•SPC•

Specialized Purchasing Consultants

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2015-2016 Annual Report

Year - End Photocopier Analysis

With projected costs for 2016-17

Betsey Cox-Buteau

NHSAU 83 - Fremont School District

Blackrocks Village, 5 Hall Road Suite 1

Fremont, NH 03044

September 2016

Skip Tilton
President

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Betsey Cox-Buteau
NHSAU 83 - Fremont School District
Blackrocks Village, 5 Hall Road Suite 1
Fremont, NH 03044

Dear Betsey:

On behalf of all of us at Specialized Purchasing Consultants, thank you for your continued confidence in us. Our relationship is now 7 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

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

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

During our meeting with you to review this report, we would like to take some time to review our current services and discuss how these are being utilized in your district. We also welcome suggestions for improvement to enhance your experience with SPC.

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

Sincerely,

Skip Tilton
President

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The SPC Team…
would like to personally thank you for your continued trust and confidence!

Skip Tilton, President
Billie Jo Tilton, Vice President

As co-founders of SPC, Billie Jo and I are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of 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.

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

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 features that normally cost thousands of dollars at no additional charge for our clients.

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.

The SPC Team Continued….

Pamela 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.

Equipment Health Status

Total Number of Machines:	28
Total Black Photocopiers	13
Total Color Photocopiers	6
Total Black Network Printers	9
Total Color Network Printers	0
Total Removed from Service:	0
# of Units OFF Warranty:	2
# of Units Approaching End of Warranty:	7
# of Units Overused:	0
# of Units Underused:	0
Commencement Date:	4/1/2013
# of Annual Payments Left on Lease	1
All Warranties and Service Contracts Expire:	6/30/2018
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract Signed	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 Betsey,

It has been three years since your last upgrade and you will benefit from an onsite visit and an upgrade since costs have come down over the years. In order to stay ahead of the end of contract, that upgrade could take place around spring of 2017 . At that time you could address the 7 machines approaching the end of their warranty as well as the 2 machines already off warranty. I am confident that there are other needs that an onsite visit we will be able to address. It is always good to stay ahead of the reliability curve.

Sincerely, Skip

Aging Equipment Summary

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

Building	Department	Make / Model	Serial Number	Vendor Name	Intro Date
Ellis School	Main Office - MICR	HP Laser Jet 2430	CNGKB65283	AXIS	10/2004
Ellis School	Room 306	Konica Minolta PP5650	A0DX012009646	KMBS	12/2007
Ellis School	Room 409	Konica Minolta PP5650	A0DX012009645	KMBS	12/2007
Ellis School	Room 411	Konica Minolta PP5650	A0DX012009644	KMBS	12/2007
Ellis School	Room 502 Modular	Konica Minolta PP5650	A0DX012009642	KMBS	12/2007
Ellis School	Room 503	Konica Minolta PP5650	A0DX012009643	KMBS	12/2007
Ellis School	Room 507	Konica Minolta PP5650	A0DX012009599	KMBS	12/2007
Ellis School	Room 509	Konica Minolta PP5650	A0DX012009603	KMBS	12/2007
SAU #83	Secretary - MICR	HP Laser Jet 2430	CNGJF16774	AXIS	10/2004

Warranty Progress Report
For Year 2015-2016

Equipment Details

Ellis School

Room 306

			Black Meter & Volume		**Color Meter & Volume**

Konica Minolta PP5650	*Begin Date:*	7/1/2015	*Begin Meter*	24,562	
A0DX012009646	*End Date:*	6/30/2016	*End Meter*	36,607	
KMBS - 8802 1795			*Black Volume:*	12,045	

Model Intro Date: 12/1/2007

Date	*Comments*
2/5/2016	Carla Smith forwarded a CEC completed by Theresa Blades. Theresa wrote, "The paper tray is damaged. It is skewed so that paper continually jams and the printer is not functional." I forwarded CEC to vendor with a request for service history and asking if there was an open service call on the printer. Service history shows only 2 calls (September and December). Reached out to Carla to find out if there was an open call placed and let her know about the lack of service history.
2/10/2016	Called Theresa to follow up. She passed it on to Carla. Theresa said she only handles the copiers. Had to leave a voice mail for Carla.
2/15/2016	Calra called in a frenzy to state the tech had come out and removed the paper trya, but it back, straightened it and said nothing was wrong, yet 2 days later it was crooked again and jamming. I sent an e-mail to Fred, John, and Jim to resolve ASAP. Carla responded back that the tech got the machine running again but that she would monitor it carefully.
8/9/2016	Had no responses back from client on printer so followed up with vendor. Fred Veader said printer was replaced on 8/8 with A0DX012001053.

Equipment Details

Ellis School

Room 422 Special Ed

			Black Meter & Volume		*Color Meter & Volume*	

Konica Minolta BHc35

A121011025287

KMBS -

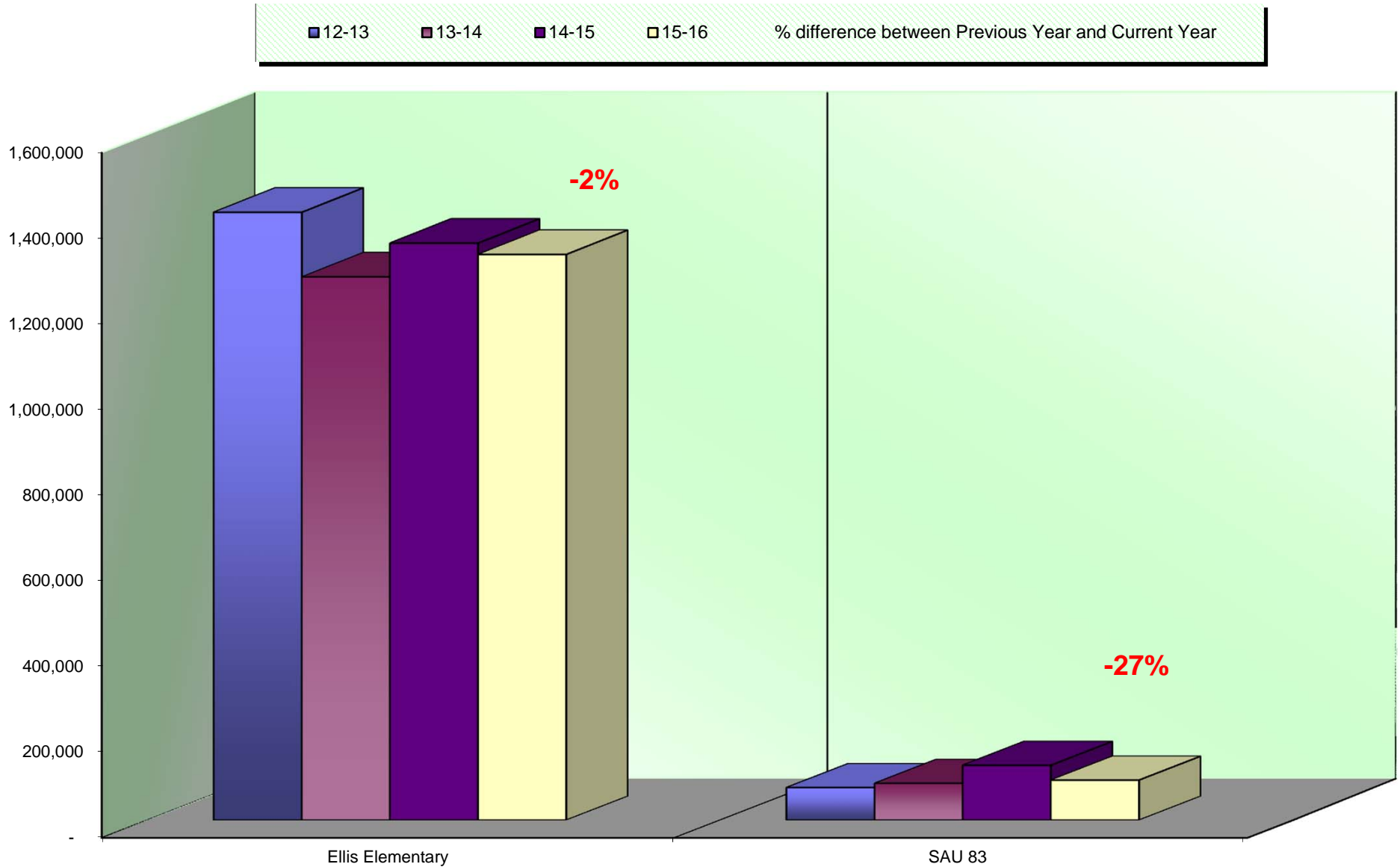|						
	Begin Date:	4/4/2016	*Begin Meter*	0	*Begin Meter*	0
	End Date:	6/30/2016	*End Meter*	4,212	*End Meter*	1,156
			Black Volume:	4,212	*Color Volume:*	1,156

Model Intro Date: 7/1/2010

Date	*Comments*
2/1/2016	Nan Perry sent CEC stating "repeatedly jamming and requiring service even after parts (rollers, clutch) have been replaced." Requested service history from vendor. Service history showed only 6 calls since 2/11/2015, with the most recent being 11/9/15 and 1/8/16. Unit runs average of 30,000 black prints and 4,000 color prints.
2/4/2016	Called Nan Perry to discuss the issue further. Learned that the problem is primarily when they try to run a multi-page print job. Running photocopies is not an issue. When the copier jams on a copy job, the paper jam is easily found and copying can be resumed. With the print job, there is no paper found in any of the locations to check. They usually have to open and close drawers and doors, and sometimes just turn off the copier and then turn it back on again. This is a copier used only by professional staff, no students. As such, the print jobs contain highly sensitive information; therefore, they cannot simply print to another machine. Sent an e-mail to John Cox and Jim Mulkerrin with the information received from the client to see what they can do to fix the issue.
2/11/2016	Carla responded to my email request stating the copier seems to be working at this point. She said Nan called a couple of weeks ago when it was jammed and the tech got the ocpier working. The following day it jammed again. Instead of calling for service, Nan plugged and unplugged the device several times and got it working again. It seems to happen when a large print job is sent to it and they say it is down for several days each month due to this same problem.
2/15/2016	Carla called this morning, quite frantic, because the copier was not fixed and it needed to be fixed as soon as possible. They were having training take place tomorrow and they were extremely dependent on the copier working, otherwise they would have to reschedule their training.
8/9/2016	Had not heard anything more recent on the equipment complaint from client or vendor so requested service history from vendor. Fred Veader sent history reflecting 2 service calls in July, 1 call in June, 2 calls in April, 2 calls in March. Fred stated the firmware was upgraded and tested; they are continuing to monitor the copier.

Warranty Replaced Machines

The following copiers or printers have been replaced by the vendor under the service warranty agreement.

Building	Department / Room	Make Model	Serial #	Vendor Id #	Date of Trade
Ellis School	Room 306	Konica Minolta PP5650	A0DX012009646	8802 1795	6/30/2016

ANNUAL BLACK VOLUME BY BUILDING

■ 12-13 ■ 13-14 ■ 14-15 □ 15-16   % difference between Previous Year and Current Year

-2%

-27%

Ellis Elementary   SAU 83

ANNUAL BLACK VOLUME OVERALL

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

-4%
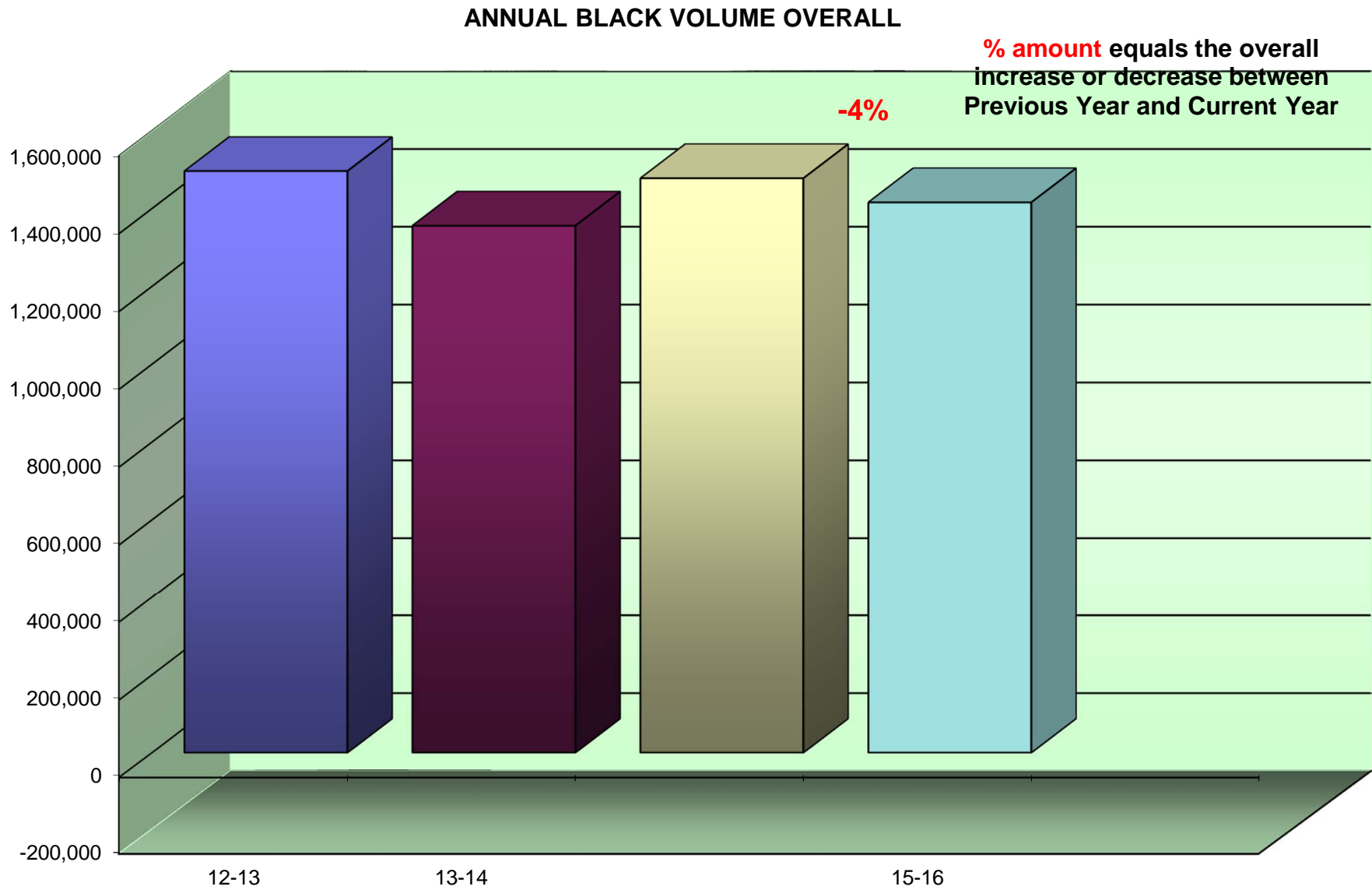
Average Student to Copy Usage – Black Only

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

Building Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Ellis School	423	1,269,384	$25,038.00	3,001	$59.19
SAU #83	0	95,265	$1,876.58	0	$0.00
Totals	**423**	**1,364,649**	**$26,914.58**	**3,226**	**$63.63**

*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

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.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/student populations	108,464	262,254,700	$4,909,783	2,418	$45.27

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

Average Copies Per Student - Black

Year	Copies
15/16	2418
14/15	2579
13/14	2516
12/13	2414
11/12	2331
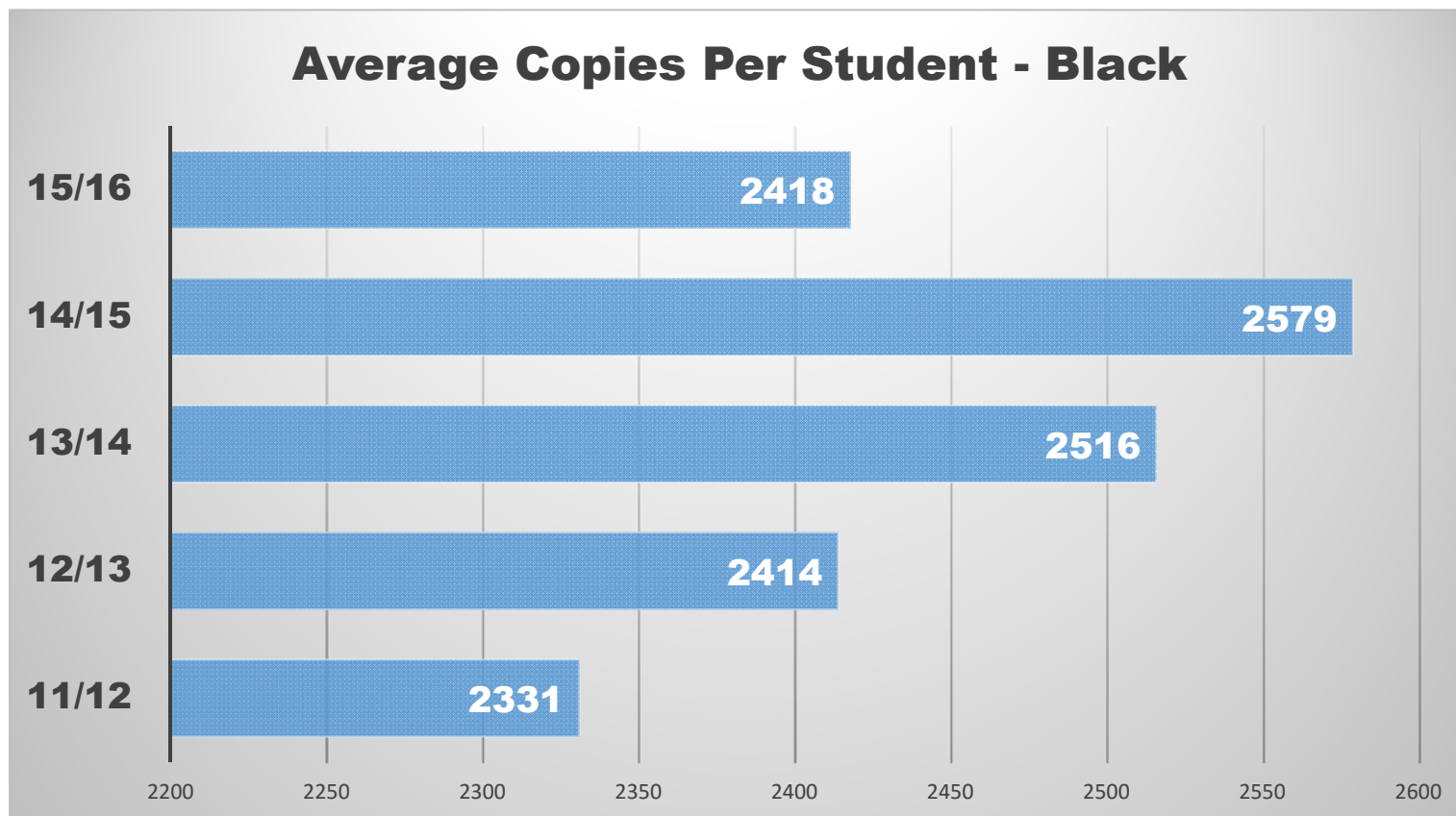
ANNUAL COLOR VOLUME BY BUILDING

Legend: 12-13 | 13-14 | 14-15 | 15-16 | % difference between Previous Year and Current Year

Ellis Elementary: **32%**
SAU 83: **-4%**

ANNUAL COLOR VOLUME OVERALL

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

Average Student to Copy Usage – Color Only

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

Building Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Ellis School	423	71,135	$3,660.61	168	$8.65
SAU #83	0	58,035	$2,986.48	0	$0.00
Totals	**423**	**129,170**	**$6,647.09**	**305**	**$15.71**

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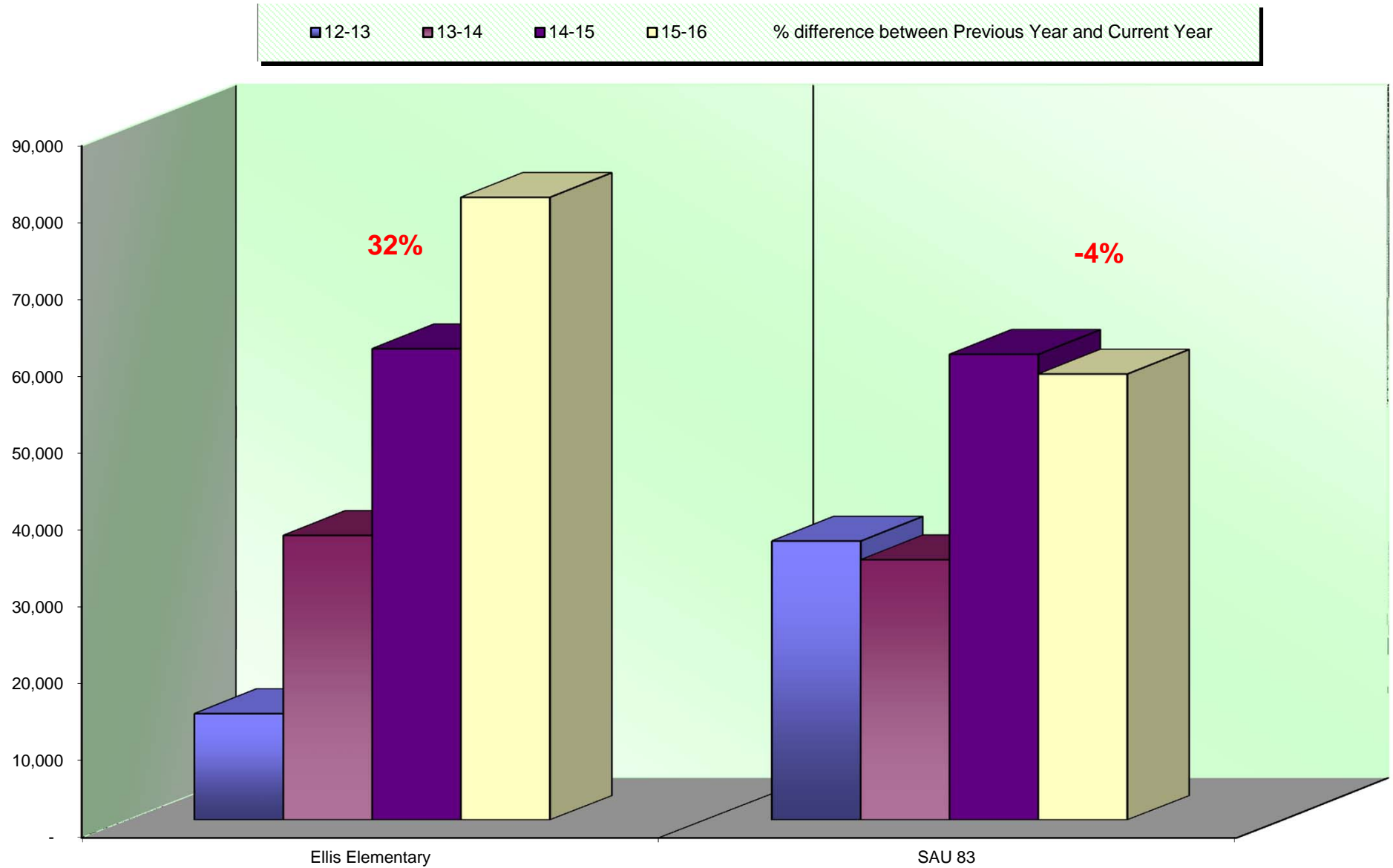
Cost Comparison – Color

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.
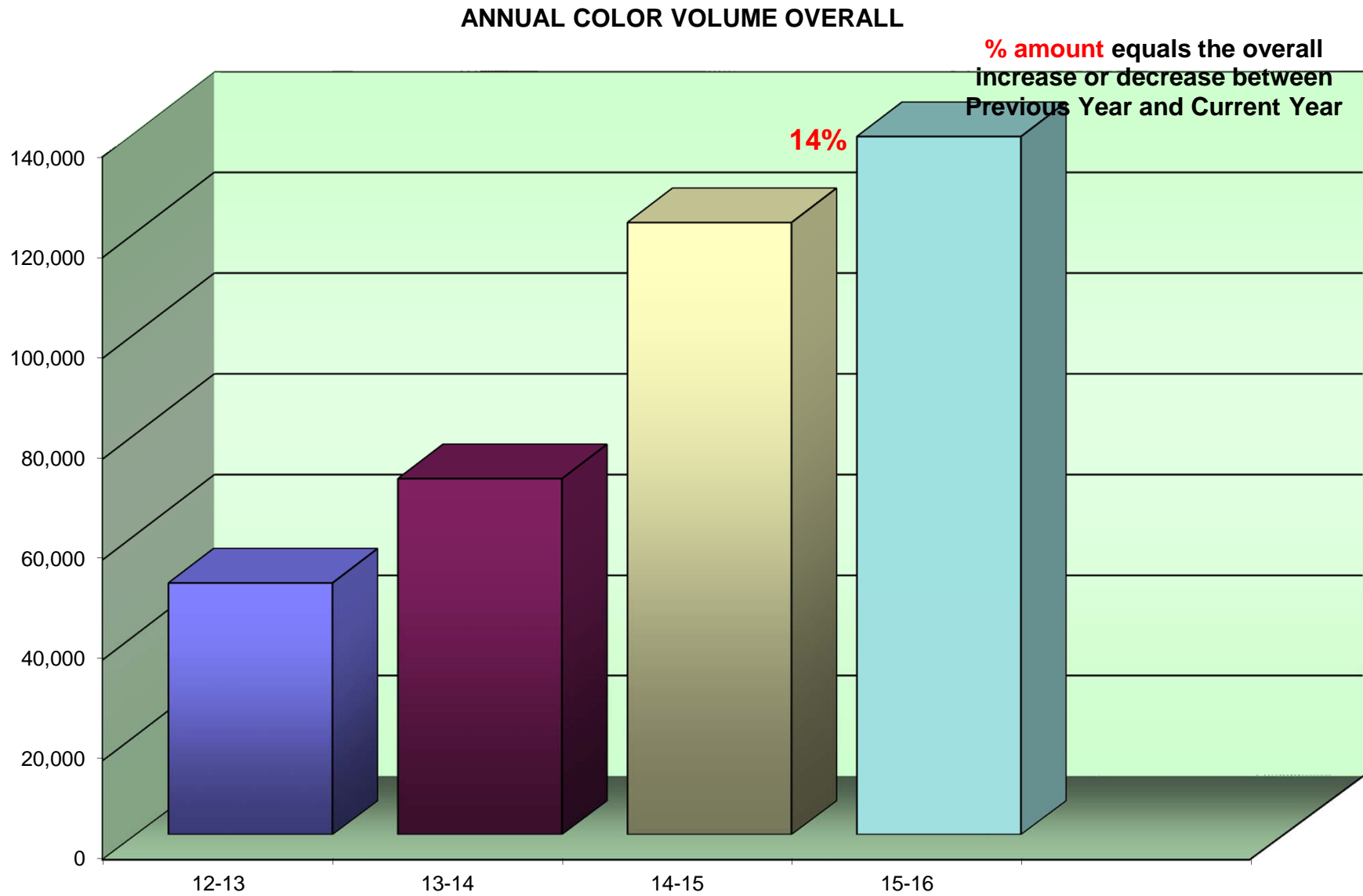
	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/student populations	108,464	14,868,490	$787,820	137	$7.25

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

Average Copies Per Student - Color

Year	Value
15/16	137
14/15	125
13/14	92
12/13	72
11/12	56

Color to Total Volume Percentage
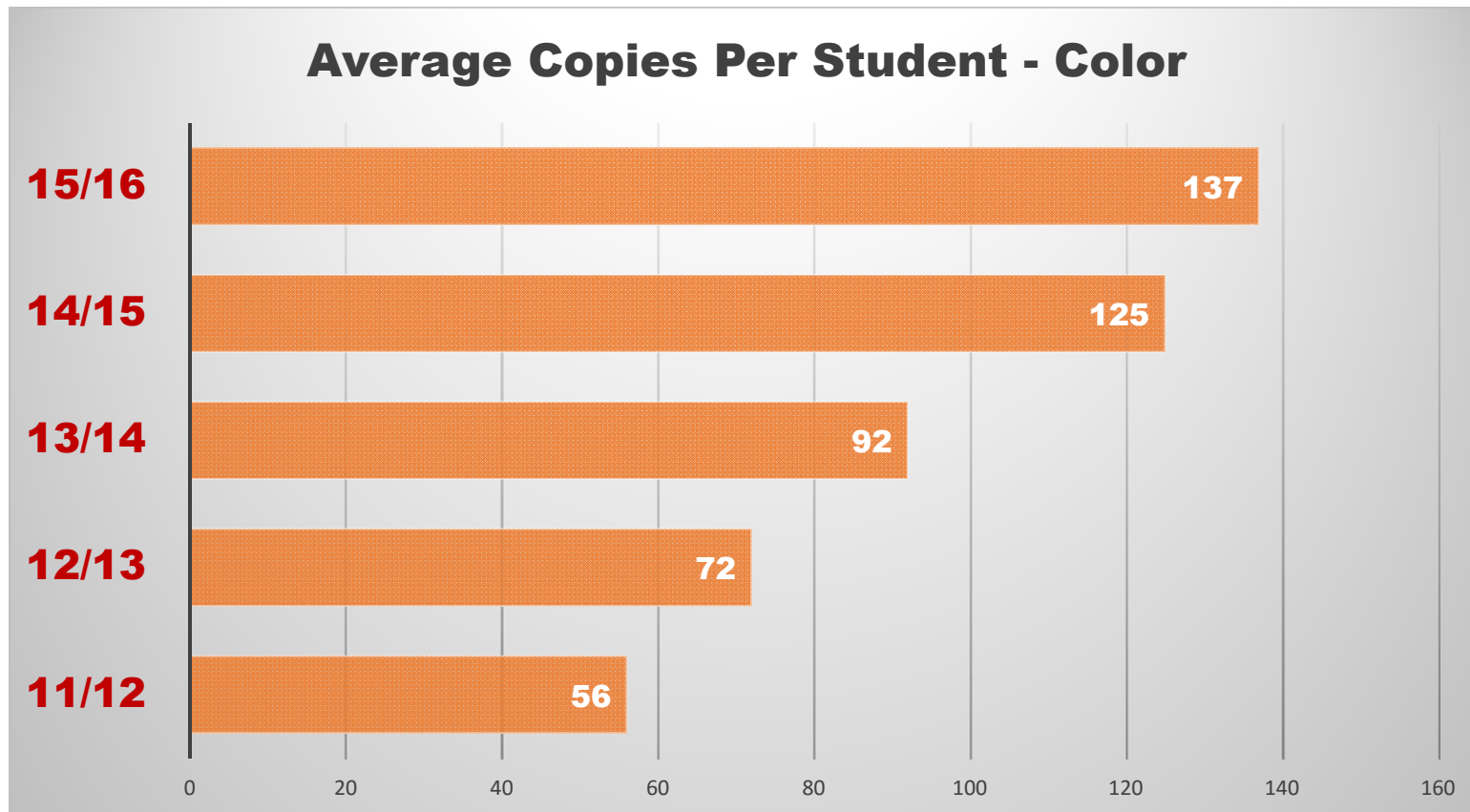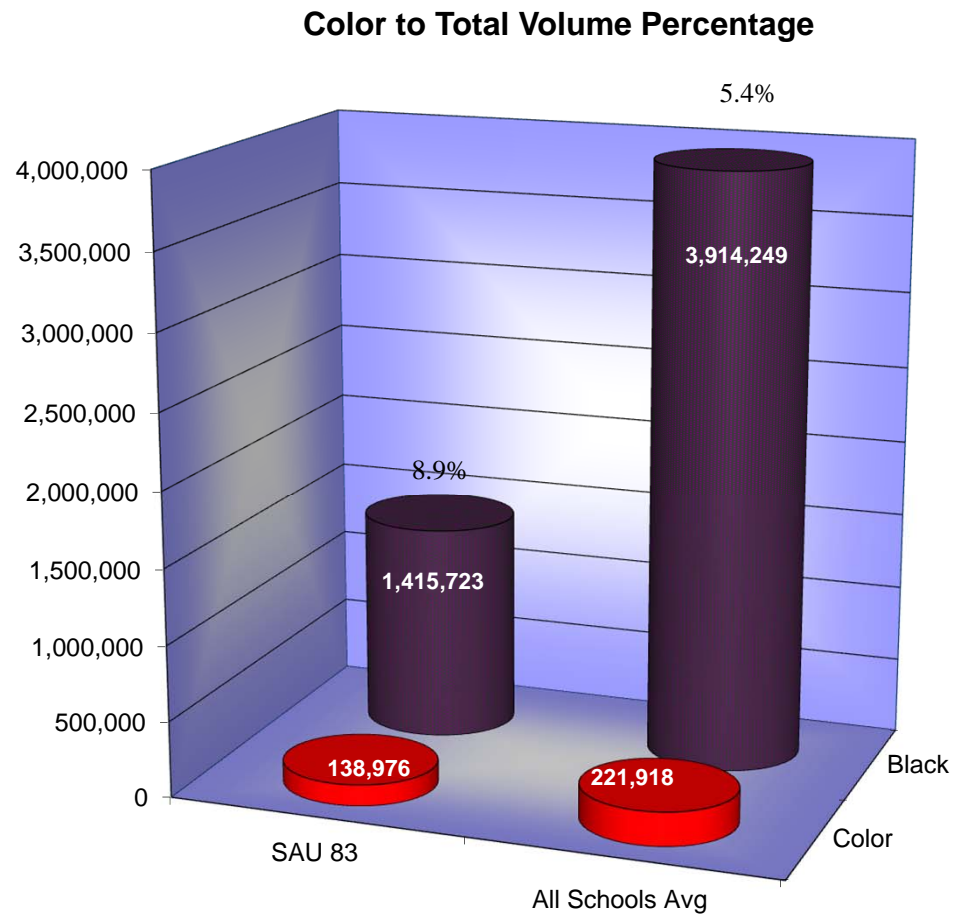
Usage Profile for Service & Supplies

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

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Main Office					
Konica Minolta BHC454 / 45 PPM	129,565	205,120	75,555	$0.003980	None at this time.
A5C0011000531 / 9342 4472				$300.71	
1,000,000 / 07/2012	65,458	121,303	55,845	$0.05095	
Color Photocopier				$2,845.30	
KMBS					
Main Office - MICR					
HP Laser Jet 2430 / 35 PPM	99,436	99,614	178	$0.010000	12 years from Intro.
CNGKB65283 /				$1.78	
750,000 / 10/2004	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	Recommendations
				Date of Last Upgrade: 4/1/2013	

ELLIS SCHOOL

Room 104 Staff Workroom

Konica Minolta BH754 / 75 PPM	2,109,255	2,503,455	394,200	$0.003980	None at this time.
A0Y5011000832 / 8704 0463				$1,568.92	
4,000,000 / 03/2013	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					

Konica Minolta BH754 / 75 PPM	664,453	899,513	235,060	$0.003980	None at this time.
A55V011000907 / 9342 4475				$935.54	
4,000,000 / 03/2013	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					

Room 202 IT Dept

Konica Minolta BH20 / 32 PPM	5,509	10,254	4,745	$0.006250	None at this time.
A32R012020953 / 8802 1805				$29.66	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2015 Meter*	*6/30/2016 Meter*	*2015-16 Annual Volume*	*Cost/Copy Annual Cost*	*Date of Last Upgrade: 4/1/2013* *Recommendations*
ELLIS SCHOOL					
Room 208					
Konica Minolta BH20 / 32 PPM	13,971	23,096	9,125	$0.006250	None at this time.
A32R012020951 / 8802 1803				$57.03	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 209 Library					
Konica Minolta BH20 / 32 PPM	23,505	30,805	7,300	$0.006250	None at this time.
A32R012020952 / 8802 1796				$45.63	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 303 Phys Ed					
Konica Minolta BH20 / 32 PPM	4,896	11,831	6,935	$0.006250	None at this time.
A32R012020942 / 8802 1797				$43.34	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Room 306					
Konica Minolta PP5650 / 46 PPM	24,562	36,607	12,045	$0.006250	9 years from Intro.
A0DX012009646 / 8802 1795				$75.28	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 308					
Konica Minolta BH20 / 32 PPM	18,302	26,375	8,073	$0.006250	None at this time.
A0DX012009647 / 9342 4808				$50.46	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 406					
Konica Minolta BH20 / 32 PPM	17,479	27,274	9,795	$0.006250	None at this time.
A0DX012009641 / 9342 4890				$61.22	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2015 Meter*	*6/30/2016 Meter*	*2015-16 Annual Volume*	*Cost/Copy Annual Cost*	*Date of Last Upgrade: 4/1/2013* **Recommendations**
ELLIS SCHOOL					
Room 409					
Konica Minolta PP5650 / 46 PPM	12,388	18,593	6,205	$0.006250	9 years from Intro.
A0DX012009645 / 9342 4889				$38.78	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 411					
Konica Minolta PP5650 / 46 PPM	28,702	46,587	17,885	$0.006250	9 years from Intro.
A0DX012009644 / 8802 1794				$111.78	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 412					
Konica Minolta BH20 / 32 PPM	14,887	18,172	3,285	$0.006250	None at this time.
A0DX012009640 / 9342 4809				$20.53	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Room 420 Nurses' Office					
Konica Minolta BH20 / 32 PPM	19,927	29,094	9,167	$0.006250	None at this time.
A32R012020949 / 8802 1804				$57.29	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 421 Guidance Office					
Konica Minolta BH20 / 32 PPM	8,418	11,703	3,285	$0.006250	None at this time.
A32R012020950 / 8802 1802				$20.53	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* *Vendor*	*7/1/2015 Meter*	*6/30/2016 Meter*	*2015-16 Annual Volume*	*Cost/Copy Annual Cost*	*Recommendations*

Date of Last Upgrade: 4/1/2013

ELLIS SCHOOL

Room 422 Special Ed

Konica Minolta BHc35 / 31 PPM	0	4,212	4,212	$0.003980 $16.76	None at this time.
A121011025287 /					
750,000 / 07/2010	0	1,156	1,156	$0.05095 $58.90	
Color Photocopier					
KMBS					
Konica Minolta BHc35 / 31 PPM	0	815	815	$0.003980 $3.24	None at this time.
A121011025287b /					
750,000 / 07/2010	0	269	269	$0.05095 $13.71	
Color Photocopier					
KMBS					
Konica Minolta BHc35 / 31 PPM	56,106	74,555	18,449	$0.003980 $73.43	None at this time.
A121011025287a / 9348 4131					
750,000 / 07/2010	11,233	14,148	2,915	$0.05095 $148.52	
Color Photocopier					
KMBS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Room 425 Assistant Principal					
Konica Minolta BH20 / 32 PPM	2,404	3,499	1,095	$0.006250	None at this time.
A32R012020948 / 9342 4866				$6.84	
750,000 / 08/2010	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 502 Modular					
Konica Minolta PP5650 / 46 PPM	22,307	29,607	7,300	$0.006250	9 years from Intro.
A0DX012009642 / 9342 4802				$45.63	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 503					
Konica Minolta PP5650 / 46 PPM	17,352	29,762	12,410	$0.006250	9 years from Intro.
A0DX012009643 / 9342 4888				$77.56	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					

Make-Model / Speed *Serial Number / Vendor ID* *Life / Intro Date* Vendor	*7/1/2015* *Meter*	*6/30/2016* *Meter*	*2015-16* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Room 507					
Konica Minolta PP5650 / 46 PPM	26,144	39,974	13,830	$0.006250	9 years from Intro.
A0DX012009599 / 9342 4800				$86.44	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 509					
Konica Minolta PP5650 / 46 PPM	26,654	37,239	10,585	$0.006250	9 years from Intro.
A0DX012009603 / 9342 4801				$66.16	
1,000,000 / 12/2007	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 511					
Konica Minolta BH754 / 75 PPM	703,342	1,097,542	394,200	$0.003980	None at this time.
A55V011000911 / 9342 4477				$1,568.92	
4,000,000 / 03/2013	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	*Date of Last Upgrade: 4/1/2013* Recommendations
ELLIS SCHOOL					
Room 602 Modular					
Konica Minolta BHc35 / 31 PPM	16,182	19,832	3,650	$0.003980	None at this time.
A121011025358 / 9348 4142				$14.53	
750,000 / 07/2010	22,776	33,726	10,950	$0.05095	
Color Photocopier				$557.90	
KMBS					

Subtotals Black	**1,269,384**	**$5,377.98**
Subtotals Color	**71,135**	**$3,624.33**

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2015 Meter	6/30/2016 Meter	2015-16 Annual Volume	Cost/Copy Annual Cost	Date of Last Upgrade: 4/1/2013 Recommendations
SAU #83					
Lobby					
Konica Minolta BHC554 / 55 PPM	213,643	305,258	91,615	$0.003980	None at this time.
A5AY011000546 / 9348 4162				$364.63	
3,000,000 / 08/2012	94,606	152,641	58,035	$0.05095	
Color Photocopier				$2,956.88	
KMBS					
Secretary - MICR					
HP Laser Jet 2430 / 35 PPM	131,887	135,537	3,650	$0.010000	12 years from Intro.
CNGJF16774 /				$36.50	
750,000 / 10/2004	0	0	0	$0.00000	
Black Network Printer				$0.00	
AXIS					

Subtotals Black	**95,265**		**$401.13**	
Subtotals Color	**58,035**		**$2,956.88**	

District Wide Black Totals	1,364,649	$5,779.11
District Wide Color Totals	129,170	$6,581.21

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 6/1/2009 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2015-16 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
1,364,649	$0.00932	$12,718.53

CURRENTLY WITH SPC

Current Volume	Current CPC	Current Cost	Cost Savings	5 Year Savings
1,364,649	$0.00423	$5,772.47	$6,946.06	$34,730.32

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of $6,946.06 x 7 years as a Client

=$48,622.44 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 <u>upcoming fiscal year</u>.

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Ellis School	1,269,384	$5,431.62	$6,298.68	$13,307.69	$25,038.00
SAU #83	95,265	$405.16	$472.70	$998.72	$1,876.58
Total	**1,364,649**	**$5,836.78**	**$6,771.39**	**$14,306.41**	**$26,914.58**

SPC Equipment Bids:
Presently our Bids are coming in at 14.5% to 22% of Retail while the current Salesman's Cost is 50% of Retail. Example: Currently our bids for a Ricoh MP 9003 SP RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 90 Copies per Minute are coming in at $7,435 with a Retail Cost of $51,053....15% of Retail!

Projected Equipment Costs by Building - Color

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

Building	Projected Color Volume	Service & Supply Cost
Ellis School	71,135	$3,660.61
SAU #83	58,035	$2,986.48
Total	**129,170**	**$6,647.09**

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%.**

Vendor	Equipment Type	Annual Volume	2015 - 2016 Cost / Copy	Total Cost	2016 - 2017 Cost / Copy	Projected Cost
Axis Business Solutions	Black Network Printer	3,828	$0.01000	$38.28	$0.01010	$38.66
Konica-Minolta Business Solutions	Black Laser MFP	62,805	$0.00625	$392.53	$0.00631	$396.30
Konica-Minolta Business Solutions	Black Network Printer	80,260	$0.00625	$501.63	$0.00631	$506.44
Konica-Minolta Business Solutions	Black Photocopier	1,023,460	$0.00398	$4,073.37	$0.00402	$4,114.31
Konica-Minolta Business Solutions	Color Photocopier	194,296	$0.00398	$773.30	$0.00402	$781.07
Total		**1,364,649**	**$0.00423**	**$5,779.11**	**$0.00428**	**$5,836.78**

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%.==

Vendor	Equipment Type	Annual Volume	2015 - 2016 Cost / Copy	Total Cost	2016 - 2017 Cost / Copy	Projected Cost
Konica-Minolta Business Solutions	Color Photocopier	129,170	$0.05095	$6,581.21	$0.05146	$6,647.09
Total		**129,170**	**$0.05095**	**$6,581.21**	**$0.05146**	**$6,647.09**

Reprographic Equipment Assessment

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

Total Number of Units	**28**
Total Number of Units on Lease	**23**
Total Number of Units Owned	**5**
Lease Company	**Northway Bank**
Lease Start Date	**4/1/2013**
Lease End Date	**8/1/2017**
Term	**5 Annual**
Annual Payment usually due on 8/1	**$14,306.41**
Remaining Payments	**1**

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

Leased Equipment

Building	Make/Model	Serial Number
Ellis School	Konica Minolta BH20	A32R012020950
Ellis School	Konica Minolta BH20	A32R012020953
Ellis School	Konica Minolta BH20	A32R012020951
Ellis School	Konica Minolta BH20	A32R012020952
Ellis School	Konica Minolta PP5650	A0DX012009646
Ellis School	Konica Minolta BH20	A0DX012009647
Ellis School	Konica Minolta BH20	A32R012020942
Ellis School	Konica Minolta PP5650	A0DX012009645
Ellis School	Konica Minolta PP5650	A0DX012009644
Ellis School	Konica Minolta BH20	A0DX012009640
Ellis School	Konica Minolta BHC454	A5C0011000531
Ellis School	Konica Minolta BH20	A32R012020949
Ellis School	Konica Minolta BHc35	A121011025287a
Ellis School	Konica Minolta BH20	A32R012020948
Ellis School	Konica Minolta PP5650	A0DX012009642
Ellis School	Konica Minolta PP5650	A0DX012009643
Ellis School	Konica Minolta PP5650	A0DX012009599
Ellis School	Konica Minolta PP5650	A0DX012009603
Ellis School	Konica Minolta BH754	A55V011000911
Ellis School	Konica Minolta BHc35	A121011025358
Ellis School	Konica Minolta BH754	A55V011000907
Ellis School	Konica Minolta BH20	A0DX012009641
SAU #83	Konica Minolta BHC554	A5AY011000546

Owned Equipment

Building	Make/Model	Serial Number
Ellis School	HP Laser Jet 2430	CNGKB65283
Ellis School	Konica Minolta BH754	A0Y5011000832
SAU #83	HP Laser Jet 2430	CNGJF16774

Service and Supply Contract – Client

·SPC·

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

By: John Cox

Title: Market Vice President

Date:

Signature:

AGREED AND ACCEPTED BY:
Client

By:

Title:

Date:

Signature:

12/23/13

StarDoc User Names

Name	User Name
Betsey Cox-Buteau	bcoxbuteau@sau83.org
Carla Smith	carla_smith@sau83.org
John Safina	jrbridle@sau83.org
Susan Penny	spenny@sau83.org
Theresa Blades	tblades@sau83.org
Yvonne Ouellette	youellette@sau83.org

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

2012 **STARDOC created**

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

2013 **Daily Tracking**

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

2014 **Monthly Audits**

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

2015 **New Mapping Options & Asset Management**

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

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

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

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

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

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

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

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

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

Benefits of partnering with SPC

Top Benefits to <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 84 clients with over 5,000 devices doing more than 306 million copies and prints per year. In 2015 we purchased approximately 1,070 printing devices, with over 83 million prints out to bid.

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

➢ We will *save you frustration*. We manage your contracts for up to five years from the date of installation.

2. Exclusive STAR Doc 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 <mark>Annual Savings of almost $3.5 million</mark> for all of our clients. That translates into <mark>Savings of more than $17.4 million over five years</mark>!*

SPC Values Our Vendors

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

- Opportunities brought to you – Hundreds of machines each year: In 2015 there were over a thousand.
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

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

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments…Manages the budget.
- Annual Reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

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

SPC manages over 5,000 pieces of equipment;
Our relationship with our vendors has never been *stronger*!