



Specialized Purchasing Consultants

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www.spccopypro.com

2016-2017 Annual Report

Year - End Photocopier Analysis

With projected costs for 2017-18

Michael Noble
Norway Savings Bank
261 Main Street
Norway, ME 04268



Specialized Purchasing Consultants Corp.
Serving Maine & New Hampshire since 1988

Ugr vgo dgt 2017

Skip Tilton
President

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Michael Noble
Norway Savings Bank
261 Main Street
Norway, ME 04268

Dear Michael:

VISIT US ON THE WEB:
www.spccopypro.com

On behalf of all of us at Specialized Purchasing Consultants, thank you for your continued confidence in us. Our relationship is **now 15 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!

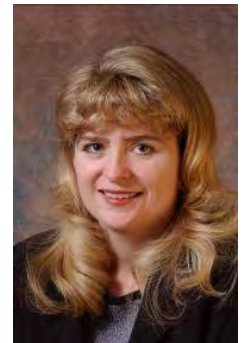


Skip Tilton, President

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 our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices

possible while improving the quality of your service and equipment, as well as providing ways to increase your equipment reliability and the ability to monitor and track usage variations throughout the year to keep your costs under control.



Jessica Paradis

Accounting Coordinator

As the new accounting director for SPC, my focus is to ensure transactions are handled with importance, accuracy, and timeliness. My goal is for all communication, with client or vendor, to be satisfactory for all parties. I am

excited to be part of this team, and I am available to answer any billing or contract questions you may have.

Alex Webster

Operations Manager

My top priority is ensuring that our clients receive the absolute best customer service possible. Whether you have a question about your SPC STARDoc site, an upcoming upgrade or your existing equipment, I am here to answer any questions you may have. I am very excited about the new features that we have on STARDoc. We are now able to offer *at no additional charge to our clients* features that normally cost thousands of dollars.



Pam Weed

Client-Vendor Relations

It is always my goal to ensure a good working relationship between clients and vendors. This applies to billing, upgrades, equipment reliability, and everything in between. I am available to assist you with smooth transitions and quick resolutions.

Joel Heffernan

Implementation Specialist

With over 40 years of experience in the copier/printer industry, I am able to deliver knowledgeable assistance before, during, and after equipment changeover. I am available to our clients to address any concerns they may have and to assure our clients have a pleasant experience with SPC.



Robert Dutil

Director of Information Technology

I work behind the scenes to keep everything running smoothly. I appreciate SPC's honesty, work ethic and loyalty, and it is my goal to make sure SPC has the tools it needs to continue improving their technology to better serve their clients and to be as productive as possible. By doing this, our clientele has the ability to monitor their assets and keep their costs down. I am excited about what the future holds for SPC and our clients.

Equipment Health Status

Total Number of Machines:	110
Total Black Photocopiers	99
Total Color Photocopiers	10
Total Black Network Printers	1
Total Color Network Printers	0
Total Removed from Service:	1
# of Units OFF Warranty:	0
# of Units Approaching End of Warranty:	0
# of Units Overused:	0
# of Units Underused:	3
Commencement Date:	3/1/2016
# of Annual Payments Left on Lease (You paid Cash)	0
All Warranties and Service Contracts Expire:	6/30/2021
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 Mike,

On paper, everything looks good. We did notice that 3 machines being underused. It is important to not ignore machines that are being overused or underused. One of our jobs as a consultant firm is to make sure you maximize your capital investment as well as minimize the cost of operation on your service contracts.

Sincerely,
Skip

Warranty Progress Report

For Year 2016-2017

Equipment Details

Freeport Branch

Teller Line

			<i>Black Meter & Volume</i>	<i>Color Meter & Volume</i>
Ricoh MP4002	<i>Begin Date:</i>	11/28/2016	<i>Begin Meter</i>	8,941
W523L401151	<i>End Date:</i>	6/30/2017	<i>End Meter</i>	13,702
RICOH - 12898917			<i>Black Volume:</i>	4,761

Model Intro Date: 3/1/2012

Date

Comments

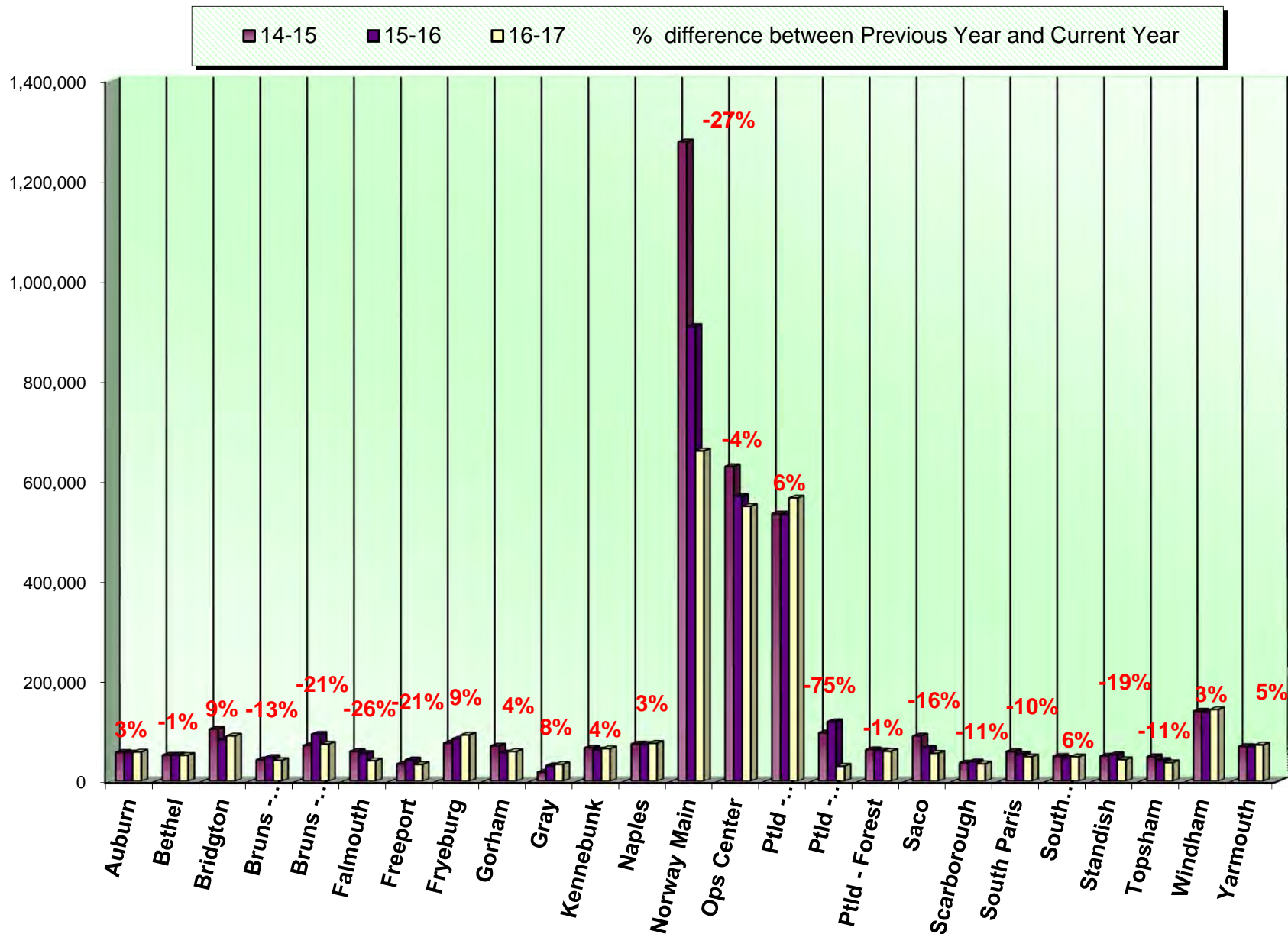
11/28/2016 Warranty replacement for W523LC01738 due to frequent error codes.

Warranty Replaced Machines

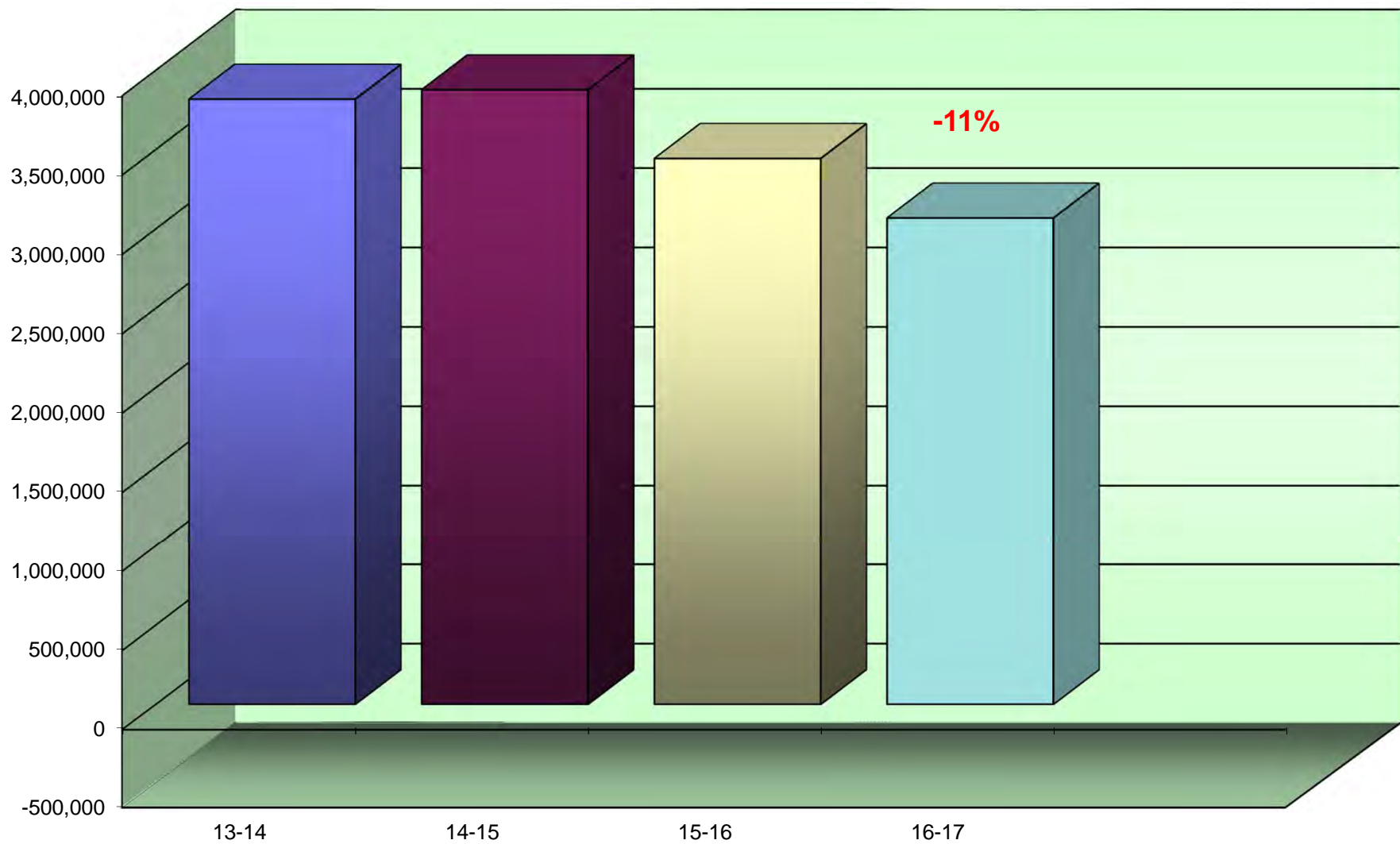
The following copiers or printers have been replaced by the vendor under the service warranty agreement.

Building	Department / Room	Make Model	Serial #	Vendor Id #	Date of Trade
Freeport Branch	Teller Line	Ricoh MP301	W523LC01738	13196970	11/28/2016

Annual Black Volume by Building

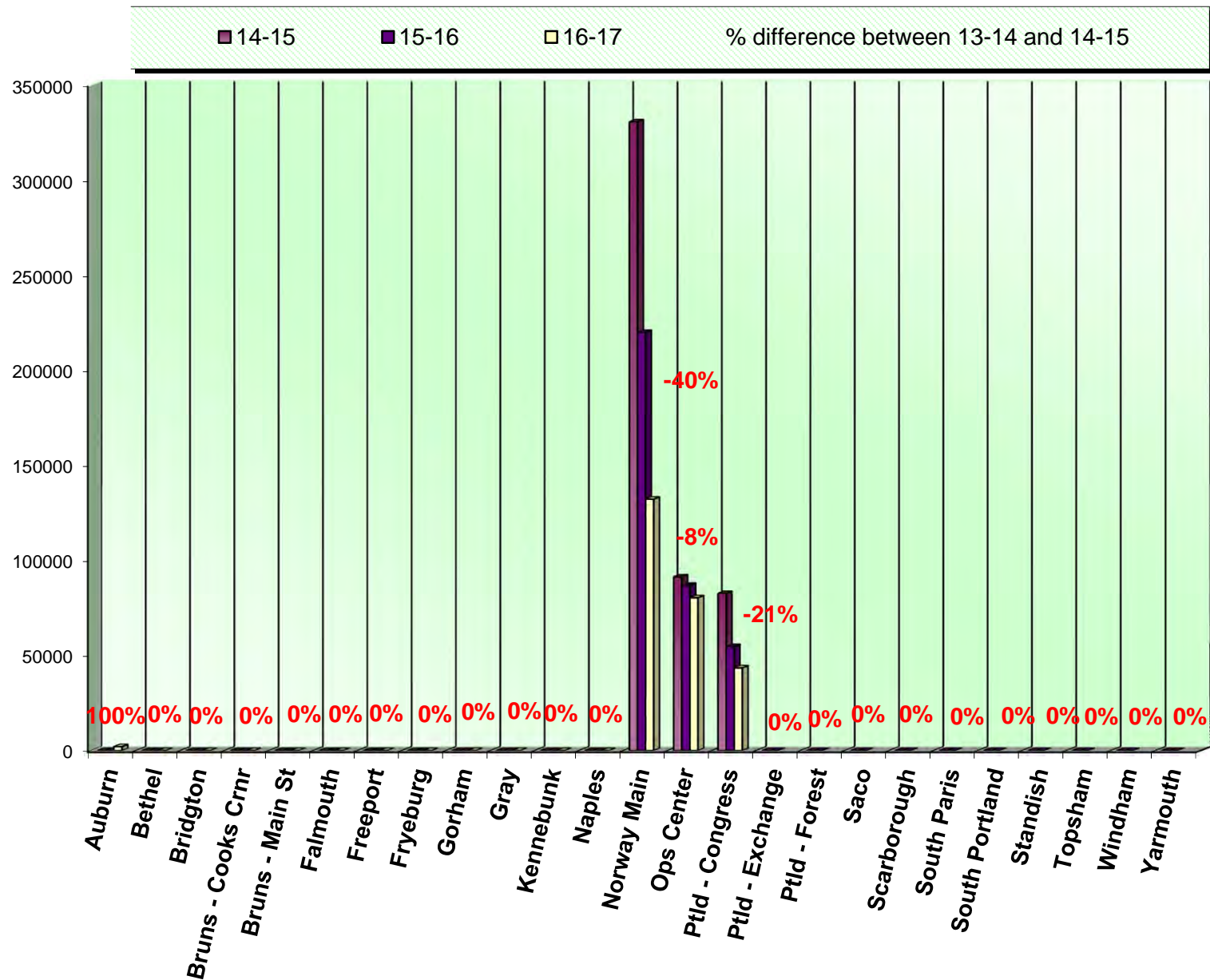


Annual Black Volume Overall

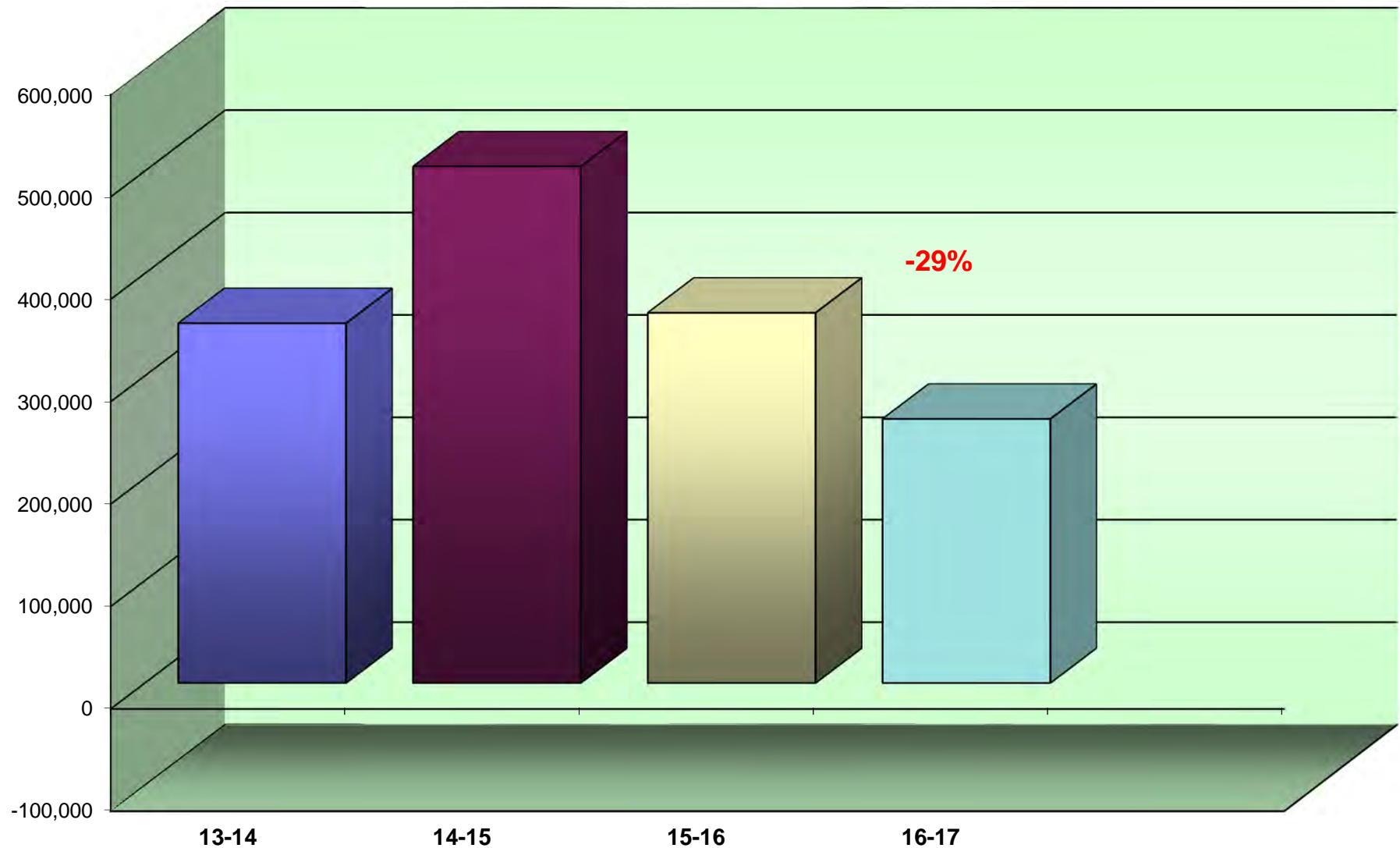


% amount equals the overall increase or decrease between Previous Year and Current Year

Annual Color Volume by Building

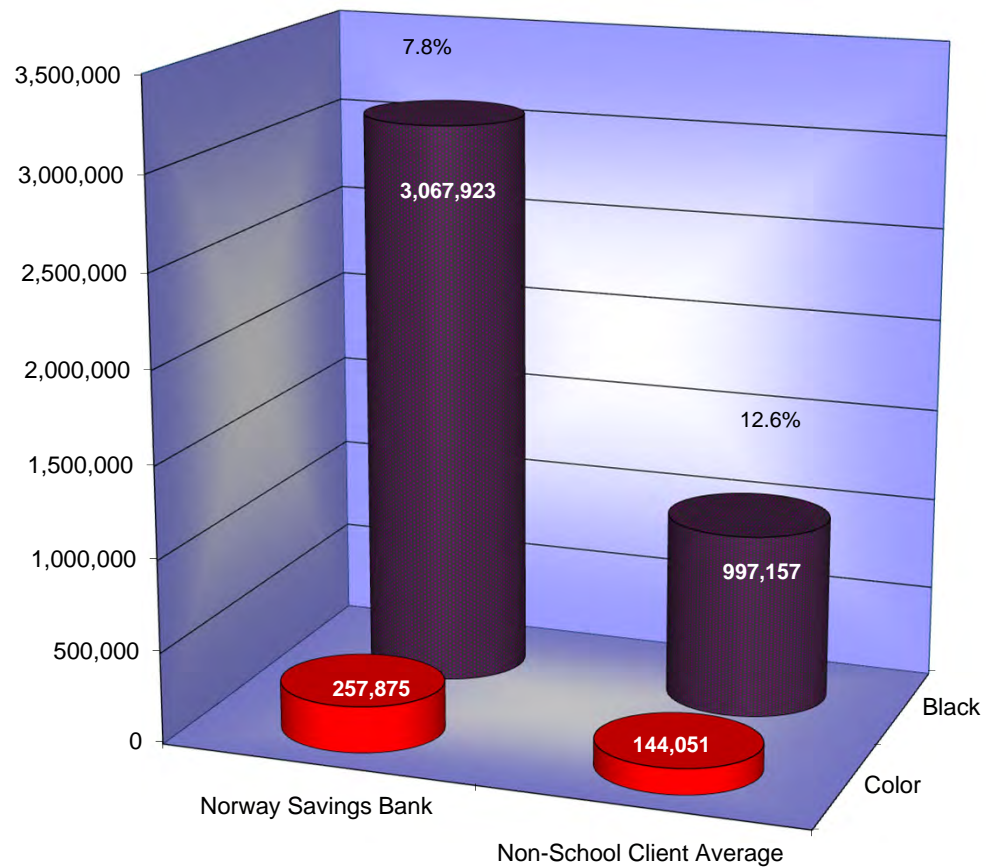


Annual Color Volume Overall



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

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.

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date</i>				<i>Date of Last Upgrade: 3/1/2016</i>	
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
AUBURN BRANCH					
Branch Manager					
Ricoh MP301 / 30 PPM W913P203788 / 20348498 750,000 / 06/2012 Black Laser MFP	31,486	41,535	10,049	\$0.004000 \$40.20 \$0.00000 \$0.00	None at this time.
RICOH					
Commercial & AMG					
Ricoh MP C3504 / 35 PPM G706M960538 / 13972311 750,000 / 07/2016 Color Photocopier	0	6,112	6,112	\$0.003900 \$23.84 \$0.04440 \$90.49	None at this time.
RICOH					

Date of Last Upgrade: 3/1/2016				
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost Recommendations
AUBURN BRANCH				
Copy Room				
Ricoh MP301 / 30 PPM W912PC02559a / 20348499 750,000 / 06/2012 Black Laser MFP	42,102 0	55,009 0	12,907 0	\$0.004000 \$51.63 \$0.00000 \$0.00
RICOH				
Service Bar				
Ricoh MP4002 / 40 PPM W523LC01513 / 13196951 1,000,000 / 03/2012 Black Photocopier	76,074 0	105,437 0	29,363 0	\$0.004000 \$117.45 \$0.00000 \$0.00
RICOH				
Subtotals Black			58,431	\$233.11
Subtotals Color			2,038	\$90.49

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
BETHEL BRANCH					
Lobby					
Ricoh MP4002 / 40 PPM W523LC00203 / 13196863 1,000,000 / 03/2012 Black Photocopier	59,455 0	81,259 0	21,804 0	\$0.004000 \$87.22 \$0.00000 \$0.00	None at this time.
RICOH					
Teller Line					
Ricoh MP301 / 30 PPM W913P702146 / 20348416 750,000 / 06/2012 Black Laser MFP	79,717 0	109,794 0	30,077 0	\$0.004000 \$120.31 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		51,881		\$207.52	
Subtotals Color		0		\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
BRIDGTON BRANCH						
Lender's Office						
Ricoh MP301 / 30 PPM	55,009	60,708	5,699	\$0.004000	None at this time.	
W912PC02559 /				\$22.80		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Main Office						
Ricoh MP 4054 / 40 PPM	10,631	83,023	72,392	\$0.003900	None at this time.	
G176R130311 / 13745228				\$282.33		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Teller Line						
Ricoh MP301 / 30 PPM	116,547	128,878	12,331	\$0.004000	None at this time.	
W913PC01617 / 13197083				\$49.32		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Subtotals Black			90,422	\$354.45		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
BRUNSWICK - COOKS CORNER BRAN					
Branch Manager					
Ricoh MP4002 / 40 PPM W523LC00205 / 13196864 1,000,000 / 03/2012 Black Photocopier	60,311 0	82,758 0	22,447 0	\$0.004000 \$89.79 \$0.00000 \$0.00	None at this time.
RICOH					
Teller Line					
Ricoh MP201 / 21 PPM W3018802862 / 20348496 500,000 / 02/2011 Black Laser MFP	103,998 0	123,071 0	19,073 0	\$0.004000 \$76.29 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black			41,520	\$166.08	
Subtotals Color			0	\$0.00	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
BRUNSWICK - MAINE STREET					
Branch Manager					
Ricoh MP301 / 30 PPM W913P203789 / 11476092 750,000 / 06/2012 Black Laser MFP	38,204 0	49,924 0	11,720 0	\$0.004000 \$46.88 \$0.00000 \$0.00	None at this time.
RICOH					
Copy Room					
Ricoh MP 4054 / 40 PPM G176R130573 / 13745241 1,000,000 / 02/2015 Black Photocopier	7,427 0	27,297 0	19,870 0	\$0.003900 \$77.49 \$0.00000 \$0.00	None at this time.
RICOH					
Office					
Ricoh MP301SPF / 31 PPM W915P401212 / 13451237 750,000 / 06/2012 Black Laser MFP	15,585 0	27,817 0	12,232 0	\$0.004000 \$48.93 \$0.00000 \$0.00	None at this time.
RICOH					

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
BRUNSWICK - MAINE STREET					
Security Officer					
Ricoh MP301 / 30 PPM	26,410	30,386	3,976	\$0.004000	None at this time.
W913P203793 / 11476091				\$15.90	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
Teller Line					
Ricoh MP201 / 21 PPM	115,073	141,534	26,461	\$0.004000	None at this time.
W3018802857 / 11476090				\$105.84	
500,000 / 02/2011	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
Subtotals Black			74,259	\$295.05	
Subtotals Color			0	\$0.00	

Date of Last Upgrade: 3/1/2016				
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost Recommendations
FALMOUTH BRANCH				
Branch Manager				
Ricoh MP301 / 30 PPM W913P900175 / 11476103 750,000 / 06/2012 Black Laser MFP	31,180 0	40,538 0	9,358 0	\$0.004000 \$37.43 \$0.00000 \$0.00
RICOH				
Main Office				
Ricoh MP 4054 / 40 PPM G176R130146 / 13738292 1,000,000 / 02/2015 Black Photocopier	10,505 0	42,193 0	31,688 0	\$0.003900 \$123.58 \$0.00000 \$0.00
RICOH				
Subtotals Black		41,046	\$161.02	
Subtotals Color		0	\$0.00	

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
FREEPORT BRANCH						
<i>Branch Manager</i>						
Ricoh MP201 / 21 PPM W3018802856 / 20348497 500,000 / 02/2011 Black Laser MFP	21,096 0	26,513 0	5,417 0	\$0.004000 \$21.67 \$0.00000 \$0.00	None at this time.	
RICOH						
<hr/>						
<i>Lobby</i>						
Ricoh MP4002 / 40 PPM W913PC02661 / 13196970 1,000,000 / 03/2012 Black Photocopier	44,192 0	62,588 0	18,396 0	\$0.004000 \$73.58 \$0.00000 \$0.00		None at this time.
RICOH						

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
FREEPORT BRANCH					
Teller Line					
Ricoh MP301 / 30 PPM W523LC01738 / 13196970 750,000 / 06/2012 Black Laser MFP	39,740 0	44,801 0	5,061 0	\$0.004000 \$20.24 \$0.00000 \$0.00	Traded
RICOH					
Ricoh MP4002 / 40 PPM W523L401151 / 12898917 1,000,000 / 03/2012 Black Photocopier	8,941 0	13,702 0	4,761 0	\$0.004000 \$19.04 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		33,635	\$134.54		
Subtotals Color		0	\$0.00		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
FRYEBURG BRANCH						
Branch Manager						
Ricoh MP301SPF / 31 PPM W915PC02328 / 13738310 750,000 / 06/2012 Black Laser MFP	7,967 0	33,479 0	25,512 0	\$0.003900 \$99.50 \$0.00000 \$0.00	None at this time.	
RICOH						
Main Office						
Ricoh MP 4054 / 40 PPM G176R130219 / 13738291 1,000,000 / 02/2015 Black Photocopier	12,484 0	59,281 0	46,797 0	\$0.003900 \$182.51 \$0.00000 \$0.00	None at this time.	
RICOH						
Ricoh MP301SPF / 31 PPM W915PC01758 / 13738112 750,000 / 06/2012 Black Laser MFP	6,014 0	26,023 0	20,009 0	\$0.003900 \$78.04 \$0.00000 \$0.00	None at this time.	
RICOH						
Subtotals Black			92,318	\$360.04		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
GORHAM BRANCH					
Commercial Lending					
Ricoh MP301 / 30 PPM W913PC02657 / 13197081 750,000 / 06/2012 Black Laser MFP	37,989 0	52,851 0	14,862 0	\$0.004000 \$59.45 \$0.00000 \$0.00	None at this time.
RICOH					
Lobby					
Ricoh MP 4054 / 40 PPM G175RB30465 / 13738413 1,000,000 / 02/2015 Black Photocopier	12,242 0	56,425 0	44,183 0	\$0.003900 \$172.31 \$0.00000 \$0.00	None at this time.
RICOH					
Manager's Office					
Ricoh MP301 / 30 PPM W916PB01262 / 13972111 750,000 / 06/2012 Black Laser MFP	0 0	352 0	352 0	\$0.004000 \$1.41 \$0.00000 \$0.00	Underused!
RICOH					
Subtotals Black		59,397		\$233.17	
Subtotals Color		0		\$0.00	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
GRAY BRANCH					
Office					
Ricoh MP301 / 30 PPM W914P902011 / 13413824 750,000 / 06/2012 Black Laser MFP	11,867 0	15,449 0	3,582 0	\$0.004000 \$14.33 \$0.00000 \$0.00	None at this time.
RICOH					
Ricoh MP4002 / 40 PPM W524LA01396 / 13413825 1,000,000 / 03/2012 Black Photocopier	36,836 0	65,324 0	28,488 0	\$0.004000 \$113.95 \$0.00000 \$0.00	None at this time.
RICOH					
Privacy Office					
Ricoh MP301 / 30 PPM W914PA01205 / 13413844 750,000 / 06/2012 Black Laser MFP	829 0	2,495 0	1,666 0	\$0.004000 \$6.66 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		33,736		\$134.94	
Subtotals Color		0		\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
KENNEBUNK BRANCH						
Commercial Lender's Office						
Ricoh MP301 / 30 PPM W912PA02882 / 13116594 750,000 / 06/2012 Black Laser MFP	12,080 0	15,590 0	3,510 0	\$0.004000 \$14.04 \$0.00000 \$0.00	None at this time.	
RICOH						
Copy Room						
Ricoh MP4002 / 40 PPM W522LB00242 / 13116615 1,000,000 / 03/2012 Black Photocopier	198,641 0	256,218 0	57,577 0	\$0.004000 \$230.31 \$0.00000 \$0.00	None at this time.	
RICOH						
Manager's Office						
Ricoh MP301 / 30 PPM W912PA02875 / 13116593 750,000 / 06/2012 Black Laser MFP	25,361 0	29,328 0	3,967 0	\$0.004000 \$15.87 \$0.00000 \$0.00	None at this time.	
RICOH						
Subtotals Black			65,054	\$260.22		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016						
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
NAPLES BRANCH						
Branch Manager						
Ricoh MP301 / 30 PPM W913PC02649 / 13196823 750,000 / 06/2012 Black Laser MFP	56,295 0	68,155 0	11,860 0	\$0.004000 \$47.44 \$0.00000 \$0.00	None at this time.	
RICOH						
CSR Office						
Ricoh MP301 / 30 PPM W913PC02648 / 13196553 750,000 / 06/2012 Black Laser MFP	29,946 0	45,890 0	15,944 0	\$0.004000 \$63.78 \$0.00000 \$0.00		None at this time.
RICOH						
Main Office						
Ricoh MP 4054 / 40 PPM G176R130535 / 13738040 1,000,000 / 02/2015 Black Photocopier	14,574 0	57,964 0	43,390 0	\$0.003900 \$169.22 \$0.00000 \$0.00	None at this time.	
RICOH						

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
NAPLES BRANCH						
Manager's Office						
Ricoh MP301SPF / 31 PPM	842	5,599	4,757	\$0.003900	None at this time.	
W915PC02326 / 13738309				\$18.55		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Subtotals Black			75,951	\$298.99		
Subtotals Color			0	\$0.00		

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
NORWAY - OPERATIONS CENTER						
<i>Chuck Williams' Office</i>						
Ricoh MP201 / 21 PPM W3018802737 / 20348485 500,000 / 02/2011 Black Laser MFP	48,469 0	55,553 0	7,084 0	\$0.004000 \$28.34 \$0.00000 \$0.00	None at this time.	
RICOH						
<i>Customer Care</i>						
Ricoh MP 4054 / 40 PPM G175RB30265 / 13737710 1,000,000 / 02/2015 Black Photocopier	11,981 0	45,910 0	33,929 0	\$0.003900 \$132.32 \$0.00000 \$0.00	None at this time.	
RICOH						

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i> <i>Recommendations</i>	
	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>	<i>2016-17</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>		
NORWAY - OPERATIONS CENTER						
<i>Deposit Ops</i>						
Ricoh MP 5054 / 50 PPM G186R120172 / 13737451 2,000,000 / 02/2015 Black Photocopier	50,969 0	212,690 0	161,721 0	\$0.003900 \$630.71 \$0.00000 \$0.00	None at this time.	
RICOH						
Ricoh MP5002 / 50 PPM W533LC01390 / 13196949 2,000,000 / 03/2012 Black Photocopier	240,938 0	329,185 0	88,247 0	\$0.004000 \$352.99 \$0.00000 \$0.00	None at this time.	
RICOH						
<i>Finance</i>						
Ricoh MP C6003 / 60 PPM E195MA10127 / 13737718 3,500,000 / 07/2013 Color Photocopier	11,484 22,852	37,347 88,545	25,863 65,693	\$0.003900 \$100.87 \$0.04440 \$2,916.77	None at this time.	
RICOH						

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i> <i>Recommendations</i>	
	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>	<i>2016-17</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>		
NORWAY - OPERATIONS CENTER						
Human Resources						
Ricoh MP301 / 30 PPM	41,087	57,853	16,766	\$0.004000	None at this time.	
W913PC01710 / 13195679				\$67.06		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
IT Network						
Ricoh MP 4054 / 40 PPM	6,960	22,448	15,488	\$0.003900	None at this time.	
G176R130153 / 13745108				\$60.40		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Ricoh MP 4054 / 40 PPM	22,330	99,834	77,504	\$0.003900	None at this time.	
G176R130110 / 13737450				\$302.27		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
NORWAY - OPERATIONS CENTER					
Main Office - MICR					
Ricoh SP3510dn / 30 PPM T315Q910784 / 750,000 / 06/2012 Black Network Printer	0	8,521	8,521	\$0.010000 \$85.21	None at this time.
	0	0	0	\$0.000000	
				\$0.00	
RosettaTechno					
Open Work Area					
Ricoh MP 4054 / 40 PPM G175RB31356 / 13737783 1,000,000 / 02/2015 Black Photocopier	23,782	114,293	90,511	\$0.003900 \$352.99	None at this time.
	0	0	0	\$0.000000	
				\$0.00	
RICOH					
Richelle Wallace's Office					
Ricoh MP301 / 30 PPM W913PC01713 / 13195680 750,000 / 06/2012 Black Laser MFP	19,522	25,924	6,402	\$0.004000 \$25.61	None at this time.
	0	0	0	\$0.000000	
				\$0.00	
RICOH					

Date of Last Upgrade: 3/1/2016						
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
NORWAY - OPERATIONS CENTER						
Steve's Office						
Ricoh MP301 / 30 PPM W913PC01718 / 13196870 750,000 / 06/2012 Black Laser MFP	31,506 0	42,028 0	10,522 0	\$0.004000 \$42.09 \$0.00000 \$0.00	None at this time.	
RICOH						
Training Prep Room						
Ricoh MP C306SPF / 31 PPM G446P101190 / 13737491 750,000 / 01/2016 Color Laser MFP	2,653 8,417	9,335 23,079	6,682 14,662	\$0.003900 \$26.06 \$0.05000 \$733.10		None at this time.
RICOH						
Subtotals Black		549,240	\$2,206.92			
Subtotals Color		80,355	\$3,649.87			

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
NORWAY MAIN OFFICE						
<i>Brian's Office</i>						
Ricoh MP301 / 30 PPM W913PC01714 / 13196950 750,000 / 06/2012 Black Laser MFP	17,093 0	24,551 0	7,458 0	\$0.004000 \$29.83 \$0.00000 \$0.00	None at this time.	
RICOH						
<hr/>						
<i>Drive-Up</i>						
Ricoh MP301 / 30 PPM W913PC01719 / 13195725 750,000 / 06/2012 Black Laser MFP	63,905 0	90,740 0	26,835 0	\$0.004000 \$107.34 \$0.00000 \$0.00	None at this time.	
RICOH						

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date</i>				<i>Date of Last Upgrade: 3/1/2016</i>	
<i>Vendor</i>	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
NORWAY MAIN OFFICE					
<i>Executive Administration</i>					
Ricoh MP C6003 / 60 PPM	12,827	51,562	38,735	\$0.003900	None at this time.
E195M910371 / 13686231				\$151.07	
3,500,000 / 07/2013	46,336	123,527	77,191	\$0.04440	
Color Photocopier				\$3,427.28	
RICOH					
Toshiba e-Studio 456 / 45 PPM	303,868	346,128	42,260	\$0.003610	None at this time.
C2EC37452 / 3394				\$152.56	
1,000,000 / 02/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
A-COPI					
<i>Karen's Office</i>					
Ricoh MP201 / 21 PPM	42,202	45,552	3,350	\$0.004000	None at this time.
W3018802855 / 20348473				\$13.40	
500,000 / 02/2011	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>				<i>Date of Last Upgrade: 3/1/2016</i> <i>2016-17</i> <i>Annual</i> <i>Volume</i>		<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>					
NORWAY MAIN OFFICE							
<i>Loan Servicing</i>							
Ricoh MP 4054 / 40 PPM	45,440	107,681	62,241		\$0.003900		None at this time.
G176R130100 / 13737784					\$242.74		
1,000,000 / 02/2015	0	0	0		\$0.00000		
Black Photocopier					\$0.00		
RICOH							
Ricoh MP 4054 / 40 PPM	14,597	75,103	60,506		\$0.003900		None at this time.
G176R130023 / 13737780					\$235.97		
1,000,000 / 02/2015	0	0	0		\$0.00000		
Black Photocopier					\$0.00		
RICOH							
Toshiba ES6550C / 65 PPM	153,178	213,111	59,933		\$0.004020		None at this time.
CLG211766 / 3910					\$240.93		
4,000,000 / 05/2011	119,042	161,999	42,957		\$0.06289		
Color Photocopier					\$2,701.57		
A-COPI							

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>				<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
NORWAY MAIN OFFICE					
<i>Loan Servicing 2nd Floor</i>					
Ricoh MP5002 / 50 PPM	151,705	169,828	18,123	\$0.004000	None at this time.
W533LC00803 / 13196918				\$72.49	
2,000,000 / 03/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					
<i>Lobby</i>					
Ricoh MP 4054 / 40 PPM	1,394	46,388	44,994	\$0.003900	None at this time.
G176R130239 / 13737786				\$175.48	
1,000,000 / 02/2015	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					
Ricoh MP 4054 / 40 PPM	27,261	104,538	77,277	\$0.003900	None at this time.
G176R130070 / 13737781				\$301.38	
1,000,000 / 02/2015	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
NORWAY MAIN OFFICE					
<i>Marketing Assistant</i>					
Ricoh MP301 / 30 PPM	8,145	12,006	3,861	\$0.004000	None at this time.
W913PC01717 / 13196862				\$15.44	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
<i>Pam Veilleux's Office</i>					
Ricoh MP301 / 30 PPM	8,805	11,274	2,469	\$0.004000	None at this time.
W913PC01715 / 13196860				\$9.88	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
<i>Risk Management</i>					
Ricoh MP201 / 21 PPM	65,589	108,104	42,515	\$0.004000	None at this time.
W3018802852 / 20348493				\$170.06	
500,000 / 02/2011	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>				<i>Date of Last Upgrade: 3/1/2016</i> <i>2016-17</i> <i>Annual</i> <i>Volume</i>		<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>					
NORWAY MAIN OFFICE							
RLC							
Ricoh MP 5054 / 50 PPM	49,804	142,361	92,557			\$0.003900	None at this time.
G186R120068 / 13745104						\$360.97	
2,000,000 / 02/2015	0	0	0			\$0.00000	
Black Photocopier						\$0.00	
RICOH							
Ricoh MP 5054 / 50 PPM	12,293	47,264	34,971			\$0.003900	None at this time.
G186R120150 / 13737452						\$136.39	
2,000,000 / 02/2015	0	0	0			\$0.00000	
Black Photocopier						\$0.00	
RICOH							
Ricoh MP C306SPF / 31 PPM	1,341	6,447	5,106			\$0.003900	None at this time.
G446P101338 / 13737785						\$19.91	
750,000 / 01/2016	5,376	17,148	11,772			\$0.05000	
Color Laser MFP						\$588.60	
RICOH							
Ricoh MP6002 / 60 PPM	536,155	564,574	28,419			\$0.004000	None at this time.
W864L100096 / 13196213						\$113.68	
3,000,000 / 08/2012	0	0	0			\$0.00000	
Black Photocopier						\$0.00	
RICOH							

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
NORWAY MAIN OFFICE					
Roxanne's Office					
Ricoh MP201 / 21 PPM W3018802865 / 20348472 500,000 / 02/2011 Black Laser MFP	47,944 0	51,461 0	3,517 0	\$0.004000 \$14.07 \$0.00000 \$0.00	None at this time.
RICOH					
Training					
Ricoh MP301 / 30 PPM W913PC01992 / 13196212 750,000 / 06/2012 Black Laser MFP	20,694 0	21,489 0	795 0	\$0.004000 \$3.18 \$0.00000 \$0.00	None at this time.
RICOH					
Vicky's Office					
Ricoh MP301 / 30 PPM W913PC01716 / 13196861 750,000 / 06/2012 Black Laser MFP	9,596 0	13,605 0	4,009 0	\$0.004000 \$16.04 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		659,931	\$2,582.80		
Subtotals Color		131,920	\$6,717.45		

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
PORTLAND - CONGRESS STREET						
3rd Floor						
Ricoh MP 4054 / 40 PPM	23,418	25,242	1,824	\$0.003900	None at this time.	
G175RB31454 / 13738002				\$7.11		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
AMG - 2nd Floor						
Ricoh MP C3503 / 35 PPM	54,621	106,162	51,541	\$0.004000	None at this time.	
E164MC10152 / 13498731				\$206.16		
750,000 / 07/2013	33,092	63,119	30,027	\$0.05550		
Color Photocopier				\$1,666.50		
RICOH						
AMG/Manager's Office						
Ricoh MP201 / 21 PPM	50,492	51,141	649	\$0.004000	None at this time.	
W3018802794 / 20348480				\$2.60		
500,000 / 02/2011	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
PORTLAND - CONGRESS STREET						
AMG/Retail						
Ricoh MP 4054 / 40 PPM	14,699	76,268	61,569	\$0.003900	None at this time.	
G176R130124 / 13737706				\$240.12		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Commercial Area						
Ricoh MP 5054 / 50 PPM	41,972	233,727	191,755	\$0.003900	None at this time.	
G186R120096 / 13745143				\$747.84		
2,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Ricoh MP C306SPF / 31 PPM	4,053	9,889	5,836	\$0.003900	None at this time.	
G446P101037 / 13744183				\$22.76		
750,000 / 01/2016	7,449	20,984	13,535	\$0.05000		
Color Laser MFP				\$676.75		
RICOH						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
PORTLAND - CONGRESS STREET						
Commercial Leasing						
Ricoh MP 5054 / 50 PPM G186R120077 / 13745139 2,000,000 / 02/2015 Black Photocopier	65,014 0	262,142 0	197,128 0	\$0.003900 \$768.80 \$0.00000 \$0.00	None at this time.	
RICOH						
HR & Training 2nd Floor						
Ricoh MP C3504 / 35 PPM G706M960392 / 750,000 / 07/2016 Color Photocopier	0 0	0 0	0 0	\$0.000000 \$0.00 \$0.00000 \$0.00	Underused!	
RICOH						
Pat's Office						
Ricoh MP301 / 30 PPM W913PC02414 / 13197082 750,000 / 06/2012 Black Laser MFP	4,116 0	11,956 0	7,840 0	\$0.004000 \$31.36 \$0.00000 \$0.00	None at this time.	
RICOH						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
PORTLAND - CONGRESS STREET						
Retail Admin, 1st Floor						
Ricoh MP 4055 / 40 PPM	0	0	0	\$0.003900	Underused!	
C326RC01812 /				\$0.00		
1,000,000 /	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Teller Line						
Ricoh MP 4054 / 40 PPM	12,473	60,312	47,839	\$0.003900	None at this time.	
G175RC30427 / 13737787				\$186.57		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Subtotals Black			565,981	\$2,213.33		
Subtotals Color			43,562	\$2,343.25		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
PORTLAND - EXCHANGE STREET					
Annex Area 1st Floor					
Ricoh MP 4054 / 40 PPM G175RC30271 / 13745111 1,000,000 / 02/2015 Black Photocopier	8,667 0	32,257 0	23,590 0	\$0.003900 \$92.00 \$0.00000 \$0.00	None at this time.
RICOH					
Teller Line					
Ricoh MP301SPF / 31 PPM W914P300060 / 13257014 750,000 / 06/2012 Black Laser MFP	15,116 0	21,649 0	6,533 0	\$0.004000 \$26.13 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		30,123		\$118.13	
Subtotals Color		0		\$0.00	

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016</i> <i>Meter</i>	<i>6/30/2017</i> <i>Meter</i>	<i>2016-17</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>	
PORTLAND - FOREST AVE						
Office						
Ricoh MP301SPF / 31 PPM	43,781	59,334	15,553	\$0.004000	None at this time.	
W914P400519 / 13248196				\$62.21		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Ricoh MP301SPF / 31 PPM	1,717	3,321	1,604	\$0.004000	None at this time.	
W914P400953 / 13247530				\$6.42		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Ricoh MP301SPF / 31 PPM	31,112	45,687	14,575	\$0.004000	None at this time.	
W914P802833 / 13420902				\$58.30		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						

Date of Last Upgrade: 3/1/2016						
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
PORTLAND - FOREST AVE						
Privacy Office						
Ricoh MP301SPF / 31 PPM W914P400522 / 13247543 750,000 / 06/2012 Black Laser MFP	16,669 0	29,625 0	12,956 0	\$0.004000 \$51.82 \$0.00000 \$0.00	None at this time.	
RICOH						
Teller Line						
Ricoh MP301SPF / 31 PPM W914P400960 / 13247531 750,000 / 06/2012 Black Laser MFP	30,613 0	45,862 0	15,249 0	\$0.004000 \$61.00 \$0.00000 \$0.00	None at this time.	
RICOH						
Subtotals Black			59,937	\$239.75		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
SACO BRANCH					
Commercial Area					
Ricoh MP4002 / 40 PPM W523LC01503 / 13196909 1,000,000 / 03/2012 Black Photocopier	77,219 0	82,103 0	4,884 0	\$0.004000 \$19.54 \$0.00000 \$0.00	None at this time.
RICOH					
Main Office					
Ricoh MP 4054 / 40 PPM G175RB31399 / 13737869 1,000,000 / 02/2015 Black Photocopier	11,700 0	58,125 0	46,425 0	\$0.003900 \$181.06 \$0.00000 \$0.00	None at this time.
RICOH					
Ricoh MP301SPF / 31 PPM W915PC00101 / 13639460 750,000 / 06/2012 Black Laser MFP	1,677 0	6,306 0	4,629 0	\$0.003900 \$18.05 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		55,938	\$218.65		
Subtotals Color		0	\$0.00		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations
SCARBOROUGH BRANCH					
Lobby					
Ricoh MP4002 / 40 PPM W523LC00212 / 13196910 1,000,000 / 03/2012 Black Photocopier	59,976 0	80,504 0	20,528 0	\$0.004000 \$82.11 \$0.00000 \$0.00	None at this time.
RICOH					
Teller Line					
Ricoh MP301 / 30 PPM W913P800113 / 13116616 750,000 / 06/2012 Black Laser MFP	36,122 0	50,417 0	14,295 0	\$0.004000 \$57.18 \$0.00000 \$0.00	None at this time.
RICOH					
Subtotals Black		34,823		\$139.29	
Subtotals Color		0		\$0.00	

Date of Last Upgrade: 3/1/2016				
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost Recommendations
SOUTH PARIS BRANCH				
CSR Office				
Ricoh MP301 / 30 PPM W913PC02656 / 13197139 750,000 / 06/2012 Black Laser MFP	34,329 0	39,945 0	5,616 0	\$0.004000 \$22.46 \$0.00000 \$0.00
RICOH				
Main Office				
Ricoh MP 4054 / 40 PPM G176R130166 / 13737782 1,000,000 / 02/2015 Black Photocopier	15,967 0	59,415 0	43,448 0	\$0.003900 \$169.45 \$0.00000 \$0.00
RICOH				
Subtotals Black			49,064	\$191.91
Subtotals Color			0	\$0.00

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor</i>					<i>Date of Last Upgrade: 3/1/2016</i>	
	<i>7/1/2016 Meter</i>	<i>6/30/2017 Meter</i>	<i>2016-17 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
SOUTH PORTLAND BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM	10,207	45,385	35,178	\$0.003900	None at this time.	
G175RC30378 / 13745141				\$137.19		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Teller Line						
Ricoh MP301 / 30 PPM	36,779	50,601	13,822	\$0.004000	None at this time.	
W913P703750 / 13116590				\$55.29		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Subtotals Black			49,000	\$192.48		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016						
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
STANDISH BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM G175RC30395 / 13737856 1,000,000 / 02/2015 Black Photocopier	8,281 0	33,251 0	24,970 0	\$0.003900 \$97.38 \$0.00000 \$0.00	None at this time.	
RICOH						
Teller Line						
Ricoh MP301 / 30 PPM W913PC02660 / 13196880 750,000 / 06/2012 Black Laser MFP	55,636 0	73,842 0	18,206 0	\$0.004000 \$72.82 \$0.00000 \$0.00		None at this time.
RICOH						
Subtotals Black		43,176	\$170.21			
Subtotals Color		0	\$0.00			

Date of Last Upgrade: 3/1/2016				
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost Recommendations
TOPSHAM BRANCH				
Main Office				
Ricoh MP 4054 / 40 PPM G176R130551 / 13738417 1,000,000 / 02/2015 Black Photocopier	6,474 0	27,454 0	20,980 0	\$0.003900 \$81.82 \$0.00000 \$0.00
RICOH				
Teller Line				
Ricoh MP301 / 30 PPM W913PC01709 / 13195726 750,000 / 06/2012 Black Laser MFP	57,758 0	73,963 0	16,205 0	\$0.004000 \$64.82 \$0.00000 \$0.00
RICOH				
Subtotals Black			37,185	\$146.64
Subtotals Color			0	\$0.00

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
WINDHAM BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM	23,899	99,629	75,730	\$0.003900	None at this time.	
G176R130550 / 13745235				\$295.35		
1,000,000 / 02/2015	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Manager's Office						
Ricoh MP301SPF / 31 PPM	4,619	20,252	15,633	\$0.003900	None at this time.	
W915PC01609 / 13738111				\$60.97		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Tici's Office						
Ricoh MP301 / 30 PPM	98,320	150,252	51,932	\$0.004000	None at this time.	
W913PC02664 / 13196879				\$207.73		
750,000 / 06/2012	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
RICOH						
Subtotals Black			143,295	\$564.04		
Subtotals Color			0	\$0.00		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2016 Meter	6/30/2017 Meter	2016-17 Annual Volume	Cost/Copy Annual Cost	Recommendations	
YARMOUTH BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM G176R130775 / 13745242 1,000,000 / 02/2015 Black Photocopier	14,109 0	71,195 0	57,086 0	\$0.003900 \$222.64 \$0.00000 \$0.00	None at this time.	
RICOH						
Ricoh MP301SPF / 31 PPM W915PC02335 / 13738113 750,000 / 06/2012 Black Laser MFP	4,217 0	19,711 0	15,494 0	\$0.003900 \$60.43 \$0.00000 \$0.00	None at this time.	
RICOH						
Subtotals Black			72,580	\$283.06		
Subtotals Color			0	\$0.00		

<i>District Wide Black Totals</i>	3,067,923	\$12,106.34
<i>District Wide Color Totals</i>	257,875	\$12,801.05

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 12/10/2002 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2016-17 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
3,067,923	\$0.03558	\$109,156.70

CURRENTLY WITH SPC

Current Volume	Current CPC	Current Cost	Cost Savings	5 Year Savings
3,067,923	\$0.00395	\$12,118.30	\$97,038.40	\$485,192.02

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$97,038.40 x 15 years as a Client

=\$1,455,576.07 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 upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Auburn Branch	58,431	\$238.89	\$289.93	\$895.07	\$1,423.90
Bethel Branch	51,881	\$212.71	\$257.43	\$794.74	\$1,264.88
Bridgton Branch	90,422	\$362.77	\$448.67	\$1,385.12	\$2,196.56
Brunswick - Cooks Corner Branch	41,520	\$170.23	\$206.02	\$636.02	\$1,012.28
Brunswick - Maine Street	74,259	\$302.28	\$368.47	\$1,137.53	\$1,808.28
Falmouth Branch	41,046	\$164.80	\$203.67	\$628.76	\$997.23
Freeport Branch	33,635	\$137.90	\$166.90	\$515.24	\$820.04
Fryeburg Branch	92,318	\$368.35	\$458.08	\$1,414.17	\$2,240.60
Gorham Branch	59,397	\$238.67	\$294.73	\$909.87	\$1,443.26
Gray Branch	33,736	\$138.32	\$167.40	\$516.78	\$822.50
Kennebunk Branch	65,054	\$266.72	\$322.80	\$996.52	\$1,586.04
Naples Branch	75,951	\$306.10	\$376.87	\$1,163.45	\$1,846.42
Norway - Operations Center	549,240	\$2,258.92	\$2,725.33	\$8,413.49	\$13,397.74
Norway Main Office	659,931	\$2,644.21	\$3,274.58	\$10,109.10	\$16,027.89
Portland - Congress Street	565,981	\$2,264.87	\$2,808.40	\$8,669.94	\$13,743.20
Portland - Exchange Street	30,123	\$120.91	\$149.47	\$461.44	\$731.82
Portland - Forest Ave	59,937	\$245.74	\$297.41	\$918.14	\$1,461.29
Saco Branch	55,938	\$223.73	\$277.56	\$856.88	\$1,358.18
Scarborough Branch	34,823	\$142.77	\$172.79	\$533.43	\$849.00
South Paris Branch	45,064	\$188.26	\$243.46	\$751.58	\$1,191.42

Building	Projected Black Volume	Projected Black Usage Cost	Approx. Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
South Portland Branch	49,000	\$197.03	\$243.14	\$750.60	\$1,190.77
Standish Branch	43,176	\$174.27	\$214.24	\$661.39	\$1,049.90
Topsham Branch	37,185	\$150.15	\$184.51	\$569.62	\$904.28
Windham Branch	143,295	\$577.46	\$711.03	\$2,195.05	\$3,483.54
Yarmouth Branch	72,580	\$289.59	\$360.14	\$1,111.81	\$1,761.55
Total	3,067,923	\$12,393.79	\$15,223.03	\$46,995.75	\$74,612.57

SPC Equipment Bids:

Presently our bids are coming in between 15% to 23% of Retail while the current Salesman's Cost is 50% of Retail. For Example: An 85 CPM Toshiba e-Studio 8508 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 85 Copies per Minute with a Retail Cost of \$41,564 is coming in at \$6,575....16% of Retail! Our prices are negotiated 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
Auburn Branch	2,038	\$92.67
Bethel Branch	0	\$0.00
Bridgton Branch	0	\$0.00
Brunswick - Cooks Corner Branch	0	\$0.00
Brunswick - Maine Street	0	\$0.00
Falmouth Branch	0	\$0.00
Freeport Branch	0	\$0.00
Fryeburg Branch	0	\$0.00
Gorham Branch	0	\$0.00
Gray Branch	0	\$0.00
Kennebunk Branch	0	\$0.00
Naples Branch	0	\$0.00
Norway - Operations Center	80,355	\$3,737.76
Norway Main Office	131,920	\$6,879.03
Portland - Congress Street	43,562	\$2,399.43
Portland - Exchange Street	0	\$0.00
Portland - Forest Ave	0	\$0.00
Saco Branch	0	\$0.00
Scarborough Branch	0	\$0.00
South Paris Branch	0	\$0.00

Building	Projected Color Volume	Norway Savings Bank Service & Supply Cost
South Portland Branch	0	\$0.00
Standish Branch	0	\$0.00
Topsham Branch	0	\$0.00
Windham Branch	0	\$0.00
Yarmouth Branch	0	\$0.00
<i>Total</i>	257,875	\$13,108.88

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 2.4%.**

Vendor	Equipment Type	Annual Volume	2016 - 2017 Cost / Copy	Total Cost	2017 - 2018 Cost / Copy	Projected Cost
A-COPI	Black Photocopier	42,260	\$0.00361	\$152.56	\$0.00370	\$156.36
A-COPI	Color Photocopier	59,933	\$0.00402	\$240.93	\$0.00412	\$246.92
Ricoh USA	Black Laser MFP	86,034	\$0.00390	\$335.53	\$0.00399	\$343.28
Ricoh USA	Black Laser MFP	550,722	\$0.00400	\$2,202.89	\$0.00410	\$2,257.96
Ricoh USA	Black Photocopier	1,837,541	\$0.00390	\$7,166.41	\$0.00399	\$7,331.79
Ricoh USA	Black Photocopier	343,037	\$0.00400	\$1,372.15	\$0.00410	\$1,406.45
Ricoh USA	Color Laser MFP	17,624	\$0.00390	\$68.73	\$0.00399	\$70.32
Ricoh USA	Color Photocopier	0	\$0.00000	\$0.00	\$0.00000	\$0.00
Ricoh USA	Color Photocopier	70,710	\$0.00390	\$275.77	\$0.00399	\$282.13
Ricoh USA	Color Photocopier	51,541	\$0.00400	\$206.16	\$0.00410	\$211.32
Rosetta Technologies	Black Network Printer	8,521	\$0.01000	\$85.21	\$0.01024	\$87.26
Total		3,067,923	\$0.00395	\$12,106.34	\$0.00404	\$12,393.79

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 2.4%.**

Vendor	Equipment Type	Annual Volume	2016 - 2017 Cost / Copy	Total Cost	2017 - 2018 Cost / Copy	Projected Cost
A-COPI	Color Photocopier	42,957	\$0.06289	\$2,701.57	\$0.06440	\$2,766.43
Ricoh USA	Color Laser MFP	39,969	\$0.05000	\$1,998.45	\$0.05120	\$2,046.41
Ricoh USA	Color Photocopier	0	\$0.00000	\$0.00	\$0.00000	\$0.00
Ricoh USA	Color Photocopier	144,922	\$0.04440	\$6,434.54	\$0.04547	\$6,589.60
Ricoh USA	Color Photocopier	30,027	\$0.05550	\$1,666.50	\$0.05683	\$1,706.43
Total		257,875	\$0.04964	\$12,801.05	\$0.05083	\$13,108.88

Reprographic Equipment Assessment

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

Total Number of Units	109
Total Number of Units on Lease	0
Total Number of Units Owned	109
Lease Company	Cash Sale
Lease Start Date	3/1/2016
Lease End Date	
Term	Five-Year Straight-Line Depreciation
Annual Payment usually due on 8/1	\$46,995.75
Remaining Payments	

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

Owned Equipment

Building	Make/Model	Serial Number
Auburn Branch	Ricoh MP301	W912PC02559a
Auburn Branch	Ricoh MP C3504	G706M960538
Auburn Branch	Ricoh MP301	W913P203788
Auburn Branch	Ricoh MP4002	W523LC01513
Bethel Branch	Ricoh MP301	W913P702146
Bethel Branch	Ricoh MP4002	W523LC00203
Bridgton Branch	Ricoh MP301	W913PC01617
Bridgton Branch	Ricoh MP 4054	G176R130311
Bridgton Branch	Ricoh MP301	W912PC02559
Brunswick - Cooks Corner Branch	Ricoh MP201	W3018802862
Brunswick - Cooks Corner Branch	Ricoh MP4002	W523LC00205
Brunswick - Maine Street	Ricoh MP301	W913P203793
Brunswick - Maine Street	Ricoh MP201	W3018802857
Brunswick - Maine Street	Ricoh MP301	W913P203789
Brunswick - Maine Street	Ricoh MP 4054	G176R130573
Brunswick - Maine Street	Ricoh MP301SPF	W915P401212
Falmouth Branch	Ricoh MP 4054	G176R130146
Falmouth Branch	Ricoh MP301	W913P900175
Freeport Branch	Ricoh MP201	W3018802856
Freeport Branch	Ricoh MP4002	W523L401151
Freeport Branch	Ricoh MP4002	W913PC02661
Fryeburg Branch	Ricoh MP301SPF	W915PC02328
Fryeburg Branch	Ricoh MP 4054	G176R130219
Fryeburg Branch	Ricoh MP301SPF	W915PC01758
Gorham Branch	Ricoh MP 4054	G175RB30465
Gorham Branch	Ricoh MP301	W913PC02657
Gorham Branch	Ricoh MP301	W916PB01262
Gray Branch	Ricoh MP4002	W524LA01396
Gray Branch	Ricoh MP301	W914PA01205
Gray Branch	Ricoh MP301	W914P902011

Building	Make/Model	Serial Number
Kennebunk Branch	Ricoh MP4002	W522LB00242
Kennebunk Branch	Ricoh MP301	W912PA02875
Kennebunk Branch	Ricoh MP301	W912PA02882
Naples Branch	Ricoh MP301	W913PC02648
Naples Branch	Ricoh MP301SPF	W915PC02326
Naples Branch	Ricoh MP301	W913PC02649
Naples Branch	Ricoh MP 4054	G176R130535
Norway - Operations Center	Ricoh MP5002	W533LC01390
Norway - Operations Center	Ricoh SP3510dn	T315Q910784
Norway - Operations Center	Ricoh MP 4054	G175RB31356
Norway - Operations Center	Ricoh MP301	W913PC01718
Norway - Operations Center	Ricoh MP 4054	G176R130153
Norway - Operations Center	Ricoh MP301	W913PC01713
Norway - Operations Center	Ricoh MP 5054	G186R120172
Norway - Operations Center	Ricoh MP 4054	G175RB30265
Norway - Operations Center	Ricoh MP201	W3018802737
Norway - Operations Center	Ricoh MP 4054	G176R130110
Norway - Operations Center	Ricoh MP C306SPF	G446P101190
Norway - Operations Center	Ricoh MP301	W913PC01710
Norway - Operations Center	Ricoh MP C6003	E195MA10127
Norway Main Office	Ricoh MP201	W3018802852
Norway Main Office	Ricoh MP5002	W533LC00803
Norway Main Office	Ricoh MP 4054	G176R130239
Norway Main Office	Ricoh MP 4054	G176R130070
Norway Main Office	Ricoh MP C306SPF	G446P101338
Norway Main Office	Ricoh MP301	W913PC01715
Norway Main Office	Ricoh MP301	W913PC01992
Norway Main Office	Ricoh MP 5054	G186R120150
Norway Main Office	Ricoh MP201	W3018802865
Norway Main Office	Ricoh MP301	W913PC01716
Norway Main Office	Ricoh MP301	W913PC01717
Norway Main Office	Ricoh MP301	W913PC01719

Building	Make/Model	Serial Number
Norway Main Office	Ricoh MP301	W913PC01714
Norway Main Office	Ricoh MP C6003	E195M910371
Norway Main Office	Toshiba e-Studio 456	C2EC37452
Norway Main Office	Ricoh MP201	W3018802855
Norway Main Office	Ricoh MP 4054	G176R130100
Norway Main Office	Ricoh MP 5054	G186R120068
Norway Main Office	Ricoh MP6002	W864L100096
Norway Main Office	Toshiba ES6550C	CLG211766
Norway Main Office	Ricoh MP 4054	G176R130023
Portland - Congress Street	Ricoh MP C3503	E164MC10152
Portland - Congress Street	Ricoh MP201	W3018802794
Portland - Congress Street	Ricoh MP 4054	G175RB31454
Portland - Congress Street	Ricoh MP 4054	G176R130124
Portland - Congress Street	Ricoh MP C3504	G706M960392
Portland - Congress Street	Ricoh MP C3504	G706M960392
Portland - Congress Street	Ricoh MP 4055	C326RC01812
Portland - Congress Street	Ricoh MP 4054	G175RC30427
Portland - Congress Street	Ricoh MP301	W913PC02414
Portland - Congress Street	Ricoh MP C306SPF	G446P101037
Portland - Congress Street	Ricoh MP 5054	G186R120096
Portland - Congress Street	Ricoh MP 4055	C326RC01812
Portland - Congress Street	Ricoh MP 5054	G186R120077
Portland - Exchange Street	Ricoh MP 4054	G175RC30271
Portland - Exchange Street	Ricoh MP301SPF	W914P300060
Portland - Forest Ave	Ricoh MP301SPF	W914P802833
Portland - Forest Ave	Ricoh MP301SPF	W914P400519
Portland - Forest Ave	Ricoh MP301SPF	W914P400522
Portland - Forest Ave	Ricoh MP301SPF	W914P400960
Portland - Forest Ave	Ricoh MP301SPF	W914P400953
Saco Branch	Ricoh MP4002	W523LC01503
Saco Branch	Ricoh MP 4054	G175RB31399
Saco Branch	Ricoh MP301SPF	W915PC00101

Building	Make/Model	Serial Number
Scarborough Branch	Ricoh MP4002	W523LC00212
Scarborough Branch	Ricoh MP301	W913P800113
South Paris Branch	Ricoh MP301	W913PC02656
South Paris Branch	Ricoh MP 4054	G176R130166
South Portland Branch	Ricoh MP 4054	G175RC30378
South Portland Branch	Ricoh MP301	W913P703750
Standish Branch	Ricoh MP 4054	G175RC30395
Standish Branch	Ricoh MP301	W913PC02660
Topsham Branch	Ricoh MP 4054	G176R130551
Topsham Branch	Ricoh MP301	W913PC01709
Windham Branch	Ricoh MP301	W913PC02664
Windham Branch	Ricoh MP301SPF	W915PC01609
Windham Branch	Ricoh MP 4054	G176R130550
Yarmouth Branch	Ricoh MP 4054	G176R130775
Yarmouth Branch	Ricoh MP301SPF	W915PC02335



Service and Supply Contract - Client

Specialized Purchasing Consultants ("SPC") hereby contracts with _____ ("Client") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") using the Contracted Vendor shown below at a cost per print shown on said Schedule A, commencing on _____ and terminating on June 30, _____. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall invoice Client one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client staff during the month of June. A final Reconciliation spreadsheet and invoice will then be completed and sent to client. Upon payment of each billing invoice during the year, SPC will reimburse Contracted Vendor appropriately. Client is responsible for making payment in full within 30 days of said invoicing to avoid suspension of supplies by Contracted Vendor.

On July 1 of each calendar year during the afore-mentioned term, SPC shall credit Client any unused prepaid pages to Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period. If more pages were consumed than billed in the combined semi-annual billing, an overage invoice will be generated. Following semi-annual billing will be based on previous year volume.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Service and Supply Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be paid to Client. Client must return any unused consumables to Contracted Vendor.

**AGREED AND ACCEPTED BY:
Specialized Purchasing Consultants**

By: Skip Tilton

Title: President/Owner

Date: _____

Signature: _____

**AGREED AND ACCEPTED BY:
Client**

By: _____

Title: _____

Date: _____

Signature: _____

Named Contracted Vendor: Vendor

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:

Title:

Date:

Signature: _____

AGREED AND ACCEPTED BY:
Client

By:

Title:

Date:

Signature: _____

StarDoc User Names

Name	User Name
Ann Brett	abrett
Brian Shibles	bshibles@norwaysavingsbank.com
Micheal Noble	mnoble@norwaysavingsbank.com

*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 **our CLIENTS**:

1. Cooperative Buying

By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!

- SPC's pricing is so strong ***we pay for our own fee*** by acquiring prices lower than what you can do on your own.
- We will ***save you money*** benefiting from the combined purchasing power of more than 70 clients with over 4,100 devices doing more than 255 million copies and prints per year. In 2016 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 STARDoc Software

- Maps all devices and sets up "Interactive Live Floor Plans" of all printing devices, showing you a Before and After Upgrade look; provides a visual for all decision makers over the next five years.
- STAR Doc studies your printing habits and is able to predict your year-end cost months in advance, before you receive your year-end reconciliation invoice.
- Sets up your next year's budget at the click of a mouse.

3. Simplified Billing Program

- Removes the confusion out of billing.
- Eliminates variety of invoices from multiple vendors that come annually and/or quarterly.
- With SPC's Simplified Billing Program, TWO invoices are sent each year from ONE billing source.
- Reconciles all of your devices at the end of the year: You pay only for what you use; no minimums.

4. Five-Year Equipment Replacement Schedule

- SPC's staff surveys key locations that determine life of existing equipment.
- Specs out new equipment needed: Does not allow vendors to undersize during the bidding process.
- Manages the entire bid process down to the install.

5. Annual Report

- A crucial document that extends the life of your equipment, often getting 8 to 10 years of guaranteed performance! Flags copying trends within your organization such as over usage
- You get an overview of your current equipment situation, reports associated with copying and printing costs and, if needed, recommendations for addressing situations posing a problem

6. Vendor Neutral

- SPC does not recommend just one brand; we suggest what's best for you with serviceability in mind.
- We present you with the bid results and offer recommendations, yet the decision is yours to make.

SPC has been serving their clients since 1988, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated

Annual Savings of more than \$2.3 million for all of our clients.

That translates into Savings of more than \$11.6 million over five years!



SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you – Hundreds of machines each year: *In 2016 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 4,100 pieces of equipment;
Our relationship with our vendors has never been stronger!