

# **Specialized Purchasing Consultants**

**1491 East Side River Road**

**Dummer, NH 03588**

**(800)750-1538**



## **FY23 Annual Report**

**With FY24 Projections**

**Elizabeth Jennings**

**Addison Northwest School District**

**11 Main Street**

**Vergennes, VT 05491**



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

October 2023

Skip Tilton  
President

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

Elizabeth Jennings  
Addison Northwest School District  
11 Main Street  
Vergennes, VT 05491

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

Dear Elizabeth:

Specialized Purchasing Consultants is pleased to present your FY23 Annual Report. We pride ourselves in being flexible and adjusting to the competitive environment. After going through two tough years involving backorders, we now feel confident that the industry has caught up with their inventory.

While Inflation has been a worldwide problem, SPC bids have fallen to their lowest level ever! We are buying new equipment for **8 to 12% of retail!** In addition, the number of participants in our bids has grown to eight different vendors representing eight different manufacturers.

Since 2020, we are averaging 75 million prints, acquiring approximately 1,200 machines annually. In addition, we have signed up **34 new clients, representing 100 million prints** – more than a 50% increase. The purpose of informing you of this information is to continue to build confidence in the strength of your cooperative buying power with SPC.

As always, we are grateful for your continued confidence in the services SPC provides and in our efforts to secure better pricing on equipment, service and supplies than can be obtained independently. We look forward to working with you another year and into the future.

Sincerely,

Skip Tilton  
President

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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 was relatively new in 1988, but with your trust and loyalty, we have been able to save our clients millions of dollars, increase the reliability and quality of your service and equipment, and improve the accuracy and ease of billing. We are so pleased to bring you services that give you control over equipment, usage and costs.



**Alex Webster**  
**Director of Technology & Operations**

Alex manages overall operations, actively seeking new clients and improving the cooperative bid process and the buying power in New England. Alex organizes and prepares the bids, tabulates the results, and presents them to our clients. He also oversees STARDoc and FM Audit maintenance so our clients always have access to valuable information on their equipment.

**Sue Penney**  
**Administrative & Finance Manager**

Sue oversees all billing, leases, and contracts. Her decades of financial expertise, attention to detail, and ability to prioritize ensure accuracy and timeliness of all finance projects.



**Kelly Fortier**  
**Finance Support**

Kelly is a valuable asset to the SPC Finance Department. Her versatility in managing various aspects of accounting, lease documentation, and service and supply contracts benefits her team and the clients she works with.

**Heidi Tilton**  
**Office Support**

As part of the Billing Team, Heidi assists with bookkeeping and billing, processing payments, updating contact information, and providing office support.



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

Pam works with clients and vendors to maintain a good working relationship. She oversees warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection, billing, and scheduling of Annual Report meetings. Pam also assists with marketing SPC services.

**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. He also wrote the code to create the many reports SPC generates to give you the accurate information you rely on..



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

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly. He coordinates with clients and vendors to create schedules that are beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc, FM Audit and the computers.

## 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.

### 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 Vendor Bid

- Put bid out in February instead of late spring.
- This early bidding saved clients thousands due to inflation and price increases that took place after bid pricing was locked in, preventing higher rates to our clients.
- This also allowed for early ordering to accommodate backorders.
- We were also able to lock in bid rates for existing equipment until new equipment could be installed after the start of the new fiscal year.

### 2023 STARDoc Facelift and new Ratio Category

- STARDoc Program now online/live as of July 1 with Client Audits for November 1
- High, Middle & Elementary School: Student Ratio for Black & Color Prints

### 2024 SPC Roadmap

- High, Middle & Elementary School: Student Ratio for Copiers & MFP-Printers

## EQUIPMENT HEALTH STATUS

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<b>Total Number of Machines</b>	<b>16</b>
Total Black Photocopiers	7
Total Color Photocopiers	5
Total Black Network Printers	4
Total Color Network Printers	0
Total Removed From Service	0
<b># of Units Not in Use for FY23</b>	<b>0</b>
<b># of Units OFF Warranty**</b>	<b>1</b>
<b># of Units Approaching End of Warranty</b>	<b>6</b>
# of Units Overused	0
# of Units Underused	0

Contract Commencement Date	07/01/2021
Contract and Warranty Expiration Date	06/30/2026
# of Annual Payments Remaining on Lease	2
PaperCut Installed	No
A-4 (includes printers & mfps) Devices 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 Elizabeth,

At our meeting we will discuss three powerful tools which include this ...

- Annual Report,
- Last years Service History and our new 2023
- Updated Stardoc Management Tool.

Based on 87,539 students across the tri-state region that SPC manages

Black averages 1,854 per student - up 4% from last year

Color averages 281 per student - up 16% from last year

Based on 957 students, your district averages are

Black 1,914 per student - no change compared with the previous year. Color 286 per student - 6% lower compared with the previous year.

We can discuss this and any other concerns at our meeting.

Sincerely,

*Skip Tilton*

**Addison Northwest School District**  
**Elizabeth Jennings**  
**11 Main Street, Suite B100**  
**Vergennes, VT 05491**  
**Five-Year Basis beginning with the 2021/2022 Fiscal Year**

**Copies-per-Year: 2,191,957**

**Present vs. Proposed Recommendations as of 7/1/2021**

**PRESENT SITUATION**

- 1) Guarantees on Photocopiers: <1 Year
- 2) Annual Price Ceilings Left: <1 Year
- 3) Copiers with 3 million plus: 9
- 4) Units to be Traded: 13 (Lease Returns)
- 5) Photocopiers: 13
- 6) Color Photocopiers: 5
- 7) MFPs: 0
- 8) Printers: 9
- 9) Duplexers: 22
- 10) Finishers: 13
- Total number of Units: 22

**PROPOSED SITUATION**

- 1) Guarantees for both New, Recons & Used Machines: **Five + Years**
- 2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
- 3) Copiers with 3 Million plus: 8
- 4) Replaced: 13 New
- 5) Photocopiers: 13 with **Secure Print/Confidential Mailbox**
- 6) Color Photocopiers: 5
- 7) MFPs: 0
- 8) Printers: 3
- 9) Duplexers: 16
- 10) Finishers: 13
- Total number of Units: **16 (Closing out 6 to right size quipment)**

**Overall Description of Equipment Fleet:**

Presently, you have **one copier manufacturer with 6 different models**. To give you an idea of cost savings, typically network printers are costing you **\$0.035** per black print & **\$0.25** for color when they are not under a Cost Per Copy (CPC) agreement. For example, 10,000 prints on a printer would cost about \$350, whereas our bids come in at \$61.25 with service, toner and a warranty included. With the new arrangement, you will have one vendor covering all printing devices in the district with a blanket contract with at most 3 invoices a year for the service and supplies. SPC will manage this entire process.

**Print Management:** STARDoc for all devices.

**Capital:**

Presently, you have **one** Fair Market Value lease (Commercial) that will end on June 30, 2021. With the new arrangement, you will have **one** municipal master lease (\$1.00 buyout) at 3.29% interest. Your first of five annual lease payments will be due on **August 1<sup>st</sup>, 2021**.

**Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging **\$0.004641 for black and \$0.063445 for Color**. The new contract will come in at a CPC of **\$0.00305 for Black and \$0.0333 for Color**.

**Vendor Packages:**

SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid for your School District: **Symquest with Konica Copiers and Printers**

<u>Cost Center</u>	<u>Present</u>	<u>Symquest</u>
1. Service & Supplies Color:	\$17,198.13	\$8,725.26
2. Service & Supplies Black:	\$8,956.91	\$5,739.86
3. Annual Muni Lease &:	\$44,222.00	\$18,230.40*
4. Forced Upgrades:	\$00.00	\$00.00
Totals:	\$70,377.04	\$32,695.52
	<b>Annual Cost Savings: \$37,681.52 – Five Year Cost Savings: \$188,407.60</b>	

**The successful bidders** will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June.

\***Security package:** Hard Drive Wipes are included in these prices. It also includes return shipping of leased equipment. All compensation to SPC is included in these figures as well.

**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.

<b>Building</b>	<b>Room</b>	<b>Make/Model</b>	<b>Serial Number</b>	<b>Vendor</b>	<b>Intro Date</b>
ANWSD Office	Accounts Payable	HP Laser Jet Enterprise M506dn	PHBGQ49799	SYMQUEST	10/01/2015
Ferrisburgh Central School	Hallway	HP Laser Jet 600 M602	CNDCG631NX	SYMQUEST	11/01/2011
Vergennes Union Elementary School	B Wing Hallway Outside Room B8	Konica Minolta BH808	A8KN011013610	SYMQUEST	06/01/2016
Vergennes Union High School	Room C11 Middle School Computer Lab	HP Laser Jet Enterprise M506dn	PHBGR77247	SYMQUEST	10/01/2015
Vergennes Union High School	Room C14 Faculty Room	Konica Minolta BH808	A8KN012001486	SYMQUEST	06/01/2016
Vergennes Union High School	Room C23 Library	Konica Minolta BH808	A8KN012001480	SYMQUEST	06/01/2016
Vergennes Union High School	Room D15 D Wing Hallway	Konica Minolta BH808	A8KN012001468	SYMQUEST	06/01/2016

## NON-CONTRACTED DEVICES

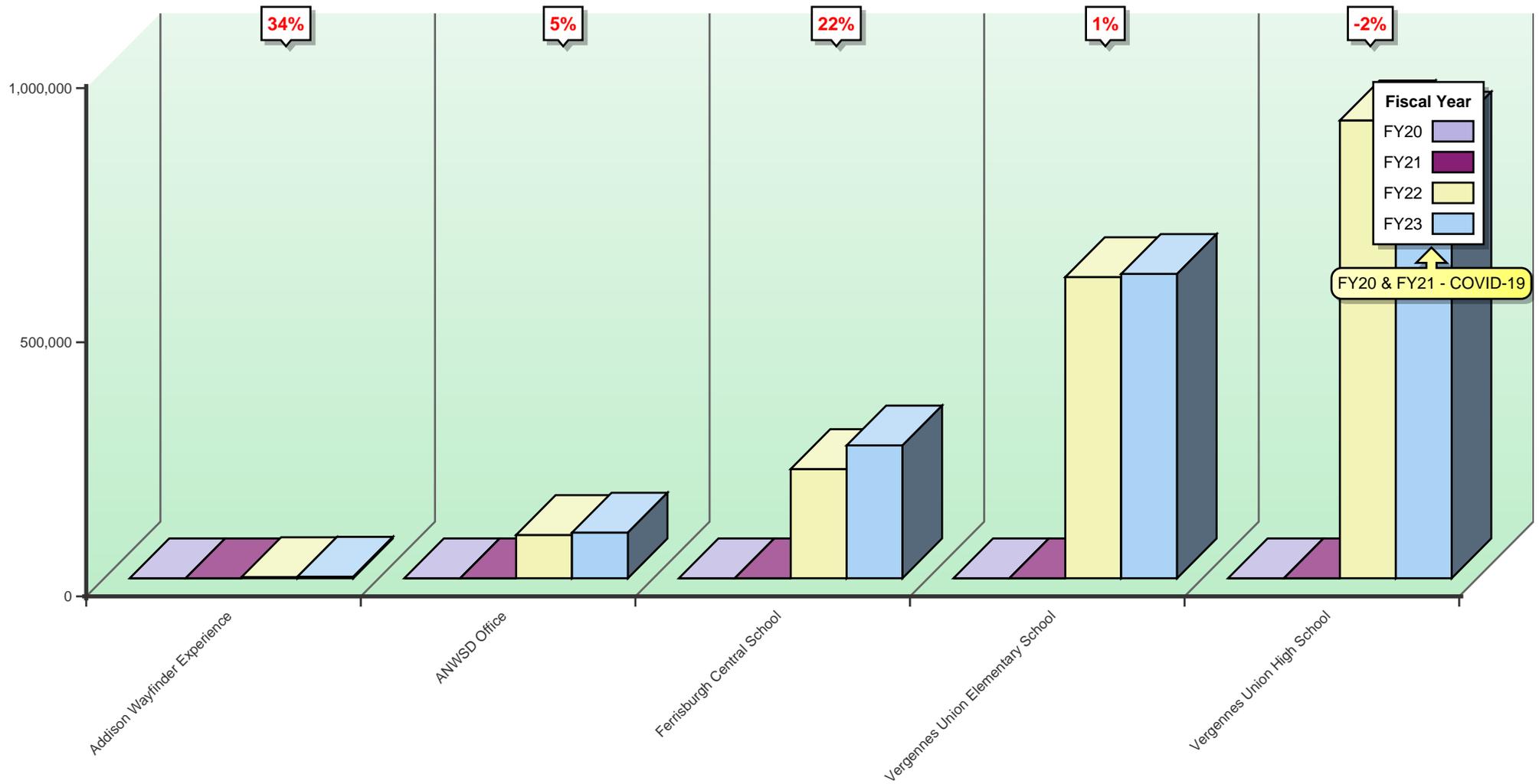
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<b>Make - Model</b>	<b>Serial Number</b>	<b>IP Address</b>	<b>Last Update</b>
HP LASERJET Pro M201dw	VNB3F06277	192.168.5.21	2023-10-10 15:16:15
XEROX Xerox	QRR520186	192.168.1.15	2023-10-10 15:16:15

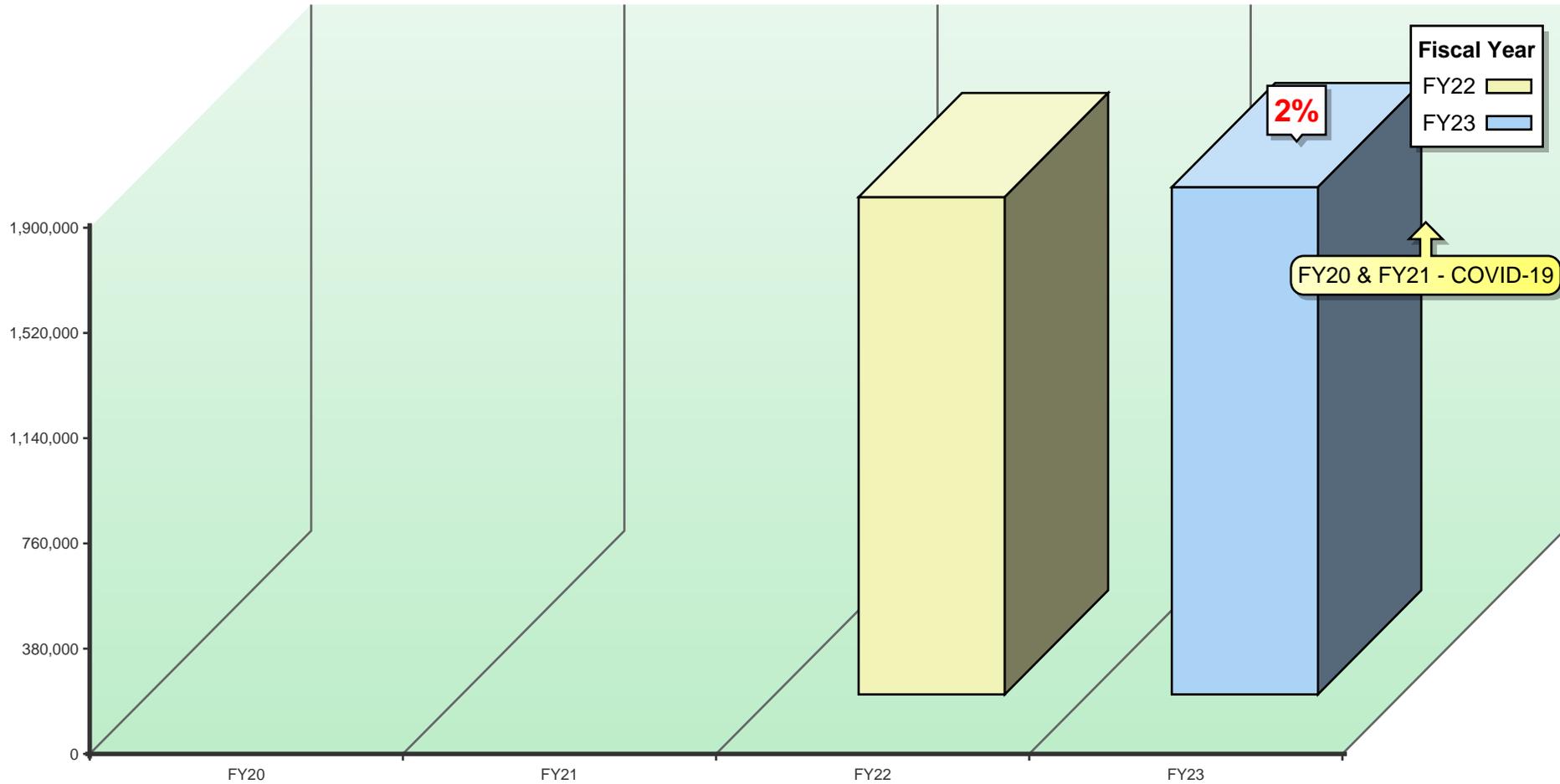
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average as much as 25 cents per print, while our bids are coming in at less than 5 cents per print.

In addition, not including the usage on these machines can throw off your usage ratios shown on the next few pages, which can also affect your future budget planning.

# 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

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

<b>Building</b>	<b>Student Population</b>	<b>Annual Black Volume</b>	<b>Total School Cost*</b>	<b>Average Annual Black Prints Per Student</b>	<b>Average Annual Black Cost Per Student</b>
Addison Wayfinder Experience	15	3,083	\$60.29	206	\$4.02
ANWSD Office	0	89,899	\$1,836.40	0	\$0.00
Ferrisburgh Central School	242	261,328	\$5,128.15	1,080	\$21.19
Vergennes Union Elementary School	300	598,811	\$11,710.05	1,996	\$39.03
Vergennes Union High School	400	878,803	\$17,275.84	2,197	\$43.19
<b>Totals</b>	<b>957</b>	<b>1,831,924</b>	<b>\$36,010.73</b>	<b>1,914</b>	<b>\$37.63</b>

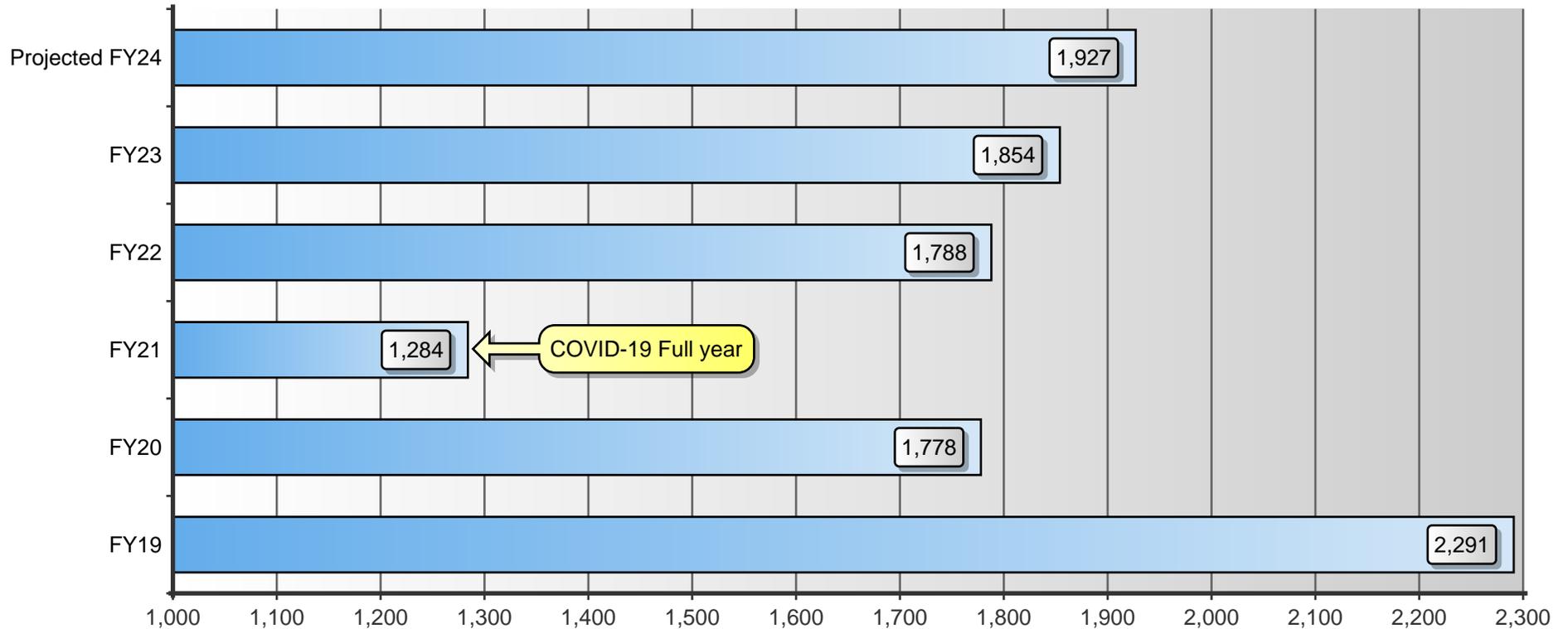
*\*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

## INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

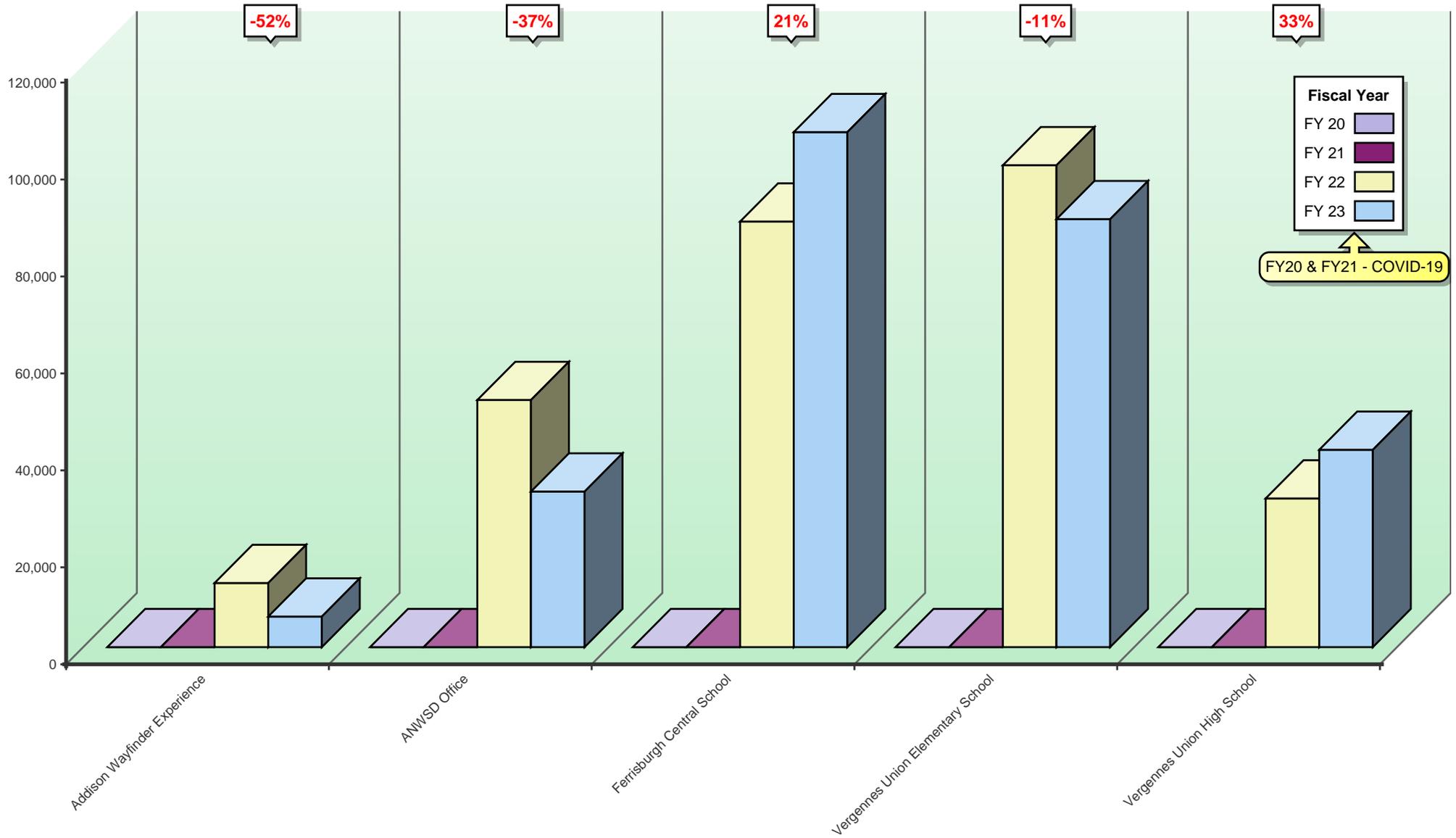
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	87,539	162,267,704	\$4,226,214.37	1,854	\$48.28

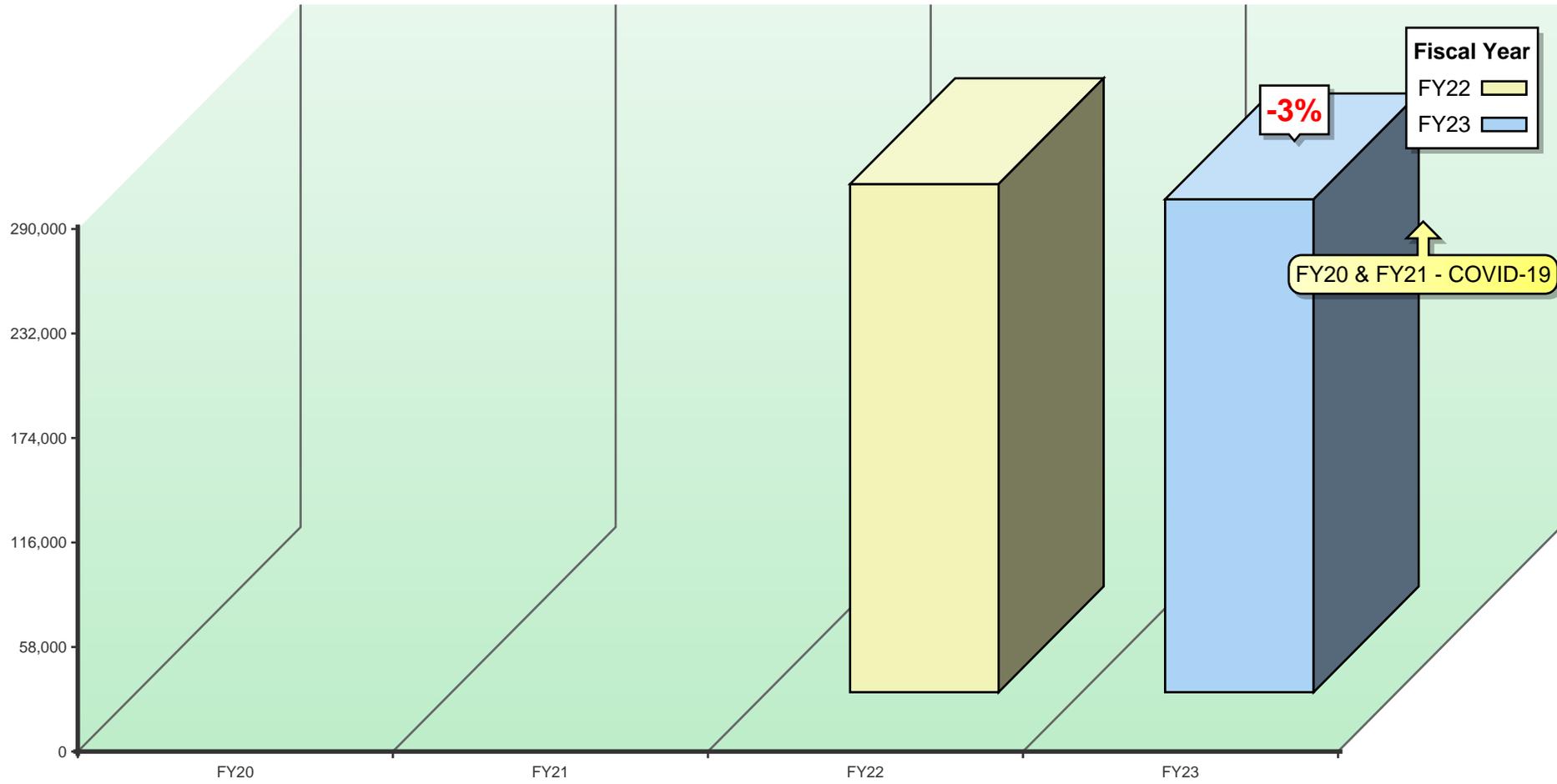
\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



## 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

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

<b>Building</b>	<b>Student Population</b>	<b>Annual Color Volume</b>	<b>Total School Cost*</b>	<b>Average Annual Color Prints Per Student</b>	<b>Average Annual Color Cost Per Student</b>
Addison Wayfinder Experience	15	6,306	\$229.35	420	\$15.29
ANWSD Office	0	32,092	\$1,167.19	0	\$0.00
Ferrisburgh Central School	242	106,228	\$3,863.51	439	\$15.96
Vergennes Union Elementary School	300	88,277	\$3,210.63	294	\$10.70
Vergennes Union High School	400	40,705	\$1,480.44	102	\$3.70
<b>Totals</b>	<b>957</b>	<b>273,608</b>	<b>\$9,951.12</b>	<b>286</b>	<b>\$10.40</b>

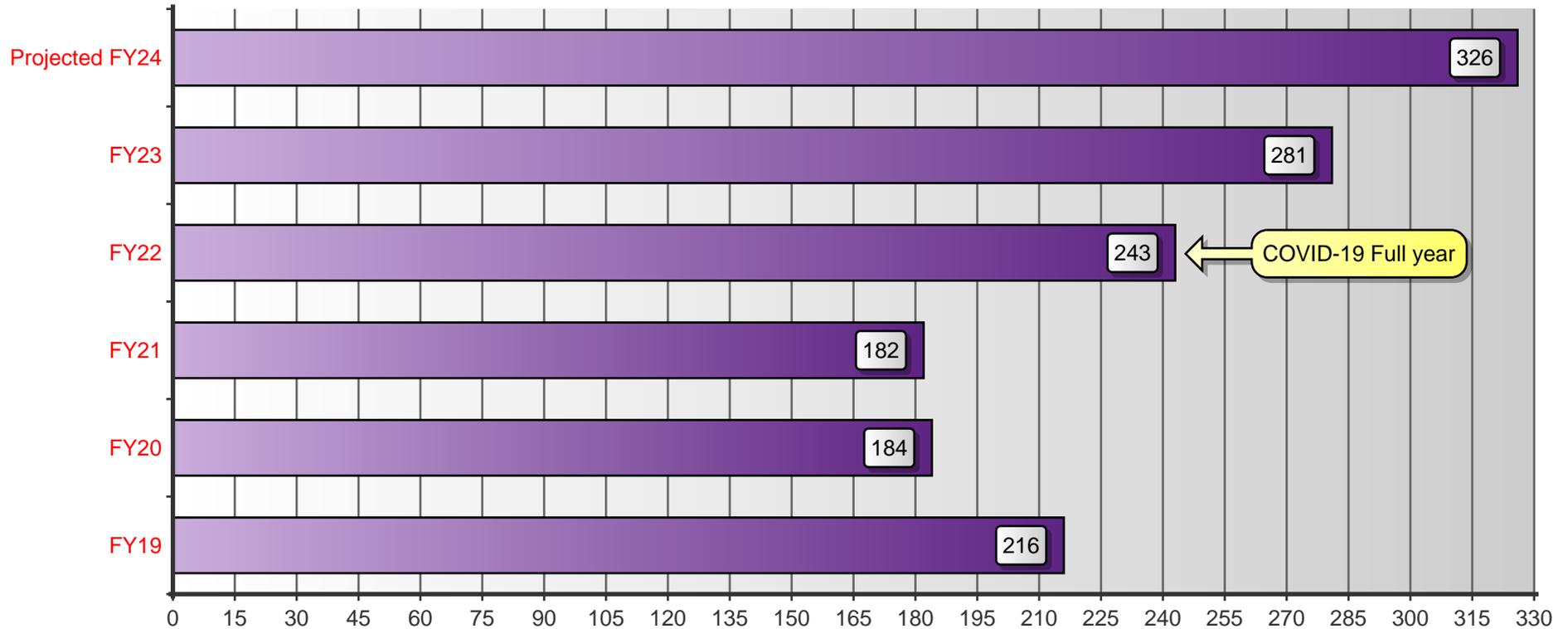
*\*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.*

## INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

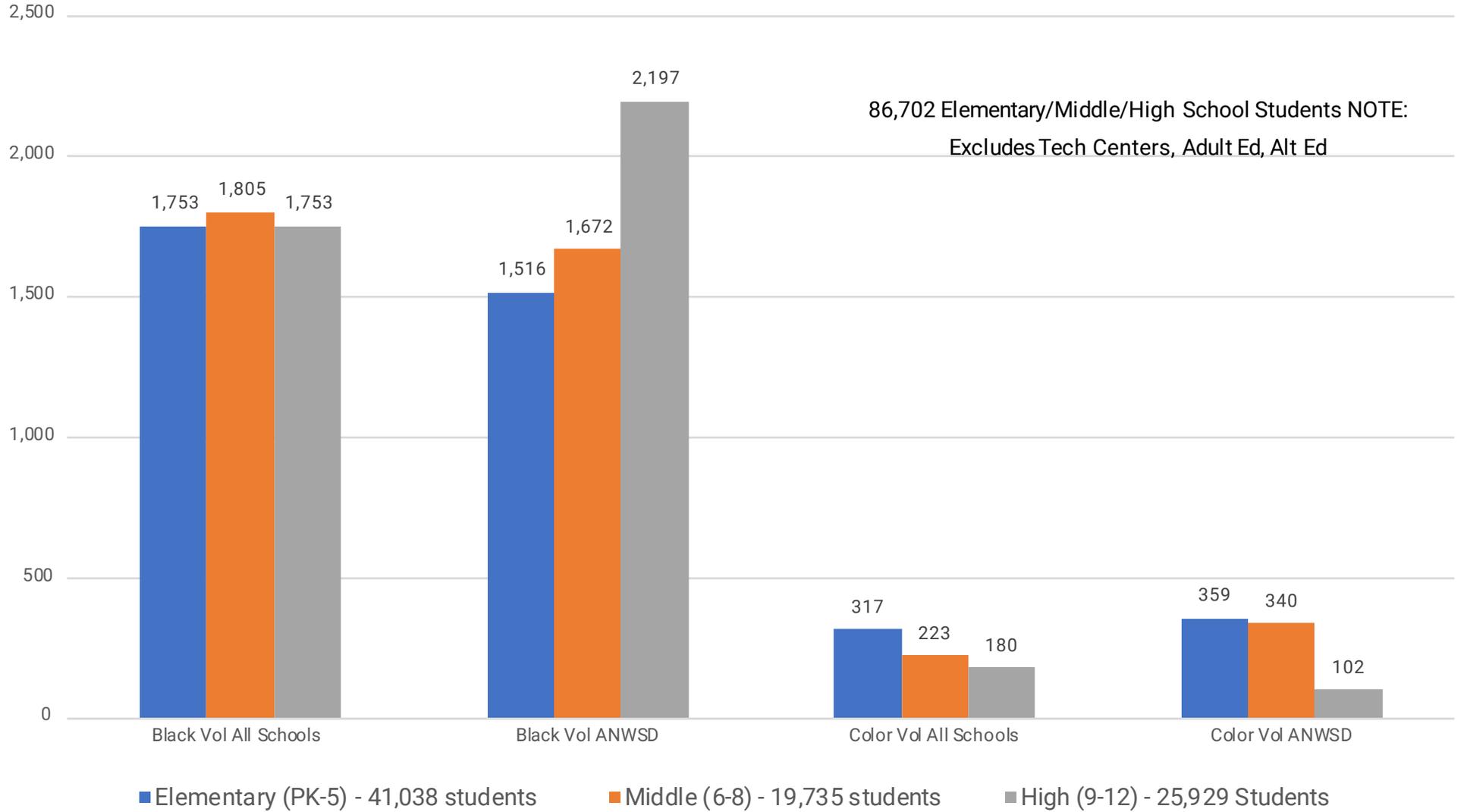
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	87,539	24,569,703	\$1,008,305.25	281	\$11.52

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



### AVERAGE VOLUME TO STUDENT RATIO BY STUDENT TYPE



## 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: 07/01/2021

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Addison Wayfinder Experience</b>					
<b>Office</b>					
Konica Minolta BHC300i / 30 PPM AA2K013005982 / 214821 750,000 / 06/2019 Color MFP A-3 11x17 / SYMQUEST	2,413	5,496	3,083	\$0.00315 \$9.71	None at this time.
	13,270	19,576	6,306	\$0.03497 \$220.52	
	<b>Subtotal Black</b>		<b>3,083</b>	<b>\$9.71</b>	
	<b>Subtotal Color</b>		<b>6,306</b>	<b>\$220.52</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>ANWSD Office</b>					
<b>Accounts Payable</b>					
HP Laser Jet Enterprise M506dn / 45 PPM PHBGQ49799 / 141857 1,000,000 / 10/2015 Black Printer A-4/SYMQUEST	43,096  0	55,811  0	12,715  0	\$0.00788 \$100.19 \$0.00000 \$0.00	8 years from Intro.
<b>Copy Room</b>					
Konica Minolta BHC650i / 65 PPM AA7N011002951 / 214822 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	67,661  51,018	140,218  83,110	72,557  32,092	\$0.00315 \$228.55 \$0.03497 \$1,122.26	None at this time.
<b>Financial</b>					
HP Laser Jet 600 M610 / 55 PPM CNBCP3B1N4 / 142801 3,000,000 / 05/2021 Black Printer A-4 / SYMQUEST	8,828  0	13,455  0	4,627  0	\$0.00644 \$29.80 \$0.00000 \$0.00	None at this time.
<b>Subtotal Black</b>			<b>89,899</b>	<b>\$358.55</b>	
<b>Subtotal Color</b>			<b>32,092</b>	<b>\$1,122.26</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Ferrisburgh Central School</b>					
<b>Hallway</b>					
HP Laser Jet 600 M602 / 52 PPM CNDCG631NX / 141854 3,000,000 / 11/2011 Black Printer A-4/SYMQUEST	43,544  0	47,151  0	3,607  0	\$0.00788 \$28.42 \$0.00000 \$0.00	12 years from Intro.
<b>Staff Room</b>					
Konica Minolta BHC650i / 65 PPM AA7N011002983 / 215369 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	209,815  87,822	467,536  194,050	257,721  106,228	\$0.00315 \$811.82 \$0.03497 \$3,714.79	None at this time.
		<b>Subtotal Black</b>	<b>261,328</b>	<b>\$840.24</b>	
		<b>Subtotal Color</b>	<b>106,228</b>	<b>\$3,714.79</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Vergennes Union Elementary School</b>					
<b>B Wing Hallway Outside Room B8</b>					
Konica Minolta BH808 / 80 PPM	319,964	636,333	316,369	\$0.00315	7 years from Intro.
A8KN011013610 / 215377				\$996.56	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17/SYMQUEST				\$0.00	
<b>D Wing Hallway Outside Room D4</b>					
Konica Minolta BH450i / 45 PPM	130,309	271,276	140,967	\$0.00315	None at this time.
AC76011004730 / 215374				\$444.05	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black MFP A-3 11x17 / SYMQUEST				\$0.00	
<b>Hallway by Mailboxes</b>					
Konica Minolta BHC650i / 65 PPM	142,718	284,193	141,475	\$0.00315	None at this time.
AA7N011002941 / 215372				\$445.65	
4,000,000 / 02/2020	99,454	187,731	88,277	\$0.03497	
Color MFP A-3 11x17 / SYMQUEST				\$3,087.05	
<hr/>					
	<b>Subtotal Black</b>		<b>598,811</b>	<b>\$1,886.25</b>	
	<b>Subtotal Color</b>		<b>88,277</b>	<b>\$3,087.05</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Vergennes Union High School</b>					
<b>HS Learning Center A Wing Hallway</b>					
Konica Minolta BH450i / 45 PPM AC76011004865 / 215370 1,000,000 / 09/2020 Black MFP A-3 11x17/SYMQUEST	43,819   0	94,373   0	50,554   0	\$0.00315 \$159.25 \$0.00000 \$0.00	None at this time.
<b>Main Office</b>					
Konica Minolta BHC650i / 65 PPM AA7N011002936 / 215368 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	54,289   30,707	111,164   71,412	56,875   40,705	\$0.00315 \$179.16 \$0.03497 \$1,423.45	None at this time.
<b>Room C11 Middle School Computer Lab</b>					
HP Laser Jet Enterprise M506dn / 45 PPM PHBGR77247 / 141856 1,000,000 / 10/2015 Black Printer A-4 / SYMQUEST	87,319   0	105,694   0	18,375   0	\$0.00788 \$144.80 \$0.00000 \$0.00	8 years from Intro.
<b>Room C14 Faculty Room</b>					
Konica Minolta BH808 / 80 PPM A8KN012001486 / 215373 4,000,000 / 06/2016 Black MFP A-3 11x17 / SYMQUEST	230,224   0	463,551   0	233,327   0	\$0.00315 \$734.98 \$0.00000 \$0.00	7 years from Intro.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Room C23 Library</b>					
Konica Minolta BH808 / 80 PPM A8KN012001480 / 215375 4,000,000 / 06/2016 Black MFP A-3 11x17 / SYMQUEST	196,128  0	337,719  0	141,591  0	\$0.00315 \$446.01 \$0.00000 \$0.00	7 years from Intro.
<b>Room C24 Counseling Office</b>					
Konica Minolta BH450i / 45 PPM AC76011004890 / 215371 1,000,000 / 09/2020 Black MFP A-3 11x17 / SYMQUEST	43,885  0	86,508  0	42,623  0	\$0.00315 \$134.26 \$0.00000 \$0.00	None at this time.
<b>Room D15 D Wing Hallway</b>					
Konica Minolta BH808 / 80 PPM A8KN012001468 / 215376 4,000,000 / 06/2016 Black MFP A-3 11x17 / SYMQUEST	318,010  0	653,468  0	335,458  0	\$0.00315 \$1,056.69 \$0.00000 \$0.00	7 years from Intro.
<b>Subtotal Black</b>		<b>878,803</b>	<b>\$2,855.14</b>		
<b>Subtotal Color</b>		<b>40,705</b>	<b>\$1,423.45</b>		
<b>Overall Black Totals</b>		<b>1,831,924</b>	<b>\$5,949.90</b>		
<b>Overall Color Totals</b>		<b>273,608</b>	<b>\$9,568.07</b>	<b>Your Avg Color CPC is \$0.0350</b>	

## 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 03/19/2021 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 23 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
1,831,924	\$0.00464	\$8,500.13

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,831,924	\$0.00325	\$5,953.75	\$2,546.37	\$12,731.87

\*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  
**\$2,546.37 x 2 years as a Client = \$5,092.75 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
Addison Wayfinder Experience	3,083	\$10.11	\$19.73	\$30.68	\$60.52
ANWSD Office	89,899	\$373.25	\$575.35	\$894.63	\$1,843.23
Ferrisburgh Central School	261,328	\$874.90	\$1,672.50	\$2,600.61	\$5,148.01
Vergennes Union Elementary School	598,811	\$1,964.10	\$3,832.39	\$5,959.07	\$11,755.56
Vergennes Union High School	878,803	\$2,972.88	\$5,624.34	\$8,745.41	\$17,342.63
<b>TOTALS</b>	<b>1,831,924</b>	<b>\$6,195.24</b>	<b>\$11,724.31</b>	<b>\$18,230.40</b>	<b>\$36,149.96</b>

**SPC EQUIPMENT BIDS:**

You can experience significant cost savings on equipment and service & supplies if you did an upgrade. See next page for details.

Current bids are coming in between 8% to 12% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example, a 55-page-per-minute Color Toshiba 5525ac with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and Fax Board with a Retail Cost of \$38,000 can be purchased for \$3,827. That's 10% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

SPC UPGRADES FOR 2023

Addison Northwest School District

Client Name	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Equipment Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
Brevard Family Partnership Florida	Don Johnson	1,158,146	51	Ricoh	Ricoh	Ricoh	\$28,806.28	\$144,031.40	SPC STarDoc & Papercut
City of Saco ME	Ryan Pinheiro	628,426	34	KMBS	KMBS & Ricoh	Konica Minolta	\$3,495.81	\$17,479.05	SPC STarDoc
Franklin Northeast SU VT	Morgan Daybell	4,060,945	18	Symquest	Symquest	Konica Minolta	\$10,247.75	\$51,238.75	SPC STarDoc
Holderness School NH	Paula Currie	780,989	32	Conway	Symquest	Konica Minolta	\$25,414.02	\$127,070.10	SPC STarDoc & Papercut
Phillips Exeter Academy NH	Scott Heffner	3,486,154	102	Toshiba Business	hiba Business Solut	Toshiba	\$81,636.61	\$408,183.05	SPC STarDoc & Papercut
RSU 2 Hallowell ME	Mariah Kelly	3,298,697	64	A-Copi	Smith Office	Sharp		\$0.00	
RSU 22 Hampden ME	Trish Hayes	4,624,078	57	Symquest	Symquest	Konica Minolta	\$16,482.00	\$82,410.00	SPC STarDoc
RSU 23 Old Orchard Beach ME	Cindy Cox	1,234,079	46	KMBS	Smith Office	Sharp		\$0.00	SPC STarDoc
Saco MSAU ME	Kris Stryker-IT	3,000,000	56	KMBS	KMBS	Konica Minolta	\$15,134.23	\$75,671.15	SPC STarDoc & Papercut
SAU 18 Franklin NH	Robyn Dunlap-IT	1,835,661	24	KMBS	hiba Business Solut	Toshiba	\$9,759.00	\$48,795.00	SPC STarDoc & Papercut
SAU 30 Laconia NH	Diane Clary	3,777,053	73	NECS	hiba Business Solut	Toshiba	\$14,623.00	\$73,115.00	SPC STarDoc & Papercut
SAU 301 Prospect Mou (w/SAU 72 & SAU 86) NH	Heidi Duford	2,818,384	51	NECS	hiba Business Solut	Toshiba	\$34,358.00	\$171,790.00	SPC STarDoc & Papercut
SAU 34 Hillsboro-Deering NH	Grant Geisler	1,760,806	20	KMBS/Canon	KMBS	Konica Minolta	\$18,438.01	\$92,190.05	SPC STarDoc & Papercut
SAU 40 Milford NH	Jane Fortson	5,015,229	85	KMBS	hiba Business Solut	Toshiba	\$3,397.60	\$16,988.00	SPC STarDoc & Papercut
SAU 41 Hollis-Brookline NH	Kelly Seeley	6,630,000	98	Conway	hiba Business Solut	Toshiba	\$29,914.65	\$149,573.25	SPC STarDoc & Papercut
SAU 42 Nashua NH	Dan Donovan	20,893,573	87	KMBS	KMBS	Konica Minolta	\$93,212.00	\$466,060.00	SPC STarDoc
SAU 45 Moultonborough NH	Amanda Bergquist	1,117,284	25	KMBS	hiba Business Solut	Toshiba	\$9,556.72	\$47,783.60	SPC STarDoc & Papercut
SAU 64 Milton NH	Mackenzie Campbell	1,101,887	34	Seacoast/Conway	hiba Business Solut	Toshiba	\$14,252.68	\$71,263.40	SPC STarDoc & Papercut
SAU 77 Monroe NH	Rose Harris	207,730	7	WB Mason	Symquest	Konica Minolta	\$2,100.31	\$10,501.55	SPC STarDoc
SAU 83 Fremont NH	Nathan Castle	907,329	16	KMBS	KMBS	Konica Minolta	\$7,233.81	\$36,169.05	SPC STarDoc
SAU 85 Sunapee NH	Kelly Wessells	1,101,647	35	KMBS	KMBS	Konica Minolta	\$3,171.67	\$15,858.35	SPC STarDoc & Papercut
Wiscasset School District ME	Brian Barrows	1,122,000	32	Transco	Symquest	Konica Minolta	\$13,190.00	\$65,950.00	SPC STarDoc & Papercut
SAU 21 Winnacunnet NH	Mathew Ferreira	5,178,800		2024 Upgrade					
SAU 01 Contoocook Valley NH	Brian Cisneros	4,444,000		2024 Upgrade					
<b>Totals</b>		<b>70,560,097</b>	<b>1,047</b>				<b>\$434,424.15</b>	<b>\$2,172,120.75</b>	

\* Print Management Software: All Clients have SPC STARDoc but some have chosen to acquire additional support that they did not have previously.

	2020	2021	2022	2023	2024 (so far)	Average per Year(2020-2023)
<b>TOTALS</b>	<b>82,468,260</b>	<b>69,686,229</b>	<b>73,469,937</b>	<b>70,560,097</b>	<b>9,622,800</b>	
New Client Sign Ups >>>>>	6	8	8	10	2	<b>8</b>
Total New Clients	14,950,000	41,249,400	17,952,178	42,236,258	9,622,800	29,096,959
Total Existing Clients	67,518,260	28,436,829	55,517,759	28,323,839		44,949,172

Since 2020  
116,387,836

2023 Award Evaluation	Manufacturer	Volume	Machines	Clients Awarded
KMBS	Konica Minolta	11,597,862	211	6
Symquest	Konica Minolta	50,170,401	248	5
Toshiba Business Solutions	Toshiba	24,483,721	460	8
Smith Office Equipment	Sharp	4,079,686	96	2
Ricoh	Ricoh	1,158,146	51	1
<b>Totals</b>		<b>91,489,816</b>	<b>1,066</b>	<b>22</b>

## 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.

<b>Building</b>	<b>Projected Color Volume</b>	<b>Service &amp; Supply Cost</b>
Addison Wayfinder Experience	6,306	\$229.35
ANWSD Office	32,092	\$1,167.19
Ferrisburgh Central School	106,228	\$3,863.51
Vergennes Union Elementary School	88,277	\$3,210.63
Vergennes Union High School	40,705	\$1,480.44
<b>TOTALS</b>	<b>273,608</b>	<b>\$9,951.12</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. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Black Volume	FY23 Black Cost/Copy	FY23 Black S & S Costs	FY24 Black Cost/Copy	FY24 Projected Black S & S Costs
SymQuest Group, Inc.	Black MFP A-3 11x17	1,260,889	\$0.00315	\$3,971.80	\$0.00328	\$4,135.72
SymQuest Group, Inc.	Black Printer A-4	4,627	\$0.00644	\$29.80	\$0.00670	\$31.00
SymQuest Group, Inc.	Black Printer A-4	34,697	\$0.00788	\$273.41	\$0.00820	\$284.52
SymQuest Group, Inc.	Color MFP A-3 11x17	531,711	\$0.00315	\$1,674.89	\$0.00328	\$1,744.01
<b>TOTALS AND AVERAGES</b>		<b>1,831,924</b>	<b>\$0.00325</b>	<b>\$5,949.90</b>	<b>\$0.00338</b>	<b>\$6,195.24</b>

**SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR**

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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. **FY24 increase is 4%.**

<b>Vendor</b>	<b>Equipment Type</b>	<b>FY23 Color Volume</b>	<b>FY23 Color Cost/Copy</b>	<b>FY23 Color S &amp; S Costs</b>	<b>FY24 Color Cost/Copy</b>	<b>FY24 Projected Color S &amp; S Costs</b>
SYMQUEST	Color MFP A-3 11x17	273,608	\$0.03497	\$9,568.07	\$0.03637	\$9,951.12
<b>TOTALS AND AVERAGES</b>		<b>273,608</b>	<b>\$0.03497</b>	<b>\$9,568.07</b>	<b>\$0.03637</b>	<b>\$9,951.12</b>

**LEASED/OWNED EQUIPMENT DETAILS**

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<b>Total Number of Machines Under Contract</b>	<b>16</b>
Number of Machines on Lease	13
Number of Machines Owned	3
Number of Rental/Loaner Machines	0

<b>Lease Company</b>	<b>Norway Savings Bank</b>
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<b>Term</b>	<b>5 Annual</b>
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<b>Annual Payment usually due on 8/1</b>	<b>\$18,230.40</b>
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<b>Lease Start Date</b>	<b>07/01/2021</b>
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<b>Lease End Date</b>	<b>08/01/2025</b>
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<b>Remaining Payments</b>	<b>2</b>
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**\*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.**

**LEASED EQUIPMENT**

<b>Building</b>	<b>Room</b>	<b>Make/Model</b>	<b>Serial Number</b>
Addison Wayfinder Experience	Office	Konica Minolta BHC300i	AA2K013005982
ANWSD Office	Copy Room	Konica Minolta BHC650i	AA7N011002951
ANWSD Office	Financial	HP Laser Jet 600 M610	CNBCP3B1N4
Ferrisburgh Central School	Staff Room	Konica Minolta BHC650i	AA7N011002983
Vergennes Union Elementary School	B Wing Hallway Outside Room B8	Konica Minolta BH808	A8KN011013610
Vergennes Union Elementary School	D Wing Hallway Outside Room D4	Konica Minolta BH450i	AC76011004730
Vergennes Union Elementary School	Hallway by Mailboxes	Konica Minolta BHC650i	AA7N011002941
Vergennes Union High School	HS Learning Center A Wing Hallway	Konica Minolta BH450i	AC76011004865
Vergennes Union High School	Main Office	Konica Minolta BHC650i	AA7N011002936
Vergennes Union High School	Room C14 Faculty Room	Konica Minolta BH808	A8KN012001486
Vergennes Union High School	Room C23 Library	Konica Minolta BH808	A8KN012001480
Vergennes Union High School	Room C24 Counseling Office	Konica Minolta BH450i	AC76011004890
Vergennes Union High School	Room D15 D Wing Hallway	Konica Minolta BH808	A8KN012001468

**OWNED EQUIPMENT**

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<b>Building</b>	<b>Room</b>	<b>Make/Model</b>	<b>Serial Number</b>
ANWSD Office	Accounts Payable	HP Laser Jet Enterprise M506dn	PHBGQ49799
Ferrisburgh Central School	Hallway	HP Laser Jet 600 M602	CNDCG631NX
Vergennes Union High School	Room C11 Middle School Computer Lab	HP Laser Jet Enterprise M506dn	PHBGR77247

## STARDoc USER NAMES

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<b>Name</b>	<b>User Name</b>
Elizabeth Jennings	ejennings@anwsd.org
Sheila Soule	ssoule@anwsd.org
Wendy Brusco	wbrusco@anwsd.org

STARDoc user names are managed by the Account Administrator, usually the IT Director. If there are any changes that need to be made, please notify your Account Administrator or SPC.

## 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