

# Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



## FY21 Annual Report

With FY22 Projections

Nancy Thurlow  
AOS 91 - MDIRSS  
1081 Eagle Lake Road  
Mount Desert, ME 04660



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

September 2021

Nancy Thurlow  
AOS 91 - MDIRSS  
1081 Eagle Lake Road  
Mount Desert, ME 04660

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 Nancy:

We at Specialized Purchasing Consultants wish to thank you for your continued confidence in us for the **past 26 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

---

<b>Total Number of Machines</b>	<b>89</b>
Total Black Photocopiers & MFPs:	14
Total Color Photocopiers & MFPs:	23
Total Black Network Printers:	38
Total Color Network Printers:	14
Total Removed From Service:	4
<b># of Units Not in Use for FY21</b>	<b>8</b>
# of Units OFF Warranty**	0
# of Units Approaching End of Warranty	0
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	08/02/2019
All Warranties and Service Contracts Expire	06/30/2025
# of Annual Payments Left on Lease	3
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 Nancy,

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 1,128**. Color pre-COVID usage averaged 216 copies per student but this year is down to 182 copies per student ... **your average is 556**. It is interesting to note that your black usage dropped by 28% yet your color usage increased by 25%.

Your vendor seems to be taking good care of your fleet (see Service History Report), and your machines seem to be running well, which is to be expected with new equipment. If you do have any questions or concerns, we can discuss this at our meeting.

Sincerely,  
Skip

**AOS 91**  
**Nancy Thurlow**  
**1087 Eagle Lake Road**  
**Mount Desert, ME 04660**  
**Five-Year Basis beginning with the 2019/2020 Fiscal Year**

**Copies-per-Year: 3,927,053**

**Present vs. Proposed Recommendations as of 8/2/2019**

**PRESENT SITUATION**

- 1) Guarantees on Photocopiers...**Two Years**
- 2) Annual Price Ceilings Left... **Two Years**
- 3) High Volume Console Units with 3 Million plus.....**20**
- 4) Units to be Traded...**114**
- 5) Photocopiers...**30**
- 6) Color Photocopiers...**14**
- 7) MFP's... **11**
- 8) Printers....**77**
- Total number of Units...**119**
- 9) Duplex's...**99**
- 10) Finisher's...**29**

**PROPOSED SITUATION**

- 1) Guarantees for both New, Recons & Used Photo's...**Five+ Years**
- 2) 5% or CPI Annual Ceilings, whichever is less...**Five+ Years**
- 3) High Volume Console Units with 3 Million plus...**19**
- 4) Replaced... **83 New**
- 5) Photocopiers...**28 with Secure Print/Confidential Mailbox**
- 6) Color Photocopiers...**15**
- 7) MFP's... **9 with 6 Color**
- 8) Printers...**48 with 10 Color & 6 MICR**
- Total number of Units...**84 closing out 35 to right size equip.**
- 9) Duplex's... **84**
- 10) Finisher's... **29**

**Overall Description of Equipment Fleet:**

Presently, you have **Five different Manufacturers & Twenty-Nine different Models of Low end Network Printers that are costing you \$0.035 per black print & \$0.25 for Color with some units not under a CPC agreement. The new arrangement will shift to one manufacturer with one Vendor servicing everything.** This will greatly reduce cost and improve reliability. In addition, we will implement google cloud print on all devices that will continue to cut back on your overall printing.

**Print Management: STARDoc & Papercut NG Included. Please add to lease amount \$10,336.40 for Papercut MF. Adding MF includes the Card Readers and Cards.**

**Capital:**

Presently, you have **one** municipal lease that will be paid off on August 2<sup>nd</sup> 2019. With the new arrangement, you will again have **one** 'municipal' master lease at 3.95% interest. Your first of five annual lease payments will be due on **August 1<sup>st</sup> 2020.**

**Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging **\$0.007093 for black and \$0.064740 for Color.** The new contract will come in at a CPC of **\$0.05190 for Black and \$0.051986 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 bids combination for your School District.

<u>Cost Center</u>	<u>Present</u>	<u>Symquest w/ Konica Minolta</u>	<u>Symquest w/ Konica Minolta</u>
1. Service & Supplies Color Photo only	\$47,733.90	\$38,330.51	\$38,330.51
2. Service & Supplies Black Photo only	\$22,624.45	\$16,554.45>Includes MICR Toner	\$16,554.45>Includes MICR
3. Annual Muni Lease	\$66,489.05 > 66 New	\$71,600.96> 83 New (Papercut-NG)	\$80,928.59 (PC – MF#)
4. Forced Upgrades (#35 Owned Printers )	\$19,350.00	\$00.00	\$00.00
<b>Totals</b>	<b>\$156,197.40</b>	<b>\$126,485.92</b>	<b>\$135,813.55</b>

\* Note that with the last upgrade only **66 New units were purchased while 83 New units** are part of the lease.

**# This Papercut MF Package includes Papercut installed on 27 copiers, RFID Card Readers and Cards.**

**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 'Cost per Copy' billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th 2020.** A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Security package: Hard Drive Wipes are included in these prices.

## NON-CONTRACTED DEVICES

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Make - Model	Serial Number	IP Address	Last Update
BROTHER HL-L2390DW	U64967G0N621339	10.2.0.45	2021-05-28 10:54:45
BROTHER HL-L6200DW series	U64180E8N115292	10.2.5.72	2021-05-28 10:54:45
BROTHER MFC-L5900DW series	U64203D8N723380	10.50.5.209	2021-05-28 10:54:45
BROTHER QL-820NWB	H8Z158046	10.40.2.157	2021-05-28 10:54:45
HP 3830 series	CN93N7Q5HF06VZ	10.2.4.162	2021-05-28 10:54:45
HP LASERJET 2430	CNDJB35181	10.40.2.166	2021-05-28 10:54:45

## WARRANTY REPLACED MACHINES

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The following copiers or printers have been replaced by the vendor under the service warranty agreement.

Building	Department/Room	Make/Model	Serial #	Vendor ID #	Date of Trade
AOS 91 District Office	Main Office	HP-Color Laser Jet M454dn	VNB3C06043	I31150	2021-02-12
AOS 91 District Office	Main Office	HP-Color Laser Jet M454dn	VNB3K07446	I38138	2020-07-10
AOS 91 District Office	Main Office	HP-Color Laser Jet M452dn	VNB3M73099	I39111	2020-07-02
Connors-Emerson School	Library - REPLACED	HP-Color Laser Jet M452dn	VNB3B20860	I39112	2020-09-18

## 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.**

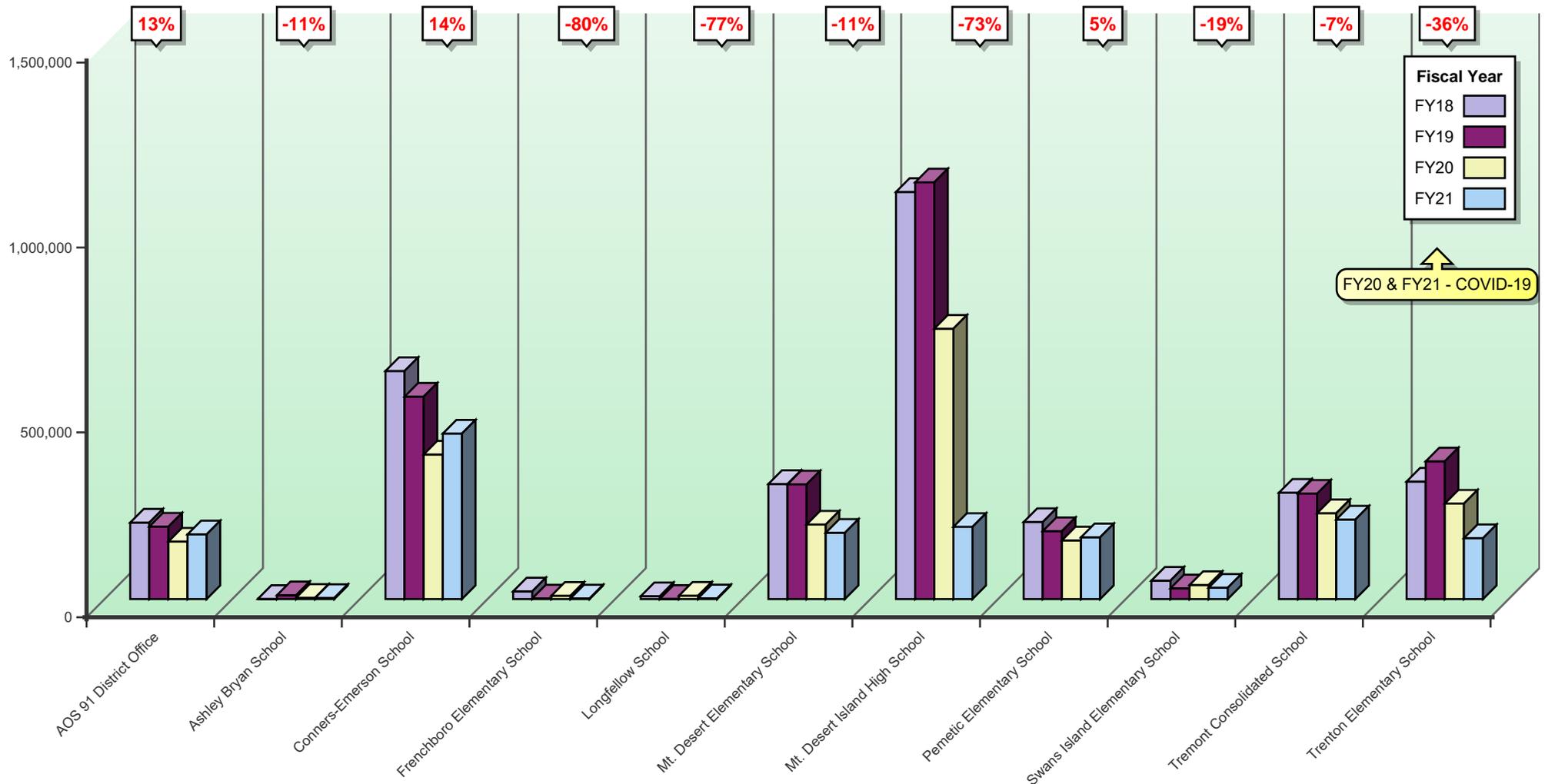
### Setting up Future Budgets:

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.

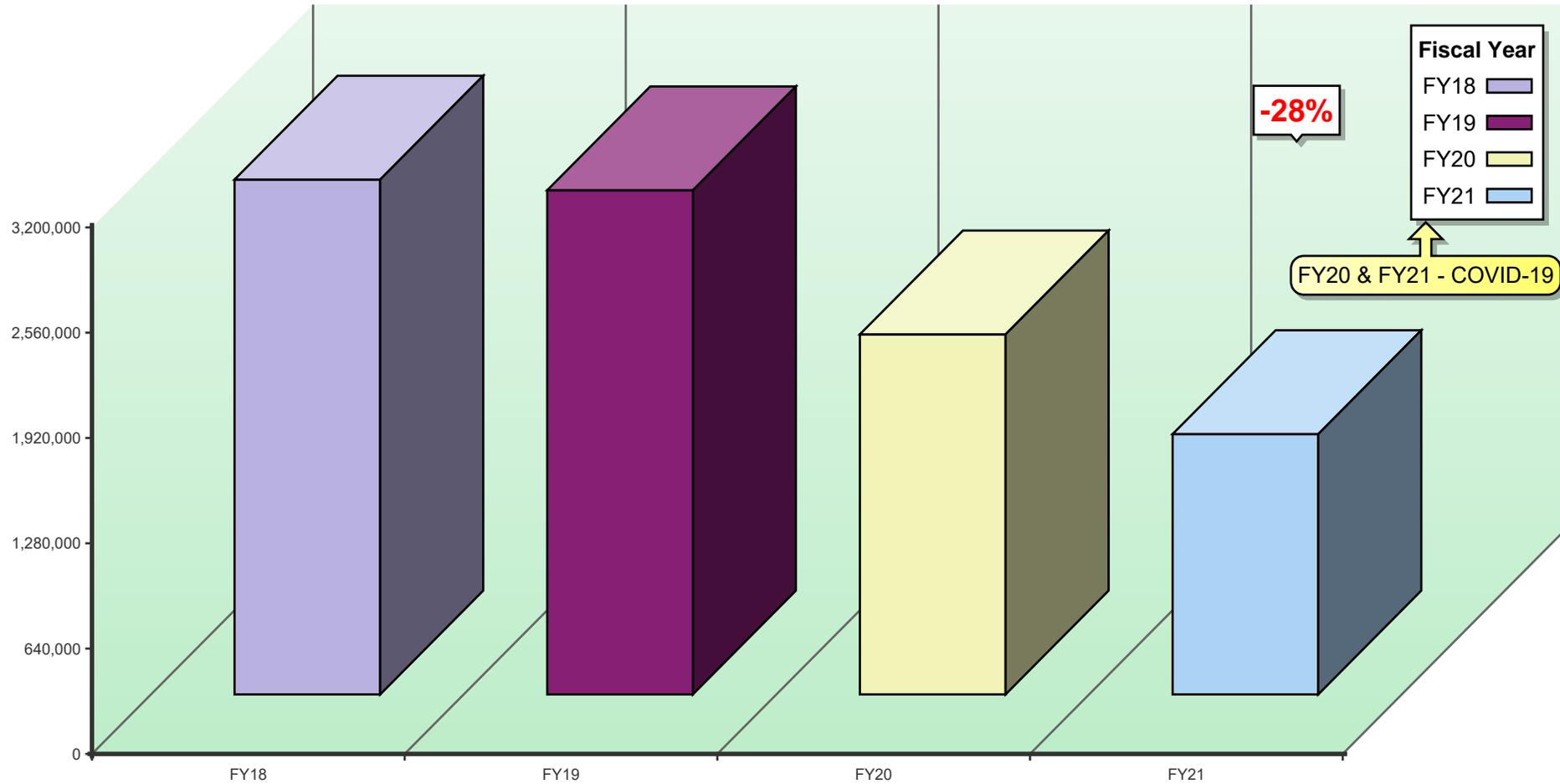
### Problematic Machines:

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
AOS 91 District Office	0	175,142	\$13,777.45	0	\$0.00
Ashley Bryan School	10	3,086	\$175.78	309	\$17.58
Conners-Emerson School	331	447,637	\$24,514.64	1,352	\$74.06
Frenchboro Elementary School	3	1,782	\$101.50	594	\$33.83
Longfellow School	12	2,067	\$117.74	172	\$9.81
Mt. Desert Elementary School	140	179,275	\$9,855.63	1,281	\$70.40
Mt. Desert Island High School	536	195,342	\$10,598.09	364	\$19.77
Pemetic Elementary School	124	167,171	\$9,229.63	1,348	\$74.43
Swans Island Elementary School	25	30,770	\$1,674.81	1,231	\$66.99
Tremont Consolidated School	103	215,137	\$11,704.56	2,089	\$113.64
Trenton Elementary School	119	164,919	\$8,895.80	1,386	\$74.75
<b>Totals</b>	<b>1,403</b>	<b>1,582,328</b>	<b>\$90,645.62</b>	<b>1,128</b>	<b>\$64.61</b>

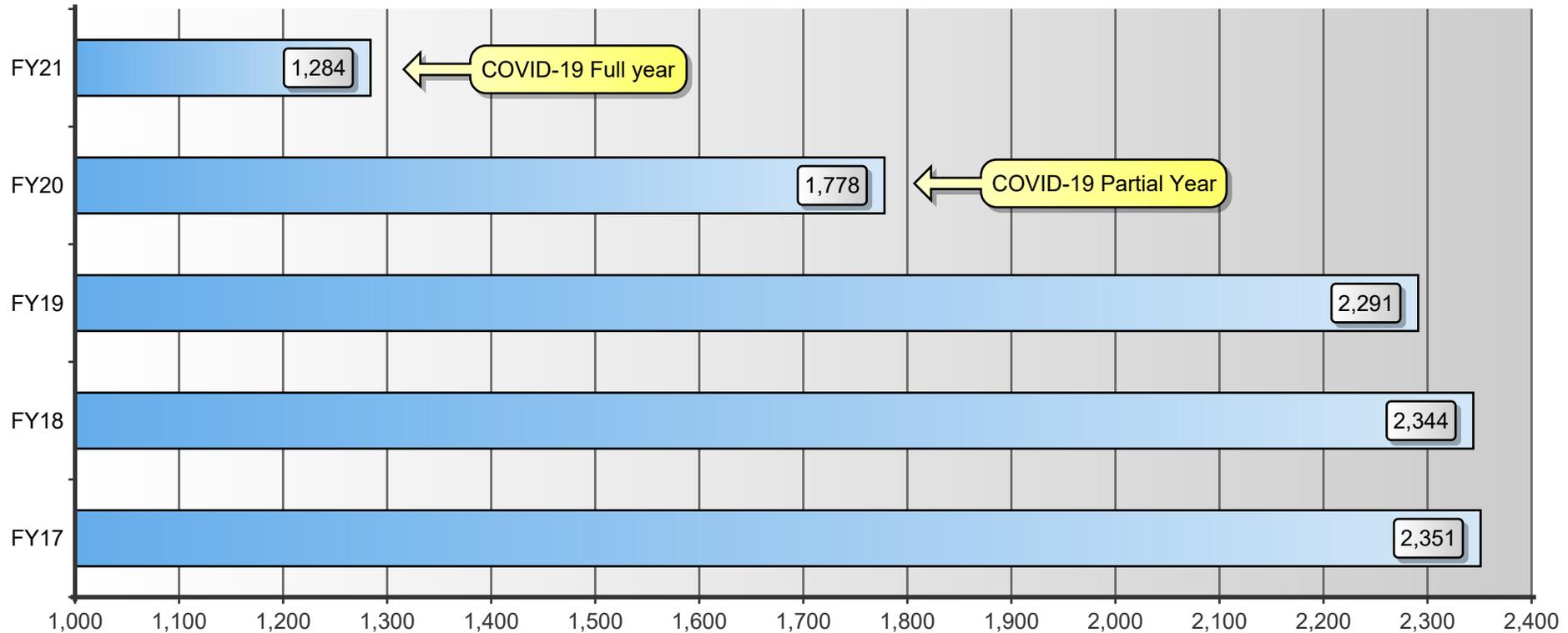
\*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

## INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

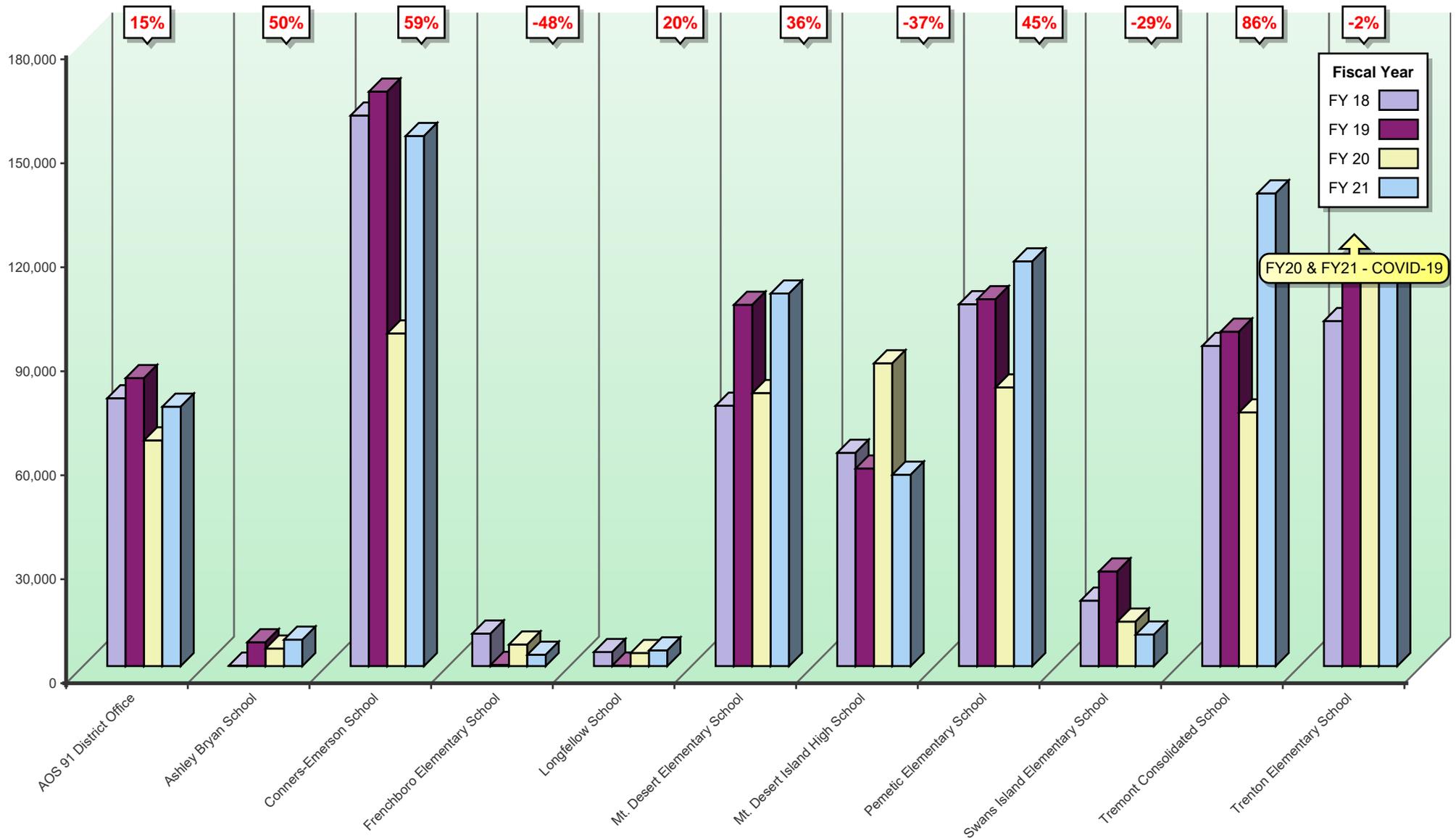
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

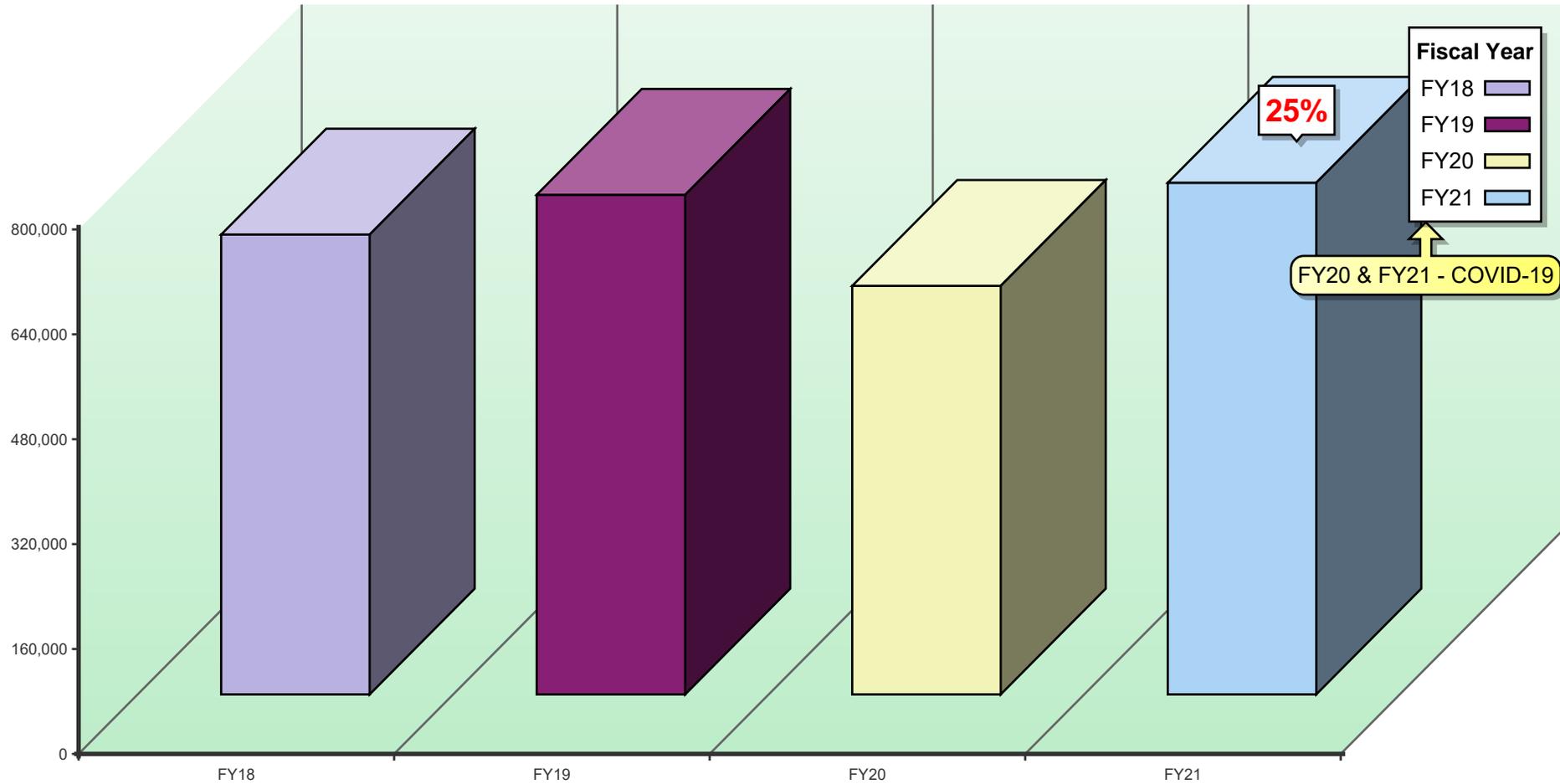
\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



# 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
AOS 91 District Office	0	74,827	\$4,779.83	0	\$0.00
Ashley Bryan School	10	7,607	\$440.37	761	\$44.04
Conners-Emerson School	331	152,915	\$7,571.00	462	\$22.87
Frenchboro Elementary School	3	3,270	\$189.30	1,090	\$63.10
Longfellow School	12	4,522	\$261.78	377	\$21.81
Mt. Desert Elementary School	140	107,470	\$4,296.65	768	\$30.69
Mt. Desert Island High School	536	55,207	\$2,436.27	103	\$4.55
Pemetic Elementary School	124	116,750	\$4,667.67	942	\$37.64
Swans Island Elementary School	25	9,091	\$526.28	364	\$21.05
Tremont Consolidated School	103	136,372	\$6,103.44	1,324	\$59.26
Trenton Elementary School	119	112,472	\$4,496.63	945	\$37.79
<b>Totals</b>	<b>1,403</b>	<b>780,503</b>	<b>\$35,769.21</b>	<b>556</b>	<b>\$25.49</b>

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

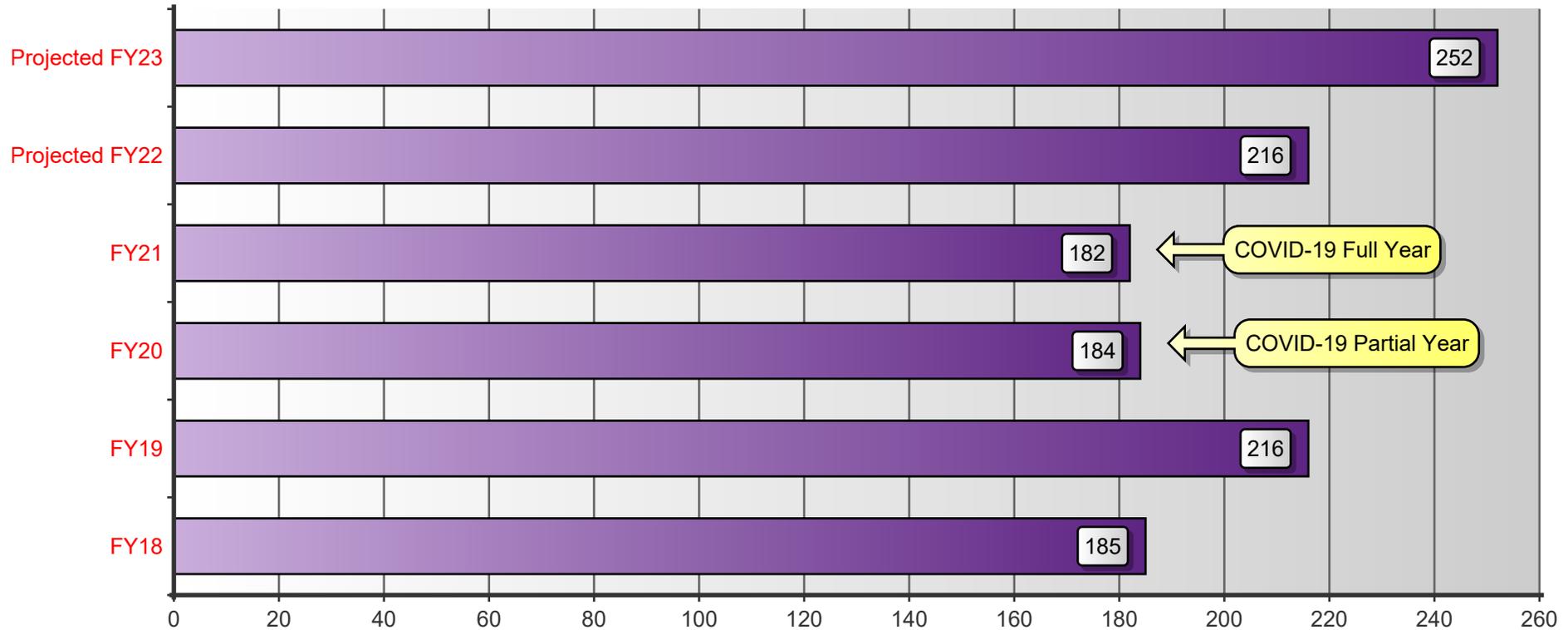
Note: STARDoc tool will flag any future high color usage. See page 61 of STARDoc Features. Current industry ratio averages 182 color prints per student per year. Your color volume this year averages 556 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

## INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

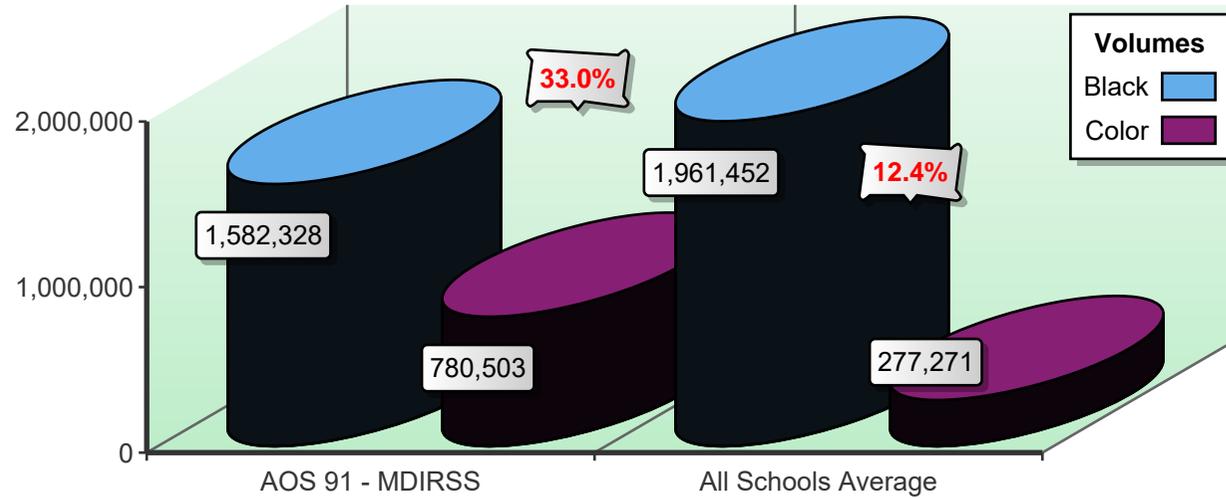
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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: 08/02/2019

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
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### AOS 91 District Office

#### Copy Room

Konica Minolta BHC558 / 55 PPM A79K011024933 / 212442 3,000,000 / 02/2017 Color Photocopier / SYMVT	31,646 11,401	57,258 21,185	25,612 9,784	\$0.00321 \$82.21 \$0.03897 \$381.28	None at this time.
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#### Copy Room

Konica Minolta BHC558 / 55 PPM A79K011025010 / 212447 3,000,000 / 02/2017 Color Photocopier / SYMVT	24,791 23,109	88,758 58,502	63,967 35,393	\$0.00321 \$205.33 \$0.03897 \$1,379.27	None at this time.
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#### Front Office

Konica Minolta BHC3300i / 35 PPM AAJT011200045 / 141876 750,000 / 04/2019 Color Network Printer / SYMVT	0 0	897 2,895	897 2,895	\$0.01063 \$9.54 \$0.01625 \$47.04	None at this time.
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Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/10/2020 Meter	02/12/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Main Office</b>					
HP Color Laser Jet M454dn / 28 PPM VNB3C06043 / 131150 500,000 / 06/2019 Color Network Printer / SYMVT	0	7	7	\$0.01066 \$0.07 \$0.10657 \$474.02	Traded.
<b>Main Office</b>					
HP Color Laser Jet M454dn / 28 PPM VNB3K07446 / 138138 500,000 / 06/2019 Color Network Printer / SYMVT	13	13	0	\$0.01066 \$0.00 \$0.10657 \$0.00	Traded.
<b>Main Office</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3M73099 / 139111 500,000 / 10/2015 Color Network Printer / SYMVT	1,249	1,249	0	\$0.01066 \$0.00 \$0.10657 \$0.00	Traded.
<b>Room 319 MICR</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59469 / 137145 750,000 / 04/2017 Black Network Printer / SYMVT	9,792	26,521	16,729	\$0.05516 \$922.77 \$0.00000 \$0.00	None at this time.

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 319 MICR</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59270 / 137147 750,000 / 04/2017 Black Network Printer / SYMVT	13,079	34,431	21,352	\$0.05516 \$1,177.78 \$0.00000 \$0.00	None at this time.
<b>Room 319 MICR</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59378 / 137146 750,000 / 04/2017 Black Network Printer / SYMVT	12,099	28,859	16,760	\$0.05516 \$924.48 \$0.00000 \$0.00	None at this time.
<b>Room 319 MICR</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59467 / 137148 750,000 / 04/2017 Black Network Printer / SYMVT	19,966	45,644	25,678	\$0.05516 \$1,416.40 \$0.00000 \$0.00	None at this time.
<b>Special Education</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3K07381 / 500,000 / 10/2015 Color Network Printer / SYMVT	38	39	1	\$0.01066 \$0.01 \$0.10657 \$2,377.26	None at this time.

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>Tech Office</b>					
Konica Minolta BH4402 / 46 PPM AAFH011007581 / 138181 750,000 / 08/2018 Black Network Printer / SYMVT	2,679 0	6,818 0	4,139 0	\$0.01066 \$44.12 \$0.00000 \$0.00	None at this time.
<b>Tech Office - Storage</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56740 / 137152 750,000 / 04/2017 Black Network Printer / SYMVT	634 0	634 0	0 0	\$0.01066 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
		<b>Subtotal Black</b>	<b>175,142</b>	<b>\$4,782.72</b>	
		<b>Subtotal Color</b>	<b>74,827</b>	<b>\$4,658.87</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>Ashley Bryan School</b>					
<b>Main Office</b>					
Konica Minolta BHC3350i / 35 PPM A93E011002380 / 212459 750,000 / 04/2019 Color Laser MFP/SYMVT	3,467	6,553	3,086	\$0.00615 \$18.98 \$0.05642 \$429.19	None at this time.
<b>Office Spare</b>					
Konica Minolta BH4422 / 42 PPM AAFMO11001254 / 138173 1,000,000 / 08/2018 Black Laser MFP / SYMVT	0	0	0	\$0.00615 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
		<b>Subtotal Black</b>	<b>3,086</b>	<b>\$18.98</b>	
		<b>Subtotal Color</b>	<b>7,607</b>	<b>\$429.19</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
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**Connors-Emerson School**

**Art Room**

HP Color Laser Jet M452dn / 28 PPM VNB3B74409 / 139115 500,000 / 10/2015 Color Network Printer/SYMVT	219	363	144	\$0.01066 \$1.54 \$0.10657 \$67.67	None at this time.
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**Computer Lab**

HP Color Laser Jet M452dn / 28 PPM VNB3B74407 / 139113 500,000 / 10/2015 Color Network Printer / SYMVT	2,559	2,559	0	\$0.01066 \$0.00 \$0.10657 \$0.00	Not in use for FY21.
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**Connors Office**

Konica Minolta BHC558 / 55 PPM A79K011024934 / 212444 3,000,000 / 02/2017 Color Photocopier / SYMVT	23,424	54,905	31,481	\$0.00321 \$101.05 \$0.03897 \$1,126.39	None at this time.
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**Emerson Special Ed**

HP Laser Jet Pro M402dne / 40 PPM PHB5F56903 / 137124 750,000 / 04/2017 Black Network Printer / SYMVT	1,458	4,955	3,497	\$0.01065 \$37.24 \$0.00000 \$0.00	None at this time.
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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>Emerson Teachers' Room</b>					
Konica Minolta BH808 / 80 PPM A8KN011010939 / 212439 4,000,000 / 06/2016 Black Photocopier / SYMVT	59,563 0	121,674 0	62,111 0	\$0.00321 \$199.38 \$0.00000 \$0.00	None at this time.
<b>French Class</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59366 / 139116 750,000 / 04/2017 Black Network Printer / SYMVT	1,924 0	6,816 0	4,892 0	\$0.01066 \$52.15 \$0.00000 \$0.00	None at this time.
<b>Gabel-Richards</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59372 / 137129 750,000 / 04/2017 Black Network Printer / SYMVT	1,149 0	4,289 0	3,140 0	\$0.01066 \$33.47 \$0.00000 \$0.00	None at this time.
<b>Grade 4 Hallway</b>					
HP Color Laser Jet M452dn / 28 PPM JPCCM8DI71 / 137150 500,000 / 10/2015 Color Network Printer / SYMVT	540 3,317	935 13,971	395 10,654	\$0.01066 \$4.21 \$0.10657 \$1,135.40	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	09/18/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Library</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3B20856 / 500,000 / 10/2015 Color Network Printer / SYMVT	1,018  5,211	2,430  10,868	1,412  5,657	\$0.01066 \$15.05 \$0.10657 \$602.87	None at this time.
<b>Library - REPLACED</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3B20860 / 139112 500,000 / 10/2015 Color Network Printer / SYMVT	1,888  5,163	1,934  5,294	46  131	\$0.01066 \$0.49 \$0.10657 \$13.96	Traded.
<b>Lower Hallway</b>					
Konica Minolta BH658 / 65 PPM AA6R011005213 / 212436 4,000,000 / 05/2017 Black Photocopier / SYMVT	59,992  0	146,606  0	86,614  0	\$0.00321 \$278.03 \$0.00000 \$0.00	None at this time.
<b>Office</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59367 / 137149 750,000 / 04/2017 Black Network Printer / SYMVT	1,117  0	1,538  0	421  0	\$0.01065 \$4.48 \$0.00000 \$0.00	None at this time.

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>Office Hall</b>					
Konica Minolta BHC558 / 55 PPM A79K011024886 / 212452 3,000,000 / 02/2017 Color Photocopier / SYMVT	58,410  12,204	143,339  42,637	84,929  30,433	\$0.00321 \$272.62 \$0.03897 \$1,185.97	None at this time.
<b>Room 20</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56900 / 137134 750,000 / 04/2017 Black Network Printer / SYMVT	1,603  0	4,281  0	2,678  0	\$0.01065 \$28.52 \$0.00000 \$0.00	None at this time.
<b>Room 21 Copy Room</b>					
HP Color Laser Jet M452dn / 28 PPM VNG3M10739 / 139114 500,000 / 10/2015 Color Network Printer / SYMVT	2,544  2,019	8,532  5,955	5,988  3,936	\$0.01065 \$63.77 \$0.10657 \$419.46	None at this time.
<b>Room 32</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59380 / 137142 750,000 / 04/2017 Black Network Printer / SYMVT	5,792  0	17,546  0	11,754  0	\$0.01065 \$125.18 \$0.00000 \$0.00	None at this time.

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 E-02</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5707030 / 137126 750,000 / 04/2017 Black Network Printer / SYMVT	954	3,599	2,645	\$0.01065 \$28.17 \$0.00000 \$0.00	None at this time.
<b>Room E-03 Frels</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59375 / 137141 750,000 / 04/2017 Black Network Printer / SYMVT	2,138	4,406	2,268	\$0.01065 \$24.15 \$0.00000 \$0.00	None at this time.
<b>Room E-04</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56904 / 137112 750,000 / 04/2017 Black Network Printer / SYMVT	0	0	0	\$0.01065 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
<b>Room E-05</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59362 / 137132 750,000 / 04/2017 Black Network Printer / SYMVT	2,364	6,313	3,949	\$0.01065 \$42.06 \$0.00000 \$0.00	None at this time.

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 E-06</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59369 / 137131 750,000 / 04/2017 Black Network Printer / SYMVT	1,708	3,191	1,483	\$0.01065 \$15.79 \$0.00000 \$0.00	None at this time.
<b>Room E-08</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56901 / 137137 750,000 / 04/2017 Black Network Printer / SYMVT	1,004	1,126	122	\$0.01065 \$1.30 \$0.00000 \$0.00	None at this time.
<b>Room E-09</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56831 / 137136 750,000 / 04/2017 Black Network Printer / SYMVT	1,010	1,017	7	\$0.01065 \$0.07 \$0.00000 \$0.00	None at this time.
<b>Room E-10</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59364 / 137144 750,000 / 04/2017 Black Network Printer / SYMVT	1,241	2,210	969	\$0.01065 \$10.32 \$0.00000 \$0.00	None at this time.

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 E-II Math</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56905 / 137130 750,000 / 04/2017 Black Network Printer / SYMVT	812	3,277	2,465	\$0.01065 \$26.25 \$0.00000 \$0.00	None at this time.
<b>Room E-12 Hanna</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59370 / 137140 750,000 / 04/2017 Black Network Printer / SYMVT	893	893	0	\$0.01065 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
<b>Teachers' Lounge Closet</b>					
Konica Minolta BHC558 / 55 PPM A79K011017075 / 212470 3,000,000 / 02/2017 Color Photocopier / SYMVT	197,491	331,718	134,227	\$0.00321 \$430.87 \$0.03897 \$2,827.86	None at this time.
<b>Subtotal Black</b>			<b>447,637</b>	<b>\$1,796.18</b>	
<b>Subtotal Color</b>			<b>152,915</b>	<b>\$7,379.58</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>Frenchboro Elementary School</b>					
<b>Main Office</b>					
Konica Minolta BHC3350i / 35 PPM A93E011002055 / 212458 750,000 / 04/2019 Color Laser MFP/SYMVT	1,758	3,540	1,782	\$0.00615 \$10.96 \$0.05642 \$184.49	None at this time.
<b>Office Spare</b>					
Konica Minolta BH4422 / 42 PPM AAF011001225 / 138172 1,000,000 / 08/2018 Black Laser MFP / SYMVT	0	0	0	\$0.00615 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
<b>Subtotal Black</b>			<b>1,782</b>	<b>\$10.96</b>	
<b>Subtotal Color</b>			<b>3,270</b>	<b>\$184.49</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
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**Longfellow School**

**Office**

Konica Minolta BHC3350i / 35 PPM A93E011002168 / 212461 750,000 / 04/2019 Color Laser MFP/SYMVT	0	2,067	2,067	\$0.00615 \$12.71	None at this time.
	0	4,522	4,522	\$0.05642 \$255.13	
		<b>Subtotal Black</b>	<b>2,067</b>	<b>\$12.71</b>	
		<b>Subtotal Color</b>	<b>4,522</b>	<b>\$255.13</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>Mt. Desert Elementary School</b>					
<b>Grade 4-6 Lobby</b>					
Konica Minolta BH4402 / 46 PPM AAFJ011000529 / 138177 750,000 / 08/2018 Black Network Printer/SYMVT	19,690 0	24,498 0	4,808 0	\$0.01066 \$51.25 \$0.00000 \$0.00	None at this time.
<b>Grades 7-8 Lobby</b>					
Konica Minolta BH4402 / 46 PPM AAFJ011000461 / 138179 750,000 / 08/2018 Black Network Printer / SYMVT	9,017 0	26,599 0	17,582 0	\$0.01066 \$187.42 \$0.00000 \$0.00	None at this time.
<b>Grades K-3 Lobby</b>					
Konica Minolta BHC658 / 65 PPM A79J013008832 / 212431 3,000,000 / 05/2017 Color Photocopier / SYMVT	43,906 21,463	112,621 71,346	68,715 49,883	\$0.00321 \$220.58 \$0.03897 \$1,943.94	None at this time.
<b>Main Office</b>					
Konica Minolta BHC558 / 55 PPM A79K011024874 / 212443 3,000,000 / 02/2017 Color Photocopier / SYMVT	30,272 14,804	52,306 37,504	22,034 22,700	\$0.00321 \$70.73 \$0.03897 \$884.62	None at this time.

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>Maintenance Office</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59365 / 137135 750,000 / 04/2017 Black Network Printer / SYMVT	0	1,022	1,022	\$0.01066 \$10.89 \$0.00000 \$0.00	None at this time.
<b>Room 141 Kitchen Office</b>					
Konica Minolta BH4422 / 42 PPM AAFM011000215 / 138174 1,000,000 / 08/2018 Black Laser MFP / SYMVT	1,830	3,939	2,109	\$0.00615 \$12.97 \$0.00000 \$0.00	None at this time.
<b>Teachers' Room</b>					
Konica Minolta BHC658 / 65 PPM A79J013008877 / 212441 3,000,000 / 05/2017 Color Photocopier / SYMVT	69,373	132,378	63,005	\$0.00321 \$202.25 \$0.03897 \$1,359.55	None at this time.
<b>Subtotal Black</b>			<b>179,275</b>	<b>\$756.09</b>	
<b>Subtotal Color</b>			<b>107,470</b>	<b>\$4,188.11</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
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**Mt. Desert Island High School**

**Adult Education**

Konica Minolta BHC458 / 45 PPM A79M011046871 / 212456 1,000,000 / 08/2016 Color Photocopier/SYMVT	7,903  4,161	14,431  6,758	6,528  2,597	\$0.00321 \$20.95 \$0.03897 \$101.21	None at this time.
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**Copy Room Up**

Konica Minolta BH808 / 80 PPM A8KN011011647 / 212440 4,000,000 / 06/2016 Black Photocopier / SYMVT	177,011  0	235,935  0	58,924  0	\$0.00321 \$189.15 \$0.00000 \$0.00	None at this time.
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**Copy Room Up**

Konica Minolta BH4402 / 46 PPM AAFJ011000224 / 138180 750,000 / 08/2018 Black Network Printer / SYMVT	6,829  0	6,829  0	0  0	\$0.01066 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
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**Guidance Office**

Konica Minolta BH458 / 45 PPM AA6U011015499 / 212450 1,000,000 / 08/2016 Black Photocopier / SYMVT	10,242  0	18,683  0	8,441  0	\$0.00321 \$27.10 \$0.00000 \$0.00	None at this time.
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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>Gym Office</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3M73094 / 139108 500,000 / 10/2015 Color Network Printer / SYMVT	774  246	1,613  750	839  504	\$0.01066 \$8.94 \$0.10657 \$53.71	None at this time.
<b>Hallway Outside I18</b>					
Konica Minolta BHC458 / 45 PPM A79M011044811 / 212445 1,000,000 / 08/2016 Color Photocopier / SYMVT	98,823  27,764	116,145  41,404	17,322  13,640	\$0.00321 \$55.60 \$0.03897 \$531.55	None at this time.
<b>Library</b>					
Konica Minolta BH458 / 45 PPM AA6U011015541 / 212446 1,000,000 / 08/2016 Black Photocopier / SYMVT	24,977  0	32,728  0	7,751  0	\$0.00321 \$24.88 \$0.00000 \$0.00	None at this time.
<b>Library</b>					
Konica Minolta BH4402 / 46 PPM AAFH011007585 / 138178 750,000 / 08/2018 Black Network Printer / SYMVT	12,404  0	15,019  0	2,615  0	\$0.01066 \$27.88 \$0.00000 \$0.00	None at this time.

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>Main Office</b>					
Konica Minolta BHC3350i / 35 PPM A93E011001637 / 212460 750,000 / 04/2019 Color Laser MFP / SYMVT	8,421	19,181	10,760	\$0.00615 \$66.17 \$0.05642 \$426.93	None at this time.
<b>Nurse's Old Office</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5707025 / 137128 750,000 / 04/2017 Black Network Printer / SYMVT	0	0	0	\$0.01065 \$0.00 \$0.00000 \$0.00	Not in use for FY21.
<b>Portable (TAP)</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5H45764 / 139119 750,000 / 04/2017 Black Network Printer / SYMVT	0	10	10	\$0.01066 \$0.11 \$0.00000 \$0.00	None at this time.
<b>Room 130</b>					
HP Color Laser Jet M452dn / 28 PPM VNB3M73095 / 139110 500,000 / 10/2015 Color Network Printer / 1829	0	297	297	\$0.01066 \$3.17 \$0.10657 \$90.05	None at this time.

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>Special Education</b>					
Konica Minolta BHC458 / 45 PPM A79M011044810 / 212453 1,000,000 / 08/2016 Color Photocopier / SYMVT	35,167	74,056	38,889	\$0.00321 \$124.83 \$0.03897 \$420.29	None at this time.
<b>Teachers' Lunch Room</b>					
Konica Minolta BHC658 / 65 PPM A79J013008857 / 212433 3,000,000 / 05/2017 Color Photocopier / SYMVT	99,319	124,961	25,642	\$0.00321 \$82.31 \$0.03897 \$750.91	None at this time.
<b>Teachers' Lunch Room</b>					
Konica Minolta BH808 / 80 PPM A8KN011011621 / 212438 4,000,000 / 06/2016 Black Photocopier / SYMVT	79,798	97,122	17,324	\$0.00321 \$55.61 \$0.00000 \$0.00	None at this time.
<b>Subtotal Black</b>			<b>195,342</b>	<b>\$686.70</b>	
<b>Subtotal Color</b>			<b>55,207</b>	<b>\$2,374.65</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>Pemetic Elementary School</b>					
<b>Copy Room 1st Floor</b>					
Konica Minolta BHC658 / 65 PPM A79J013008922 / 212454 3,000,000 / 05/2017 Color Photocopier/SYMVT	45,962	102,936	56,974	\$0.00321 \$182.89 \$0.03897 \$1,822.12	None at this time.
<b>Copy Room 2nd Floor</b>					
Konica Minolta BHC658 / 65 PPM A79J013008851 / 212435 3,000,000 / 05/2017 Color Photocopier / SYMVT	55,057	137,495	82,438	\$0.00321 \$264.63 \$0.03897 \$2,727.63	None at this time.
<b>Main Office</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59379 / 137153 750,000 / 04/2017 Black Network Printer / SYMVT	1,004	5,526	4,522	\$0.01066 \$48.20 \$0.00000 \$0.00	None at this time.
<b>Room 125 (move to K-2 SPED)</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59374 / 137143 750,000 / 04/2017 Black Network Printer / SYMVT	2,480	10,087	7,607	\$0.01066 \$81.09 \$0.00000 \$0.00	None at this time.

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 215</b>					
Konica Minolta BH4402 / 46 PPM AAFJ011000534 / I38182 750,000 / 08/2018 Black Network Printer / SYMVT	15,510 0	24,764 0	9,254 0	\$0.01066 \$98.65 \$0.00000 \$0.00	None at this time.
<b>Room 231</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56898 / I37125 750,000 / 04/2017 Black Network Printer / SYMVT	439 0	1,118 0	679 0	\$0.01066 \$7.24 \$0.00000 \$0.00	None at this time.
<b>Room 237</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56902 / I37139 750,000 / 04/2017 Black Network Printer / SYMVT	3,523 0	3,822 0	299 0	\$0.01066 \$3.19 \$0.00000 \$0.00	None at this time.
<b>Room 237 Sattler</b>					
HP Laser Jet Pro M402dn / 40 PPM PHB5F56907 / I37139 1,000,000 / 10/2015 Black Network Printer / SYMVT	1,330 0	1,655 0	325 0	\$0.01066 \$3.46 \$0.00000 \$0.00	None at this time.

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>Upper Sped 206</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5D59368 / 137127 750,000 / 04/2017 Black Network Printer / SYMVT	5,039	10,112	5,073	\$0.01066 \$54.08 \$0.00000 \$0.00	None at this time.
		<b>Subtotal Black</b>	<b>167,171</b>	<b>\$743.42</b>	
		<b>Subtotal Color</b>	<b>116,750</b>	<b>\$4,549.75</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
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**Swans Island Elementary School**

**Copy Room**

Konica Minolta BH308 / 30 PPM AA6W017003927 / 212449 750,000 / 06/2016 Black Photocopier/SYMVT	19,517 0	45,299 0	25,782 0	\$0.00321 \$82.76 \$0.00000 \$0.00	None at this time.
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**Main Office**

Konica Minolta BHC3350i / 35 PPM A93E011001597 / 138143 750,000 / 04/2019 Color Laser MFP / SYMVT	1,963 2,505	6,951 11,596	4,988 9,091	\$0.00615 \$30.68 \$0.05642 \$512.91	None at this time.
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<b>Subtotal Black</b>	<b>30,770</b>	<b>\$113.44</b>
<b>Subtotal Color</b>	<b>9,091</b>	<b>\$512.91</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
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**Tremont Consolidated School**

**Main Office**

HP Color Laser Jet M452dn / 28 PPM JPCCM8DIBD / 137151 500,000 / 10/2015 Color Network Printer/SYMVT	1,865	4,617	2,752	\$0.01066 \$29.34 \$0.10657 \$1,000.69	None at this time.
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**Main Office**

HP Laser Jet Pro M402dne / 40 PPM PHB5H45792 / 139103 750,000 / 04/2017 Black Network Printer / SYMVT	3,622	12,121	8,499	\$0.01065 \$90.51 \$0.00000 \$0.00	None at this time.
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**Main Office - High Volume Confirmed**

Konica Minolta BHC458 / 45 PPM A79M011053010 / 139111 1,000,000 / 08/2016 Color Photocopier / SYMVT	8,932	65,552	56,620	\$0.00321 \$181.75 \$0.03897 \$4,305.25	None at this time.
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**Main Office Hall**

Konica Minolta BH808 / 80 PPM A8KN011011640 / 212437 4,000,000 / 06/2016 Black Photocopier / SYMVT	167,536	306,915	139,379	\$0.00321 \$447.41 \$0.00000 \$0.00	None at this time.
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Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	11/24/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Nurse's Office</b>					
Konica Minolta BH4052 / 42 PPM AA1R011012585 / 1,000,000 / 08/2018 Black Laser MFP / SYMVT	0	2,425	2,425	\$0.00321 \$7.78 \$0.00000 \$0.00	None at this time.
<b>Office</b>					
Konica Minolta BHC558 / 55 PPM A79K011024930 / 212434 3,000,000 / 02/2017 Color Photocopier / SYMVT	5,072	8,702	3,630	\$0.00321 \$11.65 \$0.03897 \$643.24	None at this time.
<b>Principal's Office</b>					
HP Laser Jet Pro M402dne / 40 PPM PHB5F56906 / 137133 750,000 / 04/2017 Black Network Printer / SYMVT	1,175	3,007	1,832	\$0.01065 \$19.51 \$0.00000 \$0.00	None at this time.
			<b>Subtotal Black</b>	<b>215,137</b>	<b>\$787.95</b>
			<b>Subtotal Color</b>	<b>136,372</b>	<b>\$5,949.18</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>Trenton Elementary School</b>					
<b>8th Grade Wing Hall</b>					
Konica Minolta BH4052 / 42 PPM AA6U011015495 / 212448 1,000,000 / 08/2018 Black Laser MFP/SYMVT	71,070  0	125,624  0	54,554  0	\$0.00321 \$175.12 \$0.00000 \$0.00	None at this time.
<b>Hallway of Room 107</b>					
Konica Minolta BH458 / 45 PPM AA6U011015528 / 212451 1,000,000 / 08/2016 Black Photocopier / SYMVT	37,107  0	67,015  0	29,908  0	\$0.00321 \$96.00 \$0.00000 \$0.00	None at this time.
<b>Main Office</b>					
Konica Minolta BHC658 / 65 PPM A79J013008847 / 212430 3,000,000 / 05/2017 Color Photocopier / SYMVT	9,275  13,892	20,669  32,766	11,394  18,874	\$0.00321 \$36.57 \$0.03897 \$735.52	None at this time.
<b>Room 202</b>					
Konica Minolta BHC658 / 65 PPM A79J013008939 / 212432 3,000,000 / 05/2017 Color Photocopier / SYMVT	82,210  74,992	151,273  168,590	69,063  93,598	\$0.00321 \$221.69 \$0.03897 \$3,647.51	None at this time.
<b>Subtotal Black</b>					
<b>Subtotal Color</b>					
			<b>164,919</b>	<b>\$529.39</b>	
			<b>112,472</b>	<b>\$4,383.03</b>	

	FY21 Annual Volume	Cost/Copy Annual Cost	
District Wide Black Totals	1,582,328	\$10,238.55	
District Wide Color Totals	780,503	\$34,864.90	Your Avg Color CPC is \$0.0447

## 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 01/15/1995 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
1,582,328	\$0.01450	\$22,943.76

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,582,328	\$0.00647	\$10,237.66	\$12,706.09	\$63,530.47

\*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  
**\$12,706.09 x 26 years as a Client = \$330,358.44 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
AOS 91 District Office	175,142	\$4,906.44	\$945.77	\$7,925.24	\$13,777.45
Ashley Bryan School	3,086	\$19.47	\$16.66	\$139.64	\$175.78
Connors-Emerson School	447,637	\$1,841.65	\$2,417.24	\$20,255.75	\$24,514.64
Frenchboro Elementary School	1,782	\$11.24	\$9.62	\$80.64	\$101.50
Longfellow School	2,067	\$13.04	\$11.16	\$93.53	\$117.74
Mt. Desert Elementary School	179,275	\$775.29	\$968.09	\$8,112.26	\$9,855.63
Mt. Desert Island High School	195,342	\$703.94	\$1,054.85	\$8,839.30	\$10,598.09
Pemetic Elementary School	167,171	\$762.35	\$902.72	\$7,564.55	\$9,229.63
Swans Island Elementary School	30,770	\$116.30	\$166.16	\$1,392.35	\$1,674.81
Tremont Consolidated School	215,137	\$807.78	\$1,161.74	\$9,735.03	\$11,704.56
Trenton Elementary School	164,919	\$542.58	\$890.56	\$7,462.65	\$8,895.80
<b>TOTALS</b>	<b>1,582,328</b>	<b>\$10,500.09</b>	<b>\$8,544.57</b>	<b>\$71,600.96</b>	<b>\$90,645.62</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!

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
AOS 91 District Office	74,827	\$4,779.83
Ashley Bryan School	7,607	\$440.37
Conners-Emerson School	152,915	\$7,571.00
Frenchboro Elementary School	3,270	\$189.30
Longfellow School	4,522	\$261.78
Mt. Desert Elementary School	107,470	\$4,296.65
Mt. Desert Island High School	55,207	\$2,436.27
Pemetic Elementary School	116,750	\$4,667.67
Swans Island Elementary School	9,091	\$526.28
Tremont Consolidated School	136,372	\$6,103.44
Trenton Elementary School	112,472	\$4,496.63
<b>TOTALS</b>	<b>780,503</b>	<b>\$35,769.21</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 Black Cost/Copy	FY21 Black S & S Costs	FY22 Black Cost/Copy	FY22 Projected Black S & S Costs
SymQuest Group, Inc.	Black Laser MFP	56,979	\$0.00321	\$182.90	\$0.00329	\$187.46
SymQuest Group, Inc.	Black Laser MFP	2,109	\$0.00615	\$12.97	\$0.00631	\$13.31
SymQuest Group, Inc.	Black Network Printer	42,589	\$0.01065	\$453.57	\$0.01093	\$465.50
SymQuest Group, Inc.	Black Network Printer	65,967	\$0.01066	\$703.21	\$0.01094	\$721.68
SymQuest Group, Inc.	Black Network Printer	80,519	\$0.05516	\$4,441.43	\$0.05659	\$4,556.57
SymQuest Group, Inc.	Black Photocopier	436,234	\$0.00321	\$1,400.31	\$0.00329	\$1,435.21
SymQuest Group, Inc.	Color Laser MFP	22,683	\$0.00615	\$139.50	\$0.00631	\$143.13
SymQuest Group, Inc.	Color Network Printer	897	\$0.01063	\$9.54	\$0.01091	\$9.79
SymQuest Group, Inc.	Color Network Printer	5,988	\$0.01065	\$63.77	\$0.01093	\$65.45
SymQuest Group, Inc.	Color Network Printer	5,893	\$0.01066	\$62.82	\$0.01094	\$64.47
SymQuest Group, Inc.	Color Photocopier	862,470	\$0.00321	\$2,768.53	\$0.00329	\$2,837.53
<b>TOTALS AND AVERAGES</b>		<b>1,582,328</b>	<b>\$0.00647</b>	<b>\$10,238.55</b>	<b>\$0.00664</b>	<b>\$10,500.09</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
SymQuest Group, Inc.	Color Laser MFP	32,057	\$0.05642	\$1,808.66	\$0.05789	\$1,855.78
SymQuest Group, Inc.	Color Network Printer	2,895	\$0.01625	\$47.04	\$0.01667	\$48.26
SymQuest Group, Inc.	Color Network Printer	58,507	\$0.10657	\$6,235.09	\$0.10934	\$6,397.16
SymQuest Group, Inc.	Color Photocopier	687,044	\$0.03897	\$26,774.10	\$0.03998	\$27,468.02
<b>TOTALS AND AVERAGES</b>		<b>780,503</b>	<b>\$0.04467</b>	<b>\$34,864.90</b>	<b>\$0.04583</b>	<b>\$35,769.21</b>

## LEASED/OWNED EQUIPMENT DETAILS

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Total Number of Machines Under Contract	85
Number of Machines on Lease	83
Number of Machines Owned	2
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
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Term	5 Annual
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Annual Payment usually due on 8/1	\$71,600.96
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Lease Start Date	08/02/2019
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Lease End Date	08/01/2024
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Remaining Payments	3
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\*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

## LEASED EQUIPMENT

Building	Room	Make/Model	Serial Number
AOS 91 District Office	Copy Room	Konica Minolta BHC558	A79K011024933
AOS 91 District Office	Copy Room	Konica Minolta BHC558	A79K011025010
AOS 91 District Office	Room 319 MICR	HP Laser Jet Pro M402dne	PHB5D59270
AOS 91 District Office	Room 319 MICR	HP Laser Jet Pro M402dne	PHB5D59378
AOS 91 District Office	Room 319 MICR	HP Laser Jet Pro M402dne	PHB5D59467
AOS 91 District Office	Room 319 MICR	HP Laser Jet Pro M402dne	PHB5D59469
AOS 91 District Office	Special Education	HP Color Laser Jet M452dn	VNB3K07381
AOS 91 District Office	Tech Office	Konica Minolta BH4402	AAFH011007581
AOS 91 District Office	Tech Office - Storage	HP Laser Jet Pro M402dne	PHB5F56740
Ashley Bryan School	Main Office	Konica Minolta BHC3350i	A93E011002380
Ashley Bryan School	Office Spare	Konica Minolta BH4422	AAFM011001254
Connors-Emerson School	Art Room	HP Color Laser Jet M452dn	VNB3B74409
Connors-Emerson School	Computer Lab	HP Color Laser Jet M452dn	VNB3B74407
Connors-Emerson School	Connors Office	Konica Minolta BHC558	A79K011024934
Connors-Emerson School	Emerson Special Ed	HP Laser Jet Pro M402dne	PHB5F56903
Connors-Emerson School	Emerson Teachers' Room	Konica Minolta BH808	A8KN011010939
Connors-Emerson School	French Class	HP Laser Jet Pro M402dne	PHB5D59366
Connors-Emerson School	Gabel-Richards	HP Laser Jet Pro M402dne	PHB5D59372
Connors-Emerson School	Grade 4 Hallway	HP Color Laser Jet M452dn	JPCCM8D171
Connors-Emerson School	Library	HP Color Laser Jet M452dn	VNB3B20856
Connors-Emerson School	Lower Hallway	Konica Minolta BH658	AA6R011005213
Connors-Emerson School	Office	HP Laser Jet Pro M402dne	PHB5D59367
Connors-Emerson School	Office Hall	Konica Minolta BHC558	A79K011024886
Connors-Emerson School	Room 20	HP Laser Jet Pro M402dne	PHB5F56900
Connors-Emerson School	Room 21 Copy Room	HP Color Laser Jet M452dn	VNG3M10739
Connors-Emerson School	Room 32	HP Laser Jet Pro M402dne	PHB5D59380
Connors-Emerson School	Room E-02	HP Laser Jet Pro M402dne	PHB5707030
Connors-Emerson School	Room E-03 Frels	HP Laser Jet Pro M402dne	PHB5D59375
Connors-Emerson School	Room E-04	HP Laser Jet Pro M402dne	PHB5F56904
Connors-Emerson School	Room E-05	HP Laser Jet Pro M402dne	PHB5D59362
Connors-Emerson School	Room E-06	HP Laser Jet Pro M402dne	PHB5D59369
Connors-Emerson School	Room E-08	HP Laser Jet Pro M402dne	PHB5F56901
Connors-Emerson School	Room E-09	HP Laser Jet Pro M402dne	PHB5F56831
Connors-Emerson School	Room E-10	HP Laser Jet Pro M402dne	PHB5D59364
Connors-Emerson School	Room E-11 Math	HP Laser Jet Pro M402dne	PHB5F56905
Connors-Emerson School	Room E-12 Hanna	HP Laser Jet Pro M402dne	PHB5D59370

Building	Room	Make/Model	Serial Number
Conners-Emerson School	Teachers' Lounge Closet	Konica Minolta BHC558	A79K011017075
Frenchboro Elementary School	Main Office	Konica Minolta BHC3350i	A93E011002055
Frenchboro Elementary School	Office Spare	Konica Minolta BH4422	AAFMO11001225
Longfellow School	Office	Konica Minolta BHC3350i	A93E011002168
Mt. Desert Elementary School	Grade 4-6 Lobby	Konica Minolta BH4402	AAFJ011000529
Mt. Desert Elementary School	Grades 7-8 Lobby	Konica Minolta BH4402	AAFJ011000461
Mt. Desert Elementary School	Grades K-3 Lobby	Konica Minolta BHC658	A79J013008832
Mt. Desert Elementary School	Main Office	Konica Minolta BHC558	A79K011024874
Mt. Desert Elementary School	Maintenance Office	HP Laser Jet Pro M402dne	PHB5D59365
Mt. Desert Elementary School	Room 141 Kitchen Office	Konica Minolta BH4422	AAFMO11000215
Mt. Desert Elementary School	Teachers' Room	Konica Minolta BHC658	A79J013008877
Mt. Desert Island High School	Adult Education	Konica Minolta BHC458	A79M011046871
Mt. Desert Island High School	Copy Room Up	Konica Minolta BH4402	AAFJ011000224
Mt. Desert Island High School	Copy Room Up	Konica Minolta BH808	A8KN011011647
Mt. Desert Island High School	Guidance Office	Konica Minolta BH458	AA6U011015499
Mt. Desert Island High School	Gym Office	HP Color Laser Jet M452dn	VNB3M73094
Mt. Desert Island High School	Hallway Outside 118	Konica Minolta BHC458	A79M011044811
Mt. Desert Island High School	Library	Konica Minolta BH4402	AAFH011007585
Mt. Desert Island High School	Library	Konica Minolta BH458	AA6U011015541
Mt. Desert Island High School	Main Office	Konica Minolta BHC3350i	A93E011001637
Mt. Desert Island High School	Nurse's Old Office	HP Laser Jet Pro M402dne	PHB5707025
Mt. Desert Island High School	Portable (TAP)	HP Laser Jet Pro M402dne	PHB5H45764
Mt. Desert Island High School	Room 130	HP Color Laser Jet M452dn	VNB3M73095
Mt. Desert Island High School	Special Education	Konica Minolta BHC458	A79M011044810
Mt. Desert Island High School	Teachers' Lunch Room	Konica Minolta BH808	A8KN011011621
Mt. Desert Island High School	Teachers' Lunch Room	Konica Minolta BHC658	A79J013008857
Pemetic Elementary School	Copy Room 1st Floor	Konica Minolta BHC658	A79J013008922
Pemetic Elementary School	Copy Room 2nd Floor	Konica Minolta BHC658	A79J013008851
Pemetic Elementary School	Main Office	HP Laser Jet Pro M402dne	PHB5D59379
Pemetic Elementary School	Room 125 (move to K-2 SPED)	HP Laser Jet Pro M402dne	PHB5D59374
Pemetic Elementary School	Room 215	Konica Minolta BH4402	AAFJ011000534
Pemetic Elementary School	Room 231	HP Laser Jet Pro M402dne	PHB5F56898
Pemetic Elementary School	Room 237	HP Laser Jet Pro M402dne	PHB5F56902
Pemetic Elementary School	Room 237 Sattler	HP Laser Jet Pro M402dn	PHB5F56907
Pemetic Elementary School	Upper Sped 206	HP Laser Jet Pro M402dne	PHB5D59368
Swans Island Elementary School	Copy Room	Konica Minolta BH308	AA6W017003927
Swans Island Elementary School	Main Office	Konica Minolta BHC3350i	A93E011001597

Building	Room	Make/Model	Serial Number
Tremont Consolidated School	Main Office	HP Color Laser Jet M452dn	JPCCM8DIBD
Tremont Consolidated School	Main Office	HP Laser Jet Pro M402dne	PHB5H45792
Tremont Consolidated School	Main Office - High Volume Confirmed	Konica Minolta BHC458	A79M011053010
Tremont Consolidated School	Main Office Hall	Konica Minolta BH808	A8KN011011640
Tremont Consolidated School	Office	Konica Minolta BHC558	A79K011024930
Tremont Consolidated School	Principal's Office	HP Laser Jet Pro M402dne	PHB5F56906
Trenton Elementary School	8th Grade Wing Hall	Konica Minolta BH4052	AA6U011015495
Trenton Elementary School	Hallway of Room 107	Konica Minolta BH458	AA6U011015528
Trenton Elementary School	Main Office	Konica Minolta BHC658	A79J013008847
Trenton Elementary School	Room 202	Konica Minolta BHC658	A79J013008939

## OWNED EQUIPMENT

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Building	Room	Make/Model	Serial Number
AOS 91 District Office	Front Office	Konica Minolta BHC3300i	AAJT011200045
Tremont Consolidated School	Nurse's Office	Konica Minolta BH4052	AAIR011012585

## STARDoc USER NAMES

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## 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!**

## 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