

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



FY22 Annual Report

With FY23 Projections

Kerry Millett
Norway Savings Bank
261 Main Street
Norway, ME 04268



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

November 2022

Kerry Millett
Norway Savings Bank
261 Main Street
Norway, ME 04268

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

Dear Kerry:

Specialized Purchasing Consultants is pleased to present your FY22 Annual Report, taking a look at where we are in recovering from the pandemic restrictions and changes, and looking ahead to continued cost savings and recommendations to maintain your equipment and ensure your vendors are giving the best service possible.

The past few years were unprecedented with the restrictions brought on by the pandemic, and this year was no exception. Because of the delays brought on by the pandemic we chose to submit our copier bid in February rather than wait until March/April. This proved to be a good move for many reasons.

The industry continues to experience major backorder issues on equipment, something we've not had to deal with in years past. Bidding early meant boards could approve results and orders could be placed early. We were also able to lock in new service and supply pricing for existing equipment while orders were delayed so as not to disrupt budgets already established for the new fiscal year based on upgrading equipment.

Even after our bids were received and awarded, though, one major vendor wanted to increase their pricing because of the increased inflation rate that took place after the bid process. We were able to negotiate with them and hold the pricing we received back in February. Again, starting the bid process early proved to be a positive move.

Finally, while the industry experienced an over 9% inflation rate, SPC was able to continue to hold down service and supply costs for all of our clients because of SPC's allowable CPC increase cap of 5%.

As always, we are grateful for your continued confidence in the services SPC provides and in our efforts to secure better pricing on equipment, service and supplies than can be obtained independently. We look forward to working with you another year and into the future.

Sincerely,

Skip Tilton
President

TABLE OF CONTENTS

Meet Your Team	1
SPC Timeline	2
Equipment Health Status	4
Compare Present vs Proposed	5
Aging Equipment Summary	6
Non Contracted Devices	8
Bar Chart - Annual Black Volume By Location	9
Bar Chart - Annual Black Volume Overall	10
Bar Chart - Annual Color Volume By Location	11
Bar Chart - Annual Color Volume Overall	12
Color-to-Total Volume Comparison	13
Equipment Usage & Recommendations	14
SPC Service & Supply Cost Savings	53
Projected Equipment Cost by Building Black	54
Projected Equipment Cost by Building Color	56
Service & Supply Usage Profile by Vendor Black	58
Service & Supply Usage Profile by Vendor Color	59
SPC Upgrades for 2022	60
Leased/Owned Equipment Details	61
Owned Equipment	62
STARDoc User Names	66
Benefits of Partnering With SPC - Clients	67
Benefits of Partnering With SPC - Vendors	69
STARDoc Features	71
New Vendor Categories	73
Warranty & Relief Fund	74

MEET YOUR TEAM

Skip Tilton, President
Billie Jo Tilton, Vice President



As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of our clients, many of whom we have assisted for more than 20 years! Together, we have realized the lowest prices possible while improving the quality of your service and equipment. We have also been able to find ways to increase your equipment reliability, monitor and track usage variations throughout the year, and keep your costs under control.



Alex Webster
Operations, Marketing & IT Manager

Alex is involved in every aspect of SPC. He actively seeks to improve the cooperative bid process and is continually seeking to improve the buying power in New England. Alex organizes and prepares the bids for new and existing clients, tabulates the results, and presents them to our clients. He also maintains our office equipment and utilizes the latest technology to maintain STARDoc and FM Audit so our clients always have access to valuable information on their equipment.

Pam Weed
Client-Vendor Relations

Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.



Kelly Fortier
Finance Support

Kelly is a valuable asset to the SPC Finance Department. Her versatility in managing various aspects of accounting, lease documentation, and service and supply contracts benefits her team and the clients she works with.

Heidi Tilton
Office Support

Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.



Sue Penney
Administrative & Finance Manager

Sue coordinates and oversees all billing, leases, and contracts. Her decades of financial expertise benefit the Billing Team by her attention to detail and ability to prioritize to ensure accuracy and timeliness of all finance projects.

Robert Dutil
Information Technology

Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website and the creation of code to create the many reports SPC generates to give you the accurate information of your usage.



Jamin Tilton
Operations Support

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly, coordinating with clients and vendors and maintaining a schedule that is beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc and FM Audit as well as with computer maintenance.

SPC TIMELINE

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Report

- Revised Annual Report format to include new charts and tables for more expansive usage and budget detail.
- Established Student Ratios.

2001 Meter Collection

- Began collecting meter reads directly from client and submitting to vendors via spreadsheet, providing more accurate and consistent billing.

2002 Bond Counsel Review

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

2003 Bond Counsel Review of Contracts and Warranties

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

2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 2 or 3 a year.

2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

2014 STARDoc - Monthly Audits

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

2015 STARDoc - Mapping Options and Asset Management

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

SPC TIMELINE (Continued)

2018 STARDoc - Improved Pinpointing of Budget and Communications

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

2019 STARDoc – Service Histories, Chromebook Bid

- Mandatory annual fleet service history: Provides data on the overall reliability of the fleet.
- SPC's Chromebook bid allowed organizations to piggyback off our cooperative pricing. Many schools like SAU 67 - Bow and SAU 57 - Salem benefited from this pricing.
- Five-Year Fleet Management (FYFM): Projecting out five-year costs for all equipment based on current and past usage.

2020 Mock Bids - Warranty and Relief Fund

- Mock Bids: allows us to show where a client's pricing would come in without having to go out to bid. This allows them to buy off an existing bid, thus saving time and money.
- Warranty and Relief Fund: Due to the pandemic, there are serious upheavals in the industry. In an effort to cushion our clients, this fund was established. For more information, see the last page of the Annual Report.

2021 Vendor Services and Warranty Relief Equipment

- Vendor Bid Portal allows vendors to electronically submit bids, ensuring accuracy and saving time when calculating bid results for presentation.
- Premier Vendors Classification notes which vendors are not only cooperative to SPC bids but who demonstrate willingness to support SPC's processes before, during, and after the bid.
- Warranty Relief Equipment Base: Premier Vendors will have access to SPC-traded high-quality, low-meter machines. For more information, see the last page of the Annual Report.

2022 Vendor Bid

- Put bid out in February instead of late spring.
- This early bidding saved clients thousands due to inflation and price increases that took place after bid pricing was locked in, preventing higher rates to our clients.
- This also allowed for early ordering to accommodate backorders.
- We were also able to lock in bid rates for existing equipment until new equipment could be installed after the start of the new fiscal year.

2023 SPC Roadmap

- STARDoc Upgrade: Process is in place to give STARDoc a more modern facelift.

EQUIPMENT HEALTH STATUS

Total Number of Machines **132**

Total Black Photocopiers & MFPs:	93
Total Color Photocopiers & MFPs:	10
Total Black Network Printers:	29
Total Color Network Printers:	0
Total Removed From Service:	1

of Units Not in Use for FY22 **2**

of Units OFF Warranty** **0**

of Units Approaching End of Warranty **28**

of Units Overused **0**

of Units Underused **0**

Contract Commencement Date 05/15/2021

All Warranties and Service Contracts Expire 06/30/2026

of Annual Payments Left on Lease **0**

****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 Kelly,

Welcome to your new position! We have enjoyed working with Mike Noble in the past, and we look forward to working with you as well! Feel free to ask questions of any of our staff to understand the role SPC plays in monitoring and maintaining your reprographic equipment and how we save our clients valuable funds.

The purpose of this report is to monitor overused and underused equipment, provide recommendations, and provide information to help you make an informed decision for budget planning. Client budgets have been significantly impacted for the past two years because of the COVID-19 restrictions. However, despite increased inflation and a continued backlog of orders – unprecedented in SPC history – SPC managed to maintain the buying power we established three decades ago to keep equipment and service & supply pricing lower than anything found in the industry (See Page 60).

Because equipment continues to be back-ordered, SPC will again put our equipment bid out to our vendors in February of 2023 rather than wait until April or May. This allows SPC to lock in low pricing before increases take effect, for vendors to get orders placed early, and for client budgets to be planned for the new fiscal year.

We look forward to discussing this and any concerns or questions you may have at our meeting.

Sincerely,
Skip

Norway Savings Bank
Mike Noble
261 Main Street
Norway, Maine 04268
Five-Year Basis beginning with the 2013/2014 Fiscal Year

Copies-per-Year: 4,256,629

Present vs. Proposed Recommendations as of 5/1/13

PRESENT SITUATION

- 1) Guarantees on Photocopiers...**2 Year**
- 2) Annual Price Ceilings Left... **2 Year**
- 3) High Volume Console Units...**6**
- 4) Units to be Traded...**33**
- 5) Photocopiers...**54**
 Computer Interfaced...**54**
- 6) Network Printers....**25 w/ 3 Color**
- 7) Color Photocopiers Networked ...**2**
 Total number of Units...**79**
- 8) Duplex's...**78**
- 9) Sorter's...**79**
- 10) Finisher's... **44**

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...**Five+ Years**
- 2) 5% or CPI Annual Ceilings, whichever is less...**Five+ Years**
- 3) High Volume Console Units with 3 Million plus...**5**
- 4) Replaced **39 New**
- 5) Photocopiers...**62**
 Computer Interfaced... **61** with Print &-Or Color Scan-Secure Print
- 6) Network Printers...**24 w/ 3 Color**
- 7) Low Cost Color Photocopiers Networked...**3**
 Total number of Units...**86...Adding Units due to New Branch's**
- 8) Duplex's...**86**
- 9) Sorter's... **86**
- 10) Finisher's... **50**

Overall Description of Equipment Fleet:

Presently, you have a Vendor who has recently been bought out & the pricing is not as competitive as before. Also, you have purchases that are being done at different times throughout the year. The new arrangement will shift to one local Vendor with more competitive pricing and they will allow for your fleet to roll out over the next 8 months without affecting cost...A-Copi.

Capital:

Presently, you have you pay cash for all your equipment.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging \$0.009947 for black and \$0.206527 for Color. The new contract will come in at a CPC of \$0.00 for Black and \$0.0 for Color.

Vendor Packages:

SPC has brought to you **Five** different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid combination, which is A-Copi with Savin-Ricoh & Toshiba.

<u>Cost Center</u>	<u>Present</u>	<u>Proposed</u>
1. Service & Supplies Color Photo only	\$15,997.62	\$17,907.45
2. Service & Supplies Black Photo only	\$35,005.36	\$ 18,996.09
3. Annual Muni Lease	\$00.00	\$ 00.00
4. Forced Upgrade	<u>\$27,300.00</u>	<u>\$23,528.65 Straight Line Depreciation</u>
Totals	\$78,302.98	\$60,432.19
Annual Cost Savings		\$17,870.79
Five Year Cost Savings		\$89,353.94

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy 'Cost per Copy' billing plan done once a year in June-July. Your service contract will be fixed through **June 30th 2014**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Security package: Wiping out old data on trade out units is included.

AGING EQUIPMENT SUMMARY

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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Auburn Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36143	BUDGET	10/01/2015
Bethel Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36107	BUDGET	10/01/2015
Bridgton Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36106	BUDGET	10/01/2015
Brunswick - Cooks Corner Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35807	BUDGET	10/01/2015
Brunswick - Maine Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35802	BUDGET	10/01/2015
Falmouth Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35804	BUDGET	10/01/2015
Freeport Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36108	BUDGET	10/01/2015
Fryeburg Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35057	BUDGET	10/01/2015
Gorham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35812	BUDGET	10/01/2015
Gray Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36110	BUDGET	10/01/2015
Kennebunk Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35049	BUDGET	10/01/2015
Naples Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35051	BUDGET	10/01/2015
Norway - Main Offices	Drive-Up Check Printer	HP Laser Jet Pro M402n	PHBHL35059	BUDGET	10/01/2015
Norway - Main Offices	Front Check Printer	HP Laser Jet Pro M402n	PHBHM35819	BUDGET	10/01/2015
Norway - Operations Center	Finance	HP Laser Jet Pro M402n	PHBHM36136	BUDGET	10/01/2015
Norway - Operations Center	Retail Support	HP Laser Jet Pro M402n	PHBHL16641	BUDGET	10/01/2015

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Norway - Operations Center	Spare Check Printer	HP Laser Jet Pro M402n	PHBHM35814	BUDGET	10/01/2015
Portland - Congress Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35778	BUDGET	10/01/2015
Portland - Exchange Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35056	BUDGET	10/01/2015
Portland - Forest Ave	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35053	BUDGET	10/01/2015
Saco Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35821	BUDGET	10/01/2015
Scarborough Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35822	BUDGET	10/01/2015
South Paris Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35808	BUDGET	10/01/2015
South Portland Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36102	BUDGET	10/01/2015
Standish Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36105	BUDGET	10/01/2015
Topsham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35809	BUDGET	10/01/2015
Windham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35813	BUDGET	10/01/2015
Yarmouth Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35052	BUDGET	10/01/2015

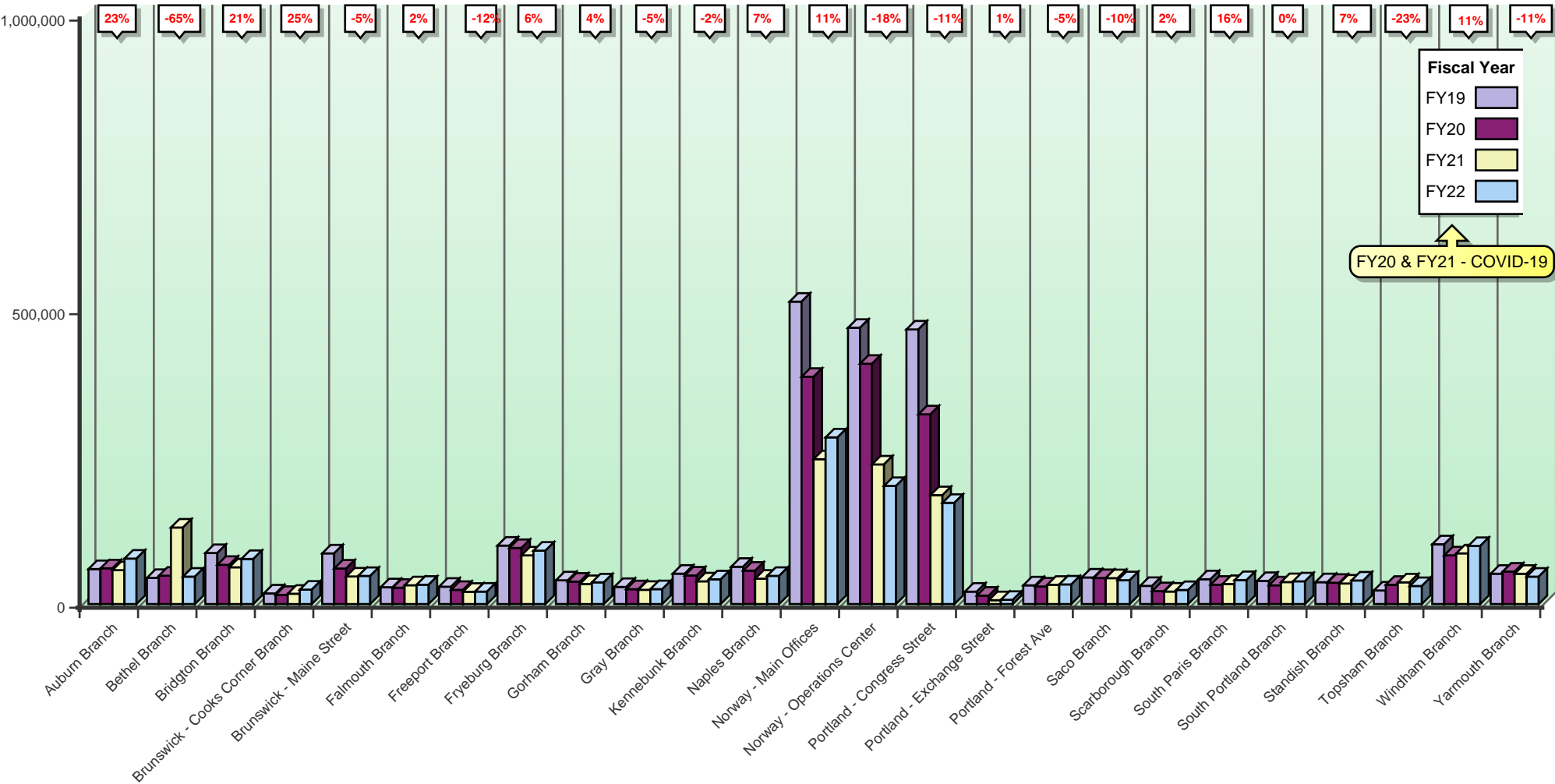
NON-CONTRACTED DEVICES

Make - Model	Serial Number	IP Address	Last Update
CANON PRO-4000	BADE01042	10.1.0.34	2022-11-13 00:23:53
DELL 2155cn	VZK005334	10.1.1.208	2022-11-13 00:23:53
EFI IC-420-945A		10.1.0.39	2022-11-14 08:10:01
EFI NO-KM650i-02		10.1.0.29	2022-11-14 08:10:01

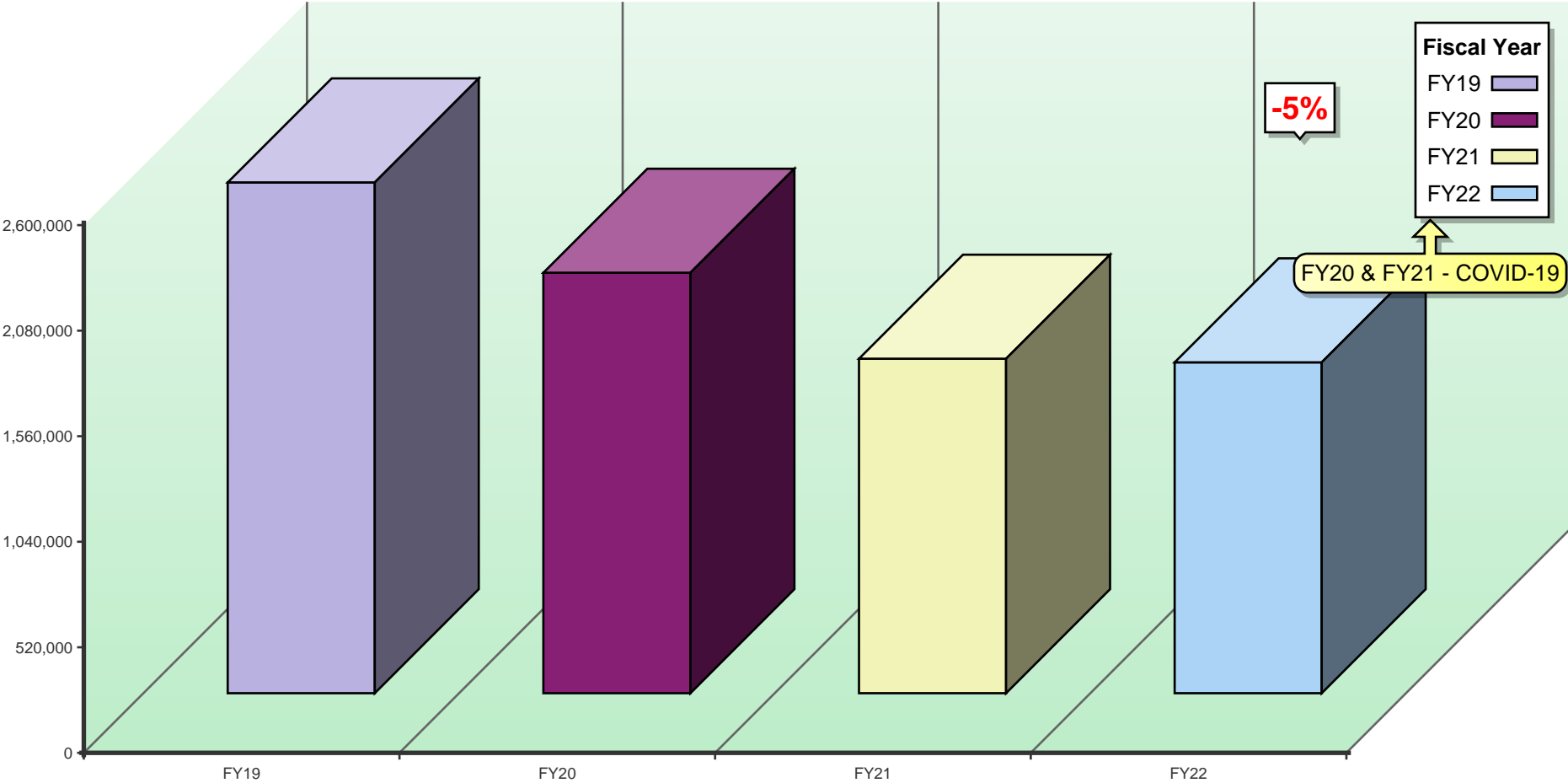
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average as much as 25 cents per print, while our bids are coming in at less than 5 cents per print.

In addition, not including the usage on these machines can throw off your usage ratios shown on the next few pages, which can also affect your future budget planning.

ANNUAL BLACK VOLUME BY LOCATION

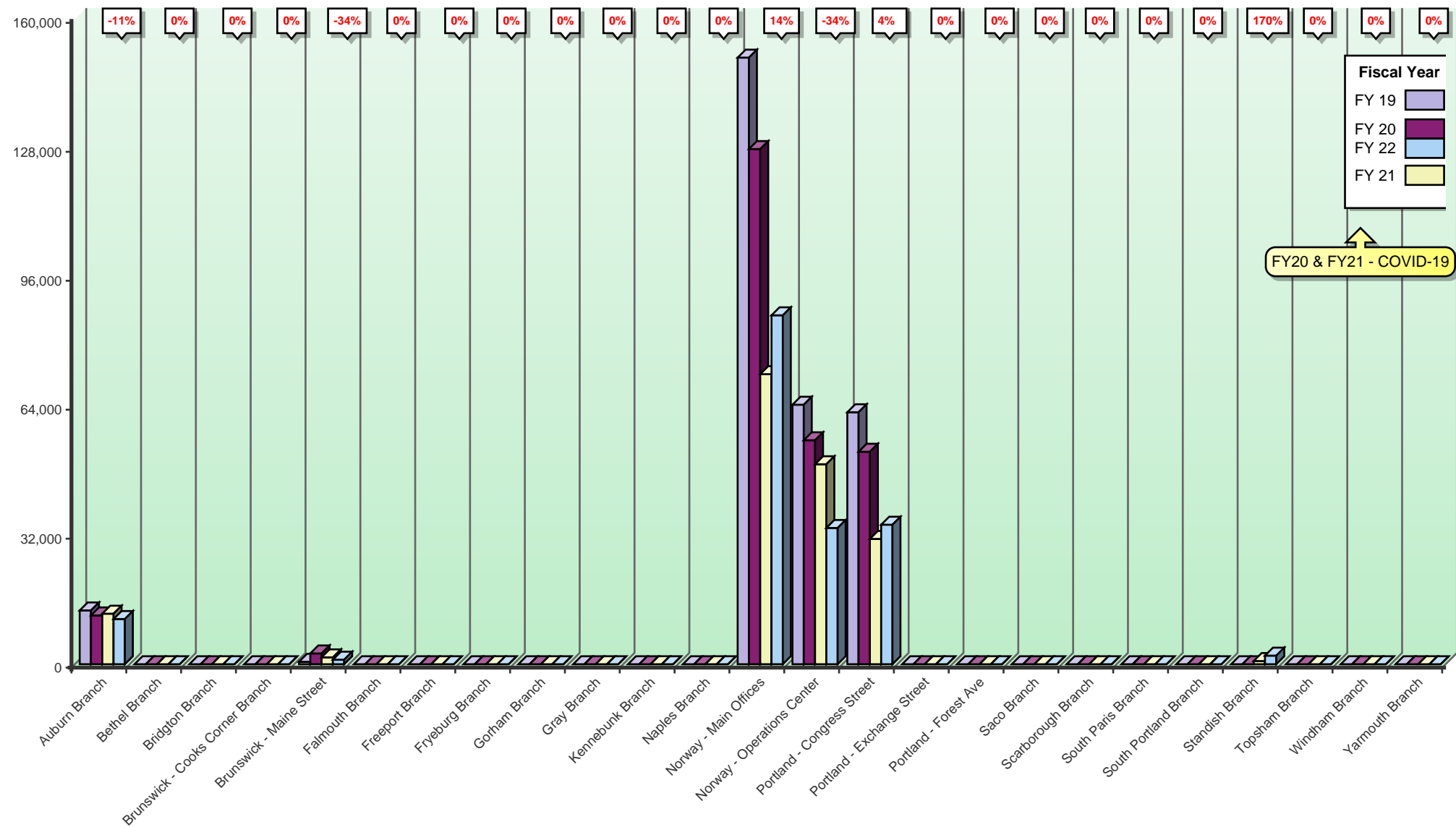


ANNUAL BLACK VOLUME OVERALL

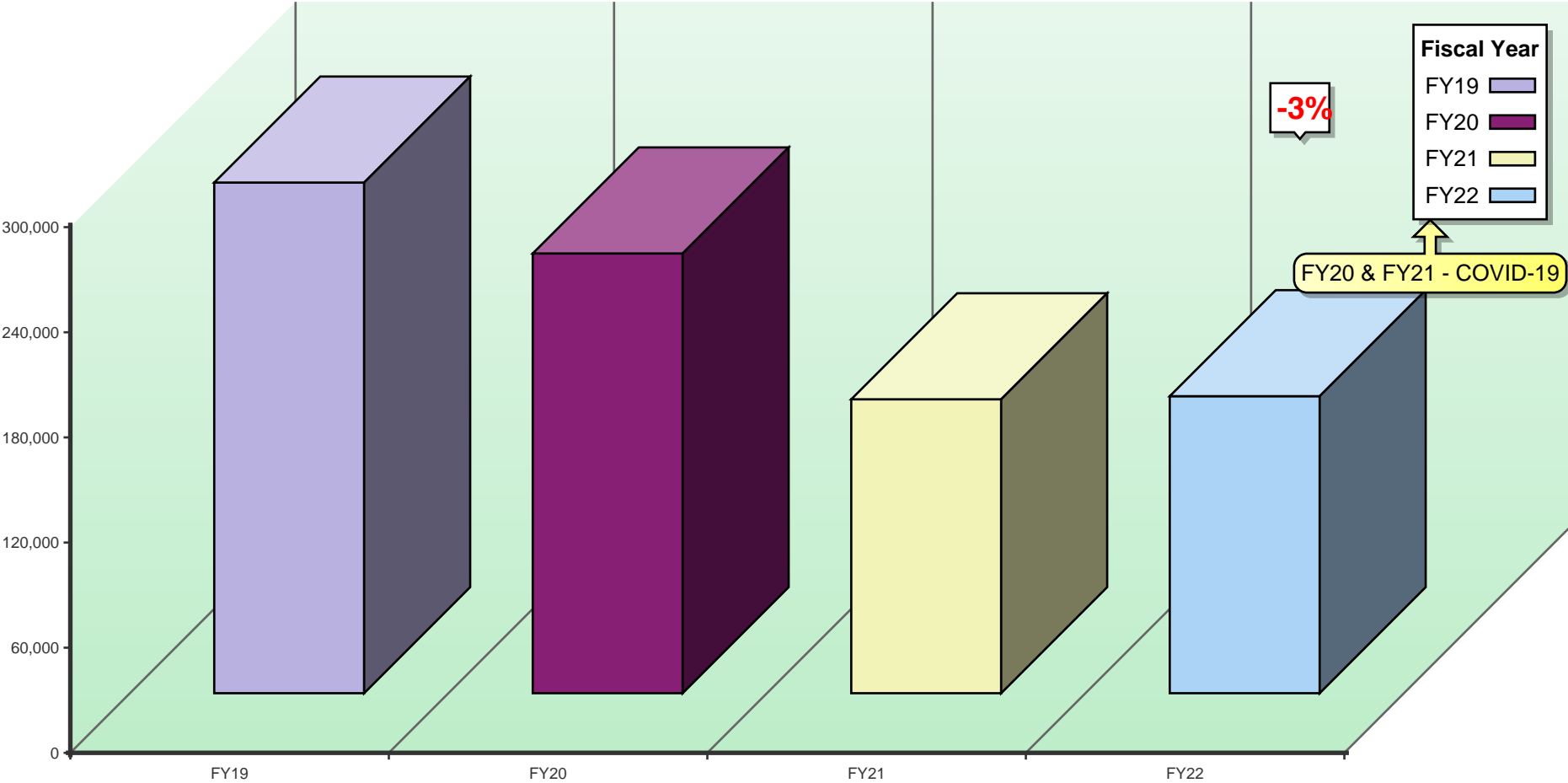


% amount equals the overall increase or decrease between Previous Year & Current Year

ANNUAL COLOR VOLUME BY LOCATION

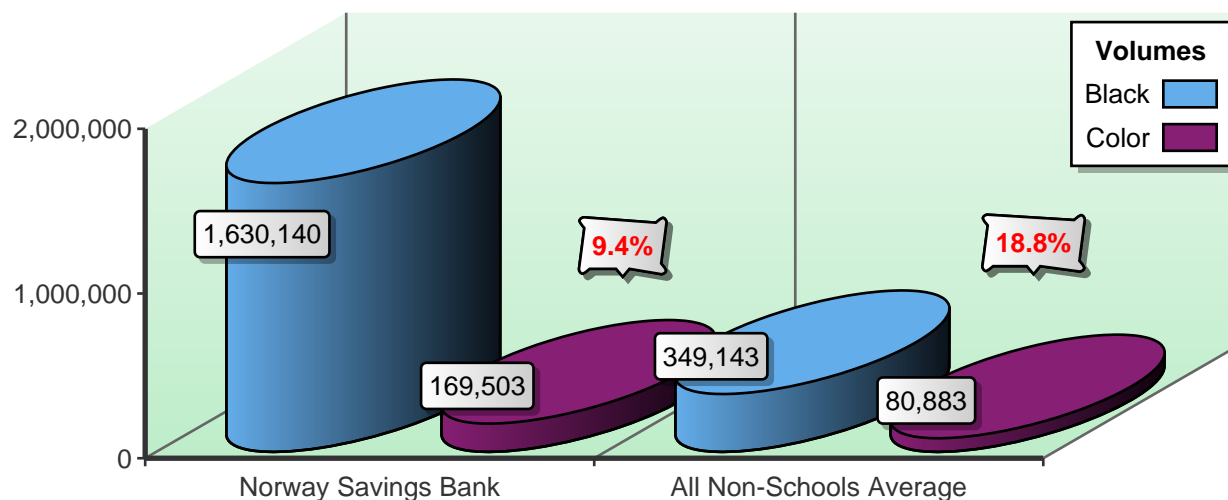


ANNUAL COLOR VOLUME OVERALL



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

COLOR-TO-TOTAL VOLUME COMPARISON



SPC Analysis

Despite the significant drop in color usage over the past two years, color usage has not only recovered, it has soared. FY22 increased average color usage by 33% over FY21. Obviously, some color printing is necessary, but if it is not properly monitored it could negatively impact your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Equipment Health Status page.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management software that pinpoints the problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations.

EQUIPMENT USAGE & RECOMMENDATIONS

The usage analysis shown here provides an overview of the usage of each piece of equipment currently under contract and monitored by SPC.

Date of Last Upgrade: 05/15/2021

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Auburn Branch					
2nd Floor					
Konica Minolta BH4052 / 42 PPM AA1R011011693 / 64373 1,000,000 / 08/2018 Black Laser MFP / BUDGET	2,629 0	6,502 0	3,873 0	\$0.00821 \$31.80 \$0.00000 \$0.00	None at this time.
Branch Manager					
Konica Minolta BH4052 / 42 PPM AA1R011011638 / 64374 1,000,000 / 08/2018 Black Laser MFP / BUDGET	9,926 0	20,682 0	10,756 0	\$0.00821 \$88.31 \$0.00000 \$0.00	None at this time.
Commercial & AMG					
Konica Minolta BHC360i / 36 PPM AA2J013005444 / 65237 750,000 / 04/2019 Color Photocopier / BUDGET	0 0	28,226 11,217	28,226 11,217	\$0.00370 \$104.44 \$0.03774 \$423.33	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM36143 / 64388 750,000 / 10/2015 Black Network Printer / BUDGET	3,318 0	4,667 0	1,349 0	\$0.05188 \$69.99 \$0.00000 \$0.00	7 years from Intro.
Service Bar					
Konica Minolta BH458 / 45 PPM AA6U011022482 / 64512 1,000,000 / 08/2016 Black Photocopier / BUDGET	32,394 0	65,623 0	33,229 0	\$0.00380 \$126.27 \$0.00000 \$0.00	None at this time.
		Subtotal Black	77,433	\$420.80	
		Subtotal Color	11,217	\$423.33	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Bethel Branch					
Lobby					
Konica Minolta BH458 / 45 PPM	32,183	66,083	33,900	\$0.00380	None at this time.
AA6U011021862 / 64356				\$128.82	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier/BUDGET				\$0.00	
Main Office					
Konica Minolta BH4052 / 42 PPM	10,279	17,200	6,921	\$0.00821	None at this time.
AA1R011012262 / 64350				\$56.82	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	2,606	3,694	1,088	\$0.05188	7 years from Intro.
PHBHM36107 / 61106				\$56.45	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Privacy Office					
Konica Minolta BH4052 / 42 PPM	3,098	7,894	4,796	\$0.00821	None at this time.
AA1R011012298 / 64354				\$39.38	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Subtotal Black			46,705	\$281.46	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Bridgton Branch					
Lender's Office					
Konica Minolta BH4052 / 42 PPM	7,130	20,991	13,861	\$0.00821	None at this time.
AA1R011010614 / 64344				\$113.80	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Main Office					
Konica Minolta BH450i / 45 PPM	0	53,606	53,606	\$0.00370	None at this time.
AC76011003834 / 65244				\$198.34	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Market Manager					
Konica Minolta BH4052 / 42 PPM	2,639	10,083	7,444	\$0.00821	None at this time.
AA1R011012326 / 64342				\$61.12	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	4,701	6,616	1,915	\$0.05188	7 years from Intro.
PHBHM36106 / 64383				\$99.35	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Subtotal Black			76,826	\$472.61	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Brunswick - Cooks Corner Branch					
Branch Manager					
Konica Minolta BH458 / 45 PPM AA6U011022229 / 64513 1,000,000 / 08/2016 Black Photocopier/BUDGET	3,641 0	7,480 0	3,839 0	\$0.00380 \$14.59 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35807 / 64394 750,000 / 10/2015 Black Network Printer / BUDGET	2,318 0	3,297 0	979 0	\$0.05188 \$50.79 \$0.00000 \$0.00	7 years from Intro.
Teller Line					
Konica Minolta BH4052 / 42 PPM AA1R011011660 / 64371 1,000,000 / 08/2018 Black Laser MFP / BUDGET	13,164 0	32,937 0	19,773 0	\$0.00821 \$162.34 \$0.00000 \$0.00	None at this time.
Subtotal Black			24,591	\$227.72	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Brunswick - Maine Street					
Branch Manager					
Konica Minolta BH4052 / 42 PPM AA1R011012492 / 64368 1,000,000 / 08/2018 Black Laser MFP/BUDGET	6,203 0	15,832 0	9,629 0	\$0.00821 \$79.05 \$0.00000 \$0.00	None at this time.
Copy Room					
Konica Minolta BH450i / 45 PPM AC76011004033 / 65225 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	23,867 0	23,867 0	\$0.00370 \$88.31 \$0.00000 \$0.00	None at this time.
Office					
Konica Minolta BH4052 / 42 PPM AA1R011011896 / 64367 1,000,000 / 08/2018 Black Laser MFP / BUDGET	14,061 0	23,073 0	9,012 0	\$0.00821 \$73.99 \$0.00000 \$0.00	None at this time.
Office					
Konica Minolta BHC3350i / 35 PPM A93E011202697 / 65215 750,000 / 04/2019 Color Laser MFP / BUDGET	0 0	1,885 1,128	1,885 1,128	\$0.01238 \$23.34 \$0.08625 \$97.29	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35802 / 64393 750,000 / 10/2015 Black Network Printer / BUDGET	2,737 0	3,911 0	1,174 0	\$0.05188 \$60.91 \$0.00000 \$0.00	7 years from Intro.
Security Officer					
Konica Minolta BH4052 / 42 PPM AA1R011011722 / 64370 1,000,000 / 08/2018 Black Laser MFP / BUDGET	2,481 0	4,829 0	2,348 0	\$0.00821 \$19.28 \$0.00000 \$0.00	None at this time.
		Subtotal Black	47,915	\$344.87	
		Subtotal Color	1,128	\$97.29	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Falmouth Branch					
Branch Manager					
Konica Minolta BH4052 / 42 PPM AA1R011011924 / 64359 1,000,000 / 08/2018 Black Laser MFP/BUDGET	2,134 0	8,155 0	6,021 0	\$0.00821 \$49.43 \$0.00000 \$0.00	None at this time.
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003835 / 65238 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	26,319 0	26,319 0	\$0.00370 \$97.38 \$0.00000 \$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35804 / 64392 750,000 / 10/2015 Black Network Printer / BUDGET	1,259 0	1,840 0	581 0	\$0.05188 \$30.14 \$0.00000 \$0.00	7 years from Intro.
Subtotal Black					
Subtotal Color					

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Freeport Branch					
Branch Manager					
Konica Minolta BH4052 / 42 PPM AA1R011011895 / 64366 1,000,000 / 08/2018 Black Laser MFP/BUDGET	4,082 0	7,277 0	3,195 0	\$0.00821 \$26.23 \$0.00000 \$0.00	None at this time.
Lobby					
Konica Minolta BH4052 / 42 PPM AA1R011011931 / 64369 1,000,000 / 08/2018 Black Laser MFP / BUDGET	7,056 0	16,210 0	9,154 0	\$0.00821 \$75.15 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM36108 / 64390 750,000 / 10/2015 Black Network Printer / BUDGET	1,556 0	2,114 0	558 0	\$0.05188 \$28.95 \$0.00000 \$0.00	7 years from Intro.
Teller Line					
Konica Minolta BH458 / 45 PPM AA6U011021824 / 64365 1,000,000 / 08/2016 Black Photocopier / BUDGET	9,288 0	17,593 0	8,305 0	\$0.00380 \$31.56 \$0.00000 \$0.00	None at this time.
Subtotal Black			21,212	\$161.89	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Fryeburg Branch					
Branch Manager					
Konica Minolta BH4052 / 42 PPM	11,894	27,545	15,651	\$0.00821	None at this time.
AAIR011012508 / 64349				\$128.49	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Conf Room					
Konica Minolta BH4052 / 42 PPM	24,078	52,230	28,152	\$0.00821	None at this time.
AAIR011012483 / 64347				\$231.13	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Main Office					
Konica Minolta BH450i / 45 PPM	0	44,978	44,978	\$0.00370	None at this time.
AC76011003898 / 65247				\$166.42	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	5,968	8,198	2,230	\$0.05188	7 years from Intro.
PHBHL35057 / 64384				\$115.69	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Subtotal Black			91,011	\$641.73	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Gorham Branch					
Commercial Lending					
Konica Minolta BH4052 / 42 PPM	5,926	10,358	4,432	\$0.00821	None at this time.
AAIR011011692 / 64343				\$36.39	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Drive Up					
Konica Minolta BH40501 / 42 PPM	0	6,985	6,985	\$0.00800	None at this time.
ACT9011001244 / 65199				\$55.88	
1,000,000 / 06/2019	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Manager's Office					
Konica Minolta BH4052 / 42 PPM	7,914	17,795	9,881	\$0.00821	None at this time.
AAIR011010606 / 64341				\$81.12	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	1,370	2,062	692	\$0.05188	7 years from Intro.
PHBHM35812 / 64387				\$35.90	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	

Norway Savings					
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Retail Lender					
Konica Minolta BH4050I / 42 PPM	0	6,111	6,111	\$0.00800	None at this time.
ACT9011001107 / 20422				\$48.89	
1,000,000 / 06/2019	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Work Room					
Konica Minolta BH4050I / 42 PPM	0	8,865	8,865	\$0.00800	None at this time.
ACT9011001827 / 20421				\$70.92	
1,000,000 / 06/2019	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
		Subtotal Black	36,966	\$329.10	
		Subtotal Color	0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Gray Branch					
Office					
Konica Minolta BH4052 / 42 PPM AA1R011011904 / 64361 1,000,000 / 08/2018 Black Laser MFP/BUDGET	9,627 0	13,144 0	3,517 0	\$0.00821 \$28.87 \$0.00000 \$0.00	None at this time.
Office					
Konica Minolta BH458 / 45 PPM AA6U011022278 / 64364 1,000,000 / 08/2016 Black Photocopier / BUDGET	12,406 0	32,790 0	20,384 0	\$0.00380 \$77.46 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM36110 / 64389 750,000 / 10/2015 Black Network Printer / BUDGET	1,210 0	1,673 0	463 0	\$0.05188 \$24.02 \$0.00000 \$0.00	7 years from Intro.
Privacy Office					
Konica Minolta BH4052 / 42 PPM AA1R011011702 / 64362 1,000,000 / 08/2018 Black Laser MFP / BUDGET	1,833 0	2,862 0	1,029 0	\$0.00821 \$8.45 \$0.00000 \$0.00	None at this time.
Subtotal Black			25,393	\$138.80	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Kennebunk Branch					
Commercial Lender's Office					
Konica Minolta BH4052 / 42 PPM	696	1,168	472	\$0.00821	None at this time.
AA1R011011636 / 64503				\$3.88	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Copy Room					
Konica Minolta BH458 / 45 PPM	34,570	71,676	37,106	\$0.00380	None at this time.
AA6U011022263 / 64514				\$141.00	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Manager's Office					
Konica Minolta BH4052 / 42 PPM	3,098	7,149	4,051	\$0.00821	None at this time.
AA1R011011695 / 64501				\$33.26	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	846	1,344	498	\$0.05188	7 years from Intro.
PHBHL35049 / 64398				\$25.84	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Subtotal Black			42,127	\$203.97	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Naples Branch						
Assistant Manager's Office						
Konica Minolta BH4052 / 42 PPM AAIR011012474 / 64351 1,000,000 / 08/2018 Black Laser MFP/BUDGET	3,163 0	6,981 0	3,818 0	\$0.00821 \$31.35 \$0.00000 \$0.00	None at this time.	
Branch Manager						
Konica Minolta BH4052 / 42 PPM AAIR011012269 / 64352 1,000,000 / 08/2018 Black Laser MFP / BUDGET	2,810 0	4,091 0	1,281 0	\$0.00821 \$10.52 \$0.00000 \$0.00		None at this time.
CSR Office						
Konica Minolta BH4052 / 42 PPM AAIR011012502 / 64357 1,000,000 / 08/2018 Black Laser MFP / BUDGET	1,904 0	3,467 0	1,563 0	\$0.00821 \$12.83 \$0.00000 \$0.00	None at this time.	
Main Office						
Konica Minolta BH450i / 45 PPM AC76011003919 / 65243 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	35,591 0	35,591 0	\$0.00370 \$131.69 \$0.00000 \$0.00		None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Manager's Office					
Konica Minolta BH4052 / 42 PPM	5,166	9,557	4,391	\$0.00821	None at this time.
AAIR011012306 / 64353				\$36.05	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	3,308	4,712	1,404	\$0.05188	7 years from Intro.
PHBHL3505I / 64382				\$72.84	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
		Subtotal Black	48,048	\$295.27	
		Subtotal Color	0	\$0.00	

Make-Model / Speed			FY22		
Serial Number / Vendor ID			Annual	Cost/Copy	
Life Expectancy / Model Intro Date	07/01/2021	06/30/2022	Volume	Annual Cost	Recommendations
Equipment Type / Vendor	Meter	Meter			

Norway - Main Offices

Drive-Up

Konica Minolta BH4052 / 42 PPM	15,454	28,617	13,163	\$0.00821	None at this time.
AA1R011010607 / 64315				\$108.07	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	

Drive-Up Check Printer

HP Laser Jet Pro M402n / 40 PPM	6,311	8,072	1,761	\$0.05188	7 years from Intro.
PHBHL35059 / 62222				\$91.36	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	

Executive Administration

Konica Minolta BHC650i / 65 PPM	8,812	19,276	10,464	\$0.00380	None at this time.
AA7N011000734 / 64320				\$39.76	
4,000,000 / 02/2020	53,840	132,072	78,232	\$0.03872	
Color Photocopier / BUDGET				\$3,029.14	

Executive Assistant

Konica Minolta BH4052 / 42 PPM	2,260	4,581	2,321	\$0.00821	None at this time.
AA1R011011745 / 64339				\$19.06	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Finance					
Konica Minolta BH4052 / 42 PPM AAI011010621 / 64337 1,000,000 / 08/2018 Black Laser MFP / BUDGET	703 0	4,108 0	3,405 0	\$0.00821 \$27.96 \$0.00000 \$0.00	None at this time.
Front Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35819 / 64010 750,000 / 10/2015 Black Network Printer / BUDGET	6,119 0	8,839 0	2,720 0	\$0.05188 \$141.11 \$0.00000 \$0.00	7 years from Intro.
Lender's Office					
Konica Minolta BH4052 / 42 PPM AAI011010625 / 64324 1,000,000 / 08/2018 Black Laser MFP / BUDGET	4,349 0	8,827 0	4,478 0	\$0.00821 \$36.76 \$0.00000 \$0.00	None at this time.
Loan Servicing					
Konica Minolta BH450i / 45 PPM AC76011003851 / 65242 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	26,918 0	26,918 0	\$0.00370 \$99.60 \$0.00000 \$0.00	None at this time.

Norway Savings						
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Loan Servicing						
Konica Minolta BHC650i / 65 PPM AA7N011002933 / 65188 4,000,000 / 02/2020 Color Photocopier / BUDGET	0	3,276	3,276	\$0.00370 \$12.12 \$0.03774 \$315.24	None at this time.	
Loan Servicing 2nd Floor						
Konica Minolta BH558 / 55 PPM AA6T011011308 / 64340 3,000,000 / 02/2017 Black Photocopier / BUDGET	37,538	87,642	50,104	\$0.00380 \$190.40 \$0.00000 \$0.00		None at this time.
Lobby						
Konica Minolta BH450i / 45 PPM AC76011003966 / 65233 1,000,000 / 09/2020 Black Photocopier / BUDGET	0	104,987	104,987	\$0.00370 \$388.45 \$0.00000 \$0.00	None at this time.	
Marketing						
Konica Minolta BH4052 / 42 PPM AA1R011010611 / 64317 1,000,000 / 08/2018 Black Laser MFP / BUDGET	145	581	436	\$0.00821 \$3.58 \$0.00000 \$0.00		None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Marketing Admin					
Konica Minolta BH4052 / 42 PPM	3,422	6,332	2,910	\$0.00821	None at this time.
AA1R011011950 / 64325				\$23.89	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Marketing Assistant					
Konica Minolta BH4052 / 42 PPM	1,177	2,028	851	\$0.00821	None at this time.
AA1R011010628 / 64323				\$6.99	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
RLC					
Konica Minolta BH558 / 55 PPM	17,930	66,264	48,334	\$0.00380	None at this time.
AA6T011011333 / 64338				\$183.67	
3,000,000 / 02/2017	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Tallys Office					
Konica Minolta BH4052 / 42 PPM	3,552	10,662	7,110	\$0.00821	None at this time.
AA1R011010618 / 64321				\$58.37	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Vicky's Office					
Konica Minolta BH4052 / 42 PPM	1,801	2,483	682	\$0.00821	None at this time.
AAIR011010616 / 64319				\$5.60	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
		Subtotal Black	283,920	\$1,436.74	
		Subtotal Color	86,585	\$3,344.39	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Norway - Operations Center					
Chuck Williams' Office					
Konica Minolta BH4052 / 42 PPM	12	18	6	\$0.00821	None at this time.
AA1R011010604 / 64318				\$0.05	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Customer Care					
Konica Minolta BH450i / 45 PPM	0	13,658	13,658	\$0.00370	None at this time.
AC76011004019 / 65230				\$50.53	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Deposit Ops					
Konica Minolta BH558 / 55 PPM	33,078	128,492	95,414	\$0.00380	None at this time.
AA6T011011332 / 64334				\$362.57	
3,000,000 / 02/2017	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Finance					
HP Laser Jet Pro M402n / 40 PPM	12,442	19,215	6,773	\$0.05188	7 years from Intro.
PHBHM36136 / 61109				\$351.38	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Finance					
Konica Minolta BHC650i / 65 PPM	8,749	17,501	8,752	\$0.00380	None at this time.
AA7N011000670 / 64312				\$33.26	
4,000,000 / 02/2020	40,781	66,884	26,103	\$0.03872	
Color Photocopier / BUDGET				\$1,010.71	
Human Resources					
Konica Minolta BH4052 / 42 PPM	8,417	8,417	0	\$0.00821	Not in use for FY22.
AA1R011010327 / 64267				\$0.00	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Human Resources					
Konica Minolta BH4050i / 42 PPM	0	6,840	6,840	\$0.00800	None at this time.
ACT9011001820 / 20415				\$54.72	
1,000,000 / 06/2019	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
IT Network					
Konica Minolta BH450i / 45 PPM	0	21,960	21,960	\$0.00370	None at this time.
AC76011003952 / 65223				\$81.25	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
IT Network					
Konica Minolta BH450i / 45 PPM AC76011004058 / 65221 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	15,761 0	15,761 0	\$0.00370 \$58.32 \$0.00000 \$0.00	None at this time.
Main Office					
Konica Minolta BH4052 / 42 PPM AA1R011010605 / 64316 1,000,000 / 08/2018 Black Laser MFP / BUDGET	4,519 0	9,325 0	4,806 0	\$0.00821 \$39.46 \$0.00000 \$0.00	None at this time.
Office MICR - NO CONTRACT					
Ricoh SP3510dn / 30 PPM T315Q910784 / 750,000 / 06/2012 Black Network Printer / 1793	33,806 0	33,806 0	0 0	\$0.00000 \$0.00 \$0.00000 \$0.00	Traded.
Open Work Area					
Konica Minolta BH450i / 45 PPM AC76011004132 / 65224 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	22,224 0	22,224 0	\$0.00370 \$82.23 \$0.00000 \$0.00	None at this time.

Norway Savings					
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Retail Support					
HP Laser Jet Pro M402n / 40 PPM PHBHL16641 / 61108 750,000 / 10/2015 Black Network Printer / BUDGET	140 0	1,039 0	899 0	\$0.05188 \$46.64 \$0.00000 \$0.00	7 years from Intro.
Spare Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35814 / 61105 750,000 / 10/2015 Black Network Printer / BUDGET	0 0	0 0	0 0	\$0.05188 \$0.00 \$0.00000 \$0.00	Not in use for FY22. 7 years from Intro.
Training Prep Room					
Konica Minolta BHC3350i / 35 PPM A93E011202707 / 65216 750,000 / 04/2019 Color Laser MFP / BUDGET	0 0	4,107 7,711	4,107 7,711	\$0.01238 \$50.84 \$0.08625 \$665.07	None at this time.
		Subtotal Black	201,200	\$1,211.26	
		Subtotal Color	33,814	\$1,675.78	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Portland - Congress Street					
3rd Floor					
Konica Minolta BH450i / 45 PPM AC76011003967 / 64757 1,000,000 / 09/2020 Black Photocopier/BUDGET	0 0	2,957 0	2,957 0	\$0.00370 \$10.94 \$0.00000 \$0.00	None at this time.
AMG - 2nd Floor					
Konica Minolta BHC360i / 36 PPM AA2J011009355 / 63447 750,000 / 04/2019 Color Photocopier / BUDGET	26,382 13,009	62,721 29,930	36,339 16,921	\$0.00380 \$138.09 \$0.03872 \$655.18	None at this time.
AMG/Manager's Office					
Konica Minolta BH4052 / 42 PPM AA1R011011746 / 64509 1,000,000 / 08/2018 Black Laser MFP / BUDGET	2,386 0	3,838 0	1,452 0	\$0.00821 \$11.92 \$0.00000 \$0.00	None at this time.
AMG/Retail					
Konica Minolta BH450i / 45 PPM AC76011003909 / 64759 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	21,368 0	21,368 0	\$0.00370 \$79.06 \$0.00000 \$0.00	None at this time.

Norway Savings					
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Carolyn's Office					
Konica Minolta BH4052 / 42 PPM AA1R011011686 / 64375 1,000,000 / 08/2018 Black Laser MFP / BUDGET	661 0	3,250 0	2,589 0	\$0.00821 \$21.26 \$0.00000 \$0.00	None at this time.
Commercial Area					
Konica Minolta BHC3350i / 35 PPM A93E011202507 / 65214 750,000 / 04/2019 Color Laser MFP / BUDGET	0 0	3,667 10,240	3,667 10,240	\$0.01238 \$45.40 \$0.08625 \$883.20	None at this time.
Commercial Area					
Konica Minolta BH550i / 55 PPM AC75011001687 / 65250 3,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	50,833 0	50,833 0	\$0.00370 \$188.08 \$0.00000 \$0.00	None at this time.
HR & Training 2nd Floor					
Konica Minolta BHC360i / 36 PPM AA2J013005385 / 64756 750,000 / 04/2019 Color Photocopier / BUDGET	0 0	7,489 7,462	7,489 7,462	\$0.00370 \$27.71 \$0.03774 \$281.62	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35778 / 64378 750,000 / 10/2015 Black Network Printer / BUDGET	2,814 0	4,058 0	1,244 0	\$0.05188 \$64.54 \$0.00000 \$0.00	7 years from Intro.
Retail Admin, 1st Floor					
Konica Minolta BH450i / 45 PPM AC76011004112 / 65249 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	13,231 0	13,231 0	\$0.00370 \$48.95 \$0.00000 \$0.00	None at this time.
Teller Line					
Konica Minolta BH450i / 45 PPM AC76011004002 / 65248 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	31,280 0	31,280 0	\$0.00370 \$115.74 \$0.00000 \$0.00	None at this time.
		Subtotal Black	172,449	\$751.69	
		Subtotal Color	34,623	\$1,820.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Portland - Exchange Street					
Annex Area 1st Floor					
Konica Minolta BH450i / 45 PPM AC76011003825 / 64760 1,000,000 / 09/2020 Black Photocopier/BUDGET	0	7,014	7,014	\$0.00370 \$25.95 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHL35056 / 64379 750,000 / 10/2015 Black Network Printer / BUDGET	974	1,184	210	\$0.05188 \$10.89 \$0.00000 \$0.00	7 years from Intro.
Subtotal Black			7,224	\$36.85	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Portland - Forest Ave					
Branch Library					
Konica Minolta BH450i / 45 PPM AC76011003960 / 64758 1,000,000 / 09/2020 Black Photocopier/BUDGET	0 0	9,204 0	9,204 0	\$0.00370 \$34.05 \$0.00000 \$0.00	None at this time.
Office					
Konica Minolta BH4052 / 42 PPM AA1R011011694 / 64508 1,000,000 / 08/2018 Black Laser MFP / BUDGET	10,746 0	19,233 0	8,487 0	\$0.00821 \$69.68 \$0.00000 \$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHL35053 / 64380 750,000 / 10/2015 Black Network Printer / BUDGET	1,114 0	1,757 0	643 0	\$0.05188 \$33.36 \$0.00000 \$0.00	7 years from Intro.
Privacy Office					
Konica Minolta BH4052 / 42 PPM AA1R011011643 / 64507 1,000,000 / 08/2018 Black Laser MFP / BUDGET	4,109 0	7,653 0	3,544 0	\$0.00821 \$29.10 \$0.00000 \$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Teller Line					
Konica Minolta BH4052 / 42 PPM	7,113	18,657	11,544	\$0.00821	None at this time.
AA1R011011645 / 64506				\$94.78	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
		Subtotal Black	33,422	\$260.96	
		Subtotal Color	0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Saco Branch					
Commercial Area					
Konica Minolta BH4052 / 42 PPM AA1R011011699 / 64504 1,000,000 / 08/2018 Black Laser MFP/BUDGET	704 0	1,170 0	466 0	\$0.00821 \$3.83 \$0.00000 \$0.00	None at this time.
Lobby					
Konica Minolta BH4052 / 42 PPM AA1R011011639 / 64505 1,000,000 / 08/2018 Black Laser MFP / BUDGET	9,839 0	15,355 0	5,516 0	\$0.00821 \$45.29 \$0.00000 \$0.00	None at this time.
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003939 / 65232 1,000,000 / 09/2020 Black Photocopier / BUDGET	0 0	33,644 0	33,644 0	\$0.00370 \$124.48 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35821 / 64397 750,000 / 10/2015 Black Network Printer / BUDGET	2,615 0	3,619 0	1,004 0	\$0.05188 \$52.09 \$0.00000 \$0.00	7 years from Intro.
Subtotal Black			40,630	\$225.68	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Scarborough Branch					
Lobby					
Konica Minolta BH458 / 45 PPM AA6U011021834 / 64311 1,000,000 / 08/2016 Black Photocopier/BUDGET	13,914 0	34,326 0	20,412 0	\$0.00380 \$77.57 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35822 / 64396 750,000 / 10/2015 Black Network Printer / BUDGET	1,266 0	1,773 0	507 0	\$0.05188 \$26.30 \$0.00000 \$0.00	7 years from Intro.
Teller Line					
Konica Minolta BH4052 / 42 PPM AA1R011011652 / 64358 1,000,000 / 08/2018 Black Laser MFP / BUDGET	6,908 0	9,973 0	3,065 0	\$0.00821 \$25.16 \$0.00000 \$0.00	None at this time.
Subtotal Black			23,984	\$129.03	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
South Paris Branch					
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003840 / 65239 1,000,000 / 09/2020 Black Photocopier/BUDGET	0	27,306	27,306	\$0.00370 \$101.03 \$0.00000 \$0.00	None at this time.
Manager's Office					
Konica Minolta BH4052 / 42 PPM AA1R011012507 / 64345 1,000,000 / 08/2018 Black Laser MFP / BUDGET	4,663	9,570	4,907	\$0.00821 \$40.29 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35808 / 61107 750,000 / 10/2015 Black Network Printer / BUDGET	3,382	4,847	1,465	\$0.05188 \$76.00 \$0.00000 \$0.00	7 years from Intro.
Supervisor's Office					
Konica Minolta BH4052 / 42 PPM AA1R011011648 / 64355 1,000,000 / 08/2018 Black Laser MFP / BUDGET	6,253	13,477	7,224	\$0.00821 \$59.31 \$0.00000 \$0.00	None at this time.
Subtotal Black			40,902	\$276.63	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
South Portland Branch					
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003973 / 65231 1,000,000 / 09/2020 Black Photocopier/BUDGET	0 0	28,102 0	28,102 0	\$0.00370 \$103.98 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM36102 / 64381 750,000 / 10/2015 Black Network Printer / BUDGET	1,587 0	2,217 0	630 0	\$0.05188 \$32.68 \$0.00000 \$0.00	7 years from Intro.
Personal Banker					
Konica Minolta BH4052 / 42 PPM AA1R011011748 / 64363 1,000,000 / 08/2018 Black Laser MFP / BUDGET	10,217 0	20,213 0	9,996 0	\$0.00821 \$82.07 \$0.00000 \$0.00	None at this time.
Subtotal Black			38,728	\$218.73	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Standish Branch					
Back Office					
Konica Minolta BHC3350i / 35 PPM	7,047	10,343	3,296	\$0.01238	None at this time.
A93E011006485 / 64346				\$40.80	
750,000 / 04/2019	790	2,926	2,136	\$0.08849	
Color Laser MFP/BUDGET				\$189.01	
Main Office					
Konica Minolta BH450i / 45 PPM	0	18,261	18,261	\$0.00370	None at this time.
AC76011004030 / 64755				\$67.57	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	1,714	2,399	685	\$0.05188	7 years from Intro.
PHBHM36105 / 64386				\$35.54	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Work Room					
Konica Minolta BH4052 / 42 PPM	13,660	31,573	17,913	\$0.00821	None at this time.
AA1R011012312 / 64348				\$147.07	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Subtotal Black			40,155	\$290.97	
Subtotal Color			2,136	\$189.01	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Topsham Branch					
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003988 / 65228 1,000,000 / 09/2020 Black Photocopier/BUDGET	0 0	6,127 0	6,127 0	\$0.00370 \$22.67 \$0.00000 \$0.00	None at this time.
Manager's Office					
Konica Minolta BH4052 / 42 PPM AA1R011011691 / 64377 1,000,000 / 08/2018 Black Laser MFP / BUDGET	7,928 0	17,093 0	9,165 0	\$0.00821 \$75.24 \$0.00000 \$0.00	None at this time.
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHM35809 / 64395 750,000 / 10/2015 Black Network Printer / BUDGET	2,613 0	3,542 0	929 0	\$0.05188 \$48.20 \$0.00000 \$0.00	7 years from Intro.
Teller Line					
Konica Minolta BH4052 / 42 PPM AA1R011011680 / 64502 1,000,000 / 08/2018 Black Laser MFP / BUDGET	17,602 0	32,126 0	14,524 0	\$0.00821 \$119.24 \$0.00000 \$0.00	None at this time.
Subtotal Black			30,745	\$265.35	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Windham Branch					
Commercial Admin					
Konica Minolta BH4052 / 42 PPM	5,869	19,480	13,611	\$0.00821	None at this time.
AA1R011011689 / 64335				\$111.75	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP/BUDGET				\$0.00	
Main Office					
Konica Minolta BH450i / 45 PPM	0	71,858	71,858	\$0.00370	None at this time.
AC76011004116 / 64754				\$265.87	
1,000,000 / 09/2020	0	0	0	\$0.00000	
Black Photocopier / BUDGET				\$0.00	
Manager's Office					
Konica Minolta BH4052 / 42 PPM	12,564	24,480	11,916	\$0.00821	None at this time.
AA1R011011698 / 64336				\$97.83	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP / BUDGET				\$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM	3,168	4,753	1,585	\$0.05188	7 years from Intro.
PHBHM35813 / 64385				\$82.23	
750,000 / 10/2015	0	0	0	\$0.00000	
Black Network Printer / BUDGET				\$0.00	
Subtotal Black			98,970	\$557.68	
Subtotal Color			0	\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2021 Meter	06/30/2022 Meter	FY22 Annual Volume	Cost/Copy Annual Cost	Recommendations
Yarmouth Branch					
Main Office					
Konica Minolta BH450i / 45 PPM AC76011003889 / 65241 1,000,000 / 09/2020 Black Photocopier/BUDGET	0 0	38,133 0	38,133 0	\$0.00370 \$141.09 \$0.00000 \$0.00	None at this time.
Manager's Office					
Konica Minolta BH4052 / 42 PPM AA1R011011707 / 64360 1,000,000 / 08/2018 Black Laser MFP / BUDGET	9,124 0	16,896 0	7,772 0	\$0.00821 \$63.81 \$0.00000 \$0.00	
Office Check Printer					
HP Laser Jet Pro M402n / 40 PPM PHBHL35052 / 64391 750,000 / 10/2015 Black Network Printer / BUDGET	1,708 0	2,466 0	758 0	\$0.05188 \$39.33 \$0.00000 \$0.00	7 years from Intro.
Subtotal Black					
Subtotal Color					
Overall Black Totals					
Overall Color Totals					
Overall Black Totals					Your Avg Color CPC is \$0.0445
Overall Color Totals					

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 FY 22 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
1,630,140	\$0.03558	\$58,000.38

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,630,140	\$0.00589	\$9,601.52	\$48,398.86	\$241,994.28

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

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of
 $\$48,398.86 \times 20 \text{ years as a Client} = \$967,977.13 \text{ Cost Savings!}$

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 payments are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Auburn Branch	77,433	\$441.96	\$489.69	\$2,192.65	\$3,124.30
Bethel Branch	46,705	\$295.52	\$295.36	\$1,322.53	\$1,913.42
Bridgton Branch	76,826	\$496.49	\$485.85	\$2,175.46	\$3,157.79
Brunswick - Cooks Corner Branch	24,591	\$239.09	\$155.51	\$696.34	\$1,090.94
Brunswick - Maine Street	47,915	\$362.22	\$303.01	\$1,356.79	\$2,022.03
Falmouth Branch	32,921	\$185.93	\$208.19	\$932.21	\$1,326.34
Freeport Branch	21,212	\$169.98	\$134.14	\$600.65	\$904.78
Fryeburg Branch	91,011	\$674.01	\$575.55	\$2,577.13	\$3,826.70
Gorham Branch	36,966	\$345.54	\$233.77	\$1,046.76	\$1,626.07
Gray Branch	25,393	\$145.74	\$160.59	\$719.05	\$1,025.37
Kennebunk Branch	42,127	\$214.17	\$266.41	\$1,192.90	\$1,673.48
Naples Branch	48,048	\$310.20	\$303.86	\$1,360.56	\$1,974.62
Norway - Main Offices	283,920	\$1,509.22	\$1,795.51	\$8,039.68	\$11,344.41
Norway - Operations Center	201,200	\$1,272.16	\$1,272.39	\$5,697.32	\$8,241.87
Portland - Congress Street	172,449	\$789.90	\$1,090.57	\$4,883.19	\$6,763.66
Portland - Exchange Street	7,224	\$38.72	\$45.68	\$204.56	\$288.97

Total Proj
Black Usage
Cost

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Portland - Forest Ave	33,422	\$274.04	\$211.36	\$946.40	\$1,431.81
Saco Branch	40,630	\$237.13	\$256.94	\$1,150.51	\$1,644.58
Scarborough Branch	23,984	\$135.48	\$151.67	\$679.15	\$966.30
South Paris Branch	40,902	\$290.59	\$258.66	\$1,158.21	\$1,707.46
South Portland Branch	38,728	\$229.80	\$244.92	\$1,096.65	\$1,571.36
Standish Branch	40,155	\$305.61	\$253.94	\$1,137.06	\$1,696.60
Topsham Branch	30,745	\$278.64	\$194.43	\$870.60	\$1,343.66
Windham Branch	98,970	\$585.91	\$625.89	\$2,802.50	\$4,014.30
Yarmouth Branch	46,663	\$256.62	\$295.10	\$1,321.34	\$1,873.06
TOTALS	1,630,140	\$10,084.67	\$10,309.01	\$46,160.18	\$66,553.85

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 averaged annual lease payments 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	11,217	\$444.53
Bethel Branch	0	\$0.00
Bridgton Branch	0	\$0.00
Brunswick - Cooks Corner Branch	0	\$0.00
Brunswick - Maine Street	1,128	\$102.15
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 - Main Offices	86,585	\$3,511.94
Norway - Operations Center	33,814	\$1,759.66
Portland - Congress Street	34,623	\$1,911.06
Portland - Exchange Street	0	\$0.00

Building	Projected Color Volume	Service & Supply Cost
Portland - Forest Ave	0	\$0.00
Saco Branch	0	\$0.00
Scarborough Branch	0	\$0.00
South Paris Branch	0	\$0.00
South Portland Branch	0	\$0.00
Standish Branch	2,136	\$198.46
Topsham Branch	0	\$0.00
Windham Branch	0	\$0.00
Yarmouth Branch	0	\$0.00
TOTALS	169,503	\$7,927.80

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's 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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for **FY23 to only 5%**. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Black Volume	FY22 Black Cost/Copy	FY22 Black S & S Costs	FY23 Black Cost/Copy	FY23 Projected Black S & S Costs
Budget Document Technology	Black Laser MFP	28,801	\$0.00800	\$230.41	\$0.00840	\$241.93
Budget Document Technology	Black Laser MFP	358,880	\$0.00821	\$2,946.40	\$0.00862	\$3,093.55
Budget Document Technology	Black Network Printer	34,744	\$0.05188	\$1,802.52	\$0.05447	\$1,892.51
Budget Document Technology	Black Photocopier	749,187	\$0.00370	\$2,771.99	\$0.00389	\$2,914.34
Budget Document Technology	Black Photocopier	351,027	\$0.00380	\$1,333.90	\$0.00399	\$1,400.60
Budget Document Technology	Color Laser MFP	12,955	\$0.01238	\$160.38	\$0.01300	\$168.42
Budget Document Technology	Color Photocopier	38,991	\$0.00370	\$144.27	\$0.00389	\$151.67
Budget Document Technology	Color Photocopier	55,555	\$0.00380	\$211.11	\$0.00399	\$221.66
Ricoh USA	Black Network Printer	0	\$0.00000	\$0.00	\$0.00000	\$0.00
TOTALS AND AVERAGES		1,630,140	\$0.00589	\$9,600.98	\$0.00619	\$10,084.67

SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents ACTUAL and PROJECTED Service & Supply expenses for COLOR usage broken down by equipment type and vendor. Under SPC's 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. Although inflation has increased by 9.5% over last year, SPC has capped that increase for **FY23 to only 5%**. In the 30+ years of SPC's history, this is the first time this cap was necessary, but it clearly benefits the client as we continue to save you money.

Vendor	Equipment Type	FY22 Color Volume	FY22 Color Cost/Copy	FY22 Color S & S Costs	FY23 Color Cost/Copy	FY23 Projected Color S & S Costs
Budget Document Technology	Color Laser MFP	19,079	\$0.08625	\$1,645.56	\$0.09056	\$1,727.79
Budget Document Technology	Color Laser MFP	2,136	\$0.08849	\$189.01	\$0.09291	\$198.46
Budget Document Technology	Color Photocopier	27,032	\$0.03774	\$1,020.19	\$0.03963	\$1,071.28
Budget Document Technology	Color Photocopier	121,256	\$0.03872	\$4,695.03	\$0.04066	\$4,930.27
TOTALS AND AVERAGES		169,503	\$0.04454	\$7,549.80	\$0.04677	\$7,927.80

SPC Upgrades for 2022

Client	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
SAU 36 - White Mountains Regional SD	Kris Franklin	2,884,577	46	Visual Edge-OSV	Symquest	\$11,704.62	\$58,523.10	STARDoc Only
SAU 61 - Farmington	Brian Cisneros	2,857,215	42	Same	KMBS	\$7,383.00	\$36,915.00	PaperCut & STARDoc
SAU 66 - Hopkinton	Michael Flynn	2,460,750	78	Global-Conway	KMBS	\$29,956.00	\$149,780.00	PaperCut & STARDoc
SAU 68 - Lincoln/Woodstock	Debbie O'Connor	815,437	13	Same	KMBS	\$4,302.00	\$21,510.00	PaperCut & STARDoc
SAU 80 - Shaker Regional SD	Debbie Thompson	2,896,042	23	Same	Budget	\$5,550.00	\$27,750.00	PaperCut & STARDoc
SAU 87 - Mascenic	Lizabeth Baker	2,834,149	59	Same	KMBS	\$15,634.00	\$78,170.00	STARDoc Only
Great Bay E-Learning Charter School	Peter Stackhouse	246,262	8	Same	KMBS	\$1,744.00	\$8,720.00	STARDoc Only
MSAD 37 - Harrington Maine	Ron Ramsay	1,776,270	56	Visual Edge-A-Copi	Ricoh	\$6,953.00	\$34,765.00	STARDoc Only
SAU 54 - Rochester NH	Linda Bartlett	11,900,000	215	Same	KMBS	-\$1,920.00	-\$9,600.00	PaperCut & STARDoc
East Millinocket Schools Maine	Luci Milewski	1,113,369	4	Visual Edge-A-Copi	Ricoh	\$6,449.00	\$32,245.00	STARDoc Only
Washington Central UUSD	Mark Kline	4,000,000	68	Canon & Conway	Symquest	\$26,757.00	\$133,785.00	STARDoc Only
RSU 64 - East Corinth	Rhonda Sperrey	2,698,445	28	Visual Edge-A-Copi	Symquest	\$9,304.00	\$46,520.00	PaperCut & STARDoc
RSU 06 - Bonny Eagle	Scott Nason	8,328,355	109	Visual Edge-A-Copi	Symquest	\$21,350.00	\$106,750.00	PaperCut & STARDoc
RSU 14 - Windham Raymond	Bob Hickey	7,539,568	211	Visual Edge-A-Copi	Symquest	\$48,135.00	\$240,675.00	STARDoc Only
Orleans Southwest Supervisory Union VT	David Martin	2,846,049	24	Visual Edge-OSV	National	\$4,390.00	\$21,950.00	PaperCut & STARDoc
Essex Westford School District VT	Peter Drescher	10,741,439	265	Visual Edge-OSV & National	Symquest	\$100,004.00	\$500,020.00	PaperCut & STARDoc
Sullivan County NH	Derek Ferland	911,018	40	Canon	Symquest	\$14,033.00	\$70,165.00	PaperCut & STARDoc
Winooski School District VT	Nicole Mace	1,848,750	87	Canon	Symquest	\$42,364.00	\$211,820.00	PaperCut & STARDoc
Windham Northeast Supervisory Union VT	Andrew Haas	3,000,000	46	Canon	Symquest	\$39,323.00	\$196,615.00	PaperCut & STARDoc
SAU 43 - Newport NH	Ed Emond	1,772,242	10	Visual Edge-OSV	Symquest	\$18,656.00	\$93,280.00	STARDoc Only
Totals		73,469,937	1,432			\$412,071.62	\$2,060,358.10	

* Print Management Software: All Clients have SPC STARDoc but some have chosen to acquire additional support that they did not have previously.

TOTALS	82,468,260	69,686,229	73,469,937	
Total New Clients	14,950,000	41,249,400	17,952,178	<< 8 Clients
Total Existing Clients	67,518,260	28,436,829	55,517,759	<< 12 Clients

2022 Award Evaluation	Manufacturer	Volume	Machines
Symquest	Konica Minolta	43,724,394	910
KMBS	Konica Minolta	21,113,813	415
Budget	Konica Minolta	2,896,042	23
Ricoh	Ricoh	2,889,639	60
National	Kyocera	2,846,049	24
TOTALS		73,469,937	1,432

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	131
Number of Machines on Lease	0
Number of Machines Owned	131
Number of Rental/Loaner Machines	0

Lease Company	Straight-Line Depreciation
Term	5 Yr Straight-Line Depreciation
Annual Payment usually due on 8/1	\$46,160.18
Lease Start Date	05/15/2021
Lease End Date	N/A
Remaining Payments	0

*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

OWNED EQUIPMENT

Building	Room	Make/Model	Serial Number
Auburn Branch	2nd Floor	Konica Minolta BH4052	AAIR011011693
Auburn Branch	Branch Manager	Konica Minolta BH4052	AAIR011011638
Auburn Branch	Commercial & AMG	Konica Minolta BHC360i	AA2J013005444
Auburn Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36143
Auburn Branch	Service Bar	Konica Minolta BH458	AA6U011022482
Bethel Branch	Lobby	Konica Minolta BH458	AA6U011021862
Bethel Branch	Main Office	Konica Minolta BH4052	AAIR011012262
Bethel Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36107
Bethel Branch	Privacy Office	Konica Minolta BH4052	AAIR011012298
Bridgton Branch	Lender's Office	Konica Minolta BH4052	AAIR011010614
Bridgton Branch	Main Office	Konica Minolta BH450i	AC76011003834
Bridgton Branch	Market Manager	Konica Minolta BH4052	AAIR011012326
Bridgton Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36106
Brunswick - Cooks Corner Branch	Branch Manager	Konica Minolta BH458	AA6U011022229
Brunswick - Cooks Corner Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35807
Brunswick - Cooks Corner Branch	Teller Line	Konica Minolta BH4052	AAIR011011660
Brunswick - Maine Street	Branch Manager	Konica Minolta BH4052	AAIR011012492
Brunswick - Maine Street	Copy Room	Konica Minolta BH450i	AC76011004033
Brunswick - Maine Street	Office	Konica Minolta BH4052	AAIR011011896
Brunswick - Maine Street	Office	Konica Minolta BHC3350i	A93E011202697
Brunswick - Maine Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35802
Brunswick - Maine Street	Security Officer	Konica Minolta BH4052	AAIR011011722
Falmouth Branch	Branch Manager	Konica Minolta BH4052	AAIR011011924
Falmouth Branch	Main Office	Konica Minolta BH450i	AC76011003835
Falmouth Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35804
Freeport Branch	Branch Manager	Konica Minolta BH4052	AAIR011011895
Freeport Branch	Lobby	Konica Minolta BH4052	AAIR011011931
Freeport Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36108
Freeport Branch	Teller Line	Konica Minolta BH458	AA6U011021824
Fryeburg Branch	Branch Manager	Konica Minolta BH4052	AAIR011012508
Fryeburg Branch	Conf Room	Konica Minolta BH4052	AAIR011012483
Fryeburg Branch	Main Office	Konica Minolta BH450i	AC76011003898
Fryeburg Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35057
Gorham Branch	Commercial Lending	Konica Minolta BH4052	AAIR011011692
Gorham Branch	Drive Up	Konica Minolta BH4050I	ACT9011001244
Gorham Branch	Manager's Office	Konica Minolta BH4052	AAIR011010606

Building	Room	Make/Model	Serial Number
Gorham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35812
Gorham Branch	Retail Lender	Konica Minolta BH4050I	ACT9011001107
Gorham Branch	Work Room	Konica Minolta BH4050I	ACT9011001827
Gray Branch	Office	Konica Minolta BH4052	AAIR011011904
Gray Branch	Office	Konica Minolta BH458	AA6U011022278
Gray Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36110
Gray Branch	Privacy Office	Konica Minolta BH4052	AAIR011011702
Kennebunk Branch	Commercial Lender's Office	Konica Minolta BH4052	AAIR011011636
Kennebunk Branch	Copy Room	Konica Minolta BH458	AA6U011022263
Kennebunk Branch	Manager's Office	Konica Minolta BH4052	AAIR011011695
Kennebunk Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35049
Naples Branch	Assistant Manager's Office	Konica Minolta BH4052	AAIR011012474
Naples Branch	Branch Manager	Konica Minolta BH4052	AAIR011012269
Naples Branch	CSR Office	Konica Minolta BH4052	AAIR011012502
Naples Branch	Main Office	Konica Minolta BH450i	AC76011003919
Naples Branch	Manager's Office	Konica Minolta BH4052	AAIR011012306
Naples Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35051
Norway - Main Offices	Drive-Up	Konica Minolta BH4052	AAIR011010607
Norway - Main Offices	Drive-Up Check Printer	HP Laser Jet Pro M402n	PHBHL35059
Norway - Main Offices	Executive Administration	Konica Minolta BHC650i	AA7N011000734
Norway - Main Offices	Executive Assistant	Konica Minolta BH4052	AAIR011011745
Norway - Main Offices	Finance	Konica Minolta BH4052	AAIR011010621
Norway - Main Offices	Front Check Printer	HP Laser Jet Pro M402n	PHBHM35819
Norway - Main Offices	Lender's Office	Konica Minolta BH4052	AAIR011010625
Norway - Main Offices	Loan Servicing	Konica Minolta BH450i	AC76011003851
Norway - Main Offices	Loan Servicing	Konica Minolta BHC650i	AA7N011002933
Norway - Main Offices	Loan Servicing 2nd Floor	Konica Minolta BH558	AA6T011011308
Norway - Main Offices	Lobby	Konica Minolta BH450i	AC76011003966
Norway - Main Offices	Marketing	Konica Minolta BH4052	AAIR011010611
Norway - Main Offices	Marketing Admin	Konica Minolta BH4052	AAIR011011950
Norway - Main Offices	Marketing Assistant	Konica Minolta BH4052	AAIR011010628
Norway - Main Offices	RLC	Konica Minolta BH558	AA6T011011333
Norway - Main Offices	Tallys Office	Konica Minolta BH4052	AAIR011010618
Norway - Main Offices	Vicky's Office	Konica Minolta BH4052	AAIR011010616
Norway - Operations Center	Chuck Williams' Office	Konica Minolta BH4052	AAIR011010604
Norway - Operations Center	Customer Care	Konica Minolta BH450i	AC76011004019
Norway - Operations Center	Deposit Ops	Konica Minolta BH558	AA6T011011332

Building	Room	Make/Model	Serial Number
Norway - Operations Center	Finance	HP Laser Jet Pro M402n	PHBHM36136
Norway - Operations Center	Finance	Konica Minolta BHC650i	AA7N011000670
Norway - Operations Center	Human Resources	Konica Minolta BH4050I	ACT9011001820
Norway - Operations Center	Human Resources	Konica Minolta BH4052	AAIRO11010327
Norway - Operations Center	IT Network	Konica Minolta BH450i	AC76011003952
Norway - Operations Center	IT Network	Konica Minolta BH450i	AC76011004058
Norway - Operations Center	Main Office	Konica Minolta BH4052	AAIRO11010605
Norway - Operations Center	Open Work Area	Konica Minolta BH450i	AC76011004132
Norway - Operations Center	Retail Support	HP Laser Jet Pro M402n	PHBHL1664I
Norway - Operations Center	Spare Check Printer	HP Laser Jet Pro M402n	PHBHM35814
Norway - Operations Center	Training Prep Room	Konica Minolta BHC3350i	A93E011202707
Portland - Congress Street	3rd Floor	Konica Minolta BH450i	AC76011003967
Portland - Congress Street	AMG - 2nd Floor	Konica Minolta BHC360i	AA2J011009355
Portland - Congress Street	AMG/Manager's Office	Konica Minolta BH4052	AAIRO11011746
Portland - Congress Street	AMG/Retail	Konica Minolta BH450i	AC76011003909
Portland - Congress Street	Carolyn's Office	Konica Minolta BH4052	AAIRO11011686
Portland - Congress Street	Commercial Area	Konica Minolta BH550i	AC75011001687
Portland - Congress Street	Commercial Area	Konica Minolta BHC3350i	A93E011202507
Portland - Congress Street	HR & Training 2nd Floor	Konica Minolta BHC360i	AA2J013005385
Portland - Congress Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35778
Portland - Congress Street	Retail Admin, 1st Floor	Konica Minolta BH450i	AC76011004112
Portland - Congress Street	Teller Line	Konica Minolta BH450i	AC76011004002
Portland - Exchange Street	Annex Area 1st Floor	Konica Minolta BH450i	AC76011003825
Portland - Exchange Street	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35056
Portland - Forest Ave	Branch Library	Konica Minolta BH450i	AC76011003960
Portland - Forest Ave	Office	Konica Minolta BH4052	AAIRO11011694
Portland - Forest Ave	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35053
Portland - Forest Ave	Privacy Office	Konica Minolta BH4052	AAIRO11011643
Portland - Forest Ave	Teller Line	Konica Minolta BH4052	AAIRO11011645
Saco Branch	Commercial Area	Konica Minolta BH4052	AAIRO11011699
Saco Branch	Lobby	Konica Minolta BH4052	AAIRO11011639
Saco Branch	Main Office	Konica Minolta BH450i	AC76011003939
Saco Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35821
Scarborough Branch	Lobby	Konica Minolta BH458	AA6U011021834
Scarborough Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35822
Scarborough Branch	Teller Line	Konica Minolta BH4052	AAIRO11011652
South Paris Branch	Main Office	Konica Minolta BH450i	AC76011003840

Building	Room	Make/Model	Serial Number
South Paris Branch	Manager's Office	Konica Minolta BH4052	AAIR011012507
South Paris Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35808
South Paris Branch	Supervisor's Office	Konica Minolta BH4052	AAIR011011648
South Portland Branch	Main Office	Konica Minolta BH450i	AC76011003973
South Portland Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36102
South Portland Branch	Personal Banker	Konica Minolta BH4052	AAIR011011748
Standish Branch	Back Office	Konica Minolta BHC3350i	A93E011006485
Standish Branch	Main Office	Konica Minolta BH450i	AC76011004030
Standish Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM36105
Standish Branch	Work Room	Konica Minolta BH4052	AAIR011012312
Topsham Branch	Main Office	Konica Minolta BH450i	AC76011003988
Topsham Branch	Manager's Office	Konica Minolta BH4052	AAIR011011691
Topsham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35809
Topsham Branch	Teller Line	Konica Minolta BH4052	AAIR011011680
Windham Branch	Commercial Admin	Konica Minolta BH4052	AAIR011011689
Windham Branch	Main Office	Konica Minolta BH450i	AC76011004116
Windham Branch	Manager's Office	Konica Minolta BH4052	AAIR011011698
Windham Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHM35813
Yarmouth Branch	Main Office	Konica Minolta BH450i	AC76011003889
Yarmouth Branch	Manager's Office	Konica Minolta BH4052	AAIR011011707
Yarmouth Branch	Office Check Printer	HP Laser Jet Pro M402n	PHBHL35052

STARDoc USER NAMES

Name	User Name
Ann Brett	abrett
Brian Shibles	bshibles@norwaysavingsbank.com
IT Help Desk	ithelpdesk@norwaysavingsbank.com
Janel Danforth	JDanforth
Kerry Millett	kmillett
Tim Craig	tcraig@norwaysavingsbank.com

STARDoc user names are managed by the Account Administrator, usually the IT Director. If there are any changes that need to be made, please notify your Account Administrator or SPC.



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 69 clients with almost 4500 devices doing 176 million copies and prints annually. For FY22 we purchased 1,432 machines with over 73 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 by managing your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

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

3. Simplified Billing Program

- Removes the confusion out of billing.
- Eliminates variety of invoices from multiple vendors that come monthly and/or quarterly.
- THREE detailed, easy-to-read 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 overusage.
- 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 almost \$1.5 million for all of our clients.
That translates into Savings of more than \$7 million over five years!



SPC Values Our Vendors

Overall Benefits to Our Vendors

- Opportunities brought to vendor - Over 1,400 units purchased in FY22 running over 73 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)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative
- Control of Bid Specs (Not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

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 costs
- Manage and audit installation
- Capture final meter reads and close books on old devices & contracts

Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with Client and Vendor
- STARDoc: System for Tracking And Reporting Documents... Manages the budget
- Annual Reports that flag machines that are being overused and underused thus improving reliability
- Mediating warranty issues in sensitive locations

Why do some vendors hesitate to bid?

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

SPC managed over 4,500 Photocopiers and Printers last year.

Our relationship with our vendors has never been stronger!



STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budget 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 floorplans
- Timeline - allows you to track historical volume and costs to compare current budget with past years

Map your devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

- Allows IT and Business Manager to move devices around on floorplan
- Paper trail of device locations after summer break
- Shows Previous Devices, Present Equipment, and Proposed Equipment

Contacts Page

- Control Access and Permissions to STARDoc
- Toggle Email All (Toner Alerts, Service Alerts, Monthly Audits)

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

Monthly Audits

- Monthly Cost Snapshot
- Shows number of devices not reporting to help improve projections accuracy

Last Sync Date

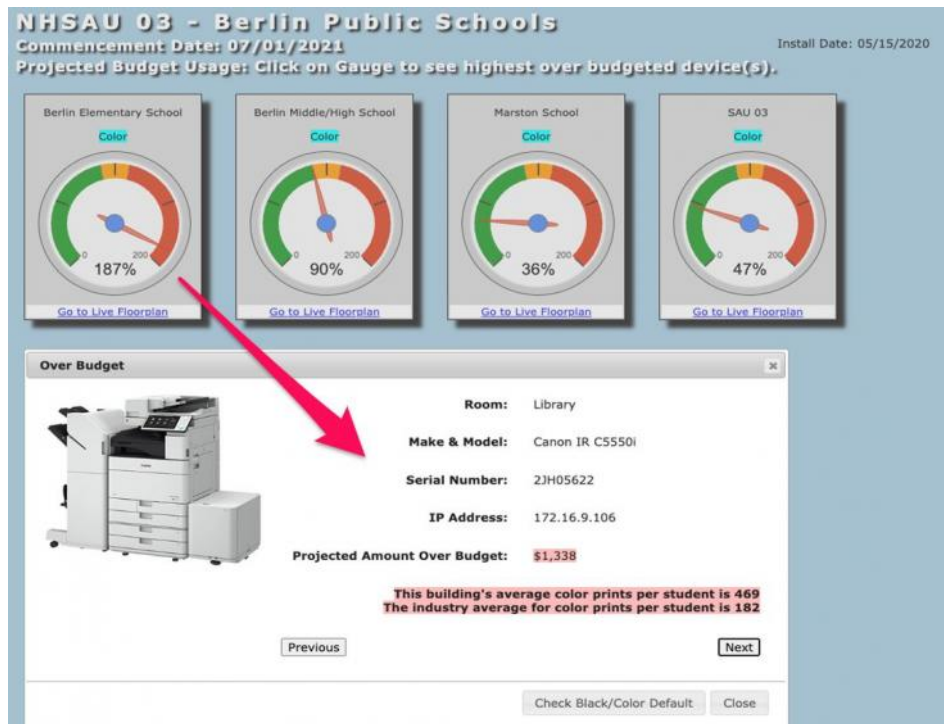
- Shows the last time FM Audit synced for equipment

Over-Budget Report

- Request service history on any machine right through STARDoc.
- Catch overused equipment early, before equipment begins to break down due to overuse.

Five-Year Fleet Management (FYFM)

- Interactive tool that examines printing habits
- Flags potential problem areas
- Helps identify equipment with high color usage



NEW VENDOR CATEGORIES

In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

Premier: defined as consistently providing ...

- Quality bids to SPC
- Quality service with a four-hour or less average response time
- Reliable equipment and competitive pricing
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**
 - Budget Document Technologies
 - Konica Minolta Business Solutions
 - National 1927
 - Ricoh USA
 - SymQuest Group

Cooperative: defined as ...

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support

Uncooperative: defined as ...

- Rarely submitting bids to SPC
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process

WARRANTY RELIEF FUND

Why is it Needed?

With the recent pandemic, schools and businesses shut down. In FY20 credits owed were around \$389,000. However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news, what if the vendor is unable or unwilling to repay those funds? Many companies outside of the copier industry are already filing for bankruptcy. SPC's legitimate concern is, what if this hits the copier industry and we can no longer access the funds owed to the client?

Other Concerns:

- Vendor refuses to honor a Warranty
- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Service-and-Supply Contract at the agreed-upon pricing.
- Vendor gets sold to a venture capitalist entity or to a risky new owner with limited cash reserves

Purpose:

Since 1989, SPC's goal is to shelter our clients from Industry upheavals. This fund is to set aside monies that can be used by any client, if a need arises.

Funding Source: Initially, \$200,000 no-interest personal loan. To be paid back from two sources...

- Wholesale Trades... For over 10 years these funds have been set aside for warranty replacement units since the industry would provide the same cash price with or without the trade.
- Equipment Purchases... 2% of the gross will be set aside with each upgrade.

Who Benefits?

All SPC clients...like any insurance fund, by pooling funds from SPC's entire client base, any losses are eliminated.

WARRANTY RELIEF EQUIPMENT BASE

Why is it Needed?

As with credits owed to clients for unused copies, sometimes equipment needs to be replaced or added but there are no funds in the budget. Rather than relying solely on the Warranty Relief Fund, SPC will have an inventory of high-quality, low-meter copiers and printers to use as replacements or additional equipment as needed at a lower cost to the client than a new machine.

Other Concerns:

- Equipment is no longer under a vendor Warranty
- Vendor refuses to honor a Warranty
- Equipment is damaged by user and not covered under the Warranty

Purpose:

- To replace or add a machine when needed

Who Benefits?

- All SPC clients...by pooling high-quality equipment from past client upgrades, equipment can be replaced with minimal impact on the client