·SPC·

Specialized Purchasing Consultants

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

FY20 Annual Report

Year - End Photocopier Analysis

With projected costs for FY21

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

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

September 2020

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

Skip Tilton
President

Corporate Office:
1491 East Side River Road
Dummer, NH 03588
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VISIT US ON THE WEB:
www.spccopypro.com

Dear Allyn:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us for the past 11 years. We hope we can continue this relationship for many years to come.

This year's Annual Report provides an overview of last year's reprographic equipment usage and status. We recognize that this was an unusual year and that accurate usage may not be fully reflected. However, it is still good to compare and review to see just how the pandemic has impacted usage. Recommendations have still been made to address any potential problem areas and 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. Hopefully you have been able to benefit from these services, and we hope to continue to offer new services. In fact, one new service is the Client Warranty and Relief Fund. A description of this valuable service is provided in this year's report. We are pleased to continue offering all of our services to you at no additional charge.

We appreciate the opportunity to provide you with the best possible pricing, service, and equipment. We look forward to our meeting. Feel free to share your thoughts and feelings concerning your overall experience with SPC.

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, 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. 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.

Jessica Paradis
Accounting Coordinator

Jessica oversees billing, resolving any questions or issues as needed. She is also responsible for setting up lease and purchase transactions.

Alex Webster
Operations & Marketing Manager

Alex oversees STARDoc, FM Audit, and equipment upgrades. He also researches and markets current and new SPC tools and services to existing and potential clients.

Pam Weed
Client-Vendor Relations

Pam helps to maintain a good working relationship between clients and vendors, especially with regard to equipment reliability. She also oversees equipment upgrades and changes, warranty replacements, end-of-year meter collection and billing, and Annual Report scheduling. Pam assists with marketing SPC services to existing and potential clients.

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 performing onsite equipment surveys and installation audits. He assists with contact information updates along with STARDoc and FM Audit updates.

Heidi Tilton
Accounting Support

Heidi handles bookkeeping and billing for both clients and vendors, processing payments, and other office support.

Kelly Fortier
Office Support

Our newest team member, Kelly assists with maintaining service & supply contracts, managing equipment trades, and upgrades, bookkeeping and other general office work.

SPC
specialized purchasing consultants

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 and supply contracts.

1999   Improved Annual Reports

- 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

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.

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 SPC Roadmap

- Major STARDoc facelift. User interface will be more modern.
- Update Bid Process to simplify bid submission for all of our vendors.
- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.

Equipment Health Status

Total Number of Machines:	**16**

Total Black Photocopiers:	**6**
Total Color Photocopiers:	**3**
Total Black Network Printers:	**7**
Total Color Network Printers:	**0**
Total Removed From Service:	**0**

# of Units OFF Warranty:	0
# of Units Approaching End of Warranty:	5
# of Units Overused:	0
# of Units Underused:	0
Commencement Date:	11/01/2017
# of Annual Payments Left on Lease:	2
All Warranties and Service Contracts Expire:	06/30/2023
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 Allyn,

Because of the change to remote learning in March, COVID-19 had a direct and significant impact on client budgets. Usage was dramatically affected and resulted in a year-end under usage credit of $3,583.09. While this may seem like a positive – saving money on reprographic expenses – it has actually put a tremendous burden on the vendors as they are starting off the new fiscal year with a deficit. Combine this with other economic strains for the vendors, SPC is concerned, which is why we have developed the Warranty and Relief Fund (see page 36) to protect our clients.

In reviewing the service history report, it appears the fleet is doing very well overall. The higher average response time than normal is caused by 1 machine needing a preventative maintenance process that was delayed. The rest of the machines have a much better response time.

There are substantial cost savings to be incurred with a bid. Based on CUXӦ volume (lower than normal), we estimate $4,318.51 potential color cost savings with your next upgrade over five years. Your next upgrade could take place as early as 8-2-2021. We will discuss the pros and cons when we meet.

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	Room	Make/Model	Serial Number	Vendor Name	Intro Date
Ellis School	Main Office	Konica Minolta BH4700P	A63N011021721	KMBS	04/01/2013
Ellis School	Room 411	Konica Minolta BH4700P	A63N011021734	KMBS	04/01/2013
Ellis School	Room 501	Konica Minolta BH4700P	A63N011022035	KMBS	04/01/2013
Ellis School	Room 503	Konica Minolta BH4700P	A63N011021738	KMBS	04/01/2013
Ellis School	Room 509	Konica Minolta BH4700P	A63N011021731	KMBS	04/01/2013

Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
HP 200 Mobile Series	TH73P480Z10689	172.27.5.101	2020-02-12 08:15:40
HP LASERJET 2430	CNGJF16774	192.168.1.31	2019-10-23 08:15:36
HP OfficeJet Pro 8210	CN85PET1PC	192.168.1.250	2020-09-09 03:15:14

Annual Black Volume by Location
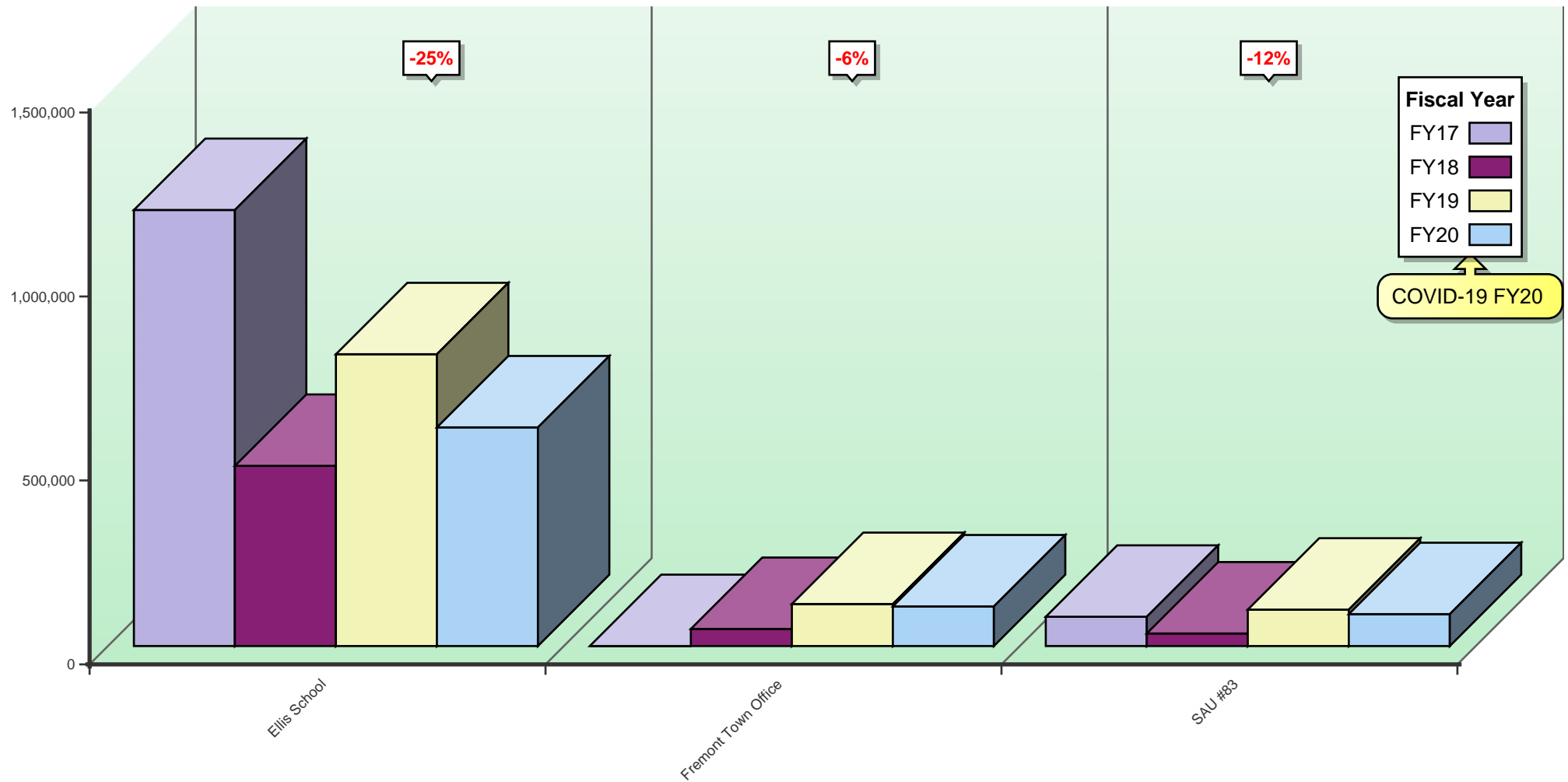
Annual Black Volume Overall
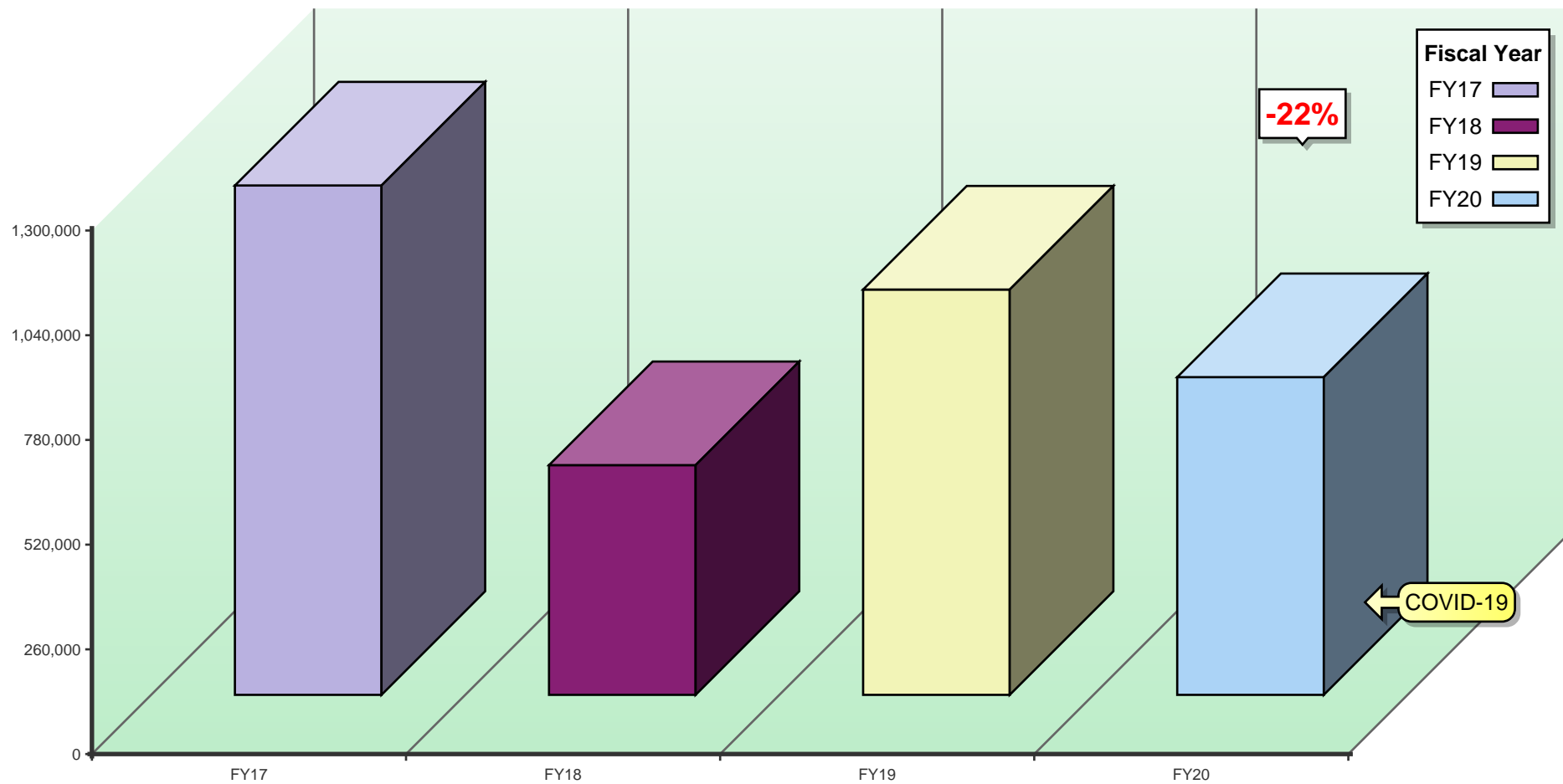
% amount equals the overall increase or decrease between Previous Year & Current Year

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 Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Ellis School	392	594,377	$16,369.58	1,516	$41.76
Fremont Town Office	0	107,750	$2,927.52	0	$0.00
SAU #83	0	86,789	$2,367.82	0	$0.00
Totals	**392**	**788,916**	**$21,664.92**	**2,013**	**$55.27**

*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	74,038	131,634,476	$3,165,697.18	1,778	$42.76

Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.
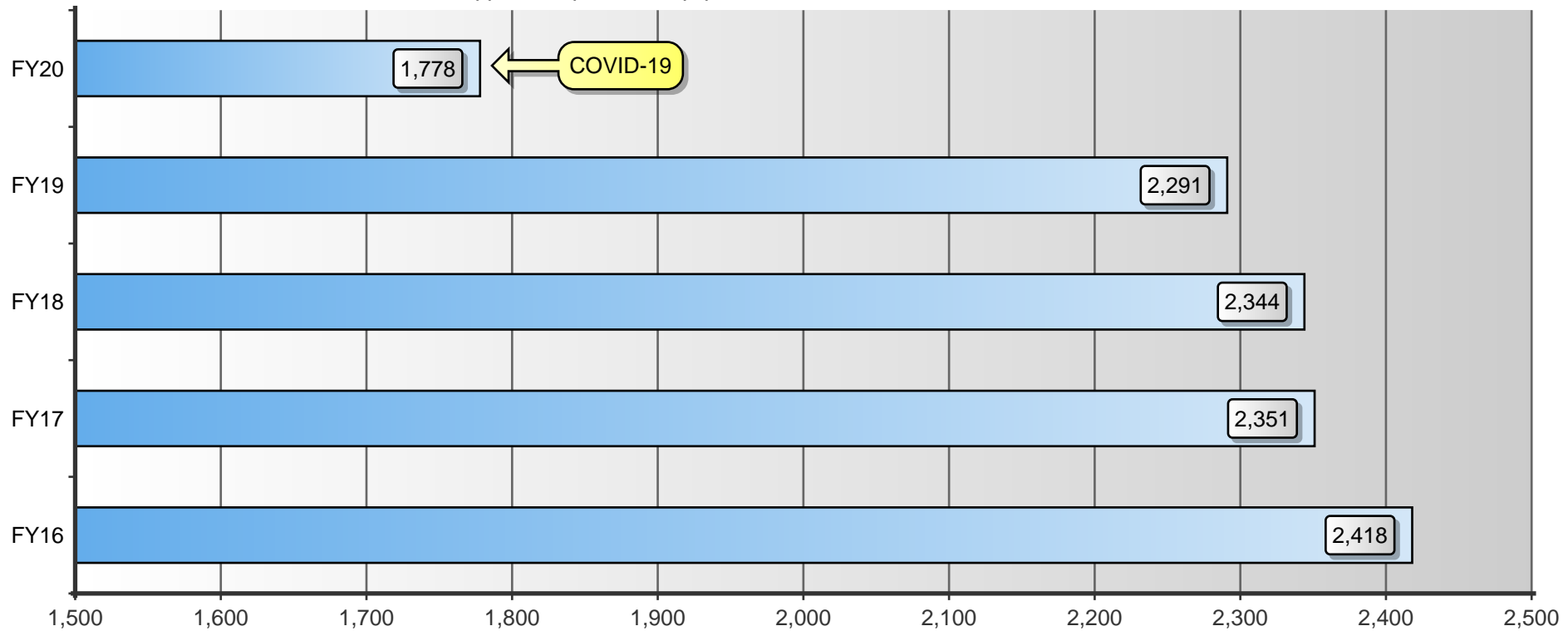
Annual Color Volume by Location
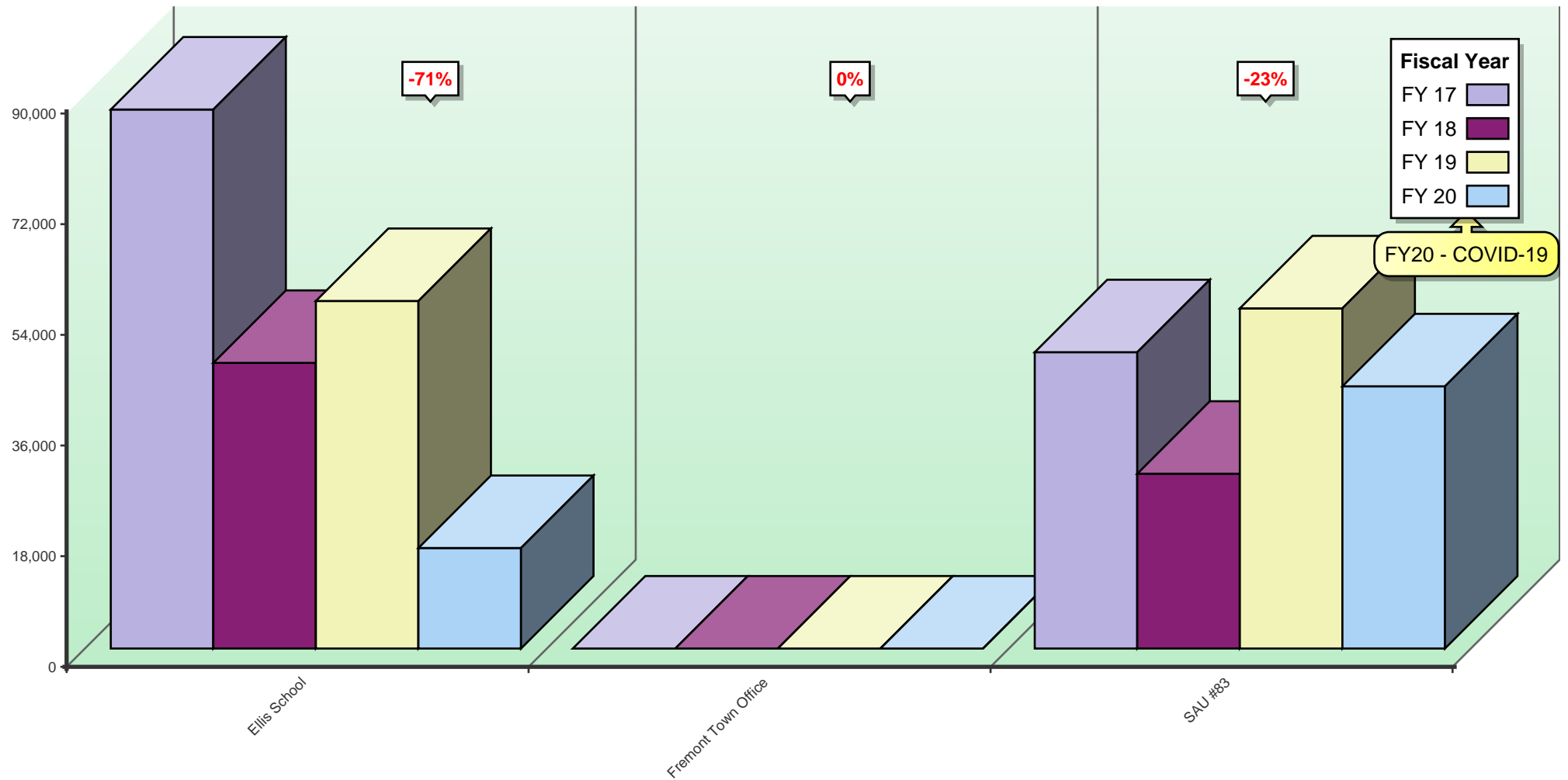
Annual Color Volume Overall
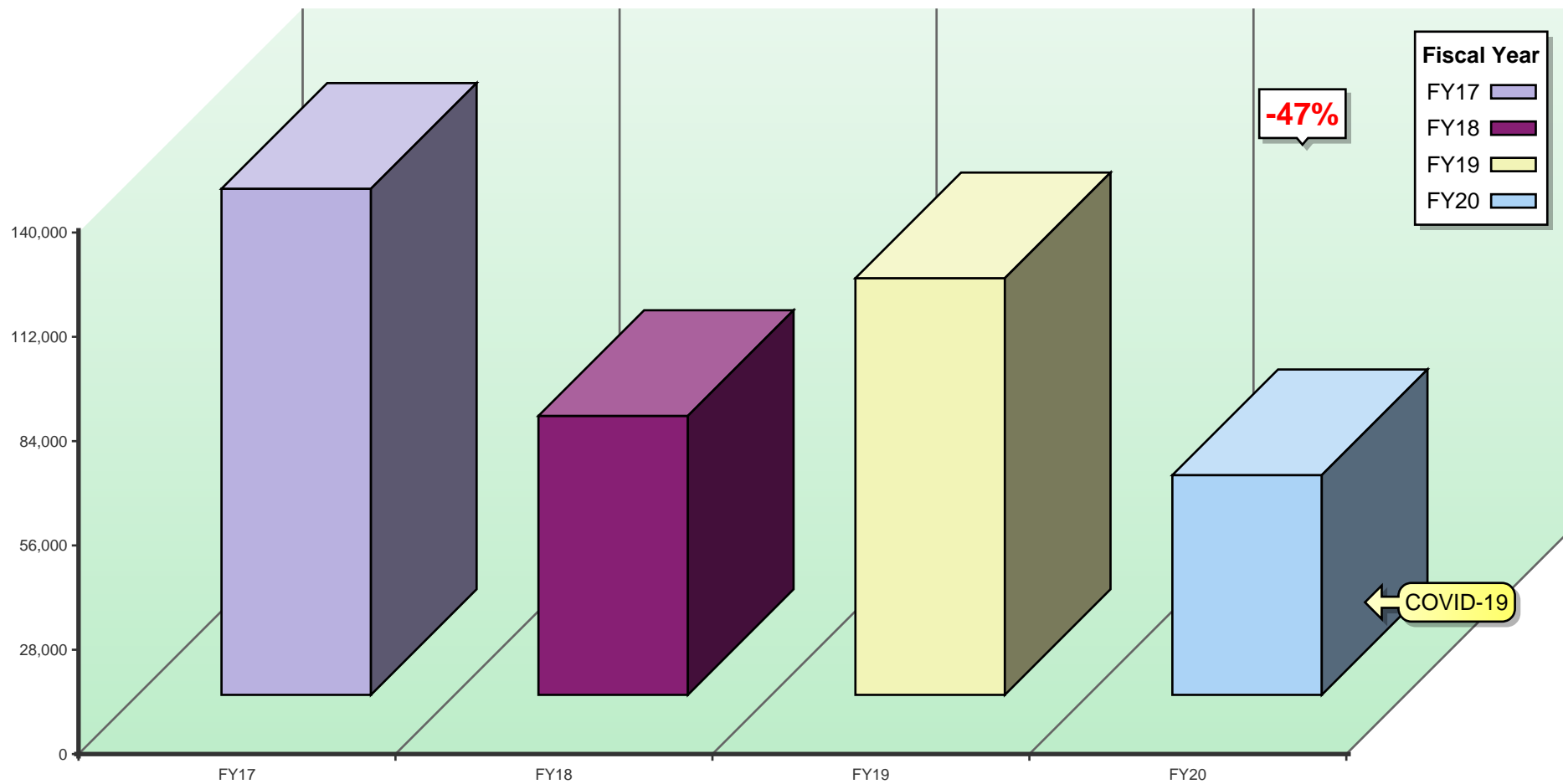
% amount equals the overall increase or decrease between Previous Year & Current Year

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 Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Ellis School	392	16,349	$858.98	42	$2.19
Fremont Town Office	0	0	$0.00	0	$0.00
SAU #83	0	42,647	$2,240.67	0	$0.00
Totals	**392**	**58,996**	**$3,099.65**	**151**	**$7.91**

*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 184 color prints per student per year. Your color volume this year averages 151 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

|		
District Wide Black Totals	*788,916*	*$2,880.44*
District Wide Color Totals	*58,996*	*$3,090.21*

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	74,038	13,597,620	$725,023.31	184	$9.79

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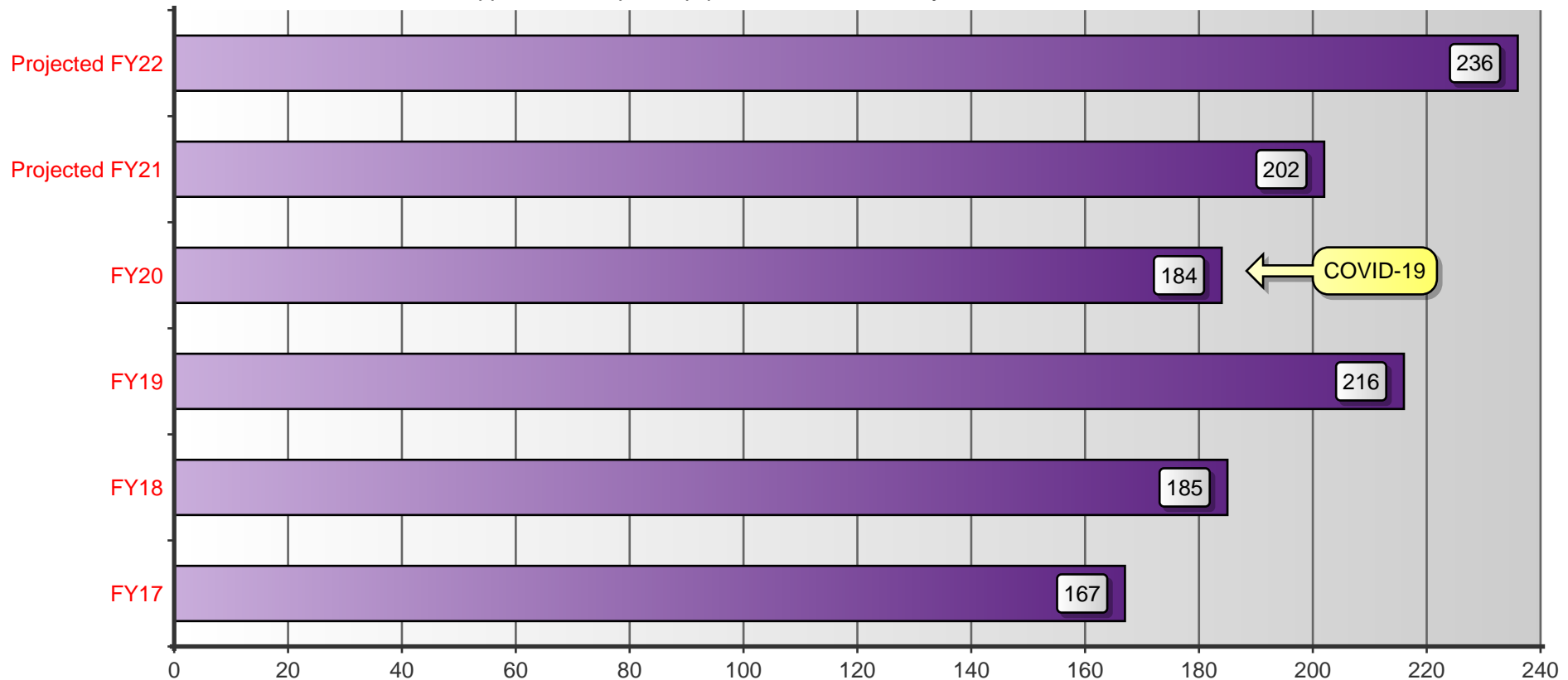
Color-to-Total Volume Comparison

Volumes
Black
Color

7.0%
9.4%

2,742,385
788,916
283,284
58,996

3,000,000
2,000,000
1,000,000
0

NHSAU 83 - Fremont School District   All Schools Average
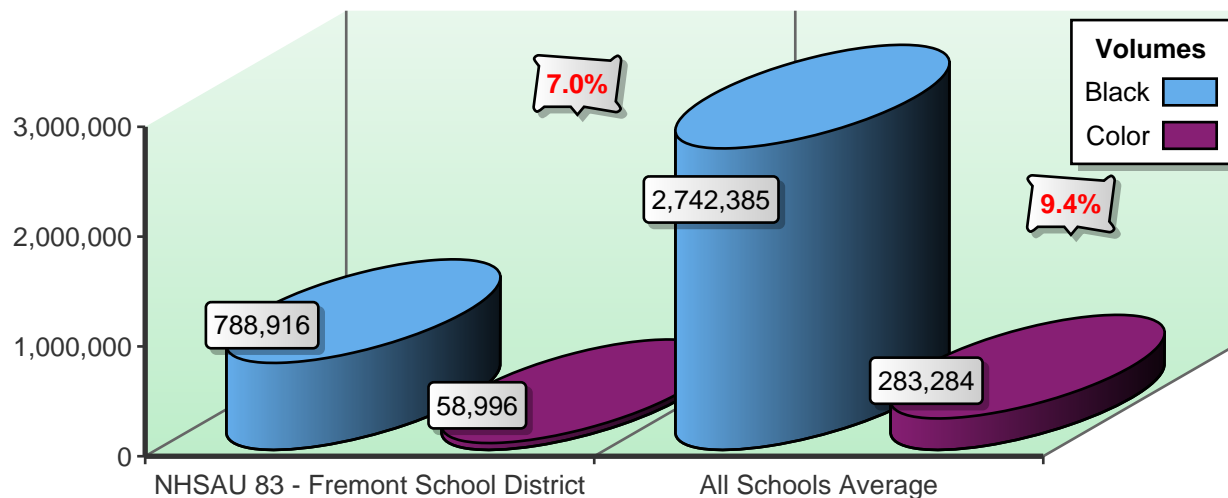
SPC Analysis

COLOR printing is skyrocketing out of control! A five-year study of 83,000 students across the Tri-State region revealed a rapid increase in the K-12 sector. In fact, in FY19, color printing increased by 19%! Of course FY20 was dramatically different because of COVID-19. Therefore, we should assume that color volume will continue to increase unless the proper controls are put in place. Obviously, some color printing is necessary. However, if color printing is not monitored properly, it could blow up 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 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.

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.

Date of Last Upgrade: 11/01/2017

Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
Ellis School					
Main Office					
Konica Minolta BHC558 / 55 PPM	81,107	121,664	40,557	$0.00336	None at this time.
A79K011009978 / 9489 1738				$136.27	
3,000,000 / 02/2017	23,305	27,884	4,579	$0.05238	
Color Photocopier				$239.85	
KMBS					
Main Office					
Konica Minolta BH4700P / 50 PPM	10,107	14,231	4,124	$0.00643	7 years from Intro.
A63N011021721 / 9467 2057				$26.52	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 109					
Konica Minolta BH3301P / 35 PPM	4,057	8,966	4,909	$0.00643	None at this time.
A63P015001850 / 9467 2060				$31.56	
500,000 / 11/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					

Make-Model/Speed *Serial Number/Vendor Machine ID* *Life / Intro Date* *Vendor*	*07/01/2019* *Meter*	*06/30/2020* *Meter*	*FY20* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Recommendations*
Room 209 Library					
Konica Minolta BHC458 / 45 PPM	69,798	103,691	33,893	$0.00336	None at this time.
A79M011018437 / 9467 1975				$113.88	
1,000,000 / 08/2016	79,780	91,550	11,770	$0.05238	
Color Photocopier				$616.51	
KMBS					
Room 411					
Konica Minolta BH4700P / 50 PPM	25,420	31,724	6,304	$0.00643	7 years from Intro.
A63N011021734 / 9489 2191				$40.53	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 420 Nurses' Office					
Konica Minolta BH4020 / 42 PPM	4,846	6,748	1,902	$0.00643	None at this time.
A6WD011007781 / 9467 2056				$12.23	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 501					
Konica Minolta BH4700P / 50 PPM	7,628	16,758	9,130	$0.00643	7 years from Intro.
A63N011022035 / 9467 2095				$58.71	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					

Make-Model/Speed *Serial Number/Vendor Machine ID* *Life / Intro Date* *Vendor*	*07/01/2019* *Meter*	*06/30/2020* *Meter*	*FY20* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Recommendations*
Room 502 Portable					
Konica Minolta BH4020 / 42 PPM	13,024	20,642	7,618	$0.00643	None at this time.
A6WD011007776 / 9467 2054				$48.98	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					
Room 503					
Konica Minolta BH4700P / 50 PPM	35,462	47,452	11,990	$0.00643	7 years from Intro.
A63N011021738 / 9489 2190				$77.10	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 509					
Konica Minolta BH4700P / 50 PPM	2,017	3,782	1,765	$0.00643	7 years from Intro.
A63N011021731 / 9467 2058				$11.35	
2,000,000 / 04/2013	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					
Room 602 Modular					
Konica Minolta BH4020 / 42 PPM	54,419	78,307	23,888	$0.00643	None at this time.
A6WD011007780 / 9467 2055				$153.60	
1,000,000 / 02/2014	0	0	0	$0.00000	
Black Laser MFP				$0.00	
KMBS					

Make-Model/Speed *Serial Number/Vendor Machine ID* *Life / Intro Date* *Vendor*	*07/01/2019* *Meter*	*06/30/2020* *Meter*	*FY20* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	*Recommendations*
Teachers' Work Room					
Konica Minolta BH808 / 80 PPM	585,113	765,287	180,174	$0.00336	None at this time.
A8KN011005375 / 9482 9103				$605.38	
4,000,000 / 06/2016	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					
Teachers' Work Room					
Konica Minolta BH808 / 80 PPM	390,153	658,276	268,123	$0.00336	None at this time.
A8KN011005382 / 9482 9104				$900.89	
4,000,000 / 06/2016	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					

	Subtotal Black	**594,377**	**$2,217.01**
	Subtotal Color	**16,349**	**$856.36**

Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
Fremont Town Office					
Main Office					
Konica Minolta BH368 / 36 PPM	162,859	270,609	107,750	$0.00336	None at this time.
A9HJ011008801 / 9482 9058				$362.04	
750,000 / 08/2015	0	0	0	$0.00000	
Black Photocopier				$0.00	
KMBS					

	Subtotal Black	**107,750**	**$362.04**
	Subtotal Color	**0**	**$0.00**

Make-Model/Speed *Serial Number/Vendor Machine ID* *Life / Intro Date* *Vendor*	*07/01/2019* *Meter*	*06/30/2020* *Meter*	*FY20* *Annual* *Volume*	*Cost/Copy* *Annual Cost*	**Recommendations**
SAU #83					
Room 415					
Konica Minolta BHC658 / 65 PPM	132,946	216,551	83,605	$0.00336	None at this time.
A79J013002677 / 9482 9077				$280.91	
3,000,000 / 05/2017	83,811	126,458	42,647	$0.05238	
Color Photocopier				$2,233.85	
KMBS					
SAU Office - SPARE					
Konica Minolta BH3301P / 35 PPM	323	3,507	3,184	$0.00643	None at this time.
A63P015001701 / 9489 2189				$20.47	
500,000 / 11/2015	0	0	0	$0.00000	
Black Network Printer				$0.00	
KMBS					

	Subtotal Black	**86,789**	**$301.39**	
	Subtotal Color	**42,647**	**$2,233.85**	

	District Wide Black Totals	**788,916**	**$2,880.44**	
	District Wide Color Totals	**58,996**	**$3,090.21**	**Your Avg Color CPC is $0.0524**

Estimated cost savings with your next bid: $4,318.51 over 5 years.
Our bids are coming in at an average of $.03774 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 20 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
788,916	$0.00932	$7,352.70

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
788,916	$0.00365	$2,879.54	$4,473.15	$22,365.77

*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 $4,473.15 x 11 years as a Client = $49,204.69 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	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Ellis School	594,377	$2,223.67	$3,209.64	$10,936.27	$16,369.58
Fremont Town Office	107,750	$363.12	$581.85	$1,982.55	$2,927.52
SAU #83	86,789	$302.29	$468.66	$1,596.88	$2,367.82
Total	**788,916**	**$2,889.07**	**$4,260.15**	**$14,515.70**	**$21,664.92**

SPC Equipment Bids:
Presently our bids are coming in between 12% to 17% of Retail, while the current Salesman's Cost is 50% of Retail.
For Example: A 95-CPM Konica Minolta Bizhub 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print with a Retail Cost of $45,640 is coming in at $7,342...16% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

Projected Equipment Costs by Building - Color

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

Building	Projected Color Volume	Service & Supply Cost
Ellis School	16,349	$858.98
Fremont Town Office	0	$0.00
SAU #83	42,647	$2,240.67
Total	**58,996**	**$3,099.65**

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 0.03%.==

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
Konica-Minolta Business Solutions	Black Laser MFP	33,408	$0.00643	$214.81	$0.00645	$215.48
Konica-Minolta Business Solutions	Black Network Printer	41,406	$0.00643	$266.24	$0.00645	$267.07
Konica-Minolta Business Solutions	Black Photocopier	556,047	$0.00336	$1,868.32	$0.00337	$1,873.88
Konica-Minolta Business Solutions	Color Photocopier	158,055	$0.00336	$531.06	$0.00337	$532.65
	Total	**788,916**	**$0.00365**	**$2,880.44**	**$0.00366**	**$2,889.07**

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 0.03%.==

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
Konica-Minolta Business Solutions	Color Photocopier	58,996	$0.05238	$3,090.21	$0.05254	$3,099.65
	Total	**58,996**	**$0.05238**	**$3,090.21**	**$0.05254**	**$3,099.65**

Reprographic Equipment Assessment

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

Total Number of Units	**16**
Total Number of Units on Lease	**16**
Total Number of Units Owned	**0**
Lease Company	**Norway Savings Bank**
Lease Start Date	**11/01/2017**
Lease End Date	**08/01/2022**
Term	**5 Annual**
Annual Payment usually due on 8/1	**$14,515.70**
Remaining Payments	**2**

*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 BH4700P	A63N011021721
Ellis School	Konica Minolta BH4700P	A63N011021731
Ellis School	Konica Minolta BH4700P	A63N011021734
Ellis School	Konica Minolta BH4700P	A63N011021738
Ellis School	Konica Minolta BH4700P	A63N011022035
Ellis School	Konica Minolta BH3301P	A63P015001850
Ellis School	Konica Minolta BH4020	A6WD011007776
Ellis School	Konica Minolta BH4020	A6WD011007780
Ellis School	Konica Minolta BH4020	A6WD011007781
Ellis School	Konica Minolta BHC558	A79K011009978
Ellis School	Konica Minolta BHC458	A79M011018437
Ellis School	Konica Minolta BH808	A8KN011005375
Ellis School	Konica Minolta BH808	A8KN011005382
Fremont Town Office	Konica Minolta BH368	A9HJ011008801
SAU #83	Konica Minolta BH3301P	A63P015001701
SAU #83	Konica Minolta BHC658	A79J013002677

STARDoc User Names

Name	User Name
Allyn Hutton	ahutton@sau83.org
Carla Smith	carla_smith@sau83.org
Susan Penny	spenny@sau83.org
Theresa Blades	tblades@sau83.org

·S P C·
specialized purchasing consultants

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 63 clients with over 3,700 devices doing more than <mark>155</mark> million copies and prints per year. We purchase approximately 1,100 units annually with 80 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 <u>STARDoc</u> 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 annually and/or quarterly.

- 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 1989, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of more than $2 million for all of our clients. That translates into Savings of more than $10 million over five years!

Overall Benefits to our VENDORS

- Opportunities brought to you - Over 1,100 units purchased annually 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.
- 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 align="center">

SPC manages over 3,700 pieces of equipment;
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 budgets as early as December
- Allows you to see the projected usage bill in advance
- Tabulate total budgets and trotal 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
- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Non-reporting device listing for devices that haven't reported for more than 2 weeks
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectore, Apple TVs

Floorplan Administration

Who Benefits? Business Manager and IT

- Allows IT and Business Manager to move devices around on Floorplan
- 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 STARDoc
- Toggle Email all (Toner, Service Monthly Audits)

STARDoc Features

Device Listing Page

- 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

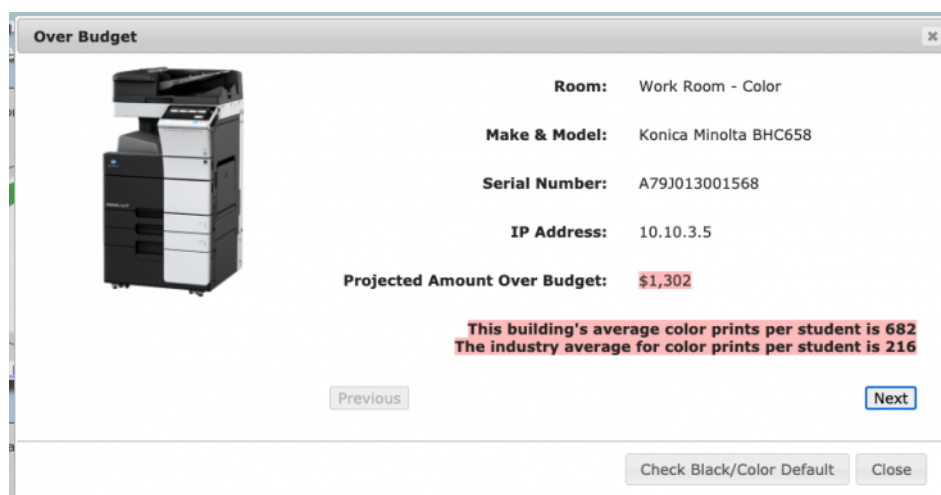- Track historical volume and cost per building

Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client

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.

SPC'S CLIENT WARRANTY AND RELIEF INSURANCE FUND

AVAILABLE IMMEDIATELY!

WHY IS IT NEEDED?

With the recent pandemic, schools and businesses shut down. We are now seeing massive credits overall owed in the vicinity of $389,820.78!* However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news to our clients, 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.

*CREDITS ANTICIPATED JUNE 30, 2020	
A-COPI (Owned by Visual Edge)	($77,605.18)
AXIS	($16,858.50)
BUDGET	($20,200.73)
CANON	($31,240.99)
KMBS	($154,659.88)
NATIONAL	($38,961.67)
OSV (Owned by Visual Edge)	($64,920.06)
RICOH	($3,432.44)
SYMQUEST (Owned by KMBS)	($11,027.80)
XEROX	($913.53)
TOTAL UNUSED	*($389,820.78)*