



Specialized Purchasing Consultants

1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
www.spccopypro.com

FY20 Upgrade Report

RSU 20- Searsport
6 Mortland Road
Searsport, ME 04974

Specialized Purchasing Consultants Corp.

Serving Maine, New Hampshire & Vermont since 1988

1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
stilton@spccopypro.com

October 5, 2020

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Bob Bradford
6 Mortland Road
Searsport, ME 04974

Dear Bob:

Thank you for allowing Specialized Purchasing Consultants to assist you with your recent reprographic equipment upgrade.

As with any change, challenges will arise, and we hope that we did not let you down in any way. With services such as STARDoc, automatic reporting, simplified billing, a comprehensive triple-layered warranty, and a staff that stands ready and willing to assist with all of your current and future needs, SPC has set a higher standard.

We hope that during the upgrade process we have taken care of all the details and resolved any issues that may have arisen. If you believe there is anything that we have missed, please let us know immediately, allowing us to rectify the situation to your satisfaction. You can be confident that SPC has worked hard to ensure your current fleet will serve your needs fully.

It is always our pleasure to answer questions, manage service or supply issues, and to provide top-notch customer service. We look forward to serving you throughout the years to come.

Sincerely,



Skip Tilton
President of SPC

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CONTRACT

THIS CONTRACT (the "Contract") is made this 24th day of October, 2019 by and between Specialized Purchasing Consultants ("Contractor" or "SPC") and RSU 20 - Searsport ("Client"). For and in consideration of the mutual covenants and performance set forth herein, Contractor and Client agree as follows

Skip Tilton
President

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1. **Term.** The term of this Contract is five years from the date hereof, unless earlier terminated pursuant to the terms hereof. Client or SPC can terminate this Contract at any time for any reason after one year, upon 30 days written notice to the other party to this Contract, following completion by the Client of the issuance of a lease, purchase, lease-purchase, financing, or refinancing to replace, add, or upgrade equipment covered by this Contract ("an Upgrade"). If such an early termination is effected by Client or SPC, Client and SPC shall reconcile fairly all amounts due for services performed under the Contract. ✓

1. **Fees.**
The fees payable by Client to Contractor under this Contract are: (a) **eight point eight (8.8%)** of the Total Cost Per Copy of all copies scheduled to be made on all service and supply agreements for reprographic equipment (Photocopiers, High-Speed Duplicators, Multi-functional Duplicating Equipment, High End Network Printers, or other equipment described in the Five Year Equipment Replacement Schedule referenced in subparagraph (I) hereof) leased, purchased, lease-purchased, financed, or refinanced by Client as a result of services performed by Contractor under this Contract (in other words, if the Total Cost Per Copy for services and supplies for equipment leased, purchased, lease-purchased, financed, or refinanced as a result of services performed by Contractor under this Contract is **\$0.003 per scheduled copy, the Contractor's fee is \$.00326 per such copy**); and (b) **eight point eight percent (8.8%)** of the principal amount (purchase price financed) of all such reprographic equipment (in other words, if the total principal amount of reprographic equipment leased, purchased, lease-purchased, financed, or refinanced by Client as a result of services performed by Contractor under this Contract is **\$3,000, the Contractor's fee is \$264**). The "Total Cost Per Copy" for equipment covered by this Contract is defined as the total cost per copy scheduled to be charged for service and supply contracts between Client and servicing vendors for equipment acquired by Client as a result of services performed by Contractor under this Contract. **Excluded from such service and supply contracts are the cost of paper and the cost of staples.** No fees are payable by Client to Contractor hereunder, other than the retainer described in Paragraph 8 hereof, unless Client accepts a bid for reprographic services arranged by Contractor pursuant to this Contract, or unless Client breaches this Contract under Paragraph 4 hereof or otherwise. ✓

Low End Network Printers (LENP) will be administered under separate contracts with the Vendors of such LENPs. Due to the limited volume done on LENPs, Contractor's fee will be Twenty-Five percent (20%) of the Vendor's fee per copy on the LENP. For example if the Total Cost per Copy ("TCPC") negotiated with a Vendor for a LENP is \$0.007, then the Contractor's fee is \$0.0014 for a Total cost to the Client of \$0.0084 per copy on the LENP.

SPC guarantees to improve the quality of your equipment and service as well as lower the cost of obtaining and operating reprographic equipment, even after SPC's fees have been included in the new total cost. If SPC fails to achieve this, SPC will terminate our Contract, refund SPC's retainer received from Client, and provide an additional \$500.00 check to Client to cover any loss of time on Client's part.

3. **Services Performed By Contractor:** (See Addendum B for a Complete list of services for both Vendor and Client)
 - a. **Initial Needs and Capabilities Analysis.** Contractor will provide to Client a written Initial Needs and Capabilities Analysis (contained within the Five Year Equipment Replacement Schedule described in subparagraph (I) hereof) analyzing Client's existing reprographic system including Client's current photocopiers, offset presses, high-speed duplicators, Low End Network Printers, and outside printing requirements. Based on this Initial Needs and Capabilities Analysis, Contractor will design, with Client's approval, an overall reprographic system for Client, with the goal of increasing Client's reprographic capabilities, while reducing Client's reprographic costs. Specifically, throughout the term of this Contract, Contractor will provide Client with initial long-term service and supply contract savings and capital savings of up to two-thirds of retail. Annually hereunder, Contractor will provide Client with guaranteed ceilings on any annual price increases for service and supply contracts covering equipment obtained under this Contract of 5% or the annual increase in the Consumer Price Index (CPI-U), whichever is less. ✓
 - b. **Annual Use Report.** Annually hereafter, Contractor will provide to Client a written Annual Use Report analyzing the use of reprographic equipment and services and supplies by Client, with recommendations that identify for Client how to use such equipment, services and supplies, and other items in the most efficient and effective manner possible. ✓
 - c. **Two-Year Needs and Capabilities Analysis.** Every two years hereafter, Contractor will perform a **Needs and Capabilities Analysis for Client covering the same matters contained in the Initial Needs and Capabilities Analysis.** Client must provide written authorization to Contractor to perform the Two-Year Needs and Capabilities Analysis, and such written authorization may be provided by the Superintendent of Schools or Business Manager (or similar officer) of Client pursuant to this Contract. ✓
 - d. **Bid Specifications.** Based on the results of the Initial Needs and Capabilities Analysis, Annual Use Report, and Two-Year Needs and Capabilities Analysis, as applicable, Contractor will prepare and distribute bid specifications to qualified contractors to obtain for Client reprographic equipment and services desired by Client. ✓



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- ✓ e. **Selection of Vendors.** Contractor will analyze all bids received by Client for reprographic equipment and services pursuant to subparagraph (d) above and make recommendations to Client regarding how Client can obtain the most effective and lowest-cost reprographic equipment and services.
- ✓ f. **Negotiation With Vendors.** After bids described in subparagraph (e) above are received, if further negotiation with vendors on behalf of Client is desired by Client, Contractor will undertake such negotiations with vendors at Client's direction so that contracts in compliance with Client's requirements can be executed.
- ✓ g. **Financing.** Contractor will arrange, at no cost to Client, tax-exempt lease-purchase financing (for tax-exempt Clients) or other appropriate financing for the reprographic equipment selected by Client. Contractor shall submit all transactions to Contractor's bond counsel listed in the Bond Buyer's Municipal Marketplace ("Bond Counsel"), for the preparation of all documents, for legal compliance review, and for the provision of any legal validity and tax opinions necessary to complete and finance such transactions. In addition, Client may arrange for its own counsel ("Issuer Counsel") to participate in the transaction, at Client's cost, or the Client may choose to effect its own financing, at its own cost.
- ✓ h. **Assumption of Existing Contracts.** Contractor will assume all financial obligations and hold Client harmless from such obligations under all existing contracts, leases, or financing agreements to which Client is a party for equipment being replaced by equipment being leased, purchased, lease-purchased, financed, or refinanced pursuant to this Contract. In order to facilitate the payment by Contractor of all obligations of Client under such contracts, leases, or financing arrangements, Client hereby authorizes Contractor, to change the billing addresses on such contracts, leases, or financing arrangements to the business address of Contractor. Client also agrees to hold Contractor harmless for, and to pay, any shipping costs back to a vendor or leasing company, or storage costs for such equipment, or any Federal, State, or local taxes lawfully assessed and due, now or hereafter, upon all equipment covered by such contracts, leases, or financing agreements being repaid by Contractor pursuant to this Contract.
- ✓ i. **Cancellation and Renegotiation of Existing Service Contracts and Establishing New Service Contracts.** Contractor, at Client's direction, will cause existing service and supply contracts for existing reprographic equipment used by Client to be cancelled, and will negotiate new service and supply contracts at new terms acceptable to Client, including replacement warranties from vendors for all equipment identified by Client.
- ✓ j. **Annual Monitoring of Service Contracts.** During the term of this Contract, Contractor will monitor annually all reprographic service and supply contracts entered into by Client to verify correct billing and to identify over-usage and under-usage of particular equipment.
- ✓ k. **Installation of Equipment.** After contracts have been awarded to vendors for reprographic equipment pursuant to this Contract, Contractor will communicate with such vendors to assure proper installation of equipment pursuant to the terms of any applicable lease-purchase or other financing agreement and to assure proper commencement of service and supply contracts.
- ✓ l. **Provision of Equipment Replacement Schedule.** Contractor will provide to Client, and will update as necessary, a Reprographic Equipment Replacement Schedule (a "Five Year Equipment Replacement Schedule") for all equipment to be replaced, reconditioned, upgraded, or otherwise covered by this Contract.
- ✓ m. **Provision of Key Operator Instruction Forms.** Contractor will provide Client with a Key Operator Instruction Form for posting adjacent to each copying machine of Client describing proper use, key operator name, machine serial number, life expectancy of such machine, location and telephone number of vendor's service manager, and warranties for the machine.
- ✓ 4. **Exclusive Agency for Bidding and Selection of Vendors and Equipment.** All bidding, analysis, and selection of vendors and equipment by Client pursuant to this Contract shall be effected exclusively through Contractor. If, during the term of this Contract, Client executes a contract separate from Contractor with any vendor to provide services or equipment such as that covered by this Contract, then Client shall be in breach of this Contract and shall pay to Contractor all fees due and unpaid by Client to Contractor under this Contract, including all fees which would have been payable by Client to Contractor under this Contract had Client accepted a bid meeting the terms of this Contract and arranged by Contractor for Client under this Contract, plus all costs including attorney's fees incurred by Contractor to collect such fees. If Client rejects all of the bids arranged by Contractor for Client pursuant to this Contract, then Contractor shall be allowed exclusively to re-bid for Client the services and equipment desired by Client according to Client's specifications. RCB. **Client's Initials here acknowledge that Client carefully has reviewed the terms of this Paragraph 4 applicable to Client under this Contract.**
- ✓ 5. **Warranties.** Throughout the term of this Contract, Contractor will obtain for Client from vendors five-to- ten-year average warranties on all new equipment obtained for Client under this Contract, five-year average warranties for all reconditioned equipment obtained for Client under this Contract, and three-to-five year average warranties for all existing equipment of Client left in place and monitored by Contractor under this Contract.
- ✓ 6. **Equipment Upgrades and Adjustment of SPC Fees.** If any equipment which is covered by this Contract is upgraded or replaced during the term of this Contract, then Total Cost Per Copy fees payable by Client to Contractor under paragraph 2(a) above shall be adjusted by the net increase or decrease in copy volume from the original copy volume negotiated by Contractor for Client pursuant to this Contract. (For example, three years after execution of this Contract, Contractor is asked to do an Upgrade by Client on certain of Client's equipment. After the Upgrade is approved by Client, total copy volume on Client's equipment is scheduled to be 2,000,000 copies per year for the remaining two years of this Contract



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instead of the 1,500,000 copies per year originally scheduled under this Contract. Under such circumstances, Contractor would be entitled to receive its fee under paragraph 2(a) above for the additional 500,000 copies per year scheduled under the Upgrade for the remaining two years of the Contract).

- ✓ 7. **Retainer.** Upon execution of this Contract, Client agrees to pay Contractor a **retainer of \$1,000.00 (Waived for an existing client)**. This amount shall be credited in its entirety, however, to any fee earned by Contractor on an Upgrade of reprographic equipment or services by Client pursuant to this Contract.

Skip Tilton
President

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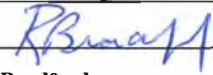
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8. **Optional Unforeseen Cost Fund & Installation:** By initialing below, Client hereby elects to pay Contractor, as part of the principal amount of equipment covered by this Contract, a one-time \$300 charge for each item of reprographic equipment covered by this Contract, to eliminate any liability by Client for costs unforeseen by Client for:
- a. SPC's Print Management Services (See Addendum A)
 - b. Shipping or storage under Paragraph 3(h) hereof;
 - c. Computer interface ports
 - d. Computer interface drops
 - e. Specialized reprographic surge protectors
 - f. Electrical rewiring found to be necessary to integrate reprographic equipment provided hereunder to Client's existing electronic data processing network
 - g. Installation and operation of SPC Star Doc (remote monitoring of all reprographic equipment, and analysis of Client's usage and cost patterns)

Client Initials:
Accept RCB

- ✓ 9. **Entire Agreement.** This Contract represents the entire agreement between Contractor and Client with regard the subject matter hereof. No oral negotiations, discussions, or agreements, either prior to or subsequent to the date of this Contract, with regard to the subject matter hereof, are binding upon Contractor or Client, unless reduced to writing and set forth in the form of an agreement, signed by both Contractor and Client.
- ✓ 10. **No Conflicts-of-Interest by Contractor.** Contractor warrants to Client that Contractor has no monetary or other self-interest in the selection of any vendor to provide reprographic equipment or services to Client pursuant to this Contract, and that the performance of Contractor's obligations pursuant to this Contract shall be solely in the interests of Client to provide Client with the best possible reprographic equipment and services at the lowest possible price.

CLIENT

Company	<u>RSU 20 - Searsport</u>
Signature	<u>X </u>
Authorized by (please print)	<u>Bob Bradford</u>
Title	<u>IT Manager</u>
Address 1	<u>6 Mortland Road</u>
City, State, Zip	<u>Searsport, ME 04974</u>
Telephone Number	<u>207-548-6643</u>
Fax Number	<u></u>
E-mail address	<u>bbradford@rsu20.org</u>

CONTRACTOR (SPECIALIZED PURCHASING CONSULTANTS)

SPC Corporate
Signature


Skip Tilton, President



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✓ Addendum A: STARDoc Services that include but are not limited to...

- Cost Saving Recommendations
- Pinpointing Color Cost over usage with cost savings recommendations
- Allocate Cost by Device and Building
- Student Population Ratios Compared to at least 55 School Districts
- Monthly Audits that build your budgets based off printing habits
- Electronic Monitoring of all Printers/Copiers
- Floor Plan Asset Management
- Measure Output at Device Level

Addendum B: Services that SPC provides that assist both the Client and servicing Vendor.

Services SPC provides to the Client: ✓

Prior to Installation:

- Cooperative Buying Power of copiers & printers, bidding & tabulation of bids
- Five-Year Equipment Replacement Schedule: Includes onsite surveying, fleet recommendations, follow-through of bid process
- Working directly with vendors and manufacturers on Client's behalf
- Client allowed to choose vendor no matter the bid results (i.e., not necessarily awarding bid to lowest quote)

During Installation: ✓

- On-site oversight of equipment installation
- Electronic Surge Protectors (ESPs), electrical wiring, computer interface, etc. provided as needed.
- Follow-through on remaining installation issues to ensure completion
- Print Management Software

After Installation: ✓

- STARDoc Fleet Management program
- Live Floor Plans
- Annual Meter Read Collection
- Simplified Billing Program: Three total invoices per year directly from SPC
- Annual Reports
- Mediating equipment and warranty issues between Client and Vendor
- Chromebook Bid
- Paper Bid

Services SPC provides to the Vendor: ✓

Prior to Installation:

- Quantity addition of clients, equipment, and volume
- Bid Specs organized in consistent format with the Five-Year Equipment Replacement Schedule
- Past bid results shared to provide best negotiating with manufacturers
- All bids shared with vendors are equal, with none allowed to under-spec, under-bid or offer discontinued equipment
- Customer chooses the vendor of choice, despite bid results
- Digital Needs Analysis to match machine to installation site
- Coordination of vendor meeting with Client after bid is awarded

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During Installation: ✓

- Oversight of equipment installation to assist delivery and technician staff
- Electronic Surge Protectors (ESPs), electrical wiring, computer interface, etc. provided by SPC as needed
- Follow-through on installation issues to ensure continuity for client and vendor
- Print Management Software

After Installation: ✓

- Annual Meter Read Collection
- Simplified Billing Program: Three total invoices per year; SPC pays vendor directly
- Mediating equipment and warranty issues between Client and Vendor

Annual Meetings with Vendor to address both positive and negative issues or concerns as well as discussion of past and future bids.

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.



RSU 20 - Searsport

Bob Bradford

6 Mortland Road

Searsport, ME 04974

Five-Year Equipment Replacement Schedule

RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
1 RSU 20 District Office Bus Garage Office	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex LCT-Paper 11 X 17 Finisher 3-Hole Punch CIF-PrintScan- Fax-Hard Drive for Secure Print	Color MFP with Stand Konica Minolta BHC3320i 35 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort-Scan- Fax-Post Script-Hard Drive for Secure- Airprint Print	New	New	New	New
0	53,656 (Trade Copex)	750,000	5/1/2019			
Black Vol:	3,000,000 04/14	AAJP011000354	215273			
Color Vol:	CSGE20679 /	3,149	SymQuest Group, Inc.			
		263				
2 RSU 20 District Office Business Manager's Office (Main Office)	HP Laser Jet 600 M604 Black Network Printer 52 CPM Duplex 1,000 Paper Supply Sort CIF-Print-Post ScriptAirprint (Micro Toner Check Writer)	HP Laser Jet 600 M604 - 52 CPM Duplex 1,000 Paper Supply Sort CIF- Print-Post Script-Airprint	HP 604	HP 604	HP 604	HP 604
0	41,201 (Keep)	2,000,000	4/1/2015			
Black Vol:	2,000,000 04/15	CNBCH760BX	141814			
	CNBCH760BX /	6,345	SymQuest Group, Inc.			
		0				

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
3 RSU 20 District Office Main Office	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF- PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex LCT-Paper 11 X 17 Finisher 3-Hole Punch-Scan-Fax- Post Script-Hard Drive for Secure Print- Airprint-OCR	New	New	New	New
0	242,327 (Trade Copex)	4,000,000 2/1/2020				
Black Vol: 59,317	3,000,000 04/14	AA7N011000263 214142				
Color Vol: 14,250	CSDE18751 /	59,317 SymQuest Group, Inc. 14,250				
4 RSU 20 District Office Main Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Envelope Tray-Wireless NIC	New	New	New	New
0	18,344 (Trade Symquest)	750,000 8/1/2018				
Black Vol: 8,344	750,000 01/13	AAFJ011003009 138064				
	VNB3B14470 /	8,344 SymQuest Group, Inc. 0				
Proposed Annual Volume for RSU 20 District Office		77,155		14,513		

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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RSU 20 - Searsport		Present Equipment	1st Year Equipment		2nd Year	3rd Year	4th Year	5th Year
BuildingName		Present Meter/Survey Date 11/20/2019	Estimated Life	Date Introduced				
Room			Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students		Serial Number / Present IP Address	Projected Black Volume					
Annual Volume		Special Notes	Projected Color Volume					
5	Searsport District High Guidance Office	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF- PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch- Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint		New	New	New	New
148		307,816 (Trade Copex)	3,000,000	04/14	4,000,000	2/1/2020		
Black Vol:	82,945	CSDE18752 /	AA7N011000278		215240			
Color Vol:	11,191		82,945		SymQuest Group, Inc.			
			11,191					
6	Searsport District High Kitchen Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Envelope Tray-Wireless NIC		New	New	New	New
148		13,313 (Trade Symquest)	750,000	01/13	750,000	8/1/2018		
Black Vol:	3,657	PHGFG65400 /	AAFJ011003037		138059			
			3,657		SymQuest Group, Inc.			
			0					
7	Searsport District High Library	Toshiba e-Studio 4555c Color Photocopier 45 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF- PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC450i 45 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch- Scan-Post Script-Hard Drive for Secure Print-Airprint		New	New	New	New
148		117,227 (Trade Copex)	1,000,000	07/13	1,000,000	1/1/2020		
Black Vol:	27,164	C7GE71834 /	AA7R011004231		215270			
Color Vol:	7,232		27,164		SymQuest Group, Inc.			
			7,232					

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
8 Searsport District High Library - Inner Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Close Out Due to Combining and/or Low Volumes	Close Out	Close Out	Close Out	Close Out
148	2,036 (Trade Symquest)					
Black Vol: 0	750,000 01/13					
	PHGFG65401 /	0				
		0				
9 Searsport District High Main Office	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
148	183,452 (Trade Copex)					
Black Vol: 38,406	3,000,000 04/14	4,000,000 2/1/2020				
Color Vol: 17,104	CSGE20684 /	AA7N011000050 215272				
		39,380 SymQuest Group, Inc.				
		17,104				
10 Searsport District High Room 12	HP Laser Jet 600 M604 Black Network Printer 52 CPM Duplex 1,000 Paper Supply Sort CIF-Print-Post ScriptAirprint	HP Laser Jet 600 M604 - 52 CPM Duplex 1,000 Paper Supply Sort CIF-Print-Post Script-Airprint	HP 604	HP 604	HP 604	HP 604
148	68,071 (Keep)					
Black Vol: 12,487	2,000,000 04/15	2,000,000 4/1/2015				
	CNBCH760B1 /	CNBCH760B1 141825				
		12,487 SymQuest Group, Inc.				
		0				

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C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
11 Searsport District High Room 08	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Close Out Due to Combining and/or Low Volumes		Close Out	Close Out	Close Out
148	11,844 (Trade Symquest)					
Black Vol: 2,541	750,000 01/13					
	PHGFB94653 /	0				
		0				
12 Searsport District High Room 104 Main Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script-Airprint-Wireless (Needs to Print Envelopes Tray-Feeder & Labels)	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Envelope Tray-Wireless NIC		New	New	New
148	16,398 (Trade Symquest)	750,000 8/1/2018				
Black Vol: 1,608	750,000 01/13	AAFJ011003016 138056				
	PHGFB94642 /	1,608 SymQuest Group, Inc.				
		0				
13 Searsport District High Room 106 Dean of Students	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Close Out Due to Combining and/or Low Volumes		Close Out	Close Out	Close Out
148	9,597 (Trade Symquest)					
Black Vol: 974	750,000 01/13					
	PHGFB94650 /	0				
		0				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
14 Searsport District High Room 13 Guidance Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script-Airprint-Wireless (Needs to Print Envelopes Tray-Feeder & Labels)	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Envelope Tray-Wireless NIC	New	New	New	New
148	17,645 (Trade Symquest)	750,000 8/1/2018				
Black Vol:	4,517 PHGFG65390 /	AAFJ011002994 138065				
		4,517 SymQuest Group, Inc.				
		0				
15 Searsport District High Room 16	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
148	45,258 (Trade Symquest)	750,000 8/1/2018				
Black Vol:	14,912 PHGFB94581 /	AAFJ011003027 138055				
		14,912 SymQuest Group, Inc.				
		0				
16 Searsport District High Room 26	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Close Out Due to Combining and/or Low Volumes	Close Out	Close Out	Close Out	Close Out
148	36,743 (Trade Symquest)					
Black Vol:	8,011 PHGFG65396 /					
		0				
		0				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
17 Searsport District High Teachers' Room	Toshiba e-Studio 657 Black Photocopier 65 CPM RADF Duplex (LCT if under 1,500 Capacity) Finisher 3-Hole Punch CIF-Print-Scan-Post Script-Hard Drive for Secure Print 400+ Lb Console	Black Photo Konica Minolta BH658 65 CPM ~ RADF Duplex (LCT if under 1,500 Capacity) Finisher 3-Hole Punch CIF-Print-Scan-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
148	1,026,049 (Trade Copex)	4,000,000 5/1/2017				
Black Vol:	234,151 CAEE22646 /	AA6R011007090 215241				
		244,703 SymQuest Group, Inc.				
		0				
Proposed Annual Volume for Searsport District High		431,373		35,527		
18 Searsport District Middle Hallway	HP Laser Jet 600 M604 Black Network Printer 52 CPM Duplex 1,000 Paper Supply Sort CIF-Print-Post ScriptAirprint	HP Laser Jet 600 M604 - 52 CPM Duplex 1,000 Paper Supply Sort CIF-Print-Post Script-Airprint	HP 604	HP 604	HP 604	HP 604
93	18,535 (Keep)	2,000,000 4/1/2015				
Black Vol:	4,155 CNBCH760BM /	CNBCH760BM 141821				
		4,155 SymQuest Group, Inc.				
		0				
19 Searsport District Middle Room 10 Teachers' Room	Toshiba e-Studio 4555c Color Photocopier 45 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex LCT-Paper 11 X 17 Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
93	317,695 (Trade Copex)	4,000,000 2/1/2020				
Black Vol:	55,618 C7GE71811 /	AA7N011000084 215274				
Color Vol:	5,388	192,860 SymQuest Group, Inc.				
		16,284				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
20 Searsport District Middle Room 11	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 350 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
93	9,261 (Trade Symquest)	750,000 8/1/2018				
Black Vol: 1,260	PHGFC75844 /	AAJF011003020 138062				
		1,260 SymQuest Group, Inc.				
		0				
21 Searsport District Middle Room 24 PBL Room	Lexmark C792 Color Network Printer 50 CPM Duplex Sort 300 Paper Supply CIF-Print-Post ScriptAirprint	Close Out Due to Combining and/or Low Volumes	Close Out	Close Out	Close Out	Close Out
93	17,737 (Trade Symquest)					
Black Vol: 2,914	2,000,000 10/10					
Color Vol: 0	50621694758Y1 /	0				
		0				
22 Searsport District Middle Room 24 PBL Room	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-PrintScan-Hard Drive for Secure Print	Close Out Due to Combining and/or Low Volumes	Close Out	Close Out	Close Out	Close Out
93	413,012 (Trade Copex)					
Black Vol: 134,328	3,000,000 04/14					
Color Vol: 10,896	CSEE18944 /	0				
		0				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
23 Searsport District Middle Special Ed Office	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF- PrintScan-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch- Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
93	232,725 (Trade Copex)	4,000,000	2/1/2020			
Black Vol: 56,490	3,000,000 04/14	AA7N011000015	215239			
Color Vol: 3,533	CSEE18948 /	56,490 SymQuest Group, Inc.	3,533			
Proposed Annual Volume for Searsport District Middle		254,765		19,817		
24 Searsport Elementary Cape Of Dreams	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	27,379 (Trade Symquest)	750,000	8/1/2018			
Black Vol: 8,783	750,000 01/13	AAFJ011003047	138057			
	PHGFG65389 /	8,783 SymQuest Group, Inc.	0			
25 Searsport Elementary Kids' Cove	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	24,963 (Trade Symquest)	750,000	8/1/2018			
Black Vol: 8,965	750,000 01/13	AAFJ011003052	138058			
	PHGFG65395 /	8,965 SymQuest Group, Inc.	0			

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
26 Searsport Elementary Kitchen	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Envelope Tray-Wireless NIC	New	New	New	New
228	8,052 (Trade Symquest)	750,000 8/1/2018				
Black Vol:	1,690 PHGFG65385 /	AA7N01100045 138060				
		1,690 SymQuest Group, Inc.				
		0				
27 Searsport Elementary Main Office	Toshiba e-Studio 5560c Color Photocopier 55 CPM RADF Duplex Four Drawer 11 X 17 Finisher 3-Hole Punch CIF-PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
228	279,213 (Trade Copex)	4,000,000 2/1/2020				
Black Vol:	76,820 CSGE20512 /	AA7N011000048 214147				
Color Vol:	30,007	76,957 SymQuest Group, Inc.				
		30,007				
29 Searsport Elementary Media Center	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	14,252 (Trade Symquest)	750,000 8/1/2018				
Black Vol:	4,470 PHGFG65397 /	AA7N011003015 138063				
		4,470 SymQuest Group, Inc.				
		0				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
29 Searsport Elementary Mobile Cart 2nd Floor Hall	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Close Out Due to Combining and/or Low Volumes	Close Out	Close Out	Close Out	Close Out
228	3,266 (Trade Symquest)					
Black Vol: 137	750,000 01/13					
	PHGFG65392 /	0				
		0				
30 Searsport Elementary Psych Examiner's Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	28,926 (Trade Symquest)	750,000 8/1/2018				
Black Vol: 9,288	750,000 01/13	AAFJ011003011 138054				
	PHGFG65388 /	9,288 SymQuest Group, Inc.				
		0				
31 Searsport Elementary PT/OT Office	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 350 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	4,163 (Trade Symquest)	750,000 8/1/2018				
Black Vol: 1,439	750,000 01/13	AAFJ011002984 138061				
	PHGFG65394 /	1,439 SymQuest Group, Inc.				
		0				

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RSU 20 - Searsport	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date 11/20/2019	Estimated Life Date Introduced				
Room	Estimated Life Date Introduced	Serial Number Vendor ID	Proposed IP_Address:			
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
32 Searsport Elementary Resource Room	HP Laser Jet Pro M401dne Black Network Printer 35 CPM Duplex 300 Paper Supply Sort CIF-Print-Post Script	Konica Minolta BH4402 46 PPM ~ Duplex 600 Paper Supply Sort-Post Script-Airprint-Wireless NIC	New	New	New	New
228	40,299 (Trade Symquest)	750,000 8/1/2018				
Black Vol:	9,065 PHGFG65411 /	AA7N011003019 138066				
		9,065 SymQuest Group, Inc.				
		0				
33 Searsport Elementary Teachers' Room 1st Floor	Toshiba e-Studio 657 Black Photocopier 65 CPM RADF Duplex (LCT if under 1,500 Capacity) Finisher 3-Hole Punch CIF-Print-Scan-Post Script-Hard Drive for Secure Print 400+ Lb Console	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
228	762,588 (Trade Copex)	4,000,000 2/1/2020				
Black Vol:	194,755 CADE21595 /	AA7N011000063 214146				
		194,755 SymQuest Group, Inc.				
		2,000				
34 Searsport Elementary Teacher's Room Upstairs	Toshiba E-Studio 6560C Color Photocopier 65 CPM RADF Duplex LCT-Paper 11 X 17 Finisher 3-Hole Punch CIF-PrintScan-Fax-Hard Drive for Secure Print	Color Photo Konica Minolta BHC650i 65 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	New	New	New	New
228	705,168 (Trade Copex)	4,000,000 2/1/2020				
Black Vol:	176,586 CSGE20281 /	AA7N011000273 215250				
Color Vol:	13,901	176,586 SymQuest Group, Inc.				
		11,901				
Proposed Annual Volume for Searsport Elementary		491,998		43,908		

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**RSU 20 - Searsport
6 Mortland Road
Searsport, ME 04974**

	PRESENT	PROPOSED
Black Photocopiers	428,906	244,703
Black Photocopiers - Existing - Recon	0	0
High Production Black Photocopiers	0	0
Color Photocopiers - Black Volume	710,823	906,454
Color Photocopiers - Color Volume	113,765	113,502
Color Photocopiers - Existing - Recon	0	0
High Production Color Photocopiers	0	0
Black Network Printers	112,648	100,985
Black Laser MFP	0	0
Color Network Printers - Black Volume	2,914	0
Color Network Printers - Color Volume	0	0
Color Laser MFP - Black Volume	0	3,149
Color Laser MFP - Color Volume	0	263
Color Ink Jet Local Printers - Black Volume	0	0
Color Ink Jet Local Printers - Color Volume	0	0
Color Ink Jet MFP - Black Volume	0	0
Color Ink Jet MFP - Color Volume	0	0
<i>Total Black Volume</i>	1,255,291	1,255,291
<i>Total Color Volume</i>	113,765	113,765
TOTALS	1,369,056	1,369,056

Recommended Vendor(s): Symquest with Konica Minolta Copiers & Printers**Upgrade Date on 7/1/2020****BLACK VOLUME**

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
SymQuest Group, Inc. / Color Photocopier	906,454	\$0.00320	\$2,900.65
SymQuest Group, Inc. / Color Laser MFP	3,149	\$0.00588	\$18.52
SymQuest Group, Inc. / Black Photocopier	244,703	\$0.00320	\$783.05
SymQuest Group, Inc. / Black Network Printer	100,985	\$0.01020	\$1,030.05
Sub Totals	1,255,291	\$0.00377	\$4,732.27

COLOR VOLUME

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
SymQuest Group, Inc. / Color Laser MFP	263	\$0.05880	\$15.46
SymQuest Group, Inc. / Color Photocopier	113,502	\$0.03808	\$4,322.16
Sub Totals	113,765	\$0.03813	\$4,337.62

COMBINED BLACK & COLOR VOLUME & COST

	Proposed 100% Volume	Avg Cost Per Copy	Proj Full-Year Billing
Total Billing	1,369,056	\$0.00662	\$9,069.89



RSU 20 - Searsport
2019-2020 / Reconciliation CLOSE-OUT
Annual Billing Summary by Building

Black Prints

Building	Full Year Volume	Pre-Paid Volume	Reconciled Volume	Full Year Costs	Pre-Paid Costs	Reconciled Costs
RSU 20 District Office	68,387	77,158	(8,771)	\$381.84	\$427.43	(\$45.59)
Searsport District High	268,515	440,346	(171,831)	\$1,223.86	\$2,193.47	(\$969.61)
Searsport District Middle	194,598	254,766	(60,168)	\$822.98	\$1,033.67	(\$210.69)
Searsport Elementary	353,992	483,038	(129,046)	\$1,626.16	\$2,139.23	(\$513.06)
Black Prints Totals	885,492	1,255,308	(369,816)	\$4,054.85	\$5,793.80	(\$1,738.95)

Color Prints

Building	Full Year Volume	Pre-Paid Volume	Reconciled Volume	Full Year Costs	Pre-Paid Costs	Reconciled Costs
RSU 20 District Office	21,015	14,514	6,501	\$1,001.79	\$691.88	\$309.90
Searsport District High	37,139	35,528	1,611	\$1,770.42	\$1,693.62	\$76.80
Searsport District Middle	32,627	19,818	12,809	\$1,555.43	\$944.72	\$610.70
Searsport Elementary	53,961	43,910	10,051	\$2,572.32	\$2,093.19	\$479.13
Color Prints Totals	144,742	113,770	30,972	\$6,899.95	\$5,423.42	\$1,476.54

TOTALS:	1,030,234	1,369,078	(338,844)	\$10,954.80	\$11,217.22	(\$262.42)
Average Cost Per Print For Black & Color:		\$0.01063				



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Skip Tilton
President

Corporate Office:
1491 East Side River Road
Dummer, NH 03588
(800) 750-1538
stilton@spccopypro.com

VISIT US ON THE WEB:
www.spccopypro.com

RE: SPC Simplified Billing

Dear Client:

Why Simplified Billing? Quite simply, our clients were receiving different hard-to-read invoice styles, monthly or quarterly invoicing, partial fleet billing at random times of the year, and other confusing invoicing practices from their vendors. SPC found it necessary to simplify the process to ensure our clients are being charged accurately.

From 1989 to 2012, SPC allowed vendors to handle the billing directly with the client. As mentioned above, vendors had their own way of invoicing, which created a great deal of confusion. Clients would often pay without confirmation of the charges to avoid interruption of service or supplies. We spent numerous administrative hours sorting out the billing for those clients who did question their invoices.

In 2013, we simplified the billing process *at no additional cost to you* as follows:

- **Invoice #1**: Billed out July 1 for 50% of previous year's usage in advance.
- **Invoice #2**: Billed out January 1 for remaining 50% of usage in advance.
- **Invoice #3**: Reconciliation of actual usage vs. prepaid against Invoices 1 and 2, showing all credits and charges along with corresponding meter reads, usage and cost per print for each machine under contract.

The cycle begins again on July 1 for the next fiscal year. Just three, easy-to-read invoices per year. Simple, and consistent. Both clients and vendors have repeatedly expressed their gratitude as Simplified Billing has expedited the payment process and increased the confidence level to all parties.

Feel free to share your thoughts on the Simplified Billing process, or any of our other free services, with us at any time.

Regards,

Skip Tilton



RSU 20 - Searsport
2020-2021 / July Pre-Bill
Summary by Building

Black Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
RSU 20 District Office	77,155	\$358.16	38,579	\$179.09
Searsport District High	431,373	\$1,640.66	215,689	\$820.35
Searsport District Middle	254,765	\$853.15	127,383	\$426.58
Searsport Elementary	491,998	\$1,880.29	246,002	\$940.17
Black Prints Totals	1,255,291	\$4,732.27	627,653	\$2,366.19

Color Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
RSU 20 District Office	14,513	\$558.10	7,257	\$279.08
Searsport District High	35,527	\$1,352.87	17,764	\$676.45
Searsport District Middle	19,817	\$754.63	9,909	\$377.33
Searsport Elementary	43,908	\$1,672.02	21,955	\$836.05
Color Prints Totals	113,765	\$4,337.62	56,885	\$2,168.92

Total Pre-Billing Invoice	1,369,056	\$9,069.89	684,538	\$4,535.11
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SCHEDULE A

SERVICE & SUPPLY CONTRACT - CLIENT

Client: RSU 20 - Searsport
Contracted Vendor: SymQuest Group, Inc.
Term: 7/1/2020 through 6/30/2025

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Machine Type</i>	<i>Black Cost/Copy</i>	<i>COLOR Cost/Copy</i>
RSU 20 District Office	Bus Garage Office	Konica Minolta BHC3320i	AAJP011000354	Color Laser MFP	\$0.00588	\$0.05880
RSU 20 District Office	Business Manager's Office (Main Office)	HP Laser Jet 600 M604	CNBCH760BX	Black Network Printer	\$0.01020	\$0.00000
RSU 20 District Office	Main Office	Konica Minolta BH4402	AAFJ011003009	Black Network Printer	\$0.01020	\$0.00000
RSU 20 District Office	Main Office	Konica Minolta BHC650i	AA7N011000263	Color Photocopier	\$0.00320	\$0.03808
Searsport District High	Guidance Office	Konica Minolta BHC650i	AA7N011000278	Color Photocopier	\$0.00320	\$0.03808
Searsport District High	Kitchen Office	Konica Minolta BH4402	AAFJ011003037	Black Network Printer	\$0.01020	\$0.00000
Searsport District High	Library	Konica Minolta BHC450i	AA7R011004231	Color Photocopier	\$0.00320	\$0.03808
Searsport District High	Main Office	Konica Minolta BHC650i	AA7N011000050	Color Photocopier	\$0.00320	\$0.03808
Searsport District High	Room 104 Main Office	Konica Minolta BH4402	AAFJ011003016	Black Network Printer	\$0.01020	\$0.00000
Searsport District High	Room 12	HP Laser Jet 600 M604	CNBCH760B1	Black Network Printer	\$0.01020	\$0.00000
Searsport District High	Room 13 Guidance Office	Konica Minolta BH4402	AAFJ011002994	Black Network Printer	\$0.01020	\$0.00000
Searsport District High	Room 16	Konica Minolta BH4402	AAFJ011003027	Black Network Printer	\$0.01020	\$0.00000
Searsport District High	Teachers' Room	Konica Minolta BH658	AA6R011007090	Black Photocopier	\$0.00320	\$0.00000
Searsport District Middle	Hallway	HP Laser Jet 600 M604	CNBCH760BM	Black Network Printer	\$0.01020	\$0.00000
Searsport District Middle	Room 10 Teachers' Room	Konica Minolta BHC650i	AA7N011000084	Color Photocopier	\$0.00320	\$0.03808

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Machine Type</i>	<i>Black Cost/Copy</i>	<i>COLOR Cost/Copy</i>
Searsport District Middle	Room 11	Konica Minolta BH4402	AAFJ011003020	Black Network Printer	\$0.01020	\$0.00000
Searsport District Middle	Special Ed Office	Konica Minolta BHC650i	AA7N011000015	Color Photocopier	\$0.00320	\$0.03808
Searsport Elementary	Cape Of Dreams	Konica Minolta BH4402	AAFJ011003047	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Kids' Cove	Konica Minolta BH4402	AAFJ011003052	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Kitchen	Konica Minolta BH4402	AAFJ011003045	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Main Office	Konica Minolta BHC650i	AA7N011000048	Color Photocopier	\$0.00320	\$0.03808
Searsport Elementary	Media Center	Konica Minolta BH4402	AAFJ011003015	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Psych Examiner's Office	Konica Minolta BH4402	AAFJ011003011	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	PT/OT Office	Konica Minolta BH4402	AAFJ011002984	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Resource Room	Konica Minolta BH4402	AAFJ011003019	Black Network Printer	\$0.01020	\$0.00000
Searsport Elementary	Teachers' Room 1st Floor	Konica Minolta BHC650i	AA7N011000063	Color Photocopier	\$0.00320	\$0.03808
Searsport Elementary	Teacher's Room Upstairs	Konica Minolta BHC650i	AA7N011000273	Color Photocopier	\$0.00320	\$0.03808

Subject to change and correction and future additions.

Additional Provisions:



SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with RSU 20 - Searsport ("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 July 1, 2020 and terminating on June 30, 2025. 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 or SPC 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: 10-5-2020

Signature:

Named Contracted Vendor: SymQuest Group, Inc.
PO Box 2384
South Burlington, VT 05407
800-374-9900

AGREED AND ACCEPTED BY:
RSU 20 - Searsport

By: Chris Downing

Title: Superintendent of Schools, RSU #20

Date: 5/18/2020

Signature:



SCHEDULE B WARRANTY

Client: RSU 20 - Searsport
Contracted Vendor: SymQuest Group, Inc.
Term: 7/1/2020 through 6/30/2025

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Warranty Life</i>	<i>Model Intro Date</i>
RSU 20 District Office	Bus Garage Office	Konica Minolta BHC3320i	AAJP011000354	750,000	5/1/2019
RSU 20 District Office	Business Manager's Office (Main Office)	HP Laser Jet 600 M604	CNBCH760BX	2,000,000	4/1/2015
RSU 20 District Office	Main Office	Konica Minolta BH4402	AAFJ011003009	750,000	8/1/2018
RSU 20 District Office	Main Office	Konica Minolta BHC650i	AA7N011000263	4,000,000	2/1/2020
Searsport District High	Guidance Office	Konica Minolta BHC650i	AA7N011000278	4,000,000	2/1/2020
Searsport District High	Kitchen Office	Konica Minolta BH4402	AAFJ011003037	750,000	8/1/2018
Searsport District High	Library	Konica Minolta BHC450i	AA7R011004231	1,000,000	1/1/2020
Searsport District High	Main Office	Konica Minolta BHC650i	AA7N011000050	4,000,000	2/1/2020
Searsport District High	Room 104 Main Office	Konica Minolta BH4402	AAFJ011003016	750,000	8/1/2018
Searsport District High	Room 12	HP Laser Jet 600 M604	CNBCH760B1	2,000,000	4/1/2015
Searsport District High	Room 13 Guidance Office	Konica Minolta BH4402	AAFJ011002994	750,000	8/1/2018
Searsport District High	Room 16	Konica Minolta BH4402	AAFJ011003027	750,000	8/1/2018
Searsport District High	Teachers' Room	Konica Minolta BH658	AA6R011007090	4,000,000	5/1/2017
Searsport District Middle	Hallway	HP Laser Jet 600 M604	CNBCH760BM	2,000,000	4/1/2015
Searsport District Middle	Room 10 Teachers' Room	Konica Minolta BHC650i	AA7N011000084	4,000,000	2/1/2020

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Warranty Life</i>	<i>Model Intro Date</i>
Searsport District Middle	Room 11	Konica Minolta BH4402	AAFJ011003020	750,000	8/1/2018
Searsport District Middle	Special Ed Office	Konica Minolta BHC650i	AA7N011000015	4,000,000	2/1/2020
Searsport Elementary	Cape Of Dreams	Konica Minolta BH4402	AAFJ011003047	750,000	8/1/2018
Searsport Elementary	Kids' Cove	Konica Minolta BH4402	AAFJ011003052	750,000	8/1/2018
Searsport Elementary	Kitchen	Konica Minolta BH4402	AAFJ011003045	750,000	8/1/2018
Searsport Elementary	Main Office	Konica Minolta BHC650i	AA7N011000048	4,000,000	2/1/2020
Searsport Elementary	Media Center	Konica Minolta BH4402	AAFJ011003015	750,000	8/1/2018
Searsport Elementary	Psych Examiner's Office	Konica Minolta BH4402	AAFJ011003011	750,000	8/1/2018
Searsport Elementary	PT/OT Office	Konica Minolta BH4402	AAFJ011002984	750,000	8/1/2018
Searsport Elementary	Resource Room	Konica Minolta BH4402	AAFJ011003019	750,000	8/1/2018
Searsport Elementary	Teachers' Room 1st Floor	Konica Minolta BHC650i	AA7N011000063	4,000,000	2/1/2020
Searsport Elementary	Teacher's Room Upstairs	Konica Minolta BHC650i	AA7N011000273	4,000,000	2/1/2020

Subject to change and correction and future additions.

Additional Provisions:

If it is deemed necessary to replace a malfunctioning machine then the replacement unit must comply with the following...

- **Same Speed or Faster**
- **Same Volume or less**
- **Same Introduction Date or Newer**



WARRANTY

SymQuest Group, Inc. ("Contracted Vendor") hereby warrants to RSU 20 - Searsport ("Client") that, if any such Equipment described on Schedule B attached hereto malfunctions through no fault of Client during the term commencing on July 1, 2020 and terminating on June 30, 2025, and such Equipment cannot be repaired promptly, Contracted Vendor 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:

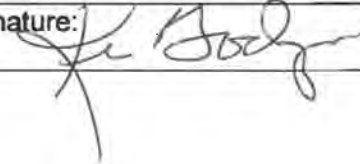
1. This Warranty will expire for an item of Equipment when the Warranty Life of such item of Equipment in number of copies, as shown on Schedule B attached hereto, is exceeded;
2. This Warranty will expire for an item of Equipment at the date which is ten years after such Equipment was first offered for sale or lease by the manufacturer as shown on Schedule B attached hereto.

AGREED AND ACCEPTED BY:
SymQuest Group, Inc.

By: Ken Godzik

Title: Senior Sales Director

Date: 6/10/20

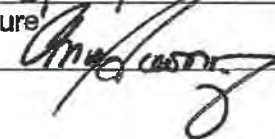
Signature: 

AGREED AND ACCEPTED BY:
RSU 20 - Searsport

By: Chris Downing

Title: Superintendent of Schools, RSU #20

Date: 5/18/2020

Signature: 

VOTE TO BE ADOPTED
Regional School Unit #20

Voted: The Superintendent of Schools is authorized to execute and deliver a tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC in the name and on behalf of the **Regional School Unit #20** (the “Issuer”), for the purpose of refunding and refinancing existing lease purchases of photocopier equipment and lease purchasing additional new and reconditioned photocopier equipment, any service agreements specifically financed in connection with certain equipment, consulting fees, and related costs of issuance, with an aggregate purchase price not exceeding **Ninety Five Thousand Six Hundred Thirty-Two and Thirty-Three Cents (\$95,632.33)**, at a rate of interest of not more than **3.34%** per year through **August 1, 2024**, and otherwise in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities or obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a “private activity bond” or an “arbitrage bond” within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the “Code”); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure that the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof. The School Board of the Issuer also authorizes the Superintendent of the School Department to sign the attached Contract with Specialized Purchasing Consultants, Inc. relating to acquisition of photocopying equipment for the Issuer and authorizes such person to make any elections under the Contract not exceeding the aggregate purchase price of this authorizing Vote.

RSU 20 Quality of Service Survey

How would you rate the quality of service from SPC regarding this upgrade/install? 1-10, 10 being the best and why?

10 Easy setup, thought it would be harder. Coordination great.

How can SPC improve?

How would you rate the quality of service from the vendor on this install/upgrade? 1-10, 10 being the best and why?

10 been seamless transition, delivery was great. Quick and responsive. Easy install.

This form was created inside of Specialized Purchasing Consultants.

Google Forms