•SPC•

Specialized Purchasing Consultants

1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
www.spccopypro.com

2017-2018 Annual Report

Year - End Photocopier Analysis

With projected costs for 2018-19

Ralph St. Pierre
Augusta, City of
16 Cony Street
Augusta, ME 04330

October 2018

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

Ralph St. Pierre
Augusta, City of
16 Cony Street
Augusta, ME 04330

Dear Ralph:

We at Specialized Purchasing Consultants, wish to thank you for your continued confidence in us. Our relationship is now 14 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

The following Annual Report provides an overview of last year's reprographic equipment usage and status. Recommendations are included based on usage and remaining life expectancy to address potential problem areas. This will 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. For the past number of years, numerous new features have been implemented to benefit our clients such as Simplified Billing, FMAudit automated meter reading, STARDoc and IT Asset Management. We hope you have found these services to be beneficial and time-saving. We are very pleased to offer these services at no additional charge.

During our meeting with you to review this report, we would like to take some time to review our current services as well as new services soon to be offered and how you can benefit from these services.

Again, we appreciate the opportunity to continue to provide you with the best possible pricing, service, and equipment. If you have any questions or are in need of more information, please let us know.

Sincerely,

Skip Tilton
President

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The SPC Team…
## *would like to personally thank you for your continued trust and confidence!*

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, as well as providing ways to increase your equipment reliability and the ability to monitor and track usage variations throughout the year to keep your costs under control.
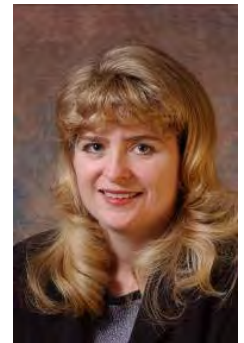
Jessica Paradis
Accounting Coordinator

As the new accounting director for SPC, my focus is to ensure transactions are handled with importance, accuracy, and timeliness. My goal is for all communication, with client or vendor, to be satisfactory for all parties. I am excited to be part of this team, and I am available to answer any billing or contract questions you may have.

Alex Webster
Operations Manager

My top priority is ensuring that our clients receive the absolute best customer service possible. Whether you have a question about your SPC STARDoc site, an upcoming upgrade or your existing equipment, I am here to answer any questions you may have. I am very excited about the new features that we have on STARDoc. We are now able to offer *at no additional charge to our clients* features that normally cost thousands of dollars.

Pam Weed
Client-Vendor Relations

It is always my goal to ensure a good working relationship between clients and vendors. This applies to billing, upgrades, equipment reliability, and everything in between. I am available to assist you with smooth transitions and quick resolutions.

Joel Heffernan
Implementation Specialist

With over 40 years of experience in the copier/printer industry, I am able to deliver knowledgeable assistance before, during, and after equipment changeover. I am available to our clients to address any concerns they may have and to assure our clients have a pleasant experince with SPC.

Robert Dutil
Director of Information Technology

I work behind the scenes to keep everything running smoothly. I appreciate SPC's honesty, work ethic and loyalty, and it is my goal to make sure SPC has the tools it needs to continue improving their technology to better serve their clients and to be as productive as possible. By doing this, our clientele has the ability to monitor their assets and keep their costs down. I am excited about what the future holds for SPC and our clients.

Equipment Health Status

Total Number of Machines:	67
Total Black Photocopiers	11
Total Color Photocopiers	13
Total Black Network Printers	37
Total Color Network Printers	6
Total Removed from Service:	4
# of Units OFF Warranty:	3
# of Units Approaching End of Warranty:	12
# of Units Overused:	0
# of Units Underused:	2
Commencement Date:	10/1/2014
# of Annual Payments Left on Lease	1
All Warranties and Service Contracts Expire:	6/30/2020
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract	[gu

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 Ralph,

It has been four years since your last upgrade and you could benefit from an onsite visit and an upgrade since costs have come down over the years. You have 12 machines that are nearing the end of warranty and 3 already off warranty. These were machines that were carried over from your previous lease and you own outright as well as reconditioned machines. Also, keep in mind there are some powerful print management software that you may want to consider this time around. (See page #11)

In order to stay ahead of your reliability curve, that upgrade could take place as early as the Summer of 2018. In that way you would have already made your last lease payment that is due 8-1-2019. I am confident that there are other needs that an onsite visit will be able to address.

Sincerely,
Skip

Aging Equipment Summary

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

Building	Department	Make / Model	Serial Number	Vendor Name	Intro Date
Augusta City Hall	Assessing Bureau	HP Laser Jet Enterprise600 M601DN	CNBCD3M3C5	AXIS	11/2011
Augusta City Hall	Audit Department	Toshiba e-Studio 455	CQE024282	A-COPI	06/2009
Augusta City Hall	Audit Department	HP Laser Jet P3015	VNB3441363	AXIS	07/2008
Augusta City Hall	Central Services	Toshiba e-Studio 855	CED011589	A-COPI	06/2009
Augusta City Hall	Central Services	HP Color Laser Jet Pro CP5225DN	CNBCD8R1FT	AXIS	11/2010
Augusta City Hall	Community Service	Toshiba e-Studio 455	CQD023794	A-COPI	06/2009
Augusta City Hall	Health & Welfare	Toshiba e-Studio 455	CQE024363	A-COPI	06/2009
Augusta Civic Center	Main Office	Toshiba e-Studio 4540c	SMI380649	A-COPI	05/2011
Augusta Police Dept	Dispatch Center 1st Floor	HP Laser Jet P3015	VNBC9D03RK	AXIS	07/2008
Augusta Police Dept	Lunch Room 2nd Floor	Toshiba e-Studio 4540c	SMI380663	A-COPI	05/2011
Augusta Police Dept	Patrol Room - 1st Floor	HP Laser Jet P3015	JPCDS05131	AXIS	07/2008
Augusta Police Dept	Records Hall 1st Floor	Toshiba e-Studio 4540c	SMI380638	A-COPI	05/2011
Hatch Hill Landfill	Main Office	Savin 917SPF	V4499602044	A-COPI	04/2009
Lithgow Public Library	Adult Services Desk	HP Laser Jet Enterprise600 M601DN	CNCCF3N1MH	AXIS	11/2011

Non Contracted Devices

Make - Model	Serial Number	IP Address	Last Update

No non-contract devices!

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
- Initiated 5% cost per print annual increase cap

2001	**Solid-Ink Printers and Meter Collection**

- Offered low-cost-of-operation solid-ink network printers to help reduce printing costs
- 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 endure any and all funding sources provided legal documentation to meet State statutes and regulations

2003	**Contracts and Warranties Updated**

- 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

2005	**Economic Municipal Relief Fund Established**

2006	**Data Collection Agent**

- Data Collection Agent Software offered for meter collection convenience

2007	**Insurance Fund**

- Insurance Fund established for equipment upgrades with SPC monitoring installations from start to finish. SPC absorbs cost of returning leased equipment, electrical or network drop installs or upgrades, and surge protectors (ESPs)

2012	**STARDoc - Print Management Software Developed and Implemented**

- Live Floor Plans allow IT administrators to move devices around on their own floor plans
- Low-end network printers added to contracts and monitored
- Simplified Billing introduced

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.

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

- **Cost Projection by Department or Building** - Who Benefits? Accounts Payable, Business Manager and Superintendent
  - 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
  - Non-Reporting device listing for devices that haven't reported for more than 2 weeks
  - Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TV's)

- **Floor Plans Admin** - Who Benefits? Business Manager and IT
  - Allows IT and Business Manager to move devices around on Floor Plan
  - 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 Star Doc
  - Toggle Email all (Toner, Service Monthly Audits)

- **Device Listing Page** - Who Benefits? Business Manager and IT
  - 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

New Features

Industry Wide
Consult: Secure Print Release, also known as Follow Me Print or Find-Me Printing.

➢ Print to a single global queue, walk up, and collect at any device.

➢ The application allows jobs to be held at the server level and released when the user engages it at any multi-function device (MFD). It allows users to print at any area within the building as long as the MFD has the features needed by the user.

STARDoc
NEW! Over Budget Report feature

➢ Allows user to select the Over Budget feature to produce a report showing each machine currently running over projected volumes, listed with highest amount over first.

➢ Catch overused equipment early, before equipment begins to break down due to over use.

➢ Request service history on any machine right through STARDoc.

Annual Black Volume by Department

■ 14-15   ■ 15-16   ■ 16--17   □ 17-18   % difference between Previous Year and Current Year

-2%
-20%
-12%
14%
-6%
7%
41%
2%
0%
-29%

| | Airport | City Hall | Civic Center | Fire Dept | Housing Authority | Police Dept | Public Works | Buker Center | Landfill | Library |
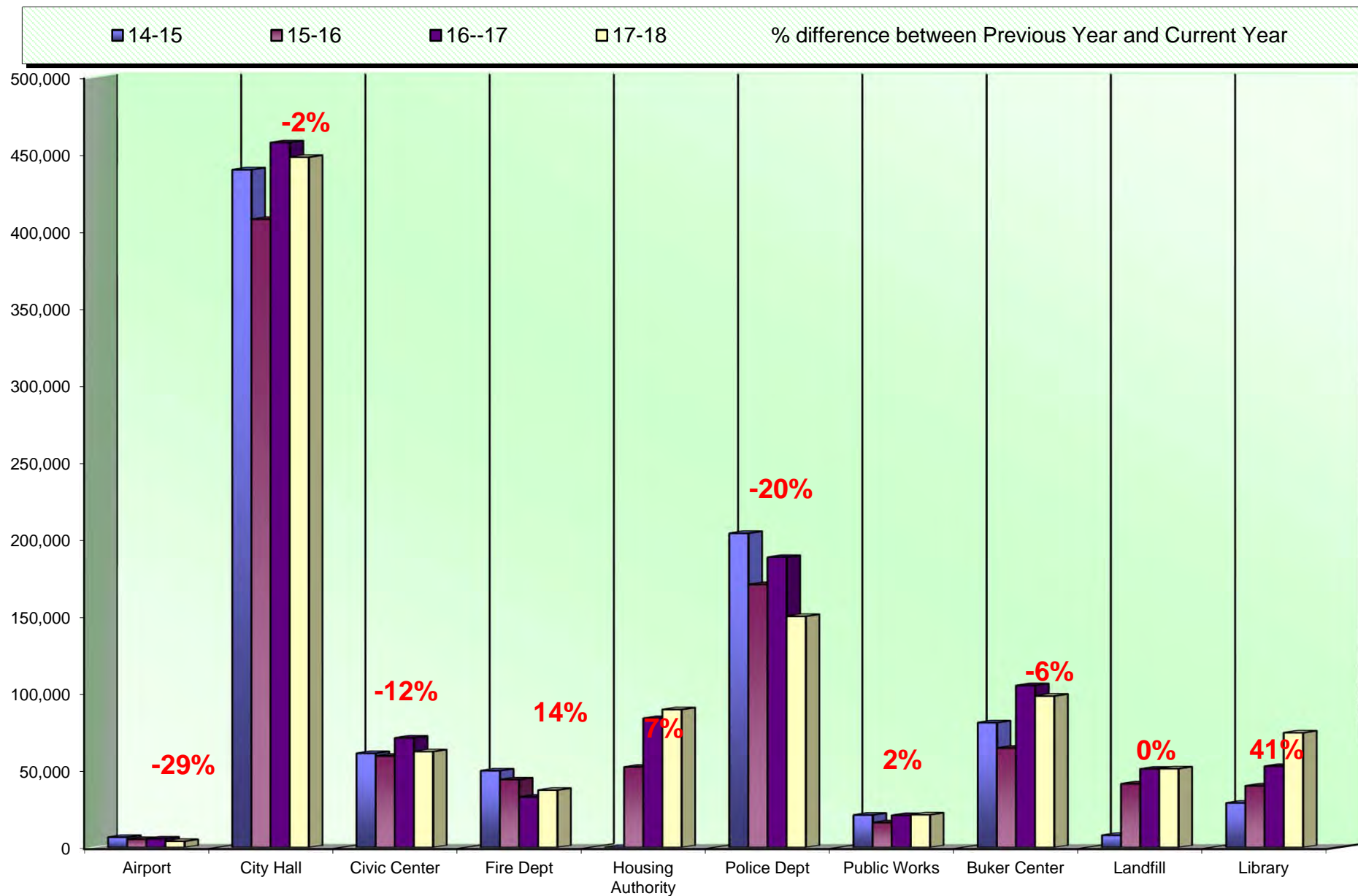
Annual Black Volume Overall
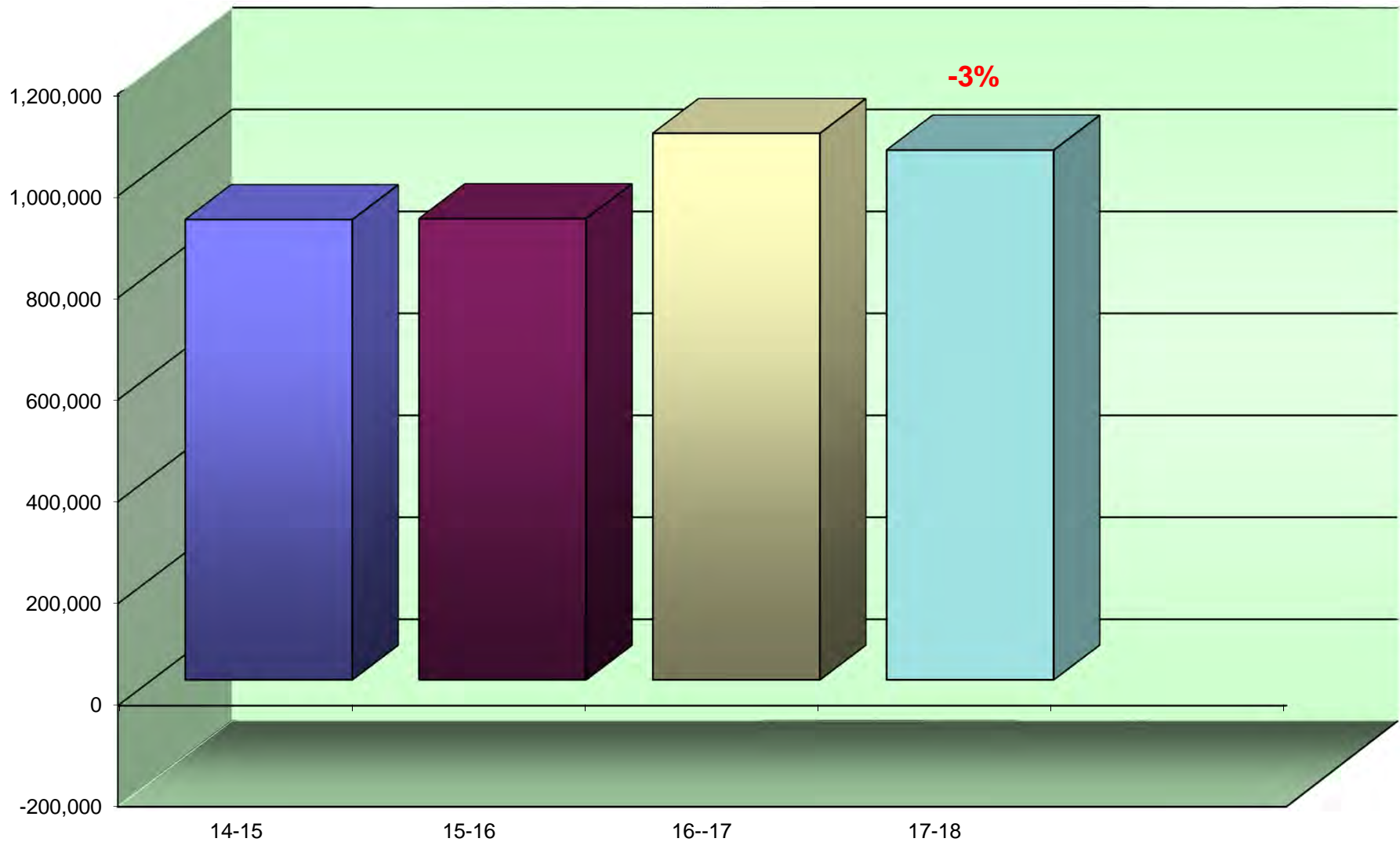
-3%

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

Annual Color Volume by Department

Legend: ■ 14-15 ■ 15-16 ■ 16-17 □ 17-18   % Difference between Previous Year and Current Year
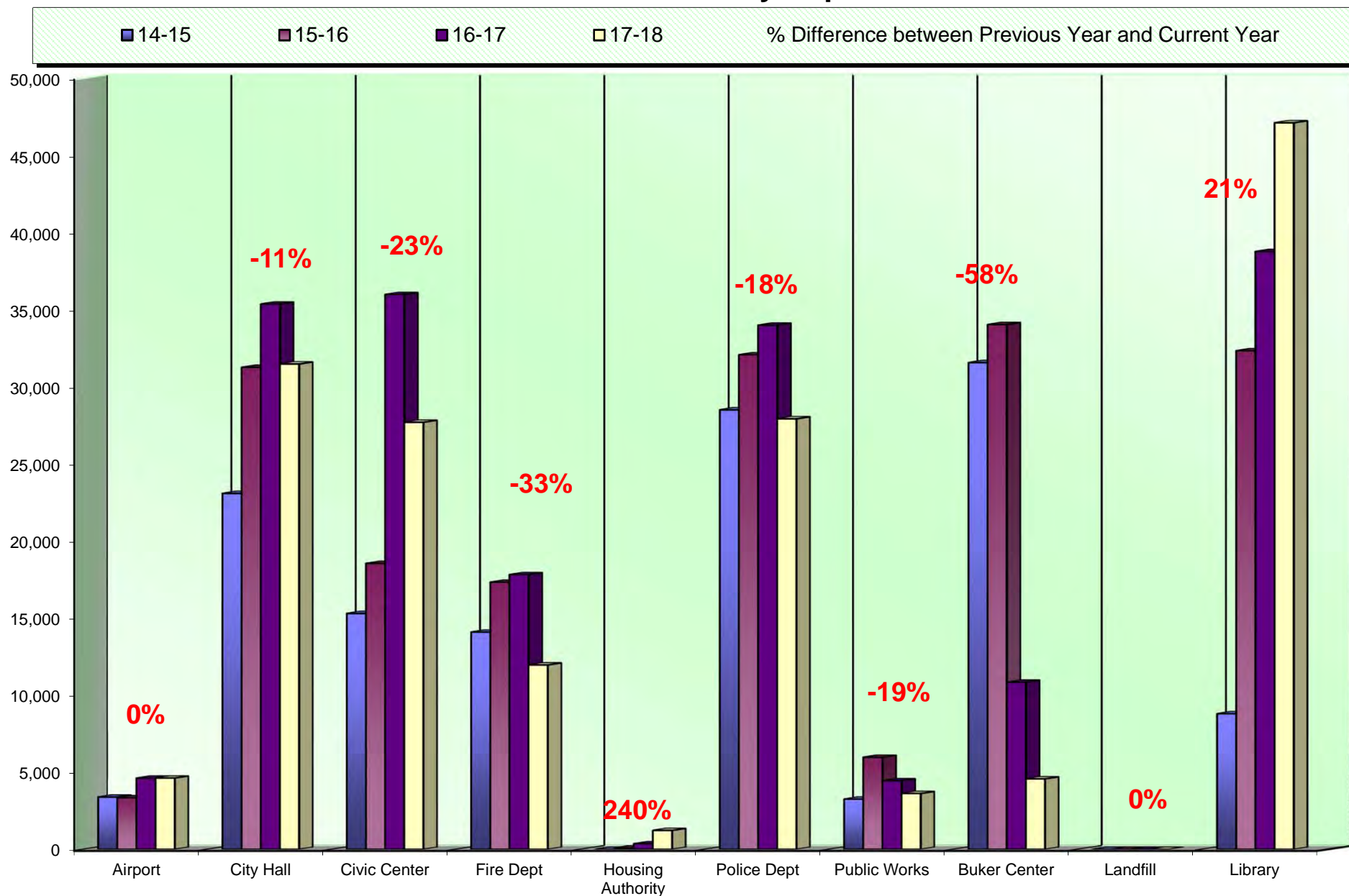
Annual Color Volume Overall

-12%
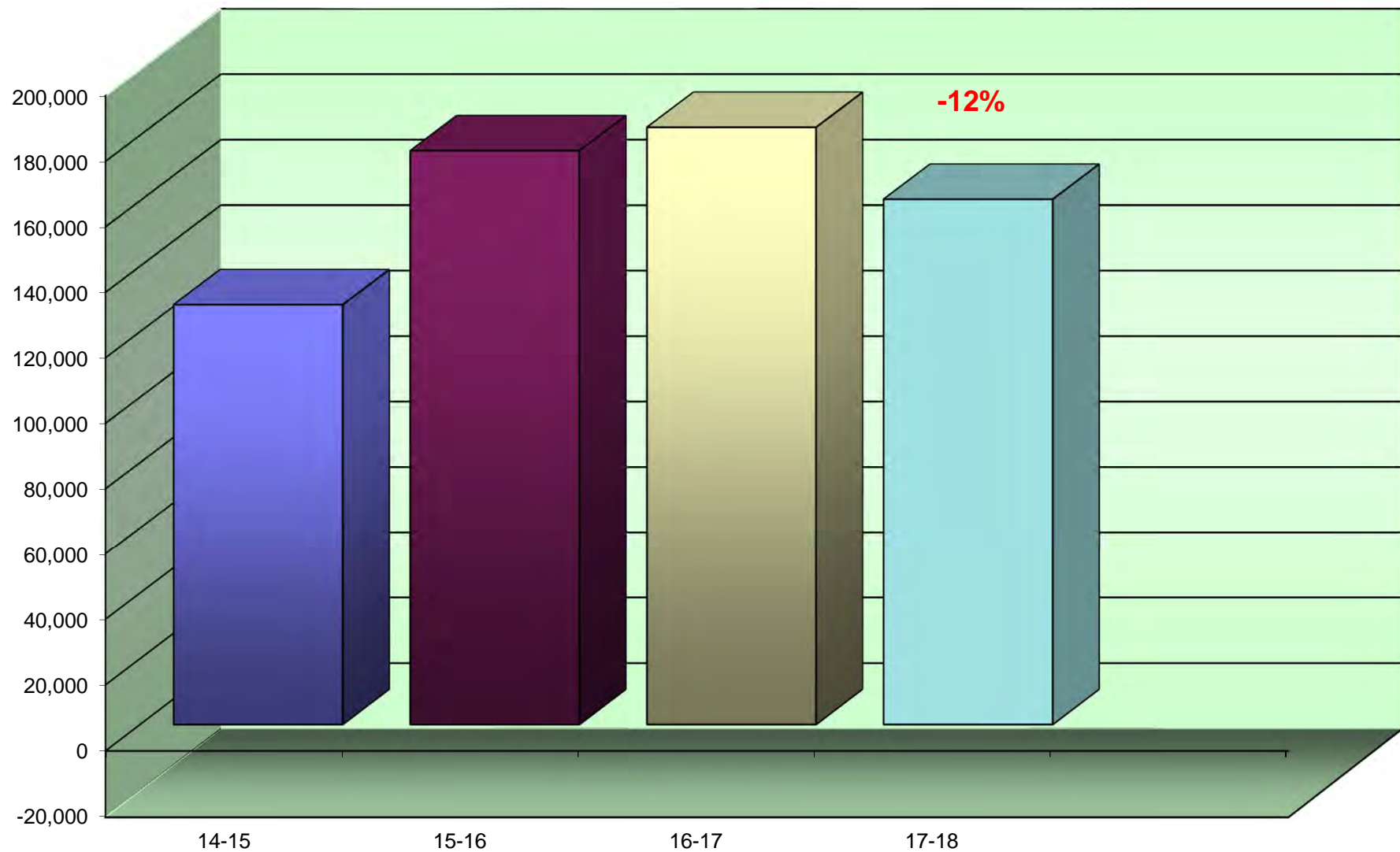
% amount equals the overall increase or decrease between Previous Year and Current Year

Color to Total Volume Percentage
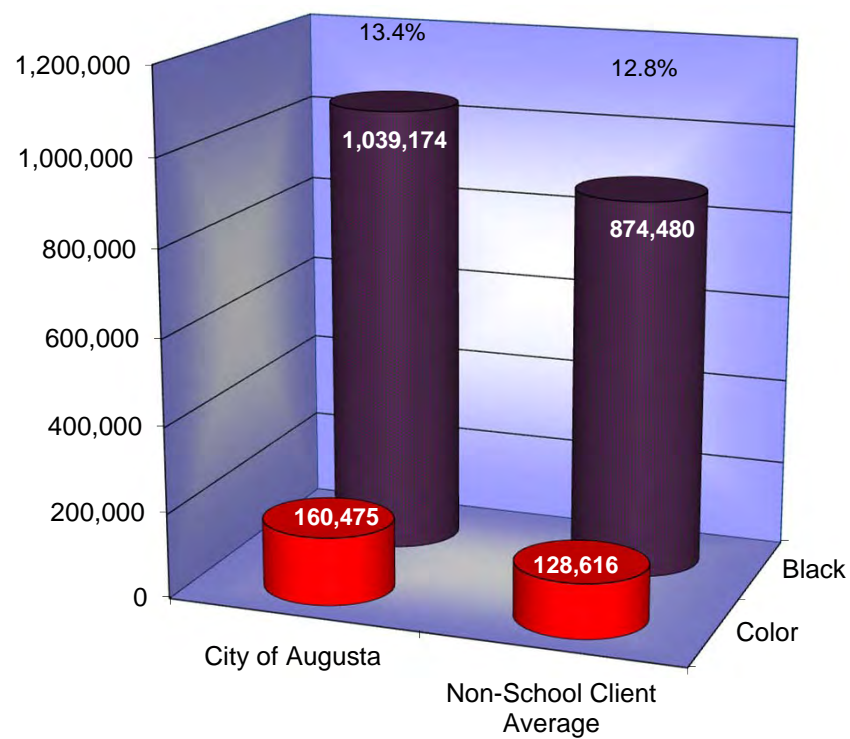
Usage Profile for Service & Supplies

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC. Projected Volume comparison is based on projected volume figured on your most recent Five-Year Equipment Replacement Schedule.

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017 Meter*	*6/30/2018 Meter*	*2017-18 Annual Volume*	*Cost/Copy Annual Cost*	*Date of Last Upgrade: 10/1/2014* *Recommendations*
AUGUSTA AIRPORT					
Reception Area					
Toshiba e-Studio 3055C / 30 PPM C7ED66106 / 5243	15,718	19,811	4,093	$0.004030 $16.49	None at this time.
750,000 / 07/2013	11,326	15,993	4,667	$0.05166	
Color Photocopier				$241.10	
A-COPI					
	Subtotals Black	**4,093**	**$16.49**		
	Subtotals Color	**4,667**	**$241.10**		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	*Date of Last Upgrade: 10/1/2014* Cost/Copy Annual Cost	Recommendations
AUGUSTA CITY HALL					
Assessing Bureau					
HP Laser Jet Enterprise600 M601DN / 45 PP CNBCD3M3C5 /	15,173	22,162	6,989	$0.007760 $54.23	7 years from Intro.
1,000,000 / 11/2011	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Toshiba e-Studio 207L / 20 PPM CEGD23963 / 5253	42,136	57,526	15,390	$0.004140 $63.71	None at this time.
500,000 / 06/2014	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Audit Department					
HP Laser Jet P3015 / 42 PPM VNB3441363 /	26,297	35,041	8,744	$0.007760 $67.85	10 years from Intro.
200,000 / 07/2008	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Toshiba e-Studio 455 / 45 PPM CQE024282 / 1634	555,933	613,112	57,179	$0.004370 $249.87	9 years from Intro.
1,000,000 / 06/2009	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA CITY HALL					
Central Services					
HP Color Laser Jet Pro CP5225DN / 20 PPM CNBCD8R1FT /	5,117	5,835	718	$0.007760 $5.57	8 years from Intro.
500,000 / 11/2010	25,196	32,924	7,728	$0.09050	
Color Network Printer				$699.38	
AXIS					
Toshiba e-Studio 855 / 85 PPM CED011589 / 1627	433,483	483,228	49,745	$0.004370 $217.39	9 years from Intro.
4,000,000 / 06/2009	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Community Service					
Toshiba e-Studio 455 / 45 PPM CQD023794 / 1628	160,284	163,293	3,009	$0.004370 $13.15	9 years from Intro.
1,000,000 / 06/2009	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Community Service - Mr. Dahlin					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36877 /	6,872	8,789	1,917	$0.007760 $14.88	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017* *Meter*	*6/30/2018* *Meter*	*2017-18* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Date of Last Upgrade: 10/1/2014* *Recommendations*
AUGUSTA CITY HALL					
Custodial Office					
HP Laser Jet Pro M401dne / 35 PPM	2,286	2,831	545	$0.007760 $4.23	None at this time.
PHGFC36879 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Fort Western					
HP Laser Jet Pro M401dne / 35 PPM	31,234	42,186	10,952	$0.007760 $84.99	None at this time.
PHGFC36858 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Health & Welfare					
Toshiba e-Studio 455 / 45 PPM	190,439	220,345	29,906	$0.004370 $130.69	9 years from Intro.
CQE024363 / 1635					
1,000,000 / 06/2009	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Human Resources					
Toshiba e-Studio 457 / 45 PPM	183,915	248,978	65,063	$0.004030 $262.20	None at this time.
CEHD28550 / 5233					
1,000,000 / 06/2014	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations

Date of Last Upgrade: 10/1/2014

AUGUSTA CITY HALL

Information Technology

HP Laser Jet Pro M401dne / 35 PPM PHGFC36875 /	7,814	10,671	2,857	$0.007760 $22.17	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer **AXIS**				$0.00	

Room 130 Development Services

Toshiba e-Studio 3055C / 30 PPM C7ED66124 / 5242	23,230	34,767	11,537	$0.004030 $46.49	None at this time.
750,000 / 07/2013	49,716	69,445	19,729	$0.05166	
Color Photocopier **A-COPI**				$1,019.20	

Room 130 Development Services Copy Room

Toshiba e-Studio 757 / 75 PPM CAHD13764 / 5247	149,803	206,029	56,226	$0.004030 $226.59	None at this time.
4,000,000 / 06/2014	0	0	0	$0.00000	
Black Photocopier **A-COPI**				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations

AUGUSTA CITY HALL

Room 213 City Clerk/Treasurer/Tax Collector

HP Laser Jet Pro M401dne / 35 PPM	20,306	23,942	3,636	$0.007760 $28.22	Traded
PHGFC36873 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Toshiba e-Studio 457 / 45 PPM	116,220	172,396	56,176	$0.004030 $226.39	None at this time.
CEHD30678 / 5246					
1,000,000 / 06/2014	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					

Room 213 Debbie's Desk

HP Laser Jet Pro M401dne / 35 PPM	28,776	32,644	3,868	$0.007760 $30.02	Traded
PHGFC36807 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Room 213 Treasury Department

HP Laser Jet Pro M401dne / 35 PPM	23,020	29,164	6,144	$0.007760 $47.68	Traded
PHGFB36494 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017 Meter*	*6/30/2018 Meter*	*2017-18 Annual Volume*	*Cost/Copy Annual Cost*	*Date of Last Upgrade: 10/1/2014* *Recommendations*
AUGUSTA CITY HALL					
Room 236 - Administration					
Toshiba e-Studio 457 / 45 PPM CEHD30694 / 5244	132,304	172,205	39,901	$0.004030 $160.80	None at this time.
1,000,000 / 06/2014	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Room 236 - City Manager					
HP Color Laser Jet M451dn / 21 PPM CNBH204646 /	3,147	3,958	811	$0.007760 $6.29	None at this time.
500,000 / 02/2012	10,339	14,384	4,045	$0.09050	
Color Network Printer				$366.07	
AXIS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017 Meter*	*6/30/2018 Meter*	*2017-18 Annual Volume*	*Cost/Copy Annual Cost*	*Date of Last Upgrade: 10/1/2014* **Recommendations**
AUGUSTA CITY HALL					
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	0	3,974	3,974	$0.015000	None at this time.
PHBGQ48347 / 7969				$59.61	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
HP Laser Jet Enterprise M506dn / 45 PPM	0	2,863	2,863	$0.015000	None at this time.
PHBGQ48350 / 7970				$42.95	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
HP Laser Jet Enterprise M506dn / 45 PPM	0	4,569	4,569	$0.015000	None at this time.
PHBGQ48345 / 7971				$68.54	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
HP Laser Jet Enterprise M506dn / 45 PPM	0	1,851	1,851	$0.015000	None at this time.
PHBGQ48351 / 7968				$27.77	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
HP Laser Jet Enterprise M506dn / 45 PPM	0	3,409	3,409	$0.015000	None at this time.
PHBGQ48339 / 7972				$51.14	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					

Make-Model / Speed			2017-18		Date of Last Upgrade: 10/1/2014
Serial Number / Vendor ID			*Annual*	*Cost/Copy*	
Life / Intro Date	*7/1/2017*	*6/30/2018*			
Vendor	*Meter*	*Meter*	*Volume*	*Annual Cost*	*Recommendations*

AUGUSTA CITY HALL

	Subtotals Black		447,979	$2,213.40	
	Subtotals Color		31,502	$2,084.66	

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017* *Meter*	*6/30/2018* *Meter*	*2017-18* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Date of Last Upgrade: 10/1/2014* *Recommendations*
AUGUSTA CIVIC CENTER					
Director's Office					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36874 /	7,133	9,433	2,300	$0.007760 $17.85	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Kitchen					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36805 /	8,223	10,015	1,792	$0.007760 $13.91	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Main Office					
Toshiba e-Studio 4540c / 45 PPM SMI380649 / 5184	150,440	206,503	56,063	$0.004030 $225.93	7 years from Intro.
1,000,000 / 05/2011	66,229	93,966	27,737	$0.05166	
Color Photocopier				$1,432.89	
A-COPI					
Maintenance Office					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36869 /	7,576	10,138	2,562	$0.007760 $19.88	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA CIVIC CENTER					
Subtotals Black			62,717	$277.57	
Subtotals Color			27,737	$1,432.89	

Make-Model / Speed					*Date of Last Upgrade: 10/1/2014*
Serial Number / Vendor ID			*2017-18*		
Life / Intro Date	*7/1/2017*	*6/30/2018*	*Annual*	*Cost/Copy*	
Vendor	*Meter*	*Meter*	*Volume*	*Annual Cost*	**Recommendations**
AUGUSTA FIRE DEPT					
Admin Office 2nd Floor					
Toshiba e-Studio 3055C / 30 PPM	43,208	53,387	10,179	$0.004030	None at this time.
C7IC23480 / 5241				$41.02	
750,000 / 07/2013	24,115	30,580	6,465	$0.05166	
Color Photocopier				$333.98	
A-COPI					
Common Area 2nd Floor					
Lexmark XC 2132 / 32 PPM	9,759	11,631	1,872	$0.007240	None at this time.
S75272594652N4 / 5282				$13.55	
750,000 / 04/2013	24,205	29,738	5,533	$0.06888	
Color Photocopier				$381.11	
A-COPI					
Main Hall Upstairs					
HP Laser Jet Pro M401dne / 35 PPM	33,920	38,801	4,881	$0.007760	None at this time.
PHGFC36867 /				$37.88	
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA FIRE DEPT					
Office					
Kyocera P2235dw / 37 PPM VCU6Y00103 / 7036	0	3,764	3,764	$0.016640 $62.63	None at this time.
750,000 / 04/2017	0	0	0	$0.00000	
Black Network Printer **A-COPI**				$0.00	
Toshiba e-Studio 477s / 47 PPM TQGF17343 / 6932	0	9,804	9,804	$0.009220 $90.39	None at this time.
/	0	0	0	$0.00000	
Black Laser MFP **A-COPI**				$0.00	
Wells Fire Station					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36864 /	834	5,354	4,520	$0.007760 $35.08	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer **AXIS**				$0.00	
HP Laser Jet Pro M401dne / 35 PPM PHGFD61559 /	9,468	10,543	1,075	$0.007760 $8.34	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer **AXIS**				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA FIRE DEPT					
Western Ave Fire Station Office					
HP Laser Jet Pro M402dn / 40 PPM PHBQG10462 /	2,622	4,059	1,437	$0.024570 $35.31	None at this time.
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

		Subtotals Black	**37,532**	**$324.20**	
		Subtotals Color	**11,998**	**$715.09**	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA HOUSING AUTHORITY					
Main Office					
Kyocera P2040dw / 40 PPM	0	1,565	1,565	$0.016250 $25.43	None at this time.
VD27307235 / 7815					
1,000,000 / 04/2017	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
Kyocera P2040dw / 40 PPM	0	0	0	$0.016250 $0.00	Not being used. Why?
VD27104492 / 7353					
1,000,000 / 04/2017	0	0	0	$0.00000	
Black Network Printer				$0.00	
A-COPI					
Toshiba e-Studio 5560c / 55 PPM	136,920	225,319	88,399	$0.004030 $356.25	None at this time.
CSGE20477 / 5922					
3,000,000 / 04/2014	454	1,693	1,239	$0.05166	
Color Photocopier				$64.01	
A-COPI					
Subtotals Black		**89,964**		**$381.68**	
Subtotals Color		**1,239**		**$64.01**	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA POLICE DEPT					
Alternate Dispatch Center					
HP Laser Jet Pro M402dn / 40 PPM PHBQG11107 /	34	55	21	$0.024570 $0.52	Underused!
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Booking Room #1					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36870 /	12,222	14,737	2,515	$0.007760 $19.52	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Chief's Administrative Assistant					
HP Laser Jet Pro M401dn / 35 PPM PHGFC36872 /	29,636	40,528	10,892	$0.007760 $84.52	None at this time.
750,000 / 06/2012	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Chief's Office					
HP Laser Jet Pro M401dne / 35 PPM PHGFC36809 /	7,973	9,073	1,100	$0.007760 $8.54	None at this time.
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed					*Date of Last Upgrade: 10/1/2014*
Serial Number / Vendor ID			*2017-18*		
Life / Intro Date	*7/1/2017*	*6/30/2018*	*Annual*	*Cost/Copy*	
Vendor	*Meter*	*Meter*	*Volume*	*Annual Cost*	*Recommendations*
AUGUSTA POLICE DEPT					
CID Commander					
HP Laser Jet Pro M401dne / 35 PPM	2,290	3,056	766	$0.007760	None at this time.
PHGFC36876 /				$5.94	
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
CID Sargeant					
HP Laser Jet Pro M401dne / 35 PPM	3,270	4,249	979	$0.007760	None at this time.
PHGFC36803 /				$7.60	
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Court Officer					
HP Laser Jet Pro M401dne / 35 PPM	9,683	11,561	1,878	$0.007760	None at this time.
PHGFC36865 /				$14.57	
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Deputy Chief					
HP Laser Jet Pro M401dne / 35 PPM	7,878	9,050	1,172	$0.007760	None at this time.
PHGFC36868 /				$9.09	
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA POLICE DEPT					
Dispatch Center 1st Floor					
HP Laser Jet P3015 / 42 PPM	77,950	103,834	25,884	$0.007760 $200.86	10 years from Intro.
VNBC9D03RK /					
200,000 / 07/2008	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Lunch Room 2nd Floor					
Toshiba e-Studio 4540c / 45 PPM	154,712	199,877	45,165	$0.004030 $182.01	7 years from Intro.
SMI380663 / 5212					
1,000,000 / 05/2011	57,787	74,421	16,634	$0.05166	
Color Photocopier				$859.31	
A-COPI					
Patrol Room - 1st Floor					
HP Laser Jet P3015 / 42 PPM	59,921	81,348	21,427	$0.007760 $166.27	10 years from Intro.
JPCDS05131 /					
200,000 / 07/2008	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Records Hall 1st Floor					
Toshiba e-Studio 4540c / 45 PPM	153,375	190,414	37,039	$0.004030 $149.27	7 years from Intro.
SMI380638 / 5219					
1,000,000 / 05/2011	26,124	35,482	9,358	$0.05166	
Color Photocopier				$483.43	
A-COPI					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
AUGUSTA POLICE DEPT					
Watch Command Office					
HP Color Laser Jet M451dn / 21 PPM CNBH204654 /	7,841	9,229	1,388	$0.007760 $10.77	None at this time.
500,000 / 02/2012	2,358	4,325	1,967	$0.09050	
Color Network Printer				$178.01	
AXIS					

	Subtotals Black	**150,226**	**$859.49**	
	Subtotals Color	**27,959**	**$1,520.76**	

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2017* *Meter*	*6/30/2018* *Meter*	*2017-18* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Date of Last Upgrade: 10/1/2014* **Recommendations**
AUGUSTA PUBLIC WORKS					
Conference Room 2nd Floor					
Toshiba e-Studio 3055C / 30 PPM C7IC23506 / 5256	25,789	36,193	10,404	$0.004030 $41.93	None at this time.
750,000 / 07/2013	2,666	3,915	1,249	$0.05166	
Color Photocopier				$64.52	
A-COPI					
Micky's Office					
Lexmark XC 2132 / 32 PPM S7527259465322 / 5283	25,420	36,444	11,024	$0.007240 $79.81	None at this time.
750,000 / 04/2013	10,657	13,063	2,406	$0.06888	
Color Photocopier				$165.73	
A-COPI					
Subtotals Black		*21,428*	*$121.74*		
Subtotals Color		*3,655*	*$230.25*		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
BUKER CENTER					
Main Office					
Toshiba e-Studio 5560c / 55 PPM CSFD12256 / 5249	208,167	306,866	98,699	$0.004030 $397.76	None at this time.
3,000,000 / 04/2014 Color Photocopier **A-COPI**	73,421	78,032	4,611	$0.05166 $238.20	

	Subtotals Black	**98,699**	**$397.76**	
	Subtotals Color	**4,611**	**$238.20**	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
HATCH HILL LANDFILL					
Main Office					
Savin 917SPF / 17 PPM	46,970	54,357	7,387	$0.004370 $32.28	9 years from Intro.
V4499602044 / 1664					
200,000 / 04/2009	0	0	0	$0.00000	
Black Photocopier				$0.00	
A-COPI					
Office					
HP Laser Jet Pro M401dne / 35 PPM	84,528	128,721	44,193	$0.007760 $342.94	None at this time.
PHGFC36878 /					
750,000 / 01/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Subtotals Black	**51,580**	**$375.22**			
Subtotals Color	**0**	**$0.00**			

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations
LITHGOW PUBLIC LIBRARY					
Adult Services Desk					
HP Laser Jet Enterprise600 M601DN / 45 PP CNCCF3N1MH /	92,510	125,198	32,688	$0.006460 $211.16	7 years from Intro.
1,000,000 / 11/2011	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					
Central Location - 1st Floor					
Toshiba e-Studio 2050C / 20 PPM C7AE25508 / 6380	14,861	40,660	25,799	$0.004030 $103.97	None at this time.
500,000 / 06/2012	4,051	11,499	7,448	$0.05166	
Color Photocopier				$384.76	
A-COPI					
Main Floor					
HP Color Laser Jet M451dn / 21 PPM CNBH204645 /	2,089	2,710	621	$0.006460 $4.01	None at this time.
500,000 / 02/2012	12,947	14,198	1,251	$0.01163	
Color Network Printer				$14.55	
AXIS					
Nancy					
HP Laser Jet P1102w / 19 PPM VND3R15005 /	2,784	2,784	0	$0.006460 $0.00	Traded
200,000 / 04/2010	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 10/1/2014 Recommendations

LITHGOW PUBLIC LIBRARY

Tech Services

HP Color Laser Jet M451dn / 21 PPM	12,243	18,864	6,621	$0.006460	None at this time.
CNDG303277 /				$42.77	
500,000 / 02/2012	25,049	40,938	15,889	$0.01163	
Color Network Printer				$184.79	
AXIS					

HP Color Laser Jet Pro MFP M570dn / 31 PP	12,046	19,977	7,931	$0.006460	None at this time.
CNB9H3W7H3 /				$51.23	
750,000 / 11/2012	26,501	40,724	14,223	$0.01163	
Color Laser MFP				$165.41	
AXIS					

Youth Services

HP Color Laser Jet M451dn / 21 PPM	5,436	6,732	1,296	$0.006460	None at this time.
CNBH204640 /				$8.37	
500,000 / 02/2012	11,477	19,773	8,296	$0.01163	
Color Network Printer				$96.48	
AXIS					

| | **Subtotals Black** | **74,956** | | **$421.52** | |
| | **Subtotals Color** | **47,107** | | **$846.00** | |

City Wide Black Totals	*1,039,174*	*$5,389.08*
City Wide Color Totals	*160,475*	*$7,372.96*

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 9/1/2004** with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2017-18 fiscal year 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	PriorCPC	Average Annual Cost
1,039,174	$0.02170	$22,550.08

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,039,174	$0.00519	$5,393.31	$17,156.76	$85,783.81

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of $17,156.76 x 14 years as a Client

=$240,194.68 Cost Savings!

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

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 payment are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Augusta Airport	4,093	$16.95	$20.31	$114.07	$151.33
Augusta City Hall	447,979	$2,274.59	$2,222.87	$12,485.36	$16,982.82
Augusta Civic Center	62,717	$285.20	$311.20	$1,747.95	$2,344.35
Augusta Fire Dept	37,532	$333.31	$186.23	$1,046.03	$1,565.58
Augusta Housing Authority	89,964	$392.11	$446.40	$2,507.33	$3,345.84
Augusta Police Dept	150,226	$883.50	$745.42	$4,186.86	$5,815.79
Augusta Public Works	21,428	$125.09	$106.33	$597.21	$828.62
Buker Center	98,699	$408.61	$489.74	$2,750.78	$3,649.14
Hatch Hill Landfill	51,580	$385.83	$255.94	$1,437.56	$2,079.32
Lithgow Public Library	74,956	$433.21	$371.93	$2,089.05	$2,894.20
Total	**1,039,174**	**$5,538.40**	**$5,156.38**	**$28,962.21**	**$39,656.99**

SPC Equipment Bids:
Presently our bids are coming in between 14.77% to 20.87% of Retail while the current Salesman's Cost is 50% of Retail. For Example: An Konica Minolta BH 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 95 Copies per Minute with a Retail Cost of $45,640 is coming in at $7,342....16% of Retail! Our prices are negotiated and supported directly by the manufacturer.

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 current annual lease payment 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	4,667	$247.86
Augusta City Hall	31,502	$2,143.05
Augusta Civic Center	27,737	$1,473.11
Augusta Fire Dept	11,998	$735.15
Augusta Housing Authority	1,239	$65.80
Augusta Police Dept	27,959	$1,563.43
Augusta Public Works	3,655	$236.70
Buker Center	4,611	$244.89
Hatch Hill Landfill	0	$0.00
Lithgow Public Library	47,107	$869.88
Total	**160,475**	**$7,579.88**

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 new 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 2.8%.

Vendor	Equipment Type	Annual Volume	2017- 2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
A-COPI	Black Laser MFP	9,804	$0.00922	$90.39	$0.00948	$92.94
A-COPI	Black Network Printer	16,666	$0.01500	$249.99	$0.01542	$256.99
A-COPI	Black Network Printer	1,565	$0.01625	$25.43	$0.01670	$26.14
A-COPI	Black Network Printer	3,764	$0.01664	$62.63	$0.01711	$64.40
A-COPI	Black Photocopier	217,366	$0.00403	$875.98	$0.00414	$899.90
A-COPI	Black Photocopier	15,390	$0.00414	$63.71	$0.00426	$65.56
A-COPI	Black Photocopier	147,226	$0.00437	$643.38	$0.00449	$661.04
A-COPI	Color Photocopier	387,377	$0.00403	$1,561.13	$0.00414	$1,603.74
A-COPI	Color Photocopier	12,896	$0.00724	$93.37	$0.00744	$95.95
Axis Business Solutions	Black Network Printer	32,688	$0.00646	$211.16	$0.00664	$217.05
Axis Business Solutions	Black Network Printer	173,588	$0.00776	$1,347.04	$0.00798	$1,385.23
Axis Business Solutions	Black Network Printer	1,458	$0.02457	$35.82	$0.02526	$36.83
Axis Business Solutions	Color Laser MFP	7,931	$0.00646	$51.23	$0.00664	$52.66
Axis Business Solutions	Color Network Printer	8,538	$0.00646	$55.16	$0.00664	$56.69
Axis Business Solutions	Color Network Printer	2,917	$0.00776	$22.64	$0.00798	$23.28
Total		**1,039,174**	**$0.00519**	**$5,389.08**	**$0.00533**	**$5,538.40**

Service & Supply Usage Profile by Vendor - Color

This table represents actual and projected expenses for COLOR prints or copies by vendor for the current and next fiscal year. Under SPC's new 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 2.8%.

Vendor	Equipment Type	Annual Volume	2017- 2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
A-COPI	Color Photocopier	99,137	$0.05166	$5,121.42	$0.05311	$5,265.17
A-COPI	Color Photocopier	7,939	$0.06888	$546.84	$0.07081	$562.16
Axis Business Solutions	Color Laser MFP	14,223	$0.01163	$165.41	$0.01196	$170.11
Axis Business Solutions	Color Network Printer	25,436	$0.01163	$295.82	$0.01196	$304.21
Axis Business Solutions	Color Network Printer	13,740	$0.09050	$1,243.47	$0.09303	$1,278.23
Total		**160,475**	**$0.04594**	**$7,372.96**	**$0.04723**	**$7,579.88**

Reprographic Equipment Assessment

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

Total Number of Units	**63**
Total Number of Units on Lease	**40**
Total Number of Units Owned	**23**
Lease Company	**Northway Lease**
Lease Start Date	**10/1/2014**
Lease End Date	**8/1/2019**
Term	**5 Annual**
Annual Payment usually due on 8/1	**$28,962.21**
Remaining Payments	**1**

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

Leased Equipment

Building	Make/Model	Serial Number
Augusta Airport	Toshiba e-Studio 3055C	C7ED66106
Augusta City Hall	Toshiba e-Studio 207L	CEGD23963
Augusta City Hall	HP Laser Jet Pro M401dne	PHGFC36879
Augusta City Hall	HP Laser Jet P3015	VNB3441363
Augusta City Hall	HP Laser Jet Pro M401dne	PHGFC36877
Augusta City Hall	HP Color Laser Jet M451dn	CNBH204646
Augusta City Hall	Toshiba e-Studio 3055C	C7ED66124
Augusta City Hall	HP Laser Jet Enterprise600 M601DN	CNBCD3M3C5
Augusta City Hall	Toshiba e-Studio 457	CEHD28550
Augusta City Hall	HP Color Laser Jet Pro CP5225DN	CNBCD8R1FT
Augusta City Hall	Toshiba e-Studio 457	CEHD30678
Augusta City Hall	Toshiba e-Studio 757	CAHD13764
Augusta City Hall	HP Laser Jet Pro M401dne	PHGFC36875
Augusta City Hall	Toshiba e-Studio 457	CEHD30694
Augusta City Hall	HP Laser Jet Pro M401dne	PHGFC36858
Augusta Civic Center	Toshiba e-Studio 4540c	SMI380649
Augusta Civic Center	HP Laser Jet Pro M401dne	PHGFC36874
Augusta Civic Center	HP Laser Jet Pro M401dne	PHGFC36805
Augusta Civic Center	HP Laser Jet Pro M401dne	PHGFC36869
Augusta Fire Dept	HP Laser Jet Pro M401dne	PHGFC36867
Augusta Fire Dept	Toshiba e-Studio 3055C	C7IC23480
Augusta Fire Dept	HP Laser Jet Pro M401dne	PHGFC36864
Augusta Fire Dept	Lexmark XC 2132	S75272594652N4
Augusta Police Dept	HP Laser Jet P3015	VNBC9D03RK
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36876
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36865

Building	Make/Model	Serial Number
Augusta Police Dept	Toshiba e-Studio 4540c	SMI380638
Augusta Police Dept	HP Color Laser Jet M451dn	CNBH204654
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36809
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36870
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36803
Augusta Police Dept	HP Laser Jet Pro M401dne	PHGFC36868
Augusta Police Dept	Toshiba e-Studio 4540c	SMI380663
Augusta Police Dept	HP Laser Jet P3015	JPCDS05131
Augusta Public Works	Toshiba e-Studio 3055C	C7IC23506
Augusta Public Works	Lexmark XC 2132	S7527259465322
Buker Center	Toshiba e-Studio 5560c	CSFD12256
Hatch Hill Landfill	HP Laser Jet Pro M401dne	PHGFC36878
Lithgow Public Library	HP Color Laser Jet M451dn	CNBH204645
Lithgow Public Library	HP Color Laser Jet M451dn	CNBH204640

Owned Equipment

Building	Make/Model	Serial Number
Augusta City Hall	HP Laser Jet Enterprise M506dn	PHBGQ48339
Augusta City Hall	Toshiba e-Studio 855	CED011589
Augusta City Hall	Toshiba e-Studio 455	CQE024363
Augusta City Hall	HP Laser Jet Enterprise M506dn	PHBGQ48345
Augusta City Hall	Toshiba e-Studio 455	CQE024282
Augusta City Hall	Toshiba e-Studio 455	CQD023794
Augusta City Hall	HP Laser Jet Enterprise M506dn	PHBGQ48350
Augusta City Hall	HP Laser Jet Enterprise M506dn	PHBGQ48347
Augusta City Hall	HP Laser Jet Enterprise M506dn	PHBGQ48351
Augusta Fire Dept	HP Laser Jet Pro M401dne	PHGFD61559
Augusta Fire Dept	Toshiba e-Studio 477s	TQGF17343
Augusta Fire Dept	Kyocera P2235dw	VCU6Y00103
Augusta Fire Dept	HP Laser Jet Pro M402dn	PHBQG10462
Augusta Housing Authority	Toshiba e-Studio 5560c	CSGE20477
Augusta Housing Authority	Kyocera P2040dw	VD27307235
Augusta Housing Authority	Kyocera P2040dw	VD27104492
Augusta Police Dept	HP Laser Jet Pro M401dn	PHGFC36872
Augusta Police Dept	HP Laser Jet Pro M402dn	PHBQG11107
Hatch Hill Landfill	Savin 917SPF	V4499602044
Lithgow Public Library	HP Color Laser Jet M451dn	CNDG303277
Lithgow Public Library	HP Laser Jet Enterprise600 M601DN	CNCCF3N1MH
Lithgow Public Library	HP Color Laser Jet Pro MFP M570dn	CNB9H3W7H3
Lithgow Public Library	Toshiba e-Studio 2050C	C7AE25508

Service and Supply Contract – Client

Specialized Purchasing Consultants ("SPC") hereby contracts with _____ ("Client") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") using the Contracted Vendor shown below at a cost per print shown on said Schedule A, commencing on _____ and terminating on June 30, _____. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall invoice Client one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client staff during the month of June. A final Reconciliation spreadsheet and invoice will then be completed and sent to client. Upon payment of each billing invoice during the year, SPC will reimburse Contracted Vendor appropriately. Client is responsible for making payment in full within 30 days of said invoicing to avoid suspension of supplies by Contracted Vendor.

On July 1 of each calendar year during the afore-mentioned term, SPC shall credit Client any unused prepaid pages to Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period. If more pages were consumed than billed in the combined semi-annual billing, an overage invoice will be generated. Following semi-annual billing will be based on previous year volume.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Service and Supply Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be paid to Client. Client must return any unused consumables to Contracted Vendor.

AGREED AND ACCEPTED BY:
Specialized Purchasing Consultants

By: <u>Skip Tilton</u>

Title: <u>President/Owner</u>

Date: _____

Signature: _____

AGREED AND ACCEPTED BY:
Client

By: _____

Title: _____

Date: _____

Signature: _____

Named Contracted Vendor: **Vendor**

Warranty

Vendor ("Contracted Vendor") hereby warrants to _____ ("Client") that, if any such Equipment described on Schedule B attached hereto malfunctions through no fault of Client during the term commencing on _____ and terminating on June 30, _____, and such Equipment cannot be repaired promptly, Contracted Vendor, *through Specialized Purchasing Consultants*, will replace such Equipment with equipment which is equal to or superior in quality and capabilities to the Equipment being replaced, at no cost to Client. Refer to Schedule B for Additional Provisions to this Warranty.

The only exclusions to this Warranty are as follows:

1. This Warranty will expire for an item of Equipment when the Warranty Life of such item of Equipment in number of copies, as shown on Schedule B attached hereto, is exceeded;

2. This Warranty will expire for an item of Equipment at the date which is ten years after such Equipment was first offered for sale or lease by the manufacturer as shown on Schedule B attached hereto.

AGREED AND ACCEPTED BY:
Vendor

By:

Title:

Date:

Signature:

AGREED AND ACCEPTED BY:
Client

By:

Title:

Date:

Signature:

StarDoc User Names

Name	User Name
Charlie McCann	charlie.mccann
Cheryl Vashon	cheryl.vashon@augustamaine.gov
Claire True	audit@augustamaine.gov
Crystal Corbett	crystal.corbett@augustamaine.gov
Debra Lymneos	debra.lymneos
Dolores Steverman-Daoust	Dolores.Daoust@augustamaine.gov
Fred Kahl	fkahl
Jane Dumas	Jane.dumas@augustamaine.gov
Karen Perry	karen.perry@augustamaine.gov
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Roberta Fogg	roberta.fogg@augustamaine.gov
Ruth Tondreau	Ruth.tondreau@augustamaine.gov
Sarah Schulz-Nielaon	saraho
Theresa Arbour	theresa.arbour@augustamaine.gov
Wendy Somes	wendy.somes@augustamaine.gov

*If you need to verify your password or if you need to add users, please contact Alex Webster at
awebster@spccopypro.com

Benefits of partnering with SPC

Top Benefits to <mark>our CLIENTS</mark>:

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 69 clients with over 4,100 devices doing more than 239 million copies and prints per year. Annually, we purchase approximately 1,100 units running over 80 million prints!

➢ 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

➢ 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.

➢ STAR Doc 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.

➢ With SPC's Simplified Billing Program, 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.

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 1988, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated
Annual Savings of more than $2.5 million for all of our clients.
That translates into Savings of more than $12 million over five years!

SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you – Annually, we purchase approximately 1,100 units 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.

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.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments…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.

<div align="center">

SPC manages over 4,100 pieces of equipment;
Our relationship with our vendors has never been *stronger*!

</div>