



Specialized Purchasing Consultants

1491 East Side River Road

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(800)750-1538

FY20 Annual Report

Year - End Photocopier Analysis

With projected costs for FY21

**Eric Waddell
Kittery School Department
200 Rogers Road
Kittery, ME 03904-1458**



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

August 2020

Eric Waddell
Kittery School Department
200 Rogers Road
Kittery, ME 03904-1458

Skip Tilton
President

Corporate Office:
1491 East Side River Road
Dummer, NH 03588
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www.spccopypro.com

Dear Eric:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us for the **past 24 years**. We hope we can continue this relationship for many years to come.

This year's Annual Report provides an overview of last year's reprographic equipment usage and status. We recognize that this was an unusual year and that accurate usage may not be fully reflected. However, it is still good to compare and review to see just how the pandemic has impacted usage. Recommendations have still been made to address any potential problem areas and 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. Hopefully you have been able to benefit from these services, and we hope to continue to offer new services. In fact, one new service is the Client Warranty and Relief Fund. A description of this valuable service is provided in this year's report. We are pleased to continue offering all of our services to you at no additional charge.

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 oversees billing, resolving any questions or issues as needed. She is also responsible for setting up lease and purchase transactions.

Alex Webster
Operations & Marketing Manager

Alex oversees STARDoc, FM Audit, and equipment upgrades. He also researches and markets current and new SPC tools and services to existing and potential clients.



Pam Weed
Client-Vendor Relations

Pam helps to maintain a good working relationship between clients and vendors, especially with regard to equipment reliability. She also oversees equipment upgrades and changes, warranty replacements, end-of-year meter collection and billing, and Annual Report scheduling. Pam assists with marketing SPC services to existing and potential clients.

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 and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.



Jamin Tilton
Operations Support

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

Heidi Tilton
Accounting Support

Heidi handles bookkeeping and billing for both clients and vendors, processing payments, and other office support.



Kelly Fortier
Office Support

Our newest team member, Kelly assists with maintaining service & supply contracts, managing equipment trades, and upgrades, bookkeeping and other general office work.



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.
- 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

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.

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 SPC Roadmap

- Major STARDoc facelift. User interface will be more modern.
- Update Bid Process to simplify bid submission for all of our vendors.
- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.

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: **4**

of Units Approaching End of Warranty: **16**

of Units Overused: **0**

of Units Underused: **0**

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

of Annual Payments Left on Lease: **1**

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,

Because of the change to remote learning in March, COVID-19 had a direct and significant impact on client budgets. Usage was dramatically affected and resulted in a year-end under usage credit of \$3,276.65. While this may seem like a positive – saving money on reprographic expenses – it has actually put a tremendous burden on the vendors as they are starting off the new fiscal year with a deficit. Combine this with other economic strains for the vendors, SPC is concerned, which is why we have developed the Warranty and Relief Fund (see page 42) to protect our clients.

We are confident that the Five-Year Replacement Schedule that allows for a Two-Phase Upgrade already reviewed with the district, would help make room in the budget for print management software. In reviewing the service history report, we are still confident of these recommendations as the one problem machine flagged as problematic is being replaced. The first phase of the upgrade could take place when your print management solution is secured.

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	Room	Make/Model	Serial Number	Vendor	
				Name	Intro Date
Horace Mitchell Primary School	3rd Grade Wing 1st Floor	Konica Minolta BH454E	A61E011023353	BUDGET	11/01/2013
Horace Mitchell Primary School	3rd Grade Wing 2nd Floor	Konica Minolta BH554E	A61D011012375	BUDGET	10/01/2013
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
Horace Mitchell Primary School	Principal's Office	Konica Minolta BHC454E	A5C0011034987	BUDGET	11/01/2013
Kittery District Office	Business Manager	Kyocera FS-2100DN	LVK6442348	BUDGET	10/01/2012
Kittery District Office	Copy/Storage Room	Konica Minolta BH454E	A61E011023361	BUDGET	11/01/2013
Kittery District Office	Finance Desk	HP Laser Jet Pro M401dne	PHGFD37943	BUDGET	01/01/2013
Kittery District Office	Office	Konica Minolta BHC654E	A2X1017016934	BUDGET	07/01/2013
Kittery District Office	Payroll	HP Laser Jet Pro M401dne	PHGFD09130	BUDGET	01/01/2013
Kittery District Office	Special Services	HP Laser Jet Pro M401dne	PHGFC24174	BUDGET	01/01/2013

Kittery School Department

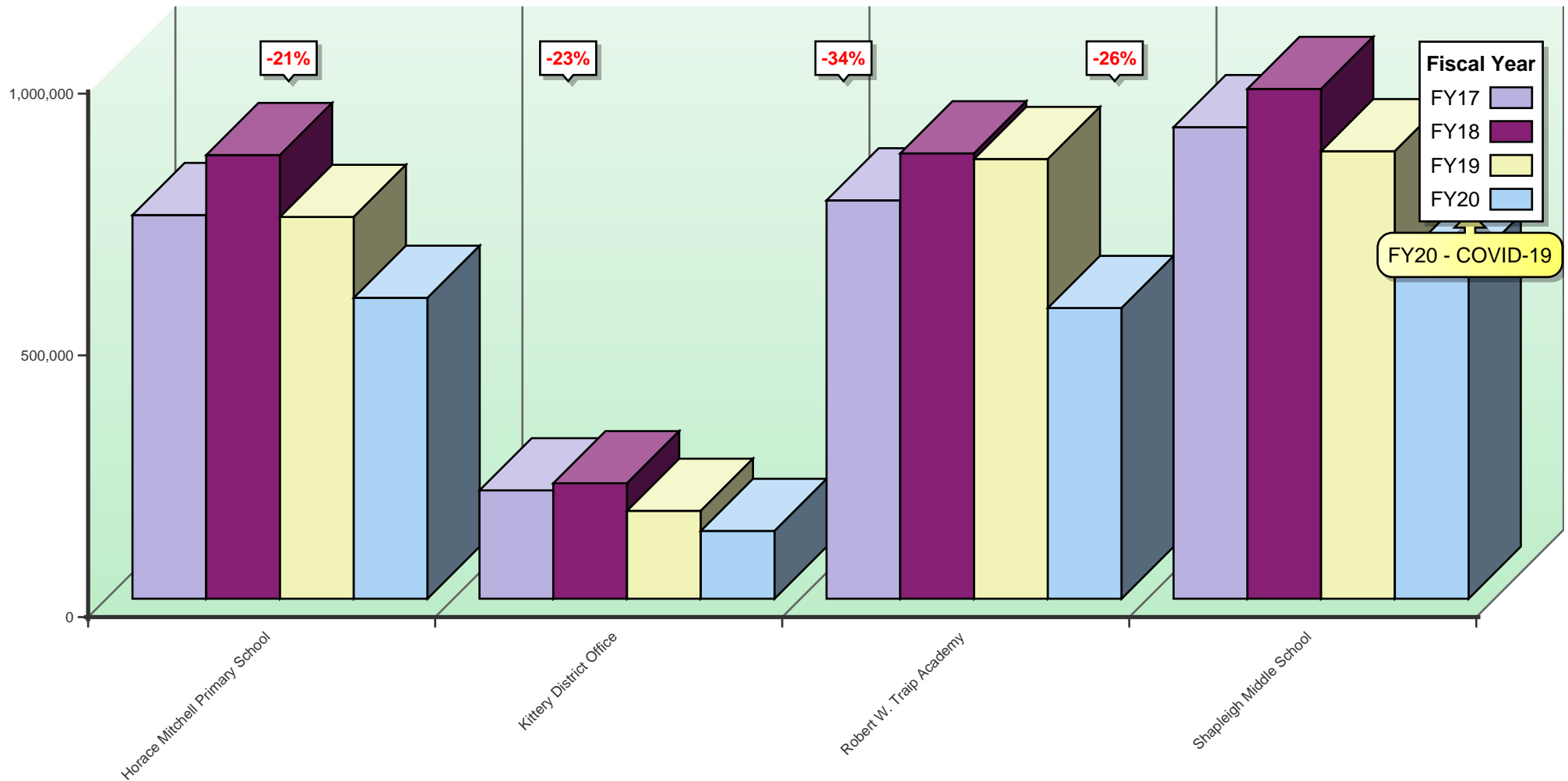
Robert W. Traip Academy	Guidance Office	Konica Minolta BH364E	A61F011027484	BUDGET	11/01/2013
Robert W. Traip Academy	Library Hall	Konica Minolta BH364E	A61F011027884	BUDGET	11/01/2013
Robert W. Traip Academy	Principal's Office	Konica Minolta BHC454E	A5C0011034985	BUDGET	11/01/2013
Robert W. Traip Academy	Science Hall	Konica Minolta BH554E	A61D011011759	BUDGET	10/01/2013
Robert W. Traip Academy	Server Room Hall	Konica Minolta BH454E	A61E011023664	BUDGET	11/01/2013

Building	Room	Make/Model	Serial Number	Vendor	
				Name	Intro Date
Shapleigh Middle School	5th Grade Wing	Konica Minolta BH223	A1UG011015868	BUDGET	06/01/2010
Shapleigh Middle School	7th & 8th Grade Stairwell	Konica Minolta BH454E	A61E011023698	BUDGET	11/01/2013
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

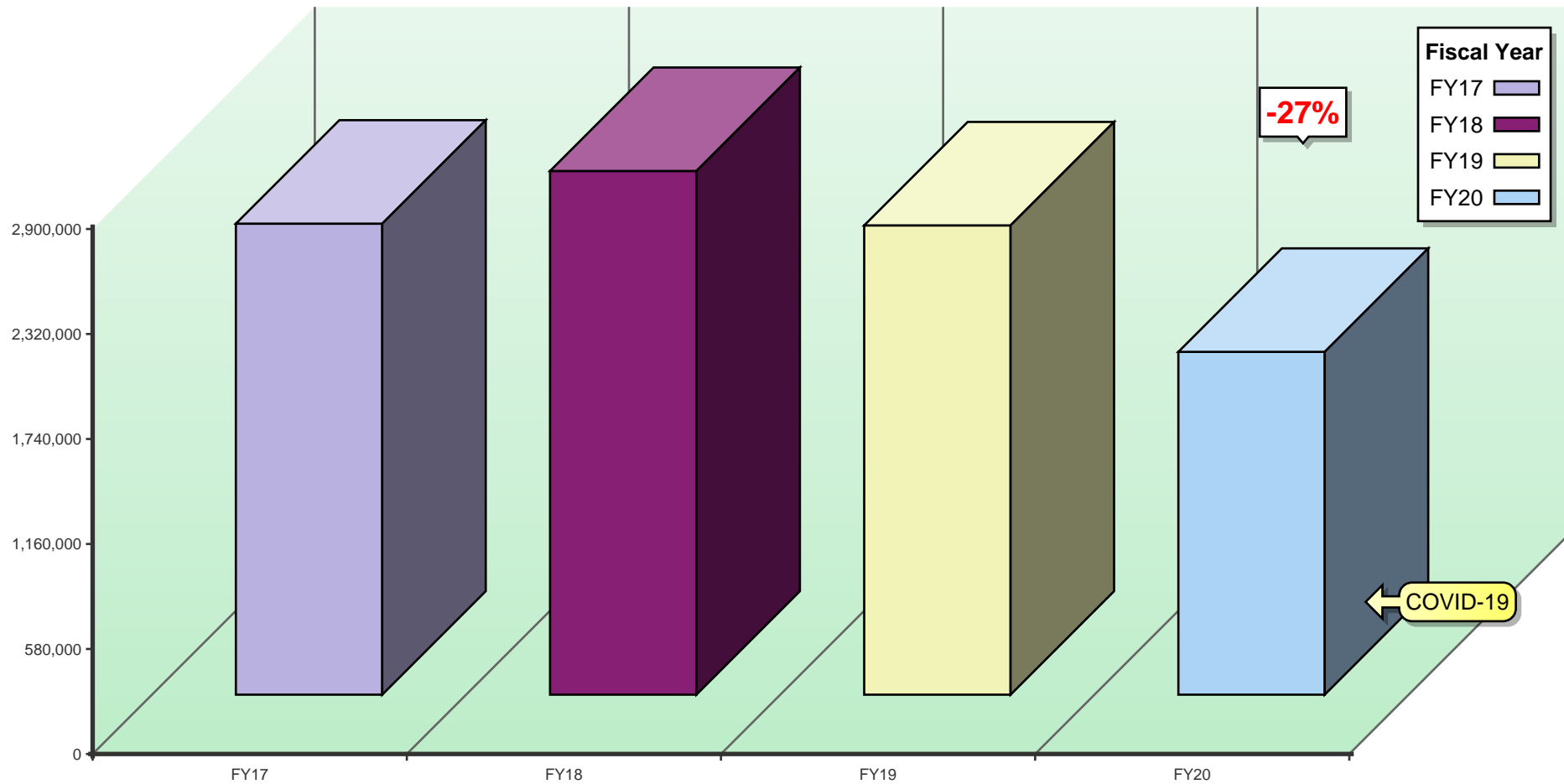
Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
HP LASERJET 4050 SERIES	USBC065109	65.18.52.126	2020-08-30 11:35:53

Annual Black Volume by Location



Annual Black Volume Overall



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

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	330	574,823	\$14,360.31	1,742	\$43.52
Kittery District Office	0	129,501	\$3,731.85	0	\$0.00
Robert W. Traip Academy	265	555,402	\$13,686.21	2,096	\$51.65
Shapleigh Middle School	407	633,937	\$15,971.78	1,558	\$39.24
Totals	1,002	1,893,663	\$47,750.16	1,890	\$47.65

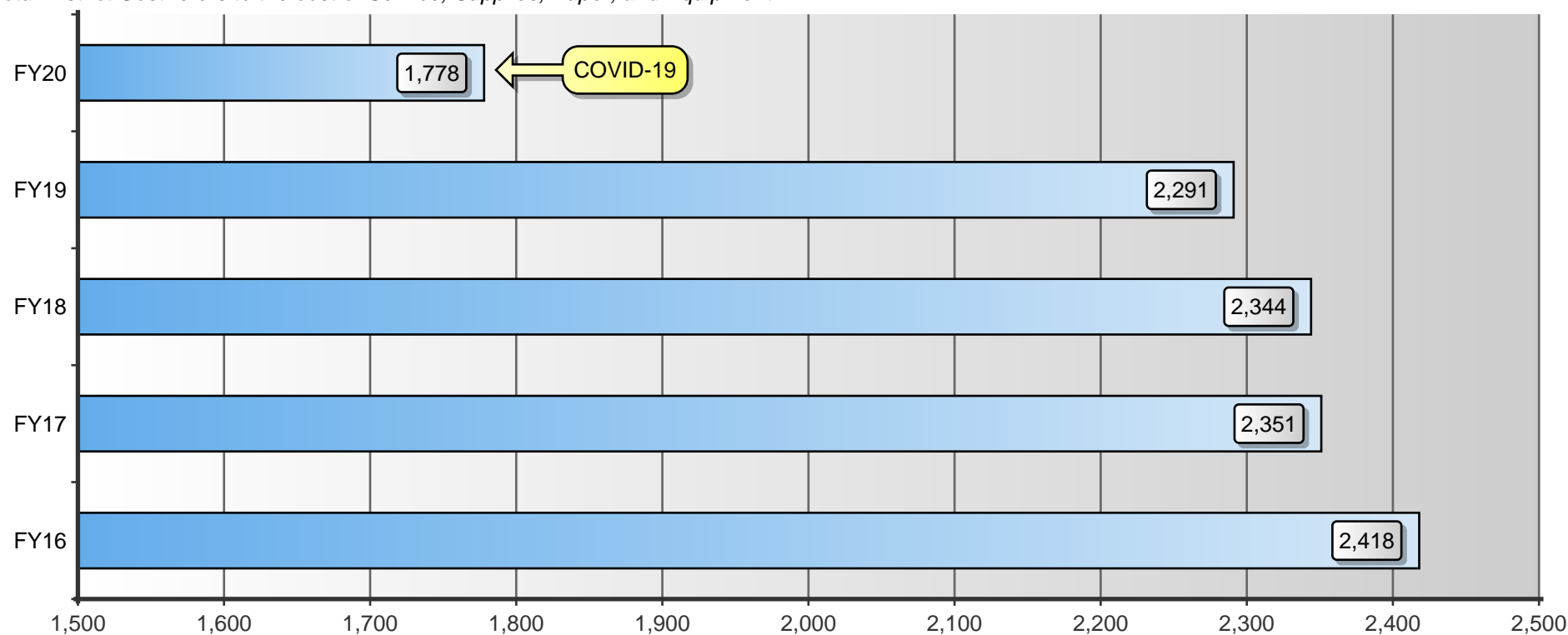
**Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

Industry Average Copies per Student - Black

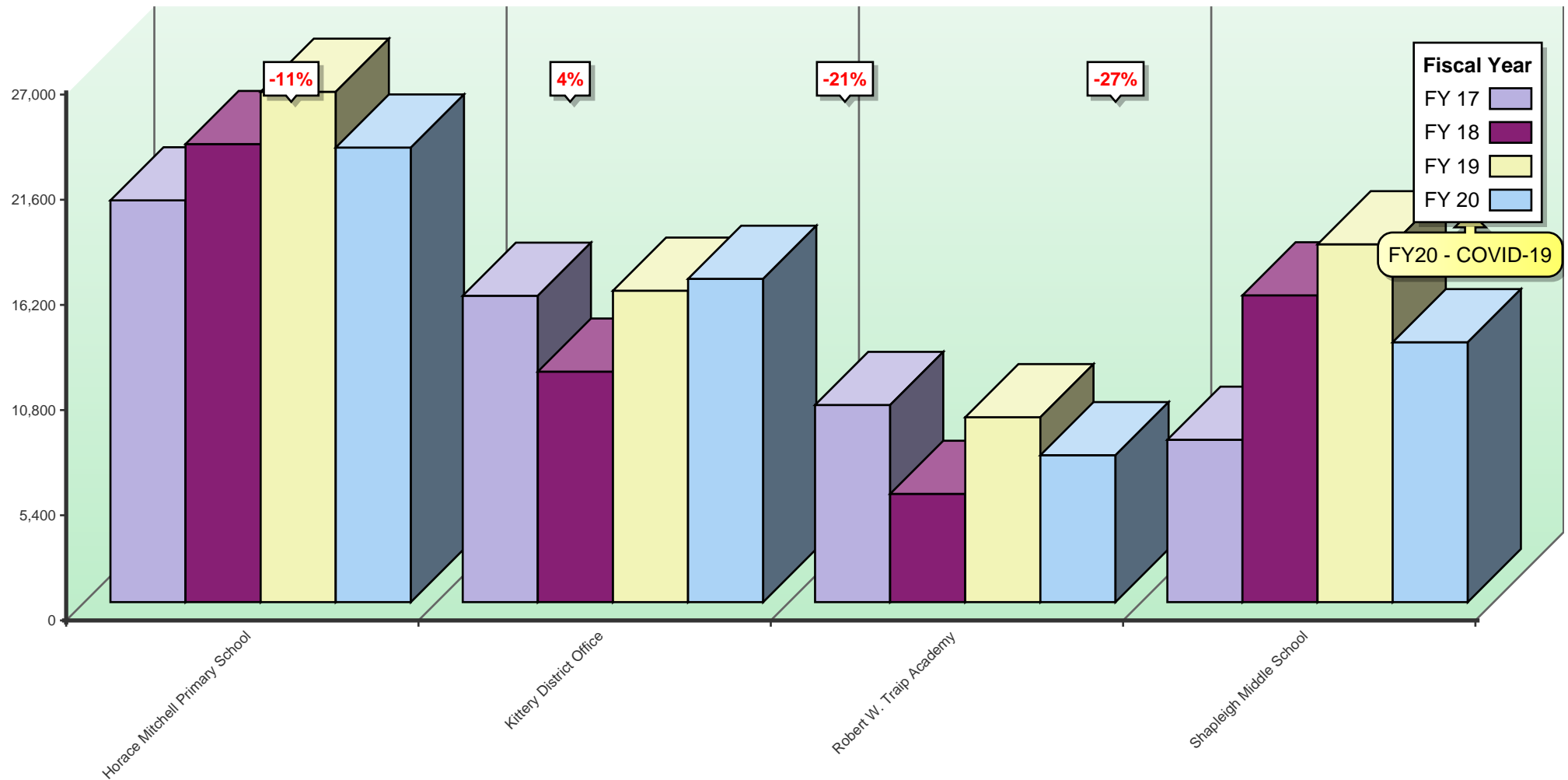
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	<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	74,038	131,634,476	\$3,165,697.18	1,778	\$42.76

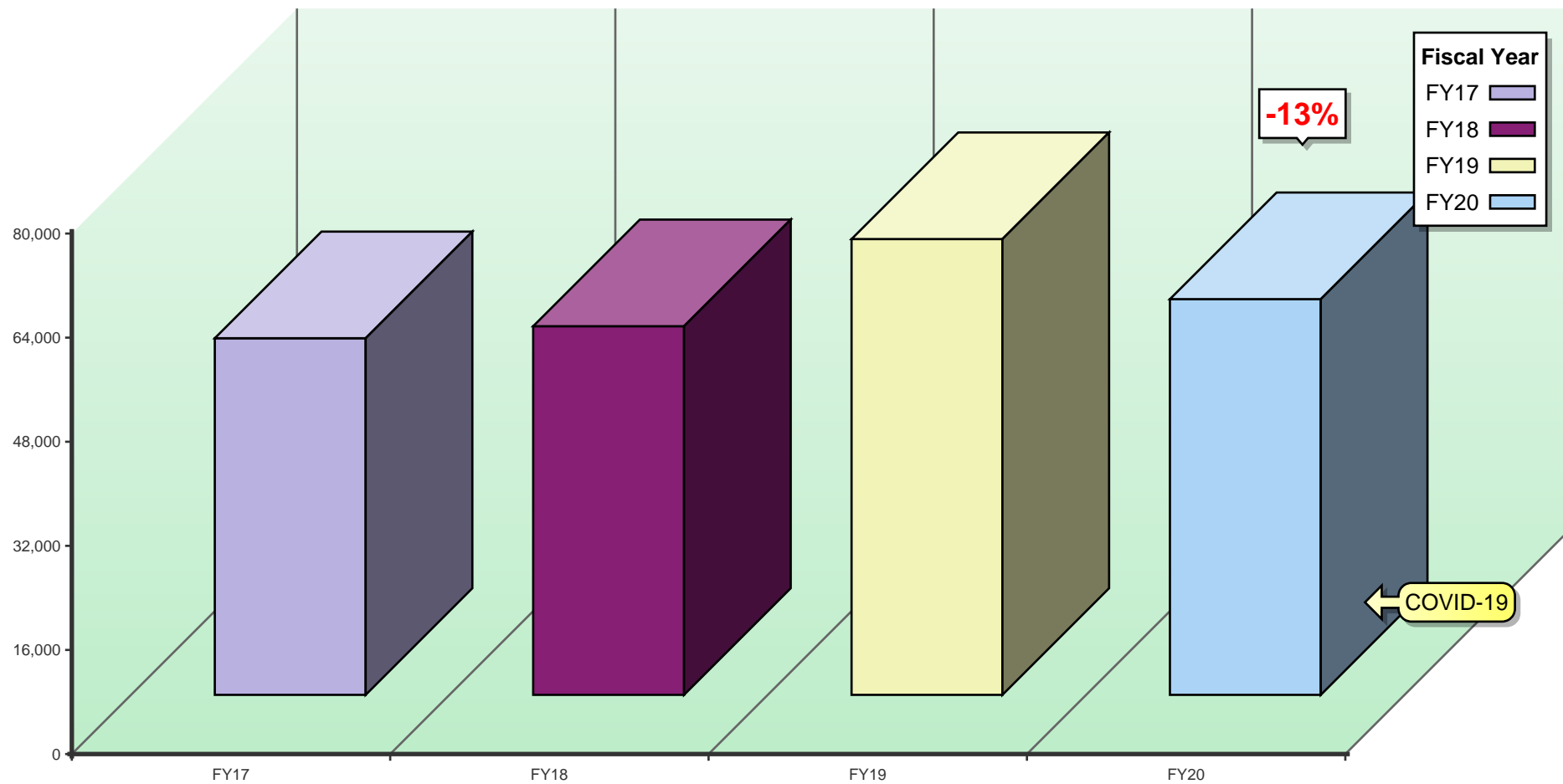
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



Annual Color Volume by Location



Annual Color Volume Overall



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

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	330	23,337	\$976.42	71	\$2.96
Kittery District Office	0	16,598	\$694.46	0	\$0.00
Robert W. Traip Academy	265	7,542	\$315.56	28	\$1.19
Shapleigh Middle School	407	13,343	\$558.27	33	\$1.37
Totals	1,002	60,820	\$2,544.71	61	\$2.54

*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 40 of STARDoc Features. Current industry ratio averages 184 color prints per student per year. Your color volume this year averages 61 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

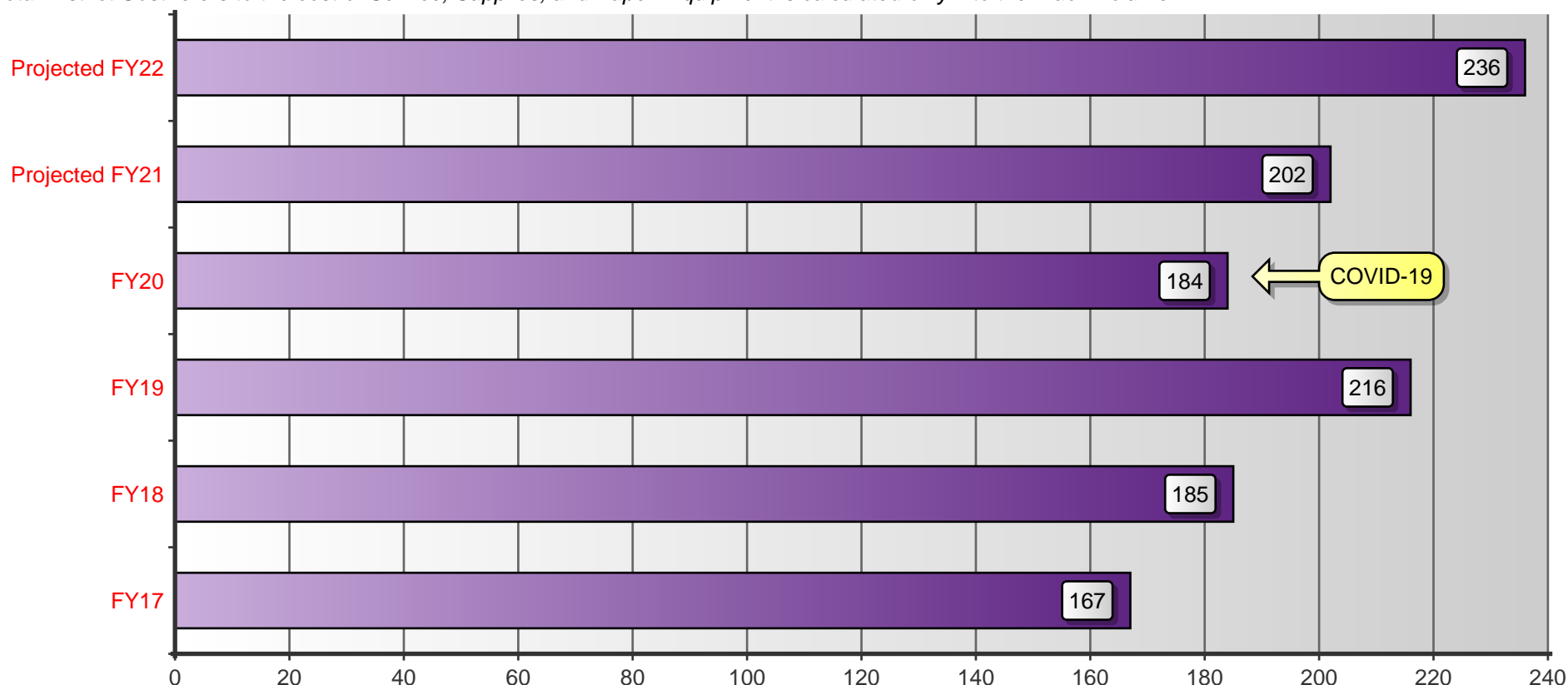
<i>District Wide Black Totals</i>	1,893,663	\$8,832.12
<i>District Wide Color Totals</i>	60,820	\$2,536.80

Industry Average Copies per Student - Color

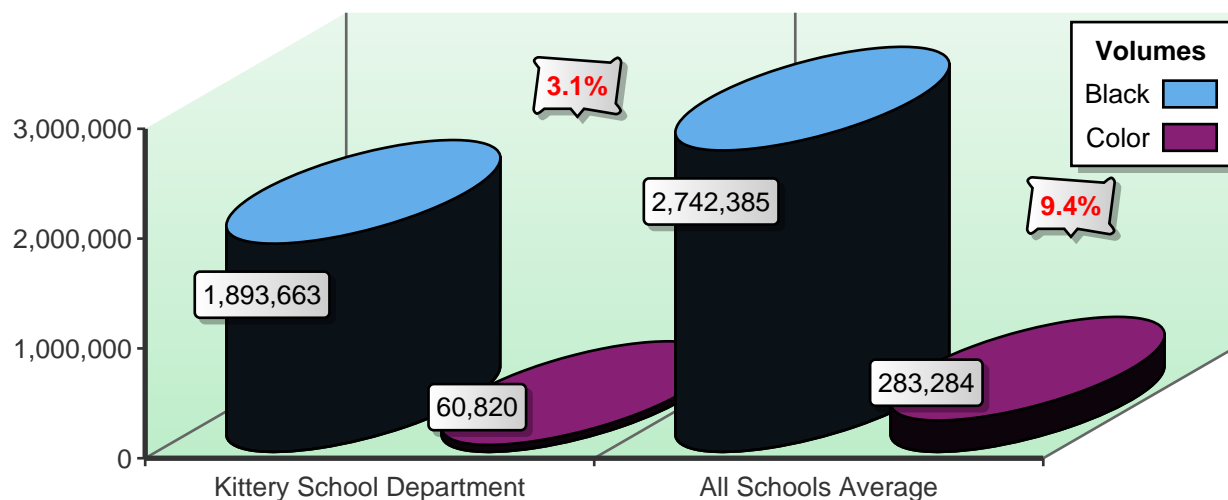
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	74,038	13,597,620	\$725,023.31	184	\$9.79

*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, in FY19, color printing increased by 19%! Of course FY20 was dramatically different because of COVID-19. Therefore, we should assume that color volume will continue to increase unless the proper controls are put in place. Obviously, some color printing is necessary. However, if color printing is not monitored properly, it could blow up 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 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.

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.

Date of Last Upgrade: 08/02/2016

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Horace Mitchell Primary School					
3rd Grade Wing 1st Floor					
Konica Minolta BH454E / 45 PPM	452,860	581,904	129,044	\$0.00408	7 years from Intro.
A61E011023353 / 60514				\$526.50	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
3rd Grade Wing 2nd Floor					
Konica Minolta BH554E / 55 PPM	569,853	770,700	200,847	\$0.00408	7 years from Intro.
A61D011012375 / 60517				\$819.46	
3,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Computer Lab					
Konica Minolta BH283 / 28 PPM	384,411	411,043	26,632	\$0.00832	10 years from Intro.
A1UF011007478 / 60936				\$221.58	
500,000 / 06/2010	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>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Nurse's Office					
Konica Minolta BH283 / 28 PPM	456,493	460,426	3,933	\$0.00832	10 years from Intro.
A1UF011105573 / 17860				\$32.72	
500,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Principal's Office					
Konica Minolta BHC454E / 45 PPM	181,112	242,366	61,254	\$0.00526	7 years from Intro.
A5C0011034987 / 60525				\$322.20	
1,000,000 / 11/2013	70,344	93,681	23,337	\$0.04171	
Color Photocopier				\$973.39	
BUDGET					
Teacher's Room 2nd Floor					
Konica Minolta BH808 / 80 PPM	994,894	1,148,007	153,113	\$0.00408	None at this time.
A8KN011000166 / 60506				\$624.70	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
	Subtotal Black		574,823	\$2,547.15	
	Subtotal Color		23,337	\$973.39	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
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Kittery District Office**Board Office**

Kyocera P2135DN / 37 PPM	20,331	25,509	5,178	\$0.00832	None at this time.
LVK6241516 / 60519				\$43.08	
750,000 / 03/2014	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					

Business Manager

Kyocera FS-2100DN / 42 PPM	37,444	39,887	2,443	\$0.00832	8 years from Intro.
LVK6442348 / 60520				\$20.33	
1,000,000 / 10/2012	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					

Copy/Storage Room

Konica Minolta BH454E / 45 PPM	64,206	77,478	13,272	\$0.00408	7 years from Intro.
A61E011023361 / 60526				\$54.15	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Finance Desk

HP Laser Jet Pro M401dne / 35 PPM	33,541	39,239	5,698	\$0.01745	7 years from Intro.
PHGFD37943 / 20267				\$99.43	
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>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Office					
Konica Minolta BHC654E / 65 PPM	320,005	393,265	73,260	\$0.00526	7 years from Intro.
A2X1017016934 / 60238				\$385.35	
3,000,000 / 07/2013	43,550	60,148	16,598	\$0.04171	
Color Photocopier				\$692.30	
BUDGET					
Payroll					
HP Laser Jet Pro M401dne / 35 PPM	120,549	132,283	11,734	\$0.01745	7 years from Intro.
PHGFD09130 / 20266				\$204.76	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Reception Desk					
Kyocera P2135DN / 37 PPM	32,011	37,607	5,596	\$0.00832	None at this time.
LVK6241515 / 60521				\$46.56	
750,000 / 03/2014	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
Special Services					
HP Laser Jet Pro M401dne / 35 PPM	63,444	75,764	12,320	\$0.01745	7 years from Intro.
PHGFC24174 / 20265				\$214.98	
750,000 / 01/2013	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
BUDGET					
	Subtotal Black		129,501	\$1,068.64	
	Subtotal Color		16,598	\$692.30	

<i>Make-Model/Speed</i>					
<i>Serial Number/Vendor Machine ID</i>			<i>FY20</i>	<i>Cost/Copy</i>	
<i>Life / Intro Date</i>	<i>07/01/2019</i>	<i>06/30/2020</i>	<i>Annual</i>	<i>Annual Cost</i>	<i>Recommendations</i>
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Volume</i>		

Robert W. Traip Academy**Adult Ed Hall**

Konica Minolta BH808 / 80 PPM	135,636	159,657	24,021	\$0.00408	None at this time.
A8KN011000100 / 60507				\$98.01	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Cook Hall 2nd Floor

Konica Minolta BH808 / 80 PPM	391,730	491,321	99,591	\$0.00408	None at this time.
A8KN011000223 / 60508				\$406.33	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Guidance Office

Konica Minolta BH364E / 36 PPM	61,933	78,218	16,285	\$0.00408	7 years from Intro.
A61F011027484 / 60515				\$66.44	
750,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Library Hall

Konica Minolta BH364E / 36 PPM	142,987	175,142	32,155	\$0.00408	7 years from Intro.
A61F011027884 / 60516				\$131.19	
750,000 / 11/2013	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>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Principal's Office					
Konica Minolta BHC454E / 45 PPM	29,736	35,640	5,904	\$0.00526	7 years from Intro.
A5C0011034985 / 60524				\$31.06	
1,000,000 / 11/2013	25,171	32,713	7,542	\$0.04171	
Color Photocopier				\$314.58	
BUDGET					
Rear of Office					
Konica Minolta BH808 / 80 PPM	363,360	455,530	92,170	\$0.00408	None at this time.
A8KN011000171 / 60513				\$376.05	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Science Hall					
Konica Minolta BH554E / 55 PPM	515,522	598,474	82,952	\$0.00408	7 years from Intro.
A61D011011759 / 60518				\$338.44	
3,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Server Room Hall					
Konica Minolta BH454E / 45 PPM	205,871	268,786	62,915	\$0.00408	7 years from Intro.
A61E011023664 / 60527				\$256.69	
1,000,000 / 11/2013	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>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Teachers' Room 2nd Floor					
Konica Minolta BH808 / 80 PPM	605,085	744,494	139,409	\$0.00408	None at this time.
A8KN011000186 / 60509				\$568.79	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
	Subtotal Black		555,402	\$2,273.01	
	Subtotal Color		7,542	\$314.58	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
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Shapleigh Middle School**4th Grade Wing**

Konica Minolta BH808 / 80 PPM	400,412	462,508	62,096	\$0.00408	None at this time.
A8KN011000180 / 60510				\$253.35	
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	363,783	51,656	\$0.00832	10 years from Intro.
A1UG011015868 / 61202				\$429.78	
500,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

7th & 8th Grade Stairwell

Konica Minolta BH454E / 45 PPM	121,049	150,115	29,066	\$0.00408	7 years from Intro.
A61E011023698 / 60528				\$118.59	
1,000,000 / 11/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					

Library

Konica Minolta BH223 / 22 PPM	101,218	109,512	8,294	\$0.00832	10 years from Intro.
A1UG011106618 / 19038				\$69.01	
500,000 / 06/2010	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>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Main Office Copy Room					
Konica Minolta BHC554 / 55 PPM	334,628	421,638	87,010	\$0.00526	8 years from Intro.
A5AY011020938 / 60523				\$457.67	
3,000,000 / 08/2012	42,455	55,798	13,343	\$0.04171	
Color Photocopier				\$556.54	
BUDGET					
Teachers' Room 1st Floor					
Konica Minolta BH808 / 80 PPM	893,970	1,145,906	251,936	\$0.00408	None at this time.
A8KN011000169 / 60511				\$1,027.90	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Teachers' Room 2nd Floor					
Konica Minolta BH808 / 80 PPM	908,311	1,052,190	143,879	\$0.00408	None at this time.
A8KN011000209 / 60512				\$587.03	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
BUDGET					
Subtotal Black			633,937	\$2,943.32	
Subtotal Color			13,343	\$556.54	
District Wide Black Totals			1,893,663	\$8,832.12	
District Wide Color Totals			60,820	\$2,536.80	Your Avg Color CPC is \$0.0417

Estimated cost savings with your next bid: \$1,207.28 over 5 years.
Our bids are coming in at an average of \$.03774 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 12/01/1996 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 20 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
1,893,663	\$0.01240	\$23,481.42

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,893,663	\$0.00466	\$8,824.47	\$14,656.95	\$73,284.76

*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 \$14,656.95 x 24 years as a Client
= \$351,766.84 Cost Savings!

Projected Equipment Costs by Building - Black

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

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Horace Mitchell Primary School	574,823	\$2,553.82	\$3,104.04	\$8,702.44	\$14,360.31
Kittery District Office	129,501	\$1,071.99	\$699.31	\$1,960.56	\$3,731.85
Robert W. Traip Academy	555,402	\$2,278.62	\$2,999.17	\$8,408.42	\$13,686.21
Shapleigh Middle School	633,937	\$2,951.13	\$3,423.26	\$9,597.39	\$15,971.78
Total	1,893,663	\$8,855.56	\$10,225.78	\$28,668.82	\$47,750.16

SPC Equipment Bids:

Presently our bids are coming in between 12% to 17% 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	23,337	\$976.42
Kittery District Office	16,598	\$694.46
Robert W. Traip Academy	7,542	\$315.56
Shapleigh Middle School	13,343	\$558.27
Total	60,820	\$2,544.71

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 0.03%.**

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
Budget Document Technologies	Black Network Printer	13,217	\$0.00832	\$109.97	\$0.00834	\$110.23
Budget Document Technologies	Black Network Printer	29,752	\$0.01745	\$519.17	\$0.01750	\$520.66
Budget Document Technologies	Black Photocopier	1,532,751	\$0.00408	\$6,253.62	\$0.00409	\$6,268.95
Budget Document Technologies	Black Photocopier	90,515	\$0.00832	\$753.08	\$0.00834	\$754.90
Budget Document Technologies	Color Photocopier	227,428	\$0.00526	\$1,196.27	\$0.00528	\$1,200.82
Total		1,893,663	\$0.00466	\$8,832.12	\$0.00468	\$8,855.56

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 0.03%.**

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
Budget Document Technologies	Color Photocopier	60,820	\$0.04171	\$2,536.80	\$0.04184	\$2,544.71
	Total	60,820	\$0.04171	\$2,536.80	\$0.04184	\$2,544.71

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	\$28,668.82
Remaining Payments	1

**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 63 clients with over 3,700 devices doing more than **155** 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 1989, 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 3,700 pieces of equipment;
Our relationship with our vendors has never been stronger!



STARDoc Features

Cost Projection by Department or Building

- 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, Projectore, 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

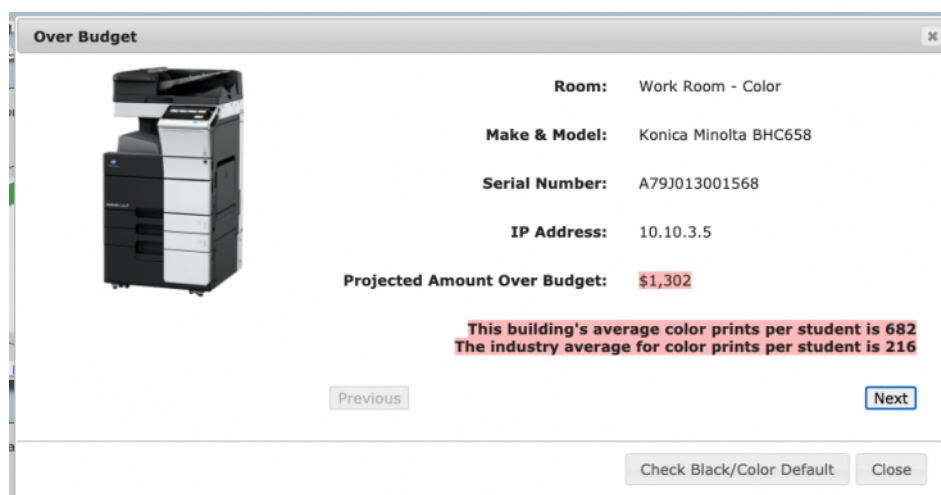
Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client

Over-Budget Report

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



SPC'S CLIENT WARRANTY AND RELIEF INSURANCE FUND

AVAILABLE IMMEDIATELY!

WHY IS IT NEEDED?

With the recent pandemic, schools and businesses shut down. We are now seeing massive credits overall owed in the vicinity of \$389,820.78!* However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news to our clients, 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.

*CREDITS ANTICIPATED JUNE 30, 2020	
A-COPI (Owned by Visual Edge)	(\$77,605.18)
AXIS	(\$16,858.50)
BUDGET	(\$20,200.73)
CANON	(\$31,240.99)
KMBS	(\$154,659.88)
NATIONAL	(\$38,961.67)
OSV (Owned by Visual Edge)	(\$64,920.06)
RICOH	(\$3,432.44)
SYMQUEST (Owned by KMBS)	(\$11,027.80)
XEROX	(\$913.53)
TOTAL UNUSED	(\$389,820.78)