



Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800)750-1538

FY20 Annual Report

Year - End Photocopier Analysis

With projected costs for FY21

**Lynn Gray
RSU 26 Orono School Dept.
10 Goodridge Drive
Orono, ME 04473**



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

September 2020

Lynn Gray
RSU 26 Orono School Dept.
10 Goodridge Drive
Orono, ME 04473

Skip Tilton
President

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

VISIT US ON THE WEB:
www.spccopypro.com

Dear Lynn:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us for the **past 24 years**. We hope we can continue this relationship for many years to come.

This year's Annual Report provides an overview of last year's reprographic equipment usage and status. We recognize that this was an unusual year and that accurate usage may not be fully reflected. However, it is still good to compare and review to see just how the pandemic has impacted usage. Recommendations have still been made to address any potential problem areas and help to avoid needless down time and improve equipment reliability.

Every year we strive to improve or enhance our services to save our clients time, money, and effort. Hopefully you have been able to benefit from these services, and we hope to continue to offer new services. In fact, one new service is the Client Warranty and Relief Fund. A description of this valuable service is provided in this year's report. We are pleased to continue offering all of our services to you at no additional charge.

We appreciate the opportunity to provide you with the best possible pricing, service, and equipment. We look forward to our meeting. Feel free to share your thoughts and feelings concerning your overall experience with SPC.

Sincerely,

Skip Tilton
President

"Protecting Your Copier Interests"

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Meet Your Team



Skip Tilton, President
Billie Jo Tilton, Vice President

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



Jessica Paradis
Accounting Coordinator

Jessica oversees billing, resolving any questions or issues as needed. She is also responsible for setting up lease and purchase transactions.

Alex Webster
Operations & Marketing Manager

Alex oversees STARDoc, FM Audit, and equipment upgrades. He also researches and markets current and new SPC tools and services to existing and potential clients.



Pam Weed
Client-Vendor Relations

Pam helps to maintain a good working relationship between clients and vendors, especially with regard to equipment reliability. She also oversees equipment upgrades and changes, warranty replacements, end-of-year meter collection and billing, and Annual Report scheduling. Pam assists with marketing SPC services to existing and potential clients.

Robert Dutil
Information Technology

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



Jamin Tilton
Operations Support

Jamin plays a vital role in performing onsite equipment surveys and installation audits. He assists with contact information updates along with STARDoc and FM Audit updates.

Heidi Tilton
Accounting Support

Heidi handles bookkeeping and billing for both clients and vendors, processing payments, and other office support.



Kelly Fortier
Office Support

Our newest team member, Kelly assists with maintaining service & supply contracts, managing equipment trades, and upgrades, bookkeeping and other general office work.



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 and supply contracts.

1999 Improved Annual Reports

- 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

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.

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 SPC Roadmap

- Major STARDoc facelift. User interface will be more modern.
- Update Bid Process to simplify bid submission for all of our vendors.
- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.

Equipment Health Status

Total Number of Machines: **30**

Total Black Photocopiers:	9
Total Color Photocopiers:	5
Total Black Network Printers:	16
Total Color Network Printers:	0
Total Removed From Service:	0

of Units OFF Warranty: **1**

of Units Approaching End of Warranty: **0**

of Units Overused: **0**

of Units Underused: **0**

Commencement Date: **08/02/2018**

of Annual Payments Left on Lease: **3**

All Warranties and Service Contracts Expire: **06/30/2024**

SPC's FM Audit Print Management Software Loaded: **Yes**

Printer Contract Signed: **Yes**

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

Dear Lynn,

Because of the change to remote learning in March, COVID-19 had a direct and significant impact on client budgets. Usage was dramatically affected and resulted in a year-end under usage credit of \$2,532.56. While this may seem like a positive – saving money on reprographic expenses – it has actually put a tremendous burden on the vendors as they are starting off the new fiscal year with a deficit. Combine this with other economic strains for the vendors, SPC is concerned, which is why we have developed the Warranty and Relief Fund (see page 41) to protect our clients.

SymQuest appears to be doing an excellent job of caring for your equipment based on FY20 service report. However, we can review it at our meeting and discuss any issues or concerns not addressed in the report.

Sincerely,
Skip

RSU 26 – Orono School District
Lynn Gray
10 Goodridge Drive
Orono, ME 04473
Five-Year Basis beginning with the 2018/2019 Fiscal Year
Copies-per-Year: 2,254,711

Present vs. Proposed Recommendations as of 8/2/2018

PRESENT SITUATION

- 1) Guarantees on Photocopiers...<One Year
- 2) Annual Price Ceilings Left... <One Year
- 3) High Volume Console Units...5
- 4) Units to be Traded...26
- 5) Photocopiers...11
- 6) Color Photocopiers...4
- 7) MFP's... 2
- 8) Printers....15

Total number of Units...28

- 9) Duplex's...19
- 10) Finisher's...11

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...Five+ Years
- 2) 5% or CPI Annual Ceilings, whichever is less...Five+ Years
- 3) High Volume Console Units with 3 Million plus...5
- 4) Replaced 27 New
- 5) Photocopiers...12 with Secure Print/Confidential Mailbox
- 6) Color Photocopiers...4
- 7) MFP's... 2
- 8) Printers...15

Total number of Units...29

- 9) Duplex's... 29
- 10) Finisher's... 11

Overall Description of Equipment Fleet:

Presently, you have Three different Manufacturers & 16 different Models of Low end Network Printers that are costing you \$0.035 per black print. The new arrangement will shift to one manufacturer with one Vendor servicing everything. This will greatly reduce cost and improve reliability. In addition, we will implement google cloud print on all devices that will continue to cut back on your overall printing.

Capital:

Presently, you have one municipal lease that will be paid off on August 1st 2018. With the new arrangement, you will again have one 'municipal' master lease at 3.69% interest. Your first of five annual lease payments will be due on August 1st 2019. A legal opinion from SPC's bond counsel (John Larouche in Augusta ME) will be done on this lease transaction. This will assure that all documents are prepared correctly and signed by the appropriate City and bank officials, and that the lease purchase is a tax-exempt obligation with no premium payable by the school district. At your own expense, you can have your own bond counsel also review the documents which would simply duplicate this service.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging \$0.006186 for black and \$0.047289 for Color. The new contract will come in at a CPC of \$0.003463 for Black and \$0.038986 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>KMBS (Low Bid)</u>
1. Service & Supplies Color Photo only	\$12,113.81	\$9,986.62
2. Service & Supplies Black Photo only	\$12,360.67	\$6,920.27
3. Annual Muni Lease	\$21,329.37	\$23,358.05
4. Forced Upgrades (#17 Owned Equipment)	<u>\$4,800.00</u>	<u>\$00.00</u>
Totals	\$50,603.84	\$40,264.93

* Note that with the last upgrade only 11 New units were purchased while 27 New units are part of the lease. Over 5 years, based off low bid, SPC will save the district \$51,694.54.

KMBS (Symquest) Technicians will be coming from Gray and Randolph. 4 Hour Response Time.

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy 'Cost per Copy' billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th 2019**. 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 not included in these prices and can be arranged at \$250 per machine.

Aging Equipment Summary

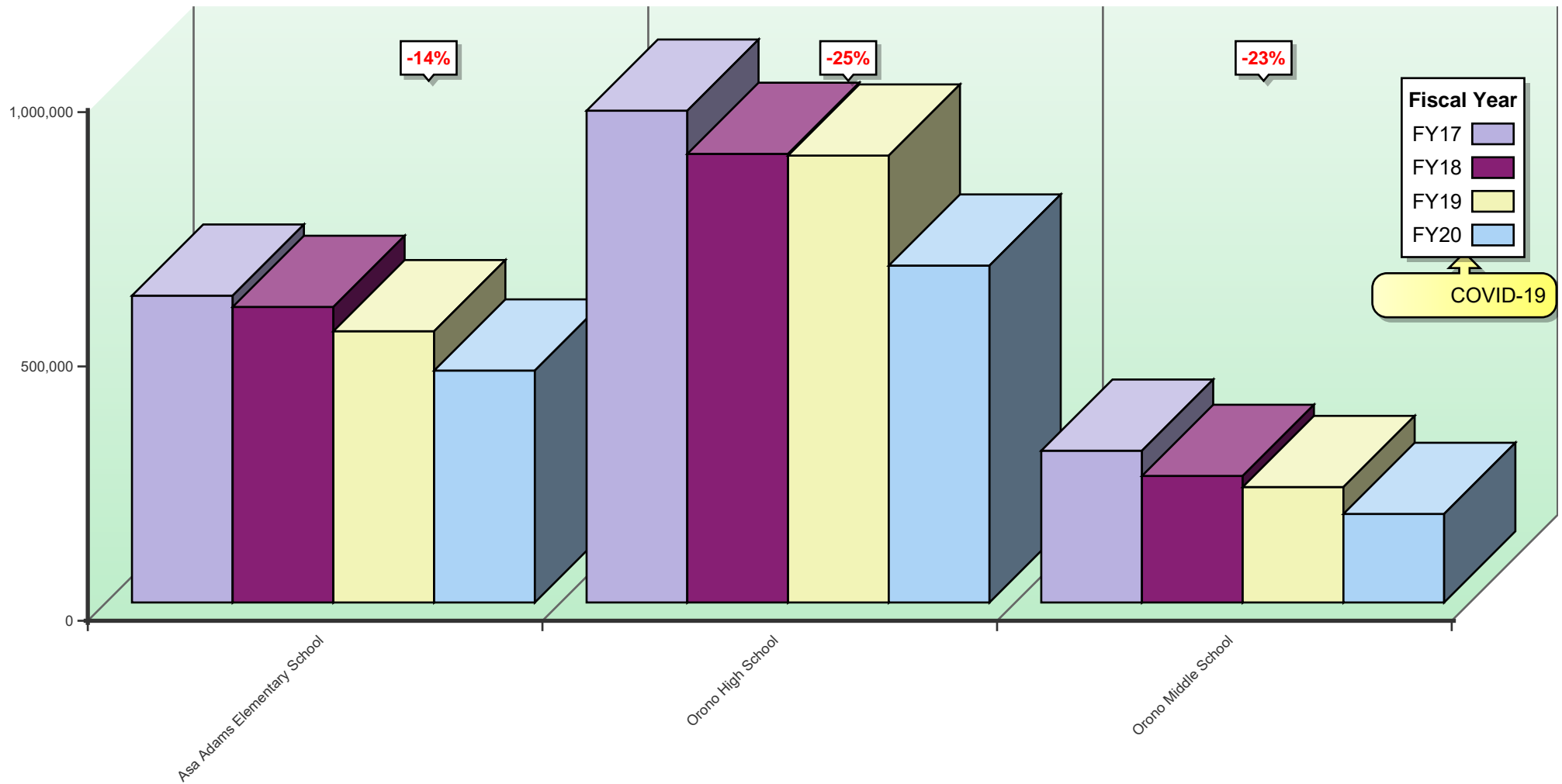
The following equipment is seven or more years from the date they were first offered for sale by the manufacturer. This is a major factor because availability of parts, cost of operation, and warranties all become diminished at 10 years from the Date of Introduction. Usage, age, and service history need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

Building	Room	Make/Model	Serial Number	Vendor Name	Intro Date
Orono High School	Accounts Office Supt. Office	HP Laser Jet P3015 MICR	VNBCC7H2FX	SYMVT	07/01/2008

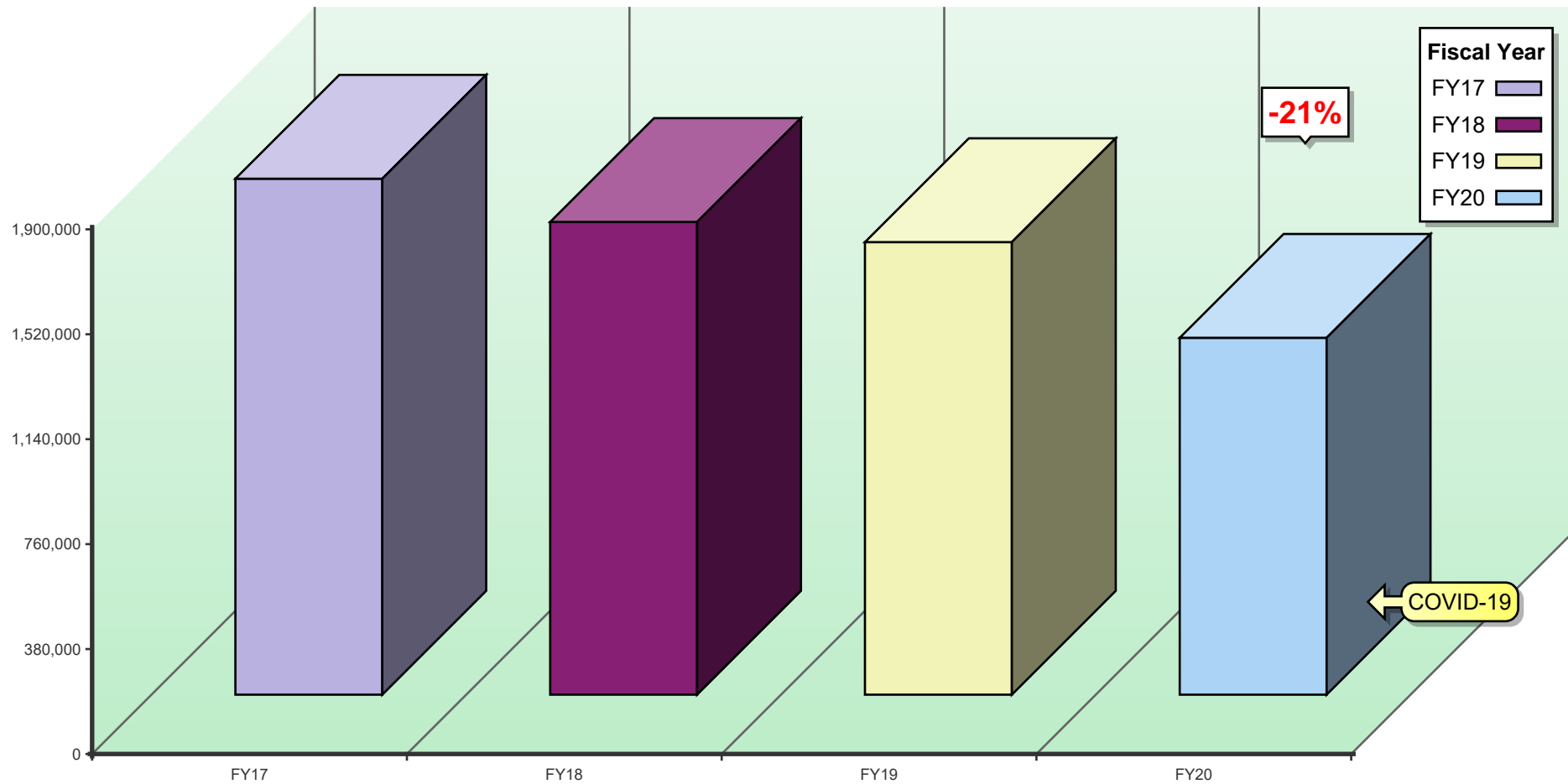
Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
BROTHER MFC-L5900DW series	U64203K7N572084	10.1.1.136	2020-08-21 03:26:14

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 Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Asa Adams Elementary School	286	455,957	\$12,310.77	1,594	\$43.04
Orono High School	336	662,346	\$18,256.10	1,971	\$54.33
Orono Middle School	161	174,057	\$4,656.11	1,081	\$28.92
Totals	783	1,292,360	\$35,222.98	1,651	\$44.98

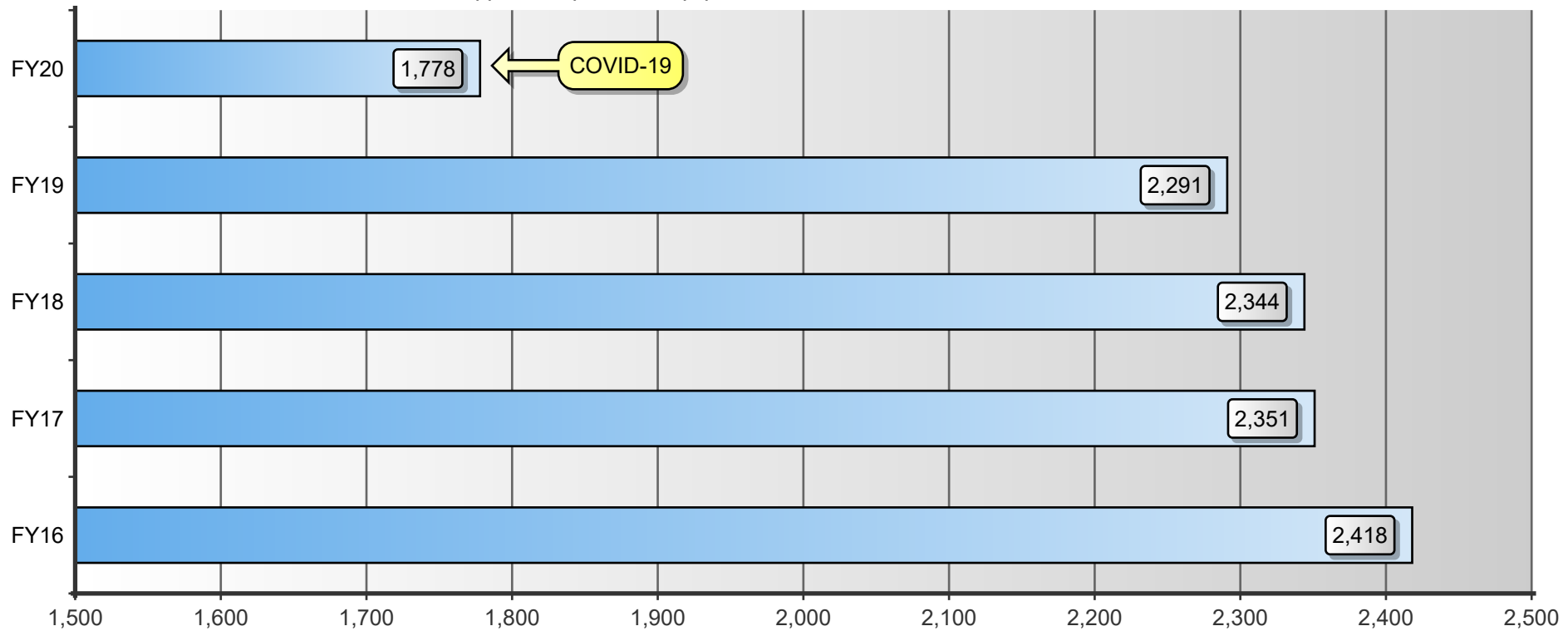
**Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

Industry Average Copies per Student - Black

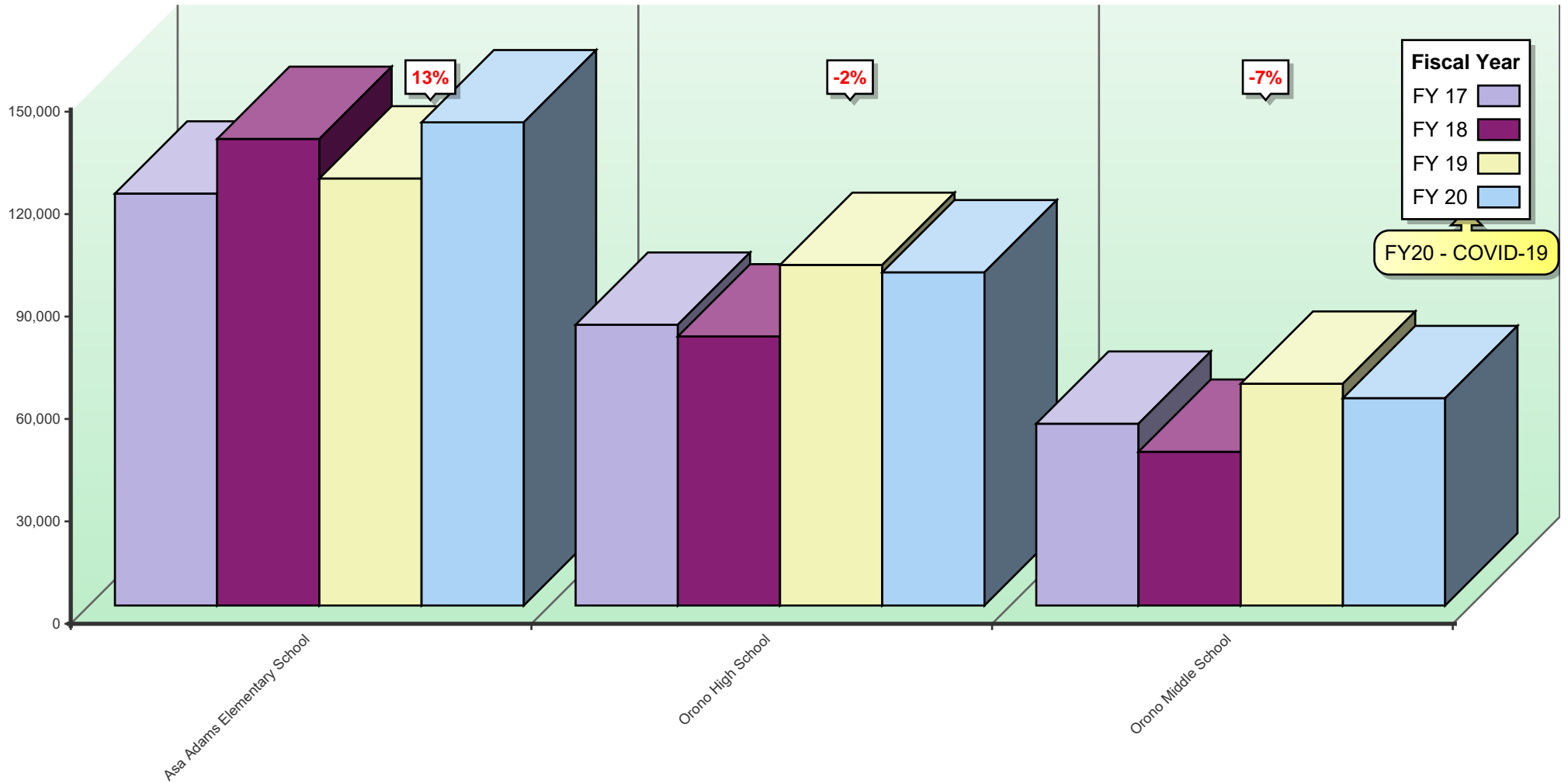
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
All Schools w/Student Populations	74,038	131,634,476	\$3,165,697.18	1,778	\$42.76

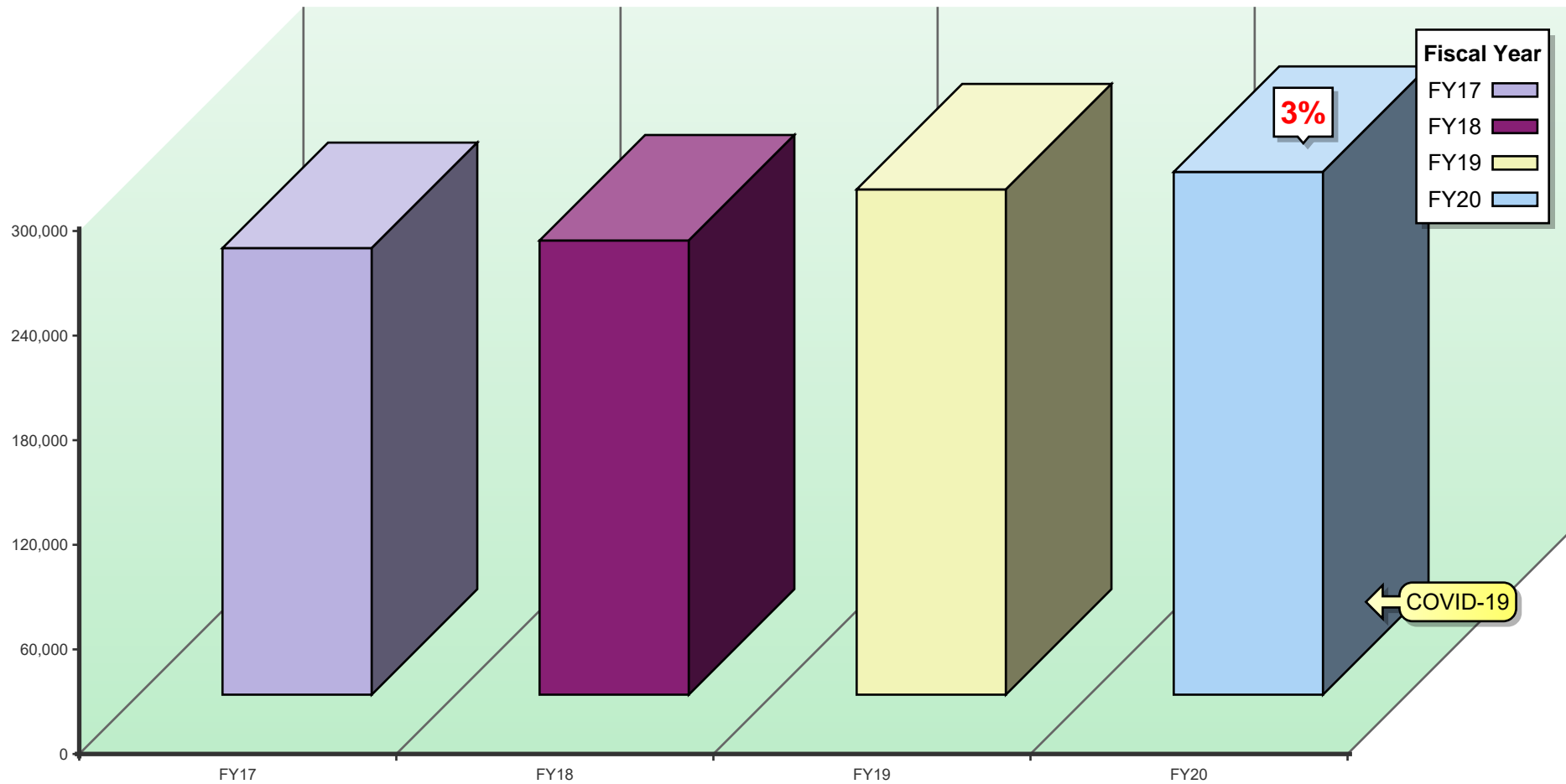
*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



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 Name	Student Population	Annual Volume	Total School Cost*	Annual Copies Per Student	Annual Cost Per Student
Asa Adams Elementary School	286	141,531	\$5,625.86	495	\$19.67
Orono High School	336	97,593	\$3,959.72	290	\$11.78
Orono Middle School	161	60,741	\$2,414.45	377	\$15.00
Totals	783	299,865	\$12,000.04	383	\$15.33

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

Note: STARDoc tool will flag any future high color usage. See page 38 of STARDoc Features. Current industry ratio averages 184 color prints per student per year. Your color volume this year averages 383 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

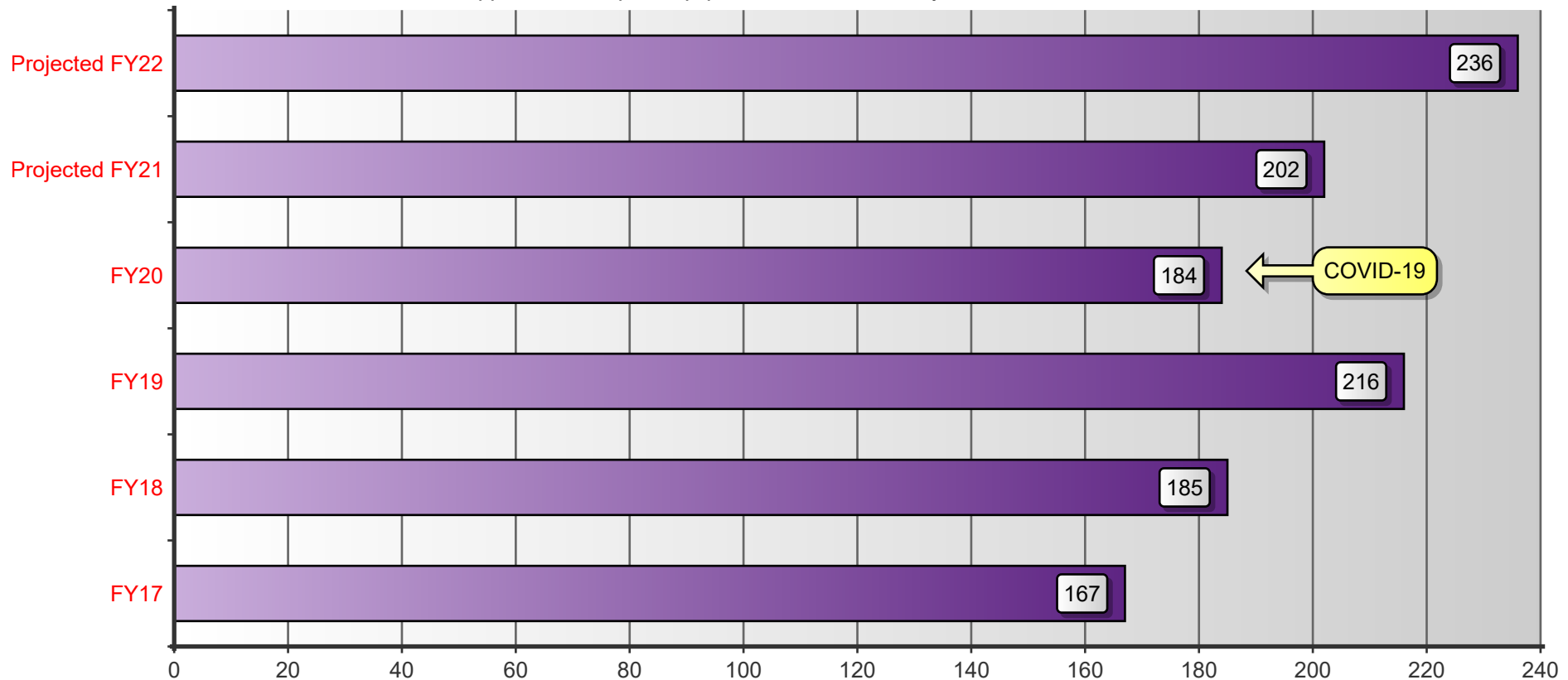
<i>District Wide Black Totals</i>	<i>1,292,360</i>	<i>\$5,127.98</i>
<i>District Wide Color Totals</i>	<i>299,865</i>	<i>\$11,963.83</i>

Industry Average Copies per Student - Color

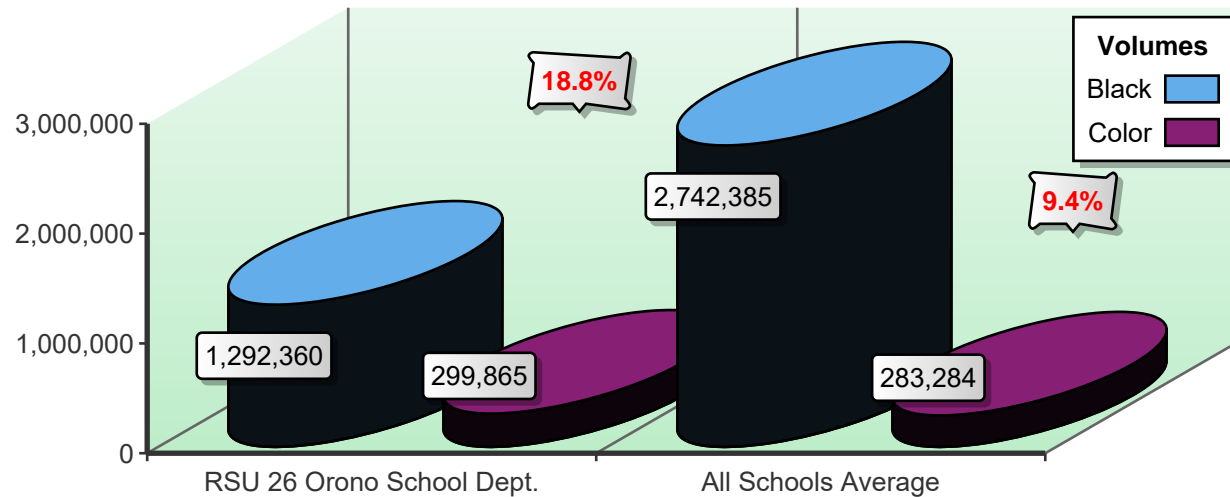
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	<i>Total Student Population</i>	<i>Total Annual Volume</i>	<i>Total District Cost*</i>	<i>Annual Copies Per Student</i>	<i>Annual Cost Per Student</i>
All Schools w/Student Populations	74,038	13,597,620	\$725,023.31	184	\$9.79

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



Color-to-Total Volume Comparison



SPC Analysis

COLOR printing is skyrocketing out of control! A five-year study of 83,000 students across the Tri-State region revealed a rapid increase in the K-12 sector. In fact, in FY19, color printing increased by 19%! Of course FY20 was dramatically different because of COVID-19. Therefore, we should assume that color volume will continue to increase unless the proper controls are put in place. Obviously, some color printing is necessary. However, if color printing is not monitored properly, it could blow up your entire printing budget. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Health Status page.

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

Usage Profile for Service & Supplies

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

Date of Last Upgrade: 08/02/2018

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Asa Adams Elementary School					
Main Office					
Konica Minolta BH4702P / 50 PPM	20,875	52,495	31,620	\$0.00625	None at this time.
AAFH011001440 / 130831				\$197.63	
2,000,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
Main Office					
Konica Minolta BH4422 / 42 PPM	6,682	16,856	10,174	\$0.00408	None at this time.
AAFM011000298 / 103834				\$41.51	
1,000,000 / 08/2018	0	0	0	\$0.00000	
Black Laser MFP				\$0.00	
SYMVT					
Room 13					
Konica Minolta BH3602P / 35 PPM	6,286	16,180	9,894	\$0.00625	None at this time.
AAFK011000013 / 130844				\$61.84	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Room 28 Copy Room					
Konica Minolta BH808 / 80 PPM	197,900	365,247	167,347	\$0.00326	None at this time.
A8KN011008540 / 212289				\$545.55	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					
Room 28 Copy Room					
Konica Minolta BH808 / 80 PPM	222,990	378,532	155,542	\$0.00326	None at this time.
A8KN011008508 / 212290				\$507.07	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					
Room 33 Computer Lab					
Konica Minolta BH3602P / 35 PPM	4,105	7,638	3,533	\$0.00625	None at this time.
AAFK011000006 / 130839				\$22.08	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
Room 33 Computer Lab					
Konica Minolta BHC558 / 55 PPM	47,841	104,338	56,497	\$0.00326	None at this time.
A79K011017021 / 212294				\$184.18	
3,000,000 / 02/2017	125,086	266,617	141,531	\$0.03963	
Color Photocopier				\$5,608.87	
SYMVT					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Teachers' Lounge					
Konica Minolta BH4702P / 50 PPM	26,604	47,954	21,350	\$0.00625	None at this time.
AAFH011001441 / 130833				\$133.44	
2,000,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
	Subtotal Black		455,957	\$1,693.29	
	Subtotal Color		141,531	\$5,608.87	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Orono High School					
Accounts Office Supt. Office					
HP Laser Jet P3015 MICR / 42 PPM	156,540	164,108	7,568	\$0.07650	12 years from Intro.
VNBCC7H2FX /				\$578.95	
500,000 / 07/2008	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
Guidance Office					
Konica Minolta BH3602P / 35 PPM	708	986	278	\$0.00625	None at this time.
AAFK011000012 / 130849				\$1.74	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
IT Staging					
Konica Minolta BH4702P / 50 PPM	591	1,208	617	\$0.00625	None at this time.
AAFH011001344 / 130832				\$3.86	
2,000,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
Library - Front Desk					
Konica Minolta BH458 / 45 PPM	22,266	43,432	21,166	\$0.00326	None at this time.
AA6U011006803 / 212300				\$69.00	
1,000,000 / 08/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Library - MLTI Office					
Brother HL-L2340DW / 27 PPM	16,143	18,180	2,037	\$0.02295	None at this time.
U63879G6N791046 /				\$46.75	
500,000 / 11/2014	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Library- MLTI Office					
Brother HL-L5200DW / 40 PPM	28,208	30,297	2,089	\$0.02295	None at this time.
U64178E6N269084 /				\$47.94	
1,000,000 / 03/2016	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Main Office					
Konica Minolta BHC558 / 55 PPM	86,498	172,404	85,906	\$0.00326	None at this time.
A79K011017104 / 212293				\$280.05	
3,000,000 / 02/2017	62,013	123,195	61,182	\$0.03963	
Color Photocopier SYMVT				\$2,424.64	
Room 101A					
Konica Minolta BH3602P / 35 PPM	7,448	14,772	7,324	\$0.00625	None at this time.
AAFK011000010 / 130841				\$45.78	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Room 101C SPED					
Konica Minolta BHC3351 / 35 PPM	10,919	18,891	7,972	\$0.00408	None at this time.
A92F011011023 / 212301				\$32.53	
750,000 / 04/2017	7,351	11,868	4,517	\$0.05738	
Color Laser MFP				\$259.19	
SYMVT					
Room 203					
Konica Minolta BH558 / 55 PPM	106,017	186,871	80,854	\$0.00326	None at this time.
AA6T011003349 / 212299				\$263.58	
3,000,000 / 02/2017	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					
Room 204					
Konica Minolta BH3602P / 35 PPM	3,630	5,529	1,899	\$0.00625	None at this time.
AAFK011000015 / 130843				\$11.87	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer				\$0.00	
SYMVT					
Special Education					
Konica Minolta BH808 / 80 PPM	82,763	157,510	74,747	\$0.00326	None at this time.
A8KN011008545 / 212297				\$243.68	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Superintendent					
Konica Minolta BHC558 / 55 PPM	35,379	65,946	30,567	\$0.00326	None at this time.
A79K011017008 / 212292				\$99.65	
3,000,000 / 02/2017	30,401	62,295	31,894	\$0.03963	
Color Photocopier				\$1,263.96	
SYMVT					
Teachers' Room					
Konica Minolta BH808 / 80 PPM	218,249	403,657	185,408	\$0.00326	None at this time.
A8KN011008542 / 212298				\$604.43	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					
Teachers' Room					
Konica Minolta BH808 / 80 PPM	261,899	415,813	153,914	\$0.00326	None at this time.
A8KN011008555 / 212296				\$501.76	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
SYMVT					
	Subtotal Black		662,346	\$2,831.56	
	Subtotal Color		97,593	\$3,947.79	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Orono Middle School					
Main Office Copy Room					
Konica Minolta BHC558 / 55 PPM	112,529	196,346	83,817	\$0.00326	None at this time.
A79K011017105 / 212295				\$273.24	
3,000,000 / 02/2017	64,974	125,715	60,741	\$0.03963	
Color Photocopier SYMVT				\$2,407.17	
Maintenance Director - Basement					
Konica Minolta BH3602P / 35 PPM	786	1,855	1,069	\$0.00625	None at this time.
AAFK011000014 / 130840				\$6.68	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Room 13					
Konica Minolta BH3602P / 35 PPM	5,155	8,724	3,569	\$0.00625	None at this time.
AAFK011000009 / 130842				\$22.31	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Room 2					
Konica Minolta BH3602P / 35 PPM	5,146	7,917	2,771	\$0.00625	None at this time.
AAFK011000008 / 130846				\$17.32	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	

<i>Make-Model/Speed Serial Number/Vendor Machine ID Life / Intro Date Vendor</i>	<i>07/01/2019 Meter</i>	<i>06/30/2020 Meter</i>	<i>FY20 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
Room 23 Copy Room (Later M17)					
Konica Minolta BH808 / 80 PPM	98,238	176,537	78,299	\$0.00326	None at this time.
A8KN011008554 / 212291				\$255.25	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black Photocopier SYMVT				\$0.00	
Room 8					
Konica Minolta BH3602P / 35 PPM	2,248	3,333	1,085	\$0.00625	None at this time.
AAFK011000005 / 130838				\$6.78	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Room M17					
Konica Minolta BH3602P / 35 PPM	2,829	6,276	3,447	\$0.00625	None at this time.
AAFK011000019 / 130845				\$21.54	
500,000 / 08/2018	0	0	0	\$0.00000	
Black Network Printer SYMVT				\$0.00	
Subtotal Black			174,057	\$603.13	
Subtotal Color			60,741	\$2,407.17	
District Wide Black Totals			1,292,360	\$5,127.98	
District Wide Color Totals			299,865	\$11,963.83	Your Avg Color CPC is \$0.0399

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 07/22/1996 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 20 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
1,292,360	\$0.01341	\$17,330.55

CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
1,292,360	\$0.00397	\$5,130.67	\$12,199.88	\$60,999.39

*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 \$12,199.88 x 24 years as a Client
= \$292,797.08 Cost Savings!

Projected Equipment Costs by Building - Black

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

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Asa Adams Elementary School	455,957	\$1,698.51	\$2,462.17	\$8,150.09	\$12,310.77
Orono High School	662,346	\$2,840.20	\$3,576.67	\$11,839.23	\$18,256.10
Orono Middle School	174,057	\$604.99	\$939.91	\$3,111.22	\$4,656.11
Total	1,292,360	\$5,143.70	\$6,978.74	\$23,100.54	\$35,222.98

SPC Equipment Bids:

Presently our bids are coming in between **15% to 23%** of Retail, while the current Salesman's Cost is 50% of Retail.

For Example: A 95-CPM Konica Minolta Bizhub 958 RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print with a **Retail Cost of \$45,640** is coming in at **\$7,342...16% 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 current annual lease payment are NOT figured in to this table, as they are covered in the Black prints report.

Building	Projected Color Volume	Service & Supply Cost
Asa Adams Elementary School	141,531	\$5,625.86
Orono High School	97,593	\$3,959.72
Orono Middle School	60,741	\$2,414.45
Total	299,865	\$12,000.04

Service & Supply Usage Profile by Vendor - Black

This table represents actual expenses for BLACK prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. Under SPC's new Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 0.03%.**

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
SymQuest Group, Inc.	Black Laser MFP	10,174	\$0.00408	\$41.51	\$0.00409	\$41.61
SymQuest Group, Inc.	Black Network Printer	88,456	\$0.00625	\$552.85	\$0.00627	\$554.62
SymQuest Group, Inc.	Black Network Printer	4,126	\$0.02295	\$94.69	\$0.02302	\$94.98
SymQuest Group, Inc.	Black Network Printer	7,568	\$0.07650	\$578.95	\$0.07673	\$580.69
SymQuest Group, Inc.	Black Photocopier	917,277	\$0.00326	\$2,990.32	\$0.00327	\$2,999.50
SymQuest Group, Inc.	Color Laser MFP	7,972	\$0.00408	\$32.53	\$0.00409	\$32.61
SymQuest Group, Inc.	Color Photocopier	256,787	\$0.00326	\$837.13	\$0.00327	\$839.69
Total		1,292,360	\$0.00397	\$5,127.98	\$0.00398	\$5,143.70

Service & Supply Usage Profile by Vendor - Color

This table represents actual and projected expenses for COLOR prints or copies by vendor for the current and next fiscal year. Under SPC's new Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **Current year's increase is 0.03%.**

Vendor	Equipment Type	Annual Volume	FY20 Cost/Copy	Total Cost	FY21 Cost/Copy	Projected Cost
SymQuest Group, Inc.	Color Laser MFP	4,517	\$0.05738	\$259.19	\$0.05755	\$259.95
SymQuest Group, Inc.	Color Photocopier	295,348	\$0.03963	\$11,704.64	\$0.03975	\$11,740.08
	Total	299,865	\$0.03990	\$11,963.83	\$0.04002	\$12,000.04

Reprographic Equipment Assessment

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

Total Number of Units	30
Total Number of Units on Lease	27
Total Number of Units Owned	3
Lease Company	Norway Savings Bank
Lease Start Date	08/02/2018
Lease End Date	08/01/2023
Term	5 Annual
Annual Payment usually due on 8/1	\$23,100.54
Remaining Payments	3

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

Leased Equipment

Building	Make/Model	Serial Number
Asa Adams Elementary School	Konica Minolta BHC558	A79K011017021
Asa Adams Elementary School	Konica Minolta BH808	A8KN011008508
Asa Adams Elementary School	Konica Minolta BH808	A8KN011008540
Asa Adams Elementary School	Konica Minolta BH4702P	AAFH011001440
Asa Adams Elementary School	Konica Minolta BH4702P	AAFH011001441
Asa Adams Elementary School	Konica Minolta BH3602P	AAFK011000006
Asa Adams Elementary School	Konica Minolta BH3602P	AAFK011000013
Asa Adams Elementary School	Konica Minolta BH4422	AAFM011000298
Orono High School	Konica Minolta BHC558	A79K011017008
Orono High School	Konica Minolta BHC558	A79K011017104
Orono High School	Konica Minolta BH808	A8KN011008542
Orono High School	Konica Minolta BH808	A8KN011008545
Orono High School	Konica Minolta BH808	A8KN011008555
Orono High School	Konica Minolta BHC3351	A92F011011023
Orono High School	Konica Minolta BH558	AA6T011003349
Orono High School	Konica Minolta BH458	AA6U011006803
Orono High School	Konica Minolta BH4702P	AAFH011001344
Orono High School	Konica Minolta BH3602P	AAFK011000010
Orono High School	Konica Minolta BH3602P	AAFK011000012
Orono High School	Konica Minolta BH3602P	AAFK011000015
Orono Middle School	Konica Minolta BHC558	A79K011017105
Orono Middle School	Konica Minolta BH808	A8KN011008554
Orono Middle School	Konica Minolta BH3602P	AAFK011000005
Orono Middle School	Konica Minolta BH3602P	AAFK011000008
Orono Middle School	Konica Minolta BH3602P	AAFK011000009
Orono Middle School	Konica Minolta BH3602P	AAFK011000014
Orono Middle School	Konica Minolta BH3602P	AAFK011000019

Owned Equipment

Building	Make/Model	Serial Number
Orono High School	BrotherHL-L2340DW	U63879G6N791046
Orono High School	BrotherHL-L5200DW	U64178E6N269084
Orono High School	HPLaser Jet P3015 MICR	VNBCC7H2FX

STARDoc User Names

Name	User Name
Becky Kash	bkash@rsu26.org
Diana Smart	dsmart@rsu26.org
Jason Burgess	Jburgess@rsu26.org
Kate Crane	kcrane@rsu26.org
Kristin Briggs	kbriggs@rsu26.org
Lori Hartery	lhartery@rsu26.org
Lynn Gray	lgray@rsu26.org
Melissa Barton	mbarton
Meredith Higgins	mhiggins@rsu26.org
Reg Ruhlin	rruhlin@rsu26.org
Richard Glencross	rglencross@rsu26.org



Benefits of partnering with SPC

Top Benefits to **our CLIENTS:**

1. Cooperative Buying

By definition, is a model that allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing and better service. SPC's model allows you to pick your preferred vendor!

- SPC's pricing is so strong ***we pay for our own fee*** by acquiring prices lower than what you can do on your own.
- We will save you money benefiting from the combined purchasing power of more than 63 clients with over 3,700 devices doing more than **155** million copies and prints per year. We purchase approximately 1,100 units annually with 80 million prints out to bid!
- We will save you time by preparing your bid, negotiating with vendors/manufacturers, presenting a total bid analysis, and managing the implementation.
- We will save you frustration. We manage your contracts for up to five years from the date of installation.

2. Exclusive STARDoc Software

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

3. Simplified Billing Program

- Removes the confusion out of billing.
- Eliminates variety of invoices from multiple vendors that come annually and/or quarterly.
- TWO invoices are sent each year from ONE billing source.
- Reconciles all of your devices at the end of the year: You pay only for what you use; no minimums.



Benefits of partnering with SPC

4. Five-Year Equipment Replacement Schedule

- SPC's staff surveys key locations that determine life of existing equipment.
- Specs out new equipment needed: Does not allow vendors to undersize during the bidding process.
- Manages the entire bid process down to the install.

5. Annual Report

- A crucial document that extends the life of your equipment, often getting 8 to 10 years of guaranteed performance! Flags copying trends within your organization such as over usage.
- You get an overview of your current equipment situation, reports associated with copying and printing costs and, if needed, recommendations for addressing situations posing a problem.

6. Vendor Neutral

- SPC does not recommend just one brand; we suggest what's best for you with serviceability in mind.
- We present you with the bid results and offer recommendations, yet the decision is yours to make.

SPC has been serving their clients since 1989, saving millions of dollars along the way.

Based on current actual volumes and CPCs, SPC has generated Annual Savings of more than \$2 million for all of our clients. That translates into Savings of more than \$10 million over five years!



SPC Values Our Vendors

Overall Benefits to our VENDORS

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

Vendor Benefits Pre-Bid & During the Bid Process

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

Vendor Benefits Before & During Installation

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



SPC Values Our Vendors

Vendor Ongoing Support

- Yearly meter reads.
- Simplified Billing: SPC collects service funds for the Vendor.
- Collection of all meter reads annually and reconciling them with the Client and Vendor.
- STARDoc: System for Tracking And Reporting Documents... Manages the budget.
- Annual Reports that flag machines that are being overused and underused thus improving reliability.
- Mediating warranty issues in sensitive locations.

Why do some vendors hesitate to bid?

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

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



STARDoc Features

Cost Projection by Department or Building

- Allows you to formulate next year's budgets as early as December
- Allows you to see the projected usage bill in advance
- Tabulate total budgets and total costs district wide
- Volume or cost pages allow you to pinpoint specific machines on the floor plans
- Timeline - allowing you to go back to see how your budget compares to previous years

Map your devices on Floorplans

Who Benefits? Business Manager, IT

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device information tab will allow you to easily access the web interface of the printer/copier
- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Non-reporting device listing for devices that haven't reported for more than 2 weeks
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectore, Apple TVs)

Floorplan Administration

Who Benefits? Business Manager and IT

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

Contacts Page

Who Benefits? Business Manager and IT

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



STARDoc Features

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Tracks additional non-contract devices
- IP Addresses and MAC addresses automatically imported
- Strikethrough on machines that have been removed

Monthly Audits

Who Benefits? Business Manager and Superintendent

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

Timeline

Who Benefits? Business Manager

- Track historical volume and cost per building

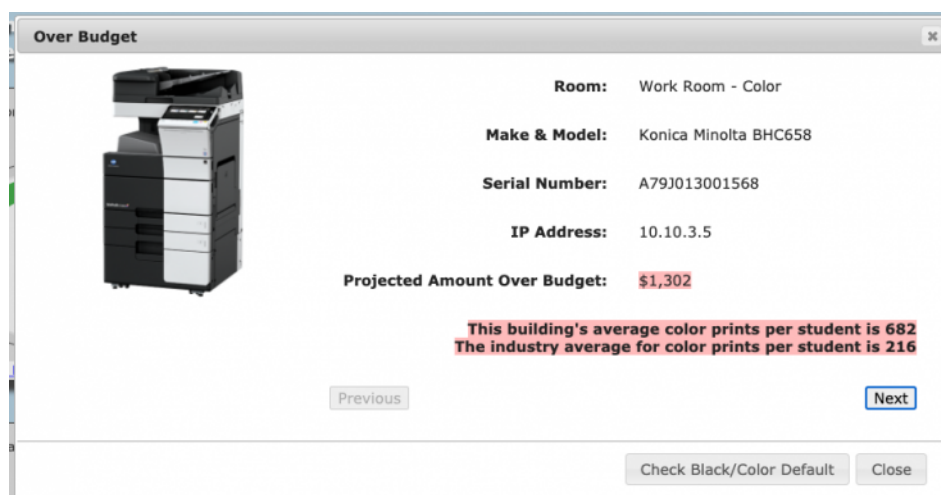
Last Sync Date

Who Benefits? IT Manager

- Shows the last time that FMAudit synced for that client

Over-Budget Report

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



SPC'S CLIENT WARRANTY AND RELIEF INSURANCE FUND

AVAILABLE IMMEDIATELY!

WHY IS IT NEEDED?

With the recent pandemic, schools and businesses shut down. We are now seeing massive credits overall owed in the vicinity of \$389,820.78!* However, your contracts stipulate that any unused service and supplies are to be refunded. While this may seem like good news to our clients, 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.

*CREDITS ANTICIPATED JUNE 30, 2020

A-COPI (Owned by Visual Edge)	(\$77,605.18)
AXIS	(\$16,858.50)
BUDGET	(\$20,200.73)
CANON	(\$31,240.99)
KMBS	(\$154,659.88)
NATIONAL	(\$38,961.67)
OSV (Owned by Visual Edge)	(\$64,920.06)
RICOH	(\$3,432.44)
SYMQUEST (Owned by KMBS)	(\$11,027.80)
XEROX	(\$913.53)
TOTAL UNUSED	(\$389,820.78)