



***Specialized Purchasing Consultants***

1491 East Side River Road

Dummer, NH 03588

(800) 750-1538

[www.spccopypro.com](http://www.spccopypro.com)

**2017-2018 Annual Report**

**Year - End Photocopier Analysis**

**With projected costs for 2018-19**

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



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

October 2018

Skip Tilton  
President

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

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

VISIT US ON THE WEB:  
[www.spccopypro.com](http://www.spccopypro.com)

Dear Laurie:

We at Specialized Purchasing Consultants, wish to thank you for your continued confidence in us. Our relationship is now 16 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.

During our meeting with you to review this report, we would like to take some time to review our current services as well as new services soon to be offered and how you can benefit from these services.

Again, we appreciate the opportunity to continue to provide you with the best possible pricing, service, and equipment. If you have any questions or are in need of more information, please let us know.

Sincerely,

Skip Tilton  
President

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## ***The SPC Team...***

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

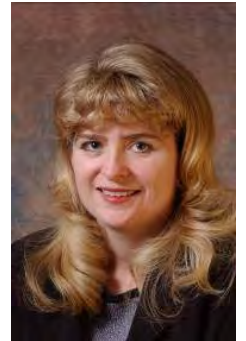


***Skip Tilton, President***

***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 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, as well as providing ways to increase your equipment reliability and the ability to monitor and track usage variations throughout the year to keep your costs under control.



***Jessica Paradis***

***Accounting Coordinator***

As the new accounting director for SPC, my focus is to ensure transactions are handled with importance, accuracy, and timeliness. My goal is for all communication, with client or vendor, to be satisfactory for all parties. I am

excited to be part of this team, and I am available to answer any billing or contract questions you may have.

***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 *at no additional charge to our clients* features that normally cost thousands of dollars.



***Pam Weed***

***Client-Vendor Relations***

It is always my goal to ensure a good working relationship between clients and vendors. This applies to billing, upgrades, equipment reliability, and everything in between. I am available to assist you with smooth transitions and quick resolutions.

***Joel Heffernan***

***Implementation Specialist***

With over 40 years of experience in the copier/printer industry, I am able to deliver knowledgeable assistance before, during, and after equipment changeover. I am available to our clients to address any concerns they may have and to assure our clients have a pleasant experience with SPC.



***Robert Dutil***

***Director of Information Technology***

I work behind the scenes to keep everything running smoothly. I appreciate SPC's honesty, work ethic and loyalty, and it is my goal to make sure SPC has the tools it needs to continue improving their technology to better serve their clients and to be as productive as possible. 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.

## Equipment Health Status

<b>Total Number of Machines:</b>	7
<b>Total Black Photocopiers</b>	5
<b>Total Color Photocopiers</b>	2
<b>Total Black Network Printers</b>	0
<b>Total Color Network Printers</b>	0
<b>Total Removed from Service:</b>	0
<b># of Units OFF Warranty:</b>	7
<b># of Units Approaching End of Warranty:</b>	0
<b># of Units Overused:</b>	0
<b># of Units Underused:</b>	1
<b>Commencement Date:</b>	2/1/2013
<b># of Annual Payments Left on Lease</b>	0
<b>All Warranties and Service Contracts Expire:</b>	6/30/2018
<b>SPC's FM Audit Print Management Software Loaded</b>	No
<b>Printer Contract</b>	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,

It has been five years since your last upgrade and you could benefit from an onsite visit and an upgrade since costs have come down over the years. Your warranties expired on 6/30/2018. SPC is ready to help renegotiate these contracts to continue supporting the town. We noticed that 1 printer in the Highway Department is underused. Also, keep in mind there are some powerful print management software that you may want to consider this time around. (See page #11)

In order to stay ahead of your reliability curve, that upgrade could take place immediately with your first lease payment not due until August 1st 2018. I am confident that there are other needs that an onsite visit will be able to address.

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
Kennebunkport Town Hall	Code Enforcement	Xerox Workcentre 7556c LPT	XKP530927	XEROXCopier	10/2010

# Non Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
--------------	---------------	------------	-------------

There are no Non-Contracted devices.



**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

**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



- **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
  - 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 TV's)
- **Floor Plans Admin** - Who Benefits? Business Manager and IT
  - Allows IT and Business Manager to move devices around on Floor Plan
  - 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 Star Doc
  - Toggle Email all (Toner, Service Monthly Audits)
- **Device Listing Page** - Who Benefits? Business Manager and IT
  - 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

## New Features

### Industry Wide

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

### STARDoc

**NEW! Over Budget Report feature**

- Allows user to select the Over Budget feature to produce a report showing each machine currently running over projected volumes, listed with highest amount over first.
- Catch overused equipment early, before equipment begins to break down due to over use.
- 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:

\$1,902

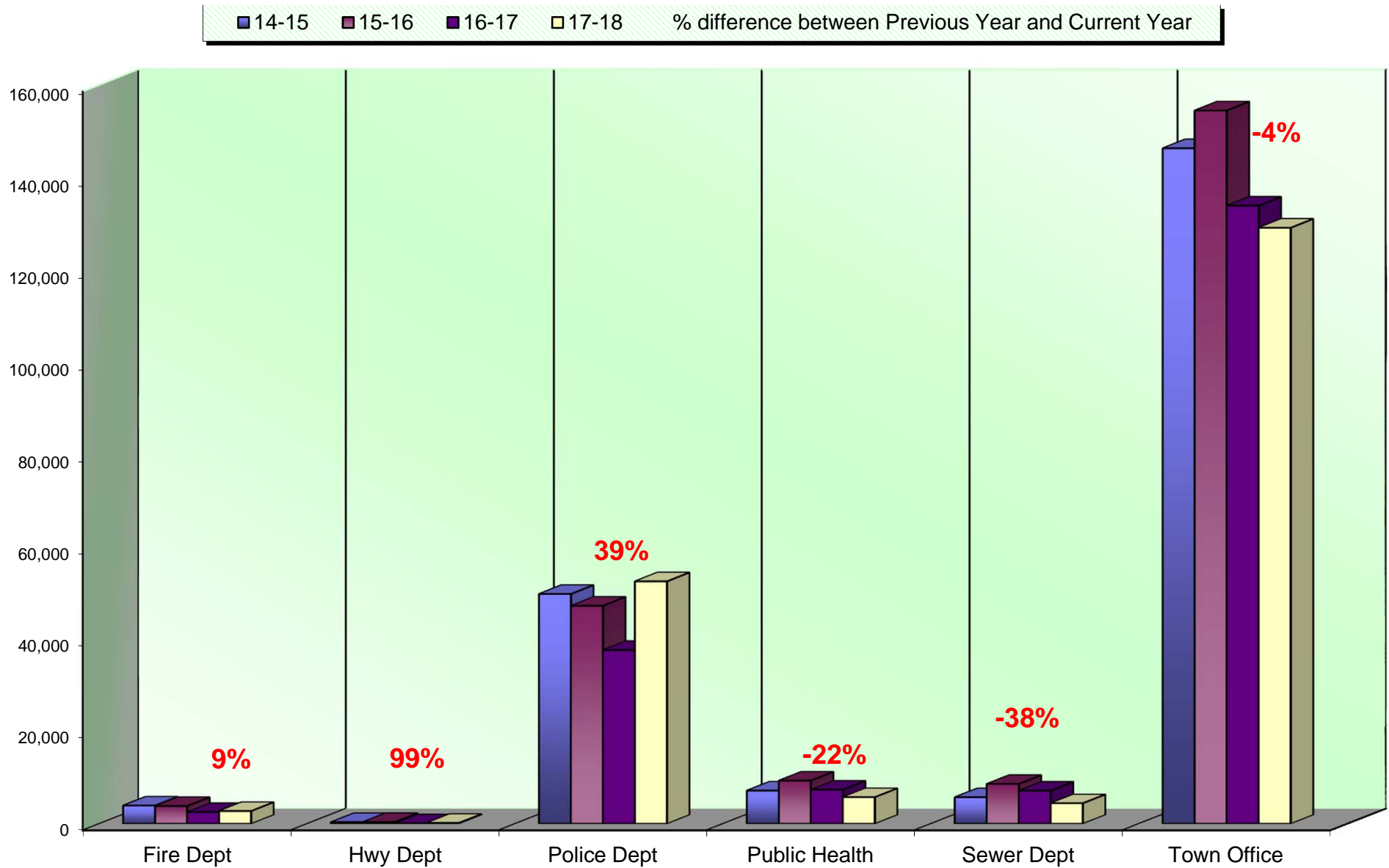
Previous

Next

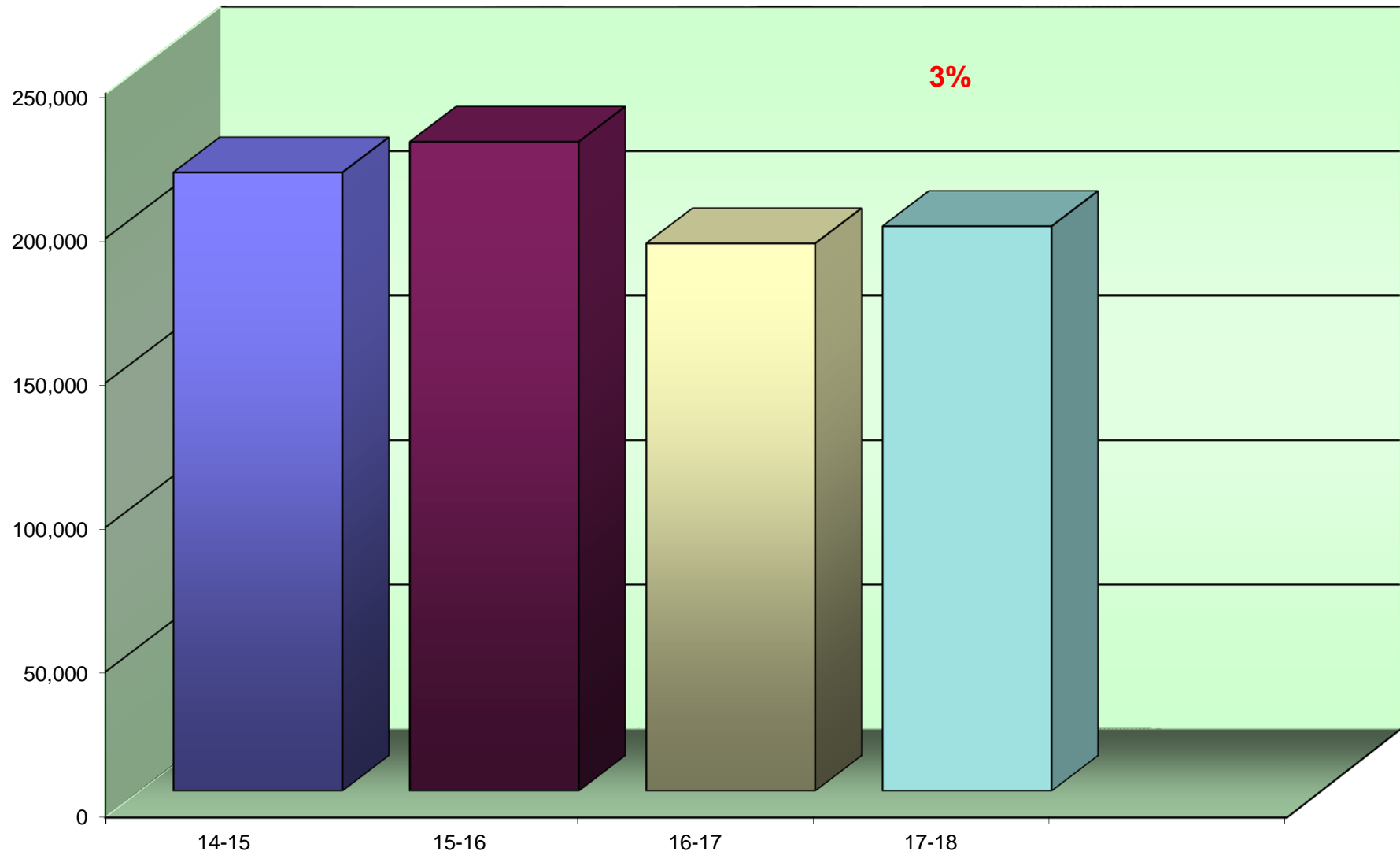
Request Service History

Close

## Annual Black Volume by Building

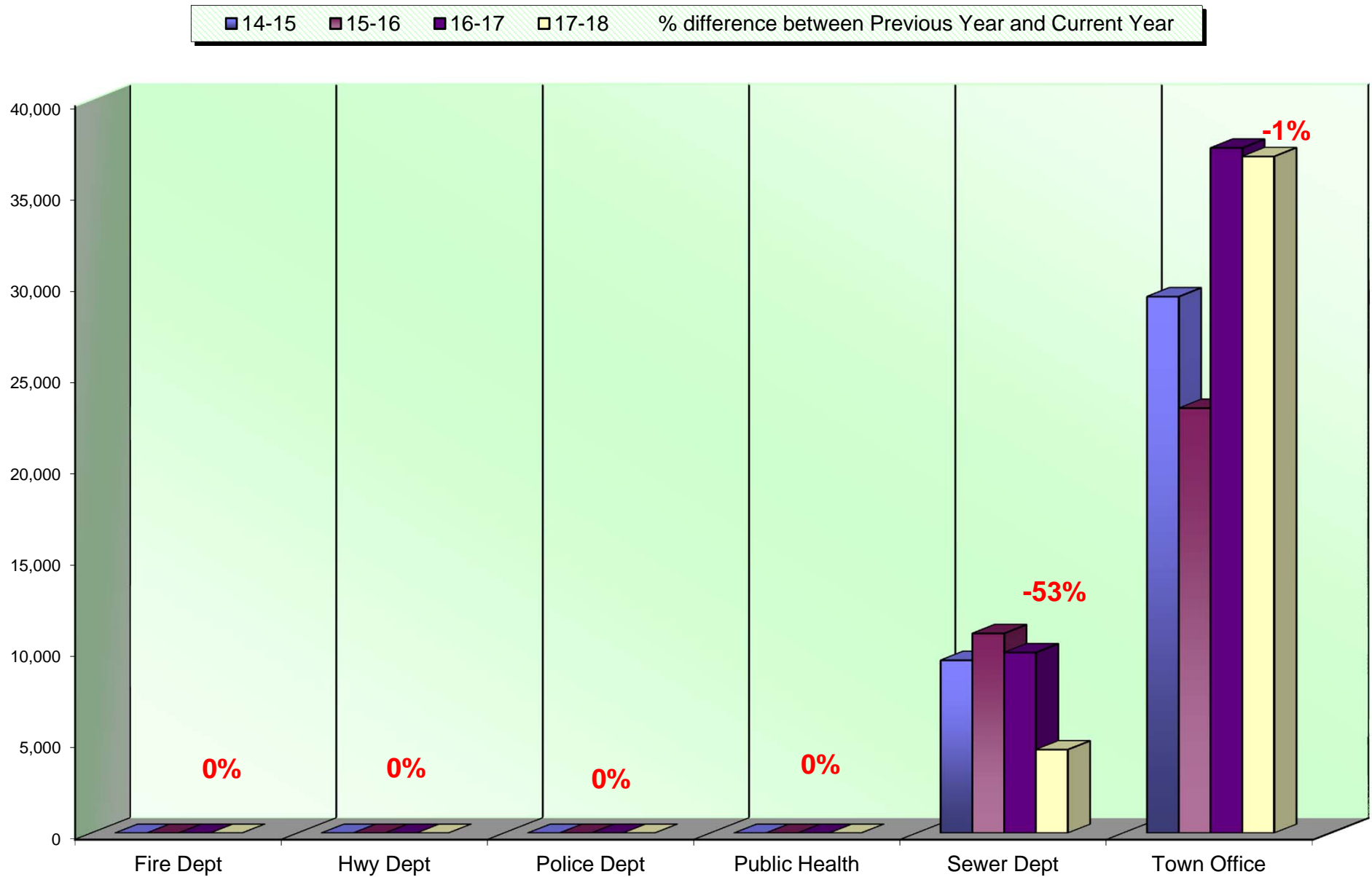


## Annual Black Volume Overall

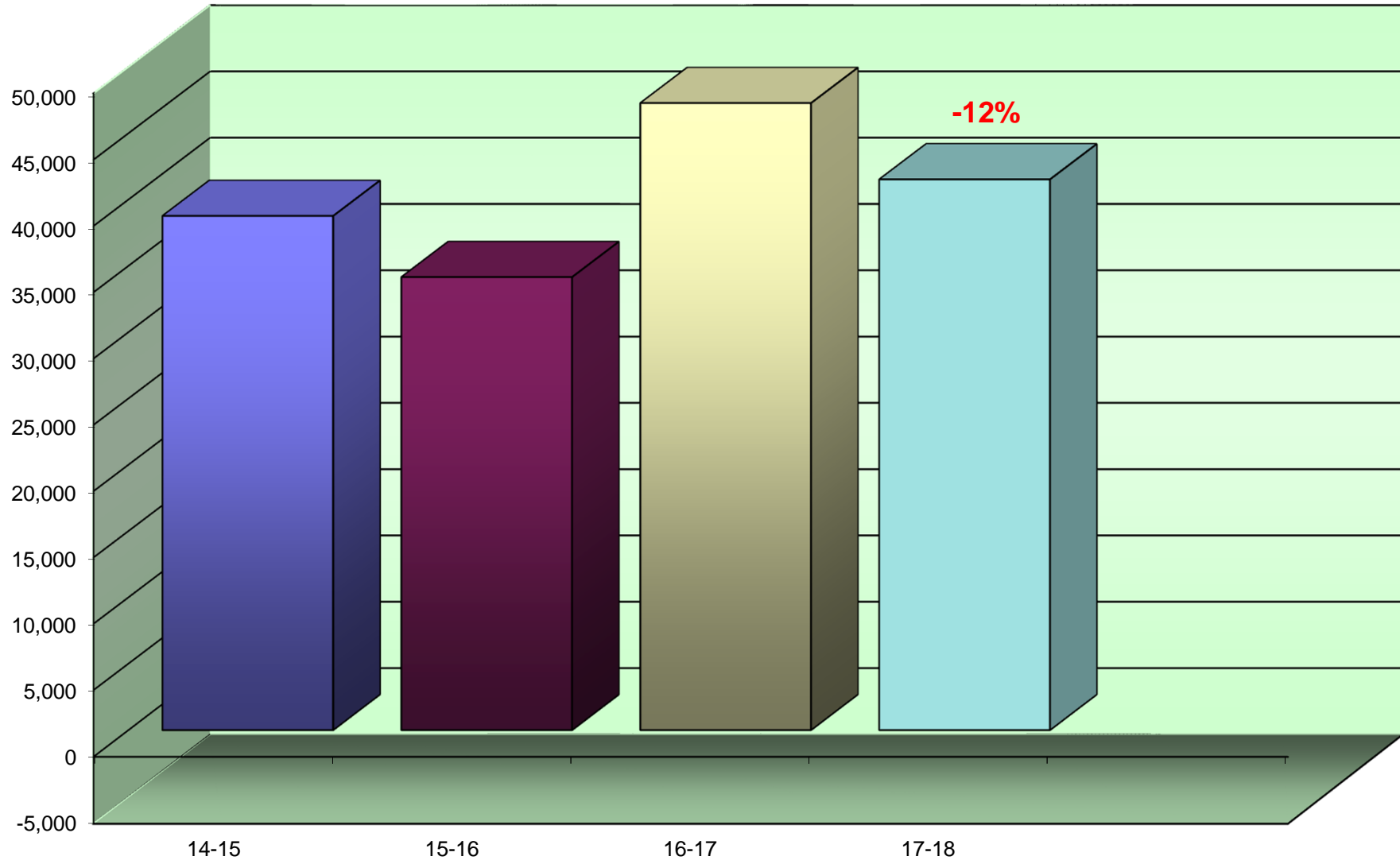


% amount equals overall increase or decrease between Previous Year and Current Year

## Annual Color Volume by Building



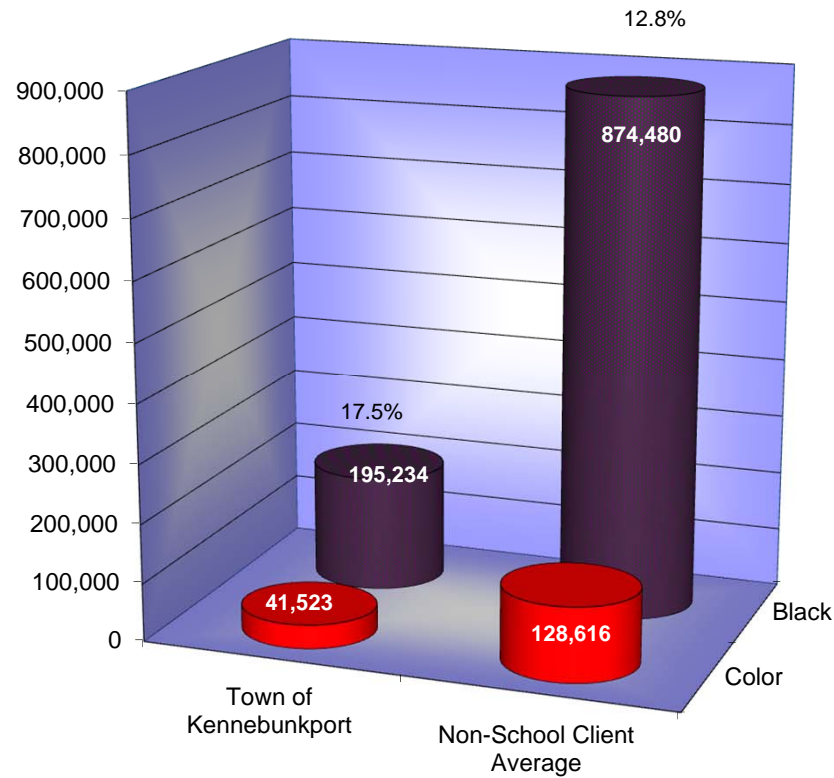
## Annual Color Volume Overall



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



## 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>2017-18</i>		
<i>Life / Intro Date</i>	<i>7/1/2017</i>	<i>6/30/2018</i>	<i>Annual</i>	<i>Cost/Copy</i>	
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Volume</i>	<i>Annual Cost</i>	<i>Recommendations</i>
<b>KENNEBUNKPORT FIRE</b>					
<b>Main Office</b>					
Xerox WorkCentre 3635 / 35 PPM	14,447	17,253	2,806	\$0.004120	10 years from Intro.
BB1565780 /				\$11.56	
750,000 / 05/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
<b>XEROXCopie</b>					
	<b>Subtotals Black</b>		<b>2,806</b>	<b>\$11.56</b>	
	<b>Subtotals Color</b>		<b>0</b>	<b>\$0.00</b>	

<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>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>KENNEBUNKPORT HIGHWAY</b>					
<b>Main Office</b>					
Xerox WorkCentre 3635 / 35 PPM	1,446	1,655	209	\$0.004120	10 years from Intro. Underused!
BB1565776 /				\$0.86	
750,000 / 05/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
XEROXCopie					
<b>Subtotals Black</b>			<b>209</b>	<b>\$0.86</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

<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>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>KENNEBUNKPORT POLICE</b>					
<b>Main Office</b>					
Xerox WorkCentre 5875apt / 75 PPM	184,004	236,726	52,722	\$0.004120	None at this time.
EX9280983 /				\$217.21	
4,000,000 / 02/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
<b>XEROXCopie</b>					
	<b>Subtotals Black</b>		<b>52,722</b>	<b>\$217.21</b>	
	<b>Subtotals Color</b>		<b>0</b>	<b>\$0.00</b>	

*Date of Last Upgrade: 2/1/2013*

*Make-Model / Speed*

***Serial Number / Vendor ID***

*Life / Intro Date*

**7/1/2017**  
***Meter***

**6/30/2018**  
***Meter***

**2017-18**  
***Annual***  
***Volume***

*Cost/Copy*  
*Annual Cost*

## Recommendations

**KENNEBUNKPORT PUBLIC HEALTH****Main Office**

Xerox WorkCentre 3635 / 35 PPM

33,515

39,372

5,857

\$0.004120

10 years from Intro.

BB1565782 /

\$24.13

750,000 / 05/2008

0

0

0

\$0.00000

## Black Photocopier

\$0.00

**XEROXCopie**

**Subtotals Black**

**5,857**

**\$24.13**

### Subtotals Color

0

**\$0.00**

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date</i>					<i>Date of Last Upgrade: 2/1/2013</i>
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>KENNEBUNKPORT SEWER</b>					
<b>Main Office</b>					
Xerox WC 7835 / 35 PPM	34,276	38,786	4,510	\$0.004120	None at this time.
MX4314862 /				\$18.58	
750,000 / 02/2013	40,181	44,800	4,619	\$0.05934	
Color Photocopier				\$274.09	
<b>XEROXCopie</b>					
	<b>Subtotals Black</b>		<b>4,510</b>	<b>\$18.58</b>	
	<b>Subtotals Color</b>		<b>4,619</b>	<b>\$274.09</b>	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date					Date of Last Upgrade: 2/1/2013
Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
KENNEBUNKPORT TOWN HALL					
Code Enforcement					
Xerox Workcentre 7556c LPT / 55 PPM XKP530927 / 3,000,000 / 10/2010	165,223	188,326	23,103	\$0.004120 \$95.18	8 years from Intro.
Color Photocopier	229,537	266,441	36,904	\$0.05934	
XEROXCopie				\$2,189.88	
Main Office					
Xerox WorkCentre 5875apt / 75 PPM EX9281152 / 4,000,000 / 02/2013	487,299	593,326	106,027	\$0.004120 \$436.83	None at this time.
Black Photocopier	0	0	0	\$0.00000	
XEROXCopie				\$0.00	
Subtotals Black			129,130	\$532.02	
Subtotals Color			36,904	\$2,189.88	

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<i>Vqy p/Wide Black Totals</i>	195,234	\$804.36
<i>Vqy p/Wide Color Totals</i>	41,523	\$2,463.97



## 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 2017-18 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
195,234	\$0.02331	\$4,550.90

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
195,234	\$0.00412	\$804.36	\$3,746.54	\$18,732.70

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$3,746.54 x 16 years as a Client*

***=\$59,944.65 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	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Kennebunkport Fire	2,806	\$11.90	\$13.92	\$94.77	\$120.59
Kennebunkport Highway	209	\$0.89	\$1.04	\$7.06	\$8.98
Kennebunkport Police	52,722	\$223.54	\$261.61	\$1,780.61	\$2,265.76
Kennebunkport Public Health	5,857	\$24.83	\$29.06	\$197.81	\$251.71
Kennebunkport Sewer	4,510	\$19.12	\$22.38	\$152.32	\$193.82
Kennebunkport Town Hall	129,130	\$547.51	\$640.74	\$4,361.19	\$5,549.44
<b>Total</b>	<b>195,234</b>	<b>\$827.79</b>	<b>\$968.75</b>	<b>\$6,593.76</b>	<b>\$8,390.30</b>

### SPC Equipment Bids:

Presently our bids are coming in between **14.77% to 20.87%** of Retail while the current Salesman's Cost is 50% of Retail. For Example: An Konica Minolta BH 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 95 Copies per Minute with a Retail Cost of \$45,640 is coming in at **\$7,342....16% of Retail!** Our prices are negotiated 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
Kennebunkport Fire	0	\$0.00
Kennebunkport Highway	0	\$0.00
Kennebunkport Police	0	\$0.00
Kennebunkport Public Health	0	\$0.00
Kennebunkport Sewer	4,619	\$281.76
Kennebunkport Town Hall	36,904	\$2,251.14
<b><i>Total</i></b>	<b>41,523</b>	<b>\$2,532.90</b>

## *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 2.8%.**

Vendor	Equipment Type	Annual Volume	2017-2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
Xerox Copier Division	Black Photocopier	167,621	\$0.00412	\$690.60	\$0.00424	\$710.71
Xerox Copier Division	Color Photocopier	27,613	\$0.00412	\$113.77	\$0.00424	\$117.08
<b>Total</b>		<b>195,234</b>	<b>\$0.00412</b>	<b>\$804.36</b>	<b>\$0.00424</b>	<b>\$827.79</b>

## *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 2.8%.**

Vendor	Equipment Type	Annual Volume	2017- 2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
Xerox Copier Division	Color Photocopier	41,523	\$0.05934	\$2,463.97	\$0.06100	\$2,532.90
<b>Total</b>		<b>41,523</b>	<b>\$0.05934</b>	<b>\$2,463.97</b>	<b>\$0.06100</b>	<b>\$2,532.90</b>

## *Reprographic Equipment Assessment*

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

<b>Total Number of Units</b>	<b>7</b>
<b>Total Number of Units on Lease</b>	
<b>Total Number of Units Owned</b>	
<b>Lease Company</b>	<b>Northway Bank</b>
<b>Lease Start Date</b>	<b>2/1/2013</b>
<b>Lease End Date</b>	<b>8/1/2018</b>
<b>Term</b>	<b>5 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$6,593.76</b>
<b>Remaining Payments</b>	<b>0</b>

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

## *Qy ped 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
"		
Mgppgdwpmr qtv'Vqy p"J cm"Z gtqz"Y qtnEgptg'9778e"NRV"ZMR752; 49		



## 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:

Title:

Date:

Signature: \_\_\_\_\_

**AGREED AND ACCEPTED BY:**  
**Client**

By:

Title:

Date:

Signature: \_\_\_\_\_

*StarDoc User Names*

Name	User Name
<b>Arlene McMurray</b>	amcmurray@kennebunkportme.gov
<b>Carol Kloth</b>	ckloth@kennebunkportme.gov
<b>Dick Stedman</b>	dstedman@kennebunkportme.gov
<b>Jennifer Lord</b>	jlord@kennebunkportme.gov
<b>Judy Barret</b>	jbarrett@kennebunkportme.gov
<b>Laurie Smith</b>	lsmith@kennebunkportme.gov
<b>Lisa Hamon</b>	lharmon@kennebunkportme.gov
<b>Nicole Evangelista</b>	nevangelista@kennebunkportme.gov
<b>Rose Wills</b>	rwills@kennebunkportme.gov
<b>Todd Charles</b>	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](mailto:awebster@spccopypro.com)



## Benefits of partnering with SPC

### Top Benefits to **our CLIENTS**:

#### 1. Cooperative Buying

y 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 4,100 devices doing more than 239 million copies and prints per year. Annually, we purchase approximately 1,100 units running over 80 million prints
- 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

- aps all devices and sets up Interactive ive floor Plans of all printing devices, showing you a efore and After pgrade look provides a visual for all decision makers over the next five years.
- STA 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

- emoves the confusion out of billing.
- liminates variety of invoices from multiple vendors that come annually and/or quarterly.
- With SPC s Simplified illing Program, TW invoices are sent each year from billing source.
- econciles 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 undersi e during the bidding process.
- anages 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 lags copying trends within your organi ation 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 ust 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 \$2.5 million for all of our clients.***

***That translates into Savings of more than \$12 million over five years!***



## SPC Values Our Vendors

### Overall Benefits to our VENDORS

- Opportunities brought to you Annually, we purchase approximately 1,100 units running over 80 million prints
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- Additional 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 SP 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.
- STA Doc 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 4,100 pieces of equipment;**  
**Our relationship with our vendors has never been stronger!**