



Specialized Purchasing Consultants

1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
www.spccopypro.com

FY20 Upgrade Report

Northport Municipal School Unit
56 Bayside Road
Northport, ME 04849



Specialized Purchasing Consultants Corp.

Serving Maine, New Hampshire & Vermont since 1988

1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
stilton@spccopypro.com

October 1, 2020

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www.spccopypro.com

Luci Milewski
Northport Municipal School Unit
56 Bayside Road
Northport, ME 04849

Dear Luci:

Thank you for allowing Specialized Purchasing Consultants to assist you with your recent reprographic equipment upgrade.

As with any change, challenges will arise, and we hope that we did not let you down in any way. With services such as STARDoc, automatic reporting, simplified billing, a comprehensive triple-layered warranty, and a staff that stands ready and willing to assist with all of your current and future needs, SPC has set a higher standard.

We hope that during the upgrade process we have taken care of all the details and resolved any issues that may have arisen. If you believe there is anything that we have missed, please let us know immediately, allowing us to rectify the situation to your satisfaction. You can be confident that SPC has worked hard to ensure your current fleet will serve your needs fully.

It is always our pleasure to answer questions, manage service or supply issues, and to provide top-notch customer service. We look forward to serving you throughout the years to come.

Sincerely,

Skip Tilton
President of SPC

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CONTRACT

THIS CONTRACT (the "Contract") is made this 17th day of Feb., 2020 by and between Specialized Purchasing Consultants ("Contractor" or "SPC") and Northport Municipal School Unit ("Client"). For and in consideration of the mutual covenants and performance set forth herein, Contractor and Client agree as follows:

Skip Tilton
President

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

Corporate Email Address:
stilton@spccopypro.com

1. **Term.** The term of this Contract is five years from the date hereof, unless earlier terminated pursuant to the terms hereof. Client or SPC can terminate this Contract at any time for any reason after one year, upon 30 days written notice to the other party to this Contract, following completion by the Client of the issuance of a lease, purchase, lease-purchase, financing, or refinancing to replace, add, or upgrade equipment covered by this Contract ("an Upgrade"). If such an early termination is effected by Client or SPC, Client and SPC shall reconcile fairly all amounts due for services performed under the Contract.
2. **Fees.**
The fees payable by Client to Contractor under this Contract are: (a) eleven percent (11%) of the Total Cost Per Copy of all copies scheduled to be made on all service and supply agreements for reprographic equipment (Photocopiers, High-Speed Duplicators, Multi-functional Duplicating Equipment, High End Network Printers, or other equipment described in the Five Year Equipment Replacement Schedule referenced in subparagraph (l) hereof) leased, purchased, lease-purchased, financed, or refinanced by Client as a result of services performed by Contractor under this Contract (in other words, if the Total Cost Per Copy for services and supplies for equipment leased, purchased, lease-purchased, financed, or refinanced as a result of services performed by Contractor under this Contract is \$.003 per scheduled copy, the Contractor's fee is \$.00033 per such copy); and (b) eleven percent (11%) of the principal amount (purchase price financed) of all such reprographic equipment (in other words, if the total principal amount of reprographic equipment leased, purchased, lease-purchased, financed, or refinanced by Client as a result of services performed by Contractor under this Contract is \$3,000, the Contractor's fee is \$330). The "Total Cost Per Copy" for equipment covered by this Contract is defined as the total cost per copy scheduled to be charged for service and supply contracts between Client and servicing vendors for equipment acquired by Client as a result of services performed by Contractor under this Contract. Excluded from such service and supply contracts are the cost of paper and the cost of staples. No fees are payable by Client to Contractor hereunder, other than the retainer described in Paragraph 8 hereof, unless Client accepts a bid for reprographic services arranged by Contractor pursuant to this Contract, or unless Client breaches this Contract under Paragraph 4 hereof or otherwise.

Low End Network Printers (LENP) will be administered under separate contracts with the Vendors of such LENPs. Due to the limited volume done on LENPs, Contractor's fee will be Twenty-Five percent (25%) of the Vendor's fee per copy on the LENP. For example if the Total Cost per Copy ("TCPC") negotiated with a Vendor for a LENP is \$0.007, then the Contractor's fee is \$0.00175 for a Total cost to the Client of \$0.00875 per copy on the LENP.

SPC guarantees to improve the quality of your equipment and service as well as lower the cost of obtaining and operating reprographic equipment, even after SPC's fees have been included in the new total cost. If SPC fails to achieve this, SPC will terminate our Contract, refund SPC's retainer received from Client, and provide an additional \$500.00 check to Client to cover any loss of time on Client's part.

3. **Services Performed By Contractor:** (See Addendum B for a Complete list of services for both Vendor and Client)
 - a. **Initial Needs and Capabilities Analysis.** Contractor will provide to Client a written Initial Needs and Capabilities Analysis (contained within the Five Year Equipment Replacement Schedule described in subparagraph (l) hereof) analyzing Client's existing reprographic system including Client's current photocopiers, offset presses, high-speed duplicators, Low End Network Printers, and outside printing requirements. Based on this Initial Needs and Capabilities Analysis, Contractor will design, with Client's approval, an overall reprographic system for Client, with the goal of increasing Client's reprographic capabilities, while reducing Client's reprographic costs. Specifically, throughout the term of this Contract, Contractor will provide Client with initial long-term service and supply contract savings and capital savings of up to two-thirds of retail. Annually hereunder, Contractor will provide Client with guaranteed ceilings on any annual price increases for service and supply contracts covering equipment obtained under this Contract of 5% or the annual increase in the Consumer Price Index (CPI-U), whichever is less.
 - b. **Annual Use Report.** Annually hereafter, Contractor will provide to Client a written Annual Use Report analyzing the use of reprographic equipment and services and supplies by Client, with recommendations that identify for Client how to use such equipment, services and supplies, and other items in the most efficient and effective manner possible.
 - c. **Two-Year Needs and Capabilities Analysis.** Every two years hereafter, Contractor will perform a Needs and Capabilities Analysis for Client covering the same matters contained in the Initial Needs and Capabilities Analysis. Client must provide written authorization to Contractor to perform the Two-Year Needs and Capabilities Analysis, and such written authorization may be provided by the Superintendent of Schools or Business Manager (or similar officer) of Client pursuant to this Contract.
 - d. **Bid Specifications.** Based on the results of the Initial Needs and Capabilities Analysis, Annual Use Report, and Two-Year Needs and Capabilities Analysis, as applicable, Contractor will prepare and distribute bid specifications to qualified contractors to obtain for Client reprographic equipment and services desired by Client.



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- e. **Selection of Vendors.** Contractor will analyze all bids received by Client for reprographic equipment and services pursuant to subparagraph (d) above and make recommendations to Client regarding how Client can obtain the most effective and lowest-cost reprographic equipment and services.
 - f. **Negotiation With Vendors.** After bids described in subparagraph (e) above are received, if further negotiation with vendors on behalf of Client is desired by Client, Contractor will undertake such negotiations with vendors at Client's direction so that contracts in compliance with Client's requirements can be executed.
 - g. **Financing.** Contractor will arrange, at no cost to Client, tax-exempt lease-purchase financing (for tax-exempt Clients) or other appropriate financing for the reprographic equipment selected by Client. Contractor shall submit all transactions to Contractor's bond counsel listed in the Bond Buyer's Municipal Marketplace ("Bond Counsel"), for the preparation of all documents, for legal compliance review, and for the provision of any legal validity and tax opinions necessary to complete and finance such transactions. In addition, Client may arrange for its own counsel ("Issuer Counsel") to participate in the transaction, at Client's cost, or the Client may choose to effect its own financing, at its own cost.
 - h. **Assumption of Existing Contracts.** Contractor will assume all financial obligations and hold Client harmless from such obligations under all existing contracts, leases, or financing agreements to which Client is a party for equipment being replaced by equipment being leased, purchased, lease-purchased, financed, or refinanced pursuant to this Contract. In order to facilitate the payment by Contractor of all obligations of Client under such contracts, leases, or financing arrangements, Client hereby authorizes Contractor, to change the billing addresses on such contracts, leases, or financing arrangements to the business address of Contractor. Client also agrees to hold Contractor harmless for, and to pay, any shipping costs back to a vendor or leasing company, or storage costs for such equipment, or any Federal, State, or local taxes lawfully assessed and due, now or hereafter, upon all equipment covered by such contracts, leases, or financing agreements being repaid by Contractor pursuant to this Contract.
 - i. **Cancellation and Renegotiation of Existing Service Contracts and Establishing New Service Contracts.** Contractor, at Client's direction, will cause existing service and supply contracts for existing reprographic equipment used by Client to be cancelled, and will negotiate new service and supply contracts at new terms acceptable to Client, including replacement warranties from vendors for all equipment identified by Client.
 - j. **Annual Monitoring of Service Contracts.** During the term of this Contract, Contractor will monitor annually all reprographic service and supply contracts entered into by Client to verify correct billing and to identify over-usage and under-usage of particular equipment.
 - k. **Installation of Equipment.** After contracts have been awarded to vendors for reprographic equipment pursuant to this Contract, Contractor will communicate with such vendors to assure proper installation of equipment pursuant to the terms of any applicable lease-purchase or other financing agreement and to assure proper commencement of service and supply contracts.
 - l. **Provision of Equipment Replacement Schedule.** Contractor will provide to Client, and will update as necessary, a Reprographic Equipment Replacement Schedule (a "Five Year Equipment Replacement Schedule") for all equipment to be replaced, reconditioned, upgraded, or otherwise covered by this Contract.
 - m. **Provision of Key Operator Instruction Forms.** Contractor will provide Client with a Key Operator Instruction Form for posting adjacent to each copying machine of Client describing proper use, key operator name, machine serial number, life expectancy of such machine, location and telephone number of vendor's service manager, and warranties for the machine.
4. **Exclusive Agency for Bidding and Selection of Vendors and Equipment.** All bidding, analysis, and selection of vendors and equipment by Client pursuant to this Contract shall be effected exclusively through Contractor. If, during the term of this Contract, Client executes a contract separate from Contractor with any vendor to provide services or equipment such as that covered by this Contract, then Client shall be in breach of this Contract and shall pay to Contractor all fees due and unpaid by Client to Contractor under this Contract, including all fees which would have been payable by Client to Contractor under this Contract had Client accepted a bid meeting the terms of this Contract and arranged by Contractor for Client under this Contract, plus all costs including attorney's fees incurred by Contractor to collect such fees. If Client rejects all of the bids arranged by Contractor for Client pursuant to this Contract, then Contractor shall be allowed exclusively to re-bid for Client the services and equipment desired by Client according to Client's specifications. LM **Client's Initials here acknowledge that Client carefully has reviewed the terms of this Paragraph 4 applicable to Client under this Contract.**
5. **Warranties.** Throughout the term of this Contract, Contractor will obtain for Client from vendors five-to- ten-year average warranties on all new equipment obtained for Client under this Contract, five-year average warranties for all reconditioned equipment obtained for Client under this Contract, and three-to-five year average warranties for all existing equipment of Client left in place and monitored by Contractor under this Contract.
6. **Equipment Upgrades and Adjustment of SPC Fees.** If any equipment which is covered by this Contract is upgraded or replaced during the term of this Contract, then Total Cost Per Copy fees payable by Client to Contractor under paragraph 2(a) above shall be adjusted by the net increase or decrease in copy volume from the original copy volume negotiated by Contractor for Client pursuant to this Contract. (For example, three years after execution of this Contract, Contractor is asked to do an Upgrade by Client on certain of Client's equipment. After the Upgrade is approved by Client, total copy volume on Client's equipment is scheduled to be 2,000,000 copies per year for the remaining two years of this Contract



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instead of the 1,500,000 copies per year originally scheduled under this Contract. Under such circumstances, Contractor would be entitled to receive its fee under paragraph 2(a) above for the additional 500,000 copies per year scheduled under the Upgrade for the remaining two years of the Contract).

7. **Retainer.** Upon execution of this Contract, Client agrees to pay Contractor a retainer of \$1,000.00 (Waived for an existing client). This amount shall be credited in its entirety, however, to any fee earned by Contractor on an Upgrade of reprographic equipment or services by Client pursuant to this Contract.
8. **Optional Unforeseen Cost Fund & Installation:** By initialing below, Client hereby elects to pay Contractor, as part of the principal amount of equipment covered by this Contract, a one-time \$300 charge for each item of reprographic equipment covered by this Contract, to eliminate any liability by Client for costs unforeseen by Client for:
- a. SPC's Print Management Services (See Addendum A)
 - b. Shipping or storage under Paragraph 3(h) hereof;
 - c. Network Drops
 - d. Specialized reprographic surge protectors
 - e. Electrical rewiring found to be necessary to integrate reprographic equipment provided hereunder to Client's existing electronic data processing network
 - f. Installation and operation of SPC Star Doc (remote monitoring of all reprographic equipment, and analysis of Client's usage and cost patterns)

Client Initials:

Accept LM

9. **Entire Agreement.** This Contract represents the entire agreement between Contractor and Client with regard the subject matter hereof. No oral negotiations, discussions, or agreements, either prior to or subsequent to the date of this Contract, with regard to the subject matter hereof, are binding upon Contractor or Client, unless reduced to writing and set forth in the form of an agreement, signed by both Contractor and Client.

10. **No Conflicts-of-Interest by Contractor.** Contractor warrants to Client that Contractor has no monetary or other self-interest in the selection of any vendor to provide reprographic equipment or services to Client pursuant to this Contract, and that the performance of Contractor's obligations pursuant to this Contract shall be solely in the interests of Client to provide Client with the best possible reprographic equipment and services at the lowest possible price.

CLIENT

Company

Northport Municipal School Unit

Signature

X Luci Milewski

Authorized by (please print)

Luci Milewski

Title

Business Manager

Address 1

56 Bayside Road

City, State, Zip

Northport
, ME 04849

Telephone Number

2073383430

Fax Number

E-mail address

lmilewski@drinkwaterschool.org

CONTRACTOR (SPECIALIZED PURCHASING CONSULTANTS)

SPC Corporate
Signature

Skip Tilton
Skip Tilton, President

Skip Tilton
President

Corporate Office:
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Addendum A: STARDoc Services that include but are not limited to...

- Cost Saving Recommendations
- Pinpointing Color Cost over usage with cost savings recommendations
- Allocate Cost by Device and Building
- Student Population Ratios Compared to at least 55 School Districts
- Monthly Audits that build your budgets based off printing habits
- Electronic Monitoring of all Printers/Copiers
- Floor Plan Asset Management
- Measure Output at Device Level

Addendum B: Services that SPC provides that assist both the Client and servicing Vendor.

Services SPC provides to the Client:

Prior to Installation:

- Cooperative Buying Power of copiers & printers, bidding & tabulation of bids
- Five-Year Equipment Replacement Schedule: Includes onsite surveying, fleet recommendations, follow-through of bid process
- Working directly with vendors and manufacturers on Client's behalf
- Client allowed to choose vendor no matter the bid results (i.e., not necessarily awarding bid to lowest quote)

During Installation:

- On-site oversight of equipment installation
- Electronic Surge Protectors (ESPs), electrical wiring, computer interface, etc. provided as needed.
- Follow-through on remaining installation issues to ensure completion
- Print Management Software

After Installation:

- STARDoc Fleet Management program
- Live Floor Plans
- Annual Meter Read Collection
- Simplified Billing Program: Three total invoices per year directly from SPC
- Annual Reports
- Mediating equipment and warranty issues between Client and Vendor
- Chromebook Bid
- Paper Bid

Services SPC provides to the Vendor:

Prior to Installation:

- Quantity addition of clients, equipment, and volume
- Bid Specs organized in consistent format with the Five-Year Equipment Replacement Schedule
- Past bid results shared to provide best negotiating with manufacturers
- All bids shared with vendors are equal, with none allowed to under-spec, under-bid or offer discontinued equipment
- Customer chooses the vendor of choice, despite bid results
- Digital Needs Analysis to match machine to installation site
- Coordination of vendor meeting with Client after bid is awarded

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During Installation:

- Oversight of equipment installation to assist delivery and technician staff
- Electronic Surge Protectors (ESPs), electrical wiring, computer interface, etc. provided by SPC as needed
- Follow-through on installation issues to ensure continuity for client and vendor
- Print Management Software

After Installation:

- Annual Meter Read Collection
- Simplified Billing Program: Three total invoices per year; SPC pays vendor directly
- Mediating equipment and warranty issues between Client and Vendor

Annual Meetings with Vendor to address both positive and negative issues or concerns as well as discussion of past and future bids.

Northport Municipal School Unit
Luci Milewski
56 Bayside Road, Northport, ME 04849
Two-Year Basis beginning with the 2020/2021 Fiscal Year

Copies-per-Year: 304,237

Present vs. Proposed Recommendations as of 7/1/2020

PRESENT SITUATION

- 1) Guarantees on Photocopiers: **6-30-2020**
- 2) Annual Price Ceilings Left: **6-30-2020**
- 3) Units to be Traded: **5**
- 4) Photocopiers: **2**
- 5) Color Photocopiers: **1**
- 6) MFPs: **2**
- 7) Printers: **1**
- 8) Duplexers: **5**
- 9) Finishers: **2**
- Total number of Units: **5**

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Machines: **Five + Years**
- 2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
- 3) Replaced: **5 New**
- 4) Photocopiers: **2 with Secure Print/Confidential Mailbox**
- 5) Color Photocopiers: **1**
- 6) MFPs: **2**
- 7) Printers: **1**
- 8) Duplexers: **5**
- 9) Finishers: **2**
- Total number of Units: **5**

Overall Description of Equipment Fleet:

Presently, you have **three different manufacturers & 5 different models** of copiers and printers. The **new arrangement** will shift to one manufacturer **with one vendor** servicing everything. This will greatly reduce cost and improve reliability. Budget did not get their bid in on time and only submitted prices after they saw the bid results. In light of this, plus the fact that Symquest offered one manufacturer and their service is unmatched, we recommend going with Symquest's bid.

Print Management: STARDoc for all devices.

Capital:

You will have two equal installments, one on August 1st, 2020 and August 1st, 2021.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging **\$0.005989 for black and \$0.052330 for Color**. The new contract will come in at a CPC of **\$0.00350 for Black and \$0.038850 for Color**.

Vendor Packages:

SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bids combination for your School District:

<u>Cost Center</u>	<u>Present</u>	<u>Symquest (KM) Best Bid</u>	<u>Symquest (1 New Machine with 1 Loaner)</u>
1. Service & Supplies Color:	\$3,632.72	\$2,696.97	\$2,696.97
2. Service & Supplies Black:	\$1,406.28	\$821.82	\$821.82*
3. 2 Year Installments:	\$00.00	\$8,032.22	\$7,309.82
4. 2 Year Forced Upgrades:	\$10,900.00	\$00.00	\$00.00
Totals:	\$15,939.00	\$11,551.01	\$10,828.61

***Does not include the loaner CPC. It could be substantially higher.**

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th, 2021**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Security package: Hard Drive Wipes are included in these prices.



Northport Municipal School Unit

Luci Milewski

56 Bayside Road

Northport, ME 04849

Five-Year Equipment Replacement Schedule

Northport Municipal Scho	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 3/10/2020	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
1 Edna Drinkwater Elementary Library	Konica Minolta BH3320 Black Laser MFP 35 CPM Duplex Sort-CIF-Print-Scan-Postscript (Trade)	Black MFP Table Top Konica Minolta BH4052 42 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort Scan-Fax-Post Script-Airprint	New	New	New	New
114	750,000	02/14	1,000,000	8/1/2018		
Black Vol: 3,185	A6WP011001536 /	AA1R011010211	138070	3,185 SymQuest Group, Inc.		
		0				
2 Edna Drinkwater Elementary Main Office	Xerox Workcentre 5945 Black Photocopier 45 CPM RADF Duplex 4-Paper Drawer Finisher 3-Hole Punch CIF-Print-Scan-Post Script-Hard Drive for Secure Print (Trade)	Black Photo Konica Minolta BH458 45 CPM ~ RADF Duplex 4-Paper Drawer Finisher 3-Hole Punch CIF-Print-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
114	1,000,000	08/14	1,000,000	8/1/2016		
Black Vol: 70,149	A2M643433 /	AA1R011010236	138069	70,149 SymQuest Group, Inc.		
		0				

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

7/9/2020 9:38:00 AM

Northport Municipal Scho	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 3/10/2020	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
3 Edna Drinkwater Elementary Main Office	Samsung C2670 Series Color Laser MFP 27 CPM Sort-CIF-Print-Postscript	Color Network Printer Konica Minolta BHC3300i 35 PPM ~ Duplex Sort 300 Paper Supply-Post Script-Airprint	New	New	New	New
114	0 (Trade)	750,000	4/1/2019			
Black Vol:	750,000	08/14	AAJT011001446	138092		
Color Vol:	CLP-775 /	574	SymQuest Group, Inc.	420		
4 Edna Drinkwater Elementary Portable	Konica Minolta BH20 Black Laser MFP 32 CPM Duplex Sort-CIF-Print-Scan-Postscript	Black MFP Table Top Konica Minolta BH4052 42 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort Scan-Fax-Post Script-Airprint	New	New	New	New
114	0 (Trade)	1,000,000	8/1/2018			
Black Vol:	2,775	08/10	AA6U011021628	215268		
	A32R012020349 /	2,775	SymQuest Group, Inc.	0		
5 Edna Drinkwater Elementary Superintendent's Office MICR	HP Laser Jet Pro M401dn Black Network Printer 35 CPM Duplex Sort-CIF-Print-Scan-Postscript-MICR	Black Network Printer HP Laser Jet Pro M404dn 40 PPM ~ Duplex 300 Paper Supply Sort-Post Script-Airprint-MICR	New	New	New	New
114	0 (Trade)	750,000	7/1/2019			
Black Vol:	7,134	06/12	JPBDM14877	138071		
	JPGFH38513 /	7,134	SymQuest Group, Inc.	0		

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Northport Municipal Scho	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 3/10/2020	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
6 Edna Drinkwater Elementary Teachers' Room	Xerox WorkCentre 7845 Color Photocopier 45 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-Print-Scan-Fax-Hard Drive for Secure Print (Trade)	Color Photo Konica Minolta BHC450i 45 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
114	1,000,000	02/13	1,000,000	1/1/2020		
Black Vol:	151,574	MX4762152 /	AA7R011003980	215269		
Color Vol:	69,420		151,000	SymQuest Group, Inc.		
		69,000				
Proposed Annual Volume for Edna Drinkwater Elementary			234,817	69,420		

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C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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Northport Municipal School Unit
56 Bayside Road
Northport, ME 04849

	PRESENT	PROPOSED
Black Photocopiers	70,149	70,149
Black Photocopiers - Existing - Recon	0	0
High Production Black Photocopiers	0	0
Color Photocopiers - Black Volume	151,574	151,000
Color Photocopiers - Color Volume	69,420	69,000
Color Photocopiers - Existing - Recon	0	0
High Production Color Photocopiers	0	0
Black Network Printers	7,134	7,134
Black Laser MFP	5,960	5,960
Color Network Printers - Black Volume	0	574
Color Network Printers - Color Volume	0	420
Color Laser MFP - Black Volume	0	0
Color Laser MFP - Color Volume	0	0
Color Ink Jet Local Printers - Black Volume	0	0
Color Ink Jet Local Printers - Color Volume	0	0
Color Ink Jet MFP - Black Volume	0	0
Color Ink Jet MFP - Color Volume	0	0
<i>Total Black Volume</i>	234,817	234,817
<i>Total Color Volume</i>	69,420	69,420
TOTALS	304,237	304,237

Recommended Vendor(s): Symquest with Konica Minolta Copiers**Upgrade Date on 7/1/2020****BLACK VOLUME**

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
SymQuest Group, Inc. / Color Photocopier	151,000	\$0.00320	\$483.20
SymQuest Group, Inc. / Color Network Printer	574	\$0.01063	\$6.10
SymQuest Group, Inc. / Black Photocopier	70,149	\$0.00320	\$224.48
SymQuest Group, Inc. / Black Network Printer	7,134	\$0.01063	\$75.83
SymQuest Group, Inc. / Black Laser MFP	5,960	\$0.00613	\$36.53
Sub Totals	234,817	\$0.00352	\$826.15

COLOR VOLUME

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
SymQuest Group, Inc. / Color Network Printer	420	\$0.06125	\$25.73
SymQuest Group, Inc. / Color Photocopier	69,000	\$0.03885	\$2,680.65
Sub Totals	69,420	\$0.03899	\$2,706.38

COMBINED BLACK & COLOR VOLUME & COST

	Proposed 100% Volume	Avg Cost Per Copy	Proj Full-Year Billing
Total Billing	304,237	\$0.01161	\$3,532.52



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
stilton@spccopypro.com

VISIT US ON THE WEB:
www.spccopypro.com

RE: SPC Simplified Billing

Dear Client:

Why Simplified Billing? Quite simply, our clients were receiving different hard-to-read invoice styles, monthly or quarterly invoicing, partial fleet billing at random times of the year, and other confusing invoicing practices from their vendors. SPC found it necessary to simplify the process to ensure our clients are being charged accurately.

From 1989 to 2012, SPC allowed vendors to handle the billing directly with the client. As mentioned above, vendors had their own way of invoicing, which created a great deal of confusion. Clients would often pay without confirmation of the charges to avoid interruption of service or supplies. We spent numerous administrative hours sorting out the billing for those clients who did question their invoices.

In 2013, we simplified the billing process *at no additional cost to you* as follows:

- **Invoice #1**: Billed out July 1 for 50% of previous year's usage in advance.
- **Invoice #2**: Billed out January 1 for remaining 50% of usage in advance.
- **Invoice #3**: Reconciliation of actual usage vs. prepaid against Invoices 1 and 2, showing all credits and charges along with corresponding meter reads, usage and cost per print for each machine under contract.

The cycle begins again on July 1 for the next fiscal year. Just three, easy-to-read invoices per year. Simple, and consistent. Both clients and vendors have repeatedly expressed their gratitude as Simplified Billing has expedited the payment process and increased the confidence level to all parties.

Feel free to share your thoughts on the Simplified Billing process, or any of our other free services, with us at any time.

Regards,

Skip Tilton



Northport Municipal School Unit
2019-2020 / Reconciliation 7 @ CG!CI H
Annual Billing Summary by Building

Black Prints

Building	Full Year Volume	Pre-Paid Volume	Reconciled Volume	Full Year Costs	Pre-Paid Costs	Reconciled Costs
Edna Drinkwater Elementary	189,142	234,820	(45,678)	\$1,128.26	\$1,358.76	(\$230.50)
Black Prints Totals	189,142	234,820	(45,678)	\$1,128.26	\$1,358.76	(\$230.50)

Color Prints

Building	Full Year Volume	Pre-Paid Volume	Reconciled Volume	Full Year Costs	Pre-Paid Costs	Reconciled Costs
Edna Drinkwater Elementary	86,581	69,420	17,161	\$4,377.54	\$3,509.88	\$867.66
Color Prints Totals	86,581	69,420	17,161	\$4,377.54	\$3,509.88	\$867.66

TOTALS:	275,723	304,240	(28,517)	\$5,505.80	\$4,868.63	\$637.16
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Average Cost Per Print For Black & Color:	\$0.01997
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* If there is a credit balance, it will be applied to next year's pre-billing, which should be forthcoming in July.



Northport Municipal School Unit
2020-2021 / July Pre-Bill
Summary by Building

Black Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Edna Drinkwater Elementary	234,817	\$826.15	117,410	\$413.08
Black Prints Totals	234,817	\$826.15	117,410	\$413.08

Color Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Edna Drinkwater Elementary	69,420	\$2,706.38	34,710	\$1,353.19
Color Prints Totals	69,420	\$2,706.38	34,710	\$1,353.19

Total Pre-Billing Invoice	304,237	\$3,532.52	152,120	\$1,766.27
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M.S.T. Government Leasing, LLC

1491 East Side River Road
Dummer, NH 03581

Invoice

Date	Invoice #
7/6/2020	491

Bill To
Northport Municipal School Unit 56 Bayside Road Northport, ME 04849

Ship To

Terms

Quantity	Description	Rate	Amount
2	Black MFP Table Top Konica Minolta BH4052 42 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort Scan-Fax-Post Script-Airprint.	763.13	1,526.26
1	Black Network Printer HP Laser Jet Pro M404dn 40 PPM ~ Duplex 300 Paper Supply Sort-Post Script-Airprint-MICR	265.79	265.79
1	Black Photo Konica Minolta BH458 45 CPM ~ RADF Duplex 4-Paper Drawer Finisher 3-Hole Punch CIF-Print-Scan-Post Script-Hard Drive for Secure Print-Airprint	2,731.41	2,731.41
1	Color Network Printer Konica Minolta BHC3300i 35 PPM ~ Duplex Sort 300 Paper Supply-Post Script-Airprint	531.57	531.57
1	Color Photo Konica Minolta BHC450i 45 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	3,421.72	3,421.72
Note This is payment 1 of 2. Payment two Due 8/1/2021		Total	\$8,476.75
		Payments/Credits	-\$8,476.75
		Balance Due	\$0.00



SCHEDULE A SERVICE & SUPPLY CONTRACT - CLIENT

Client: Northport Municipal School Unit
Contracted Vendor: SymQuest Group, Inc.
Term: 7/1/2020 through 6/30/2025

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Machine Type</i>	<i>Black Cost/Copy</i>	<i>COLOR Cost/Copy</i>
Edna Drinkwater Elementary	Library	Konica Minolta BH4052	AA1R011010211	Black Laser MFP	\$0.00613	\$0.00000
Edna Drinkwater Elementary	Main Office	Konica Minolta BHC3300i	AAJT011001446	Color Network Printer	\$0.01063	\$0.06125
Edna Drinkwater Elementary	Main Office	Konica Minolta BH458	AA1R011010236	Black Photocopier	\$0.00320	\$0.00000
Edna Drinkwater Elementary	Portable	Konica Minolta BH4052	AA6U011021628	Black Laser MFP	\$0.00613	\$0.00000
Edna Drinkwater Elementary	Superintendent's Office MICR	HP Laser Jet Pro M404dn	JPBDM14877	Black Network Printer	\$0.01063	\$0.00000
Edna Drinkwater Elementary	Teachers' Room	Konica Minolta BHC450i	AA7R011003980	Color Photocopier	\$0.00320	\$0.03885

Subject to change and correction and future additions.

Additional Provisions:



SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with Northport Municipal School Unit ("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 July 1, 2020 and terminating on June 30, 2025. 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.

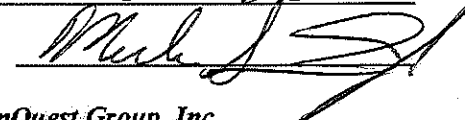
Client or SPC may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be 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: 10-5-2020

Signature: 

AGREED AND ACCEPTED BY:
Northport Municipal School Unit

By: Luci Milewski

Title: Business Manager

Date: 

Signature: 6/26/2020

Named Contracted Vendor: SymQuest Group, Inc.
PO Box 2384
South Burlington, VT 05407
8003749900



SCHEDULE B WARRANTY

Client: Northport Municipal School Unit
Contracted Vendor: SymQuest Group, Inc.
Term: 7/1/2020 through 6/30/2025

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Warranty Life</i>	<i>Model Intro Date</i>
Edna Drinkwater Elementary	Library	Konica Minolta BH4052	AA1R011010211	1,000,000	8/1/2018
Edna Drinkwater Elementary	Main Office	Konica Minolta BHC3300i	AAJT011001446	750,000	4/1/2019
Edna Drinkwater Elementary	Main Office	Konica Minolta BH458	AA1R011010236	1,000,000	8/1/2016
Edna Drinkwater Elementary	Portable	Konica Minolta BH4052	AA6U011021628	1,000,000	8/1/2018
Edna Drinkwater Elementary	Superintendent's Office MICR	HP Laser Jet Pro M404dn	JPBDM14877	750,000	7/1/2019
Edna Drinkwater Elementary	Teachers' Room	Konica Minolta BHC450i	AA7R011003980	1,000,000	1/1/2020

Subject to change and correction and future additions.

Additional Provisions:

If it is deemed necessary to replace a malfunctioning machine then the replacement unit must comply with the following...

- **Same Speed or Faster**
- **Same Volume or less**
- **Same Introduction Date or Newer**



WARRANTY

SymQuest Group, Inc. ("Contracted Vendor") hereby warrants to Northport Municipal School Unit ("Client") that, if any such Equipment described on Schedule B attached hereto malfunctions through no fault of Client during the term commencing on July 1, 2020 and terminating on June 30, 2025, and such Equipment cannot be repaired promptly, Contracted Vendor 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:
SymQuest Group, Inc.**

By: Ken Godzik

Title: Senior Sales Director

Date:

10/7/20

Signature:

Ken Godzik

**AGREED AND ACCEPTED BY:
Northport Municipal School Unit**

By: Luci Milewski

Title: Business Manager

Date:

6/26/2020

Signature:

Luci Milewski

Northport Quality of Service Survey

How would you rate the quality of service from SPC regarding this upgrade/install? 1-10, 10 being the best and why?

For SPC, 9.5 very good support from us on the transition and support through the whole thing.

How can SPC improve?

How would you rate the quality of service from the vendor on this install/upgrade? 1-10, 10 being the best and why?

Quality of Symquest - 9 went very well. Install was very smooth. They don't give anyone a 10.

This form was created inside of Specialized Purchasing Consultants.

Google Forms