

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538



FY 2023 Annual Report

with FY2024 Projections

Bob Bradford

Regional School Unit 20

6 Mortland Road

Searsport, ME 04974



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

October 2023

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

Bob Bradford
Regional School Unit 20
6 Mortland Road
Searsport, ME 04974

Dear Bob:

Specialized Purchasing Consultants is pleased to present your FY23 Annual Report. We pride ourselves in being flexible and adjusting to the competitive environment. After going through two tough years involving backorders, we now feel confident that the industry has caught up with their inventory.

While Inflation has been a worldwide problem, SPC bids have fallen to their lowest level ever! We are buying new equipment for **8 to 12% of retail!** In addition, the number of participants in our bids has grown to eight different vendors representing eight different manufacturers.

Since 2020, we are averaging 75 million prints, acquiring approximately 1,200 machines annually. In addition, we have signed up **30 new clients, representing 100 million prints** – more than a 50% increase. The purpose of informing you of this information is to continue to build confidence in the strength of your cooperative buying power with SPC.

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
Aging Equipment Summary	6
Compare Present vs Proposed	5
Bar Chart - Annual Black Volume By Location	7
Bar Chart - Annual Black Volume Overall	8
Average Student to Copy Usage - Black	9
Industry Average Copies per Student - Black	10
Bar Chart - Annual Color Volume By Location	11
Bar Chart - Annual Color Volume Overall	12
Average Student to Copy Usage - Color	13
Industry Average Copies per Student - Color	14
Average Volume to Student Ratio by Student Type	16
Equipment Usage & Recommendations	17
SPC Service & Supply Cost Savings	26
Projected Equipment Cost by Building Black	27
Projected Equipment Cost by Building Color	28
Service & Supply Usage Profile by Vendor Black	29
Service & Supply Usage Profile by Vendor Color	30
SPC Upgrades for 2023	31
Leased/Owned Equipment Details	32
Leased Equipment	33
Owned Equipment	34
STARDoc User Names	35
Warranty & Relief Fund	36

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 was relatively new in 1988, but with your trust and loyalty, we have been able to save our clients millions of dollars, increase the reliability and quality of your service and equipment, and improve the accuracy and ease of billing. We are so pleased to bring you services that give you control over equipment, usage and costs.



Alex Webster
Director of Technology & Operations

Alex manages overall operations, actively seeking new clients and improving the cooperative bid process and the buying power in New England. Alex organizes and prepares the bids, tabulates the results, and presents them to our clients. He also oversees STARDoc and FM Audit maintenance so our clients always have access to valuable information on their equipment..

Sue Penney
Administrative & Finance Manager

Sue oversees all billing, leases, and contracts. Her decades of financial expertise, attention to detail, and ability to prioritize ensure accuracy and timeliness of all finance projects.



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

As part of the Billing Team, Heidi assists with bookkeeping and billing, processing payments, updating contact information, and providing office support.



Pam Weed
Client-Vendor Relations

Pam works with clients and vendors to maintain a good working relationship. She oversees warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection, billing, and scheduling of Annual Report meetings. Pam also assists with marketing SPC services.

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. He also wrote the code to create the many reports SPC generates to give you the accurate information you rely on..



Jamin Tilton
Operations Support

Jamin plays a vital role in ensuring equipment surveys, installations, and trades go smoothly. He coordinates with clients and vendors to create schedules that are beneficial for all. Jamin also assists Alex in many technical areas such as maintaining STARDoc, FM Audit and the computers.

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 STARDoc Facelift and new Ratio Category

- STARDoc Program now online/ live as of July 1 with Client Audits for Nov 1
- High, Middle & Elementary School: Student Ratio for Black & Color Prints

2024 SPC Roadmap

- High, Middle & Elementary School: Student Ratio for Copiers & MFP-Printers

EQUIPMENT HEALTH STATUS

Total Number of Machines **27**

Total Black Photocopiers	1
Total Color Photocopiers	10
Total Black Network Printers	16
Total Color Network Printers	0
Total Removed From Service	0

of Units Not in Use for FY23 **1**

of Units OFF Warranty** **0**

of Units Approaching End of Warranty **6**

of Units Overused **0**

of Units Underused **0**

Contract Commencement Date 07/01/2020

Contract and Warranty Expiration Date 06/30/2025

of Annual Payments Remaining on Lease **1**

PaperCut Installed No

A-4 (includes printers and MFPs) Devices 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 Bob,

Based on 87,539 students across the tri-state region that SPC manages,

- Black averages 1,854 per student - up 4% from last year
- Color averages 281 per student - up 16% from last year

Based on 448 students, your district averages are

- Black 1,789 per student - down 10% compared with the previous year.
- Color 742 per student - up 29% compared with the previous year.

The good news is, SPC has implemented both PaperCut and STARDoc cost controls. (See page 31.) Estimated color cost savings with your next bid: \$8,496.66 over five years. If we installed PaperCut cost controls, then greater cost savings would be possible. We anticipate your next upgrade to take place as soon as 8/2/2024. To make this happen, we would begin the process of building your new Five-Year Equipment Replacement Schedule (FYERS) in the fall of 2023.

We can discuss this and any other concerns at our meeting.
Sincerely,

Skip Tilton

RSU 20
Bob Bradford
6 Mortland Road, Searsport ME, 04974
Five-Year Basis beginning with the 2020/2021 Fiscal Year

Copies-per-Year: 1,369,056

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

PRESENT SITUATION

- 1) Guarantees on Photocopiers: **6-30-2020**
- 2) Annual Price Ceilings Left: **6-30-2020**
- 3) Console Copiers with 3 million plus: **2**
- 4) Units to be Traded: **31**
- 5) Photocopiers: **12**
- 6) Color Photocopiers: **10**
- 7) MFPs: **0**
- 8) Printers: **22**
- 9) Duplexers: **34**
- 10) Finishers: **12**
- Total number of Units: **34**

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Machines: **Five + Years**
- 2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
- 3) Console Copiers with 3 Million plus: **9**
- 4) Replaced: **30 New**
- 5) Photocopiers: **11 with Secure Print/Confidential Mailbox**
- 6) Color Photocopiers: **9**
- 7) MFPs: **1 with 1 Color**
- 8) Printers: **21 with 0 Color & 1 MICR**
- 9) Duplexers: **33**
- 10) Finishers: **11**
- Total number of Units: **33 (Closing out 1 to right size equipment)**

Overall Description of Equipment Fleet:

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

Print Management: STARDoc for all devices. Additionally, 1 OCR Module will be purchased for the Superintendent's office to allow scanning of documents that are searchable. The pricing below does not include that 1 module, but we estimate at around \$400 or less one time cost.

Board Vote Date: **May 12th, 2020.**

Capital:

Presently, you have **one** municipal lease that is paid off as of August 1st, 2019. With the new arrangement, you will again have **one** municipal master lease at 3.34% interest. Your first of five annual lease payments will be due on **August 1st, 2020.**

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging **\$0.004777 for black and \$0.049338 for Color.** The new contract will come in at a CPC of **\$0.003770 for Black and \$0.038128 for Color.**

Vendor Packages:

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

<u>Cost Center</u>	<u>Present</u>	<u>Symquest (Konica Minolta)</u>
1. Service & Supplies Color Photo only:	\$5,612.99	\$4,337.62
2. Service & Supplies Black Photo only:	\$5,996.40	\$4,732.27
3. Annual Muni Lease:	\$26,614.77	\$20,461.30
4. Forced Upgrades:	<u>\$00.00</u>	<u>\$00.00</u>
Totals:	\$38,224.16	\$29,531.19

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

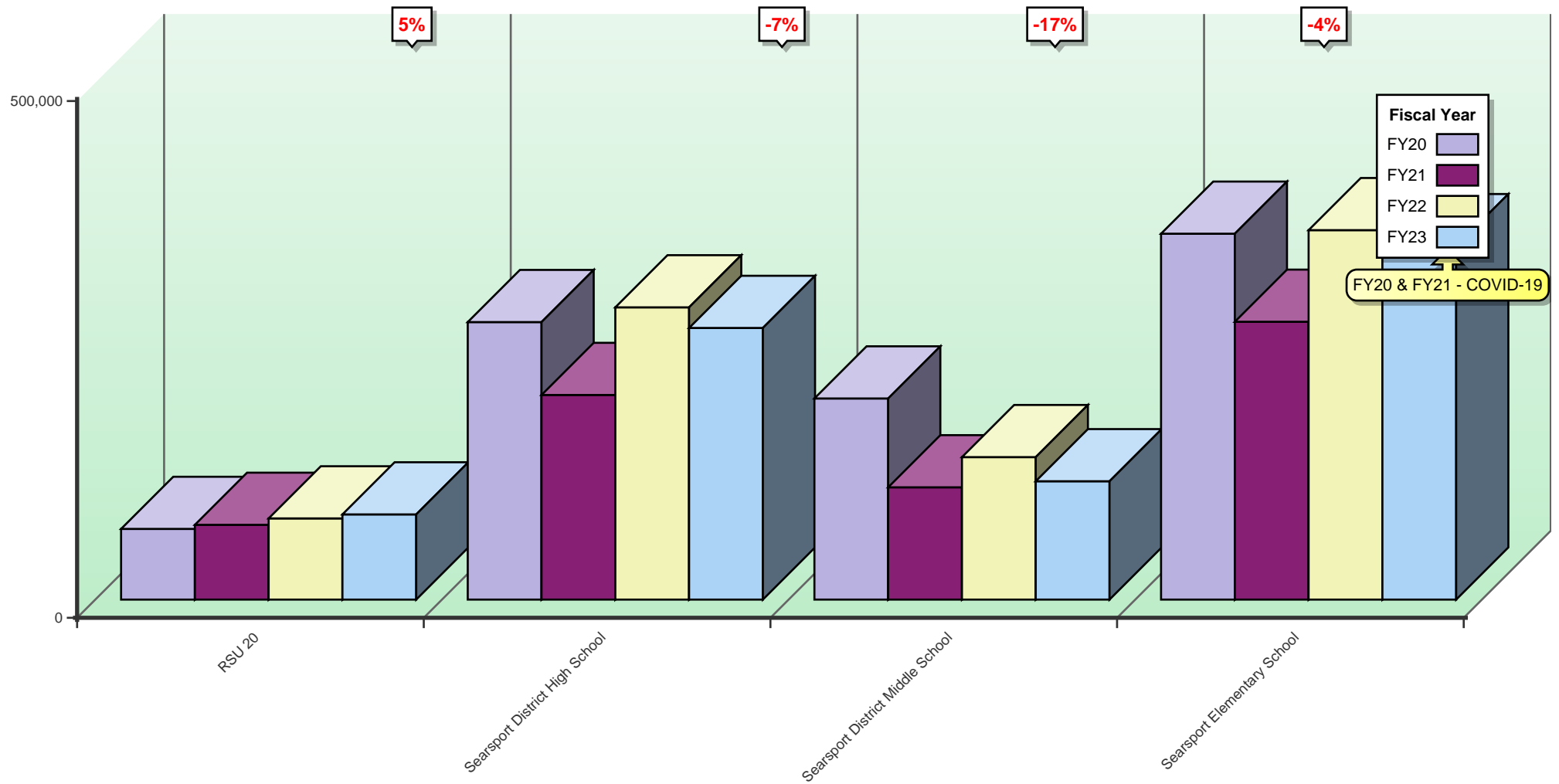
Security package: Hard Drive Wipes are included in these prices.

AGING EQUIPMENT SUMMARY

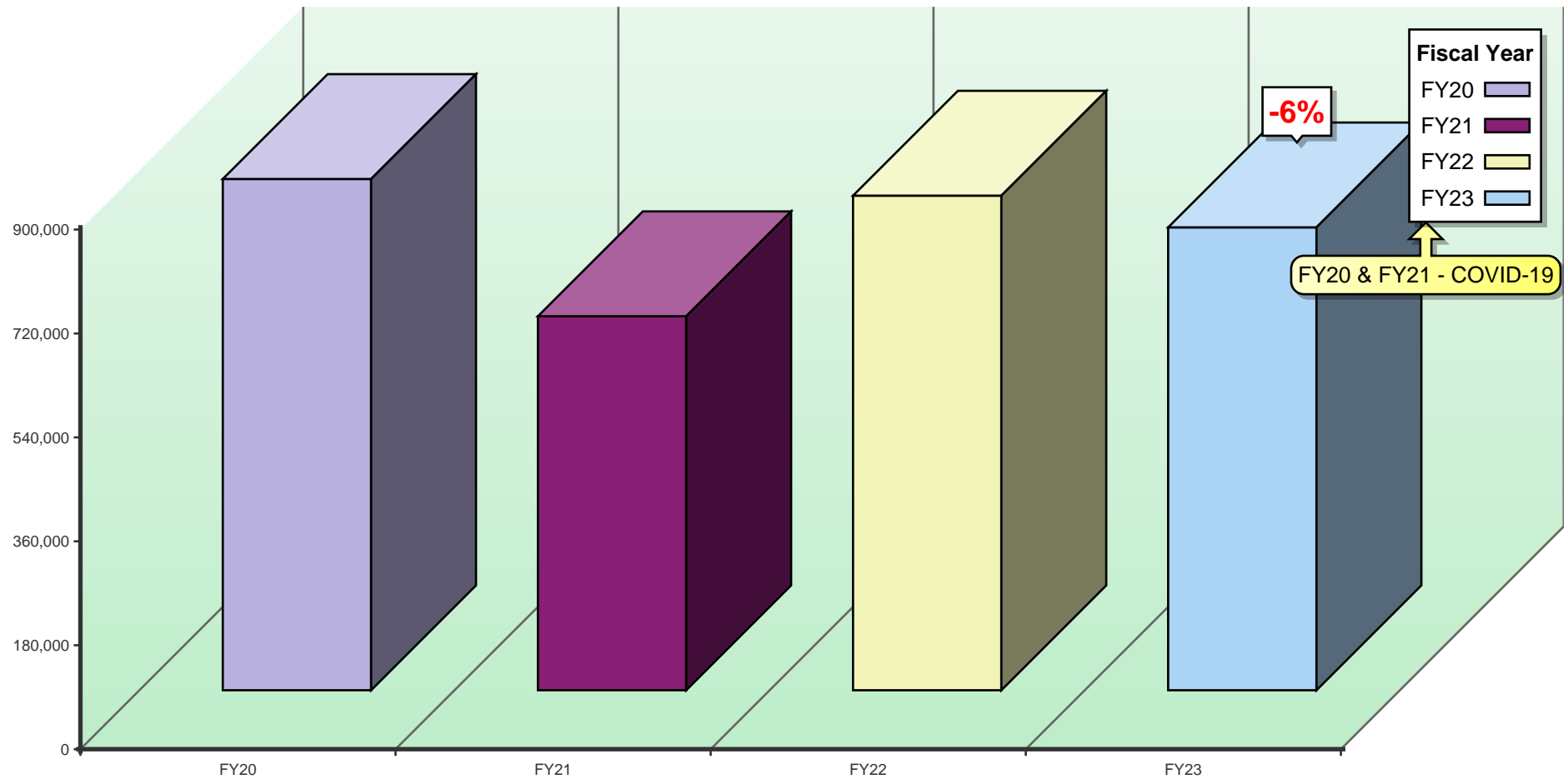
The following equipment is seven or more years from the date the model was first offered for sale by the manufacturer. This is a major factor due to availability of parts, cost of operation, and warranties expiring at 10 years from the Date of Introduction. Usage, age, and service history should be considered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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
RSU 20	Business Manager's Office (Main Office)	HP Laser Jet 600 M604	CNBCH760BX	SYMQUEST	04/01/2015
Searsport District High School	Room 12	HP Laser Jet 600 M604	CNBCH760B1	SYMQUEST	04/01/2015
Searsport District Middle School	Hallway	HP Laser Jet 600 M604	CNBCH760BM	SYMQUEST	04/01/2015

ANNUAL BLACK VOLUME BY LOCATION



ANNUAL BLACK VOLUME OVERALL



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

AVERAGE STUDENT-TO-COPY USAGE - BLACK

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
RSU 20	0	82,427	\$3,072.55	0	\$0.00
Searsport District High School	133	262,826	\$9,471.03	1,976	\$71.21
Searsport District Middle School	101	114,489	\$4,113.11	1,134	\$40.72
Searsport Elementary School	214	341,945	\$12,489.04	1,598	\$58.36
Totals	448	801,687	\$29,145.73	1,789	\$65.06

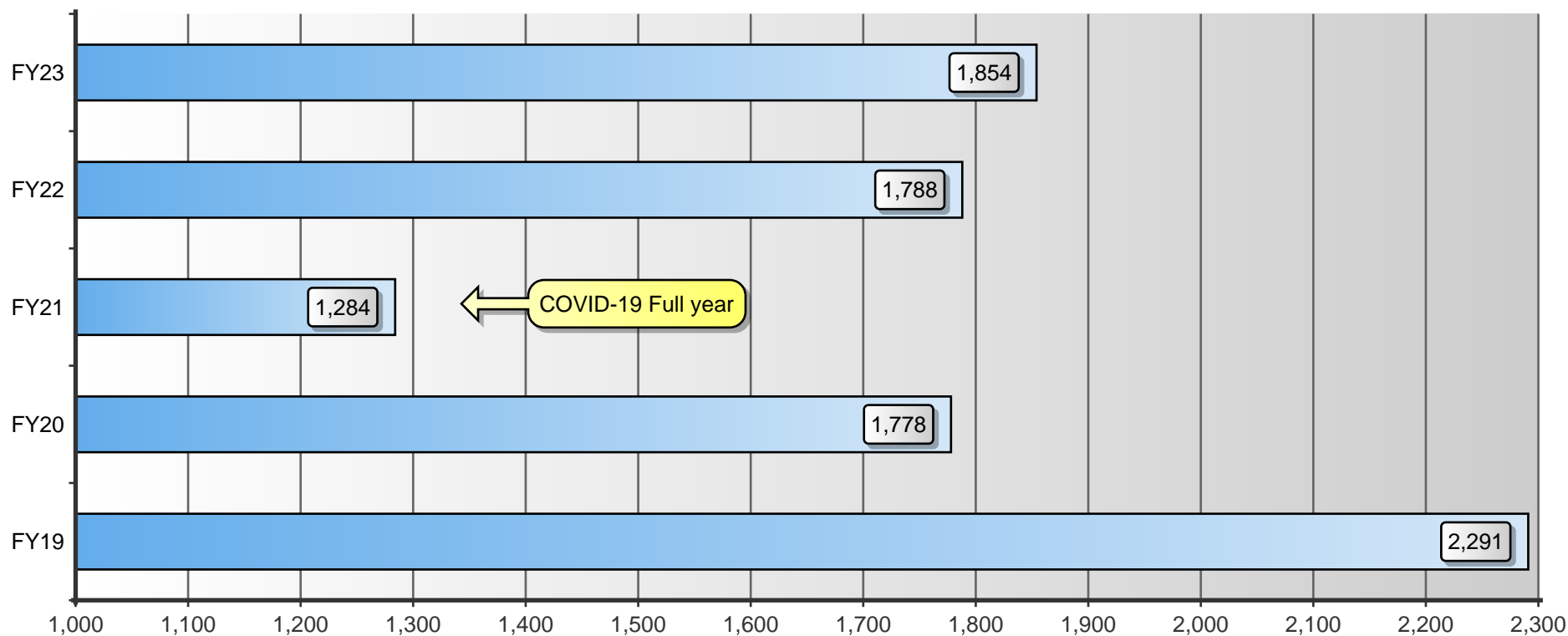
**Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

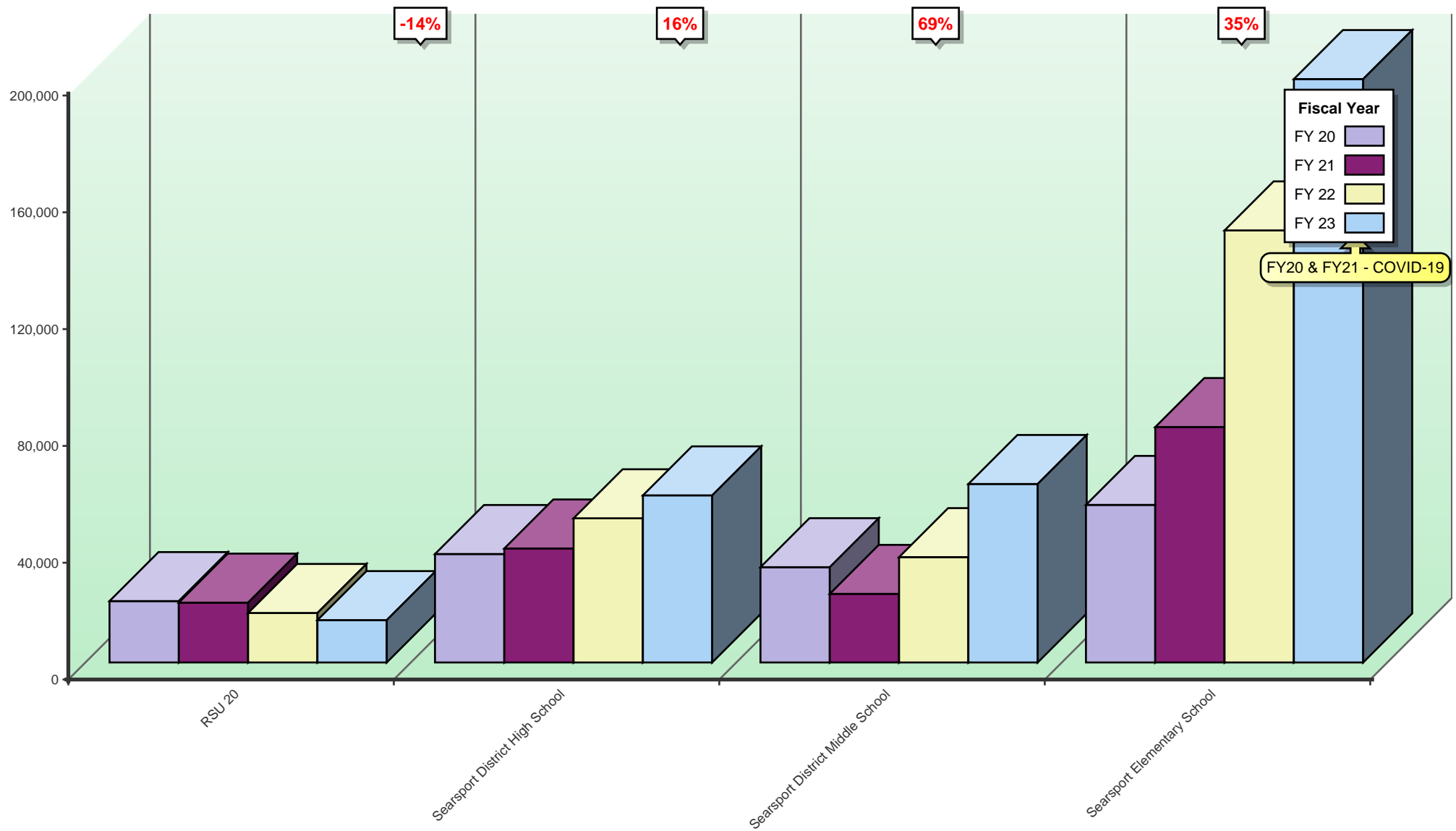
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	87,539	162,267,704	\$4,226,214.37	1,854	\$48.28

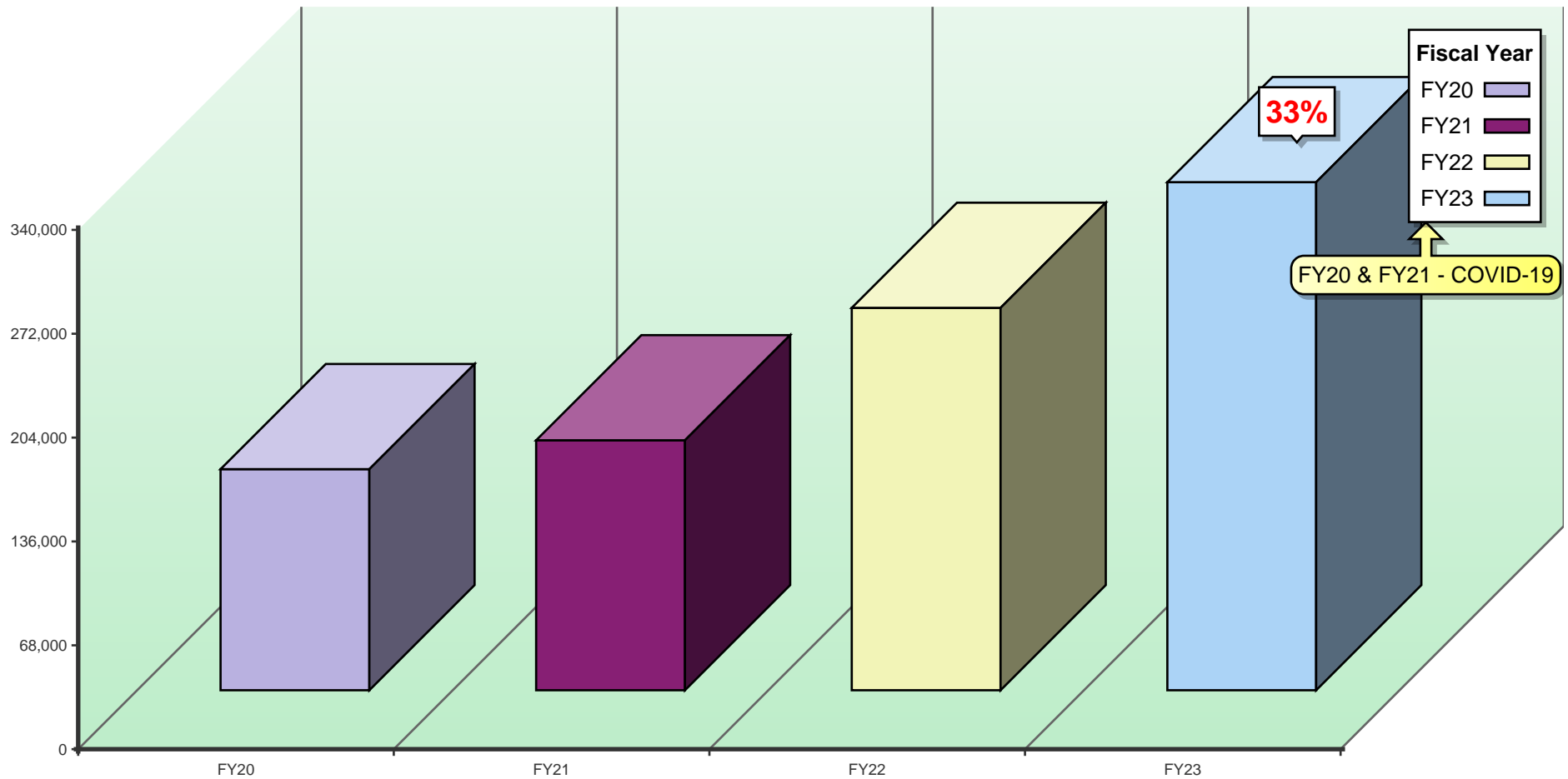
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



ANNUAL COLOR VOLUME BY LOCATION



ANNUAL COLOR VOLUME OVERALL



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

AVERAGE STUDENT-TO-COPY USAGE - COLOR

Using the projected costs by building as the basis, this table represents the projected average usage and cost per student for each building.

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
RSU 20	0	14,504	\$649.44	0	\$0.00
Searsport District High School	133	57,222	\$2,441.09	430	\$18.35
Searsport District Middle School	101	61,123	\$2,607.51	605	\$25.82
Searsport Elementary School	214	199,782	\$8,522.70	934	\$39.83
Totals	448	332,631	\$14,220.74	742	\$31.74

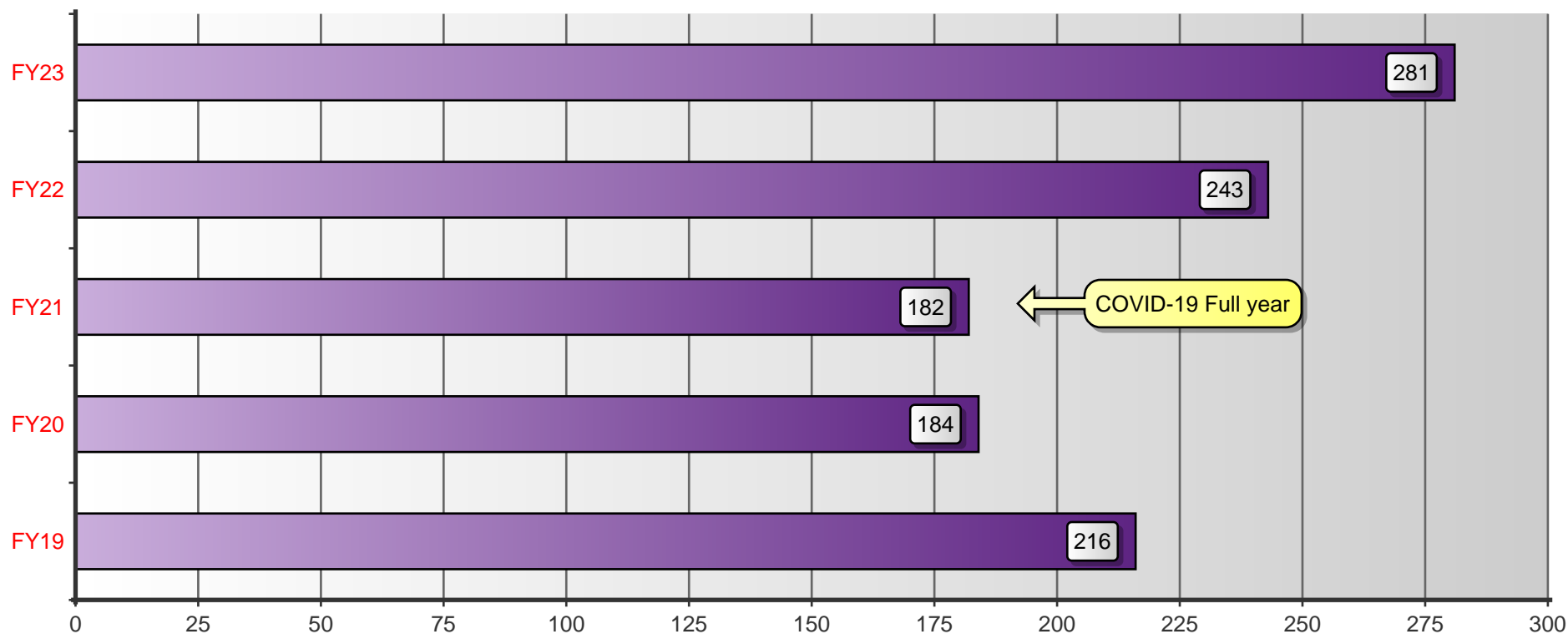
**Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.*

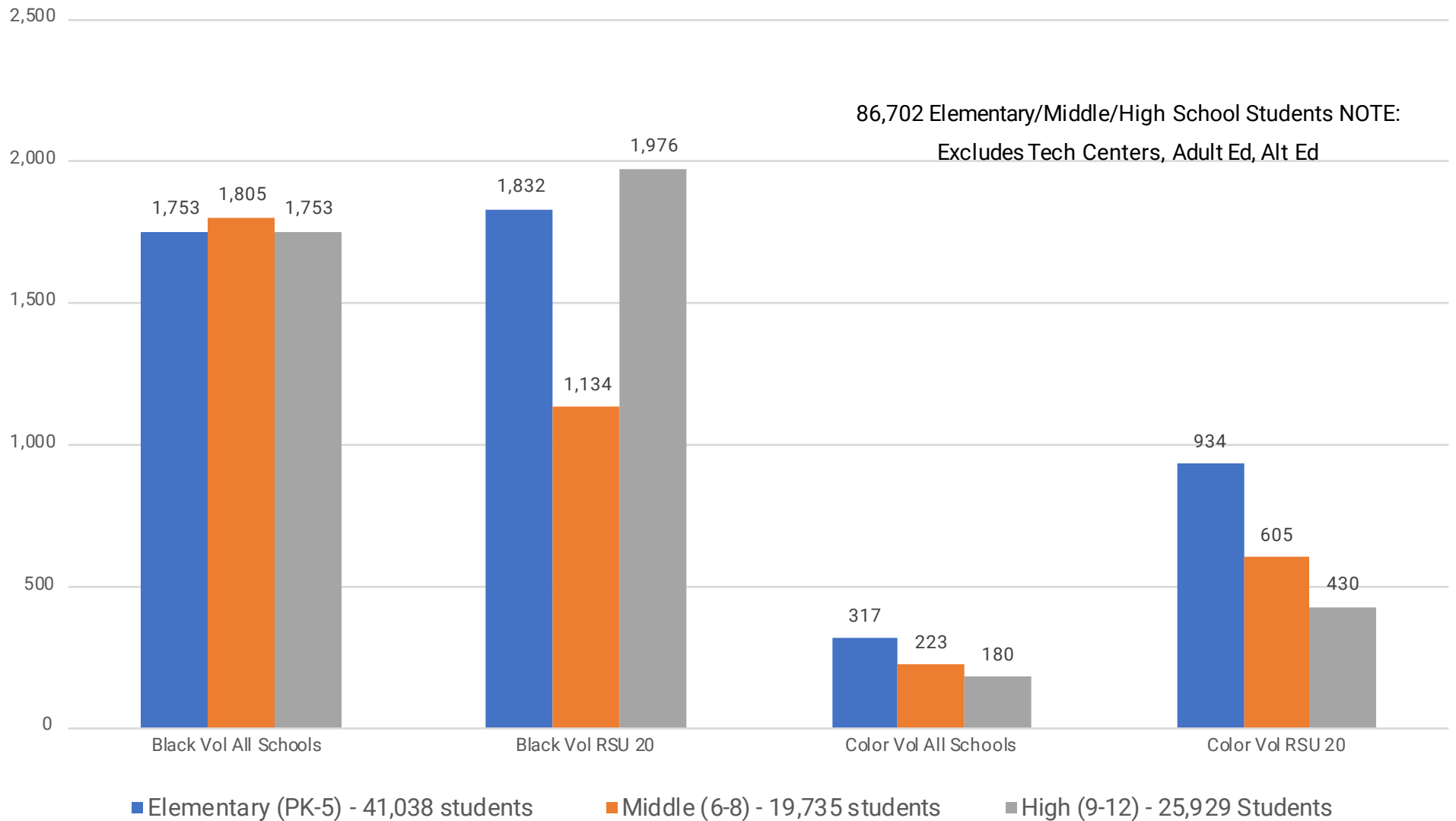
INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district or if you plan to build an addition or a new school.

	Total Student Population	Total Annual Volume	Total District Cost*	Annual Copies Per Student	Annual Cost Per Student
All Schools w/Student Populations	87,539	24,569,703	\$1,008,305.25	281	\$11.52

*Total District Cost refers to the cost of Service, Supplies, and Paper. Equipment is calculated only into the Black Volume.



AVERAGE VOLUME TO STUDENT RATIO BY STUDENT TYPE

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: 07/01/2020

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
RSU 20					
Bus Garage Office					
Konica Minolta BHC3320i / 35 PPM AAJP011000354 / 215273 750,000 / 05/2019 Color Laser MFP A-4 8.5x14 / SYMQUEST	7,541 1,477	11,973 2,799	4,432 1,322	\$0.00633 \$28.05 \$0.06335 \$83.75	None at this time.
Business Manager's Office (Main Office)					
HP Laser Jet 600 M604 / 52 PPM CNBCH760BX / 141814 2,000,000 / 04/2015 Black Printer A-4 / SYMQUEST	54,616 0	61,639 0	7,023 0	\$0.01099 \$77.18 \$0.00000 \$0.00	8 years from Intro.
Main Office					
Konica Minolta BHC650i / 65 PPM AA7N011000263 / 214142 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	112,900 35,973	173,171 49,155	60,271 13,182	\$0.00344 \$207.33 \$0.04102 \$540.73	None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Main Office					
Konica Minolta BH4402P / 46 PPM	19,845	30,546	10,701	\$0.01099	None at this time.
AAFJ011003009 / 138064				\$117.60	
750,000 / 08/2018	0	0	0	\$0.00000	
Black Printer A-4 / SYMQUEST				\$0.00	
	Subtotal Black		82,427	\$430.17	
	Subtotal Color		14,504	\$624.47	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
------------------------------------------------------------------------------------------------------------------	---------------------	---------------------	--------------------------	-----------------------------	-----------------

Searsport District High School

Guidance Office

Konica Minolta BHC650i / 65 PPM AA7N011000278 / 215240 4,000,000 / 02/2020 Color MFP A-3 11x17/SYMQUEST	75,258 30,198	132,966 49,126	57,708 18,928	\$0.00344 \$198.52 \$0.04102 \$776.43	None at this time.
------------------------------------------------------------------------------------------------------------------	--------------------------	---------------------------	--------------------------	------------------------------------------------	--------------------

Kitchen Office

Konica Minolta BH4402P / 46 PPM AAFJ011003037 / 138059 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	13,995 0	17,647 0	3,652 0	\$0.01099 \$40.14 \$0.00000 \$0.00	None at this time.
----------------------------------------------------------------------------------------------------------------	---------------------	---------------------	--------------------	---------------------------------------------	--------------------

Library

Konica Minolta BHC450i / 45 PPM AA7R011004231 / 215270 1,000,000 / 09/2020 Color MFP A-3 11x17 / SYMQUEST	31,554 27,249	57,381 46,174	25,827 18,925	\$0.00344 \$88.84 \$0.04102 \$776.30	None at this time.
--------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------	--------------------------	-----------------------------------------------	--------------------

Main Office

Konica Minolta BHC650i / 65 PPM AA7N011000050 / 215272 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	81,130 30,971	124,929 50,340	43,799 19,369	\$0.00344 \$150.67 \$0.04102 \$794.52	None at this time.
--------------------------------------------------------------------------------------------------------------------	--------------------------	---------------------------	--------------------------	------------------------------------------------	--------------------

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Room 104 Main Office						
Konica Minolta BH4402P / 46 PPM AAFJ011003016 / 138056 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	131 0	280 0	149 0	\$0.01099 \$1.64 \$0.00000 \$0.00	None at this time.	
Room 12						
HP Laser Jet 600 M604 / 52 PPM CNBCH760B1 / 141821 2,000,000 / 04/2015 Black Printer A-4 / SYMQUEST	86,018 0	99,542 0	13,524 0	\$0.01099 \$148.63 \$0.00000 \$0.00		8 years from Intro.
Room 13 Guidance Office						
Konica Minolta BH4402P / 46 PPM AAFJ011002994 / 138065 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	780 0	780 0	0 0	\$0.01099 \$0.00 \$0.00000 \$0.00	Not in use for FY22.	
Room 16						
Konica Minolta BH4402P / 46 PPM AAFJ011003027 / 138055 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	8,185 0	11,235 0	3,050 0	\$0.01099 \$33.52 \$0.00000 \$0.00		None at this time.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Teachers' Room					
Konica Minolta BH658 / 65 PPM	255,116	370,233	115,117	\$0.00344	None at this time.
AA6R011007090 / 215241				\$396.00	
4,000,000 / 05/2017	0	0	0	\$0.00000	
Black MFP A-3 11x17 / SYMQUEST				\$0.00	
	Subtotal Black		262,826	\$1,057.95	
	Subtotal Color		57,222	\$2,347.25	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
------------------------------------------------------------------------------------------------------------------	---------------------	---------------------	--------------------------	-----------------------------	-----------------

Searsport District Middle School

Hallway

HP Laser Jet 600 M604 / 52 PPM CNBCH760BM / 141825 2,000,000 / 04/2015 Black Printer A-4/SYMQUEST	34,681 0	37,686 0	3,005 0	\$0.01099 \$33.02 \$0.00000 \$0.00	8 years from Intro.
------------------------------------------------------------------------------------------------------------	-----------------	-----------------	----------------	---------------------------------------------	---------------------

Room 10 Teachers' Room

Konica Minolta BHC650i / 65 PPM AA7N011000084 / 215274 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	143,151 30,713	185,962 55,485	42,811 24,772	\$0.00344 \$147.27 \$0.04102 \$1,016.15	None at this time.
--------------------------------------------------------------------------------------------------------------------	-----------------------	-----------------------	----------------------	--------------------------------------------------	--------------------

Room 11

Konica Minolta BH4402P / 46 PPM AAFJ011003020 / 138062 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	5,882 0	10,155 0	4,273 0	\$0.01099 \$46.96 \$0.00000 \$0.00	None at this time.
----------------------------------------------------------------------------------------------------------------	----------------	-----------------	----------------	---------------------------------------------	--------------------

Special Ed Office

Konica Minolta BHC650i / 65 PPM AA7N011000015 / 215239 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	83,608 28,848	148,008 65,199	64,400 36,351	\$0.00344 \$221.54 \$0.04102 \$1,491.12	None at this time.
--------------------------------------------------------------------------------------------------------------------	----------------------	-----------------------	----------------------	--------------------------------------------------	--------------------

Subtotal Black	114,489	\$448.79
Subtotal Color	61,123	\$2,507.27

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
------------------------------------------------------------------------------------------------------------------	---------------------	---------------------	--------------------------	-----------------------------	-----------------

Searsport Elementary School

Cape Of Dreams

Konica Minolta BH4402P / 46 PPM AAFJ011003047 / 138057 750,000 / 08/2018 Black Printer A-4/SYMQUEST	61,736 0	88,334 0	26,598 0	\$0.01099 \$292.31 \$0.00000 \$0.00	None at this time.
--------------------------------------------------------------------------------------------------------------	-------------	-------------	-------------	----------------------------------------------	--------------------

Kids' Cove

Konica Minolta BH4402P / 46 PPM AAFJ011003052 / 138058 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	1,840 0	2,709 0	869 0	\$0.01099 \$9.55 \$0.00000 \$0.00	None at this time.
----------------------------------------------------------------------------------------------------------------	------------	------------	----------	--------------------------------------------	--------------------

Kitchen

Konica Minolta BH4402P / 46 PPM AAFJ011003045 / 138060 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	3,879 0	6,670 0	2,791 0	\$0.01099 \$30.67 \$0.00000 \$0.00	None at this time.
----------------------------------------------------------------------------------------------------------------	------------	------------	------------	---------------------------------------------	--------------------

Main Office

Konica Minolta BHC650i / 65 PPM AA7N011000048 / 214147 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	109,170 56,708	152,786 104,439	43,616 47,731	\$0.00344 \$150.04 \$0.04102 \$1,957.93	None at this time.
--------------------------------------------------------------------------------------------------------------------	-------------------	--------------------	------------------	--------------------------------------------------	--------------------

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Media Center					
Konica Minolta BH4402P / 46 PPM AAFJ011003015 / 138063 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	5,485 0	8,326 0	2,841 0	\$0.01099 \$31.22 \$0.00000 \$0.00	None at this time.
Psych Examiner's Office					
Konica Minolta BH4402P / 46 PPM AAFJ011003011 / 138054 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	4,712 0	5,457 0	745 0	\$0.01099 \$8.19 \$0.00000 \$0.00	None at this time.
PT/OT Office					
Konica Minolta BH4402P / 46 PPM AAFJ011002984 / 138061 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	2,029 0	2,592 0	563 0	\$0.01099 \$6.19 \$0.00000 \$0.00	None at this time.
Resource Room					
Konica Minolta BH4402P / 46 PPM AAFJ011003019 / 138066 750,000 / 08/2018 Black Printer A-4 / SYMQUEST	14,739 0	28,105 0	13,366 0	\$0.01099 \$146.89 \$0.00000 \$0.00	None at this time.

Regional School						
Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Teacher's Room Upstairs						
Konica Minolta BHC650i / 65 PPM AA7N011000273 / 215250 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	267,798 95,856	427,188 204,661	159,390 108,805	\$0.00344 \$548.30 \$0.04102 \$4,463.18	None at this time.	
Teachers' Room 1st Floor						
Konica Minolta BHC650i / 65 PPM AA7N011000063 / 214146 4,000,000 / 02/2020 Color MFP A-3 11x17 / SYMQUEST	154,866 76,014	246,032 119,260	91,166 43,246	\$0.00344 \$313.61 \$0.04102 \$1,773.95		None at this time.
Subtotal Black			341,945	\$1,536.98		
Subtotal Color			199,782	\$8,195.06		
Overall Black Totals			801,687	\$3,473.89		
Overall Color Totals			332,631	\$13,674.04	Your Avg Color CPC is \$0.0411	

Estimated color cost savings with your next bid: **\$8,496.66** over five years. Our bids are coming in at an average of \$0.036, with our compensation included.

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 03/01/1996 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 23 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
801,687	\$0.01150	\$9,219.40

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
801,687	\$0.00433	\$3,471.30	\$5,748.10	\$28,740.48

*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
\$5,748.10 x 27 years as a Client = \$155,198.59 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
RSU 20	82,427	\$447.52	\$527.53	\$2,103.77	\$3,078.82
Searsport District High School	262,826	\$1,100.86	\$1,682.09	\$6,708.06	\$9,491.00
Searsport District Middle School	114,489	\$467.00	\$732.73	\$2,922.08	\$4,121.81
Searsport Elementary School	341,945	\$1,599.18	\$2,188.45	\$8,727.40	\$12,515.02
TOTALS	801,687	\$3,614.56	\$5,130.80	\$20,461.30	\$29,206.66

SPC EQUIPMENT BIDS:

You can experience significant cost savings on equipment and service & supplies if you did an upgrade. See next page for details.

Current bids are coming in between 12% to 22% of Retail compared with the current Salesman's Cost of 50% of Retail.

For Example, a 55-page-per-minute Konica Minolta BizHub C550i with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and fax board with a Retail Cost of \$37,199 can be purchased for \$4,341... That's 12% of Retail! Our prices are negotiated with and supported directly by the manufacturer.

PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

This table represents PROJECTED expenses for COLOR prints or copies by building based on recent activity. Current paper case costs and 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
RSU 20	14,504	\$649.44
Searsport District High School	57,222	\$2,441.09
Searsport District Middle School	61,123	\$2,607.51
Searsport Elementary School	199,782	\$8,522.70
TOTALS	332,631	\$14,220.74

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. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Black Volume	FY23 Black Cost/Copy	FY23 Black S & S Costs	FY24 Black Cost/Copy	FY24 Projected Black S & S Costs
SymQuest Group, Inc.	Black MFP A-3 11x17	115,117	\$0.00344	\$396.00	\$0.00358	\$412.12
SymQuest Group, Inc.	Black Printer A-4	93,150	\$0.01099	\$1,023.72	\$0.01143	\$1,064.70
SymQuest Group, Inc.	Color Laser MFP A-4 8.5x14	4,432	\$0.00633	\$28.05	\$0.00658	\$29.16
SymQuest Group, Inc.	Color MFP A-3 11x17	588,988	\$0.00344	\$2,026.12	\$0.00358	\$2,108.58
TOTALS AND AVERAGES		801,687	\$0.00433	\$3,473.89	\$0.00451	\$3,614.56

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. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Color Volume	FY23 Color Cost/Copy	FY23 Color S & S Costs	FY24 Color Cost/Copy	FY24 Projected Color S & S Costs
SYMQUEST	Color Laser MFP A-4 8.5x14	1,322	\$0.06335	\$83.75	\$0.06588	\$87.09
SYMQUEST	Color MFP A-3 11x17	331,309	\$0.04102	\$13,590.30	\$0.04266	\$14,133.64
TOTALS AND AVERAGES		332,631	\$0.04111	\$13,674.04	\$0.04275	\$14,220.74

SPC UPGRADES FOR 2023

Client Name	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
City of Saco	Ryan Pinheiro	628,426	34	KMBS	KMBS & Ricoh	\$3,495.81	\$17,479.05	SPC STarDoc
Franklin Northeast Supervisory	Morgan Daybell	4,060,945	18	Symquest	Symquest	\$10,247.75	\$51,238.75	SPC STarDoc
Holderness School	Paula Currie	780,989	32	Conway	Symquest	\$25,414.02	\$127,070.10	W/ SPC STarDoc & Papercut
Phillips Exeter Academy	Scott Heffner	3,486,154	102	Toshiba Business				
RSU 2 Hallowell	Mariah Kelly	3,298,697	64	A-Copi			\$0.00	
RSU 22 Hampden	Trish Hayes	4,624,078	57	Symquest	Symquest	\$16,482.00	\$82,410.00	SPC STarDoc
RSU 23 Old Orchard Beach	Cindy Cox	1,234,079	46	KMBS	Smith Office	\$13,419.00	\$67,095.00	SPC STarDoc
Saco MSAU	Kris Stryker-IT	3,000,000	56	KMBS	KMBS	\$15,134.23	\$75,671.15	W/ SPC STarDoc & Papercut
SAU 18 Franklin	Robyn Dunlap-IT	1,835,661	24	KMBS	Toshiba	\$9,759.00	\$48,795.00	W/ SPC STarDoc & Papercut
SAU 30 Laconia	Diane Clary	3,777,053	73	NECS	Toshiba			
SAU 301 Prospect Mou (w/SAU 72 & SAU 86)	Heidi Duford	2,818,384	51	NECS	Toshiba	\$34,358.00	\$171,790.00	W/ SPC STarDoc & Papercut
SAU 34 Hillsboro-Deering	Grant Geisler	1,760,806	20	KMBS/Canon	KMBS	\$18,438.01	\$92,190.05	W/ SPC STarDoc & Papercut
SAU 40 Milford	Jane Fortson	5,015,229	85	KMBS	Toshiba	\$3,397.60	\$16,988.00	W/ SPC STarDoc & Papercut
SAU 41 Hollis-Brookline	Kelly Seeley	6,630,000	98	Conway	Toshiba	\$29,914.65	\$149,573.25	W/ SPC STarDoc & Papercut
SAU 42 Nashua	Dan Donovan	20,893,573	87	KMBS	KMBS	\$93,212.00	\$466,060.00	SPC STarDoc
SAU 45 Moultonborough	Amanda Bergquist	1,117,284	25	KMBS	Toshiba	\$9,556.72	\$47,783.60	W/ SPC STarDoc & Papercut
SAU 64 Milton	Mackenzie Campbell	1,101,887	34	Seacoast/Conway	Toshiba	\$14,252.68	\$71,263.40	W/ SPC STarDoc & Papercut
SAU 77 Monroe	Rose Harris	207,730	7	WB Mason	Symquest	\$2,100.31	\$10,501.55	Not interested in Papercut
SAU 83 Fremont	Nathan Castle	907,329	16	KMBS	KMBS	\$7,233.81	\$36,169.05	SPC STarDoc
SAU 85 Sunapee	Kelly Wessells	1,101,647	35	KMBS	KMBS	\$3,171.67	\$15,858.35	W/ SPC STarDoc & Papercut
Wiscasset School District	Brian Barrows	1,122,000	32	Transco	Symquest	\$13,190.00	\$65,950.00	W/ SPC STarDoc & Papercut
Totals		69,401,951	996			\$322,777.26	\$1,613,886.30	

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

	2021	2022	2023
VOLUME TOTALS	69,686,229	73,469,937	69,401,951
Total Volume New Clients	41,249,400	17,952,178	24,983,700
Total Volume Existing Clients	28,436,829	55,517,759	44,418,251

2023 Award Evaluation	Manufacturer	Volume	Machines
KMBS	Konica Minolta	43,724,394	910
Symquest	Konica Minolta	21,113,813	415
Toshiba Business Solutions	Toshiba	2,896,042	23
Smith Office Equipment	Sharp	2,889,639	60
TOTALS		70,623,888	1,408

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract	27
Number of Machines on Lease	24
Number of Machines Owned	3
Number of Rental/Loaner Machines	0

Lease Company	Norway Savings Bank
----------------------	----------------------------

Term	5 Annual
-------------	-----------------

Annual Payment usually due on 8/1	\$20,461.30
------------------------------------------	--------------------

Lease Start Date	07/01/2020
-------------------------	-------------------

Lease End Date	08/01/2024
-----------------------	-------------------

Remaining Payments	1
---------------------------	----------

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

LEASED EQUIPMENT

Building	Room	Make/Model	Serial Number
RSU 20	Bus Garage Office	Konica Minolta BHC3320i	AAJP011000354
RSU 20	Main Office	Konica Minolta BH4402P	AAFJ011003009
RSU 20	Main Office	Konica Minolta BHC650i	AA7N011000263
Searsport District High School	Guidance Office	Konica Minolta BHC650i	AA7N011000278
Searsport District High School	Kitchen Office	Konica Minolta BH4402P	AAFJ011003037
Searsport District High School	Library	Konica Minolta BHC450i	AA7R011004231
Searsport District High School	Main Office	Konica Minolta BHC650i	AA7N011000050
Searsport District High School	Room 104 Main Office	Konica Minolta BH4402P	AAFJ011003016
Searsport District High School	Room 13 Guidance Office	Konica Minolta BH4402P	AAFJ011002994
Searsport District High School	Room 16	Konica Minolta BH4402P	AAFJ011003027
Searsport District High School	Teachers' Room	Konica Minolta BH658	AA6R011007090
Searsport District Middle School	Room 10 Teachers' Room	Konica Minolta BHC650i	AA7N011000084
Searsport District Middle School	Room 11	Konica Minolta BH4402P	AAFJ011003020
Searsport District Middle School	Special Ed Office	Konica Minolta BHC650i	AA7N011000015
Searsport Elementary School	Cape Of Dreams	Konica Minolta BH4402P	AAFJ011003047
Searsport Elementary School	Kids' Cove	Konica Minolta BH4402P	AAFJ011003052
Searsport Elementary School	Kitchen	Konica Minolta BH4402P	AAFJ011003045
Searsport Elementary School	Main Office	Konica Minolta BHC650i	AA7N011000048
Searsport Elementary School	Media Center	Konica Minolta BH4402P	AAFJ011003015
Searsport Elementary School	Psych Examiner's Office	Konica Minolta BH4402P	AAFJ011003011
Searsport Elementary School	PT/OT Office	Konica Minolta BH4402P	AAFJ011002984
Searsport Elementary School	Resource Room	Konica Minolta BH4402P	AAFJ011003019
Searsport Elementary School	Teacher's Room Upstairs	Konica Minolta BHC650i	AA7N011000273
Searsport Elementary School	Teachers' Room 1st Floor	Konica Minolta BHC650i	AA7N011000063

OWNED EQUIPMENT

Building	Room	Make/Model	Serial Number
RSU 20	Business Manager's Office (Main Office)	HP Laser Jet 600 M604	CNBCH760BX
Searsport District High School	Room 12	HP Laser Jet 600 M604	CNBCH760B1
Searsport District Middle School	Hallway	HP Laser Jet 600 M604	CNBCH760BM

STARDoc USER NAMES

Name	User Name
Bob Bradford	bbradford@rsu20.org
Chris Downing	cdowning@rsu20.org
Dhyana Blanchard	dblanchard
Geoff Cyr	gcyr@rsu20.org
Larry Clement	lclementSES
Lynn Redman	lredman@rsu20.org
Marianne DeRaps	mderapsSDHS
Mike Fuller	mfuller@rsu20.org
Paula Rideout	prideout@rsu20.org
Rusty Grove	rgrove@rsu20.org
Susan Capwell	scapwell@rsu20.org

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.

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