Specialized Purchasing Consultants
1491 East Side River Road
Dummer, NH 03588
(800)750-1538

·SPC·

FY21
Annual
Report

With FY22 Projections

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

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

September 2021

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:

We at Specialized Purchasing Consultants wish to thank you for your continued confidence in us for the <mark>past 17 years</mark>. We hope we can continue this relationship for many years to come.

This year's Annual Report provides an overview of last year's reprographic equipment usage and status. We recognize that this was an unusual year and that accurate usage may not be fully reflected. However, it is still good to compare and review to see just how the pandemic has impacted usage. Recommendations have still been made to address any potential problem areas and help to avoid needless down time and improve equipment reliability.

Every year we strive to improve or enhance our services to save our clients time, money, and effort. Hopefully you have been able to benefit from these services, and we hope to continue to offer new services. In fact, one new service is the Client Warranty and Relief Fund. A description of this valuable service is provided in this year's report. We are pleased to continue offering all of our services to you at no additional charge.

We appreciate the opportunity to provide you with the best possible pricing, service, and equipment. We look forward to our meeting. Feel free to share your thoughts and feelings concerning your overall experience with SPC.

Sincerely,

Skip Tilton
President

"Protecting Your Copier Interests"

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MEET YOUR TEAM

Skip Tilton, President
Billie Jo Tilton, Vice President

As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices possible while improving the quality of your service and equipment. We have also been able to find ways to increase your equipment reliability, monitor and track usage variations throughout the year, and keep your costs under control.

Alex Webster
Operations, Marketing & IT Manager

Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bidding process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the bid results and presents them to our clients. He also presents our Annual Reports each year. He keeps our office equipment up to date, ensuring we are always online and using the latest technology to maintain STARDoc and FM Audit so our clients have access to valuable information on their equipment.

Pam Weed
Client-Vendor Relations

Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.

Kelly Fortier
Office Support

Our newest team member, Kelly creates and maintains Service & Supply contracts and Warranties, equipment additions and upgrades, lease documentation, bookkeeping, and other office support.

Heidi Tilton
Accounting Support

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

Sue Penney
Accounting Coordinator

Sue rejoins our team to oversee billing, leases, and purchase transactions.

Robert Dutil
Information Technology

Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.

Jamin Tilton
Operations Support

Jamin plays a vital role in performing onsite and virtual equipment surveys and installation audits. He assists with STARDoc and FM Audit updates as well.

SPC TIMELINE

1988   Specialized Purchasing Consultants opens its doors

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

1999   Improved Annual Report

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

2001   Meter Collection

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

2002   Bond Counsel Review

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

2003   Bond Counsel Review of Contracts and Warranties

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

2012   STARDoc and Simplified Billing Developed and Implemented

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

2013   STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014   STARDoc - Monthly Audits

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

2015   STARDoc - Mapping Options and Asset Management

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

SPC TIMELINE (Continued)

2018   STARDoc - Improved Pinpointing of Budget and Communications

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

2019   STARDoc – Service Histories, Chromebook Bid

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

2020   Mock Bids - Warranty and Relief Fund

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

2020   Chromebook Bid

- Third year in a row, awarding primarily to Y & S Technologies for Lenovo
- Sold 3,379 units to 17 clients for just under $815k in sales

2021   Vendor Services and Warranty Relief Equipment

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

2022   SPC Roadmap

- STARDoc Upgrade: Plans are being made to give STARDoc a more modern facelift.
- Internal restructuring to ensure our clients receive the best possible service from SPC.

EQUIPMENT HEALTH STATUS

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 FY21	1
# of Units OFF Warranty**	2
# of Units Approaching End of Warranty	4
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	08/02/2019
All Warranties and Service Contracts Expire	06/30/2025
# of Annual Payments Left on Lease	3
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract Signed	Yes

**NOTE: When a machine goes off warranty, it does not mean that the service contract expires. It simply means that if a replacement machine becomes necessary, it may not be at "no charge."

Dear Tracy,

    Client budgets have been significantly impacted for the past two years because of the COVID-19 restrictions. Black usage dropped again by a significant average because of the change to working remotely most of the year.

    Your vendor seems to be taking good care of your fleet (see Service History Report), though some of your equipment is aging. We can discuss any issues you may be having when we meet.

Sincerely,
Skip

Copies-per-Year: 1,191,001

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

PRESENT SITUATION	PROPOSED SITUATION
1) Guarantees on Photocopiers...**One Year**	1) Guarantees for both New, Recons & Used Photo's...**Five+ Years**
2) Annual Price Ceilings Left... **One Year**	2) 5% or CPI Annual Ceilings, whichever is less...**Five+ Years**
3) High Volume Console Units with 3 Million plus......**3**	3) High Volume Console Units with 3 Million plus...**3**
4) Units to be Traded...**54**	4) Replaced…**49 New**
5) Photocopiers...**21**	5) Photocopiers...**18 with Secure Print/Confidential Mailbox**
6) Color Photocopiers...**11**	6) Color Photocopiers...**11**
7) MFP's… **2**	7) MFP's… **6 with 4 Color**
8) Printers....**43**	8) Printers...**37 with 5 Color**
Total number of Units...**66**	Total number of Units...**66 closing out 5 due to consolidation**
9) Duplex's…**61**	9) Duplex's... **61**
10) Finisher's...**11**	10) Finisher's... **13**

Overall Description of Equipment Fleet:
Presently, you have <u>Five different Manufacturers & Thirty different Models</u> of Low end Network Printers that are costing you $0.035 per black print with some units not under a CPC agreement. The new arrangement will shift to one or two manufacturers <u>with one Vendor</u> servicing everything. This will greatly reduce cost and improve reliability. In addition, we will implement google cloud print on all devices that will continue to cut back on your overall printing.

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

Service & Supplies:
Considering all your consumable cost centers including service you are averaging <u>$0.005651 for black and $0.048840 for Color</u>. The new contract will come in at a CPC of <u>$0.006353 for Black and $0.05039 for Color with Budget.</u>

Vendor Packages:
SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bids combination.

	Cost Center	Present	Budget Konica Minolta (Low Bid)
1.	**Service & Supplies Color Photo only**	**$7,777.07**	**$8,023.86**
2.	**Service & Supplies Black Photo only**	**$5,301.19**	**$5,959.26**
3.	**Annual Muni Lease**	**$30,949.78**	**$23,934.48**
4.	**Forced Upgrades (#11 Owned Units)**	<u>**$9,975.00**</u>	<u>**$00.00**</u>
	Totals	**$54,003.04**	**$37,917.60**

* Note that with the last upgrade only **38 New units** were purchased while **49 New units** are part of the lease. Over 5 years, based off low bid, SPC will save the City **$80,427.21.**

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

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

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	A61G011008560	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	VNB3441363	BUDGET	07/01/2008
Augusta City Hall	Community Service	Konica Minolta BH284e	A61G011004237	BUDGET	11/01/2013
Augusta Fire Dept - North	Main Office	Konica Minolta BH454E	A61E011010308	BUDGET	11/01/2013
Hatch Hill Landfill	Ops Building	Konica Minolta BH4050	A6VF011003166	BUDGET	02/01/2014

FIVE-YEAR FLEET MANAGEMENT (FYFM)

We have all heard the saying that Information is Power! Beginning with your next upgrade, FYFM will put you in the driver's seat.

Purpose of FYFM:

Interactive Tool you can alter with your printing habits. With the click of one button, it will incorporate both past, present and future usage, flagging any potential problematic areas. 'Right-Sized Print Management' will help to eliminate overused color copiers.
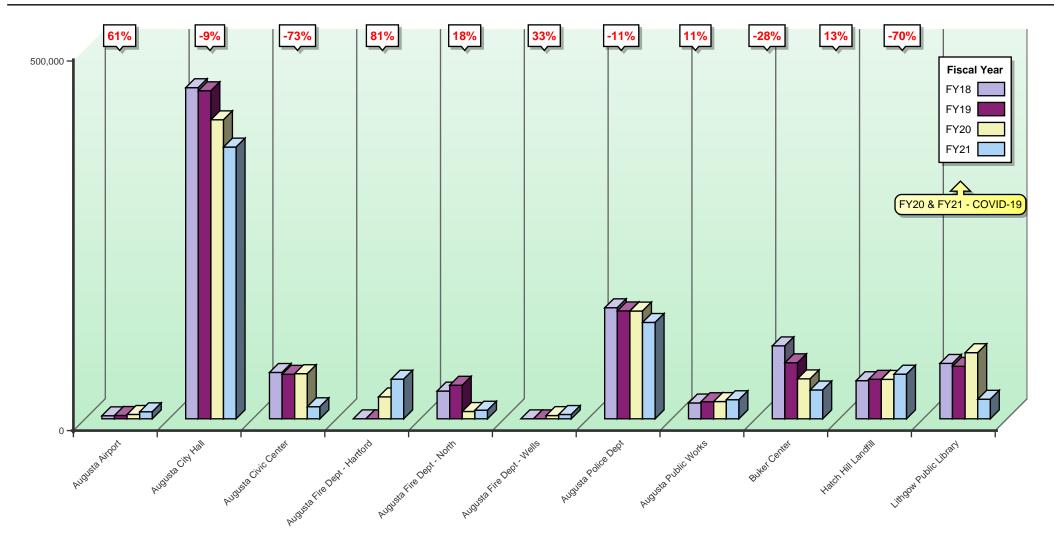
Setting up Future Budgets:

Projecting out your cost is crucial in setting up your budgets. With FYFM you will be able to take control of your future cost for the entire life of your fleet of copiers, MFP's and printers. STARDoc currently studies your printing habits and projects out for about eight months. FYFM will be able to project out your cost and volume for the entire life of your fleet, usually five years out.
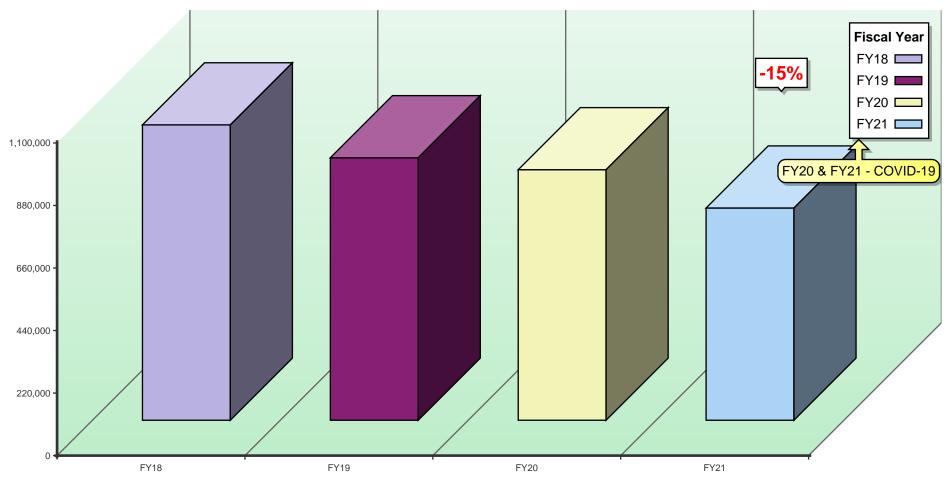
Problematic Machines:

How would you know if your equipment is truly malfunctioning and needs to be replaced under warranty? FYFM will compare your service calls to all SPC's clients for like models and speeds. It will provide you with the number of service calls in a fiscal year and the average copies between calls so that you will know if your equipment is running efficiently and/or needs to be replaced under warranty at no charge. In awarding future bids, you will be able to see which company and which manufacturer is operating the best in your geographic area.
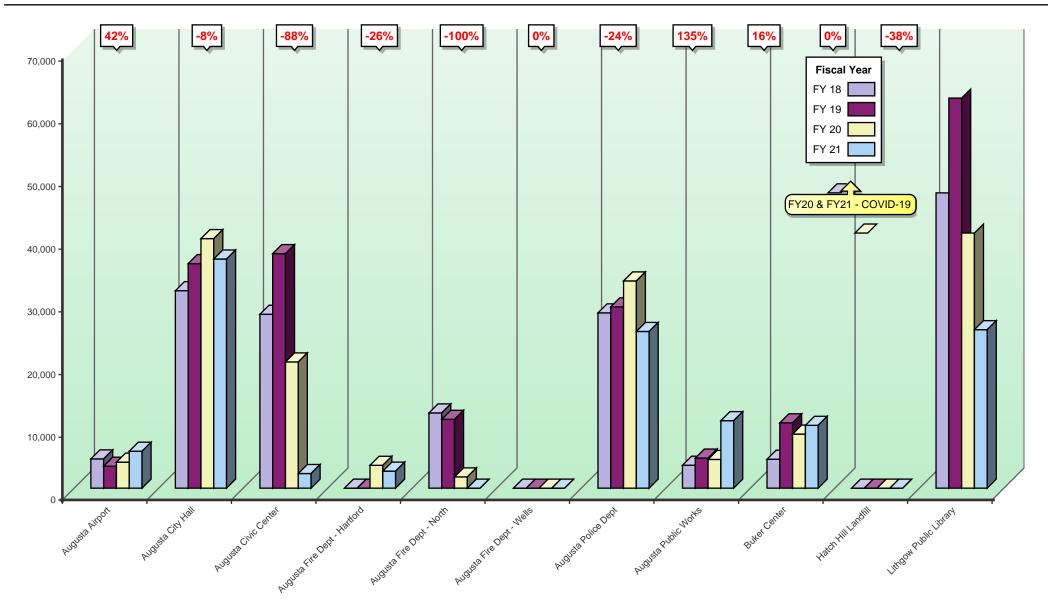
ANNUAL BLACK VOLUME BY LOCATION

Fiscal Year
FY18
FY19
FY20
FY21

FY20 & FY21 - COVID-19

61% -9% -73% 81% 18% 33% -11% 11% -28% 13% -70%

500,000

0

Augusta Airport | Augusta City Hall | Augusta Civic Center | Augusta Fire Dept - Hartford | Augusta Fire Dept - North | Augusta Fire Dept - Wells | Augusta Police Dept | Augusta Public Works | Buker Center | Hatch Hill Landfill | Lithgow Public Library
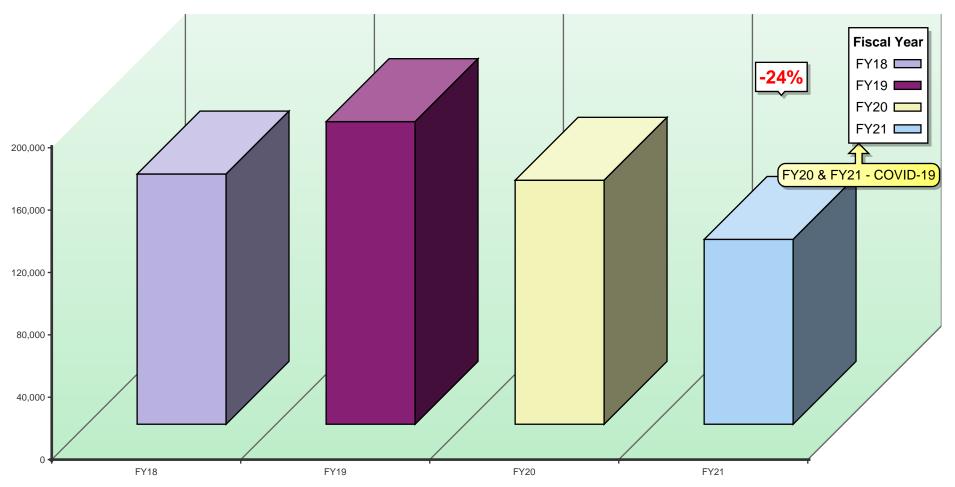
ANNUAL BLACK VOLUME OVERALL

% amount equals the overall increase or decrease between Previous Year & Current Year
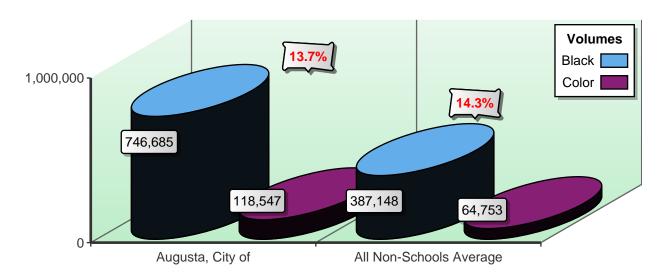
ANNUAL COLOR VOLUME BY LOCATION

ANNUAL COLOR VOLUME OVERALL

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

COLOR-TO-TOTAL VOLUME COMPARISON

Chart showing Volumes (Black / Color):

- Augusta, City of: Black 746,685; Color 118,547 — **13.7%**
- All Non-Schools Average: Black 387,148; Color 64,753 — **14.3%**

SPC Analysis

COLOR printing plummeted from FY19 to FY20 by 20%, but overall it only dropped by just over 2% between FY20 and FY21, even though COVID restrictions affected only three months of FY20 while it affected all of FY21. This indicates that once restrictions are lifted, color usage will again significantly increase. Obviously some color printing is necessary, but if it is not monitored properly, it could blow up your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Health Status page.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

EQUIPMENT USAGE & RECOMMENDATIONS

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC.

Date of Last Upgrade: 08/02/2019

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Airport					
Reception Area					
Konica Minolta BHC360i / 36 PPM	3,431	8,660	5,229	$0.00381	None at this time.
AA2J011001771 / 19719				$19.92	
750,000 / 04/2019	3,229	9,119	5,890	$0.03674	
Color Photocopier / BUDGET				$216.40	
SRE Office					
HP Laser Jet Pro M404dn / 40 PPM	1,539	5,811	4,272	$0.01504	None at this time.
PHBB309528 / 63658				$64.25	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
		Subtotal Black	9,501	$84.17	
		Subtotal Color	5,890	$216.40	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Augusta City Hall

Assessing Bureau

HP Laser Jet Enterprise600 M601DN / 45 PPM	33,030	39,967	6,937	$0.01504	10 years from Intro.
CNBCD3M3C5 / 63720				$104.33	
1,000,000 / 11/2011	0	0	0	$0.00000	
Black Network Printer/BUDGET				$0.00	

Assessing Bureau

Konica Minolta BH284e / 28 PPM	228,410	230,241	1,831	$0.00421	8 years from Intro.
A61G011008560 / 59601				$7.71	
500,000 / 11/2013	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	

Audit Department

HP Laser Jet P3015 / 42 PPM	54,550	65,811	11,261	$0.02131	13 years from Intro.
VNB3441363 / 63719				$239.97	
500,000 / 07/2008	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

Audit Department

Konica Minolta BH458 / 45 PPM	58,893	135,821	76,928	$0.00381	None at this time.
AA6U011014282 / 63687				$293.10	
1,000,000 / 08/2016	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Central Services					
Konica Minolta BHC558 / 55 PPM	15,144	35,103	19,959	$0.00381	None at this time.
A79K011024202 / 63679				$76.04	
3,000,000 / 02/2017	2,345	4,972	2,627	$0.03674	
Color Photocopier / BUDGET				$96.52	
Community Service					
Konica Minolta BH284e / 28 PPM	482,790	498,239	15,449	$0.00421	8 years from Intro.
A61G011004237 / 19926				$65.04	
500,000 / 11/2013	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	
Community Service - Mr. Dahlin					
HP Laser Jet Pro M404dn / 40 PPM	1,940	4,064	2,124	$0.01504	None at this time.
PHBB309535 / 63660				$31.94	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Custodial Office					
HP Laser Jet Pro M404dn / 40 PPM	579	945	366	$0.01504	None at this time.
PHBB309527 / 63662				$5.50	
750,000 / 07/2019	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	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Fort Western					
Konica Minolta BHC3350i / 35 PPM	15,315	23,062	7,747	$0.01003	None at this time.
A93E011001133 / 63631				$77.70	
750,000 / 04/2019	4,381	7,766	3,385	$0.07773	
Color Laser MFP / BUDGET				$263.12	
Health & Welfare					
Konica Minolta BH458 / 45 PPM	27,179	55,305	28,126	$0.00381	None at this time.
AA6U011015037 / 63694				$107.16	
1,000,000 / 08/2016	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	
Human Resources					
Konica Minolta BH458 / 45 PPM	24,759	49,298	24,539	$0.00381	None at this time.
AA6U011015038 / 63693				$93.49	
1,000,000 / 08/2016	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	
Room 130 Development Services					
Konica Minolta BHC360i / 36 PPM	8,454	18,442	9,988	$0.00381	None at this time.
AA2J011002069 / 63696				$38.05	
750,000 / 04/2019	11,835	28,240	16,405	$0.03674	
Color Photocopier / BUDGET				$602.72	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 130 Development Services Copy Room					
Konica Minolta BH658 / 65 PPM	29,710	61,902	32,192	$0.00381	None at this time.
AA6R011005011 / 19716				$122.65	
4,000,000 / 05/2017	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	
Room 205					
HP Laser Jet Pro M404dn / 40 PPM	1,982	4,314	2,332	$0.01504	None at this time.
PHBB309516 / 63661				$35.07	
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	39,512	100,956	61,444	$0.00381	None at this time.
AA6U011014956 / 63697				$234.10	
1,000,000 / 08/2016	0	0	0	$0.00000	
Black Photocopier / BUDGET				$0.00	
Room 236 - Administration					
Konica Minolta BHC458 / 45 PPM	30,190	50,219	20,029	$0.00381	None at this time.
A79M011043540 / 63692				$76.31	
1,000,000 / 08/2016	13,425	26,695	13,270	$0.03674	
Color Photocopier / BUDGET				$487.54	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 236 - City Manager					
Konica Minolta BHC3300i / 35 PPM	833	1,385	552	$0.01003	None at this time.
AAJT011000392 / 63683				$5.54	
750,000 / 04/2019	1,389	2,252	863	$0.07773	
Color Network Printer / BUDGET				$67.08	
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	22,179	29,681	7,502	$0.01504	None at this time.
PHBGQ48339 / 63716				$112.83	
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	18,597	26,633	8,036	$0.01504	None at this time.
PHBGQ48347 / 63714				$120.86	
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	20,598	32,133	11,535	$0.01504	None at this time.
PHBGQ48345 / 63718				$173.49	
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	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Treasury Bureau					
HP Laser Jet Enterprise M506dn / 45 PPM	16,948	26,512	9,564	$0.01504	None at this time.
PHBGQ48350 / 63717				$143.84	
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	17,676	26,853	9,177	$0.01504	None at this time.
PHBGQ48351 / 63715				$138.02	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
		Subtotal Black	367,618	$2,302.77	
		Subtotal Color	36,550	$1,516.97	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Augusta Civic Center

Director's Office

HP Laser Jet Pro M404dn / 40 PPM	1,673	1,756	83	$0.01504	None at this time.
PHBB309504 / 63664				$1.25	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer/BUDGET				$0.00	

Kitchen

HP Laser Jet Pro M404dn / 40 PPM	3,198	4,954	1,756	$0.01504	None at this time.
PHBB309509 / 63666				$26.41	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

Main Office

Konica Minolta BHC458 / 45 PPM	43,997	57,562	13,565	$0.00381	None at this time.
A79M011045631 / 63641				$51.68	
1,000,000 / 08/2016	16,253	18,587	2,334	$0.03674	
Color Photocopier / BUDGET				$85.75	

Maintenance Office

HP Laser Jet Pro M404dn / 40 PPM	1,588	2,521	933	$0.01504	None at this time.
PHBB309512 / 63670				$14.03	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

| | | **Subtotal Black** | 16,337 | $93.37 | |
| | | **Subtotal Color** | 2,334 | $85.75 | |

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Fire Dept - Hartford					
Admin Office 2nd Floor of City Hall					
Konica Minolta BHC360i / 36 PPM	21,798	66,967	45,169	$0.00381	None at this time.
AA2J011001703 / 63680				$172.09	
750,000 / 04/2019	3,645	6,356	2,711	$0.03674	
Color Photocopier/BUDGET				$99.60	
Alarm Room					
HP Laser Jet Pro M402dn / 40 PPM	9,424	13,836	4,412	$0.01504	None at this time.
PHBQG10462 / 63722				$66.36	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Chief's Office					
HP Laser Jet Pro M404dn / 40 PPM	3,023	3,589	566	$0.01504	None at this time.
PHBB309514 / 63671				$8.51	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Common Area 2nd Floor of City Hall					
HP Laser Jet Pro M404dn / 40 PPM	3,096	6,587	3,491	$0.01504	None at this time.
PHBB309520 / 63663				$52.50	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
		Subtotal Black	53,638	$299.47	
		Subtotal Color	2,711	$99.60	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Augusta Fire Dept - North					
Main Office					
Konica Minolta BH454E / 45 PPM	32,697	42,331	9,634	$0.00421	*8 years from Intro.*
A61E011010308 / 50417				$40.56	
1,000,000 / 11/2013	0	0	0	$0.00000	
Black Photocopier/BUDGET				$0.00	
Spare Office					
HP Laser Jet Pro M404dn / 40 PPM	381	2,413	2,032	$0.01504	None at this time.
PHBB309510 / 63673				$30.56	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
		Subtotal Black	**11,666**	**$71.12**	
		Subtotal Color	**0**	**$0.00**	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Augusta Fire Dept - Wells

Back Office

HP Laser Jet Pro M404dn / 40 PPM PHBB309515 / 63669 750,000 / 07/2019 Black Network Printer/BUDGET	837 0	1,378 0	541 0	$0.01504 $8.14 $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	3,552 0	8,857 0	5,305 0	$0.01504 $79.79 $0.00000 $0.00	None at this time.

		Subtotal Black	5,846	$87.92	
		Subtotal Color	0	$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Augusta Police Dept

Alternate Dispatch Center (City Hall)

HP Laser Jet Pro M402dn / 40 PPM	208	342	134	$0.01504	None at this time.
PHBQG111107 / 63721				$2.02	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer/BUDGET				$0.00	

Booking Room

HP Laser Jet Pro M404dn / 40 PPM	2,946	5,137	2,191	$0.01504	None at this time.
PHBB309513 / 63668				$32.95	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

Chief Criminal Investigations

HP Laser Jet Pro M404dn / 40 PPM	1,388	1,389	1	$0.01504	None at this time.
PHBB309508 / 63667				$0.02	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

Chief's Administrative Assistant

HP Laser Jet Pro M404dn / 40 PPM	11,172	24,858	13,686	$0.01504	None at this time.
PHBB309533 / 63650				$205.84	
750,000 / 07/2019	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	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Chief's Office					
HP Laser Jet Pro M404dn / 40 PPM	2,948	5,383	2,435	$0.01504	None at this time.
PHBB309505 / 63656				$36.62	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Court Officer					
HP Laser Jet Pro M404dn / 40 PPM	2,421	5,067	2,646	$0.01504	None at this time.
PHBB309519 / 63655				$39.80	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Deputy Chief					
HP Laser Jet Pro M404dn / 40 PPM	1,915	6,004	4,089	$0.01504	None at this time.
PHBB309517 / 63654				$61.50	
750,000 / 07/2019	0	4	4	$0.00000	
Black Network Printer / BUDGET				$0.00	
Dispatch Center 1st Floor					
HP Laser Jet Pro M404dn / 40 PPM	20,458	40,432	19,974	$0.01504	None at this time.
PHBB309526 / 63659				$300.41	
750,000 / 07/2019	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	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Hallway Outside Dispatch					
Konica Minolta BHC458 / 45 PPM	25,036	59,246	34,210	$0.00381	None at this time.
A79M011043565 / 63691				$130.34	
1,000,000 / 08/2016	10,358	24,464	14,106	$0.03674	
Color Photocopier / BUDGET				$518.25	
Lunch Room 2nd Floor					
Konica Minolta BHC458 / 45 PPM	25,332	49,475	24,143	$0.00381	None at this time.
A79M011044807 / 63689				$91.98	
1,000,000 / 08/2016	16,859	27,617	10,758	$0.03674	
Color Photocopier / BUDGET				$395.25	
Lunch Room Back Office					
HP Laser Jet Pro M404dn / 40 PPM	36	36	0	$0.01504	Not in use for FY21.
PHBB309464 / 63653				$0.00	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Patrol Command					
Konica Minolta BHC3300i / 35 PPM	2,666	4,796	2,130	$0.01003	None at this time.
AAJT011000441 / 63592				$21.36	
750,000 / 04/2019	525	653	128	$0.07773	
Color Network Printer / BUDGET				$9.95	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Patrol Room - 1st Floor					
HP Laser Jet Pro M404dn / 40 PPM	18,697	43,441	24,744	$0.01504	None at this time.
PHBB309524 / 63651				$372.15	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

		Subtotal Black	130,383	$1,294.98	
		Subtotal Color	24,996	$923.45	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Augusta Public Works

Conference Room 2nd Floor

Konica Minolta BHC360i / 36 PPM	9,797	22,836	13,039	$0.00381	None at this time.
AA2J011002293 / 63253				$49.68	
750,000 / 04/2019	1,873	3,844	1,971	$0.03674	
Color Photocopier/BUDGET				$72.41	

Office

Konica Minolta BHC3350i / 35 PPM	9,628	22,425	12,797	$0.01003	None at this time.
A93E011001127 / 63623				$128.35	
750,000 / 04/2019	2,062	10,858	8,796	$0.07773	
Color Laser MFP / BUDGET				$683.71	

		Subtotal Black	25,836	$178.03	
		Subtotal Color	10,767	$756.13	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Buker Center

Office

Konica Minolta BHC558 / 55 PPM	38,914	77,917	39,003	$0.00381	None at this time.
A79K011024197 / 63678				$148.60	
3,000,000 / 02/2017	6,119	16,138	10,019	$0.03674	
Color Photocopier/BUDGET				$368.10	

	Subtotal Black	39,003	$148.60
	Subtotal Color	10,019	$368.10

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Hatch Hill Landfill					
Office					
Konica Minolta BH4422 / 42 PPM	5,790	15,450	9,660	$0.01504	None at this time.
AAFM011001169 / 63677				$145.29	
1,000,000 / 08/2018	0	0	0	$0.00000	
Black Laser MFP/BUDGET				$0.00	
Office					
HP Laser Jet Pro M404dn / 40 PPM	33,163	82,518	49,355	$0.01504	None at this time.
PHBB309522 / 63652				$742.30	
750,000 / 07/2019	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	
Ops Building					
Konica Minolta BH4050 / 42 PPM	30,001	31,384	1,383	$0.01504	7 years from Intro.
A6VF011003166 / 19878				$20.80	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP / BUDGET				$0.00	
		Subtotal Black	60,398	$908.39	
		Subtotal Color	0	$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations

Lithgow Public Library

1st Floor Office

Konica Minolta BHC3300i / 35 PPM	5,690	13,188	7,498	$0.01003	None at this time.
AAJT011000230 / 63684				$75.20	
750,000 / 04/2019	13,259	29,586	16,327	$0.07773	
Color Network Printer/BUDGET				$1,269.10	

Adult Services Desk

HP Laser Jet Pro M402dw / 40 PPM	0	3,345	3,345	$0.01504	None at this time.
PHBVD48284 /				$50.31	
1,000,000 / 10/2015	0	0	0	$0.00000	
Black Network Printer / BUDGET				$0.00	

Adult Services Desk

Konica Minolta BHC360i / 36 PPM	18,969	21,388	2,419	$0.00381	None at this time.
AA2J011002165 / 63695				$9.22	
750,000 / 04/2019	6,701	7,532	831	$0.03674	
Color Photocopier / BUDGET				$30.53	

Director's Office

Konica Minolta BHC3350i / 35 PPM	10,076	21,850	11,774	$0.01003	None at this time.
A93E011002410 / 63726				$118.09	
750,000 / 04/2019	5,242	11,682	6,440	$0.07773	
Color Laser MFP / BUDGET				$500.58	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	Cost/Copy Annual Cost	Recommendations
Tech Room					
Konica Minolta BHC3300i / 35 PPM	1,562	2,575	1,013	$0.01003	None at this time.
AAJT011000442 / 63686				$10.16	
750,000 / 04/2019	1,127	2,165	1,038	$0.07773	
Color Network Printer / BUDGET				$80.68	
Youth Services					
Konica Minolta BHC3300i / 35 PPM	3,456	3,866	410	$0.01003	None at this time.
AAJT011000326 / 63685				$4.11	
750,000 / 04/2019	3,177	3,821	644	$0.07773	
Color Network Printer / BUDGET				$50.06	

	Subtotal Black	26,459	$267.10
	Subtotal Color	25,280	$1,930.95
	District Wide Black Totals	746,685	$5,735.93
	District Wide Color Totals	118,547	$5,897.35	Your Avg Color CPC is $0.0497

Estimated color cost savings with your next bid: $9,813.90 over five years. Our bids are coming in at an average of $0.03319, 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 21 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
746,685	$0.02170	$16,203.06

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
746,685	$0.00768	$5,734.54	$10,468.52	$52,342.62

*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
$10,468.52 x 17 years as a Client = $177,964.90 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	9,501	$86.36	$51.31	$304.55	$442.22
Augusta City Hall	367,618	$2,362.79	$1,985.14	$11,783.75	$16,131.68
Augusta Civic Center	16,337	$95.81	$88.22	$523.67	$707.70
Augusta Fire Dept - Hartford	53,638	$307.29	$289.65	$1,719.33	$2,316.26
Augusta Fire Dept - North	11,666	$72.97	$63.00	$373.95	$509.91
Augusta Fire Dept - Wells	5,846	$90.20	$31.57	$187.39	$309.16
Augusta Police Dept	130,383	$1,328.63	$704.07	$4,179.34	$6,212.04
Augusta Public Works	25,836	$182.66	$139.51	$828.16	$1,150.33
Buker Center	39,003	$152.50	$210.62	$1,250.21	$1,613.33
Hatch Hill Landfill	60,398	$931.94	$326.15	$1,936.02	$3,194.11
Lithgow Public Library	26,459	$274.02	$142.88	$848.13	$1,265.03
TOTALS	**746,685**	**$5,885.20**	**$4,032.10**	**$23,934.48**	**$33,851.78**

SPC EQUIPMENT BIDS:
During FY21, our cooperative bids achieved significant cost savings. Despite seeing inflation in almost all markets, with a 5.7% increase on the price index, our bids dropped about 7% for existing clients! So compared to inflation from one year to the next, we achieved a 12% drop!

Current bids are coming in between 12% to 17% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example: A 90-copy-per-minute Ricoh IM9000 black photocopier with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print with a Retail Cost of $44,743 can be purchased for $6,453... That's 14% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

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	5,890	$222.05
Augusta City Hall	36,550	$1,556.56
Augusta Civic Center	2,334	$87.99
Augusta Fire Dept - Hartford	2,711	$102.20
Augusta Fire Dept - North	0	$0.00
Augusta Fire Dept - Wells	0	$0.00
Augusta Police Dept	24,996	$947.58
Augusta Public Works	10,767	$775.79
Buker Center	10,019	$377.72
Hatch Hill Landfill	0	$0.00
Lithgow Public Library	25,280	$1,981.14
TOTALS	118,547	$6,051.03

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. ==FY22 increase is 2.6%.==

Vendor	Equipment Type	FY21 Black Volume	FY21 Black Cost/Copy	FY21 Black S & S Costs	FY22 Black Cost/Copy	FY22 Projected Black S & S Costs
Budget Document Technolgies	Black Laser MFP	11,043	$0.01504	$166.09	$0.01543	$170.39
Budget Document Technolgies	Black Network Printer	203,564	$0.01504	$3,061.60	$0.01543	$3,140.99
Budget Document Technolgies	Black Network Printer	11,261	$0.02131	$239.97	$0.02186	$246.17
Budget Document Technolgies	Black Photocopier	223,229	$0.00381	$850.50	$0.00391	$872.83
Budget Document Technolgies	Black Photocopier	26,914	$0.00421	$113.31	$0.00432	$116.27
Budget Document Technolgies	Color Laser MFP	32,318	$0.01003	$324.15	$0.01029	$332.55
Budget Document Technolgies	Color Network Printer	11,603	$0.01003	$116.38	$0.01029	$119.39
Budget Document Technolgies	Color Photocopier	226,753	$0.00381	$863.93	$0.00391	$886.60
TOTALS AND AVERAGES		**746,685**	**$0.00768**	**$5,735.93**	**$0.00788**	**$5,885.20**

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents ACTUAL and PROJECTED Service & Supply expenses for COLOR usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. FY22 increase is 2.6%.

Vendor	Equipment Type	FY21 Color Volume	FY21 Color Cost/Copy	FY21 Color S & S Costs	FY22 Color Cost/Copy	FY22 Projected Color S & S Costs
Budget Document Technolgies	Color Laser MFP	18,621	$0.07773	$1,447.41	$0.07975	$1,485.02
Budget Document Technolgies	Color Network Printer	19,000	$0.07773	$1,476.87	$0.07975	$1,515.25
Budget Document Technolgies	Color Photocopier	80,922	$0.03674	$2,973.07	$0.03770	$3,050.76
TOTALS AND AVERAGES		**118,543**	**$0.04975**	**$5,897.35**	**$0.05105**	**$6,051.03**

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
Term	5 Annual
Annual Payment usually due on 8/1	$23,934.48
Lease Start Date	08/02/2019
Lease End Date	08/01/2024
Remaining Payments	3

*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	A6IG011004237
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	A6IE011010308
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	Office	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 M601DN	CNBCD3M3C5
Augusta City Hall	Assessing Bureau	Konica Minolta BH284e	A61G011008560
Augusta City Hall	Audit Department	HP Laser Jet P3015	VNB3441363
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

Benefits of partnering with SPC

Top Benefits to our CLIENTS:

1. Cooperative Buying

- By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!

- SPC's pricing is so strong _we pay for our own fee_ by acquiring prices lower than what you can do on your own.

- We will _save you money_ benefiting from the combined purchasing power of more than 70 clients with over 4,500 devices doing 265 million copies and prints per year (pre-COVID). We purchase approximately 1,200 units annually with 72 million prints out to bid.

- We will _save you time_ by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.

- We will _save you frustration_. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

- STARDoc: System for Tracking And Reporting Documents.

- Maps all devices and sets up 'Interactive Live Floor Plans' of all printing devices, showing you a Before and After Upgrade look; provides a visual for all decision makers over the next five years.

- STARDoc studies your printing habits and is able to predict your year-end cost months in advance, before you receive your year-end reconciliation invoice.

- Sets up your next year's budget at the click of a mouse.

3. Simplified Billing Program

- Removes the confusion out of billing.

- Eliminates variety of invoices from multiple vendors that come monthly and/or quarterly.

- THREE detailed, easy-to-read invoices are sent each year from ONE billing source.

- Reconciles all of your devices at the end of the year; you pay only for what you use; no minimums.

4. Five-Year Equipment Replacement Schedule

- SPC's staff surveys key locations that determine life of existing equipment.
- Specs out new equipment needed: Does not allow vendors to undersize during the bidding process.
- Manages the entire bid process down to the install.

5. Annual Report

- A crucial document that extends the life of your equipment, often getting 8 to 10 years of guaranteed performance! Flags copying trends within your organization such as overusage.
- You get an overview of your current equipment situation, reports associated with copying and printing costs and, if needed, recommendations for addressing situations posing a problem.

6. Vendor Neutral

- SPC does not recommend just one brand; we suggest what's best for you with serviceability in mind.
- We present you with the bid results and offer recommendations, yet the decision is yours to make.

SPC has been serving their clients since 1988, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of $2 million for all of our clients. That translates into Savings of more than $10 million over five years!

SPC Values Our Vendors

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,200 units purchased in FY21 running over 72 million prints
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process:

- Sharing of previous bid results that help you to negotiate with your manufacturers
- On-Site Survey of client requirements including mapping all devices
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

Vendor Benefits Before & During Installation

- Digital Needs Analysis: Matching up the machine to installation site
- Schedule and coordinate Vendor meeting with Client
- Cover the cost of ESP surge protectors, electrical wiring, computer interface and any unexpected costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with Client and Vendor
- STARDoc: System for Tracking And Reporting Documents... Manages the budget
- Annual Reports that flag machines that are being overused and underused thus improving reliability
- Mediating warranty issues in sensitive locations

Why do some vendors hesitate to bid?

- Vendors worry that bidding will reduce their margins
- If word gets out on pricing, they feel that their other customers will call and ask for similar prices
- Lose control of their account as winning bidder may beat their pricing
- SPC bids are designed to keep specs equal for all, no chance of providing a lesser piece of equipment

<p style="text-align:center;color:red;">SPC manages over 4,500 Photocopiers and Printers
Our relationship with our vendors has never been stronger!</p>

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)

- Projects out five-year costs for all equipment based on current and past 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 uindermines 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