



Specialized Purchasing Consultants

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www.spccopypro.com

2014-2015 Annual Report

Year - End Photocopier Analysis

With projected costs for 2015-16

.....F kcp'Cu| c
Old Orchard Beach, Town of
One Portland Avenue
Old Orchard Beach, ME 04064



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

September 2015

Skip Tilton
President

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F kcp g' Cucp| c
Old Orchard Beach, Town of
One Portland Avenue
Old Orchard Beach, ME 04064

Dear F kcp g:

VISIT US ON THE WEB:
www.spccopypro.com

Once again, on behalf of our staff here at Specialized Purchasing Consultants, we wish to thank you for your continued confidence in us to provide our services to you and your organization. Our relationship is now 11 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

Our Annual Report is designed to provide an overview of the recent past year's reprographic equipment usage and status. We provide recommendations based on the usage to address potential problem areas in order to avoid needless down time and improve equipment reliability for years to come.

Every year we look for new ways to improve our services to save our clients time, money, and effort. Over the past years we have implemented a number of new features, such as Simplified Billing, FM Audit automatic meter reading, SPC STARDoc and recently an IT Asset Management Program, where you can visualize all of your assets laid out on an interactive floor plan that will allow you to schedule out replacement units as needed.

During the upcoming year, we have even more services to offer by way of STARDoc. Some of those new features are listed on the "New Features" page of this report. During our in-person meeting with you to review this report, we will demonstrate those new features as well as discuss your suggestions to enhance STARDoc to be even more useful and beneficial to you and your IT staff. All of these new features are at no additional charge to you.

Thank you again for allowing SPC the opportunity to be of service. If you have any questions or are in need of more information, please let us know.

Sincerely,

Skip Tilton
President

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The SPC Team...

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



Skip Tilton, President

Billie Jo Tilton, Vice President

As co-founders of SPC, Billie Jo and I are very proud of our team of professionals. The concept of group purchasing to save millions has grown since 1988 into providing over 16 different managerial services that increase reliability and extend the life of your equipment. However, none of this would have been possible without the loyalty of over 87 clients (3,800+ machines with 1.6 billion prints over five years). Together, we have realized the lowest prices possible while improving the quality of your service and equipment.



Sue Penney

Administration & Finance Manager

SPC is committed to providing cost-effective and reliable reprographics platforms to our community of clients. My 20+ years of experience in corporate management will be key in strengthening the relationships between SPC's clients and vendors. I

will be focused on responding to your inquiries with the goal of solving any issues that may arise in a timely and efficient manner. Providing quality customer service is my top priority.

Rachel Guay

Accounting Coordinator

I am responsible for the majority of the accounting communications between SPC and its vendors and clients. I will rely upon my years of experience and my strong attention to detail to ensure our clients' needs are well served. It is my goal to work accurately and efficiently and to uphold the high standards of customer satisfaction that SPC has provided to their customers. I look forward to establishing a strong working relationship with each and every one of you.



Pam Weed

Client-Vendor Relations

SPC's clients are my Number One priority. When you have a question, concern, need, or problem related to equipment, service or billing, I am available to assist you in getting it resolved promptly. I am pleased to be able to act as liaison between our

clients and vendors to ensure smooth transitions or quick resolutions.

Joel Heffernan

Field Representative – Client Relations

As Field Representative for SPC, I reach out to the customer to offer help as needed in and during the installation of equipment change over and in assisting in each event. Also, I bring to this company over forty years in the Copier/Printer industry. It is my goal to assure our clients a pleasant experience in using SPC's services.



The SPC Team Continued....



Charles Baca

Operational Support

I've been happily working at SPC for about 2 years, and I'm happy to be working with such an amazing staff. We have grown so much as a team since I started. I enjoy going out and meeting all of you in the field and making sure everything runs smooth. Please feel free to contact me with any questions or concerns you may have.

Robert B. Dutil

Director of Information Technology

I have been working with SPC since February 2000. SPC's honesty, work ethics and loyalty have made my experience with the company a pleasurable journey. SPC is constantly trying to improve their technology to better serve their clients. My goal has been to give our clients and associates the best tools available to allow them to be more productive. 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.



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 features that normally cost thousands of dollars at no additional charge for our clients.

Equipment Health Status

Total Number of Machines:	29
Total Black Photocopiers	8
Total Color Photocopiers	6
Total Black Network Printers	14
Total Color Network Printers	1
Total Removed from Service:	0
# of Units OFF Warranty:	3
# of Units Approaching End of Warranty:	15
# of Units Overused:	0
# of Units Underused:	0
# of Units Connected to Network with Print and/or Scan	22
Commencement Date:	2/1/2013
# of Annual Payments Left on Lease	2
All Warranties and Service Contracts Expire:	6/30/2018
SPC's FM Audit Print Management Software Loaded	Yes
Printer Contract Signed	Yes

NOTE: When a machine goes off warranty, it does not mean that the service contract expires. It simply means that if a replacement machine becomes necessary, it may not be at "no charge."

Dear Diane,

Overall, things look good on paper, but it has been three years since your last upgrade and you may benefit from an onsite visit and perhaps an upgrade. That upgrade could take place around 8-2016. At that time you could address the 15 machines approaching the end of their warranty plus the 3 machines already off warranty. Perhaps there are other needs that an onsite visit may be able to address as well. It is always good to stay ahead of the reliability curve.

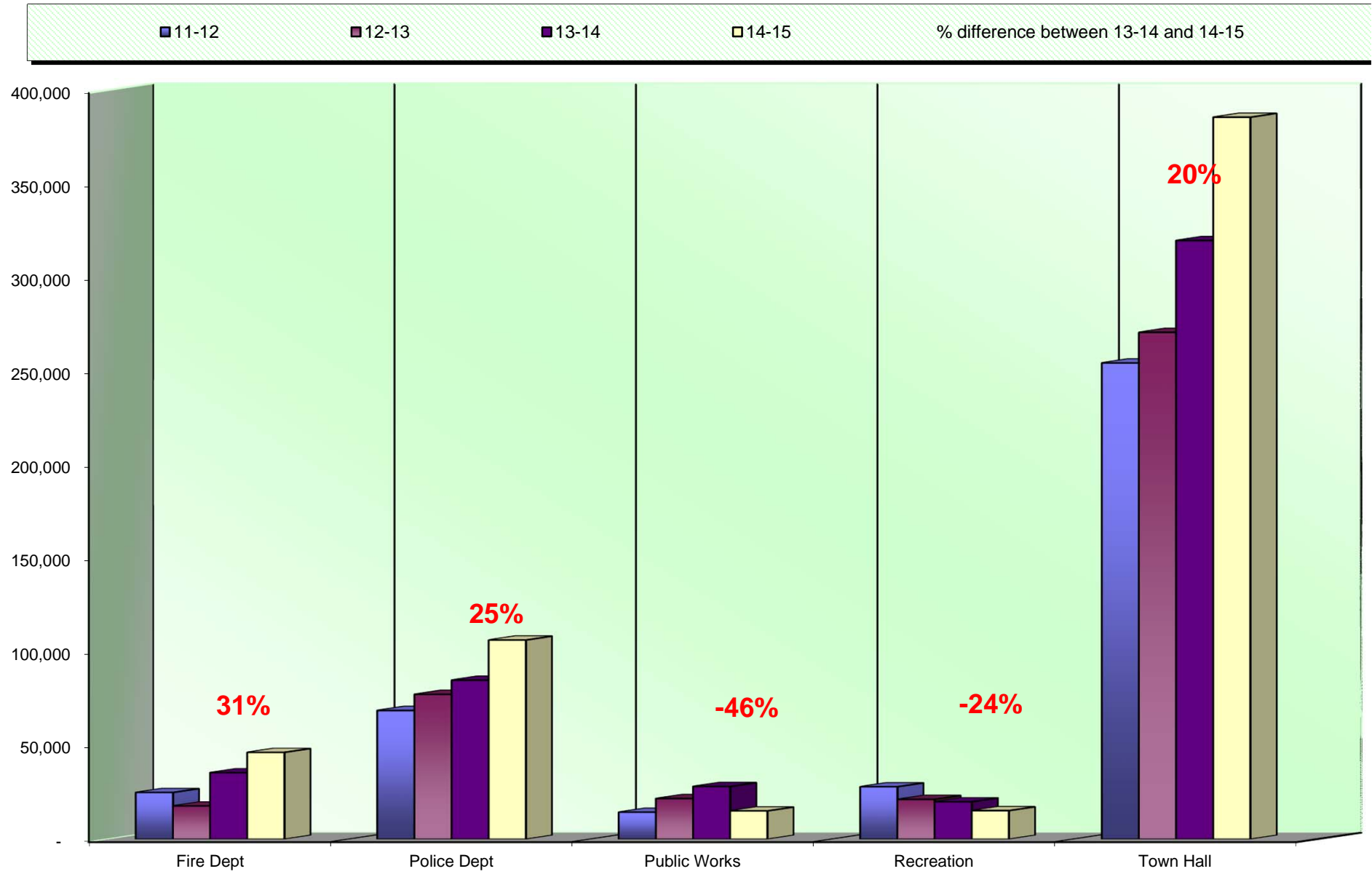
Sincerely, Skip

Aging Equipment Summary

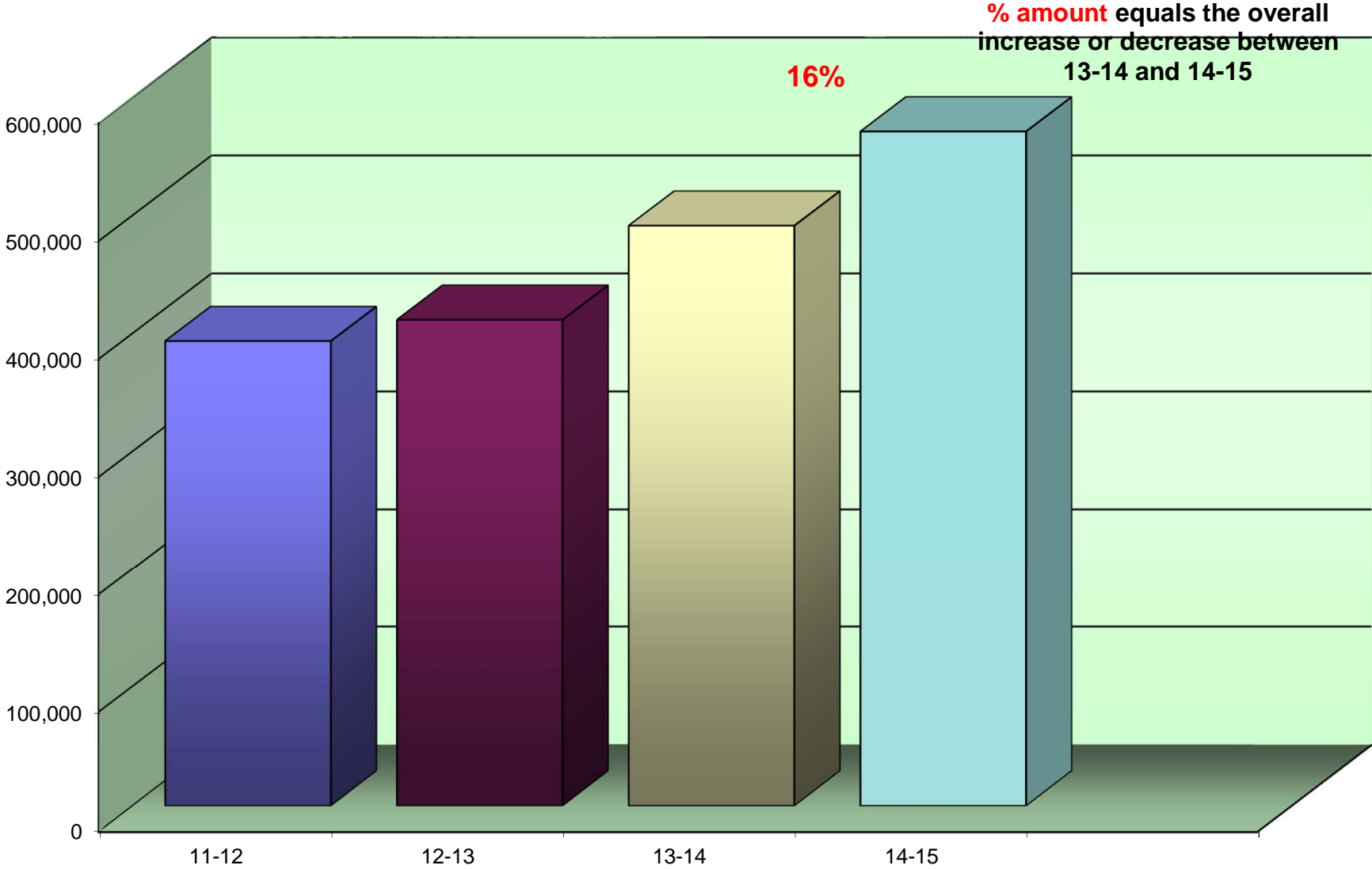
The following equipment is seven or more years from the date they were first offered for sale by the manufacturer. This is a major factor because availability of parts, cost of operation and warranties all become diminished at 10 years from the Date of Introduction. Usage, age, and service history need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

Building	Department	Make / Model	Serial Number	Vendor Name	Intro Date
Fire Department	EMS	HP Laser Jet P3015	JPBCC5L0QQ	Budget	07/2008
Fire Department	Main Office	Konica Minolta BH421	A0R6011010291	Budget	06/2008
Police Department	Administrative Assistant	HP Laser Jet M2727nf	CNG89BFMD8	BUDGET	04/2008
Police Department	Booking Room	HP Laser Jet 1100	USPH013031	BUDGET	10/1998
Police Department	Booking Room	HP Laser Jet 3050	CNRK477346	BUDGET	04/2006
Police Department	Chief of Police	HP Laser Jet 3050	CNRK477354	BUDGET	04/2006
Police Department	Deputy Chief	HP Laser Jet 3050	CNRK469588	BUDGET	04/2006
Police Department	Lieutenant	HP Laser Jet 3055	CNBK42121	BUDGET	04/2006
Town Hall	Finance Director	HP Laser Jet P2035n	VNB3K00867	Budget	11/2008
Town Hall	Finance PR/AP Printer	HP Laser Jet 5200	CNGXC29078	Budget	04/2006
Town Hall	General Assistance	HP Laser Jet P3005	CND1S62887	Budget	10/2006
Town Hall	Human Resources	HP Laser Jet P2035n	VNB3H22299	Budget	11/2008
Town Hall	Planning/Code	HP Laser Jet 4250	JPGGL10031	Budget	01/2004
Town Hall	Tax Office	HP Laser Jet P3005	CNJ1N14651	Budget	10/2006
Town Hall	Tax Office Registrar 1	HP Laser Jet P1505N	VND3C61151	Budget	11/2007
Town Hall	Tax Office Registrar 2	HP Laser Jet P1505N	VND3C61152	Budget	11/2007
Town Hall	Town Clerk	HP Laser Jet 4350	CNGXG30079	Budget	10/2004
Town Hall	Town Clerk	HP Laser Jet P3005	CNJ1N25149	Budget	10/2006

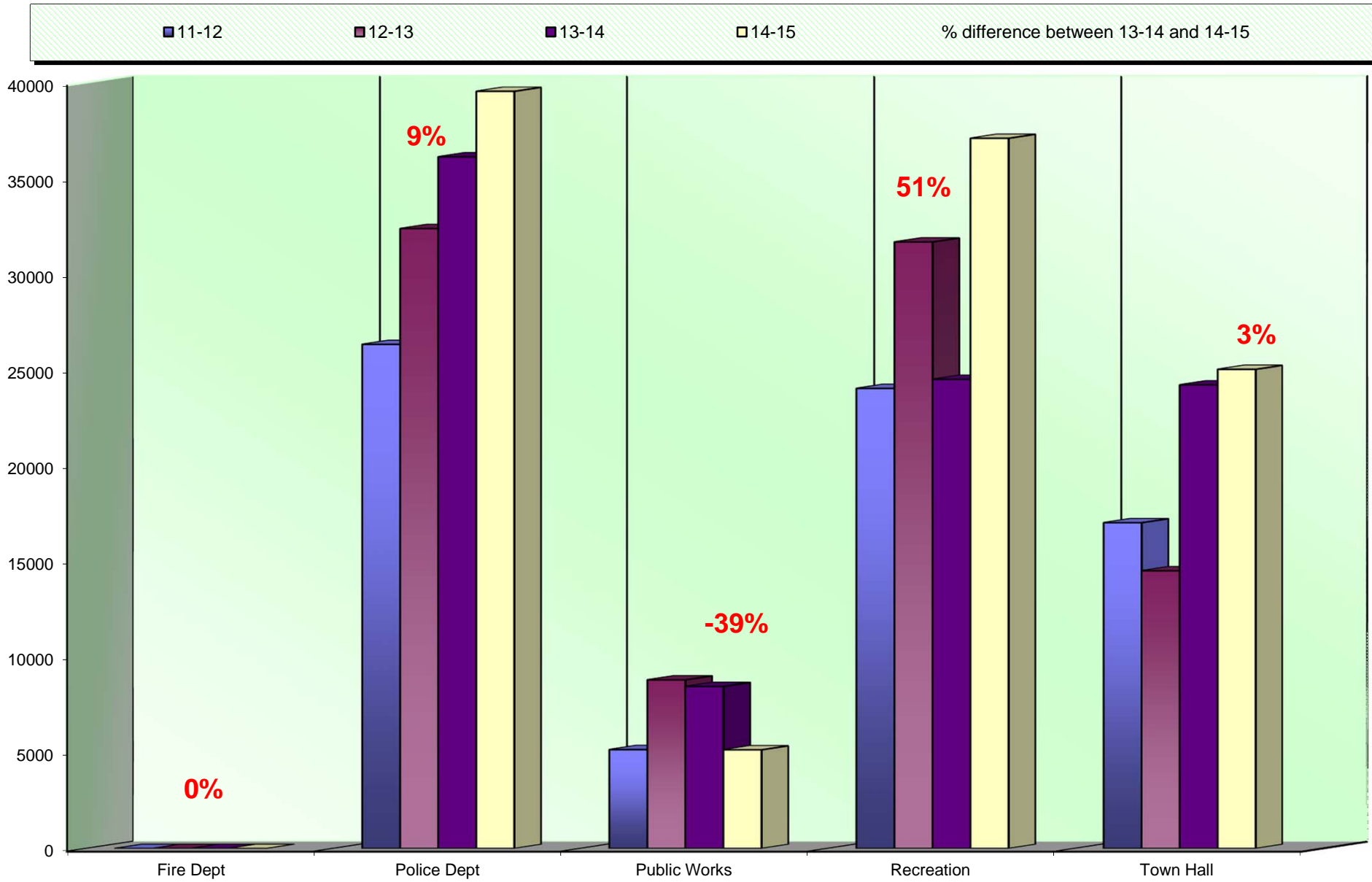
ANNUAL BLACK VOLUME BY DEPARTMENT

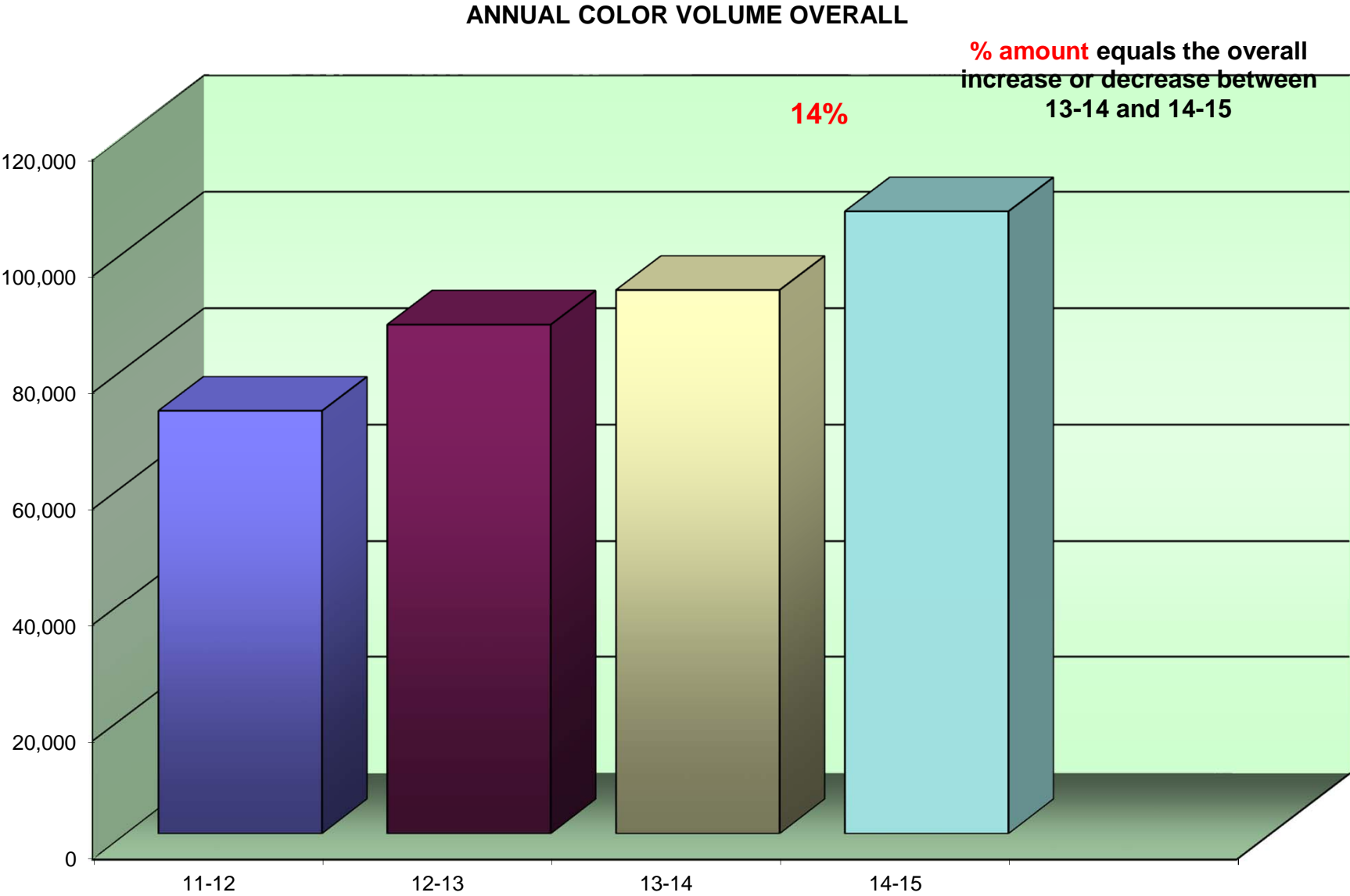


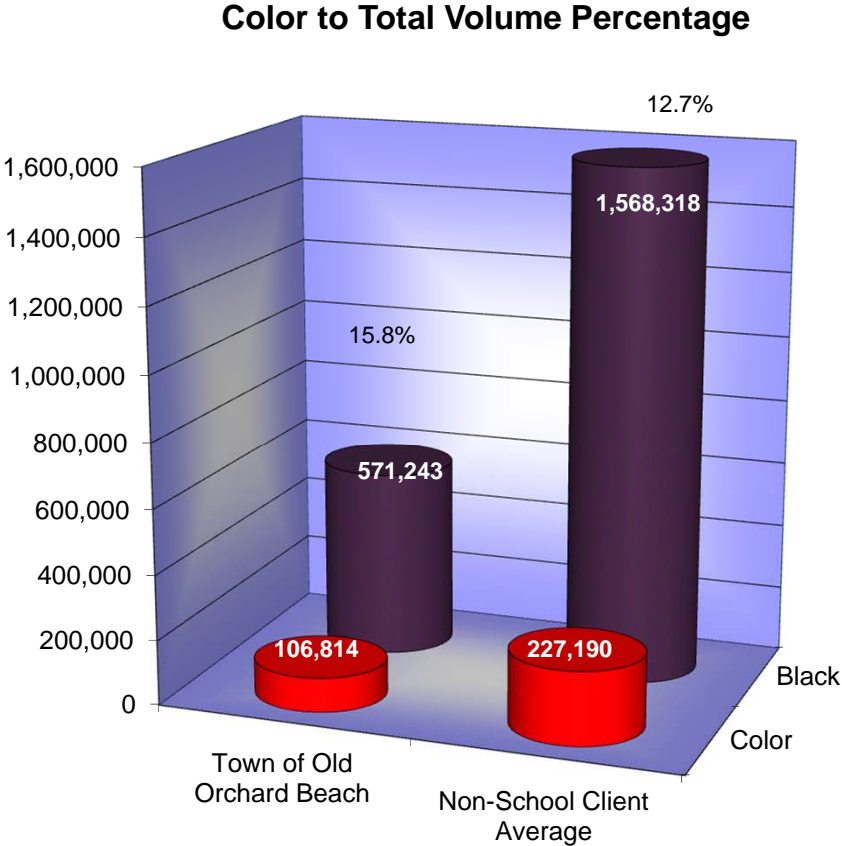
ANNUAL BLACK VOLUME OVERALL



ANNUAL COLOR VOLUME BY DEPARTMENT







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.

Make-Model / Speed				Date of Last Upgrade: 2/1/2013	
Serial Number / Vendor ID					
Life / Intro Date			2014-15		
Connectivity / Printer Exp Date			7/1/2014	6/30/2015	Annual
Vendor	Meter	Meter	Volume	Cost/Copy	Recommendations
Annual Cost					
Fire Department					
EMS					
HP Laser Jet P3015 / 42 PPM	26,053	29,445	3,392	\$0.012240	7 years from Intro.
JPBCC5L000 / 19578				\$41.52	
200,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Connected /					
Budget					
Main Office					
Konica Minolta BH421 / 45 PPM	628,378	669,623	41,245	\$0.004490	7 years from Intro.
A0R6011010291 / 15185				\$185.19	
1,000,000 / 06/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
Budget					

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Fire Department						
Terry Nagle's Office						
HP Laser Jet M1536dnf MFP / 26 PPM	8,977	11,674	2,697	\$0.012240	None at this time.	
CNB9B91C0M / 19577				\$33.01		
500,000 / 09/2010	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
Connected /						
Budget						
Subtotals BW		47,334		\$259.72		
Subtotals Color		0		\$0.00		

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>					<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
Police Department						
Administration						
Konica Minolta BHC454 / 45 PPM	64,784	108,018	43,234	\$0.004590	None at this time.	
A4FJ011006461 / 18774				\$198.44		
1,000,000 / 07/2012	22,951	49,319	26,368	\$0.04529		
Color Photocopier				\$1,194.21		
Connected /						
Budget						
Administrative Assistant						
HP Laser Jet M2727nf / 27 PPM	53,328	69,753	16,425	\$0.018750	7 years from Intro.	
CNG89BFMD8 / 15441				\$307.97		
500,000 / 04/2008	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Not Connected /						
BUDGET						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Police Department						
Booking Room						
HP Laser Jet 1100 / 8 PPM	71,502	71,719	217	\$0.018750	17 years from Intro. Warranty expired!	
USPH013031 / 15435				\$4.07		
500,000 / 10/1998	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Not Connected /						
BUDGET						
HP Laser Jet 3050 / 19 PPM	60,922	61,199	277	\$0.018750	9 years from Intro.	
CNRK477346 / 15436				\$5.19		
300,000 / 04/2006	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
Not Connected /						
BUDGET						
Chief of Police						
HP Laser Jet 3050 / 19 PPM	5,532	5,731	199	\$0.018750	9 years from Intro.	
CNRK477354 / 15438				\$3.73		
300,000 / 04/2006	0	0	0	\$0.00000		
Black Laser MFP				\$0.00		
Not Connected /						
BUDGET						

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 2/1/2013</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Police Department					
Court/Records Office					
HP Laser Jet M1536dnf MFP / 26 PPM	24,063	34,283	10,220	\$0.018750	None at this time.
CNG8FDB6RT / 15440				\$191.63	
500,000 / 09/2010	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
Not Connected /					
BUDGET					
Deputy Chief					
HP Laser Jet 3050 / 19 PPM	31,658	31,981	323	\$0.018750	9 years from Intro.
CNRK469588 / 15439				\$6.06	
300,000 / 04/2006	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
Not Connected /					
BUDGET					
Lieutenant					
HP Laser Jet 3055 / 19 PPM	3,851	5,608	1,757	\$0.018750	9 years from Intro.
CNBK42121 / 15437				\$32.94	
200,000 / 04/2006	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
Not Connected /					
BUDGET					

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>					<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
Police Department						
Supervisor's Office						
Oce VL4522c / 45 PPM	102,069	136,695	34,626	\$0.004590	None at this time.	
A0P2W11000739 / 18680				\$158.93		
1,000,000 / 10/2009	52,643	65,820	13,177	\$0.04529		
Color Photocopier				\$596.79		
Connected /						
Budget						
Subtotals BW			107,278	\$908.96		
Subtotals Color			39,545	\$1,790.99		

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>				<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014</i> <i>Meter</i>	<i>6/30/2015</i> <i>Meter</i>	<i>2014-15</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
Public Works					
Front Office					
Konica Minolta BHC454 / 45 PPM	35,431	50,867	15,436	\$0.004590	None at this time.
A4FJ011006573 / 18776				\$70.85	
1,000,000 / 07/2012	9,972	15,114	5,142	\$0.04529	
Color Photocopier				\$232.88	
Connected /					
Budget					
Subtotals BW			15,436	\$70.85	
Subtotals Color			5,142	\$232.88	

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>					<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
Recreation Department						
Main Office						
Konica Minolta BHC454 / 45 PPM	25,684	41,273	15,589	\$0.004590	None at this time.	
A4FJ011006671 / 18772				\$71.55		
1,000,000 / 07/2012	37,685	74,779	37,094	\$0.04529		
Color Photocopier				\$1,679.99		
Connected /						
Budget						
Subtotals BW			15,589	\$71.55		
Subtotals Color			37,094	\$1,679.99		

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>					<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>	
Town Hall						
Assessors/Planning						
Konica Minolta BHC454 / 45 PPM	83,423	147,531	64,108	\$0.004590	None at this time.	
A4FJ011007567 / 18771				\$294.26		
1,000,000 / 07/2012	4,894	12,245	7,351	\$0.04529		
Color Photocopier				\$332.93		
Connected /						
Budget						
Finance Director						
HP Laser Jet P2035n / 30 PPM	56,762	65,530	8,768	\$0.012240	7 years from Intro.	
VNB3K00867 / 19606				\$107.32		
750,000 / 11/2008	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
Finance PR/AP Printer						
HP Laser Jet 5200 / 35 PPM	84,481	139,596	55,115	\$0.012240	9 years from Intro.	
CNGXC29078 / 19600				\$674.61		
750,000 / 04/2006	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Town Hall						
General Assistance						
HP Laser Jet P3005 / 35 PPM	49,539	51,614	2,075	\$0.012240	9 years from Intro.	
CND1S62887 / 19576				\$25.40		
750,000 / 10/2006	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
Human Resources						
HP Laser Jet P2035n / 30 PPM	28,646	37,771	9,125	\$0.012240	7 years from Intro.	
VNB3H22299 / 19608				\$111.69		
750,000 / 11/2008	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
Planning/Code						
HP Laser Jet 4250 / 45 PPM	300,025	316,450	16,425	\$0.012240	11 years from Intro. Warranty expired!	
JPGGL10031 / 19605				\$201.04		
1,000,000 / 01/2004	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Town Hall						
Tax Office						
HP Laser Jet P3005 / 35 PPM	68,177	87,887	19,710	\$0.012240	9 years from Intro.	
CNJ1N14651 / 19415				\$241.25		
750,000 / 10/2006	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
Konica Minolta BH552 / 55 PPM	47,943	86,268	38,325	\$0.004080	None at this time.	
A2WV011008427 / 18750				\$156.37		
3,000,000 / 02/2011	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
Connected /						
Budget						
Tax Office Registrar 1						
HP Laser Jet P1505N / 24 PPM	32,849	49,411	16,562	\$0.012240	8 years from Intro.	
VND3C61151 / 19602				\$202.72		
500,000 / 11/2007	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>					<i>Date of Last Upgrade: 2/1/2013</i>	
	<i>7/1/2014</i> <i>Meter</i>	<i>6/30/2015</i> <i>Meter</i>	<i>2014-15</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>	
Town Hall						
Tax Office Registrar 2						
HP Laser Jet P1505N / 24 PPM	41,997	56,674	14,677	\$0.012240	8 years from Intro.	
VND3C61152 / 19601				\$179.65		
500,000 / 11/2007	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Town Hall						
Town Clerk						
HP Laser Jet 4350 / 55 PPM	97,611	103,816	6,205	\$0.012240	11 years from Intro. Warranty expired!	
CNGXG30079 / 19604				\$75.95		
3,000,000 / 10/2004	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
HP Laser Jet P3005 / 35 PPM	68,731	80,411	11,680	\$0.012240	9 years from Intro.	
CNJ1N25149 / 19603				\$142.96		
750,000 / 10/2006	0	0	0	\$0.00000		
Black Network Printer				\$0.00		
Connected /						
Budget						
Konica Minolta BHC454 / 45 PPM	56,827	93,529	36,702	\$0.004590	None at this time.	
A4FJ011006661 / 18773				\$168.46		
1,000,000 / 07/2012	23,891	40,550	16,659	\$0.04529		
Color Photocopier				\$754.49		
Connected /						
Budget						

Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor					Date of Last Upgrade: 2/1/2013	
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Town Hall						
Town Manager's Office						
HP Color Laser Jet M451dn / 21 PPM	272	502	230	\$0.012240	None at this time.	
CNDF317180 / 19607				\$2.82		
500,000 / 02/2012	1,081	2,104	1,023	\$0.10200		
Color Network Printer				\$104.35		
Connected /						
Budget						
Town Manager's Office						
Konica Minolta BH552 / 55 PPM	151,350	237,249	85,899	\$0.004080	None at this time.	
A2WV011008375 / 18748				\$350.47		
3,000,000 / 02/2011	0	0	0	\$0.00000		
Black Photocopier				\$0.00		
Connected /						
Budget						
Subtotals BW			385,606	\$2,934.95		
Subtotals Color			25,033	\$1,191.76		

Town Wide Black Totals

571,243

\$4,246.04

Town Wide Color Totals

106,814

\$4,895.62

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 9/1/2004 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2014-15 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
571,243	\$0.02338	\$13,355.66

CURRENTLY WITH SPC

Current Volume	Current CPC	Current Cost	Cost Savings	5 Year Savings
571,243	\$0.00743	\$4,244.34	\$9,111.33	\$45,556.63

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$9,111.33 x 11 years as a Client
= \$100,224.58 Cost Savings!*

Projected Equipment Costs by Building - Black

This table represents projected expenses for BLACK prints or copies by building based on recent activity. Approximate current paper case costs and averaged current annual lease payment are figured in to provide budget information for the upcoming fiscal year.

Building	Projected Black Volume	Projected Black Usage Cost	Approx.Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Fire Department	47,334	\$259.72	\$234.87	\$894.18	\$1,388.77
Police Department	107,278	\$908.96	\$532.31	\$2,026.57	\$3,467.85
Public Works	15,436	\$70.85	\$76.59	\$291.60	\$439.04
Recreation Department	15,589	\$71.55	\$77.35	\$294.49	\$443.39
Town Hall	385,606	\$2,934.95	\$1,913.38	\$7,284.41	\$12,132.74
Total	571,243	\$4,246.04	\$2,834.51	\$10,791.24	\$17,871.79

SPC Equipment Bids:

Presently our Bids are coming in at 14.5% to 22% of Retail while the current Salesman's Cost is 50% of Retail. Example: Currently our bids for a Xerox 5890PT RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print-Fax 90 Copies per Minute are coming in at \$6,333 with a Retail Cost of \$43,495....14.5% of Retail!

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
Fire Department	0	\$0.00
Police Department	39,545	\$1,790.99
Public Works	5,142	\$232.88
Recreation Department	37,094	\$1,679.99
Town Hall	25,033	\$1,191.76
<i>Total</i>	106,814	\$4,895.62

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. **No CPC increase for current year.**

Vendor	Equipment Type	Annual Volume	2014-2015 Cost / Copy	Total Cost	2015-2016 Cost / Copy	Projected Cost
Budget Business Machines	Black Laser MFP	2,697	\$0.01224	\$33.01	\$0.01224	\$33.01
Budget Business Machines	Black Laser MFP	11,019	\$0.01875	\$206.61	\$0.01875	\$206.61
Budget Business Machines	Black Network Printer	163,734	\$0.01224	\$2,004.10	\$0.01224	\$2,004.10
Budget Business Machines	Black Network Printer	18,399	\$0.01875	\$344.98	\$0.01875	\$344.98
Budget Business Machines	Black Photocopier	124,224	\$0.00408	\$506.83	\$0.00408	\$506.83
Budget Business Machines	Black Photocopier	41,245	\$0.00449	\$185.19	\$0.00449	\$185.19
Budget Business Machines	Color Network Printer	230	\$0.01224	\$2.82	\$0.01224	\$2.82
Budget Business Machines	Color Photocopier	209,695	\$0.00459	\$962.50	\$0.00459	\$962.50
Total		571,243	\$0.00743	\$4,246.04	\$0.00743	\$4,246.04

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. **No CPC increase for current year.**

Vendor	Equipment Type	Annual Volume	2014-2015 Cost / Copy	Total Cost	2015-2016 Cost / Copy	Projected Cost
Budget Business Machines	Color Network Printer	1,023	\$0.10200	\$104.35	\$0.10200	\$104.35
Budget Business Machines	Color Photocopier	105,791	\$0.04529	\$4,791.27	\$0.04529	\$4,791.27
Total		106,814	\$0.04583	\$4,895.62	\$0.04583	\$4,895.62

Reprographic Equipment Assessment

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

Total Number of Units	29
Total Number of Units on Lease	8
Total Number of Units Owned	21
Lease Company	Northway Bank
Lease Start Date	2/1/2013
Lease End Date	8/1/2017
Term	5 Annual
Annual Payment usually due on 8/1	\$10,791.24
Remaining Payments	2

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

Leased Equipment

Building	Make/Model	Serial Number
Police Department	Konica Minolta BHC454	A4FJ011006461
Public Works	Konica Minolta BHC454	A4FJ011006573
Recreation Department	Konica Minolta BHC454	A4FJ011006671
Town Hall	HP Color Laser Jet M451dn	CNDF317180
Town Hall	Konica Minolta BH552	A2WV011008375
Town Hall	Konica Minolta BHC454	A4FJ011006661
Town Hall	Konica Minolta BH552	A2WV011008427
Town Hall	Konica Minolta BHC454	A4FJ011007567

Owned Equipment

Building	Make/Model	Serial Number
Fire Department	HP Laser Jet M1536dnf MFP	CNB9B91C0M
Fire Department	Konica Minolta BH421	A0R6011010291
Fire Department	HP Laser Jet P3015	JPBCC5L0QQ
Police Department	HP Laser Jet 1100	USPH013031
Police Department	HP Laser Jet 3055	CNBK42121
Police Department	HP Laser Jet M1536dnf MFP	CNG8FDB6RT
Police Department	HP Laser Jet M2727nf	CNG89BFMD8
Police Department	HP Laser Jet 3050	CNRK477354
Police Department	HP Laser Jet 3050	CNRK469588
Police Department	Oce VL4522c	A0P2W11000739
Police Department	HP Laser Jet 3050	CNRK477346
Town Hall	HP Laser Jet P2035n	VNB3K00867
Town Hall	HP Laser Jet P3005	CND1S62887
Town Hall	HP Laser Jet 5200	CNGXC29078
Town Hall	HP Laser Jet 4350	CNGXG30079
Town Hall	HP Laser Jet P3005	CNJ1N14651
Town Hall	HP Laser Jet P3005	CNJ1N25149
Town Hall	HP Laser Jet P2035n	VNB3H22299
Town Hall	HP Laser Jet P1505N	VND3C61151
Town Hall	HP Laser Jet P1505N	VND3C61152
Town Hall	HP Laser Jet 4250	JPGGL10031

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: John Cox

Title: Market Vice President

Date:

Signature: _____

**AGREED AND ACCEPTED BY:
Client**

By:

Title:

Date:

Signature: _____

StarDoc User Names

Name	User Name
Bill Botting	bbotting
Chris White	cwhite@oobmaine.com
Diana Asanza	dasanza
Jason Webber	jwebber@oobmaine.com
Kim McLaughlin	kmclaughlin
Larry Mead	lmead
Melissa Hutchins	mhutchins@oobmaine.com
Suzanne Makoge	smakoge@oobmaine.com
Terry Magle	tmagle@oobmaine.com

*If you need to verify your password or if you need to add users, please contact Alex Webster at awebster@spccopypro.com



2012

STARDOC created

- Live Floor Plans - Allows IT administrators to move devices around on their own floor plans.

2013

Daily Tracking

- Meters gathered daily to track usage
- Daily adjusts projected annual volumes for fiscal year

2014

Monthly Audits

- Allows user to see monthly snapshot of current usage and estimated projections

2015

New Mapping Options & Asset Management

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



New Feature: IT Asset Management

- **Keep Track of your IT Purchases**
- **Budget for Future Needs**
- **Map Out Your IT Devices on Floor Plans**

IT Asset Management

Legend: < 1 year 1-3 years > 3 years

Filters

Type: (All) Black Laser MFP Black Network Printer Black Photocopier

Warranty End: (All) 2002-10-01 2013-04-01 2014-10-01

Search

Page 1 of 1 Records 1 to 36 of 36 Groups per page 50

Type	Make	Model	Introduced	Purchased	Warranty End	Est. Replacement Cost	Est. Replacement Date
Black Laser MFP	Oce	VL3200x	2010-08-01		2020-08-01	LEASE	
Black Network Printer	HP	Laser Jet 4m	1992-10-01		2002-10-01	LEASE	
Black Network Printer	HP	Laser Jet 1300	2003-04-01		2013-04-01	LEASE	
Black Network Printer	HP	Laser Jet 1320TN	2004-10-01		2014-10-01	LEASE	
Black Network Printer	HP	Laser Jet 1022N	2005-05-01		2015-05-01	LEASE	
Black Network Printer	HP	Laser Jet 1022N	2005-05-01		2015-05-01	LEASE	
Black Photocopier	Savin	8055	2006-07-01		2016-07-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Color Network Printer	Xerox	6180DN	2007-02-01		2017-02-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Photocopier	Canon	IRC5045	2009-10-01		2019-10-01	LEASE	
Color Photocopier	Toshiba	e-Studio 3040c	2011-05-01		2021-05-01	LEASE	
Color Photocopier	Toshiba	e-Studio 3040c	2011-05-01		2021-05-01	LEASE	
Digital Projector	Dell	1220		2015-02-02	2019-02-02	\$600	2019/09/01
Digital Projector	Dell	1220		2015-02-02	2019-02-02	\$600	2019/02/01
IP Camera	Foscam	FI8910W		2015-08-01	2016-08-01	\$300	2016/09/01
IP Camera	Foscam	FI8910W		2015-08-01	2016-08-01	\$300	2016/08/01
Server	Dell	Optiplex 332		2015-08-02	2018-08-02	\$2850	2018/09/02
Server	HP	ProLiant DL360 Gen9		2015-09-01	2018-09-01	\$2850	2018/10/01
Switch	Cisco	Catalyst 6800ia		2015-08-02	2018-09-02	\$4856	2018/09/02



New Feature: IT Asset Management

Building: Bass Elementary
Floor/Wing: 1
There are 10 devices on this map
5 Device Type(s) Selected Show: Proposed

Building: Bass Elementary
Room: Hallway 4

Model: TP-LINK 2000 NAT+

Type: Wireless Access Point
Serial Number: 234
IP Address: 192.168.1.2
MAC Address: ABC123

Management URL: 192.168.1.2:28604
Hostname: HALL4
Domain: Primary
Date Purchased: 2015-03-31
Warranty Expiration: 2016-03-30

Notes: Another custom note

Instructions

To view the device information click on a device icon.

To move a device to a new location click and drag an icon from its current location to a new location

When you drop the device at its new location a window will be displayed to enter the new room number or name. Click the OK button to confirm the room change. Click the cancel button to return the device to its original location.

Specialized Purchasing Consultants Skip Tilton stilton@spccopypro.com 800.750.1538
Do not distribute without the expressed written permission of SPC

Legend:

- Voip Phone
- Wireless Access Point
- IP Camera
- Server
- Switch

☐ Enable Row Hover

Search:

ID	Room	Make	Model	Connectivity
3	Library	Canon	IRC5045	Networked
3	Library2	Canon	IRC5045	Networked
8	Special Education Room 302	Konica Minolta	BH421	Networked
9	Room 300 Hall	Konica Minolta	BH421	Networked
10	testing room change emails...	Konica Minolta	BH421	Networked
299	Room 300	Canon	LPB5460	Networked
304	Children	Oce	VL3200x	Networked
305	Health Occupation	Canon	LPB5460	Networked
307	Child Care	Canon	LPB5460	Networked
312	313	Canon	LPB5460	Networked

Showing 1 to 10 of 10 entries

Room	Make	Model
Hallway 4	TP-LINK	2000
Teachers	Polycom	VVX 410
Room 28	Dell	1220
Main Hall	Foscam	FI8910W
Room 29	Dell	1220
Library	Dell	1220
Library	Polycom	VVX 410
Main Office	Polycom	VVX 410
Hall A	Foscam	FI8910W
Hall B	Foscam	FI8910W

[Edit Other Devices](#)



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 90 clients with over 3,443 devices doing more than 314 million copies and prints per year. In 2013 we purchased approximately 1,000 printing devices.
- 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 **STAR Doc 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 almost \$3.5 million for all of our clients.

That translates into Savings of more than \$17.2 million over five years!



SPC Values Our Vendors

Overall Benefits to our VENDORS

- Opportunities brought to you – Hundreds of machines each year: In 2013 there were over a thousand.
- SPC is well respected in the industry
- SPC values our vendors and speaks highly of them to our clients.
- National Contracts that are all negotiated with the manufacturers at your disposal

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

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

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments...Manages the budget.
- Annual Reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

Why do some vendors hesitate to bid?

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

SPC manages over 3,700 pieces of equipment;
Our relationship with our vendors has never been *stronger*!