

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



FY22 Annual Report

With FY23 Projections

Jonathan Havens
Milton Town School District
12 Bradley Street
Milton, VT 05468



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

September 2022

Jonathan Havens
Milton Town School District
12 Bradley Street
Milton, VT 05468

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

Dear Jonathan:

Specialized Purchasing Consultants is pleased to present your FY22 Annual Report, taking a look at where we are in recovering from the pandemic restrictions and changes, and looking ahead to continued cost savings and recommendations to maintain your equipment and ensure your vendors are giving the best service possible.

The past few years were unprecedented with the restrictions brought on by the pandemic, and this year was no exception. Because of the delays brought on by the pandemic we chose to submit our copier bid in February rather than wait until March/April. This proved to be a good move for many reasons.

The industry continues to experience major backorder issues on equipment, something we've not had to deal with in years past. Bidding early meant boards could approve results and orders could be placed early. We were also able to lock in new service and supply pricing for existing equipment while orders were delayed so as not to disrupt budgets already established for the new fiscal year based on upgrading equipment.

Even after our bids were received and awarded, though, one major vendor wanted to increase their pricing because of the increased inflation rate that took place after the bid process. We were able to negotiate with them and hold the pricing we received back in February. Again, starting the bid process early proved to be a positive move.

Finally, while the industry experienced an over 9% inflation rate, SPC was able to continue to hold down service and supply costs for all of our clients because of SPC's allowable CPC increase cap of 5%.

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

Sincerely,

Skip Tilton
President

TABLE OF CONTENTS

Meet Your Team	1
SPC Timeline	2
Equipment Health Status	4
Compare Present vs Proposed	5
Non Contracted Devices	6
Bar Chart - Annual Black Volume By Location	7
Bar Chart - Annual Black Volume Overall	8
Average Student to Copy Usage - Black	9
Industry Average Copies per Student - Black	10
Bar Chart - Annual Color Volume By Location	11
Bar Chart - Annual Color Volume Overall	12
Average Student to Copy Usage - Color	13
Industry Average Copies per Student - Color	14
Color-to-Total Volume Comparison	15
Equipment Usage & Recommendations	17
SPC Service & Supply Cost Savings	16
Projected Equipment Cost by Building Black	31
SPC Upgrades for 2022	32
Projected Equipment Cost by Building Color	33
Service & Supply Usage Profile by Vendor Black	34
Service & Supply Usage Profile by Vendor Color	35
Leased/Owned Equipment Details	36
Leased Equipment	37
STARDoc User Names	39
Benefits of Partnering With SPC - Clients	40
Benefits of Partnering With SPC - Vendors	42
STARDoc Features	44
New Vendor Categories	46
Warranty & Relief Fund	47

MEET YOUR TEAM

Skip Tilton, President
Billie Jo Tilton, Vice President



As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing 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.



Alex Webster
Operations, Marketing & IT Manager



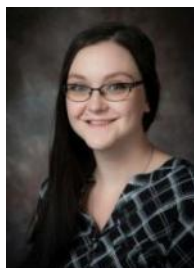
Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bid process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the results, and presents them to our clients. He also maintains our office equipment and utilizes the latest technology to maintain STARDoc and FM Audit so our clients always have access to valuable information on their equipment.

Pam Weed
Client-Vendor Relations



Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.

Kelly Fortier
Finance Support



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

Heidi Tilton
Office Support



Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.

Sue Penney
Administrative & Finance Manager



Sue coordinates and oversees all billing, leases, and contracts. Her decades of financial expertise benefit the Billing Team by her attention to detail and ability to prioritize to ensure accuracy and timeliness of all finance projects.

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 ensuring equipment surveys, installations, and trades go smoothly, coordinating with clients and vendors and maintaining a schedule that is beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc and FM Audit as well as with computer maintenance.

SPC TIMELINE

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Report

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Established Student Ratios.

2001 Meter Collection

- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing.

2002 Bond Counsel Review

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

2003 Bond Counsel Review of Contracts and Warranties

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

2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 2 or 3 a year.

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

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

2015 STARDoc - Mapping Options and Asset Management

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

SPC TIMELINE (Continued)

2018 STARDoc - Improved Pinpointing of Budget and Communications

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

2019 STARDoc – Service Histories, Chromebook Bid

- Mandatory annual fleet service history: Provides data on the overall reliability of the fleet.
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- Five-Year Fleet Management (FYFM): Projecting out five-year costs for all equipment based on current and past usage.

2020 Mock Bids - Warranty and Relief Fund

- Mock Bids: allows us to show where a client's pricing would come in without having to go out to bid. This allows them to buy off an existing bid, thus saving time and money.
- Warranty and Relief Fund: Due to the pandemic, there are serious upheavals in the industry. In an effort to cushion our clients, this fund was established. For more information, see the last page of the Annual Report.

2021 Vendor Services and Warranty Relief Equipment

- Vendor Bid Portal allows vendors to electronically submit bids, ensuring accuracy and saving time when calculating bid results for presentation.
- Premier Vendors Classification notes which vendors are not only cooperative to SPC bids but who demonstrate willingness to support SPC's processes before, during, and after the bid.
- Warranty Relief Equipment Base: Premier Vendors will have access to SPC-traded high-quality, low-meter machines. For more information, see the last page of the Annual Report.

2022 Vendor Bid

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

2023 SPC Roadmap

- STARDoc Upgrade: Process is in place to give STARDoc a more modern facelift.

EQUIPMENT HEALTH STATUS

Total Number of Machines	51
Total Black Photocopiers & MFPs:	16
Total Color Photocopiers & MFPs:	11
Total Black Network Printers:	10
Total Color Network Printers:	14
Total Removed From Service:	0
# of Units Not in Use for FY22	0
# of Units OFF Warranty**	0
# of Units Approaching End of Warranty	0
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	07/01/2020
All Warranties and Service Contracts Expire	06/30/2025
# of Annual Payments Left on Lease	2

**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 Jonathan,

Despite increased inflation and a continued backlog of orders – unprecedented in SPC history – SPC managed to maintain the buying power we established three decades ago and keep equipment and service & supply pricing lower than anything found in the industry.

Because equipment continues to be backordered, SPC will again put our equipment bid out to our vendors in February of 2023 rather than wait until April or May. This allows SPC to lock in low pricing before increases take effect, for vendors to get orders placed early, and for client budgets to be planned for the new fiscal year.

Your last lease payment will be made on 8/1/2024. We recommend you consider an equipment upgrade commencing on August 2, 2024 with your first lease payment being due 8/1/2025. We believe your current service & supply pricing can be lowered and it could result in a savings of color costs alone of about \$9,910.81 over a five-year period.

A specific concern is your Color usage. Currently, your district averages is 555 copies per student while the industry average is 243 (See pages 13 & 14). This is 128% higher than the industry. In 2020 & 2021, SPC aggressively started to add Papercut in an effort to successfully bring color usage under control. We are able to do this without adding to your overall budget (See page 32).

We can discuss this and other concerns at our meeting.

Sincerely,
Skip

Milton Town School District
Jonathan Havens
12 Bradley Street, Milton, VT 05468
Five-Year Basis beginning with the 2020/2021 Fiscal Year

Copies-per-Year: 4,607,131

Present vs. Proposed Recommendations as of 7/1/2020

PRESENT SITUATION

- 1) Guarantees on Photocopiers: **6-30-2020**
- 2) Annual Price Ceilings Left: **6-30-2020**
- 3) Console Copiers with 3 million plus: **16**
- 4) Units to be Traded: **111**
- 5) Photocopiers: **33 (28 Black & 5 Color)**
- 6) Color Photocopiers: **5**
- 7) MFPs: **0**
- 8) Printers: **82 (48 Black & 34 Color)**
- 9) Duplexers: **99**
- 10) Finishers: **29**
- Total number of Units: **115**

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Machines: **Five Years**
- 2) 5% or CPI Annual Ceilings, whichever is less: **Five Years**
- 3) Console Copiers with 3 Million plus: **14**
- 4) Replaced: **51 New**
- 5) Photocopiers: **26 with Secure Print/Confidential Mailbox**
- 6) Color Photocopiers: **8**
- 7) MFPs: **2 (1 Black & 1 Color)**
- 8) Printers: **25 (11 Black & 14 Color)**
- 9) Duplexers: **51**
- 10) Finishers: **26**
- Total number of Units: **51 (Closing out 64 to right size equipment)**

Overall Description of Equipment Fleet:

Presently, you have **four different manufacturers & thirteen different models** of copiers and printers. In 8-1-2013 we closed out 91 printers of which 53 were ink jet devices. At that time, you had 193 devices that were clearly in the district as costly convenience units. (See 2013 Compare that was presented to your Board) With this upgrade, we are proposing eliminating 57 more units. The **new arrangement** will shift to one or two manufacturers **with one vendor** servicing everything. This will greatly reduce cost and improve reliability. At Essex Junction we are currently using National and the quality of service has been solid. If you decide to go with low bid, we will share the latest service history report.

Board Vote Date: May 14th, 2020

Print Management: STARDoc for all devices. **Papercut MF will be included on all 24 copiers. This will include badge card readers on them. SPC has absorbed the cost for Papercut MF on the 8 color copiers.**

Capital:

Presently, you have **one** municipal lease that is paid off as of August 1st, 2019. With the new arrangement, you will again have **one** municipal master lease at 3.34% interest. Your first of five annual lease payments will be due on **August 1st, 2020**.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging **\$0.004041 for black and \$0.051405 for Color**. The new contract will come in at a CPC of **\$0.002855 for Black and \$0.034105 for Color**.

Vendor Packages:

SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bids combination for your School District:

<u>Cost Center</u>	<u>Present</u>	<u>Symquest</u>	<u>National</u>	<u>Canon</u>
1. Service & Supplies Color Photo only:	\$52,738.94	\$40,726.42	\$34,989.94	\$47,742.42
2. Service & Supplies Black Photo only:	\$14,470.37	\$11,819.95	\$10,225.59	\$13,738.44
3. 5 Year Annual Muni Lease:	\$47,192.40	\$46,369.29	\$41,670.12	\$47,406.85
4. Forced Upgrades (#26 Owned Printers):	\$3,850.00	\$00.00	\$00.00	\$00.00
Totals:	\$118,251.71	\$98,915.66	\$86,885.65	\$108,887.71

* Note that with the last upgrade only **27 New units were purchased while 51 New units** are part of the 5-year lease.

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th, 2021**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Security package: Hard Drive Wipes are included in these prices.

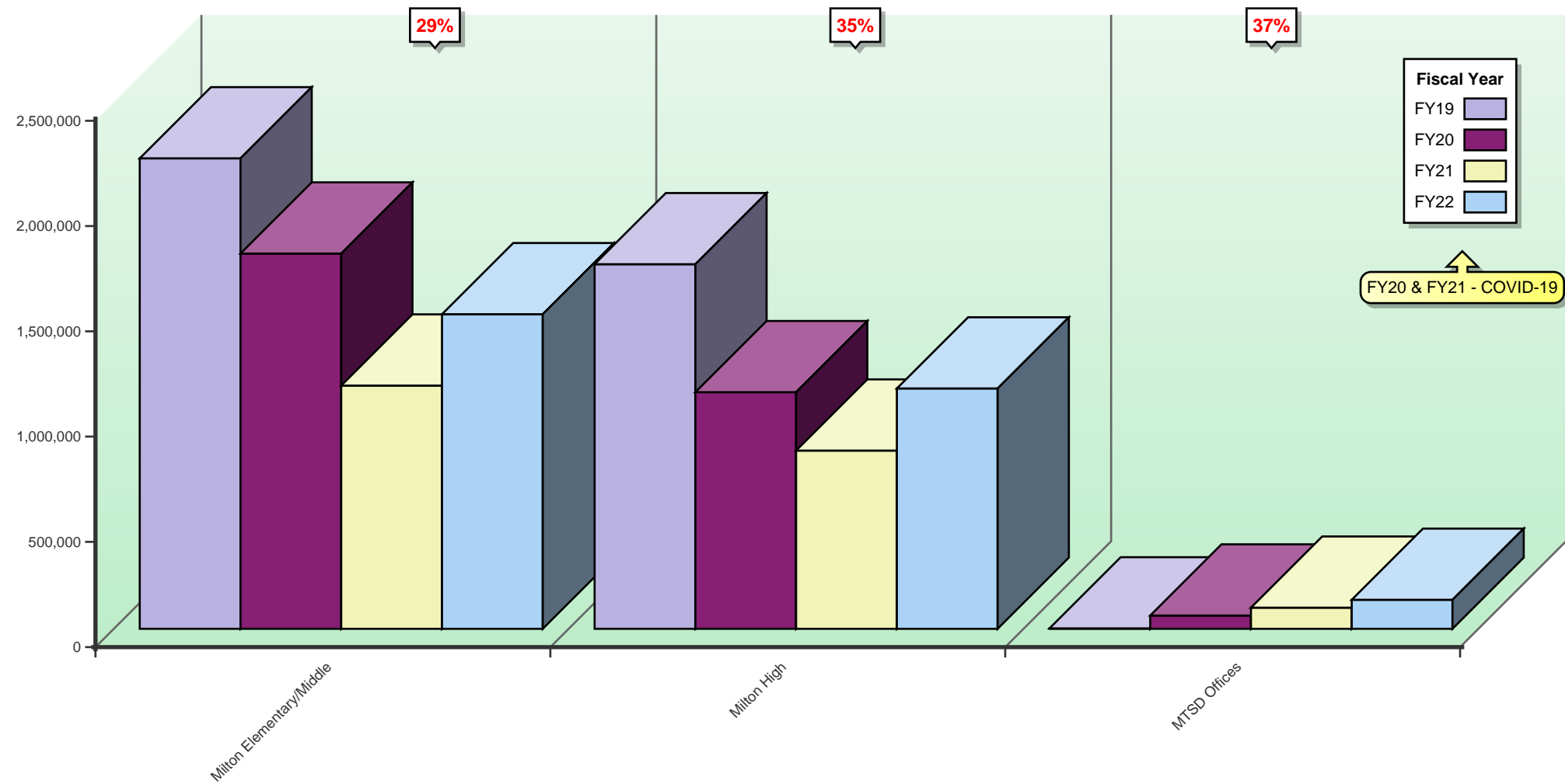
NON-CONTRACTED DEVICES

Make - Model	Serial Number	IP Address	Last Update
CANON MF73IC/733C	YDF54044	10.10.198.101	2022-07-25 04:18:20
HP Designjet T120	CN778BM099	10.10.198.43	2022-09-04 04:21:41 2

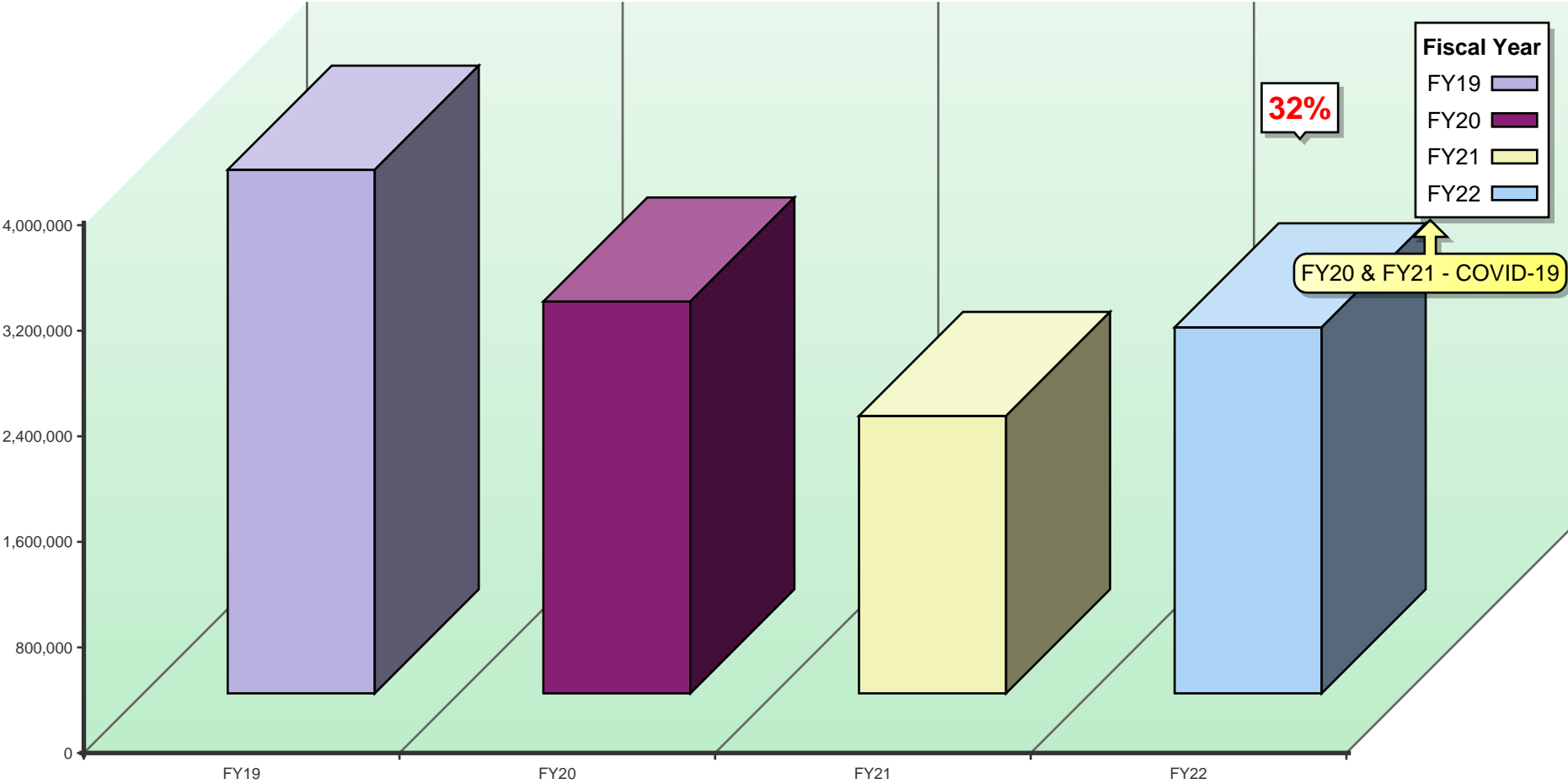
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average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

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

ANNUAL BLACK VOLUME BY LOCATION



ANNUAL BLACK VOLUME OVERALL



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

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	Student Population	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
Milton Elementary/Middle	1060	1,494,258	\$39,895.58	1,410	\$37.64
Milton High	472	1,141,580	\$30,351.70	2,419	\$64.30
MTSD Offices	0	137,789	\$3,876.97	0	\$0.00
Totals	1,532	2,773,627	\$74,124.25	1,810	\$48.38

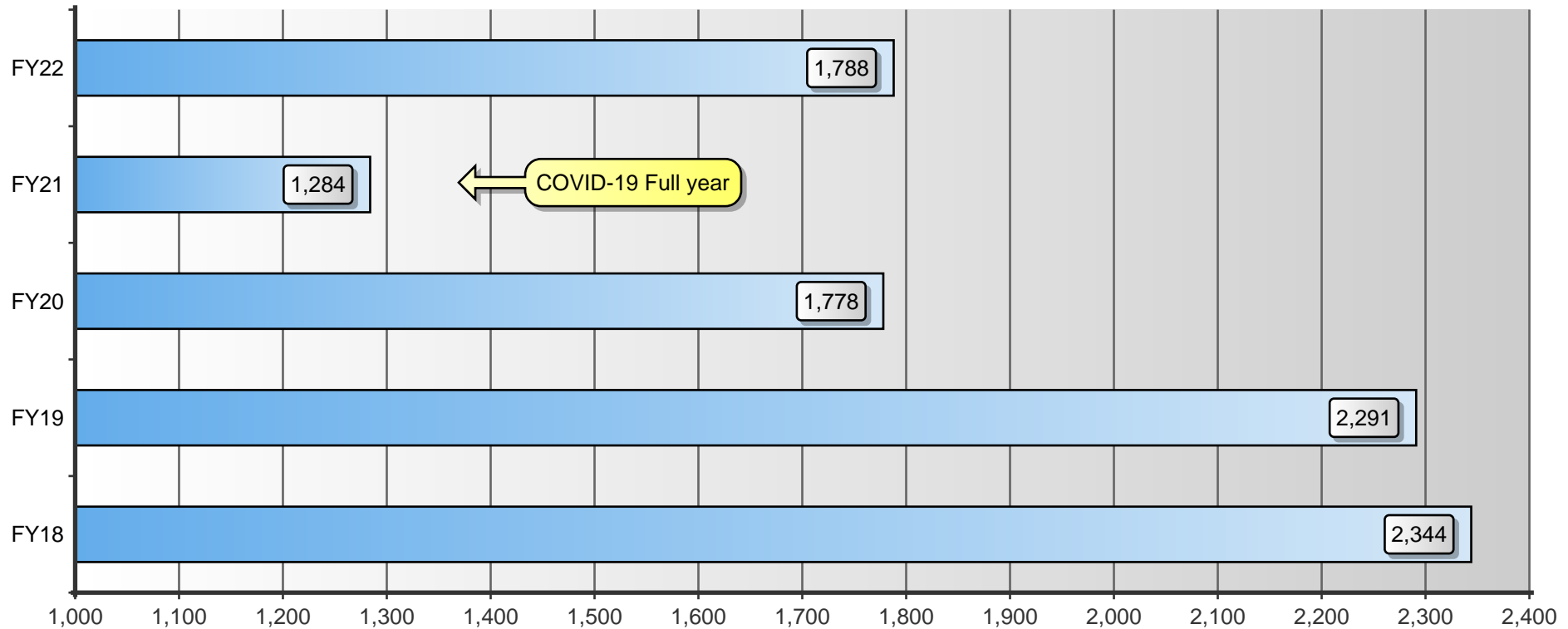
*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

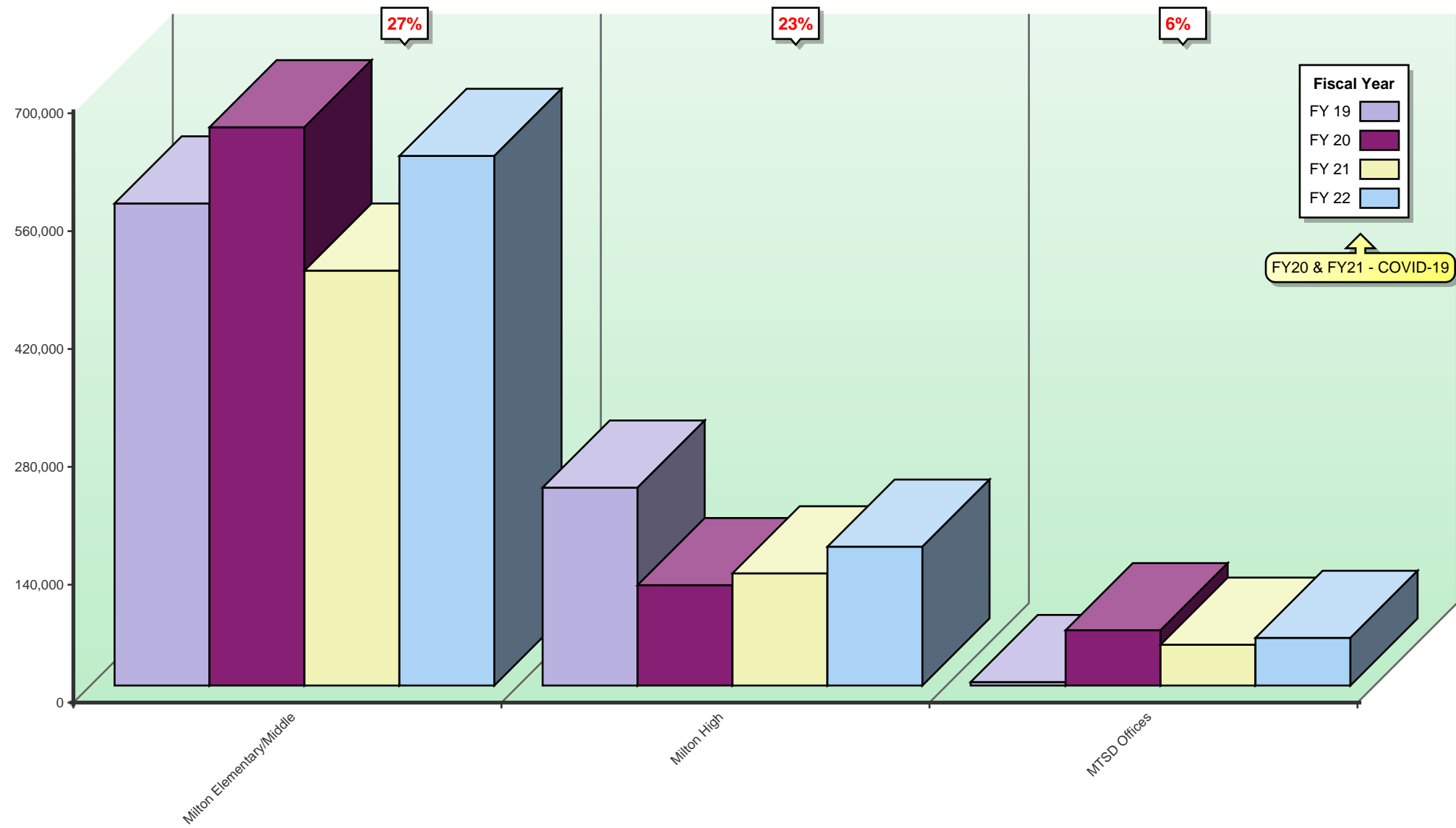
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	83,741	149,723,855	\$3,872,721.04	1,788	\$46.25

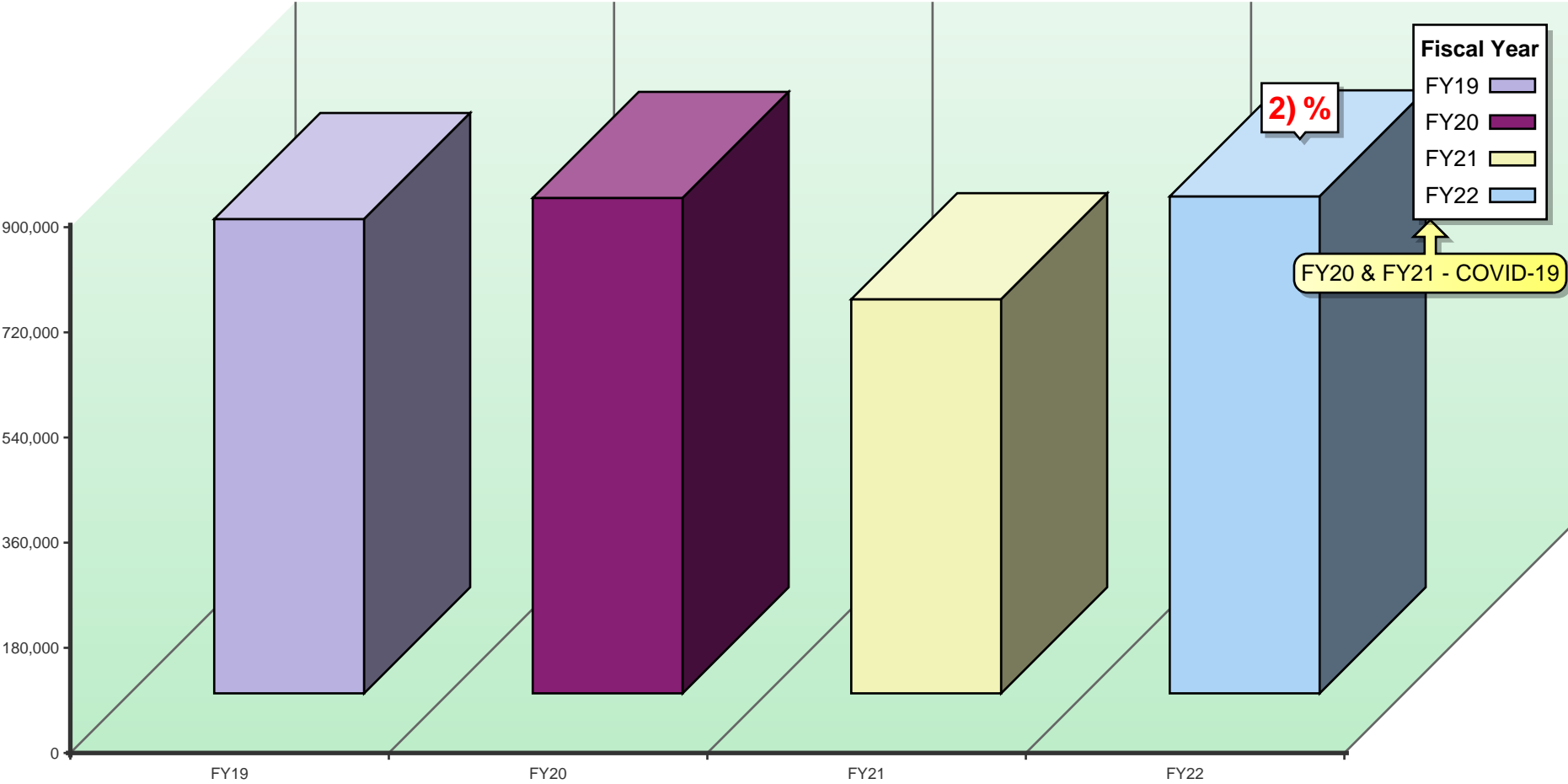
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



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	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Milton Elementary/Middle	1060	629,089	\$27,040.15	593	\$25.51
Milton High	472	164,935	\$7,258.04	349	\$15.38
MTSD Offices	0	56,618	\$2,614.46	0	\$0.00
Totals	1,532	850,642	\$36,912.65	555	\$24.09

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

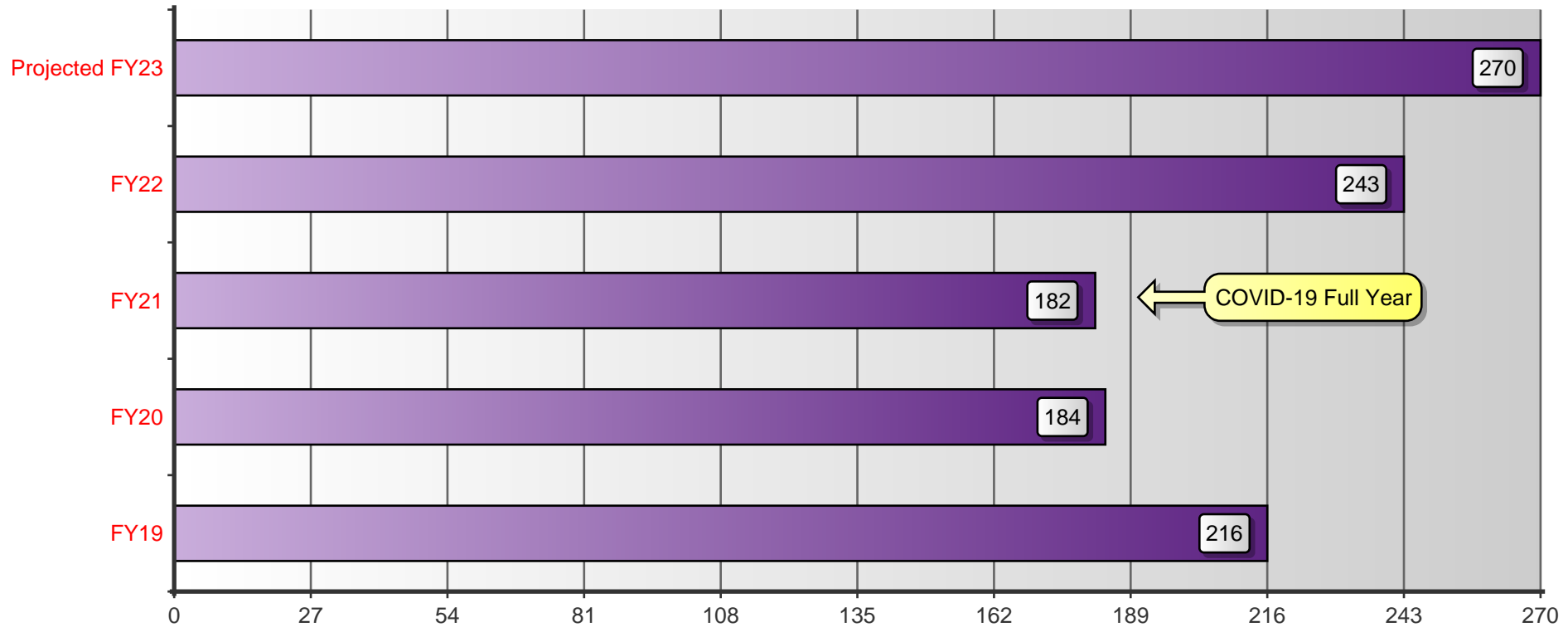
Note: STARDoc tool will flag any future high color usage. See page 44 of STARDoc Features. Current industry ratio averages 243 color prints per student per year. Your color volume this year averages 555 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

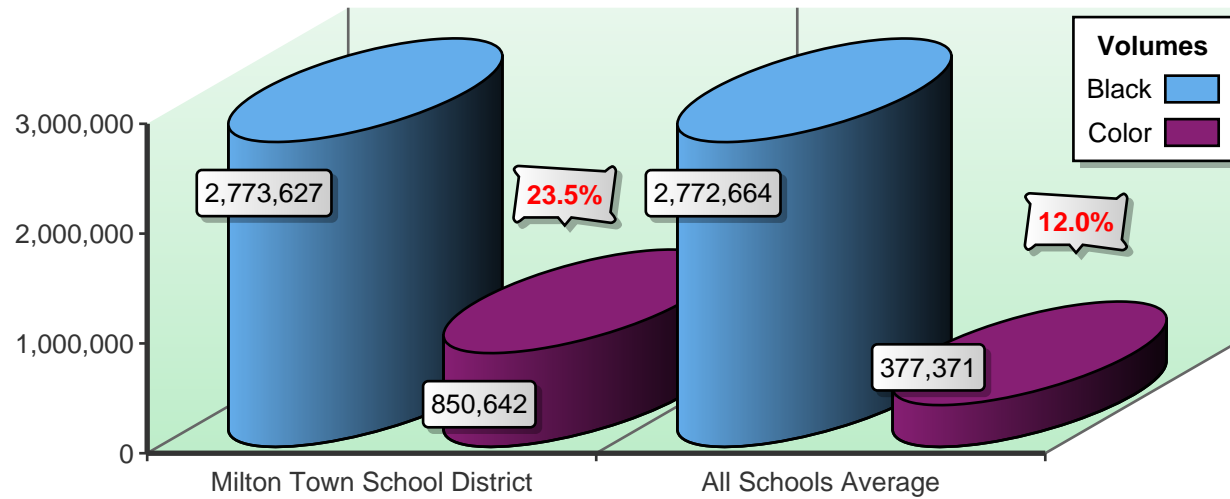
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	83,741	20,378,027	\$929,875.30	243	\$11.10

*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

Despite the significant drop in color usage over the past two years, color usage has not only recovered, it has soared. FY22 increased average color usage by 33% over FY21. Obviously, some color printing is necessary, but if it is not properly monitored it could negatively impact your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Equipment Health Status page.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

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 12/15/2006 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 22 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
2,773,627	\$0.00885	\$24,546.60

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,773,627	\$0.00351	\$9,735.43	\$14,811.17	\$74,055.84

*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
 \$14,811.17 x 16 years as a Client = **\$236,978.69** Cost Savings!

EQUIPMENT USAGE & RECOMMENDATIONS

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

Date of Last Upgrade: 07/01/2020

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Milton Elementary/Middle						
MES 5th Grade Team						
Konica Minolta BHC3300i / 35 PPM AAJT011001447 / 142317 750,000 / 04/2019 Color Network Printer / SYMVT	5,375 2,604	7,467 3,843	2,092 1,239	\$0.01091 \$22.82 \$0.06284 \$77.86	None at this time.	
MES Hall A						
Konica Minolta BH808 / 80 PPM A8KN012000269 / 215428 4,000,000 / 06/2016 Black Photocopier / SYMVT	208,560 0	440,544 0	231,984 0	\$0.00328 \$760.91 \$0.00000 \$0.00		None at this time.
MES Hall A						
Konica Minolta BHC550i / 55 PPM AA7P011001885 / 215432 3,000,000 / 02/2020 Color Photocopier / SYMVT	156,627 195,560	318,418 421,788	161,791 226,228	\$0.00328 \$530.67 \$0.03986 \$9,017.45	None at this time.	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MES Hall C					
Konica Minolta BH808 / 80 PPM	186,319	423,965	237,646	\$0.00328	None at this time.
A8KN012000296 / 214304				\$779.48	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
MES IT Office					
Konica Minolta BH4402P / 46 PPM	213	600	387	\$0.01091	None at this time.
AAFJ011002908 / 137796				\$4.22	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	
MES K-5 Admin Office					
Konica Minolta BHC550i / 55 PPM	44,117	77,220	33,103	\$0.00328	None at this time.
AA7P011001908 / 215431				\$108.58	
3,000,000 / 02/2020	29,386	72,346	42,960	\$0.03986	
Color Photocopier / SYMVT				\$1,712.39	
MES Library					
Konica Minolta BHC650i / 65 PPM	144,220	284,300	140,080	\$0.00328	None at this time.
AA7N011000128 / 214244				\$459.46	
4,000,000 / 02/2020	180,728	368,958	188,230	\$0.03986	
Color Photocopier / SYMVT				\$7,502.85	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MES Room 313 Kitchen					
Konica Minolta BH4052 / 42 PPM	11,837	36,285	24,448	\$0.00629	None at this time.
AA1R011011663 / 137798				\$153.78	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / SYMVT				\$0.00	
MES Room 405 EEE					
Konica Minolta BH4402P / 46 PPM	15,611	18,875	3,264	\$0.01091	None at this time.
AAFJ011003017 / 137789				\$35.61	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	
MES Room 441					
Konica Minolta BH458 / 45 PPM	52,164	125,033	72,869	\$0.00328	None at this time.
AA6U011021719 / 215535				\$239.01	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
MES Room 447					
Konica Minolta BHC3300i / 35 PPM	6,924	12,155	5,231	\$0.01091	None at this time.
AAJT011001437 / 140753				\$57.07	
750,000 / 04/2019	5,433	10,854	5,421	\$0.06284	
Color Network Printer / SYMVT				\$340.66	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MES Room 451 Art					
Konica Minolta BHC3300i / 35 PPM	284	769	485	\$0.01091	None at this time.
AAJT011001462 / 140752				\$5.29	
750,000 / 04/2019	623	779	156	\$0.06284	
Color Network Printer / SYMVT				\$9.80	
MES White House					
Konica Minolta BHC360i / 36 PPM	5,996	10,378	4,382	\$0.00328	None at this time.
AA2J011011592 / 214248				\$14.37	
750,000 / 04/2019	1,989	5,479	3,490	\$0.03986	
Color Photocopier / SYMVT				\$139.11	
MMS Office					
Konica Minolta BHC650i / 65 PPM	26,571	91,010	64,439	\$0.00328	None at this time.
AA7N011000260 / 215422				\$211.36	
4,000,000 / 02/2020	12,915	44,497	31,582	\$0.03986	
Color Photocopier / SYMVT				\$1,258.86	
MMS Room 128 Art					
Konica Minolta BHC3300i / 35 PPM	3,353	7,670	4,317	\$0.01091	None at this time.
AAJT011001800 / 141065				\$47.10	
750,000 / 04/2019	3,200	9,480	6,280	\$0.06284	
Color Network Printer / SYMVT				\$394.64	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MMS Room 165 Nurse					
Konica Minolta BH458 / 45 PPM	9,350	15,863	6,513	\$0.00328	None at this time.
AA6U011022081 / 214245				\$21.36	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
MMS Room 205					
Konica Minolta BHC3300i / 35 PPM	1,694	2,934	1,240	\$0.01091	None at this time.
AAJT011001471 / 141067				\$13.53	
750,000 / 04/2019	2,102	3,326	1,224	\$0.06284	
Color Network Printer / SYMVT				\$76.92	
MMS Room 209					
Konica Minolta BH458 / 45 PPM	55,039	182,276	127,237	\$0.00328	None at this time.
AA6U011021826 / 215427				\$417.34	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
MMS Room 212					
Konica Minolta BHC3300i / 35 PPM	477	7,315	6,838	\$0.01091	None at this time.
AAJT011001488 / 142315				\$74.60	
750,000 / 04/2019	1,139	6,235	5,096	\$0.06284	
Color Network Printer / SYMVT				\$320.23	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MMS Room 215					
Konica Minolta BHC3300i / 35 PPM	763	2,480	1,717	\$0.01091	None at this time.
AAJT011001734 / 142316				\$18.73	
750,000 / 04/2019	819	5,186	4,367	\$0.06284	
Color Network Printer / SYMVT				\$274.42	
MMS Room 224					
Konica Minolta BHC3300i / 35 PPM	11	1,196	1,185	\$0.01091	None at this time.
AAJT011001778 / 142314				\$12.93	
750,000 / 04/2019	9	9	0	\$0.06284	
Color Network Printer / SYMVT				\$0.00	
MMS Room 229					
Konica Minolta BHC650i / 65 PPM	120,571	324,520	203,949	\$0.00328	None at this time.
AA7N011000083 / 215429				\$668.95	
4,000,000 / 02/2020	53,210	160,270	107,060	\$0.03986	
Color Photocopier / SYMVT				\$4,267.41	
MMS Room 229 Hall					
Konica Minolta BH808 / 80 PPM	96,026	250,983	154,957	\$0.00328	None at this time.
A8KN012000325 / 214196				\$508.26	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MMS Room 242					
Konica Minolta BHC3300i / 35 PPM	3,279	7,383	4,104	\$0.01091	None at this time.
AAJT011001270 / 141066				\$44.77	
750,000 / 04/2019	3,146	8,902	5,756	\$0.06284	
Color Network Printer / SYMVT				\$361.71	
		Subtotal Black	1,494,258	\$5,210.22	
		Subtotal Color	629,089	\$25,754.29	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Milton High					
Admin Assistant					
Konica Minolta BHC3300i / 35 PPM AAJT011001619 / 141068 750,000 / 04/2019 Color Network Printer/SYMVT	1,955 1,777	5,524 4,953	3,569 3,176	\$0.01091 \$38.94 \$0.06284 \$199.58	None at this time.
Athletic Offices					
Konica Minolta BH658 / 65 PPM AA6R011007074 / 215537 4,000,000 / 05/2017 Black Photocopier / SYMVT	9,491 0	19,351 0	9,860 0	\$0.00328 \$32.34 \$0.00000 \$0.00	None at this time.
Boys' PE Office					
Konica Minolta BH4402P / 46 PPM AAFJ011002929 / 137792 750,000 / 08/2018 Black Network Printer / SYMVT	632 0	663 0	31 0	\$0.01091 \$0.34 \$0.00000 \$0.00	None at this time.
Hall					
Konica Minolta BH658 / 65 PPM AA6R011007071 / 215536 4,000,000 / 05/2017 Black Photocopier / SYMVT	139,231 0	318,063 0	178,832 0	\$0.00328 \$586.57 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 101 Admin Office					
Konica Minolta BHC650i / 65 PPM	27,869	67,339	39,470	\$0.00328	None at this time.
AA7N011000509 / 215420				\$129.46	
4,000,000 / 02/2020	17,926	30,370	12,444	\$0.03986	
Color Photocopier / SYMVT				\$496.02	
Room 114 IT					
Konica Minolta BH4402P / 46 PPM	1,041	2,512	1,471	\$0.01091	None at this time.
AAFJ011002934 / 137795				\$16.05	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	
Room 116 Guidance					
Konica Minolta BH658 / 65 PPM	48,145	115,767	67,622	\$0.00328	None at this time.
AA6R011007091 / 214246				\$221.80	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
Room 127 Nurse					
Konica Minolta BH4052 / 42 PPM	2,140	3,438	1,298	\$0.00629	None at this time.
AA1R011013092 / 137794				\$8.16	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / SYMVT				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 132 Art					
Konica Minolta BHC3300i / 35 PPM	1,982	4,421	2,439	\$0.01091	None at this time.
AAJT011001817 / 141063				\$26.61	
750,000 / 04/2019	4,160	10,137	5,977	\$0.06284	
Color Network Printer / SYMVT				\$375.59	
Room 136 Music Office					
Konica Minolta BHC3300i / 35 PPM	2,006	6,249	4,243	\$0.01091	None at this time.
AAJT011001760 / 137567				\$46.29	
750,000 / 04/2019	2,244	6,202	3,958	\$0.06284	
Color Network Printer / SYMVT				\$248.72	
Room 148 Art					
Konica Minolta BHC3300i / 35 PPM	520	1,848	1,328	\$0.01091	None at this time.
AAJT011001304 / 142318				\$14.49	
750,000 / 04/2019	1,215	2,837	1,622	\$0.06284	
Color Network Printer / SYMVT				\$101.93	
Room 151 Maintenance					
Konica Minolta BH4402P / 46 PPM	741	1,403	662	\$0.01091	None at this time.
AAFJ011002822 / 137797				\$7.22	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 165 Kitchen					
Konica Minolta BH4402P / 46 PPM	948	1,452	504	\$0.01091	None at this time.
AAFJ011002923 / 137793				\$5.50	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	
Room 194 Library					
Konica Minolta BHC650i / 65 PPM	39,830	151,524	111,694	\$0.00328	None at this time.
AA7N011000505 / 215430				\$366.36	
4,000,000 / 02/2020	31,831	92,207	60,376	\$0.03986	
Color Photocopier / SYMVT				\$2,406.59	
Room 194 Sped					
Konica Minolta BH458 / 45 PPM	55,523	155,917	100,394	\$0.00328	None at this time.
AA6U011021819 / 215534				\$329.29	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
Room 306					
Konica Minolta BH4402P / 46 PPM	938	1,200	262	\$0.01091	None at this time.
AAFJ011002897 / 137791				\$2.86	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer / SYMVT				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 321 Science Office					
Konica Minolta BH458 / 45 PPM	135,808	299,612	163,804	\$0.00328	None at this time.
AA6U011021850 / 215423				\$537.28	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
Room 324					
Konica Minolta BH458 / 45 PPM	10,904	20,835	9,931	\$0.00328	None at this time.
AA6U011021813 / 215424				\$32.57	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
Room 347 Faculty Left					
Konica Minolta BH808 / 80 PPM	179,229	400,688	221,459	\$0.00328	None at this time.
A8KN012000334 / 214197				\$726.39	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier / SYMVT				\$0.00	
Room 347 Faculty Right					
Konica Minolta BHC650i / 65 PPM	187,552	410,259	222,707	\$0.00328	None at this time.
AA7N011000504 / 215421				\$730.48	
4,000,000 / 02/2020	74,083	151,465	77,382	\$0.03986	
Color Photocopier / SYMVT				\$3,084.45	
		Subtotal Black	1,141,580	\$3,858.99	
		Subtotal Color	164,935	\$6,912.87	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
MTSD Offices					
Business Administrator					
Konica Minolta BH4402P / 46 PPM AAFJ011002928 / 137788 750,000 / 08/2018 Black Network Printer/SYMVT	419 0	1,739 0	1,320 0	\$0.01091 \$14.40 \$0.00000 \$0.00	None at this time.
Copy Room					
Konica Minolta BH458 / 45 PPM AA6U011021636 / 215532 1,000,000 / 08/2016 Black Photocopier / SYMVT	33,460 0	68,887 0	35,427 0	\$0.00328 \$116.20 \$0.00000 \$0.00	None at this time.
Copy Room					
Konica Minolta BHC450i / 45 PPM AA7R011003381 / 215533 1,000,000 / 09/2020 Color Photocopier / SYMVT	34,241 36,645	100,989 80,211	66,748 43,566	\$0.00328 \$218.93 \$0.03986 \$1,736.54	None at this time.
HR					
Konica Minolta BHC3320i / 35 PPM AAJP011000697 / 141064 750,000 / 05/2019 Color Laser MFP / SYMVT	10,471 11,460	22,318 24,461	11,847 13,001	\$0.00629 \$74.52 \$0.05771 \$750.29	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 110 Julie Talley					
Konica Minolta BH4402P / 46 PPM AAFJ011002914 / 137787 750,000 / 08/2018 Black Network Printer / SYMVT	2,713 0	4,705 0	1,992 0	\$0.01091 \$21.73 \$0.00000 \$0.00	None at this time.
Student Services					
Konica Minolta BH4402P / 46 PPM AAFJ011002917 / 137790 750,000 / 08/2018 Black Network Printer / SYMVT	18,727 0	39,174 0	20,447 0	\$0.01091 \$223.08 \$0.00000 \$0.00	None at this time.
Superintendent					
Konica Minolta BHC3300i / 35 PPM AAJT011001456 / 142313 750,000 / 04/2019 Color Network Printer / SYMVT	408 358	416 409	8 51	\$0.01091 \$0.09 \$0.06284 \$3.20	None at this time.
		Subtotal Black	137,789	\$668.95	
		Subtotal Color	56,618	\$2,490.03	
		Overall Black Totals	2,773,627	\$9,738.16	
		Overall Color Totals	850,642	\$35,157.20	Your Avg Color CPC is \$0.0413

Estimated color cost savings with your next bid: ~~\$9,910.81~~ over five years. Our bids are coming in at an average of \$0.039, with our compensation included.

PROJECTED EQUIPMENT COSTS BY BUILDING - BLACK

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

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Milton Elementary/Middle	1,494,258	\$5,465.00	\$9,449.69	\$24,980.89	\$39,895.58
Milton High	1,141,580	\$4,047.50	\$7,219.35	\$19,084.85	\$30,351.70
MTSD Offices	137,789	\$702.04	\$871.38	\$2,303.55	\$3,876.97
TOTALS	2,773,627	\$10,214.54	\$17,540.42	\$46,369.29	\$74,124.25

SPC Upgrades for 2022

Client	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
SAU 36 - White Mountains Regional SD	Kris Franklin	2,884,577	46	Visual Edge-OSV	Symquest	\$11,704.62	\$58,523.10	STARDoc Only
SAU 61 - Farmington	Brian Cisneros	2,857,215	42	Same	KMBS	\$7,383.00	\$36,915.00	PaperCut & STARDoc
SAU 66 - Hopkinton	Michael Flynn	2,460,750	78	Global-Conway	KMBS	\$29,956.00	\$149,780.00	PaperCut & STARDoc
SAU 68 - Lincoln/Woodstock	Debbie O'Connor	815,437	13	Same	KMBS	\$4,302.00	\$21,510.00	PaperCut & STARDoc
SAU 80 - Shaker Regional SD	Debbie Thompson	2,896,042	23	Same	Budget	\$5,550.00	\$27,750.00	PaperCut & STARDoc
SAU 87 - Mascenic	Lizabeth Baker	2,834,149	59	Same	KMBS	\$15,634.00	\$78,170.00	STARDoc Only
Great Bay E-Learning Charter School	Peter Stackhouse	246,262	8	Same	KMBS	\$1,744.00	\$8,720.00	STARDoc Only
MSAD 37 - Harrington Maine	Ron Ramsay	1,776,270	56	Visual Edge-A-Copi	Ricoh	\$6,953.00	\$34,765.00	STARDoc Only
SAU 54 - Rochester NH	Linda Bartlett	11,900,000	215	Same	KMBS	-\$1,920.00	-\$9,600.00	PaperCut & STARDoc
East Millinocket Schools Maine	Luci Milewski	1,113,369	4	Visual Edge-A-Copi	Ricoh	\$6,449.00	\$32,245.00	STARDoc Only
Washington Central UUSD	Mark Kline	4,000,000	68	Canon & Conway	Symquest	\$26,757.00	\$133,785.00	STARDoc Only
RSU 64 - East Corinth	Rhonda Sperrey	2,698,445	28	Visual Edge-A-Copi	Symquest	\$9,304.00	\$46,520.00	PaperCut & STARDoc
RSU 06 - Bonny Eagle	Scott Nason	8,328,355	109	Visual Edge-A-Copi	Symquest	\$21,350.00	\$106,750.00	PaperCut & STARDoc
RSU 14 - Windham Raymond	Bob Hickey	7,539,568	211	Visual Edge-A-Copi	Symquest	\$48,135.00	\$240,675.00	STARDoc Only
Orleans Southwest Supervisory Union VT	David Martin	2,846,049	24	Visual Edge-OSV	National	\$4,390.00	\$21,950.00	PaperCut & STARDoc
Essex Westford School District VT	Peter Drescher	10,741,439	265	Visual Edge-OSV & National	Symquest	\$100,004.00	\$500,020.00	PaperCut & STARDoc
Sullivan County NH	Derek Ferland	911,018	40	Canon	Symquest	\$14,033.00	\$70,165.00	PaperCut & STARDoc
Winooski School District VT	Nicole Mace	1,848,750	87	Canon	Symquest	\$42,364.00	\$211,820.00	PaperCut & STARDoc
Windham Northeast Supervisory Union VT	Andrew Haas	3,000,000	46	Canon	Symquest	\$39,323.00	\$196,615.00	PaperCut & STARDoc
SAU 43 - Newport NH	Ed Emond	1,772,242	10	Visual Edge-OSV	Symquest	\$18,656.00	\$93,280.00	STARDoc Only
Totals		73,469,937	1,432			\$412,071.62	\$2,060,358.10	

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

TOTALS	82,468,260	69,686,229	73,469,937	
Total New Clients	14,950,000	41,249,400	17,952,178	<< 8 Clients
Total Existing Clients	67,518,260	28,436,829	55,517,759	<< 12 Clients

2022 Award Evaluation	Manufacturer	Volume	Machines
Symquest	Konica Minolta	43,724,394	910
KMBS	Konica Minolta	21,113,813	415
Budget	Konica Minolta	2,896,042	23
Ricoh	Ricoh	2,889,639	60
National	Kyocera	2,846,049	24
TOTALS		73,469,937	1,432

PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

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

Building	Projected Color Volume	Service & Supply Cost
Milton Elementary/Middle	629,089	\$27,040.15
Milton High	164,935	\$7,258.04
MTSD Offices	56,618	\$2,614.46
TOTALS	850,642	\$36,912.65

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Although inflation has increased by 9.5% over last year, SPC has capped that increase for **FY23 to only 5%**. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Black Volume	FY22 Black Cost/Copy	FY22 Black S & S Costs	FY23 Black Cost/Copy	FY23 Projected Black S & S Costs
SymQuest Group, Inc.	Black Laser MFP	25,746	\$0.00629	\$161.94	\$0.00660	\$169.92
SymQuest Group, Inc.	Black Network Printer	30,340	\$0.01091	\$331.01	\$0.01146	\$347.70
SymQuest Group, Inc.	Black Photocopier	1,618,535	\$0.00328	\$5,308.79	\$0.00344	\$5,567.76
SymQuest Group, Inc.	Color Laser MFP	11,847	\$0.00629	\$74.52	\$0.00660	\$78.19
SymQuest Group, Inc.	Color Network Printer	38,796	\$0.01091	\$423.26	\$0.01146	\$444.60
SymQuest Group, Inc.	Color Photocopier	1,048,363	\$0.00328	\$3,438.63	\$0.00344	\$3,606.37
TOTALS AND AVERAGES		2,773,627	\$0.00351	\$9,738.16	\$0.00368	\$10,214.54

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents ACTUAL and PROJECTED Service & Supply expenses for COLOR usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Although inflation has increased by 9.5% over last year, SPC has capped that increase for **FY23 to only 5%**. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Color Volume	FY22 Color Cost/Copy	FY22 Color S & S Costs	FY23 Color Cost/Copy	FY23 Projected Color S & S Costs
SymQuest Group, Inc.	Color Laser MFP	13,001	\$0.05771	\$750.29	\$0.06060	\$787.86
SymQuest Group, Inc.	Color Network Printer	44,323	\$0.06284	\$2,785.26	\$0.06598	\$2,924.43
SymQuest Group, Inc.	Color Photocopier	793,318	\$0.03986	\$31,621.66	\$0.04185	\$33,200.36
TOTALS AND AVERAGES		850,642	\$0.04133	\$35,157.20	\$0.04339	\$36,912.65

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	51
Number of Machines on Lease	51
Number of Machines Owned	0
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
Term	5 Annual
Annual Payment usually due on 8/1	\$46,369.29
Lease Start Date	07/01/2020
Lease End Date	08/01/2024
Remaining Payments	2

*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

LEASED EQUIPMENT

Building	Room	Make/Model	Serial Number
Milton Elementary/Middle	MES 5th Grade Team	Konica Minolta BHC3300i	AAJT011001447
Milton Elementary/Middle	MES Hall A	Konica Minolta BH808	A8KN012000269
Milton Elementary/Middle	MES Hall A	Konica Minolta BHC550i	AA7P011001885
Milton Elementary/Middle	MES Hall C	Konica Minolta BH808	A8KN012000296
Milton Elementary/Middle	MES IT Office	Konica Minolta BH4402P	AAFJ011002908
Milton Elementary/Middle	MES K-5 Admin Office	Konica Minolta BHC550i	AA7P011001908
Milton Elementary/Middle	MES Library	Konica Minolta BHC650i	AA7N011000128
Milton Elementary/Middle	MES Room 313 Kitchen	Konica Minolta BH4052	AAIR01101663
Milton Elementary/Middle	MES Room 405 EEE	Konica Minolta BH4402P	AAFJ011003017
Milton Elementary/Middle	MES Room 441	Konica Minolta BH458	AA6U011021719
Milton Elementary/Middle	MES Room 447	Konica Minolta BHC3300i	AAJT011001437
Milton Elementary/Middle	MES Room 451 Art	Konica Minolta BHC3300i	AAJT011001462
Milton Elementary/Middle	MES White House	Konica Minolta BHC360i	AA2J011011592
Milton Elementary/Middle	MMS Office	Konica Minolta BHC650i	AA7N011000260
Milton Elementary/Middle	MMS Room 128 Art	Konica Minolta BHC3300i	AAJT011001800
Milton Elementary/Middle	MMS Room 165 Nurse	Konica Minolta BH458	AA6U011022081
Milton Elementary/Middle	MMS Room 205	Konica Minolta BHC3300i	AAJT011001471
Milton Elementary/Middle	MMS Room 209	Konica Minolta BH458	AA6U011021826
Milton Elementary/Middle	MMS Room 212	Konica Minolta BHC3300i	AAJT011001488
Milton Elementary/Middle	MMS Room 215	Konica Minolta BHC3300i	AAJT011001734
Milton Elementary/Middle	MMS Room 224	Konica Minolta BHC3300i	AAJT011001778
Milton Elementary/Middle	MMS Room 229	Konica Minolta BHC650i	AA7N011000083
Milton Elementary/Middle	MMS Room 229 Hall	Konica Minolta BH808	A8KN012000325
Milton Elementary/Middle	MMS Room 242	Konica Minolta BHC3300i	AAJT011001270
Milton High	Admin Assistant	Konica Minolta BHC3300i	AAJT011001619
Milton High	Athletic Offices	Konica Minolta BH658	AA6R011007074
Milton High	Boys' PE Office	Konica Minolta BH4402P	AAFJ011002929
Milton High	Hall	Konica Minolta BH658	AA6R011007071
Milton High	Room 101 Admin Office	Konica Minolta BHC650i	AA7N011000509
Milton High	Room 114 IT	Konica Minolta BH4402P	AAFJ011002934
Milton High	Room 116 Guidance	Konica Minolta BH658	AA6R011007091
Milton High	Room 127 Nurse	Konica Minolta BH4052	AAIR011013092
Milton High	Room 132 Art	Konica Minolta BHC3300i	AAJT011001817
Milton High	Room 136 Music Office	Konica Minolta BHC3300i	AAJT011001760
Milton High	Room 148 Art	Konica Minolta BHC3300i	AAJT011001304
Milton High	Room 151 Maintenance	Konica Minolta BH4402P	AAFJ011002822

Building	Room	Make/Model	Serial Number
Milton High	Room 165 Kitchen	Konica Minolta BH4402P	AAFJ011002923
Milton High	Room 194 Library	Konica Minolta BHC650i	AA7N011000505
Milton High	Room 194 Sped	Konica Minolta BH458	AA6U011021819
Milton High	Room 306	Konica Minolta BH4402P	AAFJ011002897
Milton High	Room 321 Science Office	Konica Minolta BH458	AA6U011021850
Milton High	Room 324	Konica Minolta BH458	AA6U011021813
Milton High	Room 347 Faculty Left	Konica Minolta BH808	A8KN012000334
Milton High	Room 347 Faculty Right	Konica Minolta BHC650i	AA7N011000504
MTSD Offices	Business Administrator	Konica Minolta BH4402P	AAFJ011002928
MTSD Offices	Copy Room	Konica Minolta BH458	AA6U011021636
MTSD Offices	Copy Room	Konica Minolta BHC450i	AA7R011003381
MTSD Offices	HR	Konica Minolta BHC3320i	AAJP011000697
MTSD Offices	Room 110 Julie Talley	Konica Minolta BH4402P	AAFJ011002914
MTSD Offices	Student Services	Konica Minolta BH4402P	AAFJ011002917
MTSD Offices	Superintendent	Konica Minolta BHC3300i	AAJT011001456

STARDoc USER NAMES

Name	User Name
Amy Rex	arex
Barbara Ouellette	bouellette
Dustin Tanner	dtanner
Jonathan Havens	jhavens
Patty Pixler	ppixler
Robert Whitcomb	rwhitcomb@mymtsd-vt.org
Terri Mazza	tmazza@mymtsd-vt.org

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



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 69 clients with almost 4500 devices doing 176 million copies and prints annually. For FY22 we purchased 1,432 machines with over 73 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* by managing 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 monthly and/or quarterly.
- THREE detailed, easy-to-read invoices are sent each year from ONE billing source.
- Reconciles all of your devices at the end of the year; you pay only for what you use; no minimums.

4. Five-Year Equipment Replacement Schedule

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

5. Annual Report

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

6. Vendor Neutral

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

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

Based on current actual volumes and CPCs, SPC has generated Annual Savings of almost \$1.5 million for all of our clients.
That translates into Savings of more than \$7 million over five years!



SPC Values Our Vendors

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,400 units purchased in FY22 running over 73 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)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

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 costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with 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 managed over 4,500 Photocopiers and Printers last year.

Our relationship with our vendors has never been stronger!



STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budget 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 floorplans
- Timeline - allows you to track historical volume and costs to compare current budget with past years

Map your devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

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

Contacts Page

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

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

Monthly Audits

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

Last Sync Date

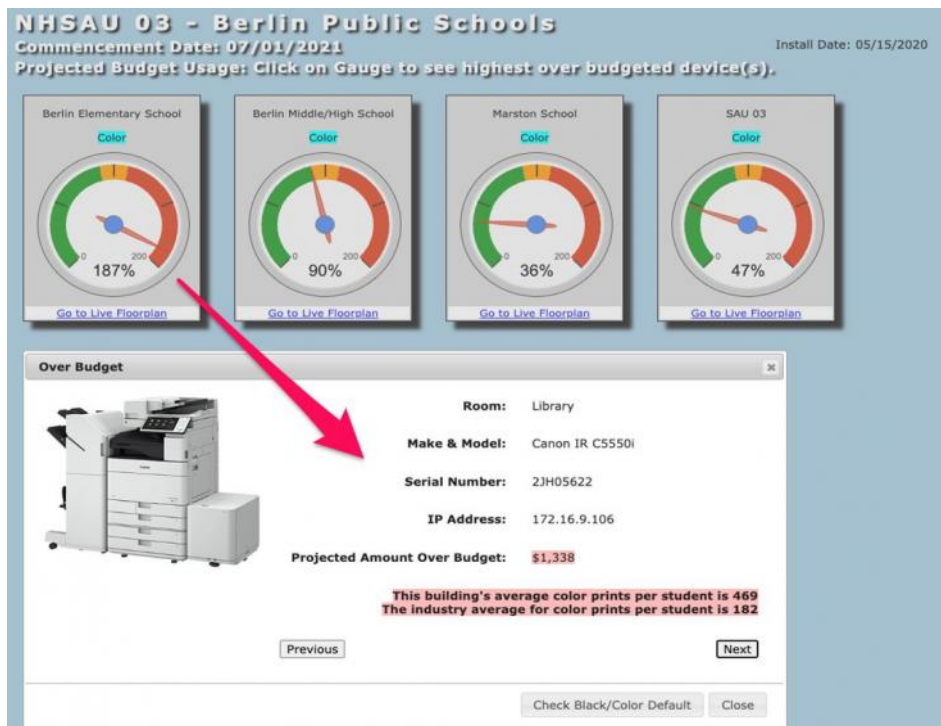
- Shows the last time FM Audit synced for equipment

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.

Five-Year Fleet Management (FYFM)

- Interactive tool that examines printing habits
- Flags potential problem areas
- Helps identify equipment with high color usage



NEW VENDOR CATEGORIES

In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

Premier: defined as consistently providing ...

- Quality bids to SPC
- Quality service with a four-hour or less average response time
- Reliable equipment and competitive pricing
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**
 - Budget Document Technologies
 - Konica Minolta Business Solutions
 - National 1927
 - Ricoh USA
 - SymQuest Group

Cooperative: defined as ...

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support

Uncooperative: defined as ...

- Rarely submitting bids to SPC
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process

WARRANTY RELIEF FUND

Why is it Needed?

With the recent pandemic, schools and businesses shut down. In FY20 credits owed were around \$389,000. However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news, what if the vendor is unable or unwilling to repay those funds? Many companies outside of the copier industry are already filing for bankruptcy. SPC's legitimate concern is, what if this hits the copier industry and we can no longer access the funds owed to the client?

Other Concerns:

- Vendor refuses to honor a Warranty
- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Service-and-Supply Contract at the agreed-upon pricing.
- Vendor gets sold to a venture capitalist entity or to a risky new owner with limited cash reserves

Purpose:

Since 1989, SPC's goal is to shelter our clients from Industry upheavals. This fund is to set aside monies that can be used by any client, if a need arises.

Funding Source: Initially, \$200,000 no-interest personal loan. To be paid back from two sources...

- Wholesale Trades... For over 10 years these funds have been set aside for warranty replacement units since the industry would provide the same cash price with or without the trade.
- Equipment Purchases... 2% of the gross will be set aside with each upgrade.

Who Benefits?

All SPC clients...like any insurance fund, by pooling funds from SPC's entire client base, any losses are eliminated.

WARRANTY RELIEF EQUIPMENT BASE

Why is it Needed?

As with credits owed to clients for unused copies, sometimes equipment needs to be replaced or added but there are no funds in the budget. Rather than relying solely on the Warranty Relief Fund, SPC will have an inventory of high-quality, low-meter copiers and printers to use as replacements or additional equipment as needed at a lower cost to the client than a new machine.

Other Concerns:

- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Warranty
- Equipment is damaged by user and not covered under the Warranty

Purpose:

- To replace or add a machine when needed

Who Benefits?

- All SPC clients...by pooling high-quality equipment from past client upgrades, equipment can be replaced with minimal impact on the client