



***Specialized Purchasing Consultants***

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

**2016-2017 Annual Report**

**Year - End Photocopier Analysis**

**With projected costs for 2017-18**

Chip McGee  
NHSAU 25 - Bedford School District  
103 County Road  
Bedford, NH 03110



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

September 2017

Skip Tilton  
President

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Maggie Duprey  
NHSAU 25 - Bedford School District  
103 County Road  
Bedford, NH 03110  
Dear Chip:

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

On behalf of all of us at Specialized Purchasing Consultants, thank you for your continued confidence in us. Our relationship is now 8 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 and discuss how these are being utilized in your district. We also welcome suggestions for improvement to enhance your experience with SPC.

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:	35
Total Black Photocopiers	25
Total Color Photocopiers	10
Total Black Network Printers	0
Total Color Network Printers	0
Total Removed from Service:	0
# of Units OFF Warranty:	0
# of Units Approaching End of Warranty:	3
# of Units Overused:	0
# of Units Underused:	0
Commencement Date:	9/1/2013
# of Annual Payments Left on Lease	1
All Warranties and Service Contracts Expire:	6/30/2019
SPC's FM Audit Print Management Software Loaded	Yes
Printer 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 Maggie,

It has been four years since your last upgrade and you could benefit from an onsite visit and an upgrade since costs have come down over the years. You have 3 machines that are nearing the end of warranty. These were machines that were carried over from your previous lease and you own outright. In order to stay ahead of your reliability curve, that upgrade could take place as early as the spring of 2018 or after 8-1-2018 when you have made your last payment. This would address the high end copiers that are near the end of their warranty due to their volumes. I am confident that there are other needs that an onsite visit will be able to address.

One of our responsibilities as a consultant firm is to make sure you maximize your capital investment as well as minimize the cost of operation on your service contracts. One way we do that is by flagging machines being overused or underused. There are none at this point, but SPC will continue to monitor the fleet for potential issues.

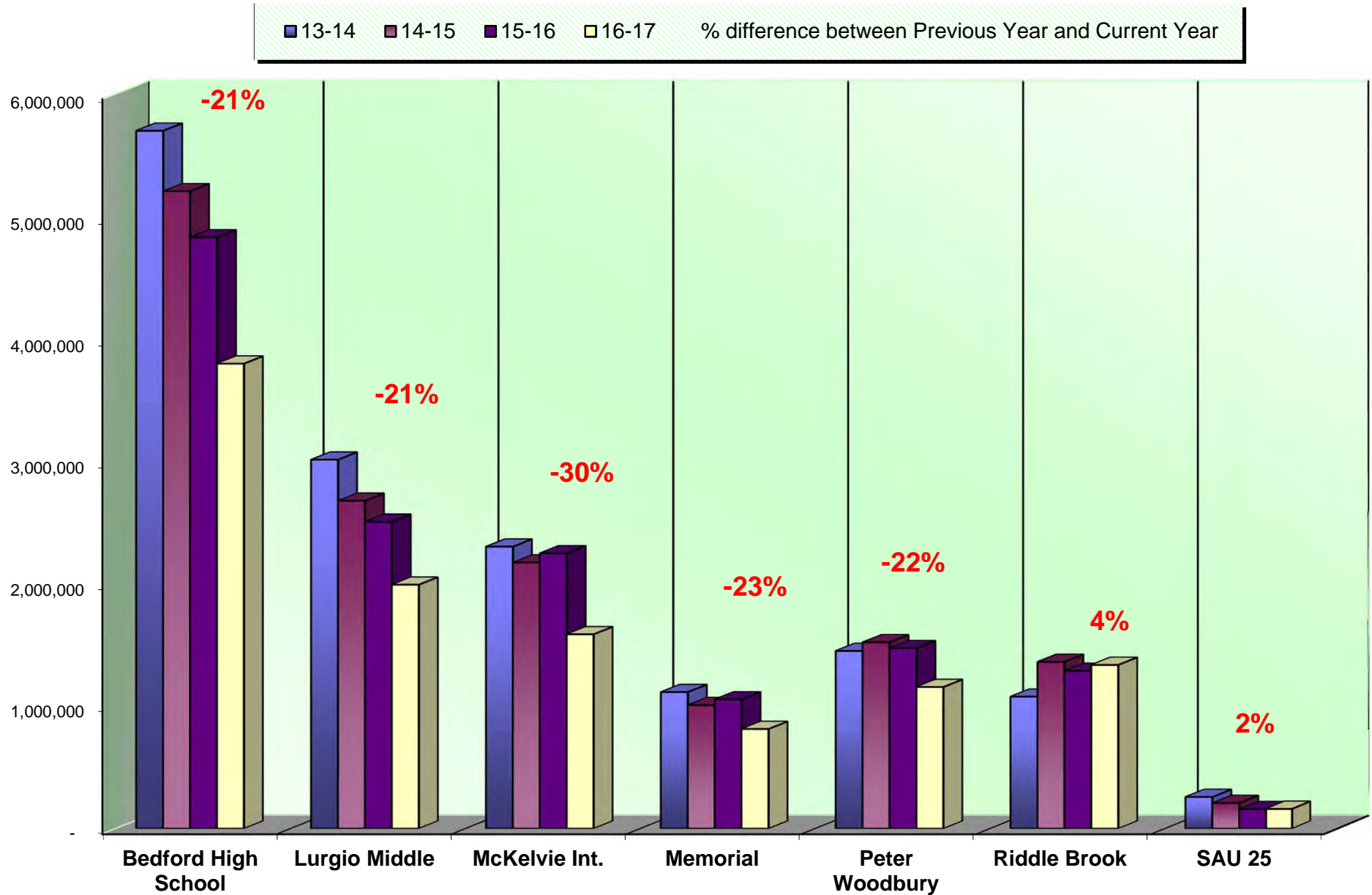
Sincerely,  
Skip

## Aging Equipment Summary

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

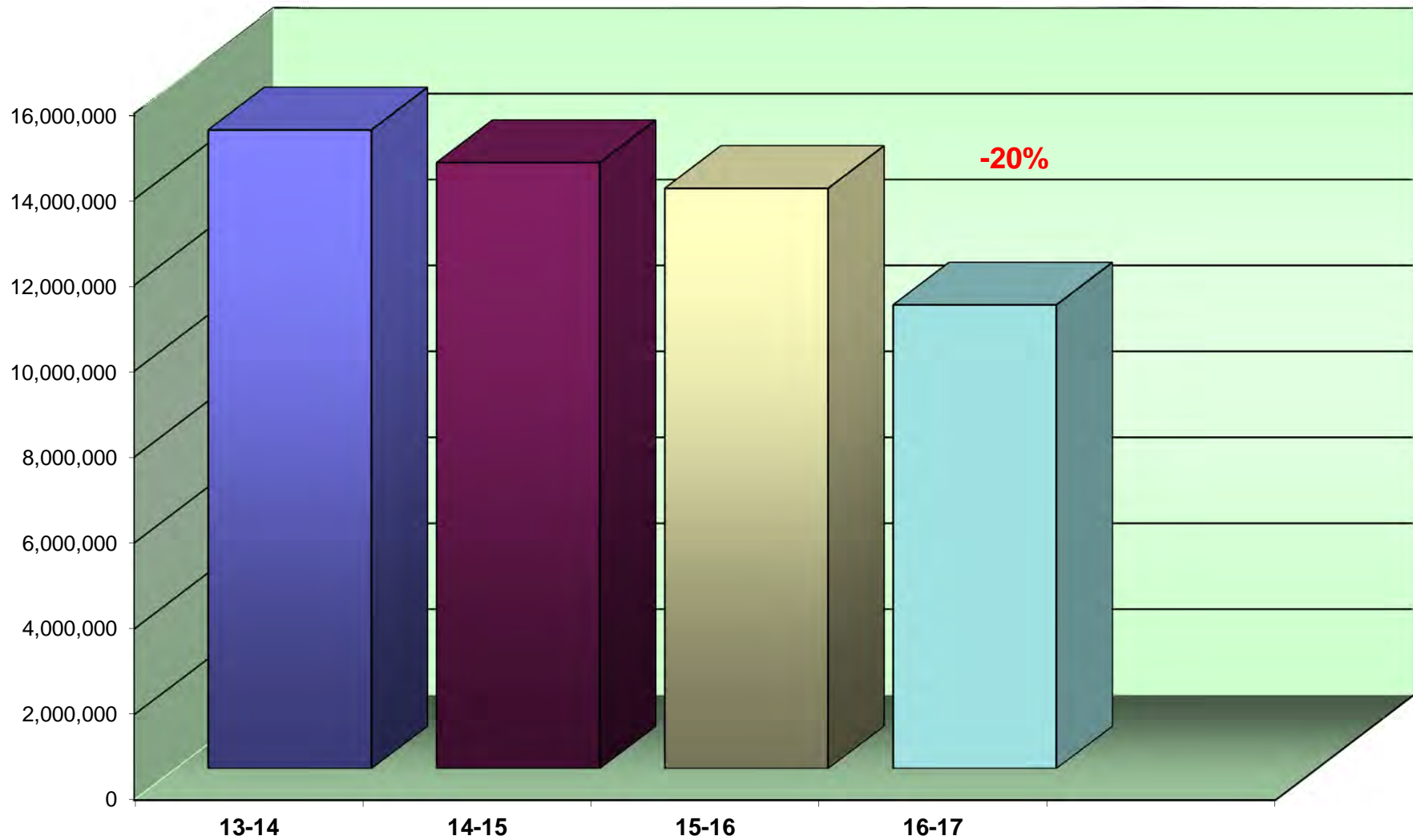
Building	Department	Make / Model	Serial Number	Vendor Name	Intro Date
Peter Woodbury School	Library	Canon IR-C1030iF	NZG05927	CanonME	11/2010
Peter Woodbury School	Maintenance Office	Canon IR-C1030iF	NZG05149	CanonME	11/2010
Riddle Brook Elementary	Library	Canon IR-C1030iF	NZG05302	CanonME	11/2010

## 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 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	1,494	3,792,261	\$57,425.19	2,538	\$38.44
McKelvie Intermediate	712	1,580,873	\$23,938.74	2,220	\$33.62
Memorial Elementary	433	807,082	\$12,221.43	1,864	\$28.23
Peter Woodbury School	554	1,150,231	\$17,417.64	2,076	\$31.44
Riddle Brook Elementary	544	1,330,842	\$20,152.58	2,446	\$37.05
Ross A. Lurgio Middle	766	1,986,014	\$30,073.68	2,593	\$39.26
SAU 25	0	159,806	\$2,419.90	0	\$0.00
<b>Totals</b>	<b>4,503</b>	<b>10,807,109</b>	<b>\$163,649.15</b>	<b>2,400</b>	<b>\$36.34</b>

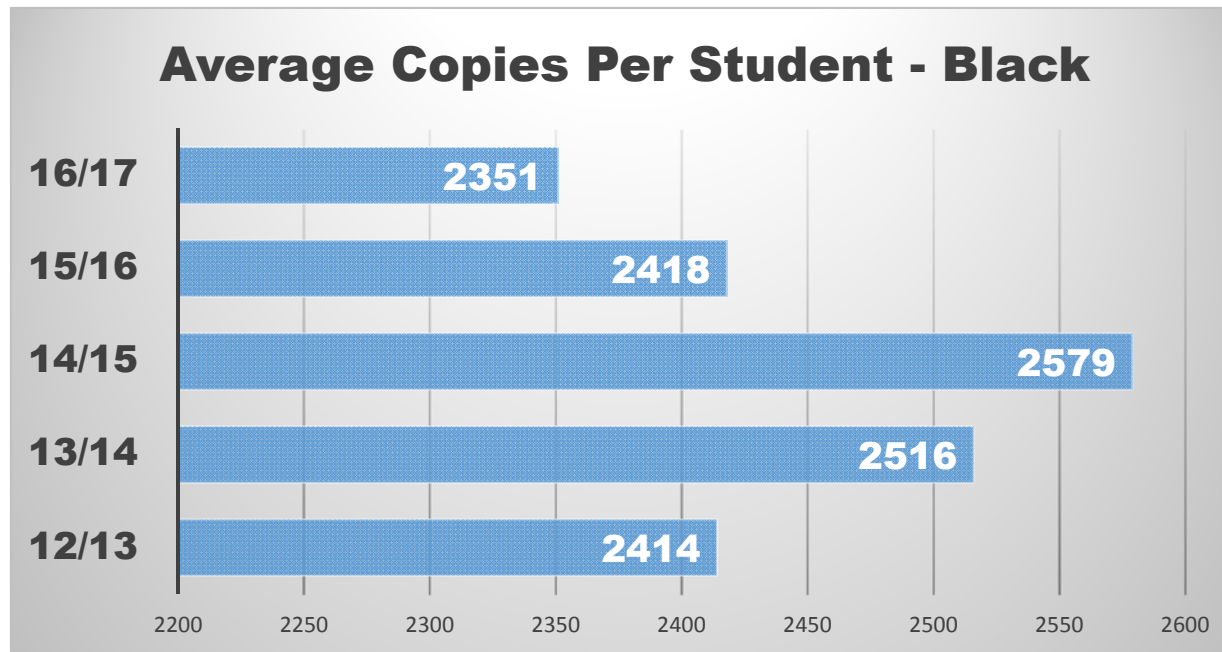
*\*Total School Cost refers to the cost of Service Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this Report.*

## Cost Comparison - Black Only

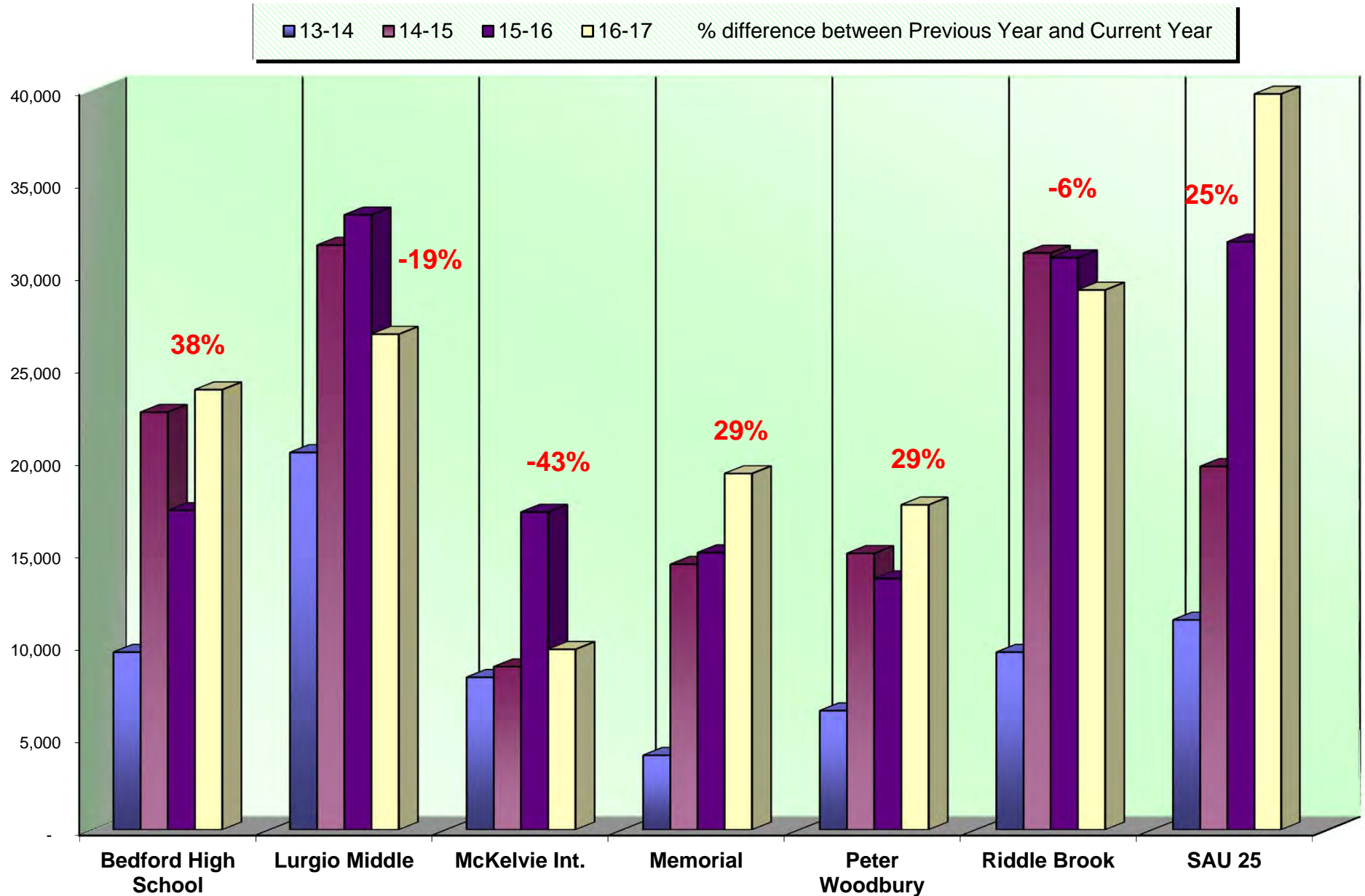
This is an SPC Comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	<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>85,149</b>	<b>200,180,673</b>	<b>\$3,977,633.44</b>	<b>2,351</b>	<b>\$46.71</b>

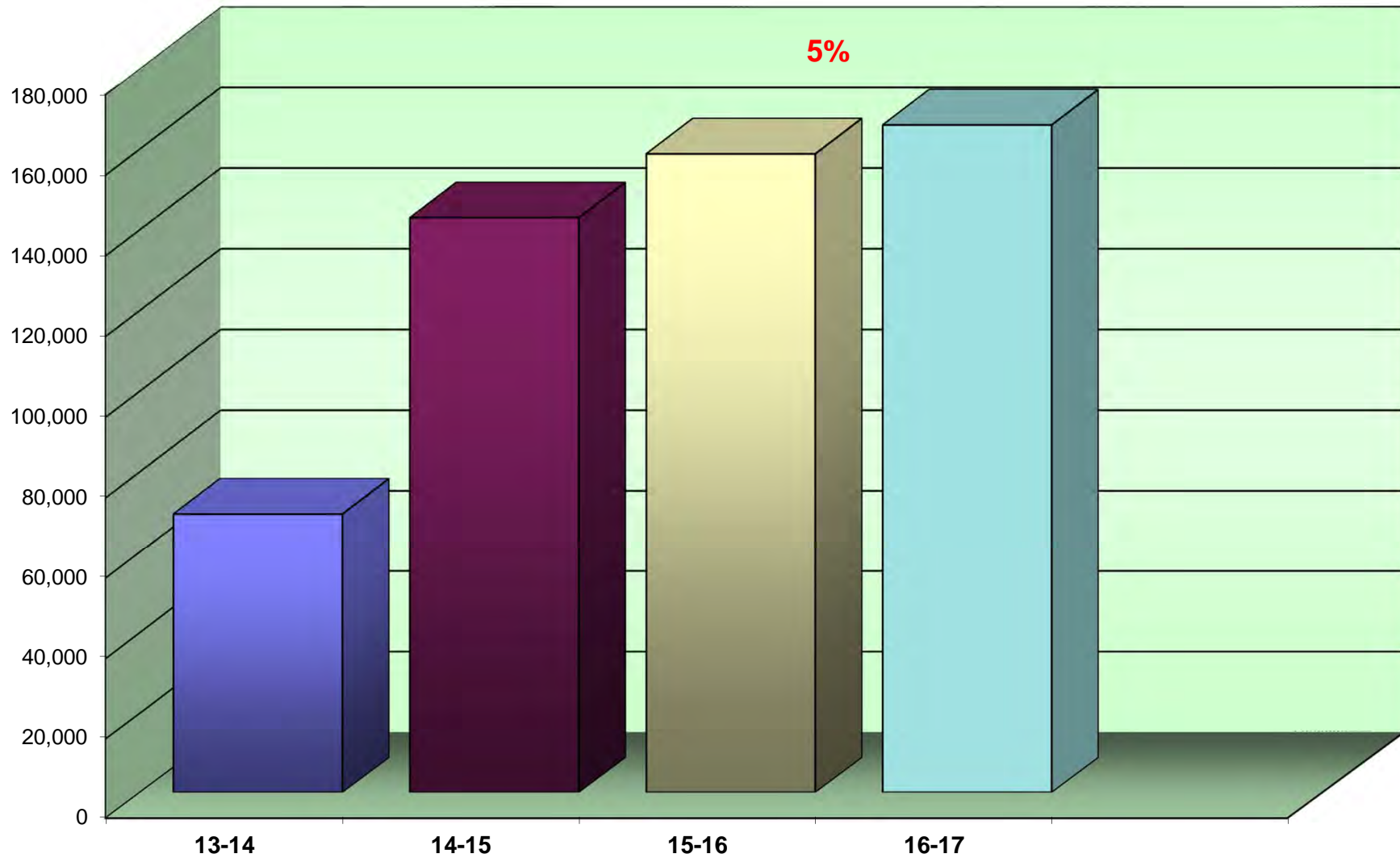
*\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.*



## 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.

<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	1,494	23,770	\$1,227.96	16	\$0.82
McKelvie Intermediate	712	9,738	\$503.07	14	\$0.71
Memorial Elementary	433	19,237	\$993.78	44	\$2.30
Peter Woodbury School	554	17,546	\$1,231.40	32	\$2.22
Riddle Brook Elementary	544	29,157	\$2,710.62	54	\$4.98
Ross A. Lurgio Middle	766	26,770	\$1,382.94	35	\$1.81
SAU 25	0	39,748	\$2,053.38	0	\$0.00
<b><i>Totals</i></b>	<b>4,503</b>	<b>165,966</b>	<b>\$10,103.15</b>	<b>37</b>	<b>\$2.24</b>

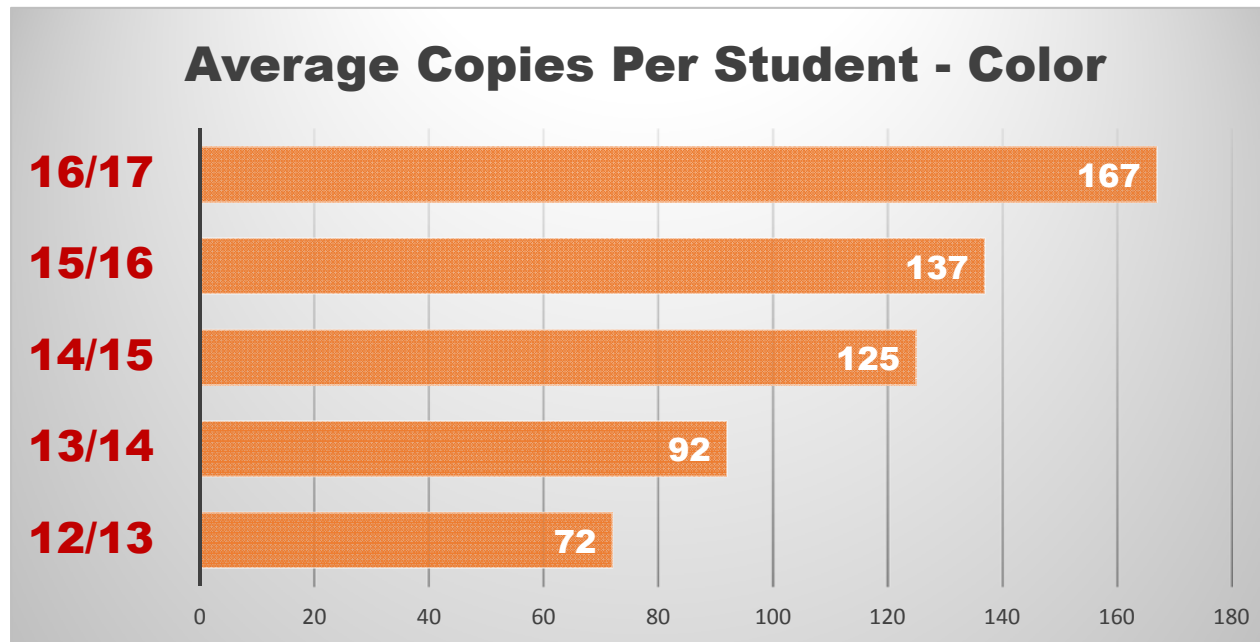
*\*Total School Cost refers to the cost of Service Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this Report.*

### Cost Comparison – Color Only

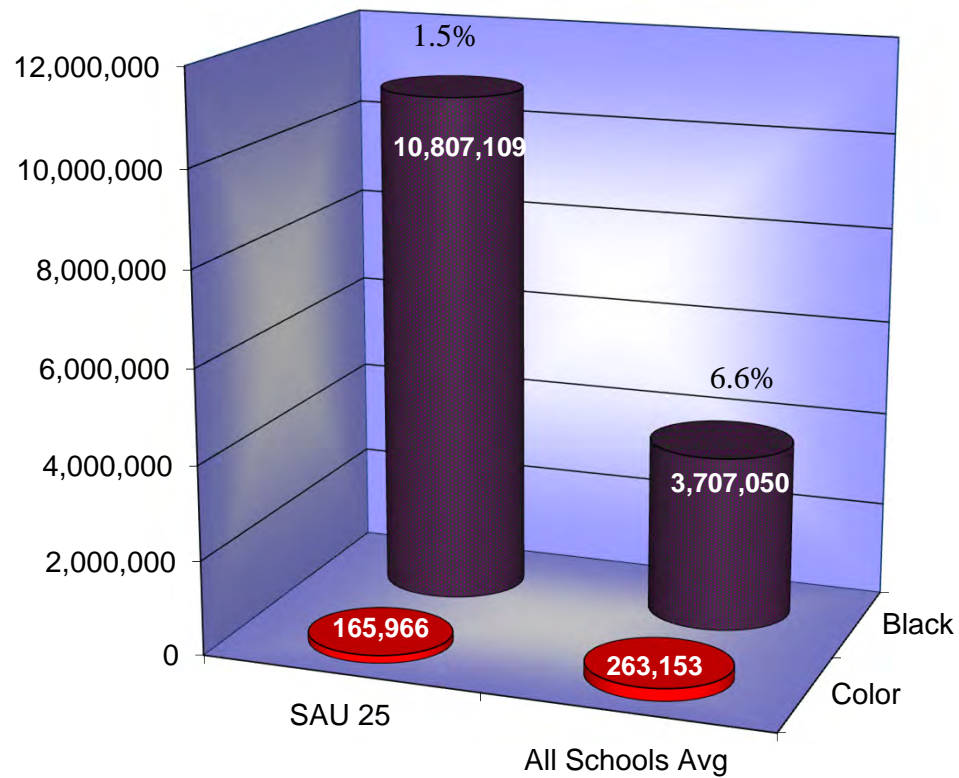
This is an SPC Comparison contrasting your district with 54 client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district 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>85,149</b>	<b>14,210,264</b>	<b>\$726,269.21</b>	<b>167</b>	<b>\$8.53</b>

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



## Color to Total Volume Percentage





## *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.

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date</i>				<i>Date of Last Upgrade: 9/1/2013</i>	
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>BEDFORD HIGH</b>					
<b><i>Athletic Admin Room C102</i></b>					
Canon IR 4245 / 45 PPM	209,231	276,238	67,007	\$0.003740	None at this time.
QHP02786 / GAEDH				\$250.61	
1,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b><i>Guidance Office</i></b>					
Canon IR ADV 6255 / 55 PPM	270,758	347,416	76,658	\$0.003740	None at this time.
NMU09328 / GAECT				\$286.70	
3,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
<b>BEDFORD HIGH</b>						
<i>Library</i>						
Canon IR ADV 6255 / 55 PPM	656,372	910,948	254,576	\$0.003740	None at this time.	
NMU09299 / GAEDF				\$952.11		
3,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
<i>Main Office</i>						
Canon IR ADV C5255 / 55 PPM	175,720	230,765	55,045	\$0.003740	None at this time.	
JME08187 / GAEDI				\$205.87		
3,000,000 / 10/2012	48,027	71,797	23,770	\$0.05045		
Color Photocopier				\$1,199.20		
CanonME						
<i>Room B221 Left</i>						
Canon IR ADV 8295 / 95 PPM	2,165,938	2,933,914	767,976	\$0.003740	None at this time.	
KZZ02838 / GAECF				\$2,872.23		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
<b>BEDFORD HIGH</b>						
<b>Room B221 Right</b>						
Canon IR ADV 8295 / 95 PPM	2,944,395	3,718,172	773,777	\$0.003740	None at this time.	
KZZ02821 / GAECE				\$2,893.93		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
<b>Room B328 Left</b>						
Canon IR ADV 8295 / 95 PPM	2,760,392	3,575,116	814,724	\$0.003740	None at this time.	
KZZ02820 / GAECD				\$3,047.07		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
<b>Room B328 Right</b>						
Canon IR ADV 8295 / 95 PPM	2,462,508	3,261,193	798,685	\$0.003740	None at this time.	
KZZ02853 / GAECI				\$2,987.08		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 9/1/2013</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>BEDFORD HIGH</b>					
<b><i>Special Education Room 229</i></b>					
Canon IR ADV 6265 / 65 PPM	386,332	570,145	183,813	\$0.003740	None at this time.
NML03053 / GAECU				\$687.46	
3,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b><i>Subtotals Black</i></b>			<b>3,792,261</b>	<b>\$14,183.06</b>	
<b><i>Subtotals Color</i></b>			<b>23,770</b>	<b>\$1,199.20</b>	

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>	<i>2016-17</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Date of Last Upgrade: 9/1/2013</i> <i>Recommendations</i>
<b>MCKELVIE INTERMEDIATE</b>					
<b>Guidance Office</b>					
Canon IR ADV 8295 / 95 PPM	1,293,210	1,684,446	391,236	\$0.003740	None at this time.
KZZ02871 / GAECH				\$1,463.22	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b>IT Office</b>					
Canon IR4225 / 25 PPM	17,571	23,482	5,911	\$0.003740	None at this time.
QHJ02389 / GAEDG				\$22.11	
500,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b>Main Office</b>					
Canon IR ADV C5255 / 55 PPM	97,169	136,974	39,805	\$0.003740	None at this time.
JME08084 / GAEDK				\$148.87	
3,000,000 / 10/2012	26,898	36,636	9,738	\$0.05045	
Color Photocopier				\$491.28	
CanonME					

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
<b>MCKELVIE INTERMEDIATE</b>						
<b><i>Teachers' Room 1st Floor</i></b>						
Canon IR ADV 8295 / 95 PPM	1,810,924	2,279,088	468,164	\$0.003740	None at this time.	
KZZ02605 / GAECG				\$1,750.93		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
<b>CanonME</b>						
<b><i>Teachers' Room 2nd Floor</i></b>						
Canon IR ADV 8295 / 95 PPM	2,230,544	2,906,301	675,757	\$0.003740	None at this time.	
KZZ02849 / GAECJ				\$2,527.33		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
<b>CanonME</b>						
<b><i>Subtotals Black</i></b>			<b>1,580,873</b>	<b>\$5,912.47</b>		
<b><i>Subtotals Color</i></b>			<b>9,738</b>	<b>\$491.28</b>		

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
<b>MEMORIAL ELEMENTARY</b>						
<b>Copy Room</b>						
Canon IR ADV 8295 / 95 PPM	1,347,473	1,779,943	432,470	\$0.003740	None at this time.	
KZZ02631 / GAECK				\$1,617.44		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
<b>Library</b>						
Canon IR400if / 42 PPM	25,945	37,124	11,179	\$0.003740	None at this time.	
QLA04814 / GAEDT				\$41.81		
1,000,000 / 05/2013	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
<b>Main Office</b>						
Canon IR ADV C5255 / 55 PPM	135,072	173,859	38,787	\$0.003740	None at this time.	
JME08316 / GAEE3				\$145.06		
3,000,000 / 10/2012	31,956	51,193	19,237	\$0.05045		
Color Photocopier				\$970.51		
CanonME						



<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
MEMORIAL ELEMENTARY						
Staff Lounge						
Canon IR ADV 8295 / 95 PPM	1,018,677	1,343,323	324,646	\$0.003740	None at this time.	
KZZ02715 / GAECY				\$1,214.18		
5,000,000 / 11/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
CanonME						
Subtotals Black			807,082	\$3,018.49		
Subtotals Color			19,237	\$970.51		

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 9/1/2013</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>PETER WOODBURY SCHOOL</b>					
<b>Library</b>					
Canon IR-C1030iF / 30 PPM	5,388	7,258	1,870	\$0.003740	7 years from Intro.
NZG05927 / GAEDE				\$6.99	
750,000 / 11/2010	3,055	4,632	1,577	\$0.11547	
Color Photocopier				\$182.10	
CanonME					
<b>Main Office</b>					
Canon IR ADV C5255 / 55 PPM	133,682	177,697	44,015	\$0.003740	None at this time.
JME08183 / GAEDJ				\$164.62	
3,000,000 / 10/2012	21,312	33,977	12,665	\$0.05045	
Color Photocopier				\$638.95	
CanonME					
<b>Maintenance Office</b>					
Canon IR-C1030iF / 30 PPM	14,610	21,338	6,728	\$0.003740	7 years from Intro.
NZG05149 / GAEDV				\$25.16	
750,000 / 11/2010	8,051	11,355	3,304	\$0.11547	
Color Photocopier				\$381.51	
CanonME					

					Date of Last Upgrade: 9/1/2013
Make-Model / Speed					
Serial Number / Vendor ID					
Life / Intro Date	7/1/2016	6/30/2017	2016-17		
Vendor	Meter	Meter	Annual Volume	Cost/Copy Annual Cost	Recommendations
PETER WOODBURY SCHOOL					
Teachers' Room					
Canon IR ADV 8295 / 95 PPM	1,751,704	2,232,986	481,282	\$0.003740	None at this time.
KZZ02875 / GAECN				\$1,799.99	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
Canon IR ADV 8295 / 95 PPM	1,693,884	2,310,220	616,336	\$0.003740	None at this time.
KZZ02854 / GAECN				\$2,305.10	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
Subtotals Black			1,150,231	\$4,301.86	
Subtotals Color			17,546	\$1,202.56	

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 9/1/2013</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>RIDDLE BROOK ELEMENTARY</b>					
<b><i>Copy Room 1st Floor</i></b>					
Canon IR ADV 8295 / 95 PPM	1,789,742	2,535,104	745,362	\$0.003740	None at this time.
KZZ02874 / GAECO				\$2,787.65	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b><i>Copy Room 2nd Floor</i></b>					
Canon IR ADV 8295 / 95 PPM	1,275,651	1,765,203	489,552	\$0.003740	None at this time.
KZZ02602 / GAECQ				\$1,830.92	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b><i>Library</i></b>					
Canon IR-C1030iF / 30 PPM	12,317	16,934	4,617	\$0.003740	7 years from Intro.
NZG05302 / GAEDW				\$17.27	
750,000 / 11/2010	36,617	54,706	18,089	\$0.11547	
Color Photocopier				\$2,088.74	
CanonME					

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 9/1/2013</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
<b>RIDDLE BROOK ELEMENTARY</b>						
<b>Main Office</b>						
Canon IR ADV C5255 / 55 PPM	244,585	335,896	91,311	\$0.003740	None at this time.	
JME08171 / GAEDM				\$341.50		
3,000,000 / 10/2012	29,030	40,098	11,068	\$0.05045		
Color Photocopier				\$558.38		
CanonME						
<b>Subtotals Black</b>			<b>1,330,842</b>	<b>\$4,977.35</b>		
<b>Subtotals Color</b>			<b>29,157</b>	<b>\$2,647.12</b>		

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 9/1/2013</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>ROSS A. LURGIO MIDDLE</b>					
<b>7 South Hall Red Pod</b>					
Canon IR ADV 8295 / 95 PPM	1,644,108	2,057,744	413,636	\$0.003740	None at this time.
KZZ02818 / GAECR				\$1,547.00	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b>7 West Hall Green Pod</b>					
Canon IR ADV 8295 / 95 PPM	1,616,256	2,233,435	617,179	\$0.003740	None at this time.
KZZ02634 / GAECR				\$2,308.25	
5,000,000 / 11/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					
<b>Guidance Office</b>					
Canon IR 4245 / 45 PPM	132,207	176,533	44,326	\$0.003740	None at this time.
QHP02792 / GAECC				\$165.78	
1,000,000 / 10/2013	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
CanonME					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 9/1/2013	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
ROSS A. LURGIO MIDDLE						
Main Office						
Canon IR ADV C5255 / 55 PPM JME08228 / GAEDO 3,000,000 / 10/2012 Color Photocopier CanonME	167,738	213,699	45,961	\$0.003740 \$171.89	None at this time.	
	78,023	104,793	26,770	\$0.05045		
				\$1,350.55		
Media Center Left						
Canon IR ADV 8295 / 95 PPM KZZ02865 / GA ECC 5,000,000 / 11/2012 Black Photocopier CanonME	1,814,317	2,208,888	394,571	\$0.003740 \$1,475.70	None at this time.	
	0	0	0	\$0.00000		
				\$0.00		
Media Center Right						
Canon IR ADV 8295 / 95 PPM KZZ02817 / GAEDN 5,000,000 / 11/2012 Black Photocopier CanonME	1,114,469	1,584,810	470,341	\$0.003740 \$1,759.08	None at this time.	
	0	0	0	\$0.00000		
				\$0.00		
Subtotals Black			1,986,014	\$7,427.69		
Subtotals Color			26,770	\$1,350.55		



Date of Last Upgrade: 9/1/2013					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
SAU 25					
East Hallway					
Canon IR 4245 / 45 PPM QHP02791 / GAEEB 1,000,000 / 10/2013 Black Photocopier CanonME	113,571  0	145,890  0	32,319  0	\$0.003740 \$120.87 \$0.00000 \$0.00	None at this time.
Work Room					
Canon IR ADV C5255 / 55 PPM JME08190 / GAEDL 3,000,000 / 10/2012 Color Photocopier CanonME	364,685  59,707	492,172  99,455	127,487  39,748	\$0.003740 \$476.80 \$0.05045 \$2,005.29	None at this time.
Subtotals Black		159,806	\$597.67		
Subtotals Color		39,748	\$2,005.29		

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<i>District Wide Black Totals</i>	10,807,109	\$40,418.59
<i>District Wide Color Totals</i>	165,966	\$9,866.49

## 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 2016-17 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
10,807,109	\$0.00651	\$70,354.28

### CURRENTLY WITH SPC

Current Volume	Current CPC	Current Cost	Cost Savings	5 Year Savings
10,807,109	\$0.00374	\$40,418.59	\$29,935.69	\$149,678.46

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$29,935.69 x 8 years as a Client*

***=\$239,485.54 Cost Savings!***

## *Projected Equipment Costs by Building - Black*

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

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Bedford High	3,792,261	\$14,524.36	\$18,817.20	\$24,083.63	\$57,425.19
McKelvie Intermediate	1,580,873	\$6,054.74	\$7,844.29	\$10,039.70	\$23,938.74
Memorial Elementary	807,082	\$3,091.12	\$4,004.74	\$5,125.56	\$12,221.43
Peter Woodbury School	1,150,231	\$4,405.38	\$5,707.45	\$7,304.81	\$17,417.64
Riddle Brook Elementary	1,330,842	\$5,097.12	\$6,603.64	\$8,451.82	\$20,152.58
Ross A. Lurgio Middle	1,986,014	\$7,606.43	\$9,854.60	\$12,612.64	\$30,073.68
SAU 25	159,806	\$612.06	\$792.96	\$1,014.89	\$2,419.90
<b>Total</b>	<b>10,807,109</b>	<b>\$41,391.23</b>	<b>\$53,624.87</b>	<b>\$68,633.05</b>	<b>\$163,649.15</b>

### *SPC Equipment Bids:*

*Presently our bids are coming in between **15% to 23%** of Retail while the current Salesman's Cost is 50% of Retail. For Example: An 85 CPM Toshiba e-Studio 8508 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 85 Copies per Minute with a Retail Cost of \$41,564 is coming in at **\$6,575....16% of Retail!** Our prices are negotiated and supported directly by the manufacturer.*

## *Projected Equipment Costs by Building - Color*

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

Building	Projected Color Volume	Service & Supply Cost
Bedford High	23,770	\$1,227.96
McKelvie Intermediate	9,738	\$503.07
Memorial Elementary	19,237	\$993.78
Peter Woodbury School	17,546	\$1,231.40
Riddle Brook Elementary	29,157	\$2,710.62
Ross A. Lurgio Middle	26,770	\$1,382.94
SAU 25	39,748	\$2,053.38
<b><i>Total</i></b>	<b>165,966</b>	<b>\$10,103.15</b>

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

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's new Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 2.4%.**

Vendor	Equipment Type	Annual Volume	2016- 2017 Cost / Copy	Total Cost	2017- 2018 Cost / Copy	Projected Cost
Canon Solutions Maine	Black Photocopier	10,351,483	\$0.00374	\$38,714.55	\$0.00383	\$39,646.18
Canon Solutions Maine	Color Photocopier	455,626	\$0.00374	\$1,704.04	\$0.00383	\$1,745.05
<b>Total</b>		<b>10,807,109</b>	<b>\$0.00374</b>	<b>\$40,418.59</b>	<b>\$0.00383</b>	<b>\$41,391.23</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 2.4%.**

Vendor	Equipment Type	Annual Volume	2016- 2017 Cost / Copy	Total Cost	2017- 2018 Cost / Copy	Projected Cost
Canon Solutions Maine	Color Photocopier	142,996	\$0.05045	\$7,214.15	\$0.05166	\$7,387.17
Canon Solutions Maine	Color Photocopier	22,970	\$0.11547	\$2,652.35	\$0.11824	\$2,715.97
Total		165,966	\$0.05945	\$9,866.49	\$0.06087	\$10,103.15



## *Reprographic Equipment Assessment*

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

<b>Total Number of Units</b>	<b>35</b>
<b>Total Number of Units on Lease</b>	<b>35</b>
<b>Total Number of Units Owned</b>	<b>0</b>
<b>Lease Company</b>	<b>Northway Bank</b>
<b>Lease Start Date</b>	<b>9/1/2013</b>
<b>Lease End Date</b>	<b>8/1/2018</b>
<b>Term</b>	<b>5 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$68,633.05</b>
<b>Remaining Payments</b>	<b>1</b>

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

*Leased Equipment*

Building	Make/Model	Serial Number
Bedford High	Canon IR ADV 6255	NMU09299
Bedford High	Canon IR ADV C5255	JME08187
Bedford High	Canon IR ADV 6265	NML03053
Bedford High	Canon IR ADV 8295	KZZ02821
Bedford High	Canon IR ADV 8295	KZZ02838
Bedford High	Canon IR ADV 8295	KZZ02820
Bedford High	Canon IR ADV 8295	KZZ02853
Bedford High	Canon IR 4245	QHP02786
Bedford High	Canon IR ADV 6255	NMU09328
McKelvie Intermediate	Canon IR ADV 8295	KZZ02871
McKelvie Intermediate	Canon IR ADV 8295	KZZ02849
McKelvie Intermediate	Canon IR ADV 8295	KZZ02605
McKelvie Intermediate	Canon IR4225	QHJ02389
McKelvie Intermediate	Canon IR ADV C5255	JME08084
Memorial Elementary	Canon IR ADV 8295	KZZ02631
Memorial Elementary	Canon IR400if	QLA04814
Memorial Elementary	Canon IR ADV C5255	JME08316
Memorial Elementary	Canon IR ADV 8295	KZZ02715
Peter Woodbury School	Canon IR-C1030iF	NZG05927
Peter Woodbury School	Canon IR-C1030iF	NZG05149
Peter Woodbury School	Canon IR ADV 8295	KZZ02875
Peter Woodbury School	Canon IR ADV 8295	KZZ02854
Peter Woodbury School	Canon IR ADV C5255	JME08183
Riddle Brook Elementary	Canon IR-C1030iF	NZG05302
Riddle Brook Elementary	Canon IR ADV C5255	JME08171
Riddle Brook Elementary	Canon IR ADV 8295	KZZ02602
Riddle Brook Elementary	Canon IR ADV 8295	KZZ02874
Ross A. Lurgio Middle	Canon IR ADV 8295	KZZ02634
Ross A. Lurgio Middle	Canon IR 4245	QHP02792
Ross A. Lurgio Middle	Canon IR ADV 8295	KZZ02865

<b>Building</b>	<b>Make/Model</b>	<b>Serial Number</b>
Ross A. Lurgio Middle	Canon IR ADV 8295	KZZ02817
Ross A. Lurgio Middle	Canon IR ADV C5255	JME08228
Ross A. Lurgio Middle	Canon IR ADV 8295	KZZ02818
SAU 25	Canon IR ADV C5255	JME08190
SAU 25	Canon IR 4245	QHP02791



## 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
<b>Cheryl Daley</b>	DaleyC@sau25.net
<b>Chip McGee</b>	mcgeec@sau25.net
<b>Debbie Gelinas</b>	gelinasd@sau25.net
<b>Denise Boyle</b>	boyled@sau25.net
<b>Denise Roy</b>	royc@sau25.net
<b>Jen Wasylak</b>	wasylakj@sau25.net
<b>Jill Vitagliano</b>	vitaglianoj@sau25.net
<b>Joyce Edward</b>	JoyceE@sau25.net
<b>Kim Lamper</b>	lamperk@sau25.net
<b>Maggie Duprey</b>	dupreym@sau25.net
<b>Mary Cody</b>	codym@sau25.net
<b>Michael Fournier</b>	FournierM@sau25.net
<b>Molly McCarthy</b>	McCarthyM@sau25.net
<b>Pam Ilg</b>	IlgP@sau25.net
<b>Randy Prothero</b>	protheror@sau25.net
<b>Susan VanArsdell</b>	vanarsdells@sau25.net
<b>Terry Bullard</b>	bullardt@sau25.net
<b>William Hagen</b>	hagenw@sau25.net

\*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)



**2012**

### **STARDOC created**

- Live Floor Plans - Allows IT administrators to move devices around on their own floor plans.

**2013**

### **Daily Tracking**

- Meters gathered daily to track usage
- Daily adjusts projected annual volumes for fiscal year

**2014**

### **Monthly Audits**

- Allows user to see monthly snapshot of current usage and estimated projections

**2015**

### **New Mapping Options & Asset Management**

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



- **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



## Benefits of partnering with SPC

### Top Benefits to **our CLIENTS**:

#### 1. Cooperative Buying

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

- SPC's pricing is so strong ***we pay for our own fee*** by acquiring prices lower than what you can do on your own.
- We will ***save you money*** benefiting from the combined purchasing power of more than 70 clients with over 4,100 devices doing more than 255 million copies and prints per year. In 2016 we purchased approximately 1,070 printing devices, with over 83 million prints out to bid.
- We will ***save you time*** by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis and managing the implementation.
- We will ***save you frustration***. We manage your contracts for up to five years from the date of installation.

#### 2. Exclusive STARDoc Software

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

#### 3. Simplified Billing Program

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

#### 4. Five-Year Equipment Replacement Schedule

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

#### 5. Annual Report

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

#### 6. Vendor Neutral

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

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

***Based on current actual volumes and CPCs, SPC has generated***

***Annual Savings of more than \$2.3 million for all of our clients.***

***That translates into Savings of more than \$11.6 million over five years!***



## SPC Values Our Vendors

### Overall Benefits to our VENDORS

- Opportunities brought to you – Hundreds of machines each year: *In 2016 there were over a thousand.*
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

### Vendor Benefits Pre-Bid & During the Bid Process

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

### Vendor Benefits Before & During Installation

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

### Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments...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!**