



Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538

2018-2019 Annual Report

Year - End Photocopier Analysis

With projected costs for 2019-2020

Brian Phinney

Office Manager

205 Main Street

Biddeford, ME 04005



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

October 2019

Brian Phinney
205 Main Street
Biddeford, ME 04005

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 Brian:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us. Our relationship is **now 18 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.

2018/2019 was a busy year for SPC, where we added three new services; Papercut Installer, Vendor Service History Reports and Chromebook Group Purchasing. For the upcoming year, SPC plans to offer a New **Five-Year Fleet Management** interactive tool that studies your printing habits and allows you to control your usage more efficiently over the life of your equipment. With the click of one button, it will incorporate past, present and future usage flagging any potential problematic areas..

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"

Table Of Contents

Meet Your Team	3
Equipment Health Status	4
Aging Equipment Summary	5
Non Contracted Devices	6
STARDoc Timeline	7
STARDoc Features	9
STARDoc Features Cont'd	11
In The Pipeline	12
Bar Chart - Annual Black Volume By Location	13
Bar Chart - Annual Black Volume Overall	14
Bar Chart - Annual Color Volume By Location	15
Bar Chart - Annual Color Volume Overall	16
Color-to-Total Volume Comparison	17
Usage Profile Service & Supplies	18
Service & Supply Cost Savings	31
Projected Equipment Cost by Building - Black	32
Projected Equipment Cost by Building - Color	33
Service & Supply Usage Profile by Vendor - Black	34
Service & Supply Usage Profile by Vendor - Color	35
Reprographic Equipment Assessment	36
Leased Equipment	37
Owned Equipment	38
STARDoc User Names	39
Benefits of Partnering With SPC - Clients	40
Benefits of Partnering With SPC - Vendors	42

Meet Your Team



Skip Tilton, President
Billie Jo Tilton, Vice President

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



Jessica Paradis
Accounting Coordinator

Jessica manages all billing, equipment contracts for service and supplies, and lease or purchase transactions.

Alex Webster
Operations & Marketing Manager

Alex manages the SPC STARDoc site, FM Audit, and equipment upgrades. He also works to market current and new SPC tools and services to existing and potential clients.



Pam Weed
Client-Vendor Relations

Pam maintains a good working relationship between clients and vendors regarding billing issues, equipment reliability, and equipment additions or upgrades. She also works to ensure equipment records are up to date and accurately maintained.

Robert Dutil
Information Technology

Bob works behind the scenes to keep our record-keeping data and programs running smoothly.



Jamin Tilton
Operations Support

Jamin plays a vital role in performing onsite surveys and equipment installation audits. He also assists with contact information updates.

James Cartwright
Operations Support

James provides key support for STARDoc as well as assisting with equipment installation audits.



Heidi Tilton
Office Support

Heidi assists with bookkeeping as well as supporting other office staff with their needs.

Equipment Health Status

Total Number of Machines: 31

Total Black Photocopiers:	5
Total Color Photocopiers:	16
Total Black Network Printers:	8
Total Color Network Printers:	2
Total Removed From Service:	0

of Units OFF Warranty: 1

of Units Approaching End of Warranty: 7

of Units Overused: 0

of Units Underused: 0

Commencement Date: 08/02/2015

of Annual Payments Left on Lease: 1

All Warranties and Service Contracts Expire: 06/30/2020

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 Brian,

However, the industry average of color copies per black is 15.4% while you are currently at 25.1%. **Right Size Print Management Software (RS-PMS)** See Pages 16,17 & 30)

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
Biddeford City Hall	City Clerk	HP Laser Jet P3015	VND3F87542	AXIS	07/01/2008
Biddeford City Hall	City Clerk	HP Laser Jet P3015	VND3F82493	AXIS	07/01/2008
Biddeford City Hall	City Clerk's Office	HP Laser Jet P3015	VND3F87532	AXIS	07/01/2008
Biddeford City Hall	Council Chambers	Konica Minolta BH20	A32R012001506	KMBS	08/01/2010
Biddeford City Hall	Engineering 3rd Floor	Konica Minolta BHC554	A5AY011014819	KMBS	08/01/2012
Biddeford City Hall	Finance Department	HP Laser Jet P3015	VND3F87538	AXIS	07/01/2008
Biddeford City Hall	Finance Office	HP Laser Jet P3015	VND3F87539	AXIS	07/01/2008
Biddeford City Hall	Personnel	HP Laser Jet P3015	VND3F87540	AXIS	07/01/2008
Biddeford City Hall	Room 204 - Computer Room	HP Laser Jet P3015	VND3F87541	AXIS	07/01/2008
Biddeford City Hall	Room 209 - Planning 2nd Floor	Konica Minolta BHC554	A5AY011013899	KMBS	08/01/2012
Biddeford Police Dept	1st Floor Hall	Konica Minolta BHC554	A5C0011023085	KMBS	08/01/2012
Biddeford Police Dept	Dispatch	Konica Minolta BH20	A32R012009424	KMBS	08/01/2010
Biddeford Rec Dept	50 Plus Club	HP Color Laser Jet M451dn	CNC8DCSS78	AXIS	02/01/2012
Biddeford Rec Dept	Main Office	Konica Minolta BHC554	A5AY011013876	KMBS	08/01/2012
Biddeford Rec Dept	Main Office	HP Laser Jet 4250	CNRXS25925	AXIS	01/01/2004

Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
CANON TM-305	BAKS00739	192.168.150.183	2019-10-02 15:26:24
CANON iPF760	AAGP0483	192.168.150.174	2019-10-02 15:26:24
HP LaserJet MFP M426fdn	PHBLLDK73C	fe80::e6e7:49ff:fea4:b7e6%12	2019-04-03 15:32:18
HP Designjet T1200	CN9CG2H02P	192.168.150.181	2019-10-02 15:26:24
TOSHIBA TEC eCos		192.168.150.232	2019-10-03 07:10:02



SPC Timeline

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Reports

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



SPC Timeline

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

2019 STARDoc – Service Histories, Chromebook Bid & Papercut Installers

- Request single, multiple, or fleet service history for a specific time period
- Request annual fleet service history
- Scroll through specific copiers or printers going over budget
- 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.
- 3 of SPC's team members became Certified Papercut installers.

2020 SPC Roadmap

- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.
- Update Bid Process to simplify bid submission for all of our vendors.



STARDoc Features

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
- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Non-reporting device listing for devices that haven't reported for more than 2 weeks
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

Who Benefits? Business Manager and IT

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

Contacts Page

Who Benefits? Business Manager and IT

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



STARDoc Features

Device Listing Page

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

Monthly Audits

Who Benefits? Business Manager and Superintendent

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

Timeline

Who Benefits? Business Manager

- Track historical volume and cost per building

Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client



STARDoc Features


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

Over-Budget Report

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

Over Budget



Room:

Room 201 Principal's Office

Make & Model:

Canon IRC5051

Serial Number:

GQM65369

IP Address:

172.16.10.145

Projected Amount Over Budget:

\$404

This building's average color prints per student is 314
The industry average for color prints per student is 185

Previous

Next

Check Black/Color Default

Close



In The Pipeline...

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 Size Print Management' will help to eliminate overused color copiers.

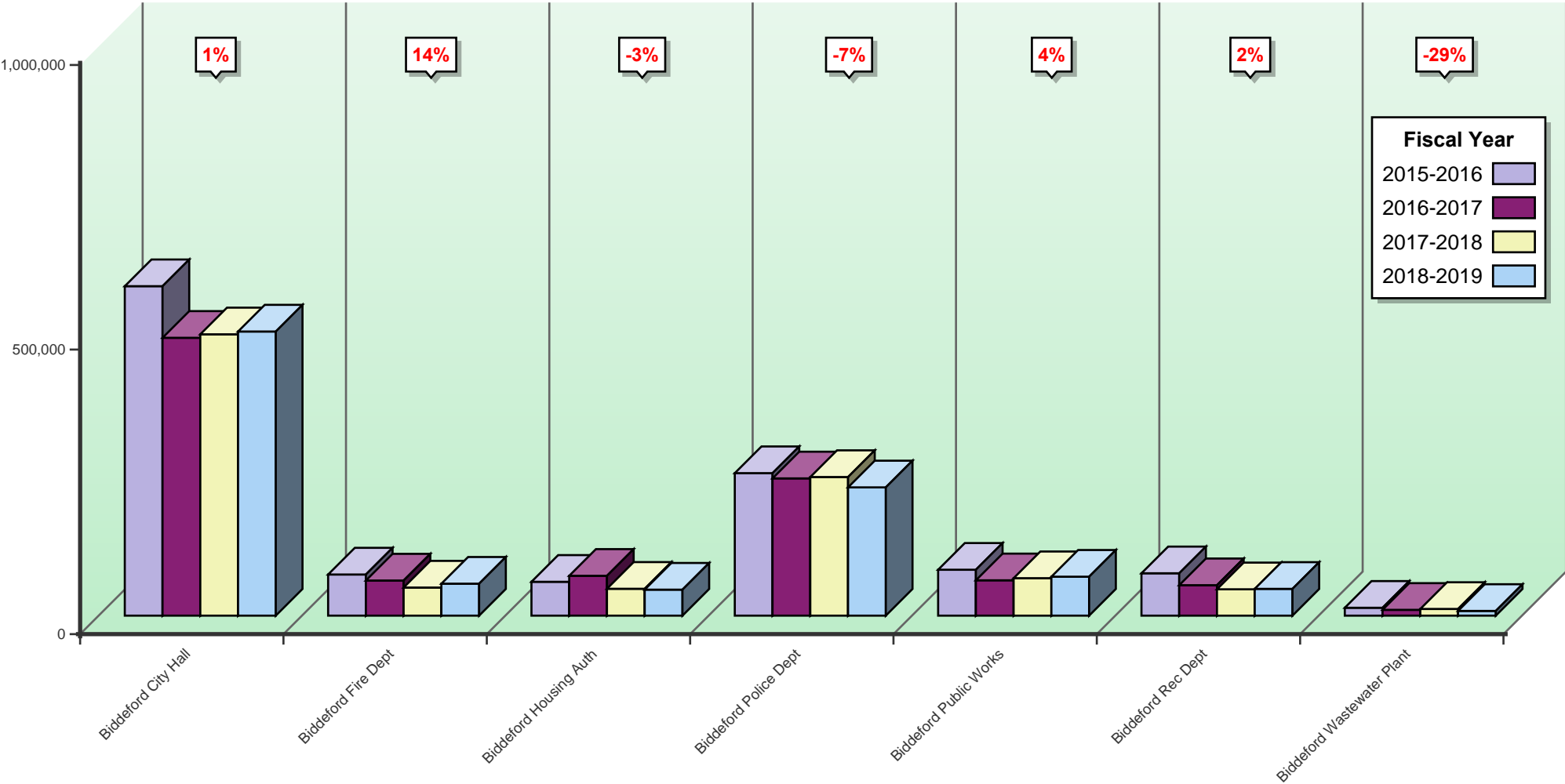
Setting up Future Budgets:

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

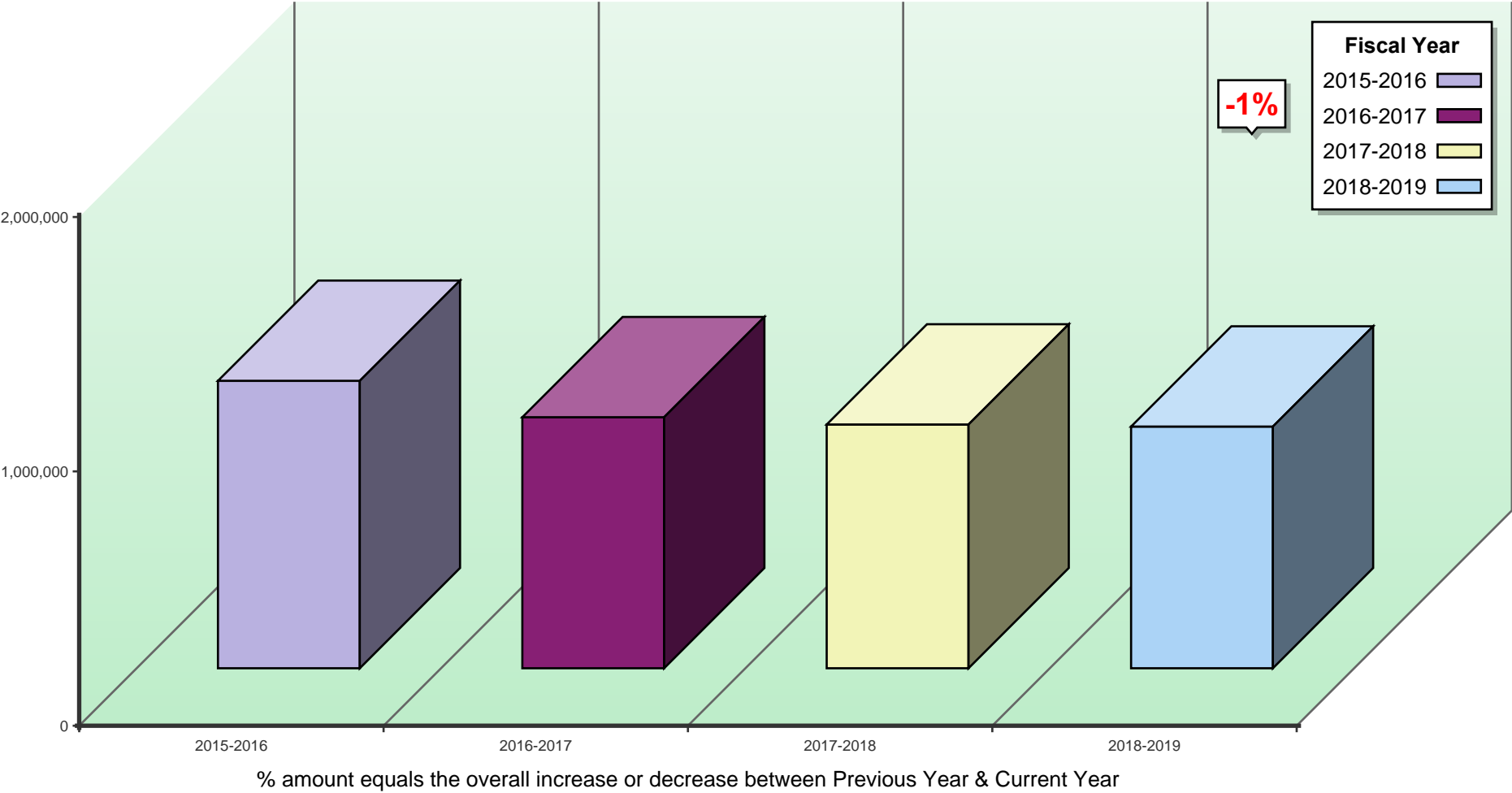
Problematic Machines:

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

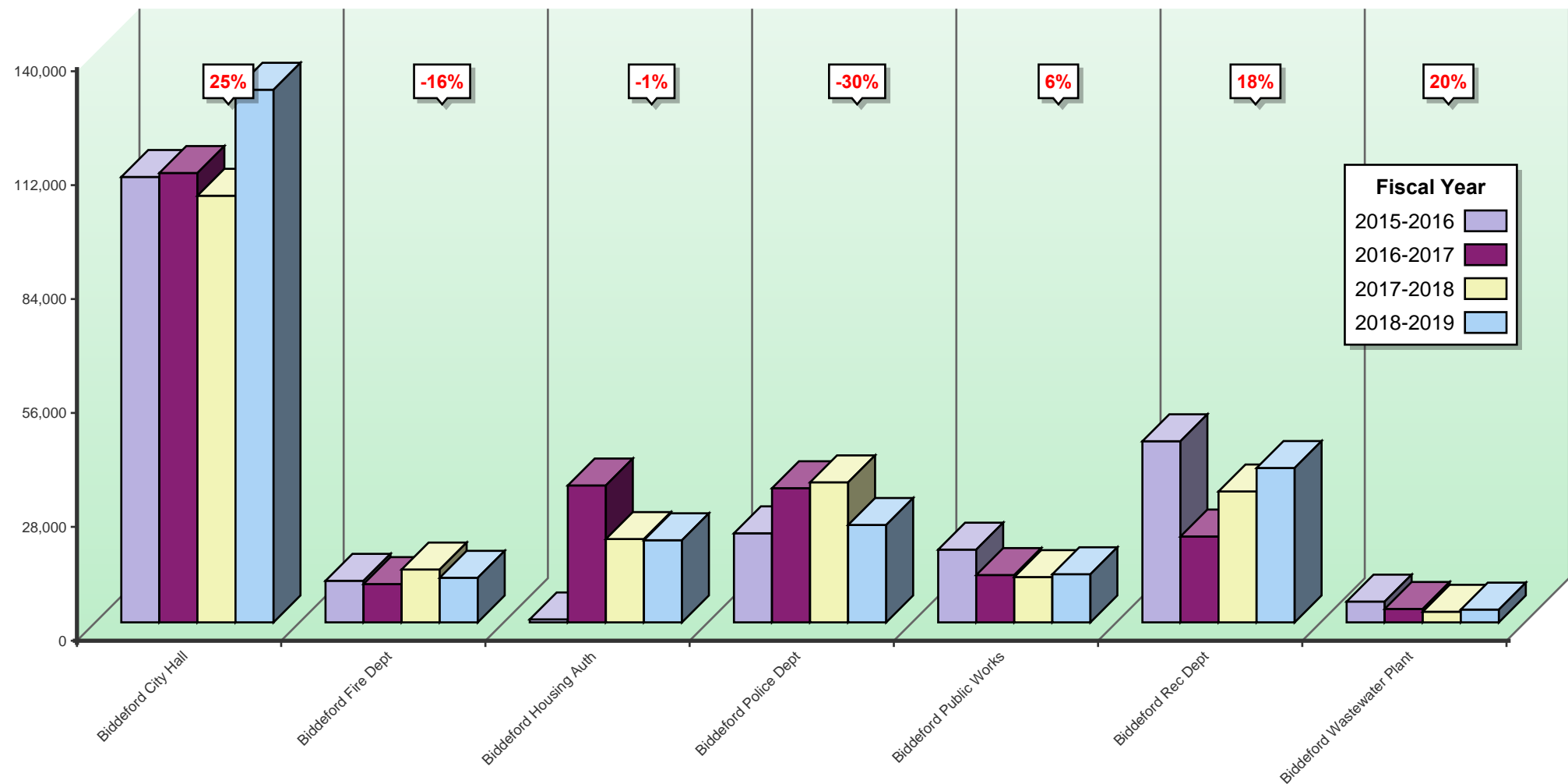
Annual Black Volume by Location



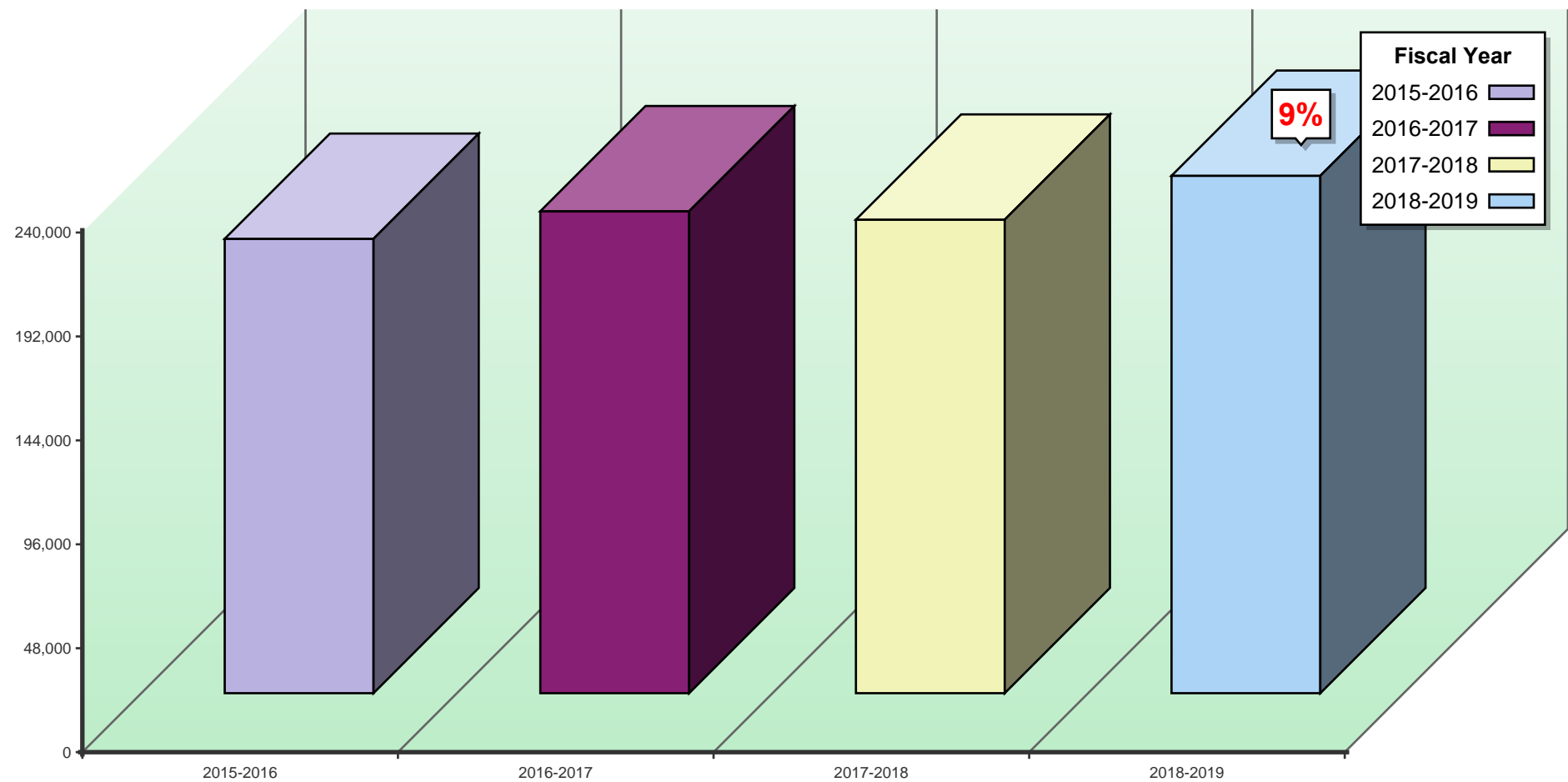
Annual Black Volume Overall



Annual Color Volume by Location

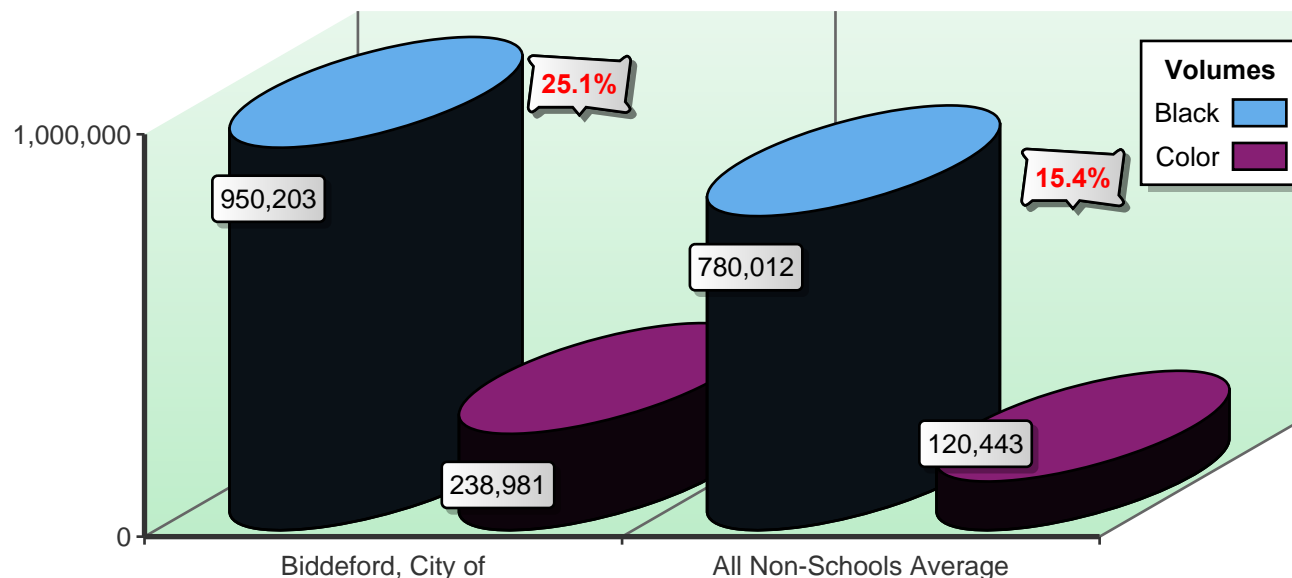


Annual Color Volume Overall



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

Color-to-Total Volume Comparison



SPC Analysis

COLOR printing is skyrocketing out of control! A five-year study of 83,000 students across the Tri-State region revealed a rapid increase in the K-12 sector. In fact, last year alone, color printing increased by 19%!

Taking Control What that means: If you are a school district of 1,000 students, the average color volume is 216,000 copies, which could be costing you from **\$7,500 > (CPC is at \$0.35) to \$10,000 per year. If current trends stay the same, then year five cost would be between \$17,897-\$23,863.** Obviously, some color printing is necessary. However, if color printing is not monitored properly, it could blow up your entire printing budget.

SOLUTION: SPC has developed 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 district to change all printing habits, SPC focuses only on the problematic locations. Best of all, by means of our tremendous buying power, that software comes to you at no charge! In fact, studies have shown that SPC saves a school district of 1,000 students an average of \$74,000 over five years, with our compensation included (a \$74.00 per student average cost savings).

So why overwhelm the entire district with very expensive, intrusive software to control this color printing explosion? Direct your blows with SPC's unique Right-Sized Print Management Software. Call Skip Tilton or Alex Webster to set up an in-person demonstration today.

Other beneficial features include Follow-Me Printing.

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.

Date of Last Upgrade: 08/02/2015

<i>Make-Model/Speed</i> <i>Serial Number/Vendor Machine ID</i> <i>Life/Intro Date</i> <i>Vendor</i>	<i>07/01/2018</i> <i>Meter</i>	<i>06/30/2019</i> <i>Meter</i>	<i>2018-2019</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
Biddeford City Hall					
City Clerk					
HP Laser Jet P3015 / 42 PPM	8,964	23,799	14,835	\$0.01316	11 years from Intro.
VND3F82493 /				\$195.23	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
City Clerk					
HP Laser Jet P3015 / 42 PPM	2,888	13,123	10,235	\$0.01316	11 years from Intro.
VND3F87542 /				\$134.69	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
City Clerk					
Konica Minolta BHC454E / 45 PPM	223,966	285,090	61,124	\$0.00340	None at this time.
A5C0011023468 / 9355 6896				\$207.82	
1,000,000 / 11/2013	49,207	66,453	17,246	\$0.05311	
Color Photocopier				\$915.94	
KMBS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
City Clerk's Office					
HP Laser Jet P3015 / 42 PPM	37,036	45,068	8,032	\$0.01316	11 years from Intro.
VND3F87532 /				\$105.70	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
Code Enforcement					
Konica Minolta BHC454E / 45 PPM	113,393	162,391	48,998	\$0.00340	None at this time.
A5C0011023313 / 9356 4795				\$166.59	
1,000,000 / 11/2013	29,426	41,320	11,894	\$0.05311	
Color Photocopier				\$631.69	
KMBS					
Council Chambers					
Konica Minolta BH20 / 32 PPM	14,366	15,630	1,264	\$0.03322	9 years from Intro.
A32R012001506 / 8802 5127				\$41.99	
750,000 / 08/2010	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
KMBS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Engineering 3rd Floor					
Konica Minolta BHC554 / 55 PPM	110,232	142,229	31,997	\$0.00340	7 years from Intro.
A5AY011014819 / 9355 6898				\$108.79	
3,000,000 / 08/2012	71,827	95,811	23,984	\$0.05311	
Color Photocopier				\$1,273.79	
KMBS					
Finance Department					
HP Laser Jet P3015 / 42 PPM	78,243	106,117	27,874	\$0.01316	11 years from Intro.
VND3F87538 /				\$366.82	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
Finance Office					
HP Laser Jet P3015 / 42 PPM	238,649	302,279	63,630	\$0.01316	11 years from Intro.
VND3F87539 /				\$837.37	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Finance Office					
Konica Minolta BH554E / 55 PPM	204,620	263,944	59,324	\$0.00340	None at this time.
A61D011005820 / 9355 6889				\$201.70	
3,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
KMBS					
Mayor's Office					
Konica Minolta BHC454E / 45 PPM	156,296	201,480	45,184	\$0.00340	None at this time.
A5C0011023516 / 9355 6894				\$153.63	
1,000,000 / 11/2013	29,193	44,097	14,904	\$0.05311	
Color Photocopier				\$791.55	
KMBS					
Personnel					
HP Laser Jet P3015 / 42 PPM	31,213	37,689	6,476	\$0.01316	11 years from Intro.
VND3F87540 /				\$85.22	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Room 107 - Welfare					
Konica Minolta BHC454E / 45 PPM	69,159	92,710	23,551	\$0.00340	None at this time.
A5C0011023522 / 9356 4793				\$80.07	
1,000,000 / 11/2013	27,754	41,029	13,275	\$0.05311	
Color Photocopier				\$705.04	
KMBS					
Room 204 - Computer Room					
HP Laser Jet P3015 / 42 PPM	14,801	17,836	3,035	\$0.01316	11 years from Intro.
VND3F87541 /				\$39.94	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
Room 207 - Asessor's Office 2nd Floor					
Konica Minolta BHC454E / 45 PPM	63,684	80,224	16,540	\$0.00340	None at this time.
A5C0011023385 / 9355 6891				\$56.24	
1,000,000 / 11/2013	41,375	61,808	20,433	\$0.05311	
Color Photocopier				\$1,085.20	
KMBS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Room 209 - Planning 2nd Floor					
Konica Minolta BHC554 / 55 PPM	142,194	191,542	49,348	\$0.00340	7 years from Intro.
A5AY011013899 / 9355 6907				\$167.78	
3,000,000 / 08/2012	76,555	105,762	29,207	\$0.05311	
Color Photocopier				\$1,551.18	
KMBS					
Tax Collector's Office					
Konica Minolta BH4050 / 42 PPM	62,320	90,107	27,787	\$0.00340	None at this time.
A6VF011008574 / 8802 1685				\$94.48	
1,000,000 / 02/2014	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
KMBS					
Subtotal Black			499,234	\$3,044.07	
Subtotal Color			130,943	\$6,954.38	

<i>Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
---	-----------------------------	-----------------------------	--	----------------------------------	------------------------

Biddeford Fire Dept

Admin Office

Konica Minolta BH554E / 55 PPM A61D011006419 / 9355 6892 3,000,000 / 10/2013 Black Photocopier KMBS	46,547 0	64,123 0	17,576 0	\$0.00340 \$59.76 \$0.00000 \$0.00	None at this time.
---	-----------------	-----------------	-----------------	---	--------------------

Chief's Office

Konica Minolta BHC454E / 45 PPM A5C0011023325 / 9355 6897 1,000,000 / 11/2013 Color Photocopier KMBS	137,078 32,667	175,641 43,631	38,563 10,964	\$0.00340 \$131.11 \$0.05311 \$582.30	None at this time.
--	-----------------------	-----------------------	----------------------	--	--------------------

			Subtotal Black	56,139	\$190.87
			Subtotal Color	10,964	\$582.30

<i>Make-Model/Speed</i> <i>Serial Number/VendorID</i> <i>Life/Intro Date</i> <i>Vendor</i>	<i>07/01/2018</i> <i>Meter</i>	<i>06/30/2019</i> <i>Meter</i>	<i>2018-2019</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
Biddeford Housing Auth					
Main Office					
Konica Minolta BHC454E / 45 PPM	176,768	222,444	45,676	\$0.00340	None at this time.
A5C0011023480 / 9356 4794				\$155.30	
1,000,000 / 11/2013	54,948	75,139	20,191	\$0.05311	
Color Photocopier				\$1,072.34	
KMBS					
Subtotal Black			45,676	\$155.30	
Subtotal Color			20,191	\$1,072.34	

<i>Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor</i>	<i>02/19/2019 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Biddeford Police Dept					
1st Floor Hall					
Konica Minolta BHC554 / 55 PPM	0	16,886	16,886	\$0.00340	7 years from Intro.
A5C0011023085 / 9355 6888				\$57.41	
3,000,000 / 08/2012	0	2,039	2,039	\$0.05311	
Color Photocopier				\$108.29	
KMBS					
1st Floor Hall - SN change					
Konica Minolta BHC554 / 55 PPM	238,941	295,443	56,502	\$0.00340	Traded
A5AY011014823 / 9356 4791				\$192.11	
3,000,000 / 08/2012	31,611	38,031	6,420	\$0.05311	
Color Photocopier				\$340.97	
KMBS					
1st Floor Records					
Konica Minolta BHC454E / 45 PPM	229,850	311,209	81,359	\$0.00340	None at this time.
A5C0011023149 / 9355 6888				\$276.62	
1,000,000 / 11/2013	18,374	22,735	4,361	\$0.05311	
Color Photocopier				\$231.61	
KMBS					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Chief's Office					
Konica Minolta BHC454E / 45 PPM	101,221	133,670	32,449	\$0.00340	None at this time.
A5C0011023489 / 9355 6893				\$110.33	
1,000,000 / 11/2013	17,666	21,533	3,867	\$0.05311	
Color Photocopier				\$205.38	
KMBS					
Det. Office 2nd Floor					
Konica Minolta BHC454E / 45 PPM	85,965	103,398	17,433	\$0.00340	None at this time.
A5C0011023548 / 9355 6890				\$59.27	
1,000,000 / 11/2013	21,849	29,111	7,262	\$0.05311	
Color Photocopier				\$385.68	
KMBS					
Dispatch					
Konica Minolta BH20 / 32 PPM	156,328	177,073	20,745	\$0.03322	9 years from Intro.
A32R012009424 / 9355 6807				\$689.15	
750,000 / 08/2010	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
KMBS					
Subtotal Black			225,374	\$1,384.89	
Subtotal Color			23,949	\$1,271.93	

<i>Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
---	-----------------------------	-----------------------------	--	----------------------------------	------------------------

Biddeford Public Works

Garage Office

HP Color Laser Jet M651dn / 45 PPM	26,343	36,202	9,859	\$0.01316	None at this time.
JPCCH5T134 /				\$129.74	
1,000,000 / 04/2014	9,137	12,440	3,303	\$0.14486	
Color Network Printer				\$478.47	
AXIS					

Main Office

Konica Minolta BHC454E / 45 PPM	182,391	240,943	58,552	\$0.00340	None at this time.
A5C0011023485 / 9355 6895				\$199.08	
1,000,000 / 11/2013	31,553	40,088	8,535	\$0.05311	
Color Photocopier				\$453.29	
KMBS					

Subtotal Black	68,411	\$328.82
-----------------------	---------------	-----------------

Subtotal Color	11,838	\$931.77
-----------------------	---------------	-----------------

<i>Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Biddeford Rec Dept					
50 Plus Club					
HP Color Laser Jet M451dn / 21 PPM	47,636	57,532	9,896	\$0.01316	7 years from Intro.
CNC8DCSS78 /				\$130.23	
500,000 / 02/2012	16,697	19,067	2,370	\$0.14486	
Color Network Printer				\$343.32	
AXIS					
Main Office					
HP Laser Jet 4250 / 45 PPM	72,367	84,858	12,491	\$0.01316	15 years from Intro.
CNRXS25925 /				\$164.38	
1,000,000 / 01/2004	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
AXIS					
Main Office					
Konica Minolta BHC554 / 55 PPM	104,194	128,887	24,693	\$0.00340	7 years from Intro.
A5AY011013876 / 9355 9606				\$83.96	
3,000,000 / 08/2012	88,598	124,181	35,583	\$0.05311	
Color Photocopier				\$1,889.81	
KMBS					
Subtotal Black			47,080	\$378.57	
Subtotal Color			37,953	\$2,233.13	

<i>Make-Model/Speed</i>			<i>2018-2019</i>	<i>Cost/Copy</i>	
<i>Serial Number/VendorID</i>			<i>Annual</i>	<i>Annual Cost</i>	<i>Recommendations</i>
<i>Life/Intro Date</i>	<i>07/01/2018</i>	<i>06/30/2019</i>	<i>Volume</i>		
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>			

Biddeford Wastewater Plant

Main Office

Konica Minolta BHC454E / 45 PPM	35,925	44,214	8,289	\$0.00340	None at this time.
A5C0011023432 / 9355 6921				\$28.18	
1,000,000 / 11/2013	11,117	14,260	3,143	\$0.05311	
Color Photocopier				\$166.92	
KMBS					
Subtotal Black			8,289	\$28.18	
Subtotal Color			3,143	\$166.92	

City Wide Black Totals 950,203 \$5,510.70

City Wide Color Totals 238,981 \$13,212.78

Your average Color CPC is \$0.0553. Solution: Renegotiate CPC down to \$0.04, saving \$18,267 over 5 years!

SPC Service & Supply Cost Savings

Biddeford, City of

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 05/01/2001 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2018-2019 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
950,203	\$0.01917	\$18,215.39

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
950,203	\$0.00580	\$5,511.18	\$12,704.21	\$63,521.07

**Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$12,704.21 x 18 years as a Client
= \$228,675.85 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	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Biddeford City Hall	499,234	\$3,105.24	\$2,695.86	\$18,884.95	\$24,686.06
Biddeford Fire Dept	56,139	\$194.80	\$303.15	\$2,123.62	\$2,621.57
Biddeford Housing Auth	45,676	\$158.50	\$246.65	\$1,727.83	\$2,132.97
Biddeford Police Dept	225,374	\$1,412.90	\$1,217.02	\$8,525.41	\$11,155.34
Biddeford Public Works	68,411	\$335.48	\$369.42	\$2,587.84	\$3,292.74
Biddeford Rec Dept	47,080	\$386.12	\$254.23	\$1,780.94	\$2,421.29
Biddeford Wastewater Plant	8,289	\$28.76	\$44.76	\$313.56	\$387.08
Total	950,203	\$5,621.81	\$5,131.10	\$35,944.14	\$46,697.05

SPC Equipment Bids:

Presently our bids are coming in between 15% to 23% of Retail, while the current Salesman's Cost is 50% of Retail.

For Example: A 95-CPM Konica Minolta Bizhub 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print with a Retail Cost of \$45,640 is coming in at \$7,342...16% 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 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
Biddeford City Hall	130,943	\$7,093.18
Biddeford Fire Dept	10,964	\$593.92
Biddeford Housing Auth	20,191	\$1,093.75
Biddeford Police Dept	23,949	\$1,297.32
Biddeford Public Works	11,838	\$950.39
Biddeford Rec Dept	37,953	\$2,277.72
Biddeford Wastewater Plant	3,143	\$170.26
Total	238,981	\$13,476.54

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%.**

Vendor	Equipment Type	Annual Volume	2018-2019 Cost/Copy	Total Cost	2019-2020 Cost/Copy	Projected Cost
Axis Business Solutions	Black Network Printer	146,608	\$0.01316	\$1,929.36	\$0.01342	\$1,967.48
Axis Business Solutions	Color Network Printer	19,755	\$0.01316	\$259.98	\$0.01342	\$265.11
Konica-Minolta Business Solutions	Black Laser MFP	27,787	\$0.00340	\$94.48	\$0.00347	\$96.42
Konica-Minolta Business Solutions	Black Laser MFP	22,009	\$0.03322	\$731.14	\$0.03388	\$745.66
Konica-Minolta Business Solutions	Black Photocopier	76,900	\$0.00340	\$261.46	\$0.00347	\$266.84
Konica-Minolta Business Solutions	Color Photocopier	657,144	\$0.00340	\$2,234.29	\$0.00347	\$2,280.29
Total		950,203	\$0.00580	\$5,510.70	\$0.00592	\$5,621.81

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%.**

Vendor	Equipment Type	Annual Volume	2018-2019 Cost/Copy	Total Cost	2019-2020 Cost/Copy	Projected Cost
Axis Business Solutions	Color Network Printer	5,673	\$0.14486	\$821.79	\$0.14776	\$838.24
Konica-Minolta Business Solutions	Color Photocopier	233,308	\$0.05311	\$12,390.99	\$0.05417	\$12,638.29
Total		238,981	\$0.05529	\$13,212.78	\$0.05639	\$13,476.54

Reprographic Equipment Assessment

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

Total Number of Units	31
Total Number of Units on Lease	28
Total Number of Units Owned	3
Lease Company	Norway Savings
Lease Start Date	08/02/2015
Lease End Date	08/01/2020
Term	5 Annual
Annual Payment usually due on 8/1	\$35,944.14
Remaining Payments	1

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

Leased Equipment

Building	Make/Model	Serial Number
Biddeford City Hall	Konica Minolta BHC554	A5AY011013899
Biddeford City Hall	Konica Minolta BHC554	A5AY011014819
Biddeford City Hall	Konica Minolta BHC454E	A5C0011023313
Biddeford City Hall	Konica Minolta BHC454E	A5C0011023385
Biddeford City Hall	Konica Minolta BHC454E	A5C0011023468
Biddeford City Hall	Konica Minolta BHC454E	A5C0011023516
Biddeford City Hall	Konica Minolta BHC454E	A5C0011023522
Biddeford City Hall	Konica Minolta BH554E	A61D011005820
Biddeford City Hall	Konica Minolta BH4050	A6VF011008574
Biddeford City Hall	HP Laser Jet P3015	VND3F82493
Biddeford City Hall	HP Laser Jet P3015	VND3F87532
Biddeford City Hall	HP Laser Jet P3015	VND3F87538
Biddeford City Hall	HP Laser Jet P3015	VND3F87539
Biddeford City Hall	HP Laser Jet P3015	VND3F87540
Biddeford City Hall	HP Laser Jet P3015	VND3F87541
Biddeford City Hall	HP Laser Jet P3015	VND3F87542
Biddeford Fire Dept	Konica Minolta BHC454E	A5C0011023325
Biddeford Fire Dept	Konica Minolta BH554E	A61D011006419
Biddeford Housing Auth	Konica Minolta BHC454E	A5C0011023480
Biddeford Police Dept	Konica Minolta BHC554	A5C0011023085
Biddeford Police Dept	Konica Minolta BHC454E	A5C0011023149
Biddeford Police Dept	Konica Minolta BHC454E	A5C0011023489
Biddeford Police Dept	Konica Minolta BHC454E	A5C0011023548
Biddeford Public Works	Konica Minolta BHC454E	A5C0011023485
Biddeford Public Works	HP Color Laser Jet M651dn	JPCCH5T134
Biddeford Rec Dept	Konica Minolta BHC554	A5AY011013876
Biddeford Rec Dept	HP Laser Jet 4250	CNRXS25925
Biddeford Wastewater Plant	Konica Minolta BHC454E	A5C0011023432

Owned Equipment

Building	Make/Model	Serial Number
Biddeford City Hall	Konica MinoltaBH20	A32R012001506
Biddeford Police Dept	Konica MinoltaBH20	A32R012009424
Biddeford Rec Dept	HPColor Laser Jet M451dn	CNC8DCSS78

STARDoc User Names

Name	User Name
Bill Gooch	william.gooch@biddefordmaine.org
Brian Phinney	brian.phinney@biddefordmaine.org
Jerry Gerlach	jerry.gerlach@biddefordmiane.org



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 69 clients with over 3,900 devices doing more than **239** million copies and prints per year. We purchase approximately 1,100 units annually with 80 million prints out to bid.!
- We will save you time by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.
- We will save you frustration. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

- STARDoc: System for Tracking And Reporting Documents.
- Maps all devices and sets up 'Interactive Live Floor Plans' of all printing devices, showing you a Before and After Upgrade look; provides a visual for all decision makers over the next five years.
- STARDoc studies your printing habits and is able to predict your year-end-cost months in advance before you receive your year-end reconciliation invoice.
- Sets up your next year's budget at the click of a mouse.

3. Simplified Billing Program

- Removes the confusion out of billing.
- Eliminates variety of invoices from multiple vendors that come annually and/or quarterly.
- TWO invoices are sent each year from ONE billing source.
- Reconciles all of your devices at the end of the year: You pay only for what you use; no minimums.



Benefits of partnering with SPC

4. Five-Year Equipment Replacement Schedule

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

5. Annual Report

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

6. Vendor Neutral

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

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

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



SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you - Over 1,100 units purchased annually running over 80 million prints!
- SPC is well respected in the industry.
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

- Sharing of previous bid results that help you to negotiate with your manufacturers.
- On-Site Survey of client requirements including mapping all devices.
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs).
- Controls the Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment).
- A chance to sell your 'Value Add' directly to our clients after the bids are in. Customer has the right to pay more than low bid.

Vendor Benefits Before & During Installation

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



SPC Values Our Vendors

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STARDoc: System for Tracking And Reporting Documents... Manages the budget.
- Annual Reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

Why do some vendors hesitate to bid?

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

SPC manages over 3,900 pieces of equipment;
Our relationship with our vendors has never been stronger!