



*Specialized Purchasing Consultants*

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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**

Sheila Goulet  
NHSAU 36  
14 King Square  
Whitefield, NH 03598



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

October 2013

Skip Tilton  
President

Corporate Office:  
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Sheila Goulet  
NHSAU 36  
14 King Square  
Whitefield, NH 03598

Dear Sheila:

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 *6 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*

<b>Total Number of Machines:</b>	<b>25</b>
<b>Total Black Photocopiers</b>	<b>14</b>
<b>Total Color Photocopiers (including MFP)</b>	<b>5</b>
<b>Total Low Cost of Operation Black Network Printers</b>	<b>6</b>
<b>Total Low Cost of Operation Color Network Printers</b>	<b>0</b>
<b>Total High-Speed Duplicators</b>	<b>0</b>
<b>Total Low-End Network Printers</b>	<b>0</b>
<b>Total Removed from Service:</b>	<b>0</b>
<b># of Units OFF Warranty:</b>	<b>0</b>
<b># of Units Approaching End of Warranty:</b>	<b>0</b>
<b># of Units Overused:</b>	<b>0</b>
<b># of Units Underused:</b>	<b>0</b>
<b># of Units Connected to Network with Print and/or Scan</b>	<b>25</b>
<b>Commencement Date:</b>	<b>9/1/2011</b>
<b># of Annual Payments Left on Lease</b>	<b>3</b>
<b>All Warranties and Service Contracts Expire:</b>	<b>6/30/2016</b>
<b>Print Management Software Loaded</b>	<b>Yes</b>
<b>LENP Contract Signed</b>	<b>Yes</b>

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 Sheila,**

**Everything looks good with the exception of some real high averages for both black and color.**

**I look forward to our discussion.**

**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.

Building	Department	Make/Model	Serial #	Vendor ID	Intro Date
----------	------------	------------	----------	-----------	------------

None at this time.

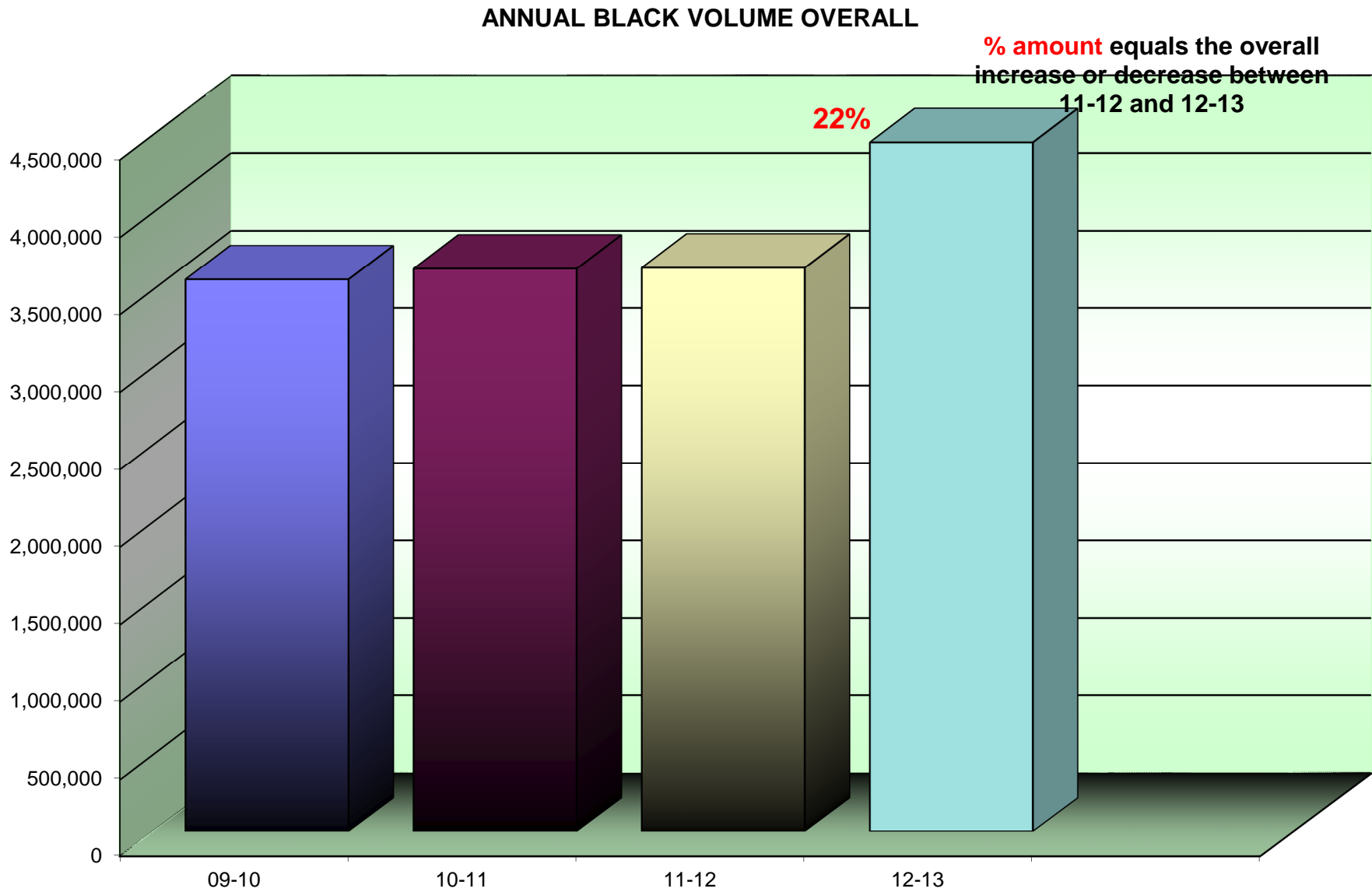
## *Expiring or Expired Xerox Service Contracts*

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.

Building	Department	Make/Model	Serial #	Service Contract Expiration Date
----------	------------	------------	----------	-------------------------------------

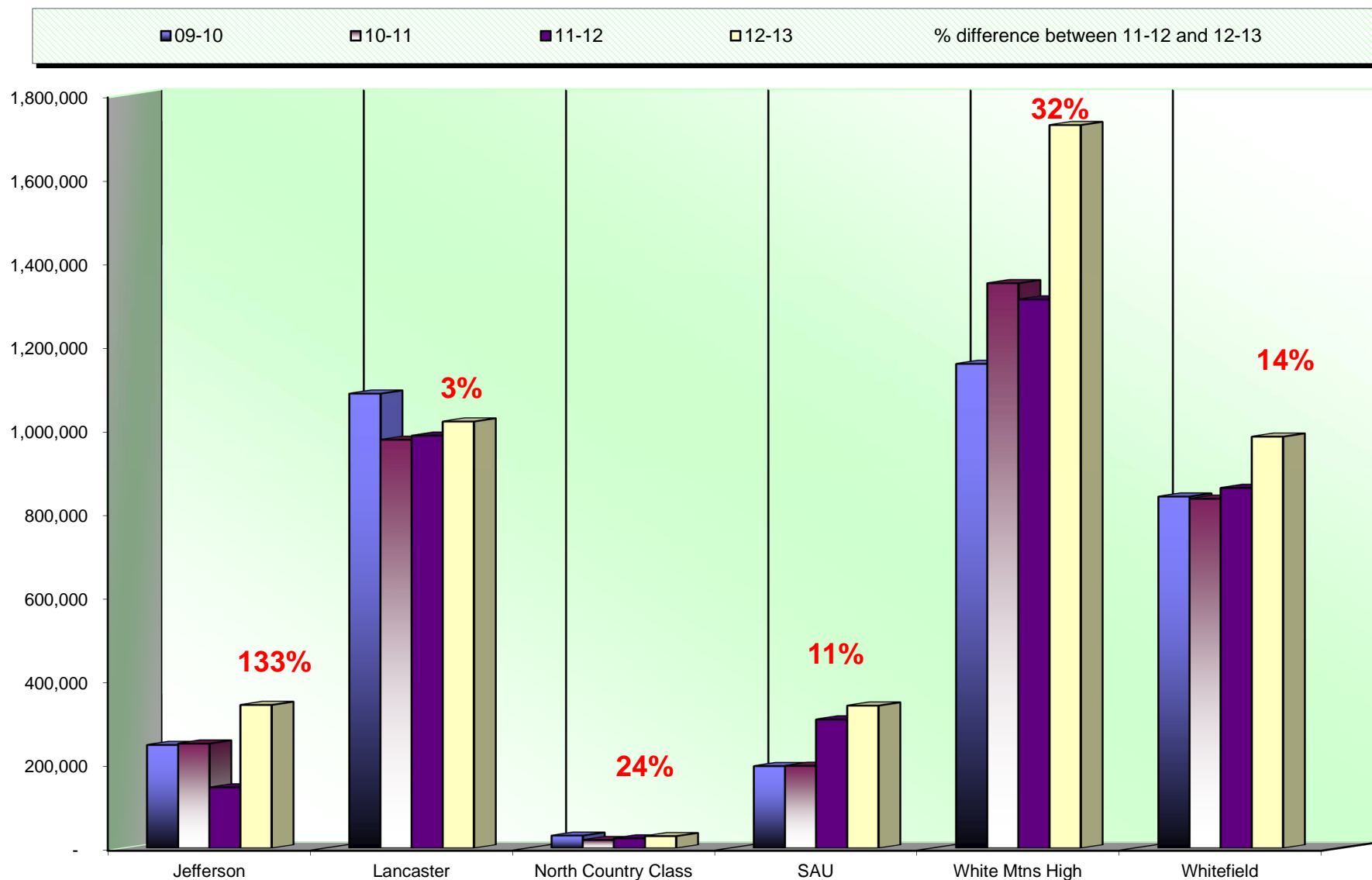
None at this time.

*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>
Jefferson Elementary	74	344,042	\$5,093.24	4,649	\$68.83
Lancaster Elementary	424	1,021,104	\$15,095.65	2,408	\$35.60
North Country Class	49	29,514	\$433.03	602	\$8.84
SAU #36	0	342,471	\$5,043.67	0	\$0.00
White Mountains High	394	1,728,511	\$25,706.37	4,387	\$65.24
Whitefield Elementary	343	984,957	\$14,655.12	2,872	\$42.73
<b>Totals</b>	<b>1,284</b>	<b>4,450,599</b>	<b>\$66,027.07</b>	<b>3,466</b>	<b>\$51.42</b>

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

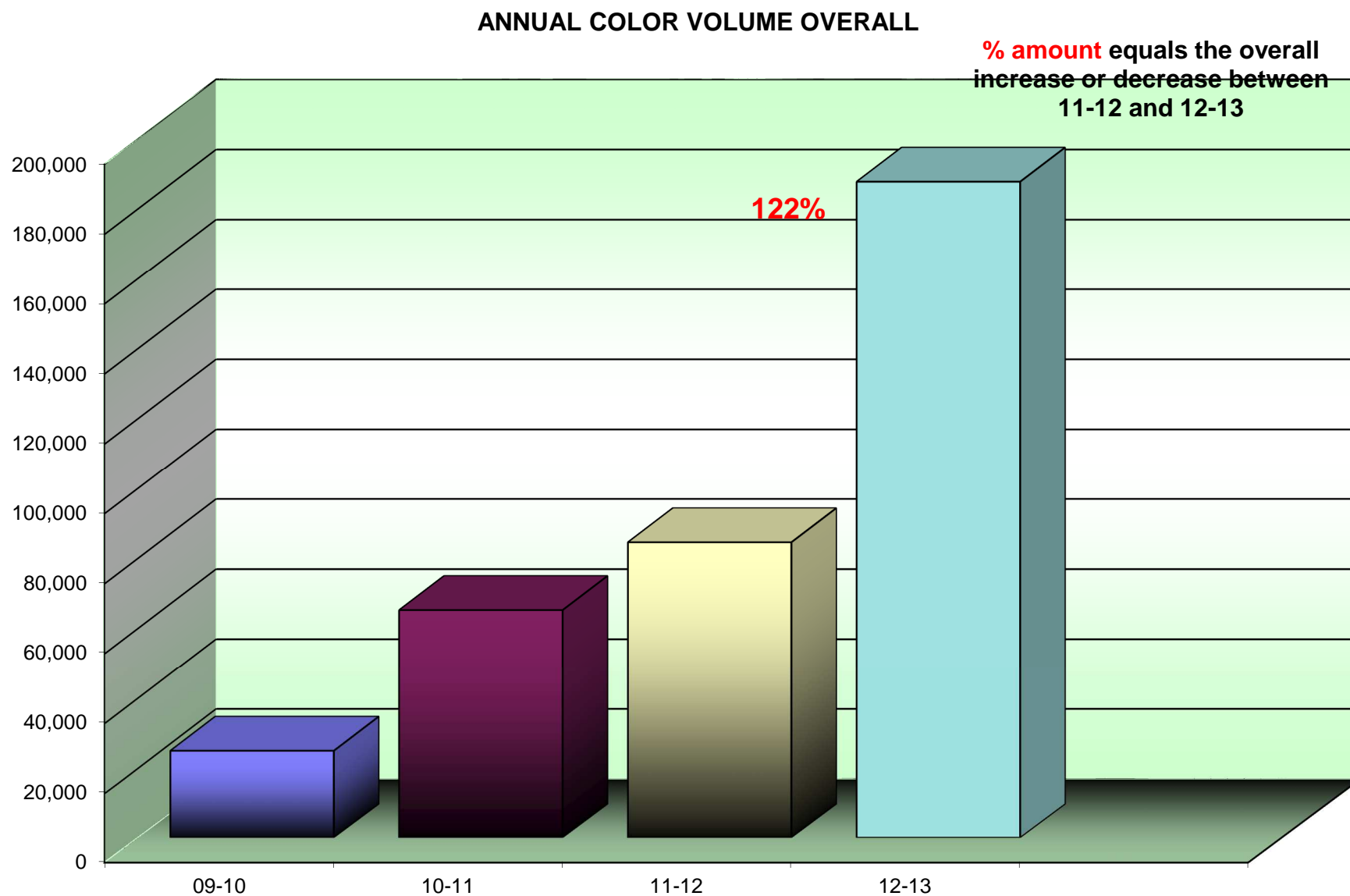
## *Cost Comparison Black Only*

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>

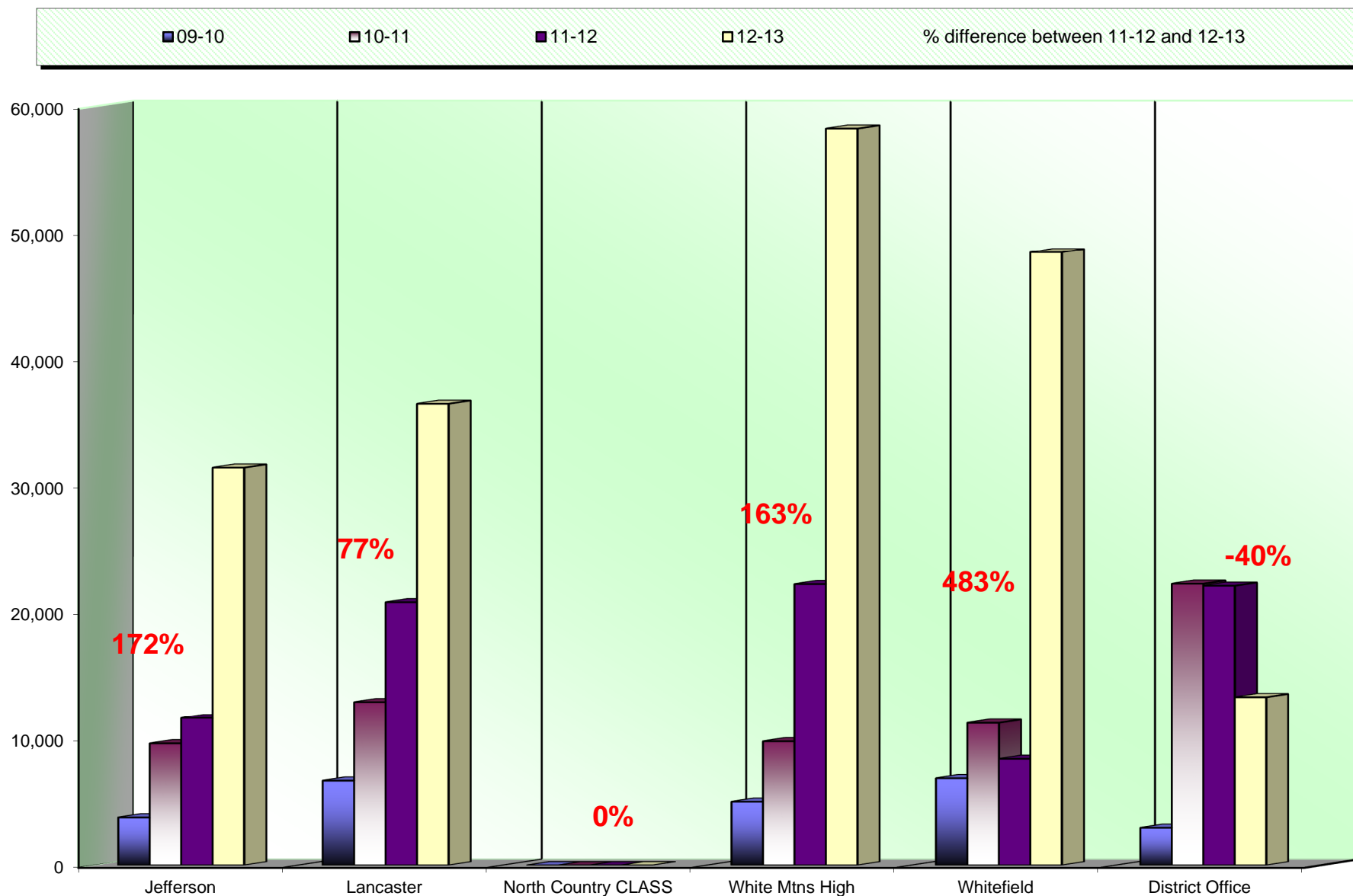
*\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.*

## Overall Four-Year Trend – Color Usage



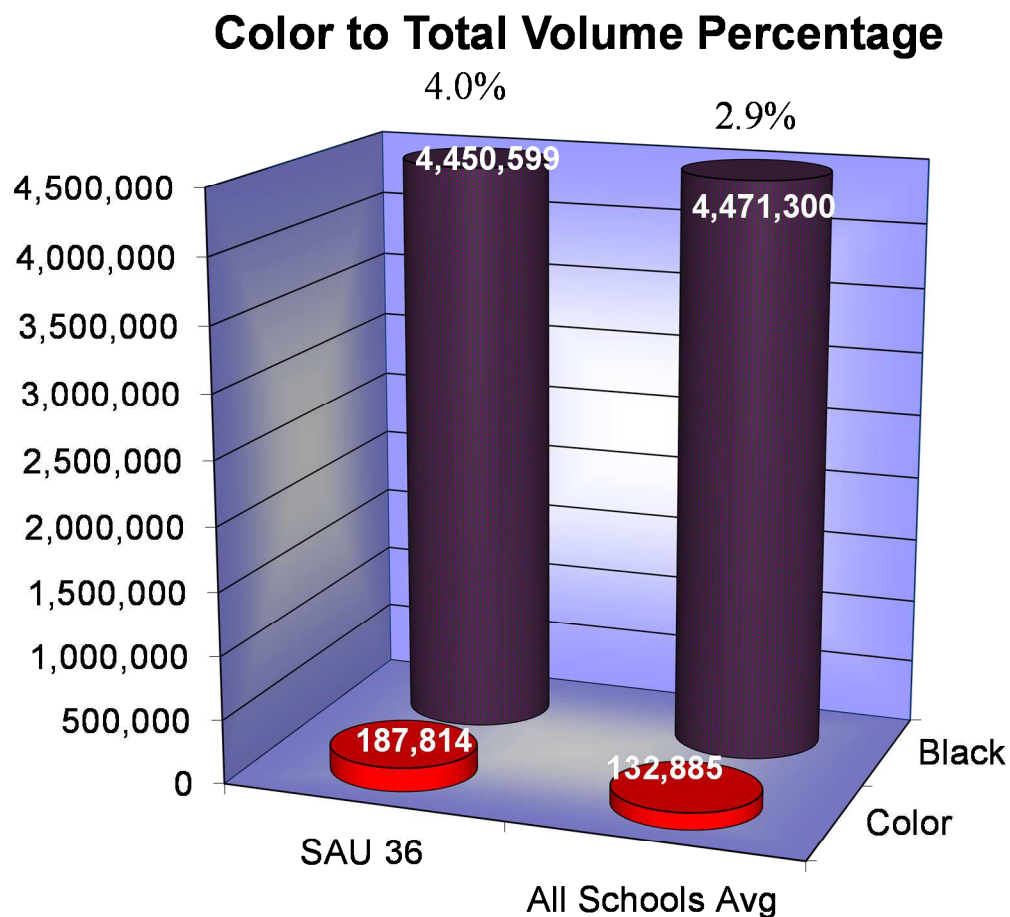
## By Building Four-Year Trend – Color Usage

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.



## *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>
Jefferson Elementary	74	31,389	\$1,740.90	424	\$23.53
Lancaster Elementary	424	36,506	\$2,024.70	86	\$4.78
North Country Class	49	0	\$0.00	0	\$0.00
SAU #36	0	58,251	\$3,230.72	0	\$0.00
White Mountains High	394	48,476	\$2,688.58	123	\$6.82
Whitefield Elementary	343	13,192	\$731.65	38	\$2.13
<b>Totals</b>	<b>1,284</b>	<b>187,814</b>	<b>\$10,416.54</b>	<b>146</b>	<b>\$8.11</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.

## *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: 9/1/2011*

<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>Jefferson Elementary</b>					
<b>Main Office</b>					
Canon IRC5035 35 CPM	21,846	71,825	49,979	\$0.003900	None at this time.
GNW57999 / GW24V				\$194.92	
750,000 / 10/2009	6,439	37,828	31,389	\$0.04995	
Color Photocopier				\$1,567.88	
Connected					
OCE VT					
<b>Main Office Hall</b>					
Canon IR6055	105,203	399,266	294,063	\$0.003000	None at this time.
HTT16347 / GW26E				\$882.19	
3,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE VT					
	<b>Subtotals B&amp;W</b>		<b>344,042</b>	<b>\$1,077.11</b>	
	<b>Subtotals Color</b>		<b>31,389</b>	<b>\$1,567.88</b>	

*Date of Last Upgrade: 9/1/2011*

<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>Lancaster Elementary</b>					
<b>Copy Room</b>					
Canon IR8085 85 CPM	278,489	727,107	448,618	\$0.003000	None at this time.
HNG10147 / GW237				\$1,345.85	
5,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE VT					
Canon IR8085 85 CPM	197,699	520,258	322,559	\$0.003000	None at this time.
HNG10159 / GW23I				\$967.68	
5,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE VT					
<b>Library</b>					
Canon LBP3560 42 CPM	14,251	51,177	36,926	\$0.004000	None at this time.
MGKA100688 / GW1YT				\$147.70	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
OCE VT					

*Date of Last Upgrade: 9/1/2011*

<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>Lancaster Elementary</b>					
<b>Main Office</b>					
Canon IRC5035 35 CPM	47,695	116,798	69,103	\$0.003900	None at this time.
GNG56032 / GW24Y				\$269.50	
750,000 / 10/2009	16,058	52,564	36,506	\$0.04995	
Color Photocopier				\$1,823.47	
Connected					
<b>OCE VT</b>					
<b>Special Education</b>					
Canon IR6075	62,297	192,498	130,201	\$0.003000	None at this time.
HTK12654 / GW24T				\$390.60	
4,000,000 / 10/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
Canon LBP3560 42 CPM	1,226	14,923	13,697	\$0.004000	None at this time.
MGKA100689 / GW1YY				\$54.79	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
<b>OCE VT</b>					
	<b>Subtotals B&amp;W</b>		<b>1,021,104</b>	<b>\$3,176.13</b>	
	<b>Subtotals Color</b>		<b>36,506</b>	<b>\$1,823.47</b>	

<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>Date of Last Upgrade</i>	<i>Recommendation</i>
<b>North Country Class</b>										
<b>Main Office</b>										
Canon IR2545 45 CPM					15,065	44,579	29,514	\$0.003000		None at this time.
FUZ30679 / GW26J								\$88.54		
1,000,000 / 04/2010					0	0	0	\$0.00000		
Black Photocopier								\$0.00		
Connected										
<b>OCE VT</b>										
					<b>Subtotals B&amp;W</b>		<b>29,514</b>	<b>\$88.54</b>		
					<b>Subtotals Color</b>		<b>0</b>	<b>\$0.00</b>		

*Date of Last Upgrade: 9/1/2011*

<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 #36</b>					
<b>Main Office</b>					
Canon IR8085 85 CPM	153,268	474,934	321,666	\$0.003000	None at this time.
HNG10173 / GW21D				\$965.00	
5,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
Canon IRC5035 35 CPM	23,205	44,010	20,805	\$0.003900	None at this time.
GNW57843 / GW25R				\$81.14	
750,000 / 10/2009	13,139	71,390	58,251	\$0.04995	
Color Photocopier				\$2,909.64	
Connected					
<b>OCE VT</b>					
	<b>Subtotals B&amp;W</b>		<b>342,471</b>	<b>\$1,046.14</b>	
	<b>Subtotals Color</b>		<b>58,251</b>	<b>\$2,909.64</b>	

*Date of Last Upgrade: 9/1/2011*

<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>White Mountains High</b>					
<b>Administration Office</b>					
Canon IR8085 85 CPM	205,787	845,189	639,402	\$0.003000	None at this time.
HNG10142 / GW219				\$1,918.21	
5,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Business Department</b>					
Canon IR2545 45 CPM	37,052	127,292	90,240	\$0.003000	None at this time.
FUU30147 / GW25O				\$270.72	
1,000,000 / 04/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
Canon LBP3560 42 CPM	6,788	29,389	22,601	\$0.004000	None at this time.
MGKA100682 / GW28L				\$90.40	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
<b>OCE VT</b>					

*Date of Last Upgrade: 9/1/2011*

<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>White Mountains High</b>					
<b>Computer Lab</b>					
Canon LBP3560 42 CPM	17,843	44,593	26,750	\$0.004000	None at this time.
MGKA100686 / GW1YQ				\$107.00	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Food Service Office</b>					
Oce VL3200x 32 CPM	6,282	20,195	13,913	\$0.003000	None at this time.
0120720 / GW1Z1				\$41.74	
750,000 / 08/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Main Office</b>					
Canon IRC5035 35 CPM	46,937	169,586	122,649	\$0.003900	None at this time.
GNW57831 / GW25K				\$478.33	
750,000 / 10/2009	16,221	64,697	48,476	\$0.04995	
Color Photocopier				\$2,421.38	
Connected					
<b>OCE VT</b>					

*Date of Last Upgrade: 9/1/2011*

<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>White Mountains High</b>					
<b>Media Center Storage Room</b>					
Canon IR8085 85 CPM	341,973	923,346	581,373	\$0.003000	None at this time.
HNG10155 / GW211				\$1,744.12	
5,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Media Room</b>					
Canon LBP3560 42 CPM	28,177	81,416	53,239	\$0.004000	None at this time.
MGKA100680 / GW1YM				\$212.96	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Special Education</b>					
Canon IR2545 45 CPM	29,789	78,988	49,199	\$0.003000	None at this time.
FUU30229 / GW25M				\$147.60	
1,000,000 / 04/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					

*Date of Last Upgrade: 9/1/2011*

[illegible]

*Date of Last Upgrade: 9/1/2011*

<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>Whitefield Elementary</b>					
<b>Library</b>					
Canon LBP3560 42 CPM	7,797	20,830	13,033	\$0.004000	None at this time.
MGKA100598 / GW1YN				\$52.13	
1,000,000 / 10/2010	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected					
<b>OCE VT</b>					
<b>Main Office</b>					
Canon IRC5035 35 CPM	5,371	18,963	13,592	\$0.003900	None at this time.
GNW57984 / GW25L				\$53.01	
750,000 / 10/2009	5,517	18,709	13,192	\$0.04995	
Color Photocopier				\$658.94	
Connected					
<b>OCE VT</b>					
Oce VL6022 60 CPM	1,182,317	1,358,801	176,484	\$0.004000	None at this time.
A0PP211000164 / GW14A				\$705.94	
3,000,000 / 06/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
<b>OCE VT</b>					

*Date of Last Upgrade: 9/1/2011*

<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>Whitefield Elementary</b>					
<b>Teachers' Room 2nd Floor</b>					
Canon IR8095 95 CPM	414,166	1,196,014	781,848	\$0.003000	None at this time.
HNA10327 / GW255				\$2,345.54	
6,000,000 / 06/2010	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected					
OCE VT					
	<b>Subtotals B&amp;W</b>		<b>984,957</b>	<b>\$3,156.62</b>	
	<b>Subtotals Color</b>		<b>13,192</b>	<b>\$658.94</b>	
<b>District Wide Black Totals</b>			<b>4,450,599</b>	<b>\$14,072.19</b>	
<b>District Wide Color Totals</b>			<b>187,814</b>	<b>\$9,381.31</b>	

*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 2011/2012 Fiscal Year**

**Copies-per-Year: 3,923,160**

**Present vs. Proposed Recommendations as of 9/01/11**

### PRESENT SITUATION

- 1) Guarantees on Photocopiers...**None**
- 2) Annual Price Ceilings Left...**None**
- 3) High Volume Console Units...**Ten**
- 4) Units to be Traded...**Twenty**
- 5) Photocopiers...**Twenty-One**  
Computer Interfaced...**Sixteen**
- 6) Network Printers....**None**
- 7) Color Photocopiers Networked ...**Five**
- 8) High Speed Duplicator(s)...**None**  
Total number of Units...**Twenty-One**
- 9) Duplex's...**Twenty-One**
- 10) Sorter's...**Twenty-One**
- 11) Finisher's...**Fifteen...Fourteen w/3-Hole Punch**

### 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...**Ten**
- 4) Replaced **Twenty-Two New**
- 5) Photocopiers...**Nineteen**  
Computer Interfaced...**Nineteen** with Print &-Or Scan
- 6) Low Operational Cost Network Printers...**Five**
- 7) Low Cost Color Photocopiers Networked...**Five**
- 8) High Speed Duplicator (s)...**None**  
Total number of Units...**Twenty-Four**
- 9) Duplex's... **Twenty-Four**
- 10) Sorter's... **Twenty-Four**
- 11) Finisher's... **Eighteen...Sixteen w/3-Hole Punch & 1 w/Saddle Stitch**

#### Overall Description of Equipment Fleet:

Presently, you have **Twenty-One** machines that would be traded out or Returned ... for **Twenty-two** New units... all with Five Year warranties. In addition, most if not all of your entire fleet with have confidential print.

#### Capital:

Presently, your municipal lease is paid off. With the new arrangement, you will again have one 'municipal' master lease at **3.49%** interest. Your first of five annual lease payments will be due on August 1st 2012. 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 **\$0.007653 for black and \$0.092 for Color**. The new contract will come in at a CPC of **\$0.003064 for Black and \$0.04995 for Color**.

#### Vendor Packages:

SPC has brought to you **Four** 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 **Oce with Canon**.

<u>Cost Center</u>	<u>Present</u>	<u>Proposed</u>
1. Service & Supplies Color Photo only	\$3,546.69	\$1,925.62>> Invoiced Quarterly in Arrears
2. Service & Supplies Black Photo only	\$20,027.47	\$10,167.07>> Invoiced Annually 80% of projected-Reconciled End of Year
3. In House Printing (Volume shifted to copiers)	\$8,594.60	\$1,154.13>> Invoiced Annually 80% of projected-Reconciled End of Year
4. Municipal Lease	\$39,923.24	\$29,730.29
5. Forced Upgrade	\$7,950.00	\$00.00
Totals	\$80,042.00	\$42,977.11

Annual Cost Savings \$37,064.89

Five Year Cost Savings **\$185,324.45**

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 2012**. 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.

## *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 8/15/2007 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
4,450,599	\$.01420	\$63,198.51

### *CURRENTLY WITH SPC*

Current Annual Volume	Current CPC (new year)	Average Annual Charges	Average Annual Cost Savings	Average 5-Year Cost Savings
4,450,599	\$.00319	\$14,197.41	\$49,001.10	\$245,005.50

***Today the Cooperative Buying of SPC has netted annual cost savings,  
on average, of \$49,001.09 x 6 years as a Client  
= \$294,006.60 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>
Jefferson Elementary	344,042	\$1,087.88	\$1,707.14	\$2,298.22	\$5,093.24
Lancaster Elementary	1,021,104	\$3,207.89	\$5,066.72	\$6,821.04	\$15,095.65
North Country Class	29,514	\$89.43	\$146.45	\$197.16	\$433.03
SAU #36	342,471	\$1,056.60	\$1,699.34	\$2,287.73	\$5,043.67
White Mountains High	1,728,511	\$5,582.93	\$8,576.87	\$11,546.57	\$25,706.37
Whitefield Elementary	984,957	\$3,188.19	\$4,887.36	\$6,579.58	\$14,655.12
<i><b>Totals</b></i>	<i><b>4,450,599</b></i>	<i><b>\$14,212.91</b></i>	<i><b>\$22,083.87</b></i>	<i><b>\$29,730.29</b></i>	<i><b>\$66,027.08</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>
Oce Vermont	Color Photocopier	276,128	\$0.00390	\$1,076.90	\$0.00394	\$1,087.67
Oce Vermont	Black Photocopier	305,629	\$0.00400	\$1,222.52	\$0.00404	\$1,234.74
Oce Vermont	Black Photocopier	3,702,596	\$0.00300	\$11,107.79	\$0.00303	\$11,218.87
Oce Vermont	Black Network Printer	166,246	\$0.00400	\$664.98	\$0.00404	\$671.63
<b><i>Totals and Averages</i></b>		<b><i>4,450,599</i></b>	<b><i>\$0.00316</i></b>	<b><i>\$14,072.19</i></b>	<b><i>\$0.00319</i></b>	<b><i>\$14,212.91</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>
Jefferson Elementary	31,389	\$1,585.14
Lancaster Elementary	36,506	\$1,843.55
North Country Class	0	\$0.00
SAU #36	58,251	\$2,941.68
White Mountains High	48,476	\$2,448.04
Whitefield Elementary	13,192	\$666.20
<b><i>Totals</i></b>	<b><i>187,814</i></b>	<b><i>\$9,484.61</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>
Oce Vermont	Color Photocopier	187,814	\$0.04995	\$9,381.31	\$0.05050	\$9,484.61
<b><i>Totals and Averages</i></b>		<b>187,814</b>	<b>\$0.04995</b>	<b>\$9,381.31</b>	<b>\$0.05050</b>	<b>\$9,484.61</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>25</b>
<b># of Units on Lease</b>	<b>22</b>
<b># of Units Owned</b>	<b>3</b>
<b>Lease Company</b>	<b>Norway Savings Bank</b>
<b>Lease Start Date</b>	<b>9/1/2011</b>
<b>Lease End Date</b>	<b>8/1/2016</b>
<b>Term</b>	<b>5 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$29,730.29</b>
<b>Remaining Payments</b>	<b>3</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>
Jefferson Elementary	Canon	IR6055	HTT16347
Jefferson Elementary	Canon	IRC5035	GNW57999
Lancaster Elementary	Canon	IR8085	HNG10159
Lancaster Elementary	Canon	IR8085	HNG10147
Lancaster Elementary	Canon	LBP3560	MGKA100688
Lancaster Elementary	Canon	LBP3560	MGKA100689
Lancaster Elementary	Canon	IRC5035	GNG56032
Lancaster Elementary	Canon	IR6075	HTK12654
North Country Class	Canon	IR2545	FUZ30679
SAU #36	Canon	IRC5035	GNW57843
SAU #36	Canon	IR8085	HNG10173
White Mountains High	Canon	LBP3560	MGKA100686
White Mountains High	Canon	IR2545	FUU30147
White Mountains High	Canon	IR8085	HNG10155
White Mountains High	Canon	LBP3560	MGKA100680
White Mountains High	Canon	IRC5035	GNW57831
White Mountains High	Canon	IR8085	HNG10142
White Mountains High	Canon	IR2545	FUU30229
White Mountains High	oce	VL3200x	0120720
Whitefield Elementary	Canon	LBP3560	MGKA100598
Whitefield Elementary	Canon	IRC5035	GNW57984
Whitefield Elementary	Canon	IR8095	HNA10327

## *Owned Equipment*

Building	Make	Model	Serial #
White Mountains High	Canon	LBP3560	MGKA100682
White Mountains High	Oce	VL6022	A0PP2011000060
Whitefield Elementary	Oce	VL6022	A0PP211000164

***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>
Sheila Goulet	sgoulet
Jeremy Noyes	jnoyes

\*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 NHS AU 36, as lessee (the "Lessee"), commencing on 9/1/2011, (the "Lease-Purchase") hereby contracts with Lessee for the term of the Lease-Purchase (terminating on 6/30/2016) 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>	<u>Oce Vermont</u>	<b>Lessee:</b>	<u>NHSAU 36</u>
<b>Street Address:</b>	<u>520 Avenue D</u>	<b>Street Address:</b>	<u>14 King Square</u>
<b>City/State/Zip:</b>	<u>Williston, VT 05495</u>	<b>City/State/Zip:</b>	<u>Whitefield, NH 03598</u>
<b>By (signature):</b>	<u></u>	<b>By (signature):</b>	<u></u>
<b>Name:</b>	<u>Kevin Fisher</u>	<b>Name:</b>	<u>Sheila Goulet</u>
<b>Title:</b>	<u>General Manager</u>	<b>Title:</b>	<u>Business Manager</u>

## *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 NHS AU 36, as lessee (the "Lessee"), commencing on September 1, 2011, (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, 2016) 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>	<u>Oce Vermont</u>
<b>Street Address:</b>	<u>520 Avenue D</u>
<b>City/State/Zip:</b>	<u>Williston, VT 05495</u>
<b>By (signature):</b>	<u></u>
<b>Name:</b>	<u>Kevin Fisher</u>
<b>Title:</b>	<u>General Manager</u>