



***Specialized Purchasing Consultants***

1491 East Side River Road

Dummer, NH 03588

(800) 750-1538

[www.spccopypro.com](http://www.spccopypro.com)

**2017-2018 Annual Report**

**Year - End Photocopier Analysis**

**With projected costs for 2018-19**

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



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

October 2018

Skip Tilton  
President

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

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

VISIT US ON THE WEB:  
[www.spccopypro.com](http://www.spccopypro.com)

Dear Mike:

We at Specialized Purchasing Consultants, wish to thank you for your continued confidence in us. Our relationship is **now 16 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 as well as new services soon to be offered and how you can benefit from these services.

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

## Table of Contents

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The SPC Team	3
Equipment Health Status	4
Aging Equipment Summary	5
Non Contracted Devices	6
Warranty Progress Report	7
StarDoc Timeline	8
StarDoc Features	10
StarDoc New Features	12
Annual Black Volume by Building	13
Annual Black Volume Overall	14
Annual Color Volume by Building	15
Annual Color Volume Overall	16
Color to Total Volume Percentage	17
Usage Profile for Service & Supplies	18
SPC Service & Supply Cost Savings	59
Projected Equipment Costs by Building - Black	60
Projected Equipment Costs by Building - Color	62
Service & Supply Usage Profile by Vendor - Black	64
Service & Supply Usage Profile by Vendor - Color	65
Reprographic Equipment Assessment	66
Owned Equipment	67
Service and Supply Contract - Client	71
Warranty	72
StarDoc User Names	73
Benefits of partnering with SPC	74
SPC Values Our Vendors	75

## *The SPC Team...*

*would like to personally thank you for your continued trust and confidence!*

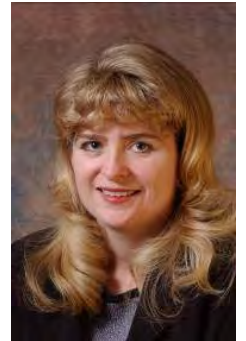


***Skip Tilton, President***

***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

<b>Total Number of Machines:</b>	109
<b>Total Black Photocopiers</b>	98
<b>Total Color Photocopiers</b>	10
<b>Total Black Network Printers</b>	1
<b>Total Color Network Printers</b>	0
<b>Total Removed from Service:</b>	2
<b># of Units OFF Warranty:</b>	0
<b># of Units Approaching End of Warranty:</b>	9
<b># of Units Overused:</b>	0
<b># of Units Underused:</b>	2
<b>Commencement Date:</b>	3/1/2016
<b># of Annual Payments Left on Lease - CASH SALE</b>	N/A
<b>All Warranties and Service Contracts Expire:</b>	6/30/2021
<b>SPC's FM Audit Print Management Software Loaded</b>	Yes
<b>Printer Contract</b>	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 Michael,

There are 9 machines that are getting up there in age. They are just table top multifunction devices, so I would not try to address them this year as they are under the same warranty as the rest of your equipment.

It is important to not ignore machines that are being overused or underused. In your case, we have 0 machines being overused and 2 being underused. Both a Ricoh 201 and a Ricoh 301 are doing less than 500 pages a year, which means these machines might be redundant and not need replacing down the road. That is your call to make. There are some options that could be discussed. Also, keep in mind there are some powerful print management software that you may want to consider this time around. (See page #12)

Sincerely,  
Skip

## Aging Equipment Summary

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

Building	Department	Make / Model	Serial Number	Vendor Name	Intro Date
Brunswick - Cooks Corner Branch	Teller Line	Ricoh MP201	W3018802862	RICOH	02/2011
Brunswick - Maine Street	Teller Line	Ricoh MP201	W3018802857	RICOH	02/2011
Freeport Branch	Branch Manager	Ricoh MP201	W3018802856	RICOH	02/2011
Norway - Operations Center	Chuck Williams' Office	Ricoh MP201	W3018802737	RICOH	02/2011
Norway Main Office	Karen's Office	Ricoh MP201	W3018802855	RICOH	02/2011
Norway Main Office	Risk Management	Ricoh MP201	W3018802852	RICOH	02/2011
Norway Main Office	Roxanne's Office	Ricoh MP201	W3018802865	RICOH	02/2011
Portland - Congress Street	AMG/Manager's Office	Ricoh MP201	W3018802794	RICOH	02/2011

## Non Contracted Devices

**Norway Savings Bank**

Make - Model	Serial Number	IP Address	Last Update
DELL 2155cn Color MFP	VZK005334	10.1.1.43	10/7/2018 9:03:04 AM
CANON PRO-4000	BADE01042	10.1.0.34	10/5/2018 9:03:02 AM

**Machine Count: 2...Our goal with the next upgrade is to get all non contract devices under a CPC agreement.**

# Warranty Progress Report

## For Year 2017-2018

### Equipment Details

#### Freeport Branch

<i>Teller Line</i>	<i>Black Meter &amp; Volume</i>		<i>Color Meter &amp; Volume</i>
Ricoh MP4002	<i>Begin Date:</i>	7/1/2017	<i>Begin Meter</i> 13,702
W523L401151	<i>End Date:</i>	6/30/2018	<i>End Meter</i> 24,764
RICOH - 12898917		<i>Black Volume:</i>	11,062
<i>Model Intro Date:</i> 3/1/2012			

#### *Date*

#### *Comments*

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





## **1988 Specialized Purchasing Consultants opens its doors**

- Began offering equipment at the sales representative's cost with continued cooperative buying power, obtaining competitive rates on leases, equipment, and service and supply contracts.

## **1999 Improved Annual Reports**

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail
- Initiated 5% cost per print annual increase cap

## **2001 Solid-Ink Printers and Meter Collection**

- Offered low-cost-of-operation solid-ink network printers to help reduce printing costs
- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing

## **2002 Bond Counsel Review**

- Added Bond Counsel Review to endure any and all funding sources provided legal documentation to meet State statutes and regulations

## **2003 Contracts and Warranties Updated**

- Service & Supply Contracts revised to reflect SPC's commitment to managing a client's account for five years while allowing the client a 30-day cancel option
- Warranty revised to protect equipment, guaranteeing service or replacement at no charge, even if a vendor goes out of business

## **2005 Economic Municipal Relief Fund Established**

## **2006 Data Collection Agent**

- Data Collection Agent Software offered for meter collection convenience

## **2007 Insurance Fund**

- Insurance Fund established for equipment upgrades with SPC monitoring installations from start to finish. SPC absorbs cost of returning leased equipment, electrical or network drop installs or upgrades, and surge protectors (ESPs)

## **2012 STARDoc - Print Management Software Developed and Implemented**

- Live Floor Plans allow IT administrators to move devices around on their own floor plans
- Low-end network printers added to contracts and monitored
- Simplified Billing introduced

## **2013 STARDoc - Daily Tracking**

- Meters gathered daily to track usage

**2014 STARDoc - Monthly Audits**

- Users can see a monthly snapshot of current usage and estimated projections

**2015 STARDoc - Mapping Options and Asset Management**

- Allows mapping of other IT devices (Wireless Access Points, IP Cameras, Projectors, VoIP Phones, etc.)
- IT Asset Management tracks all IT purchases, warranty expirations, etc.

**2018 STARDoc - Improved Pinpointing of Budget and Communications**

- Improved pinpointing of machines projected to go over budget
- Facilitate communication with your vendor's service manager
- Request service history on any given printer or copier



- **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

## New Features

### Industry Wide

**Consult: Secure Print Release, also known as Follow Me Print or Find-Me Printing.**


- Print to a single global queue, walk up, and collect at any device.
- The application allows jobs to be held at the server level and released when the user engages it at any multi-function device (MFD). It allows users to print at any area within the building as long as the MFD has the features needed by the user.

### STARDoc

**NEW! Over Budget Report feature**

- Allows user to select the Over Budget feature to produce a report showing each machine currently running over projected volumes, listed with highest amount over first.
- Catch overused equipment early, before equipment begins to break down due to over use.
- Request service history on any machine right through STARDoc.

Over Budget



<b>Room:</b>	Room 201 Principal's Office
<b>Make &amp; Model:</b>	Canon IRC5051
<b>Serial Number:</b>	GQM65369
<b>IP Address:</b>	172.16.10.145
<b>Projected Amount Over Budget:</b>	\$1,902

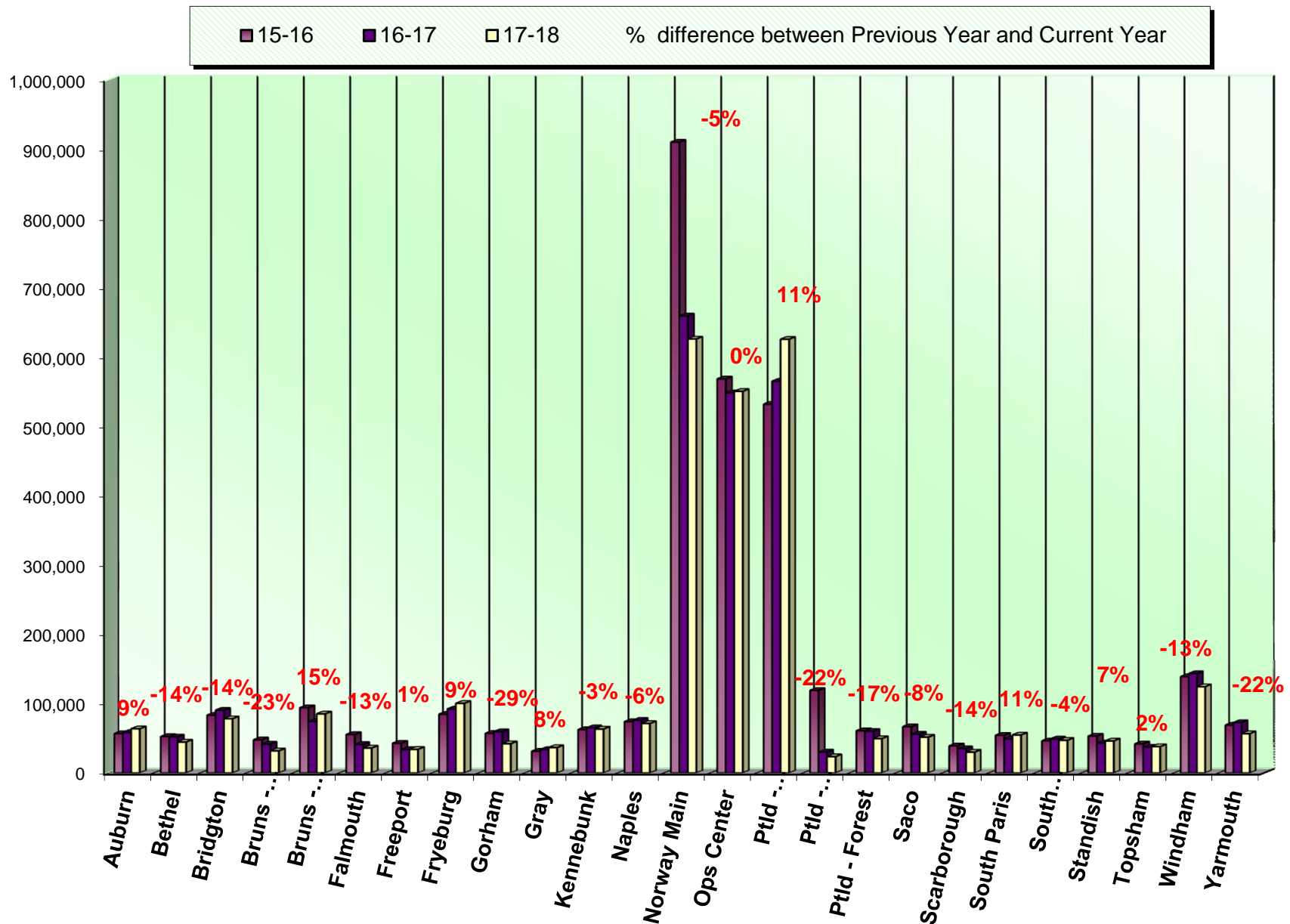
Previous

Next

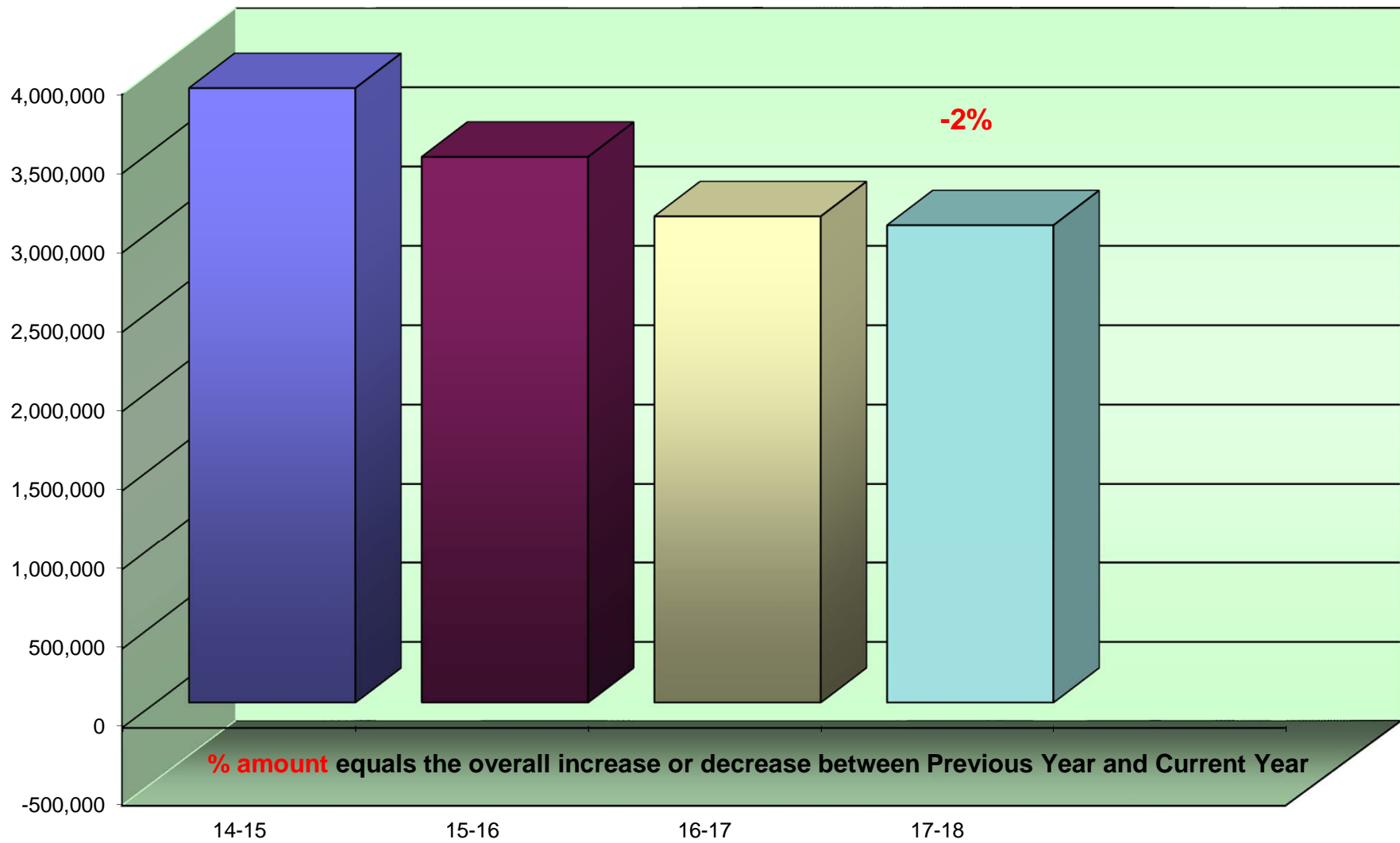
Request Service History

Close

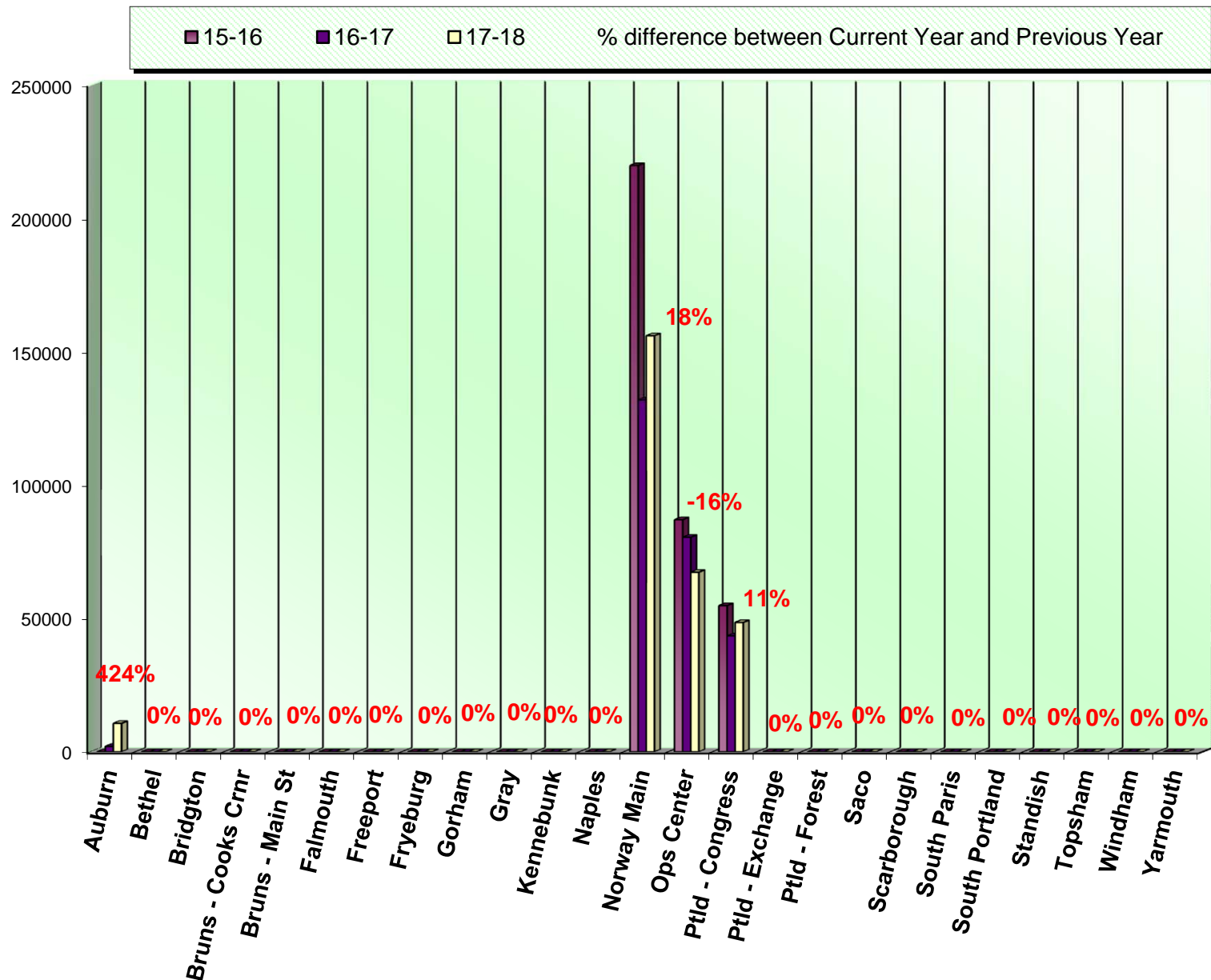
## Annual Black Volume by Building



## Annual Black Volume Overall

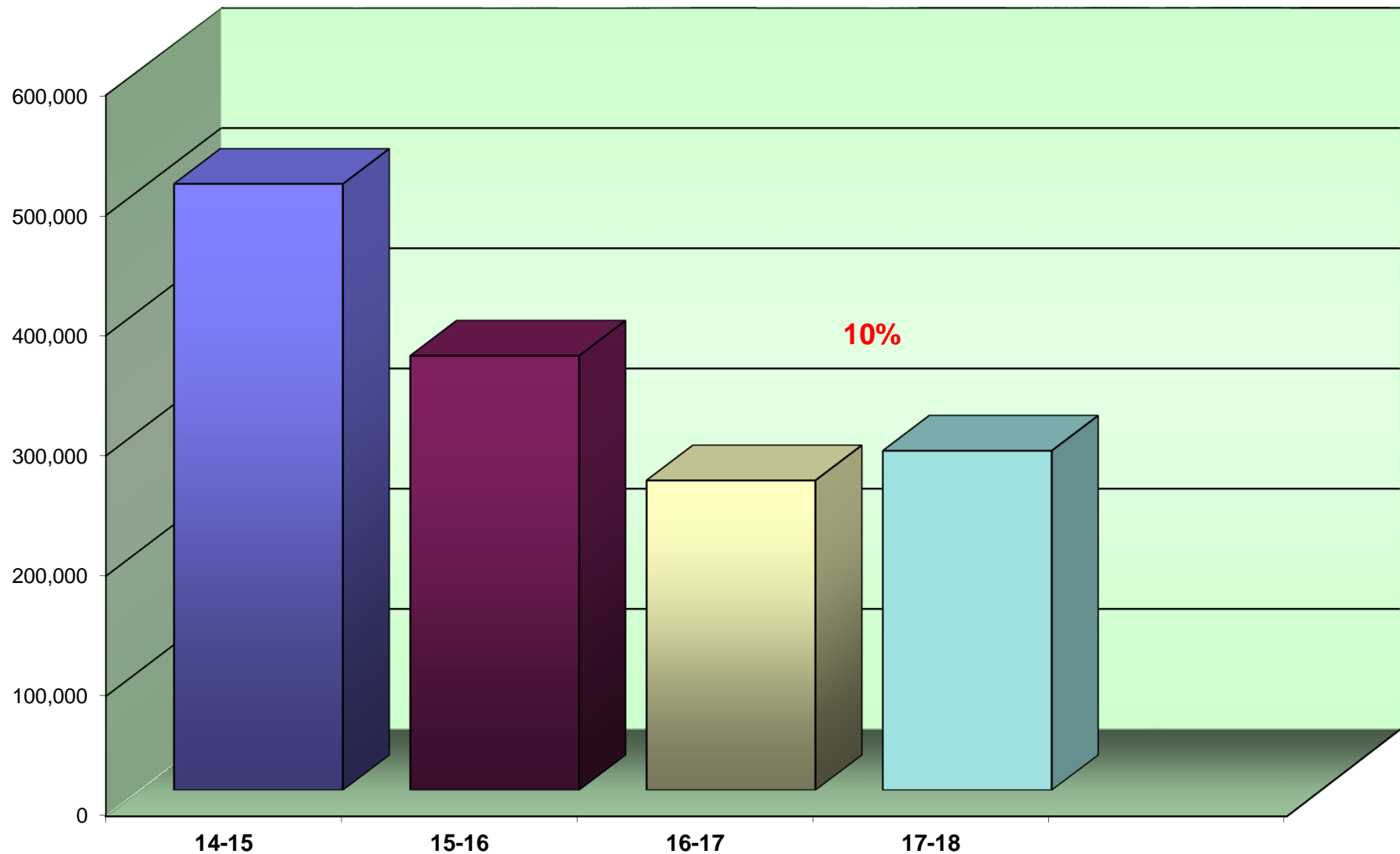


## Annual Color Volume by Building



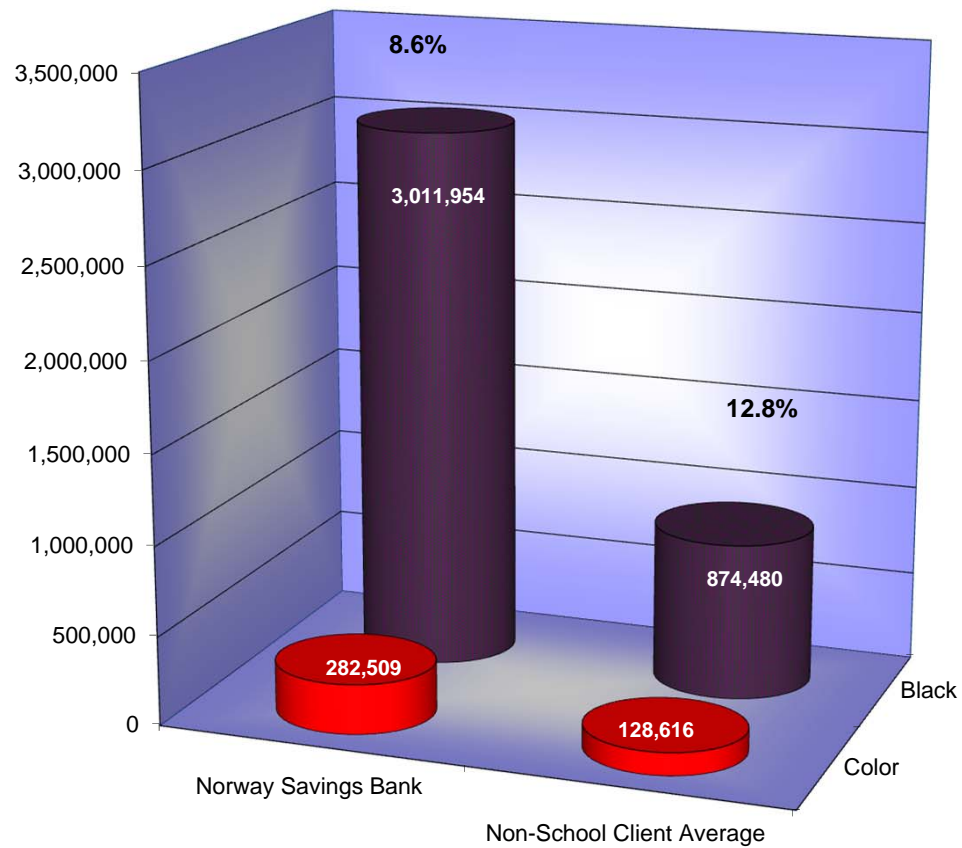


## Annual Color Volume Overall



**% 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.

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed					
Serial Number / Vendor ID					
Life / Intro Date			2017-18		
Vendor	7/1/2017 Meter	6/30/2018 Meter	Annual Volume	Cost/Copy Annual Cost	Recommendations
AUBURN BRANCH					
Branch Manager					
Ricoh MP301 / 30 PPM	41,535	54,105	12,570	\$0.004100	None at this time.
W913P203788 / 20348498				\$51.54	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
Commercial & AMG					
Ricoh MP C3504 / 35 PPM	6,112	21,200	15,088	\$0.003990	None at this time.
G706M960538 / 13972311				\$60.20	
750,000 / 07/2016	2,038	12,725	10,687	\$0.04547	
Color Photocopier				\$485.94	
RICOH					
Copy Room					
Ricoh MP301 / 30 PPM	55,009	55,009	0	\$0.004100	Moved to Bridgton Branch 3/2017.
W912PC02559 / 20348499				\$0.00	
750,000 / 06/2012	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>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
AUBURN BRANCH						
Service Bar						
Ricoh MP4002 / 40 PPM	105,437	141,447	36,010	\$0.004100	None at this time.	
W523LC01513 / 13196951				\$147.64		
1,000,000 / 03/2012	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
RICOH						
Subtotals Black			63,668	\$259.38		
Subtotals Color			10,687	\$485.94		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
BETHEL BRANCH						
Lobby						
Ricoh MP4002 / 40 PPM W523LC00203 / 13196863 1,000,000 / 03/2012 Black Photocopier RICOH	81,259  0	97,063  0	15,804  0	\$0.004100 \$64.80 \$0.00000 \$0.00	None at this time.	
Teller Line						
Ricoh MP301 / 30 PPM W913P702146 / 20348416 750,000 / 06/2012 Black Laser MFP RICOH	109,794  0	138,494  0	28,700  0	\$0.004100 \$117.67 \$0.00000 \$0.00	None at this time.	
Subtotals Black			44,504	\$182.47		
Subtotals Color			0	\$0.00		

<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>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>BRIDGTON BRANCH</b>					
<b>Lender's Office</b>					
Ricoh MP301 / 30 PPM W912PC02559 / 20348499 750,000 / 06/2012 Black Laser MFP RICOH	60,708 0	74,313 0	13,605 0	\$0.004100 \$55.78 \$0.00000 \$0.00	None at this time. (From Auburn Branch)
<b>Main Office</b>					
Ricoh MP 4054 / 40 PPM G176R130311 / 13745228 1,000,000 / 02/2015 Black Photocopier RICOH	83,023 0	136,323 0	53,300 0	\$0.003990 \$212.67 \$0.00000 \$0.00	None at this time.
<b>Teller Line</b>					
Ricoh MP301 / 30 PPM W913PC01617 / 13197083 750,000 / 06/2012 Black Laser MFP RICOH	128,878 0	140,076 0	11,198 0	\$0.004100 \$45.91 \$0.00000 \$0.00	None at this time.
<b>Subtotals Black</b>			<b>78,103</b>	<b>\$314.36</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RICOH	82,758  0	93,890  0	11,132  0	\$0.004100 \$45.64 \$0.00000 \$0.00	None at this time.
Teller Line					
Ricoh MP201 / 21 PPM W3018802862 / 20348496 500,000 / 02/2011 Black Laser MFP RICOH	123,071  0	143,769  0	20,698  0	\$0.004100 \$84.86 \$0.00000 \$0.00	7 years from Intro.
Subtotals Black		31,830		\$130.50	
Subtotals Color		0		\$0.00	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RICOH	49,924  0	64,540  0	14,616  0	\$0.004100 \$59.93 \$0.00000 \$0.00	None at this time.
Copy Room					
Ricoh MP 4054 / 40 PPM G176R130573 / 13745241 1,000,000 / 02/2015 Black Photocopier RICOH	27,297  0	59,609  0	32,312  0	\$0.003990 \$128.92 \$0.00000 \$0.00	None at this time.
Office					
Ricoh MP301SPF / 31 PPM W915P401212 / 13451237 750,000 / 06/2012 Black Laser MFP RICOH	27,817  0	41,507  0	13,690  0	\$0.004100 \$56.13 \$0.00000 \$0.00	None at this time.
Security Officer					
Ricoh MP301 / 30 PPM W913P203793 / 11476091 750,000 / 06/2012 Black Laser MFP RICOH	30,386  0	33,077  0	2,691  0	\$0.004100 \$11.03 \$0.00000 \$0.00	None at this time.



<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 3/1/2016</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>BRUNSWICK - MAINE STREET</b>					
<b><i>Teller Line</i></b>					
Ricoh MP201 / 21 PPM	141,534	163,419	21,885	\$0.004100	7 years from Intro.
W3018802857 / 11476090				\$89.73	
500,000 / 02/2011	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
<b>RICOH</b>					
	<b><i>Subtotals Black</i></b>		<b>85,194</b>	<b>\$345.74</b>	
	<b><i>Subtotals Color</i></b>		<b>0</b>	<b>\$0.00</b>	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
FALMOUTH BRANCH						
Branch Manager						
Ricoh MP301 / 30 PPM W913P900175 / 11476103 750,000 / 06/2012 Black Laser MFP RICOH	40,538  0	48,560  0	8,022  0	\$0.004100 \$32.89 \$0.00000 \$0.00	None at this time.	
Main Office						
Ricoh MP 4054 / 40 PPM G176R130146 / 13738292 1,000,000 / 02/2015 Black Photocopier RICOH	42,193  0	69,971  0	27,778  0	\$0.003990 \$110.83 \$0.00000 \$0.00		
Subtotals Black						
Subtotals Color						
			35,800	\$143.72		
			0	\$0.00		

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
FREEPORT BRANCH					
Branch Manager					
Ricoh MP201 / 21 PPM W3018802856 / 20348497 500,000 / 02/2011 Black Laser MFP RICOH	26,513  0	32,482  0	5,969  0	\$0.004100 \$24.47 \$0.00000 \$0.00	7 years from Intro.
Lobby					
Ricoh MP4002 / 40 PPM W913PC02661 / 13196970 1,000,000 / 03/2012 Black Photocopier RICOH	62,588  0	79,561  0	16,973  0	\$0.004100 \$69.59 \$0.00000 \$0.00	None at this time.
Teller Line					
Ricoh MP4002 / 40 PPM W523L401151 / 12898917 1,000,000 / 03/2012 Black Photocopier RICOH	13,702  0	24,764  0	11,062  0	\$0.004100 \$45.35 \$0.00000 \$0.00	None at this time.
Subtotals Black			34,004	\$139.42	
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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>FRYEBURG BRANCH</b>					
<b>Branch Manager</b>					
Ricoh MP301SPF / 31 PPM W915PC02328 / 13738310 750,000 / 06/2012 Black Laser MFP RICOH	33,479 0	58,028 0	24,549 0	\$0.003990 \$97.95 \$0.00000 \$0.00	None at this time.
<b>Main Office</b>					
Ricoh MP 4054 / 40 PPM G176R130219 / 13738291 1,000,000 / 02/2015 Black Photocopier RICOH	59,281 0	107,047 0	47,766 0	\$0.003990 \$190.59 \$0.00000 \$0.00	None at this time.
Ricoh MP301SPF / 31 PPM W915PC01758 / 13738112 750,000 / 06/2012 Black Laser MFP RICOH	26,023 0	54,008 0	27,985 0	\$0.003990 \$111.66 \$0.00000 \$0.00	None at this time.
<b>Subtotals Black</b>			<b>100,300</b>	<b>\$400.20</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
GORHAM BRANCH					
Commercial Lending					
Ricoh MP301 / 30 PPM W913PC02657 / 13197081 750,000 / 06/2012 Black Laser MFP RICOH	52,851  0	58,514  0	5,663  0	\$0.004100 \$23.22 \$0.00000 \$0.00	None at this time.
Lobby					
Ricoh MP 4054 / 40 PPM G175RB30465 / 13738413 1,000,000 / 02/2015 Black Photocopier RICOH	56,425  0	82,188  0	25,763  0	\$0.003990 \$102.79 \$0.00000 \$0.00	
Manager's Office					
Ricoh MP301 / 30 PPM W916PB01262 / 13972111 750,000 / 06/2012 Black Laser MFP RICOH	352  0	11,016  0	10,664  0	\$0.004100 \$43.72 \$0.00000 \$0.00	
Subtotals Black			42,090	\$169.74	
Subtotals Color			0	\$0.00	

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i>			<i>Date of Last Upgrade: 3/1/2016</i>		
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>GRAY BRANCH</b>					
<b>Office</b>					
Ricoh MP301 / 30 PPM W914P902011 / 13413824 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	15,449  0	25,196  0	9,747  0	\$0.004100 \$39.96 \$0.00000 \$0.00	None at this time.
Ricoh MP4002 / 40 PPM W524LA01396 / 13413825 1,000,000 / 03/2012 Black Photocopier <b>RICOH</b>	65,324  0	87,429  0	22,105  0	\$0.004100 \$90.63 \$0.00000 \$0.00	None at this time.
<b>Privacy Office</b>					
Ricoh MP301 / 30 PPM W914PA01205 / 13413844 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	2,495  0	7,203  0	4,708  0	\$0.004100 \$19.30 \$0.00000 \$0.00	None at this time.
<b>Subtotals Black</b>			<b>36,560</b>	<b>\$149.90</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RICOH	15,590  0	18,290  0	2,700  0	\$0.004100 \$11.07 \$0.00000 \$0.00	None at this time.
Copy Room					
Ricoh MP4002 / 40 PPM W522LB00242 / 13116615 1,000,000 / 03/2012 Black Photocopier RICOH	256,218  0	312,281  0	56,063  0	\$0.004100 \$229.86 \$0.00000 \$0.00	
Manager's Office					
Ricoh MP301 / 30 PPM W912PA02875 / 13116593 750,000 / 06/2012 Black Laser MFP RICOH	29,328  0	33,852  0	4,524  0	\$0.004100 \$18.55 \$0.00000 \$0.00	
Subtotals Black			63,287	\$259.48	
Subtotals Color			0	\$0.00	

Date of Last Upgrade: 3/1/2016				
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost Recommendations
NAPLES BRANCH				
Assistant Manager's Office				
Ricoh MP301SPF / 31 PPM W914P802833 / 13420902 750,000 / 06/2012 Black Laser MFP RICOH	53,643  0	54,824  0	1,181  0	\$0.004100 \$4.84 \$0.00000 \$0.00 None at this time. (From Forest Ave Branch)
Branch Manager				
Ricoh MP301 / 30 PPM W913PC02649 / 13196823 750,000 / 06/2012 Black Laser MFP RICOH	68,155  0	80,284  0	12,129  0	\$0.004100 \$49.73 \$0.00000 \$0.00 None at this time.
CSR Office				
Ricoh MP301 / 30 PPM W913PC02648 / 13196553 750,000 / 06/2012 Black Laser MFP RICOH	45,890  0	52,476  0	6,586  0	\$0.004100 \$27.00 \$0.00000 \$0.00 None at this time.
Main Office				
Ricoh MP 4054 / 40 PPM G176R130535 / 13738040 1,000,000 / 02/2015 Black Photocopier RICOH	57,964  0	104,259  0	46,295  0	\$0.003990 \$184.72 \$0.00000 \$0.00 None at this time.



<i>Make-Model / Speed</i>			<i>Date of Last Upgrade: 3/1/2016</i>		
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>NAPLES BRANCH</b>					
<b>Manager's Office</b>					
Ricoh MP301SPF / 31 PPM	5,599	10,667	5,068	\$0.003990	None at this time.
W915PC02326 / 13738309				\$20.22	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
<b>RICOH</b>					
	<b>Subtotals Black</b>		<b>71,259</b>	<b>\$286.51</b>	
	<b>Subtotals Color</b>		<b>0</b>	<b>\$0.00</b>	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
NORWAY - OPERATIONS CENTER						
Chuck Williams' Office						
Ricoh MP201 / 21 PPM W3018802737 / 20348485 500,000 / 02/2011 Black Laser MFP RICOH	55,553  0	61,820  0	6,267  0	\$0.004100 \$25.69 \$0.00000 \$0.00	7 years from Intro.	
Customer Care						
Ricoh MP 4054 / 40 PPM G175RB30265 / 13737710 1,000,000 / 02/2015 Black Photocopier RICOH	45,910  0	81,899  0	35,989  0	\$0.003990 \$143.60 \$0.00000 \$0.00	None at this time.	
Deposit Ops						
Ricoh MP 5054 / 50 PPM G186R120172 / 13737451 2,000,000 / 02/2015 Black Photocopier RICOH	212,690  0	405,266  0	192,576  0	\$0.003990 \$768.38 \$0.00000 \$0.00	None at this time.	
Ricoh MP5002 / 50 PPM W533LC01390 / 13196949 2,000,000 / 03/2012 Black Photocopier RICOH	329,185  0	400,578  0	71,393  0	\$0.004100 \$292.71 \$0.00000 \$0.00	None at this time.	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
NORWAY - OPERATIONS CENTER						
Finance						
Ricoh MP C6003 / 60 PPM E195MA10127 / 13737718 3,500,000 / 07/2013 Color Photocopier RICOH	37,347	53,778	16,431	\$0.003990 \$65.56 \$0.04547 \$2,660.18	None at this time.	
Human Resources						
Ricoh MP301 / 30 PPM W913PC01710 / 13195679 750,000 / 06/2012 Black Laser MFP RICOH	57,853 0	78,850 0	20,997 0	\$0.004100 \$86.09 \$0.00000 \$0.00	None at this time.	
IT Network						
Ricoh MP 4054 / 40 PPM G176R130110 / 13737450 1,000,000 / 02/2015 Black Photocopier RICOH	99,834 0	170,998 0	71,164 0	\$0.003990 \$283.94 \$0.00000 \$0.00	None at this time.	
Ricoh MP 4054 / 40 PPM G176R130153 / 13745108 1,000,000 / 02/2015 Black Photocopier RICOH	22,448 0	39,408 0	16,960 0	\$0.003990 \$67.67 \$0.00000 \$0.00	None at this time.	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RosettaTechno	8,521  0	16,167  0	7,646  0	\$0.010240 \$78.30 \$0.00000 \$0.00	None at this time.
Open Work Area					
Ricoh MP 4054 / 40 PPM G175RB31356 / 13737783 1,000,000 / 02/2015 Black Photocopier RICOH	114,293  0	208,594  0	94,301  0	\$0.003990 \$376.26 \$0.00000 \$0.00	None at this time.
Richelle Wallace's Office					
Ricoh MP301 / 30 PPM W913PC01713 / 13195680 750,000 / 06/2012 Black Laser MFP RICOH	25,924  0	30,672  0	4,748  0	\$0.004100 \$19.47 \$0.00000 \$0.00	None at this time.
Steve's Office					
Ricoh MP301 / 30 PPM W913PC01718 / 13196870 750,000 / 06/2012 Black Laser MFP RICOH	42,028  0	50,636  0	8,608  0	\$0.004100 \$35.29 \$0.00000 \$0.00	None at this time.

					Date of Last Upgrade: 3/1/2016
Make-Model / Speed					
Serial Number / Vendor ID			2017-18		
Life / Intro Date	7/1/2017	6/30/2018	Annual	Cost/Copy	
Vendor	Meter	Meter	Volume	Annual Cost	Recommendations
<b>NORWAY - OPERATIONS CENTER</b>					
<b>Training Prep Room</b>					
Ricoh MP C306SPF / 31 PPM	9,335	13,602	4,267	\$0.003990	None at this time.
G446P101190 / 13737491				\$17.03	
750,000 / 01/2016	23,079	31,870	8,791	\$0.05120	
Color Laser MFP				\$450.10	
<b>RICOH</b>					
<b>Subtotals Black</b>			<b>551,347</b>	<b>\$2,259.98</b>	
<b>Subtotals Color</b>			<b>67,295</b>	<b>\$3,110.28</b>	

<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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>		
<b>NORWAY MAIN OFFICE</b>						
<b>Brian's Office</b>						
Ricoh MP301 / 30 PPM W913PC01714 / 13196950 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	24,551  0	30,480  0	5,929  0	\$0.004100 \$24.31 \$0.00000 \$0.00	None at this time.	
<b>Commercial Admin</b>						
Ricoh MP 4055 / 40 PPM C327R601286 / 14429031 1,000,000 / Black Photocopier <b>RICOH</b>	0  0	11,069  0	11,069  0	\$0.004600 \$50.92 \$0.00000 \$0.00	None at this time.	
<b>Drive-Up</b>						
Ricoh MP301 / 30 PPM W913PC01719 / 13195725 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	90,740  0	116,141  0	25,401  0	\$0.004100 \$104.14 \$0.00000 \$0.00	None at this time.	

<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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>NORWAY MAIN OFFICE</b>					
<b><i>Executive Administration</i></b>					
Ricoh MP C6003 / 60 PPM E195M910371 / 13686231 3,500,000 / 07/2013 Color Photocopier <b>RICOH</b>	51,562  <b>123,527</b>	87,178  <b>236,824</b>	35,616  <b>113,297</b>	\$0.003990 \$142.11 <b>\$0.04547</b> <b>\$5,151.61</b>	None at this time.
Toshiba e-Studio 456 / 45 PPM C2EC37452 / 3394 1,000,000 / 02/2012 Black Photocopier <b>A-COPI</b>	346,128  <b>0</b>	368,822  <b>0</b>	22,694  <b>0</b>	\$0.003700 \$83.97 <b>\$0.00000</b> <b>\$0.00</b>	<b>Traded</b>
<b><i>Karen's Office</i></b>					
Ricoh MP201 / 21 PPM W3018802855 / 20348473 500,000 / <b>02/2011</b> Black Laser MFP <b>RICOH</b>	45,552  <b>0</b>	48,615  <b>0</b>	3,063  <b>0</b>	\$0.004100 \$12.56 <b>\$0.00000</b> <b>\$0.00</b>	<b>7 years from Intro.</b>
<b><i>Lender's Office</i></b>					
Ricoh MP301SPF / 31 PPM W914P400953 / 13247530 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	3,321  <b>0</b>	33,672  <b>0</b>	30,351  <b>0</b>	\$0.004100 \$124.44 <b>\$0.00000</b> <b>\$0.00</b>	None at this time.

<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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>NORWAY MAIN OFFICE</b>					
<b>Loan Servicing</b>					
Ricoh MP 4054 / 40 PPM G176R130023 / 13737780 1,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	75,103  0	113,043  0	37,940  0	\$0.003990 \$151.38 \$0.00000 \$0.00	None at this time.
Ricoh MP 4054 / 40 PPM G176R130100 / 13737784 1,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	107,681  0	172,935  0	65,254  0	\$0.003990 \$260.36 \$0.00000 \$0.00	None at this time.
Ricoh MP C6004 / 60 PPM C757MC20389 / 14145568 3,500,000 / 07/2016 Color Photocopier <b>RICOH</b>	0  0	23,887 10,293	23,887 10,293	\$0.006000 \$143.32 \$0.04440 \$457.01	None at this time.
Toshiba ES6550C / 65 PPM CLG211766 / 3910 4,000,000 / 05/2011 Color Photocopier <b>A-COPI</b>	213,111  161,999	247,400 183,067	34,289 21,068	\$0.004120 \$141.27 \$0.06440 \$1,356.78	Traded



<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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>NORWAY MAIN OFFICE</b>					
<b><i>Loan Servicing 2nd Floor</i></b>					
Ricoh MP5002 / 50 PPM W533LC00803 / 13196918 2,000,000 / 03/2012 Black Photocopier <b>RICOH</b>	169,828  0	215,959  0	46,131  0	\$0.004100 \$189.14 \$0.00000 \$0.00	None at this time.
<b><i>Lobby</i></b>					
Ricoh MP 4054 / 40 PPM G176R130239 / 13737786 1,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	46,388  0	85,293  0	38,905  0	\$0.003990 \$155.23 \$0.00000 \$0.00	None at this time.
Ricoh MP 4054 / 40 PPM G176R130070 / 13737781 1,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	104,538  0	161,742  0	57,204  0	\$0.003990 \$228.24 \$0.00000 \$0.00	None at this time.
<b><i>Marketing Assistant</i></b>					
Ricoh MP301 / 30 PPM W913PC01717 / 13196862 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	12,006  0	16,147  0	4,141  0	\$0.004100 \$16.98 \$0.00000 \$0.00	None at this time.

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed					
Serial Number / Vendor ID			2017-18		
Life / Intro Date	7/1/2017	6/30/2018	Annual	Cost/Copy	
Vendor	Meter	Meter	Volume	Annual Cost	
Recommendations					
NORWAY MAIN OFFICE					
Pam Veilleux's Office					
Ricoh MP301 / 30 PPM	11,274	14,782	3,508	\$0.004100	None at this time.
W913PC01715 / 13196860				\$14.38	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
Risk Management					
Ricoh MP201 / 21 PPM	108,104	150,847	42,743	\$0.004100	7 years from Intro.
W3018802852 / 20348493				\$175.25	
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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>NORWAY MAIN OFFICE</b>					
<b>RLC</b>					
Ricoh MP 5054 / 50 PPM G186R120150 / 13737452 2,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	47,264  0	71,348  0	24,084  0	\$0.003990 \$96.10 \$0.00000 \$0.00	None at this time.
Ricoh MP 5054 / 50 PPM G186R120068 / 13745104 2,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	142,361  0	225,439  0	83,078  0	\$0.003990 \$331.48 \$0.00000 \$0.00	None at this time.
Ricoh MP C306SPF / 31 PPM G446P101338 / 13737785 750,000 / 01/2016 Color Laser MFP <b>RICOH</b>	6,447  17,148	10,285  28,460	3,838  11,312	\$0.003990 \$15.31 \$0.05120 \$579.17	None at this time.
Ricoh MP6002 / 60 PPM W864L100096 / 13196213 3,000,000 / 08/2012 Black Photocopier <b>RICOH</b>	564,574  0	576,234  0	11,660  0	\$0.004100 \$47.81 \$0.00000 \$0.00	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
NORWAY MAIN OFFICE						
Roxanne's Office						
Ricoh MP201 / 21 PPM W3018802865 / 20348472 500,000 / 02/2011	51,461 0	54,923 0	3,462 0	\$0.004100 \$14.19 \$0.00000	7 years from Intro.	
Black Laser MFP				\$0.00		
RICOH						
Training						
Ricoh MP301 / 30 PPM W913PC01992 / 13196212 750,000 / 06/2012	21,489 0	32,133 0	10,644 0	\$0.004100 \$43.64 \$0.00000	None at this time.	
Black Laser MFP				\$0.00		
RICOH						
Vicky's Office						
Ricoh MP301 / 30 PPM W913PC01716 / 13196861 750,000 / 06/2012	13,605 0	15,422 0	1,817 0	\$0.004100 \$7.45 \$0.00000	None at this time.	
Black Laser MFP				\$0.00		
RICOH						
Subtotals Black						
Subtotals Color						
626,708			\$2,573.98			
155,970			\$7,544.58			

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed					
Serial Number / Vendor ID					
Life / Intro Date					
Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
PORTLAND - CONGRESS STREET					
3rd Floor					
Ricoh MP 4054 / 40 PPM	25,242	146,074	120,832	\$0.003990	None at this time.
G175RB31454 / 13738002				\$482.12	
1,000,000 / 02/2015	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					
AMG - 2nd Floor					
Ricoh MP C3503 / 35 PPM	106,162	155,634	49,472	\$0.004100	None at this time.
E164MC10152 / 13498731				\$202.84	
750,000 / 07/2013	63,119	87,455	24,336	\$0.05683	
Color Photocopier				\$1,383.01	
RICOH					
AMG/Manager's Office					
Ricoh MP201 / 21 PPM	51,141	51,301	160	\$0.004100	7 years from Intro. Underused!
W3018802794 / 20348480				\$0.66	
500,000 / 02/2011	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
AMG/Retail					
Ricoh MP 4054 / 40 PPM	76,268	119,185	42,917	\$0.003990	None at this time.
G176R130124 / 13737706				\$171.24	
1,000,000 / 02/2015	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
PORTLAND - CONGRESS STREET						
Commercial Area						
Ricoh MP 5054 / 50 PPM G186R120096 / 13745143 2,000,000 / 02/2015 Black Photocopier RICOH	233,727  0	373,481  0	139,754  0	\$0.003990 \$557.62 \$0.00000 \$0.00	None at this time.	
Ricoh MP C306SPF / 31 PPM G446P101037 / 13744183 750,000 / 01/2016 Color Laser MFP RICOH	9,889  20,984	13,635  33,290	3,746  12,306	\$0.003990 \$14.95 \$0.05120 \$630.07	None at this time.	
Commercial Leasing						
Ricoh MP 5054 / 50 PPM G186R120077 / 13745139 2,000,000 / 02/2015 Black Photocopier RICOH	262,142  0	449,886  0	187,744  0	\$0.003990 \$749.10 \$0.00000 \$0.00	None at this time.	
HR & Training 2nd Floor						
Ricoh MP C3504 / 35 PPM G706M960392 / 750,000 / 07/2016 Color Photocopier RICOH	0  0	4,561  11,915	4,561  11,915	\$0.003990 \$18.20 \$0.04547 \$541.78	None at this time.	

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
PORTLAND - CONGRESS STREET					
Pat's Office					
Ricoh MP301 / 30 PPM W913PC02414 / 13197082 750,000 / 06/2012 Black Laser MFP RICOH	11,956  0	12,369  0	413  0	\$0.004100 \$1.69 \$0.00000 \$0.00	Underused!
Retail Admin, 1st Floor					
Ricoh MP 4055 / 40 PPM C326RC01812 / 1,000,000 / Black Photocopier RICOH	0  0	33,138  0	33,138  0	\$0.003990 \$132.22 \$0.00000 \$0.00	None at this time.
Teller Line					
Ricoh MP 4054 / 40 PPM G175RC30427 / 13737787 1,000,000 / 02/2015 Black Photocopier RICOH	60,312  0	103,937  0	43,625  0	\$0.003990 \$174.06 \$0.00000 \$0.00	None at this time.
Subtotals Black		626,362		\$2,504.69	
Subtotals Color		48,557		\$2,554.86	

<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>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>	
PORTLAND - EXCHANGE STREET						
<i>Annex Area 1st Floor</i>						
Ricoh MP 4054 / 40 PPM G175RC30271 / 13745111 1,000,000 / 02/2015 Black Photocopier RICOH	32,257  0	49,331  0	17,074  0	\$0.003990 \$68.13 \$0.00000 \$0.00	None at this time.	
<i>Teller Line</i>						
Ricoh MP301SPF / 31 PPM W914P300060 / 13257014 750,000 / 06/2012 Black Laser MFP RICOH	21,649  0	28,038  0	6,389  0	\$0.004100 \$26.19 \$0.00000 \$0.00	None at this time.	
<i>Subtotals Black</i>			23,463	\$94.32		
<i>Subtotals Color</i>			0	\$0.00		



Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
PORTLAND - FOREST AVE					
Branch Library					
Ricoh MP 4055 / 40 PPM C327RA00279 / 14145354 1,000,000 / Black Photocopier RICOH	0  0	5,683  0	5,683  0	\$0.004600 \$26.14 \$0.00000 \$0.00	None at this time.
Office					
Ricoh MP301SPF / 31 PPM W914P400519 / 13248196 750,000 / 06/2012 Black Laser MFP RICOH	59,334  0	74,442  0	15,108  0	\$0.004100 \$61.94 \$0.00000 \$0.00	None at this time.
Ricoh MP301SPF / 31 PPM W914P802833a / 13420902 750,000 / 06/2012 Black Laser MFP RICOH	45,687  0	53,643  0	7,956  0	\$0.004100 \$32.62 \$0.00000 \$0.00	Moved to Naples Branch 3/2018.
Privacy Office					
Ricoh MP301SPF / 31 PPM W914P400522 / 13247543 750,000 / 06/2012 Black Laser MFP RICOH	29,625  0	37,370  0	7,745  0	\$0.004100 \$31.75 \$0.00000 \$0.00	None at this time.

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 3/1/2016</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>PORTLAND - FOREST AVE</b>					
<b><i>Teller Line</i></b>					
Ricoh MP301SPF / 31 PPM	45,862	58,845	12,983	\$0.004100	None at this time.
W914P400960 / 13247531				\$53.23	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
<b>RICOH</b>					
	<b><i>Subtotals Black</i></b>		<b>49,475</b>	<b>\$205.69</b>	
	<b><i>Subtotals Color</i></b>		<b>0</b>	<b>\$0.00</b>	

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i>			<i>Date of Last Upgrade: 3/1/2016</i>		
<i>Vendor</i>	<i>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>SACO BRANCH</b>					
<b>Commercial Area</b>					
Ricoh MP4002 / 40 PPM W523LC01503 / 13196909 1,000,000 / 03/2012 Black Photocopier <b>RICOH</b>	82,103  0	83,276  0	1,173  0	\$0.004100 \$4.81 \$0.00000 \$0.00	None at this time.
<b>Main Office</b>					
Ricoh MP 4054 / 40 PPM G175RB31399 / 13737869 1,000,000 / 02/2015 Black Photocopier <b>RICOH</b>	58,125  0	105,265  0	47,140  0	\$0.003990 \$188.09 \$0.00000 \$0.00	None at this time.
Ricoh MP301SPF / 31 PPM W915PC00101 / 13639460 750,000 / 06/2012 Black Laser MFP <b>RICOH</b>	6,306  0	9,496  0	3,190  0	\$0.003990 \$12.73 \$0.00000 \$0.00	None at this time.
<b>Subtotals Black</b>			<b>51,503</b>	<b>\$205.63</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations	
SCARBOROUGH BRANCH						
Lobby						
Ricoh MP4002 / 40 PPM W523LC00212 / 13196910 1,000,000 / 03/2012 Black Photocopier RICOH	80,504  0	99,819  0	19,315  0	\$0.004100 \$79.19 \$0.00000 \$0.00	None at this time.	
Teller Line						
Ricoh MP301 / 30 PPM W913P800113 / 13116616 750,000 / 06/2012 Black Laser MFP RICOH	50,417  0	61,049  0	10,632  0	\$0.004100 \$43.59 \$0.00000 \$0.00	None at this time.	
Subtotals Black			29,947	\$122.78		
Subtotals Color			0	\$0.00		

Date of Last Upgrade: 3/1/2016						
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RICOH	39,945  0	43,506  0	3,561  0	\$0.004100 \$14.60 \$0.00000 \$0.00	None at this time.	
Main Office						
Ricoh MP 4054 / 40 PPM G176R130166 / 13737782 1,000,000 / 02/2015 Black Photocopier RICOH	59,415  0	110,555  0	51,140  0	\$0.003990 \$204.05 \$0.00000 \$0.00		
Subtotals Black				54,701		\$218.65
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>Recommendations</i>	
	<i>7/1/2017</i> <i>Meter</i>	<i>6/30/2018</i> <i>Meter</i>	<i>2017-18</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>		
SOUTH PORTLAND BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM G175RC30378 / 13745141 1,000,000 / 02/2015 Black Photocopier RICOH	45,385  0	76,933  0	31,548  0	\$0.003990 \$125.88 \$0.00000 \$0.00	None at this time.	
Teller Line						
Ricoh MP301 / 30 PPM W913P703750 / 13116590 750,000 / 06/2012 Black Laser MFP RICOH	50,601  0	66,059  0	15,458  0	\$0.004100 \$63.38 \$0.00000 \$0.00	None at this time.	
	Subtotals Black		47,006	\$189.25		
	Subtotals Color		0	\$0.00		

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor					Date of Last Upgrade: 3/1/2016	
	7/1/2017 Meter	6/30/2018 Meter	2017-18 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 RICOH	33,251  0	53,382  0	20,131  0	\$0.003990 \$80.32 \$0.00000 \$0.00	None at this time.	
Teller Line						
Ricoh MP301 / 30 PPM W913PC02660 / 13196880 750,000 / 06/2012 Black Laser MFP RICOH	73,842  0	99,831  0	25,989  0	\$0.004100 \$106.55 \$0.00000 \$0.00	None at this time.	
Subtotals Black			46,120	\$186.88		
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>7/1/2017 Meter</i>	<i>6/30/2018 Meter</i>	<i>2017-18 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
TOPSHAM BRANCH						
Main Office						
Ricoh MP 4054 / 40 PPM G176R130551 / 13738417 1,000,000 / 02/2015 Black Photocopier RICOH	27,454  0	50,114  0	22,660  0	\$0.003990 \$90.41 \$0.00000 \$0.00	None at this time.	
Teller Line						
Ricoh MP301 / 30 PPM W913PC01709 / 13195726 750,000 / 06/2012 Black Laser MFP RICOH	73,963  0	89,171  0	15,208  0	\$0.004100 \$62.35 \$0.00000 \$0.00	None at this time.	
Subtotals Black			37,868	\$152.77		
Subtotals Color			0	\$0.00		



Date of Last Upgrade: 3/1/2016					
Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Vendor	7/1/2017 Meter	6/30/2018 Meter	2017-18 Annual Volume	Cost/Copy Annual Cost	Recommendations
WINDHAM BRANCH					
Main Office					
Ricoh MP 4054 / 40 PPM G176R130550 / 13745235 1,000,000 / 02/2015 Black Photocopier RICOH	99,629  0	165,205  0	65,576  0	\$0.003990 \$261.65 \$0.00000 \$0.00	None at this time.
Manager's Office					
Ricoh MP301SPF / 31 PPM W915PC01609 / 13738111 750,000 / 06/2012 Black Laser MFP RICOH	20,252  0	33,983  0	13,731  0	\$0.003990 \$54.79 \$0.00000 \$0.00	
Tici's Office					
Ricoh MP301 / 30 PPM W913PC02664 / 13196879 750,000 / 06/2012 Black Laser MFP RICOH	150,252  0	195,216  0	44,964  0	\$0.004100 \$184.35 \$0.00000 \$0.00	None at this time.
Subtotals Black					
124,271					
\$500.79					
Subtotals Color					
0					
\$0.00					

Date of Last Upgrade: 3/1/2016					
Make-Model / Speed					
Serial Number / Vendor ID					
Life / Intro Date			2017-18		
Vendor	7/1/2017 Meter	6/30/2018 Meter	Annual Volume	Cost/Copy Annual Cost	Recommendations
YARMOUTH BRANCH					
Main Office					
Ricoh MP 4054 / 40 PPM	71,195	115,771	44,576	\$0.003990	None at this time.
G176R130775 / 13745242				\$177.86	
1,000,000 / 02/2015	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
RICOH					
Ricoh MP301SPF / 31 PPM	19,711	31,719	12,008	\$0.003990	None at this time.
W915PC02335 / 13738113				\$47.91	
750,000 / 06/2012	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
RICOH					
Subtotals Black			56,584	\$225.77	
Subtotals Color			0	\$0.00	

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<i>Bank Wide Black Totals</i>	3,011,954	\$12,222.58
<i>Bank Wide Color Totals</i>	282,509	\$13,695.65

## 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 2017-18 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
3,011,954	\$0.03558	\$107,165.32

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
3,011,954	\$0.00406	\$12,228.53	\$94,936.79	\$474,683.95

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$94,936.79 x 16 years as a Client*

***=\$1,518,988.64 Cost Savings!***

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

## *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	63,668	\$266.87	\$315.92	\$993.42	\$1,576.21
Bethel Branch	44,504	\$187.81	\$220.83	\$694.40	\$1,103.04
Bridgton Branch	78,103	\$323.20	\$387.55	\$1,218.65	\$1,929.39
Brunswick - Cooks Corner Branch	31,830	\$134.32	\$157.94	\$496.65	\$788.91
Brunswick - Maine Street	85,194	\$355.64	\$422.73	\$1,329.29	\$2,107.66
Falmouth Branch	35,800	\$147.74	\$177.64	\$558.59	\$883.97
Freeport Branch	34,004	\$143.50	\$168.73	\$530.57	\$842.79
Fryeburg Branch	100,300	\$411.23	\$497.69	\$1,564.99	\$2,473.91
Gorham Branch	42,090	\$174.53	\$208.85	\$656.73	\$1,040.11
Gray Branch	36,560	\$154.28	\$181.41	\$570.45	\$906.14
Kennebunk Branch	63,287	\$267.07	\$314.03	\$987.47	\$1,568.57
Naples Branch	71,259	\$294.55	\$353.59	\$1,111.86	\$1,760.00
Norway - Operations Center	551,347	\$2,323.13	\$2,735.78	\$8,602.71	\$13,661.62
Norway Main Office	626,708	\$2,646.58	\$3,109.73	\$9,778.57	\$15,534.87
Portland - Congress Street	626,362	\$2,574.09	\$3,108.01	\$9,773.17	\$15,455.27
Portland - Exchange Street	23,463	\$96.96	\$116.42	\$366.09	\$579.48
Portland - Forest Ave	49,475	\$211.68	\$245.49	\$771.96	\$1,229.14
Saco Branch	51,503	\$211.30	\$255.56	\$803.61	\$1,270.47
Scarborough Branch	29,947	\$126.38	\$148.60	\$467.27	\$742.24
South Portland Branch	55,000	\$224.70	\$271.43	\$853.50	\$1,349.63
<b>2017-2018 Year-End Photocopier Analysis with 2018-2019 Projections</b>					

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
South Portland Branch	47,006	\$194.58	\$233.24	\$733.44	\$1,161.26
Standish Branch	46,120	\$192.21	\$228.85	\$719.61	\$1,140.67
Topsham Branch	37,868	\$157.08	\$187.90	\$590.86	\$935.84
Windham Branch	124,271	\$514.91	\$616.63	\$1,939.01	\$3,070.55
Yarmouth Branch	56,584	\$231.99	\$280.77	\$882.88	\$1,395.65
<b>Total</b>	<b>3,011,954</b>	<b>\$12,566.34</b>	<b>\$14,945.32</b>	<b>\$46,995.75</b>	<b>\$74,507.40</b>

***SPC Equipment Bids:***

***Presently our bids are coming in between 14.77% to 20.87% of Retail while the current Salesman's Cost is 50% of Retail. For Example: An Konica Minolta BH 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print 95 Copies per Minute with a Retail Cost of \$45,640 is coming in at \$7,342....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	10,687	\$499.51
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	67,295	\$3,197.15
Norway Main Office	155,970	\$7,755.33
Portland - Congress Street	48,557	\$2,626.28
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

**Norway Savings Bank**  
**Service & Supply Cost**

<b>Building</b>	<b>Projected Color Volume</b>	
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
<b><i>Total</i></b>	<b>282,509</b>	<b>\$14,078.27</b>



## *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 2.8%.**

Vendor	Equipment Type	Annual Volume	2017- 2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
A-COPI	Black Photocopier	22,694	\$0.00370	\$83.97	\$0.00380	\$86.24
A-COPI	Color Photocopier	34,289	\$0.00412	\$141.27	\$0.00424	\$145.39
Ricoh USA	Black Laser MFP	86,531	\$0.00399	\$345.26	\$0.00410	\$354.78
Ricoh USA	Black Laser MFP	549,791	\$0.00410	\$2,254.14	\$0.00422	\$2,320.12
Ricoh USA	Black Photocopier	1,818,524	\$0.00399	\$7,255.91	\$0.00410	\$7,455.95
Ricoh USA	Black Photocopier	318,821	\$0.00410	\$1,307.17	\$0.00422	\$1,345.42
Ricoh USA	Black Photocopier	16,752	\$0.00460	\$77.06	\$0.00473	\$79.24
Ricoh USA	Color Laser MFP	11,851	\$0.00399	\$47.29	\$0.00410	\$48.59
Ricoh USA	Color Photocopier	71,696	\$0.00399	\$286.07	\$0.00410	\$293.95
Ricoh USA	Color Photocopier	49,472	\$0.00410	\$202.84	\$0.00422	\$208.77
Ricoh USA	Color Photocopier	23,887	\$0.00600	\$143.32	\$0.00617	\$147.38
Rosetta Technologies	Black Network Printer	7,646	\$0.01024	\$78.30	\$0.01053	\$80.51
<b>Total</b>		<b>3,011,954</b>	<b>\$0.00406</b>	<b>\$12,222.58</b>	<b>\$0.00417</b>	<b>\$12,566.34</b>

## *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 2.8%.**

Vendor	Equipment Type	Annual Volume	2017- 2018 Cost / Copy	Total Cost	2018- 2019 Cost / Copy	Projected Cost
A-COPI	Color Photocopier	21,068	\$0.06440	\$1,356.78	\$0.06620	\$1,394.70
Ricoh USA	Color Laser MFP	32,409	\$0.05120	\$1,659.34	\$0.05263	\$1,705.69
Ricoh USA	Color Photocopier	10,293	\$0.04440	\$457.01	\$0.04564	\$469.77
Ricoh USA	Color Photocopier	194,403	\$0.04547	\$8,839.50	\$0.04674	\$9,086.40
Ricoh USA	Color Photocopier	24,336	\$0.05683	\$1,383.01	\$0.05842	\$1,421.71
<b>Total</b>		<b>282,509</b>	<b>\$0.04848</b>	<b>\$13,695.65</b>	<b>\$0.04983</b>	<b>\$14,078.27</b>

## *Reprographic Equipment Assessment*

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

<b>Total Number of Units</b>	<b>107</b>
<b>Total Number of Units on Lease</b>	<b>0</b>
<b>Total Number of Units Owned</b>	<b>107</b>
<b>Lease Company</b>	<b>Cash Sale</b>
<b>Lease Start Date</b>	
<b>Lease End Date</b>	
<b>Term</b>	<b>5 Yr Straight-Line Depreciation</b>
<b>Annual Depreciation</b>	<b>\$46,995.75</b>
<b>Remaining Payments</b>	

*\*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	W913P203788
Auburn Branch	Ricoh MP C3504	G706M960538
Auburn Branch	Ricoh MP4002	W523LC01513
Bethel Branch	Ricoh MP301	W913P702146
Bethel Branch	Ricoh MP4002	W523LC00203
Bridgton Branch	Ricoh MP301	W912PC02559
Bridgton Branch	Ricoh MP301	W913PC01617
Bridgton Branch	Ricoh MP 4054	G176R130311
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 MP301SPF	W915P401212
Brunswick - Maine Street	Ricoh MP 4054	G176R130573
Falmouth Branch	Ricoh MP 4054	G176R130146
Falmouth Branch	Ricoh MP301	W913P900175
Freeport Branch	Ricoh MP201	W3018802856
Freeport Branch	Ricoh MP4002	W913PC02661
Freeport Branch	Ricoh MP4002	W523L401151
Fryeburg Branch	Ricoh MP301SPF	W915PC01758
Fryeburg Branch	Ricoh MP301SPF	W915PC02328
Fryeburg Branch	Ricoh MP 4054	G176R130219
Gorham Branch	Ricoh MP301	W916PB01262
Gorham Branch	Ricoh MP301	W913PC02657
Gorham Branch	Ricoh MP 4054	G175RB30465
Gray Branch	Ricoh MP301	W914PA01205

Building	Make/Model	Serial Number
Gray Branch	Ricoh MP301	W914P902011
Gray Branch	Ricoh MP4002	W524LA01396
Kennebunk Branch	Ricoh MP301	W912PA02882
Kennebunk Branch	Ricoh MP4002	W522LB00242
Kennebunk Branch	Ricoh MP301	W912PA02875
Naples Branch	Ricoh MP301SPF	W914P802833
Naples Branch	Ricoh MP301	W913PC02649
Naples Branch	Ricoh MP301SPF	W915PC02326
Naples Branch	Ricoh MP301	W913PC02648
Naples Branch	Ricoh MP 4054	G176R130535
Norway - Operations Center	Ricoh MP 4054	G175RB30265
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 C306SPF	G446P101190
Norway - Operations Center	Ricoh MP201	W3018802737
Norway - Operations Center	Ricoh MP 4054	G176R130110
Norway - Operations Center	Ricoh MP301	W913PC01710
Norway - Operations Center	Ricoh MP C6003	E195MA10127
Norway Main Office	Ricoh MP201	W3018802852
Norway Main Office	Ricoh MP 4054	G176R130239
Norway Main Office	Ricoh MP 4054	G176R130070
Norway Main Office	Ricoh MP301	W913PC01717
Norway Main Office	Ricoh MP C6004	C757MC20389
Norway Main Office	Ricoh MP 4054	G176R130023

Building	Make/Model	Serial Number
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 MP C306SPF	G446P101338
Norway Main Office	Ricoh MP5002	W533LC00803
Norway Main Office	Ricoh MP301	W913PC01719
Norway Main Office	Ricoh MP301	W913PC01714
Norway Main Office	Ricoh MP C6003	E195M910371
Norway Main Office	Ricoh MP 5054	G186R120068
Norway Main Office	Ricoh MP301SPF	W914P400953
Norway Main Office	Ricoh MP201	W3018802855
Norway Main Office	Ricoh MP 4054	G176R130100
Norway Main Office	Ricoh MP6002	W864L100096
Norway Main Office	Ricoh MP 4055	C327R601286
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 4055	C326RC01812
Portland - Congress Street	Ricoh MP 4054	G176R130124
Portland - Congress Street	Ricoh MP C3504	G706M960392
Portland - Congress Street	Ricoh MP 5054	G186R120096
Portland - Congress Street	Ricoh MP C306SPF	G446P101037
Portland - Congress Street	Ricoh MP 5054	G186R120077
Portland - Congress Street	Ricoh MP301	W913PC02414
Portland - Congress Street	Ricoh MP 4054	G175RC30427
Portland - Exchange Street	Ricoh MP 4054	G175RC30271
Portland - Exchange Street	Ricoh MP301SPF	W914P300060

Building	Make/Model	Serial Number
Portland - Forest Ave	Ricoh MP301SPF	W914P400519
Portland - Forest Ave	Ricoh MP301SPF	W914P400960
Portland - Forest Ave	Ricoh MP 4055	C327RA00279
Portland - Forest Ave	Ricoh MP301SPF	W914P400522
Saco Branch	Ricoh MP 4054	G175RB31399
Saco Branch	Ricoh MP4002	W523LC01503
Saco Branch	Ricoh MP301SPF	W915PC00101
Scarborough Branch	Ricoh MP301	W913P800113
Scarborough Branch	Ricoh MP4002	W523LC00212
South Paris Branch	Ricoh MP 4054	G176R130166
South Paris Branch	Ricoh MP301	W913PC02656
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 MP301SPF	W915PC01609
Windham Branch	Ricoh MP301	W913PC02664
Windham Branch	Ricoh MP 4054	G176R130550
Yarmouth Branch	Ricoh MP301SPF	W915PC02335
Yarmouth Branch	Ricoh MP 4054	G176R130775



## 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](mailto:awebster@spccopypro.com)



## 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 69 clients with over 4,100 devices doing more than 239 million copies and prints per year. Annually, we purchase approximately 1,100 units running over 80 million prints!
- 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 \$2.5 million for all of our clients.***

***That translates into Savings of more than \$12 million over five years!***



## SPC Values Our Vendors

### Overall Benefits to our VENDORS

- Opportunities brought to you – Annually, we purchase approximately 1,100 units running over 80 million prints!
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

### Vendor Benefits Pre-Bid & During the Bid Process

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

### Vendor Benefits Before & During Installation

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

### Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- 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!**