



Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800) 750-1538

www.spccopypro.com

2017-2018 Annual Report

Year - End Photocopier Analysis

With projected costs for 2018-19

Ronald Ramsay
MSAD 37 - Harrington
1020 Sacarap Road
Harrington, ME 04643



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

October 2018

Skip Tilton
President

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

Ronald Ramsay
MSAD 37 - Harrington
1020 Sacarap Road
Harrington, ME 04643

VISIT US ON THE WEB:
www.spccopypro.com

Dear Ronald:

We at Specialized Purchasing Consultants, wish to thank you for your continued confidence in us. Our relationship is **now 15 years strong**, and we hope that your trust in us and this relationship will continue for many years to come.

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

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

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

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

Sincerely,

Skip Tilton
President

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The SPC Team...

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



Skip Tilton, President

Billie Jo Tilton, Vice President

As co-founders of SPC, Billie Jo and I are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices

possible while improving the quality of your service and equipment, as well as providing ways to increase your equipment reliability and the ability to monitor and track usage variations throughout the year to keep your costs under control.



Jessica Paradis

Accounting Coordinator

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

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

Alex Webster

Operations Manager

My top priority is ensuring that our clients receive the absolute best customer service possible. Whether you have a question about your SPC STARDoc site, an upcoming upgrade or your existing equipment, I am here to answer any questions you may have. I am very excited about the new features that we have on STARDoc. We are now able to offer *at no additional charge to our clients* features that normally cost thousands of dollars.



Pam Weed

Client-Vendor Relations

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

Joel Heffernan

Implementation Specialist

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



Robert Dutil

Director of Information Technology

I work behind the scenes to keep everything running smoothly. I appreciate SPC's honesty, work ethic and loyalty, and it is my goal to make sure SPC has the tools it needs to continue improving their technology to better serve their clients and to be as productive as possible. By doing this, our clientele has the ability to monitor their assets and keep their costs down. I am excited about what the future holds for SPC and our clients.

Equipment Health Status

Total Number of Machines:	55
Total Black Photocopiers	7
Total Color Photocopiers	8
Total Black Network Printers	20
Total Color Network Printers	20
Total Removed from Service:	0
# of Units OFF Warranty:	0
# of Units Approaching End of Warranty:	0
# of Units Overused:	0
# of Units Underused:	0
Commencement Date:	8/2/2017
# of Annual Payments Left on Lease	4
All Warranties and Service Contracts Expire:	6/30/2023
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract	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 Ronald,

On paper, everything looks pretty good. I would definitely continue to pay down your principal on your capital lease.

It is important to not ignore machines that are being overused or underused. We don't see that happening in your school. We will continue to monitor the usage to see if this changes. One of our jobs is help flag these kinds of devices so that you can maximize your capital investment as well as minimize the cost of operation on your service contracts. Please keep an eye on your color usage since your district is definitely higher than other districts.

Also, keep in mind there are some powerful print management software that you may want to consider next time around. (See page #10)

Sincerely,
Skip

Non Contracted Devices

MSAD 37 - Harrington

Make - Model	Serial Number	IP Address	Last Update
HP COLOR LaserJet Pro MFP M177fw	CNG6J5Y11W	fe80::6a14:1ff:fe74:299	2/27/2018 10:33:42 AM
HP 3630 SERIES	CN54O1H0G90658	192.168.1.248	3/21/2018 8:33:18 AM

Machine Count: 2... Our Goal with the next upgrade is to get all non contract devices under a CPC agreement.

**1988 Specialized Purchasing Consultants opens its doors**

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

1999 Improved Annual Reports

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

2001 Solid-Ink Printers and Meter Collection

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

2002 Bond Counsel Review

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

2003 Contracts and Warranties Updated

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

2005 Economic Municipal Relief Fund Established**2006 Data Collection Agent**

- Data Collection Agent Software offered for meter collection convenience

2007 Insurance Fund

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

2012 STARDoc - Print Management Software Developed and Implemented

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

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

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

2015 STARDoc - Mapping Options and Asset Management

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

2018 STARDoc - Improved Pinpointing of Budget and Communications

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



- **Cost Projection by Department or Building** - Who Benefits? Accounts Payable, Business Manager and Superintendent
 - Allows you to formulate next year's budgets as early as December
 - Allows you to see the projected usage bill in advance
 - Tabulate total budgets and total costs district wide
 - Volume or cost pages allow you to pinpoint specific machines on the floor plans
 - Timeline - allowing you to go back to see how your budget compares to previous years
- **Map your devices on Floorplans** - Who Benefits? Business Manager, IT
 - Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
 - Device information tab will allow you to easily access the web interface of the printer/copier
 - Non-Reporting device listing for devices that haven't reported for more than 2 weeks
 - Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TV's)
- **Floor Plans Admin** - Who Benefits? Business Manager and IT
 - Allows IT and Business Manager to move devices around on Floor Plan
 - Paper trail of device locations after summer break
 - Will show Previous Devices, Present Equipment and Proposed Equipment

- **Contacts Page** - Who Benefits? Business Manager and IT
 - Control Access and Permissions to Star Doc
 - Toggle Email all (Toner, Service Monthly Audits)
- **Device Listing Page** - Who Benefits? Business Manager and IT
 - Centralized location for detailed information of District's assets
 - Exportable device listing to Excel or PDF
 - Tracks additional non-contract devices
 - IP Addresses and MAC addresses automatically imported
 - Strikethrough on machines that have been removed
- **Monthly Audits** - Who Benefits? Business Manager and Superintendent
 - Monthly Cost Snapshot
 - Shows amount of devices not reporting to help improve accuracy of projections
- **Timeline:** Who Benefits? Business Manager
 - Track historical volume and cost per building
- **"Last Sync Date"** Who Benefits? IT Manager
 - Shows the last time that FMAudit synced for that client

New Features

Industry Wide

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


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

STARDoc

NEW! Over Budget Report feature

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

Over Budget



Room:

Room 201 Principal's Office

Make & Model:

Canon IRC5051

Serial Number:

GQM65369

IP Address:

172.16.10.145

Projected Amount Over Budget:

\$1,902

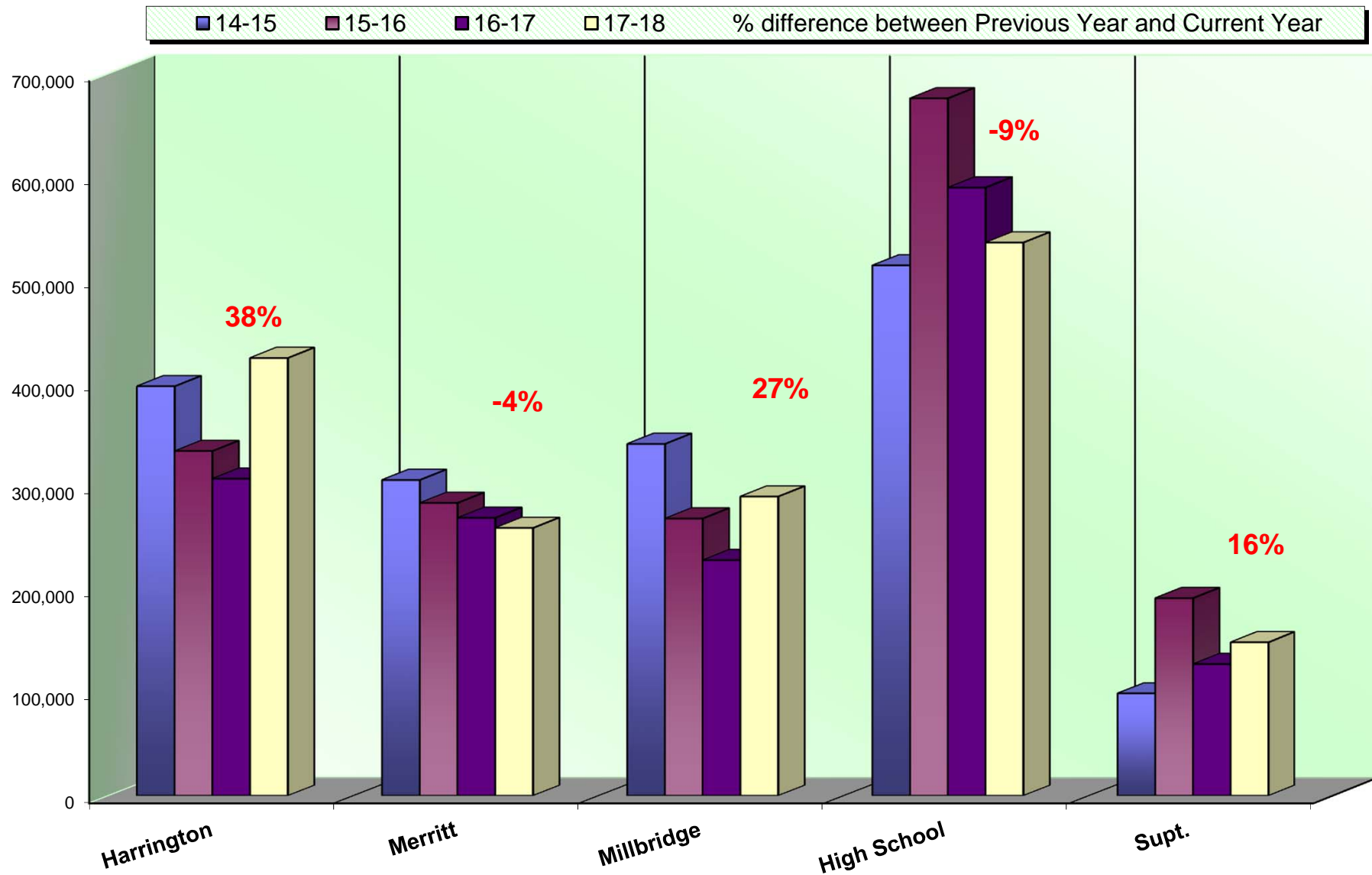
Previous

Next

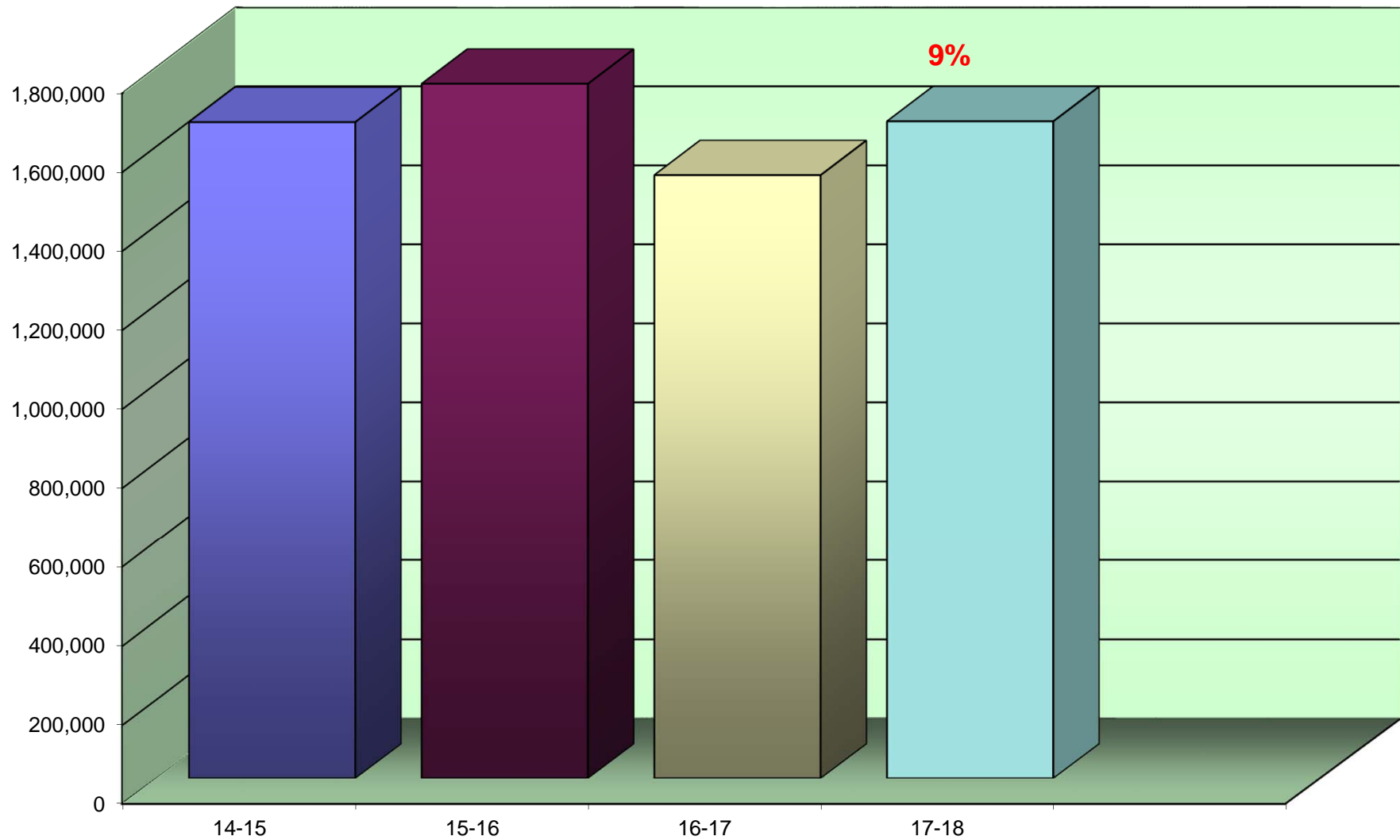
Request Service History

Close

Annual Black Volume by Building



Annual Black Volume Overall



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

Average Student to Copy Usage – Black Only

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

<i>Building</i>	<i>Student Projected Population</i>	<i>Annual Volume</i>	<i>Total School Cost*</i>	<i>Average Copies Per Student Per</i>	<i>Average Cost Student</i>
Daniel W Merritt School	104	258,502	\$7,880.25	2,486	\$75.77
Harrington Elementary	158	374,370	\$11,051.41	2,369	\$69.95
Millbridge Elementary	131	253,892	\$7,659.59	0	\$0.00
Narraguagus High	280	530,066	\$16,102.86	0	\$0.00
SAD 37 District Office	0	141,583	\$4,633.40	0	\$0.00
TOTALS & AVERAGES	673	1,558,413	\$47,327.52	2,316	\$70.32

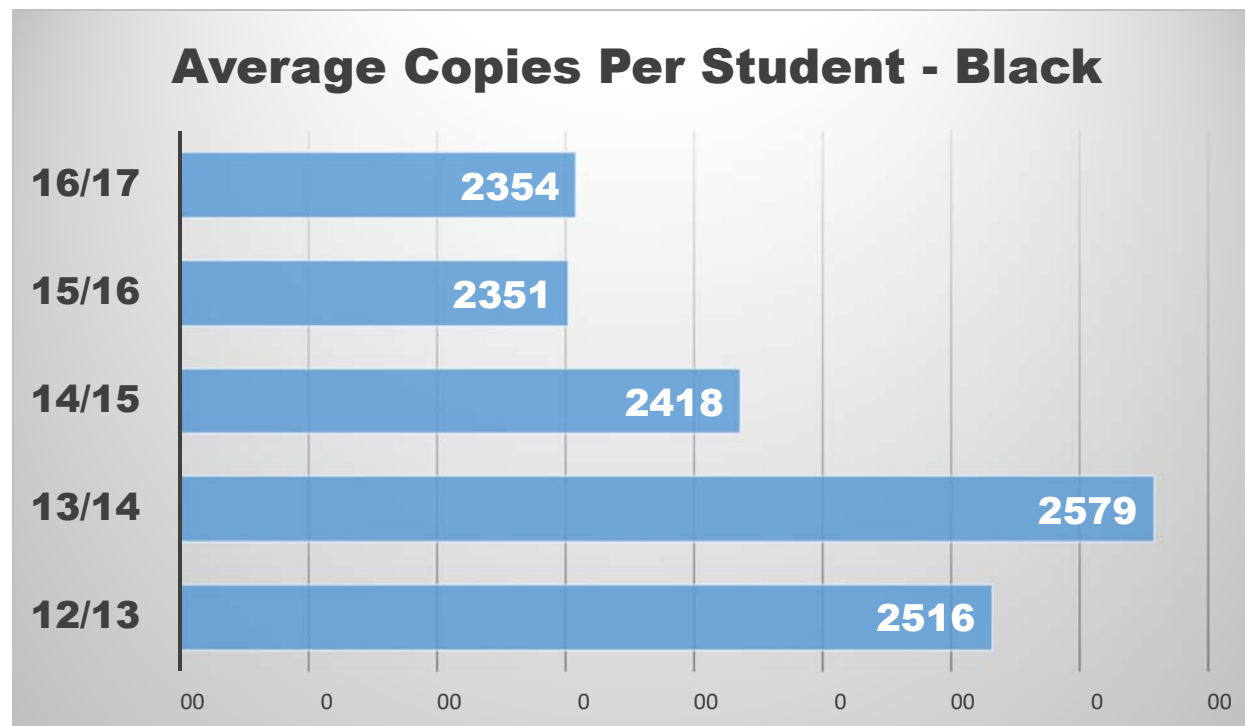
**Total School Cost refers to the cost of Service, Supplies, Paper and Equipment. See Projected Equipment Costs by Building table later in this Report.*

Cost Comparison – Black Only

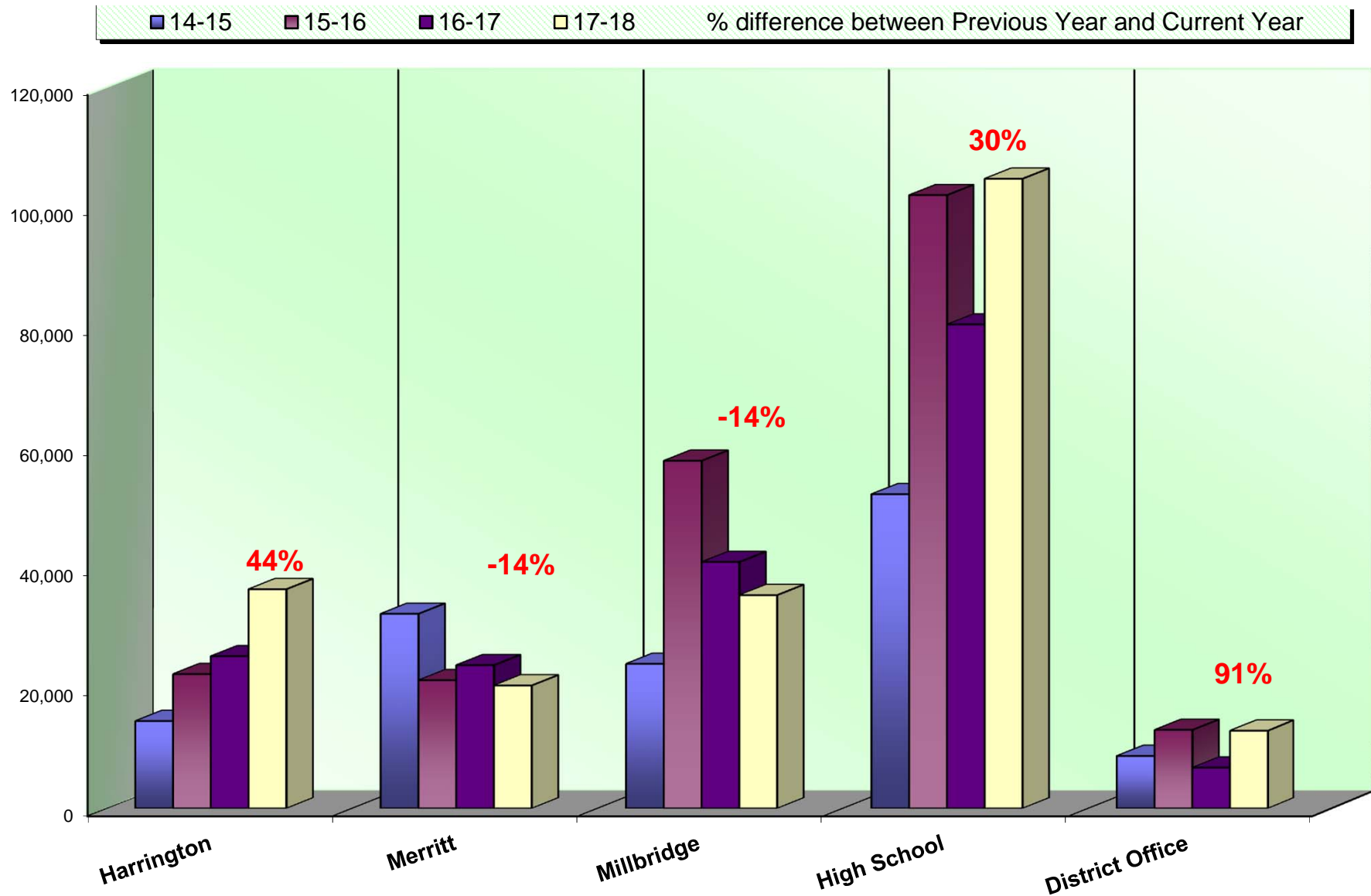
This is an SPC Comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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	88,906	209,301,843	\$4,194,294.05	2,354	\$47.17

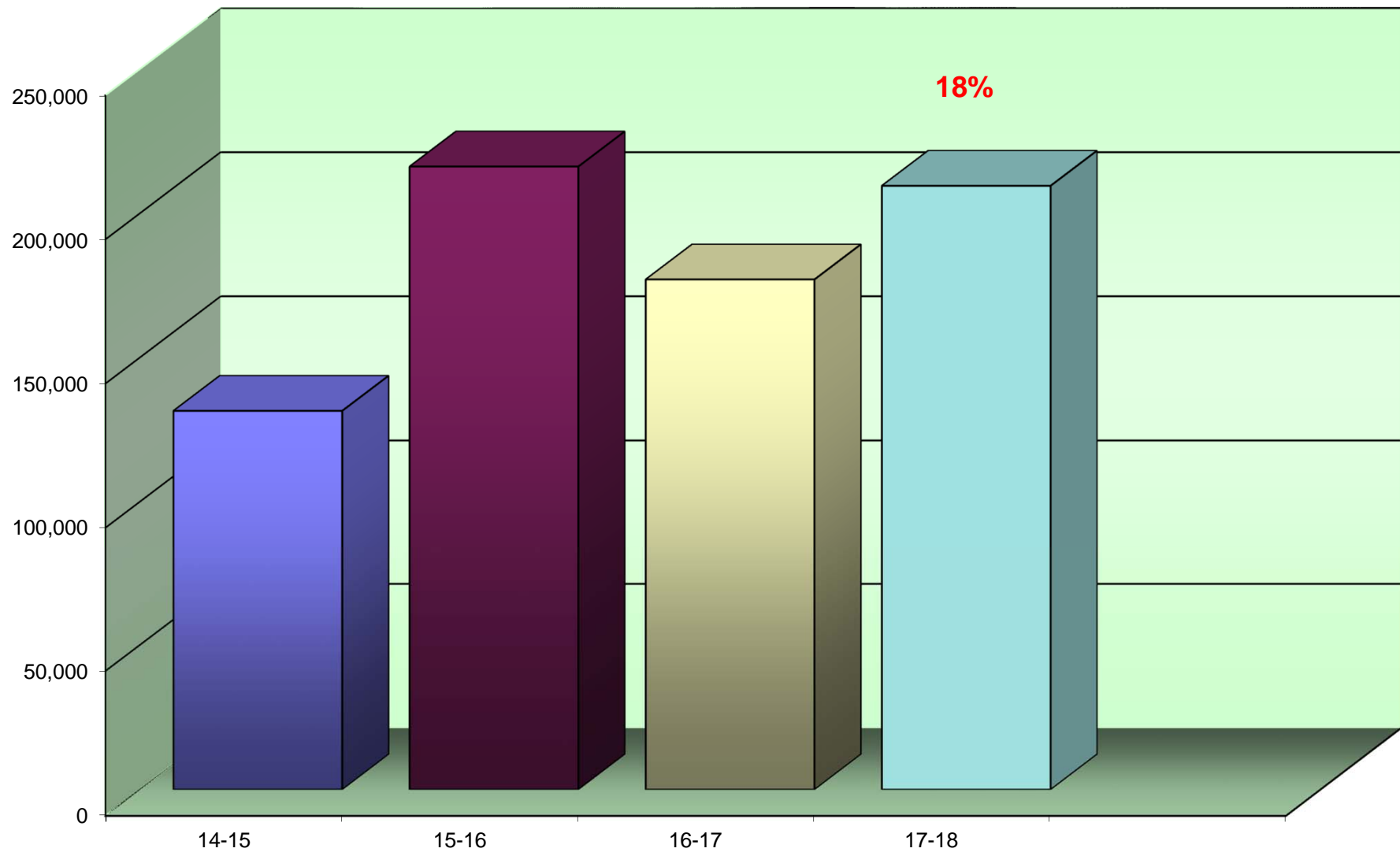
* Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment



Annual Color Volume by Building



Annual Color Volume Overall



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

Average Student to Copy Usage – Color Only

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 Projected		Total School Cost*	Average Copies Per Student Per	Average Cost Student
	Population	Annual Volume			
Daniel W Merritt School	104	20,159	\$1,503.12	194	\$14.45
Harrington Elementary	158	20,171	\$1,121.62	128	\$7.10
Millbridge Elementary	131	32,960	\$1,730.14	0	\$0.00
Narraguagus High	280	102,925	\$5,468.38	0	\$0.00
SAD 37 District Office	0	10,213	\$490.42	0	\$0.00
TOTALS & AVERAGES	673	186,428	\$10,313.68	277	\$15.32

*Total School Cost refers to the cost of Service and Supplies. Paper and Equipment Costs are only calculated with the Black Prints. See Projected Equipment Costs by Building table later in this Report. **NOTE: New STARDoc tool will flag the High Color Usage. See Page #10 under New STARDoc features. Industry ratios are 185 color prints per student per year. Please contact our SPC technical team to provide training to your staff. Your color usage is High compared to other districts and you could definitely benefit from our new High Usage Stardoc feature!**

District Wide Black Totals 1,642,739 \$ 8,032.37

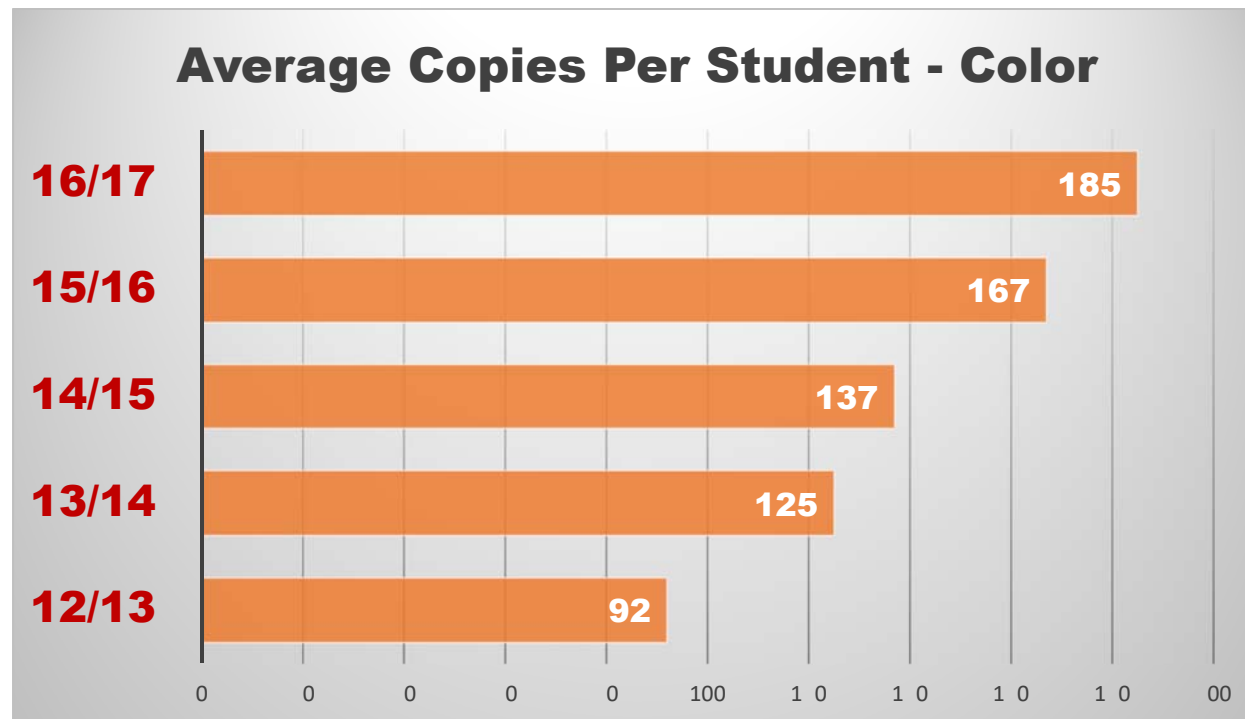
District Wide Color Totals 209,551 \$11,193.57

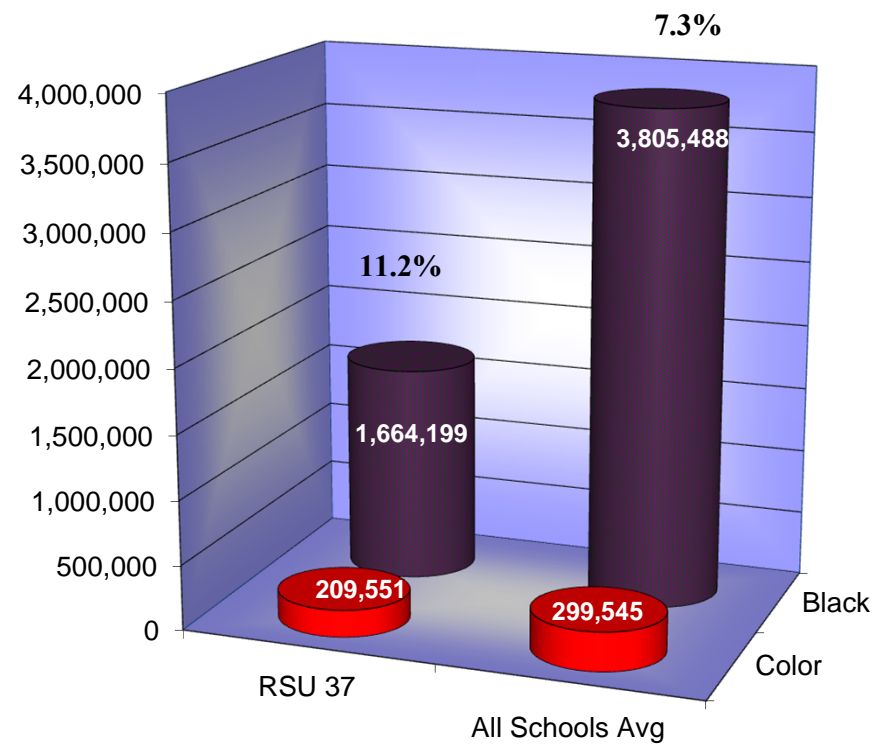
Cost Comparison – Color Only

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</i>	<i>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	88,906	16,474,996	\$820,060.24	185	\$9.22

* Total District Cost refers to the cost of Service and Supplies only; paper and equipment costs are calculated into the Black Comparison chart.



Color to Total Volume Percentage

Usage Profile for Service & Supplies - Black

The table below shows an overview of the actual black volumes in each building before and after your equipment upgrade.

	<i>Volume Prior To Upgrade</i>	<i>Cost Prior to Upgrade</i>	<i>Volume After Upgrade</i>	<i>Cost After Upgrade</i>	<i>Total Volume</i>	<i>Total Costs</i>
Daniel W Merritt School	2,373	\$10.09	258,502	\$1,294.43	260,875	\$1,304.52
Harrington Elementary	29,251	\$122.05	374,370	\$1,523.48	403,621	\$1,645.53
Millbridge Elementary	37,339	\$178.17	253,892	\$1,193.32	291,231	\$1,371.49
Narraguagus High	6,484	\$32.84	530,066	\$2,599.88	536,550	\$2,632.72
SAD 37 District Office	8,879	\$60.28	141,583	\$1,017.83	150,462	\$1,078.11
TOTALS	84,326	\$403.43	1,558,413	\$7,628.94	1,642,739	\$8,032.37

Usage Profile for Service & Supplies - Color

The table below shows an overview of the actual color volumes in each building before and after your equipment upgrade.

	<i>Volume Prior To Upgrade</i>	<i>Cost Prior to To Upgrade</i>	<i>Volume After Upgrade</i>	<i>Cost After Upgrade</i>	<i>Total Volume</i>	<i>Total Costs</i>
Daniel W Merritt School	185	\$9.69	20,159	\$1,462.24	20,344	\$1,471.93
Harrington Elementary	16,129	\$767.23	20,171	\$1,091.12	36,300	\$1,858.35
Millbridge Elementary	2,360	\$139.25	32,960	\$1,683.11	35,320	\$1,822.36
Narraguagus High	1,802	\$100.71	102,925	\$5,319.71	104,727	\$5,420.42
SAD 37 District Office	2,647	\$143.43	10,213	\$477.08	12,860	\$620.51
TOTALS	23,123	\$1,160.31	186,428	\$10,033.26	209,551	\$11,193.57

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 3/26/2003** with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2017-18 fiscal year black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	PriorCPC	Average Annual Cost
1,642,739	\$0.01108	\$18,201.55

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,642,739	\$0.00489	\$8,032.99	\$10,168.56	\$50,842.80

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$10,168.56 x 15 years as a Client

=\$152,528.40 Cost Savings!

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

Projected Equipment Costs by Building - Black

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

<i>Building</i>	<i>Projected Black Volume</i>	<i>Projected Black Cost</i>	<i>Approx. Paper Cost</i>	<i>Average Annual Equipment Cost</i>	<i>Total Projected Black Usage Cost</i>
Daniel W Merritt School	258,502	\$1,331.01	\$1,282.69	\$5,266.55	\$7,880.25
Harrington Elementary	374,370	\$1,566.63	\$1,857.62	\$7,627.16	\$11,051.41
Millbridge Elementary	253,892	\$1,227.15	\$1,259.81	\$5,172.63	\$7,659.59
Narraguagus High	530,066	\$2,673.46	\$2,630.19	\$10,799.21	\$16,102.86
SAD 37 District Office	141,583	\$1,046.35	\$702.53	\$2,884.52	\$4,633.40
TOTALS	1,558,413	\$7,844.60	\$7,732.85	\$31,750.06	\$47,327.52

Projected Equipment Costs by Building - Color

This table represents projected expenses for COLOR prints or copies by building based on projections from your recent upgrade. 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.

<i>Building</i>	<i>Projected Color Volume</i>	<i>Total Projected Color Usage Cost</i>
Daniel W Merritt School	20,159	\$1,503.12
Harrington Elementary	20,171	\$1,121.62
Millbridge Elementary	32,960	\$1,730.14
Narraguagus High	102,925	\$5,468.38
SAD 37 District Office	10,213	\$490.42
TOTALS	186,428	\$10,313.68

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 Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. Current year's increase is 2.8%.

<i>Vendor</i>	<i>Equipment Type</i>	<i>Actual 201 Volume</i>	<i>7-18 Cost / Copy</i>	<i>Total Costs</i>	<i>Projected Volume</i>	<i>2018-19 Cost / Copy</i>	<i>Projected Cost</i>
A-Copi	Black Network Printer	105,875	\$0.01164	\$1,232.67	105,875	\$0.01197	\$1,266.82
A-Copi	Black Photocopier	844,739	\$0.00352	\$2,977.70	844,739	\$0.00363	\$3,062.77
A-Copi	Color Laser MFP	6,294	\$0.02500	\$157.36	6,294	\$0.02570	\$161.76
A-Copi	Color Network Printer	61,638	\$0.01875	\$1,155.73	61,638	\$0.01928	\$1,188.38
A-Copi	Color Photocopier	539,867	\$0.00390	\$2,105.48	539,867	\$0.00401	\$2,164.87
Axis Business Solutions	Black Network Printer	9,969	\$0.00905	\$90.21	0	\$0.00000	\$0.00
Axis Business Solutions	Color Laser MFP	751	\$0.00905	\$6.80	0	\$0.00000	\$0.00
Axis Business Solutions	Color Network Printer	1,947	\$0.00905	\$17.63	0	\$0.00000	\$0.00
Xerox	Black Photocopier	40,509	\$0.00403	\$163.25	0	\$0.00000	\$0.00
Xerox	Color Photocopier	31,150	\$0.00403	\$125.54	0	\$0.00000	\$0.00
TOTALS		1,642,739	\$0.00489	\$8,032.37	1,558,413	\$0.00503	\$7,844.60

Service & Supply Usage Profile by Vendor - Color

This table represents actual expenses for COLOR prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. Current year's increase is 2.8%.

<i>Vendor</i>	<i>Equipment Type</i>	<i>Actual 2017-18</i>	<i>Actual 2017-18</i>	<i>Actual 2017-18</i>	<i>Projected 2018-19</i>	<i>Projected 2018-19</i>	<i>Projected 2018-19</i>
		<i>Volume</i>	<i>Cost / Copy</i>	<i>Total Cost</i>	<i>Volume</i>	<i>Cost / Copy</i>	<i>Cost</i>
A-Copi	Color Laser MFP	3,526	\$0.13750	\$484.82	3,526	\$0.141350	\$498.40
A-Copi	Color Network Printer	42,956	\$0.08125	\$3,490.18	42,956	\$0.083520	\$3,587.69
A-Copi	Color Photocopier	139,946	\$0.04329	\$6,058.26	139,946	\$0.044500	\$6,227.60
Axis Business Solutions	Color Laser MFP	28	\$0.10357	\$2.90	0	\$0.000000	\$0.00
Axis Business Solutions	Color Network Printer	415	\$0.10340	\$42.91	0	\$0.000000	\$0.00
Xerox	Color Photocopier	22,680	\$0.04914	\$1,114.50	0	\$0.000000	\$0.00
TOTALS		209,551	\$0.053417	\$11,193.57	186,428	\$0.055323	\$10,313.69

Reprographic Equipment Assessment

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

Total Number of Units	55
Total Number of Units on Lease	39
Total Number of Units Owned	16
Lease Company	Norway Savings Bank
Lease Start Date	8/2/2017
Lease End Date	8/1/2022
Term	5 Annual
Annual Payment usually due on 8/1	\$31,750.06
Remaining Payments	4

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

Leased Equipment

Building	Make/Model	Serial Number
Daniel W. Merritt School	Toshiba e-Studio 5506AC	CHEG18406
Daniel W. Merritt School	Kyocera P6130cdn	V5Q7504851
Daniel W. Merritt School	Toshiba e-Studio 7508A	CIAG16126
Daniel W. Merritt School	Kyocera P3045DN	VM37402977
Daniel W. Merritt School	Lexmark X746de	75263694G2M1C
Daniel W. Merritt School	Kyocera P6130cdn	V5Q7504855
Harrington Elementary School	Kyocera P6130cdn	V5Q7504853
Harrington Elementary School	Toshiba e-Studio 7508A	CIAG16132
Harrington Elementary School	Kyocera P6130cdn	V5Q7504848
Harrington Elementary School	Kyocera P6130cdn	V5Q7504849
Harrington Elementary School	Toshiba e-Studio 5506AC	CHEG18392
Harrington Elementary School	Kyocera P6130cdn	V5Q7504857
Milbridge Elementary School	Toshiba e-Studio 5506AC	CHEG18395
Milbridge Elementary School	Kyocera P6130cdn	V5Q6Y04754
Milbridge Elementary School	Toshiba e-Studio 7508A	CIAG16133
Milbridge Elementary School	Kyocera P6130cdn	V5Q6Y04751
Milbridge Elementary School	Kyocera P6130cdn	V5Q6Y04748
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04753
Narraguagus High School	Kyocera P6130cdn	V5Q7504852
Narraguagus High School	Toshiba e-Studio 5508A	CIEG19080
Narraguagus High School	Toshiba e-Studio 7508A	CIAG16128
Narraguagus High School	Lexmark X746de	75263094G2GX3
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04744
Narraguagus High School	Toshiba e-Studio 3005ac	CFEG63806
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04749
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04747

Building	Make/Model	Serial Number
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04755
Narraguagus High School	Toshiba e-Studio 5506AC	CHBG15980
Narraguagus High School	Toshiba e-Studio 5508A	CIEG19112
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04757
Narraguagus High School	Kyocera P6130cdn	V5Q6Y04719
Narraguagus High School	Kyocera P6130cdn	V5Q7504854
SAD 37 District Office	Kyocera P6130cdn	V5Q6Y04745
SAD 37 District Office	HP Laser Jet 600 M605	CNDCK3V11L
SAD 37 District Office	Kyocera P6130cdn	V5Q6Y04752
SAD 37 District Office	Toshiba e-Studio 5506AC	CHEG18396
SAD 37 District Office	Kyocera P3045DN	VM37402984
SAD 37 District Office	HP Laser Jet 600 M605	CNDCK3V11D
SAD 37 District Office	Toshiba e-Studio 4508A	CGKF46345

Owned Equipment

Building	Make/Model	Serial Number
Daniel W. Merritt School	HP Laser Jet Pro M401dn	PHGFD02602
Daniel W. Merritt School	HP Laser Jet Pro M401dne	JPGFH01847
Harrington Elementary School	HP Laser Jet Pro M401dn	JPGFH02540
Harrington Elementary School	HP Laser Jet Pro M401dn	PHGFB06358
Milbridge Elementary School	HP Laser Jet Pro M401dne	PHGFD06074
Milbridge Elementary School	HP Laser Jet Pro M401dne	PHGFD01787
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFC17703
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFB06227
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFD03438
Narraguagus High School	HP Laser Jet Pro M401dn	VNG4823612
Narraguagus High School	HP Laser Jet 400 M401n	VNB3S13913
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFC19066
Narraguagus High School	HP Laser Jet Pro M401dn	VNG4J04318
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFF09332
Narraguagus High School	HP Laser Jet Pro M401dn	PHGFB08012
SAD 37 District Office	HP Laser Jet Pro M401dn	PHGFF01460



Service and Supply Contract - Client

Specialized Purchasing Consultants ("SPC") hereby contracts with _____ ("Client") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") using the Contracted Vendor shown below at a cost per print shown on said Schedule A, commencing on _____ and terminating on June 30, _____. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall invoice Client one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client staff during the month of June. A final Reconciliation spreadsheet and invoice will then be completed and sent to client. Upon payment of each billing invoice during the year, SPC will reimburse Contracted Vendor appropriately. Client is responsible for making payment in full within 30 days of said invoicing to avoid suspension of supplies by Contracted Vendor.

On July 1 of each calendar year during the afore-mentioned term, SPC shall credit Client any unused prepaid pages to Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period. If more pages were consumed than billed in the combined semi-annual billing, an overage invoice will be generated. Following semi-annual billing will be based on previous year volume.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Service and Supply Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be paid to Client. Client must return any unused consumables to Contracted Vendor.

**AGREED AND ACCEPTED BY:
Specialized Purchasing Consultants**

By: Skip Tilton

Title: President/Owner

Date: _____

Signature: _____

**AGREED AND ACCEPTED BY:
Client**

By: _____

Title: _____

Date: _____

Signature: _____

Named Contracted Vendor: *Vendor*

Warranty

Vendor ("Contracted Vendor") hereby warrants to _____ ("Client") that, if any such Equipment described on Schedule B attached hereto malfunctions through no fault of Client during the term commencing on _____ and terminating on June 30, _____, and such Equipment cannot be repaired promptly, Contracted Vendor, *through Specialized Purchasing Consultants*, will replace such Equipment with equipment which is equal to or superior in quality and capabilities to the Equipment being replaced, at no cost to Client. Refer to Schedule B for Additional Provisions to this Warranty.

The only exclusions to this Warranty are as follows:

1. This Warranty will expire for an item of Equipment when the Warranty Life of such item of Equipment in number of copies, as shown on Schedule B attached hereto, is exceeded;
2. This Warranty will expire for an item of Equipment at the date which is ten years after such Equipment was first offered for sale or lease by the manufacturer as shown on Schedule B attached hereto.

AGREED AND ACCEPTED BY:
Vendor

By: _____

Title: _____

Date: _____

Signature: _____

AGREED AND ACCEPTED BY:
Client

By: _____

Title: _____

Date: _____

Signature: _____

StarDoc User Names

Name	User Name
Betty Thompson	ethompson@msad37.org
Dawn Fickett	dfickett@msad37.org
Dawn Stubb	dstubbs@msad37.org
Deborah Cunningham	dcunningham@msad37.org
Lorna Greene	lgreene@msad37.org
Lucille Willey	lwilley
Maria White	mwhite@msad37.org
Nancy Bailey	nbailey@msad37.org
Ron Smith	rsmith@msad37.org
Ronald Ramsay	rramsay@msad37.org
Roxanne Strout	rstrout@msad37.org
Susan Meserve	smeserve@msad37.org

*If you need to verify your password or if you need to add users, please contact Alex Webster at awebster@spccopypro.com



Benefits of partnering with SPC

Top Benefits to **our CLIENTS**:

1. Cooperative Buying

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

- SP'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 clients with over ,100 devices doing more than million copies and prints per year. Annually, we purchase approximately 1,100 units running over 0 million prints
- We will ***save you time*** by preparing your bid, negotiating with vendors manufacturers, presenting a total bid analysis and managing the implementation.
- We will ***save you frustration***. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

- aps all devices and sets up Interactive ive loor Plans of all printing devices, showing you a efore and After pgrade look provides a visual for all decision makers over the next five years.
- S A oc studies your printing habits and is able to predict your year end cost months in advance, before you receive your year end reconciliation invoice.
- Sets up your next year's budget at the click of a mouse.

3. Simplified Billing Program

- emoves the confusion out of billing.
- liminates variety of invoices from multiple vendors that come annually and or uarterly.
- With SP's Simplified illing Program, WO invoices are sent each year from O billing source.
- econciles all of your devices at the end of the year ou pay only for what you use no minimums.

4. Five-Year Equipment Replacement Schedule

- SP's staff surveys key locations that determine life of existing e uipment.
- Specs out new e uipment needed oes not allow vendors to undersize during the bidding process.
- anages the entire bid process down to the install.

5. Annual Report

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

6. Vendor Neutral

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

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

Based on current actual volumes and CPCs, SPC has generated

Annual Savings of more than \$2.5 million for all of our clients.

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



SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you Annually, we purchase approximately 1,100 units running over 10 million prints
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- Additional contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

- Digital Needs Analysisatching up the machine to installation site.
- Schedule and coordinate vendor meeting with client.
- Cover the cost of SPC surge protectors, electrical wiring, computer interface and any unexpected cost
- Manage installation.
- Audit installation.
- Capture final meter reads for old contracts.
- Lose books on old devices contracts.

Vendor Ongoing Support

- Early 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.
- S A oc System for Tracking And Reporting Documents manages the budget.
- Annual reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

Why do some vendors hesitate to bid?

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

SPC manages over 4,100 pieces of equipment;
Our relationship with our vendors has never been stronger!