

**Norway Savings Bank**  
**Michael Noble**  
**261 Main Street, Norway, ME 04268**  
**Five-Year Basis beginning with the 2020/2021 Fiscal Year**

**Copies-per-Year: 2,808,100**

**Present vs. Proposed Recommendations as of 6/1/2020**

**PRESENT SITUATION**

- 1) Guarantees on Photocopiers: **1 Year**
- 2) Annual Price Ceilings Left: **1 Year**
- 3) Console Copiers with 3 million plus: 4
- 4) Units to be Traded: 68
- 5) Photocopiers: 50
- 6) Color Photocopiers: 6
- 7) MFPs: 57 (4 of which are color)
- 8) Printers: 29
- 9) Duplexers: 108
- 10) Finishers: 50
- Total number of Units: 136

**PROPOSED SITUATION**

- 1) Guarantees for both New, Recons & Used Machines: **Five + Years**
- 2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
- 3) Console Copiers with 3 Million plus: 3
- 4) Replaced: **68 New 2020 & 41 New 2021**
- 5) Photocopiers: **50 with Secure Print/Confidential Mailbox**
- 6) Color Photocopiers: 6
- 7) MFPs: **57 with 4 Color Devices**
- 8) Printers: **29 MICR Devices**
- 9) Duplexers: **107**
- 10) Finishers: **50**
- Total number of Units: **136**

**Overall Description of Equipment Fleet:**

**Presently**, you have **2 different manufacturers & 16 different models** throughout all the various branches. The **new arrangement** (Phase 1: 6-1-2020. Phase 2: 6-1-2021 with 41 New Machines) will eventually shift to one manufacturer **with one vendor** servicing everything. Negotiate now and lock in % of Retail for Phase 2. Ex. 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!

**Print Management:** STARDoc for all devices and Papercut MF for select devices (\_\_\_ Copiers). Additionally, \_\_\_ OCR Modules will be purchased to allow scanning of documents that are searchable. SPC will assist in implementing Papercut Mobility Print as well.

**Capital:**

With the new arrangement, you will again use straight line depreciation on the purchased equipment.

**Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging **\$0.004752 for black and \$0.051144 for Color**. The new contract will come in at a CPC of **\$0.005073 for Black and \$0.043228 for Color**.

**Vendor Packages:**

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

<u>Cost Center</u>	<u>Present</u>	<u>TBD</u>	<u>_____</u>
1. Service & Supplies Color Photo only:	\$14,903.77	\$12,596.98	\$
2. Service & Supplies Black Photo only:	\$11,959.73	\$12,766.82	\$
3. Straight Line Depreciation:	\$	\$TBD	\$
4. Forced Upgrades (68 Owned Devices):	\$44,000.00	\$00.00	\$00.00
<b>Totals:</b>	<b>\$70,863.50</b>	<b>\$TBD</b>	<b>\$</b>

\* Note that with the last upgrade only **42 New units were purchased while 68 New units** are part of the bid.

# **This Papercut MF Package includes Papercut installed on \_\_\_ copiers, RFID Card Readers and Cards.**

**The successful bidders** will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th, 2021**. 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.