

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



FY23 Annual Report

With FY24 Projections

Laurie Smith

Kennebunkport Town Of

6 Elm Street

Kennebunkport, ME 04046



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

October 2023

Skip Tilton
President

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

Laurie Smith
Kennebunkport Town Of
6 Elm Street
Kennebunkport, ME 04046

VISIT US ON THE WEB:
www.spccopypro.com

Dear Laurie:

Specialized Purchasing Consultants is pleased to present your FY23 Annual Report. We pride ourselves in being flexible and adjusting to the competitive environment. After going through two tough years involving backorders, we now feel confident that the industry has caught up with their inventory.

While Inflation has been a worldwide problem, SPC bids have fallen to their lowest level ever! We are buying new equipment for **8 to 12% of retail!** In addition, the number of participants in our bids has grown to eight different vendors representing eight different manufacturers.

Since 2020, we are averaging 75 million prints, acquiring approximately 1,200 machines annually. In addition, we have signed up **34 new clients, representing 100 million prints** – more than a 50% increase. The purpose of informing you of this information is to continue to build confidence in the strength of your cooperative buying power with SPC.

As always, we are grateful for your continued confidence in the services SPC provides and in our efforts to secure better pricing on equipment, service and supplies than can be obtained independently. We look forward to working with you another year and into the future.

Sincerely,

Skip Tilton
President

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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 was relatively new in 1988, but with your trust and loyalty, we have been able to save our clients millions of dollars, increase the reliability and quality of your service and equipment, and improve the accuracy and ease of billing. We are so pleased to bring you services that give you control over equipment, usage and costs.



Alex Webster
Director of Technology & Operations

Alex manages overall operations, actively seeking new clients and improving the cooperative bid process and the buying power in New England. Alex organizes and prepares the bids, tabulates the results, and presents them to our clients. He also oversees STARDoc and FM Audit maintenance so our clients always have access to valuable information on their equipment.

Sue Penney
Administrative & Finance Manager

Sue oversees all billing, leases, and contracts. Her decades of financial expertise, attention to detail, and ability to prioritize ensure accuracy and timeliness of all finance projects.



Kelly Fortier
Finance Support

Kelly is a valuable asset to the SPC Finance Department. Her versatility in managing various aspects of accounting, lease documentation, and service and supply contracts benefits her team and the clients she works with.

Heidi Tilton
Office Support

As part of the Billing Team, Heidi assists with bookkeeping and billing, processing payments, updating contact information, and providing office support.



Pam Weed
Client-Vendor Relations

Pam works with clients and vendors to maintain a good working relationship. She oversees warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection, billing, and scheduling of Annual Report meetings. Pam also assists with marketing SPC services.

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. He also wrote the code to create the many reports SPC generates to give you the accurate information you rely on..



Jamin Tilton
Operations Support

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly. He coordinates with clients and vendors to create schedules that are beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc, FM Audit and the computers.

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.

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 Vendor Bid

- Put bid out in February instead of late spring.
- This early bidding saved clients thousands due to inflation and price increases that took place after bid pricing was locked in, preventing higher rates to our clients.
- This also allowed for early ordering to accommodate backorders.
- We were also able to lock in bid rates for existing equipment until new equipment could be installed after the start of the new fiscal year.

2023 STARDoc Facelift and new Ratio Category

- STARDoc Program now online/live as of July 1 with Client Audits for November 1
- High, Middle & Elementary School: Student Ratio for Black & Color Prints

2024 SPC Roadmap

- High, Middle & Elementary School: Student Ratio for Copiers & MFP-Printers

EQUIPMENT HEALTH STATUS

Total Number of Machines **8**

Total Black Photocopiers	4
Total Color Photocopiers	4
Total Black Network Printers	0
Total Color Network Printers	0
Total Removed From Service	0

of Units Not in Use for FY23 **0**

of Units OFF Warranty** **0**

of Units Approaching End of Warranty **2**

of Units Overused **0**

of Units Underused **0**

Contract Commencement Date 07/01/2019

Contract and Warranty Expiration Date 06/30/2024

of Annual Payments Remaining on Lease **0**

PaperCut Installed No

A-4 (includes printers & MFPs) Devices 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,

Because your contract expires at the end of June, we anticipate an equipment upgrade taking place as early as 7/1/2024. For this to happen we would need to begin the process of building your new Five-Year Equipment Replacement Schedule (FYERS) in the fall of 2023.

We can discuss this and any other concerns at our meeting.

Sincerely,

Skip



Five-Year Basis beginning with the 2019/2020 Fiscal Year
 Present vs. Proposed Recommendations as of 7/1/2019

PRESENT SITUATION	PROPOSED RECOMMENDATION
1) Guarantees on Photocopiers: None	1) Guarantees for All Machines: 5+ Years
2) Annual Price Ceilings Left: None	2) 5% or CPI Annual Ceilings, whichever is less: 5+ Years
3) Copiers with 3M+ Copies: 3	3) Copiers with 3M+ Copies: 3
4) Units to be Traded: 8 New	4) Units to be Replaced: 8 New
5) Photocopiers: 4	5) Photocopiers: 3
6) Color Photocopiers: 2	6) Color Photocopiers: 2
7) Multi-Function Printers (MFPs): 4	7) Multi-Function Printers (MFPs): 5
8) Printers: xx	8) Printers: xx
9) Duplexers: 7	9) Duplexers: 8
10) Finishers: 4	10) Finishers: 3
Total number of Units: 8	Total number of Units: 8

Overall Description of Equipment Fleet

Presently, you have one (1) manufacturers with four (4) different models. The new arrangement will shift to one (1) manufacturer with one (1) vendor 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 one (1) municipal lease that has been paid off. With the new arrangement, you will have one (1) municipal master lease at 3.95% interest. Your first of five annual lease payments will be due on August 1, 2019.

Service & Supplies

With all consumable cost centers combined—including service—you are averaging a Cost per Copy (CPC) of \$0.015147 for black and \$0.145431 for color. The new contract will come in at a CPC of \$0.003672 for black and \$0.038775 for color. These figures are an average of both printers and copiers.

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 bid combination for your school district:

Cost Center	Present	KMBS (Konica Minolta)
1. Service & Supplies Color*:	\$2,944.35	\$1,433.72
2. Service & Supplies Black*:	\$933.92	\$698.31
3. Annual Muni Lease (including SPC Comp):	\$0.00	\$6,150.00
4. Forced Upgrades (7 Owned Devices):	\$10,600.00	\$0.00
Totals:	\$14,478.28	\$8,282.03

*These numbers are based on 236,757 copies per year and will fluctuate based on usage.

The successful bidders will have a blanket servicing contract that includes all consumables—excluding 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 and January with a reconciliation invoice in June. Your service contract will be fixed through June 30, 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. This scenario even allows you to upgrade, lowering the service costs, by allowing you 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
Kennebunkport Sewer	Main Office	Konica Minolta BH308	AA6W017003565	KMBS	06/01/2016
Kennebunkport Town Hall	Code Enforcement	Konica Minolta BHC458	A79M011044606	KMBS	08/01/2016

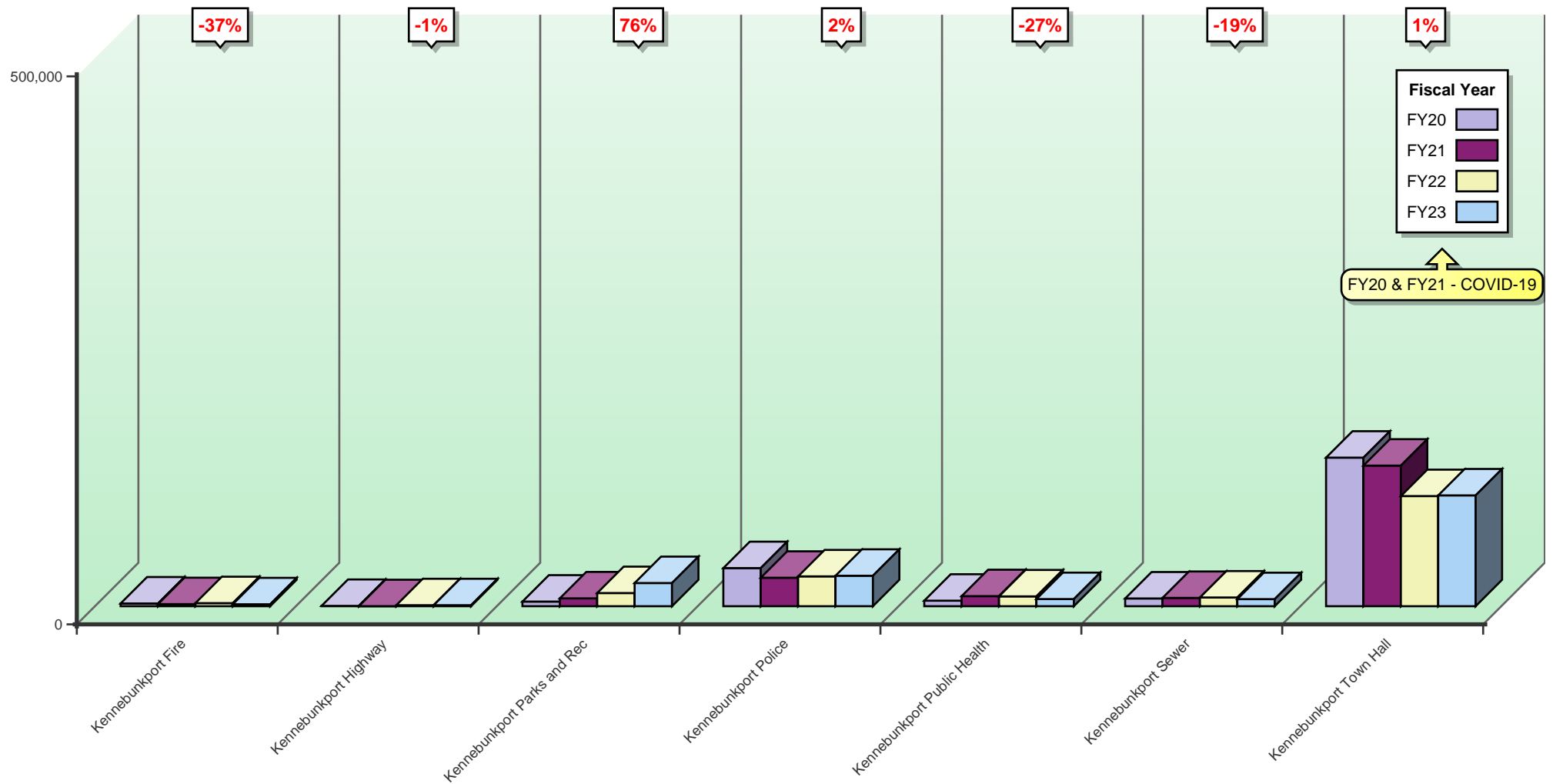
NON-CONTRACTED DEVICES

Make - Model	Serial Number	IP Address	Last Update
HP Color LaserJet Pro M252dw	VNB3B44448	192.0.0.69	2023-06-29 07:41:32
HP LASERJET ENTERPRISE M506n	PHBGQ33609	192.0.0.60	2023-06-29 08:41:35
HP LaserJet Pro M402dn	PHB5D01938	192.0.0.49	2023-06-29 08:41:35
HP Officejet Pro 251dw Printer		192.168.1.255	2023-10-01 07:10:02

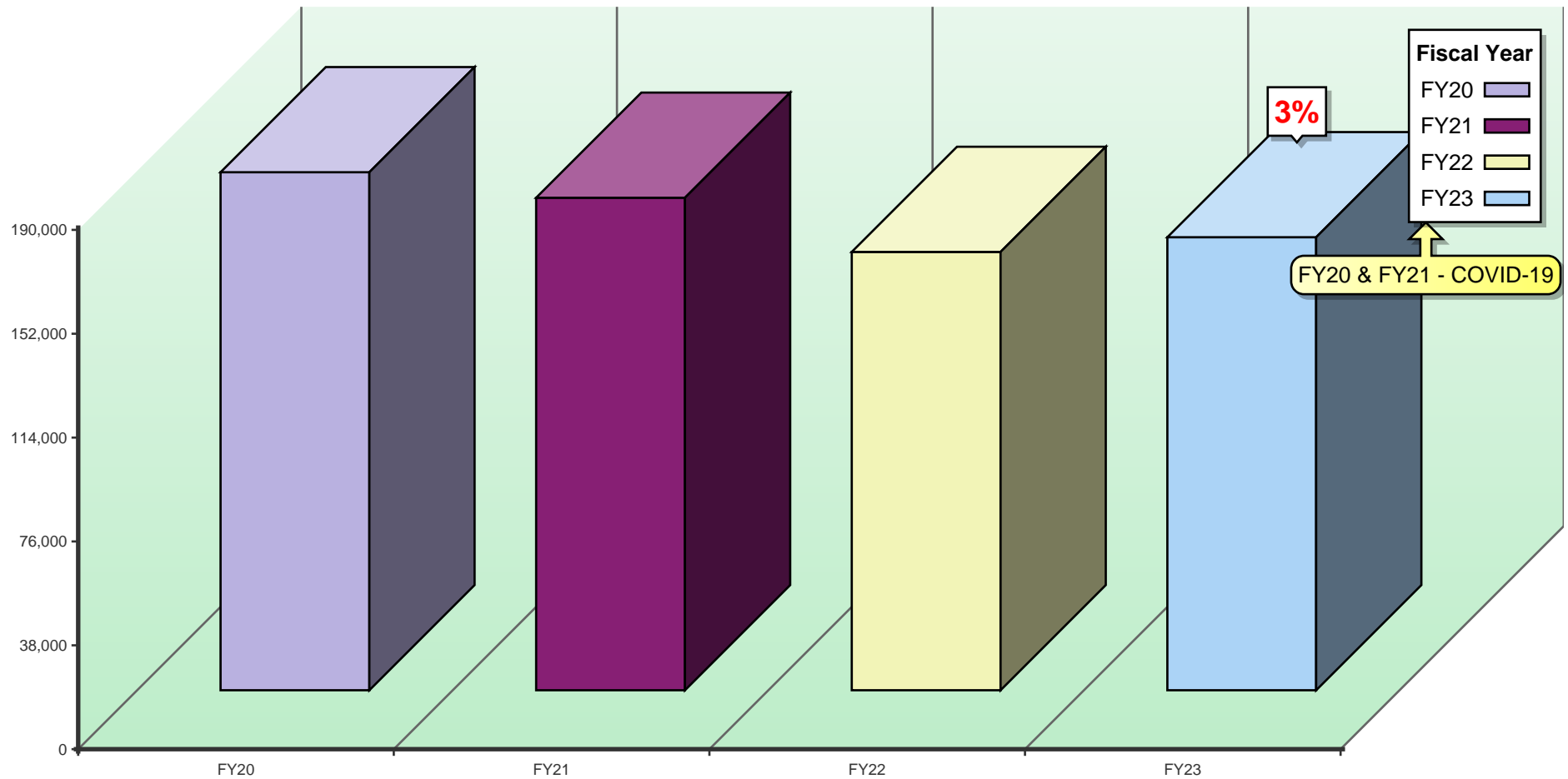
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average as much as 25 cents per print, while our bids are coming in at less than 5 cents per print.

In addition, not including the usage on these machines can throw off your usage ratios shown on the next few pages, which can also affect your future budget planning.

ANNUAL BLACK VOLUME BY LOCATION

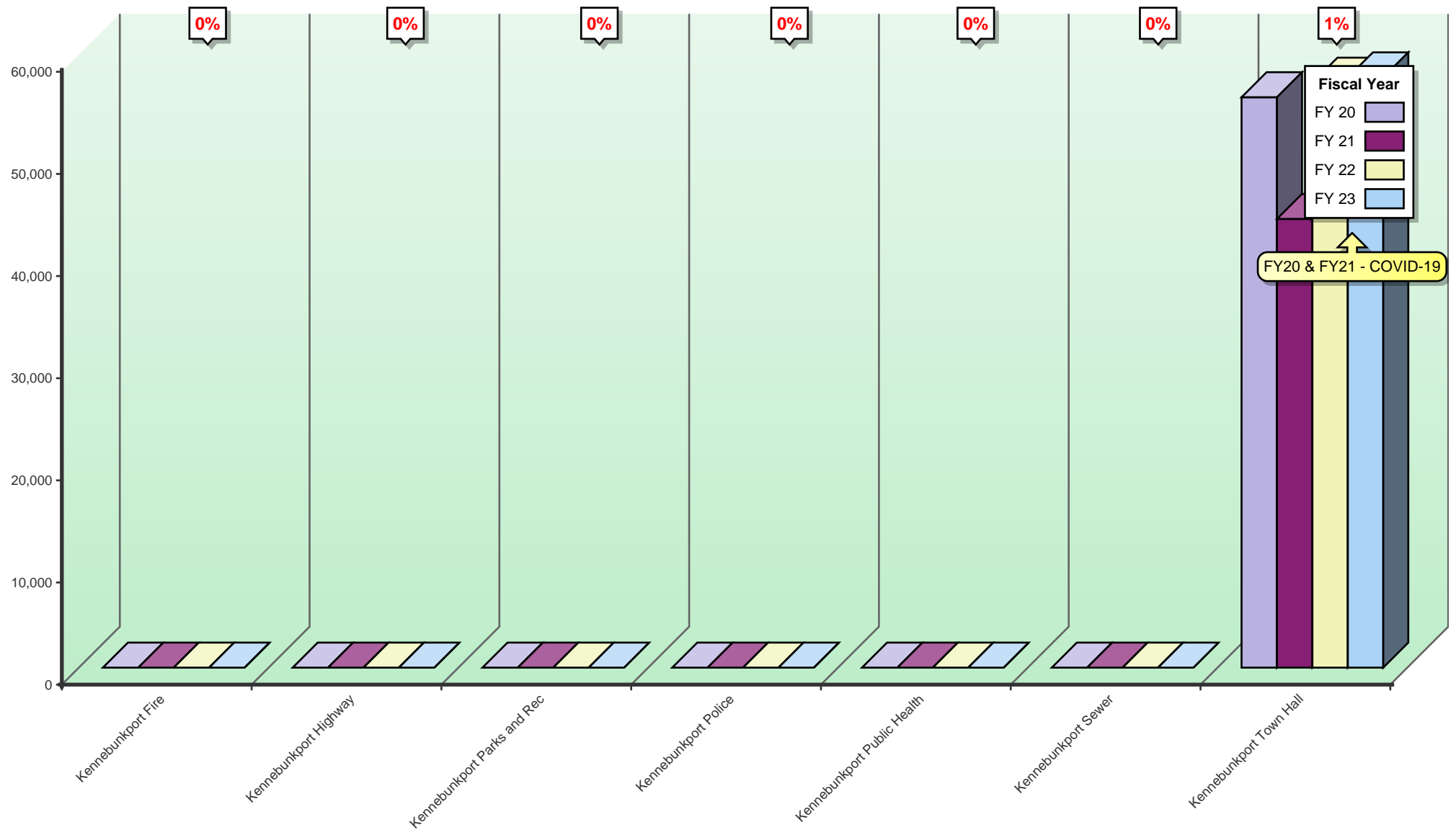


ANNUAL BLACK VOLUME OVERALL

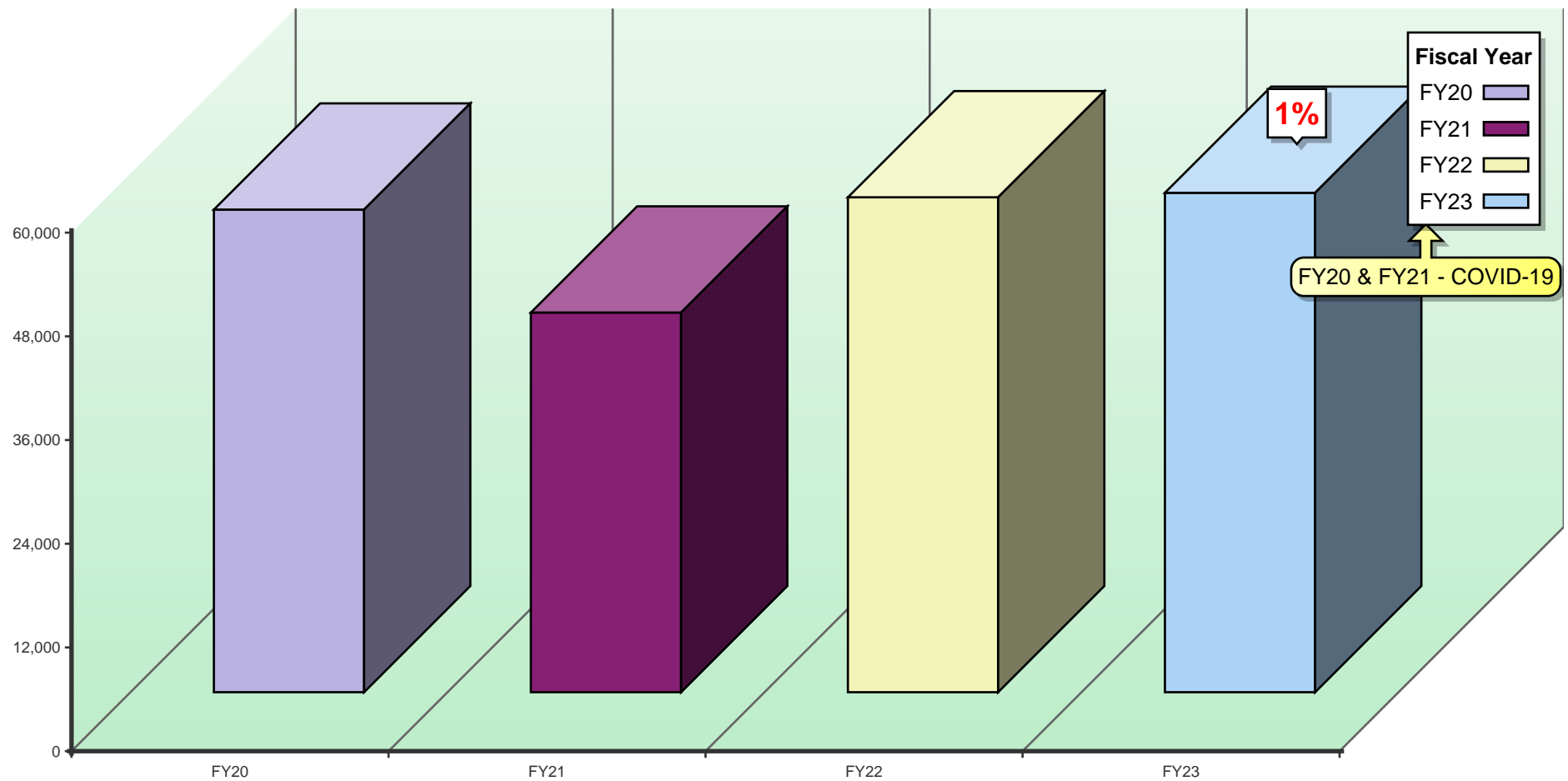


% amount equals the overall increase or decrease between Previous Year & Current Year

ANNUAL COLOR VOLUME BY LOCATION

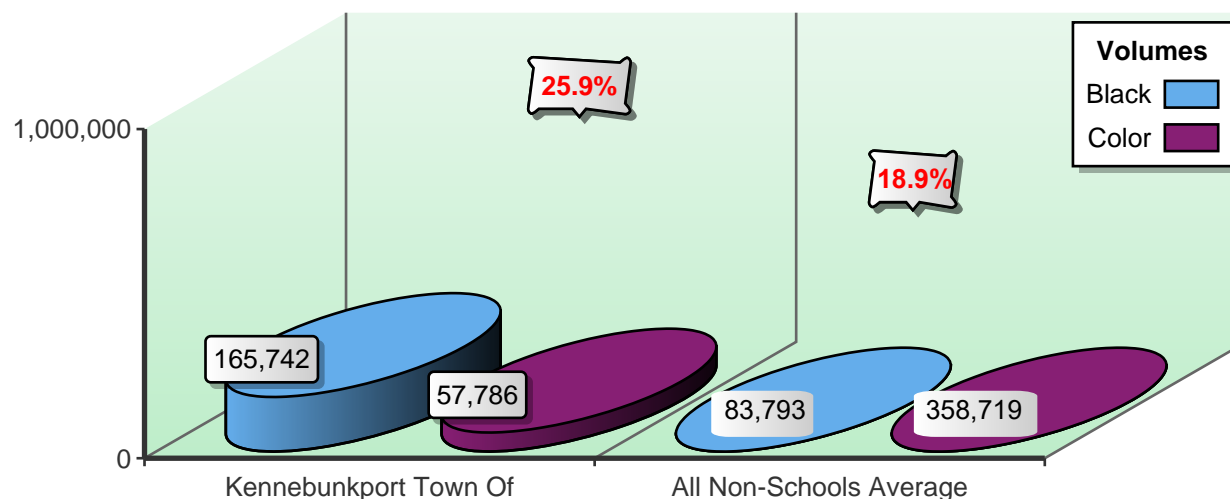


ANNUAL COLOR VOLUME OVERALL



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

COLOR-TO-TOTAL VOLUME COMPARISON



SPC Analysis

Despite the significant drop in color usage over the past two years, color usage has not only recovered, it has soared. FY22 increased average color usage by 33% over FY21. Obviously, some color printing is necessary, but if it is not properly monitored it could negatively impact 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 Equipment 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: 07/01/2019

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Fire					
Main Office					
Konica Minolta BH4422 / 42 PPM	7,231	8,992	1,761	\$0.00663	None at this time.
AAFM011000329 / 9499 5961				\$11.68	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP A-4 8.5x14 / KMBS				\$0.00	
	Subtotal Black		1,761	\$11.68	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Highway					
Main Office					
Konica Minolta BH4422 / 42 PPM	1,291	2,222	931	\$0.00663	None at this time.
AAFM011001137 / 9499 5959				\$6.17	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP A-4 8.5x14/KMBS				\$0.00	
	Subtotal Black		931	\$6.17	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Parks and Rec					
Main Office					
Konica Minolta BH4422 / 42 PPM	23,405	44,556	21,151	\$0.00663	None at this time.
AAFM011001133 / 9499 5960				\$140.23	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP A-4 8.5x14/KMBS				\$0.00	
	Subtotal Black		21,151	\$140.23	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Police					
Main Office					
Konica Minolta BH658 / 65 PPM	88,073	115,877	27,804	\$0.00345	None at this time.
AA6R011003202 / 9494 4450				\$95.92	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black MFP A-3 11x17/KMBS				\$0.00	
	Subtotal Black		27,804	\$95.92	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Public Health					
Main Office					
Konica Minolta BH4422 / 42 PPM	23,221	29,731	6,510	\$0.00663	None at this time.
AAFM011001139 / 9499 5962				\$43.16	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP A-4 8.5x14/KMBS				\$0.00	
	Subtotal Black		6,510	\$43.16	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Sewer					
Main Office					
Konica Minolta BH308 / 30 PPM	22,634	29,099	6,465	\$0.00345	7 years from Intro.
AA6W017003565 /				\$22.30	
750,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17/KMBS				\$0.00	
	Subtotal Black		6,465	\$22.30	
	Subtotal Color		0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunkport Town Hall					
Code Enforcement					
Konica Minolta BHC458 / 45 PPM A79M011044606 / 9494 4449 1,000,000 / 08/2016 Color MFP A-3 11x17/KMBS	60,469 90,809	78,802 118,450	18,333 27,641	\$0.00345 \$63.25 \$0.04198 \$1,160.37	7 years from Intro.
Main Office					
Konica Minolta BHC658 / 65 PPM A79J013007406 / 8802 1930 3,000,000 / 05/2017 Color MFP A-3 11x17 / KMBS	304,044 66,326	386,831 96,471	82,787 30,145	\$0.00345 \$285.62 \$0.04198 \$1,265.49	None at this time.
Subtotal Black		101,120	\$348.86		
Subtotal Color		57,786	\$2,425.86		
Overall Black Totals		165,742	\$668.33		
Overall Color Totals		57,786	\$2,425.86	Your Avg Color CPC is \$0.0420	

Estimated color cost savings with your next bid: **\$1,727.80** over five years. Our bids are coming in at an average of \$0.036, 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 08/01/2002 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 23 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
165,742	\$0.02331	\$3,863.45

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
165,742	\$0.00403	\$667.94	\$3,195.51	\$15,977.53

*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
\$3,195.51 x 21 years as a Client = **\$67,105.62** 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
Kennebunkport Fire	1,761	\$12.15	\$11.27	\$69.49	\$92.91
Kennebunkport Highway	931	\$6.42	\$5.96	\$36.74	\$49.12
Kennebunkport Parks and Rec	21,151	\$145.94	\$135.37	\$834.61	\$1,115.92
Kennebunkport Police	27,804	\$99.82	\$177.95	\$1,097.14	\$1,374.90
Kennebunkport Public Health	6,510	\$44.92	\$41.66	\$256.88	\$343.47
Kennebunkport Sewer	6,465	\$23.21	\$41.38	\$255.11	\$319.69
Kennebunkport Town Hall	101,120	\$363.02	\$647.17	\$3,990.16	\$5,000.35
TOTALS	165,742	\$695.48	\$1,060.75	\$6,540.12	\$8,296.35

SPC EQUIPMENT BIDS:

You can experience significant cost savings on equipment and service & supplies if you did an upgrade. See next page for details.

Current bids are coming in between 8% to 12% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example, a 55-page-per-minute Color Toshiba 5525ac with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and Fax Board with a Retail Cost of \$38,000 can be purchased for \$3,827. That's 10% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

SPC UPGRADES FOR 2023

Client Name	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Equipment Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
Brevard Family Partnership Florida	Don Johnson	1,158,146	51	Ricoh	Ricoh	Ricoh	\$28,806.28	\$144,031.40	SPC STarDoc & Papercut
City of Saco ME	Ryan Pinheiro	628,426	34	KMBS	KMBS & Ricoh	Konica Minolta	\$3,495.81	\$17,479.05	SPC STarDoc
Franklin Northeast SU VT	Morgan Daybell	4,060,945	18	Symquest	Symquest	Konica Minolta	\$10,247.75	\$51,238.75	SPC STarDoc
Holderness School NH	Paula Currie	780,989	32	Conway	Symquest	Konica Minolta	\$25,414.02	\$127,070.10	SPC STarDoc & Papercut
Phillips Exeter Academy NH	Scott Heffner	3,486,154	102	Toshiba Business	hiba Business Solut	Toshiba	\$81,636.61	\$408,183.05	SPC STarDoc & Papercut
RSU 2 Hallowell ME	Mariah Kelly	3,298,697	64	A-Copi	Smith Office	Sharp		\$0.00	
RSU 22 Hampden ME	Trish Hayes	4,624,078	57	Symquest	Symquest	Konica Minolta	\$16,482.00	\$82,410.00	SPC STarDoc
RSU 23 Old Orchard Beach ME	Cindy Cox	1,234,079	46	KMBS	Smith Office	Sharp		\$0.00	SPC STarDoc
Saco MSAU ME	Kris Stryker-IT	3,000,000	56	KMBS	KMBS	Konica Minolta	\$15,134.23	\$75,671.15	SPC STarDoc & Papercut
SAU 18 Franklin NH	Robyn Dunlap-IT	1,835,661	24	KMBS	hiba Business Solut	Toshiba	\$9,759.00	\$48,795.00	SPC STarDoc & Papercut
SAU 30 Laconia NH	Diane Clary	3,777,053	73	NECS	hiba Business Solut	Toshiba	\$14,623.00	\$73,115.00	SPC STarDoc & Papercut
SAU 301 Prospect Mou (w/SAU 72 & SAU 86) NH	Heidi Duford	2,818,384	51	NECS	hiba Business Solut	Toshiba	\$34,358.00	\$171,790.00	SPC STarDoc & Papercut
SAU 34 Hillsboro-Deering NH	Grant Geisler	1,760,806	20	KMBS/Canon	KMBS	Konica Minolta	\$18,438.01	\$92,190.05	SPC STarDoc & Papercut
SAU 40 Milford NH	Jane Fortson	5,015,229	85	KMBS	hiba Business Solut	Toshiba	\$3,397.60	\$16,988.00	SPC STarDoc & Papercut
SAU 41 Hollis-Brookline NH	Kelly Seeley	6,630,000	98	Conway	hiba Business Solut	Toshiba	\$29,914.65	\$149,573.25	SPC STarDoc & Papercut
SAU 42 Nashua NH	Dan Donovan	20,893,573	87	KMBS	KMBS	Konica Minolta	\$93,212.00	\$466,060.00	SPC STarDoc
SAU 45 Moultonborough NH	Amanda Bergquist	1,117,284	25	KMBS	hiba Business Solut	Toshiba	\$9,556.72	\$47,783.60	SPC STarDoc & Papercut
SAU 64 Milton NH	Mackenzie Campbell	1,101,887	34	Seacoast/Conway	hiba Business Solut	Toshiba	\$14,252.68	\$71,263.40	SPC STarDoc & Papercut
SAU 77 Monroe NH	Rose Harris	207,730	7	WB Mason	Symquest	Konica Minolta	\$2,100.31	\$10,501.55	SPC STarDoc
SAU 83 Fremont NH	Nathan Castle	907,329	16	KMBS	KMBS	Konica Minolta	\$7,233.81	\$36,169.05	SPC STarDoc
SAU 85 Sunapee NH	Kelly Wessells	1,101,647	35	KMBS	KMBS	Konica Minolta	\$3,171.67	\$15,858.35	SPC STarDoc & Papercut
Wiscasset School District ME	Brian Barrows	1,122,000	32	Transco	Symquest	Konica Minolta	\$13,190.00	\$65,950.00	SPC STarDoc & Papercut
SAU 21 Winnacunnet NH	Mathew Ferreira	5,178,800		2024 Upgrade					
SAU 01 Contoocook Valley NH	Brian Cisneros	4,444,000		2024 Upgrade					
Totals		70,560,097	1,047				\$434,424.15	\$2,172,120.75	

* Print Management Software: All Clients have SPC STARDoc but some have chosen to acquire additional support that they did not have previously.

	2020	2021	2022	2023	2024 (so far)	Average per Year(2020-2023)
TOTALS	82,468,260	69,686,229	73,469,937	70,560,097	9,622,800	
New Client Sign Ups >>>>>	6	8	8	10	2	8
Total New Clients	14,950,000	41,249,400	17,952,178	42,236,258	9,622,800	29,096,959
Total Existing Clients	67,518,260	28,436,829	55,517,759	28,323,839		44,949,172

Since 2020

116,387,836

2023 Award Evaluation	Manufacturer	Volume	Machines	Clients Awarded
KMBS	Konica Minolta	11,597,862	211	6
Symquest	Konica Minolta	50,170,401	248	5
Toshiba Business Solutions	Toshiba	24,483,721	460	8
Smith Office Equipment	Sharp	4,079,686	96	2
Ricoh	Ricoh	1,158,146	51	1
Totals		91,489,816	1,066	22

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
Kennebunkport Fire	0	\$0.00
Kennebunkport Highway	0	\$0.00
Kennebunkport Parks and Rec	0	\$0.00
Kennebunkport Police	0	\$0.00
Kennebunkport Public Health	0	\$0.00
Kennebunkport Sewer	0	\$0.00
Kennebunkport Town Hall	57,786	\$2,522.94
TOTALS	57,786	\$2,522.94

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. FY24 increase is 4%.

Vendor	Equipment Type	FY23 Black Volume	FY23 Black Cost/Copy	FY23 Black S & S Costs	FY24 Black Cost/Copy	FY24 Projected Black S & S Costs
Konica Minolta Business Solutions	Black Laser MFP A-4 8.5x14	30,353	\$0.00663	\$201.24	\$0.00690	\$209.44
Konica Minolta Business Solutions	Black MFP A-3 11x17	34,269	\$0.00345	\$118.23	\$0.00359	\$123.03
Konica Minolta Business Solutions	Color MFP A-3 11x17	101,120	\$0.00345	\$348.86	\$0.00359	\$363.02
TOTALS AND AVERAGES		165,742	\$0.00403	\$668.33	\$0.00420	\$695.48

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. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Color Volume	FY23 Color Cost/Copy	FY23 Color S & S Costs	FY24 Color Cost/Copy	FY24 Projected Color S & S Costs
KMBS	Color MFP A-3 11x17	57,786	\$0.04198	\$2,425.86	\$0.04366	\$2,522.94
TOTALS AND AVERAGES		57,786	\$0.04198	\$2,425.86	\$0.04366	\$2,522.94

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	8
Number of Machines on Lease	8
Number of Machines Owned	0
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
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Term	5 Annual
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Annual Payment usually due on 8/1	\$6,540.12
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Lease Start Date	07/01/2019
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Lease End Date	08/01/2023
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Remaining Payments	0
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*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

LEASED EQUIPMENT

Building	Room	Make/Model	Serial Number
Kennebunkport Fire	Main Office	Konica Minolta BH4422	AAFM011000329
Kennebunkport Highway	Main Office	Konica Minolta BH4422	AAFM011001137
Kennebunkport Parks and Rec	Main Office	Konica Minolta BH4422	AAFM011001133
Kennebunkport Police	Main Office	Konica Minolta BH658	AA6R011003202
Kennebunkport Public Health	Main Office	Konica Minolta BH4422	AAFM011001139
Kennebunkport Sewer	Main Office	Konica Minolta BH308	AA6W017003565
Kennebunkport Town Hall	Code Enforcement	Konica Minolta BHC458	A79M011044606
Kennebunkport Town Hall	Main Office	Konica Minolta BHC658	A79J013007406

STARDoc USER NAMES

Name	User Name
Laurie Smith	lsmith@kennebunkportme.gov
Nicole Evangelista	nevangelista@kennebunkportme.gov

STARDoc user names are managed by the Account Administrator, usually the IT Director. If there are any changes that need to be made, please notify your Account Administrator or SPC.

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