2017-2018 Annual Report

Year - End Photocopier Analysis

With projected costs for 2018-19

O ctmĩ cguugt

NHSAU 61 - Farmington

35 School Street

Farmington, NH 03835

October 2018

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

O ctm˝I cguugt
NHSAU 61 - Farmington
35 School Street
Farmington, NH 03835

Dear O ctm

We at Specialized Purchasing Consultants, wish to thank you for your continued confidence in us. Our relationship is now 10 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

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

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

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

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

Sincerely,

Skip Tilton
President

Table of Contents

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.
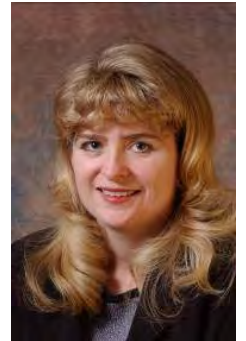
Jessica Paradis
Accounting Coordinator

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 experince 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:	**41**
Total Black Photocopiers	**18**
Total Color Photocopiers	**9**
Total Black Network Printers	**9**
Total Color Network Printers	**5**
Total Removed from Service:	**0**
# of Units OFF Warranty:	**0**
# of Units Approaching End of Warranty:	**0**
# of Units Overused:	**0**
# of Units Underused:	**0**
Commencement Date:	**8/2/2017**
# of Annual Payments Left on Lease	**4**
All Warranties and Service Contracts Expire:	**6/30/2023**
SPC's FM Audit Print Management Software Loaded	**Yes**
Printer Contract	**Yes**

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

Dear Mark,

Continue to make your next lease payment to buy down the principal. That will make room for your next upgrade when the time is right.

It is important to not ignore machines that are being overused or underused. We noticed that 29 printers did less than 500 prints last year. This count does not include the ones marked as being in storage. Should the need come up in the district for additional printers, these 29 should be revisited to be moved elsewhere.

Also, keep in mind there are some powerful print management software that you may want to consider next time around. (See page #10) In fact, with SPCStarDoc, we have made some interesting improvements and will continue to do so. We will highlight this when we review your Annual Report.

Sincerely,
Skip

Non Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
DELL Laser Printer 1710n	72CH4BD	10.2.0.128	6/21/2018 7:07:11 PM
HP Color LaserJet 2840	CNJC8430FQ	10.4.0.52	4/8/2018 7:07:10 PM

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

1988	**Specialized Purchasing Consultants opens its doors**

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

1999	**Improved Annual Reports**

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

2001	**Solid-Ink Printers and Meter Collection**

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

2002	**Bond Counsel Review**

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

2003	**Contracts and Warranties Updated**

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

2005	**Economic Municipal Relief Fund Established**

2006	**Data Collection Agent**

- Data Collection Agent Software offered for meter collection convenience

2007	**Insurance Fund**

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

2012	**STARDoc - Print Management Software Developed and Implemented**

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

2013	**STARDoc - Daily Tracking**

- Meters gathered daily to track usage

2014   STARDoc - Monthly Audits

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

2015   STARDoc - Mapping Options and Asset Management

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

2018   STARDoc - Improved Pinpointing of Budget and Communications

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

- **Cost Projection by Department or Building** - Who Benefits? Accounts Payable, Business Manager and Superintendent
  - Allows you to formulate next year's budgets as early as December
  - Allows you to see the projected usage bill in advance
  - Tabulate total budgets and total costs district wide
  - Volume or cost pages allow you to pinpoint specific machines on the floor plans
  - Timeline - allowing you to go back to see how your budget compares to previous years

- **Map your devices on Floorplans** - Who Benefits? Business Manager, IT
  - Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
  - Device information tab will allow you to easily access the web interface of the printer/copier
  - Non-Reporting device listing for devices that haven't reported for more than 2 weeks
  - Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TV's)

- **Floor Plans Admin** - Who Benefits? Business Manager and IT
  - Allows IT and Business Manager to move devices around on Floor Plan
  - Paper trail of device locations after summer break
  - Will show Previous Devices, Present Equipment and Proposed Equipment

- **Contacts Page** - Who Benefits? Business Manager and IT
  - Control Access and Permissions to Star Doc
  - Toggle Email all (Toner, Service Monthly Audits)

- **Device Listing Page** - Who Benefits? Business Manager and IT
  - Centralized location for detailed information of District's assets
  - Exportable device listing to Excel or PDF
  - Tracks additional non-contract devices
  - IP Addresses and MAC addresses automatically imported
  - Strikethrough on machines that have been removed

- **Monthly Audits** - Who Benefits? Business Manager and Superintendent
  - Monthly Cost Snapshot
  - Shows amount of devices not reporting to help improve accuracy of projections

- **Timeline:** Who Benefits? Business Manager
  - Track historical volume and cost per building

- **"Last Sync Date"** Who Benefits? IT Manager
  - Shows the last time that FMAudit synced for that client

New Features

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

➢ Print to a single global queue, walk up, and collect at any device.

➢ The application allows jobs to be held at the server level and released when the user engages it at any multi-function device (MFD). It allows users to print at any area within the building as long as the MFD has the features needed by the user.

STARDoc
NEW! Over Budget Report feature

➢ Allows user to select the Over Budget feature to produce a report showing each machine currently running over projected volumes, listed with highest amount over first.

➢ Catch overused equipment early, before equipment begins to break down due to over use.

➢ Request service history on any machine right through STARDoc.

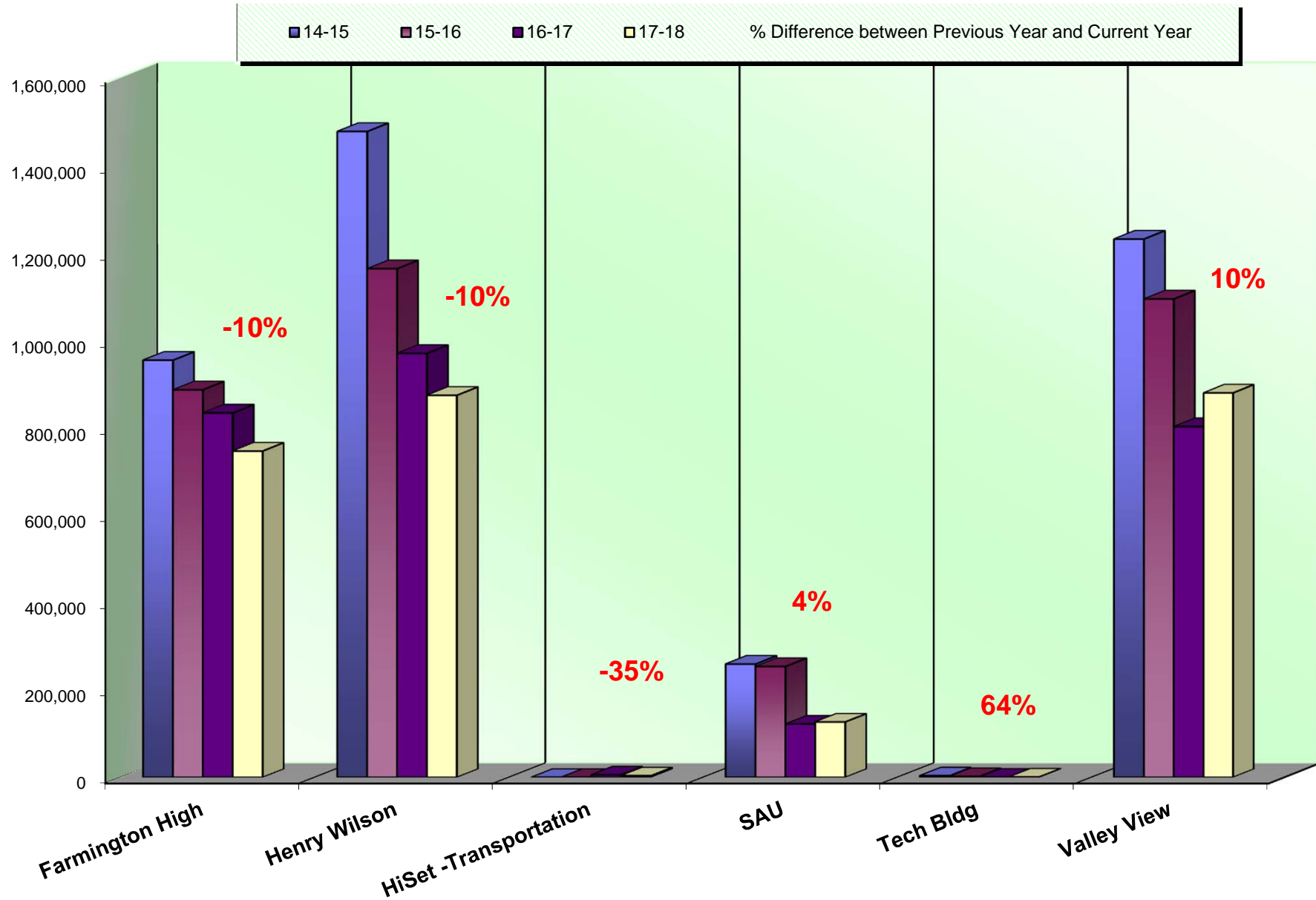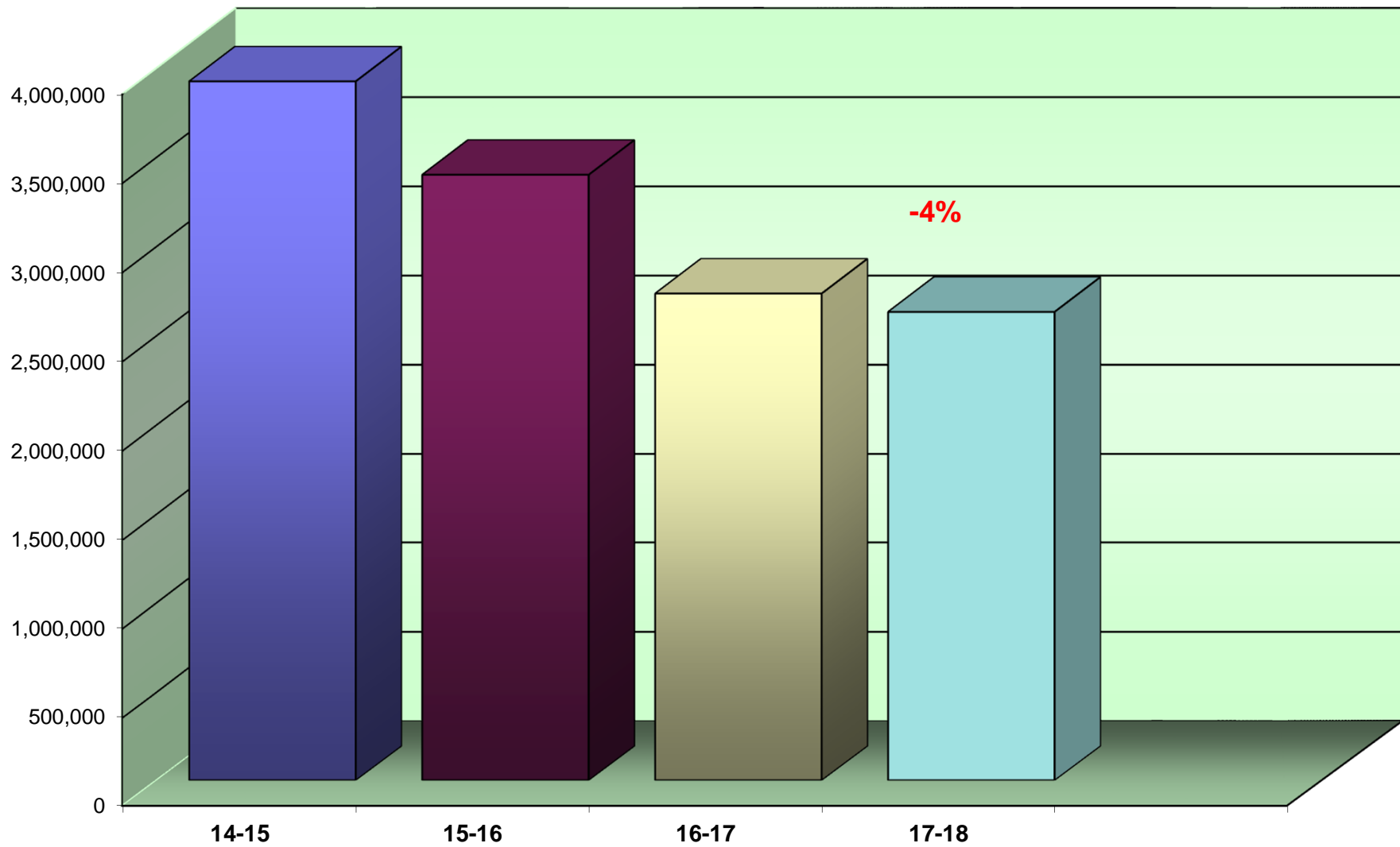| Over Budget	
Room:	Room 201 Principal's Office
Make & Model:	Canon IRC5051
Serial Number:	GQM65369
IP Address:	172.16.10.145
Projected Amount Over Budget:	$1,902

Previous   Next

Request Service History   Close

Annual Black Volume by Building

Annual Black Volume Overall

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

Average Student to Copy Usage – Black Only

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

Building	Student Population	Projected Annual Volume	Total School Cost*	Average Copies Per Student	Average Cost Per Student
Farmington High	253	764,119	$15,867.55	3,020	$62.72
Henry Wilson Memorial	322	836,203	$17,267.42	2,597	$53.63
HiSet - Transportation	0	3,585	$84.36	0	$0.00
SAU 61	0	124,694	$2,641.84	0	$0.00
Tech Center	0	455	$9.71	0	$0.00
Valley View Community	298	867,440	$17,870.05	2,911	$59.97
TOTALS & AVERAGES	**873**	**2,596,496**	**$53,740.92**	**2,974**	**$61.56**

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

Cost Comparison – Black Only

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

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	88,906	209,301,843	$4,194,294.05	2,354	$47.17

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

Average Copies Per Student - Black

16/17	2354
15/16	2351
14/15	2418
13/14	2579
12/13	2516

(x-axis: 2200, 2250, 2300, 2350, 2400, 2450, 2500, 2550, 2600)
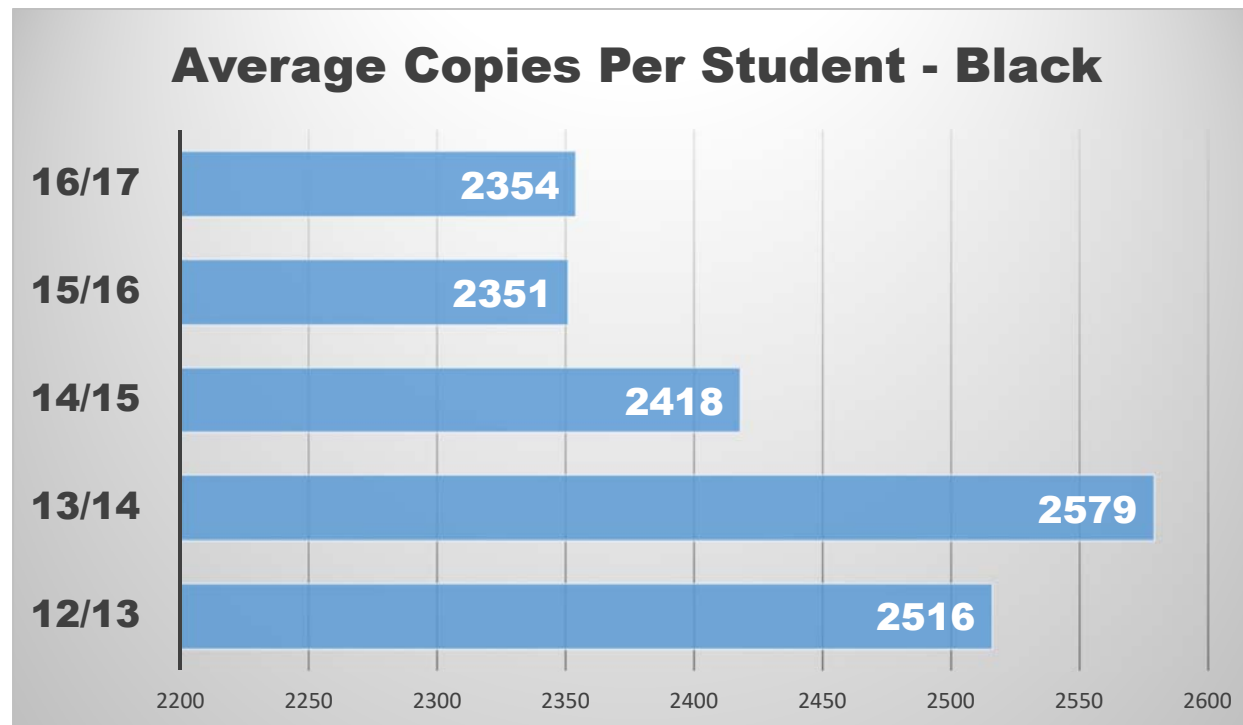
Annual Color Volume by Building

Annual Color Volume Overall
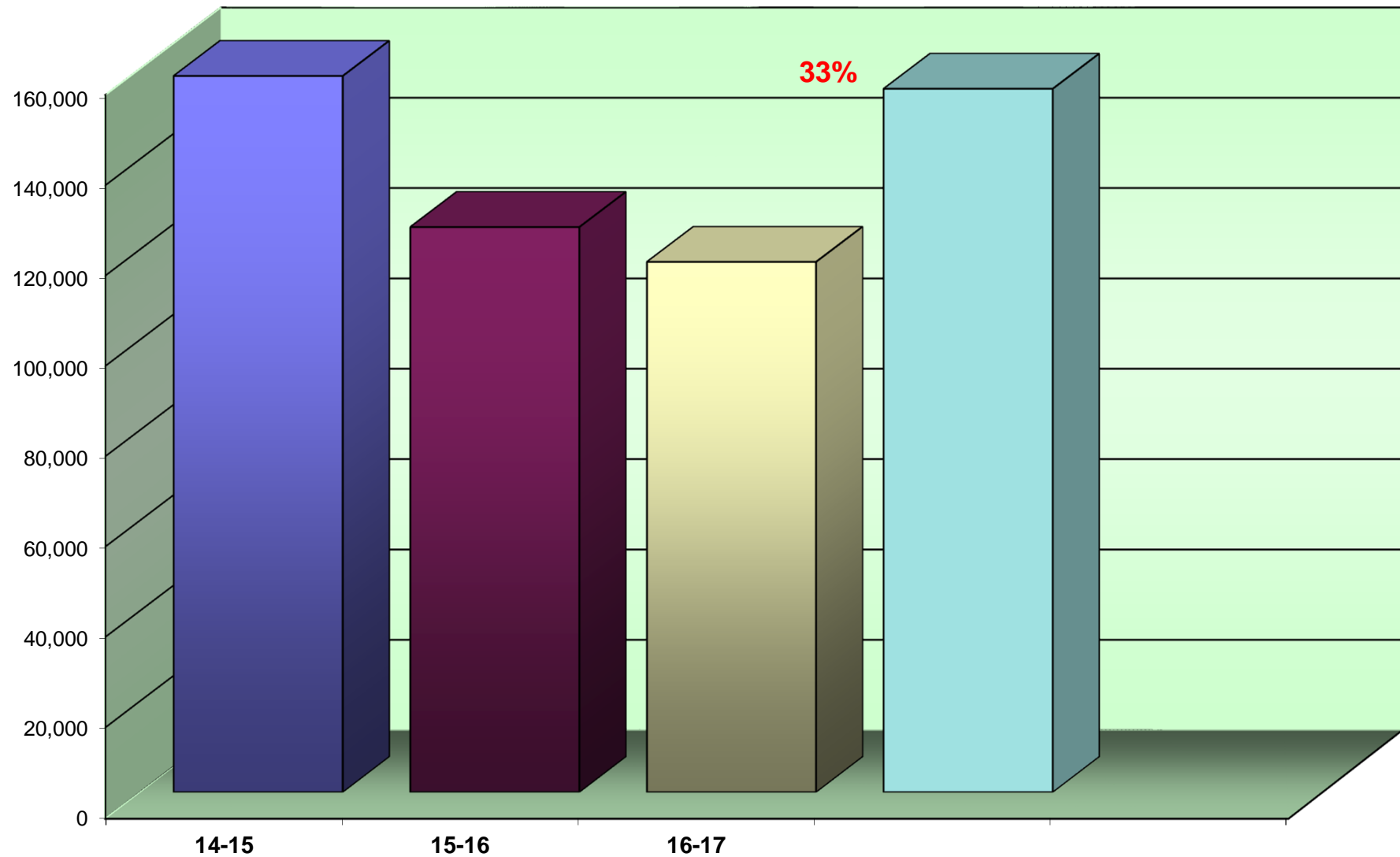
33%

160,000

140,000

120,000

100,000

80,000

60,000

40,000

20,000

0

14-15　　　　15-16　　　　16-17

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

Average Student to Copy Usage – Color Only

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

Building	Student Population	Projected Annual Volume	Total School Cost*	Average Copies Per Student	Average Cost Per Student
Farmington High	253	51,415	$2,671.73	203	$10.56
Henry Wilson Memorial	322	31,855	$1,635.75	99	$5.08
HiSet - Transportation	0	0	$0.00	0	$0.00
SAU 61	0	18,027	$925.69	0	$0.00
Tech Center	0	629	$36.37	0	$0.00
Valley View Community	298	49,251	$2,529.04	165	$8.49
TOTALS & AVERAGES	**873**	**151,177**	**$7,798.58**	**173**	**$8.93**

Total School Cost refers to the cost of Service and Supplies. Paper and Equipment Costs are only calculated with the Black Prints. See Projected Equipment Costs by Building table later in this Report.

NOTE: New STARDoc tool will flag the High Color Usage. See Page #10 under New STARDoc features. Industry ratios are 185 color prints per student per year. Please contact our SPC technical team to provide training to your staff.

District Wide Black Totals	**2,636,053**	**$8,932.55**
District Wide Color Totals	*155,568*	*$7,817.54*

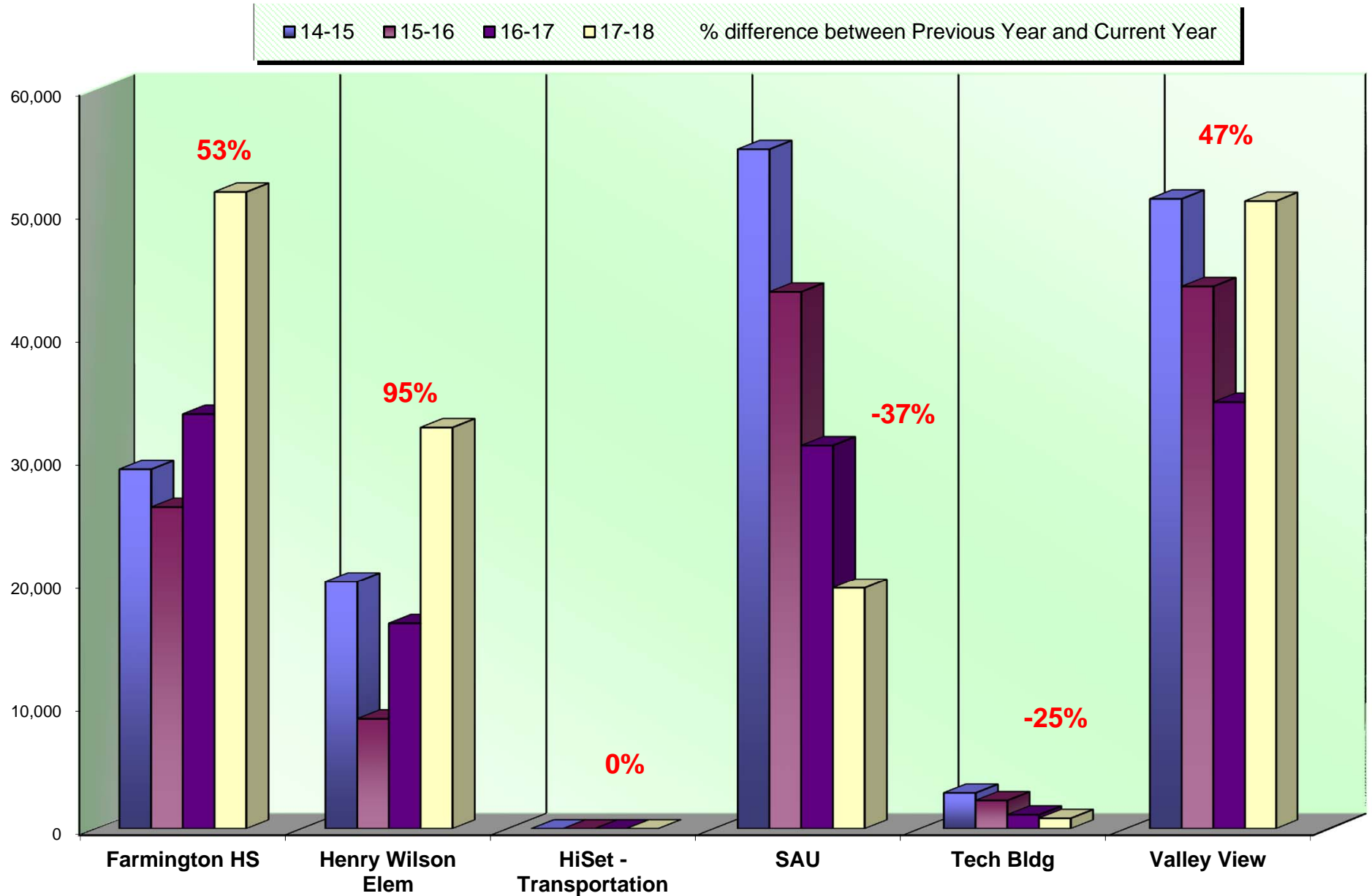## *Cost Comparison – Color Only*

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

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	88,906	16,474,996	$820,060.24	185	$9.22

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

Average Copies Per Student - Color

16/17	185
15/16	167
14/15	137
13/14	125
12/13	92
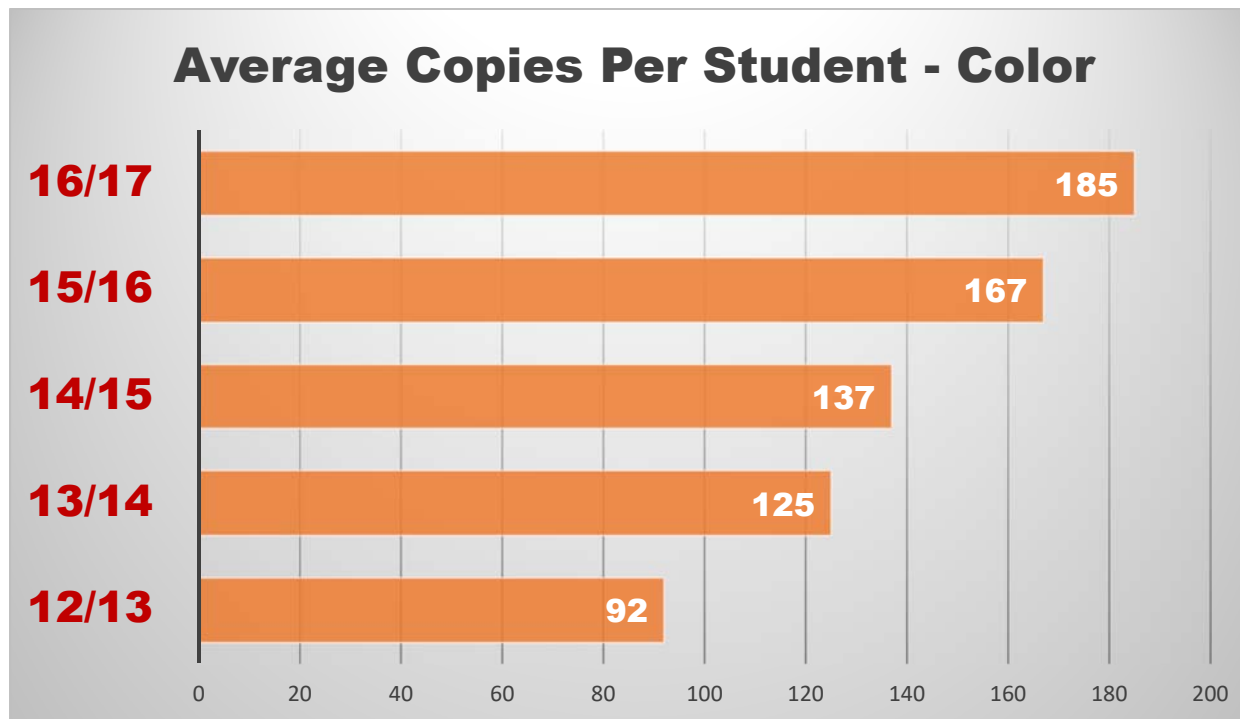
Color to Total Volume Percentage
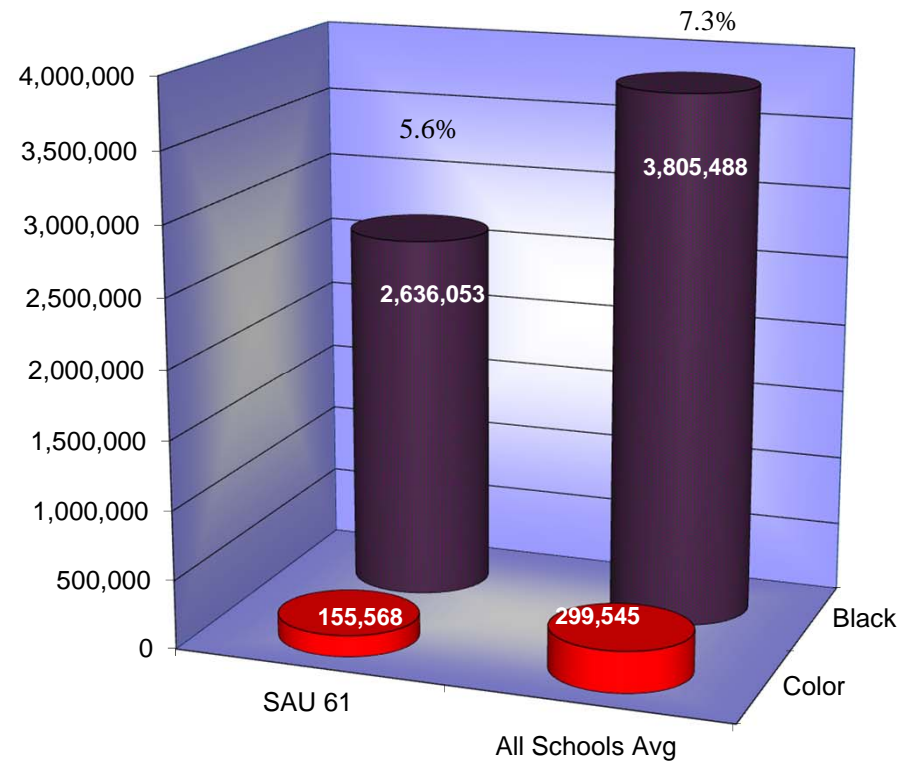
Usage Profile for Service & Supplies - Black

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

	Volume Prior To Upgrade	Cost Prior to Upgrade	Volume After Upgrade	Cost After Upgrade	Total Volume	Total Costs
Farmington High	(16,224)	($63.94)	764,119	$2,627.65	747,895	$2,563.71
Henry Wilson Memorial	38,647	$162.29	836,203	$2,781.09	874,850	$2,943.38
HiSet - Transportation	49	$0.20	3,585	$21.98	3,634	$22.18
SAU 61	3,843	$21.95	124,694	$479.87	128,537	$501.82
Tech Center	439	$2.84	455	$1.82	894	$4.66
Valley View Community	12,803	$53.13	867,440	$2,843.67	880,243	$2,896.80
TOTALS	**39,557**	**$176.47**	**2,596,496**	**$8,756.08**	**2,636,053**	**$8,932.55**

Usage Profile for Service & Supplies - Color

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

	Volume Prior To Upgrade	*Cost Prior to To Upgrade*	*Volume After Upgrade*	*Cost After Upgrade*	*Total Volume*	*Total Costs*
Farmington High	241	$12.71	51,415	$2,598.93	51,656	$2,611.64
Henry Wilson Memorial	730	$37.13	31,855	$1,591.16	32,585	$1,628.29
HiSet - Transportation	0	$0.00	0	$0.00	0	$0.00
SAU 61	1,534	$80.84	18,027	$900.45	19,561	$981.29
Tech Center	220	$13.05	629	$35.38	849	$48.43
Valley View Community	1,666	$87.80	49,251	$2,460.09	50,917	$2,547.89
TOTALS	***4,391***	***$231.53***	***151,177***	***$7,586.01***	***155,568***	***$7,817.54***

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 9/1/2008** with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2017-18 fiscal year black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	PriorCPC	Average Annual Cost
2,596,496	$0.01761	$45,724.29

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,596,496	$0.00337	$8,750.19	$36,974.10	$184,870.52

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of $36,974.10 x 10 years as a Client

=$369,741.03 Cost Savings!

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

Projected Equipment Costs by Building - Black

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

Building	Projected Black Volume	Projected Black Cost	Approx. Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Farmington High	764,119	$2,701.38	$3,791.56	$9,374.61	$15,867.55
Henry Wilson Memorial	836,203	$2,859.21	$4,149.24	$10,258.97	$17,267.42
HiSet - Transportation	3,585	$22.59	$17.79	$43.98	$84.36
SAU 61	124,694	$493.30	$618.73	$1,529.81	$2,641.84
Tech Center	455	$1.87	$2.26	$5.58	$9.71
Valley View Community	867,440	$2,923.61	$4,304.24	$10,642.20	$17,870.05
TOTALS	**2,596,496**	**$9,001.96**	**$12,883.81**	**$31,855.15**	**$53,740.92**

Projected Equipment Costs by Building - Color

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

Building	Projected Color Volume	Total Projected Color Usage Cost
Farmington High	51,415	$2,671.73
Henry Wilson Memorial	31,855	$1,635.75
HiSet - Transportation	0	$0.00
SAU 61	18,027	$925.69
Tech Center	629	$36.37
Valley View Community	49,251	$2,529.04
TOTALS	**151,177**	**$7,798.58**

Service & Supply Usage Profile by Vendor - Black

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

Vendor	Equipment Type	Actual Volume	2017-18 Cost / Copy	Total Costs	Projected Volume	2018-19 Cost / Copy	Projected Cost
Axis Business Solutions	Black Network Printer	363	$0.02085	$7.57	0	$0.00000	$0.00
KMBS	Black Laser MFP	34,012	$0.00826	$280.90	70,040	$0.00630	$441.25
KMBS	Black Network Printer	68,568	$0.00614	$421.12	66,178	$0.00630	$416.92
KMBS	Black Photocopier	2,082,393	$0.00323	$6,722.57	2,018,366	$0.00329	$6,640.42
KMBS	Color Laser MFP	455	$0.00400	$1.82	455	$0.00411	$1.87
KMBS	Color Network Printer	17,091	$0.00615	$105.04	16,314	$0.00630	$102.78
KMBS	Color Photocopier	433,171	$0.00322	$1,393.53	425,143	$0.00000	$1,398.72
	TOTALS	*2,636,053*	*$0.00339*	*$8,932.55*	*2,596,496*	*$0.00347*	*$9,001.96*

Service & Supply Usage Profile by Vendor - Color

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

Vendor	Equipment Type	Actual Volume	2017-18 Cost / Copy	Total Cost	Projected Volume	2018-19 Cost / Copy	Projected Cost
KMBS	Color Laser MFP	629	$0.05625	$35.38	629	$0.057820	$36.37
KMBS	Color Network Printer	4,899	$0.05626	$275.63	4,880	$0.057820	$282.16
KMBS	Color Photocopier	150,040	$0.05003	$7,506.53	145,668	$0.051350	$7,480.05
	TOTALS	*155,568*	*$0.050252*	*$7,817.54*	*151,177*	*$0.051586*	*$7,798.58*

Reprographic Equipment Assessment

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

Total Number of Units	**41**
Total Number of Units on Lease	**36**
Total Number of Units Owned	**5**
Lease Company	**Northway Bank**
Lease Start Date	**8/2/2017**
Lease End Date	**8/1/2022**
Term	**5 years**
Annual Payment usually due on 8/1	**$31,855.15**
Remaining Payments	**4**

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

Leased Equipment

Building	Make/Model	Serial Number
Farmington High	Konica Minolta BH4020	A6WD011000701
Farmington High	Konica Minolta BH808	A8KN011003836
Farmington High	Konica Minolta BH3301P	A63P015000849
Farmington High	Konica Minolta BHC458	A79M011013482
Farmington High	Konica Minolta BH4700P	A63N011019587
Farmington High	Konica Minolta BH4020	A6WD011007250
Farmington High	Konica Minolta BH4700P	A63N011018552
Farmington High	Konica Minolta BH4020	A6WD011007125
Farmington High	Konica Minolta BHC658	A79J013000141
Farmington High	Konica Minolta BHC3100P	A6DR012104786
Farmington High	Konica Minolta BH3301P	A63P015001458
Farmington High	Konica Minolta BHC3100P	A6DR012104784
Farmington High	Konica Minolta BHC3100P	A6DR012104772
Farmington High	Konica Minolta BHC3100P	A6DR012104788
Farmington High	Konica Minolta BH808	A8KN011003931
Henry Wilson Memorial	Konica Minolta BH4700P	A63N011019627
Henry Wilson Memorial	Konica Minolta BH808	A8KN011004128
Henry Wilson Memorial	Konica Minolta BHC458	A79M011013976
Henry Wilson Memorial	Konica Minolta BH808	A8KN011003817
Henry Wilson Memorial	Konica Minolta BHC3100P	A6DR012104782
Henry Wilson Memorial	Konica Minolta BH808	A8KN011004174
Henry Wilson Memorial	Konica Minolta BH4700P	A63N011018550
HiSET - Transportation	Konica Minolta BH4020	A6WD011000551
SAU 61	Konica Minolta BH4020	A6WD011007226
SAU 61	Konica Minolta BH558	A9HG011004334
SAU 61	Konica Minolta BHC658	A79J013000028

Building	Make/Model	Serial Number
SAU 61	Konica Minolta BH4700P	A63N011018555
SAU 61	Konica Minolta BH4020	A6WD011007225
Tech Center	Konica Minolta BHC3110	A6DT012103553
Valley View Community	Konica Minolta BH4020	A6WD011000695
Valley View Community	Konica Minolta BHC458	A79M011013525
Valley View Community	Konica Minolta BH808	A8KN011004208
Valley View Community	Konica Minolta BH808	A8KN011004213
Valley View Community	Konica Minolta BH4700P	A63N011018557
Valley View Community	Konica Minolta BH4020	A6WD011007248
Valley View Community	Konica Minolta BH4700P	A63N011019637

Owned Equipment

Building	Make/Model	Serial Number
Farmington High	Konica Minolta BHC454	A4FJ011004865
Henry Wilson Memorial	Konica Minolta BHC454	A4FJ011006770
Henry Wilson Memorial	Konica Minolta BHC454	A4FJ011007127
Henry Wilson Memorial	Konica Minolta BH454	A61D011002545
Valley View Community	Konica Minolta BH754	A55V011000052

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*

12/23/13

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**	**AGREED AND ACCEPTED BY:** **Client**
By:	By:
Title:	Title:
Date:	Date:
Signature:	Signature:

12/23/13

20

StarDoc User Names

Name	User Name
Diana Jansen	djansen@sau61.org
Dorothy Mohr	dmohr@sau61.org
Jessica Richardson	jrichardson@sau61.org
Mark Gaesser	mgaesser@sau61.org
Rebecca Fredette	rfredette@sau61.org
Ruth-Ellen Vaughn	rvaughn@sau61.org
Sharon Lalkas	slalkas@sau61.org
Sharon Langis	slangis@sau61.org
Sheryl Olstad	solstad@sau61.org

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

Benefits of partnering with SPC

Top Benefits to <mark>our CLIENTS</mark>:

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 69 clients with over 4,100 devices doing more than 239 million copies and prints per year. Annually, we purchase approximately 1,100 units running over 80 million prints!

➢ We will _save you time_ by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis and managing the implementation.

➢ We will _save you frustration_. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

➢ 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 $2.5 million for all of our clients.
That translates into Savings of more than $12 million over five years!

SPC Values Our Vendors

•SPC•
specialized purchasing consultants

Overall Benefits to <mark>our VENDORS</mark>

- Opportunities brought to you – Annually, we purchase approximately 1,100 units running over 80 million prints!
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

- Sharing of previous bid results that help you to negotiate with your manufacturers.
- On-Site Survey of client requirements including mapping all devices.
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs).
- 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.

<div align="center">

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

</div>