



Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538

2018-2019 Annual Report

Year - End Photocopier Analysis

With projected costs for 2019-2020

**Eric Waddell
Kittery School Department
200 Rogers Road
Kittery, ME 03904**



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

October 2019

Eric Waddell
Kittery School Department
200 Rogers Road
Kittery, ME 03904

Skip Tilton
President

Corporate Office:
1491 East Side River Road
Dummer, NH 03588
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VISIT US ON THE WEB:
www.spccopypro.com

Dear Eric:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us. Our relationship is **now 23 years strong**, and we hope that your trust in us and this relationship will continue for many years to come.

The following Annual Report provides an overview of last year's reprographic equipment usage and status. Recommendations are included based on usage and remaining life expectancy to address potential problem areas. This will help to avoid needless down time and improve equipment reliability.

Every year we strive to improve or enhance our services to save our clients time, money, and effort. For the past number of years, numerous new features have been implemented to benefit our clients such as Simplified Billing, FMAudit automated meter reading, STARDoc and IT Asset Management. We hope you have found these services to be beneficial and time-saving. We are very pleased to offer these services at no additional charge.

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

We appreciate the opportunity to provide you with the best possible pricing, service, and equipment. We look forward to our meeting. Feel free to share your thoughts and feelings concerning your overall experience with SPC.

Sincerely,

Skip Tilton
President

"Protecting Your Copier Interests"

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Meet Your Team



Skip Tilton, President
Billie Jo Tilton, Vice President

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



Jessica Paradis
Accounting Coordinator

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

Alex Webster
Operations & Marketing Manager

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



Pam Weed
Client-Vendor Relations

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

Robert Dutil
Information Technology

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



Jamin Tilton
Operations Support

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

James Cartwright
Operations Support

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



Heidi Tilton
Office Support

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

Equipment Health Status

Total Number of Machines: **30**

Total Black Photocopiers:	20
Total Color Photocopiers:	4
Total Black Network Printers:	6
Total Color Network Printers:	0
Total Removed From Service:	0

of Units OFF Warranty: **0**

of Units Approaching End of Warranty: **6**

of Units Overused: **0**

of Units Underused: **1**

Commencement Date: **08/02/2016**

of Annual Payments Left on Lease: **2**

All Warranties and Service Contracts Expire: **06/30/2022**

SPC's FM Audit Print Management Software Loaded: **Yes**

Printer Contract Signed: **Yes**

NOTE: When a machine goes off warranty, it does not mean that the service contract expires. It simply means that if a replacement machine becomes necessary, it may not be at "no charge."

Dear Eric,

Your color printing increase over the past year of 24% is higher than the industry, which is already experiencing a rapid increase in color usage ... 19% over last year. However, your color usage of **71 copies per student** is **significantly** lower than the industry average of **216 copies per student**. Print Management software is available beyond STARDoc, however it is very expensive there is clear evidence that with your district it certainly would not justify the expense! (See pages 17-21 and page 32). Note in particular page 20 of this report that shows industry trends for 55 school districts. Now if we could get your secure print issue resolved then you would be golden.

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
Horace Mitchell Primary School	Computer Lab	Konica Minolta BH283	A1UF011007478	BUDGET	06/01/2010
Horace Mitchell Primary School	Nurse's Office	Konica Minolta BH283	A1UF011105573	BUDGET	06/01/2010
Kittery District Office	Business Manager	Kyocera FS-2100DN	LVK6442348	BUDGET	10/01/2012
Shapleigh Middle School	5th Grade Wing	Konica Minolta BH223	A1UG011015868	BUDGET	06/01/2010
Shapleigh Middle School	Library	Konica Minolta BH223	A1UG011106618	BUDGET	06/01/2010
Shapleigh Middle School	Main Office Copy Room	Konica Minolta BHC554	A5AY011020938	BUDGET	08/01/2012

Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
HP LASERJET 4050 SERIES	USBC065109	65.18.52.126	2019-09-19 08:24:09



SPC Timeline

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Reports

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Initiated 5% cost per print annual increase cap

2001 Solid-Ink Printers and Meter Collection

- Offered low-cost-of-operation solid-ink network printers to help reduce printing costs
- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing.

2002 Bond Counsel Review

- Added Bond Counsel Review to endure any and all funding sources provided legal documentation to meet State statutes and regulations.

2003 Contracts and Warranties Updated

- Service & Supply Contracts revised to reflect SPC's commitment to managing a client's account for five years while allowing the client a 30-day cancel option.
- Warranty revised to protect equipment, guaranteeing service or replacement at no charge, even if a vendor goes out of business.

2005 Economic Municipal Relief Fund Established

2006 Data Collection Agent

- Data Collection Agent Software offered for meter collection convenience.

2007 Insurance Fund

- Insurance Fund established for equipment upgrades with SPC monitoring installations from start to finish. SPC absorbs cost of returning leased equipment, electrical or network drop installs or upgrades, and surge protectors (ESPs).

2012 STARDoc - Print Management Software Developed and Implemented

- Live Floor Plans allow IT administrators to move devices around on their own floor plans
- Low-end network printers added to contracts and monitored
- Simplified Billing introduced



SPC Timeline

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

- Users can see a monthly snapshot of current usage and estimated projections

2015 STARDoc - Mapping Options and Asset Management

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

2018 STARDoc - Improved Pinpointing of Budget and Communications

- Improved pinpointing of machines projected to go over budget
- Facilitate communication with your vendor's service manager
- Request service history on any given printer or copier

2019 STARDoc – Service Histories, Chromebook Bid & Papercut Installers

- Request single, multiple, or fleet service history for a specific time period
- Request annual fleet service history
- Scroll through specific copiers or printers going over budget
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- 3 of SPC's team members became Certified Papercut installers.

2020 SPC Roadmap

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



STARDoc Features

Cost Projection by Department or Building

Who Benefits? Accounts Payable, Business Manager, and Superintendent

- Allows you to formulate next year's budgets as early as December
- Allows you to see the projected usage bill in advance
- Tabulate total budgets and total costs district wide
- Volume or cost pages allow you to pinpoint specific machines on the floor plans
- Timeline - allowing you to go back to see how your budget compares to previous years

Map your devices on Floorplans

Who Benefits? Business Manager, IT

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device information tab will allow you to easily access the web interface of the printer/copier
- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Non-reporting device listing for devices that haven't reported for more than 2 weeks
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

Who Benefits? Business Manager and IT

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

Contacts Page

Who Benefits? Business Manager and IT

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



STARDoc Features

Device Listing Page

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

Monthly Audits

Who Benefits? Business Manager and Superintendent

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

Timeline

Who Benefits? Business Manager

- Track historical volume and cost per building

Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client



STARDoc Features


Consult: Secure Print Release, also known as Follow Me Print or Find-Me Printing

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

Over-Budget Report

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

Over Budget



Room:

Room 201 Principal's Office

Make & Model:

Canon IRC5051

Serial Number:

GQM65369

IP Address:

172.16.10.145

Projected Amount Over Budget:

\$404

This building's average color prints per student is 314

The industry average for color prints per student is 185

Previous

Next

Check Black/Color Default

Close



In The Pipeline...

Five Year Fleet Management (FYFM)

We have all heard the saying that Information is Power! Beginning with your next upgrade, FYFM will put you in the driver's seat.

Purpose of FYFM:

Interactive Tool you can alter with your printing habits. With the click of one button, it will incorporate both past, present and future usage, flagging any potential problematic areas. 'Right Size Print Management' will help to eliminate overused color copiers.

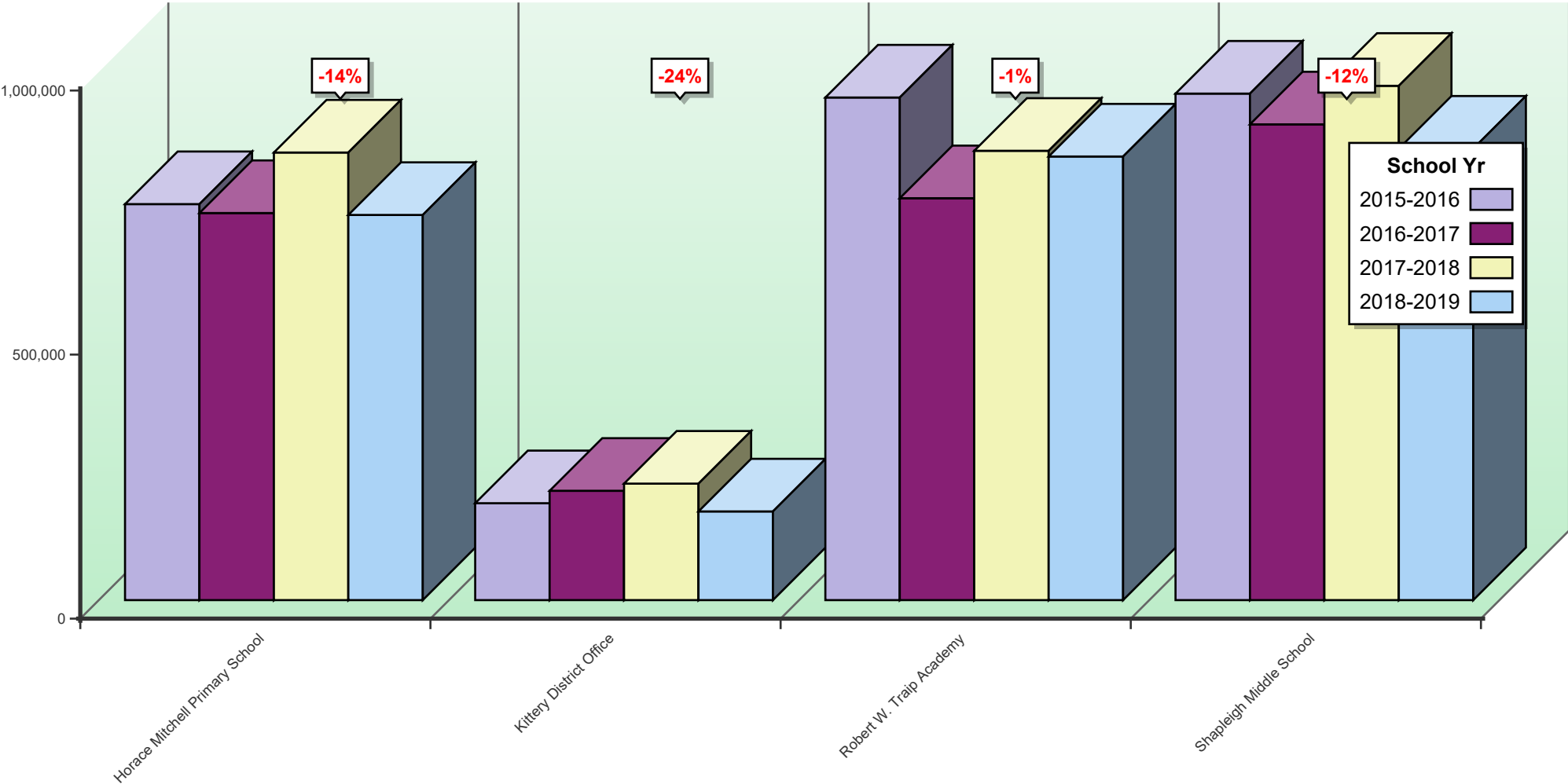
Setting up Future Budgets:

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

Problematic Machines:

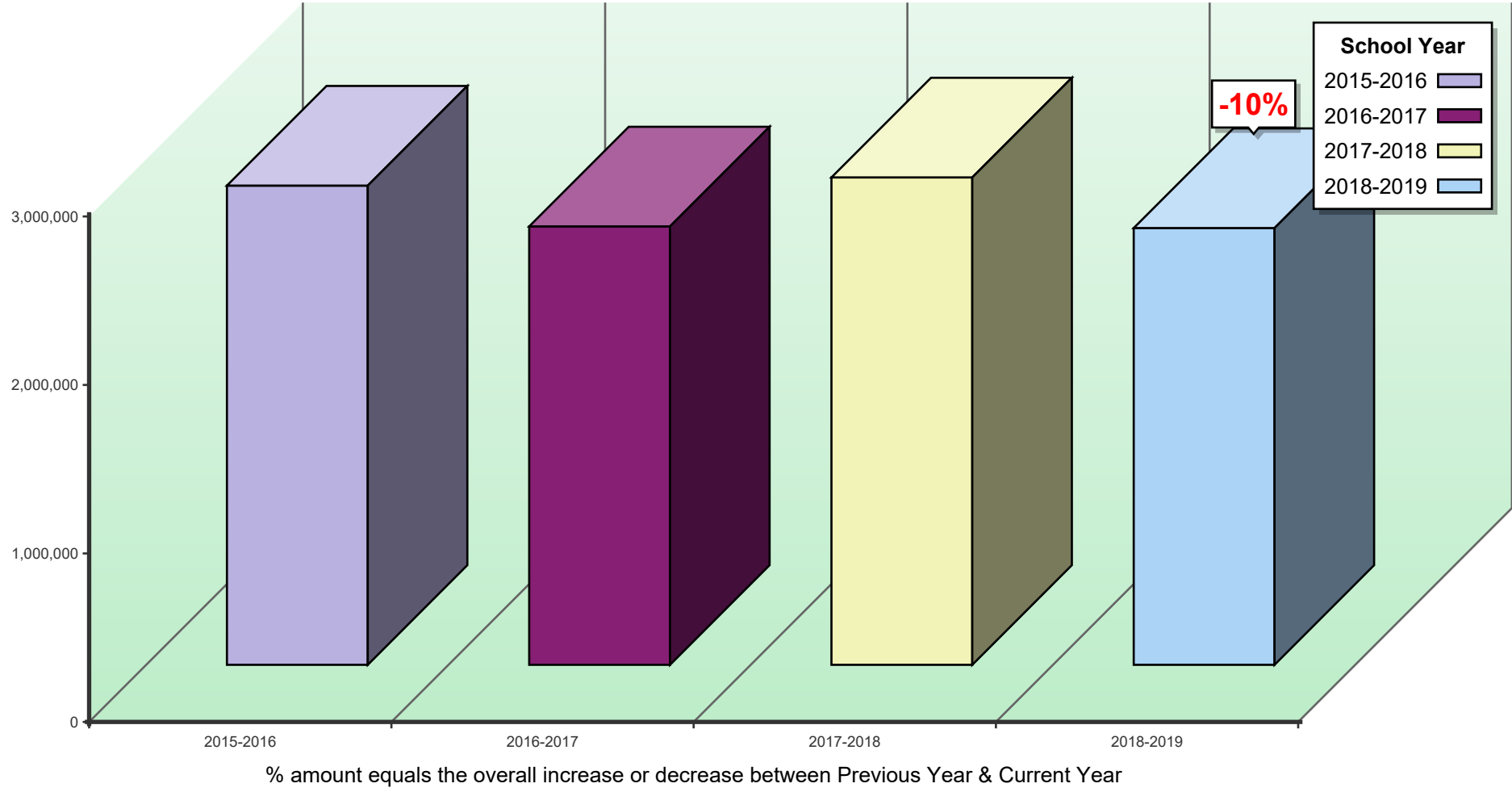
How would you know if your equipment is truly malfunctioning and needs to be replaced under warranty? FYFM will compare your service calls to all SPC's clients for like models and speeds. It will provide you with the number of service calls in a fiscal year and the average copies between calls so that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

Annual Black Volume by Location



Annual Black Volume Overall

Kittery School Department



Average Student-to-Copy Usage - Black

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Horace Mitchell Primary School	318	729,328	\$15,262.74	2,293	\$48.00
Kittery District Office	0	167,933	\$4,156.48	0	\$0.00
Robert W. Traip Academy	264	840,000	\$17,259.34	3,182	\$65.38
Shapleigh Middle School	405	854,897	\$17,711.47	2,111	\$43.73
Totals	987	2,592,158	\$54,390.03	2,626	\$55.11

**Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

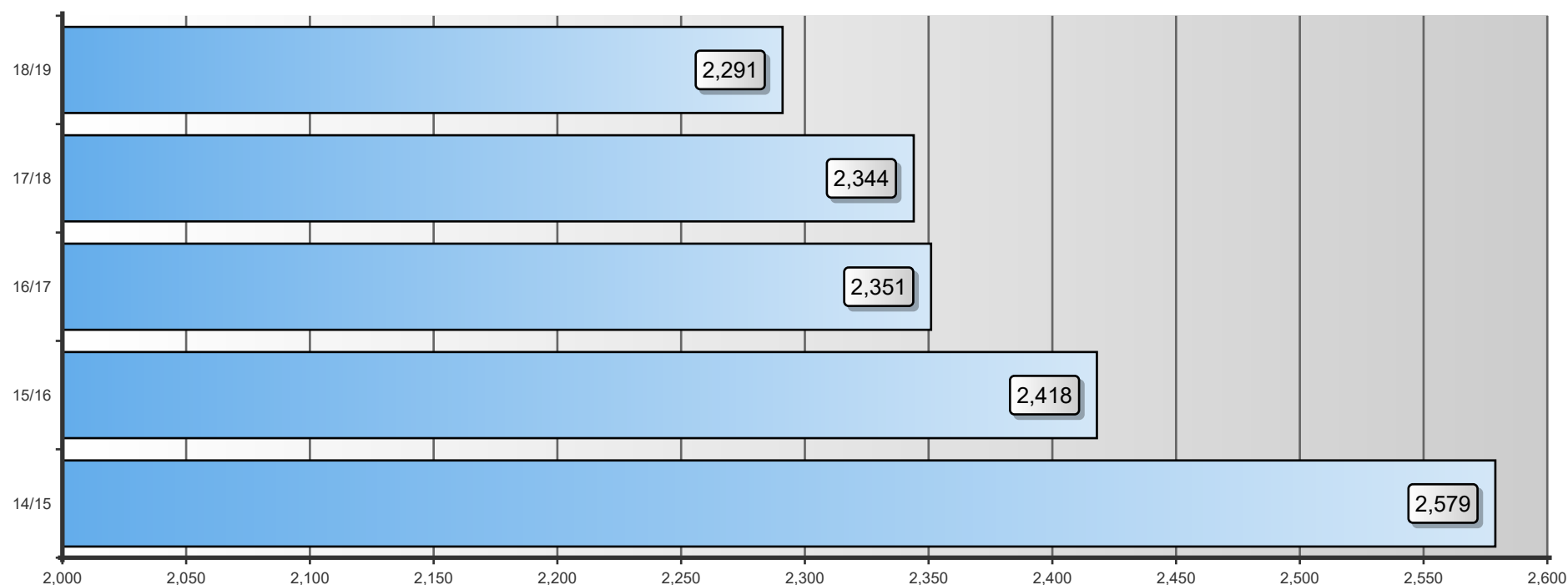
Industry Average Copies per Student - Black

This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	83,897	192,210,359	\$4,000,539.34	2,291	\$47.68

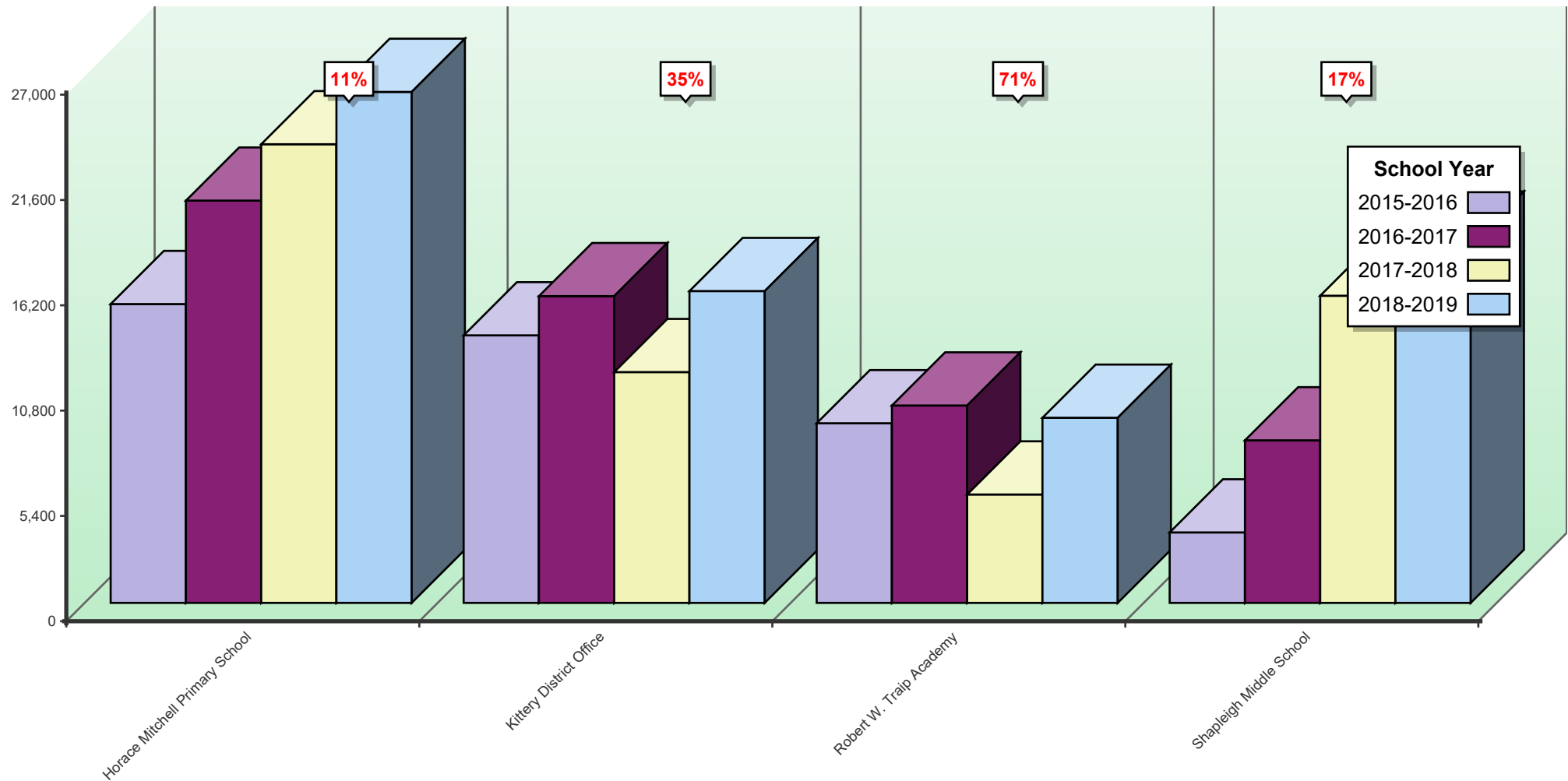
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.

Average Copies Per Student - Black



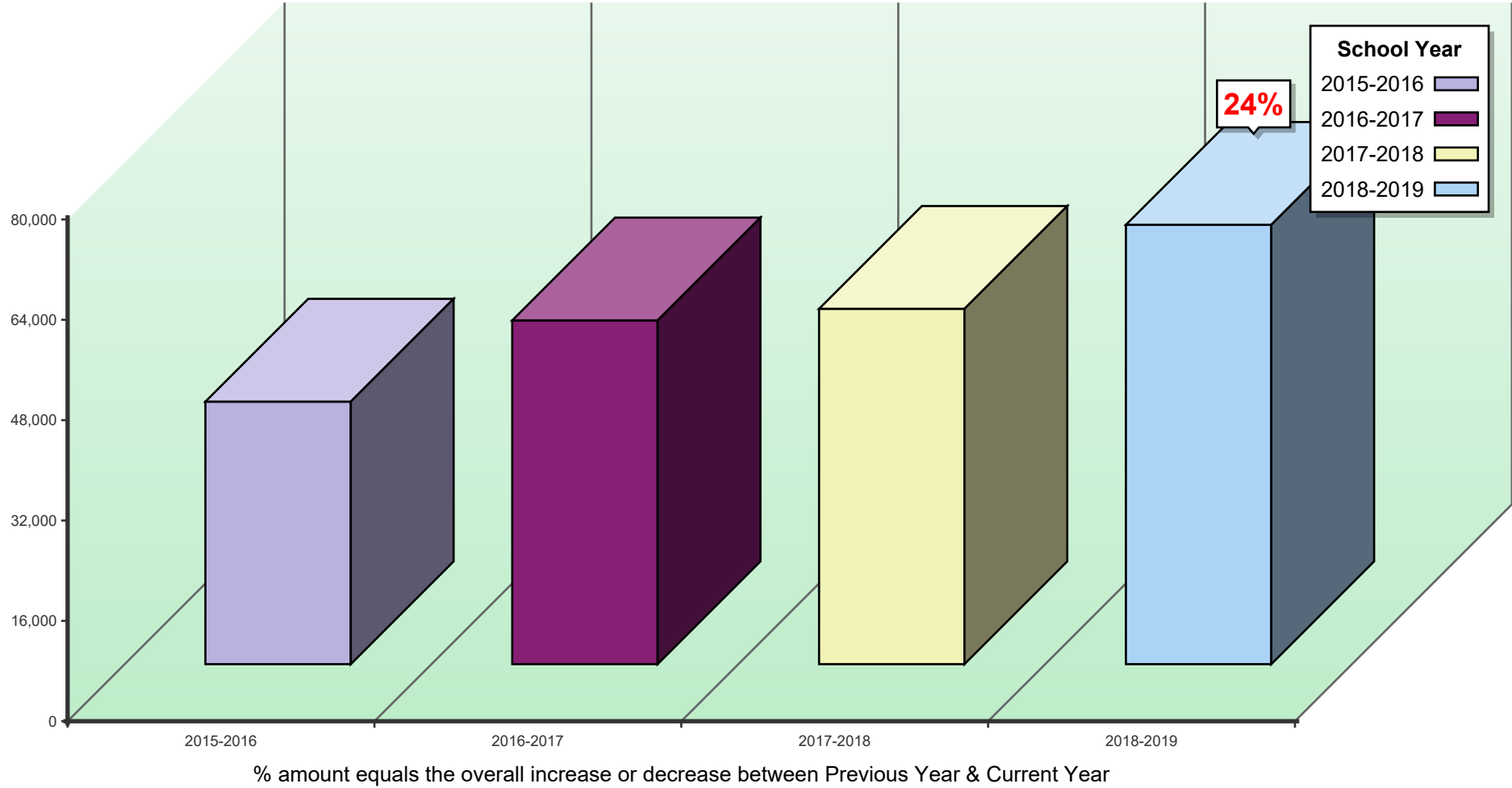
Annual Color Volume by Location

Kittery School Department



Annual Color Volume Overall

Kittery School Department



Average Student-to-Copy Usage - Color

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Horace Mitchell Primary School	318	26,201	\$1,092.84	82	\$3.44
Kittery District Office	0	15,988	\$666.86	0	\$0.00
Robert W. Traip Academy	264	9,492	\$395.91	36	\$1.50
Shapleigh Middle School	405	18,371	\$766.25	45	\$1.89
Totals	987	70,052	\$2,921.87	71	\$2.96

*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.

Note: STARDoc tool will flag any future high color usage. See page 11 of STARDoc Features. Current industry ratio averages 216 color prints per student per year. Your color volume this year averages 71 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

District Wide Black Totals ***2,592,158*** ***\$11,494.83***

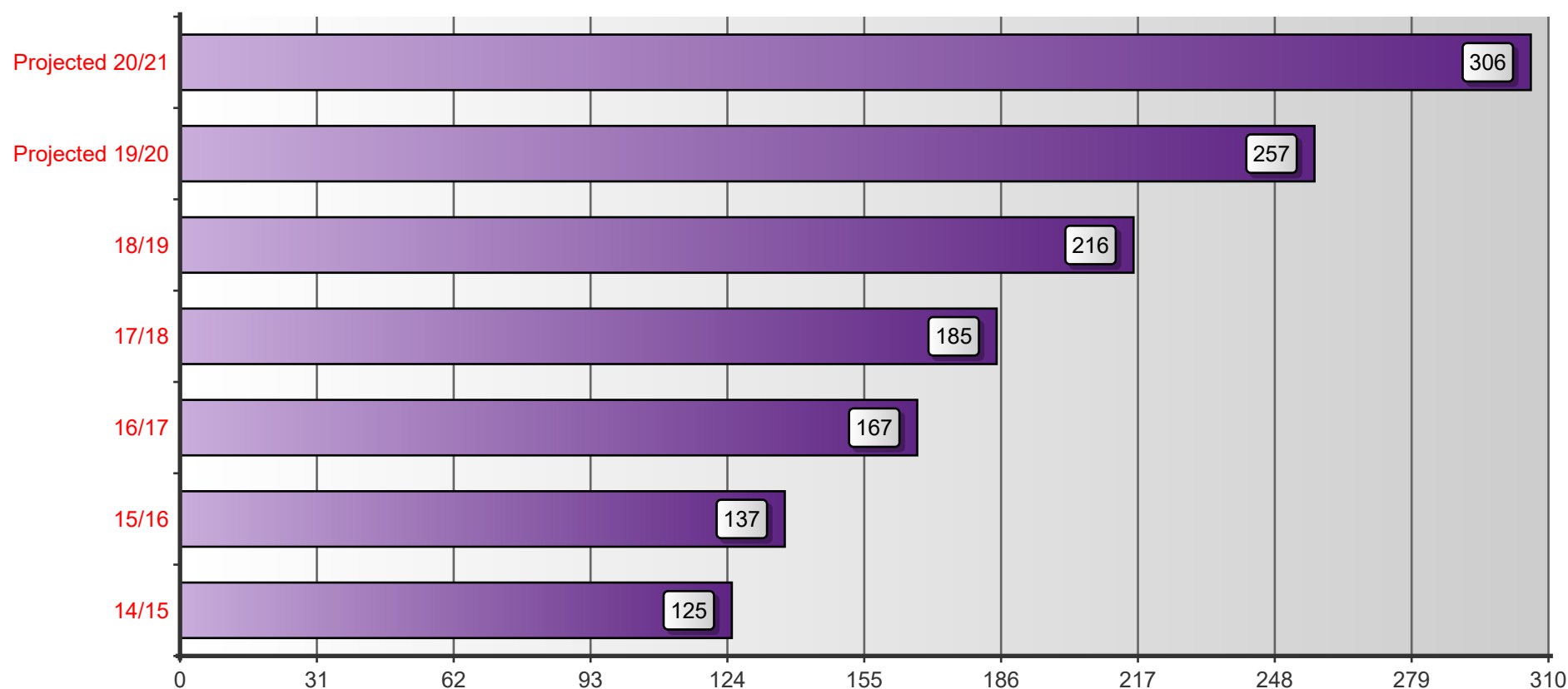
District Wide Color Totals ***70,052*** ***\$2,864.43***

Industry Average Copies per Student - Color

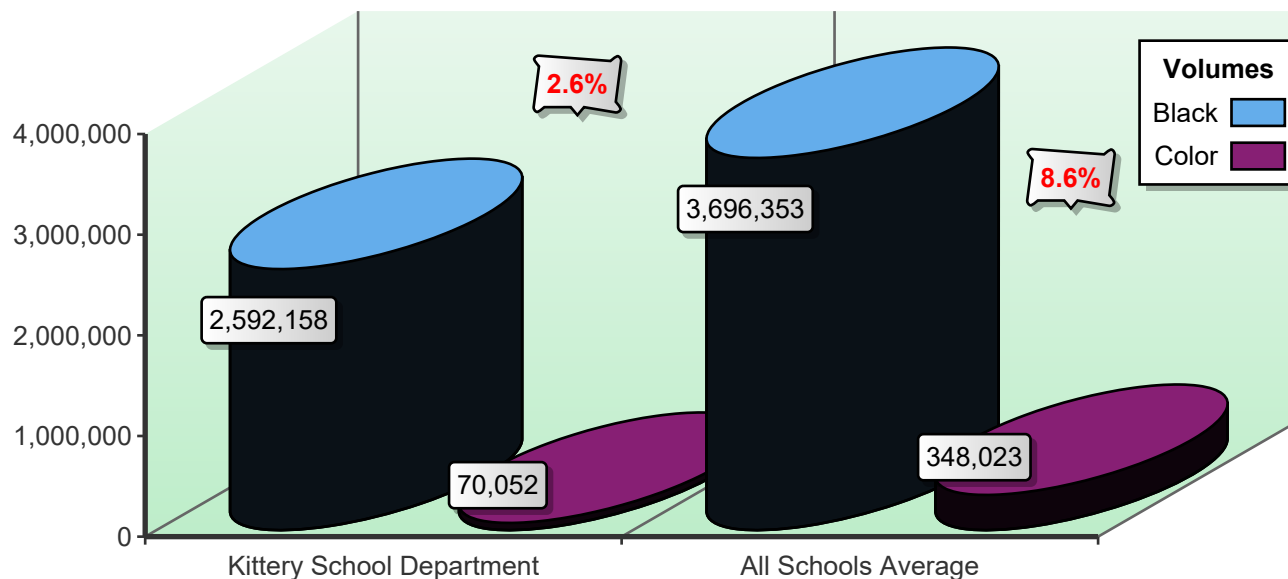
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
All Schools w/Student Populations	83,897	18,097,200	\$926,143.97	216	\$11.04

*Total District Cost refers to the cost of Service, Supplies, and Paper. Equipment is calculated only into the Black Volume.



Color-to-Total Volume Comparison



SPC Analysis

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

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

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

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

Other beneficial features include Follow-Me Printing.

Usage Profile for Service & Supplies

Kittery School Department

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC.

Date of Last Upgrade: 08/02/2016

Make-Model/Speed

Serial Number/Vendor Machine ID

Life/Intro Date

Vendor

07/01/2018

Meter

06/30/2019

Meter

2018-2019

Annual

Volume

Cost/Copy

Annual Cost

Recommendations

Horace Mitchell Primary School

3rd Grade Wing 1st Floor

Konica Minolta BH454E / 45 PPM
A61E011023353 / 60514
1,000,000 / 11/2013
Black Photocopier
BUDGET

320,398

452,860

132,462

\$0.00400

None at this time.

\$529.85

0

0

0

\$0.00000

\$0.00

3rd Grade Wing 2nd Floor

Konica Minolta BH554E / 55 PPM
A61D011012375 / 60517
3,000,000 / 10/2013
Black Photocopier
BUDGET

363,210

569,853

206,643

\$0.00400

None at this time.

\$826.57

0

0

0

\$0.00000

\$0.00

Computer Lab

Konica Minolta BH283 / 28 PPM
A1UF011007478 / 60936
500,000 / 06/2010
Black Photocopier
BUDGET

344,309

384,411

40,102

\$0.00816

9 years from Intro.

\$327.23

0

0

0

\$0.00000

\$0.00

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Nurse's Office					
Konica Minolta BH283 / 28 PPM	447,012	456,493	9,481	\$0.00816	9 years from Intro.
A1UF011105573 / 17860				\$77.36	
500,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Principal's Office					
Konica Minolta BHC454E / 45 PPM	119,894	181,112	61,218	\$0.00516	None at this time.
A5C0011034987 / 60525				\$315.88	
1,000,000 / 11/2013	44,143	70,344	26,201	\$0.04089	
Color Photocopier				\$1,071.36	
BUDGET					
Teacher's Room 2nd Floor					
Konica Minolta BH808 / 80 PPM	715,472	994,894	279,422	\$0.00400	None at this time.
A8KN011000166 / 60506				\$1,117.69	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
<hr/>					
	Subtotal Black		729,328	\$3,194.59	
	Subtotal Color		26,201	\$1,071.36	

Kittery School Department					
Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor	07/01/2018 Meter	06/30/2019 Meter	2018-2019 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kittery District Office					
Board Office					
Kyocera P2135DN / 37 PPM	14,620	20,331	5,711	\$0.00816	None at this time.
LVK6241516 / 60519				\$46.60	
750,000 / 03/2014	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Business Manager					
Kyocera FS-2100DN / 42 PPM	32,296	37,444	5,148	\$0.00816	7 years from Intro.
LVK6442348 / 60520				\$42.01	
1,000,000 / 10/2012	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Copy/Storage Room					
Konica Minolta BH454E / 45 PPM	44,273	64,206	19,933	\$0.00400	None at this time.
A61E011023361 / 60526				\$79.73	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Kittery School Department					
<i>Make-Model/Speed</i> <i>Serial Number/Vendor Machine ID</i> <i>Life/Intro Date</i> <i>Vendor</i>	<i>07/01/2018</i> <i>Meter</i>	<i>06/30/2019</i> <i>Meter</i>	<i>2018-2019</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
Finance Desk					
HP Laser Jet Pro M401dne / 35 PPM	27,556	33,541	5,985	\$0.01711	None at this time.
PHGFD37943 / 20267				\$102.40	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Office					
Konica Minolta BHC654E / 65 PPM	230,407	320,005	89,598	\$0.00516	None at this time.
A2X1017016934 / 60238				\$462.33	
3,000,000 / 07/2013	27,562	43,550	15,988	\$0.04089	
Color Photocopier				\$653.75	
BUDGET					
Payroll					
HP Laser Jet Pro M401dne / 35 PPM	99,263	120,549	21,286	\$0.01711	None at this time.
PHGFD09130 / 20266				\$364.20	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Reception Desk					
Kyocera P2135DN / 37 PPM	23,221	32,011	8,790	\$0.00816	None at this time.
LVK6241515 / 60521				\$71.73	
750,000 / 03/2014	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Special Services					
HP Laser Jet Pro M401dne / 35 PPM	51,962	63,444	11,482	\$0.01711	None at this time.
PHGFC24174 / 20265				\$196.46	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Subtotal Black			167,933	\$1,365.46	
Subtotal Color			15,988	\$653.75	

Make-Model/Speed
Serial Number/VendorID
Life/Intro Date
Vendor

07/01/2018
Meter

06/30/2019
Meter

2018-2019
Annual
Volume

Cost/Copy
Annual Cost

Recommendations

Robert W. Traip Academy

Adult Ed Hall

Konica Minolta BH808 / 80 PPM	95,036	135,636	40,600	\$0.00400	None at this time.
A8KN011000100 / 60507				\$162.40	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Cook Hall 2nd Floor

Konica Minolta BH808 / 80 PPM	240,117	391,730	151,613	\$0.00400	None at this time.
A8KN011000223 / 60508				\$606.45	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Guidance Office

Konica Minolta BH364E / 36 PPM	39,037	61,933	22,896	\$0.00400	None at this time.
A61F011027484 / 60515				\$91.58	
750,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

<i>Make-Model/Speed</i> <i>Serial Number/Vendor Machine ID</i> <i>Life/Intro Date</i> <i>Vendor</i>	<i>07/01/2018</i> <i>Meter</i>	<i>06/30/2019</i> <i>Meter</i>	<i>2018-2019</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
Library Hall					
Konica Minolta BH364E / 36 PPM	96,883	142,987	46,104	\$0.00400	None at this time.
A61F011027884 / 60516				\$184.42	
750,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Principal's Office					
Konica Minolta BHC454E / 45 PPM	24,750	29,736	4,986	\$0.00516	None at this time.
A5C0011034985 / 60524				\$25.73	
1,000,000 / 11/2013	15,679	25,171	9,492	\$0.04089	
Color Photocopier				\$388.13	
BUDGET					
Rear of Office					
Konica Minolta BH808 / 80 PPM	240,094	363,360	123,266	\$0.00400	None at this time.
A8KN011000171 / 60513				\$493.06	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Science Hall					
Konica Minolta BH554E / 55 PPM	352,086	515,522	163,436	\$0.00400	None at this time.
A61D011011759 / 60518				\$653.74	
3,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Server Room Hall					
Konica Minolta BH454E / 45 PPM	125,790	205,871	80,081	\$0.00400	None at this time.
A61E011023664 / 60527				\$320.32	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Teachers' Room 2nd Floor					
Konica Minolta BH808 / 80 PPM	398,067	605,085	207,018	\$0.00400	None at this time.
A8KN011000186 / 60509				\$828.07	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
<hr/>					
	Subtotal Black		840,000	\$3,365.78	
	Subtotal Color		9,492	\$388.13	

Kittery School Depart					
<i>Make-Model/Speed Serial Number/VendorID Life/Intro Date Vendor</i>	<i>07/01/2018 Meter</i>	<i>06/30/2019 Meter</i>	<i>2018-2019 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Shapleigh Middle School					
4th Grade Wing					
Konica Minolta BH808 / 80 PPM	281,744	400,412	118,668	\$0.00400	None at this time.
A8KN011000180 / 60510				\$474.67	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
5th Grade Wing					
Konica Minolta BH223 / 22 PPM	312,127	312,127	0	\$0.00816	9 years from Intro. Underused!
A1UG011015868 / 61202				\$0.00	
500,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
7th & 8th Grade Stairwell					
Konica Minolta BH454E / 45 PPM	75,968	121,049	45,081	\$0.00400	None at this time.
A61E011023698 / 60528				\$180.32	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Kittery School Department					
Make-Model/Speed					
Serial Number/Vendor Machine ID			2018-2019		
Life/Intro Date	07/01/2018	06/30/2019	Annual	Cost/Copy	
Vendor	Meter	Meter	Volume	Annual Cost	Recommendations
Library					
Konica Minolta BH223 / 22 PPM	95,584	101,218	5,634	\$0.00816	9 years from Intro.
A1UG011106618 / 19038				\$45.97	
500,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Main Office Copy Room					
Konica Minolta BHC554 / 55 PPM	226,030	334,628	108,598	\$0.00516	7 years from Intro.
A5AY011020938 / 60523				\$560.37	
3,000,000 / 08/2012	24,084	42,455	18,371	\$0.04089	
Color Photocopier				\$751.19	
BUDGET					
Teachers' Room 1st Floor					
Konica Minolta BH808 / 80 PPM	538,371	893,970	355,599	\$0.00400	None at this time.
A8KN011000169 / 60511				\$1,422.40	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

*Make-Model/Speed**Serial Number/Vendor Machine ID**Life/Intro Date**Vendor**07/01/2018
Meter**06/30/2019
Meter**2018-2019
Annual
Volume**Cost/Copy
Annual Cost**Recommendations***Teachers' Room 2nd Floor**

Konica Minolta BH808 / 80 PPM
A8KN011000209 / 60512
4,000,000 / 06/2016
Black Photocopier
BUDGET

686,994

908,311

221,317

\$0.00400

None at this time.

\$885.27

0

0

0

\$0.00000

\$0.00

Subtotal Black**854,897****\$3,569.00****Subtotal Color****18,371****\$751.19****District Wide Black Totals****2,592,158****\$11,494.83****District Wide Color Totals****70,052****\$2,864.43****Your Color CPC is \$0.0409**

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 12/01/1996 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2018-2019 fiscal year black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	PriorCPC	Average Annual Cost
2,592,158	\$0.01240	\$32,142.76

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,592,158	\$0.00443	\$11,483.26	\$20,659.50	\$103,297.50

**Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$20,659.50 x 23 years as a Client
= \$475,168.48 Cost Savings!**

*This CPC is an average of your copiers and printers together. Your copier cpc is substantially lower than this average.

Projected Equipment Costs by Building - Black

This table represents projected expenses for BLACK prints or copies by building based on recent activity. Approximate current paper case costs and averaged current annual lease payment are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Horace Mitchell Primary School	729,328	\$3,258.13	\$3,938.37	\$8,066.24	\$15,262.74
Kittery District Office	167,933	\$1,392.33	\$906.84	\$1,857.31	\$4,156.48
Robert W. Traip Academy	840,000	\$3,433.08	\$4,536.00	\$9,290.25	\$17,259.34
Shapleigh Middle School	854,897	\$3,640.01	\$4,616.44	\$9,455.01	\$17,711.47
Total	2,592,158	\$11,723.56	\$13,997.65	\$28,668.82	\$54,390.03

SPC Equipment Bids:

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

For Example: A 95-CPM Konica Minolta Bizhub 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print with a Retail Cost of \$45,640 is coming in at \$7,342... 16% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

Projected Equipment Costs by Building - Color

This table represents projected expenses for COLOR prints or copies by building based on recent activity. Current paper case costs and current annual lease payment are NOT figured in to this table, as they are covered in the Black prints report.

Building	Projected Color Volume	Service & Supply Cost
Horace Mitchell Primary School	26,201	\$1,092.84
Kittery District Office	15,988	\$666.86
Robert W. Traip Academy	9,492	\$395.91
Shapleigh Middle School	18,371	\$766.25
Total	70,052	\$2,921.87

Service & Supply Usage Profile by Vendor - Black

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's new Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 2%.**

Vendor	Equipment Type	Annual Volume	2018-2019 Cost/Copy	Total Cost	2019-2020 Cost/Copy	Projected Cost
Budget Document Technologies	Black Network Printer	19,649	\$0.00816	\$160.34	\$0.00832	\$163.48
Budget Document Technologies	Black Network Printer	38,753	\$0.01711	\$663.06	\$0.01745	\$676.24
Budget Document Technologies	Black Photocopier	2,214,139	\$0.00400	\$8,856.56	\$0.00408	\$9,033.69
Budget Document Technologies	Black Photocopier	55,217	\$0.00816	\$450.57	\$0.00832	\$459.41
Budget Document Technologies	Color Photocopier	264,400	\$0.00516	\$1,364.30	\$0.00526	\$1,390.74
Total		2,592,158	\$0.00443	\$11,494.83	\$0.00452	\$11,723.56

Service & Supply Usage Profile by Vendor - Color

This table represents actual and projected expenses for COLOR prints or copies by vendor for the current and next fiscal year. Under SPC's new Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 2%.**

Vendor	Equipment Type	Annual Volume	2018-2019 Cost/Copy	Total Cost	2019-2020 Cost/Copy	Projected Cost
Budget Document Technologies	Color Photocopier	70,052	\$0.04089	\$2,864.43	\$0.04171	\$2,921.87
	Total	70,052	\$0.04089	\$2,864.43	\$0.04171	\$2,921.87

Reprographic Equipment Assessment

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

Total Number of Units	30
Total Number of Units on Lease	23
Total Number of Units Owned	7
Lease Company	Norway Savings Bank
Lease Start Date	08/02/2016
Lease End Date	08/01/2021
Term	5 Annual
Annual Payment usually due on 8/1	\$37,253.99
Remaining Payments	2

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

Leased Equipment

Building	Make/Model	Serial Number
Horace Mitchell Primary School	Konica Minolta BHC454E	A5C0011034987
Horace Mitchell Primary School	Konica Minolta BH554E	A61D011012375
Horace Mitchell Primary School	Konica Minolta BH454E	A61E011023353
Horace Mitchell Primary School	Konica Minolta BH808	A8KN011000166
Kittery District Office	Konica Minolta BHC654E	A2X1017016934
Kittery District Office	Konica Minolta BH454E	A61E011023361
Kittery District Office	Kyocera P2135DN	LVK6241515
Kittery District Office	Kyocera P2135DN	LVK6241516
Kittery District Office	Kyocera FS-2100DN	LVK6442348
Robert W. Traip Academy	Konica Minolta BHC454E	A5C0011034985
Robert W. Traip Academy	Konica Minolta BH554E	A61D011011759
Robert W. Traip Academy	Konica Minolta BH454E	A61E011023664
Robert W. Traip Academy	Konica Minolta BH364E	A61F011027484
Robert W. Traip Academy	Konica Minolta BH364E	A61F011027884
Robert W. Traip Academy	Konica Minolta BH808	A8KN011000100
Robert W. Traip Academy	Konica Minolta BH808	A8KN011000171
Robert W. Traip Academy	Konica Minolta BH808	A8KN011000186
Robert W. Traip Academy	Konica Minolta BH808	A8KN011000223
Shapleigh Middle School	Konica Minolta BHC554	A5AY011020938
Shapleigh Middle School	Konica Minolta BH454E	A61E011023698
Shapleigh Middle School	Konica Minolta BH808	A8KN011000169
Shapleigh Middle School	Konica Minolta BH808	A8KN011000180
Shapleigh Middle School	Konica Minolta BH808	A8KN011000209

Owned Equipment

Building	Make/Model	Serial Number
Horace Mitchell Primary School	Konica MinoltaBH283	A1UF011007478
Horace Mitchell Primary School	Konica MinoltaBH283	A1UF011105573
Kittery District Office	HPLaser Jet Pro M401dne	PHGFC24174
Kittery District Office	HPLaser Jet Pro M401dne	PHGFD09130
Kittery District Office	HPLaser Jet Pro M401dne	PHGFD37943
Shapleigh Middle School	Konica MinoltaBH223	A1UG011015868
Shapleigh Middle School	Konica MinoltaBH223	A1UG011106618

STARDoc User Names

Name**User Name****Anna Lejon-Guth****aleijonguth@kitteryschools.com****Don Harkin****dharkin@kitteryschools.com****Donna Schoff****dschoff@kitteryschools.com****Eric Waddell****ewaddell@kitteryschools.com****Kathy Schmigle****kschmigle****Lisa Harkin****lharkin@kitteryschools.com****Marilyn Woodside****mwoodside@kitteryschools.com****Seth Cole****scole@kitteryschools.com**



Benefits of partnering with SPC

Top Benefits to **our CLIENTS:**

1. Cooperative Buying

By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!

- SPC's pricing is so strong ***we pay for our own fee*** by acquiring prices lower than what you can do on your own.
- We will save you money benefiting from the combined purchasing power of more than 69 clients with over 3,900 devices doing more than **239** million copies and prints per year. We purchase approximately 1,100 units annually with 80 million prints out to bid.!
- We will save you time by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.
- We will save you frustration. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

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

3. Simplified Billing Program

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



Benefits of partnering with SPC

4. Five-Year Equipment Replacement Schedule

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

5. Annual Report

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

6. Vendor Neutral

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

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

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



SPC Values Our Vendors

Overall Benefits to our VENDORS

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

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

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



SPC Values Our Vendors

Vendor Ongoing Support

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

Why do some vendors hesitate to bid?

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

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