



Specialized Purchasing Consultants

PO Box 190

Gorham, NH 03581

(800) 750-1538

www.spccopypro.com

2014-2015 Annual Report

Year - End Photocopier Analysis

With projected costs for 2015-16

Laurie Smith
Kennebunkport, Town of
P.O. Box 566
Kennebunkport, ME 04046



Specialized Purchasing Consultants Corp.
Serving Maine & New Hampshire since 1988

September 2015

Skip Tilton
President

Corporate Office:
PO Box 190
Gorham, NH 03581
(800) 750-1538
(866) 281-7596 Fax

Laurie Smith
Kennebunkport, Town of
P.O. Box 566
Kennebunkport, ME 04046

Dear Laurie:

VISIT US ON THE WEB:
www.spccopypro.com

Once again, on behalf of our staff here at Specialized Purchasing Consultants, we wish to thank you for your continued confidence in us to provide our services to you and your organization. Our relationship is now 13 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

Our Annual Report is designed to provide an overview of the recent past year's reprographic equipment usage and status. We provide recommendations based on the usage to address potential problem areas in order to avoid needless down time and improve equipment reliability for years to come.

Every year we look for new ways to improve our services to save our clients time, money, and effort. Over the past years we have implemented a number of new features, such as Simplified Billing, FM Audit automatic meter reading, SPC STARDoc and recently an IT Asset Management Program, where you can visualize all of your assets laid out on an interactive floor plan that will allow you to schedule out replacement units as needed.

During the upcoming year, we have even more services to offer by way of STARDoc. Some of those new features are listed on the "New Features" page of this report. During our in-person meeting with you to review this report, we will demonstrate those new features as well as discuss your suggestions to enhance STARDoc to be even more useful and beneficial to you and your IT staff. All of these new features are at no additional charge to you.

Thank you again for allowing SPC the opportunity to be of service. If you have any questions or are in need of more information, please let us know.

Sincerely,

Skip Tilton
President

Table of Contents

| | |
|--|----|
| Meet The Team | 3 |
| Equipment Health Status | 5 |
| Aging Equipment Summary | 6 |
| Warranty Replaced Machines | 7 |
| Building Kennebunkport Tn Black Bar Chart | 8 |
| Overall Kennebunkport Tn Black Bar Chart | 9 |
| Building Kennebunkport Tn Color Bar Chart | 10 |
| Overall Kennebunkport Tn Color Bar Chart | 11 |
| Kennebunkport Tn Bar Chart Compare | 12 |
| Usage Profile for Service & Supplies | 13 |
| SPC Service & Supply Cost Savings | 20 |
| Projected Equipment Cost by Building Black | 21 |
| Projected Equipment Cost by Building Color | 22 |
| Service & Supply Usage Profile by Vendor Black | 23 |
| Service & Supply Usage Profile by Vendor Color | 24 |
| Reprographic Equipment Assessment | 25 |
| Leased Equipment | 26 |
| Owned Equipment | 27 |
| Service & Supply Warranty Contract | 28 |
| StarDoc User Name | 30 |
| STARDoc Time Line | 31 |
| STARDoc Asset Management | 32 |
| VALUE ADD Documents - Client | 34 |
| VALUE ADD Documents - Vendor | 35 |

The SPC Team...

would like to personally thank you for your continued trust and confidence!



Skip Tilton, President

Billie Jo Tilton, Vice President

As co-founders of SPC, Billie Jo and I are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of over 87 clients (3,800+ machines with 1.6 billion prints over five years). Together, we have realized the lowest prices possible while improving the quality of your service and equipment.



Sue Penney

Administration & Finance Manager

SPC is committed to providing cost-effective and reliable reprographics platforms to our community of clients. My 20+ years of experience in corporate management will be key in strengthening the relationships between SPC's clients and vendors. I

will be focused on responding to your inquiries with the goal of solving any issues that may arise in a timely and efficient manner. Providing quality customer service is my top priority.

Rachel Guay

Accounting Coordinator

I am responsible for the majority of the accounting communications between SPC and its vendors and clients. I will rely upon my years of experience and my strong attention to detail to ensure our clients' needs are well served. It is my goal to work accurately and efficiently and to uphold the high standards of customer satisfaction that SPC has provided to their customers. I look forward to establishing a strong working relationship with each and every one of you.



Pam Weed

Client-Vendor Relations

SPC's clients are my Number One priority. When you have a question, concern, need, or problem related to equipment, service or billing, I am available to assist you in getting it resolved promptly. I am pleased to be able to act as liaison between our clients and vendors to ensure smooth transitions or quick resolutions.

Joel Heffernan

Field Representative – Client Relations

As Field Representative for SPC, I reach out to the customer to offer help as needed in and during the installation of equipment change over and in assisting in each event. Also, I bring to this company over forty years in the Copier/Printer industry. It is my goal to assure our clients a pleasant experience in using SPC's services.



The SPC Team Continued....



Charles Baca

Operational Support

I've been happily working at SPC for about 2 years, and I'm happy to be working with such an amazing staff. We have grown so much as a team since I started. I enjoy going out and meeting all of you in the field and making sure everything runs smooth. Please feel free to contact me with any questions or concerns you may have.

Robert B. Dutil

Director of Information Technology

I have been working with SPC since February 2000. SPC's honesty, work ethics and loyalty have made my experience with the company a pleasurable journey. SPC is constantly trying to improve their technology to better serve their clients. My goal has been to give our clients and associates the best tools available to allow them to be more productive. By doing this, our clientele has the ability to monitor their assets and keep their costs down. I am excited about what the future holds for SPC and our clients.



Alex Webster

Operations Manager

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

Equipment Health Status

| | |
|---|-----------|
| Total Number of Machines: | 7 |
| Total Black Photocopiers | 5 |
| Total Color Photocopiers | 2 |
| Total Black Network Printers | 0 |
| Total Color Network Printers | 0 |
| Total Removed from Service: | 0 |
| # of Units OFF Warranty: | 0 |
| # of Units Approaching End of Warranty: | 3 |
| # of Units Overused: | 0 |
| # of Units Underused: | 0 |
| # of Units Connected to Network with Print and/or Scan | 4 |
| Commencement Date: | 2/1/2013 |
| # of Annual Payments Left on Lease | 3 |
| All Warranties and Service Contracts Expire: | 6/30/2019 |
| SPC's FM Audit Print Management Software Loaded | No |
| Printer Contract Signed | No |

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 Laurie,

I know that last year you did have some reliability concerns. Is everything running smoothly now?

There are 3 machines that are owned that are getting up in age. I would not try to address them this year. I would definitely let your lease payment go down another payment. Each time you make a payment you create additional funds for the next upgrade. The goal is to keep your capital cost at the same level or lower.

Sincerely,
Skip

Aging Equipment Summary

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

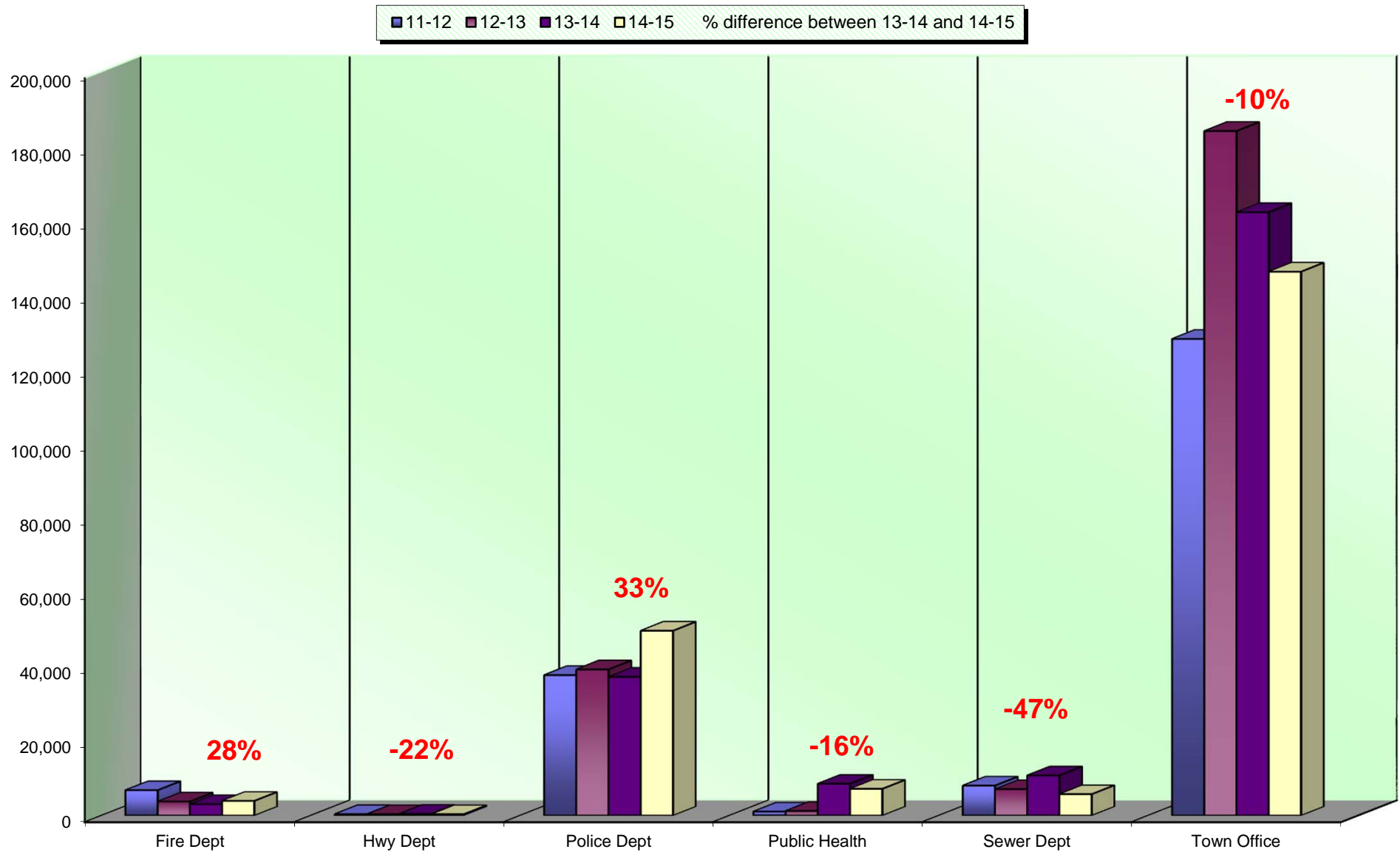
| Building | Department | Make / Model | Serial Number | Vendor Name | Intro Date |
|-----------------------------|-------------|-----------------------|---------------|-------------|------------|
| Kennebunkport Fire | Main Office | Xerox WorkCentre 3635 | BB1565780 | XEROXCopier | 05/2008 |
| Kennebunkport Highway | Main Office | Xerox WorkCentre 3635 | BB1565776 | XEROXCopier | 05/2008 |
| Kennebunkport Public Health | Main Office | Xerox WorkCentre 3635 | BB1565782 | XEROXCopier | 05/2008 |

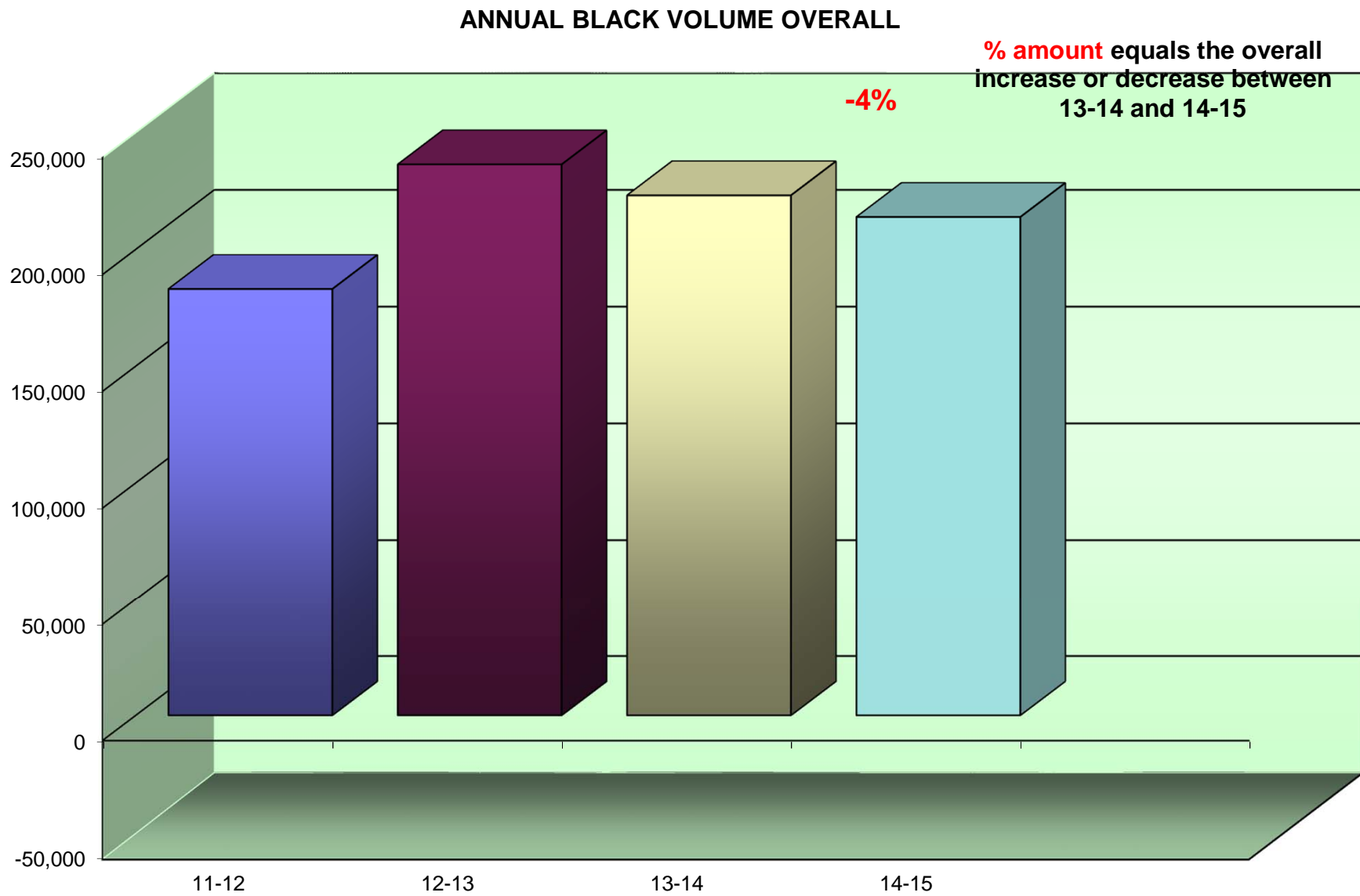
Warranty Replaced Machines

The following copiers or printers have been replaced by the vendor under the service warranty agreement.

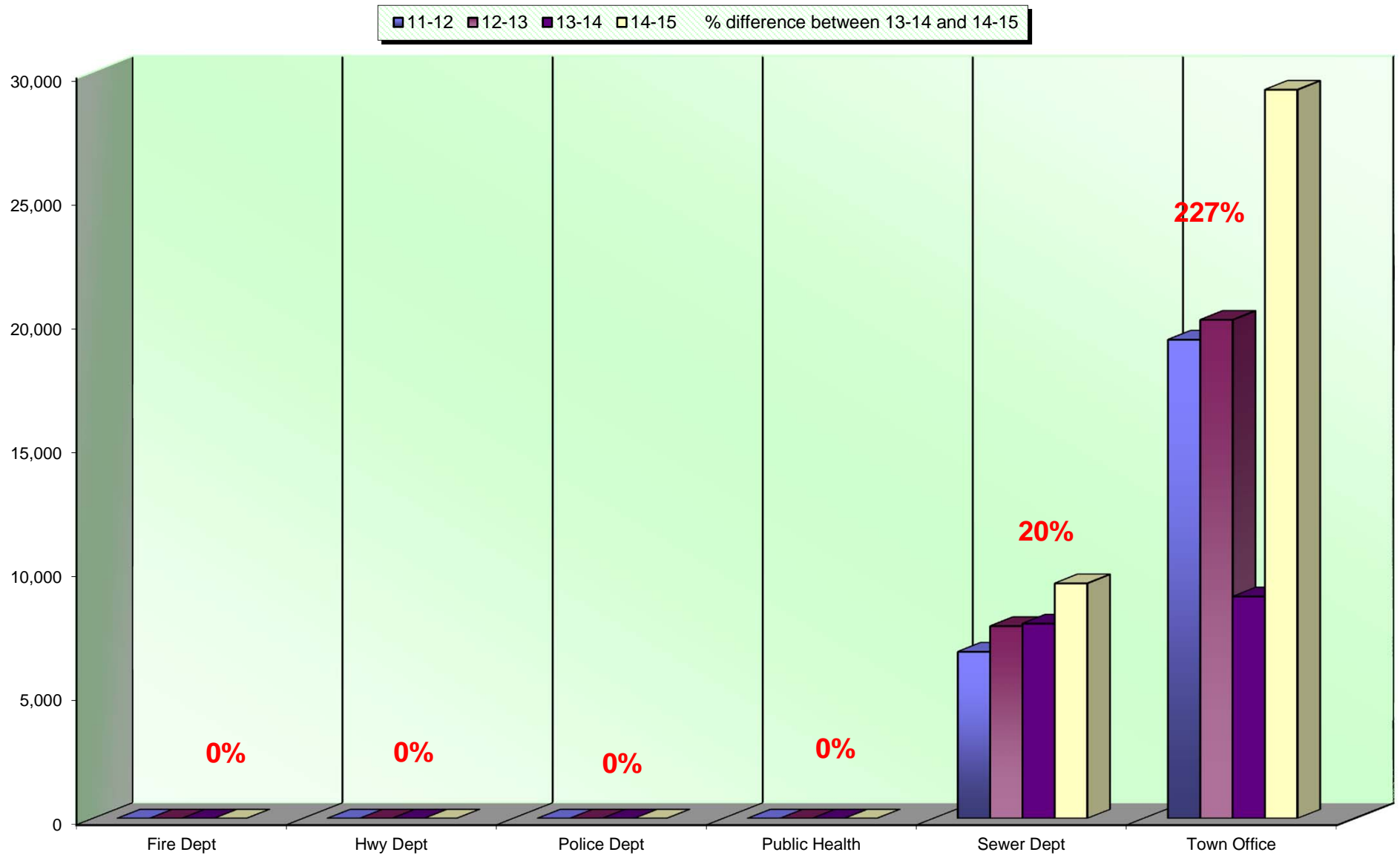
| Building | Department / Room | Make Model | Serial # | Vendor Id # | Date of Trade |
|-------------------------|-------------------|-----------------|-----------|-------------|---------------|
| Kennebunkport Town Hall | Code Enforcement | Xerox 9301 Cube | BRE231136 | | 6/30/2015 |

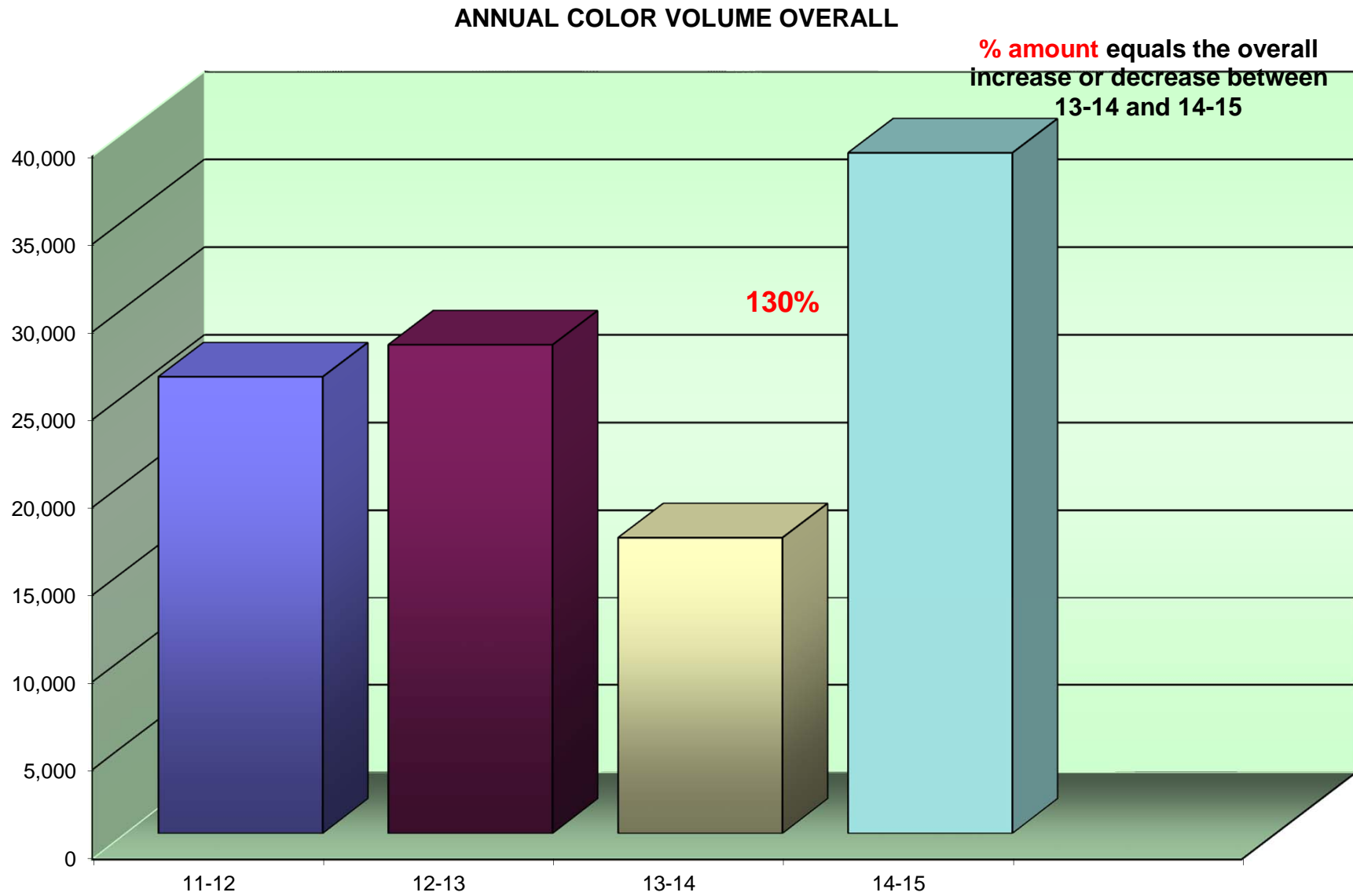
ANNUAL BLACK VOLUME BY BUILDING



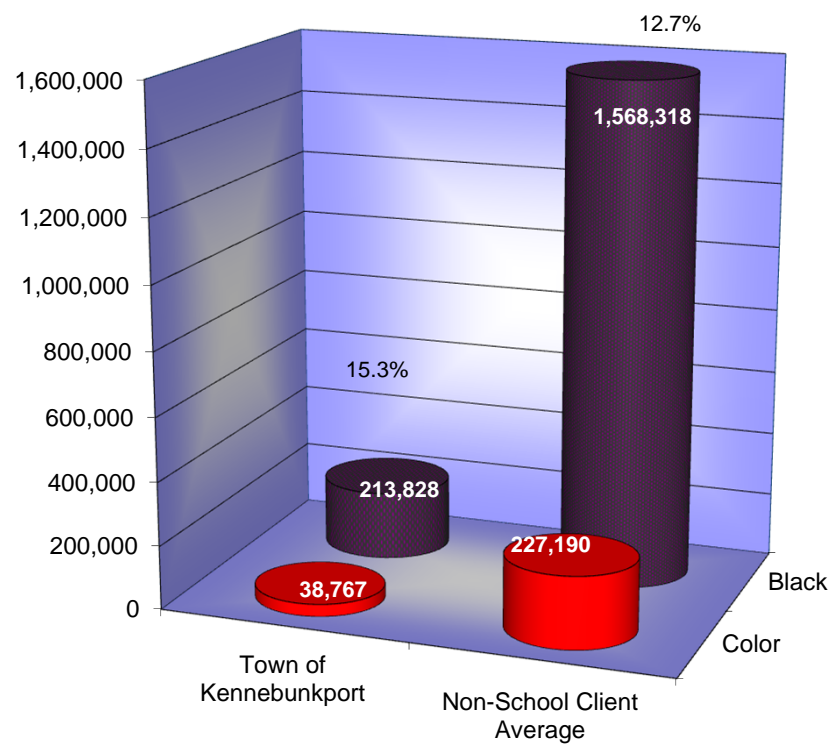


ANNUAL COLOR VOLUME BY BUILDING





Color to Total Volume Percentage



Usage Profile for Service & Supplies

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

| <i>Make-Model / Speed</i> | | | | | <i>Date of Last Upgrade: 2/1/2013</i> |
|--|---------------------------|----------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| <i>Serial Number / Vendor ID</i> | | | | | |
| <i>Life / Intro Date</i> | | | | | |
| <i>Connectivity / Printer Exp Date</i> | | | | | |
| <i>Vendor</i> | <i>7/1/2014 Meter</i> | <i>6/30/2015 Meter</i> | <i>2014-15 Annual Volume</i> | <i>Cost/Copy Annual Cost</i> | <i>Recommendations</i> |
| Kennebunkport Fire | | | | | |
| Main Office | | | | | |
| Xerox WorkCentre 3635 / 35 PPM | 3,945 | 7,960 | 4,015 | \$0.003980 | 7 years from Intro. |
| BB1565780 / | | | | \$15.98 | |
| 750,000 / 05/2008 | 0 | 0 | 0 | \$0.00000 | |
| Black Photocopier | | | | \$0.00 | |
| Connected / | | | | | |
| XEROXCopie | | | | | |
| Subtotals BW | | | 4,015 | \$15.98 | |
| Subtotals Color | | | 0 | \$0.00 | |

| Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor | | | | | Date of Last Upgrade: 2/1/2013 | |
|---|-------------------|--------------------|-----------------------------|--------------------------|--------------------------------|--|
| | 7/1/2014 Meter | 6/30/2015 Meter | 2014-15 Annual Volume | Cost/Copy Annual Cost | Recommendations | |
| Kennebunkport Highway | | | | | | |
| Main Office | | | | | | |
| Xerox WorkCentre 3635 / 35 PPM | 582 | 947 | 365 | \$0.003980 | 7 years from Intro. | |
| BB1565776 / | | | | \$1.45 | | |
| 750,000 / 05/2008 | 0 | 0 | 0 | \$0.00000 | | |
| Black Photocopier | | | | \$0.00 | | |
| Not Connected / | | | | | | |
| XEROXCopie | | | | | | |
| Subtotals BW | | | 365 | \$1.45 | | |
| Subtotals Color | | | 0 | \$0.00 | | |

| <i>Make-Model / Speed</i> | | | | <i>Date of Last Upgrade: 2/1/2013</i> | | |
|--|--|------------------------|------------------|---------------------------------------|--------------------|------------------------|
| <i>Serial Number / Vendor ID</i> | | | | | | |
| <i>Life / Intro Date</i> | | | <i>2014-15</i> | | | |
| <i>Connectivity / Printer Exp Date</i> | | <i>7/1/2014</i> | <i>6/30/2015</i> | <i>Annual</i> | <i>Cost/Copy</i> | <i>Recommendations</i> |
| <i>Vendor</i> | | <i>Meter</i> | <i>Meter</i> | <i>Volume</i> | <i>Annual Cost</i> | |
| Kennebunkport Police | | | | | | |
| Main Office | | | | | | |
| Xerox WorkCentre 5875apt / 75 PPM | | 48,651 | 98,656 | 50,005 | \$0.003980 | None at this time. |
| EX9280983 / | | | | | \$199.02 | |
| 4,000,000 / 02/2013 | | 0 | 0 | 0 | \$0.00000 | |
| Black Photocopier | | | | | \$0.00 | |
| Connected / | | | | | | |
| XEROXCopie | | | | | | |
| | | Subtotals BW | | 50,005 | \$199.02 | |
| | | Subtotals Color | | 0 | \$0.00 | |

| <i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i> | | | | | <i>Date of Last Upgrade: 2/1/2013</i> |
|--|---------------------------|----------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| | <i>7/1/2014 Meter</i> | <i>6/30/2015 Meter</i> | <i>2014-15 Annual Volume</i> | <i>Cost/Copy Annual Cost</i> | <i>Recommendations</i> |
| Kennebunkport Public Health | | | | | |
| Main Office | | | | | |
| Xerox WorkCentre 3635 / 35 PPM | 9,225 | 16,525 | 7,300 | \$0.003980 | 7 years from Intro. |
| BB1565782 / | | | | \$29.05 | |
| 750,000 / 05/2008 | 0 | 0 | 0 | \$0.00000 | |
| Black Photocopier | | | | \$0.00 | |
| Not Connected / | | | | | |
| XEROXCopie | | | | | |
| | Subtotals BW | | 7,300 | \$29.05 | |
| | Subtotals Color | | 0 | \$0.00 | |

| <i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date</i> | | | | <i>Date of Last Upgrade: 2/1/2013</i> | |
|---|---------------------------|----------------------------|--------------------------------------|---------------------------------------|------------------------|
| <i>Vendor</i> | <i>7/1/2014 Meter</i> | <i>6/30/2015 Meter</i> | <i>2014-15 Annual Volume</i> | <i>Cost/Copy Annual Cost</i> | <i>Recommendations</i> |
| Kennebunkport Sewer | | | | | |
| Main Office | | | | | |
| Xerox WC 7835 / 35 PPM | 12,390 | 18,230 | 5,840 | \$0.003980 | None at this time. |
| MX4314862 / | | | | \$23.24 | |
| 750,000 / 02/2013 | 9,830 | 19,320 | 9,490 | \$0.05738 | |
| Color Photocopier | | | | \$544.54 | |
| Connected / | | | | | |
| XEROXCopie | | | | | |
| Subtotals BW | | | 5,840 | \$23.24 | |
| Subtotals Color | | | 9,490 | \$544.54 | |

| <i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i> | | | | | <i>Date of Last Upgrade: 2/1/2013</i> |
|--|---------------------------|----------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| | <i>7/1/2014 Meter</i> | <i>6/30/2015 Meter</i> | <i>2014-15 Annual Volume</i> | <i>Cost/Copy Annual Cost</i> | <i>Recommendations</i> |
| Kennebunkport Town Hall | | | | | |
| Code Enforcement | | | | | |
| Xerox 9301 Cube / 50 PPM | 303,094 | 307,047 | 3,953 | \$0.003980 | Traded |
| BRE231136 / | | | | \$15.73 | |
| 2,000,000 / 05/2011 | 85,478 | 86,285 | 807 | \$0.05738 | |
| Color Photocopier | | | | \$46.31 | |
| Connected / | | | | | |
| XEROXCopie | | | | | |
| Xerox Workcentre 7556c LPT / 55 PPM | 86,614 | 115,084 | 28,470 | \$0.003980 | None at this time. |
| XKP530927 / | | | | \$113.31 | |
| 3,000,000 / 10/2010 | 140,494 | 168,964 | 28,470 | \$0.05738 | |
| Color Photocopier | | | | \$1,633.61 | |
| Not Connected / | | | | | |
| XEROXCopie | | | | | |
| Main Office | | | | | |
| Xerox WorkCentre 5875apt / 75 PPM | 135,200 | 249,080 | 113,880 | \$0.003980 | None at this time. |
| EX9281152 / | | | | \$453.24 | |
| 4,000,000 / 02/2013 | 0 | 0 | 0 | \$0.00000 | |
| Black Photocopier | | | | \$0.00 | |
| Connected / | | | | | |
| XEROXCopie | | | | | |
| | Subtotals BW | | 146,303 | \$582.29 | |
| | Subtotals Color | | 29,277 | \$1,679.91 | |

| | | |
|-----------------------------|---------|------------|
| <i>Overall Black Totals</i> | 213,828 | \$851.04 |
| <i>Overall Color Totals</i> | 38,767 | \$2,224.45 |

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 8/1/2002 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2014-15 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 |
|----------------|-----------|---------------------|
| 213,828 | \$0.02331 | \$4,984.33 |

CURRENTLY WITH SPC

| Current Volume | Current CPC | Current Cost | Cost Savings | 5 Year Savings |
|----------------|-------------|--------------|--------------|----------------|
| 213,828 | \$0.00398 | \$851.04 | \$4,133.30 | \$20,666.48 |

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$4,133.30 x 13 years as a Client
= \$53,732.84 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 payment are figured in to provide budget information for the upcoming fiscal year.

| Building | Projected Black Volume | Projected Black Usage Cost | Approx.Paper Cost | Average Annual Equipment Cost | Total Projected Black Usage Cost |
|-----------------------------|---------------------------|-------------------------------|----------------------|-------------------------------------|-------------------------------------|
| Kennebunkport Fire | 4,015 | \$15.98 | \$19.92 | \$123.81 | \$159.71 |
| Kennebunkport Highway | 365 | \$1.45 | \$1.81 | \$11.26 | \$14.52 |
| Kennebunkport Public Health | 7,300 | \$29.05 | \$36.22 | \$225.11 | \$290.38 |
| Kennebunkport Town Hall | 146,303 | \$582.29 | \$725.96 | \$4,511.51 | \$5,819.75 |
| Kennebunkport Police | 50,005 | \$199.02 | \$248.12 | \$1,541.99 | \$1,989.14 |
| Kennebunkport Sewer | 5,840 | \$23.24 | \$28.98 | \$180.09 | \$232.31 |
| Total | 213,828 | \$851.04 | \$1,061.01 | \$6,593.76 | \$8,505.81 |

SPC Equipment Bids:

Presently our Bids are coming in at 14.5% to 22% of Retail while the current Salesman's Cost is 50% of Retail. Example: Currently our bids for a Xerox 5890PT RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print-Fax 90 Copies per Minute are coming in at \$6,333 with a Retail Cost

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 |
|-----------------------------|------------------------|-----------------------|
| Kennebunkport Fire | 0 | \$0.00 |
| Kennebunkport Highway | 0 | \$0.00 |
| Kennebunkport Public Health | 0 | \$0.00 |
| Kennebunkport Town Hall | 29,277 | \$1,679.91 |
| Kennebunkport Police | 0 | \$0.00 |
| Kennebunkport Sewer | 9,490 | \$544.54 |
| <i>Total</i> | 38,767 | \$2,224.45 |

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. **No CPC increase for current year.**

| Vendor | Equipment Type | Annual Volume | 2014-2015 Cost / Copy | Total Cost | 2015-2016 Cost / Copy | Projected Cost |
|-----------------------|-------------------|----------------|-----------------------|-----------------|-----------------------|-----------------|
| Xerox Copier Division | Black Photocopier | 175,565 | \$0.00398 | \$698.75 | \$0.00398 | \$698.75 |
| Xerox Copier Division | Color Photocopier | 38,263 | \$0.00398 | \$152.29 | \$0.00398 | \$152.29 |
| Total | | 213,828 | \$0.00398 | \$851.04 | \$0.00398 | \$851.04 |

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. **No CPC increase for current year.**

| Vendor | Equipment Type | Annual Volume | 2014-2015 Cost / Copy | Total Cost | 2015-2016 Cost / Copy | Projected Cost |
|-----------------------|-------------------|---------------|-----------------------|-------------------|-----------------------|-------------------|
| Xerox Copier Division | Color Photocopier | 38,767 | \$0.05738 | \$2,224.45 | \$0.05738 | \$2,224.45 |
| Total | | 38,767 | \$0.05738 | \$2,224.45 | \$0.05738 | \$2,224.45 |

Reprographic Equipment Assessment

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

| | |
|--|----------------------|
| Total Number of Units | 7 |
| Total Number of Units on Lease | 6 |
| Total Number of Units Owned | 1 |
| Lease Company | Northway Bank |
| Lease Start Date | 2/1/2013 |
| Lease End Date | 8/1/2018 |
| Term | 5 Annual |
| Annual Payment usually due on 8/1 | \$6,593.76 |
| Remaining Payments | 3 |

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

Leased Equipment

| Building | Make/Model | Serial Number |
|-----------------------------|--------------------------|---------------|
| Kennebunkport Fire | Xerox WorkCentre 3635 | BB1565780 |
| Kennebunkport Highway | Xerox WorkCentre 3635 | BB1565776 |
| Kennebunkport Police | Xerox WorkCentre 5875apt | EX9280983 |
| Kennebunkport Public Health | Xerox WorkCentre 3635 | BB1565782 |
| Kennebunkport Sewer | Xerox WC 7835 | MX4314862 |
| Kennebunkport Town Hall | Xerox WorkCentre 5875apt | EX9281152 |

Owned Equipment

| Building | Make/Model | Serial Number |
|-------------------------|----------------------------|----------------------|
| Kennebunkport Town Hall | Xerox Workcentre 7556c LPT | XKP530927 |



SERVICE AND SUPPLY CONTRACT - CLIENT

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

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

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

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

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

AGREED AND ACCEPTED BY:
Specialized Purchasing Consultants

By: Skip Tilton

Title: President/Owner

Date: _____

Signature: _____

AGREED AND ACCEPTED BY:
Client

By:

Title:

Date: _____

Signature: _____

Named Contracted Vendor: Vendor

WARRANTY

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

The only exclusions to this Warranty are as follows:

1. This Warranty will expire for an item of Equipment when the Warranty Life of such item of Equipment in number of copies, as shown on Schedule B attached hereto, is exceeded;
2. This Warranty will expire for an item of Equipment at the date which is ten years after such Equipment was first offered for sale or lease by the manufacturer as shown on Schedule B attached hereto.

**AGREED AND ACCEPTED BY:
Vendor**

By: John Cox

Title: Market Vice President

Date:

Signature: _____

**AGREED AND ACCEPTED BY:
Client**

By:

Title:

Date:

Signature: _____

StarDoc User Names

| Name | User Name |
|---------------------------|----------------------------------|
| Arlene McMurray | amcmurray@kennebunkportme.gov |
| Carol Kloth | ckloth@kennebunkportme.gov |
| Dick Stedman | dstedman@kennebunkportme.gov |
| Jennifer Lord | jlord@kennebunkportme.gov |
| Judy Barret | jbarrett@kennebunkportme.gov |
| Laurie Smith | lsmith@kennebunkportme.gov |
| Lisa Hamon | lharmon@kennebunkportme.gov |
| Nicole Evangelista | nevangelista@kennebunkportme.gov |
| Rose Wills | rwills@kennebunkportme.gov |
| Todd Charles | tcharles@co.york.me.us |

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



2012

STARDOC created

- Live Floor Plans - Allows IT administrators to move devices around on their own floor plans.

2013

Daily Tracking

- Meters gathered daily to track usage
- Daily adjusts projected annual volumes for fiscal year

2014

Monthly Audits

- Allows user to see monthly snapshot of current usage and estimated projections

2015

New Mapping Options & Asset Management

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



New Feature: IT Asset Management

- **Keep Track of your IT Purchases**
- **Budget for Future Needs**
- **Map Out Your IT Devices on Floor Plans**

IT Asset Management

Legend: < 1 year 1-3 years > 3 years

Filters

Type: (All) Black Laser MFP Black Network Printer Black Photocopier

Warranty End: (All) 2002-10-01 2013-04-01 2014-10-01

Search

Page 1 of 1 Records 1 to 36 of 36 Groups per page 50

| Type | Make | Model | Introduced | Purchased | Warranty End | Est. Replacement Cost | Est. Replacement Date |
|-----------------------|----------------|---------------------|------------|------------|--------------|-----------------------|-----------------------|
| Black Laser MFP | Oce | VL3200x | 2010-08-01 | | 2020-08-01 | LEASE | |
| Black Network Printer | HP | Laser Jet 4m | 1992-10-01 | | 2002-10-01 | LEASE | |
| Black Network Printer | HP | Laser Jet 1300 | 2003-04-01 | | 2013-04-01 | LEASE | |
| Black Network Printer | HP | Laser Jet 1320TN | 2004-10-01 | | 2014-10-01 | LEASE | |
| Black Network Printer | HP | Laser Jet 1022N | 2005-05-01 | | 2015-05-01 | LEASE | |
| Black Network Printer | HP | Laser Jet 1022N | 2005-05-01 | | 2015-05-01 | LEASE | |
| Black Photocopier | Savin | 8055 | 2006-07-01 | | 2016-07-01 | LEASE | |
| Black Photocopier | Konica Minolta | BH421 | 2008-06-01 | | 2018-06-01 | LEASE | |
| Black Photocopier | Konica Minolta | BH421 | 2008-06-01 | | 2018-06-01 | LEASE | |
| Black Photocopier | Konica Minolta | BH421 | 2008-06-01 | | 2018-06-01 | LEASE | |
| Black Photocopier | Toshiba | e-Studio 855 | 2009-06-01 | | 2019-06-01 | LEASE | |
| Black Photocopier | Toshiba | e-Studio 855 | 2009-06-01 | | 2019-06-01 | LEASE | |
| Black Photocopier | Toshiba | e-Studio 855 | 2009-06-01 | | 2019-06-01 | LEASE | |
| Black Photocopier | Toshiba | e-Studio 855 | 2009-06-01 | | 2019-06-01 | LEASE | |
| Color Network Printer | Xerox | 6180DN | 2007-02-01 | | 2017-02-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Network Printer | Canon | LPB5460 | 2009-08-01 | | 2019-08-01 | LEASE | |
| Color Photocopier | Canon | IRC5045 | 2009-10-01 | | 2019-10-01 | LEASE | |
| Color Photocopier | Toshiba | e-Studio 3040c | 2011-05-01 | | 2021-05-01 | LEASE | |
| Color Photocopier | Toshiba | e-Studio 3040c | 2011-05-01 | | 2021-05-01 | LEASE | |
| Digital Projector | Dell | 1220 | | 2015-02-02 | 2019-02-02 | \$600 | 2019/09/01 |
| Digital Projector | Dell | 1220 | | 2015-02-02 | 2019-02-02 | \$600 | 2019/02/01 |
| IP Camera | Foscam | FI8910W | | 2015-08-01 | 2016-08-01 | \$300 | 2016/09/01 |
| IP Camera | Foscam | FI8910W | | 2015-08-01 | 2016-08-01 | \$300 | 2016/08/01 |
| Server | Dell | Optiplex 332 | | 2015-08-02 | 2018-08-02 | \$2850 | 2018/09/02 |
| Server | HP | ProLiant DL360 Gen9 | | 2015-09-01 | 2018-09-01 | \$2850 | 2018/10/01 |
| Switch | Cisco | Catalyst 6800ia | | 2015-08-02 | 2018-09-02 | \$4856 | 2018/09/02 |



New Feature: IT Asset Management

Building: Bass Elementary
Floor/Wing: 1
There are 10 devices on this map
5 Device Type(s) Selected Show: Proposed

Building: Bass Elementary
Room: Hallway 4
Model: TP-LINK 2000 NAT+

Type: Wireless Access Point
Serial Number: 234
IP Address: 192.168.1.2
MAC Address: ABC123

Management URL: 192.168.1.2:28604
Hostname: HALL4
Domain: Primary
Date Purchased: 2015-03-31
Warranty Expiration: 2016-03-30

Notes: Another custom note

Instructions
To view the device information click on a device icon.
To move a device to a new location click and drag an icon from its current location to a new location
When you drop the device at its new location a window will be displayed to enter the new room number or name. Click the OK button to confirm the room change. Click the cancel button to return the device to its original location.

Specialized Purchasing Consultants Skip Tilton stilton@spccopypro.com 800.750.1538
Do not distribute without the expressed written permission of SPC

Legend:

- Voip Phone
- Wireless Access Point
- IP Camera
- Server
- Switch

☐ Enable Row Hover

Search:

| ID | Room | Make | Model | Connectivity |
|-----|-------------------------------|----------------|---------|--------------|
| 3 | Library | Canon | IRC5045 | Networked |
| 3 | Library2 | Canon | IRC5045 | Networked |
| 8 | Special Education Room 302 | Konica Minolta | BH421 | Networked |
| 9 | Room 300 Hall | Konica Minolta | BH421 | Networked |
| 10 | testing room change emails... | Konica Minolta | BH421 | Networked |
| 299 | Room 300 | Canon | LPB5460 | Networked |
| 304 | Children | Oce | VL3200x | Networked |
| 305 | Health Occupation | Canon | LPB5460 | Networked |
| 307 | Child Care | Canon | LPB5460 | Networked |
| 312 | 313 | Canon | LPB5460 | Networked |

Showing 1 to 10 of 10 entries

| Room | Make | Model |
|-------------|---------|---------|
| Hallway 4 | TP-LINK | 2000 |
| Teachers | Polycom | VVX 410 |
| Room 28 | Dell | 1220 |
| Main Hall | Foscam | FI8910W |
| Room 29 | Dell | 1220 |
| Library | Dell | 1220 |
| Library | Polycom | VVX 410 |
| Main Office | Polycom | VVX 410 |
| Hall A | Foscam | FI8910W |
| Hall B | Foscam | FI8910W |

[Edit Other Devices](#)



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 90 clients with over 3,443 devices doing more than 314 million copies and prints per year. In 2013 we purchased approximately 1,000 printing devices.
- 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 **STAR Doc Software**

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

3. Simplified Billing Program

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

4. Five-Year Equipment Replacement Schedule

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

5. Annual Report

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

6. Vendor Neutral

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

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

Based on current actual volumes and CPCs, SPC has generated

Annual Savings of almost \$3.5 million for all of our clients.

That translates into Savings of more than \$17.2 million over five years!



SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you – Hundreds of machines each year: In 2013 there were over a thousand.
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

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

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments...Manages the budget.
- Annual Reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

Why do some vendors hesitate to bid?

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

SPC manages over 3,700 pieces of equipment;
Our relationship with our vendors has never been stronger!