

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



FY22 Annual Report

With FY23 Projections

Tracy Roy
Augusta, City of
City of Augusta
16 Cony Street Augusta, ME



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

September 2022

Tracy Roy
Augusta, City of
City of Augusta 16 Cony Street
Augusta, ME 04330

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 Tracy:

Specialized Purchasing Consultants is pleased to present your FY22 Annual Report, taking a look at where we are in recovering from the pandemic restrictions and changes, and looking ahead to continued cost savings and recommendations to maintain your equipment and ensure your vendors are giving the best service possible.

The past few years were unprecedented with the restrictions brought on by the pandemic, and this year was no exception. Because of the delays brought on by the pandemic we chose to submit our copier bid in February rather than wait until March/April. This proved to be a good move for many reasons.

The industry continues to experience major backorder issues on equipment, something we've not had to deal with in years past. Bidding early meant boards could approve results and orders could be placed early. We were also able to lock in new service and supply pricing for existing equipment while orders were delayed so as not to disrupt budgets already established for the new fiscal year based on upgrading equipment.

Even after our bids were received and awarded, though, one major vendor wanted to increase their pricing because of the increased inflation rate that took place after the bid process. We were able to negotiate with them and hold the pricing we received back in February. Again, starting the bid process early proved to be a positive move.

Finally, while the industry experienced an over 9% inflation rate, SPC was able to continue to hold down service and supply costs for all of our clients because of SPC's allowable CPC increase cap of 5%.

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

Sincerely,

Skip Tilton
President

"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 bid 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 results, and presents them to our clients. He also maintains our office equipment and utilizes the latest technology to maintain STARDoc and FM Audit so our clients always 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
Finance Support



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

Heidi Tilton
Office Support



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

Sue Penney
Administrative & Finance Manager



Sue coordinates and oversees all billing, leases, and contracts. Her decades of financial expertise benefit the Billing Team by her attention to detail and ability to prioritize to ensure accuracy and timeliness of all finance projects.

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 ensuring equipment surveys, installations, and trades go smoothly, coordinating with clients and vendors and maintaining a schedule that is beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc and FM Audit as well as with computer maintenance.

SPC TIMELINE

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Report

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

2001 Meter Collection

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

2002 Bond Counsel Review

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

2003 Bond Counsel Review of Contracts and Warranties

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

2012 STARDoc and Simplified Billing Developed and Implemented

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

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

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

2015 STARDoc - Mapping Options and Asset Management

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

SPC TIMELINE (Continued)

2018 STARDoc - Improved Pinpointing of Budget and Communications

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

2019 STARDoc – Service Histories, Chromebook Bid

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

2020 Mock Bids - Warranty and Relief Fund

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

2021 Vendor Services and Warranty Relief Equipment

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

2022 Vendor Bid

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

2023 SPC Roadmap

- STARDoc Upgrade: Process is in place to give STARDoc a more modern facelift.

EQUIPMENT HEALTH STATUS

Total Number of Machines	61
Total Black Photocopiers & MFPs:	10
Total Color Photocopiers & MFPs:	14
Total Black Network Printers:	32
Total Color Network Printers:	5
Total Removed From Service:	0
# of Units Not in Use for FY22	3
# of Units OFF Warranty**	2
# of Units Approaching End of Warranty	12
# 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	2

**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 Tracy,

Despite increased inflation and a continued backlog of orders – unprecedented in SPC history – SPC managed to maintain the buying power we established three decades ago and keep equipment and service & supply pricing lower than anything found in the industry.

Because equipment continues to be backordered, SPC will again put our equipment bid out to our vendors in February of 2023 rather than wait until April or May. This allows SPC to lock in low pricing before increases take effect, for vendors to get orders placed early, and for client budgets to be planned for the new fiscal year.

Your last lease payment will be made on **8/1/2024**. We recommend you consider an equipment upgrade commencing on **8/2/2024** with your first lease payment being due 8/1/2025. We believe your current service & supply pricing can be lowered.

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

Sincerely,

Skip

AGING EQUIPMENT SUMMARY

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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Augusta City Hall	Assessing Bureau	Konica Minolta BH284e	A6IG01I008560	BUDGET	11/01/2013
Augusta City Hall	Assessing Bureau	HP Laser Jet Enterprise600 M601DN	CNBCD3M3C5	BUDGET	11/01/2011
Augusta City Hall	Audit Department	HP Laser Jet P3015	VNB344I363	BUDGET	07/01/2008
Augusta City Hall	Community Service	Konica Minolta BH284e	A6IG01I004237	BUDGET	11/01/2013
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48351	BUDGET	10/01/2015
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48339	BUDGET	10/01/2015
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48350	BUDGET	10/01/2015
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48345	BUDGET	10/01/2015
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48347	BUDGET	10/01/2015
Augusta Fire Dept - Hartford	Alarm Room	HP Laser Jet Pro M402dn	PHBQG10462	BUDGET	10/01/2015
Augusta Fire Dept - North	Main Office	Konica Minolta BH454E	A6IE01I010308	BUDGET	11/01/2013
Augusta Police Dept	Alternate Dispatch Center (City Hall)	HP Laser Jet Pro M402dn	PHBQGI1107	BUDGET	10/01/2015
Hatch Hill Landfill	Ops Building	Konica Minolta BH4050	A6VF01I003166	BUDGET	02/01/2014
Lithgow Public Library	Adult Services Desk	HP Laser Jet Pro M402dw	PHBVD48284	BUDGET	10/01/2015

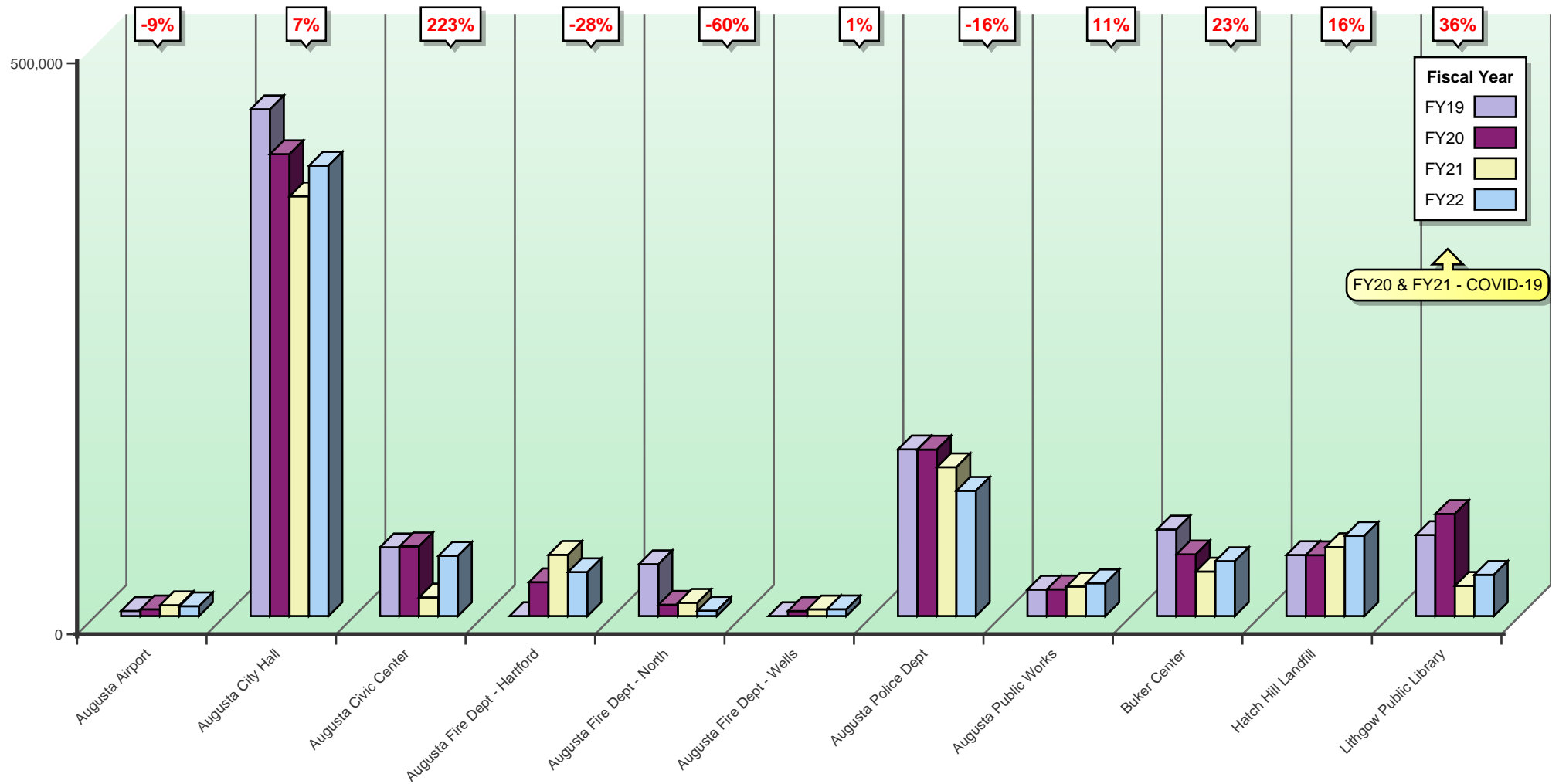
NON-CONTRACTED DEVICES

Make - Model	Serial Number	IP Address	Last Update
HP LaserJet Pro M404dn		192.168.80.53	2022-09-02 07:10:01

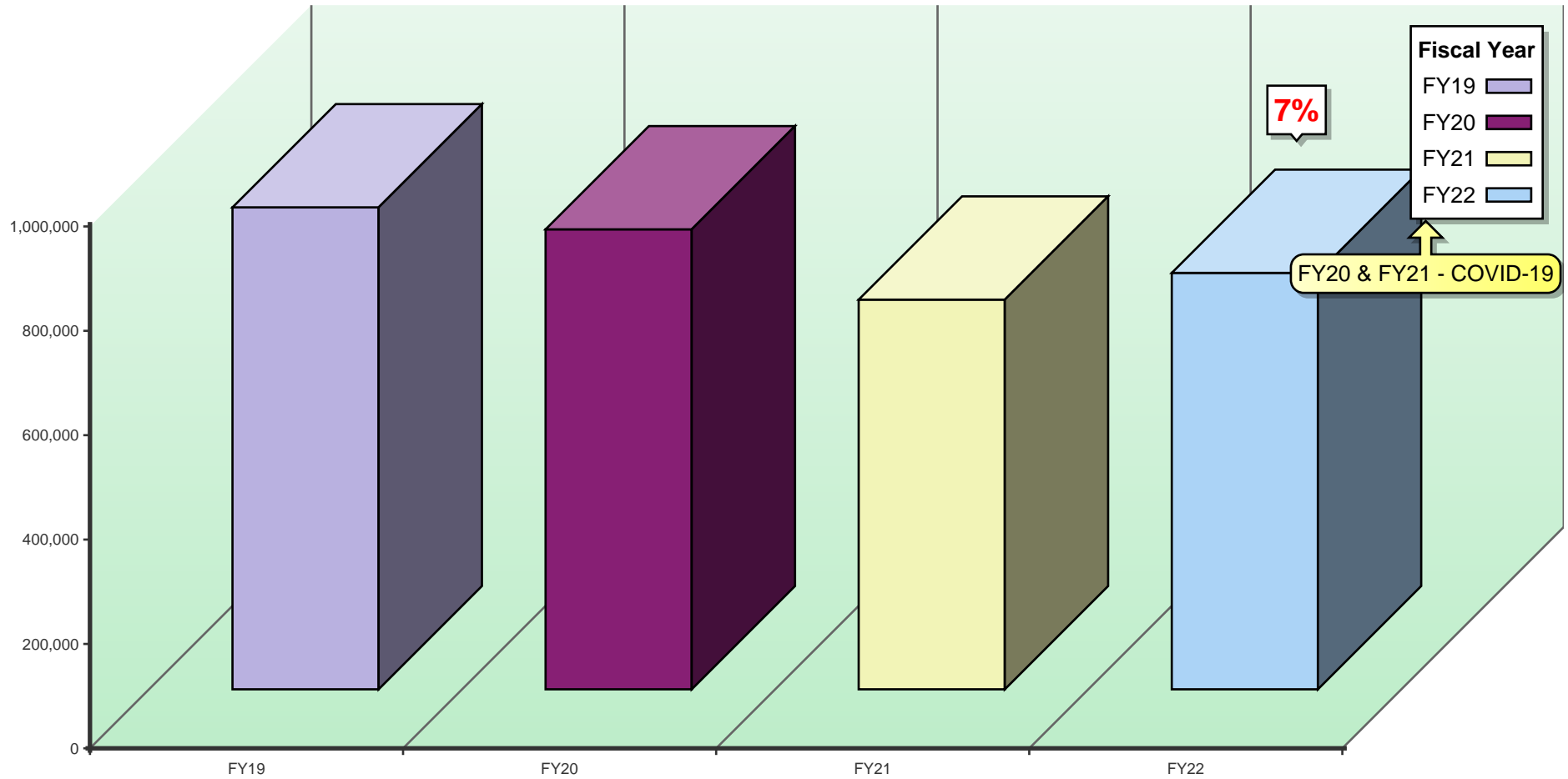
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average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

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

ANNUAL BLACK VOLUME BY LOCATION

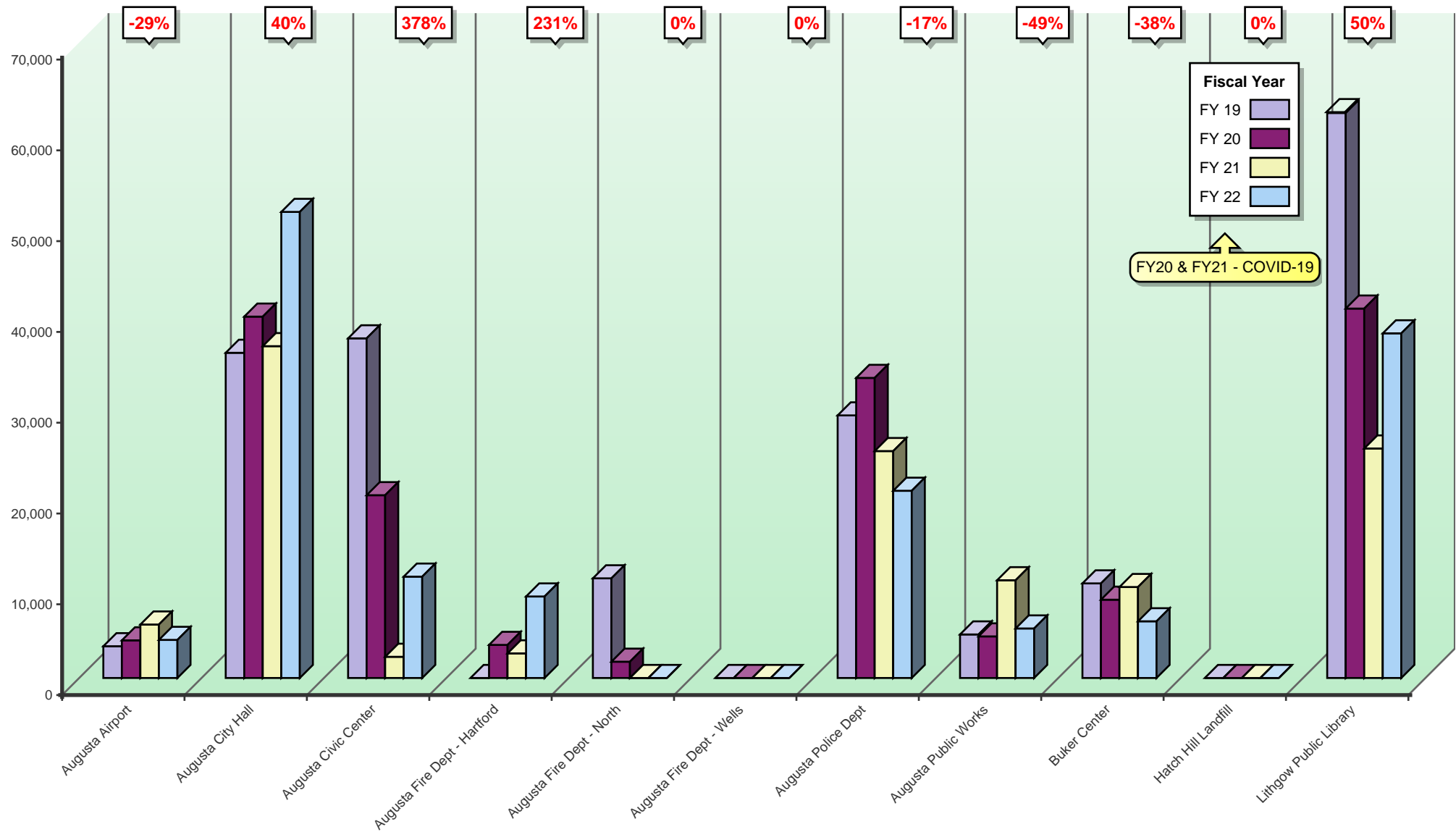


ANNUAL BLACK VOLUME OVERALL

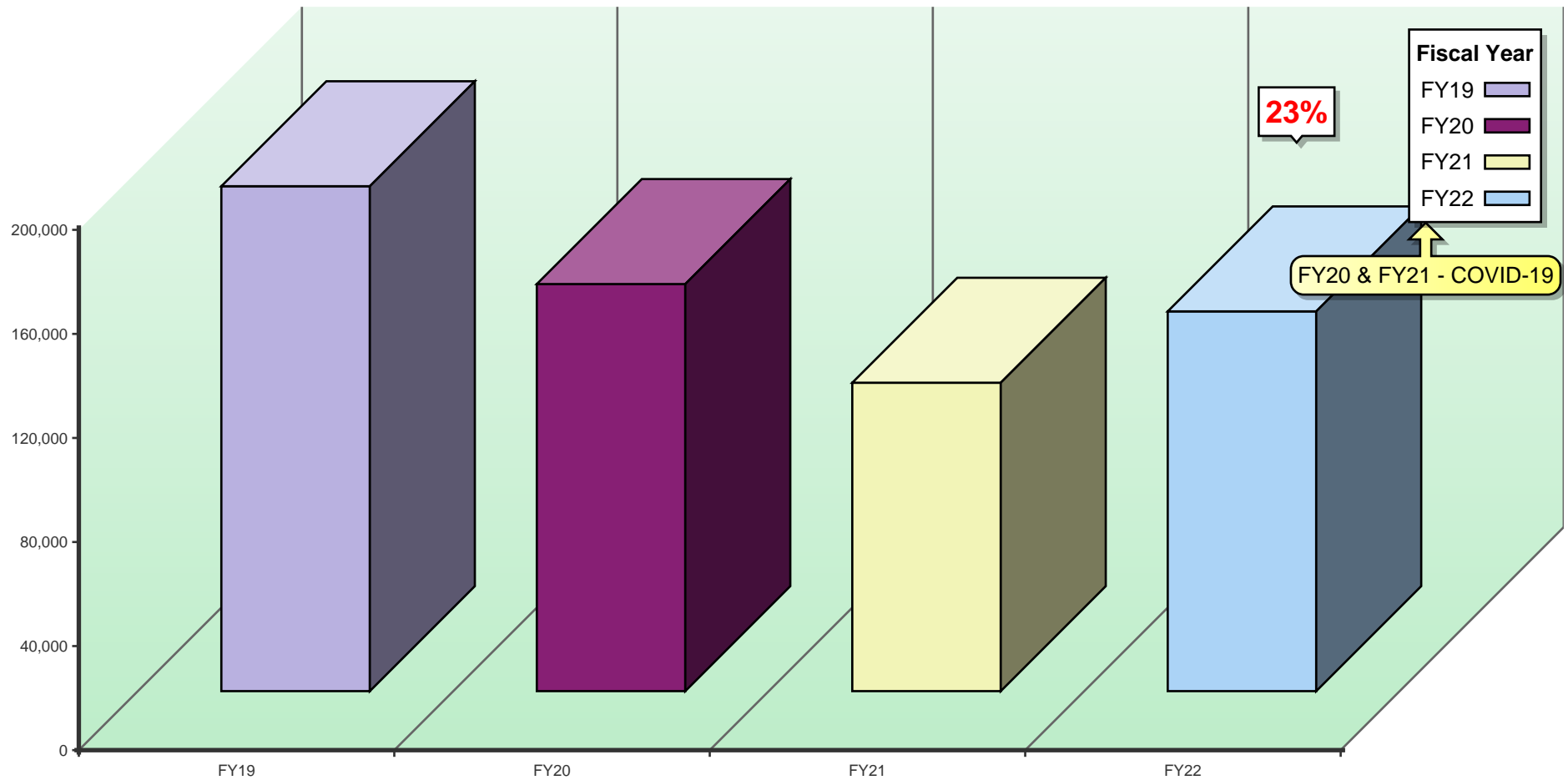


% amount equals the overall increase or decrease between Previous Year & Current Year

ANNUAL COLOR VOLUME BY LOCATION

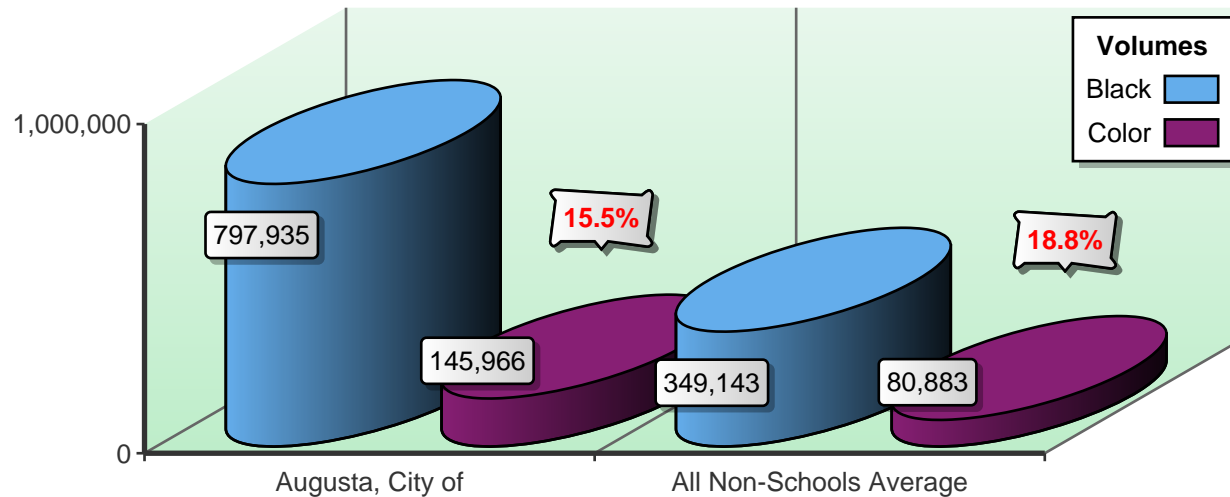


ANNUAL COLOR VOLUME OVERALL



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

COLOR-TO-TOTAL VOLUME COMPARISON



SPC Analysis

Despite the significant drop in color usage over the past two years, color usage has not only recovered, it has soared. FY22 increased average color usage by 33% over FY21. Obviously, some color printing is necessary, but if it is not properly monitored it could negatively impact 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 Equipment 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	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Augusta Airport						
Reception Area						
Konica Minolta BHC360i / 36 PPM AA2J011001771 / 19719 750,000 / 04/2019 Color Photocopier / BUDGET	8,660 9,119	13,976 13,316	5,316 4,197	\$0.00391 \$20.79 \$0.03770 \$158.23	None at this time.	
SRE Office						
HP Laser Jet Pro M404dn / 40 PPM PHBB309528 / 63658 750,000 / 07/2019 Black Network Printer / BUDGET	5,811 0	9,114 0	3,303 0	\$0.01543 \$50.97 \$0.00000 \$0.00		None at this time.
Subtotal Black						
Subtotal Color						

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta City Hall					
Assessing Bureau					
Konica Minolta BH284e / 28 PPM A61G011008560 / 59601 500,000 / 11/2013 Black Photocopier/BUDGET	230,241 0	233,975 0	3,734 0	\$0.00432 \$16.13 \$0.00000 \$0.00	9 years from Intro.
Assessing Bureau					
HP Laser Jet Enterprise600 M601DN / 45 PPM CNBCD3M3C5 / 63720 1,000,000 / 11/2011 Black Network Printer / BUDGET	39,967 0	48,046 0	8,079 0	\$0.01543 \$124.66 \$0.00000 \$0.00	11 years from Intro.
Audit Department					
HP Laser Jet P3015 / 42 PPM VNB3441363 / 63719 500,000 / 07/2008 Black Network Printer / BUDGET	65,811 0	77,376 0	11,565 0	\$0.02186 \$252.81 \$0.00000 \$0.00	14 years from Intro.
Audit Department					
Konica Minolta BH458 / 45 PPM AA6U011014282 / 63687 1,000,000 / 08/2016 Black Photocopier / BUDGET	135,821 0	220,844 0	85,023 0	\$0.00391 \$332.44 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Central Services					
Konica Minolta BHC558 / 55 PPM A79K011024202 / 63679 3,000,000 / 02/2017 Color Photocopier / BUDGET	35,103 4,972	57,658 16,930	22,555 11,958	\$0.00391 \$88.19 \$0.03770 \$450.82	None at this time.
Community Service					
Konica Minolta BH284e / 28 PPM A61G011004237 / 19926 500,000 / 11/2013 Black Photocopier / BUDGET	498,239 0	515,787 0	17,548 0	\$0.00432 \$75.81 \$0.00000 \$0.00	9 years from Intro.
Community Service - Mr. Dahlin					
HP Laser Jet Pro M404dn / 40 PPM PHBB309535 / 63660 750,000 / 07/2019 Black Network Printer / BUDGET	4,064 0	4,064 0	0 0	\$0.01543 \$0.00 \$0.00000 \$0.00	Not in use for FY22.
Custodial Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309527 / 63662 750,000 / 07/2019 Black Network Printer / BUDGET	945 0	1,155 0	210 0	\$0.01543 \$3.24 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Fort Western					
Konica Minolta BHC3350i / 35 PPM	23,062	33,524	10,462	\$0.01029	None at this time.
A93E011001133 / 63631				\$107.65	
750,000 / 04/2019	7,766	14,792	7,026	\$0.07975	
Color Laser MFP / BUDGET				\$560.32	
Health & Welfare					
Konica Minolta BH458 / 45 PPM	55,305	72,419	17,114	\$0.00391	None at this time.
AA6U011015037 / 63694				\$66.92	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Human Resources					
Konica Minolta BH458 / 45 PPM	49,298	92,423	43,125	\$0.00391	None at this time.
AA6U011015038 / 63693				\$168.62	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Room 130 Development Services					
Konica Minolta BHC360i / 36 PPM	18,442	37,066	18,624	\$0.00391	None at this time.
AA2J011002069 / 63696				\$72.82	
750,000 / 04/2019	28,240	48,551	20,311	\$0.03770	
Color Photocopier / BUDGET				\$765.72	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 130 Development Services Copy Room					
Konica Minolta BH658 / 65 PPM	61,902	90,558	28,656	\$0.00391	None at this time.
AA6R011005011 / 19716				\$112.04	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Room 205					
HP Laser Jet Pro M404dn / 40 PPM	4,314	6,714	2,400	\$0.01543	None at this time.
PHBB309516 / 63661				\$37.03	
750,000 / 07/2019	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Room 213 City Clerk/Treasurer/Tax Collector					
Konica Minolta BH458 / 45 PPM	100,956	159,699	58,743	\$0.00391	None at this time.
AA6U011014956 / 63697				\$229.69	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Room 236 - Administration					
Konica Minolta BHC458 / 45 PPM	50,219	76,443	26,224	\$0.00391	None at this time.
A79M011043540 / 63692				\$102.54	
1,000,000 / 08/2016	26,695	38,738	12,043	\$0.03770	
Color Photocopier / BUDGET				\$454.02	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 236 - City Manager					
Konica Minolta BHC3300i / 35 PPM	1,385	1,385	0	\$0.01029	Not in use for FY22.
AAJT011000392 / 63683				\$0.00	
750,000 / 04/2019	2,252	2,252	0	\$0.07975	
Color Network Printer / BUDGET				\$0.00	
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	26,512	33,947	7,435	\$0.01543	7 years from Intro.
PHBGQ48350 / 63717				\$114.72	
1,000,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	32,133	41,589	9,456	\$0.01543	7 years from Intro.
PHBGQ48345 / 63718				\$145.91	
1,000,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	26,633	34,048	7,415	\$0.01543	7 years from Intro.
PHBGQ48347 / 63714				\$114.41	
1,000,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM PHBGQ48339 / 63716	29,681	36,176	6,495	\$0.01543 \$100.22	7 years from Intro.
1,000,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM PHBGQ48351 / 63715	26,853	36,449	9,596	\$0.01543 \$148.07	7 years from Intro.
1,000,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
		Subtotal Black	394,459	\$2,413.91	
		Subtotal Color	51,338	\$2,230.89	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Civic Center					
Director's Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309504 / 63664 750,000 / 07/2019 Black Network Printer/BUDGET	1,756 0	2,846 0	1,090 0	\$0.01543 \$16.82 \$0.00000 \$0.00	None at this time.
Kitchen					
HP Laser Jet Pro M404dn / 40 PPM PHBB309509 / 63666 750,000 / 07/2019 Black Network Printer / BUDGET	4,954 0	8,987 0	4,033 0	\$0.01543 \$62.23 \$0.00000 \$0.00	None at this time.
Main Office					
Konica Minolta BHC458 / 45 PPM A79M011045631 / 63641 1,000,000 / 08/2016 Color Photocopier / BUDGET	57,562 18,587	103,187 29,752	45,625 11,165	\$0.00391 \$178.39 \$0.03770 \$420.92	None at this time.
Maintenance Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309512 / 63670 750,000 / 07/2019 Black Network Printer / BUDGET	2,521 0	4,571 0	2,050 0	\$0.01543 \$31.63 \$0.00000 \$0.00	None at this time.
		Subtotal Black	52,798	\$289.07	
		Subtotal Color	11,165	\$420.92	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Fire Dept - Hartford					
Admin Office 2nd Floor of City Hall					
Konica Minolta BHC360i / 36 PPM AA2J011001703 / 63680 750,000 / 04/2019 Color Photocopier/BUDGET	66,967 6,356	95,762 15,336	28,795 8,980	\$0.00391 \$112.59 \$0.03770 \$338.55	None at this time.
Alarm Room					
HP Laser Jet Pro M402dn / 40 PPM PHBQG10462 / 63722 1,000,000 / 10/2015 Black Network Printer / BUDGET	13,836 0	18,913 0	5,077 0	\$0.01543 \$78.34 \$0.00000 \$0.00	7 years from Intro.
Chief's Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309514 / 63671 750,000 / 07/2019 Black Network Printer / BUDGET	3,589 0	4,792 0	1,203 0	\$0.01543 \$18.56 \$0.00000 \$0.00	None at this time.
Common Area 2nd Floor of City Hall					
HP Laser Jet Pro M404dn / 40 PPM PHBB309520 / 63663 750,000 / 07/2019 Black Network Printer / BUDGET	6,587 0	10,015 0	3,428 0	\$0.01543 \$52.89 \$0.00000 \$0.00	None at this time.
Subtotal Black			38,503	\$262.38	
Subtotal Color			8,980	\$338.55	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Fire Dept - North					
Main Office					
Konica Minolta BH454E / 45 PPM A61E011010308 / 50417 1,000,000 / 11/2013 Black Photocopier/BUDGET	42,331 0	46,969 0	4,638 0	\$0.00432 \$20.04 \$0.00000 \$0.00	9 years from Intro.
Spare Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309510 / 63673 750,000 / 07/2019 Black Network Printer / BUDGET	2,413 0	2,468 0	55 0	\$0.01543 \$0.85 \$0.00000 \$0.00	None at this time.
Subtotal Black			4,693	\$20.88	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Fire Dept - Wells					
Back Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309515 / 63669 750,000 / 07/2019 Black Network Printer/BUDGET	1,378 0	1,772 0	394 0	\$0.01543 \$6.08 \$0.00000 \$0.00	None at this time.
Main Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309511 / 63672 750,000 / 07/2019 Black Network Printer / BUDGET	8,857 0	14,379 0	5,522 0	\$0.01543 \$85.20 \$0.00000 \$0.00	None at this time.
Subtotal Black			5,916	\$91.28	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Police Dept					
Alternate Dispatch Center (City Hall)					
HP Laser Jet Pro M402dn / 40 PPM PHBQG11107 / 63721 1,000,000 / 10/2015 Black Network Printer/BUDGET	342 0	369 0	27 0	\$0.01543 \$0.42 \$0.00000 \$0.00	7 years from Intro.
Booking Room					
HP Laser Jet Pro M404dn / 40 PPM PHBB309513 / 63668 750,000 / 07/2019 Black Network Printer / BUDGET	5,137 0	7,280 0	2,143 0	\$0.01543 \$33.07 \$0.00000 \$0.00	None at this time.
Chief Criminal Investigations					
HP Laser Jet Pro M404dn / 40 PPM PHBB309508 / 63667 750,000 / 07/2019 Black Network Printer / BUDGET	1,389 0	1,389 0	0 0	\$0.01543 \$0.00 \$0.00000 \$0.00	Not in use for FY22.
Chief's Administrative Assistant					
HP Laser Jet Pro M404dn / 40 PPM PHBB309533 / 63650 750,000 / 07/2019 Black Network Printer / BUDGET	24,858 0	34,211 0	9,353 0	\$0.01543 \$144.32 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Chief's Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309505 / 63656 750,000 / 07/2019 Black Network Printer / BUDGET	5,383 0	6,793 0	1,410 0	\$0.01543 \$21.76 \$0.00000 \$0.00	None at this time.
Court Officer					
HP Laser Jet Pro M404dn / 40 PPM PHBB309519 / 63655 750,000 / 07/2019 Black Network Printer / BUDGET	5,067 0	7,356 0	2,289 0	\$0.01543 \$35.32 \$0.00000 \$0.00	None at this time.
Deputy Chief					
HP Laser Jet Pro M404dn / 40 PPM PHBB309517 / 63654 750,000 / 07/2019 Black Network Printer / BUDGET	6,004 4	10,182 4	4,178 0	\$0.01543 \$64.47 \$0.00000 \$0.00	None at this time.
Dispatch Center 1st Floor					
HP Laser Jet Pro M404dn / 40 PPM PHBB309526 / 63659 750,000 / 07/2019 Black Network Printer / BUDGET	40,432 0	63,736 0	23,304 0	\$0.01543 \$359.58 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Hallway Outside Dispatch					
Konica Minolta BHC458 / 45 PPM	59,246	82,377	23,131	\$0.00391	None at this time.
A79M011043565 / 63691				\$90.44	
1,000,000 / 08/2016	24,464	33,719	9,255	\$0.03770	
Color Photocopier / BUDGET				\$348.91	
Lunch Room 2nd Floor					
Konica Minolta BHC458 / 45 PPM	49,475	67,527	18,052	\$0.00391	None at this time.
A79M011044807 / 63689				\$70.58	
1,000,000 / 08/2016	27,617	38,429	10,812	\$0.03770	
Color Photocopier / BUDGET				\$407.61	
Lunch Room Back Office					
HP Laser Jet Pro M404dn / 40 PPM	36	40	4	\$0.01543	None at this time.
PHBB309464 / 63653				\$0.06	
750,000 / 07/2019	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Patrol Command					
Konica Minolta BHC3300i / 35 PPM	4,796	6,890	2,094	\$0.01029	None at this time.
AAJT011000441 / 63592				\$21.55	
750,000 / 04/2019	653	1,208	555	\$0.07975	
Color Network Printer / BUDGET				\$44.26	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Patrol Room - 1st Floor					
HP Laser Jet Pro M404dn / 40 PPM	43,441	67,186	23,745	\$0.01543	None at this time.
PHBB309524 / 63651				\$366.39	
750,000 / 07/2019	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
		Subtotal Black	109,730	\$1,207.94	
		Subtotal Color	20,622	\$800.79	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Public Works					
Conference Room 2nd Floor					
Konica Minolta BHC360i / 36 PPM AA2J011002293 / 63253 750,000 / 04/2019 Color Photocopier/BUDGET	22,836 3,844	37,624 5,461	14,788 1,617	\$0.00391 \$57.82 \$0.03770 \$60.96	None at this time.
Office					
Konica Minolta BHC3350i / 35 PPM A93E011001127 / 63623 750,000 / 04/2019 Color Laser MFP / BUDGET	22,425 10,858	36,355 14,696	13,930 3,838	\$0.01029 \$143.34 \$0.07975 \$306.08	
Subtotal Black			28,718	\$201.16	
Subtotal Color			5,455	\$367.04	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Buker Center					
Office					
Konica Minolta BHC558 / 55 PPM	77,917	126,039	48,122	\$0.00391	None at this time.
A79K011024197 / 63678				\$188.16	
3,000,000 / 02/2017	16,138	22,384	6,246	\$0.03770	
Color Photocopier/BUDGET				\$235.47	
		Subtotal Black	48,122	\$188.16	
		Subtotal Color	6,246	\$235.47	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Hatch Hill Landfill					
Office					
HP Laser Jet Pro M404dn / 40 PPM PHBB309522 / 63652 750,000 / 07/2019 Black Network Printer/BUDGET	82,518 0	128,695 0	46,177 0	\$0.01543 \$712.51 \$0.00000 \$0.00	None at this time.
Ops Building					
Konica Minolta BH4050 / 42 PPM A6VF011003166 / 19878 1,000,000 / 02/2014 Black Laser MFP / BUDGET	31,384 0	45,321 0	13,937 0	\$0.01543 \$215.05 \$0.00000 \$0.00	8 years from Intro.
Scale House					
Konica Minolta BH4422 / 42 PPM AAFM011001169 / 63677 1,000,000 / 08/2018 Black Laser MFP / BUDGET	15,450 0	25,619 0	10,169 0	\$0.01543 \$156.91 \$0.00000 \$0.00	None at this time.
Subtotal Black			70,283	\$1,084.47	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Lithgow Public Library					
1st Floor Office					
Konica Minolta BHC3300i / 35 PPM AAJT011000230 / 63684 750,000 / 04/2019 Color Network Printer/BUDGET	13,188 29,586	18,784 41,345	5,596 11,759	\$0.01029 \$57.58 \$0.07975 \$937.78	None at this time.
Adult Services Desk					
Konica Minolta BHC360i / 36 PPM AA2J011002165 / 63695 750,000 / 04/2019 Color Photocopier / BUDGET	21,388 7,532	30,708 14,156	9,320 6,624	\$0.00391 \$36.44 \$0.03770 \$249.72	None at this time.
Adult Services Desk					
HP Laser Jet Pro M402dw / 40 PPM PHBVD48284 / 1,000,000 / 10/2015 Black Network Printer / BUDGET	3,345 0	7,715 0	4,370 0	\$0.01543 \$67.43 \$0.00000 \$0.00	7 years from Intro.
Director's Office					
Konica Minolta BHC3350i / 35 PPM A93E011002410 / 63726 750,000 / 04/2019 Color Laser MFP / BUDGET	21,850 11,682	33,045 20,255	11,195 8,573	\$0.01029 \$115.20 \$0.07975 \$683.70	None at this time.

August					
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Tech Room					
Konica Minolta BHC3300i / 35 PPM AAJT011000442 / 63686 750,000 / 04/2019 Color Network Printer / BUDGET	2,575 2,165	4,935 4,729	2,360 2,564	\$0.01029 \$24.28 \$0.07975 \$204.48	None at this time.
Youth Services					
Konica Minolta BHC3300i / 35 PPM AAJT011000326 / 63685 750,000 / 04/2019 Color Network Printer / BUDGET	3,866 3,821	7,119 12,264	3,253 8,443	\$0.01029 \$33.47 \$0.07975 \$673.33	None at this time.
Subtotal Black			36,094	\$334.41	
Subtotal Color			37,963	\$2,749.01	
Overall Black Totals			797,935	\$6,165.42	
Overall Color Totals			145,966	\$7,300.89	Your Avg Color CPC is \$0.0500

Estimated color cost savings with your next bid: **\$8,041.09** over five years. Our bids are coming in at an average of \$0.039, with our compensation included.

SPC SERVICE & SUPPLY COST SAVINGS

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 09/01/2004 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 22 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
797,935	\$0.02170	\$17,315.19

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
797,935	\$0.00773	\$6,168.04	\$11,147.15	\$55,735.76

*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
 $\$11,147.15 \times 18 \text{ years as a Client} = \$200,648.74$ 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
Augusta Airport	8,619	\$75.36	\$54.51	\$258.53	\$388.40
Augusta City Hall	394,459	\$2,535.88	\$2,494.56	\$11,832.01	\$16,862.45
Augusta Civic Center	52,798	\$303.72	\$333.89	\$1,583.70	\$2,221.32
Augusta Fire Dept - Hartford	38,503	\$275.62	\$243.49	\$1,154.92	\$1,674.03
Augusta Fire Dept - North	4,693	\$21.95	\$29.68	\$140.77	\$192.40
Augusta Fire Dept - Wells	5,916	\$95.84	\$37.41	\$177.45	\$310.71
Augusta Police Dept	109,730	\$1,268.42	\$693.93	\$3,291.41	\$5,253.76
Augusta Public Works	28,718	\$211.22	\$181.61	\$861.41	\$1,254.25
Buker Center	48,122	\$197.78	\$304.32	\$1,443.44	\$1,945.55
Hatch Hill Landfill	70,283	\$1,138.58	\$444.47	\$2,108.18	\$3,691.23
Lithgow Public Library	36,094	\$351.06	\$228.26	\$1,082.66	\$1,661.98
TOTALS	797,935	\$6,475.43	\$5,046.14	\$23,934.48	\$35,456.05

SPC EQUIPMENT BIDS:

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

Current bids are coming in between 12% to 22% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example, a 55-page-per-minute Konica Minolta BizHub C551 with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and fax board with a Retail Cost of \$37,199 can be purchased for \$4,341... That's 12% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

SPC Upgrades for 2022

Client	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
SAU 36 - White Mountains Regional SD	Kris Franklin	2,884,577	46	Visual Edge-OSV	Symquest	\$11,704.62	\$58,523.10	STARDoc Only
SAU 61 - Farmington	Brian Cisneros	2,857,215	42	Same	KMBS	\$7,383.00	\$36,915.00	PaperCut & STARDoc
SAU 66 - Hopkinton	Michael Flynn	2,460,750	78	Global-Conway	KMBS	\$29,956.00	\$149,780.00	PaperCut & STARDoc
SAU 68 - Lincoln/Woodstock	Debbie O'Connor	815,437	13	Same	KMBS	\$4,302.00	\$21,510.00	PaperCut & STARDoc
SAU 80 - Shaker Regional SD	Debbie Thompson	2,896,042	23	Same	Budget	\$5,550.00	\$27,750.00	PaperCut & STARDoc
SAU 87 - Mascenic	Lizabeth Baker	2,834,149	59	Same	KMBS	\$15,634.00	\$78,170.00	STARDoc Only
Great Bay E-Learning Charter School	Peter Stackhouse	246,262	8	Same	KMBS	\$1,744.00	\$8,720.00	STARDoc Only
MSAD 37 - Harrington Maine	Ron Ramsay	1,776,270	56	Visual Edge-A-Copi	Ricoh	\$6,953.00	\$34,765.00	STARDoc Only
SAU 54 - Rochester NH	Linda Bartlett	11,900,000	215	Same	KMBS	-\$1,920.00	-\$9,600.00	PaperCut & STARDoc
East Millinocket Schools Maine	Luci Milewski	1,113,369	4	Visual Edge-A-Copi	Ricoh	\$6,449.00	\$32,245.00	STARDoc Only
Washington Central UUSD	Mark Kline	4,000,000	68	Canon & Conway	Symquest	\$26,757.00	\$133,785.00	STARDoc Only
RSU 64 - East Corinth	Rhonda Sperrey	2,698,445	28	Visual Edge-A-Copi	Symquest	\$9,304.00	\$46,520.00	PaperCut & STARDoc
RSU 06 - Bonny Eagle	Scott Nason	8,328,355	109	Visual Edge-A-Copi	Symquest	\$21,350.00	\$106,750.00	PaperCut & STARDoc
RSU 14 - Windham Raymond	Bob Hickey	7,539,568	211	Visual Edge-A-Copi	Symquest	\$48,135.00	\$240,675.00	STARDoc Only
Orleans Southwest Supervisory Union VT	David Martin	2,846,049	24	Visual Edge-OSV	National	\$4,390.00	\$21,950.00	PaperCut & STARDoc
Essex Westford School District VT	Peter Drescher	10,741,439	265	Visual Edge-OSV & National	Symquest	\$100,004.00	\$500,020.00	PaperCut & STARDoc
Sullivan County NH	Derek Ferland	911,018	40	Canon	Symquest	\$14,033.00	\$70,165.00	PaperCut & STARDoc
Winooski School District VT	Nicole Mace	1,848,750	87	Canon	Symquest	\$42,364.00	\$211,820.00	PaperCut & STARDoc
Windham Northeast Supervisory Union VT	Andrew Haas	3,000,000	46	Canon	Symquest	\$39,323.00	\$196,615.00	PaperCut & STARDoc
SAU 43 - Newport NH	Ed Emond	1,772,242	10	Visual Edge-OSV	Symquest	\$18,656.00	\$93,280.00	STARDoc Only
Totals		73,469,937	1,432			\$412,071.62	\$2,060,358.10	

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

TOTALS	82,468,260	69,686,229	73,469,937	
Total New Clients	14,950,000	41,249,400	17,952,178	<< 8 Clients
Total Existing Clients	67,518,260	28,436,829	55,517,759	<< 12 Clients

2022 Award Evaluation	Manufacturer	Volume	Machines
Symquest	Konica Minolta	43,724,394	910
KMBS	Konica Minolta	21,113,813	415
Budget	Konica Minolta	2,896,042	23
Ricoh	Ricoh	2,889,639	60
National	Kyocera	2,846,049	24
TOTALS		73,469,937	1,432

PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

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
Augusta Airport	4,197	\$166.12
Augusta City Hall	51,338	\$2,342.23
Augusta Civic Center	11,165	\$441.91
Augusta Fire Dept - Hartford	8,980	\$355.43
Augusta Fire Dept - North	0	\$0.00
Augusta Fire Dept - Wells	0	\$0.00
Augusta Police Dept	20,622	\$840.73
Augusta Public Works	5,455	\$385.39
Buker Center	6,246	\$247.22
Hatch Hill Landfill	0	\$0.00
Lithgow Public Library	37,963	\$2,886.51
TOTALS	145,966	\$7,665.53

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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for **FY23 to only 5%**. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Black Volume	FY22 Black Cost/Copy	FY22 Black S & S Costs	FY23 Black Cost/Copy	FY23 Projected Black S & S Costs
Budget Document Technology	Black Laser MFP	24,106	\$0.01543	\$371.96	\$0.01620	\$390.52
Budget Document Technology	Black Network Printer	194,241	\$0.01543	\$2,997.14	\$0.01620	\$3,146.70
Budget Document Technology	Black Network Printer	11,565	\$0.02186	\$252.81	\$0.02295	\$265.42
Budget Document Technology	Black Photocopier	232,661	\$0.00391	\$909.70	\$0.00411	\$956.24
Budget Document Technology	Black Photocopier	25,920	\$0.00432	\$111.97	\$0.00454	\$117.68
Budget Document Technology	Color Laser MFP	35,587	\$0.01029	\$366.19	\$0.01080	\$384.34
Budget Document Technology	Color Network Printer	13,303	\$0.01029	\$136.89	\$0.01080	\$143.67
Budget Document Technology	Color Photocopier	260,552	\$0.00391	\$1,018.76	\$0.00411	\$1,070.87
TOTALS AND AVERAGES		797,935	\$0.00773	\$6,165.42	\$0.00812	\$6,475.43

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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for FY23 to only 5%. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Color Volume	FY22 Color Cost/Copy	FY22 Color S & S Costs	FY23 Color Cost/Copy	FY23 Projected Color S & S Costs
Budget Document Technology	Color Laser MFP	19,437	\$0.07975	\$1,550.10	\$0.08374	\$1,627.65
Budget Document Technology	Color Network Printer	23,321	\$0.07975	\$1,859.85	\$0.08374	\$1,952.90
Budget Document Technology	Color Photocopier	103,208	\$0.03770	\$3,890.94	\$0.03958	\$4,084.97
TOTALS AND AVERAGES		145,966	\$0.05002	\$7,300.89	\$0.05252	\$7,665.53

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	61
Number of Machines on Lease	50
Number of Machines Owned	11
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	\$23,934.48
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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	2
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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
Augusta Airport	Reception Area	Konica Minolta BHC360i	AA2J011001771
Augusta Airport	SRE Office	HP Laser Jet Pro M404dn	PHBB309528
Augusta City Hall	Audit Department	Konica Minolta BH458	AA6U011014282
Augusta City Hall	Central Services	Konica Minolta BHC558	A79K011024202
Augusta City Hall	Community Service	Konica Minolta BH284e	A61G011004237
Augusta City Hall	Community Service - Mr. Dahlin	HP Laser Jet Pro M404dn	PHBB309535
Augusta City Hall	Custodial Office	HP Laser Jet Pro M404dn	PHBB309527
Augusta City Hall	Fort Western	Konica Minolta BHC3350i	A93E011001133
Augusta City Hall	Health & Welfare	Konica Minolta BH458	AA6U011015037
Augusta City Hall	Human Resources	Konica Minolta BH458	AA6U011015038
Augusta City Hall	Room 130 Development Services	Konica Minolta BHC360i	AA2J011002069
Augusta City Hall	Room 130 Development Services Copy Room	Konica Minolta BH658	AA6R011005011
Augusta City Hall	Room 205	HP Laser Jet Pro M404dn	PHBB309516
Augusta City Hall	Room 213 City Clerk/Treasurer/Tax Collector	Konica Minolta BH458	AA6U011014956
Augusta City Hall	Room 236 - Administration	Konica Minolta BHC458	A79M011043540
Augusta City Hall	Room 236 - City Manager	Konica Minolta BHC3300i	AAJT011000392
Augusta Civic Center	Director's Office	HP Laser Jet Pro M404dn	PHBB309504
Augusta Civic Center	Kitchen	HP Laser Jet Pro M404dn	PHBB309509
Augusta Civic Center	Main Office	Konica Minolta BHC458	A79M011045631
Augusta Civic Center	Maintenance Office	HP Laser Jet Pro M404dn	PHBB309512
Augusta Fire Dept - Hartford	Admin Office 2nd Floor of City Hall	Konica Minolta BHC360i	AA2J011001703
Augusta Fire Dept - Hartford	Chief's Office	HP Laser Jet Pro M404dn	PHBB309514
Augusta Fire Dept - Hartford	Common Area 2nd Floor of City Hall	HP Laser Jet Pro M404dn	PHBB309520
Augusta Fire Dept - North	Main Office	Konica Minolta BH454E	A61E011010308
Augusta Fire Dept - North	Spare Office	HP Laser Jet Pro M404dn	PHBB309510
Augusta Fire Dept - Wells	Back Office	HP Laser Jet Pro M404dn	PHBB309515
Augusta Fire Dept - Wells	Main Office	HP Laser Jet Pro M404dn	PHBB309511
Augusta Police Dept	Alternate Dispatch Center (City Hall)	HP Laser Jet Pro M402dn	PHBQG11107
Augusta Police Dept	Booking Room	HP Laser Jet Pro M404dn	PHBB309513
Augusta Police Dept	Chief Criminal Investigations	HP Laser Jet Pro M404dn	PHBB309508
Augusta Police Dept	Chief's Administrative Assistant	HP Laser Jet Pro M404dn	PHBB309533
Augusta Police Dept	Chief's Office	HP Laser Jet Pro M404dn	PHBB309505
Augusta Police Dept	Court Officer	HP Laser Jet Pro M404dn	PHBB309519
Augusta Police Dept	Deputy Chief	HP Laser Jet Pro M404dn	PHBB309517
Augusta Police Dept	Dispatch Center 1st Floor	HP Laser Jet Pro M404dn	PHBB309526
Augusta Police Dept	Hallway Outside Dispatch	Konica Minolta BHC458	A79M011043565

Building	Room	Make/Model	Serial Number
Augusta Police Dept	Lunch Room 2nd Floor	Konica Minolta BHC458	A79M011044807
Augusta Police Dept	Lunch Room Back Office	HP Laser Jet Pro M404dn	PHBB309464
Augusta Police Dept	Patrol Command	Konica Minolta BHC3300i	AAJT011000441
Augusta Police Dept	Patrol Room - 1st Floor	HP Laser Jet Pro M404dn	PHBB309524
Augusta Public Works	Conference Room 2nd Floor	Konica Minolta BHC360i	AA2J011002293
Augusta Public Works	Office	Konica Minolta BHC3350i	A93E011001127
Buker Center	Office	Konica Minolta BHC558	A79K011024197
Hatch Hill Landfill	Office	HP Laser Jet Pro M404dn	PHBB309522
Hatch Hill Landfill	Scale House	Konica Minolta BH4422	AAFM011001169
Lithgow Public Library	1st Floor Office	Konica Minolta BHC3300i	AAJT011000230
Lithgow Public Library	Adult Services Desk	Konica Minolta BHC360i	AA2J011002165
Lithgow Public Library	Director's Office	Konica Minolta BHC3350i	A93E011002410
Lithgow Public Library	Tech Room	Konica Minolta BHC3300i	AAJT011000442
Lithgow Public Library	Youth Services	Konica Minolta BHC3300i	AAJT011000326

OWNED EQUIPMENT

Building	Room	Make/Model	Serial Number
Augusta City Hall	Assessing Bureau	HP Laser Jet Enterprise600 M60IDN	CNBCD3M3C5
Augusta City Hall	Assessing Bureau	Konica Minolta BH284e	A6IG011008560
Augusta City Hall	Audit Department	HP Laser Jet P3015	VNB344I363
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48339
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48345
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48347
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48350
Augusta City Hall	Treasury Bureau	HP Laser Jet Enterprise M506dn	PHBGQ48351
Augusta Fire Dept - Hartford	Alarm Room	HP Laser Jet Pro M402dn	PHBQG10462
Hatch Hill Landfill	Ops Building	Konica Minolta BH4050	A6VF011003166
Lithgow Public Library	Adult Services Desk	HP Laser Jet Pro M402dw	PHBVD48284

STARDoc USER NAMES

Name	User Name
Fred Kahl	fkahl
Mike Shriver	mshriver@augustamaine.gov
Tracy Roy	tracy.roy@augustamaine.gov

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



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 69 clients with almost 4500 devices doing 176 million copies and prints annually. For FY22 we purchased 1,432 machines with over 73 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 by managing 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 almost \$1.5 million for all of our clients.
That translates into Savings of more than \$7 million over five years!



SPC Values Our Vendors

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,400 units purchased in FY22 running over 73 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 managed over 4,500 Photocopiers and Printers last year.

Our relationship with our vendors has never been stronger!



STARDoc Features

Cost Projection by Department or Building

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

Map your devices on Floorplans

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

Floorplan Administration

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

Contacts Page

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

Device Listing Page

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

Monthly Audits

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

Last Sync Date

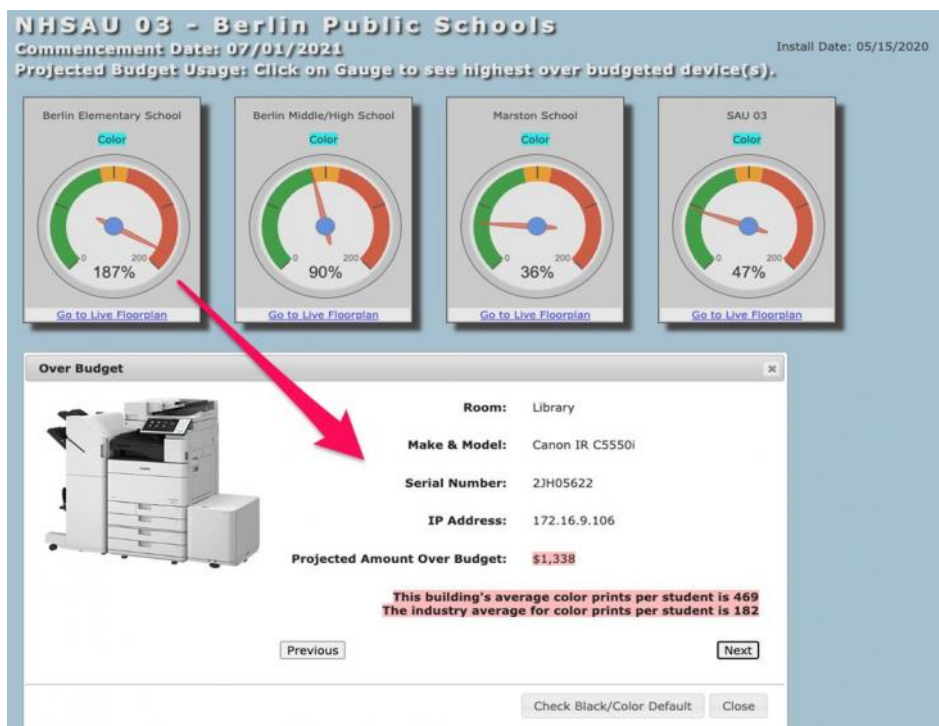
- Shows the last time FM Audit synced for equipment

Over-Budget Report

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

Five-Year Fleet Management (FYFM)

- Interactive tool that examines printing habits
- Flags potential problem areas
- Helps identify equipment with high color usage



NEW VENDOR CATEGORIES

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

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

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