



***Specialized Purchasing Consultants***

**1491 East Side River Road**

**Dummer, NH 03588**

**(800)750-1538**

**2018-2019 Annual Report**

**Year - End Photocopier Analysis**

**With projected costs for 2019-2020**

**Ryan Pinheiro  
Saco, City of  
300 Main Street  
Saco, ME 04072**



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

October 2019

Ryan Pinheiro  
Saco, City of  
300 Main Street  
Saco, ME 04072

Skip Tilton  
President

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

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

Dear Ryan:

We at Specialized Purchasing consultants wish to thank you for your continued confidence in us. Our relationship is **now 15 years strong**, and we hope that your trust in us and this relationship will continue for many years to come.

The following Annual Report provides an overview of last year's reprographic equipment usage and status. Recommendations are included based on usage and remaining life expectancy to address potential problem areas. This will 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. For the past number of years, numerous new features have been implemented to benefit our clients such as Simplified Billing, FMAudit automated meter reading, STARDoc and IT Asset Management. We hope you have found these services to be beneficial and time-saving. We are very pleased to offer these services at no additional charge.

2018/2019 was a busy year for SPC, where we added three new services; Papercut Installer, Vendor Service History Reports and Chromebook Group Purchasing. For the upcoming year, SPC plans to offer a New **Five-Year Fleet Management** interactive tool that studies your printing habits and allows you to control your usage more efficiently over the life of your equipment. With the click of one button, it will incorporate past, present and future usage flagging any potential problematic areas..

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"

# Table Of Contents

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Meet Your Team	3
Equipment Health Status	4
Aging Equipment Summary	5
Non Contracted Devices	6
STARDoc Timeline	7
STARDoc Features	9
STARDoc Features Cont'd	11
In The Pipeline	12
Warranty Replaced Machines	13
Bar Chart - Annual Black Volume By Location	14
Bar Chart - Annual Black Volume Overall	15
Bar Chart - Annual Color Volume By Location	16
Bar Chart - Annual Color Volume Overall	17
Color-to-Total Volume Comparison	18
Usage Profile Service & Supplies	19
Service & Supply Cost Savings	21
Projected Equipment Cost by Building - Black	22
Projected Equipment Cost by Building - Color	23
Service & Supply Usage Profile by Vendor - Black	24
Service & Supply Usage Profile by Vendor - Color	25
Reprographic Equipment Assessment	26
Leased Equipment	27
Owned Equipment	28
STARDoc User Names	29
Benefits of Partnering With SPC - Clients	30
Benefits of Partnering With SPC - Vendors	32

## 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 manages all billing, equipment contracts for service and supplies, and lease or purchase transactions.

**Alex Webster**  
**Operations & Marketing Manager**

Alex manages the SPC STARDoc site, FM Audit, and equipment upgrades. He also works to market current and new SPC tools and services to existing and potential clients.



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

Pam maintains a good working relationship between clients and vendors regarding billing issues, equipment reliability, and equipment additions or upgrades. She also works to ensure equipment records are up to date and accurately maintained.

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

Bob works behind the scenes to keep our record-keeping data and programs running smoothly.



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

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

**James Cartwright**  
**Operations Support**

James provides key support for STARDoc as well as assisting with equipment installation audits.



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

Heidi assists with bookkeeping as well as supporting other office staff with their needs.

## Equipment Health Status

**Total Number of Machines:** **28**

Total Black Photocopiers:	15
Total Color Photocopiers:	7
Total Black Network Printers:	6
Total Color Network Printers:	0
Total Removed From Service:	1

**# 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:** **4**

**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 Ryan,

Your color printing decreased by 44% from the previous year, which is significantly lower than the industry average of a 7% increase in color usage. However, as noted on page 18, your current color usage is still higher than the industry.

Recently SPC has developed **Right-Size Print Management Software (RS-PMS)** that can help take control of your color printing costs as needed with your next upgrade. In the meantime, SPC will monitor your color usage and offer suggestions and recommendations as needed over the next several years.

Sincerely,

Skip

## Aging Equipment Summary

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

Building	Department	Make/Model	Serial Number	Vendor Name	Intro Date
Saco City Hall	Accounts Payable - 3rd Floor	HP Laser Jet P4515	CNDY354110	KMBS	05/01/2008

## Non-Contracted Devices

Make - Model	Serial Number	IP Address	Last Update
EPSON UB-E04	F76F280320	192.100.10.222	2019-10-03 08:02:34
EPSON UB-E04	X2NN096788	192.100.10.221	2019-10-03 08:02:34
EPSON UB-E04	X2NN096792	192.100.10.219	2019-10-03 08:02:34
EPSON UB-E04	X2NN101190	192.100.10.220	2019-10-03 08:02:34
EPSON UB-E04	X2NN103608	192.100.10.223	2019-10-03 08:02:34
ZEBRA ZTC GX420d	ZBR8592867	192.100.10.205	2019-10-03 08:02:34



## 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.
- Initiated 5% cost per print annual increase cap

### 2001 Solid-Ink Printers and Meter Collection

- Offered low-cost-of-operation solid-ink network printers to help reduce printing costs
- 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 endure any and all funding sources provided legal documentation to meet State statutes and regulations.

### 2003 Contracts and Warranties Updated

- 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.

### 2005 Economic Municipal Relief Fund Established

### 2006 Data Collection Agent

- Data Collection Agent Software offered for meter collection convenience.

### 2007 Insurance Fund

- Insurance Fund established for equipment upgrades with SPC monitoring installations from start to finish. SPC absorbs cost of returning leased equipment, electrical or network drop installs or upgrades, and surge protectors (ESPs).

### 2012 STARDoc - Print Management Software Developed and Implemented

- Live Floor Plans allow IT administrators to move devices around on their own floor plans
- Low-end network printers added to contracts and monitored
- Simplified Billing introduced





## SPC Timeline

### 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.

### 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 & Papercut Installers

- Request single, multiple, or fleet service history for a specific time period
- Request annual fleet service history
- Scroll through specific copiers or printers going over budget
- 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.
- 3 of SPC's team members became Certified Papercut installers.

### 2020 SPC Roadmap

- Five Year Fleet Management (FYFM) - Projects out Five Year costs for all equipment based on current and past usage.
- Update Bid Process to simplify bid submission for all of our vendors.



## STARDoc Features

### Cost Projection by Department or Building

Who Benefits? Accounts Payable, Business Manager, and Superintendent

- 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, Projectors, 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


### Consult: Secure Print Release, also known as Follow Me Print or Find-Me Printing

- Print to a single global queue, walk up, and collect at any device.
- Application allows jobs to be held at the server level and released when the user engages it at any multi-function device (MFD).
- Allows users to print at any area within the building as long as the MFD has the features needed by the user.

### Over-Budget Report

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

**Over Budget**



**Room:** Room 201 Principal's Office  
**Make & Model:** Canon IRC5051  
**Serial Number:** GQM65369  
**IP Address:** 172.16.10.145

**Projected Amount Over Budget:** \$404

This building's average color prints per student is 314  
 The industry average for color prints per student is 185



## In The Pipeline...

### **Five Year Fleet Management (FYFM)**

We have all heard the saying that Information is Power! Beginning with your next upgrade, FYFM will put you in the driver's seat.

#### **Purpose of FYFM:**

Interactive Tool you can alter with your printing habits. With the click of one button, it will incorporate both past, present and future usage, flagging any potential problematic areas. 'Right Size Print Management' will help to eliminate overused color copiers.

#### **Setting up Future Budgets:**

Projecting out your cost is crucial in setting up your budgets. With FYFM you will be able to take control of your future cost for the entire life of your fleet of copiers, MFP's and printers. STARDoc currently studies your printing habits and projects out for about eight months. FYFM will be able to project out your cost and volume for the entire life of your fleet, usually five years out.

#### **Problematic Machines:**

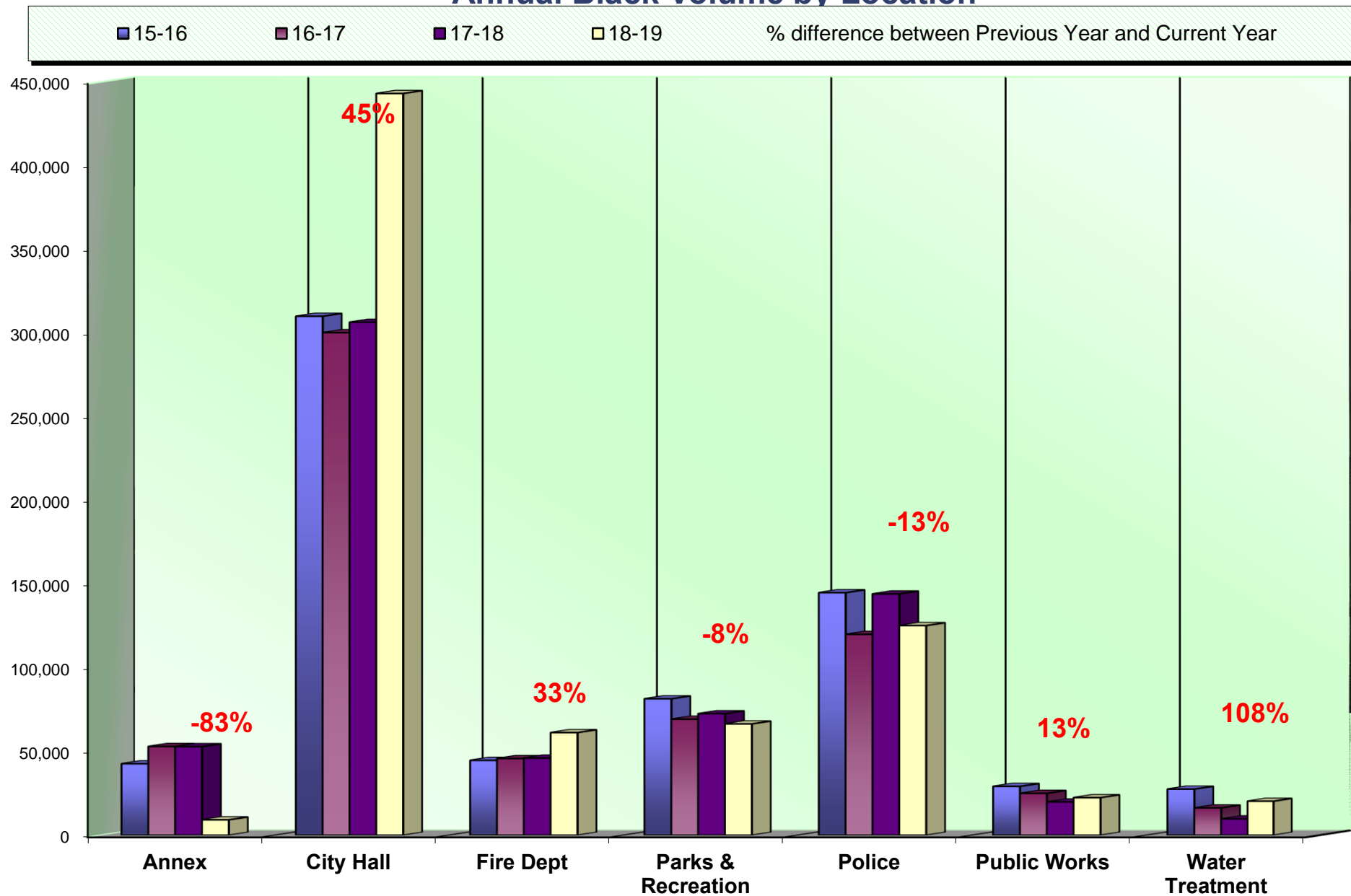
How would you know if your equipment is truly malfunctioning and needs to be replaced under warranty? FYFM will compare your service calls to all SPC's clients for like models and speeds. It will provide you with the number of service calls in a fiscal year and the average copies between calls so that you will know if your equipment is running efficiently and/or needs to be replaced under warranty at no charge. In awarding future bids, you will be able to see which company and which manufacturer is operating the best in your geographic area.

**Warranty Replaced Machines**

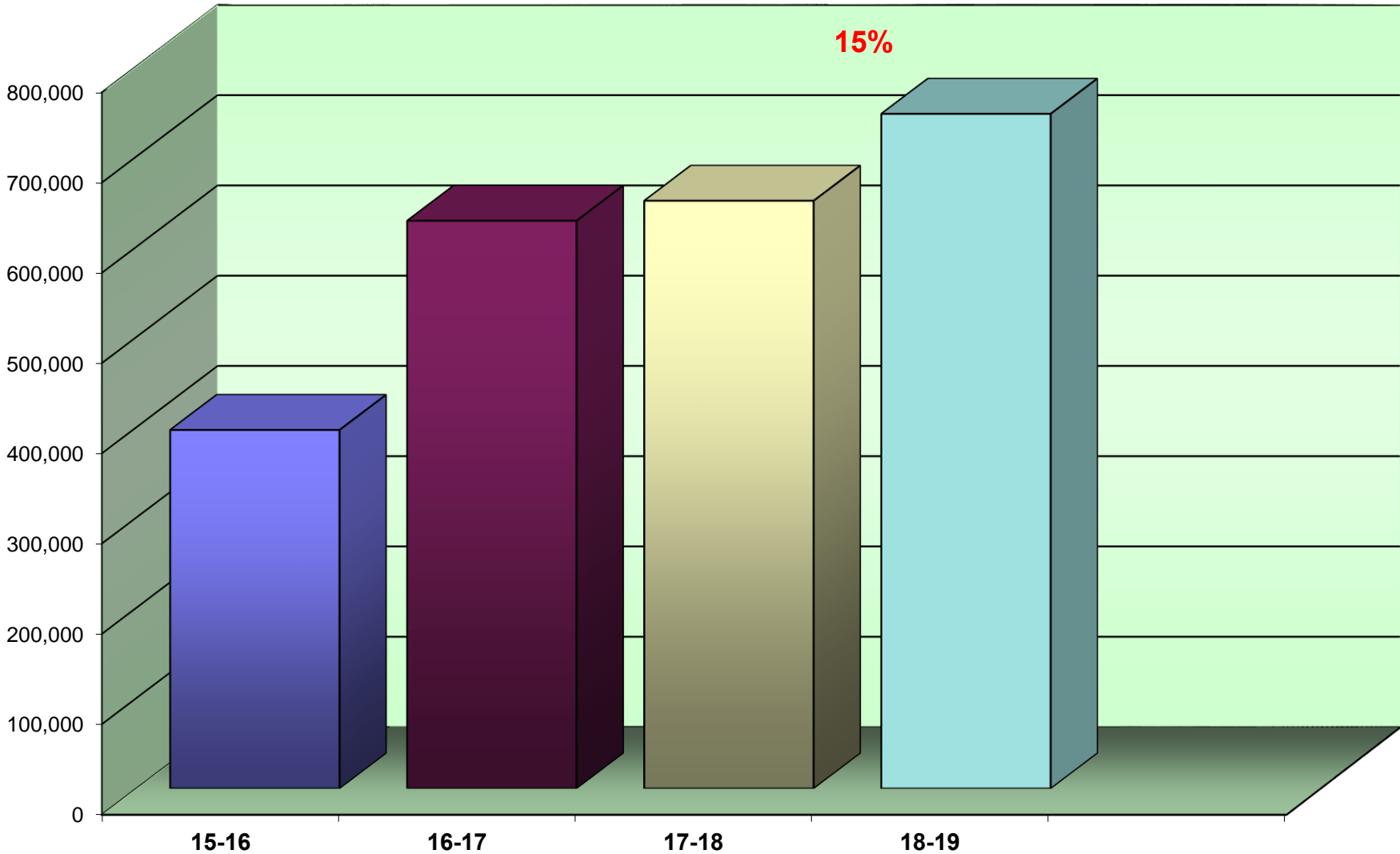
The following copiers or printers have been replaced by the vendor under the service warranty agreement.

<b>Building</b>	<b>Department/Room</b>	<b>Make/Model</b>	<b>Serial #</b>	<b>Vendor ID #</b>	<b>Date of Trade</b>
Saco City Hall	Accounts Payable - 3rd Floor - REMOVED	Konica Minolta-BH458	AA6U011006907	9486 4216	2018-09-30

## Annual Black Volume by Location



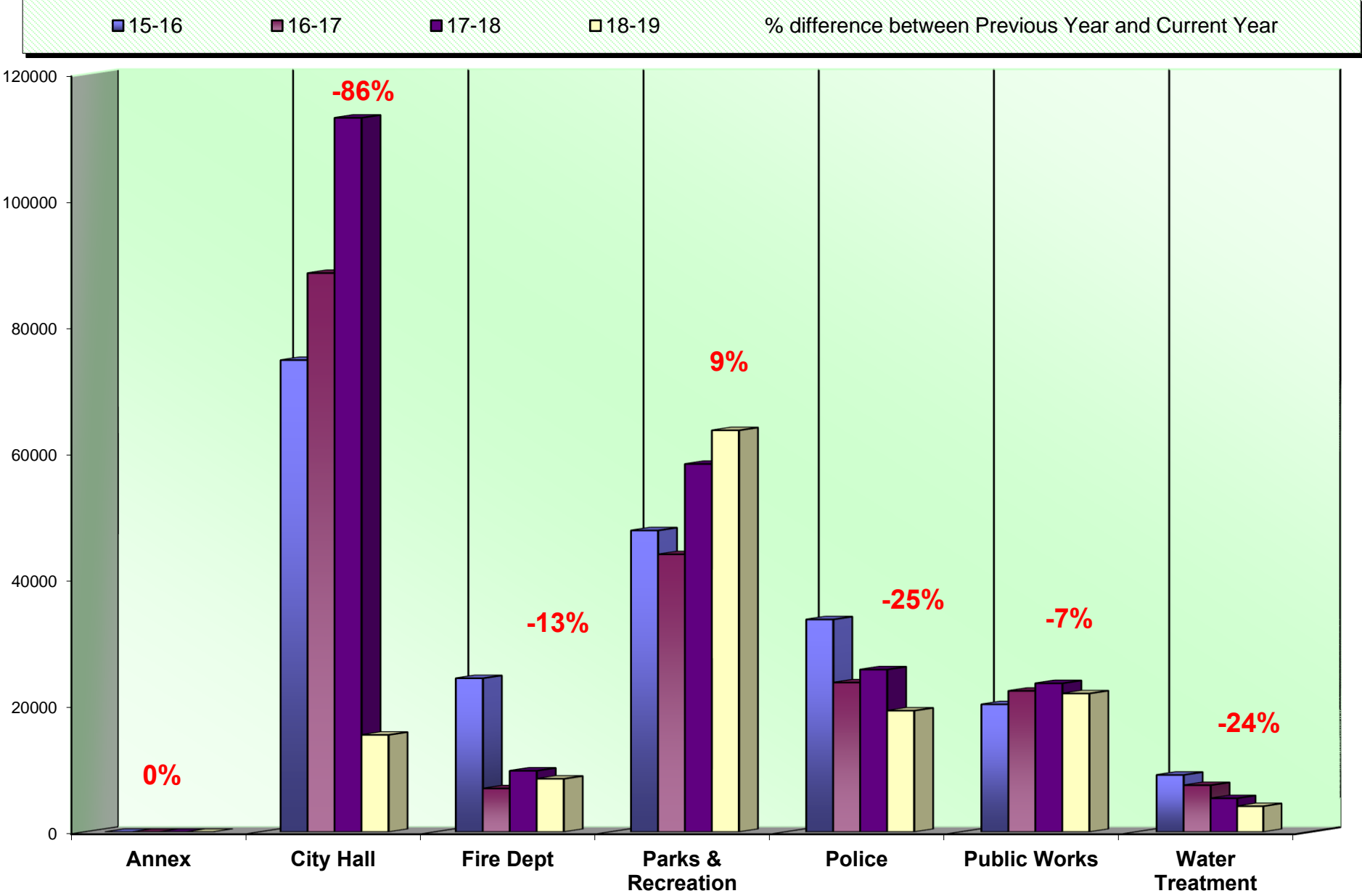
Annual Black Volume Overall



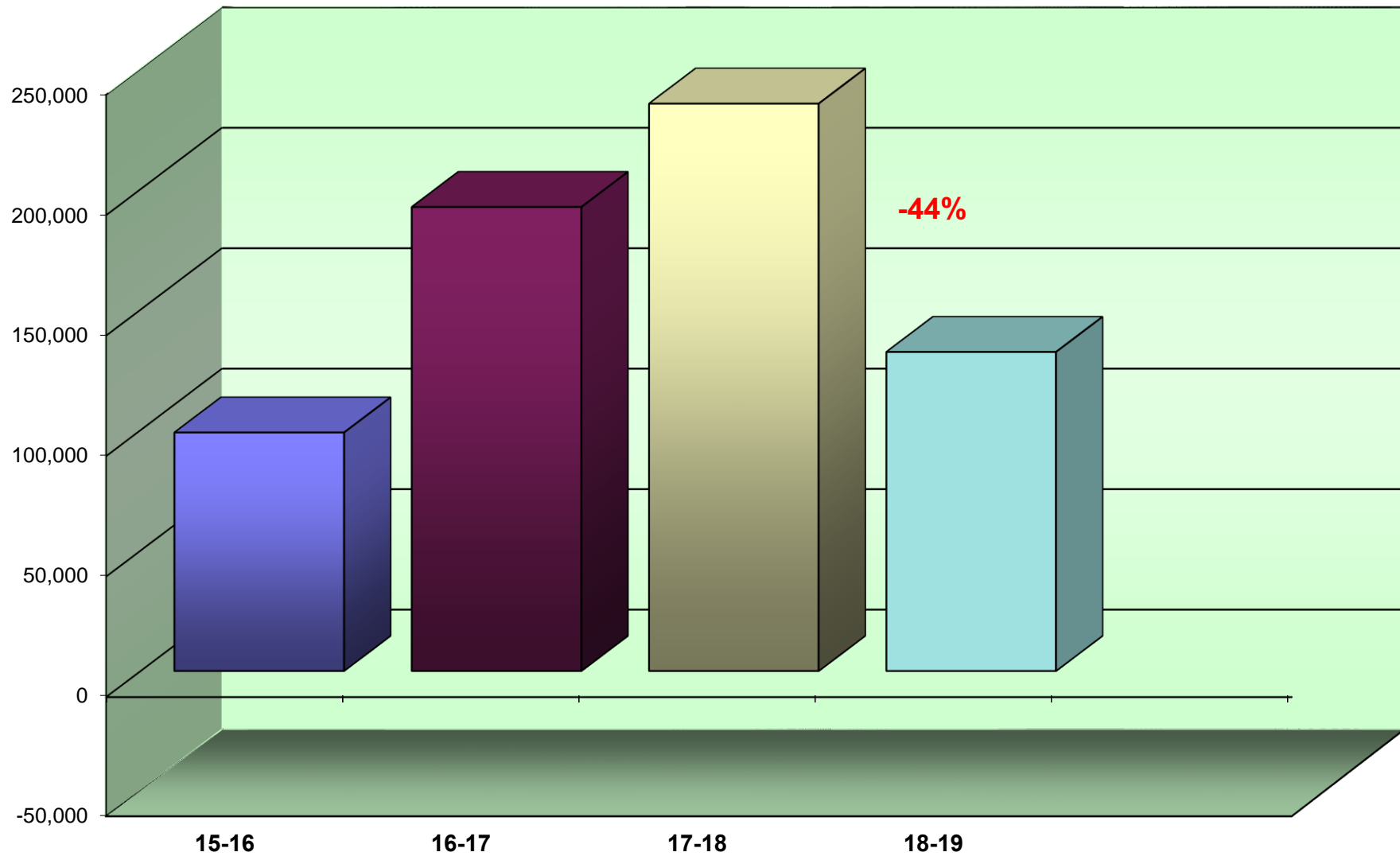
**% amount** equals the overall increase or decrease between Previous Year and Current Year



Annual Color Volume by Location

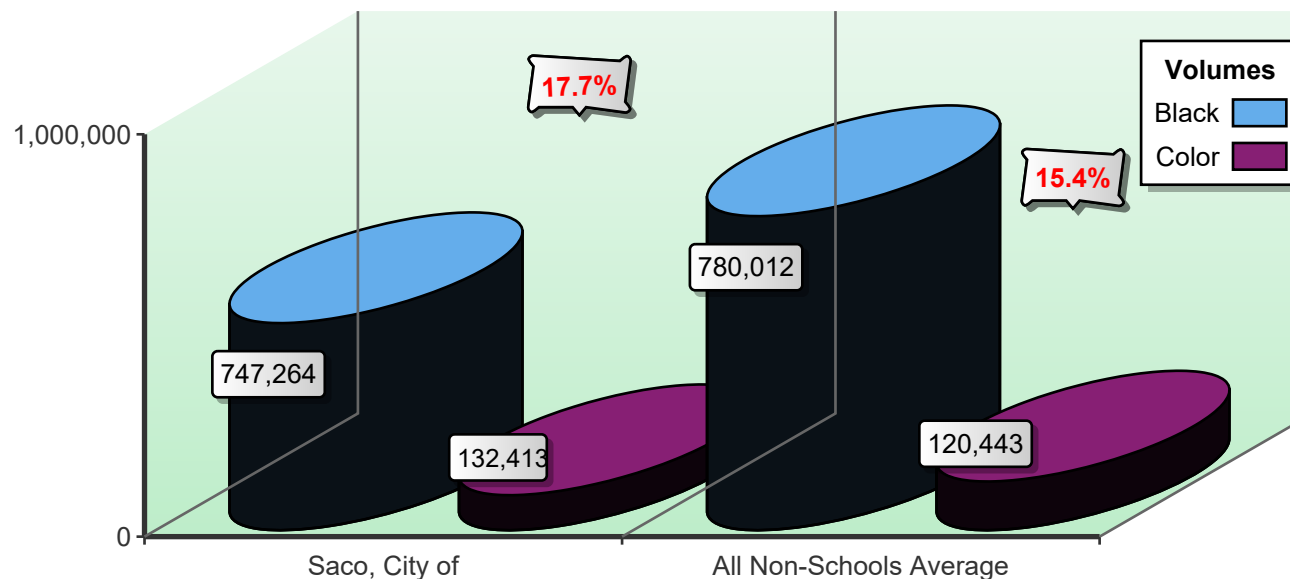


## Annual Color Volume Overall



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

## 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, last year alone, color printing increased by 19%!

Taking Control What that means: If you are a school district of 1,000 students, the average color volume is 216,000 copies, which could be costing you from **\$7,500 > (CPC is at \$0.35)** to **\$10,000 per year**. If current trends stay the same, then year five cost would be between **\$17,897-\$23,863**. Obviously, some color printing is necessary. However, if color printing is not monitored properly, it could blow up your entire printing budget.

**SOLUTION:** SPC has developed 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 district to change all printing habits, SPC focuses only on the problematic locations. Best of all, by means of our tremendous buying power, that software comes to you at no charge! In fact, studies have shown that SPC saves a school district of 1,000 students an average of \$74,000 over five years, with our compensation included (a \$74.00 per student average cost savings).

So why overwhelm the entire district with very expensive, intrusive software to control this color printing explosion? Direct your blows with SPC's unique Right-Sized Print Management Software. Call Skip Tilton or Alex Webster to set up an in-person demonstration today.

Other beneficial features include Follow-Me Printing.

## Usage Profile for Service & Supplies - Black

The table below shows an overview of the actual black volumes in each building before and after your equipment upgrade.

	<i><b>Volume Prior To Upgrade</b></i>	<i><b>Cost Prior to Upgrade</b></i>	<i><b>Volume After Upgrade</b></i>	<i><b>Cost After Upgrade</b></i>	<i><b>Total Volume</b></i>	<i><b>Total Costs</b></i>
Annex Building	9,186	\$52.76	0	\$0.00	9,186	\$52.76
Saco City Hall	131,463	\$665.33	311,514	\$2,255.65	442,977	\$2,920.98
Saco Fire Department	26,746	\$121.97	34,371	\$109.99	61,117	\$231.96
Saco Parks & Recreation	26,420	\$113.68	39,881	\$130.87	66,301	\$244.55
Saco Police Department	31,654	\$305.66	93,373	\$341.59	125,027	\$647.25
Saco Public Works	4,541	\$20.39	17,866	\$57.17	22,407	\$77.56
Saco Water Treatment	3,121	\$18.78	17,128	\$61.84	20,249	\$80.62
<b>TOTALS</b>	<b>233,131</b>	<b>\$1,298.57</b>	<b>514,133</b>	<b>\$2,957.11</b>	<b>747,264</b>	<b>\$4,255.68</b>

## Usage Profile for Service & Supplies - Color

The table below shows an overview of the actual color volumes in each building before and after your equipment upgrade.

	<i><b>Volume Prior To Upgrade</b></i>	<i><b>Cost Prior to To Upgrade</b></i>	<i><b>Volume After Upgrade</b></i>	<i><b>Cost After Upgrade</b></i>	<i><b>Total Volume</b></i>	<i><b>Total Costs</b></i>
Annex Building	0	\$0.00	0	\$0.00	0	\$0.00
Saco City Hall	9,633	\$563.31	5,702	\$221.52	15,335	\$784.83
Saco Fire Department	2,025	\$113.26	6,378	\$247.79	8,403	\$361.05
Saco Parks & Recreation	22,913	\$1,277.93	40,653	\$1,579.37	63,566	\$2,857.30
Saco Police Department	5,201	\$344.31	13,953	\$637.55	19,154	\$981.86
Saco Public Works	5,205	\$291.12	16,674	\$647.78	21,879	\$938.90
Saco Water Treatment	978	\$63.13	3,098	\$120.36	4,076	\$183.49
<b>TOTALS</b>	<b>45,955</b>	<b>\$2,653.06</b>	<b>86,458</b>	<b>\$3,454.37</b>	<b>132,413</b>	<b>\$6,107.43</b>

## SPC Service & Supply Cost Savings

Saco, City of

These tables compare your equipment cost per copy for service and supplies (black prints or copies only) before becoming an SPC client on 09/15/2004 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2018-2019 fiscal year black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

### **BEFORE SPC**

Current Volume	PriorCPC	Average Annual Cost
747,264	\$0.03124	\$23,344.53

### **CURRENTLY WITH SPC**

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
747,264	\$0.00570	\$4,259.40	\$19,085.13	\$95,425.63

**Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$19,085.13 x 15 years as a Client  
= \$286,276.88 Cost Savings!**

\*This CPC is an average of your copiers and printers together. Your copier cpc is substantially lower than this average.

## Projected Equipment Costs by Building - Black

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

<i><b>Building</b></i>	<i><b>Projected Black Volume</b></i>	<i><b>Projected Black Cost</b></i>	<i><b>Approx. Paper Cost</b></i>	<i><b>Average Annual Equipment Cost</b></i>	<i><b>Total Projected Black Usage Cost</b></i>
Saco City Hall	311,514	\$2,300.00	\$1,682.18	\$15,599.74	\$19,581.92
Saco Fire Department	34,371	\$112.05	\$185.60	\$1,721.20	\$2,018.85
Saco Parks & Recreation	39,881	\$133.35	\$215.36	\$1,997.13	\$2,345.84
Saco Police Department	93,373	\$348.26	\$504.21	\$4,675.86	\$5,528.33
Saco Public Works	17,866	\$58.24	\$96.48	\$894.68	\$1,049.40
Saco Water Treatment	17,128	\$63.01	\$92.49	\$857.72	\$1,013.22
<b>TOTALS</b>	<b>514,133</b>	<b>\$3,014.91</b>	<b>\$2,776.32</b>	<b>\$25,746.33</b>	<b>\$31,537.56</b>

## Projected Equipment Costs by Building - Color

This table represents projected expenses for COLOR prints or copies by building based on projections from your recent upgrade. 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.

<i><b>Building</b></i>	<i><b>Projected Color Volume</b></i>	<i><b>Total Projected Color Usage Cost</b></i>
Saco City Hall	5,702	\$225.97
Saco Fire Department	6,378	\$252.76
Saco Parks & Recreation	40,653	\$1,611.08
Saco Police Department	13,953	\$650.35
Saco Public Works	16,674	\$660.79
Saco Water Treatment	3,098	\$122.77
<b>TOTALS</b>	<b>86,458</b>	<b>\$3,523.72</b>



## 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 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 2%.**

<i>Vendor</i>	<i>Equipment Type</i>	<i>Actual Volume</i>	<i>2018-19 Cost / Copy</i>	<i>Total Costs</i>	<i>Projected Volume</i>	<i>2019-20 Cost / Copy</i>	<i>Projected Cost</i>
Axis	Black Laser MFP	(7)	\$0.00798	(\$0.06)	0	\$0.00000	\$0.00
Axis	Black Network Printer	20,747	\$0.00798	\$165.56	0	\$0.00000	\$0.00
Axis	Color Network Printer	2,320	\$0.00798	\$18.51	0	\$0.00000	\$0.00
Ricoh	Black Laser MFP	10,077	\$0.02481	\$250.01	0	\$0.00000	\$0.00
Ricoh	Black Photocopier	59,978	\$0.00426	\$255.51	0	\$0.00000	\$0.00
Ricoh	Black Photocopier	347	\$0.00449	\$1.56	0	\$0.00000	\$0.00
Ricoh	Color Photocopier	85,426	\$0.00426	\$363.91	0	\$0.00000	\$0.00
Ricoh	Color Photocopier	54,243	\$0.00449	\$243.55	0	\$0.00000	\$0.00
KMBS	Black Laser MFP	144,987	\$0.00400	\$579.95	144,987	\$0.00408	\$591.55
KMBS	Black Network Printer	2,400	\$0.00613	\$14.71	2,400	\$0.00625	\$15.00
KMBS	Black Network Printer	14,172	\$0.02250	\$318.87	14,172	\$0.02295	\$325.25
KMBS	Black Network Printer	12,679	\$0.07500	\$950.93	12,679	\$0.07650	\$969.94
KMBS	Black Photocopier	220,560	\$0.00320	\$705.79	220,560	\$0.00326	\$719.03
KMBS	Color Laser MFP	6,249	\$0.00400	\$25.00	6,249	\$0.00408	\$25.50
KMBS	Color Photocopier	113,086	\$0.00320	\$361.88	113,086	\$0.00326	\$368.66
<b>TOTALS</b>		<b>747,264</b>	<b>\$0.00570</b>	<b>\$4,255.68</b>	<b>514,133</b>	<b>\$0.00586</b>	<b>\$3,014.93</b>

## Service & Supply Usage Profile by Vendor - Color

This table represents actual expenses for COLOR prints or copies by vendor for the current year along with projected service & supply expenses for the upcoming fiscal year. 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. **Current year's increase is 2%.**

<i><b>Vendor</b></i>	<i><b>Equipment Type</b></i>	<i><b>Actual Volume</b></i>	<i><b>2018-19 Cost / Copy</b></i>	<i><b>Total Cost</b></i>	<i><b>Projected Volume</b></i>	<i><b>2019-20 Cost / Copy</b></i>	<i><b>Projected Cost</b></i>
Axis	Color Network Printer	1,502	\$0.09303	\$139.73	0	\$0.00000	\$0.00
Ricoh	Color Photocopier	35,694	\$0.05593	\$1,996.37	0	\$0.00000	\$0.00
Ricoh	Color Photocopier	8,759	\$0.05902	\$516.96	0	\$0.00000	\$0.00
KMBS	Color Laser MFP	5,487	\$0.05625	\$308.64	5,487	\$0.05738	\$314.84
KMBS	Color Photocopier	80,971	\$0.03885	\$3,145.72	80,971	\$0.03963	\$3,208.88
<b>TOTALS</b>		<b>132,413</b>	<b>\$0.046124</b>	<b>\$6,107.42</b>	<b>86,458</b>	<b>\$0.040756</b>	<b>\$3,523.72</b>

# Reprographic Equipment Assessment

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

<b>Total Number of Units</b>	<b>27</b>
<b>Total Number of Units on Lease</b>	<b>26</b>
<b>Total Number of Units Owned</b>	<b>1</b>
<b>Lease Company</b>	<b>Norway Savings Bank</b>
<b>Lease Start Date</b>	<b>08/02/2018</b>
<b>Lease End Date</b>	<b>08/01/2023</b>
<b>Term</b>	<b>5 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$25,746.33</b>
<b>Remaining Payments</b>	<b>4</b>

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

## Leased Equipment

Building	Make/Model	Serial Number
Saco City Hall	Konica Minolta BHC458	A79M011027364
Saco City Hall	Konica Minolta BH558	AA6T011002899
Saco City Hall	Konica Minolta BH458	AA6U011006933
Saco City Hall	Konica Minolta BH458	AA6U011006936
Saco City Hall	Konica Minolta BH4422	AAFM011000226
Saco City Hall	Konica Minolta BH4422	AAFM011000233
Saco City Hall	Konica Minolta BH4422	AAFM011000250
Saco City Hall	Konica Minolta BH4422	AAFM011000295
Saco City Hall	HP Laser Jet 600 M607	CNBCL6W0F0
Saco City Hall	HP Laser Jet 600 M607	CNBCL781C9
Saco City Hall	HP Laser Jet 600 M607	CNBCL781CZ
Saco City Hall	HP Laser Jet 600 M607	CNBCL781D4
Saco Fire Dept	Konica Minolta BHC458	A79M011030987
Saco Parks & Recreation	Konica Minolta BHC458	A79M011031616
Saco Parks & Recreation	Konica Minolta BH458	AA6U011006959
Saco Parks & Recreation	Konica Minolta BH4422	AAFM011000206
Saco Parks & Recreation	Konica Minolta BH4422	AAFM011000237
Saco Police Dept	Konica Minolta BHC458	A79M011031325
Saco Police Dept	Konica Minolta BHC3351	A92F011010985
Saco Police Dept	Konica Minolta BH458	AA6U011006910
Saco Police Dept	Konica Minolta BH4422	AAFM011000243
Saco Police Dept	Konica Minolta BH4422	AAFM011000245
Saco Police Dept	Konica Minolta BH4422	AAFM011000251
Saco Public Works	Konica Minolta BHC458	A79M011031589
Saco Water Treatment	Konica Minolta BHC458	A79M011031685
Saco Water Treatment	Konica Minolta BH4702P	AAFH011001207

## Owned Equipment

**Building****Make/Model****Serial Number**

Saco City Hall

HPLaser Jet P4515

CNDY354110

# STARDoc User Names

Name	User Name
Amy Oliver	aoliver@sacomaine.org
Dorothea Bender	dbender@sacomaine.org
Emily Roy	eroy@sacomaine.org
Erica Dube	jhirsh@sacomaine.org
Glenys Salas	gsalas@sacomaine.org
Henry Pelletier	hpelletier@sacomaine.org
Karen Audie	kaudie@sacomaine.org
Kate Kern	kkern@sacomaine.org
Kevin Sutherland	ksutherland@sacomaine.org
Lori Angis	laa
Nancy Binette	nbinette@sacomaine.org
Ryan Pinheiro	rpinheiro@sacomaine.org
William Rankin	wrankin@sacomaine.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 69 clients with over 3,900 devices doing more than **239** 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 1988, 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 3,900 pieces of equipment;**  
**Our relationship with our vendors has never been stronger!**