



Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538

FY20 Annual Report

Year - End Photocopier Analysis

With projected costs for FY21

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



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

November 2020

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

Dear Nancy:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us for the **past 25 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, Billie Jo and I 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.



Jessica Paradis
Accounting Coordinator

Jessica oversees billing, resolving any questions or issues as needed. She is also responsible for setting up lease and purchase transactions.

Alex Webster
Operations & Marketing Manager

Alex oversees STARDoc, FM Audit, and equipment upgrades. He also researches and markets current and new SPC tools and services to existing and potential clients.



Pam Weed
Client-Vendor Relations

Pam helps to maintain a good working relationship between clients and vendors, especially with regard to equipment reliability. She also oversees equipment upgrades and changes, warranty replacements, end-of-year meter collection and billing, and Annual Report scheduling. Pam assists with marketing SPC services to existing and potential clients.

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 equipment surveys and installation audits. He assists with contact information updates along with STARDoc and FM Audit updates.

Heidi Tilton
Accounting Support

Heidi handles bookkeeping and billing for both clients and vendors, processing payments, and other office support.



Kelly Fortier
Office Support

Our newest team member, Kelly assists with maintaining service & supply contracts, managing equipment trades, and upgrades, bookkeeping and other general office work.



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 and supply contracts.

1999 Improved Annual Reports

- 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

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.

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 SPC Roadmap

- Major STARDoc facelift. User interface will be more modern.
- Update Bid Process to simplify bid submission for all of our vendors.
- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.

Equipment Health Status

Total Number of Machines: **87**

Total Black Photocopiers:	13
Total Color Photocopiers:	25
Total Black Network Printers:	38
Total Color Network Printers:	11
Total Removed From Service:	3

of Units OFF Warranty: **0**

of Units Approaching End of Warranty: **0**

of Units Overused: **0**

of Units Underused: **0**

Commencement Date: **08/02/2019**

of Annual Payments Left on Lease: **4**

All Warranties and Service Contracts Expire: **06/30/2025**

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,

Because of the change to remote learning in March, COVID-19 had a direct and significant impact on client budgets. Usage was dramatically affected and resulted in a year-end under usage credit of \$7,075.91. While this may seem like a positive – saving money on reprographic expenses – it has actually put a tremendous burden on the vendors as they are starting off the new fiscal year with a deficit. Combine this with other economic strains for the vendors, SPC is concerned, which is why we have developed the Warranty and Relief Fund (see page 59) to protect our clients.

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 2nd 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 1st 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
	Totals	\$156,197.40	\$126,485.92	\$135,813.55

* 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

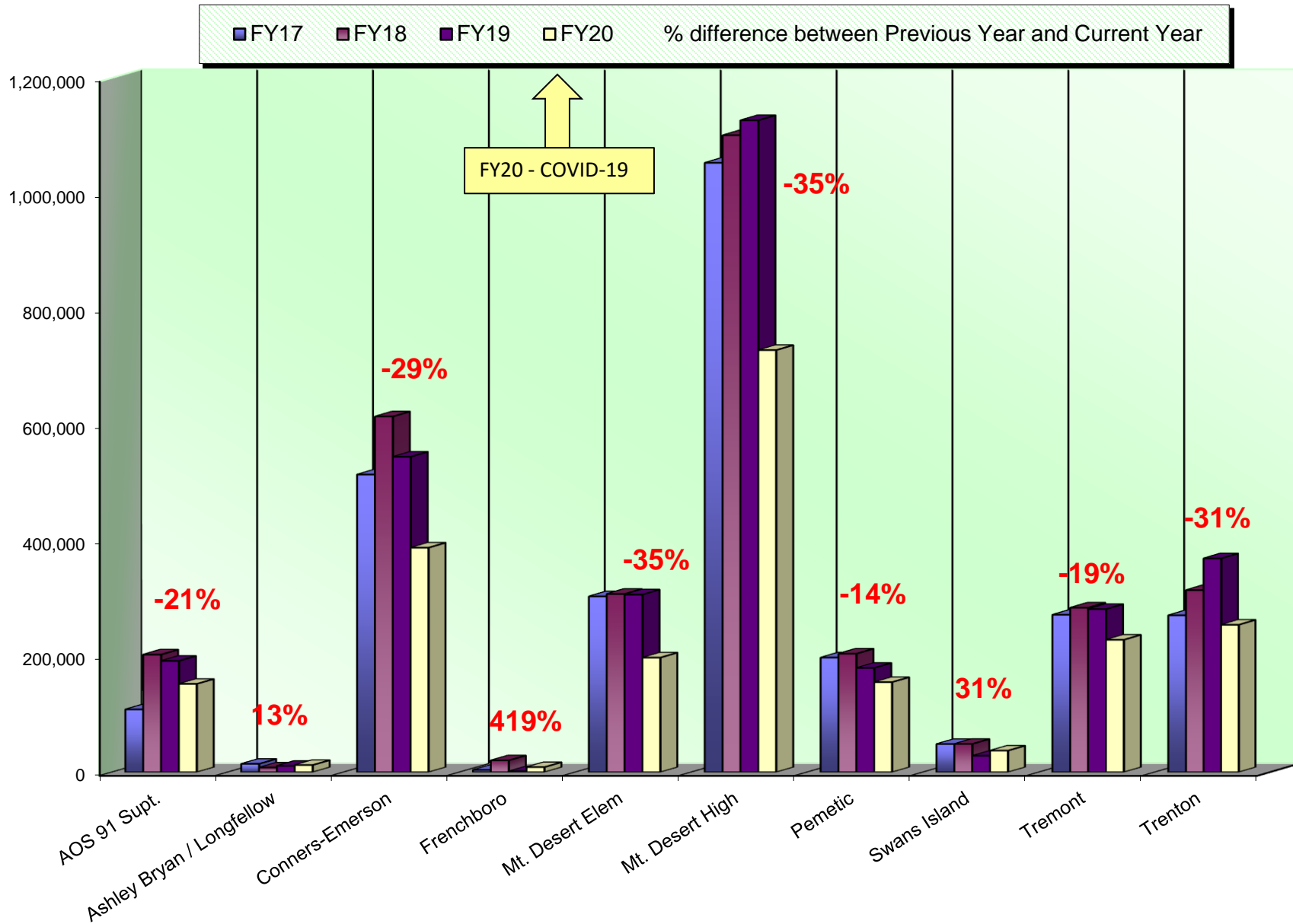
Make - Model	Serial Number	IP Address	Last Update
BROTHER HL-2270DW series	U62674G1N425710	10.40.0.9	2020-03-21 07:42:19
BROTHER HL-L2390DW	U64967G0N621339	10.2.0.45	2020-11-15 02:42:17
BROTHER HL-L6200DW series	U64180E8N115292	10.2.5.72	2020-11-15 02:42:17
BROTHER MFC-L5900DW series	U64203D8N723380	10.50.5.209	2020-11-15 02:42:17
BROTHER QL-820NWB	H8Z158046	10.40.0.58	2020-11-15 02:42:17
BROTHER QL-820NWB	J9Z930337	10.50.6.109	2020-03-24 07:42:17
CANON PRO-1000 series	AEVW06827	10.40.6.119	2020-11-17 10:25:30
EPSON ET-2750 Series	X4DQ218801	10.2.4.200	2020-11-15 02:42:17
EPSON SC-P6000 Series	VMBE002770	10.2.4.216	2020-03-21 07:42:19
HP 3830 series	CN93N7Q5HF06VZ	10.2.4.162	2020-11-15 02:42:17
HP LASERJET 2430	CNDJB35181	10.40.0.79	2020-11-15 02:42:17
HP Officejet Pro X576dw MFP	CN442GK05F	10.2.8.20	2020-08-31 02:42:16
RICOH SP C360DNw	Y947R800002	10.40.0.17	2020-01-30 07:42:40

Warranty Replaced Machines

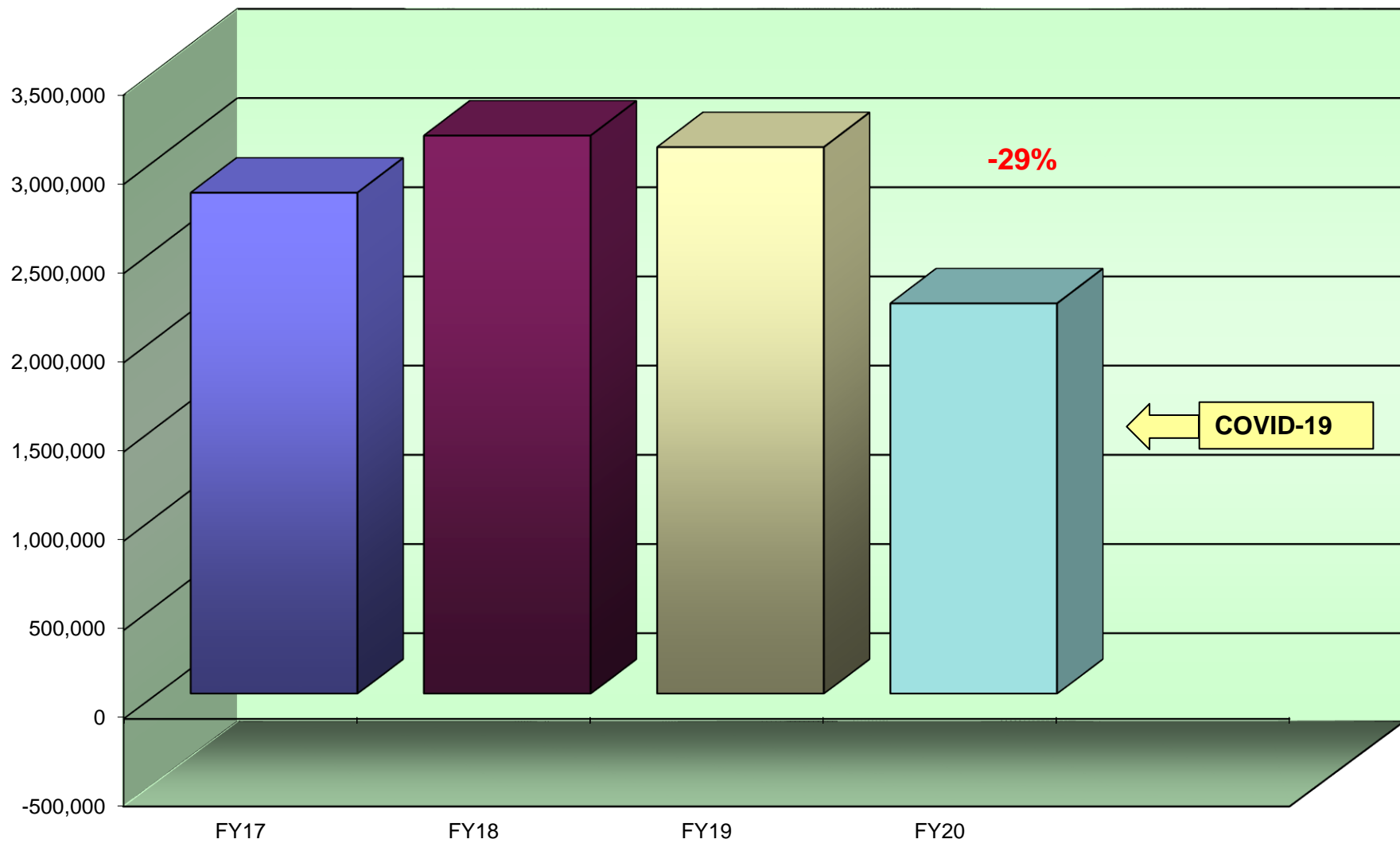
The following copiers or printers have been replaced by the vendor under the service warranty agreement.

Building	Department/Room	Make/Model	Serial #	Vendor ID #	Date of Trade
AOS 91 District Office	Special Education	HP-Color Laser Jet M452dn	VNB3B20856	139109	2020-02-25
Swans Island Elementary School	Main Office	Konica Minolta-BHC3350i	A93E011001696	212457	2019-11-22
Tremont Consolidated School	Main Office	Konica Minolta-BHC3350i	A93E011002419	212462	2020-02-12

Annual Black Volume by Building



Annual Black Volume Overall



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

Average Student to Copy Usage – Black Only

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

<i>Building</i>	<i>Student Population</i>	<i>Projected Annual Volume</i>	<i>Total School Cost*</i>	<i>Average Copies Per Student</i>	<i>Average Cost Per Student</i>
AOS 91 District Office	0	224,244	\$11,274.61	0	\$0.00
Ashley Bryan School	10	20,397	\$693.51	2,040	\$69.35
Conners-Emerson School	292	619,724	\$19,798.36	2,122	\$67.80
Frenchboro Elementary	3	956	\$32.50	319	\$10.83
Longfellow School	0	7,827	\$266.13	0	\$0.00
Mt. Desert Elementary	162	320,123	\$10,170.82	1,976	\$62.78
Mt. Desert Island High	533	1,109,143	\$34,853.22	2,081	\$65.39
Pemetic Elementary	140	205,688	\$6,655.81	1,469	\$47.54
Swans Island Elementary	32	49,853	\$1,658.01	1,558	\$51.81
Tremont Consolidated	125	313,377	\$9,929.38	2,507	\$79.44
Trenton Elementary	153	317,904	\$9,874.36	2,078	\$64.54
<i>TOTALS & AVERAGES</i>	<i>1,450</i>	<i>3,189,236</i>	<i>\$105,206.70</i>	<i>2,199</i>	<i>\$72.56</i>

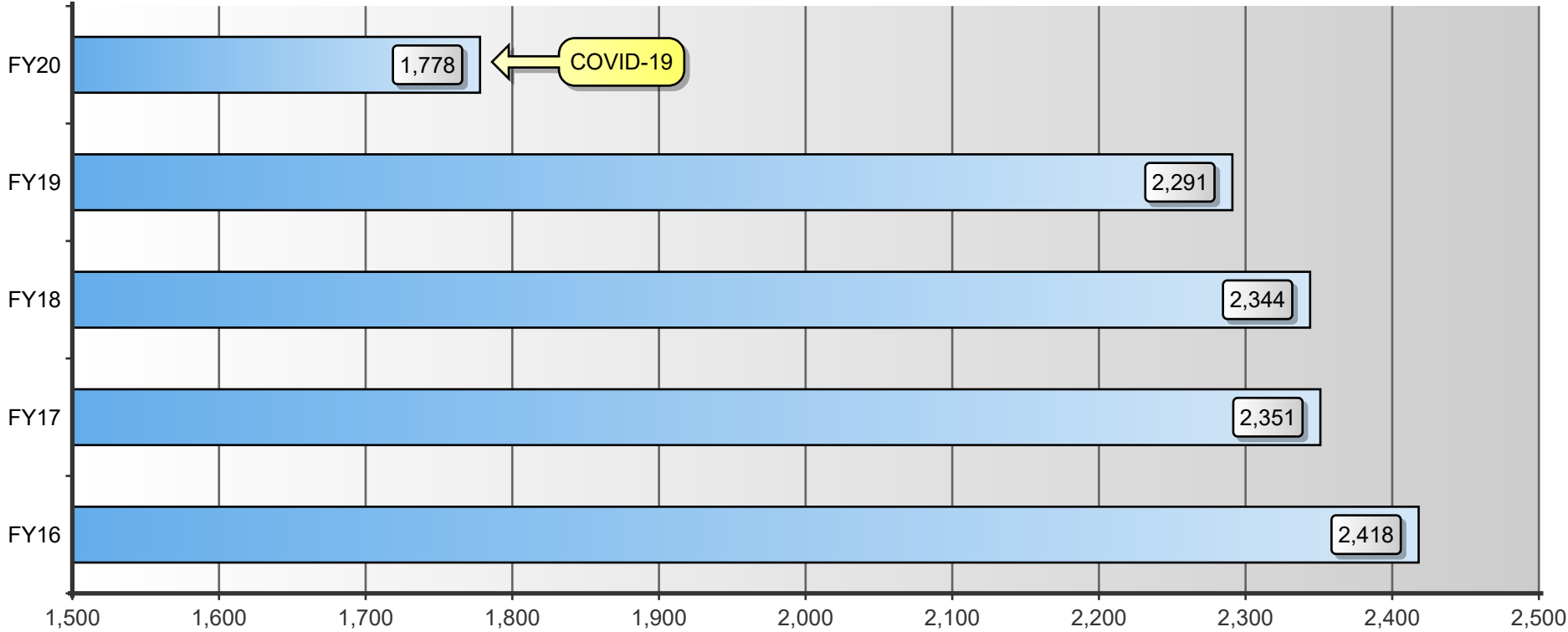
*Total School Cost refers to the cost of Service, Supplies, Paper and Equipment. See Projected Equipment Costs by Building table later in this Report.

Industry Average Copies per Student - Black

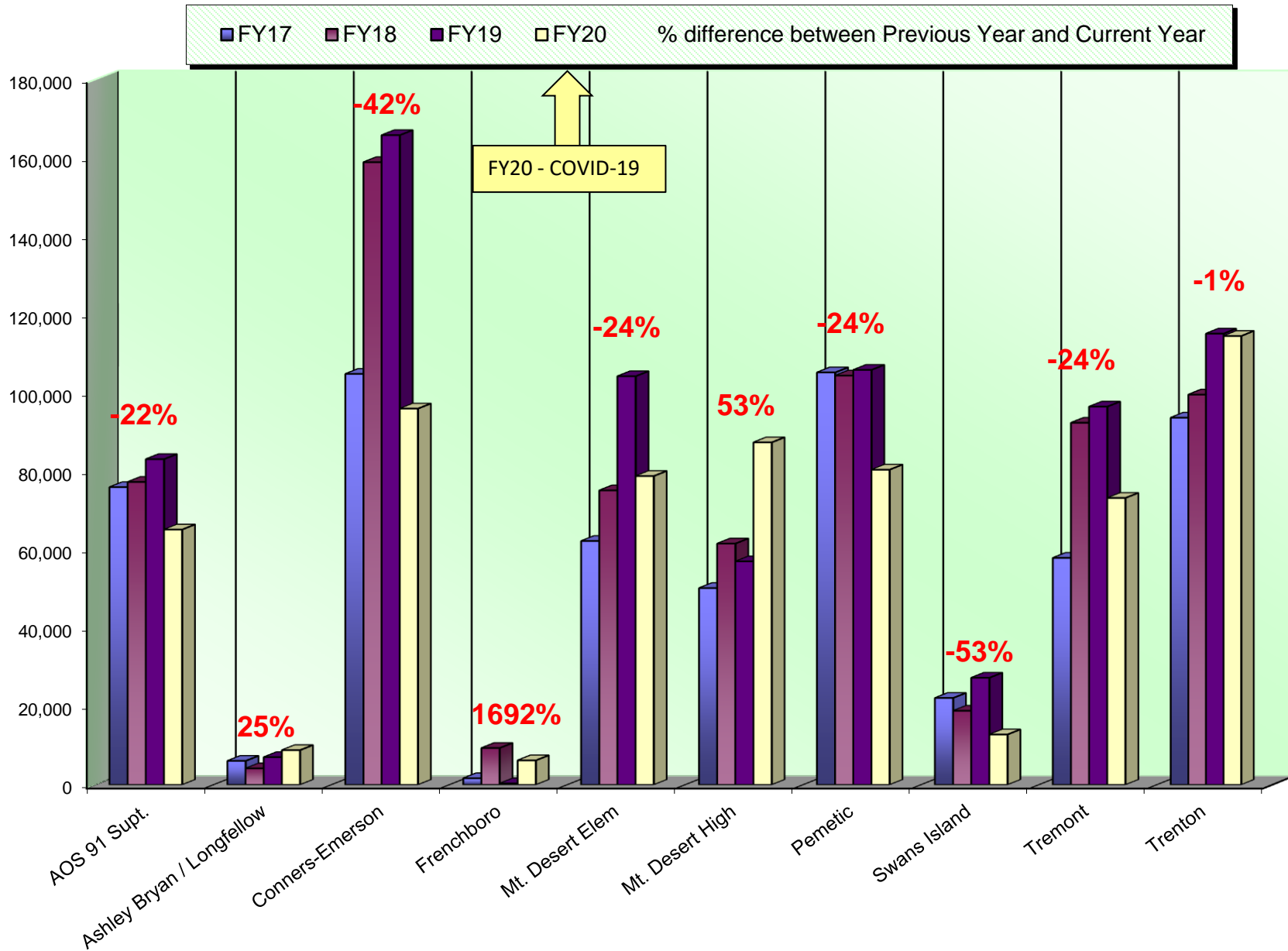
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
All Schools w/Student Populations	74,038	131,634,476	\$3,165,697.18	1,778	\$42.76

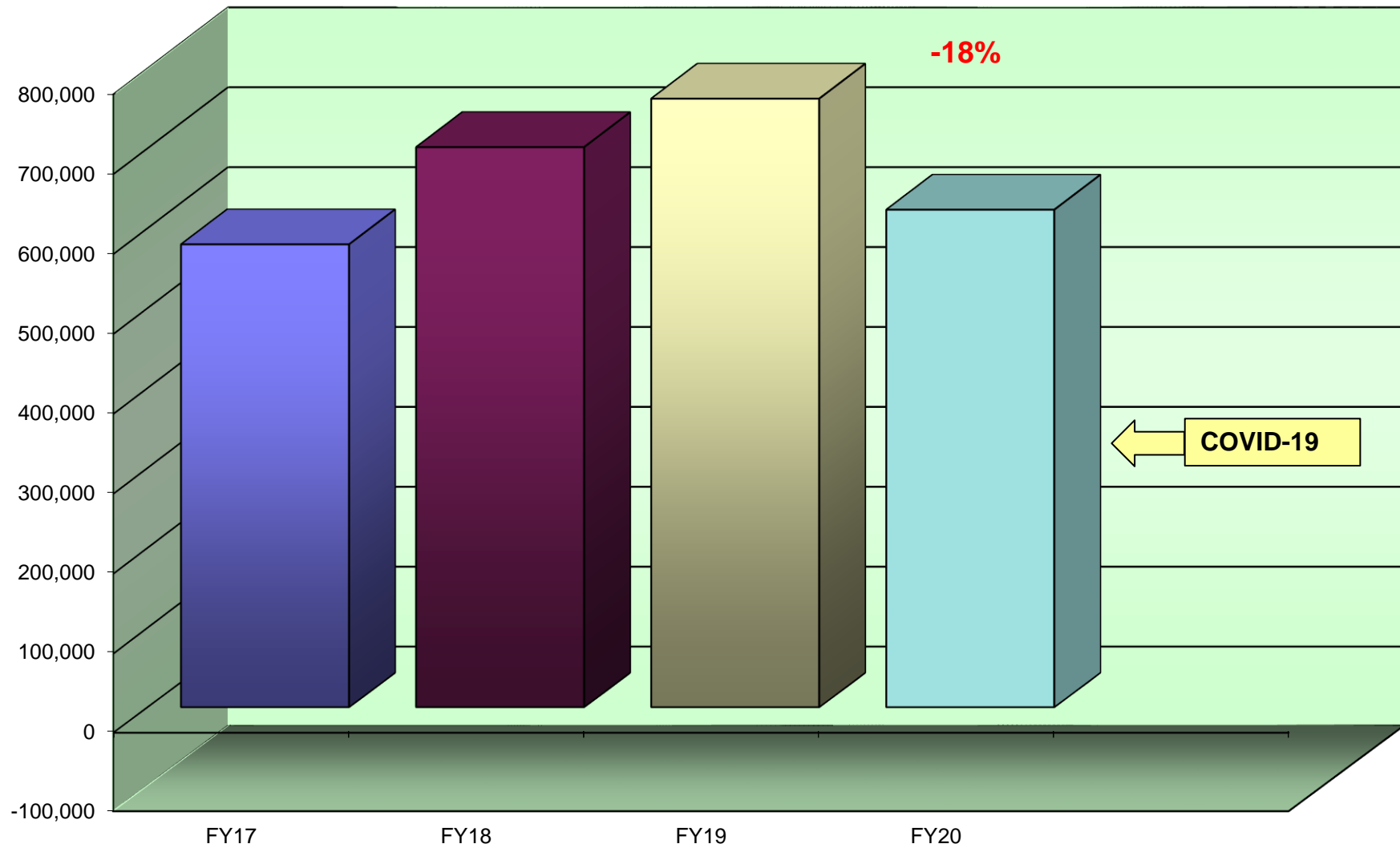
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



Annual Color Volume by Building



Annual Color Volume Overall



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

Average Student to Copy Usage – Color Only

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

<i>Building</i>	<i>Student Population</i>	<i>Projected Annual Volume</i>	<i>Total School Cost*</i>	<i>Average Copies Per Student</i>	<i>Average Cost Per Student</i>
AOS 91 District Office	0	71,664	\$4,099.25	0	\$0.00
Ashley Bryan School	10	9,378	\$529.11	938	\$52.91
Conners-Emerson School	292	157,830	\$7,074.93	541	\$24.23
Frenchboro Elementary	3	142	\$8.01	47	\$2.67
Longfellow School	0	4,046	\$228.28	0	\$0.00
Mt. Desert Elementary	162	88,382	\$3,444.25	546	\$21.26
Mt. Desert Island High	533	66,203	\$2,797.42	124	\$5.25
Pemetic Elementary	140	108,942	\$4,245.47	778	\$30.32
Swans Island Elementary	32	18,886	\$1,632.54	590	\$51.02
Tremont Consolidated	125	111,305	\$5,618.78	890	\$44.95
Trenton Elementary	153	99,536	\$3,878.92	651	\$25.35
TOTALS & AVERAGES	1,450	736,314	\$33,556.96	508	\$23.14

**Total School Cost refers to the cost of Service and Supplies. Paper and Equipment Costs are only calculated with the Black Prints. See Projected Equipment Costs by Building table later in this Report.*

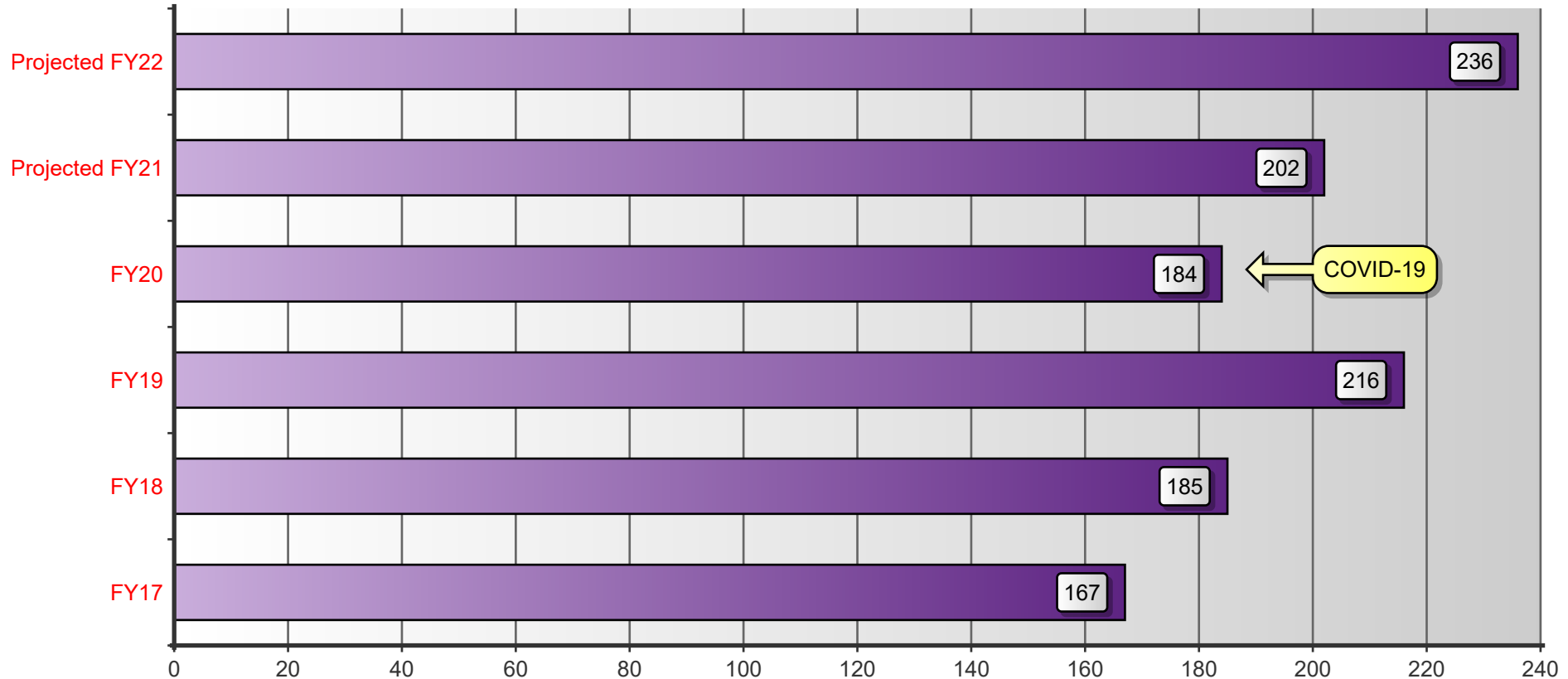
NOTE: STARDoc tool will flag any future high color usage. See Page 11 of STARDoc Features. Current industry ratio averages 216 color prints per student per year. Your color volume this year averages 508 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

Industry Average Copies per Student - Color

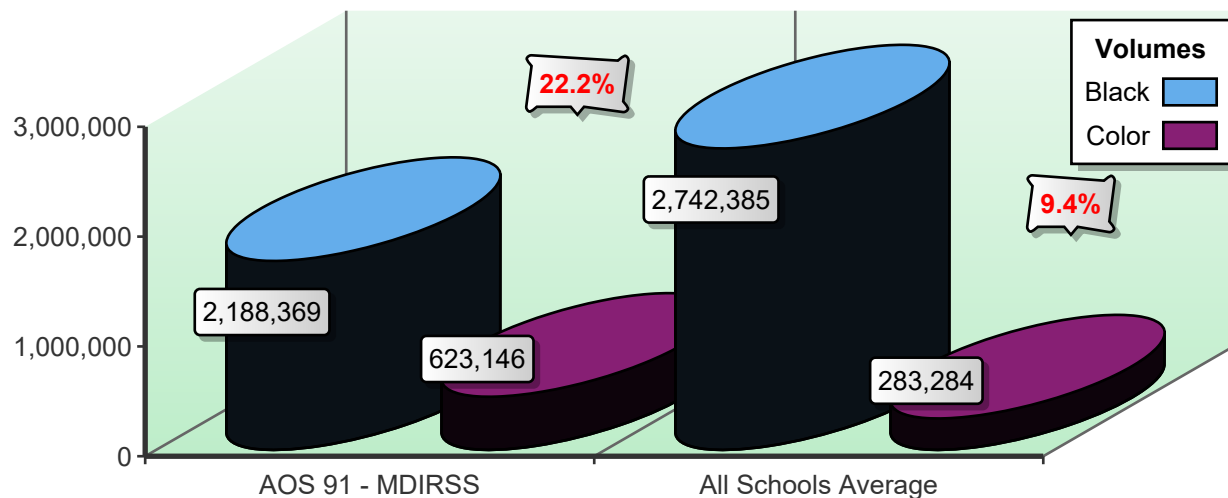
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	74,038	13,597,620	\$725,023.31	184	\$9.79

*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 is skyrocketing out of control! A five-year study of 83,000 students across the Tri-State region revealed a rapid increase in the K-12 sector. In fact, in FY19, color printing increased by 19%! Of course FY20 was dramatically different because of COVID-19. Therefore, we should assume that color volume will continue to increase unless the proper controls are put in place. Obviously, some color printing is necessary. However, if color printing 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.

Usage Profile for Service & Supplies - Black

The table below shows an overview of the actual black volumes in each building before and after your equipment upgrade.

	<i>Volume Prior To Upgrade</i>	<i>Cost Prior to Upgrade</i>	<i>Volume After Upgrade</i>	<i>Cost After Upgrade</i>	<i>Total Volume</i>	<i>Total Costs</i>
AOS 91 District Office	38,630	\$343.41	116,962	\$3,261.49	155,592	\$3,604.90
Ashley Bryan School	15	\$0.25	3,467	\$21.25	3,482	\$21.50
Conners-Emerson School	79,341	\$527.21	311,632	\$1,227.50	390,973	\$1,754.71
Frenchboro Elementary	7,224	\$120.06	1,758	\$10.78	8,982	\$130.84
Longfellow School	9,131	\$154.77	0	\$0.00	9,131	\$154.77
Mt. Desert Elementary	33,560	\$292.87	168,066	\$722.81	201,626	\$1,015.68
Mt. Desert Island High	167,912	\$890.25	563,321	\$1,975.95	731,233	\$2,866.20
Pemetic Elementary	28,371	\$205.78	130,344	\$634.99	158,715	\$840.77
Swans Island Elementary	13,816	\$125.71	24,255	\$99.99	38,071	\$225.70
Tremont Consolidated	31,758	\$150.31	200,638	\$743.33	232,396	\$893.64
Trenton Elementary	60,773	\$316.29	197,395	\$631.66	258,168	\$947.95
TOTALS	470,531	\$3,126.91	1,717,838	\$9,329.75	2,188,369	\$12,456.66

Usage Profile for Service & Supplies - Black

The table below shows an overview of the actual black volumes in each building before and after your equipment upgrade.

	<i>Volume Prior To Upgrade</i>	<i>Cost Prior to Upgrade</i>	<i>Volume After Upgrade</i>	<i>Cost After Upgrade</i>	<i>Total Volume</i>	<i>Total Costs</i>
AOS 91 District Office	38,630	\$343.41	116,962	\$3,261.49	155,592	\$3,604.90
Ashley Bryan School	15	\$0.25	3,467	\$21.25	3,482	\$21.50
Conners-Emerson School	79,341	\$527.21	311,632	\$1,227.50	390,973	\$1,754.71
Frenchboro Elementary	7,224	\$120.06	1,758	\$10.78	8,982	\$130.84
Longfellow School	9,131	\$154.77	0	\$0.00	9,131	\$154.77
Mt. Desert Elementary	33,560	\$292.87	168,066	\$722.81	201,626	\$1,015.68
Mt. Desert Island High	167,912	\$890.25	563,321	\$1,975.95	731,233	\$2,866.20
Pemetic Elementary	28,371	\$205.78	130,344	\$634.99	158,715	\$840.77
Swans Island Elementary	13,816	\$125.71	24,255	\$99.99	38,071	\$225.70
Tremont Consolidated	31,758	\$150.31	200,638	\$743.33	232,396	\$893.64
Trenton Elementary	60,773	\$316.29	197,395	\$631.66	258,168	\$947.95
TOTALS	470,531	\$3,126.91	1,717,838	\$9,329.75	2,188,369	\$12,456.66

Usage Profile for Service & Supplies - Color

The table below shows an overview of the actual color volumes in each building before and after your equipment upgrade.

	<i>Volume Prior To Upgrade</i>	<i>Cost Prior to To Upgrade</i>	<i>Volume After Upgrade</i>	<i>Cost After Upgrade</i>	<i>Total Volume</i>	<i>Total Costs</i>
AOS 91 District Office	17,256	\$964.50	47,860	\$2,759.15	65,116	\$3,723.65
Ashley Bryan School	85	\$8.07	4,973	\$279.73	5,058	\$287.80
Conners-Emerson School	28,161	\$1,431.36	67,803	\$3,248.23	95,964	\$4,679.59
Frenchboro Elementary	3,388	\$321.49	2,847	\$160.14	6,235	\$481.63
Longfellow School	3,781	\$358.78	0	\$0.00	3,781	\$358.78
Mt. Desert Elementary	16,256	\$1,020.16	62,512	\$2,428.59	78,768	\$3,448.75
Mt. Desert Island High	9,275	\$761.32	78,073	\$3,157.14	87,348	\$3,918.46
Pemetic Elementary	17,695	\$852.01	62,692	\$2,435.58	80,387	\$3,287.59
Swans Island Elementary	3,545	\$241.48	9,286	\$780.49	12,831	\$1,021.97
Tremont Consolidated	15,979	\$818.35	57,195	\$3,307.56	73,174	\$4,125.91
Trenton Elementary	26,635	\$1,282.48	87,849	\$3,412.93	114,484	\$4,695.41
TOTALS	142,056	\$8,060.00	481,090	\$21,969.54	623,146	\$30,029.54

Projected Equipment Costs by Building - Black

This table represents projected expenses for BLACK prints or copies by building based on projections from your recent upgrade. Approximate current paper case costs and averaged current annual lease payment are figured in to provide budget information for the upcoming fiscal year.

<i>Building</i>	<i>Projected Black Volume</i>	<i>Projected Black Cost</i>	<i>Approx. Paper Cost</i>	<i>Average Annual Equipment Cost</i>	<i>Total Projected Black Usage Cost</i>
AOS 91 District Office	224,244	\$5,029.23	\$1,210.92	\$5,034.46	\$11,274.61
Ashley Bryan School	20,397	\$125.44	\$110.14	\$457.93	\$693.51
Conners-Emerson School	619,724	\$2,538.54	\$3,346.51	\$13,913.31	\$19,798.36
Frenchboro Elementary	956	\$5.88	\$5.16	\$21.46	\$32.50
Longfellow School	7,827	\$48.14	\$42.27	\$175.72	\$266.13
Mt. Desert Elementary	320,123	\$1,255.14	\$1,728.66	\$7,187.02	\$10,170.82
Mt. Desert Island High	1,109,143	\$3,962.68	\$5,989.37	\$24,901.17	\$34,853.22
Pemetic Elementary	205,688	\$927.23	\$1,110.72	\$4,617.86	\$6,655.81
Swans Island Elementary	49,853	\$269.56	\$269.21	\$1,119.24	\$1,658.01
Tremont Consolidated	313,377	\$1,201.57	\$1,692.24	\$7,035.57	\$9,929.38
Trenton Elementary	317,904	\$1,020.47	\$1,716.68	\$7,137.21	\$9,874.36
TOTALS	3,189,236	\$16,383.88	\$17,221.87	\$71,600.96	\$105,206.70

Projected Equipment Costs by Building - Color

This table represents projected expenses for COLOR prints or copies by building based on projections from your recent upgrade. Current paper case costs and current annual lease payment are NOT figured in to this table as they are covered in the Black prints report.

<i>Building</i>	<i>Projected Color Volume</i>	<i>Total Projected Color Usage Cost</i>
AOS 91 District Office	71,664	\$4,099.25
Ashley Bryan School	9,378	\$529.11
Conners-Emerson School	157,830	\$7,074.93
Frenchboro Elementary	142	\$8.01
Longfellow School	4,046	\$228.28
Mt. Desert Elementary	88,382	\$3,444.25
Mt. Desert Island High	66,203	\$2,797.42
Pemetic Elementary	108,942	\$4,245.47
Swans Island Elementary	18,886	\$1,632.54
Tremont Consolidated	111,305	\$5,618.78
Trenton Elementary	99,536	\$3,878.92
TOTALS	736,314	\$33,556.96

Service & Supply Usage Profile by Vendor - Black

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. 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. **Current year's increase is .03%.**

<i>Vendor</i>	<i>Billing Type</i>	<i>Equipment Type</i>	<i>Actual Volume</i>	<i>FY20 Cost / Copy</i>	<i>Total Costs</i>	<i>Projected Volume</i>	<i>FY21 Cost / Copy</i>	<i>Projected Cost</i>
Budget	Close-Out	Color Photocopier	20,313	\$0.00428	\$86.94	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Laser MFP	512	\$0.00814	\$4.17	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Network Printer	15,630	\$0.01084	\$169.43	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Network Printer	7,491	\$0.01695	\$126.97	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Network Printer	-323	\$0.02143	(\$6.92)	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Photocopier	167,106	\$0.00412	\$688.48	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Photocopier	36,138	\$0.00499	\$180.33	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Photocopier	30,489	\$0.00597	\$182.02	0	\$0.00000	\$0.00
Ricoh	Close-Out	Black Photocopier	11,049	\$0.00749	\$82.76	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Laser MFP	20,389	\$0.01695	\$345.59	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Network Printer	388	\$0.01084	\$4.21	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Network Printer	11,903	\$0.02143	\$255.08	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Photocopier	18,823	\$0.00446	\$83.95	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Photocopier	113,632	\$0.00651	\$739.74	0	\$0.00000	\$0.00
Rosetta Technologies	Close-Out	Black Network Printer	16,991	\$0.01084	\$184.18	0	\$0.00000	\$0.00

<i>Vendor</i>	<i>Billing Type</i>	<i>Equipment Type</i>	<i>Actual Volume</i>	<i>FY20 Cost / Copy</i>	<i>Total Costs</i>	<i>Projected Volume</i>	<i>FY21 Cost / Copy</i>	<i>Projected Cost</i>
SymQuest	Upgrade	Black Laser MFP	1,830	\$0.00613	\$11.22	1,906	\$0.00615	\$11.72
SymQuest	Upgrade	Black Network Printer	27,525	\$0.01062	\$292.32	34,363	\$0.01065	\$365.97
SymQuest	Upgrade	Black Network Printer	78,487	\$0.01063	\$834.32	136,822	\$0.01066	\$1,458.52
SymQuest	Upgrade	Black Network Printer	54,936	\$0.05500	\$3,021.48	78,305	\$0.05516	\$4,319.30
SymQuest	Upgrade	Black Photocopier	705,675	\$0.00320	\$2,258.16	1,400,782	\$0.00321	\$4,496.51
SymQuest	Upgrade	Color Laser MFP	34,191	\$0.00613	\$209.59	48,695	\$0.00615	\$299.47
SymQuest	Upgrade	Color Network Printer	5,103	\$0.01062	\$54.19	7,250	\$0.01065	\$77.21
SymQuest	Upgrade	Color Network Printer	7,562	\$0.01063	\$80.38	80,642	\$0.01066	\$859.64
SymQuest	Upgrade	Color Photocopier	802,529	\$0.00320	\$2,568.09	1,400,471	\$0.00321	\$4,495.51
TOTALS			2,188,369	\$0.00569	\$12,456.68	3,189,236	\$0.00514	\$16,383.85

Service & Supply Usage Profile by Vendor - Color

This table represents actual expenses for COLOR prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. 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. **Current year's increase is .03%.**

<i>Vendor</i>	<i>Billing Type</i>	<i>Equipment Type</i>	<i>Actual Volume</i>	<i>FY20 Cost / Copy</i>	<i>Total Cost</i>	<i>Projected Volume</i>	<i>FY21 Cost / Copy</i>	<i>Projected Cost</i>
Budget	Close-Out	Color Photocopier	7,259	\$0.04416	\$320.56	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Laser MFP	13,390	\$0.09489	\$1,270.58	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Network Printer	20,912	\$0.07286	\$1,523.65	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Network Printer	1,854	\$0.07456	\$138.23	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Photocopier	92,188	\$0.04815	\$4,438.85	0	\$0.00000	\$0.00
Ricoh	Close-Out	Color Photocopier	6,453	\$0.05705	\$368.14	0	\$0.00000	\$0.00
SymQuest	Upgrade	Color Laser MFP	55,016	\$0.05625	\$3,094.65	32,215	\$0.05642	\$1,817.57
SymQuest	Upgrade	Color Network Printer	34,450	\$0.10625	\$3,660.31	63,619	\$0.10657	\$6,779.88
SymQuest	Upgrade	Color Photocopier	391,624	\$0.03885	\$15,214.59	640,480	\$0.03897	\$24,959.51
TOTALS			623,146	\$0.04819	\$30,029.56	736,314	\$0.04557	\$33,556.96

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 20 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
2,188,369	\$0.01450	\$31,731.35

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,188,369	\$0.00569	\$12,451.82	\$19,279.53	\$96,397.65

*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 \$19,279.53 x 25 years as a Client
= \$481,988.25 Cost Savings!

Reprographic Equipment Assessment

This chart provides the status of your equipment and details of your current lease, if any.*

Total Number of Units	84
Total Number of Units on Lease	84
Total Number of Units Owned	0
Lease Company	Norway Savings Bank
Lease Start Date	08/02/2019
Lease End Date	08/01/2024
Term	5 Annual
Annual Payment usually due on 8/1	\$71,600.96
Remaining Payments	4

**The determination on the lease has no bearing on Service & Supply and Warranty Contracts.*

Leased Equipment

Building	Make/Model	Serial Number
AOS 91 District Office	Konica Minolta BHC558	A79K011024933
AOS 91 District Office	Konica Minolta BHC558	A79K011025010
AOS 91 District Office	Konica Minolta BH4402	AAFH011007581
AOS 91 District Office	HP Laser Jet Pro M402dne	PHB5D59270
AOS 91 District Office	HP Laser Jet Pro M402dne	PHB5D59378
AOS 91 District Office	HP Laser Jet Pro M402dne	PHB5D59467
AOS 91 District Office	HP Laser Jet Pro M402dne	PHB5D59469
AOS 91 District Office	HP Laser Jet Pro M402dne	PHB5F56740
AOS 91 District Office	HP Color Laser Jet M452dn	VNB3K07381
AOS 91 District Office	HP Color Laser Jet M452dn	VNB3M73099
Ashley Bryan School	Konica Minolta BHC3350i	A93E011002380
Ashley Bryan School	Konica Minolta BH4422	AAFM011001254
Conners-Emerson School	Konica Minolta BHC558	A79K011017075
Conners-Emerson School	Konica Minolta BHC558	A79K011024886
Conners-Emerson School	Konica Minolta BHC558	A79K011024934
Conners-Emerson School	Konica Minolta BH808	A8KN011010939
Conners-Emerson School	Konica Minolta BH658	AA6R011005213
Conners-Emerson School	HP Color Laser Jet M452dn	JPCCM8D171
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5707030
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59362
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59364
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59366
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59367
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59369
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59370
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59372
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59375
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5D59380
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56831
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56900
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56901
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56903

Building	Make/Model	Serial Number
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56904
Conners-Emerson School	HP Laser Jet Pro M402dne	PHB5F56905
Conners-Emerson School	HP Color Laser Jet M452dn	VNB3B74407
Conners-Emerson School	HP Color Laser Jet M452dn	VNB3B74409
Conners-Emerson School	HP Color Laser Jet M452dn	VNG3M10739
Frenchboro Elementary School	Konica Minolta BHC3350i	A93E011002055
Frenchboro Elementary School	Konica Minolta BH4422	AAFM011001225
Longfellow School	Konica Minolta BHC3350i	A93E011002168
Mt. Desert Elementary School	Konica Minolta BHC658	A79J013008832
Mt. Desert Elementary School	Konica Minolta BHC658	A79J013008877
Mt. Desert Elementary School	Konica Minolta BHC558	A79K011024874
Mt. Desert Elementary School	Konica Minolta BH4402	AAFJ011000461
Mt. Desert Elementary School	Konica Minolta BH4402	AAFJ011000529
Mt. Desert Elementary School	Konica Minolta BH4422	AAFM011000215
Mt. Desert Elementary School	HP Laser Jet Pro M402dne	PHB5D59365
Mt. Desert Island High School	Konica Minolta BHC658	A79J013008857
Mt. Desert Island High School	Konica Minolta BHC558	A79K011024930
Mt. Desert Island High School	Konica Minolta BHC458	A79M011044810
Mt. Desert Island High School	Konica Minolta BHC458	A79M011044811
Mt. Desert Island High School	Konica Minolta BHC458	A79M011046871
Mt. Desert Island High School	Konica Minolta BH808	A8KN011011621
Mt. Desert Island High School	Konica Minolta BH808	A8KN011011647
Mt. Desert Island High School	Konica Minolta BHC3350i	A93E011001637
Mt. Desert Island High School	Konica Minolta BH458	AA6U011015499
Mt. Desert Island High School	Konica Minolta BH458	AA6U011015541
Mt. Desert Island High School	Konica Minolta BH4402	AAFH011007585
Mt. Desert Island High School	Konica Minolta BH4402	AAFJ011000224
Mt. Desert Island High School	HP Laser Jet Pro M402dne	PHB5707025
Mt. Desert Island High School	HP Laser Jet Pro M402dne	PHB5H45764
Mt. Desert Island High School	HP Color Laser Jet M452dn	VNB3M73094
Mt. Desert Island High School	HP Color Laser Jet M452dn	VNB3M73095
Pemetic Elementary School	Konica Minolta BHC658	A79J013008851
Pemetic Elementary School	Konica Minolta BHC658	A79J013008922

Building	Make/Model	Serial Number
Pemetic Elementary School	Konica Minolta BH4402	AAFJ011000534
Pemetic Elementary School	HP Laser Jet Pro M402dne	PHB5D59368
Pemetic Elementary School	HP Laser Jet Pro M402dne	PHB5D59374
Pemetic Elementary School	HP Laser Jet Pro M402dne	PHB5D59379
Pemetic Elementary School	HP Laser Jet Pro M402dne	PHB5F56898
Pemetic Elementary School	HP Laser Jet Pro M402dne	PHB5F56902
Pemetic Elementary School	HP Laser Jet Pro M402dn	PHB5F56907
Swans Island Elementary School	Konica Minolta BHC3350i	A93E011001597
Swans Island Elementary School	Konica Minolta BH308	AA6W017003927
Swans Island Elementary School	HP Color Laser Jet M452dn	VNB3B20860
Tremont Consolidated School	Konica Minolta BHC458	A79M011053010
Tremont Consolidated School	Konica Minolta BH808	A8KN011011640
Tremont Consolidated School	HP Color Laser Jet M452dn	JPCCM8D1BD
Tremont Consolidated School	HP Laser Jet Pro M402dne	PHB5F56906
Tremont Consolidated School	HP Laser Jet Pro M402dne	PHB5H45792
Trenton Elementary School	Konica Minolta BHC658	A79J013008847
Trenton Elementary School	Konica Minolta BHC658	A79J013008939
Trenton Elementary School	Konica Minolta BH458	AA6U011015495
Trenton Elementary School	Konica Minolta BH458	AA6U011015528

STARDoc User Names

Name	User Name
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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 63 clients with over 3,700 devices doing more than **155** million copies and prints per year. We purchase approximately 1,100 units annually with 80 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 annually and/or quarterly.
- TWO 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.



Benefits of partnering with SPC

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 over usage.
- 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 1989, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of more than \$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 you - Over 1,100 units purchased annually running over 80 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).
- Controls the Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment).
- A chance to sell your 'Value Add' directly to our clients after the bids are in. Customer has the right to pay more than low bid.

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 cost!
- Manage installation.
- Audit installation.
- Capture final meter reads for old contracts..
- Close books on old devices & contracts..



SPC Values Our Vendors

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the 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 3,700 pieces of equipment;
Our relationship with our vendors has never been stronger!



STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budgets 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 floor plans
- Timeline - allowing you to go back to see how your budget compares to previous years

Map your devices on Floorplans

Who Benefits? Business Manager, IT

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device information tab will allow you to easily access the web interface of the printer/copier
- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Non-reporting device listing for devices that haven't reported for more than 2 weeks
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectore, Apple TVs)

Floorplan Administration

Who Benefits? Business Manager and IT

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

Contacts Page

Who Benefits? Business Manager and IT

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



STARDoc Features

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Tracks additional non-contract devices
- IP Addresses and MAC addresses automatically imported
- Strikethrough on machines that have been removed

Monthly Audits

Who Benefits? Business Manager and Superintendent

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

Timeline

Who Benefits? Business Manager

- Track historical volume and cost per building

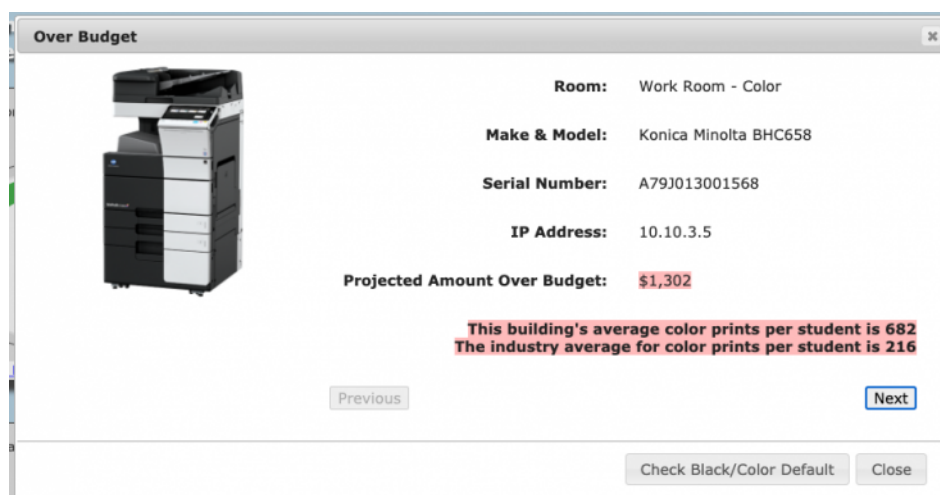
Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client

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.



SPC'S CLIENT WARRANTY AND RELIEF INSURANCE FUND

AVAILABLE IMMEDIATELY!

WHY IS IT NEEDED?

With the recent pandemic, schools and businesses shut down. We are now seeing massive credits overall owed in the vicinity of \$389,820.78!* However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news to our clients, 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.

*CREDITS ANTICIPATED JUNE 30, 2020	
A-COPI (Owned by Visual Edge)	(\$77,605.18)
AXIS	(\$16,858.50)
BUDGET	(\$20,200.73)
CANON	(\$31,240.99)
KMBS	(\$154,659.88)
NATIONAL	(\$38,961.67)
OSV (Owned by Visual Edge)	(\$64,920.06)
RICOH	(\$3,432.44)
SYMQUEST (Owned by KMBS)	(\$11,027.80)
XEROX	(\$913.53)
TOTAL UNUSED	(\$389,820.78)