

# **Specialized Purchasing Consultants**

**1491 East Side River Road**

**Dummer, NH 03588**

**(800)750-1538**



## **FY23 Annual Report**

**With FY24 Projections**

**Matthew Cyr**

**RSU 34 - Old Town**

**156 Oak Street**

**Old Town, ME 04468**



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

October 2023

Skip Tilton  
President

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

Matthew Cyr  
RSU 34 - Old Town  
156 Oak Street  
Old Town, ME 04468

Dear Matthew:

VISIT US ON THE WEB:  
[www.spccopypro.com](http://www.spccopypro.com)

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

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

Since 2020, we are averaging 75 million prints, acquiring approximately 1,200 machines annually. In addition, we have signed up **34 new clients, representing 100 million prints** – more than a 50% increase. The purpose of informing you of this information is to continue to build confidence in the strength of your cooperative buying power with SPC.

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

Sincerely,

Skip Tilton  
President

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## MEET YOUR TEAM



**Skip Tilton, President**  
**Billie Jo Tilton, Vice President**

As co-founders of SPC, we are very proud of our team of professionals. The concept of group purchasing was relatively new in 1988, but with your trust and loyalty, we have been able to save our clients millions of dollars, increase the reliability and quality of your service and equipment, and improve the accuracy and ease of billing. We are so pleased to bring you services that give you control over equipment, usage and costs.



**Alex Webster**  
**Director of Technology & Operations**

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

**Sue Penney**  
**Administrative & Finance Manager**

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



**Kelly Fortier**  
**Finance Support**

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

**Heidi Tilton**  
**Office Support**

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



**Pam Weed**  
**Client-Vendor Relations**

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

**Robert Dutil**  
**Information Technology**

Bob keeps SPC running by maintaining and updating database processes as well as assisting in updates to SPC's STARDoc website. He also wrote the code to create the many reports SPC generates to give you the accurate information you rely on..



**Jamin Tilton**  
**Operations Support**

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

## SPC TIMELINE

### 1988 Specialized Purchasing Consultants opens its doors

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

### 1999 Improved Annual Report

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

### 2001 Meter Collection

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

### 2002 Bond Counsel Review

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

### 2003 Bond Counsel Review of Contracts and Warranties

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

### 2012 STARDoc and Simplified Billing Developed and Implemented

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

### 2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

### 2014 STARDoc - Monthly Audits

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

### 2015 STARDoc - Mapping Options and Asset Management

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

## SPC TIMELINE (Continued)

### 2018 STARDoc - Improved Pinpointing of Budget and Communications

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

### 2019 STARDoc – Service Histories, Chromebook Bid

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

### 2020 Mock Bids - Warranty and Relief Fund

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

### 2021 Vendor Services and Warranty Relief Equipment

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

### 2022 Vendor Bid

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

### 2023 STARDoc Facelift and new Ratio Category

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

### 2024 SPC Roadmap

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

## EQUIPMENT HEALTH STATUS

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**Total Number of Machines** **23**

Total Black Photocopiers	9
Total Color Photocopiers	11
Total Black Network Printers	2
Total Color Network Printers	1
Total Removed From Service	0

**# of Units Not in Use for FY23** **0**

**# of Units OFF Warranty\*\*** **0**

**# of Units Approaching End of Warranty** **12**

**# of Units Overused** **0**

**# of Units Underused** **0**

Contract Commencement Date 07/01/2020

Contract and Warranty Expiration Date 06/30/2025

**# of Annual Payments Remaining on Lease** **0**

PaperCut Installed No

A-4 (includes printers & mfps) Devices Contract Signed Yes

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

Dear Barbara,

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

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

Based on 1426 students, your district averages are

- Black 1,823 per student - an increase of 4% compared with the previous year.
- Color 170 per student - an increase of 9% compared with the previous year.

Although your service and warranty's run out 6-30-2025, we anticipate your next upgrade to could take place as soon as 8/2/2024 depending on overall reliability. To make this happen, we would begin the process of building your new Five-Year Equipment Replacement Schedule (FYERS) in the fall of 2023.

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

Sincerely,

*Skip Tilton*

**RSU 34 – Old Town**  
**David Walker**  
**156 Oak Street, Old Town ME, 04468**  
**Five-Year Basis beginning with the 2020/2021 Fiscal Year**

**Copies-per-Year: 3,281,410**

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

**PRESENT SITUATION**

- 1) Guarantees on Photocopiers: **1 Year**
- 2) Annual Price Ceilings Left: **1 Year**
- 3) Console Copiers with 3 million plus: 6
- 4) Units to be Traded: 18
- 5) Photocopiers: 19
- 6) Color Photocopiers: 12
- 7) MFPs: 1
- 8) Printers: 6
- 9) Duplexers: 26
- 10) Finishers: 19
- Total number of Units: 26

**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: 6
- 4) Replaced: **11 New in 2020 and 12 New in 2021**
- 5) Photocopiers: **19 with Secure Print/Confidential Mailbox**
- 6) Color Photocopiers: **11**
- 7) MFPs: **1 with 0 Color**
- 8) Printers: **3 with 2 Color & 0 MICR**
- 9) Duplexers: **21**
- 10) Finishers: **19**
- Total number of Units: **23 (Closing out 3 to right size equipment)**

**Overall Description of Equipment Fleet:**

**Presently**, you have **three different manufacturers & thirteen different models** of low-end network printers. The **new arrangement** will shift to **one vendor** servicing everything. This will happen over the course of 2 years. Both Budget and Symquest have solidified pricing identical pricing for both phases of the acquisition. This will greatly reduce cost and improve reliability.

**Print Management:** STARDoc for all devices and Papercut MF for select devices (1 Copier). Additionally, \_\_ OCR Modules will be purchased to allow scanning of documents that are searchable. Papercut pricing is not included yet and can be finalized once a vendor is selected. Papercut Mobility Print can be installed by the vendor.

**Capital:**

Presently, you have **No** municipal lease. With the new arrangement, you will be paying cash. See the Total Bid Analysis for detailed information.

**Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging **\$0.003686 for black and \$0.050030 for Color**. The new contract will come in at a CPC of **\$0.003808 for Black and \$0.039090 for Color with Budget**.

**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>Budget (KM &amp; HP)</u>	<u>Symquest ( All KM)</u>
1. Service & Supplies Color:	\$12,086.50	\$9,443.69	\$9,838.88
2. Service & Supplies Black:	\$11,204.38	\$11,575.20	\$9,968.72
3. 5 Year Straight Line Depreciation:	\$00.00	\$24,459.82*	\$27,499.11*
4. Forced Upgrades* (#20 Printer/Copiers):	<u>\$38,050.00</u>	<u>\$00.00</u>	<u>\$00.00</u>
Totals:	\$61,340.88	\$45,883.85	\$47,306.71

\*Item 3 includes both phase 1 and phase 2 acquisitions. For a year by year breakdown, please see the Total Bid Analysis.

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

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

## AGING EQUIPMENT SUMMARY

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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Leonard Middle School	Room 103	Konica Minolta BH808	A8KN012000241	BUDGET	06/01/2016
Old Town Elementary School	Learning Center 1	Konica Minolta BH808	A8KN012000187	BUDGET	06/01/2016
Old Town Elementary School	Room 110	Konica Minolta BH458	AA6U011022231	BUDGET	08/01/2016
Old Town Elementary School	Room A264 Learning Center Upstairs	Konica Minolta BH808	A8KN012000235	BUDGET	06/01/2016
Old Town High School	Room 110 Teachers' Room	Konica Minolta BH808	A8KN012000149	BUDGET	06/01/2016
Old Town High School	Room 222 Library	Konica Minolta BH808	A8KN012000112	BUDGET	06/01/2016

## NON-CONTRACTED DEVICES

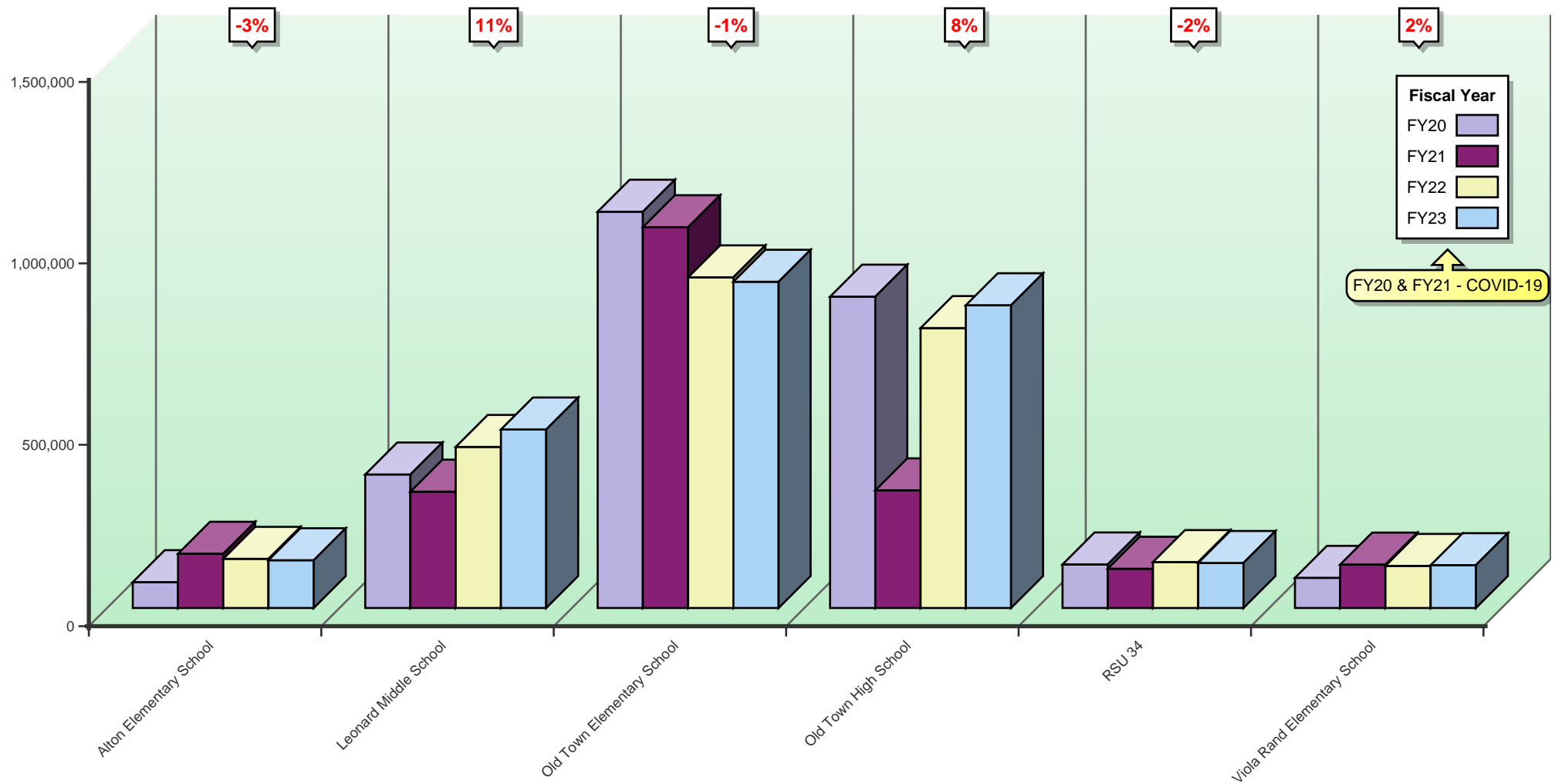
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Make - Model	Serial Number	IP Address	Last Update
CANON G600 series	KNEF12401	192.168.14.163	2023-10-06 12:34:13
ENVY 5660 series	TH4CN622D5064T	172.16.3.89	2023-10-07 00:14:03
HP Color LaserJet MFP M480	MXBCQBM0DF	192.168.14.244	2023-10-07 00:14:03
HP LASERJET 1022n	JN03NE9	172.16.3.163	2023-10-07 00:14:03
HP LaserJet 4200n	USGNM57873	172.16.3.231	2023-10-07 00:14:03
HP LaserJet P4015n	JPDF296044	172.16.3.232	2023-10-07 00:14:03
KYOCERA FS-C5250DN	Q552705636	192.168.13.221	2023-05-11 04:17:14

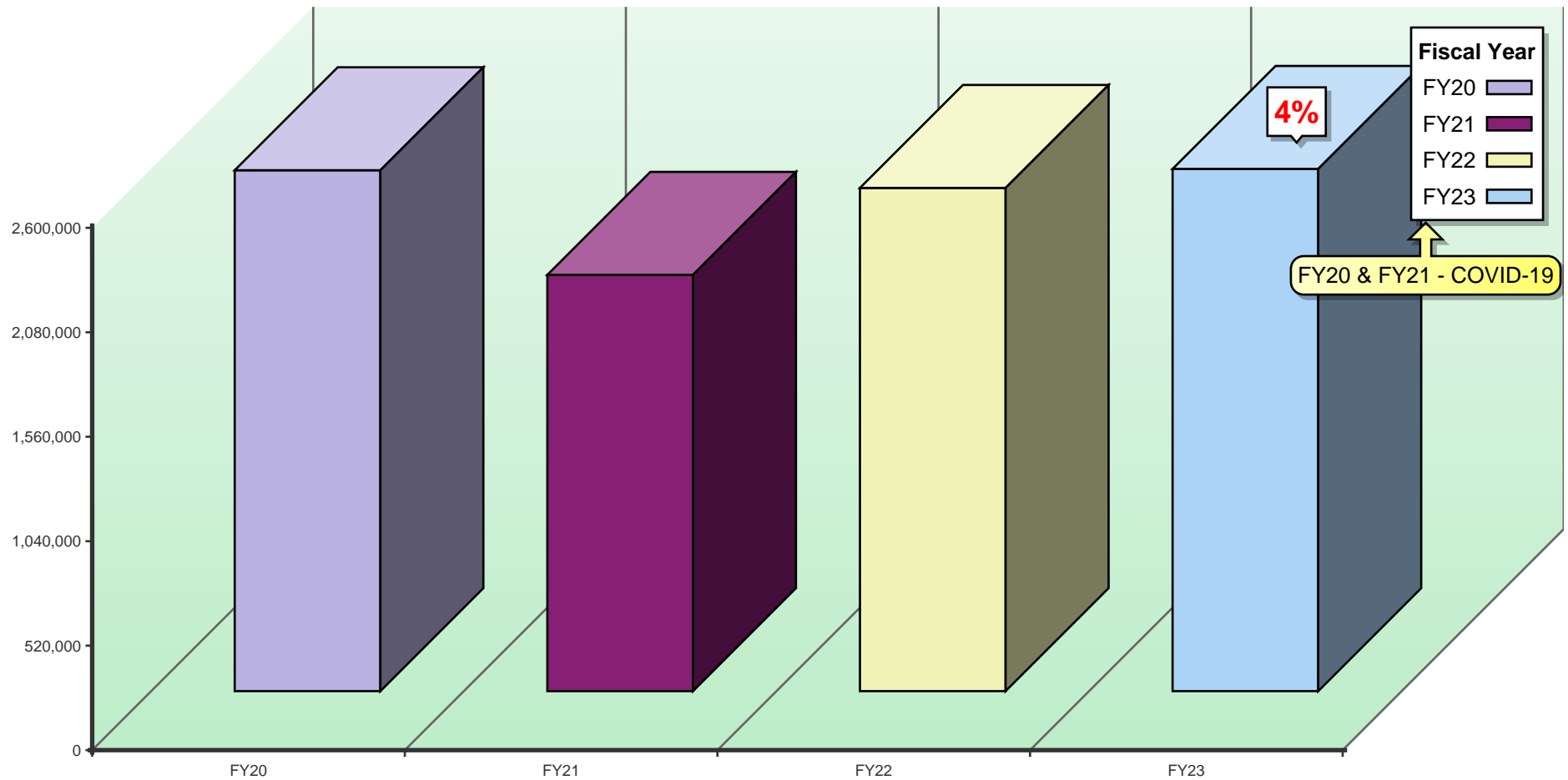
With your next upgrade, we highly recommend you incorporate these machines into your next contract. Depending on volume, this could result in significant cost savings. For example, in buying supplies on your own and having your in-house IT staff service them, a color laser device color cost can average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

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

## ANNUAL BLACK VOLUME BY LOCATION



## ANNUAL BLACK VOLUME OVERALL



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

## AVERAGE STUDENT-TO-COPY USAGE - BLACK

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

Building	Student Population	Annual Black Volume	Total School Cost*	Average Annual Black Prints Per Student	Average Annual Black Cost Per Student
Alton Elementary School	82	131,657	\$2,599.69	1,606	\$31.70
Leonard Middle School	306	492,060	\$9,716.18	1,608	\$31.75
Old Town Elementary School	427	899,143	\$17,754.41	2,106	\$41.58
Old Town High School	537	834,462	\$16,841.37	1,554	\$31.36
RSU 34	0	124,112	\$2,450.71	0	\$0.00
Viola Rand Elementary School	74	118,117	\$2,425.77	1,596	\$32.78
<b>Totals</b>	<b>1,426</b>	<b>2,599,551</b>	<b>\$51,788.12</b>	<b>1,823</b>	<b>\$36.32</b>

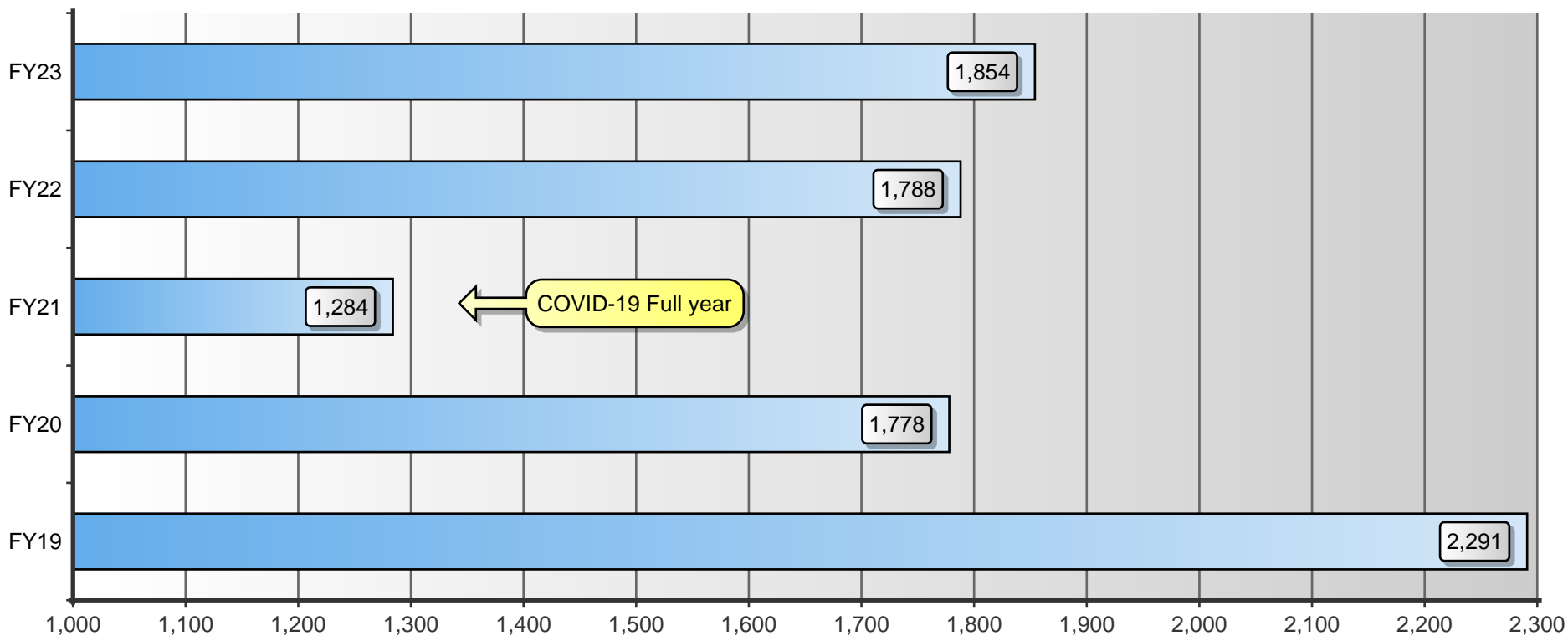
*\*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.*

## INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

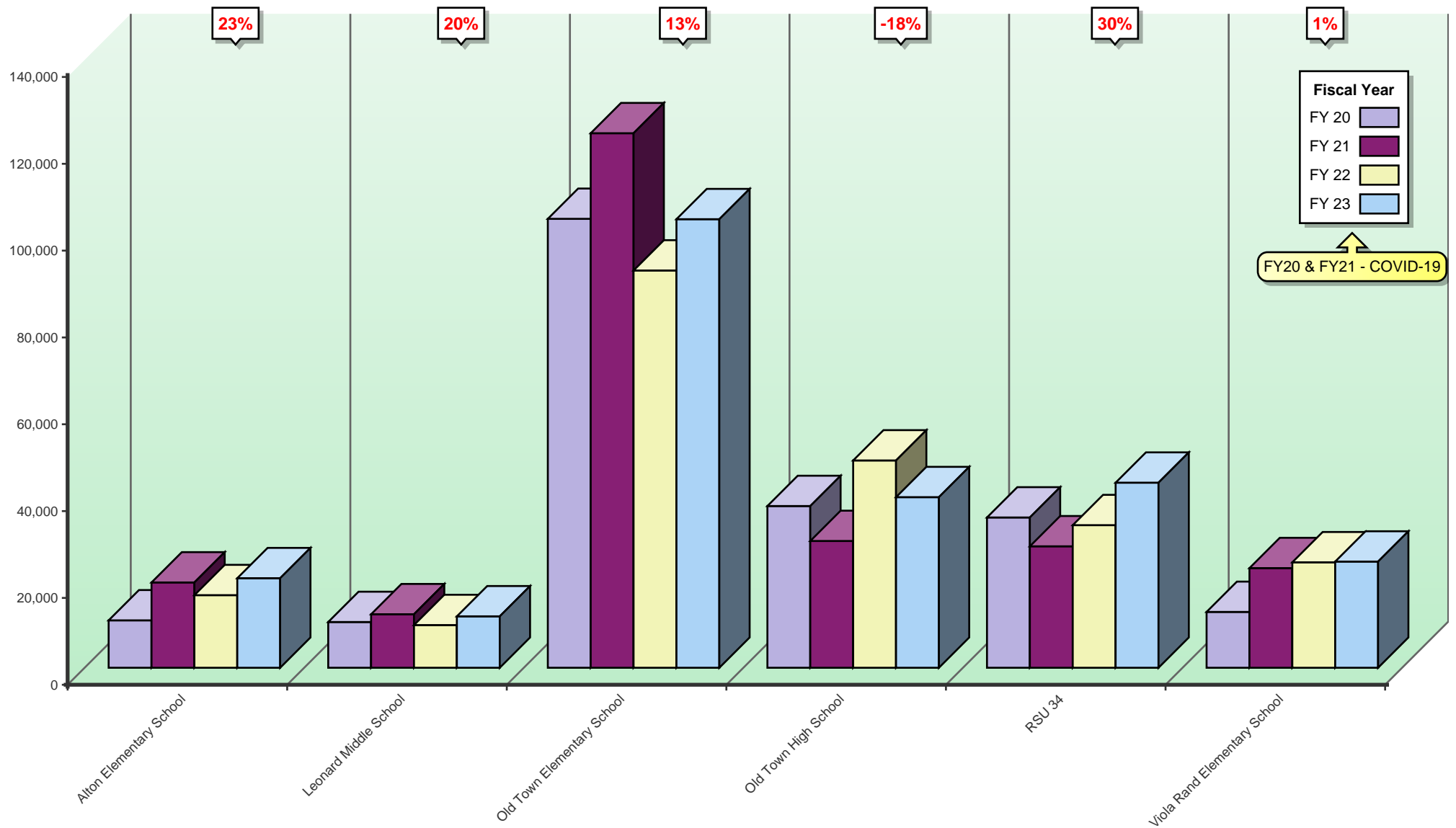
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

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

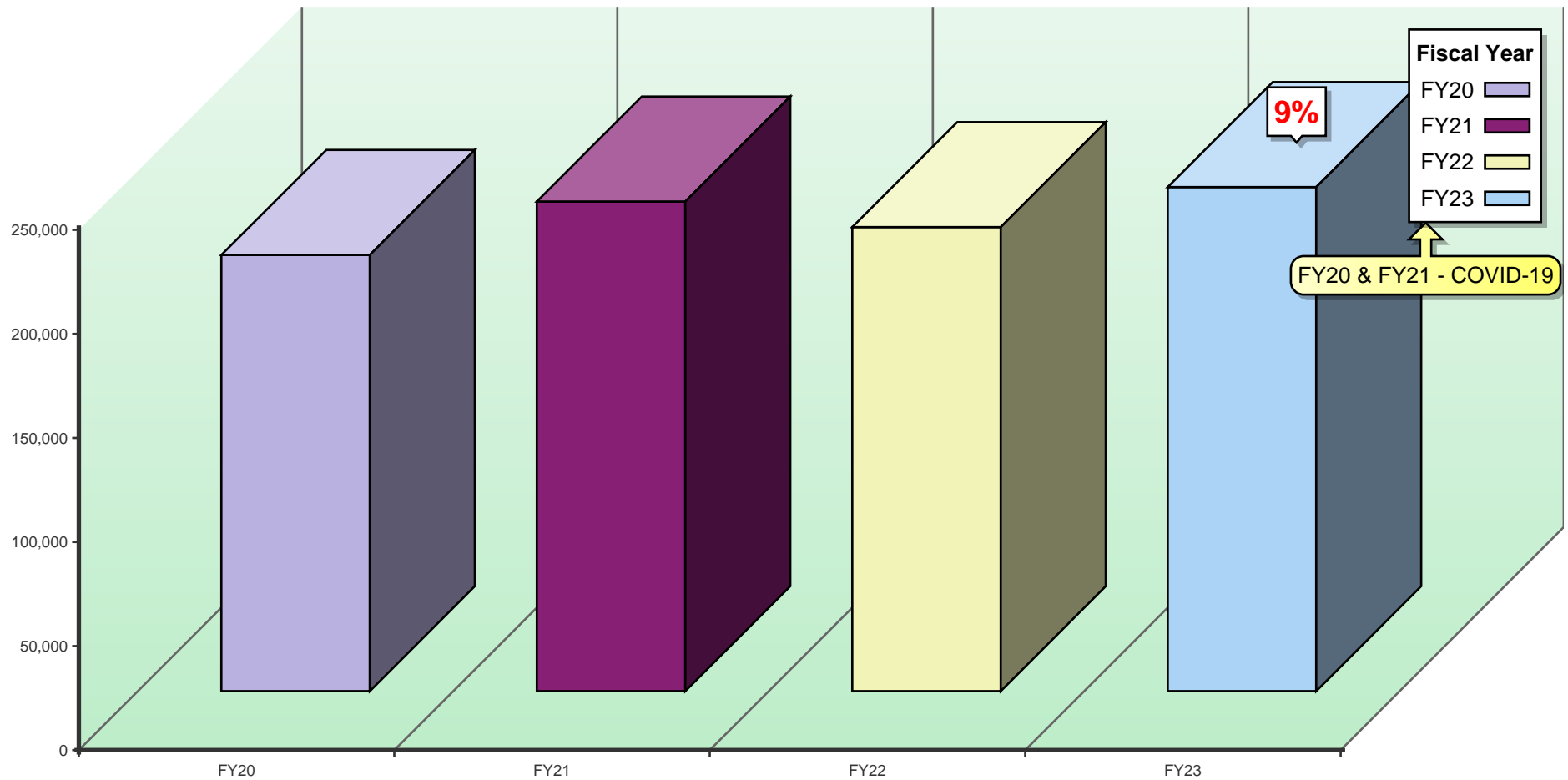
\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



## ANNUAL COLOR VOLUME BY LOCATION



## ANNUAL COLOR VOLUME OVERALL



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

## AVERAGE STUDENT-TO-COPY USAGE - COLOR

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

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Alton Elementary School	82	20,632	\$872.53	252	\$10.64
Leonard Middle School	306	11,847	\$501.01	39	\$1.64
Old Town Elementary School	427	103,324	\$4,369.57	242	\$10.23
Old Town High School	537	39,299	\$1,796.01	73	\$3.34
RSU 34	0	42,634	\$1,802.99	0	\$0.00
Viola Rand Elementary School	74	24,461	\$1,034.46	331	\$13.98
<b>Totals</b>	<b>1,426</b>	<b>242,197</b>	<b>\$10,376.57</b>	<b>170</b>	<b>\$7.28</b>

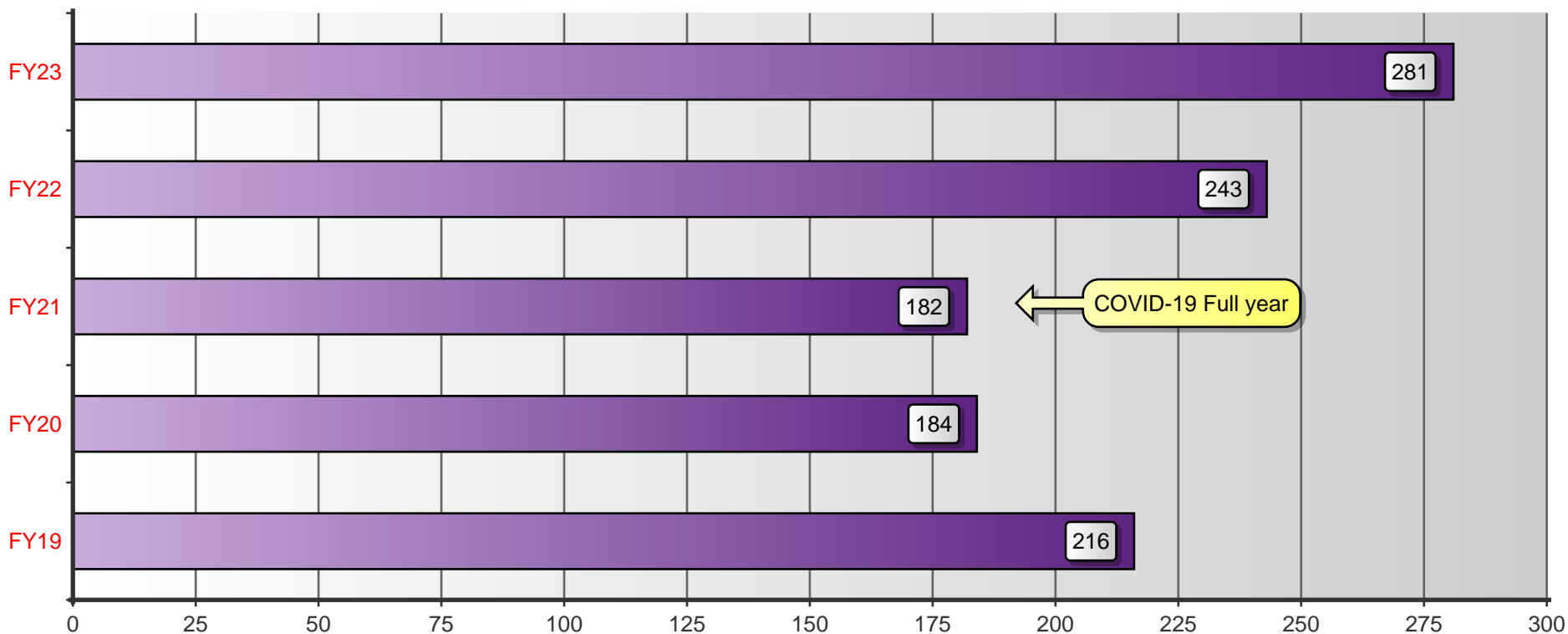
*\*Total School Cost refers only to Service & Supplies as Paper and Equipment are included in the previous table for black prints.*

## INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

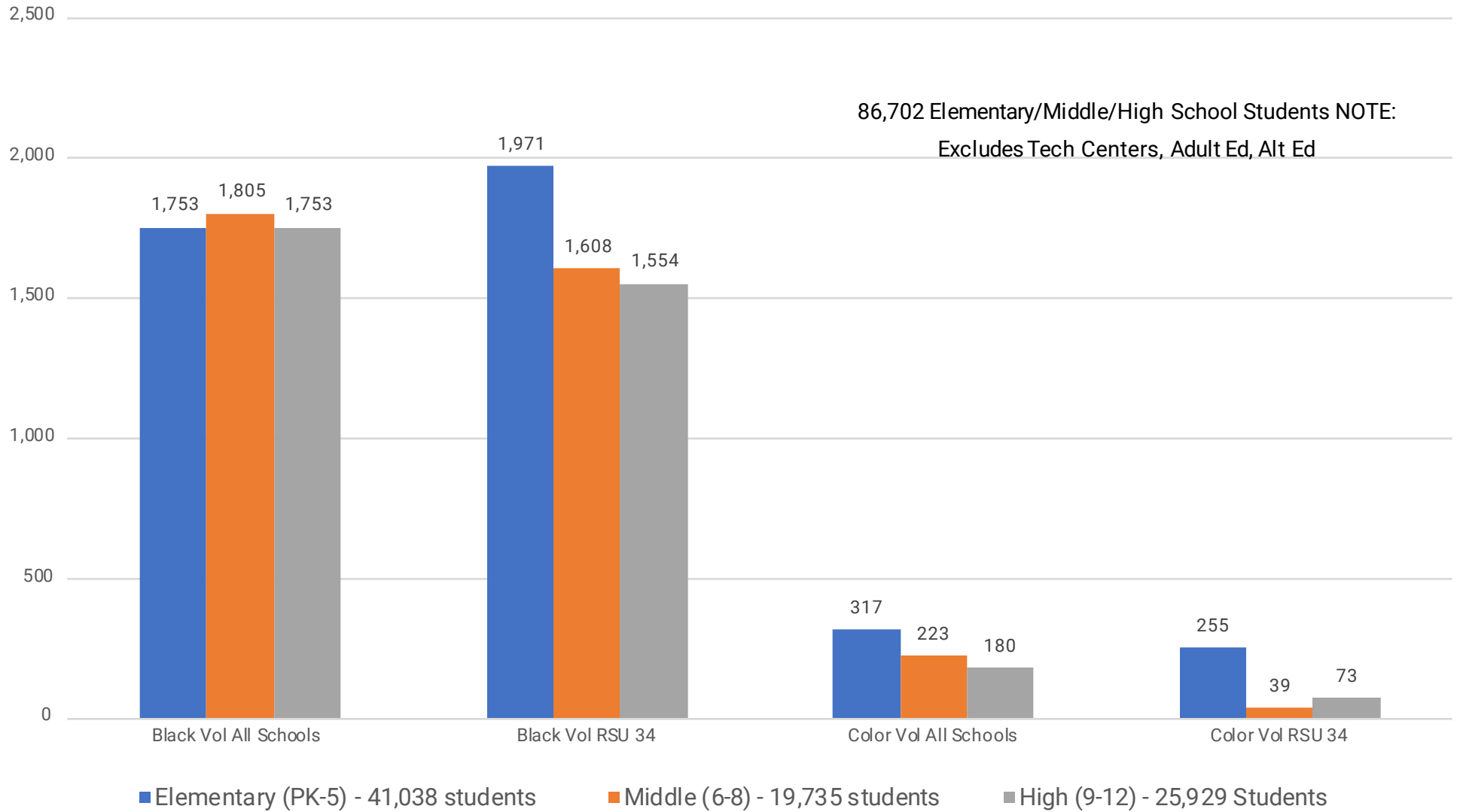
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

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

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



## AVERAGE VOLUME TO STUDENT RATIO BY STUDENT TYPE



## EQUIPMENT USAGE & RECOMMENDATIONS

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

**Date of Last Upgrade: 07/01/2020**

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations	
Alton Elementary School						
Front Office						
Konica Minolta BHC360i / 36 PPM AA2J011010821 / 64304 750,000 / 04/2019 Color MFP A-3 11x17 / BUDGET	32,927  36,379	52,172  57,011	19,245  20,632	\$0.00399 \$76.79 \$0.04066 \$838.90	None at this time.	
Staff Lounge						
Konica Minolta BH558 / 55 PPM AA6T011011343 / 64305 3,000,000 / 02/2017 Black MFP A-3 11x17 / BUDGET	252,172  0	364,584  0	112,412  0	\$0.00399 \$448.52 \$0.00000 \$0.00		None at this time.
Subtotal Black						
Subtotal Color						

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Leonard Middle School					
Room 103					
Konica Minolta BH808 / 80 PPM	639,174	1,061,065	421,891	\$0.00399	7 years from Intro.
A8KN012000241 / 64294				\$1,683.35	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17/BUDGET				\$0.00	
Room 107A					
Konica Minolta BHC550i / 55 PPM	125,469	195,638	70,169	\$0.00399	None at this time.
AA7P011002069 / 64302				\$279.97	
3,000,000 / 02/2020	22,160	34,007	11,847	\$0.04066	
Color MFP A-3 11x17 / BUDGET				\$481.70	
Subtotal Black		492,060	\$1,963.32		
Subtotal Color		11,847	\$481.70		

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Old Town Elementary School					
Learning Center 1					
Konica Minolta BH808 / 80 PPM A8KN012000187 / 64287 4,000,000 / 06/2016 Black MFP A-3 11x17/BUDGET	444,481  0	665,792  0	221,311  0	\$0.00399 \$883.03 \$0.00000 \$0.00	7 years from Intro.
Library					
Konica Minolta BH658 / 65 PPM AA6R011007060 / 62484 4,000,000 / 05/2017 Black MFP A-3 11x17 / BUDGET	224,853  0	336,105  0	111,252  0	\$0.00399 \$443.90 \$0.00000 \$0.00	None at this time.
Room 101					
Konica Minolta BHC650i / 65 PPM AA7N011000526 / 64295 4,000,000 / 02/2020 Color MFP A-3 11x17 / BUDGET	322,726  214,639	437,482  317,963	114,756  103,324	\$0.00399 \$457.88 \$0.04066 \$4,201.15	None at this time.
Room 110					
Konica Minolta BH458 / 45 PPM AA6U011022231 / 64300 1,000,000 / 08/2016 Black MFP A-3 11x17 / BUDGET	37,091  0	59,091  0	22,000  0	\$0.00399 \$87.78 \$0.00000 \$0.00	7 years from Intro.

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Room A264 Learning Center Upstairs</b>					
Konica Minolta BH808 / 80 PPM	931,661	1,361,485	429,824	\$0.00399	7 years from Intro.
A8KN012000235 / 64288				\$1,715.00	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17 / BUDGET				\$0.00	
	<b>Subtotal Black</b>		<b>899,143</b>	<b>\$3,587.58</b>	
	<b>Subtotal Color</b>		<b>103,324</b>	<b>\$4,201.15</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Old Town High School					
Adult Ed - Modular Office					
Konica Minolta BHC360i / 36 PPM	7,529	11,429	3,900	\$0.00399	None at this time.
AA2J011010867 / 63481				\$15.56	
750,000 / 04/2019	1,920	3,309	1,389	\$0.04066	
Color MFP A-3 11x17/BUDGET				\$56.48	
Art Room					
HP Color Laser Jet M454dn / 28 PPM	59	298	239	\$0.01334	None at this time.
VNB3C23170 / 64297				\$3.19	
500,000 / 06/2019	2,886	5,353	2,467	\$0.09291	
Color Printer A-4 / BUDGET				\$229.21	
Guidance Office					
Konica Minolta BHC360i / 36 PPM	76,285	117,489	41,204	\$0.00399	None at this time.
AA2J011012785 / 64293				\$164.40	
750,000 / 04/2019	26,925	45,684	18,759	\$0.04066	
Color MFP A-3 11x17 / BUDGET				\$762.74	
Hall of Room 404					
HP Laser Jet Pro M404dn / 40 PPM	19,215	34,234	15,019	\$0.01334	None at this time.
PHBB264907 / 64298				\$200.35	
750,000 / 02/2023	0	0	0	\$0.00000	
Black Printer A-4 / BUDGET				\$0.00	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Hall of Room 508</b>					
HP Laser Jet Pro M404dn / 40 PPM	18,784	40,990	22,206	\$0.01334	None at this time.
PHBB264909 / 64299				\$296.23	
750,000 / 02/2023	0	0	0	\$0.00000	
Black Printer A-4 / BUDGET				\$0.00	
<b>Main Office</b>					
Konica Minolta BHC550i / 55 PPM	67,477	105,023	37,546	\$0.00399	None at this time.
AA7P011000505 / 64301				\$149.81	
3,000,000 / 02/2020	43,006	57,806	14,800	\$0.04066	
Color MFP A-3 11x17 / BUDGET				\$601.77	
<b>Room 110 Teachers' Room</b>					
Konica Minolta BH808 / 80 PPM	530,988	943,606	412,618	\$0.00399	7 years from Intro.
A8KN012000149 / 64289				\$1,646.35	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17 / BUDGET				\$0.00	
<b>Room 217 Food Service</b>					
Konica Minolta BHC450i / 45 PPM	58,491	93,657	35,166	\$0.00399	None at this time.
AA7R011001064 / 64277				\$140.31	
1,000,000 / 09/2020	2,219	4,103	1,884	\$0.04066	
Color MFP A-3 11x17 / BUDGET				\$76.60	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Room 222 Library</b>					
Konica Minolta BH808 / 80 PPM	317,062	583,626	266,564	\$0.00399	7 years from Intro.
A8KN012000112 / 64285				\$1,063.59	
4,000,000 / 06/2016	0	0	0	\$0.00000	
Black MFP A-3 11x17 / BUDGET				\$0.00	
	<b>Subtotal Black</b>	<b>834,462</b>	<b>\$3,679.79</b>		
	<b>Subtotal Color</b>	<b>39,299</b>	<b>\$1,726.80</b>		

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations	
RSU 34						
IT Office						
Konica Minolta BHC360i / 36 PPM AA7R011004046 / 64291 750,000 / 04/2019 Color MFP A-3 11x17/BUDGET	2,561  2,312	4,114  3,813	1,553  1,501	\$0.00399 \$6.20 \$0.04066 \$61.03	None at this time.	
Main Office						
Konica Minolta BHC550i / 55 PPM AA7P011000520 / 64286 3,000,000 / 02/2020 Color MFP A-3 11x17 / BUDGET	76,715  21,872	115,572  43,405	38,857  21,533	\$0.00399 \$155.04 \$0.04066 \$875.53		None at this time.
Special Education						
Konica Minolta BHC450i / 45 PPM AA7R011001988 / 64290 1,000,000 / 09/2020 Color MFP A-3 11x17 / BUDGET	155,635  36,642	239,337  56,242	83,702  19,600	\$0.00399 \$333.97 \$0.04066 \$796.94	None at this time.	
Subtotal Black						
Subtotal Color						
124,112						
\$495.21						
42,634						
\$1,733.50						

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2022 Meter	06/30/2023 Meter	FY23 Annual Volume	Cost/Copy Annual Cost	Recommendations
Viola Rand Elementary School					
Main Office					
Konica Minolta BHC450i / 45 PPM	214,500	323,004	108,504	\$0.00399	None at this time.
AA7R011004200 / 64292				\$432.93	
1,000,000 / 09/2020	47,251	71,712	24,461	\$0.04066	
Color MFP A-3 11x17/BUDGET				\$994.58	
Teachers' Room					
HP Laserjet Pro MFP M428fdn / 40 PPM	21,263	30,876	9,613	\$0.01334	None at this time.
MXBPN5G2JF / 64307				\$128.24	
750,000 / 05/2019	0	0	0	\$0.00000	
Black Laser MFP A-4 8.5x14 / BUDGET				\$0.00	
	Subtotal Black	118,117	\$561.17		
	Subtotal Color	24,461	\$994.58		
	Overall Black Totals	2,599,551	\$10,812.38		
	Overall Color Totals	242,197	\$9,976.63		
Your Avg Color CPC is \$0.0412					

**Your Avg Color CPC is \$0.0412**

Estimated color cost savings with your next bid: **\$6,287.69** over five years. Our bids are coming in at an average of \$0.036, with our compensation included.

## SPC SERVICE & SUPPLY COST SAVINGS

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 03/22/1994 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 23 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

### BEFORE SPC

Current Volume	Prior CPC	Average Annual Cost
2,599,551	\$0.01110	\$28,855.02

### CURRENTLY WITH SPC

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,599,551	\$0.00416	\$10,814.13	\$18,040.88	\$90,204.42

\*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  
\$18,040.88 x 29 years as a Client = **\$523,185.63** Cost Savings!

## PROJECTED EQUIPMENT COSTS BY BUILDING - BLACK

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

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Alton Elementary School	131,657	\$546.38	\$842.60	\$1,220.71	\$2,609.69
Leonard Middle School	492,060	\$2,042.05	\$3,149.18	\$4,562.34	\$9,753.57
Old Town Elementary School	899,143	\$3,731.44	\$5,754.52	\$8,336.78	\$17,822.74
Old Town High School	834,462	\$3,827.17	\$5,340.56	\$7,737.07	\$16,904.79
RSU 34	124,112	\$515.06	\$794.32	\$1,150.76	\$2,460.14
Viola Rand Elementary School	118,117	\$583.62	\$755.95	\$1,095.17	\$2,434.74
<b>TOTALS</b>	<b>2,599,551</b>	<b>\$11,245.73</b>	<b>\$16,637.13</b>	<b>\$24,102.83</b>	<b>\$51,985.68</b>

### SPC EQUIPMENT BIDS:

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

*Current bids are coming in between 8% to 12% of Retail compared with the current Salesman's Cost of 50% of Retail.*

*For Example, a 55-page-per-minute Color Toshiba 5525ac with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print and Fax Board with a Retail Cost of \$38,000 can be purchased for \$3,827. That's 10% of Retail! Our prices are negotiated with and supported directly by the manufacturer.*

## SPC UPGRADES FOR 2023

Client Name	Contact	Total Annual Volume	Number of Machines	Former Vendor	Vendor Awarded	Equipment Awarded	Annual Cost Savings	5 Year Cost Savings	Print Management Software Added*
Brevard Family Partnership Florida	Don Johnson	1,158,146	51	Ricoh	Ricoh	Ricoh	\$28,806.28	\$144,031.40	SPC STarDoc & Papercut
City of Saco ME	Ryan Pinheiro	628,426	34	KMBS	KMBS & Ricoh	Konica Minolta	\$3,495.81	\$17,479.05	SPC STarDoc
Franklin Northeast SU VT	Morgan Daybell	4,060,945	18	Symquest	Symquest	Konica Minolta	\$10,247.75	\$51,238.75	SPC STarDoc
Holderness School NH	Paula Currie	780,989	32	Conway	Symquest	Konica Minolta	\$25,414.02	\$127,070.10	SPC STarDoc & Papercut
Phillips Exeter Academy NH	Scott Heffner	3,486,154	102	Toshiba Business	hiba Business Solut	Toshiba	\$81,636.61	\$408,183.05	SPC STarDoc & Papercut
RSU 2 Hallowell ME	Mariah Kelly	3,298,697	64	A-Copi	Smith Office	Sharp		\$0.00	
RSU 22 Hampden ME	Trish Hayes	4,624,078	57	Symquest	Symquest	Konica Minolta	\$16,482.00	\$82,410.00	SPC STarDoc
RSU 23 Old Orchard Beach ME	Cindy Cox	1,234,079	46	KMBS	Smith Office	Sharp		\$0.00	SPC STarDoc
Saco MSAU ME	Kris Stryker-IT	3,000,000	56	KMBS	KMBS	Konica Minolta	\$15,134.23	\$75,671.15	SPC STarDoc & Papercut
SAU 18 Franklin NH	Robyn Dunlap-IT	1,835,661	24	KMBS	hiba Business Solut	Toshiba	\$9,759.00	\$48,795.00	SPC STarDoc & Papercut
SAU 30 Laconia NH	Diane Clary	3,777,053	73	NECS	hiba Business Solut	Toshiba	\$14,623.00	\$73,115.00	SPC STarDoc & Papercut
SAU 301 Prospect Mou (w/SAU 72 & SAU 86) NH	Heidi Duford	2,818,384	51	NECS	hiba Business Solut	Toshiba	\$34,358.00	\$171,790.00	SPC STarDoc & Papercut
SAU 34 Hillsboro-Deering NH	Grant Geisler	1,760,806	20	KMBS/Canon	KMBS	Konica Minolta	\$18,438.01	\$92,190.05	SPC STarDoc & Papercut
SAU 40 Milford NH	Jane Fortson	5,015,229	85	KMBS	hiba Business Solut	Toshiba	\$3,397.60	\$16,988.00	SPC STarDoc & Papercut
SAU 41 Hollis-Brookline NH	Kelly Seeley	6,630,000	98	Conway	hiba Business Solut	Toshiba	\$29,914.65	\$149,573.25	SPC STarDoc & Papercut
SAU 42 Nashua NH	Dan Donovan	20,893,573	87	KMBS	KMBS	Konica Minolta	\$93,212.00	\$466,060.00	SPC STarDoc
SAU 45 Moultonborough NH	Amanda Bergquist	1,117,284	25	KMBS	hiba Business Solut	Toshiba	\$9,556.72	\$47,783.60	SPC STarDoc & Papercut
SAU 64 Milton NH	Mackenzie Campbell	1,101,887	34	Seacoast/Conway	hiba Business Solut	Toshiba	\$14,252.68	\$71,263.40	SPC STarDoc & Papercut
SAU 77 Monroe NH	Rose Harris	207,730	7	WB Mason	Symquest	Konica Minolta	\$2,100.31	\$10,501.55	SPC STarDoc
SAU 83 Fremont NH	Nathan Castle	907,329	16	KMBS	KMBS	Konica Minolta	\$7,233.81	\$36,169.05	SPC STarDoc
SAU 85 Sunapee NH	Kelly Wessells	1,101,647	35	KMBS	KMBS	Konica Minolta	\$3,171.67	\$15,858.35	SPC STarDoc & Papercut
Wiscasset School District ME	Brian Barrows	1,122,000	32	Transco	Symquest	Konica Minolta	\$13,190.00	\$65,950.00	SPC STarDoc & Papercut
SAU 21 Winnacunnet NH	Mathew Ferreira	5,178,800		2024 Upgrade					
SAU 01 Contoocook Valley NH	Brian Cisneros	4,444,000		2024 Upgrade					
<b>Totals</b>		<b>70,560,097</b>	<b>1,047</b>				<b>\$434,424.15</b>	<b>\$2,172,120.75</b>	

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

	2020	2021	2022	2023	2024 (so far)	Average per Year(2020-2023)
<b>TOTALS</b>	<b>82,468,260</b>	<b>69,686,229</b>	<b>73,469,937</b>	<b>70,560,097</b>	<b>9,622,800</b>	
New Client Sign Ups >>>>>	6	8	8	10	2	8
Total New Clients	14,950,000	41,249,400	17,952,178	42,236,258	9,622,800	29,096,959
Total Existing Clients	67,518,260	28,436,829	55,517,759	28,323,839		44,949,172

Since 2020

116,387,836

2023 Award Evaluation	Manufacturer	Volume	Machines	Clients Awarded
KMBS	Konica Minolta	11,597,862	211	6
Symquest	Konica Minolta	50,170,401	248	5
Toshiba Business Solutions	Toshiba	24,483,721	460	8
Smith Office Equipment	Sharp	4,079,686	96	2
Ricoh	Ricoh	1,158,146	51	1
<b>Totals</b>		<b>91,489,816</b>	<b>1,066</b>	<b>22</b>

## PROJECTED EQUIPMENT COSTS BY BUILDING - COLOR

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This table represents PROJECTED expenses for COLOR prints or copies by building based on recent activity. Current paper case costs and averaged annual lease payments are NOT figured in to this table, as they are covered in the black prints report.

Building	Projected Color Volume	Service & Supply Cost
Alton Elementary School	20,632	\$872.53
Leonard Middle School	11,847	\$501.01
Old Town Elementary School	103,324	\$4,369.57
Old Town High School	39,299	\$1,796.01
RSU 34	42,634	\$1,802.99
Viola Rand Elementary School	24,461	\$1,034.46
<b>TOTALS</b>	<b>242,197</b>	<b>\$10,376.57</b>

## SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK

This table represents actual and projected Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Black Volume	FY23 Black Cost/Copy	FY23 Black S & S Costs	FY24 Black Cost/Copy	FY24 Projected Black S & S Costs
Budget Document Technology	Black Laser MFP A-4 8.5x14	9,613	\$0.01334	\$128.24	\$0.01387	\$133.33
Budget Document Technology	Black MFP A-3 11x17	1,997,872	\$0.00399	\$7,971.51	\$0.00415	\$8,291.17
Budget Document Technology	Black Printer A-4	37,225	\$0.01334	\$496.58	\$0.01387	\$516.31
Budget Document Technology	Color MFP A-3 11x17	554,602	\$0.00399	\$2,212.86	\$0.00415	\$2,301.60
Budget Document Technology	Color Printer A-4	239	\$0.01334	\$3.19	\$0.01387	\$3.31
<b>TOTALS AND AVERAGES</b>		<b>2,599,551</b>	<b>\$0.00416</b>	<b>\$10,812.38</b>	<b>\$0.00433</b>	<b>\$11,245.73</b>

## SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

This table represents actual and projected Service & Supply expenses for COLOR usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY24 increase is 4%.**

Vendor	Equipment Type	FY23 Color Volume	FY23 Color Cost/Copy	FY23 Color S & S Costs	FY24 Color Cost/Copy	FY24 Projected Color S & S Costs
BUDGET	Color MFP A-3 11x17	239,730	\$0.04066	\$9,747.42	\$0.04229	\$10,138.18
BUDGET	Color Printer A-4	2,467	\$0.09291	\$229.21	\$0.09663	\$238.39
<b>TOTALS AND AVERAGES</b>		<b>242,197</b>	<b>\$0.04119</b>	<b>\$9,976.63</b>	<b>\$0.04284</b>	<b>\$10,376.57</b>

## LEASED/OWNED EQUIPMENT DETAILS

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<b>Total Number of Machines Under Contract</b>	<b>23</b>
Number of Machines on Lease	0
Number of Machines Owned	23
Number of Rental/Loaner Machines	0

<b>Lease Company</b>	<b>Cash Sale</b>
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<b>Term</b>	<b>Straight Line Depreciation</b>
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<b>Annual Payment usually due on 8/1</b>	<b>\$24,102.83</b>
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<b>Lease Start Date</b>	<b>07/01/2020</b>
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<b>Lease End Date</b>	
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<b>Remaining Payments</b>	<b>0</b>
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**\*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.**

## OWNED EQUIPMENT

Building	Room	Make/Model	Serial Number
Alton Elementary School	Front Office	Konica Minolta BHC360i	AA2J011010821
Alton Elementary School	Staff Lounge	Konica Minolta BH558	AA6T011011343
Leonard Middle School	Room 103	Konica Minolta BH808	A8KN012000241
Leonard Middle School	Room 107A	Konica Minolta BHC550i	AA7P011002069
Old Town Elementary School	Learning Center 1	Konica Minolta BH808	A8KN012000187
Old Town Elementary School	Library	Konica Minolta BH658	AA6R011007060
Old Town Elementary School	Room 101	Konica Minolta BHC650i	AA7N011000526
Old Town Elementary School	Room 110	Konica Minolta BH458	AA6U011022231
Old Town Elementary School	Room A264 Learning Center Upstairs	Konica Minolta BH808	A8KN012000235
Old Town High School	Adult Ed - Modular Office	Konica Minolta BHC360i	AA2J011010867
Old Town High School	Art Room	HP Color Laser Jet M454dn	VNB3C23170
Old Town High School	Guidance Office	Konica Minolta BHC360i	AA2J011012785
Old Town High School	Hall of Room 404	HP Laser Jet Pro M404dn	PHBB264907
Old Town High School	Hall of Room 508	HP Laser Jet Pro M404dn	PHBB264909
Old Town High School	Main Office	Konica Minolta BHC550i	AA7P011000505
Old Town High School	Room 110 Teachers' Room	Konica Minolta BH808	A8KN012000149
Old Town High School	Room 217 Food Service	Konica Minolta BHC450i	AA7R011001064
Old Town High School	Room 222 Library	Konica Minolta BH808	A8KN012000112
RSU 34	IT Office	Konica Minolta BHC360i	AA7R011004046
RSU 34	Main Office	Konica Minolta BHC550i	AA7P011000520
RSU 34	Special Education	Konica Minolta BHC450i	AA7R011001988
Viola Rand Elementary School	Main Office	Konica Minolta BHC450i	AA7R011004200
Viola Rand Elementary School	Teachers' Room	HP Laserjet Pro MFP M428fdn	MXBPN5G2JF

## STARDoc USER NAMES

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Name	User Name
Amy Ketch	aketch
Barbara Grindle	barbara.grindle@rsu34.org
Cheryl Leonard	cleonard
Debbie Gilman	dgilman
Gert Nesin	gert.nesin@rsu34.org
Jeanna Tuell	jtuell
Jef Hamlin	jhamlin
Maggie Mitchell	mmitchell
Matthew Cyr	mcyr
Mike Feero	mfeero
Scott Gordon	sgordon
Shane Barker	shane.barker@rsu34.org
Stephanie Salley	ssalley

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

## WARRANTY RELIEF FUND

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### Why is it Needed?

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

### Other Concerns:

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

### Purpose:

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

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

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

### Who Benefits?

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

## WARRANTY RELIEF EQUIPMENT BASE

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### Why is it Needed?

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

### Other Concerns:

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

### Purpose:

- To replace or add a machine when needed

### Who Benefits?

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