



*Specialized Purchasing Consultants*

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Gorham, NH 03581

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

# **2012-13 Annual Report**

## **Year - End Photocopier Analysis**

**With projected costs for 2013-14**

Dawna Duhamel  
NHSAU 25 Bedford  
103 County Road  
Bedford, NH 03110



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

November 2013

Skip Tilton  
President

Corporate Office:  
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Dawna Duhamel  
NHSAU 25 Bedford  
103 County Road  
Bedford, NH 03110

Dear Dawna:

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

Once again the staff at SPC extends their appreciation to you for allowing us to provide beneficial services to you and your organization for the past *4 years*. We are thrilled with all that we have been able to accomplish on behalf of our clients for the past *25 years*, and we are even more excited about all that we are doing on your behalf in the upcoming year.

Our staff continues to look for new ways to improve our services. This year, we are establishing several money- and time-saving programs you will no doubt appreciate. First, we are now offering **SPC Star Doc**. Utilizing the latest technology, SPC has created, developed, and implemented this one-of-its kind program designed to put you in charge of your own budget by giving you predictive tools to determine your individual and building reprographic equipment usage in advance. Second, we now have a **Simplified Billing Program** that reduces paperwork and invoices and minimizes the impact of meter collection on your staff. Finally, we have **redesigned our website** to readily highlight the benefits and services provided by SPC.

This year's Annual Report provides you with an overview of your equipment usage and status for the past fiscal year. Recommendations are provided to address potential problem areas to avoid needless down time and improve equipment reliability for the years to come.

Thank you again for allowing SPC the opportunity to be of service. 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 over 87 clients (3,800+ machines with 1.6 billion prints over five years). Together, we have realized the lowest prices possible while improving the quality of your service and equipment.



**Paul Garozzo**

*General Manager*

As General Manager my goal is ensure our clients are pleased with our services and also provide solutions that are efficient, productive and reduce cost. With my 23 years in the copier industry, I will use my experiences to achieve this

goal. In addition, I will be utilizing our new SPC STAR Doc system to further enhance SPC services. Clients will now have the benefit of visually seeing where all their devices are located and project future expenses. I could not be more excited to join the SPC team.

**Glen Fortier**

*Auditor, Electronic Specialist & Equipment Implementation*

With 24 years of experience in the electrical field, I look forward to continually meeting and helping all of you with your reprographic needs. It is my sincere commitment to ensure all machine changes are as smooth as possible.



**Sue Penney**

*Administration & Finance Manager*

SPC is committed to providing cost-effective and reliable reprographics platforms to our community of clients. My 20+ years of experience in corporate management will be key in strengthening the relationships between SPC's clients

and vendors. I will be focused on responding to your inquiries with the goal of solving any issues that may arise in a timely and efficient manner. Providing quality customer service is my top priority.

**Alex Webster**

*Director of Customer Relations*

It is a great pleasure for me to join the SPC team. One of my responsibilities involves creating detailed maps of your copiers and printers and will be assisting the team in monitoring all of your equipment. My background as a Network Technician and my experience in Customer Service will allow me to give our clients the level of service that they have come to expect from SPC. It is my personal goal to aid in fulfilling each and every promise made to our valued clients.



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



**Robert B. Dutil**

*Director of Information Technology*

I have been working with SPC since February 2000. SPC's honesty, work ethics and loyalty have made my experience with the company a pleasurable journey. SPC is constantly trying to improve their technology to better serve their clients. My goal has been to give our clients and associates the best tools available to allow them to be more productive. 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.

**Rachel Guay**

*Accounting Coordinator*

I am responsible for the majority of the accounting communications between SPC and its vendors and clients. I will rely upon my years of experience and my strong attention to detail to ensure our clients' needs are well served. It is my goal to work accurately and efficiently and to uphold the high standards of customer satisfaction that SPC has provided to their customers. I look forward to establishing a strong working relationship with each and every one of you.



**Pam Weed**

*Client-Vendor Relations*

SPC's clients are my Number One priority. When you have a question, concern, need, or problem related to equipment, service or billing, I am available to assist you in getting it resolved promptly. I am pleased to be able to act as liaison between our clients and vendors to ensure smooth transitions or quick resolutions.

**Joel Heffernan**

*Field Representative – Client Relations*

As Field Representative for SPC, I reach out to the customer to offer help as needed in and during the installation of equipment change over and in assisting in each event. Also, I bring to this company over forty years in the Copier/Printer industry. It is my goal to assure our clients a pleasant experience in using SPC's services.



**Charles Baca**

*Operational Support*

I feel privileged to join SPC and honored that I am able to work with such an amazing team. I'm here to help make sure that the SPC headquarters runs as smoothly as possible. That includes technical issues and networking matters. I also make sure that all of our clients' data are up to date and as accurate as possible. I love working at SPC because it's a challenging work environment committed to their clients.

*Equipment Health Status*

Total Number of Machines:	44
Total Black Photocopiers	35
Total Color Photocopiers (including MFP)	7
Total Low Cost of Operation Black Network Printers	0
Total Low Cost of Operation Color Network Printers	0
Total High-Speed Duplicators	0
Total Low-End Network Printers	0
Total Removed from Service:	2
# of Units OFF Warranty:	0
# of Units Approaching End of Warranty:	44
# of Units Overused:	4
# of Units Underused:	0
# of Units Connected to Network with Print and/or Scan	41
Commencement Date:	9/1/2009
# of Annual Payments Left on Lease	0
All Warranties and Service Contracts Expire:	6/30/2014
Print Management Software Loaded Need to Load FM Audit	No
LENP Contract Signed	No

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

Dear Dawna,

As you know we have already gone through the bid process and have flagged problem locations as well as potential cost savings by looking at the entire fleet of printing devices. Allot of your printing is being done on your printers which are very expensive to operate. Potential savings have been flagged on page 31.

Cost savings is not everything. As you know your volume on certain KEY LOCATIONS has also increased dramatically over the last four years. This may have affected the reliability of your current fleet at those locations that have the oldest machines. (See pages 23 & 28)

So you have a need to decentralize some of your highest volume sites. An Upgrade will obviously address these concerns.

Skip

## ***Aging Equipment Summary***

The following equipment is seven or more years from the date they were first offered for sale by the manufacturer. This is a major factor because availability of parts, cost of operation and warranties all become diminished at 10 years from the date of Intro. Usage, age, and service history need to be considered to see if they are due for replacement soon.

<b>Building</b>	<b>Department</b>	<b>Make/Model</b>	<b>Serial #</b>	<b>Vendor ID</b>	<b>Intro Date</b>
Bedford High	Athletic Administration	Toshiba E-452	CIE730204	8901 9574	01/2006
Bedford High	Library	Toshiba E-452	CID729581	8901 9571	01/2006
McKelvie Intermediate	Guidance Office	Konica Minolta BH920	57GE02940	GA5GG	09/2005
Memorial School	Staff Lounge	Konica Minolta BH920	57GE02943	GAAKC	09/2005
Peter Woodbury School	Library	Oce fx3000	9060731	GA5VD	09/2006
Peter Woodbury School	Maintenance Office	Oce fx3000	9060022	GA5VK	09/2006
Peter Woodbury School	Teachers' Room	Konica Minolta BH920	57GE20930		09/2005
Peter Woodbury School	Teachers' Room	Oce im9220	57HE00840	GA5WK	11/2005
Riddle Brook Elementary	Library	Oce fx3000	9060517	GA5Y4	09/2006
Ross A. Lurgio Middle	7 South Hall Red Pod	Konica Minolta BH920	57GE02925	8802 4023	09/2005
Ross A. Lurgio Middle	Guidance Office	Konica Minolta BH420	42GE06376	8700 4866	03/2006
Ross A. Lurgio Middle	Media Center	Konica Minolta BH920	57GE03001	8802 4024	09/2005
SAU #25	East Hallway	Toshiba E-350	CPE420401	8901 9580	01/2004



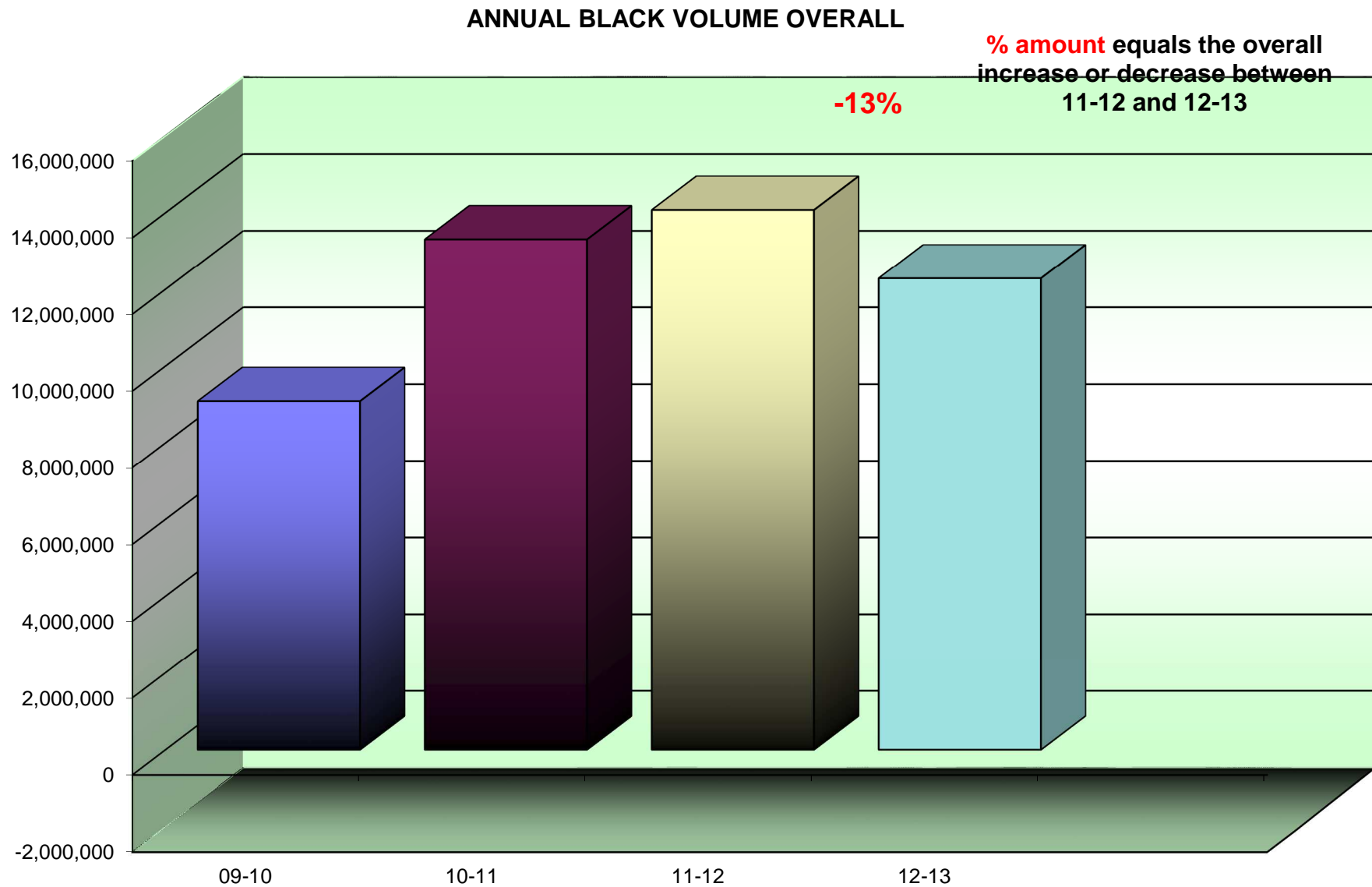
## ***Expiring or Expired Xerox Service Contracts***

The following Xerox solid-ink printers and/or multi-function units are under a pre-paid Service Contract that either has expired or will be expiring soon. Replacing these printers or purchasing a new service contract should be discussed.

<b>Building</b>	<b>Department</b>	<b>Make/Model</b>	<b>Serial #</b>	<b>Service Contract Expiration Date</b>
Bedford High School	Main Office	Xerox 8860MFP	HBB402364	12/03/2014
McKelvie Intermediate	Library	Xerox 8860MFP	HBB402361	12/03/2014
Memorial School	Principal's Office	Xerox 8860MFP	HBB402359	12/03/2014
Peter Woodbury School	Main Office	Xerox 8860MFP	HBB402357	12/03/2014
Riddle Brook School	Copy Room 1st Floor Rm 161	Xerox 8860MFP	HBB402332	12/03/2014
Ross A. Lurgio Middle	Conference Room	Xerox 8860MFP	HBB402363	12/03/2014
SAU #25	Work Room	Xerox 8860MFP	HBB402345	12/03/2014

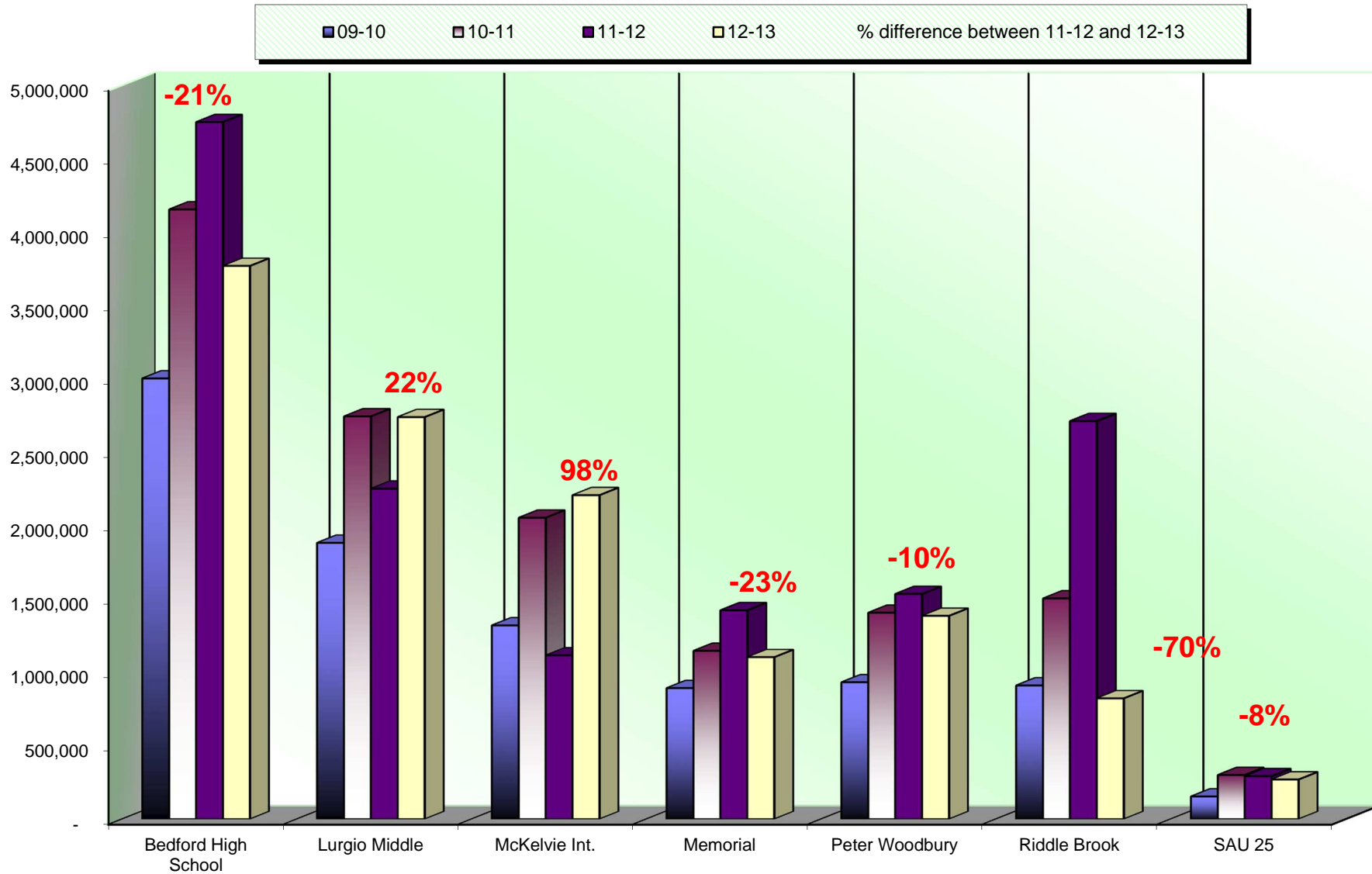


## Overall Four-Year Trend – Black Usage



# *By Building Four-Year Trend – Black Usage*

## ANNUAL BLACK VOLUME BY BUILDING



## *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 Name</i>	<i>Student Population</i>	<i>Annual Volume</i>	<i>Total School Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
Bedford High School	1336	3,766,467	\$50,334.35	2,819	\$37.68
McKelvie Intermediate	768	2,203,741	\$29,361.88	2,869	\$38.23
Memorial School NH25	390	1,100,786	\$14,670.09	2,823	\$37.62
Peter Woodbury School	518	1,386,600	\$18,468.41	2,677	\$35.65
Riddle Brook School	548	820,662	\$10,931.04	1,498	\$19.95
Ross A. Lurgio Middle	766	2,738,698	\$36,476.21	3,575	\$47.62
SAU #25	0	268,578	\$3,599.02	0	\$0.00
<b>Totals</b>	<b>4,326</b>	<b>12,285,532</b>	<b>\$163,841.00</b>	<b>2,840</b>	<b>\$37.87</b>

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

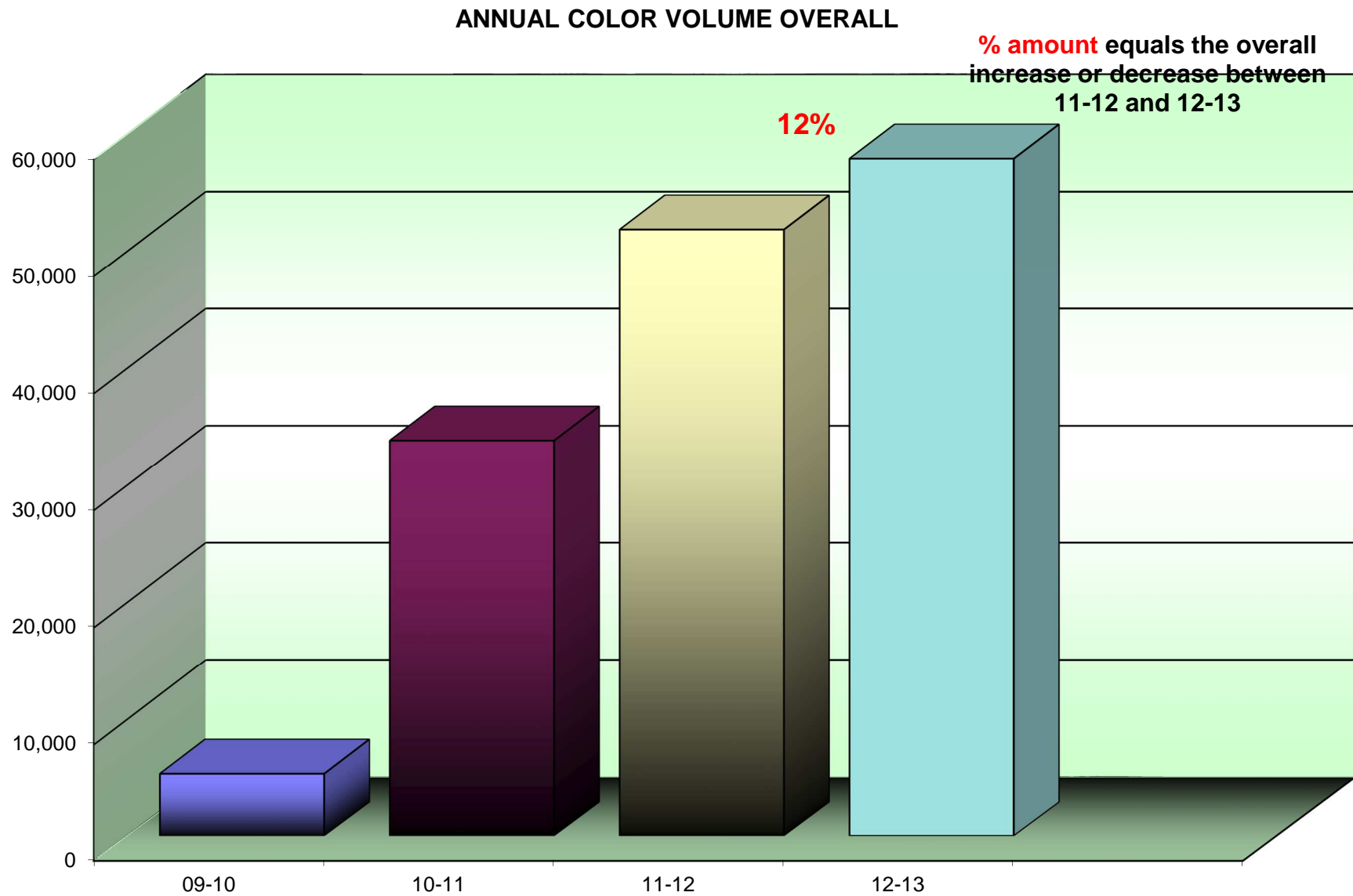
## *Cost Comparison Black Only*

This is an SPC Comparison contrasting your district with 67 client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
<b>All Schools w/student populations</b>	<b>124,080</b>	<b>299,577,130</b>	<b>\$5,426,271.25</b>	<b>2,414</b>	<b>\$43.73</b>

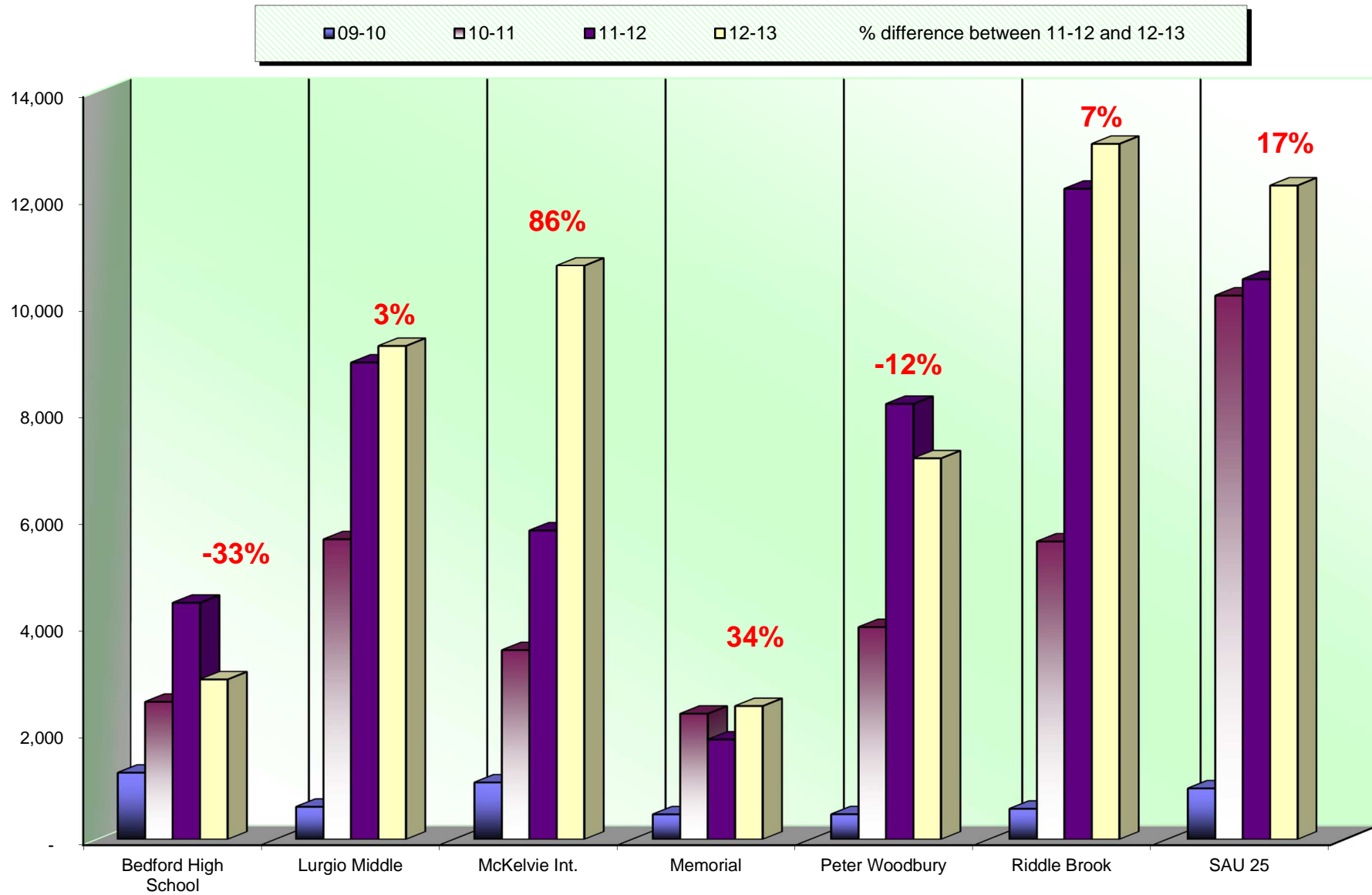
*\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.*

## Overall Four-Year Trend – Color Usage



# *By Building Four-Year Trend – Color Usage*

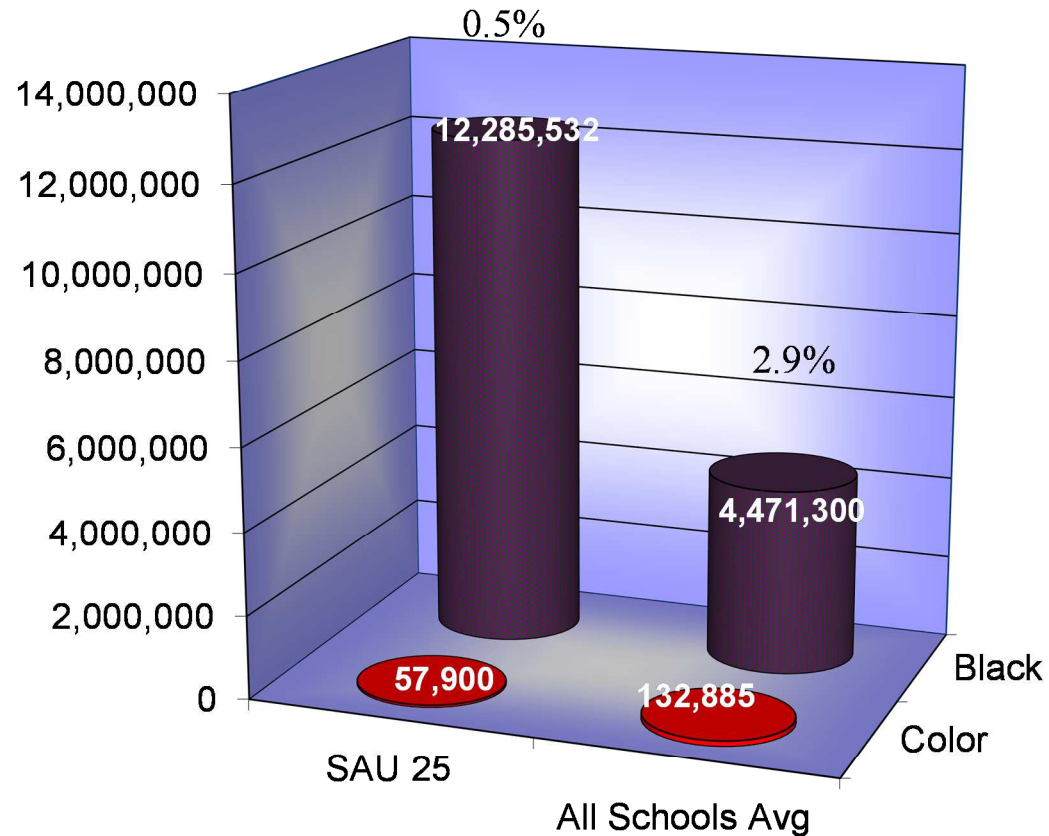
ANNUAL COLOR VOLUME BY BUILDING



## Black & Color Usage Comparisons

This chart compares your current usage ratios to the average of all SPC client school districts.

### Color to Total Volume Percentage



## *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.

<i>Building Name</i>	<i>Student Population</i>	<i>Annual Volume</i>	<i>Total School Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
Bedford High School	1336	2,988	\$177.46	2	\$0.13
McKelvie Intermediate	768	10,757	\$638.88	14	\$0.83
Memorial School NH25	390	2,490	\$147.89	6	\$0.38
Peter Woodbury School	518	7,146	\$424.42	14	\$0.82
Riddle Brook School	548	13,024	\$773.52	24	\$1.41
Ross A. Lurgio Middle	766	9,245	\$549.08	12	\$0.72
SAU #25	0	12,250	\$727.55	0	\$0.00
<b><i>Totals</i></b>	<b><i>4,326</i></b>	<b><i>57,900</i></b>	<b><i>\$3,438.80</i></b>	<b><i>13</i></b>	<b><i>\$0.79</i></b>

*\*Total School Cost refers to the cost of Service, Supplies, and Paper; Equipment Lease costs are not figured into color averages.*

## *Cost Comparison – Color Only*

This is an SPC Comparison contrasting your district with 67 client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
<b>All Schools w/student populations</b>	<b>124,080</b>	<b>8,903,272</b>	<b>\$574,617.58</b>	<b>72</b>	<b>\$4.63</b>

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

***While it appears that your color usage is down, in reality that Usage is being done almost exclusively on your very expensive network printers! When doing an upgrade you look at the entire elephant.***



## Usage Profile for Service & Supplies

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC. Projected Volume comparison is based on projected volume figured on your most recent Five-Year Equipment Replacement Schedule.

*Date of Last Upgrade: 9/1/2009*

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012</i> <i>Meter</i>	<i>6/30/2013</i> <i>Meter</i>	<i>2012-13</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendation</i>
<b>Bedford High School</b>					
<b><i>Athletic Admin Room C102</i></b>					
Toshiba E-452 45 CPM	523,896	594,160	70,264	\$0.004750	<b>7 Years from Intro.</b>
CIE730204 / 8901 9574				\$333.75	
1,000,000 / <b>01/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b><i>Guidance Office</i></b>					
Oce VL5022 50 CPM	309,749	422,819	113,070	\$0.004110	None at this time.
A0R5211000807 / GA5Y6				\$464.72	
1,000,000 / 12/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
<b><i>Library</i></b>					
Toshiba E-452 45 CPM	583,325	773,814	190,489	\$0.004750	<b>7 Years from Intro.</b>
CID729581 / 8901 9571				\$904.82	
1,000,000 / <b>01/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i>					
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>	<i>7/1/2012</i>	<i>6/30/2013</i>	<i>2012-13</i>	<i>Cost/Copy</i>	
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Annual</i>	<i>Annual Cost</i>	<i>Recommendation</i>
			<i>Volume</i>		
<b>Bedford High School</b>					
<b>Main Office</b>					
Konica Minolta BH501 50 CPM	338,969	441,646	102,677	\$0.004110	None at this time.
A0R5011009257 / 8811 0181				\$422.00	
1,000,000 / 06/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
Xerox 8860MFP 30 CPM Black & Color	4,155	6,159	2,004	\$0.005180	None at this time.
HBB402364 /				\$10.38	
750,000 / 09/2007	8,247	11,235	2,988	\$0.05389	
Color Photocopier				\$161.02	
Connected 12/3/2014					
<b>VARY</b>					
<b>Room B221 Left</b>					
Konica Minolta BH950 95 CPM	2,212,040	2,890,322	678,282	\$0.004110	None at this time.
A0Y5011000722 / 8802 5583				\$2,787.74	
6,000,000 / 03/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Bedford High School</b>					
<b>Room B221 Right</b>					
Konica Minolta BH950 95 CPM	2,746,952	3,459,523	712,571	\$0.004110	None at this time.
A0Y5011000752 / 8811 0184				\$2,928.67	
6,000,000 / 03/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>Room B328 Left</b>					
Konica Minolta BH950 95 CPM	2,583,171	3,585,213	1,002,042	\$0.004110	Very High Usage! Decentralize!
A0Y5011000710 / 8811 0176				\$4,118.39	
6,000,000 / 03/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>Room B328 Right</b>					
Konica Minolta BH950 95 CPM	2,739,803	3,525,858	786,055	\$0.004110	None at this time.
A0Y5011000759 / 8811 0183				\$3,230.69	
6,000,000 / 03/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					

## NHSAU 25 Bedford

*Date of Last Upgrade: 9/1/2009*

***Make-Model / Speed***

*Serial Number / Vendor ID*

*Life / Intro Date*

Connectivity / Printer Exp Date

**Vendor**

**7/1/2012**  
***Meter***

**6/30/2013**  
***Meter***

**2012-13**

*Annual  
Volume*

*Cost/Copy*  
*Annual Cost*

### *Recommendation*

## Bedford High School

***Special Education Room 229***

Konica Minolta BH601 60 CPM

273,224

382,237

109,013

\$0.004110

None at this time.

A0PP011005406 / 8811 0287

3,000,000 / 12/2008

0

0

0

\$0.00000

## Black Photocopier

\$0.00

Connected

**KMBS**

**Subtotals B&W**

**3,766,467**

**\$15,649.21**

### Subtotals Color

**2,988**

**\$161.02**

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor	7/1/2012 Meter	6/30/2013 Meter	2012-13 Annual Volume	Cost/Copy Annual Cost	Recommendation
<b>McKelvie Intermediate</b>					
<b>Conference Room</b>					
Toshiba E-453 45 CPM	105,108	106,616	1,508	\$0.005180	None at this time.
CIF844468 / GA5GH				\$7.81	
1,000,000 / 01/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Not Connected					
<b>OCE ME</b>					
<b>Guidance Office</b>					
Konica Minolta BH920 92 CPM	3,023,001	3,506,954	483,953	\$0.004110	<b>8 years from Intro.</b>
57GE02940 / GA5GG				\$1,989.05	
6,000,000 / <b>09/2005</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i>					
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>McKelvie Intermediate</b>					
<b>IT Office</b>					
Oce im3512 35 CPM	367,523	369,216	1,693	\$0.005180	<b>Warranty Replacement</b>
9050014 / G25W9				\$8.77	
750,000 / 12/2007	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
Toshiba E-452 45 CPM	469,706	474,956	5,250	\$0.005180	<b>Replaced under Warranty.</b>
CID729584 /				\$27.20	
1,000,000 / 01/2006	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
<b>Library</b>					
Xerox 8860MFP 30 CPM Black & Color	2,924	5,523	2,599	\$0.005180	None at this time.
HBB402361 /				\$13.46	
750,000 / 09/2007	10,397	21,154	10,757	\$0.05389	
Color Photocopier				\$579.69	
Connected 12/3/2014					
<b>VARY</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012</i> <i>Meter</i>	<i>6/30/2013</i> <i>Meter</i>	<i>2012-13</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendation</i>
<b>McKelvie Intermediate</b>					
<b>Main Office</b>					
Oce im4512 45 CPM	334,216	373,047	38,831	\$0.004110	None at this time.
7110256 / GA51V				\$159.60	
1,000,000 / 12/2007	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
<b>Teachers' Room 1st Floor</b>					
Oce VL9522 95 CPM	2,329,351	3,215,096	885,745	\$0.004110	None at this time.
A0Y5211000186 / GA5V9				\$3,640.41	
6,000,000 / 07/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
<b>Teachers' Room 2nd Floor</b>					
Oce VL9522 95 CPM	1,955,500	2,739,662	784,162	\$0.004110	None at this time.
A0Y5211000175 / GA5VB				\$3,222.91	
6,000,000 / 07/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
	<b>Subtotals B&amp;W</b>		<b>2,203,741</b>	<b>\$9,069.20</b>	
	<b>Subtotals Color</b>		<b>10,757</b>	<b>\$579.69</b>	



# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Memorial School</b>					
<b>Copy Room</b>					
Oce VL9522 95 CPM	1,691,205	2,310,995	619,790	\$0.004110	None at this time.
A0Y5211000191 / GA5VC				\$2,547.34	
6,000,000 / 07/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
<b>Library</b>					
Canon IR1025	69,661	71,052	1,391	\$0.005180	<b>Warranty Replacement.</b>
DQX00374 / GAC0X				\$7.21	
500,000 / 12/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
Oce fx2081	13,311	20,632	7,321	\$0.005180	<b>Replaced under Warranty.</b>
9041210 / GA5UW				\$37.92	
250,000 / 04/2006	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor	7/1/2012 Meter	6/30/2013 Meter	2012-13 Annual Volume	Cost/Copy Annual Cost	Recommendation
<b>Memorial School</b>					
<b>Main Office</b>					
Oce im3512 35 CPM	340,867	383,582	42,715	\$0.004110	None at this time.
7090247 / GA51H				\$175.56	
750,000 / 12/2007	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
<b>Principal's Office</b>					
Xerox 8860MFP 30 CPM Black & Color	829	973	144	\$0.005180	None at this time.
HBB402359 /				\$0.75	
750,000 / 09/2007	4,680	7,170	2,490	\$0.05389	
Color Photocopier				\$134.19	
Connected 12/3/2014					
VARY					
<b>Staff Lounge</b>					
Konica Minolta BH920 92 CPM	2,782,192	3,211,617	429,425	\$0.004110	8 years from Intro.
57GE02943 / GAAKC				\$1,764.94	
6,000,000 / 09/2005	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
	<b>Subtotals B&amp;W</b>		<b>1,100,786</b>	<b>\$4,533.71</b>	
	<b>Subtotals Color</b>		<b>2,490</b>	<b>\$134.19</b>	

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012</i> <i>Meter</i>	<i>6/30/2013</i> <i>Meter</i>	<i>2012-13</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendation</i>
<b>Peter Woodbury School</b>					
<b>Library</b>					
Oce fx3000 30 CPM	5,684	6,872	1,188	\$0.004110	<b>7 Years from Intro.</b>
9060731 / GA5VD				\$4.88	
750,000 / <b>09/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
<b>Main Office</b>					
Oce VL4222 42 CPM	158,150	215,595	57,445	\$0.004110	None at this time.
A0R6211001361 / GA5VJ				\$236.10	
1,000,000 / 12/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
Xerox 8860MFP 30 CPM Black & Color	1,571	2,820	1,249	\$0.005180	None at this time.
HBB402357 /				\$6.47	
750,000 / 09/2007	12,612	19,758	7,146	\$0.05389	
Color Photocopier				\$385.10	
Connected 12/3/2014					
<b>VARY</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor	7/1/2012 Meter	6/30/2013 Meter	2012-13 Annual Volume	Cost/Copy Annual Cost	Recommendation
<b>Peter Woodbury School</b>					
<b>Maintenance Office</b>					
Oce fx3000 30 CPM	27,157	37,084	9,927	\$0.004110	<b>7 Years from Intro.</b>
9060022 / GA5VK				\$40.80	
750,000 / <b>09/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
<b>Teachers' Room</b>					
Konica Minolta BH920 92 CPM	3,864,261	4,659,701	795,440	\$0.004110	<b>8 years from Intro.</b> Very High Usage! Decentralize!
57GE20930 /				\$3,269.26	
6,000,000 / <b>09/2005</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
Oce im9220 92 CPM	1,761,254	2,282,605	521,351	\$0.004110	<b>8 years from Intro.</b>
57HE00840 / GA5WK				\$2,142.75	
6,000,000 / <b>11/2005</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE ME					
	<b>Subtotals B&amp;W</b>		<b>1,386,600</b>	<b>\$5,700.26</b>	
	<b>Subtotals Color</b>		<b>7,146</b>	<b>\$385.10</b>	

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i>					
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Riddle Brook School</b>					
<b>Copy Room 1st Floor Rm 161</b>					
Oce VL9522 95 CPM	2,108,405	2,820,585	712,180	\$0.004110	None at this time.
A0Y5211000160 / GA5VE				\$2,927.06	
6,000,000 / 07/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
Xerox 8860MFP 30 CPM Black & Color	1,721	2,899	1,178	\$0.005180	None at this time.
HBB402332 /				\$6.10	
750,000 / 09/2007	18,340	31,364	13,024	\$0.05389	
Color Photocopier				\$701.86	
Connected 12/3/2014					
<b>VARY</b>					
<b>Library</b>					
Oce fx3000 30 CPM	10,214	11,137	923	\$0.004110	<b>7 years from Intro.</b>
9060517 / GA5Y4				\$3.79	
750,000 / <b>09/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					

## NHSAU 25 Bedford

*Date of Last Upgrade: 9/1/2009*

<i>Make-Model / Speed</i>	<i>Serial Number / Vendor ID</i>	<i>Life / Intro Date</i>	<i>2012-13</i>	<i>Cost/Copy</i>	<i>Recommendation</i>
<i>Connectivity / Printer Exp Date</i>	<i>7/1/2012</i>	<i>6/30/2013</i>	<i>Annual</i>	<i>Annual Cost</i>	
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Volume</i>		
<b>Riddle Brook School</b>					
<b>Main Office</b>					
Oce VL4222 42 CPM	229,362	335,743	106,381	\$0.004110	None at this time.
A0R6211001294 / GA5VQ				\$437.23	
1,000,000 / 12/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
	<b>Subtotals B&amp;W</b>		<b>820,662</b>	<b>\$3,374.18</b>	
	<b>Subtotals Color</b>		<b>13,024</b>	<b>\$701.86</b>	

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Ross A. Lurgio Middle</b>					
<b>7 South Hall Red Pod</b>					
Konica Minolta BH920 92 CPM	4,157,251	4,568,272	411,021	\$0.004110	<b>8 years from Intro.</b>
57GE02925 / 8802 4023				\$1,689.30	
6,000,000 / <b>09/2005</b>	0	0	0	<b>\$0.00000</b>	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>7 West Hall Green Pod</b>					
Konica Minolta BH950 95 CPM	1,954,402	2,802,053	847,651	\$0.004110	None at this time.
A0Y5011000781 / 8811 0159				\$3,483.85	
6,000,000 / 03/2009	0	0	0	<b>\$0.00000</b>	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>Conference Room</b>					
Xerox 8860MFP 30 CPM Black & Color	1,093	2,560	1,467	\$0.005180	None at this time.
HBB402363 /				\$7.60	
750,000 / 09/2007	15,163	24,408	9,245	<b>\$0.05389</b>	
Color Photocopier				\$498.21	
Connected 12/3/2014					
<b>VARY</b>					



# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i>					
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Ross A. Lurgio Middle</b>					
<b>Guidance Office</b>					
Konica Minolta BH420 42 CPM	264,650	323,115	58,465	\$0.004110	<b>7 Years from Intro.</b>
42GE06376 / 8700 4866				\$240.29	
1,000,000 / <b>03/2006</b>	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>Main Office</b>					
Konica Minolta BH421 45 CPM	213,227	308,079	94,852	\$0.004110	None at this time.
A0R6011007688 / 8811 0157				\$389.84	
1,000,000 / 06/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012 Meter</i>	<i>6/30/2013 Meter</i>	<i>2012-13 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendation</i>
<b>Ross A. Lurgio Middle</b>					
<b>Media Center</b>					
Konica Minolta BH920 92 CPM	4,553,984	5,143,847	589,863	\$0.004110	<b>8 years from Intro.</b> Very High Usage! Decentralize!
57GE03001 / 8802 4024				\$2,424.34	
6,000,000 / 09/2005	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
Konica Minolta BH950 95 CPM	1,365,285	2,100,664	735,379	\$0.004110	None at this time.
A0Y5011000720 / 8811 0179				\$3,022.41	
6,000,000 / 03/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
	<b>Subtotals B&amp;W</b>		<b>2,738,698</b>	<b>\$11,257.62</b>	
	<b>Subtotals Color</b>		<b>9,245</b>	<b>\$498.21</b>	

# NHSAU 25 Bedford

Date of Last Upgrade: 9/1/2009

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>	<i>7/1/2012</i> <i>Meter</i>	<i>6/30/2013</i> <i>Meter</i>	<i>2012-13</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendation</i>
<b>SAU #25</b>					
<b>East Hallway</b>					
Toshiba E-350 35 CPM	215,952	247,192	31,240	\$0.004750	<b>9 years from Intro.</b>
CPE420401 / 8901 9580				\$148.39	
750,000 / <b>01/2004</b>	0	0	0	<b>\$0.00000</b>	
Black Photocopier				\$0.00	
Connected					
<b>KMBS</b>					
<b>Work Room</b>					
Oce VL6022 60 CPM	643,770	879,504	235,734	\$0.004110	None at this time.
A0PP211000298 / GA5VL				\$968.87	
3,000,000 / 06/2009	0	0	0	<b>\$0.00000</b>	
Black Photocopier				\$0.00	
Connected					
<b>OCE ME</b>					
Xerox 8860MFP 30 CPM Black & Color	3,772	5,376	1,604	\$0.005180	None at this time.
HBB402345 /				\$8.31	
750,000 / 09/2007	21,630	33,880	12,250	<b>\$0.05389</b>	
Color Photocopier				\$660.15	
Connected 12/3/2014					
<b>VARY</b>					
	<b>Subtotals B&amp;W</b>		<b>268,578</b>	<b>\$1,125.57</b>	
	<b>Subtotals Color</b>		<b>12,250</b>	<b>\$660.15</b>	

*Date of Last Upgrade: 9/1/2009*

<i>Make-Model / Speed</i>			<i>2012-13</i>		
<i>Serial Number / Vendor ID</i>			<i>Annual</i>	<i>Cost/Copy</i>	
<i>Life / Intro Date</i>			<i>Volume</i>	<i>Annual Cost</i>	<i>Recommendation</i>
<i>Connectivity / Printer Exp Date</i>	<i>7/1/2012</i>	<i>6/30/2013</i>			
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>			

<i>District Wide Black Totals</i>		<i>12,335,952</i>	<i>\$50,635.76</i>
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<i>District Wide Color Totals</i>		<i>57,900</i>	<i>\$3,120.23</i>
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*Understanding the past can help you to  
plan the Future!*

## Recent Upgrade Comparison

This form reflects the Compare report prepared at your last upgrade.

**Five-Year Basis beginning with the 2013/2014 Fiscal Year**

**Copies-per-Year: 15,469,069**

**Present vs. Proposed Recommendations as of 8/1/13**

### PRESENT SITUATION

- 1) Guarantees on Photocopiers...**Two Year**
- 2) Annual Price Ceilings Left...**Two Year**
- 3) High Volume Console Units...**18**
- 4) Units to be Traded...**102**
- 5) Photocopiers...**42**  
Computer Interfaced...**42**
- 6) Network Printers....**115 w/ 35 High Cost Color w/ 23 Ink Jet**
- 7) Color Photocopiers Networked ...**7**  
Total number of Units...**157**
- 8) Duplex's...**44**
- 9) Sorter's...**157**
- 10) Finisher's...**32**

### PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...**Five+ Years**
- 2) 5% or CPI Annual Ceilings, whichever is less...**Five+ Years**
- 3) High Volume Console Units with 3 Million plus...**23**
- 4) Replaced **110 New Units & 4 Recon Units**
- 5) Photocopiers...**38**  
Computer Interfaced...**38 w/ Print &-Or Color Scan-Secure Print**
- 6) Network Printers...**114 w/ 33 Low Cost Color Laser**
- 7) Low Cost Color Photocopiers Networked...**12**  
Total number of Units...**152...Closing out 5 Units**
- 8) Duplex's... **122**
- 9) Sorter's... **152**
- 10) Finisher's... **35**

### **Overall Description of Equipment Fleet:**

Presently, you have **Thirty-Four** Low end Network Printers in excess of 20,000 prints per year that are costing you \$0.035 per print with the highest coming in at 133,044 per year. In addition, you have 22 Color Ink Jet printers that are coming in at \$0.12 per click for black and over \$0.40 per click on Color!

**The volume needs to be shifted over to Low Cost of Operation Network devices. This will greatly reduce cost and improve reliability. Also, you have dozens of different printer models that require different drivers and supplies. With this package you will have only four different models.**

### **Capital:**

Presently, you have one municipal lease that will be paid off. This will prevent an overlapping effect which causes major fluctuations from year to year. With the new arrangement, you will again have one 'municipal' master lease at 2.68% interest. Your first of Five annual lease payments will be due on August 1'st 2014. A legal opinion from SPC's bond counsel (John Larouche in Augusta ME) will be done on this lease transaction. This will assure that all documents are prepared correctly and signed by the appropriate school and bank officials, and that the lease purchase is a tax-exempt obligation with no premium payable by the school district for prepayment. At your own expense, you can have your own bond counsel also review the documents which would simply duplicate this service.

### **Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging \$0.008746 for black and \$0.265532 for Color. The new contract will come in at a CPC of \$0.003921 for Black and \$0.062494 for Color.

### **Vendor Packages:**

SPC has brought to you Five different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid combination, which is KMBS with Konica Minolta Sole Provider.

<u>Cost Center</u>	<u>Present</u>	<u>Proposed</u>
1.Service & Supplies Color Photo only	\$30,986.27	\$7,292.72
2.Service & Supplies Black Photo only	\$134,617.05	\$60,349.50
3.Annual Five Year Muni Lease	\$51,675.84	\$71,413.26 due 8/1/2014
4.Forced Upgrade	\$37,450.00	\$00.00
Totals	\$254,729.16	\$139,055.48
Annual Cost Savings		\$115,673.68
Five Year Cost Savings		<b>\$578,368.40</b>

**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 'Cost per Copy' billing plan done once a year in June-July. Your service contract will be fixed through **June 30th 2014**. 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: Wiping out old data on trade out units included. Also, SPC STARDoc & unforeseen cost are included.**

## *SPC Service & Supply Cost Savings*

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 9/1/2009 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2012-13 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 Annual Volume	Average Prior CPC	Average Annual Charges
12,285,532	\$0.00651	\$79,978.81

### *CURRENTLY WITH SPC*

Current Annual Volume	Current CPC (new year)	Average Annual Charges	Average Annual Cost Savings	Average 5-Year Cost Savings
12,285,532	\$.00417	\$51,230.67	\$28,748.14	\$143,740.70

***Today the Cooperative Buying of SPC has netted annual cost savings,  
on average, of \$28,748.14 x 4 years as a Client  
= \$114,992.56 Cost Savings!***

### ***Projected Equipment Costs by Building - Black***

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

<i><b>Building</b></i>	<i><b>2013-14 Projected Black Volume</b></i>	<i><b>2013-14 Projected Black Usage Cost</b></i>	<i><b>Approx. Paper Cost 24.81/Case</b></i>	<i><b>Average Annual Equipment Cost</b></i>	<i><b>Total Projected Black Usage Cost</b></i>
Bedford High School	3,766,467	\$15,802.49	\$18,689.21	\$15,842.65	\$50,334.35
McKelvie Intermediate	2,203,741	\$9,157.46	\$10,934.96	\$9,269.45	\$29,361.88
Memorial School NH25	1,100,786	\$4,577.83	\$5,462.10	\$4,630.17	\$14,670.10
Peter Woodbury School	1,386,600	\$5,755.74	\$6,880.31	\$5,832.37	\$18,468.42
Riddle Brook School	820,662	\$3,407.02	\$4,072.12	\$3,451.90	\$10,931.04
Ross A. Lurgio Middle	2,738,698	\$11,367.18	\$13,589.42	\$11,519.61	\$36,476.21
SAU #25	268,578	\$1,136.64	\$1,332.68	\$1,129.70	\$3,599.03
<i><b>Totals</b></i>	<i><b>12,285,532</b></i>	<i><b>\$51,204.35</b></i>	<i><b>\$60,960.81</b></i>	<i><b>\$51,675.84</b></i>	<i><b>\$163,841.01</b></i>



## *Service & Supply Usage Profile by Vendor - Black*

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's **new Simplified Billing Program**, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 1.1%.**

<i>Vendor</i>	<i>Equipment Type</i>	<i>2012-13 Annual Volume</i>	<i>2012-13 Cost Per Copy</i>	<i>2012-13 Total Cost</i>	<i>2013-14 Cost Per Copy</i>	<i>2013-14 Projected Cost</i>
Konica-Minolta	Black Photocopier	291,993	\$0.00475	\$1,386.97	\$0.00480	\$1,401.57
Konica-Minolta	Black Photocopier	6,127,871	\$0.00411	\$25,185.55	\$0.00415	\$25,430.66
Canon Solutions	Black Photocopier	17,163	\$0.00518	\$88.90	\$0.00523	\$89.76
Canon Solutions	Black Photocopier	5,838,260	\$0.00411	\$23,995.25	\$0.00415	\$24,228.78
Vary Technologies	Color Photocopier	10,245	\$0.00518	\$53.07	\$0.00523	\$53.58
<b><i>Totals and Averages</i></b>		<b><i>12,285,532</i></b>	<b><i>\$0.00413</i></b>	<b><i>\$50,709.74</i></b>	<b><i>\$0.00417</i></b>	<b><i>\$51,204.35</i></b>

### ***Projected Equipment Costs by Building - Color***

This table represents projected expenses for COLOR prints or copies by building based on recent activity. Approximate current paper costs are figured in to provide budget information for the upcoming fiscal year. Annual Equipment Lease payment is not calculated with color usage.

<b>Building</b>	<b>Projected Volume</b>	<b>Service &amp; Supply Cost</b>
Bedford High School	2,988	\$162.64
McKelvie Intermediate	10,757	\$585.50
Memorial School NH25	2,490	\$135.53
Peter Woodbury School	7,146	\$388.96
Riddle Brook School	13,024	\$708.90
Ross A. Lurgio Middle	9,245	\$503.21
SAU #25	12,250	\$666.77
<b><i>Totals</i></b>	<b><i>57,900</i></b>	<b><i>\$3,151.50</i></b>

### *Service & Supply Usage Profile by Vendor - Color*

This table represents actual and projected expenses for COLOR prints or copies by vendor for the current and next fiscal year. Under SPC's **new Simplified Billing Program**, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 1.1%.**

<i>Vendor</i>	<i>Equipment Type</i>	<i>2012-13 Annual</i>	<i>2012-13 Cost Per Copy</i>	<i>2012-13 Actual Cost</i>	<i>2013-14 Cost Per Copy</i>	<i>2013-14 Projected Cost</i>
Vary Technologies	Color Photocopier	57,900	\$0.05389	\$3,120.23	\$0.05443	\$3,151.50
<b><i>Totals and Averages</i></b>		<b><i>57,900</i></b>	<b><i>\$0.05389</i></b>	<b><i>\$3,120.23</i></b>	<b><i>\$0.05443</i></b>	<b><i>\$3,151.50</i></b>

## ***Reprographic Equipment Assessment***

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

<b>Total # of Units</b>	<b>44</b>
<b># of Units on Lease</b>	<b>20</b>
<b># of Units Owned</b>	<b>22</b>
<b>Lease Company</b>	<b>Northway Bank</b>
<b>Lease Start Date</b>	<b>9/1/2009</b>
<b>Lease End Date</b>	<b>8/1/2013</b>
<b>Term</b>	<b>4 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$51,675.84</b>
<b>Remaining Payments</b>	<b>0</b>

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

*Leased Equipment*

<b>Building</b>	<b>Make</b>	<b>Model</b>	<b>Serial #</b>
Bedford High School	Oce	VL5022	A0R5211000807
Bedford High School	Xerox	8860MFP	HBB402364
McKelvie Intermediate	Oce	VL9522	A0Y5211000186
McKelvie Intermediate	Oce	VL9522	A0Y5211000175
McKelvie Intermediate	Xerox	8860MFP	HBB402361
Memorial School NH25	Oce	VL9522	A0Y5211000191
Memorial School NH25	Xerox	8860MFP	HBB402359
Peter Woodbury School	Oce	fx3000	9060022
Peter Woodbury School	Oce	fx3000	9060731
Peter Woodbury School	Oce	VL4222	A0R6211001361
Peter Woodbury School	Xerox	8860MFP	HBB402357
Riddle Brook School	Oce	fx3000	9060517
Riddle Brook School	Oce	VL4222	A0R6211001294
Riddle Brook School	Oce	VL9522	A0Y5211000160
Riddle Brook School	Xerox	8860MFP	HBB402332
Ross A. Lurgio Middle	Konica Minolta	BH950	A0Y5011000720
Ross A. Lurgio Middle	Konica Minolta	BH421	A0R6011007688
Ross A. Lurgio Middle	Xerox	8860MFP	HBB402363
SAU #25	Oce	VL6022	A0PP211000298
SAU #25	Xerox	8860MFP	HBB402345

## *Owned Equipment*

<b>Building</b>	<b>Make</b>	<b>Model</b>	<b>Serial #</b>
Bedford High School	Konica Minolta	BH501	A0R5011009257
Bedford High School	Konica Minolta	BH950	A0Y5011000759
Bedford High School	Konica Minolta	BH950	A0Y5011000710
Bedford High School	Konica Minolta	BH950	A0Y5011000752
Bedford High School	Konica Minolta	BH601	A0PP011005406
Bedford High School	Konica Minolta	BH950	A0Y5011000722
Bedford High School	Toshiba	E-452	CID729581
Bedford High School	Toshiba	E-452	CIE730204
McKelvie Intermediate	Konica Minolta	BH920	57GE02940
McKelvie Intermediate	Oce	im4512	7110256
McKelvie Intermediate	Oce	im3512	9050014
McKelvie Intermediate	Toshiba	E-453	CIF844468
Memorial School NH25	Canon	IR1025	DQX00374
Memorial School NH25	Konica Minolta	BH920	57GE02943
Memorial School NH25	Oce	im3512	7090247
Peter Woodbury School	Konica Minolta	BH920	57GE20930
Peter Woodbury School	Oce	im9220	57HE00840
Ross A. Lurgio Middle	Konica Minolta	BH950	A0Y5011000781
Ross A. Lurgio Middle	Konica Minolta	BH920	57GE02925
Ross A. Lurgio Middle	Konica Minolta	BH920	57GE03001
Ross A. Lurgio Middle	Konica Minolta	BH420	42GE06376
SAU #25	Toshiba	E-350	CPE420401

**NOTE:** With your next upgrade, your current *Leased Equipment* would be listed as *Owned*, and any new equipment would be listed as *Leased*. Your current *Owned Equipment* would be traded out.

## *Improved SPC Services*

### **2012-2013 Simplified Billing Implemented**

In January 2013, SPC developed the Simplified Billing Program, designed to streamline the invoicing process and further help to eliminate billing errors. Some of its features include:

#### ***TWO Pre-Billing invoices annually from ONE billing source. Benefits...***

- One half of your projected annual volume is billed twice per year: July and January.
- No need to review pages and pages of confusing invoices from multiple vendors, whose systems produce a variety of invoicing formats.

#### ***Eliminate confusing variety of invoices from multiple vendors that come annually and/or quarterly. Benefit...***

- Different vendors utilize different invoicing programs, producing a wide variety of lengthy and often confusing invoices; you receive each invoice directly from SPC, in one, easy to read format.
- Accompanying spreadsheets break out the totals owed for pre-billing or reconciliation by building or cost center to allow you to allocate costs to specific locations.

#### ***Standardized billing to eliminate chasing meter reads during the year. Benefits...***

- Staff no longer need to collect color or low-end printer meter reads on a quarterly basis.
- Billing is based on previous year's actual usage.
- Most meter reads can now be captured electronically, with only a small handful of printers needing a manual meter reading, thus saving valuable staff time at the end of the fiscal year.

#### ***SPC's managed spreadsheet includes all copy and printing devices within your organization for all locations and all vendors. Benefits...***

- Spreadsheets associated with each invoice show the itemized equipment in each location, the projected volume, and the semi-annual pre-billing or reconciliation.
- Again, one simplified invoice for all equipment and one billing source rather than multiple varied invoices from several billing sources.

## *SPC's Newest Service*

### **SPC STAR Doc**

Throughout the 2012-13 year, SPC designed, developed, and implemented a new online program that allows our clients to effectively manage all of their reprographic assets.



### ***STAR Doc: System for Tracking and Reporting Documents. Benefits...***

- Detailed floor maps identifying each copier and printer within your fleet, including make, model, serial number, meter read, building, and department.
- Online, real-time information *daily*.
- Allows you to project your usage in comparison with your budget to determine if you are on target or if you need to make some adjustments.
- Allows you to identify problem areas and address them immediately, before your annual billing invoice.
- All your SPC-related documents stored in one location: Five-Year Equipment Replacement Schedule, Compare Report, Total Bid Analysis, Annual Report.

At SPC we are always striving to improve our services and optimize our clients' resources. We are proud to be able to offer our clients all the benefits of the new **STAR Doc** system.



*SPC STARDoc Current User Names\**

<b>Name</b>	<b>User Name</b>
Karl Haven	khaven
Dawna Duhamel	dduhamel

\*If you need to verify your password or if you need to add users please contact Alex Webster at [awebster@spccopypro.com](mailto:awebster@spccopypro.com)

## *SPC's Service & Supply Contract – Purpose & Sample*

In an effort to serve our clients better, at our own expense, SPC hired Bond Counsel to set up your Service & Supply Contract to ensure accuracy and protection to our Clients. Integrated into and tailored to mirror the Lease-Purchase Agreement, this contract protects equipment held as collateral under the Lease-Purchase Agreement or for equipment already owned and purchased outright.

Please note that this contract provides you with the option to upgrade your service contract with a 30-day termination notice. This provides you tremendous flexibility.

## **: SERVICE AND SUPPLY CONTRACT**

The Vendor identified below of the equipment described at Exhibit A to Property Schedule No. 1 (the "Equipment") to a Master Lease-Purchase Agreement between M.S.T. Government Leasing, LLC, as lessor (the "Lessor") and NHSAU 25 Bedford, as lessee (the "Lessee"), commencing on September 01, 2009, (the "Lease-Purchase") hereby contracts with Lessee for the term of the Lease-Purchase (terminating on June 30, 2014) to provide comprehensive services, supplies, and maintenance to such Equipment, excluding only the cost of paper, transparencies, and staples, at a cost per copy per item of Equipment as shown on Schedule A attached hereto. In addition, for high-speed duplicators, Vendor may charge the cost shown on Schedule A attached hereto for masters used when the number of copies made by use of such masters is, on an annual average, fewer than 100. Vendor shall provide a four-hour response time to all service calls.

On July 1 of each calendar year during the term of the Lease-Purchase, Vendor, at its option, may increase such costs per copy under this Service and Supply Contract (the "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.

On July 1 of each calendar year during the term of the Lease-Purchase, Vendor shall credit to Lessee any cost of this Contract prepaid by Lessee and unused by Lessee because fewer copies were made by Lessee during the Contract period ending on such July 1 than were originally estimated under this Contract to be made by Lessee during such period. If the Lease-Purchase is terminated prior to the end of its term, Vendor shall prorate and return to Lessee, within 30 days of such termination, any cost of this Contract prepaid by Lessee and unused by Lessee because of such early termination of the Lease-Purchase.

### *Client Acknowledgement of Vendor Commitment*

<b>Vendor:</b>	<b>Canon Solutions America ME</b>	<b>Lessee:</b>	<b>NHSAU 25 Bedford</b>
<b>Street Address:</b>	<b>1055 Riverside Street</b>	<b>Street Address:</b>	<b>103 County Road</b>
<b>City/State/Zip:</b>	<b>Portland, ME 04103</b>	<b>City/State/Zip:</b>	<b>Bedford, NH 03110</b>
<b>By (signature):</b>		<b>By (signature):</b>	
<b>Name:</b>	<b>Paul Davis</b>	<b>Name:</b>	<b>Dawna Duhamel</b>
<b>Title:</b>	<b>General Manager</b>	<b>Title:</b>	<b>Chief Financial Officer</b>

## *SPC's Dual-Layered Warranty – Purpose & Explanation*

Reprographic equipment is expensive and does not hold its value. Therefore, it is crucial for you and the banking industry holding the collateral to secure this asset.

Our unique Dual-Layered Warranty guarantees a like-for-like no-charge replacement unit in the event of equipment not performing satisfactorily.

1. **Servicing Vendor**; implemented in 1988
2. **ESP Electrical**; implemented in 2007, all photocopiers with such units will be warranted from electrical damage by ESP.

**ESPs** (Electronic Surge Protectors) with our most recent upgrades are being installed by SPC on 40 CPM units and faster in order to cut down on approximately 30% of all service calls. These units will not only protect from electrical surges but will also filter out electronic noise that creates havoc with boards and the operation of your equipment.

## **WARRANTY** **(LEASED EQUIPMENT)**

The Vendor identified below of the equipment described at Exhibit A to Property Schedule No. 1 (the "Equipment") to a Master lease-Purchase Agreement between M.S.T. Government Leasing, LLC, as lessor (the "Lessor") and NHSAU 25 Bedford, as lessee (the "Lessee"), commencing on September 01, 2009, (the "Lease-Purchase") hereby warrants to Lessee that, if any such Equipment malfunctions through no fault of Lessee during the term of the Lease-Purchase (terminating on June 30, 2014) and such Equipment cannot be repaired promptly, Vendor promptly 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 Lessee.

The only exclusions to this Warranty are as follows:

1. This Warranty will expire for an item of Equipment when the life expectancy of such item of Equipment in number of copies, as shown on Schedule A(P) 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 A(P) attached hereto.

<b>Vendor:</b>	<b>Canon Solutions America ME</b>
<b>Street Address:</b>	<b>1055 Riverside Street</b>
<b>City/State/Zip:</b>	<b>Portland, ME 04103</b>
<b>By (signature):</b>	
<b>Name:</b>	<b>Paul Davis</b>
<b>Title:</b>	<b>General Manager</b>