Specialized Purchasing Consultants

1491 East Side River Road
Dummer, NH 03588
(800)750-1538

·SPC·

FY22
Annual
Report

With FY23 Projections

Carla Smith

NHSAU 83 - Fremont School

432 Main Street

Fremont, NH 03044

Specialized Purchasing Consultants Inc.
Serving Maine, New Hampshire & Vermont since 1988

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

August 2022

Carla Smith

NHSAU 83 - Fremont School District
432 Main Street
Fremont, NH 03044

Dear Carla:

Specialized Purchasing Consultants is pleased to present your FY22 Annual Report, taking a look at where we are in recovering from the pandemic restrictions and changes, and looking ahead to continued cost savings and recommendations to maintain your equipment and ensure your vendors are giving the best service possible.

The past few years were unprecedented with the restrictions brought on by the pandemic, and this year was no exception. Because of the delays brought on by the pandemic we chose to submit our copier bid in February rather than wait until March/April. This proved to be a good move for many reasons.

The industry continues to experience major backorder issues on equipment, something we've not had to deal with in years past. Bidding early meant boards could approve results and orders could be placed early. We were also able to lock in new service and supply pricing for existing equipment while orders were delayed so as not to disrupt budgets already established for the new fiscal year based on upgrading equipment.

Even after our bids were received and awarded, though, one major vendor wanted to increase their pricing because of the increased inflation rate that took place after the bid process. We were able to negotiate with them and hold the pricing we received back in February. Again, starting the bid process early proved to be a positive move.

Finally, while the industry experienced an over 9% inflation rate, SPC was able to continue to hold down service and supply costs for all of our clients because of SPC's allowable CPC increase cap of 5%.

As always, we are grateful for your continued confidence in the services SPC provides and in our efforts to secure better pricing on equipment, service and supplies than can be obtained independently. We look forward to working with you another year and into the future.

Sincerely,

Skip Tilton
President

"Protecting Your Copier Interests"

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MEET YOUR TEAM

Skip Tilton, President
Billie Jo Tilton, Vice President

As co-founders of SPC, we 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. We have also been able to find ways to increase your equipment reliability, monitor and track usage variations throughout the year, and keep your costs under control.

Alex Webster
Operations, Marketing & IT Manager

Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bid process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the results, and presents them to our clients. He also maintains our office equipment and utilizes the latest technology to maintain STARDoc and FM Audit so our clients always have access to valuable information on their equipment.

Pam Weed
Client-Vendor Relations

Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.
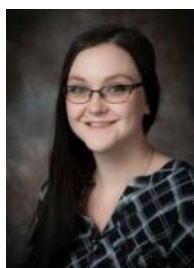
Kelly Fortier
Finance Support

Kelly is a valuable asset to the SPC Finance Department. Her versatility in managing various aspects of accounting, lease documentation, and service and supply contracts benefits her team and the clients she works with.

Heidi Tilton
Office Support

Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.

Sue Penney
Administrative & Finance Manager

Sue coordinates and oversees all billing, leases, and contracts. Her decades of financial expertise benefit the Billing Team by her attention to detail and ability to prioritize to ensure accuracy and timeliness of all finance projects.

Robert Dutil
Information Technology

Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.

Jamin Tilton
Operations Support

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly, coordinating with clients and vendors and maintaining a schedule that is beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc and FM Audit as well as with computer maintenance.

SPC TIMELINE

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 & Supply contracts.

1999 Improved Annual Report

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Established Student Ratios.

2001 Meter Collection

- 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 ensure any and all funding sources provided legal documentation to meet State statutes and regulations.

2003 Bond Counsel Review of Contracts and Warranties

- 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.

2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 2 or 3 a year.

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.

SPC TIMELINE (Continued)

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

2019   STARDoc – Service Histories, Chromebook Bid

- Mandatory annual fleet service history: Provides data on the overall reliability of the fleet.
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- Five-Year Fleet Management (FYFM): Projecting out five-year costs for all equipment based on current and past usage.

2020   Mock Bids - Warranty and Relief Fund

- Mock Bids: allows us to show where a client's pricing would come in without having to go out to bid. This allows them to buy off an existing bid, thus saving time and money.
- Warranty and Relief Fund: Due to the pandemic, there are serious upheavals in the industry. In an effort to cushion our clients, this fund was established. For more information, see the last page of the Annual Report.

2021   Vendor Services and Warranty Relief Equipment

- Vendor Bid Portal allows vendors to electronically submit bids, ensuring accuracy and saving time when calculating bid results for presentation.
- Premier Vendors Classification notes which vendors are not only cooperative to SPC bids but who demonstrate willingness to support SPC's processes before, during, and after the bid.
- Warranty Relief Equipment Base: Premier Vendors will have access to SPC-traded high-quality, low-meter machines. For more information, see the last page of the Annual Report.

2022   Vendor Bid

- Put bid out in February instead of late spring.
- This early bidding saved clients thousands due to inflation and price increases that took place after bid pricing was locked in, preventing higher rates to our clients.
- This also allowed for early ordering to accommodate backorders.
- We were also able to lock in bid rates for existing equipment until new equipment could be installed after the start of the new fiscal year.

2023   SPC Roadmap

- STARDoc Upgrade: Process is in place to give STARDoc a more modern facelift.

EQUIPMENT HEALTH STATUS

Total Number of Machines	**16**
Total Black Photocopiers & MFPs:	6
Total Color Photocopiers & MFPs:	3
Total Black Network Printers:	7
Total Color Network Printers:	0
Total Removed From Service:	0
# of Units Not in Use for FY21	0
# of Units OFF Warranty**	0
# of Units Approaching End of Warranty	11
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	11/01/2017
All Warranties and Service Contracts Expire	06/30/2023
# of Annual Payments Left on Lease	0

**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 Carla,

Despite increased inflation and a continued backlog of orders – unprecedented in SPC history – SPC managed to maintain the buying power we established three decades ago and keep equipment and service & supply pricing lower than anything found in the industry.

Because equipment continues to be backordered, SPC will again put our equipment bid out to our vendors in February of 2023 rather than wait until April or May. This allows SPC to lock in low pricing before increases take effect, for vendors to get orders placed early, and for client budgets to be planned for the new fiscal year.

Your last lease payment was made on 08/01/2022. We recommend you consider an equipment upgrade commencing on July 1, 2023 with your first lease payment being due 8/1/2023. We believe your current service & supply pricing can be lowered and it could result in a savings of color costs alone of about $5,626.29 over a five-year period
.

The District is averaging 198 copies per student compared with the industry average of 243 (See pages 12 & 13). While this is lower than the industry, managing color is an ongoing battle. In 2020 & 2021, SPC aggressively started to add PaperCut in an effort to successfully bring color usage under control. We were able to do this without adding to your overall budget (See page 23).

We can discuss this and any other concerns at our meeting.

Sincerely,
Skip

AGING EQUIPMENT SUMMARY

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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Ellis School	Main Office	Konica Minolta BH4700P	A63N011021721	KMBS	04/01/2013
Ellis School	Room 109	Konica Minolta BH3301P	A63P015001850	KMBS	11/01/2015
Ellis School	Room 411	Konica Minolta BH4700P	A63N011021734	KMBS	04/01/2013
Ellis School	Room 420 Nurses' Office	Konica Minolta BH4020	A6WD011007781	KMBS	02/01/2014
Ellis School	Room 501	Konica Minolta BH4700P	A63N011022035	KMBS	04/01/2013
Ellis School	Room 502 Portable	Konica Minolta BH4020	A6WD011007776	KMBS	02/01/2014
Ellis School	Room 503	Konica Minolta BH4700P	A63N011021738	KMBS	04/01/2013
Ellis School	Room 509	Konica Minolta BH4700P	A63N011021731	KMBS	04/01/2013
Ellis School	Room 602 Modular	Konica Minolta BH4020	A6WD011007780	KMBS	02/01/2014
Fremont Town Office	Main Office	Konica Minolta BH368	A9HJ011008801	KMBS	08/01/2015
SAU 83	SAU Office - SPARE	Konica Minolta BH3301P	A63P015001701	KMBS	11/01/2015

ANNUAL BLACK VOLUME BY LOCATION
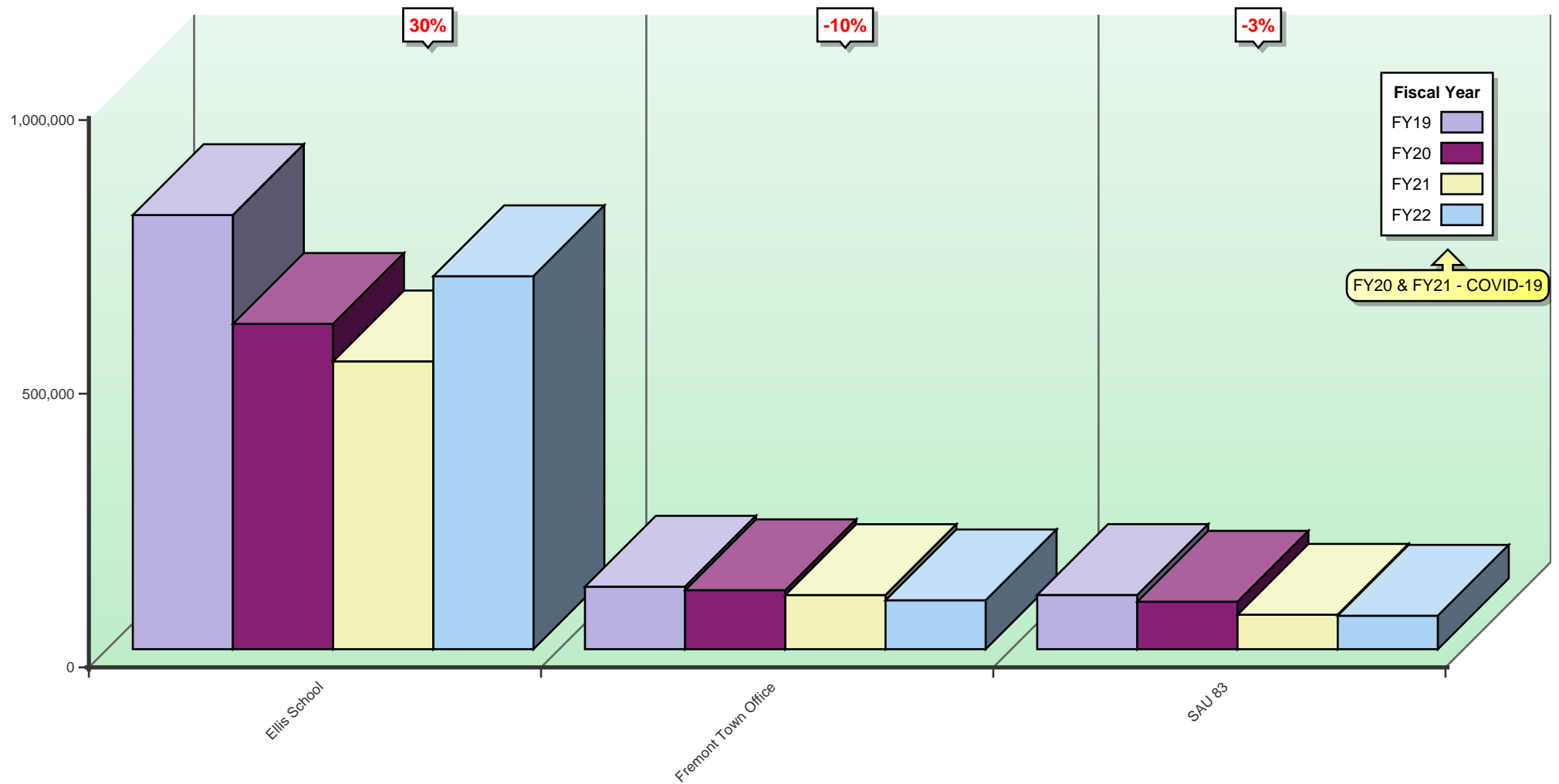
ANNUAL BLACK VOLUME OVERALL
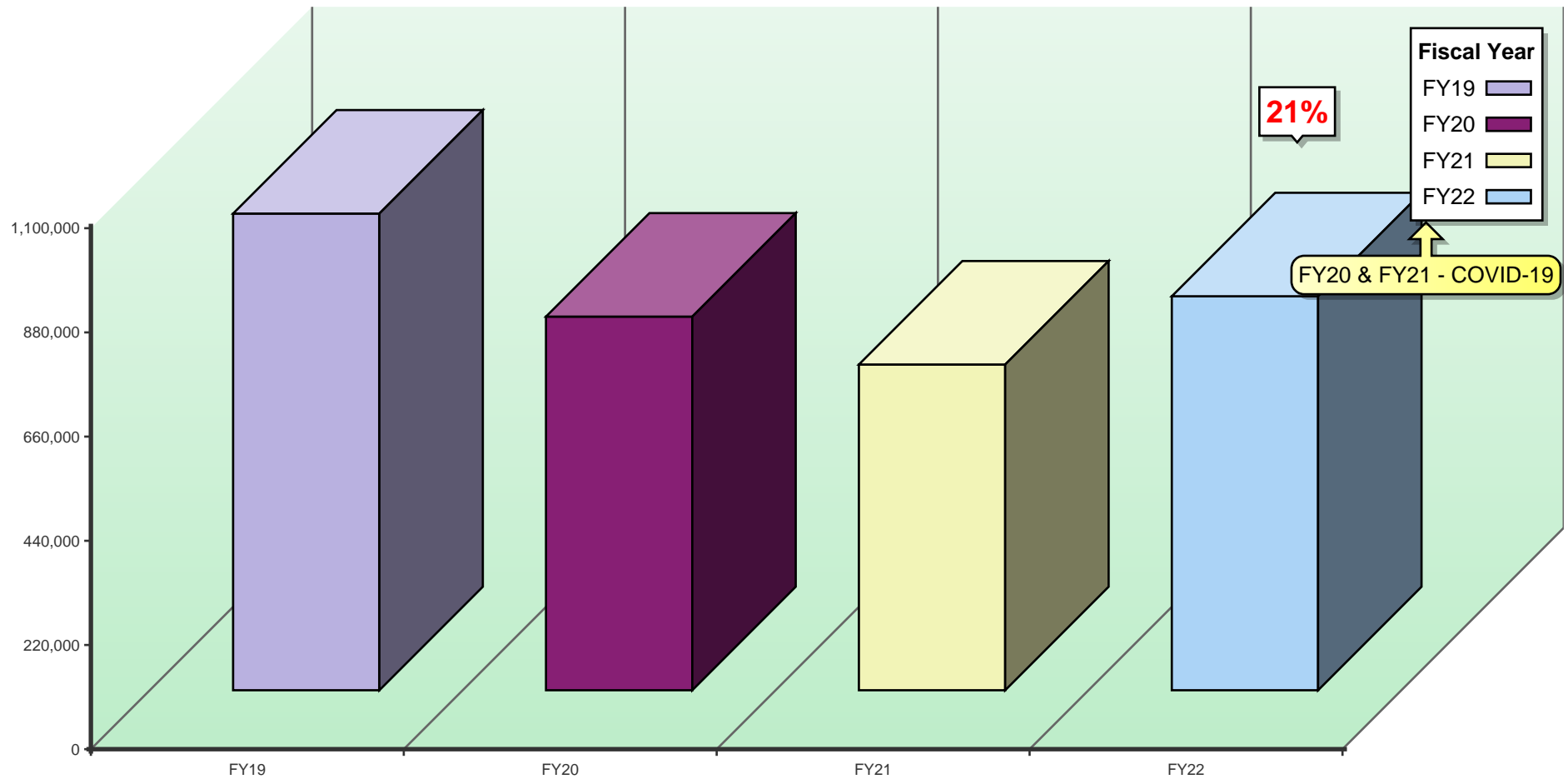
% amount equals the overall increase or decrease between Previous Year & Current Year

AVERAGE STUDENT-TO-COPY USAGE - BLACK

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	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
Ellis School	382	681,443	$19,232.54	1,784	$50.35
Fremont Town Office	0	89,284	$2,446.71	0	$0.00
SAU 83	0	61,132	$1,679.56	0	$0.00
Totals	382	831,859	$23,358.81	2,178	$61.15

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

INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

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	83,741	149,723,855	$3,872,721.04	1,788	$46.25

*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.
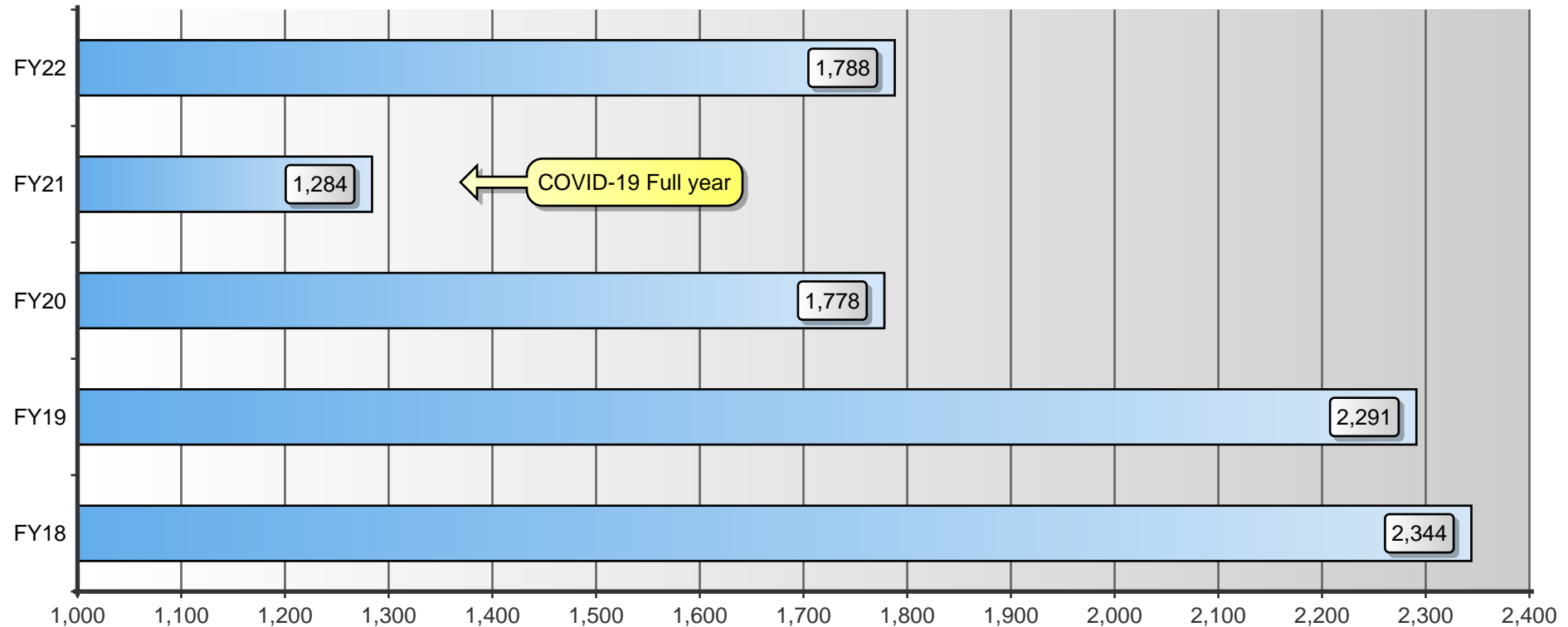
ANNUAL COLOR VOLUME BY LOCATION

ANNUAL COLOR VOLUME OVERALL
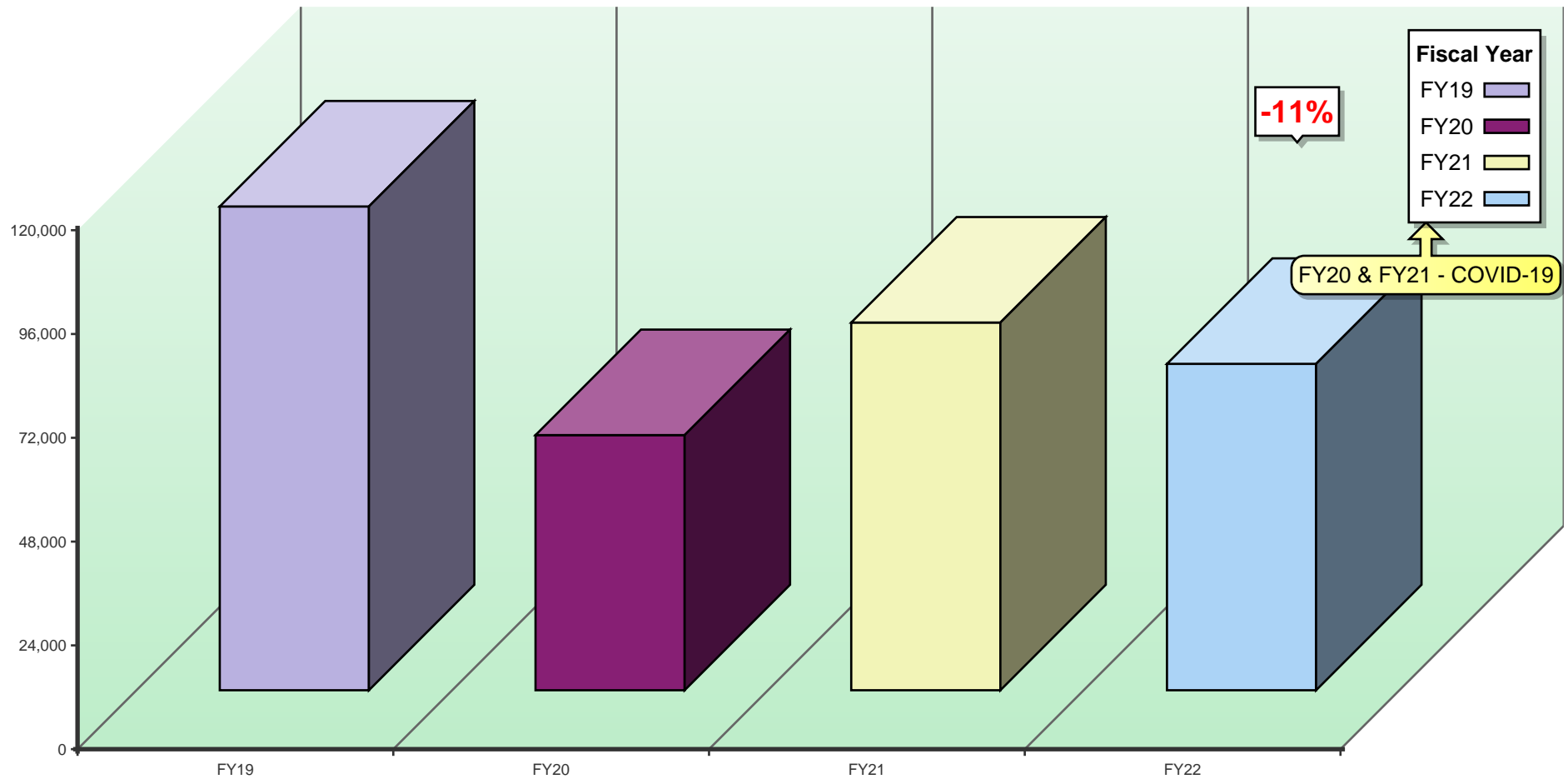
-11%

Fiscal Year
FY19
FY20
FY21
FY22

FY20 & FY21 - COVID-19

120,000

96,000

72,000

48,000

24,000

0

FY19   FY20   FY21   FY22

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

AVERAGE STUDENT-TO-COPY USAGE - COLOR

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	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Ellis School	382	43,721	$2,475.05	114	$6.48
Fremont Town Office	0	0	$0.00	0	$0.00
SAU 83	0	31,749	$1,797.31	0	$0.00
Totals	382	75,470	$4,272.36	198	$11.18

*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.

Note: STARDoc tool will flag any future high color usage. See page 34 of STARDoc Features. Current industry ratio averages 243 color prints per student per year. Your color volume this year averages 198 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

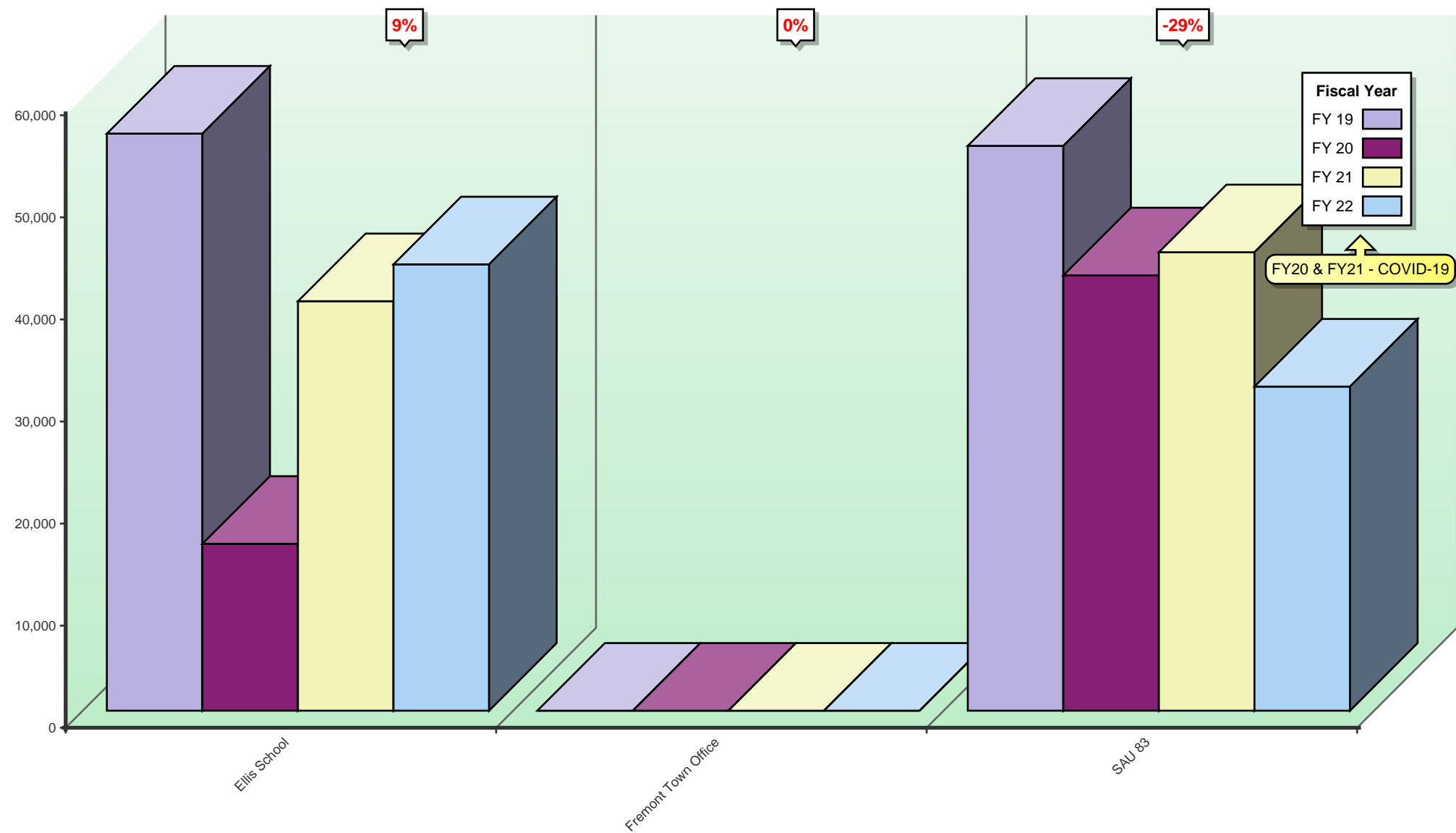# INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

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	83,741	20,378,027	$929,875.30	243	$11.10

*Total District Cost refers to the cost of Service, Supplies, and Paper. Equipment is calculated only into the Black Volume.
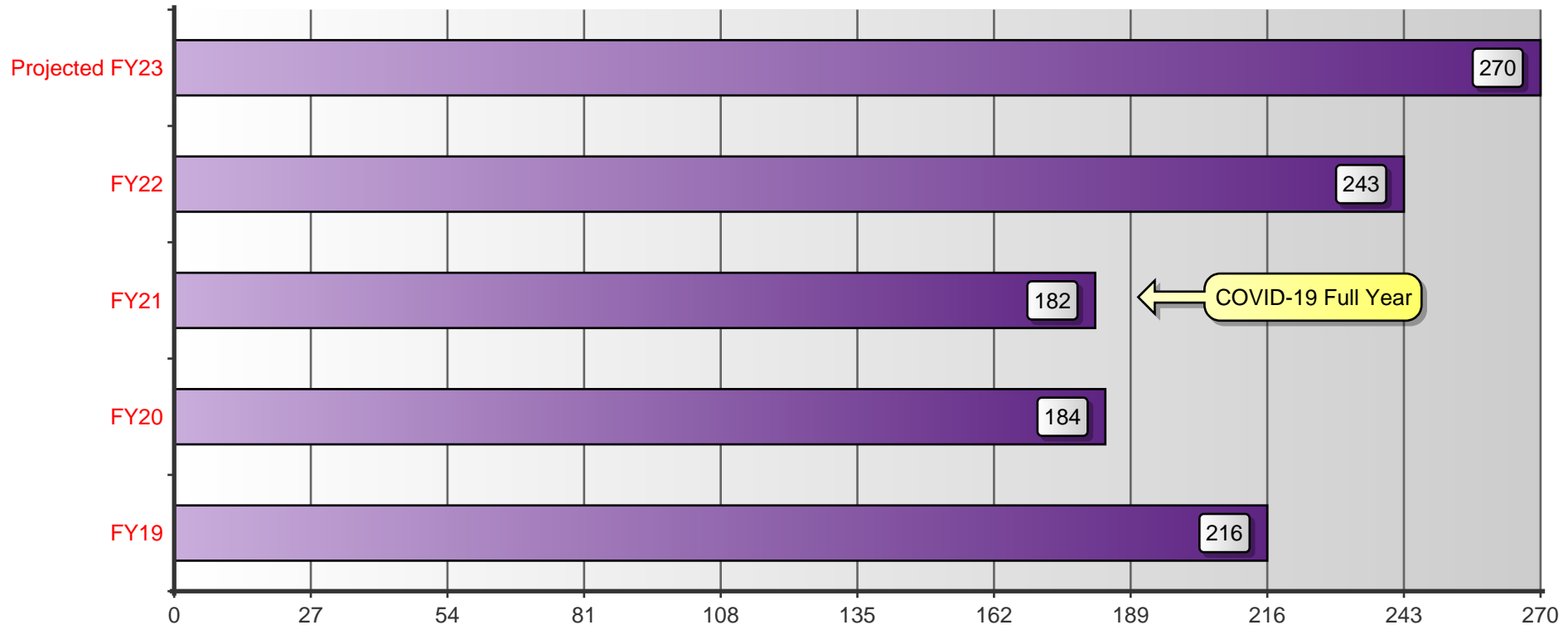
COLOR-TO-TOTAL VOLUME COMPARISON
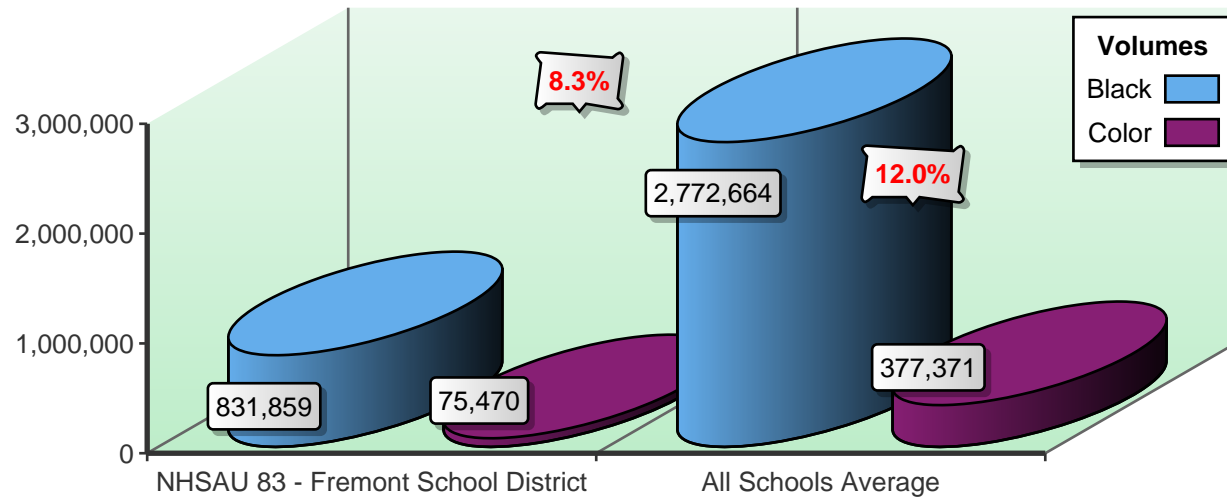
SPC Analysis

Despite the significant drop in color usage over the past two years, color usage has not only recovered, it has soared. FY22 increased average color usage by 33% over FY21. Obviously, some color printing is necessary, but if it is not properly monitored it could negatively impact your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Equipment Health Status page.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

EQUIPMENT USAGE & RECOMMENDATIONS

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC.

Date of Last Upgrade: 11/01/2017

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Ellis School					
Main Office					
Konica Minolta BHC558 / 55 PPM	162,885	196,707	33,822	$0.00346	None at this time.
A79K011009978 / 9489 1738				$117.02	
3,000,000 / 02/2017	32,774	43,805	11,031	$0.05391	
Color Photocopier / KMBS				$594.68	
Main Office					
Konica Minolta BH4700P / 50 PPM	15,957	17,571	1,614	$0.00662	9 years from Intro.
A63N011021721 / 9467 2057				$10.68	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	
Room 109					
Konica Minolta BH3301P / 35 PPM	15,655	22,519	6,864	$0.00662	7 years from Intro.
A63P015001850 / 9467 2060				$45.44	
500,000 / 11/2015	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 209 Library					
Konica Minolta BHC458 / 45 PPM	257,338	318,597	61,259	$0.00346	None at this time.
A79M011018437 / 9467 1975				$211.96	
1,000,000 / 08/2016	126,773	159,463	32,690	$0.05391	
Color Photocopier / KMBS				$1,762.32	
Room 411					
Konica Minolta BH4700P / 50 PPM	34,991	39,980	4,989	$0.00662	9 years from Intro.
A63N011021734 / 9489 2191				$33.03	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	
Room 420 Nurses' Office					
Konica Minolta BH4020 / 42 PPM	10,108	16,049	5,941	$0.00662	8 years from Intro.
A6WD011007781 / 9467 2056				$39.33	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP / KMBS				$0.00	
Room 501					
Konica Minolta BH4700P / 50 PPM	21,715	31,607	9,892	$0.00662	9 years from Intro.
A63N011022035 / 9467 2095				$65.49	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Room 502 Portable					
Konica Minolta BH4020 / 42 PPM	27,639	38,981	11,342	$0.00662	8 years from Intro.
A6WD011007776 / 9467 2054				$75.08	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP / KMBS				$0.00	
Room 503					
Konica Minolta BH4700P / 50 PPM	63,307	81,509	18,202	$0.00662	9 years from Intro.
A63N011021738 / 9489 2190				$120.50	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	
Room 509					
Konica Minolta BH4700P / 50 PPM	4,072	84,344	80,272	$0.00662	9 years from Intro.
A63N011021731 / 9467 2058				$531.40	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	
Room 602 Modular					
Konica Minolta BH4020 / 42 PPM	99,113	128,212	29,099	$0.00662	8 years from Intro.
A6WD011007780 / 9467 2055				$192.64	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP / KMBS				$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Teachers' Work Room					
Konica Minolta BH808 / 80 PPM	899,613	1,150,834	251,221	$0.00346	None at this time.
A8KN011005375 / 9482 9103				$869.22	
4,000,000 / 06/2016	0	0	0	$0.00000	
Black Photocopier / KMBS				$0.00	
Teachers' Work Room					
Konica Minolta BH808 / 80 PPM	791,024	957,950	166,926	$0.00346	None at this time.
A8KN011005382 / 9482 9104				$577.56	
4,000,000 / 06/2016	0	0	0	$0.00000	
Black Photocopier / KMBS				$0.00	
		Subtotal Black	681,443	$2,889.35	
		Subtotal Color	43,721	$2,357.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations

Fremont Town Office

Main Office

Konica Minolta BH368 / 36 PPM	369,536	458,820	89,284	$0.00346	7 years from Intro.
A9HJ011008801 / 9482 9058				$308.92	
750,000 / 08/2015	0	0	0	$0.00000	
Black Photocopier/KMBS				$0.00	

		Subtotal Black	89,284	$308.92	
		Subtotal Color	0	$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
SAU 83					
Room 415					
Konica Minolta BHC658 / 65 PPM	275,431	335,263	59,832	$0.00346	None at this time.
A79J013002677 / 9482 9077				$207.02	
3,000,000 / 05/2017	171,365	203,114	31,749	$0.05391	
Color Photocopier/KMBS				$1,711.59	
SAU Office - SPARE					
Konica Minolta BH3301P / 35 PPM	7,552	8,852	1,300	$0.00662	7 years from Intro.
A63P015001701 / 9489 2189				$8.61	
500,000 / 11/2015	0	0	0	$0.00000	
Black Network Printer / KMBS				$0.00	
		Subtotal Black	61,132	$215.62	
		Subtotal Color	31,749	$1,711.59	
		Overall Black Totals	**831,859**	**$3,413.90**	
		Overall Color Totals	**75,470**	**$4,068.59**	**Your Avg Color CPC is $0.0539**

Estimated color cost savings with your next bid: $5,626.29 over five years. Our bids are coming in at an average of $0.039, with our compensation included.

SPC SERVICE & SUPPLY COST SAVINGS

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 06/01/2009 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 22 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	Prior CPC	Average Annual Cost
831,859	$0.00932	$7,752.93

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
831,859	$0.00410	$3,410.62	$4,342.30	$21,711.52

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

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of
$4,342.30 x 13 years as a Client = $56,449.95 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 payments are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Ellis School	681,443	$3,032.11	$4,309.45	$11,890.98	$18,602.89
Fremont Town Office	89,284	$324.10	$564.63	$1,557.98	$2,364.21
SAU 83	61,132	$226.23	$386.60	$1,066.74	$1,623.07
TOTALS	831,859	$3,582.44	$5,260.68	$14,515.70	$22,590.18

SPC EQUIPMENT BIDS:

You can experience significant cost savings on equipment and service & supplies if you did an upgrade. See next page for details.

Current bids are coming in between 12% to 22% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example, a 55-page-per-minute Konica Minolta BizHub C551 with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and fax board with a Retail Cost of $37,199 can be purchased for $4,341... That's 12% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

SPC Upgrades for 2022

Client	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
SAU 36 - White Mountains Regional SD	Kris Franklin	2,884,577	46	Visual Edge-OSV	Symquest	$11,704.62	$58,523.10	STARDoc Only
SAU 61 - Farmington	Brian Cisneros	2,857,215	42	Same	KMBS	$7,383.00	$36,915.00	PaperCut & STARDoc
SAU 66 - Hopkinton	Michael Flynn	2,460,750	78	Global-Conway	KMBS	$29,956.00	$149,780.00	PaperCut & STARDoc
SAU 68 - Lincoln/Woodstock	Debbie O'Connor	815,437	13	Same	KMBS	$4,302.00	$21,510.00	PaperCut & STARDoc
SAU 80 - Shaker Regional SD	Debbie Thompson	2,896,042	23	Same	Budget	$5,550.00	$27,750.00	PaperCut & STARDoc
SAU 87 - Mascenic	Lizabeth Baker	2,834,149	59	Same	KMBS	$15,634.00	$78,170.00	STARDoc Only
Great Bay E-Learning Charter School	Peter Stackhouse	246,262	8	Same	KMBS	$1,744.00	$8,720.00	STARDoc Only
MSAD 37 - Harrington Maine	Ron Ramsay	1,776,270	56	Visual Edge-A-Copi	Ricoh	$6,953.00	$34,765.00	STARDoc Only
SAU 54 -Rochester NH	Linda Bartlett	11,900,000	215	Same	KMBS	-$1,920.00	-$9,600.00	PaperCut & STARDoc
East Millinocket Schools Maine	Luci Milewski	1,113,369	4	Visual Edge-A-Copi	Ricoh	$6,449.00	$32,245.00	STARDoc Only
Washington Central UUSD	Mark Kline	4,000,000	68	Canon & Conway	Symquest	$26,757.00	$133,785.00	STARDoc Only
RSU 64 - East Corinth	Rhonda Sperrey	2,698,445	28	Visual Edge-A-Copi	Symquest	$9,304.00	$46,520.00	PaperCut & STARDoc
RSU 06 - Bonny Eagle	Scott Nason	8,328,355	109	Visual Edge-A-Copi	Symquest	$21,350.00	$106,750.00	PaperCut & STARDoc
RSU 14 - Windham Raymond	Bob Hickey	7,539,568	211	Visual Edge-A-Copi	Symquest	$48,135.00	$240,675.00	STARDoc Only
Orleans Southwest Supervisory Union VT	David Martin	2,846,049	24	Visual Edge-OSV	National	$4,390.00	$21,950.00	PaperCut & STARDoc
Essex Westford School District VT	Peter Drescher	10,741,439	265	Visual Edge-OSV & National	Symquest	$100,004.00	$500,020.00	PaperCut & STARDoc
Sullivan County NH	Derek Ferland	911,018	40	Canon	Symquest	$14,033.00	$70,165.00	PaperCut & STARDoc
Winooski School District VT	Nicole Mace	1,848,750	87	Canon	Symquest	$42,364.00	$211,820.00	PaperCut & STARDoc
Windham Northeast Supervisory Union VT	Andrew Haas	3,000,000	46	Canon	Symquest	$39,323.00	$196,615.00	PaperCut & STARDoc
SAU 43 - Newport NH	Ed Emond	1,772,242	10	Visual Edge-OSV	Symquest	$18,656.00	$93,280.00	STARDoc Only
Totals		**73,469,937**	**1,432**			**$412,071.62**	**$2,060,358.10**	

* Print Management Software: All Clients have SPC STARDoc but some have chosen to acquire additional support that they did not have previously.

TOTALS	82,468,260	69,686,229	73,469,937	
Total New Clients	14,950,000	41,249,400	17,952,178	<< 8 Clients
Total Existing Clients	67,518,260	28,436,829	55,517,759	<< 12 Clients

2022 Award Evaluation	Manufacturer	Volume	Machines
Symquest	Konica Minolta	43,724,394	910
KMBS	Konica Minolta	21,113,813	415
Budget	Konica Minolta	2,896,042	23
Ricoh	Ricoh	2,889,639	60
National	Kyocera	2,846,049	24
TOTALS		**73,469,937**	**1,432**

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 averaged annual lease payments are NOT figured in to this table, as they are covered in the black prints report.

Building	Projected Color Volume	Service & Supply Cost
Ellis School	43,721	$2,475.05
Fremont Town Office	0	$0.00
SAU 83	31,749	$1,797.31
TOTALS	75,470	$4,272.36

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. 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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for ==FY23 to only 5%.== In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Black Volume	FY22 Black Cost/Copy	FY22 Black S & S Costs	FY23 Black Cost/Copy	FY23 Projected Black S & S Costs
Konica-Minolta Business Solutions	Black Laser MFP	46,382	$0.00662	$307.05	$0.00695	$322.35
Konica-Minolta Business Solutions	Black Network Printer	123,133	$0.00662	$815.14	$0.00695	$855.77
Konica-Minolta Business Solutions	Black Photocopier	507,431	$0.00346	$1,755.71	$0.00363	$1,841.97
Konica-Minolta Business Solutions	Color Photocopier	154,913	$0.00346	$536.00	$0.00363	$562.33
TOTALS AND AVERAGES		**831,859**	**$0.00410**	**$3,413.90**	**$0.00431**	**$3,582.44**

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents ACTUAL and PROJECTED Service & Supply expenses for COLOR usage broken down by equipment type and vendor. 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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for ==FY23 to only 5%.== In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Color Volume	FY22 Color Cost/Copy	FY22 Color S & S Costs	FY23 Color Cost/Copy	FY23 Projected Color S & S Costs
Konica-Minolta Business Solutions	Color Photocopier	75,470	$0.05391	$4,068.59	$0.05661	$4,272.36
TOTALS AND AVERAGES		75,470	$0.05391	$4,068.59	$0.05661	$4,272.36

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	16
Number of Machines on Lease	16
Number of Machines Owned	0
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
Term	5 Annual
Annual Payment usually due on 8/1	$14,515.70
Lease Start Date	11/01/2017
Lease End Date	08/01/2022
Remaining Payments	0

The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

LEASED EQUIPMENT

Building	Room	Make/Model	Serial Number
Ellis School	Main Office	Konica Minolta BH4700P	A63N011021721
Ellis School	Main Office	Konica Minolta BHC558	A79K011009978
Ellis School	Room 109	Konica Minolta BH3301P	A63P015001850
Ellis School	Room 209 Library	Konica Minolta BHC458	A79M011018437
Ellis School	Room 411	Konica Minolta BH4700P	A63N011021734
Ellis School	Room 420 Nurses' Office	Konica Minolta BH4020	A6WD011007781
Ellis School	Room 501	Konica Minolta BH4700P	A63N011022035
Ellis School	Room 502 Portable	Konica Minolta BH4020	A6WD011007776
Ellis School	Room 503	Konica Minolta BH4700P	A63N011021738
Ellis School	Room 509	Konica Minolta BH4700P	A63N011021731
Ellis School	Room 602 Modular	Konica Minolta BH4020	A6WD011007780
Ellis School	Teachers' Work Room	Konica Minolta BH808	A8KN011005375
Ellis School	Teachers' Work Room	Konica Minolta BH808	A8KN011005382
Fremont Town Office	Main Office	Konica Minolta BH368	A9HJ011008801
SAU 83	Room 415	Konica Minolta BHC658	A79J013002677
SAU 83	SAU Office - SPARE	Konica Minolta BH3301P	A63P015001701

STARDoc USER NAMES

Name	User Name
Carla Smith	carla_smith@sau83.org
Ellen Halliday	ehalliday@sau83.org
Nathan Castle	ncastle@sau83.org
Theresa Blades	tblades@sau83.org

STARDoc user names are managed by the Account Administrator, usually the IT Director. If there are any changes that need to be made, please notify your Account Administrator or SPC.

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 69 clients with almost 4500 devices doing 176 million copies and prints annually. For FY22 we purchased 1,432 machines with over 73 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_ by managing your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

- STARDoc: System for Tracking And Reporting Documents.

- 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.

- STARDoc 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 monthly and/or quarterly.

- THREE detailed, easy-to-read 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 overusage.
- 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 almost $1.5 million for all of our clients. That translates into Savings of more than $7 million over five years!

SPC Values Our Vendors

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,400 units purchased in FY22 running over 73 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)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

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 costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with Client and Vendor
- STARDoc: System for Tracking And Reporting Documents... Manages the budget
- Annual Reports that flag machines that are being overused and underused thus improving reliability
- Mediating warranty issues in sensitive locations

Why do some vendors hesitate to bid?

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

<div style="text-align:center; color:red;">

SPC managed over 4,500 Photocopiers and Printers last year.
Our relationship with our vendors has never been stronger!

</div>

STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budget 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 floorplans
- Timeline - allows you to track historical volume and costs to compare current budget with past years

Map your devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

- Allows IT and Business Manager to move devices around on floorplan
- Paper trail of device locations after summer break
- Shows Previous Devices, Present Equipment, and Proposed Equipment

Contacts Page

- Control Access and Permissions to STARDoc
- Toggle Email All (Toner Alerts, Service Alerts, Monthly Audits)

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

Monthly Audits

- Monthly Cost Snapshot
- Shows number of devices not reporting to help improve projections accuracy

Last Sync Date

- Shows the last time FM Audit synced for equipment

Over-Budget Report

- Request service history on any machine right through STARDoc.
- Catch overused equipment early, before equipment begins to break down due to overuse.

Five-Year Fleet Management (FYFM)

- Interactive tool that examines printing habits
- Flags potential problem areas
- Helps identify equipment with high color usage
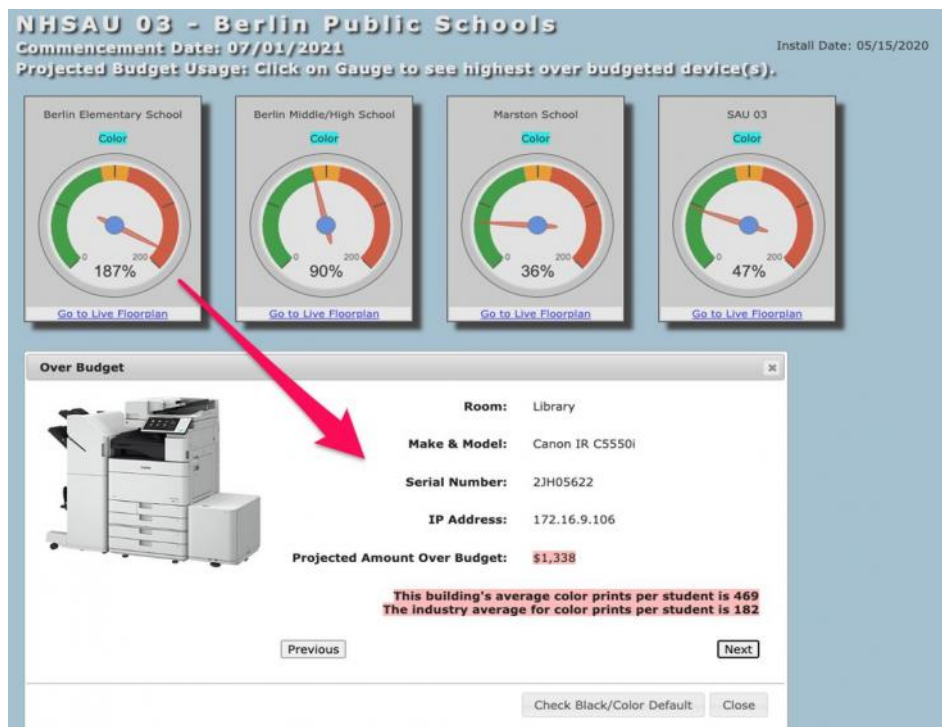
NEW VENDOR CATEGORIES

In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

Premier: defined as consistently providing ...

- Quality bids to SPC
- Quality service with a four-hour or less average response time
- Reliable equipment and competitive pricing
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**

  - Budget Document Technologies
  - Konica Minolta Business Solutions
  - National 1927
  - Ricoh USA
  - SymQuest Group

Cooperative: defined as ...

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support

Uncooperative: defined as ...

- Rarely submitting bids to SPC
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process

WARRANTY RELIEF FUND

Why is it Needed?

With the recent pandemic, schools and businesses shut down. In FY20 credits owed were around $389,000. However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news, what if the vendor is unable or unwilling to repay those funds? Many companies outside of the copier industry are already filing for bankruptcy. SPC's legitimate concern is, what if this hits the copier industry and we can no longer access the funds owed to the client?

Other Concerns:

- Vendor refuses to honor a Warranty
- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Service-and-Supply Contract at the agreed-upon pricing.
- Vendor gets sold to a venture capitalist entity or to a risky new owner with limited cash reserves

Purpose:

Since 1989, SPC's goal is to shelter our clients from Industry upheavals. This fund is to set aside monies that can be used by any client, if a need arises.
Funding Source: Initially, $200,000 no-interest personal loan. To be paid back from two sources...

- Wholesale Trades... For over 10 years these funds have been set aside for warranty replacement units since the industry would provide the same cash price with or without the trade.
- Equipment Purchases... 2% of the gross will be set aside with each upgrade.

Who Benefits?

All SPC clients...like any insurance fund, by pooling funds from SPC's entire client base, any losses are eliminated.

WARRANTY RELIEF EQUIPMENT BASE

Why is it Needed?

As with credits owed to clients for unused copies, sometimes equipment needs to be replaced or added but there are no funds in the budget. Rather than relying solely on the Warranty Relief Fund, SPC will have an inventory of high-quality, low-meter copiers and printers to use as replacements or additional equipment as needed at a lower cost to the client than a new machine.

Other Concerns:

- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Warranty
- Equipment is damaged by user and not covered under the Warranty

Purpose:

- To replace or add a machine when needed

Who Benefits?

- All SPC clients...by pooling high-quality equipment from past client upgrades, equipment can be replaced with minimal impact on the client