

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:**

**Innoprise Contract #:**

**Year:**

**Amount:**

**Department:**

**Contract Type:**

**Contractors Name:**

**Contract Description:**

ADDENDUM A to  
Laserfiche® Electronic Document Management Software

Dated  
August 29, 2018

Between  
The Village of Orland Park, Illinois ("VILLAGE") and TKB Associates, Inc. ("CONTRACTOR")

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WHEREAS, on August 29, 2018, a certain Agreement regarding Laserfiche® Electronic Document Management Software between the Village and the Contractor was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify SCOPE OF WORK AND PAYMENT.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A dated January 31, 2019 and "Proposal #1551 for Work dated November 7, 2018"
3. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to include "Laserfiche Integration with DocuSign – Annual LSAP - \$500.00"
4. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to strike the following in its entirety "TOTAL: an amount not to exceed Thirty Two Thousand One Hundred and No/100 (\$32,100.00) Dollars" and replace with TOTAL: an amount not to exceed Thirty Two Thousand Six Hundred and No/100 (\$32,600.00) Dollars"
5. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
6. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the **31st day of January, 2019**, shall be attached to and form a part of the Agreement dated the **29th day of August, 2018** and shall take effect upon signature below by duly authorized agents of both parties.

ADDENDUM A to  
Laserfiche® Electronic Document Management Software

Dated  
August 29, 2018

Between  
The Village of Orland Park, Illinois ("VILLAGE") and TKB Associates, Inc. ("CONTRACTOR")

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AGREED AND ACCEPTED

FOR: THE VILLAGE

By: 

Print Name: Joseph S. LaMergo

Its: Village Manager

Date: 2/1/2019

FOR: THE CONTRACTOR

By: 

Print Name: GERALD J. BREITBARTH

Its: PRESIDENT

Date: 2/1/2019



**TKB Associates, Inc.**

9459 Enterprise Drive  
Mokena, IL 60448

# Proposal

Date	Estimate #
11/7/2018	1551

Name / Address
Village of Orland Park Frank Florentine 14700 S Ravinia Ave Orland Park, IL 60462

Terms	Rep
	JB

Item	Description	Qty	Cost	Total
MDCSI	Laserfiche Integration with DocuSign - Annual LSAP  Professional services for the installation and configuration of this integration will be allocated from your block of time purchased on the initial invoice. Sales Tax Exempt	1	500.00  0.00%	500.00  0.00

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**Please visit our Web Site at [www.tkbassociates.com](http://www.tkbassociates.com)**

Phone #	Fax #
708-478-4100	708-478-4167

## Laserfiche Integration with DocuSign



DocuSign® is the global standard for eSignature and eSignature transaction management leader. DocuSign automates manual, paper-based processes with the only open, independent, standards-based platform for managing all aspects of documented business transactions, including identity management, authentication, eSignature, forms/data collection, collaboration, workflow automation, payments and storage.

DocuSign accelerates transactions to increase speed to results, reduce costs, and delight customers with the easiest, fastest, most secure global network for sending, signing, tracking, and storing documents in the cloud. DocuSign helps companies securely collect information and payments, automate workflows, and sign anything, anywhere, anytime, on any device to do business faster and better.

The Laserfiche Integration with DocuSign enables users to initiate a signing process from within Laserfiche Web Access. Users may select the type of signing process they are initiating and attach documents that need to be a part of that process. Also, once the signing process completes, documents are imported back into the Laserfiche Repository from DocuSign as new versions of the un-signed document. Information captured during the signing process may be mapped to Laserfiche metadata fields.

DocuSign securely accelerates transaction cycle times to increase speed to results, reduce costs, and improve customer satisfaction.

### Document Signing Automation

- Streamline the process of sending out contracts for signature. Eliminate manually keeping track of which contracts are outstanding and haven't been signed, and end the possibility of contracts changed by the customer before signing.
- Quickly and easily transform any electronic document (or even scanned copy of a paper document) into a PDF with signatures.
- Ensure document integrity throughout the business process by automatically validating signatures with Laserfiche Workflow to confirm documents are not altered after signing.

### Features

#### Send to DocuSign from Laserfiche Web Access

- Initiate a signing process with DocuSign easily from the Laserfiche Web Access interface – simply choose a document, choose the type of signing, who needs to sign it, and send.
- Make use of robust DocuSign features including
  - "Sign in-person"
  - Tablet signing or signature pad signing
  - User authentication constraint

Request Signature with DocuSign

**Documents**

- ExpenseReport.xlsx
- Receipts from February business trip

+ Add Document

**DocuSign Template**

Expense Report Request

Required 2 document(s)

Description Please attach the expense report Excel document (first) and the document with your PhotoDocs-enhanced receipts second. Please select yourself as the first signer

**Recipients**

1 Employee (you)	Name (required)	Email (required)
2 Manager Approval	Name (required)	Email (required)

**Email Subject & Message**

Expense Report request

Please process this expense report.

Request Signature Cancel Help

**Specifications**

Requires Laserfiche Web Access 9.0.2 and Laserfiche Server 9.0.2 or later.

**Pricing**

\$500.00 Annually