer's premise to install CPE, connect CPE to Fiber, and call Comcast Test & Turn-up to complete plant test.
- **Firm Order Commit (FOC)** – Date that the Comcast Service will be available to the customer.

### Comcast Responsibilities

- Construct all OSP and ISP fiber optic cabling up to the agreed upon locations from the site survey forms and connect locations.
- Call for locates of public utilities in the right of way.
- Restoration of disturbed grounds.
- Assemble, configure and install all Comcast provided network equipment on customer premise.
- Test and verify all appropriate fiber connections.
- Test and verify all appropriate data interfaces/connections and verify throughput.
- Provide 24x7x365 network monitoring.
- Provide contact list information including escalation procedures and NOC information.
- Provide documentation detail services including customer network interface drawings.
- If applicable, provide any additional agreements per site survey document.

Detailed information regarding the customer responsibilities is available in the Technical Specifications section of the Proposal.

# COMCAST BUSINESS

## Customer Responsibilities

At a minimum, customer key stakeholders are expected to participate in the kickoff call and work with the Comcast Business PM to develop the mutually agreeable project plan and timeline. Customers have the following responsibilities related to the installation, support, and maintenance of the Service.

- Provide an operating environment with temperatures not below fifty-five (55) or above eighty-five (85) degrees Fahrenheit. Humidity shall not exceed ninety (90) percent at eighty-five (85) degrees Fahrenheit.
- Provide secure space sufficient for access to one (1) standard, freestanding, equipment cabinet at each of the customer facilities, no further than fifty (50) feet from the customer router or switch interface.
- Provide outside cable entry conduit(s), entry cable ground point, and internal building conduit to allow Comcast the ability to rod/rope a fiber optic cable to the point of demarcation.
- Locate and mark all private underground utilities (Water, Electric, etc.) along path of new underground placement not covered by utility companies.
- Provide a pull rope in any existing duct that Comcast is to use and ensure existing duct is serviceable for Comcast use.
- Obtain 'right-of-way' entry easement for Comcast facilities and equipment from property owners at each customer location.
- The customer is responsible for coring of the building's outside wall and internal walls. Upon request, Comcast can perform this activity on an 'as needed' basis for an additional one-time fee.
- Provide UPS AC power equipment, circuit sizing to be determined, if applicable.
- Emergency local generator backup service, if applicable.
- Provide access to the buildings and point of demarcation at each customer location to allow Comcast and its approved Contractors to install fiber for service installation. Provide access to each location for regular (8am - 5pm) and emergency (24 hour) service and maintenance of Comcast's equipment and facilities.
- Provide, install and maintain a device that is capable of routing network traffic between the Service and the customer's Local Area Network (LAN).
- Customer must provide a point of contact (POC) for installation, service activation and any maintenance activities.

**Additional information can be provided upon request.**

# COMCAST BUSINESS

## Operations

Comcast provides high-quality service and effective maintenance of our network and customer base in several key business areas. These include Network Operations and Field Operations. Comcast strongly suggests that all personnel involved in the decision process visit the network operations facilities of each of the bidders as part of the evaluation process.

### Network Operations

The Network Operations organization provides superior customer care, which includes monitoring, troubleshooting, and resolution through its advanced 24x7x365 Network Operations Center (NOC) with two redundant Customer Care Centers in Colorado and Illinois. Each is staffed to answer any questions, perform changes to existing services and assist with technical troubles. The Customer Care Centers are staffed with Enterprise Tier II and Tier III repair groups, easily facilitating higher level technical support. The NOC continuously monitors the network equipment, service health, and performance of the Comcast network, responds to network events and service degradations, dispatches local field technicians, and informs customers of service issues, in many cases before the customer has noticed the problem.

The NOC maintains a dedicated staff of Installers, Engineers (up to Eng4) and NOC technicians who are trained and committed to supporting the demands of our customers. The staff has proficiencies in an array of networks, tools, systems, processes, and technologies. We have dedicated trainers, a process team, metrics analysts, and a QA program. Our team of engineers and technicians have earned industry and specific vendor equipment certifications.

**One-Stop-Shop** – Care for all levels of Comcast Business products.

**Planned Maintenance** – Seven-day advanced notice to Metro Ethernet and Advanced Voice Customers, which includes Trunking and hosted PBX products.

**Dedicated Project Managers** for accurate and timely delivery of all Comcast products. Project Managers are your single point of contact.

**Proactive Monitoring** at the customer premise level allows quick resolution to network issues with fast response times. Comcast will generate a ticket if an alarm has been triggered on our network.

**Enterprise Monitoring** - Comcast has a robust set of tools to detect and isolate faults from network infrastructure to CPE issues.

## Field Operations

The role of Field Operations in Comcast is two-fold. First, Field Operations provides an effective field presence for technical support of our core (ATM, IP, Optical) network. They perform on-site repairs and troubleshooting on a daily, ongoing basis and dispatch field technicians to support our voice switches and other hardware. These field crews are the "on-site" presence to remedying any network trouble.

Second, Field Operations provides leadership for customer installations. Field Operations Project Coordinators are assigned to each new account to singularly manage the local work required for each install. The Project Coordinator manages the dispatch of local technicians to install switches, routers, servers, and other equipment on the company side of the company/customer demarcation point.

## Network Security

The Comcast Information Security Policy set defines the rules and processes that protect the information resources of Comcast. This set consists of supporting policies and standards including, but not limited to, Access Control, Business Continuity, Content Protection, Network Security, Physical and Environmental Security, etc. The policies for cybersecurity are reviewed at planned intervals, or if significant changes occur, to ensure their continuing suitability, adequacy, and effectiveness.

Comcast employs both high-touch and high-tech strategies to protect our systems from attack. We geographically disperse our internet points of presence so that critical applications continue to function in the event of a catastrophe. In addition, all Comcast data centers, operations centers and other key buildings and assets are subject to both physical security checks and related monitoring.

We use the latest cybersecurity technologies — from intrusion detection and prevention systems, anti-virus technology, and content controls at web and email gateways, to cryptographic keys, digital certificates, and caching devices. Systems and activities are continuously monitored via 24x7x365 network and security operation centers to prevent, detect, and respond to cybersecurity events.

Every day, our Cybersecurity team is tasked with addressing vulnerabilities, applying security patches and managing any significant incidents.

## Network Management Reporting

Comcast Business provides customers with access to a web-based portal that is a central location for customers to view and manage their Ethernet services. Through the portal, customers can view their Ethernet sites and services including UNI ID, EVC ID, port speed, access type, bandwidth, utilization, and Class of Service (Ethernet transport services only). Additionally for Ethernet transport services, customers can view historical performance data including latency, packet loss, and jitter. Customers are given a secure web login to review the external reporting data at their convenience.

# COMCAST BUSINESS

## Comcast Escalation Procedures

### NOC End User Support and Escalation Procedures

The NOC is organized with a standard 3-tier escalation configuration with automatic escalation intervals. Tier 4 support is escalated to Comcast's Network Engineering Department. The NOC is staffed 24 x 7 x 365. Technicians remain on call 7 x 24 to assist with major problems. The NOC may also dispatch technicians 7 x 24.

As part of the onboarding process, customers are provided with escalation procedures and contact information. Reported troubles are escalated within Enterprise Technical Support (ETS) to meet the response/restoration objectives described below (Service Level Objectives). Service issues are escalated within Comcast ETS as follows:

- to a **Supervisor** at the end of the applicable objective time interval plus one (1) hour;
- to a **Manager** at the end of the applicable objective time interval plus two (2) hours,
- and to a **Director** at the end of the applicable objective time interval plus four (4) hours.

Customers are welcome to request to speak with a supervisor or manager at any time.

### Service Level Objectives

In the event of a service interruption, Comcast shall use commercially reasonable efforts to respond to a service interruption and to clear the service interruption within the time frames set forth below. Comcast shall notify customer that Comcast has dispatched its personnel to effect restoration and repair and shall inform customer when service has been restored.

| Category                                          | Objective  |
|---------------------------------------------------|------------|
| Mean Time to Respond Telephonically to Call       | 15 minutes |
| Mean Time to Restore On-Net and Off-Net Equipment | 4 hours    |
| Mean Time to Restore On-Net and Off-Net Services  | 6 hours    |

# COMCAST BUSINESS

## Certificate of Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Marsh USA LLC<br>30 South 17th Street<br>Philadelphia, PA 19103<br>Attn: Comcast.Certs@marsh.com Fax: 212-948-0360 | <b>CONTACT</b><br>NAME:<br>PHONE (A/C No. Ext):<br>FAX (A/C No.):<br>E-MAIL:<br>ADDRESS:                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|-------------------------------------------|-------|----------------------------------------------|-------|---------------------------------------------|-------|-------------------------------------------|-------|------------|--|------------|--|
| <b>INSURED</b><br>COMCAST CORPORATION<br>ONE COMCAST CENTER<br>1701 JOHN F. KENNEDY BLVD.<br>PHILADELPHIA, PA 19103                   | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22687</td> </tr> <tr> <td>INSURER B: Indemnity Ins Co Of North America</td> <td>43575</td> </tr> <tr> <td>INSURER C: ACE Property And Casualty Ins Co</td> <td>20699</td> </tr> <tr> <td>INSURER D: ACE Fire Underwriters Ins. Co.</td> <td>20702</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: ACE American Insurance Company | 22687 | INSURER B: Indemnity Ins Co Of North America | 43575 | INSURER C: ACE Property And Casualty Ins Co | 20699 | INSURER D: ACE Fire Underwriters Ins. Co. | 20702 | INSURER E: |  | INSURER F: |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                         | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER A: ACE American Insurance Company                                                                                             | 22687                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER B: Indemnity Ins Co Of North America                                                                                          | 43575                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER C: ACE Property And Casualty Ins Co                                                                                           | 20699                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER D: ACE Fire Underwriters Ins. Co.                                                                                             | 20702                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER E:                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |
| INSURER F:                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |        |                                           |       |                                              |       |                                             |       |                                           |       |            |  |            |  |

| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                               | CERTIFICATE NUMBER: |          | REVISION NUMBER:        |                         |                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               | CLE-005525622-57    |          |                         |                         |                                                                                                                                                                                                                                                  |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         |                                                                                                                                                                                                                                                  |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                             | ADOL INSD           | SUBR WYD | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                           |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> SIR: \$100,000<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |                     |          | XSL G4893044A           | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         | EACH OCCURRENCE \$ 19,900,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 19,900,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 19,900,000<br>GENERAL AGGREGATE \$ 60,000,000<br>PRODUCTS - COMP/OP AGG \$ 15,000,000 |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                     |                     |          | ISA H11352637           | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 20,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                 |
| C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                                                       |                     |          | XEU G27924840 010       | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$                                                                                                                                                                                   |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                    | Y/N                 | N/A      | WLR C72613363 (AOS)     | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          | WLR C72613405 (CA/MA)   | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
| D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          | SCF C7261348A (WI)      | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 2,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 2,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 2,000,000                                         |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Excess Workers Compensation                                                                                                                                                                                                                                                                                                                                                                   |                     |          | WCU C72613442 (WA)      | 12/01/2024              | 12/01/2025                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         | Ea Acc/Dis Employee/Dis Policy \$ 2,000,000<br>SR \$ 5,000,000                                                                                                                                                                                   |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br>GT RP HALCYON, LLC is included as additional insured (except workers' compensation) where required by written contract with the Named Insured.                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                               |                     |          |                         |                         |                                                                                                                                                                                                                                                  |

|                                                                                                                                                 |                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br>Comcast Business Communications, LLC<br>One Comcast Center<br>1701 John F. Kennedy Blvd.<br>Philadelphia, PA 19103 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br><i>Marsh USA LLC</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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ACORD 25 (2016/03)

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# COMCAST BUSINESS

## Company Overview

Headquartered in Philadelphia, Pennsylvania, Comcast Corporation is a global media and technology company with three primary businesses: Comcast Cable, NBCUniversal and Sky. Founded in 1963 as a single-system cable operator, Comcast is now one of the nation's largest and leading providers of information, communications and entertainment products and services.

Comcast Business, a division of Comcast Corporation's cable segment, is a leader in business technology – offering businesses and organizations a suite of Connectivity, Communications, Networking, Cybersecurity, Wireless, and Managed Solutions to help prepare for what's next. Powered by the nation's largest Gig-speed broadband network, and backed by 24/7 customer support, Comcast Business is one of the nation's largest cable providers to educational organizations, government, small, mid-size, and Enterprise businesses.

Comcast Business invests billions every year to continue to build our nationwide, fiber-rich network – giving organizations the robust performance needed to enable students to thrive. Our high-speed, high-capacity broadband and Ethernet services operate across our advanced network, and with the first and largest fully 40G backbone, and the deployment of the first 100G router interface, Comcast's network delivers reliable and scalable services for organizations of any size.

## Core Values

Our core values are rooted in improving the communities where our employees, customers, and audiences live and work.

## Diversity, Equity, and Inclusion (DE&I)

We believe that a diverse and inclusive company is a more innovative and successful company. Our approach to DE&I is focused on five key pillars: Governance, Workforce, Supplier Diversity, Programming, and Community Impact. Comcast NBCUniversal has a robust Supplier Diversity program with diverse Tier I and Tier II suppliers.

## Sustainability

We believe in protecting the environment where we live and work, so we have a sustainable planet now and in the future.

## In the Community

We provide and support programs intended to have a positive, sustainable impact on the communities we serve. Our long-standing commitment continues to be recognized by various organizations and publications.

## Awards

Our growth and innovation have resulted in a number of awards for excellence in the services and support we provide. Comcast Business was the first carrier in the world to be MEF CE 2.0 certified, leading the industry and demonstrating our commitment to our customers.

## Financial Information

Financial information is available at: <https://www.cmcsa.com/financials>.

For more information about Comcast Business visit <http://business.comcast.com/about-us/comcast-business>.

# COMCAST BUSINESS

## Comcast Business Contract Exceptions

No statement made in the Proposal shall be considered a contractual term unless expressly included in a contract mutually negotiated between the parties as part of the post bid submission process. At that time, Comcast would be amenable to negotiating modifications to the Contract appended to the Proposal, to the extent allowed by law or as mutually negotiated by the parties, and to address additional items (if any) that your organization feels are critical to its consideration and use of the Comcast solution. Comcast also reserves the right to include any additional terms and conditions upon which the above-mentioned services are being specifically offered by Comcast as a highly regulated provider of such services.

# COMCAST BUSINESS

## Appendix

### Service Agreement (E-Rate & Cybersecurity Pilot Program)

This Service Agreement ("Agreement") is entered into on [Insert Month] [Insert Day], 20[Insert Year] ("Effective Date") by and between Comcast Cable Communications Management, LLC, a Delaware limited liability company, on behalf of itself and its applicable operating affiliates and subsidiaries offering Service(s) as identified below, with offices located at 1701 JFK Blvd., Philadelphia, PA 19103 and [Insert Customer Form 470 Name] ("Customer"), with offices located at [Insert Customer Form 470 Address].

This Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its applicable operating affiliates and subsidiaries (identified above, "Comcast") will provide communications and other Service(s) to the above Customer. This Agreement consists of this document ("Service Agreement Cover Page"), the Comcast General Terms and Conditions for E-Rate & Cybersecurity Pilot Program ("General Terms and Conditions"), Sales Order(s), the Product Specific Attachment(s) applicable to the ordered Service(s) ("PSA(s)"), and any written amendments to the Agreement and executed by both parties, if any ("Amendment(s)"), collectively referred to as the "Agreement". In the event of an explicit inconsistency among these documents, precedence will be as follows: (1) Amendment(s), (2) PSA(s), (3) General Terms and Conditions, (4) this Service Agreement Cover Page, and (5) Sales Order(s). The PSA(s) are located at <https://business.comcast.com/terms-conditions-ent> (or any successor URL). Use of the Service(s) is also subject to the High-Speed Internet for Business Acceptable Use Policy ("AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the High-Speed Internet for Business Privacy Policy ("Privacy Policy") located at [https://business.comcast.com/privacy-statement\\_new](https://business.comcast.com/privacy-statement_new) (or any successor URL). Comcast may update the PSA(s), AUP and Privacy Policy from time to time upon posting to the Website. This Agreement shall commence and become a legally binding agreement upon the mutual execution of this Service Agreement Cover Page by the parties. The Agreement shall terminate as set forth in the General Terms and Conditions. All capitalized terms not defined on this Service Agreement Cover Page shall have the definitions given to them in the General Terms and Conditions.

As set forth in the Sales Order(s) attached hereto, the following Services shall be provided to Customer by Comcast:

[Spell out # of circuits] [Insert #] [Insert Bandwidth] Mbps Ethernet Dedicated Internet ("EDI") Service(s) circuit(s).  
[Spell out # of circuits] [Insert #] [Insert Bandwidth] Mbps Ethernet Network Service(s) ("ENS") circuit(s).  
[Spell out # of circuits] [Insert #] [Insert Bandwidth] Mbps Ethernet Private Line ("EPL") Service(s) circuit(s).  
[Spell out # of circuits] [Insert #] [Insert Bandwidth] Mbps Ethernet Virtual Private Line ("EVPL") Service(s) circuit(s).  
[INSERT INFORMATION ABOUT APPLICABLE CYBERSECURITY PRODUCTS]

|                                                                                                                                                     |                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term (Months): [Spell out No.] ([Insert No.])                                                                                                       | Agreement Number: [State-FLast-MMDDYY-CM-No./FY25]                                                                                                                                                           |
| Non-Recurring Charges (NRC): \$[Insert NRC]                                                                                                         | Monthly Recurring Charges (MRC): \$[Insert MRC]                                                                                                                                                              |
| Custom Installation Charge ("CIC"): \$[Insert CIC] (Amortized at \$[Insert Amortized Price - if applicable] per month for the initial Service Term) |                                                                                                                                                                                                              |
| Number of Service Location(s): [Spell out No.] ([Insert No.])                                                                                       | Estimated Service Commencement Date for E-Rate Services (if applicable): On or after July 1, 2025<br>OR<br>Estimated Service Commencement Date for Cybersecurity Pilot Program Services (if applicable): TBD |

Notes / Comments:

- E-Rate Funding and Cybersecurity Funding, as applicable, to be sought solely by Customer.
- The Service(s) specified herein shall be provided by Comcast Business Communications, LLC. The Comcast Business Communications, LLC SPIN No. is 143003990. **EDI, EPL, EVPL, ENS, DDOS, SecurityEdge, SD-WAN**
- The Service(s) specified herein shall be provided by the applicable state affiliate of Comcast Phone, LLC. The Comcast Phone, LLC SPIN No. is 143034516. **INTRASTATE ONLY**
- The pricing set forth on this cover page and elsewhere in this Agreement (including in any Sales Order) is exclusive of applicable federal, state and local taxes, fees, surcharges and recoupments (however designated).

|                   |                        |                   |                       |
|-------------------|------------------------|-------------------|-----------------------|
| Salesperson:      | [Insert Name]          | Telephone Number: | [Insert Phone Number] |
| Sales Director:   | [Insert Name]          | Telephone Number: | [Insert Phone Number] |
| Customer Contact: | [Insert Customer Name] | Telephone Number: | [Insert Phone Number] |

Customer, by signing below, agrees and accepts the terms and conditions of this Agreement.

[Insert Customer Name]

Comcast Cable Communications Management, LLC

|               |  |               |  |
|---------------|--|---------------|--|
| Signature:    |  | Signature:    |  |
| Printed Name: |  | Printed Name: |  |
| Title:        |  | Title:        |  |
| Date:         |  | Date:         |  |

# COMCAST BUSINESS

## COMCAST ENTERPRISE SERVICES GENERAL TERMS AND CONDITIONS FOR E-RATE ("General Terms and Conditions")

### ARTICLE 1: DEFINITIONS

For purposes of these General Terms and Conditions, the following terms shall have the meanings specified below.

**Affiliate:** With respect to each party, any entity that controls, is controlled by, or is under common control with such party. For the purposes of this definition, "control" shall mean ownership of at least fifty percent (50%) of the voting stock or other voting ownership interest in an entity.

**Agreement:** Collectively, these General Terms and Conditions, the Service Agreement (E-Rate & Cybersecurity Pilot Program) Cover Page executed by the Customer and accepted by Comcast, any applicable Product Specific Attachment, and each binding Sales Order and/or Statement of Work.

**Comcast:** The operating Affiliate of Comcast Cable Communications Management, LLC that provides the Services. References to Comcast in Article 5 and Article 6 shall also include its Affiliates and their respective directors, officers, and employees.

**Comcast Equipment:** Any and all facilities, equipment or devices provided by Comcast or its authorized contractors at the Service Location(s) that are used to deliver the Services. Notwithstanding the foregoing, inside telephone wiring within a Service Location, whether or not installed by Comcast, shall not be considered Comcast Equipment.

**Confidential Information:** All information regarding either party's business that has been marked or is otherwise communicated as being "proprietary" or "confidential" or which reasonably should be known by the receiving party to be proprietary or confidential information. Without limiting the foregoing, Confidential Information shall include, even if not marked or otherwise designated as proprietary, the Agreement, all Licensed Software, promotional materials, proposals, quotes, rate information, discount information, subscriber information, network upgrade information and schedules, network operation information (including without limitation information about outages and planned maintenance), and invoices, as well as the parties' communications regarding such items. Confidential Information does not include any data transmitted over or through the Services.

**Customer:** The entity named on the Service Agreement (E-Rate & Cybersecurity Pilot Program) Cover Page.

**Customer-Provided Equipment:** All facilities, equipment, and devices supplied by Customer, or by a party not contracted by Comcast, for use in connection with the Services.

**Network:** The Comcast Equipment, fiber optic, or coaxial cable associated with electronics and other equipment used to provide the Services, including any such equipment not located on or at the Service Location(s).

**Product Specific Attachment(s) or PSA(s):** The additional terms and conditions applicable to each of the Services ordered by Customer under the Agreement.

Comcast Business Communications, LLC |  
Confidential and Proprietary Information | All Rights Reserved

**Sales Order:** An order form for the provision of Services to a Service Location(s) on (a) the then-current Comcast form designated for such purpose or (b) such other form, or in such other manner, as may be agreed upon by the parties. Unless otherwise indicated herein, each Statement of Work shall be considered a Sales Order.

**Service(s):** Service(s) provided by Comcast pursuant to a Sales Order or Statement of Work. All Services provided under the Agreement are for commercial, non-residential use only. Except as expressly provided in a Sales Order, Statement of Work, or PSA, all Services provided under the Agreement are for domestic use only.

**Service Commencement Date:** With respect to each Service, "Service Commencement Date" shall have the meaning specified in the PSA applicable to such Service or in the Statement of Work, it being understood that a single Sales Order containing multiple Service Locations or Services may have multiple Service Commencement Dates.

**Service Location(s):** The Customer location(s) where Comcast provides the Services.

**Service Term:** As specified in a Sales Order or Statement of Work, the duration of time (which shall commence on the Service Commencement Date) for which Services are ordered.

**Statement of Work (SOW):** The specific terms under which Comcast will provide certain customized services to Customer, including all attached appendices and exhibits, if any.

**Termination Charges:** Charges that may be imposed by Comcast upon early termination of a Service as specified in the applicable PSA.

**Website:** The Comcast website where the PSAs, the Privacy Policy, and the AUP are posted. The current URL for the Website is <https://business.comcast.com/terms-conditions> (as the same may be updated by Comcast from time-to-time).

### ARTICLE 2. DELIVERY OF SERVICE

**2.1 Orders.** To request Service at a Service Location(s), Customer may request from Comcast a Sales Order or SOW. If Customer wishes to move forward with the provision of the requested Service(s), Customer shall sign and return the Sales Order or SOW to Comcast. For purposes of Sales Orders, upon Customer's signature of the Agreement, the Sales Order will become binding, subject to an engineering review. SOWs shall not become binding unless and until executed by both Parties. Each Sales Order or SOW submitted by Customer may be subject to an engineering review which will determine whether and to what extent the Network must be extended, built, or upgraded in order to provide the ordered Services. After any such engineering review, Comcast will provide Customer written notification in the event Service installation at any Service Location will require an additional non-recurring installation fee ("Custom Installation Fee" or "Construction Charges"). Notwithstanding anything to the

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contrary contained in this Article 2.1, Customer shall have thirty (30) days from receipt of such notice to reject the Custom Installation Fee and terminate the affected Service Location(s). In addition to the foregoing, if Comcast's cost of installing the applicable Services (including any applicable construction costs) increases following Customer's acceptance of the Custom Installation Fee such that Comcast's internal rate of return for the applicable Services is unacceptable to Comcast, as reasonably determined by Comcast, then (i) Comcast may increase the monthly recurring charge or Custom Installation Fee, as agreed to by Customer or (ii) if Customer does not agree to such increase, Comcast may terminate the applicable Services to the affected Service Location upon ten (10) days' notice to Customer, without penalty.

**2.2 Access.** To deliver Services to Customer, Comcast may require access, right-of-way, conduit, and/or common room space within and/or outside each Service Location and facility containing the Service Location ("Access"). Within each Service Location and facility containing the Service Location, Customer shall be solely responsible for securing and maintaining such Access as Comcast may require to deliver the Services. In the event that Customer fails to secure or maintain such Access, Comcast (i) may upon thirty (30) days' prior written notice cancel or terminate Service at such Service Location and such termination shall be subject to applicable Termination Charges and (ii) shall be excused from its obligations with respect to the Service(s) at such Service Location (including any obligation to issue service credits) until such time as Customer provides Comcast with the necessary Access. If Comcast is unable to secure or maintain Access outside a particular Service Location or facility and associated property containing the Service Location, which Access is needed to provide Services to such Service Location, Customer or Comcast may cancel or terminate Service at such Service Location, without further liability beyond the termination date, upon a minimum thirty (30) days' prior written notice to the other party.

**2.3 Hazardous Materials.** If the presence of asbestos or other hazardous materials exists or is detected at a Service Location or within the building where the Service Location is located, Comcast may immediately stop providing and/or installing Services until such materials are removed. Customer shall be responsible for any additional expense incurred by Comcast as a result of encountering, or in the avoidance of, hazardous materials.

## **2.4 Equipment.**

**A. Comcast Equipment.** Comcast may, in its sole discretion, remove or change Comcast Equipment; provided that any such removal or change does not cause a material degradation in the Services. Customer shall not move, disconnect, attempt to repair, or otherwise tamper with any Comcast Equipment or permit others to do so, and shall not use the Comcast Equipment for any purpose other than as authorized by the Agreement. Customer shall (i) provide an adequate environmentally controlled space and such electricity as may be required for installation, operation, and maintenance of the Comcast Equipment and (ii) be responsible for damage to, or loss of, Comcast Equipment caused by its acts or omissions, or by fire, theft, or other casualty at the Service Location(s), unless caused by the gross negligence or willful misconduct of Comcast. Any maintenance provided by Comcast for the Comcast Equipment under this Agreement shall be at Customer's cost

to the extent it is related to causes other than the ordinary and proper use of the Comcast Equipment. Upon termination or expiration of this Agreement and/or any Sales Order or SOW, Customer shall be responsible for the return of all applicable Comcast Equipment. Until such time as the Comcast Equipment is returned to Comcast, Comcast may continue to invoice Customer for the monthly fee applicable to such Comcast Equipment. If any returned Comcast Equipment has been damaged and/or destroyed other than by Comcast or its agents, normal wear and tear excepted, Comcast may, in its sole discretion, invoice Customer for the manufacturer's list price of such Comcast Equipment or the cost of repair.

**B. Customer-Provided Equipment.** Unless otherwise set forth in an SOW, Customer shall have sole responsibility for providing maintenance, repair, operation, and replacement of all Customer-Provided Equipment, inside telephone wiring, and other Customer equipment and facilities on the Customer's side of the Demarcation Point. "Demarcation Point" means the point of interconnection between the Network and Customer-Provided Equipment located at a Service Location. Neither Comcast nor its employees, Affiliates, agents, or contractors shall (i) have any obligation to install, operate, or maintain Customer-Provided Equipment or (ii) be liable for any damage, loss, or destruction to Customer-Provided Equipment, unless caused by the gross negligence or willful misconduct of Comcast. Customer-Provided Equipment shall at all times be compatible with the Network. Except as otherwise provided in an SOW, Customer shall be responsible for the payment of service charges for visits by Comcast's employees or agents to a Service Location when the service difficulty or trouble report results from Customer-Provided Equipment or facilities provided by a party not contracted by Comcast.

## **2.5 Network; Intellectual Property.**

**A.** The Network is and shall remain the property of Comcast regardless of whether installed within, upon, overhead, above, or underground at or near the Service Location and shall not be considered a fixture or an addition to the land or the Service Location(s) located thereon. Customer agrees that it shall take no action that directly or indirectly impairs Comcast's title to the Network, or any portion thereof, or exposes Comcast to any claim, lien, encumbrance, or legal process, except as otherwise agreed in writing by the parties. Nothing in this Agreement shall preclude Comcast from using the Network for services provided to other Comcast customers, it being understood that, with respect to any Ethernet Services, the access circuit between a Service Location and the applicable Comcast Network gateway switch shall be solely used to provide the applicable Ethernet Services to Customer.

**B.** Title and intellectual property rights to (i) the Services and (ii) any computer software or code provided by Comcast to use the Services, including, but not limited to, associated documentation, and all updates thereto ("Licensed Software") are, in each case, owned by Comcast, its agents, suppliers, or Affiliates or their licensors or otherwise by the owners of such material. The copying, redistribution, bundling, or publication of the Services, in whole or in part, without the express prior written consent of Comcast or other owner of such material, is prohibited.

**C.** The Agreement provides no right to use any party's or its Affiliates' trademarks, service marks, or trade names, or

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to otherwise refer to the other party in any marketing, promotional, or advertising materials or activities.

**2.6 License Grant.** If Customer requires the use of Licensed Software from Comcast in order to use the Services, Customer shall have a nonexclusive, nontransferable, and limited license to use such Licensed Software in object code only and solely to the extent necessary to use the applicable Service during the corresponding Service Term. Customer may not claim title to, or an ownership interest in, any Licensed Software (or any derivations or improvements thereto), and Customer shall execute any documentation reasonably required by Comcast, including, without limitation, end-user license agreements, for the Licensed Software. Customer shall not: (i) copy the Licensed Software (or any upgrades thereto or related written materials) except for emergency back-up purposes or as permitted by the express written consent of Comcast; (ii) reverse engineer, decompile, or disassemble the Licensed Software; (iii) sell, lease, license, or sublicense the Licensed Software; or (iv) create, write, or develop any derivative software or any other software program based on the Licensed Software. Customer acknowledges that the use of Service may periodically require, and consents to Comcast's provision of, updates and/or changes to the Licensed Software resident in the Comcast Equipment or Customer Provided-Equipment ("Updates"). Comcast may perform such Updates remotely or on-site, at Comcast's sole discretion. Customer hereby consents to, and shall provide free Access for, such Updates. If Comcast has agreed to provide Updates, Comcast will be excused from the applicable performance criteria and credits, and any and all liability and indemnification obligations regarding the applicable Service to the extent resulting from Customer's failure to allow Comcast to install any Updates.

## ARTICLE 3. BILLING AND PAYMENT

### 3.1 Charges; Changes to MRC; Taxes.

**A.** Customer agrees to pay all charges associated with the Services, including, but not limited to, any fees or payment obligations in connection with the Services imposed by governmental or quasi-governmental bodies, or by Comcast, in connection with the sale, installation, use, or provision of the Services (e.g., applicable franchise fees, right of way fees, and Universal Service Fund charges) regardless of whether Comcast or its Affiliates pay the fees directly or are required or permitted by law to collect them from Customer. Any failure on the part of Customer to be ready to receive Service, or any refusal on the part of Customer to receive Service, shall not relieve Customer of its obligation to pay charges for any Service that is otherwise available for use. For the avoidance of doubt, Comcast shall not be responsible for any purchases made by Customer or its end users while using the Services.

**B.** With respect to each Sales Order, Comcast may, upon thirty (30) days' prior written notice to Customer (or such longer period as may be required by law), modify the monthly recurring service charges applicable to (i) Ethernet and Internet Services at any time after the expiration of the initial Service Term and (ii) any other services at any time. Customer acknowledges and agrees that such notice requirement may be satisfied by including notice of a monthly recurring service charge modification(s) in a Customer invoice. Customer shall have thirty (30) days from receipt of any such notice to cancel the applicable Service

without liability for Termination Charges. Should Customer fail to cancel within such timeframe, Customer shall be deemed to have accepted the modified Service pricing. Notwithstanding anything to the contrary contained in this Article 3.1 (B), Comcast may modify equipment charges upon notice to Customer.

**C.** Except to the extent Customer provides a valid tax exemption certificate prior to the delivery of Service, Customer shall be responsible for the payment of any and all applicable local, state, and federal taxes or fees (however designated). Customer shall also be responsible to pay any taxes that become applicable retroactively.

**D.** For the avoidance of doubt, the Estimated Service Commencement Date identified on the cover page to this Agreement is an estimate only and does not obligate Comcast to deliver the Service(s) by any specific date.

### 3.2 Payment Terms; Disputes.

**A.** Except as otherwise indicated herein or in a PSA, Comcast will invoice Customer in advance on a monthly basis for all monthly recurring charges and fees arising under the Agreement. All other charges will be billed monthly in arrears, including without limitation, certain usage-based charges. Payment is due within thirty (30) days after the invoice date. If a Service Commencement Date is not the first day of a billing period, Customer's first monthly invoice shall include any pro-rated charges for the Services from the Service Commencement Date to the start of the next billing period. Except to the extent otherwise prohibited by law, Customer will be assessed a service charge up to the full amount permitted under applicable law for any check or other instrument used to pay for the Services that has been rejected by the bank or other financial institution. Subject to Customer's right to dispute charges in accordance with Article 3.2(B), any payment not made when due will be subject to a late charge equal to (i) 1.5% per month or (ii) the highest rate allowed by law, whichever is lower. If Comcast is required to use a collection agency or attorney to collect any amount owed by Customer or any unreturned Comcast Equipment, Customer agrees to pay all reasonable costs of collection or other action. No acceptance of partial payment(s) by Comcast shall constitute a waiver of any rights to collect the full balance owed under the Agreement.

**B.** If Customer disputes any portion of an invoice, Customer shall pay the undisputed portion of the invoice and submit a written claim, including all substantiating documentation, to Comcast for the disputed amount of the invoice by the invoice due date. The parties shall negotiate in good faith to resolve any billing dispute submitted by Customer pursuant to this Article 3.2(B). Under no circumstances may Customer submit a billing dispute to Comcast later than ninety (90) days following the invoice date.

**3.3 Credit Approval and Deposits.** Delivery of Services may be subject to credit approval. Customer authorizes Comcast to make inquiries and to receive information about Customer's credit history from others and to enter this information in Customer's records. Comcast, in its sole discretion, may deny the Services based upon an unsatisfactory credit history. Subject to applicable regulations, Comcast may require Customer to make a deposit as a condition to Comcast's provision of the Services.

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## 3.4 E-Rate Funding.

**A.** Comcast makes no representations, guarantees or warranties with respect to the eligibility or ineligibility of the Services or any Service component for federal E-Rate support or for other governmental and quasi-governmental telecommunications/internet discounts or entitlements (collectively, "E-Rate Funding"). Customer expressly acknowledges and agrees that it is responsible for ensuring that Comcast is paid one hundred percent (100%) of all non-recurring charges ("NRC(s)"), monthly recurring Service charges ("MRC(s)") and other amounts required under this Agreement in accordance with the payment intervals specified herein. Unless and until the Customer has received, or has been designated as a recipient of, E-Rate Funding for the Services, Customer may not withhold or offset any such amounts on the basis of its anticipated receipt of E-Rate Funding, except as otherwise set forth below. In the event that the Customer has received, or has been designated as a recipient of, E-Rate Funding for the Services, Customer may choose to either (1) pay Comcast in full for the Services (the "BEAR Method"), or (2) receive discounted bills from Comcast (the "SPI Method").

**B.** BEAR Method. If Customer chooses to utilize the BEAR Method, the Customer must utilize the applicable customer-initiated reimbursement process relative to such E-Rate Funding. Comcast shall have no obligation to discount or pro-rate its invoices or to take other action to process such E-Rate Funding, except to the extent specifically required by law and regulation, or except as otherwise set forth above or below. Notwithstanding this, Comcast will reasonably assist Customer in the completion of any portions of the FCC Form 472 which, as a matter of law or regulation, are required to be completed by the service provider.

**C.** SPI Method. If Customer chooses to utilize the SPI Method, the following terms shall apply:

(i) Comcast shall have no obligations under this Agreement to provide discounted bills (i) until (1) Customer provides Comcast the copy of the Notification and Acceptance of Form(s) 486 from the Universal Service Administrative Company, Schools and Libraries Division ("SLD"), approving Customer's eligibility for E-Rate Funding or (2) Comcast is otherwise able to confirm, to its satisfaction, that Customer has received SLD's acceptance of the applicable Form(s) 486 ((1) and (2) collectively, "Form 486 Approval Confirmation") and (ii) Customer has indicated in the Comcast E-Rate Election Portal (the "E-Rate Election Portal") that Customer is electing the SPI Method and provided such other information as required in the E-Rate Election Portal. For the avoidance of doubt, Comcast shall provide Customer with a link to the E-Rate Election Portal following the Form 486 Approval Confirmation. Notwithstanding the foregoing or anything to the contrary contained in this Agreement, Comcast shall have no obligation to provide discounted bills if Customer does not provide the information required by the E-Rate Election Portal (including that Customer is electing the SPI Method) within ninety (90) days of Comcast providing customer with a link to the same.

(ii) Customer is required to pay Comcast the non-discounted portion of all NRC(s), MRC(s), and other amounts required under this Agreement in accordance with the payment interval specified in this Agreement. Customer also must reasonably assist Comcast in completing the Service

Provider Invoice Form (FCC Form 474) and obtaining full payment of the discount amount from the Universal Service Administrative Company or other E-Rate fund administrator or administrative entity. SLD periodically conducts audits of Comcast monthly invoices in connection with the reimbursements that SLD has been asked to provide to Comcast. In connection with such audits, SLD will contact the applicable Comcast customer and request that the customer certify, in writing, that it has received the services at the rates specified in the applicable invoice (an "Invoice Certification Request"). If (i) Customer receives an Invoice Certification Request from SLD and (ii) the service and rate information to which Customer is being asked to certify is accurate, Customer shall provide the requested certification to SLD no later than seven (7) days after receiving the Invoice Certification Request (the "Certification Period"); provided, that, if Customer request an extension from SLD and SLD grants such request, then Customer shall provide the requested certification prior to the expiration of the extension period (the "Extended Certification Period"). If (i) Customer receives an Invoice Certification Request from SLD, (ii) the service and rate information to which Customer is being asked to certify is accurate and (iii) Customer fails to provide the requested certification to SLD prior to the expiration of the Certification Period or, if applicable, the Extended Certification Period, Customer shall (1) be liable for any amounts that SLD does not reimburse to Comcast for the applicable invoice(s) and (2) pay such amounts to Comcast within thirty (30) days of being invoiced for the same.

(iii) Notwithstanding anything to the contrary contained in 3.2(B), if Customer notifies Comcast, in writing, that there has been an error in applying the funding discounts for a given funding year (a "Funding Error Notice"), the parties shall cooperate and negotiate in good faith to resolve such error; provided, that, Customer must provide Comcast with the Funding Error Notice prior to the Invoice Deadline Date for the applicable funding year or, to the extent applicable, the Extended Invoice Deadline Date. If Customer has not provided Comcast with a Funding Error Notice prior to the Invoice Deadline Date for the applicable funding year or, to the extent applicable, the Extended Invoice Deadline Date, Customer shall (i) have no right to dispute a funding error for the applicable funding year regardless of whether such error was caused by Comcast and (ii) be fully responsible for any invoiced charges for the applicable funding year (even if no funding discount was applied). "Invoice Deadline Date" shall mean, with respect to a given funding year, the later of (i) the last day of such funding year (i.e., June 30; for example, if the funding year is 2024, the last day of such funding year will be June 30, 2025) and (ii) to the extent Customer has timely received the Form 486 Approval Confirmation, 120 days after the SLD approval date of the Form 486. If Customer, at least 10 days prior to the expiration of an Invoice Deadline Date, notifies Comcast, in writing, that it is requesting an extension of such Invoice Deadline Date, then such Invoice Deadline Date shall be extended by 120 days, which shall be referred to herein as an "Extended Invoice Deadline Date".

(iv) It is Customer's responsibility to review its invoices and confirm that the invoiced amounts are correct and accurately account for any funding discounts that should have been applied. If Customer identifies an invoice that does not accurately apply (or does not apply) the expected discounted rate, Customer may, subject to the terms and conditions of Section 3.4(c)(iii), deliver a Funding Error Notice to Comcast.

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**D.** If during the term of this Agreement, Customer fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of the Agreement succeeding the first fiscal period, Customer may elect to (i) continue to receive Services under this Agreement, in which case Customer shall remain bound by the terms and conditions set forth hereunder and remain responsible for all NRC(s) and MRC(s), as set forth in the Agreement or applicable Sales Order(s), for the remaining term applicable thereto, irrespective of E-Rate Funding status, or, (ii) terminate this Agreement or Sales Order(s) upon written notice as of the beginning of the fiscal year for which funds are not appropriated or otherwise made available. The effect of termination of the Agreement or Sales Order(s) hereunder will be to discharge both Comcast and the Customer from future performance of the Agreement. However, Comcast shall be reimbursed for any and all unpaid NRC(s), any unpaid past due balance(s), and any additional costs already incurred by Comcast in conjunction with this Agreement. Customer shall notify Comcast in writing within thirty (30) days of fiscal budget denial indicating funds may not be available for the continuation of the Agreement for each succeeding fiscal period beyond the first year. In no event shall Comcast initiate construction of the Network until proof of funding has been received, in whole or in part, based on 100% Customer-furnished funds or partially reimbursed funds by the SLD.

## 3.5 Cybersecurity Pilot Program Funding

**A.** The parties acknowledge and agree that (i) the FCC established a three-year pilot program to support cybersecurity services and equipment for eligible schools and libraries (collectively, the "Cybersecurity Pilot Program"), (ii) the Cybersecurity Pilot Program will be funded via unused E-Rate funds from prior funding years and will be modeled closely after the E-Rate and Emergency Connectivity Fund ("ECF") programs and (iii) despite the foregoing, the Cybersecurity Pilot Program is not part of the E-Rate program.

**B.** Comcast makes no representations, guarantees or warranties with respect to the eligibility or ineligibility of the Services or any Service component for federal Cybersecurity Pilot Program support or for other governmental and quasi-governmental telecommunications/internet discounts or entitlements (collectively, "Cybersecurity Funding"). Customer expressly acknowledges and agrees that it is responsible for ensuring that Comcast is paid one hundred percent (100%) of all non-recurring charges ("NRC(s)"), monthly recurring Service charges ("MRC(s)") and other amounts required under this Agreement in accordance with the payment intervals specified herein. Unless and until the Customer has received, or has been designated as a recipient of, Cybersecurity Funding for the Services, Customer may not withhold or offset any such amounts on the basis of its anticipated receipt of Cybersecurity Funding, except as otherwise set forth below. In the event that the Customer has received, or has been designated as a recipient of, Cybersecurity Funding for the Services, Customer may choose either (1) the BEAR Method, or (2) the SPI Method.

**C.** BEAR Method. If Customer chooses to utilize the BEAR Method, the Customer must utilize the applicable customer-initiated reimbursement process relative to such Cybersecurity Funding. Comcast shall have no obligation to discount or pro-rate its invoices or to take other action to process such Cybersecurity Funding, except to the extent

specifically required by law and regulation, or except as otherwise set forth above or below. Notwithstanding this, Comcast will reasonably assist Customer in the completion of any portions of the FCC Form 472 (or the equivalent FCC Form for the Cybersecurity Pilot Program) which, as a matter of law or regulation, are required to be completed by the service provider.

**D.** SPI Method. If Customer chooses to utilize the SPI Method, the following terms shall apply:

**(i)** Comcast shall have no obligations under this Agreement to provide discounted bills (i) until (1) Customer provides Comcast with sufficient evidence, as determined by Comcast in its reasonable discretion, that the SLD has approved Customer's eligibility for Cybersecurity Funding or (2) Comcast is otherwise able to confirm, to its satisfaction, Customer's eligibility for Cybersecurity Funding and (ii) Customer has notified Comcast, in such manner as required by Comcast, that Customer is electing the SPI Method and provided such other information as reasonably required by Comcast in connection with such election; provided, that, notwithstanding the foregoing or anything to the contrary contained in this Agreement, Comcast shall have no obligation to provide discounted bills if Customer does not provide the information required by Comcast within ninety (90) days of Comcast requesting such information.

**(ii)** Customer is required to pay Comcast the non-discounted portion of all NRC(s), MRC(s), and other amounts required under this Agreement in accordance with the payment interval specified in this Agreement. Customer also must reasonably assist Comcast in completing the Service Provider Invoice Form (FCC Form 474 or the equivalent FCC Form for the Cybersecurity Pilot Program) and obtaining full payment of the discount amount from the Universal Service Administrative Company or other Cybersecurity Pilot Program fund administrator or administrative entity. SLD may periodically conduct audits of Comcast monthly invoices in connection with the reimbursements that SLD has been asked to provide to Comcast. In connection with such audits, SLD will contact the applicable Comcast customer and request that the customer certify, in writing, that it has received the services at the rates specified in the applicable invoice (an "Invoice Certification Request"). If (i) Customer receives an Invoice Certification Request from SLD and (ii) the service and rate information to which Customer is being asked to certify is accurate, Customer shall provide the requested certification to SLD no later than seven (7) days after receiving the Invoice Certification Request (the "Certification Period"); provided, that, if Customer request an extension from SLD and SLD grants such request, then Customer shall provide the requested certification prior to the expiration of the extension period (the "Extended Certification Period"). If (i) Customer receives an Invoice Certification Request from SLD, (ii) the service and rate information to which Customer is being asked to certify is accurate and (iii) Customer fails to provide the requested certification to SLD prior to the expiration of the Certification Period or, if applicable, the Extended Certification Period, Customer shall (1) be liable for any amounts that SLD does not reimburse to Comcast for the applicable invoice(s) and (2) pay such amounts to Comcast within thirty (30) days of being invoiced for the same.

**(iii)** Notwithstanding anything to the contrary contained in 3.2(B), if Customer notifies Comcast, in writing, that there has been an error in applying the funding

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discounts for a given funding period (a "Cybersecurity Funding Error Notice"), the parties shall cooperate and negotiate in good faith to resolve such error; provided, that, Customer must provide Comcast with the Cybersecurity Funding Error Notice prior to the Cybersecurity Invoice Deadline Date for the applicable funding period or, to the extent applicable, the Cybersecurity Extended Invoice Deadline Date. If Customer has not provided Comcast with a Cybersecurity Funding Error Notice prior to the Cybersecurity Invoice Deadline Date for the applicable funding period or, to the extent applicable, the Cybersecurity Extended Invoice Deadline Date, Customer shall (i) have no right to dispute a funding error for the applicable funding period regardless of whether such error was caused by Comcast and (ii) be fully responsible for any invoiced charges for the applicable funding period (even if no funding discount was applied). "Cybersecurity Invoice Deadline Date" shall mean, with respect to a given funding period, the later of (i) the last day of such funding period and (ii) such other date as may be agreed upon by the parties in writing. If Customer, at least 10 days prior to the expiration of a Cybersecurity Invoice Deadline Date, notifies Comcast, in writing, that it is requesting an extension of such Cybersecurity Invoice Deadline Date, then such Invoice Deadline Date shall be extended by 90 days, which shall be referred to herein as a "Cybersecurity Extended Invoice Deadline Date".

(iv) It is Customer's responsibility to review its invoices and confirm that the invoiced amounts are correct and accurately account for any funding discounts that should have been applied. If Customer identifies an invoice that does not accurately apply (or does not apply) the expected discounted rate, Customer may, subject to the terms and conditions of Section 3.5(c)(iii), deliver a Cybersecurity Funding Error Notice to Comcast.

E. If during the term of this Agreement, Customer fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of the Agreement succeeding the first fiscal period, Customer may elect to (i) continue to receive Services under this Agreement, in which case Customer shall remain bound by the terms and conditions set forth hereunder and remain responsible for all NRC(s) and MRC(s), as set forth in the Agreement or applicable Sales Order(s), for the remaining term applicable thereto, irrespective of Cybersecurity Funding status, or, (ii) terminate this Agreement or Sales Order(s) upon written notice as of the beginning of the fiscal year for which funds are not appropriated or otherwise made available. The effect of termination of the Agreement or Sales Order(s) hereunder will be to discharge both Comcast and the Customer from future performance of the Agreement. However, Comcast shall be reimbursed for any and all unpaid NRC(s), any unpaid past due balance(s), and any additional costs already incurred by Comcast in conjunction with this Agreement. Customer shall notify Comcast in writing within thirty (30) days of fiscal budget denial indicating funds may not be available for the continuation of the Agreement for each succeeding fiscal period beyond the first year. In no event shall Comcast initiate construction of the Network until proof of funding has been received, in whole or in part, based on 100% Customer-furnished funds or partially reimbursed funds by the SLD.

## **ARTICLE 4. TERM & TERMINATION**

**4.1 Sales Order Term.** Upon the expiration of the Service Term applicable to a Sales Order, each Service Term

shall automatically renew for successive periods of one (1) month each (each, a "Renewal Term"), not to exceed twelve (12) months unless prior written notice of non-renewal is delivered by either party to the other at least thirty (30) days before the expiration of the Service Term or the then current Renewal Term. To the extent the initial Service Term or a Renewal Term applicable to a Sales Order extends beyond the expiration date of the term of the Agreement, such Sales Order shall continue to be governed by the terms and conditions of the Agreement. The term of the Agreement commences on the Effective Date and continues for the time set forth on the Service Agreement (E-Rate & Cybersecurity Pilot Program) Cover Page.

**4.2 Termination for Convenience.** Notwithstanding any other term or provision in this Agreement, Customer shall have the right, in its sole discretion, to terminate any or all Sales Order(s) or SOW(s) at any time, upon thirty (30) days' prior written notice to Comcast (subject to applicable Termination Charges).

## **4.3 Termination for Cause.**

A. If either party is in material breach of the Agreement and the breach continues unremedied for thirty (30) days after written notice of default, the other party may terminate for cause any Sales Order or SOW materially affected by the breach. In addition to its other remedies, if the Customer is in breach of a payment obligation and fails to make payment in full within thirty (30) days after written notice of default, Comcast may suspend the Service(s) under the affected Sales Order(s) or SOW(s).

B. Subject to applicable law, either party may terminate a Sales Order or SOW immediately upon notice to the other party if the other party has become insolvent as defined under the U.S. Bankruptcy Code, institutes or has instituted against it any bankruptcy, reorganization, debt arrangement or assignment for the benefit of creditors, other proceeding under any bankruptcy or insolvency law or dissolution, receivership, or liquidation proceeding (and if such proceeding is instituted against it, such proceeding is not dismissed within sixty (60) days).

C. Comcast may terminate any Sales Order and/or the Agreement immediately if Customer or its employees, agents, or representatives threaten, harass, or use vulgar or inappropriate language toward Comcast personnel.

**4.4 Effect of Expiration/Termination of a Sales Order or SOW.** Upon the expiration or termination of a Sales Order or SOW for any reason, Comcast (i) shall disconnect the applicable Service and (ii) may assess and collect from Customer applicable Termination Charges (unless the Service is terminated by Customer pursuant Article 4.3 above). Termination by either party of a Sales Order or SOW does not waive any other rights or remedies that it may have under this Agreement.

## **ARTICLE 5. LIMITATION OF LIABILITY; DISCLAIMER OF WARRANTIES**

### **5.1 Limitation of Liability.**

A. THE AGGREGATE LIABILITY OF COMCAST AND ITS AGENTS, SUPPLIERS, AND LICENSORS FOR ANY AND ALL LOSSES, DAMAGES, AND CAUSES OF ACTION ARISING OUT OF THE AGREEMENT, INCLUDING, BUT NOT LIMITED TO,

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THE PERFORMANCE OF SERVICE, AND NOT OTHERWISE LIMITED HEREUNDER, WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED DIRECT DAMAGES EQUAL TO THE SUM TOTAL OF PAYMENTS MADE BY CUSTOMER TO COMCAST DURING THE THREE (3) MONTHS IMMEDIATELY PRECEDING THE EVENT FOR WHICH DAMAGES ARE CLAIMED. THIS LIMITATION SHALL NOT APPLY TO INDEMNIFICATION OBLIGATIONS.

**B. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, COVER, PUNITIVE, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE, OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOSS OF REVENUE, LOSS OF USE, LOSS OF BUSINESS, OR LOSS OF PROFIT WHETHER SUCH ALLEGED LIABILITY ARISES IN CONTRACT OR TORT; PROVIDED, THAT, THE FOREGOING LIMITATION SHALL NOT LIMIT CUSTOMER'S LIABILITY FOR CHARGES OWED FOR THE SERVICES, FOR ANY EQUIPMENT OR SOFTWARE PROVIDED BY COMCAST, OR FOR TERMINATION CHARGES.**

**C. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THE AGREEMENT, IN NO EVENT SHALL THE AGGREGATE LIABILITY OF COMCAST AND ITS AGENTS, SUPPLIERS, AND LICENSORS UNDER THIS AGREEMENT FOR ALL INDEMNIFICATION OF INTELLECTUAL PROPERTY CLAIMS UNDER SECTION 6.1(i) OF THESE GENERAL TERMS AND CONDITIONS EXCEED THE GREATER OF (I) ONE (1) MILLION DOLLARS (\$1,000,000) AND (II) THE SUM TOTAL OF PAYMENTS MADE BY CUSTOMER DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE ON WHICH THE INTELLECTUAL PROPERTY CLAIM FIRST AROSE.**

## **5.2 Disclaimer of Warranties.**

**A. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMCAST EXPRESSLY DISCLAIMS ALL EXPRESS, IMPLIED, AND/OR STATUTORY WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NONINFRINGEMENT.** Without limiting the generality of the foregoing, and except as otherwise identified in a PSA or SOW, Comcast does not warrant that the Services, Comcast Equipment, or Licensed Software will be uninterrupted, error-free, or free of latency or delay, or that the Services, Comcast Equipment, or Licensed Software will meet Customer's requirements, or that the Services, Comcast Equipment, or Licensed Software will prevent unauthorized access by third parties. Customer acknowledges and agrees that the Services are not fail-safe and are not designed or intended for use in situations requiring fail-safe performance or in which an error or interruption in the Services could lead to severe injury to business, persons, property, or environment.

**B. Notwithstanding anything to the contrary contained in the Agreement, in no event shall Comcast and its agents, suppliers, and licensors be liable for any loss, damage, or claim arising out of or related to: (1) content or data received or distributed by Customer or its users through the Services; (2) any act or omission of Customer, its users, or third parties not under the control of Comcast; (3) interoperability, interaction, or interconnection of the Services with applications, equipment, services, or networks provided by Customer or third parties not under the control of Comcast; or (4) loss or destruction of any Customer**

hardware, software, files, or data resulting from any virus or other harmful feature or from any attempt to remove it. Customer is solely responsible for backing up its data, files, and software prior to the installation of Service and at regular intervals thereafter.

**5.3 Exclusive Remedies.** Customer's sole and exclusive remedies are as expressly set forth in the Agreement. In those states where Customer's remedies cannot be so limited, the liability of Comcast is limited to the maximum extent permitted by law.

## **ARTICLE 6. INDEMNIFICATION**

**6.1 Comcast's Indemnification Obligations.** Subject to Sections 5.1(B) and 5.1(C) and any other limitations contained in the Agreement, Comcast shall indemnify, defend, and hold harmless Customer, its Affiliates and their respective employees, directors, officers, and agents from and against all damages, liabilities, losses, and expenses (including reasonable attorneys' fees) arising out of a claim or demand by a third party ("Claims") incurred as a result of (i) infringement of U.S. patent or copyright law based solely on Comcast Equipment or Licensed Software; provided, that, Comcast shall have no liability for any claim of infringement arising from: (a) Comcast's compliance with any designs, specifications, or instructions of Customer; (b) modification or alteration of the Licensed Software or Comcast Equipment by Customer or a third party without the prior knowledge and written approval of an authorized officer of Comcast; (c) use of the Licensed Software or Comcast Equipment in a way not authorized in writing by an authorized officer of Comcast; and/or (d) Customer's failure to use an updated version of the Licensed Software or Comcast Equipment which has been provided, or made available, to Customer and (ii) damage to tangible personal property or real property, and personal injuries (including death) to the extent caused by the gross negligence or willful misconduct of Comcast while working on the Service Locations. For purposes of this Article 6.1, any claims by any end-user of the Services shall not be included in the definition of Claims.

**6.2 Customer's Indemnification Obligations.** Subject to Section 5.1(B), Customer shall indemnify, defend, and hold harmless Comcast and its agents, suppliers, and licensors from any and all Claims arising on account of or in connection with Customer's and its users' use or sharing of the Service provided under the Agreement, including with respect to: (i) any content received or distributed by Customer or its users through the Service; (ii) libel, infringement of copyright, or unauthorized use of trademark, trade name, or service mark arising out of communications via the Service; (iii) patent infringement arising from Customer's combining or connection of Customer-Provided Equipment to use the Service; and (iv) damage arising out of the gross negligence or willful misconduct of Customer.

**6.3 Indemnification Procedures.** To the extent a party may be entitled to indemnification under this Agreement (an "Indemnified Party"), such Indemnified Party shall (i) promptly notify the other party (the "Indemnifying Party") in writing of any pending or threatened Claim that gives rise to a right of indemnification (an "Action") and (ii) cooperate in every reasonable way to facilitate the defense or settlement of such Action. The Indemnifying Party shall assume the defense of any Action with counsel selected by the Indemnifying Party. The Indemnified Party may employ its own counsel in any such case and shall pay such counsel's fees and expenses. The Indemnifying Party shall have the

# COMCAST BUSINESS

right to settle any Action; provided, however, that to the extent that such settlement requires the Indemnified Party to take or refrain from taking any action or purports to obligate the Indemnified Party, then the Indemnifying Party shall not settle such Action without the prior written consent of the Indemnified Party, which consent shall not be unreasonably withheld, conditioned, or delayed.

## **ARTICLE 7. CONFIDENTIAL INFORMATION AND PUBLICITY**

**7.1 Disclosure and Use.** All Confidential Information disclosed by either party shall, during the term of the Agreement and for two (2) years after the expiration or termination thereof (or such longer period as may be required by law), not be disclosed to any third party without the disclosing party's express written consent. Notwithstanding the foregoing, such information may be disclosed (A) to the receiving party's employees, Affiliates, and agents who have a need to know for the purpose of performing under this Agreement, using the Services, and rendering the Services (provided that in all cases the receiving party shall take appropriate measures prior to disclosure to its employees, Affiliates, and agents designed to protect against unauthorized use or disclosure) or (B) as otherwise authorized by this Agreement. Each party's confidentiality obligations hereunder shall not apply to information that: (A) is already known to the receiving party without a pre-existing restriction as to disclosure; (B) is or becomes publicly available without fault of the receiving party; (C) is rightfully obtained by the receiving party from a third party without restriction as to disclosure or is approved for release by written authorization of the disclosing party; or (D) is developed independently by the receiving party without use of the disclosing party's Confidential Information. Each party agrees to treat all Confidential Information of the other in the same manner as it treats its own proprietary information, but in no case using less than a reasonable degree of care. If either party is required to disclose Confidential Information pursuant to a judicial order or other compulsion of law, such party shall be permitted to make such disclosure provided that it: (a) limits the disclosure to only that information which is required to be disclosed by such order or legal requirement, (b) if permitted, provides the disclosing party with prompt notice of such order or legal requirement, and (c) reasonably assists the disclosing party in obtaining a protective order, if requested and at the disclosing party's expense.

**7.2 Publicity.** Neither party shall issue any publication or press release relating to, or otherwise disclose the existence of, the terms and conditions of any contractual relationship between Comcast and Customer without the prior written consent of the other party; provided that this restriction will not prohibit Comcast from making internal announcements related to the completion and existence of the contractual relationship contemplated herein.

**7.3 Remedies.** Notwithstanding any other Article of this Agreement, the non-breaching party shall be entitled to seek equitable relief to protect its interests pursuant to this Article 7, including, but not limited to, injunctive relief.

## **ARTICLE 8. PROHIBITED USES; COMCAST POLICIES**

**8.1 Prohibited Uses; Comcast Policies.** Customer is prohibited from using, or permitting the use of, any Service (i) for any purpose in violation of any law, rule, regulation, or policy of any government authority; (ii) in violation of the

Comcast Acceptable Use Policy ("AUP") available on the Website; (iii) for any use as to which Customer has not obtained all required government approvals, authorizations, licenses, consents, or permits; or (iv) to interfere unreasonably with the use of Comcast service by others or the operation of the Network. Customer is responsible for the compliance of its users with the provisions of the Agreement. Customer acknowledges and agrees that use of the Services, including by Customer, its Affiliates, and any users, shall be subject to the AUP. Notwithstanding anything to the contrary contained in Section 4.3, Comcast reserves the right to act immediately and without notice to (a) terminate or suspend the Agreement and/or any Services if Comcast determines that such use or information is in violation of this Article 8.1 and such termination will constitute a termination for cause and (b) terminate or suspend the Services in the event of fraudulent use of the Services. Customer acknowledges and agrees that Comcast is not obligated to detect or report unauthorized or fraudulent use of the Services to Customer.

**8.2 Privacy Policy.** Comcast will comply with the Comcast Privacy Policy ("Privacy Policy") which is available at the Website. Comcast is not responsible for any information provided by Customer to third parties and Customer assumes all privacy and other risks associated with providing personally identifiable information to third parties via the Services.

**8.3 Prohibition on Resale.** Customer may not sell, resell, sublease, assign, license, sublicense, share, provide, or otherwise utilize in conjunction with a third party (including, without limitation, in any joint venture or as part of any outsourcing activity) the Services or any component thereof. For the avoidance of doubt, this prohibition includes Customer bundling the Services with any services or components of Customer that are then sold to end users of any kind.

**8.4 Monitoring.** Comcast shall have no obligation to monitor postings or transmissions made in connection with the Services, however, Customer acknowledges and agrees that Comcast and its agents shall have the right to monitor any such postings and transmissions from time to time and to use and disclose them in accordance with this Agreement, and as otherwise required by law or government request. Comcast reserves the right to refuse to upload, post, publish, transmit or store any information or materials, in whole or in part, that, in Comcast's sole discretion, is unacceptable, undesirable or in violation of this Agreement.

## **ARTICLE 9. MISCELLANEOUS TERMS**

**9.1 Force Majeure.** Neither party nor its Affiliates shall be liable to the other party for any delay, failure in performance, loss, or damage to the extent caused by force majeure conditions such as acts of God, fire, explosion, power blackout, cable cuts, acts of regulatory or governmental agencies, unforeseeable third party actions, or other causes beyond the party's reasonable control, except that Customer's obligation to pay for Services provided under the Agreement shall not be excused. Changes in economic, business, or competitive condition shall not be considered force majeure events.

**9.2 Assignment or Transfer.** Customer shall not assign any right, obligation, or duty, in whole or in part, nor any other interest hereunder, without the prior written consent of Comcast, which shall not be unreasonably withheld. Any

# COMCAST BUSINESS

assignment in violation of this provision shall be deemed null and void. All obligations and duties of either party hereunder shall be binding on all successors in interest and permitted assigns of such party.

**9.3 Notices.** Except as otherwise identified herein, any notice sent pursuant to the Agreement shall be deemed given and effective when sent by e-mail (confirmed by certified mail), or when delivered by overnight express or other express delivery service, in each case, to the following addresses (or to such other addresses as a party may designate by written notice to the other party): (i) with respect to Customer, to the address set forth on any Sales Order; or (ii) with respect to Comcast, to: Vice President of Sales Operations (Comcast Business), One Comcast Center, 1701 JFK Blvd., Philadelphia, PA 19103, with a copy to Legal\_Notices@comcast.com. Alternatively, Customer may send termination notice to Comcast through the Comcast disconnection portal found at the following URL: <https://business.comcast.com/landingpage/disconnect> (as the same may be updated by Comcast from time-to-time).

## **9.4 Amendments; Changes to the Agreement.**

**A.** The Agreement may not be amended except by a written agreement executed by the parties; provided, that, notwithstanding the foregoing, Comcast may change or modify the PSAs, and any related policies (including the AUP and Privacy Policy) from time to time ("Revisions") by posting such Revisions to the Website. The Revisions are effective upon posting to the Website. Customer will receive notice of any Revisions in the next applicable monthly invoice. Customer shall have thirty (30) calendar days from the invoice notice of such Revisions to provide Comcast with written notice that the Revisions adversely affect Customer's use of the Service(s). If, after such notice, Comcast is able to verify such adverse effect but is unable to reasonably mitigate the Revisions' impact on such Services, then Customer may terminate the impacted Service(s) without further obligation (including Termination Charges) to Comcast beyond the termination date. This shall be Customer's sole and exclusive remedy for any Revisions. Customer acknowledges and agrees that terms or conditions contained in any Customer purchase order, or similar Customer order form (regardless of whether executed by Comcast), or restrictive endorsements or other statements on any Customer form of payment, shall be void and of no force or effect. Without limitation to the foregoing, if (i) Customer requires Comcast to execute a Customer purchase order or other Customer order form for a Service or as a condition to receiving payment for the same and (ii) Comcast executes such purchase order or Customer order form, Customer acknowledges and agrees that (1) Comcast's execution is solely for the purpose of assisting Customer in satisfying its internal procurement requirements and (2) any terms and conditions contained in such purchase order or Customer order form shall be null and void and of no force or effect.

**B.** The parties acknowledge that the respective rights and obligations of each party as set forth in this Agreement are based on applicable law and regulations as they exist on the date of the Agreement's execution. The parties agree that in the event of any legislative, regulatory, or judicial order, rule, or regulation, or decision in any arbitration or other dispute resolution proceeding, or other legal or regulatory action that materially affects the provisions of this Agreement or the economic terms of the Agreement, Comcast may, by providing written notice to the Customer, require that the

affected provisions of the Agreement be renegotiated in good faith. If Customer refuses to enter such renegotiations, or the parties are unable to reach resolution on new Agreement terms, Comcast may, in its sole discretion, terminate this Agreement, in whole or in part, upon sixty (60) days' written notice to Customer.

**9.5 Tariffs.** Notwithstanding anything to the contrary in the Agreement, Comcast may be required to file with regulatory agencies tariffs for certain Services. In such event, the terms set forth in the Agreement may, under applicable law, be superseded by the terms and conditions of the tariffs. Without limiting the generality of the foregoing, in the event of any inconsistency between the Agreement and applicable Sales Orders on one hand, and the relevant tariffs on the other hand, the rates and other terms set forth in the Agreement and applicable Sales Orders will be treated as individual case-basis arrangements to the maximum extent permitted by law. If Comcast voluntarily or involuntarily cancels or withdraws a tariff under which a Service is provided to Customer, the Service will thereafter be provided pursuant to the Agreement and the terms and conditions contained in the tariff immediately prior to its cancellation or withdrawal. In the event that Comcast is required by a governmental authority to modify a tariff under which Service is provided to Customer in a manner that is material and adverse to the Customer, the Customer may terminate the applicable Sales Order upon a minimum thirty (30) days' prior written notice to the other party, without further liability.

**9.6 Compliance with Laws.** Each of the Parties agrees to comply with all local, state and federal laws and regulations and ordinances applicable to such Party in the performance of its respective rights and obligations under this Agreement.

**9.7 Consent to Communications from Comcast.** Customer acknowledges and agrees that Comcast or third parties acting on Comcast's behalf may call or text Customer at any telephone number that Customer provides to Comcast or that Comcast issues to Customer and may do so for any purpose relating to Customer's account and/or the Services which Customer purchased. Customer expressly consents to receive such calls and texts and agrees that these calls and texts are not unsolicited. Customer acknowledges and agrees that these calls and texts may entail the use of an automatic telephone dialing system and/or artificial or prerecorded messages. Customer may not opt-out of receiving certain communications pertaining to Customer's account, including but not limited to communications regarding emergencies, fraud or other violations of law, security issues, and harm caused to the Network. Message frequency depends on Customer's activity with the Services. Message and/or data rates may apply.

**9.8 Entire Understanding; Construction; Survival; Headings; No Waiver.** The Agreement supersedes all prior agreement between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to the subject matter hereof. In the event that any portion of the Agreement is held to be invalid or unenforceable, the parties shall replace the invalid or unenforceable portion with another provision that, as nearly as possible, reflects the original intention of the parties, and the remainder of the Agreement shall remain in full force and effect. The rights and obligations of either party that by their nature would continue beyond the termination or expiration of the Agreement shall survive termination or expiration of

# COMCAST BUSINESS

the Agreement. The article headings used herein are for reference only and shall not limit or control any term or provision of this Agreement or the interpretation or construction thereof. No failure by either party to enforce any right(s) hereunder shall constitute a waiver of such right(s). The Agreement may be executed in counterpart copies. Each party represents and warrants that the persons who execute the Agreement on its behalf are duly authorized to do so.

**9.9 Choice of Law.** This Agreement shall be governed by, and construed and interpreted in accordance with the laws of the State of Delaware without regard to its conflict of laws principles. Any claim or controversy arising out of or relating to this Agreement shall be brought exclusively in federal or state court located in Dover, Delaware and the parties hereby consent to personal jurisdiction and venue in such court. Both parties hereby waive any right to a trial by jury.

**9.10 No Third-Party Beneficiaries; Independent Contractors.** Except as otherwise specifically set forth herein, this Agreement does not expressly or implicitly provide any third party (including users) with any remedy, claim, liability, reimbursement, cause of action, or other right or privilege. The parties to this Agreement are independent contractors. Neither party is an agent, representative, or partner of the other party. Neither party shall have any right, power, or authority to enter into any agreement for, or on behalf of, or incur any obligation or liability of, or to otherwise bind, the other party. This Agreement shall not be interpreted or construed to create an association, agency, joint venture, or partnership between the parties or to impose any liability attributable to such a relationship upon either party. Each party acknowledges and agrees that any interpretation of this Agreement may not be construed against a party by virtue of that party having drafted the provisions.

**9.11 Export Law and Regulation.** Customer acknowledges that any products, software, and technical information (including, but not limited to, services and training) provided pursuant to the Agreement may be subject to U.S. export laws and regulations. Customer agrees that it will not use, distribute, transfer, or transmit the products, software, or technical information (even if incorporated into other products) except in compliance with U.S. export regulations and this Agreement.

*[Remainder of Page Intentionally Blank]*



|                                            |                                                  |                                                                                              |                          |
|--------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Master Customer Legal Entity: New Customer |                                                  | Master Verizon Legal Entity: MCI Communications Services LLC d/b/a Verizon Business Services |                          |
| Customer Address:                          | Missing Address!                                 | Quote Priced On:                                                                             | 12 Feb 2025 16:57:58 UTC |
| Account Manager:                           | Jelana Lilly<br>jelana.lilly@verizonwireless.com | Quote ID:                                                                                    | 217183293                |
|                                            |                                                  | Quote Version #:                                                                             | 0                        |
| Created By:                                | Jelana Lilly                                     | Quote Expiration Date:                                                                       | 13 May 2025              |
|                                            |                                                  | Contract ID:                                                                                 | New                      |

|                                                                                                 |                                                                                                        |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Service(s) Included in Quote: Access, Internet Dedicated Services                               | Available Appendices (Additional Details and any Applicable Usage Tables): Internet Dedicated Services |
| Note: Items shown with "" are priced at time of Quote and require a Service Order Form document |                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Note: 1 separate invoice(s) will be generated based on the Verizon Legal Entity, Customer Legal Entity, and currency combination(s) stated below. This may be a new or existing billing account number. Please review carefully to determine if changes are required. Changes after document signature will require a Transfer of Service Agreement or a new order.                                                                                                                                    |  |
| Note: Verizon provides options to coordinate any intended disconnect when new installs are replacing an existing service, at no additional charge to the customer. If Customer does not choose for Verizon to coordinate any intended disconnect then Customer will be responsible for submitting the disconnect via the Verizon Enterprise Center along with any related billing overlap and Early Termination Charges per the contract. Please contact your account team to understand your choices. |  |

|                             |             |                                |                                                                 |     |          |      |
|-----------------------------|-------------|--------------------------------|-----------------------------------------------------------------|-----|----------|------|
| Quote Summary:              |             |                                |                                                                 |     |          |      |
| Customer Legal Entity (CLE) | Entity Type | Customer Legal Entity Address: | Verizon Legal Entity (VLE)                                      | CUR | MRC      | NRC  |
| New Customer                | Contracting |                                | MCI Communications Services LLC d/b/a Verizon Business Services | USD | 1,498.73 | 0.00 |

|                                                                                                                                | Activity Type | Quantity | Amount in Invoice Currency (USD) |      |
|--------------------------------------------------------------------------------------------------------------------------------|---------------|----------|----------------------------------|------|
|                                                                                                                                |               |          | MRC                              | NRC  |
| Location ID: 146492609C - Des Plaines (Quote Location Name: Des Plaines)                                                       |               |          |                                  |      |
| 1501 ELLINWOOD AVE, DES PLAINES, IL 60016-4553, United States                                                                  |               |          |                                  |      |
| Access                                                                                                                         |               |          |                                  |      |
| Access, Service ID: 1678895121 *                                                                                               |               | Added    |                                  |      |
| Service Commitment: 36 months                                                                                                  |               |          |                                  |      |
| Local Access - Op/App Performance: Gold / Gold - 1 Gbps - UNI Speed: 1 Gbps (GigE) - TPV UNI Speed: 1 Gbps (GigE) <sup>1</sup> |               | N/A      | 1,281.73                         | 0.00 |
| Internet Dedicated Services                                                                                                    |               |          |                                  |      |
| Internet Dedicated Services, Service ID: 1678895129 *                                                                          |               | Added    |                                  |      |
| Related Service: Access 1678895121                                                                                             |               |          |                                  |      |
| Service Commitment: 36 months                                                                                                  |               |          |                                  |      |
| Internet Port - Tiered - 1 Gbps - United States of America <sup>1</sup>                                                        |               | N/A      | 217.00                           | 0.00 |
| Additional Promotions Included: E-Rate Early Term Liability Waiver <sup>2</sup>                                                |               |          |                                  |      |
| Location Subtotal:                                                                                                             |               |          | 1,498.73                         | 0.00 |

|                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Service Commitment is subject to auto-renewal (unless customer opts out via Verizon Enterprise Center online portal) pursuant to customer's Agreement.                                                                                                                                                                          |
| 2 Subject to the Conditions, Customers who order eligible Optimized Services, may terminate such Optimized Services, at any time after the first 12 months of the Services Effective Date and avoid the Early Termination Charge(s) for Service Termination. Customers who terminate must do so by providing notice in accordance |



with the Agreement and completing Verizon's standard form via the Verizon Enterprise Center (VEC) online portal at [verizonenterprise.com](http://verizonenterprise.com), as such URL may be updated from time to time. The Customer must have a Form 470 (Description of Services Requested and Certification Form) posted to the USAC website to be eligible for this promotion.

This draft Quotation is for informational purposes only and is subject to change.

Verizon surcharges, fees and taxes are not included, may vary from month to month and are subject to change.

Pricing assumes the provision of accurate customer information. Provisioning is subject to order acceptance.

Pricing and provisioning are subject to the solution being deliverable and billable in accordance with negotiated terms and conditions including service level agreements which have been agreed upon by Verizon and the customer in writing.

Budgetary



|                                            |                                                  |                                                                                              |                          |
|--------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| Master Customer Legal Entity: New Customer |                                                  | Master Verizon Legal Entity: MCI Communications Services LLC d/b/a Verizon Business Services |                          |
| Customer Address:                          | Missing Address!                                 | Quote Priced On:                                                                             | 12 Feb 2025 17:00:57 UTC |
| Account Manager:                           | Jelana Lilly<br>jelana.lilly@verizonwireless.com | Quote ID:                                                                                    | 217183221                |
|                                            |                                                  | Quote Version #:                                                                             | 0                        |
| Created By:                                | Jelana Lilly                                     | Quote Expiration Date:                                                                       | 13 May 2025              |
|                                            |                                                  | Contract ID:                                                                                 | New                      |

|                                                                                                 |                                                                            |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Service(s) Included in Quote: Access, Internet Dedicated Services                               | Available Appendices (Additional Details and any Applicable Usage Tables): |
| Note: Items shown with "" are priced at time of Quote and require a Service Order Form document |                                                                            |

Note: 1 separate invoice(s) will be generated based on the Verizon Legal Entity, Customer Legal Entity, and currency combination(s) stated below. This may be a new or existing billing account number. Please review carefully to determine if changes are required. Changes after document signature will require a Transfer of Service Agreement or a new order.

Note: Verizon provides options to coordinate any intended disconnect when new installs are replacing an existing service, at no additional charge to the customer. If Customer does not choose for Verizon to coordinate any intended disconnect then Customer will be responsible for submitting the disconnect via the Verizon Enterprise Center along with any related billing overlap and Early Termination Charges per the contract. Please contact your account team to understand your choices.

|                             |             |                                |                                                                 |     |          |      |
|-----------------------------|-------------|--------------------------------|-----------------------------------------------------------------|-----|----------|------|
| Quote Summary:              |             |                                |                                                                 |     |          |      |
| Customer Legal Entity (CLE) | Entity Type | Customer Legal Entity Address: | Verizon Legal Entity (VLE)                                      | CUR | MRC      | NRC  |
| New Customer                | Contracting |                                | MCI Communications Services LLC d/b/a Verizon Business Services | USD | 4,565.44 | 0.00 |

|                                                                                                                              | Activity Type | Quantity | Amount in Invoice Currency (USD) |      |
|------------------------------------------------------------------------------------------------------------------------------|---------------|----------|----------------------------------|------|
|                                                                                                                              |               |          | MRC                              | NRC  |
| Location ID: 146492609C (Quote Location Name: Des Plaines)<br>1501 ELLINWOOD AVE, DES PLAINES, IL 60016-4553, United States  |               |          |                                  |      |
| Access                                                                                                                       |               |          |                                  |      |
| Access, Service ID: 1678898057 * (VLE: MCI Communications Services LLC d/b/a Verizon Business Services)                      |               | Added    |                                  |      |
| Service Commitment: 36 months                                                                                                |               |          |                                  |      |
| Local Access - Op/App Performance: Silver / Gold - 10 Gbps - UNI Speed: 10 Gbps (10GigE) <sup>1</sup>                        |               | N/A      | 4,093.44                         | 0.00 |
| Internet Dedicated Services                                                                                                  |               |          |                                  |      |
| Internet Dedicated Services, Service ID: 1678898061 * (VLE: MCI Communications Services LLC d/b/a Verizon Business Services) |               | Added    |                                  |      |
| Related Service: Access 1678898057                                                                                           |               |          |                                  |      |
| Service Commitment: 36 months                                                                                                |               |          |                                  |      |
| Internet Port - Tiered - 2 Gbps - United States of America <sup>1</sup>                                                      |               | N/A      | 472.00                           | 0.00 |
| Additional Promotions Included: E-Rate Early Term Liability Waiver <sup>2</sup>                                              |               |          |                                  |      |
| Location Subtotal:                                                                                                           |               |          | 4,565.44                         | 0.00 |

<sup>1</sup> Service Commitment is subject to auto-renewal (unless customer opts out via Verizon Enterprise Center online portal) pursuant to customer's Agreement.



- <sup>2</sup> Subject to the Conditions, Customers who order eligible Optimized Services, may terminate such Optimized Services, at any time after the first 12 months of the Services Effective Date and avoid the Early Termination Charge(s) for Service Termination. Customers who terminate must do so by providing notice in accordance with the Agreement and completing Verizon's standard form via the Verizon Enterprise Center (VEC) online portal at [verizonenterprise.com](http://verizonenterprise.com), as such URL may be updated from time to time. The Customer must have a Form 470 (Description of Services Requested and Certification Form) posted to the USAC website to be eligible for this promotion.

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Verizon surcharges, fees and taxes are not included, may vary from month to month and are subject to change.

Pricing assumes the provision of accurate customer information. Provisioning is subject to order acceptance.

Pricing and provisioning are subject to the solution being deliverable and billable in accordance with negotiated terms and conditions including service level agreements which have been agreed upon by Verizon and the customer in writing.

Budgetary



## Appendix: Internet Dedicated Services

Location ID: 146492609C - Des Plaines (Quote Location Name: Des Plaines)  
1501 ELLINWOOD AVE, DES PLAINES, IL 60016-4553, United States

Service ID: 1678895129

| Internet Dedicated Dynamic Port Pricing |           |
|-----------------------------------------|-----------|
| Port Speed                              | MRC (USD) |
| 2 Mbps                                  | 57.00     |
| 3 Mbps                                  | 57.00     |
| 4 Mbps                                  | 57.00     |
| 5 Mbps                                  | 57.00     |
| 8 Mbps                                  | 61.00     |
| 10 Mbps                                 | 61.00     |
| 20 Mbps                                 | 64.00     |
| 30 Mbps                                 | 70.00     |
| 40 Mbps                                 | 78.00     |
| 50 Mbps                                 | 80.00     |
| 60 Mbps                                 | 96.00     |
| 70 Mbps                                 | 112.00    |

| Internet Dedicated Dynamic Port Pricing |           |
|-----------------------------------------|-----------|
| Port Speed                              | MRC (USD) |
| 80 Mbps                                 | 128.00    |
| 100 Mbps                                | 109.00    |
| 150 Mbps                                | 195.00    |
| 200 Mbps                                | 200.00    |
| 300 Mbps                                | 206.00    |
| 400 Mbps                                | 212.00    |
| 500 Mbps                                | 183.00    |
| 600 Mbps                                | 224.00    |
| 700 Mbps                                | 230.00    |
| 800 Mbps                                | 233.00    |
| 1 Gbps                                  | 217.00    |