

# Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



## FY21 Annual Report

With FY22 Projections

Kelly Wessells  
NHSAU 85 - Sunapee  
70 Lower Main Street  
Sunapee, NH 03782



**Specialized Purchasing Consultants Inc.**  
**Serving Maine, New Hampshire & Vermont since 1988**

September 2021

Kelly Wessells  
NHSAU 85 - Sunapee  
70 Lower Main Street  
Sunapee, NH 03782

Skip Tilton  
President

Corporate Office:  
1491 East Side River Road  
Dummer, NH 03588  
(800) 750-1538

VISIT US ON THE WEB:  
[www.spccopypro.com](http://www.spccopypro.com)

Dear Kelly:

We at Specialized Purchasing Consultants wish to thank you for your continued confidence in us for the **past 3 years**. We hope we can continue this relationship for many years to come.

This year's Annual Report provides an overview of last year's reprographic equipment usage and status. We recognize that this was an unusual year and that accurate usage may not be fully reflected. However, it is still good to compare and review to see just how the pandemic has impacted usage. Recommendations have still been made to address any potential problem areas and help to avoid needless down time and improve equipment reliability.

Every year we strive to improve or enhance our services to save our clients time, money, and effort. Hopefully you have been able to benefit from these services, and we hope to continue to offer new services. In fact, one new service is the Client Warranty and Relief Fund. A description of this valuable service is provided in this year's report. We are pleased to continue offering all of our services to you at no additional charge.

We appreciate the opportunity to provide you with the best possible pricing, service, and equipment. We look forward to our meeting. Feel free to share your thoughts and feelings concerning your overall experience with SPC.

Sincerely,

Skip Tilton  
President

"Protecting Your Copier Interests"

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## MEET YOUR TEAM

**Skip Tilton, President**  
**Billie Jo Tilton, Vice President**



As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices possible while improving the quality of your service and equipment. We have also been able to find ways to increase your equipment reliability, monitor and track usage variations throughout the year, and keep your costs under control.



**Alex Webster**  
**Operations, Marketing & IT Manager**



Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bidding process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the bid results and presents them to our clients. He also presents our Annual Reports each year. He keeps our office equipment up to date, ensuring we are always online and using the latest technology to maintain STARDoc and FM Audit so our clients have access to valuable information on their equipment.

**Pam Weed**  
**Client-Vendor Relations**



Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.

**Kelly Fortier**  
**Office Support**



Our newest team member, Kelly creates and maintains Service & Supply contracts and Warranties, equipment additions and upgrades, lease documentation, bookkeeping, and other office support.

**Heidi Tilton**  
**Accounting Support**



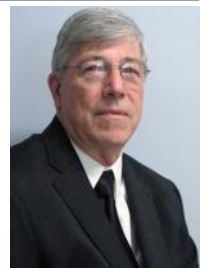
Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.

**Sue Penney**  
**Accounting Coordinator**



Sue rejoins our team to oversee billing, leases, and purchase transactions.

**Robert Dutil**  
**Information Technology**



Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.

**Jamin Tilton**  
**Operations Support**



Jamin plays a vital role in performing onsite and virtual equipment surveys and installation audits. He assists with STARDoc and FM Audit updates as well.

## SPC TIMELINE

### 1988 Specialized Purchasing Consultants opens its doors

- Began offering equipment at the sales representative's cost with continued cooperative buying power obtaining competitive rates on leases, equipment, and Service & Supply contracts.

### 1999 Improved Annual Report

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Established Student Ratios.

### 2001 Meter Collection

- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing.

### 2002 Bond Counsel Review

- Added Bond Counsel Review to ensure any and all funding sources provided legal documentation to meet State statutes and regulations.

### 2003 Bond Counsel Review of Contracts and Warranties

- Service & Supply Contracts revised to reflect SPC's commitment to managing a client's account for five years while allowing the client a 30-day cancel option.
- Warranty revised to protect equipment, guaranteeing service or replacement at no charge, even if a vendor goes out of business.

### 2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 2 or 3 a year.

### 2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

### 2014 STARDoc - Monthly Audits

- Users can see a monthly snapshot of current usage and estimated projections

### 2015 STARDoc - Mapping Options and Asset Management

- Allows mapping of other IT devices (Wireless Access Points, IP Cameras, Projectors, VoIP Phones, etc.)
- IT Asset Management tracks all IT purchases, warranty expirations, etc.

## SPC TIMELINE (Continued)

### 2018 STARDoc - Improved Pinpointing of Budget and Communications

- Improved pinpointing of machines projected to go over budget
- Facilitate communication with your vendor's service manager
- Request service history on any given printer or copier

### 2019 STARDoc – Service Histories, Chromebook Bid

- Mandatory annual fleet service history: Provides data on the overall reliability of the fleet.
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- Five-Year Fleet Management (FYFM): Projecting out five-year costs for all equipment based on current and past usage.

### 2020 Mock Bids - Warranty and Relief Fund

- Mock Bids: allows us to show where a client's pricing would come in without having to go out to bid. This allows them to buy off an existing bid, thus saving time and money.
- Warranty and Relief Fund: Due to the pandemic, there are serious upheavals in the industry. In an effort to cushion our clients, this fund was established. For more information, see the last page of the Annual Report.

### 2020 Chromebook Bid

- Third year in a row, awarding primarily to Y & S Technologies for Lenovo
- Sold 3,379 units to 17 clients for just under \$815k in sales

### 2021 Vendor Services and Warranty Relief Equipment

- Vendor Bid Portal allows vendors to electronically submit bids, ensuring accuracy and saving time when calculating bid results for presentation.
- Premier Vendors Classification notes which vendors are not only cooperative to SPC bids but who demonstrate willingness to support SPC's processes before, during, and after the bid.
- Warranty Relief Equipment Base: Premier Vendors will have access to SPC-traded high-quality, low-meter machines. For more information, see the last page of the Annual Report.

### 2022 SPC Roadmap

- STARDoc Upgrade: Plans are being made to give STARDoc a more modern facelift.
- Internal restructuring to ensure our clients receive the best possible service from SPC.

## EQUIPMENT HEALTH STATUS

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<b>Total Number of Machines</b>	<b>38</b>
Total Black Photocopiers & MFPs:	3
Total Color Photocopiers & MFPs:	3
Total Black Network Printers:	30
Total Color Network Printers:	2
Total Removed From Service:	1
<b># of Units Not in Use for FY21</b>	<b>8</b>
<b># of Units OFF Warranty**</b>	<b>4</b>
<b># of Units Approaching End of Warranty</b>	<b>25</b>
<b># of Units Overused</b>	<b>0</b>
<b># of Units Underused</b>	<b>0</b>
Contract Commencement Date	07/01/2018
All Warranties and Service Contracts Expire	06/30/2023
<b># of Annual Payments Left on Lease</b>	<b>0</b>
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract Signed	Yes

\*\*NOTE: When a machine goes off warranty, it does not mean that the service contract expires. It simply means that if a replacement machine becomes necessary, it may not be at "no charge."

Dear Kelly,

Client budgets have been significantly impacted for the past two years because of the COVID-19 restrictions. Black usage dropped again by a significant average because of the change to working remotely most of the year. Black pre-COVID usage averaged 2,291 copies per student but this year is down to 1,284 copies per student ... **your average is 2,224**. Color pre-COVID usage averaged 216 copies per student but this year is down to 182 copies per student ... **your average is 349**.

Your vendor seems to be taking good care of your fleet (see Service History Report), though much of your equipment is aging. When equipment reaches ten years out from its model introduction, parts are harder to find. It is our recommendation that you consider an upgrade that would commence on August 2, 2022. While all of your equipment is not under a lease, it would ensure a continuation of your contract without interruption. It is also our opinion that your equipment cost would drop significantly as well as your service-and-supply contract costs. This could result in a savings of \$2,412.33 over five years in color usage at COVID (lower-than-usual) volumes. We can discuss this at our meeting.

Sincerely,  
Skip

## AGING EQUIPMENT SUMMARY

The following equipment is seven or more years from the date the model was first offered for sale by the manufacturer. This is a major factor due to availability of parts, cost of operation, and warranties expiring at 10 years from the Date of Introduction. Usage, age, and service history should be considered to see if they are due for replacement soon.

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Sunapee District Office	1st Floor Work Room	HP Laser Jet 4250	CNRXX39605	KMBS	01/01/2004
Sunapee District Office	Finance Office	HP Laser Jet 4250	CNRXS62048	KMBS	01/01/2004
Sunapee District Office	SPED	Konica Minolta BH4000P	A63R011004713	KMBS	04/01/2013
Sunapee Elementary	3rd Floor Hallway	Konica Minolta BH3300P	A63P011000677	KMBS	04/01/2013
Sunapee Elementary	3rd Floor Hallway - STORAGE	HP Laser Jet Pro M401dw	PHGGD00371	KMBS	01/01/2013
Sunapee Elementary	Conference Room	Konica Minolta BH3300P	A63P011000667	KMBS	04/01/2013
Sunapee Elementary	Literacy Lab	Konica Minolta BH3300P	A63P011000882	KMBS	04/01/2013
Sunapee Elementary	Main Office	Konica Minolta BH3300P	A63P011000781	KMBS	04/01/2013
Sunapee Elementary	Main Office	Konica Minolta MC 3730	A0VD017300211	KMBS	11/01/2010
Sunapee Elementary	Music Room	Konica Minolta BH3300P	A63P011000927	KMBS	04/01/2013
Sunapee Elementary	Sherburn Gym	Konica Minolta BH3300P	A63P011000910	KMBS	04/01/2013
Sunapee Middle/High	Conference Room	Konica Minolta BH3300P	A63P011000944	KMBS	04/01/2013
Sunapee Middle/High	Copy Room	Konica Minolta BH4000P	A63R011004681	KMBS	04/01/2013
Sunapee Middle/High	Hall of Room M-4	Konica Minolta BH3300P	A63P011000902	KMBS	04/01/2013
Sunapee Middle/High	Hot Swap	Konica Minolta BH4000P	A63R011004715	KMBS	04/01/2013
Sunapee Middle/High	Hot Swap	Konica Minolta BH4000P	A63R011004639	KMBS	04/01/2013



Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Sunapee Middle/High	HS Closet	Konica Minolta BH4000P	A63R01I004718	KMBS	04/01/2013
Sunapee Middle/High	Kitchen Office	Konica Minolta BH3300P	A63P01I000695	KMBS	04/01/2013
Sunapee Middle/High	Library	Konica Minolta BH3300P	A63P01I000670	KMBS	04/01/2013
Sunapee Middle/High	Main Office - not in use	Konica Minolta MC 3730	A0VD017300304	KMBS	11/01/2010
Sunapee Middle/High	Media Center	Konica Minolta BH3300P	A63P01I000681	KMBS	04/01/2013
Sunapee Middle/High	Net Closet	Konica Minolta BH3300P	A63P01I000679	KMBS	04/01/2013
Sunapee Middle/High	NS / Closet	Konica Minolta BH4000P	A63R01I004725	KMBS	04/01/2013
Sunapee Middle/High	Room C-3 HSRR	Konica Minolta BH3300P	A63P01I000907	KMBS	04/01/2013
Sunapee Middle/High	Room C1 Lab	Konica Minolta BH3300P	A63P01I000779	KMBS	04/01/2013
Sunapee Middle/High	Room M-1	Konica Minolta BH3300P	A63P01I000913	KMBS	04/01/2013
Sunapee Middle/High	Room M-2	Konica Minolta BH3300P	A63P01I000943	KMBS	04/01/2013
Sunapee Middle/High	Room M-3 - not in use	HP Laser Jet Pro M401dw	PHGGC04812	KMBS	01/01/2013
Sunapee Middle/High	Tech Director's Office	Konica Minolta BH3300P	A63P01I000791	KMBS	04/01/2013

**NON-CONTRACTED DEVICES**

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Make - Model	Serial Number	IP Address	Last Update
HP COLOR LaserJet 4700	JPTLD00110	192.168.1.10	2021-09-25 07:13:39
HP designjet 130	MY25LJ80IP	192.168.0.81	2021-09-24 07:13:32
HP LASERJET 400 color M451dw	CNDF614600	192.168.1.25	2021-09-25 07:13:39

## FIVE-YEAR FLEET MANAGEMENT (FYFM)

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We have all heard the saying that Information is Power! Beginning with your next upgrade, FYFM will put you in the driver's seat.

### Purpose of FYFM:

Interactive Tool you can alter with your printing habits. With the click of one button, it will incorporate both past, present and future usage, flagging any potential problematic areas. 'Right-Sized Print Management' will help to eliminate overused color copiers.

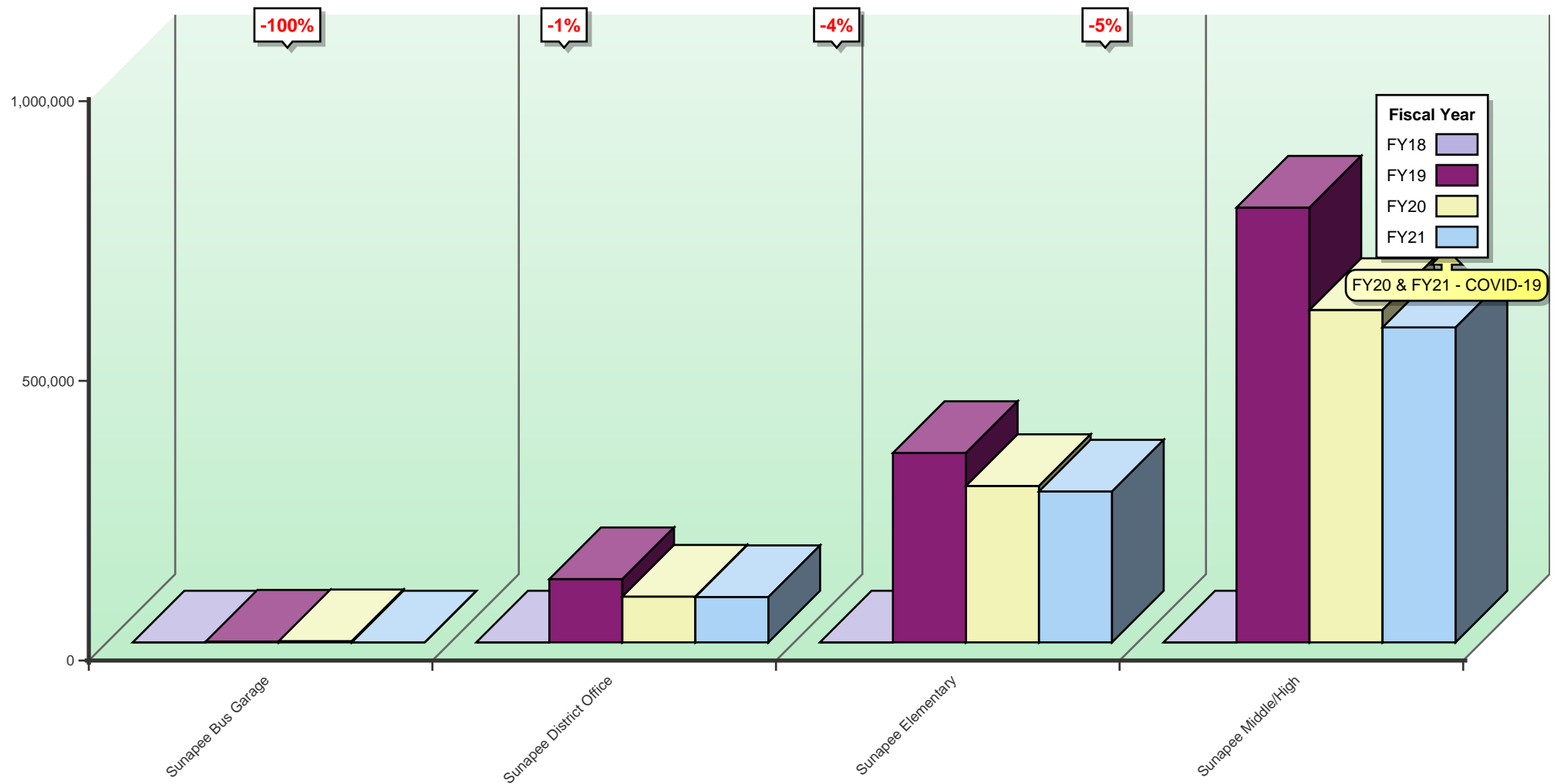
### Setting up Future Budgets:

Projecting out your cost is crucial in setting up your budgets. With FYFM you will be able to take control of your future cost for the entire life of your fleet of copiers, MFP's and printers. STARDoc currently studies your printing habits and projects out for about eight months. FYFM will be able to project out your cost and volume for the entire life of your fleet, usually five years out.

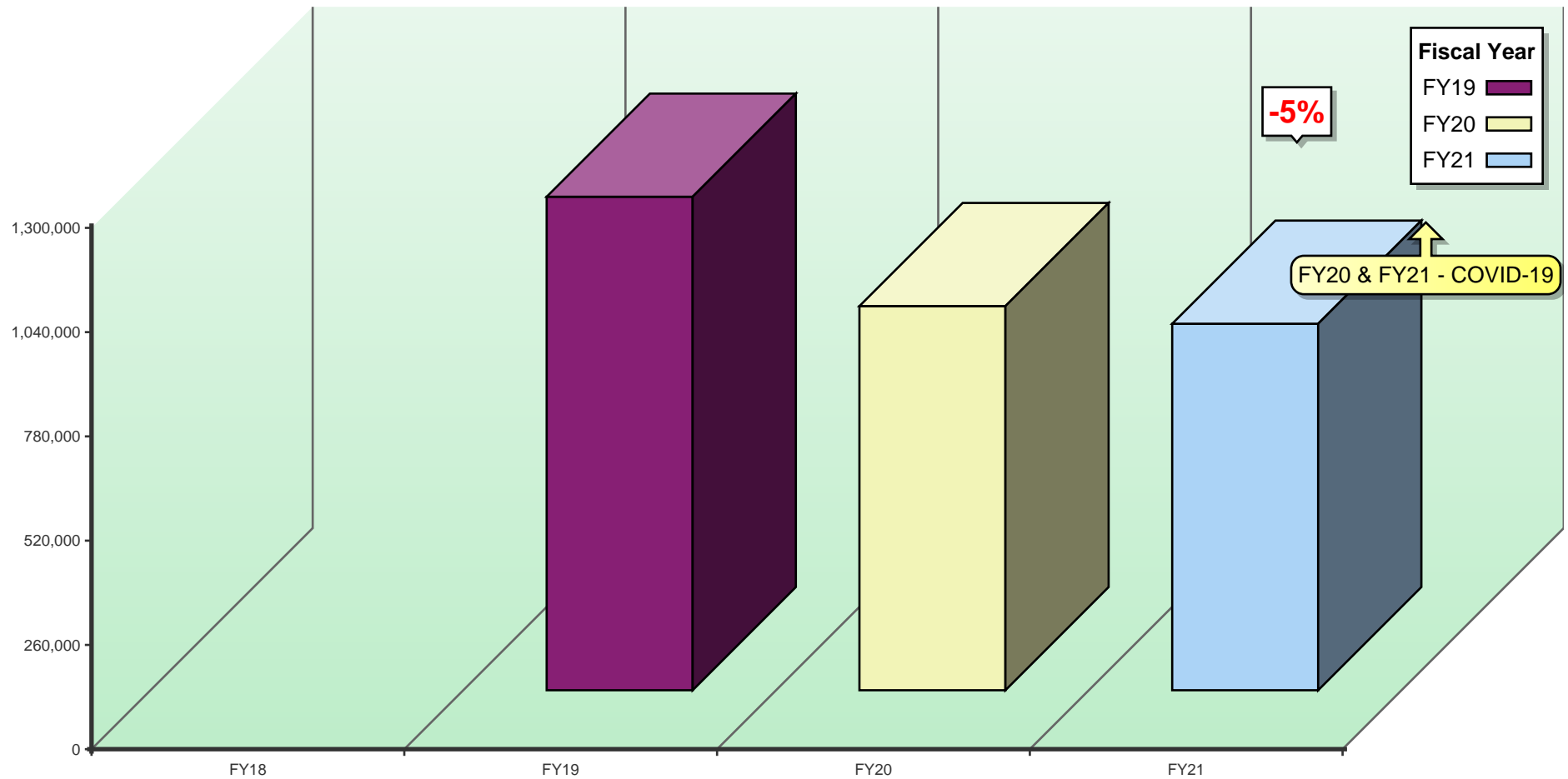
### Problematic Machines:

How would you know if your equipment is truly malfunctioning and needs to be replaced under warranty? FYFM will compare your service calls to all SPC's clients for like models and speeds. It will provide you with the number of service calls in a fiscal year and the average copies between calls so that you will know if your equipment is running efficiently and/or needs to be replaced under warranty at no charge. In awarding future bids, you will be able to see which company and which manufacturer is operating the best in your geographic area.

## ANNUAL BLACK VOLUME BY LOCATION



## ANNUAL BLACK VOLUME OVERALL



% amount equals the overall increase or decrease between Previous Year & Current Year

## AVERAGE STUDENT-TO-COPY USAGE - BLACK

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
Sunapee Bus Garage	0	0	\$0.00	0	\$0.00
Sunapee District Office	0	81,059	\$3,052.46	0	\$0.00
Sunapee Elementary	165	269,802	\$5,548.12	1,635	\$33.62
Sunapee Middle/High	246	563,091	\$12,064.82	2,289	\$49.04
<b>Totals</b>	<b>411</b>	<b>913,952</b>	<b>\$20,665.39</b>	<b>2,224</b>	<b>\$50.28</b>

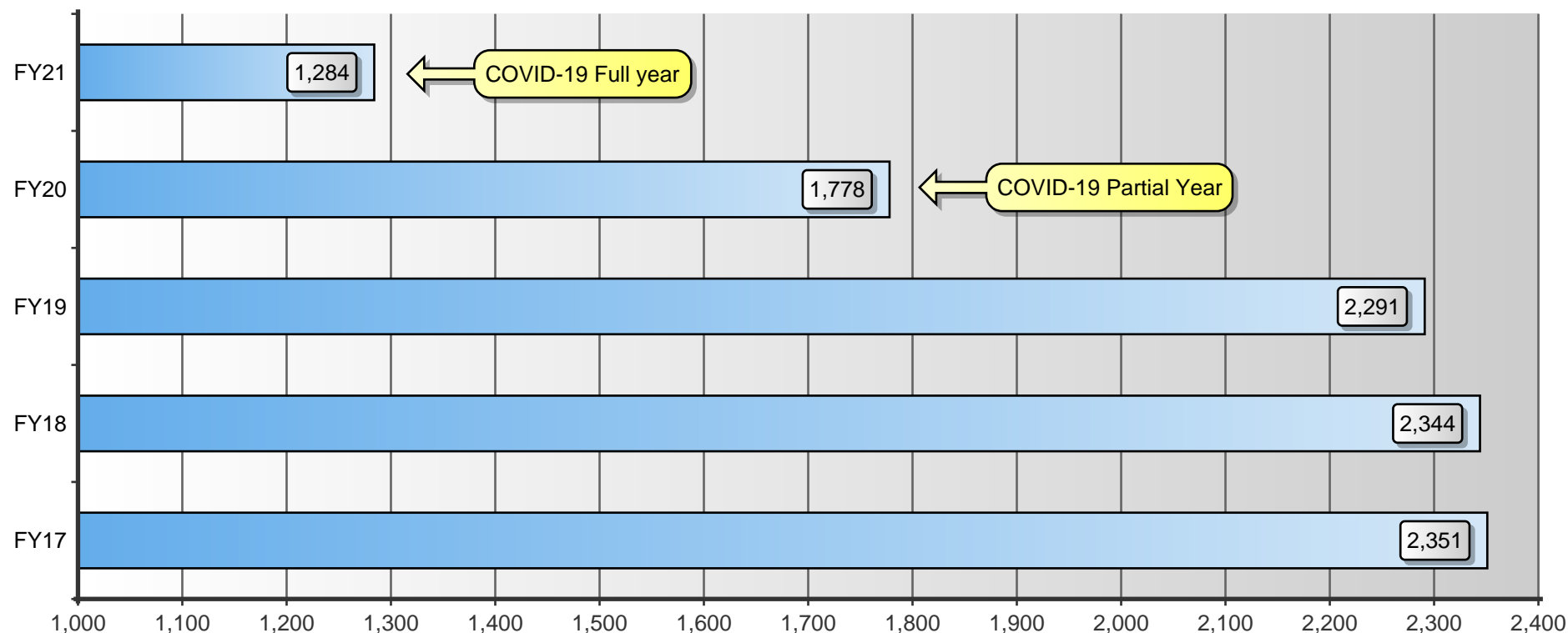
\*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

# INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

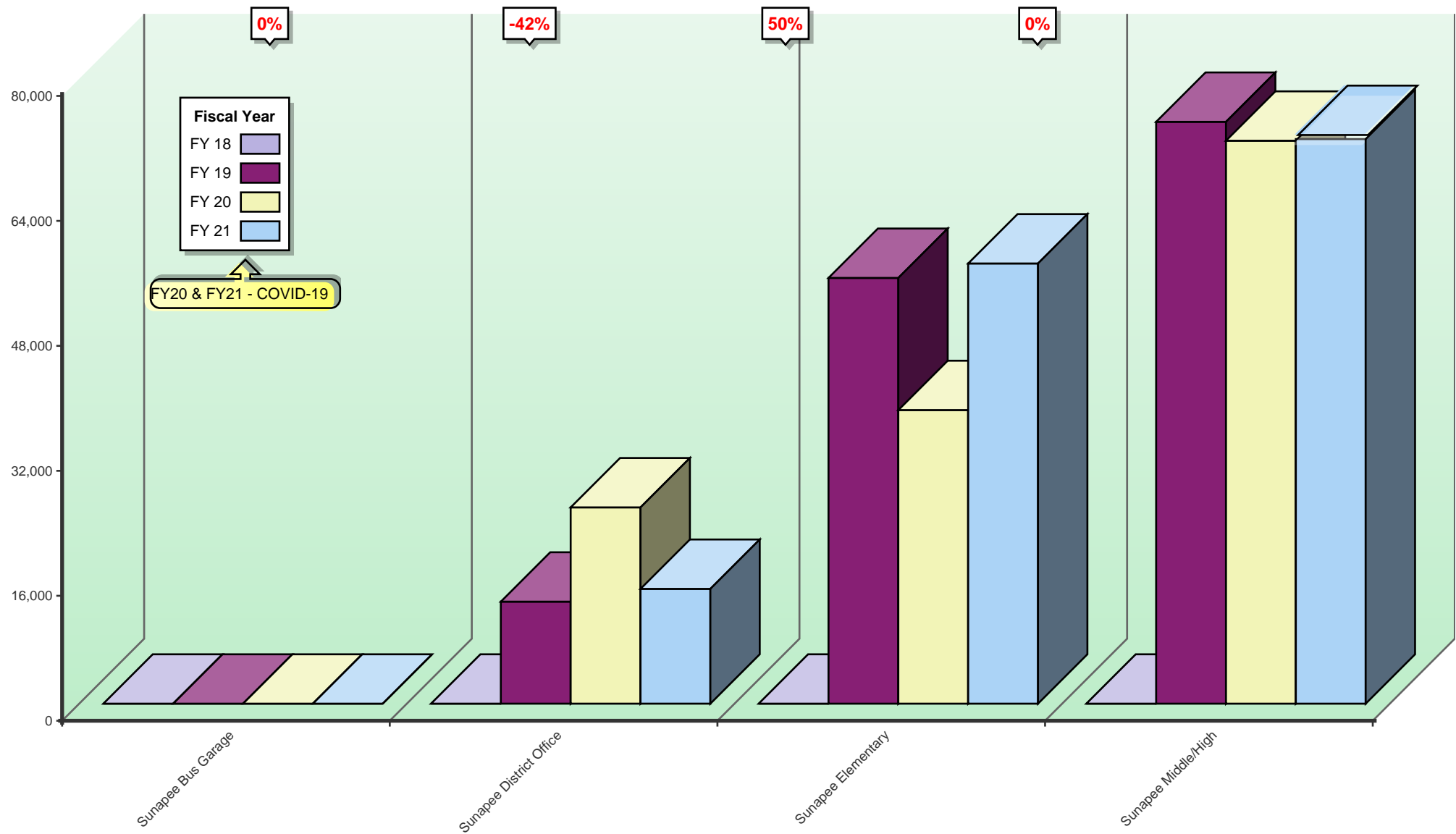
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	74,829	96,111,166	\$2,941,043.66	1,284	\$39.30

\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.

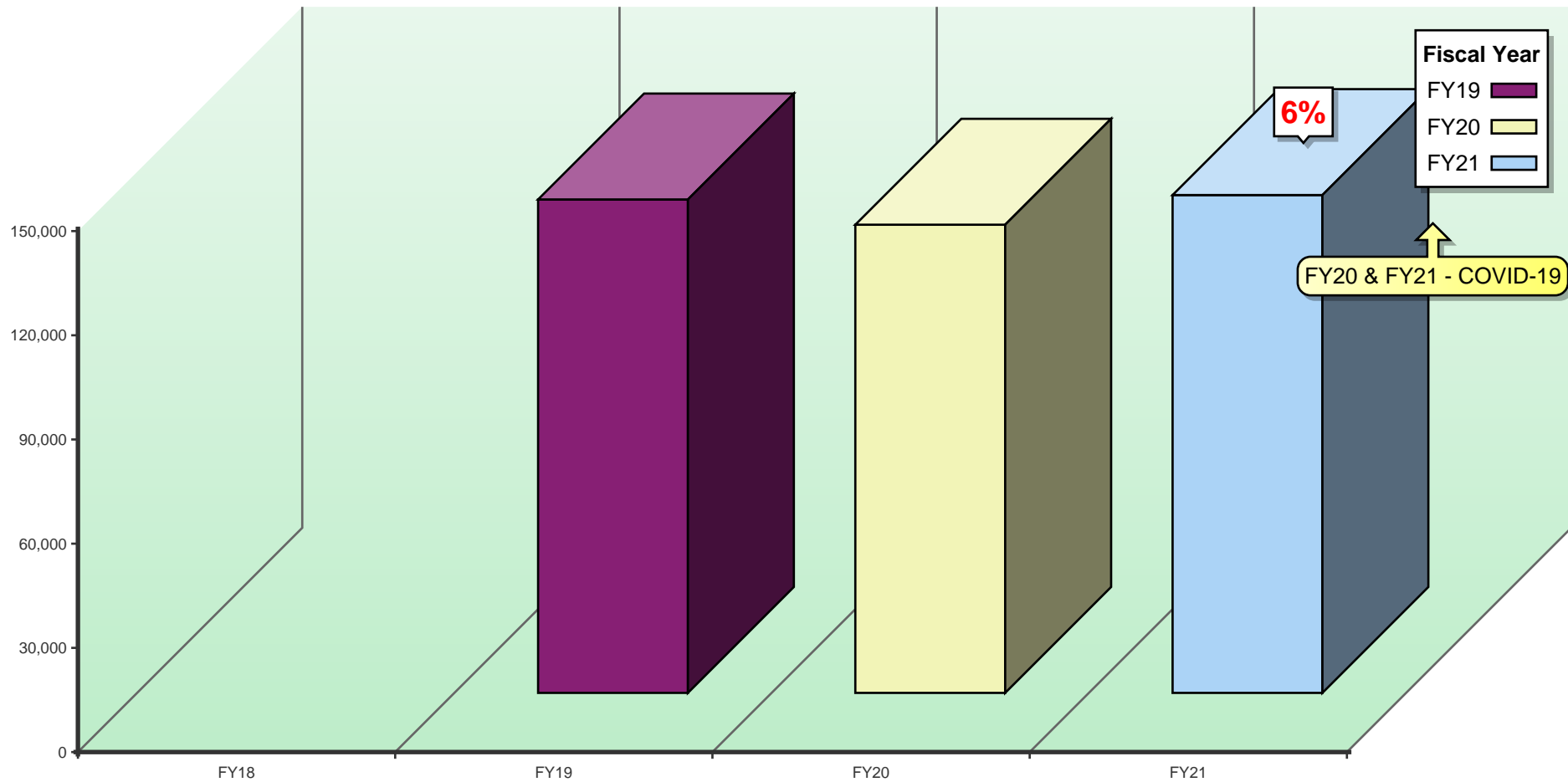


## ANNUAL COLOR VOLUME BY LOCATION





## ANNUAL COLOR VOLUME OVERALL



% amount equals the overall increase or decrease between Previous Year & Current Year

## AVERAGE STUDENT-TO-COPY USAGE - COLOR

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Sunapee Bus Garage	0	0	\$0.00	0	\$0.00
Sunapee District Office	0	14,699	\$540.04	0	\$0.00
Sunapee Elementary	165	56,361	\$2,180.38	342	\$13.21
Sunapee Middle/High	246	72,286	\$2,655.79	294	\$10.80
<b>Totals</b>	<b>411</b>	<b>143,346</b>	<b>\$5,376.21</b>	<b>349</b>	<b>\$13.08</b>

\*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.

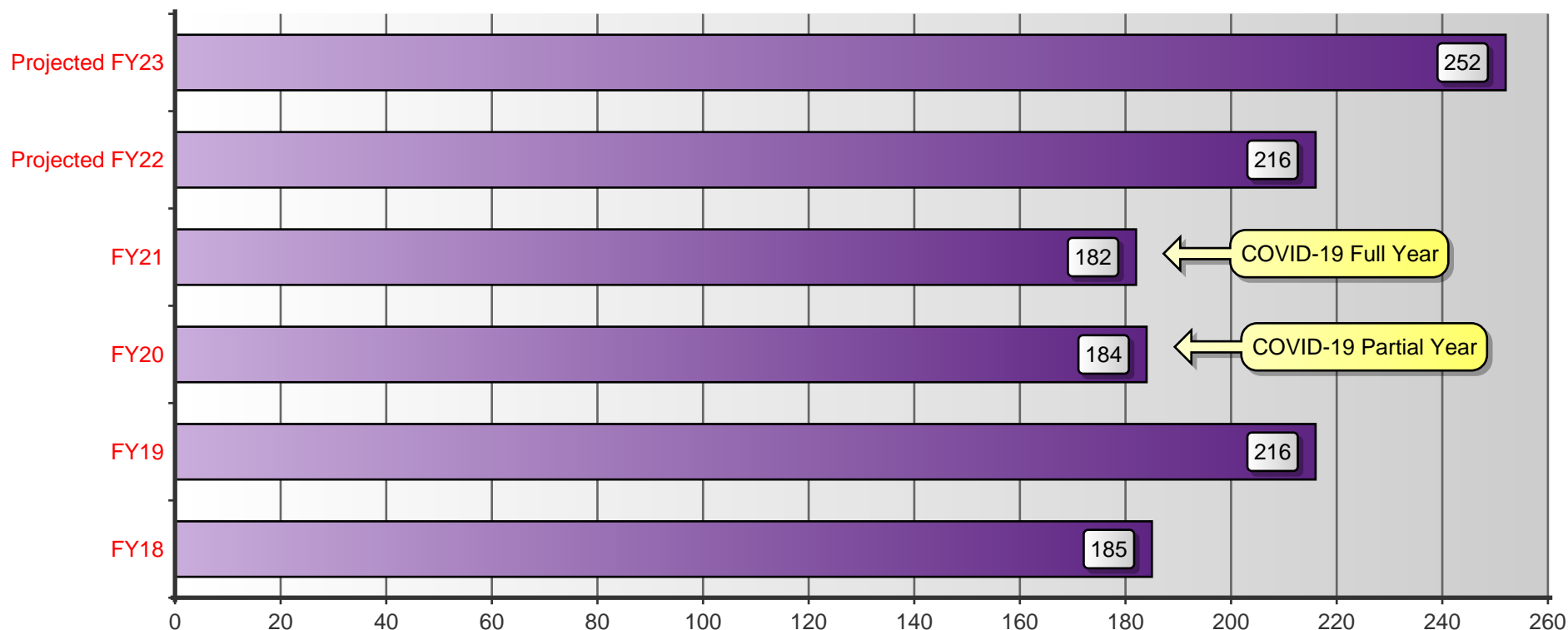
Note: STARDoc tool will flag any future high color usage. See page 42 of STARDoc Features. Current industry ratio averages 182 color prints per student per year. Your color volume this year averages 349 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

## INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

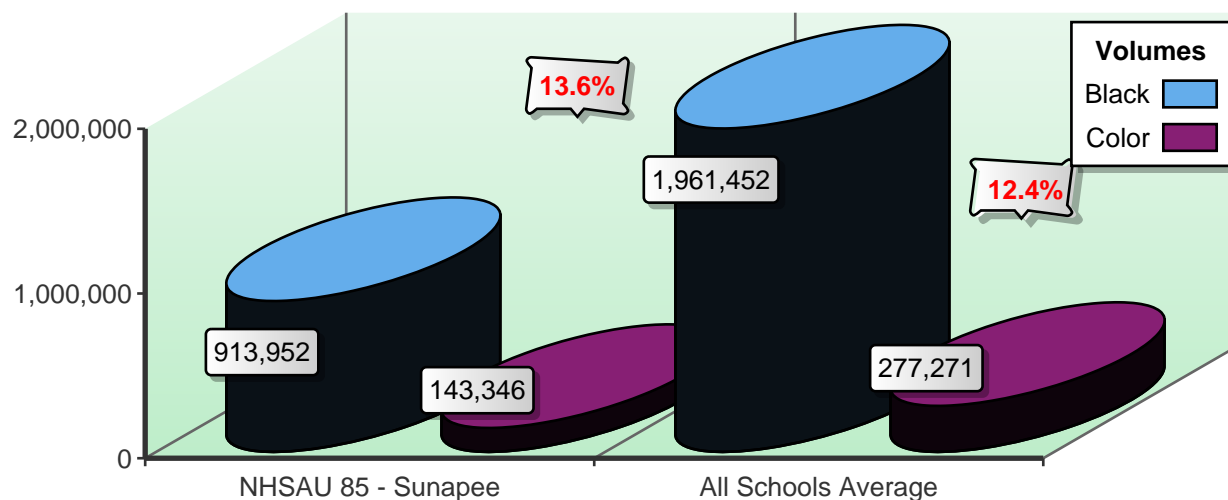
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	74,829	13,586,276	\$651,358.83	182	\$8.70

\*Total District Cost refers to the cost of Service, Supplies, and Paper. Equipment is calculated only into the Black Volume.



## COLOR-TO-TOTAL VOLUME COMPARISON



## SPC Analysis

COLOR printing plummeted from FY19 to FY20 by 20%, but overall it only dropped by just over 2% between FY20 and FY21, even though COVID restrictions affected only three months of FY20 while it affected all of FY21. This indicates that once restrictions are lifted, color usage will again significantly increase. Obviously some color printing is necessary, but if it is not monitored properly, it could blow up your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Health Status page.

**SOLUTION:** SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

## EQUIPMENT USAGE & RECOMMENDATIONS

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC.

Date of Last Upgrade: 07/01/2018

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	09/24/2020 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Sunapee Bus Garage</b>					
<b>Office</b>					
Konica Minolta BH3300P / 35 PPM	67,467	67,467	0	\$0.01228	Traded.
A63P011000900 / 8802 I56I				\$0.00	Moved to IT as Hot Swap; put in service at SES FY22.
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
		<b>Subtotal Black</b>	<b>0</b>	<b>\$0.00</b>	
		<b>Subtotal Color</b>	<b>0</b>	<b>\$0.00</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Sunapee District Office</b>					
<b>1st Floor Work Room</b>					
HP Laser Jet 4250 / 45 PPM CNRXX39605 / 9449 5641 1,000,000 / 01/2004 Black Network Printer/KMBS	104,983  0	112,803  0	7,820  0	\$0.07059 \$552.01 \$0.00000 \$0.00	17 years from Intro.
<b>Finance Office</b>					
HP Laser Jet 4250 / 45 PPM CNRXS62048 / 9499 5642 1,000,000 / 01/2004 Black Network Printer / KMBS	174,142  0	184,952  0	10,810  0	\$0.07059 \$763.08 \$0.00000 \$0.00	17 years from Intro.
<b>Office</b>					
Konica Minolta BHC558 / 55 PPM A79K011016198 / 9486 1289 3,000,000 / 02/2017 Color Photocopier / KMBS	116,531  38,194	160,059  52,893	43,528  14,699	\$0.00327 \$142.34 \$0.03581 \$526.37	None at this time.
<b>SPED</b>					
Konica Minolta BH4000P / 42 PPM A63R011004713 / 8802 4364 1,000,000 / 04/2013 Black Network Printer / KMBS	226,188  0	245,089  0	18,901  0	\$0.01228 \$232.10 \$0.00000 \$0.00	8 years from Intro.
		<b>Subtotal Black</b>	<b>81,059</b>	<b>\$1,689.53</b>	
		<b>Subtotal Color</b>	<b>14,699</b>	<b>\$526.37</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Sunapee Elementary					
1st Floor					
Konica Minolta BH958 / 95 PPM	311,960	445,164	133,204	\$0.00327	None at this time.
A796011001526 / 9486 1291				\$435.58	
5,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier/KMBS				\$0.00	
2nd Floor					
Konica Minolta BHC759 / 75 PPM	270,592	379,873	109,281	\$0.00327	None at this time.
A8JE011001193 / 9486 1290				\$357.35	
4,000,000 / 05/2017	89,578	142,953	53,375	\$0.03581	
Color Photocopier / KMBS				\$1,911.36	
3rd Floor Hallway					
Konica Minolta BH3300P / 35 PPM	28,175	32,289	4,114	\$0.01228	8 years from Intro.
A63P011000677 / 8802 1573				\$50.52	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
3rd Floor Hallway - STORAGE					
HP Laser Jet Pro M401dw / 35 PPM	5,873	5,873	0	\$0.02302	Not in use for FY21. 8 years from Intro.
PHGGD00371 / 9499 5572				\$0.00	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Conference Room</b>					
Konica Minolta BH3300P / 35 PPM	17,776	18,059	283	\$0.01228	8 years from Intro.
A63P011000667 / 8802 1568				\$3.48	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Literacy Lab</b>					
Konica Minolta BH3300P / 35 PPM	16,096	32,314	16,218	\$0.01228	8 years from Intro.
A63P011000882 / 8802 1566				\$199.16	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Main Office</b>					
Konica Minolta BH3300P / 35 PPM	22,531	26,164	3,633	\$0.01228	8 years from Intro.
A63P011000781 / 8802 4357				\$44.61	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Main Office</b>					
Konica Minolta MC 3730 / 25 PPM	13,862	15,181	1,319	\$0.01228	11 years from Intro.
A0VD017300211 / 8802 1553				\$16.20	
500,000 / 11/2010	22,841	25,827	2,986	\$0.07161	
Color Network Printer / KMBS				\$213.83	



NHSA 03					
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Music Room					
Konica Minolta BH3300P / 35 PPM	73,255	74,775	1,520	\$0.01228	8 years from Intro.
A63P011000927 / 8802 1559				\$18.67	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
Sherburn Gym					
Konica Minolta BH3300P / 35 PPM	29,336	29,566	230	\$0.01228	8 years from Intro.
A63P011000910 / 8802 1555				\$2.82	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
Subtotal Black			269,802	\$1,128.38	
Subtotal Color			56,361	\$2,125.19	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Sunapee Middle/High					
Conference Room					
Konica Minolta BH3300P / 35 PPM	52,789	53,006	217	\$0.01228	8 years from Intro.
A63P011000944 / 8802 1563				\$2.66	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer/KMBS				\$0.00	
Copy Room					
Konica Minolta BH4000P / 42 PPM	152,275	167,003	14,728	\$0.01228	8 years from Intro.
A63R011004681 / 8802 1532				\$180.86	
1,000,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
Copy Room					
Konica Minolta BHC759 / 75 PPM	350,491	480,930	130,439	\$0.00327	None at this time.
A8JE011001929 /				\$426.54	
4,000,000 / 05/2017	132,506	204,792	72,286	\$0.03581	
Color Photocopier / KMBS				\$2,588.56	
Hall of Room M-4					
Konica Minolta BH3300P / 35 PPM	69,595	80,897	11,302	\$0.01228	8 years from Intro.
A63P011000902 / 8802 1564				\$138.79	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Hot Swap</b>					
HP Laser Jet M608 / 65 PPM	20,525	20,525	0	\$0.02302	Not in use for FY21.
CNBCK7D26J / 9355 5732				\$0.00	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Hot Swap</b>					
Konica Minolta BH4000P / 42 PPM	81,292	81,292	0	\$0.01228	Not in use for FY21. 8 years from Intro.
A63R011004715 / 8802 1580				\$0.00	
1,000,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Hot Swap</b>					
Konica Minolta BH4000P / 42 PPM	74,599	74,599	0	\$0.01228	Not in use for FY21. 8 years from Intro.
A63R011004639 / 8802 1562				\$0.00	
1,000,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>HS Closet</b>					
Konica Minolta BH4000P / 42 PPM	95,099	95,099	0	\$0.01228	Not in use for FY21. 8 years from Intro.
A63R011004718 / 8802 1577				\$0.00	
1,000,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Kitchen Office</b>					
Konica Minolta BH3300P / 35 PPM	29,295	35,081	5,786	\$0.01228	8 years from Intro.
A63P011000695 / 8802 1569				\$71.05	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Library</b>					
Konica Minolta BH3300P / 35 PPM	40,216	41,779	1,563	\$0.01228	8 years from Intro.
A63P011000670 / 8802 4326				\$19.19	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Main Office</b>					
HP Laser Jet M608 / 65 PPM	46,996	64,275	17,279	\$0.02302	None at this time.
CNBCK7D26K / 9355 5731				\$397.76	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Main Office - not in use</b>					
Konica Minolta MC 3730 / 25 PPM	6,832	6,832	0	\$0.01228	Not in use for FY21. 11 years from Intro.
A0VD017300304 / 8802 4363				\$0.00	
500,000 / 11/2010	29,918	29,918	0	\$0.07161	
Color Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Media Center</b>					
Konica Minolta BH3300P / 35 PPM	12,478	12,478	0	\$0.01228	Not in use for FY21. 8 years from Intro.
A63P011000681 / 8802 4358				\$0.00	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Net Closet</b>					
Konica Minolta BH3300P / 35 PPM	36,029	36,638	609	\$0.01228	8 years from Intro.
A63P011000679 / 8802 1572				\$7.48	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>NS / Closet</b>					
Konica Minolta BH4000P / 42 PPM	34,996	46,495	11,499	\$0.01228	8 years from Intro.
A63R011004725 / 8802 4402				\$141.21	
1,000,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Room C-3 HSRR</b>					
Konica Minolta BH3300P / 35 PPM	73,192	82,916	9,724	\$0.01228	8 years from Intro.
A63P011000907 / 8802 1560				\$119.41	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Room C1 Lab</b>					
Konica Minolta BH3300P / 35 PPM	21,756	30,661	8,905	\$0.01228	8 years from Intro.
A63P011000779 / 8802 4386				\$109.35	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Room M-1</b>					
Konica Minolta BH3300P / 35 PPM	33,027	33,027	0	\$0.01228	Not in use for FY21. 8 years from Intro.
A63P011000913 / 8802 1551				\$0.00	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Room M-2</b>					
Konica Minolta BH3300P / 35 PPM	66,401	71,034	4,633	\$0.01228	8 years from Intro.
A63P011000943 / 8802 1556				\$56.89	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
<b>Room M-3 - not in use</b>					
HP Laser Jet Pro M401dw / 35 PPM	3,287	3,532	245	\$0.02302	8 years from Intro.
PHGGC04812 / 9499 5573				\$5.64	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Teachers' Room					
Konica Minolta BH958 / 95 PPM	755,819	1,098,417	342,598	\$0.00327	None at this time.
A796011001524 / 9483 6915				\$1,120.30	
5,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier / KMBS				\$0.00	
Tech Director's Office					
Konica Minolta BH3300P / 35 PPM	14,478	16,012	1,534	\$0.01228	8 years from Intro.
A63P011000791 / 8802 4387				\$18.84	
750,000 / 04/2013	0	0	0	\$0.00000	
Black Network Printer / KMBS				\$0.00	
Transportation Office					
Konica Minolta BH4422 / 42 PPM	0	2,030	2,030	\$0.00613	None at this time.
AAFM011001934 /				\$12.44	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / KMBS				\$0.00	
Subtotal Black			563,091	\$2,828.42	
Subtotal Color			72,286	\$2,588.56	
District Wide Black Totals			913,952	\$5,646.33	
District Wide Color Totals			143,346	\$5,240.12	Your Avg Color CPC is \$0.0366

Estimated color cost savings with your next bid: \$2,412.33 over five years. Our bids are coming in at an average of \$0.03319, with our compensation included.

## SPC SERVICE & SUPPLY COST SAVINGS

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 05/04/2018 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 21 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

### BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
913,952	\$0.00661	\$6,041.22

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
913,952	\$0.00618	\$5,648.22	\$393.00	\$1,965.00

\*This CPC is an average of your copiers and printers together. Your copier cpc is substantially lower than this average.

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of  
 $\$393.00 \times 3 \text{ years as a Client} = \$1,179.00$  Cost Savings!



## PROJECTED EQUIPMENT COSTS BY BUILDING - BLACK

This table represents PROJECTED expenses for BLACK prints or copies by building based on recent activity. Approximate current paper case costs and **averaged** current annual lease payments are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Sunapee Bus Garage	0	\$0.00	\$0.00	\$0.00	\$0.00
Sunapee District Office	81,059	\$1,733.78	\$437.72	\$880.96	\$3,052.46
Sunapee Elementary	269,802	\$1,158.94	\$1,456.93	\$2,932.24	\$5,548.12
Sunapee Middle/High	563,091	\$2,904.39	\$3,040.69	\$6,119.74	\$12,064.82
<b>TOTALS</b>	<b>913,952</b>	<b>\$5,797.11</b>	<b>\$4,935.34</b>	<b>\$9,932.94</b>	<b>\$20,665.39</b>

### SPC EQUIPMENT BIDS:

During FY21, our cooperative bids achieved significant cost savings. Despite seeing inflation in almost all markets, with a 5.7% increase on the price index, our bids dropped about 7% for existing clients! So compared to inflation from one year to the next, we achieved a 12% drop! Therefore, based on our results this past year, we feel we can save you another \$7,741.54 if you did an upgrade.

Current bids are coming in between 12% to 17% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example: A 90-copy-per-minute Ricoh IM9000 black photocopier with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print with a Retail Cost of \$44,743 can be purchased for \$6,453... That's 14% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

## PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

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This table represents PROJECTED expenses for COLOR prints or copies by building based on recent activity. Current paper case costs and averaged annual lease payments are NOT figured in to this table, as they are covered in the black prints report.

Building	Projected Color Volume	Service & Supply Cost
Sunapee Bus Garage	0	\$0.00
Sunapee District Office	14,699	\$540.04
Sunapee Elementary	56,361	\$2,180.38
Sunapee Middle/High	72,286	\$2,655.79
<b>TOTALS</b>	<b>143,346</b>	<b>\$5,376.21</b>

## SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY22 increase is 2.6%.**

Vendor	Equipment Type	FY21 Black Volume	FY21 Color Cost/Copy	FY21 Black S & S Costs	FY22 Black Cost/Copy	FY22 Projected Black S & S Costs
Konica-Minolta Business Solutions	Black Laser MFP	2,030	\$0.00613	\$12.44	\$0.00629	\$12.77
Konica-Minolta Business Solutions	Black Network Printer	115,399	\$0.01228	\$1,417.10	\$0.01260	\$1,454.03
Konica-Minolta Business Solutions	Black Network Printer	17,524	\$0.02302	\$403.40	\$0.02362	\$413.92
Konica-Minolta Business Solutions	Black Network Printer	18,630	\$0.07059	\$1,315.09	\$0.07243	\$1,349.37
Konica-Minolta Business Solutions	Black Photocopier	475,802	\$0.00327	\$1,555.87	\$0.00336	\$1,598.69
Konica-Minolta Business Solutions	Color Network Printer	1,319	\$0.01228	\$16.20	\$0.01260	\$16.62
Konica-Minolta Business Solutions	Color Photocopier	283,248	\$0.00327	\$926.22	\$0.00336	\$951.71
<b>TOTALS AND AVERAGES</b>		<b>913,952</b>	<b>\$0.00618</b>	<b>\$5,646.33</b>	<b>\$0.00634</b>	<b>\$5,797.11</b>

## SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents ACTUAL and PROJECTED Service & Supply expenses for COLOR usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. FY22 increase is 2.6%.

Vendor	Equipment Type	FY21 Color Volume	FY21 Color Cost/Copy	FY21 Color S & S Costs	FY22 Color Cost/Copy	FY22 Projected Color S & S Costs
Konica-Minolta Business Solutions	Color Network Printer	2,986	\$0.07161	\$213.83	\$0.07347	\$219.38
Konica-Minolta Business Solutions	Color Photocopier	140,360	\$0.03581	\$5,026.29	\$0.03674	\$5,156.83
TOTALS AND AVERAGES		143,346	\$0.03656	\$5,240.12	\$0.03751	\$5,376.21

## LEASED/OWNED EQUIPMENT DETAILS

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Total Number of Machines Under Contract	37
Number of Machines on Lease	0
Number of Machines Owned	37
Number of Rental/Loaner Machines	0

Lease Company	Straight-Line Depreciation
Term	5 Yr Straight-Line Depreciation
Annual Equipment Depreciation	\$9,932.94
Lease Start Date	07/01/2018
Lease End Date	
Remaining Payments	0

\*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

## OWNED EQUIPMENT

Building	Room	Make/Model	Serial Number
Sunapee District Office	1st Floor Work Room	HP Laser Jet 4250	CNRXX39605
Sunapee District Office	Finance Office	HP Laser Jet 4250	CNRXS62048
Sunapee District Office	Office	Konica Minolta BHC558	A79K011016198
Sunapee District Office	SPED	Konica Minolta BH4000P	A63R011004713
Sunapee Elementary	1st Floor	Konica Minolta BH958	A796011001526
Sunapee Elementary	2nd Floor	Konica Minolta BHC759	A8JE011001193
Sunapee Elementary	3rd Floor Hallway	Konica Minolta BH3300P	A63P011000677
Sunapee Elementary	3rd Floor Hallway - STORAGE	HP Laser Jet Pro M401dw	PHGGD00371
Sunapee Elementary	Conference Room	Konica Minolta BH3300P	A63P011000667
Sunapee Elementary	Literacy Lab	Konica Minolta BH3300P	A63P011000882
Sunapee Elementary	Main Office	Konica Minolta BH3300P	A63P011000781
Sunapee Elementary	Main Office	Konica Minolta MC 3730	A0VD017300211
Sunapee Elementary	Music Room	Konica Minolta BH3300P	A63P011000927
Sunapee Elementary	Sherburn Gym	Konica Minolta BH3300P	A63P011000910
Sunapee Middle/High	Conference Room	Konica Minolta BH3300P	A63P011000944
Sunapee Middle/High	Copy Room	Konica Minolta BH4000P	A63R011004681
Sunapee Middle/High	Copy Room	Konica Minolta BHC759	A8JE011001929
Sunapee Middle/High	Hall of Room M-4	Konica Minolta BH3300P	A63P011000902
Sunapee Middle/High	Hot Swap	HP Laser Jet M608	CNBCK7D26J
Sunapee Middle/High	Hot Swap	Konica Minolta BH4000P	A63R011004639
Sunapee Middle/High	Hot Swap	Konica Minolta BH4000P	A63R011004715
Sunapee Middle/High	HS Closet	Konica Minolta BH4000P	A63R011004718
Sunapee Middle/High	Kitchen Office	Konica Minolta BH3300P	A63P011000695
Sunapee Middle/High	Library	Konica Minolta BH3300P	A63P011000670
Sunapee Middle/High	Main Office	HP Laser Jet M608	CNBCK7D26K
Sunapee Middle/High	Main Office - not in use	Konica Minolta MC 3730	A0VD017300304
Sunapee Middle/High	Media Center	Konica Minolta BH3300P	A63P011000681
Sunapee Middle/High	Net Closet	Konica Minolta BH3300P	A63P011000679
Sunapee Middle/High	NS / Closet	Konica Minolta BH4000P	A63R011004725
Sunapee Middle/High	Room C-3 HSRR	Konica Minolta BH3300P	A63P011000907
Sunapee Middle/High	Room C1 Lab	Konica Minolta BH3300P	A63P011000779
Sunapee Middle/High	Room M-1	Konica Minolta BH3300P	A63P011000913
Sunapee Middle/High	Room M-2	Konica Minolta BH3300P	A63P011000943
Sunapee Middle/High	Room M-3 - not in use	HP Laser Jet Pro M401dw	PHGGC04812
Sunapee Middle/High	Teachers' Room	Konica Minolta BH958	A796011001524
Sunapee Middle/High	Tech Director's Office	Konica Minolta BH3300P	A63P011000791

<b>Building</b>	<b>Room</b>	<b>Make/Model</b>	<b>Serial Number</b>
Sunapee Middle/High	Transportation Office	Konica Minolta BH4422	AAFM011001934

## STARDoc USER NAMES

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Name	User Name
Kelly Wessells	kwessells@sau85.org
Mike Montore	mmontore@sau85.org
Russell Holden	rholden@sunapeeschools.org





## Benefits of partnering with SPC

### Top Benefits to our CLIENTS:

#### 1. Cooperative Buying

- By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!
- SPC's pricing is so strong we pay for our own fee by acquiring prices lower than what you can do on your own.
- We will save you money benefiting from the combined purchasing power of more than 70 clients with over 4,500 devices doing 265 million copies and prints per year (pre-COVID). We purchase approximately 1,200 units annually with 72 million prints out to bid.
- We will save you time by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.
- We will save you frustration. We manage your contracts for up to five years from the date of installation.

#### 2. Exclusive STARDoc Software

- STARDoc: System for Tracking And Reporting Documents.
- Maps all devices and sets up 'Interactive Live Floor Plans' of all printing devices, showing you a Before and After Upgrade look; provides a visual for all decision makers over the next five years.
- STARDoc studies your printing habits and is able to predict your year-end cost months in advance, before you receive your year-end reconciliation invoice.
- Sets up your next year's budget at the click of a mouse.

#### 3. Simplified Billing Program

- Removes the confusion out of billing.
- Eliminates variety of invoices from multiple vendors that come monthly and/or quarterly.
- THREE detailed, easy-to-read invoices are sent each year from ONE billing source.
- Reconciles all of your devices at the end of the year; you pay only for what you use; no minimums.

#### 4. Five-Year Equipment Replacement Schedule

- SPC's staff surveys key locations that determine life of existing equipment.
- Specs out new equipment needed: Does not allow vendors to undersize during the bidding process.
- Manages the entire bid process down to the install.

#### 5. Annual Report

- A crucial document that extends the life of your equipment, often getting 8 to 10 years of guaranteed performance! Flags copying trends within your organization such as overusage.
- You get an overview of your current equipment situation, reports associated with copying and printing costs and, if needed, recommendations for addressing situations posing a problem.

#### 6. Vendor Neutral

- SPC does not recommend just one brand; we suggest what's best for you with serviceability in mind.
- We present you with the bid results and offer recommendations, yet the decision is yours to make.

SPC has been serving their clients since 1988, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of \$2 million for all of our clients. That translates into Savings of more than \$10 million over five years!



## SPC Values Our Vendors

### Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,200 units purchased in FY21 running over 72 million prints
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients
- National Contracts that are all negotiated with the manufacturers at your disposal

### Vendor Benefits Pre-Bid & During the Bid Process:

- Sharing of previous bid results that help you to negotiate with your manufacturers
- On-Site Survey of client requirements including mapping all devices
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

### Vendor Benefits Before & During Installation

- Digital Needs Analysis: Matching up the machine to installation site
- Schedule and coordinate Vendor meeting with Client
- Cover the cost of ESP surge protectors, electrical wiring, computer interface and any unexpected costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

## Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with Client and Vendor
- STARDoc: System for Tracking And Reporting Documents... Manages the budget
- Annual Reports that flag machines that are being overused and underused thus improving reliability
- Mediating warranty issues in sensitive locations

## Why do some vendors hesitate to bid?

- Vendors worry that bidding will reduce their margins
- If word gets out on pricing, they feel that their other customers will call and ask for similar prices
- Lose control of their account as winning bidder may beat their pricing
- SPC bids are designed to keep specs equal for all, no chance of providing a lesser piece of equipment

**SPC manages over 4,500 Photocopiers and Printers**  
**Our relationship with our vendors has never been stronger!**



## STARDoc Features

### Cost Projection by Department or Building

- Allows you to formulate next year's budget as early as December
- Allows you to see the projected usage bill in advance
- Tabulate total budgets and total costs district-wide
- Volume or cost pages allow you to pinpoint specific machines on the floorplans
- Timeline - allows you to track historical volume and costs to compare current budget with past years

### Map your devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

### Floorplan Administration

- Allows IT and Business Manager to move devices around on floorplan
- Paper trail of device locations after summer break
- Shows Previous Devices, Present Equipment, and Proposed Equipment

### Contacts Page

- Control Access and Permissions to STARDoc
- Toggle Email All (Toner Alerts, Service Alerts, Monthly Audits)

### Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

### Monthly Audits

- Monthly Cost Snapshot
- Shows number of devices not reporting to help improve projections accuracy

### Last Sync Date

- Shows the last time FM Audit synced for equipment

## Over-Budget Report

- Request service history on any machine right through STARDoc.
- Catch overused equipment early, before equipment begins to break down due to overuse.

## Five-Year Fleet Management (FYFM)

- Projects out five-year costs for all equipment based on current and past usage

## NEW VENDOR CATEGORIES

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In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

### **Premier: defined as consistently providing ...**

- Quality bids to SPC
- Quality service with a four-hour or less average response time
- Reliable equipment and competitive pricing
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**
  - Budget Document Technologies
  - Konica Minolta Business Solutions
  - National 1927
  - Ricoh USA
  - SymQuest Group

### **Cooperative: defined as ...**

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support

### **Uncooperative: defined as ...**

- Rarely submitting bids to SPC
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process

## WARRANTY RELIEF FUND

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### Why is it Needed?

With the recent pandemic, schools and businesses shut down. In FY20 credits owed were around \$389,000. However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news, what if the vendor is unable or unwilling to repay those funds? Many companies outside of the copier industry are already filing for bankruptcy. SPC's legitimate concern is, what if this hits the copier industry and we can no longer access the funds owed to the client?

### Other Concerns:

- Vendor refuses to honor a Warranty
- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Service-and-Supply Contract at the agreed-upon pricing.
- Vendor gets sold to a venture capitalist entity or to a risky new owner with limited cash reserves

### Purpose:

Since 1989, SPC's goal is to shelter our clients from Industry upheavals. This fund is to set aside monies that can be used by any client, if a need arises.

Funding Source: Initially, \$200,000 no-interest personal loan. To be paid back from two sources...

- Wholesale Trades... For over 10 years these funds have been set aside for warranty replacement units since the industry would provide the same cash price with or without the trade.
- Equipment Purchases... 2% of the gross will be set aside with each upgrade.

### Who Benefits?

All SPC clients...like any insurance fund, by pooling funds from SPC's entire client base, any losses are eliminated.

## WARRANTY RELIEF EQUIPMENT BASE

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### Why is it Needed?

As with credits owed to clients for unused copies, sometimes equipment needs to be replaced or added but there are no funds in the budget. Rather than relying solely on the Warranty Relief Fund, SPC will have an inventory of high-quality, low-meter copiers and printers to use as replacements or additional equipment as needed at a lower cost to the client than a new machine.

### Other Concerns:

- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Warranty
- Equipment is damaged by user and not covered under the Warranty

### Purpose:

- To replace or add a machine when needed

### Who Benefits?

- All SPC clients...by pooling high-quality equipment from past client upgrades, equipment can be replaced with minimal impact on the client