



***Specialized Purchasing Consultants***

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[www.spccopypro.com](http://www.spccopypro.com)

**2014-2015 Annual Report**

**Year - End Photocopier Analysis**

**With projected costs for 2015-16**

Sean Fichera  
Derry, Town of  
14 Manning Street  
Derry, NH 03038



**Specialized Purchasing Consultants Corp.**  
*Serving Maine & New Hampshire since 1988*

October 2015

Skip Tilton  
President

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Sean Fichera  
Derry, Town of  
14 Manning Street  
Derry, NH 03038

Dear Sean:

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

Once again, on behalf of our staff here at Specialized Purchasing Consultants, we wish to thank you for your continued confidence in us to provide our services to you and your organization. Our relationship is now 9 years strong, and we hope that your trust in us and this relationship will continue for many years to come.

Our Annual Report is designed to provide an overview of the recent past year's reprographic equipment usage and status. We provide recommendations based on the usage to address potential problem areas in order to avoid needless down time and improve equipment reliability for years to come.

Every year we look for new ways to improve our services to save our clients time, money, and effort. Over the past years we have implemented a number of new features, such as Simplified Billing, FM Audit automatic meter reading, SPC STARDoc and recently an IT Asset Management Program, where you can visualize all of your assets laid out on an interactive floor plan that will allow you to schedule out replacement units as needed.

During the upcoming year, we have even more services to offer by way of STARDoc. Some of those new features are listed on the "New Features" page of this report. During our in-person meeting with you to review this report, we will demonstrate those new features as well as discuss your suggestions to enhance STARDoc to be even more useful and beneficial to you and your IT staff. All of these new features are at no additional charge to you.

Thank you again for allowing SPC the opportunity to be of service. If you have any questions or are in need of more information, please let us know.

Sincerely,

Skip Tilton  
President

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## ***The SPC Team...***

***would like to personally thank you for your continued trust and confidence!***



***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 over 87 clients (3,800+ machines with 1.6 billion prints over five years). Together, we have realized the lowest prices possible while improving the quality of your service and equipment.



***Sue Penney***

***Administration & Finance Manager***

SPC is committed to providing cost-effective and reliable reprographics platforms to our community of clients. My 20+ years of experience in corporate management will be key in strengthening the relationships between SPC's clients and vendors. I

will be focused on responding to your inquiries with the goal of solving any issues that may arise in a timely and efficient manner. Providing quality customer service is my top priority.

***Rachel Guay***

***Accounting Coordinator***

I am responsible for the majority of the accounting communications between SPC and its vendors and clients. I will rely upon my years of experience and my strong attention to detail to ensure our clients' needs are well served. It is my goal to work accurately and efficiently and to uphold the high standards of customer satisfaction that SPC has provided to their customers. I look forward to establishing a strong working relationship with each and every one of you.



***Pam Weed***

***Client-Vendor Relations***

SPC's clients are my Number One priority. When you have a question, concern, need, or problem related to equipment, service or billing, I am available to assist you in getting it resolved promptly. I am pleased to be able to act as liaison between our

clients and vendors to ensure smooth transitions or quick resolutions.

***Joel Heffernan***

***Field Representative – Client Relations***

As Field Representative for SPC, I reach out to the customer to offer help as needed in and during the installation of equipment change over and in assisting in each event. Also, I bring to this company over forty years in the Copier/Printer industry. It is my goal to assure our clients a pleasant experience in using SPC's services.



## ***The SPC Team Continued....***



***Charles Baca***

*Operational Support*

I've been happily working at SPC for about 2 years, and I'm happy to be working with such an amazing staff. We have grown so much as a team since I started. I enjoy going out and meeting all of you in the field and making sure everything runs smooth. Please feel free to contact me with any questions or concerns you may have.

***Robert B. Dutil***

*Director of Information Technology*

I have been working with SPC since February 2000. SPC's honesty, work ethics and loyalty have made my experience with the company a pleasurable journey. SPC is constantly trying to improve their technology to better serve their clients. My goal has been to give our clients and associates the best tools available to allow them to be more productive. By doing this, our clientele has the ability to monitor their assets and keep their costs down. I am excited about what the future holds for SPC and our clients.



***Alex Webster***

*Operations Manager*

My top priority is ensuring that our clients receive the absolute best customer service possible. Whether you have a question about your SPC STARDoc site, an upcoming upgrade or your existing equipment, I am here to answer any questions you may have. I am very excited about the new features that we have on STARDoc. We are now able to offer features that normally cost thousands of dollars at no additional charge for our clients.

# Equipment Health Status

<b>Total Number of Machines:</b>	<b>15</b>
<b>Total Black Photocopiers</b>	<b>10</b>
<b>Total Color Photocopiers</b>	<b>4</b>
<b>Total Black Network Printers</b>	<b>0</b>
<b>Total Color Network Printers</b>	<b>1</b>
<b>Total Removed from Service:</b>	<b>0</b>
<b># of Units OFF Warranty:</b>	<b>2</b>
<b># of Units Approaching End of Warranty:</b>	<b>8</b>
<b># of Units Overused:</b>	<b>0</b>
<b># of Units Underused:</b>	<b>0</b>
<b># of Units Connected to Network with Print and/or Scan</b>	<b>12</b>
<b>Commencement Date:</b>	<b>7/1/2014</b>
<b># of Annual Payments Left on Lease</b>	<b>1</b>
<b>All Warranties and Service Contracts Expire:</b>	<b>6/30/2017</b>
<b>SPC's FM Audit Print Management Software Loaded</b>	<b>Yes</b>
<b>Printer Contract Signed</b>	<b>No</b>

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 Sean,

There are 10 machines (All Ricohs) that are owned that are getting up in age. I would address them at the end of 2016 six months prior to the end of the service and supply contracts. In that way you stay ahead of your reliability curve.

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
Derry Fire	Administration	Ricoh MPC2050	V2205700079	RICOH	12/2008
Derry Fire	EMS Supply	Ricoh MP5000B	M5605600036	RICOH	02/2008
Derry Library	Main Office	Ricoh MP5000B	M5605700041	RICOH	02/2008
Derry Municipal Center	1st Floor	Ricoh MP5000B	M5605700034	RICOH	02/2008
Derry Municipal Center	Executive 3rd Floor	Ricoh 2051	K4465200376	RICOH	11/2004
Derry Municipal Center	Executive 3rd Floor	Ricoh CL7200	Q3760300010	RICOH	07/2005
Derry Municipal Center	Finance Department	Ricoh MP5000B	M5605700040	RICOH	02/2008
Derry Municipal Center	Main Office	Ricoh MPC3000	L3775700551	RICOH	02/2007
Derry Police	Main Office	Ricoh MPC3300	V1505700265	RICOH	10/2008
Derry Police	Records Dept.	Ricoh MP6000	M9285301016	RICOH	04/2008

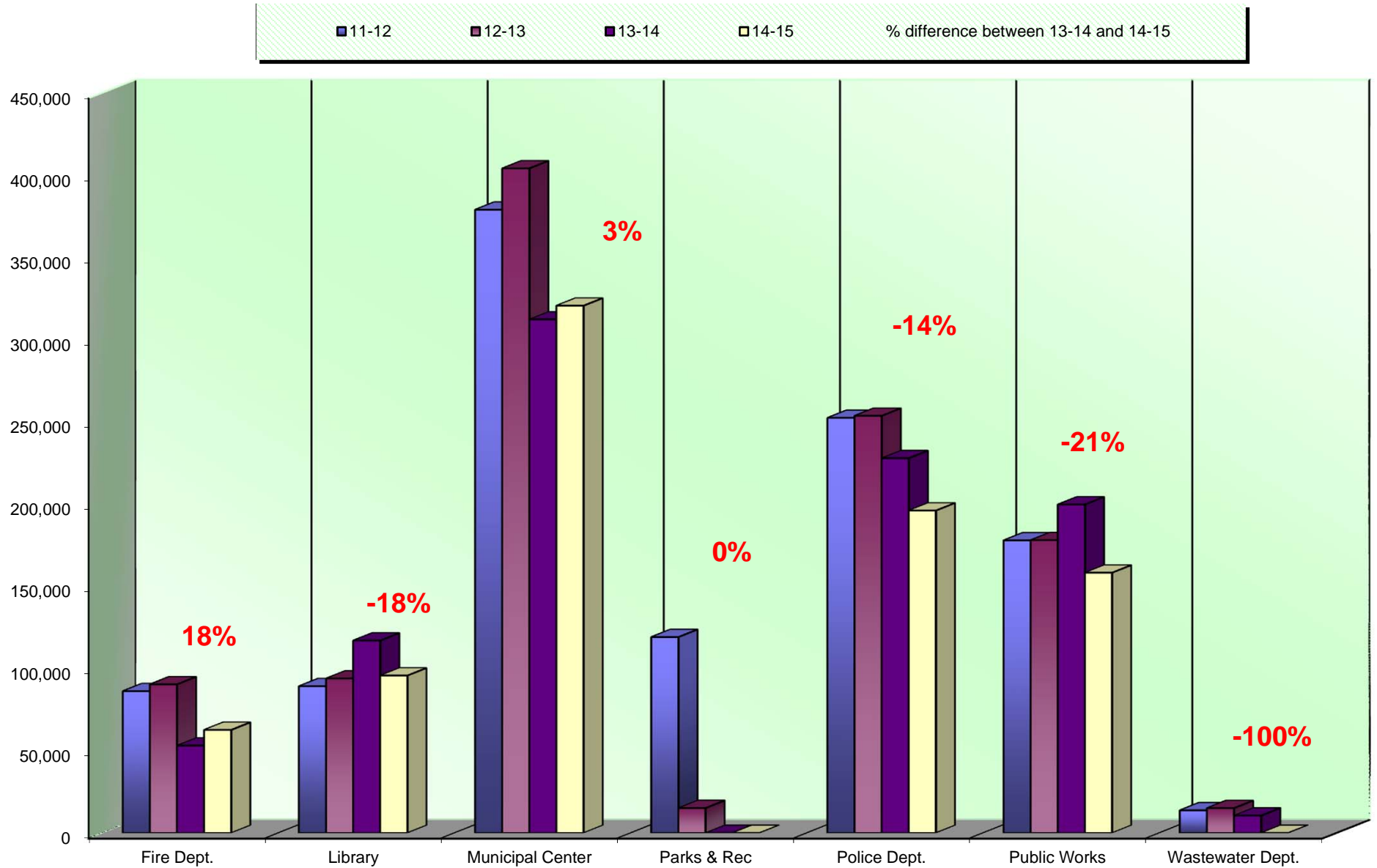
## Warranty Replaced Machines

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

Building	Department / Room	Make Model	Serial #	Vendor Id #	Date of Trade
Derry Library	Downstairs	Ricoh 2020D	K8366442190	11486881	9/23/2014
Derry Library	Upstairs	Ricoh 2020D	K8366443404	11450969	9/23/2014

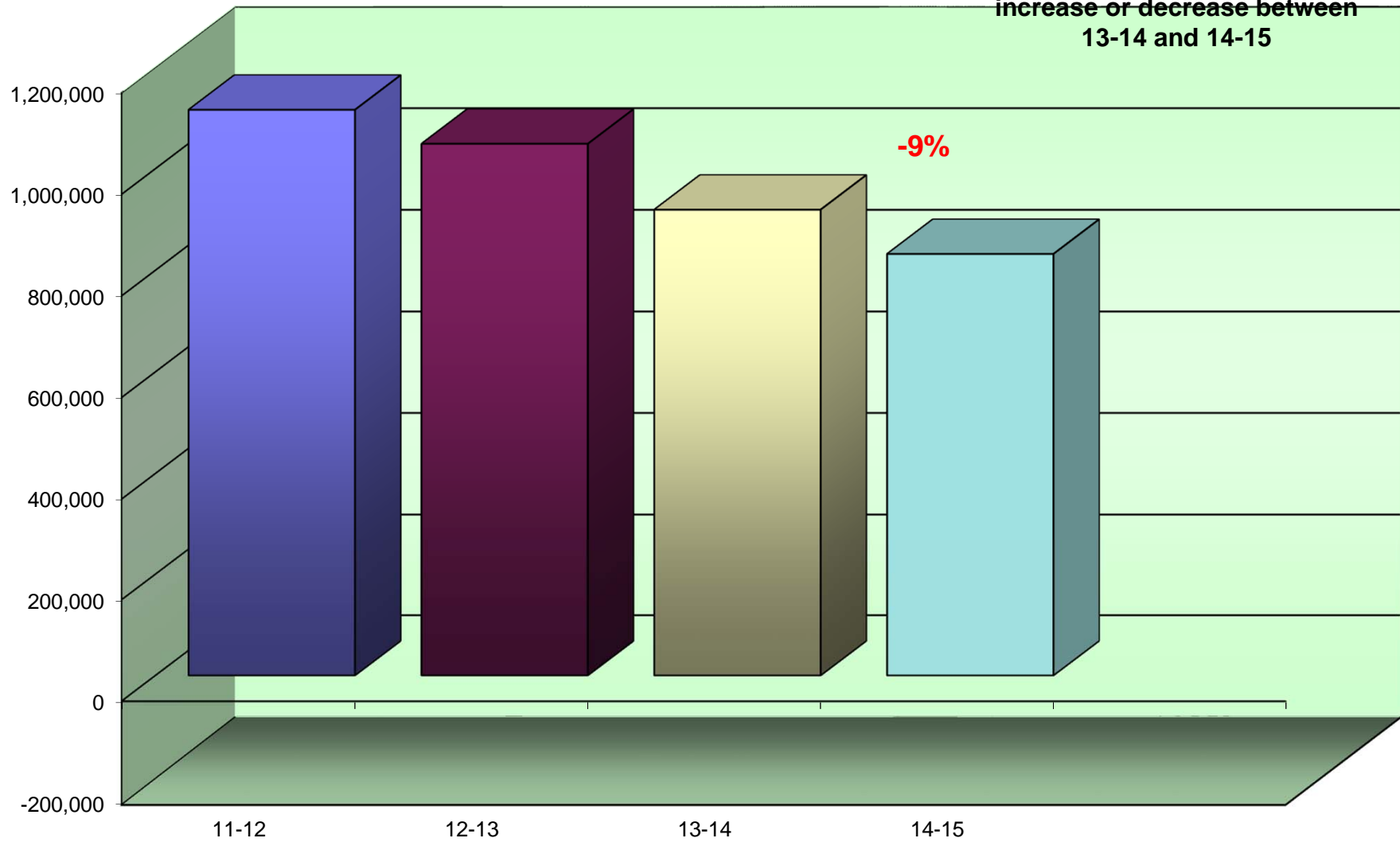


# ANNUAL BLACK VOLUME BY BUILDING

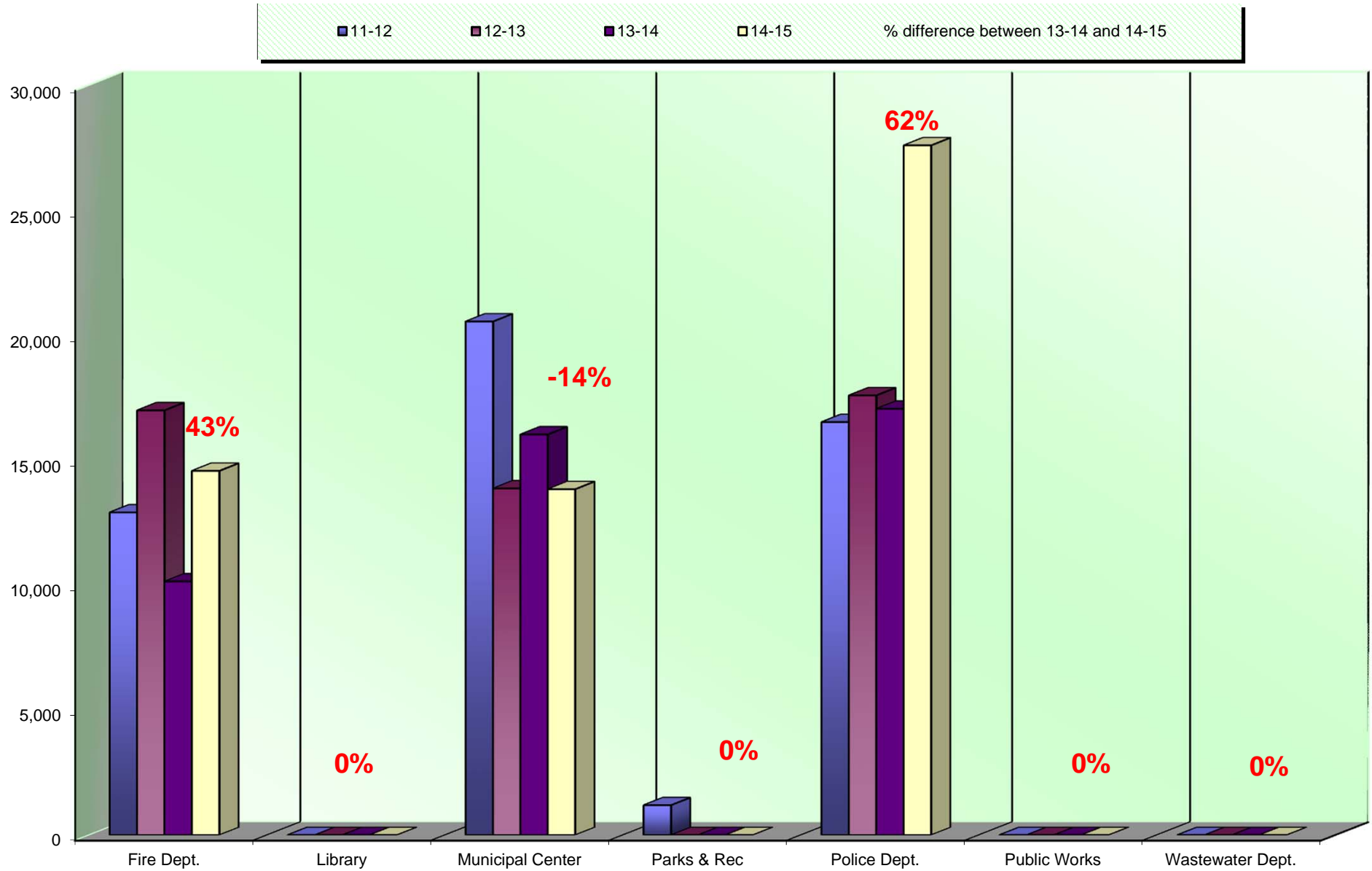


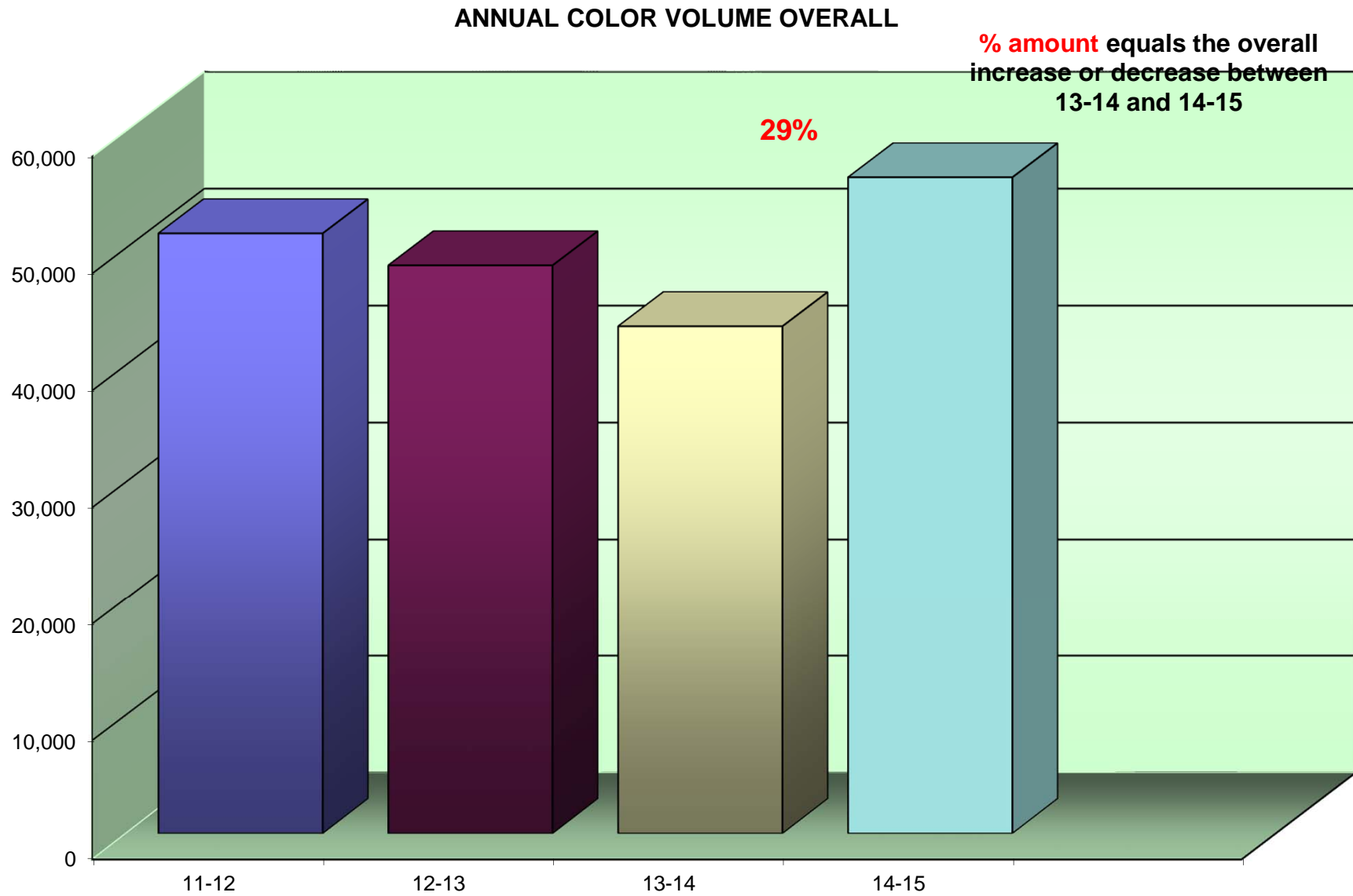
# ANNUAL BLACK VOLUME OVERALL

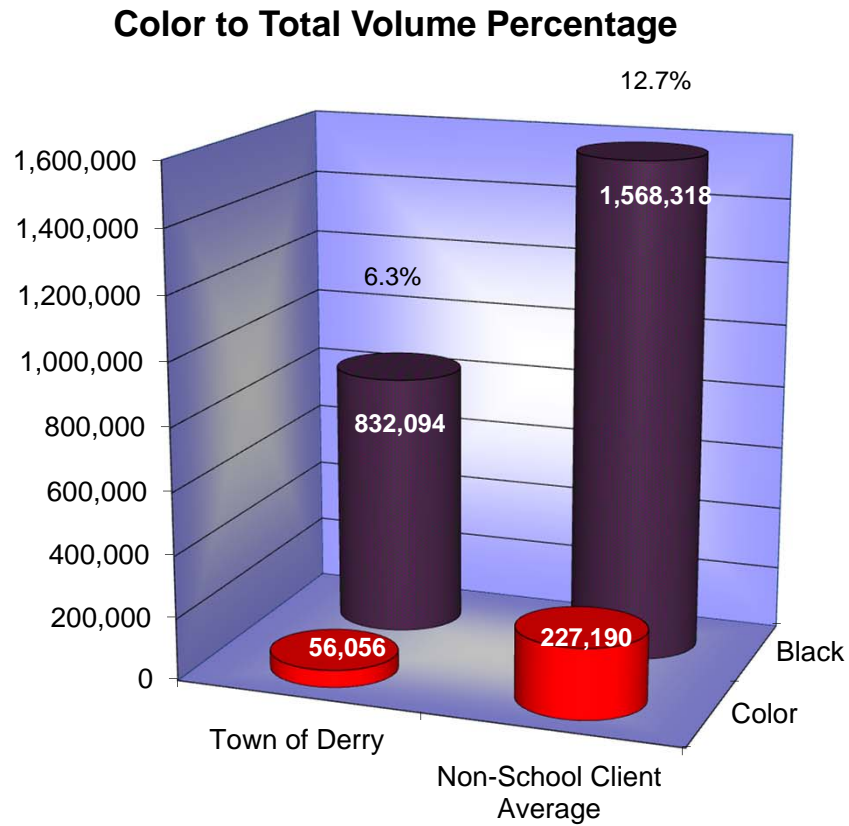
**% amount** equals the overall  
increase or decrease between  
13-14 and 14-15



### ANNUAL COLOR VOLUME BY BUILDING







## 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. Projected Volume comparison is based on projected volume figured on your most recent Five-Year Equipment Replacement Schedule.

<i>Make-Model / Speed Serial Number / Vendor ID Life / Intro Date Connectivity / Printer Exp Date Vendor</i>				<i>Date of Last Upgrade: 7/1/2014</i>	
	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>Derry Fire</b>					
<b>Administration</b>					
Ricoh MPC2050 / 20 PPM	148,095	175,835	27,740	\$0.004110	7 years from Intro.
V2205700079 / 12165143				\$114.01	
500,000 / 12/2008	49,242	63,842	14,600	\$0.05260	
Color Photocopier				\$767.96	
Connected /					
<b>RICOH</b>					
<b>EMS Supply</b>					
Ricoh MP5000B / 50 PPM	126,134	160,809	34,675	\$0.004110	7 years from Intro.
M5605600036 / 12166880				\$142.51	
2,000,000 / 02/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Subtotals BW</b>			<b>62,415</b>	<b>\$256.53</b>	
<b>Subtotals Color</b>			<b>14,600</b>	<b>\$767.96</b>	

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 7/1/2014</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>			<i>2014-15</i>		
<i>Connectivity / Printer Exp Date</i>	<i>7/1/2014</i>	<i>6/30/2015</i>	<i>Annual</i>	<i>Cost/Copy</i>	<i>Recommendations</i>
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Volume</i>	<i>Annual Cost</i>	
<b>Derry Library</b>					
<b>Downstairs</b>					
Ricoh 2020D / 21 PPM	139,846	140,876	1,030	\$0.004430	Traded
K8366442190 / 11486881				\$4.56	
500,000 / 11/2005	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
Sharp MX M232D / 23 PPM	10	14,610	14,600	\$0.004000	None at this time.
43017283 / PL7553				\$58.40	
500,000 / 03/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Not Connected /					
<b>UBM</b>					
<b>Main Office</b>					
Ricoh MP5000B / 50 PPM	269,890	335,225	65,335	\$0.004110	7 years from Intro.
M5605700041 / 12166080				\$268.53	
2,000,000 / 02/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					

<i>Make-Model / Speed</i>			<i>Date of Last Upgrade: 7/1/2014</i>		
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>Derry Library</b>					
<b>Upstairs</b>					
Ricoh 2020D / 21 PPM	70,679	71,515	836	\$0.004430	Traded
K8366443404 / 11450969				\$3.70	
500,000 / 11/2005	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
Sharp MX M232D / 23 PPM	10	13,515	13,505	\$0.004000	None at this time.
43016993 / PL7552				\$54.02	
500,000 / 03/2012	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Not Connected /					
<b>UBM</b>					
<b>Subtotals BW</b>			<b>95,306</b>	<b>\$389.21</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	



<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>			<i>Date of Last Upgrade: 7/1/2014</i>     		
	7/1/2014 Meter	6/30/2015 Meter	2014-15 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Derry Municipal Center</b>					
<b>1st Floor</b>					
Ricoh MP5000B / 50 PPM	502,241	662,111	159,870	\$0.004110	7 years from Intro.
M5605700034 / 12170383				\$657.07	
2,000,000 / 02/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Executive 3rd Floor</b>					
Ricoh 2051 / 51 PPM	789,992	863,722	73,730	\$0.004430	11 years from Intro. Warranty expired!
K4465200376 / 11628022				\$326.62	
3,000,000 / 11/2004	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
Ricoh CL7200 / 32 PPM	37,592	41,607	4,015	\$0.004430	10 years from Intro. Warranty expired!
O3760300010 / 11451049				\$17.79	
750,000 / 07/2005	64,985	69,730	4,745	\$0.05260	
Color Network Printer				\$249.59	
Connected /					
<b>RICOH</b>					

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 7/1/2014</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>Derry Municipal Center</b>					
<b>Finance Department</b>					
Ricoh MP5000B / 50 PPM	271,713	289,963	18,250	\$0.004110	7 years from Intro.
M5605700040 / 12164876				\$75.01	
2,000,000 / 02/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Human Services</b>					
Ricoh MP3351 / 33 PPM	189,580	236,300	46,720	\$0.004110	None at this time.
V8305800935 / 12164790				\$192.02	
750,000 / 12/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Main Office</b>					
Ricoh MPC3000 / 30 PPM	85,509	103,394	17,885	\$0.004430	8 years from Intro.
L3775700551 / 11335772				\$79.23	
750,000 / 02/2007	65,530	74,655	9,125	\$0.05260	
Color Photocopier				\$479.98	
Connected /					
<b>RICOH</b>					
<b>Subtotals BW</b>			<b>320,470</b>	<b>\$1,347.73</b>	
<b>Subtotals Color</b>			<b>13,870</b>	<b>\$729.56</b>	

<i>Make-Model / Speed</i>	<i>Date of Last Upgrade: 7/1/2014</i>				
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>			<i>2014-15</i>		
<i>Connectivity / Printer Exp Date</i>	<i>7/1/2014</i>	<i>6/30/2015</i>	<i>Annual</i>	<i>Cost/Copy</i>	<i>Recommendations</i>
<i>Vendor</i>	<i>Meter</i>	<i>Meter</i>	<i>Volume</i>	<i>Annual Cost</i>	
<b>Derry Police</b>					
<b>Main Office</b>					
Ricoh 2051 / 51 PPM	946,690	998,701	52,011	\$0.004430	Traded
K4465100161 / 11451684				\$230.41	
3,000,000 / 11/2004	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
Ricoh MPC3300 / 33 PPM	58,770	69,355	10,585	\$0.004110	7 years from Intro.
V1505700265 / 12164982				\$43.50	
750,000 / 10/2008	57,710	57,920	210	\$0.05260	
Color Photocopier				\$11.05	
Connected /					
<b>RICOH</b>					
<b>Prosecution Room</b>					
Sharp MX 5140 / 51 PPM	340	55,127	54,787	\$0.004000	None at this time.
45107466 / PL7543				\$219.15	
3,000,000 / 07/2013	6	27,382	27,376	\$0.04995	
Color Photocopier				\$1,367.43	
Not Connected /					
<b>UBM</b>					

<i>Make-Model / Speed</i> <i>Serial Number / Vendor ID</i> <i>Life / Intro Date</i> <i>Connectivity / Printer Exp Date</i> <i>Vendor</i>				<i>Date of Last Upgrade: 7/1/2014</i>	
	<i>7/1/2014</i> <i>Meter</i>	<i>6/30/2015</i> <i>Meter</i>	<i>2014-15</i> <i>Annual</i> <i>Volume</i>	<i>Cost/Copy</i> <i>Annual Cost</i>	<i>Recommendations</i>
<b>Derry Police</b>					
<b>Records Dept.</b>					
Ricoh MP6000 / 60 PPM	648,953	727,428	78,475	\$0.004430	7 years from Intro.
M9285301016 / 11334347				\$347.64	
3,000,000 / 04/2008	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Subtotals BW</b>			<b>195,858</b>	<b>\$840.71</b>	
<b>Subtotals Color</b>			<b>27,586</b>	<b>\$1,378.48</b>	

<i>Make-Model / Speed</i>			<i>Date of Last Upgrade: 7/1/2014</i>		
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>Derry Public Works</b>					
<b>Copy Room</b>					
Ricoh MP7001 / 70 PPM	680,928	838,973	158,045	\$0.004110	None at this time.
V7005700102 / 12166081				\$649.56	
5,000,000 / 06/2009	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Subtotals BW</b>			<b>158,045</b>	<b>\$649.56</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

<i>Make-Model / Speed</i>			<i>Date of Last Upgrade: 7/1/2014</i>		
<i>Serial Number / Vendor ID</i>					
<i>Life / Intro Date</i>					
<i>Connectivity / Printer Exp Date</i>					
<i>Vendor</i>	<i>7/1/2014 Meter</i>	<i>6/30/2015 Meter</i>	<i>2014-15 Annual Volume</i>	<i>Cost/Copy Annual Cost</i>	<i>Recommendations</i>
<b>Derry Waste Water</b>					
<b>Super's Office</b>					
Ricoh 3025 / 25 PPM	108,702	108,702	0	\$0.004430	Traded
K8565104176 / 11628235				\$0.00	
500,000 / 10/2005	0	0	0	\$0.00000	
Black Photocopier				\$0.00	
Connected /					
<b>RICOH</b>					
<b>Subtotals BW</b>			<b>0</b>	<b>\$0.00</b>	
<b>Subtotals Color</b>			<b>0</b>	<b>\$0.00</b>	

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<i>Town Wide Black Totals</i>	832,094	\$3,483.74
<i>Town Wide Color Totals</i>	56,056	\$2,876.00

## 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 5/1/2006 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual 2014-15 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
832,094	\$0.01506	\$12,531.34

### CURRENTLY WITH SPC

Current Volume	Current CPC	Current Cost	Cost Savings	5 Year Savings
832,094	\$0.00419	\$3,486.47	\$9,044.86	\$45,224.31

*Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$9,044.86 x 9 years as a Client  
= \$81,403.76 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	Approx. Paper Cost	Average Annual Equipment Cost	Total Projected Black Usage Cost
Derry Fire	62,415	\$256.53	\$309.70	\$365.05	\$931.28
Derry Library	95,306	\$389.21	\$472.91	\$557.43	\$1,419.55
Derry Municipal Center	320,470	\$1,347.73	\$1,590.17	\$1,874.38	\$4,812.28
Derry Police	195,858	\$840.71	\$971.85	\$1,145.54	\$2,958.09
Derry Public Works	158,045	\$649.56	\$784.22	\$924.38	\$2,358.16
Derry Waste Water	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>832,094</b>	<b>\$3,483.74</b>	<b>\$4,128.85</b>	<b>\$4,866.78</b>	<b>\$12,479.37</b>

### *SPC Equipment Bids:*

Presently our Bids are coming in at **14.5%** to 22% of Retail while the current Salesman's Cost is 50% of Retail. Example: Currently our bids for a Xerox 5890PT RADF Duplex Finisher 3-Hole Punch CIF-Print-Color Scan-Hard Drive for Secure Print-Fax 90 Copies per Minute are coming in at **\$6,333** with a Retail Cost of \$43,495...**14.5%** of Retail!

## *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
Derry Fire	14,600	\$767.96
Derry Library	0	\$0.00
Derry Municipal Center	13,870	\$729.56
Derry Police	27,586	\$1,378.48
Derry Public Works	0	\$0.00
Derry Waste Water	0	\$0.00
<b><i>Total</i></b>	<b>56,056</b>	<b>\$2,876.00</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 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. **No CPC increase for current year.**

Vendor	Equipment Type	Annual Volume	2014-2015 Cost / Copy	Total Cost	2015-2016 Cost / Copy	Projected Cost
Ricoh USA	Black Photocopier	482,895	\$0.00411	\$1,984.70	\$0.00411	\$1,984.70
Ricoh USA	Black Photocopier	206,082	\$0.00443	\$912.94	\$0.00443	\$912.94
Ricoh USA	Color Network Printer	4,015	\$0.00443	\$17.79	\$0.00443	\$17.79
Ricoh USA	Color Photocopier	38,325	\$0.00411	\$157.52	\$0.00411	\$157.52
Ricoh USA	Color Photocopier	17,885	\$0.00443	\$79.23	\$0.00443	\$79.23
United Business Machines	Black Photocopier	28,105	\$0.00400	\$112.42	\$0.00400	\$112.42
United Business Machines	Color Photocopier	54,787	\$0.00400	\$219.15	\$0.00400	\$219.15
<b>Total</b>		<b>832,094</b>	<b>\$0.00419</b>	<b>\$3,483.74</b>	<b>\$0.00419</b>	<b>\$3,483.74</b>

## *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. **No CPC increase for current year.**

Vendor	Equipment Type	Annual Volume	2014-2015 Cost / Copy	Total Cost	2015-2016 Cost / Copy	Projected Cost
Ricoh USA	Color Network Printer	4,745	\$0.05260	\$249.59	\$0.05260	\$249.59
Ricoh USA	Color Photocopier	23,935	\$0.05260	\$1,258.98	\$0.05260	\$1,258.98
United Business Machines	Color Photocopier	27,376	\$0.04995	\$1,367.43	\$0.04995	\$1,367.43
<b>Total</b>		<b>56,056</b>	<b>\$0.05131</b>	<b>\$2,876.00</b>	<b>\$0.05131</b>	<b>\$2,876.00</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>15</b>
<b>Total Number of Units on Lease</b>	<b>3</b>
<b>Total Number of Units Owned</b>	<b>12</b>
<b>Lease Company</b>	<b>Northway Bank</b>
<b>Lease Start Date</b>	<b>7/1/2014</b>
<b>Lease End Date</b>	<b>8/1/2016</b>
<b>Term</b>	<b>3 Annual</b>
<b>Annual Payment usually due on 8/1</b>	<b>\$4,866.78</b>
<b>Remaining Payments</b>	<b>1</b>

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

## *Leased Equipment*

Building	Make/Model	Serial Number
Derry Library	Sharp MX M232D	43016993
Derry Library	Sharp MX M232D	43017283
Derry Police	Sharp MX 5140	45107466

## ***Owned Equipment***

<b>Building</b>	<b>Make/Model</b>	<b>Serial Number</b>
Derry Fire	Ricoh MPC2050	V2205700079
Derry Fire	Ricoh MP5000B	M5605600036
Derry Library	Ricoh MP5000B	M5605700041
Derry Municipal Center	Ricoh MP3351	V8305800935
Derry Municipal Center	Ricoh MP5000B	M5605700040
Derry Municipal Center	Ricoh MP5000B	M5605700034
Derry Municipal Center	Ricoh MPC3000	L3775700551
Derry Municipal Center	Ricoh 2051	K4465200376
Derry Municipal Center	Ricoh CL7200	Q3760300010
Derry Police	Ricoh MPC3300	V1505700265
Derry Police	Ricoh MP6000	M9285301016
Derry Public Works	Ricoh MP7001	V7005700102



## SERVICE AND SUPPLY CONTRACT - CLIENT

Specialized Purchasing Consultants ("SPC") hereby contracts with \_\_\_\_\_ ("Client") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") using the Contracted Vendor shown below at a cost per print shown on said Schedule A, commencing on \_\_\_\_\_ and terminating on June 30, \_\_\_\_\_. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall invoice Client one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client staff during the month of June. A final Reconciliation spreadsheet and invoice will then be completed and sent to client. Upon payment of each billing invoice during the year, SPC will reimburse Contracted Vendor appropriately. Client is responsible for making payment in full within 30 days of said invoicing to avoid suspension of supplies by Contracted Vendor.

On July 1 of each calendar year during the afore-mentioned term, SPC shall credit Client any unused prepaid pages to Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period. If more pages were consumed than billed in the combined semi-annual billing, an overage invoice will be generated. Following semi-annual billing will be based on previous year volume.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Service and Supply Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client may terminate Contract at any time with a 30-day written notice. Client will be required to provide final meter reads on all Equipment listed on Schedule A, including those added during the Contract term. Any credits owed to Client after reconciling actual usage versus projected will be paid to Client. Client must return any unused consumables to Contracted Vendor.

**AGREED AND ACCEPTED BY:**  
**Specialized Purchasing Consultants**

By: Skip Tilton

Title: President/Owner

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**AGREED AND ACCEPTED BY:**  
**Client**

By:

Title:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Named Contracted Vendor:**    *Vendor*



# WARRANTY

Vendor ("Contracted Vendor") hereby warrants to \_\_\_\_\_ ("Client") that, if any such Equipment described on Schedule B attached hereto malfunctions through no fault of Client during the term commencing on \_\_\_\_\_ and terminating on June 30, \_\_\_\_\_, and such Equipment cannot be repaired promptly, Contracted Vendor, *through Specialized Purchasing Consultants*, will replace such Equipment with equipment which is equal to or superior in quality and capabilities to the Equipment being replaced, at no cost to Client. Refer to Schedule B for Additional Provisions to this Warranty.

The only exclusions to this Warranty are as follows:

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

**AGREED AND ACCEPTED BY:  
Vendor**

By: John Cox

Title: Market Vice President

Date:

Signature: \_\_\_\_\_

**AGREED AND ACCEPTED BY:  
Client**

By:

Title:

Date:

Signature: \_\_\_\_\_

## *StarDoc User Names*

Name	User Name
<b>Al Costigan</b>	alcostigan@ci.derry.nh.us
<b>Armand Peters</b>	armandpeters@derrynh.org
<b>Brenda Lockwood</b>	brendal@derrypl.org
<b>Cathy Goldthwaite</b>	cathyg@derrypl.org
<b>Doug Rathburn</b>	drathburn
<b>Galen Stearns</b>	galenstearns@derrynh.org
<b>Janice Mobsby</b>	jmobsby@derrynh.org
<b>Nicole Ferrante</b>	derryrecreation@derrynh.org
<b>Patti Stankus</b>	pstankus@derrynhpolice.com
<b>Sean Fichera</b>	seanfichera@derrynh.org
<b>Sharon Jensen</b>	sharonjensen@derrynh.org
<b>Tom Sullivan</b>	sullivant@glenburnschool.us

\*If you need to verify your password or if you need to add users, please contact Alex Webster at [awebster@spccopypro.com](mailto:awebster@spccopypro.com)



2012

## **STARDOC created**

- Live Floor Plans - Allows IT administrators to move devices around on their own floor plans.

2013

## **Daily Tracking**

- Meters gathered daily to track usage
- Daily adjusts projected annual volumes for fiscal year

2014

## **Monthly Audits**

- Allows user to see monthly snapshot of current usage and estimated projections

2015

## **New Mapping Options & Asset Management**

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



## New Feature: IT Asset Management

- **Keep Track of your IT Purchases**
- **Budget for Future Needs**
- **Map Out Your IT Devices on Floor Plans**

**IT Asset Management**

Legend: < 1 year 1-3 years > 3 years

Filters

Type: (All) Black Laser MFP Black Network Printer Black Photocopier

Warranty End: (All) 2002-10-01 2013-04-01 2014-10-01

Search

Page 1 of 1 Records 1 to 36 of 36 Groups per page 50

Type	Make	Model	Introduced	Purchased	Warranty End	Est. Replacement Cost	Est. Replacement Date
Black Laser MFP	Oce	VL3200x	2010-08-01		2020-08-01	LEASE	
Black Network Printer	HP	Laser Jet 4m	1992-10-01		2002-10-01	LEASE	
Black Network Printer	HP	Laser Jet 1300	2003-04-01		2013-04-01	LEASE	
Black Network Printer	HP	Laser Jet 1320TN	2004-10-01		2014-10-01	LEASE	
Black Network Printer	HP	Laser Jet 1022N	2005-05-01		2015-05-01	LEASE	
Black Network Printer	HP	Laser Jet 1022N	2005-05-01		2015-05-01	LEASE	
Black Photocopier	Savin	8055	2006-07-01		2016-07-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Konica Minolta	BH421	2008-06-01		2018-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Black Photocopier	Toshiba	e-Studio 855	2009-06-01		2019-06-01	LEASE	
Color Network Printer	Xerox	6180DN	2007-02-01		2017-02-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Network Printer	Canon	LPB5460	2009-08-01		2019-08-01	LEASE	
Color Photocopier	Canon	IRC5045	2009-10-01		2019-10-01	LEASE	
Color Photocopier	Toshiba	e-Studio 3040c	2011-05-01		2021-05-01	LEASE	
Color Photocopier	Toshiba	e-Studio 3040c	2011-05-01		2021-05-01	LEASE	
Digital Projector	Dell	1220		2015-02-02	2019-02-02	\$600	2019/09/01
Digital Projector	Dell	1220		2015-02-02	2019-02-02	\$600	2019/02/01
IP Camera	Foscam	FI8910W		2015-08-01	2016-08-01	\$300	2016/09/01
IP Camera	Foscam	FI8910W		2015-08-01	2016-08-01	\$300	2016/08/01
Server	Dell	Optiplex 332		2015-08-02	2018-08-02	\$2850	2018/09/02
Server	HP	ProLiant DL360 Gen9		2015-09-01	2018-09-01	\$2850	2018/10/01
Switch	Cisco	Catalyst 6800ia		2015-08-02	2018-09-02	\$4856	2018/09/02



## New Feature: IT Asset Management

Building: Bass Elementary  
Floor/Wing: 1

There are 10 devices on this map  
5 Device Type(s) Selected Show: Proposed

Building: Bass Elementary  
Room: Hallway 4

Model: TP-LINK 2000 NAT+

Type: Wireless Access Point  
Serial Number: 234  
IP Address: 192.168.1.2  
MAC Address: ABC123

Management URL: 192.168.1.2:28604  
Hostname: HALL4  
Domain: Primary  
Date Purchased: 2015-03-31  
Warranty Expiration: 2016-03-30

Notes: Another custom note

**Instructions**

To view the device information click on a device icon.

To move a device to a new location click and drag an icon from its current location to a new location

When you drop the device at its new location a window will be displayed to enter the new room number or name. Click the OK button to confirm the room change. Click the cancel button to return the device to its original location.

Specialized Purchasing Consultants Skip Tilton stilton@spccopypro.com 800.750.1538

Do not distribute without the expressed written permission of SPC

**Legend:**

- Voip Phone
- Wireless Access Point
- IP Camera
- Server
- Switch

☐ Enable Row Hover

Search:

ID	Room	Make	Model	Connectivity
3	Library	Canon	IRC5045	Networked
3	Library2	Canon	IRC5045	Networked
8	Special Education Room 302	Konica Minolta	BH421	Networked
9	Room 300 Hall	Konica Minolta	BH421	Networked
10	testing room change emails...	Konica Minolta	BH421	Networked
299	Room 300	Canon	LPB5460	Networked
304	Children	Oce	VL3200x	Networked
305	Health Occupation	Canon	LPB5460	Networked
307	Child Care	Canon	LPB5460	Networked
312	313	Canon	LPB5460	Networked

Showing 1 to 10 of 10 entries

Room	Make	Model
Hallway 4	TP-LINK	2000
Teachers	Polycom	VVX 410
Room 28	Dell	1220
Main Hall	Foscam	FI8910W
Room 29	Dell	1220
Library	Dell	1220
Library	Polycom	VVX 410
Main Office	Polycom	VVX 410
Hall A	Foscam	FI8910W
Hall B	Foscam	FI8910W

[Edit Other Devices](#)



## 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 90 clients with over 3,443 devices doing more than 314 million copies and prints per year. In 2013 we purchased approximately 1,000 printing devices.
- 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 **STAR Doc Software**

- 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.
- STAR Doc 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.
- With SPC's Simplified Billing Program, 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.

#### 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 almost \$3.5 million for all of our clients.***

***That translates into Savings of more than \$17.2 million over five years!***



## SPC Values Our Vendors

### Overall Benefits to our VENDORS

- Opportunities brought to you – Hundreds of machines each year: In 2013 there were over a thousand.
- 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.

### 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.
- STAR Doc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments...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*!**