

### AMENDMENT NO. 3

This Amendment modifies Contract No. 1630-15529, for Leasing of Multi-Function Digital (MFD) Copiers/Printers by and between the County of Cook, Illinois, herein referred to as "County" and Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc., authorized to do business in the State of Illinois hereinafter referred to as "Contractor":

### RECITALS

Whereas, the County and Contractor have entered into a Contract approved by the County Board on December 14, 2016, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Leasing of Multi-Function Digital (MFD) Copiers/Printers (hereinafter referred to as the "Supplies") from January 01, 2017 through December 31, 2021, in an amount not to exceed \$5,273,091.00 with two (2), one-year renewal options; and

Whereas, Amendment No. 1 was authorized by the County Board on January 13, 2022, to renew the Contract for twenty-four (24) months beginning January 01, 2022 through December 31, 2023, in the amount of \$3,220,102.13 and the Total Contract Amount was revised to \$8,493,193.13; and

Whereas, Amendment No. 2 was executed by the Chief Procurement Officer on October 06, 2023, to extend the Contract for five (5) months beginning January 01, 2024, through May 31, 2024; and

Whereas, the Contract will expire on May 31, 2024, and the agreed upon Supplies are still required; and

Whereas, an increase of the Contract amount is required for the continuation of Supplies; and pursuant to Section GC-10 of the Contract, the County and Contractor desire to increase the Contract in the amount of \$1,392,000.00; and

Whereas, pursuant to Section GC-10 of the Contract, the County and Contractor desire to extend the Contract for eleven (11) months beginning on June 01, 2024, through April 30, 2025.

Now therefore, in consideration of mutual covenants contained herein, it is agreed by and between the parties to amend the Contract as follows:

1. The Contract is extended through April 30, 2025.
2. The Contract is increased by \$1,392,000.00 and the Total Contract Amount is revised to \$9,885,193.13.
3. The attached updated Identification of Sub-Contractors/Suppliers/Sub-Consultants Form, MBE/WBE Utilization Plan Forms, Certificate of Insurance, and Economic Disclosures Statement under Attachment A are incorporated and made a part of this Contract.
4. All other terms and conditions remain as stated in the Contract.

Remainder of the page intentionally left blank

In witness whereof and pursuant to County Board approval on May 16, 2024, the County and Contractor have caused this Amendment No. 3 to be executed on the date and year last written below.

County of Cook, Illinois

By: Raffi Sarrafian  
Chief Procurement Officer

Digitally signed by Raffi Sarrafian  
Date: 2024.05.30 12:06:44 -05'00'

Date: \_\_\_\_\_

By: Brian Tracy  
State's Attorney (if applicable)

Brian Tracy  
Type or print name (if applicable)

Date: 5/28/2024

Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.

Signed \_\_\_\_\_

Larry White  
Type or print name

President & CEO  
Title

Date: March 27, 2024

Contract No.1630-15529 Amendment No. 3  
Vendor Name: Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.

**ATTACHMENT A**

**Cook County  
Office of the Chief Procurement Officer  
Identification of Subcontractor/Supplier/Subconsultant Form**

<b>OCPO ONLY:</b>	
<input type="checkbox"/>	Disqualification
<input checked="" type="checkbox"/>	Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. **The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract.** In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: 1630-15529	Date: April 4, 2024
Total Bid or Proposal Amount: \$9,885,193.13	Contract Title: LEASING OF MULTI-FUNCTIONAL DIGITAL (MFI)
Contractor: Toshiba Business Solutions, a division of Toshiba	Subcontractor/Supplier/ Subconsultant to be added or substitute: Cost Copy Consultants
Authorized Contact for Contractor: Martin Schopp	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Phyllis Spillman
Email Address (Contractor): martin.schopp@tbs.toshiba.com	Email Address (Subcontractor): phyllis@cost-copy.com
Company Address (Contractor): 1130 W. Lake Cook Road, St. 250	Company Address (Subcontractor): 942 Turret Ct.
City, State and Zip (Contractor): Buffalo Grove, IL 60089	City, State and Zip (Subcontractor): Mundelein, IL 60060
Telephone and Fax (Contractor): 847-637-2900	Telephone and Fax (Subcontractor): 847-949-5678
Estimated Start and Completion Dates (Contractor): June 1, 2024 - April 30, 2025	Estimated Start and Completion Dates (Subcontractor): June 1, 2024 - April 30, 2025

**Note:** Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Supply toner for Toshiba copiers within Cook County	5%

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.**

Toshiba Business Solutions, a division of Toshiba America Business

Contractor  
 Larry White  
 Name  
 President and CEO  
 Title  
 \_\_\_\_\_  
 \_\_\_\_\_ April 4, 2024  
 Prime Contractor Signature Date





**Nicole Mandeville**

DIRECTOR

161 N. Clark Street, Suite 2300 • Chicago, Illinois 60601 • (312) 603-5502

**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

TARA STAMPS

1st District

DENNIS DEER

2nd District

BILL LOWRY

3rd District

STANLEY MOORE

4th District

MONICA GORDON

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11th District

BRIDGET DEGNEN

12th District

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13th District

SCOTT R. BRITTON

14th District

KEVIN B. MORRISON

15th District

FRANK J. AGUILAR

16th District

SEAN M. MORRISON

17th District

April 4, 2024

Mr. Raffi Sarrafian  
Chief Procurement Officer  
161 N. Clark Street Suite 2300  
Chicago, IL 60601

Re: Contract No. 1630-15529 Amendment No. 3  
Leasing of Multi-Function Digital (MFD) Copiers/Printers  
Bureau of Technology

Dear Mr. Sarrafian,

The Office of Contract Compliance is in receipt of the above-reference contract amendment and has reviewed it for compliance with the Minority- and Women- owned Business Enterprises (MBE/WBE) Ordinance. After careful review, it has been determined this amendment is responsive to the Ordinance.

Contractor: Toshiba Business Solutions  
Original Contract Value: \$5,273,091.00  
Original Contract Term: January 1, 2017 – December 31, 2021  
Increase Contract Value: \$3,220,102.13 and extend for 2 years (Amendment No. 1)  
Revised Contract Value: \$8,493,193.13  
Revised Contract Term: January 1, 2017 – December 31, 2023  
Contract Extension: Extend Contract 5 Months with no change to contract value (Amendment No. 2)  
Revised Contract Term: January 1, 2017 – May 31, 2024  
Increase Contract Value: \$1,392,000 and Extend 11 months (Amendment No. 3)  
Revised Contract Value: \$9,885,193.13  
Revised Contract Term: January 1, 2017– April 30, 2025  
Competitive Bid - Goods and Services  
Contract Goal: 12.5% MBE, 5% WBE

**Original Contract Utilization Plan**

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
The William Everett Group	MBE(AA)	Cook County	12.5%
Cost Copy Consultant	WBE(CF)	City of Chicago	5%
<b>Total</b>			<b>17.5%</b>

**Amendment 1 Utilization Plan (Based on revised Contract Value of \$8,493,193.13)**

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
The William Everett Group	MBE(AA)	Cook County	12.5%
Cost Copy Consultant	WBE(CF)	City of Chicago	5%
<b>Total</b>			<b>17.5%</b>

**Amendment 2 Utilization Plan (Based on Revised Contract Value of \$8,893,193.13) Extension Only**

<b>MBE/WBE</b>	<b>Status</b>	<b>Certifying Agency</b>	<b>Commitment (Direct)</b>
The William Everett Group	MBE(AA)	Cook County	12.5%
Cost Copy Consultant	WBE(CF)	City of Chicago	5%
<b>Total</b>			<b>17.5%</b>

**Amendment 3 Utilization Plan (Based on Revised Contract Value of \$9,885,193.13)**

<b>MBE/WBE</b>	<b>Status</b>	<b>Certifying Agency</b>	<b>Commitment (Direct)</b>
The William Everett Group	MBE(AA)	Cook County	12.5% \$174,000.00*
Cost Copy Consultant	WBE(CF)	City of Chicago	5% \$69,6000.00*
<b>Total</b>			<b>17.5%</b>

\*M/WBE percentages are calculated against the extension amount in the amount of \$1,392,000.00.

Amendment 3 extends the contract for 11 months from June 01, 2024, through April 30, 2025, and increases the contract value by \$1,392,000 to a total revised contract value from \$8,893,193.13 to \$9,885,193.13.

Revised MBE/WBE forms were used in the determination of the responsive of this contract.

Sincerely,

*Jeanetta Cardine*

Jeanetta Cardine  
Contract Compliance Deputy Director

JC/db

CC James McGuire (OCPO)  
Jeff Broderick (BOT)

**MBE/WBE UTILIZATION PLAN - FORM 1**

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions - Section 19.

**I. BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

- Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)
- Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit - available online at [www.cookcountyil.gov/contractcompliance](http://www.cookcountyil.gov/contractcompliance))
- Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent - Form 2).

**II.  Direct Participation of MBE/WBE Firms  Indirect Participation of MBE/WBE Firms**

**NOTE:** Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: Cost/Copy Consultants LLC

Address: 942 Turret Ct

E-mail: phyllis@cost-copy.com

Contact Person: Phyllis Spilman Phone: 847-949-5678

Dollar Amount Participation: \$ ~~65,308.84~~ 69,600 MS 95

Percent Amount of Participation: 5% %

\*Letter of Intent attached? Yes  No   
\*Current Letter of Certification attached? Yes  No

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
\*Current Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach additional sheets as needed.

\* Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: Cost/Copy Consultants, Inc. Certifying Agency: City of Chicago  
Contact Person: Phyllis Spilman Certification Expiration Date: 6/1/2024 \*  
Address: 942 Turret Ct Ethnicity: Caucasian  
City/State: Mundelein, IL Zip: 60060 Bid/Proposal/Contract #: \_\_\_\_\_  
Phone: 847-949-5678 Fax: \_\_\_\_\_ FEIN #: 36-3507027

Email: phyllis@cost-copy.com  
Participation:  Direct  Indirect

\* Recertification will be submitted. New Certificate will be provided to you.

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?  
 No  Yes - Please attach explanation. Proposed Subcontractor(s): \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: (If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

Toner & supply fulfillment

Indicate the Dollar Amount, Percentage, and the Terms of Payment for the above-described Commodities/ Services:

5% - NET 30 DAYS - \$65,308.89 \$69,600 (PS) (MS)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Phyllis Spilman  
Signature (M/WBE)

[Signature]  
Signature (Prime Bidder/Proposer)

Phyllis Spilman  
Print Name

Larry White  
Print Name

Cost/Copy Consultants  
Firm Name

Toshiba Business Solutions,  
a division of Toshiba America Business Solutions, Inc.  
Firm Name

3/25/2024  
Date

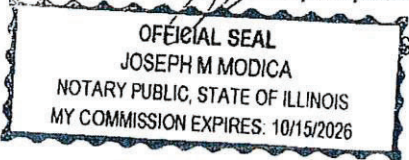
March 27, 2024  
Date

Subscribed and sworn before me  
this 26 day of March, 2024

Subscribed and sworn before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public [Signature]

Notary Public \_\_\_\_\_ See attached Notarial Certificate



**CALIFORNIA JURAT**

GOVERNMENT CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on  
this 27th day of March, 20 24, by  
*Date Month Year*

(1) Larry White

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*

proved to me on the basis of satisfactory evidence to  
be the person(s) who appeared before me.

Signature *Kristin J. Dragoman*  
*Signature of Notary Public*



Place Notary Seal and/or Stamp Above

**OPTIONAL**

*Completing this information can deter alteration of the document or  
fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Cook County, MBE/WBE Letter of Intent -Cost/Copy Consultants, Inc.

Document Date: March 27, 2024 Number of Pages: 1

Signer(s) Other Than Named Above: N/A




DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

JUN 19 2019

Phyllis Spilman  
Cost/Copy Consultants, Inc.  
942 Turret Ct.  
Mundelein, IL 60060

Dear Ms. Spilman:

 We are pleased to inform you that **Cost/Copy Consultants, Inc.** has been recertified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **6/1/2024**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **6/1/2020, 6/1/2021, 6/1/2022, and 6/1/2023**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **6/1/2024**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **4/1/2024**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note -- you shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or **866-IG-TIPLINE (866-448-4754)**.

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**423420- Office Equipment Merchant Wholesalers (i.e., Business Machines and Equipment (Except Computers), Copying Machines, Typewriters)**

**811212- Computer and Office Machine Repair and Maintenance (i.e., Computer Equipment (Not Retailing Computer Equipment), Photocopy Machine, Typewriter)**

Your firm's participation on City contracts will be credited only toward WBE goals in your area(s) of specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Shannon E. Andrews *hp*  
Chief Procurement Officer

SEA/m



### Cook County MBE/WBE Non-Construction Certification Reciprocal Affidavit

Firm Name COST/COPY CONSULTANTS, INC.  
 Address 942 TURRET CT City MUNDELEIN  
 County LAKE State IL Zip 60060  
 Phone ( 847 ) 949 5678 Email phyllis@cost-copy.com

I PHYLLIS SPILMAN, President/Owner  
(Authorized Representative) (Print Title)

of COST/COPY CONSULTANTS, INC. do hereby affirm:  
(Name of Firm)

- 1) COST/COPY CONSULTANTS, INC. is a Minority and/or Women Business Enterprise currently certified by the City of Chicago as: [ ] Black- [ ] Hispanic- [ ] Asian- [X] Woman-owned business.  
(Name of Firm)
- 2) With respect to COST/COPY CONSULTANTS, INC., the personal net worth of the qualifying (51%) individual(s) does not exceed \$2,767,082.23, excluding the individual's ownership interest in the M/WBE firm and the equity of the owner's primary residence, and otherwise meets the requirements of Chapter 34, Article IV of the Cook County Procurement Code. (As per Section 34-263 of the Cook County Procurement Code, an individual's personal net worth includes only his or her own Share of assets held jointly or as community/marital property with the individual's spouse.)  
(Name of Firm)
- 3) The average annual gross receipts of COST/COPY CONSULTANTS, INC., as derived from tax filings over the five most recent years, does not exceed the Small Business Size Standards published by the U.S. Small Business Administration found in Title 13, Code of Federal Regulations, Part 121. (<http://www.sba.gov/content/small-business-size-standards>)  
(Name of Firm)

Upon penalty of perjury, I PHYLLIS SPILMAN, affirm that, to the best of my knowledge and belief, the information herein is true and accurate.  
(Authorized Representative)

Signature *Phyllis Spilman* Title President/Owner Date 3/29/24

Subscribed and sworn to before me this 29 day of March | 2024  
(Month) (Year)

*Joseph M Modica*  
(Notary's Signature)

Notary's Seal



My Commission Expires \_\_\_\_\_

**MBE/WBE UTILIZATION PLAN - FORM 1**

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions – Section 19.

**I. BIDDER/PROPOSER MBE/WBE STATUS: (check the appropriate line)**

- Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)
- Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available online at [www.cookcountyil.gov/contractcompliance](http://www.cookcountyil.gov/contractcompliance))
- Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent – Form 2).

**II.  Direct Participation of MBE/WBE Firms  Indirect Participation of MBE/WBE Firms**

**NOTE: Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.**

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: THE WILLIAM EVERETT GROUP  
 Address: 35 E. WACKER DR, SUITE 3100, CHICAGO, IL 60601  
 E-mail: e.turner@wegrp.com  
 Contact Person: ELLEN TURNER Phone: 312-564-5680  
 Dollar Amount Participation: \$ 163,252.11 <sup>174,000</sup> MS CONJ  
 Percent Amount of Participation: 12.5% %

\*Letter of Intent attached? Yes X No \_\_\_\_\_  
 \*Current Letter of Certification attached? Yes X No \_\_\_\_\_

MBE/WBE Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dollar Amount Participation: \$ \_\_\_\_\_  
 Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
 \*Current Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach additional sheets as needed.

\* Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.

**MBE/WBE LETTER OF INTENT - FORM 2**

M/WBE Firm: Wm Everett Group  
Contact Person: Ellen Turner  
Address: 35 E. WACKER DR #3100  
City/State: Chicago, IL Zip: 60601  
Phone: 312-564-5680 Fax: \_\_\_\_\_  
Email: e.turner@wegrp.com

Certifying Agency: Cook County  
Certification Expiration Date: 12/29/2026  
Ethnicity: African American  
Bid/Proposal/Contract #: 1630-15529  
FEIN #: 26-1317039

Participation:  Direct  Indirect

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?

No  Yes -- Please attach explanation. Proposed Subcontractor(s): \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: (If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

Wm Everett Group will provide CUSTOMER SERVICE and Support.

Indicate the **Dollar Amount**, **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:


12.5% - NET 30 DAYS - \$163,252.11 / \$174,000

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Carlton McGee Jr  
Signature (M/WBE)  
Print Name  
The William Everett Group  
Firm Name  
3/26/2024  
Date

Larry White  
Signature (Prime Bidder/Proposer)  
Print Name  
Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.  
Firm Name  
March 27, 2024  
Date

Subscribed and sworn before me  
this 26 day of March, 2024

Notary Public Carolyn Randle  


Subscribed and sworn before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_\_  
Notary Public \_\_\_\_\_  
See attached Notarial Certificate

**CALIFORNIA JURAT**

GOVERNMENT CODE § 8202



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on  
this 27th day of March, 2024, by  
*Date Month Year*

(1) Larry White

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*

proved to me on the basis of satisfactory evidence to  
be the person(s) who appeared before me.



Signature *Kristin J. Dragoman*  
*Signature of Notary Public*

Place Notary Seal and/or Stamp Above

**OPTIONAL**

*Completing this information can deter alteration of the document or  
fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Cook County, MBE/WBE Letter of Intent -The William Everett Group

Document Date: March 27, 2024 Number of Pages: 1

Signer(s) Other Than Named Above: N/A





**COOK COUNTY  
ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
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2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 – 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15
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**SECTION 1**  
**INSTRUCTIONS FOR COMPLETION OF**  
**ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document (“EDS”) is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

**Definitions.** Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

*Affiliate* means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

*Applicant* means a person who executes this EDS.

*Bidder* means any person who submits a Bid.

*Code* means the Code of Ordinances, Cook County, Illinois available on municode.com.

*Contract* shall include any written document to make Procurements by or on behalf of Cook County.

*Contractor* or *Contracting Party* means a person that enters into a Contract with the County.

*Control* means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

*EDS* means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

*Joint Venture* means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

*Lobby* or *lobbying* means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

*Lobbyist* means any person who lobbies.

*Person* or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

*Prohibited Acts* means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

*Proposal* means a response to an RFP.

*Proposer* means a person submitting a Proposal.

*Response* means response to an RFQ.

*Respondent* means a person responding to an RFQ.

*RFP* means a Request for Proposals issued pursuant to this Procurement Code.

*RFQ* means a Request for Qualifications issued to obtain the qualifications of interested parties.

**INSTRUCTIONS FOR COMPLETION OF  
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

**Section 1: Instructions.** Section 1 sets forth the instructions for completing and executing this EDS.

**Section 2: Certifications.** Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 3: Economic and Other Disclosures Statement.** Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

**Required Updates.** The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

**Additional Information.** The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at [cookcountyil.gov/ethics-board-of](http://cookcountyil.gov/ethics-board-of).

**Authorized Signers of Contract and EDS Execution Page.** If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

Effective October 1, 2016 all foreign corporations and LLCs must be registered with the Illinois Secretary of State's Office unless a statutory exemption applies to the applicant. Applicants who are exempt from registering must provide a written statement explaining why they are exempt from registering as a foreign entity with the Illinois Secretary of State's Office.

**SECTION 2****CERTIFICATIONS**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

**A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in subparagraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

**B. BID-RIGGING OR BID ROTATING**

**THE APPLICANT HEREBY CERTIFIES THAT:** *In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.*

**C. DRUG FREE WORKPLACE ACT**

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE APPLICANT HEREBY CERTIFIES THAT:** *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

**E. HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

**F. ILLINOIS HUMAN RIGHTS ACT**

**THE APPLICANT HEREBY CERTIFIES THAT:** *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

**G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)**

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

**H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;**

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

**SECTION 3**

**REQUIRED DISCLOSURES**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name	Address
N/A	

**2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)**

*Local business* means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

a) Is Applicant a "Local Business" as defined above?  
Yes:  No:

b) If yes, list business addresses within Cook County:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?  
Yes:  No:

**3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)**

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Applicant in Cook County:

**PERMANENT INDEX NUMBER(S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)**

**OR:**

- b)  The Applicant owns no real estate in Cook County.

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

N/A

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

The Cook County Code of Ordinances (§2-610 et seq.) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing. **County reserves the right to request additional information to verify veracity of information contained in this statement.**

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

- 1. An Applicant for County Action and
- 2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the  Applicant or  Stock/Beneficial Interest Holder

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.

D/B/A: \_\_\_\_\_ FEIN # Only: 33-0865305

Street Address: 1130 W. Lake Cook Road, Suite 250

City: Buffalo Grove State: IL Zip Code: 60089

Phone No.: 847-637-2900 Fax Number: 847-637-2910 Email: frank.colucci@tbs.toshiba.com

Cook County Business Registration Number: \_\_\_\_\_  
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): \_\_\_\_\_

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) \_\_\_\_\_

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
Toshiba America Inc.,	1251 Avenue of the Americas, Ste. 4110, New York, NY 10020 USA	- 49.94%
Toshiba Tec Corporation,	Gate City Ohsaki West Tower, 1-11-1, Osaki, Shinagawa-ku, Tokyo 141-8562 Japan	- 50.06%

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address

3. Is the Applicant constructively controlled by another person or Legal Entity? [  ] Yes [  ] No  
If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

**Corporate Officers, Members and Partners Information:**

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Larry White,	25530 Commercentre Drive, Lake Forest, CA 92630/	President and CEO	/ 2021-Present
Michael Torcaso,	25530 Commercentre Drive, Lake Forest, CA 92630/	Sr. VP & CFO	/ 2017 - Present
T. Jason White,	25530 Commercentre Drive, Lake Forest, CA 92630 /	CAO, General Counsel & Secretary	/ 2014 - Present

**Declaration (check the applicable box):**

- I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

## Business Summar



TOSHIBA TEC CORPORATION is a Japan-based company mainly engaged in the development, manufacture, sale and maintenance of office machinery and electrical machinery. The Company operates through two business segments. The Retail Solutions segment is involved in the development, manufacture, sale and maintenance of point-of-sale (POS) systems for domestic and overseas markets, multifunction devices for the domestic market, auto identification (ID) systems for the domestic market and the other related products. The Printing Solutions segment is involved in the development, manufacture, sale and maintenance of multifunction devices for overseas markets, auto ID systems for overseas markets, inkjet heads for domestic and overseas markets and the other related products.

Number of employees: 18,906

### Sales per Business

JPY in Million	2022	Weight	2023	Weight	Delta
Retail Solution	266,884	59.9 %	296,915	58.1 %	+11.25%
Workplace Solution	178,433	40.1 %	213,851	41.9 %	+19.85%

### Sales per region

JPY in Million	2022	Weight	2023	Weight	Delta
Americas	137,114	30.8 %	183,988	36.0 %	+34.19%
Japan	178,906	40.2 %	174,524	34.2 %	-2.45%
Europe	84,539	19.0 %	94,948	18.6 %	+12.31%
Asia and Others	44,757	10.1 %	57,304	11.2 %	+28.03%

### Managers

Managers	Title	Age	Since
<a href="#">Yukio Inoue</a>	Director of Finance/CFO	62	15-08-31
<a href="#">Hironobu Nishikori</a>	President	67	20-03-31
<a href="#">Kazuki Taira</a>	Chief Tech/Sci/R&D Officer	57	20-09-30
<a href="#">Masami Uchiyama</a>	Director/Board Member	62	84-03-31
<a href="#">Junichi Takei</a>	Director/Board Member	61	87-03-31
<a href="#">Hitoshi Kaneda</a>	Director/Board Member	64	82-03-31
<a href="#">Akira Abe</a>	Investor Relations Contact	-	-
<a href="#">Kouki Tomisawa</a>	Comptroller/Controller/Auditor	62	87-08-31

Managers	Title	Age	Since
<a href="#">Naohiro Yamaguchi</a>	Comptroller/Controller/Auditor	62	84-03-31

### Members of the board

Members of the board	Title	Age	Since
<a href="#">Hironobu Nishikori</a>	President	67	20-03-31
<a href="#">Michio Kuwahara</a>	Director/Board Member	75	16-06-30
<a href="#">Shin Nagase</a>	Director/Board Member	74	16-06-30
<a href="#">Chun Jen Tung</a>	Director/Board Member	-	-
<a href="#">Yukio Inoue</a>	Director of Finance/CFO	62	15-08-31
<a href="#">Naohiro Yamaguchi</a>	Comptroller/Controller/Auditor	62	84-03-31
<a href="#">Hitoshi Kaneda</a>	Director/Board Member	64	82-03-31
<a href="#">Takamasa Mihara</a>	Director/Board Member	56	21-05-31
<a href="#">Junichi Takei</a>	Director/Board Member	61	87-03-31
<a href="#">Masami Uchiyama</a>	Director/Board Member	62	84-03-31

### Share class

	Vote	Quantity	Free-Float	Company-owned shares	Total Float
Stock A	0	57,629,140	24,500,334 ( 42.51 %)	4,699,489 ( 8.155 %)	42.51 %

### Shareholders

Name	Equities	%	Valuation
Japan Industrial Partners, Inc.	26,605,000	46.17 %	556 M ¥
<a href="#">TOSHIBA TEC CORPORATION</a>	4,699,223	8.154 %	98 M ¥
Government Pension Investment Fund	2,156,753	3.742 %	45 M ¥
<a href="#">DIGITAL GARAGE, INC.</a>	1,009,000	1.751 %	21 M ¥
Toshiba Tec Employees Stock Ownership Plan	745,000	1.293 %	16 M ¥
<a href="#">DAI-ICHI LIFE HOLDINGS, INC.</a>	728,000	1.263 %	15 M ¥
MFS International Singapore Pte. Ltd.	209,700	0.3639 %	4 M ¥
Lyxor International Asset Management SAS	146,624	0.2544 %	3 M ¥
FuNNeX Asset Management, Inc.	135,594	0.2353 %	3 M ¥
Toshiba Insurance Service Corp.	70,677	0.1226 %	1 M ¥

### Holdings

Name	Equities	%	Valuation
<a href="#">TOSHIBA TEC CORPORATION</a>	4,699,223	8.15%	98,273,300 \$
<a href="#">DIGITAL GARAGE, INC.</a>	949,500	1.99%	22,045,254 \$
<a href="#">FUJIO FOOD GROUP INC.</a>	764,800	1.69%	7,077,222 \$
<a href="#">IZUMI CO., LTD.</a>	197,434	0.28%	4,573,418 \$
<a href="#">RETAIL PARTNERS CO., LTD.</a>	116,282	0.25%	1,358,061 \$
<a href="#">TOKYU CORPORATION</a>	106,480	0.02%	1,325,753 \$
<a href="#">FUJI CO., LTD.</a>	92,716	0.11%	1,170,797 \$
<a href="#">NAKABAYASHI CO., LTD.</a>	208,630	0.72%	747,148 \$
<a href="#">VALOR HOLDINGS CO., LTD.</a>	45,840	0.08%	741,182 \$

Name	Equities	%	Valuation
<a href="#">DAI-ICHI LIFE HOLDINGS, INC.</a>	23,600	0.00%	537,374 \$

### Company contact information

Toshiba Tec Corp.  
 Gate City Osaki West Tower 1-11-1 Osaki  
 141-8562, Tokyo  
 +81 3 6830 9100  
<http://www.toshibatec.co.jp>



### Group companies

Name	Category and Sector
Toshiba TEC Germany Imaging Systems GmbH	Wholesale Distributors
Toshiba Tec Europe Imaging Systems SA	Computer Processing Hardware

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Larry White  
Name of Authorized Applicant/Holder Representative (please print or type)

President & CEO  
Title

[Signature]  
Signature  
larry.white@tabs.toshiba.com  
E-mail address

March 27, 2024  
Date  
949-462-6348  
Phone Number

Subscribed to and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

*See attached Notarial Certificate*

X \_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal

**CALIFORNIA JURAT**

**GOVERNMENT CODE § 8202**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 27th day of March, 2024, by  
*Date Month Year*

(1) Larry White

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Place Notary Seal and/or Stamp Above

Signature Kristin J. Dragoman  
*Signature of Notary Public*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Cook County, Disclosure of Ownership Interest Statement

Document Date: March 27, 2024 Number of Pages: 2

Signer(s) Other Than Named Above: N/A



**COOK COUNTY BOARD OF ETHICS**  
 69 W. WASHINGTON STREET, SUITE 3040  
 CHICAGO, ILLINOIS 60602  
 312/603-4304 Office 312/603-9988 Fax

**FAMILIAL RELATIONSHIP DISCLOSURE PROVISION**

**Nepotism Disclosure Requirement:**

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

**Additional Definitions:**

“*Familial relationship*” means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- |                                  |  |                                       |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent  | <input type="checkbox"/> Grandparent     | <input type="checkbox"/> Stepfather   |
| <input type="checkbox"/> Child   | <input type="checkbox"/> Grandchild      | <input type="checkbox"/> Stepmother   |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law   | <input type="checkbox"/> Stepson      |
| <input type="checkbox"/> Sister  | <input type="checkbox"/> Mother-in-law   | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt    | <input type="checkbox"/> Son-in-law      | <input type="checkbox"/> Stepbrother  |
| <input type="checkbox"/> Uncle   | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister   |
| <input type="checkbox"/> Niece   | <input type="checkbox"/> Brother-in-law  | <input type="checkbox"/> Halfbrother  |
| <input type="checkbox"/> Nephew  | <input type="checkbox"/> Sister-in-law   | <input type="checkbox"/> Halfsister   |

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

**A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY**

Name of Person Doing Business with the County: Toshiba Business Solutions, a division of Toshiba America Business Soluti

Address of Person Doing Business with the County: 1130 W. Lake Cook Road, Suite 250, Buffalo Grove, IL 60089

Phone number of Person Doing Business with the County: 224-213-3930 / Frank Colucci

Email address of Person Doing Business with the County: frank.colucci@tbs.toshiba.com

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:  
Christina Fisher, Director Bids, Proposals and Contracts, 949-462-6325, christina.fisher@tabs.toshiba.com

**B. DESCRIPTION OF BUSINESS WITH THE COUNTY**

*Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:*

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: \_\_\_\_\_

Contract No. 1630-15529

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 9,885,193.13

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Yaneth Lopez, Procurement Manager, Cook County, Office of the Chief Procurement Officer (OCPO)

161 North Clark Street, Suite 2300, Chicago, IL 60601 yaneith.lopez@cocountyil.com 312-603-4476

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: Jeff Broderick, Director of Office Technologies, Cook County Government, Bureau of Technology

161 North Clark Street, Suite 2300, Chicago, IL 60601 312-603-2772

**C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS**

*Check the box that applies and provide related information where needed*

- The Person Doing Business with the County **is an individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.
- The Person Doing Business with the County **is a business entity** and there is **no familial relationship** between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A	N/A	N/A	N/A

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A	N/A	N/A	N/A

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A	N/A	N/A	N/A

*If more space is needed, attach an additional sheet following the above format.*



**VERIFICATION:** To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

Signature of Recipient

March 27, 2024

Date

**SUBMIT COMPLETED FORM TO:** Cook County Board of Ethics  
 69 West Washington Street, Suite 3040, Chicago, Illinois 60602  
 Office (312) 603-4304 – Fax (312) 603-9988  
 CookCounty.Ethics@cookcountyil.gov

\* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

**COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE**

Effective May 1, 2015, every Person, **including Substantial Owners**, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"Contract" means any written document to make Procurements by or on behalf of Cook County.

"Person" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"Procurement" means obtaining supplies, equipment, goods, or services of any kind.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information. **County reserves the right to request additional information to verify veracity of information contained in this Affidavit.**

**I. Contract Information:**

Contract Number: 1630-15529  
County Using Agency (requesting Procurement): Cook County Government Bureau of Technology

**II. Person/Substantial Owner Information:**

Person (Corporate Entity Name): Toshiba Business Solutions, a division of Toshiba America Business Solutions, inc.  
Substantial Owner Complete Name: Toshiba America, Inc. & Toshiba Tec Corporation  
FEIN# 33-0865305  
Date of Birth: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Street Address: 22530 Commercentre Drive  
City: Lake Foreset State: CA Zip: 92360  
Home Phone: [REDACTED]

**III. Compliance with Wage Laws:**

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

- No *Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq., YES or NO*
- No *Illinois Minimum Wage Act, 820 ILCS 105/1 et seq., YES or NO*
- No *Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq., YES or NO*
- No *Employee Classification Act, 820 ILCS 185/1 et seq., YES or NO*
- No *Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq., YES or NO*
- No *Any comparable state statute or regulation of any state, which governs the payment of wages YES or NO*

If the Person/Substantial Owner answered "Yes" to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under **Section IV**.



**CALIFORNIA JURAT**

GOVERNMENT CODE § 8202



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

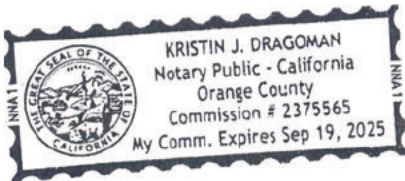
County of Orange

Subscribed and sworn to (or affirmed) before me on this 27th day of March, 2024, by  
*Date Month Year*

(1) Larry White

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Place Notary Seal and/or Stamp Above

Signature *Kristin J. Dragoman*  
*Signature of Notary Public*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Cook County Affidavit for Wage Theft Ordinance

Document Date: March 27, 2024 Number of Pages: 2

Signer(s) Other Than Named Above: N/A



SECTION 5

CONTRACT AND EDS EXECUTION PAGE

The Applicant hereby certifies and warrants that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.

Corporation's Name  
949-462-69000

Telephone

*[Handwritten Signature]*  
Secretary Signature

President's Printed Name and Signature

*[Handwritten Signature]*  
larry.white@tabs.toshiba.com

Email

March 27, 2024

Date

Execution by LLC

LLC Name

\*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

\*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

*See attached Notarial Certificate*

Notary Public Signature

Notary Seal

\*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

**CALIFORNIA JURAT**

**GOVERNMENT CODE § 8202**



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 27th day of March, 2024, by  
*Date Month Year*

(1) Larry White

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



Place Notary Seal and/or Stamp Above

Signature Kristin J. Dragoman  
*Signature of Notary Public*

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Cook County, Contract and EDS Execution Page

Document Date: March 27, 2024 Number of Pages: 1

Signer(s) Other Than Named Above: N/A

