

Specialized Purchasing Consultants

1491 East Side River Road

Dummer, NH 03588

(800) 750-1538



FY21 Annual Report

With FY22 Projections

Debbie Thompson

NHSAU 80 – Shaker Region School

District

58 School Street

Belmont, NH 03220



Specialized Purchasing Consultants Inc.

Serving Maine, New Hampshire & Vermont since 1988

Skip Tilton
President

1491 East Side River Road
Dummer, NH 03588
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September 2021

VISIT US ON THE WEB:
www.spccopypro.com

Debbie Thompson
NHSAU 80 – Shaker Region School District
58 School Street
Belmont, NH 03220

Dear Debbie:

Thank you for your continued confidence in Specialized Purchasing Consultants. We hope our services these past **4 years** have proven to be beneficial and resulted in the savings we promised initially and that are reflected in this Annual Report.

This was another unusual year of changes, restrictions, and other modifications to your normal business routine. Again, it is likely this report will not reflect your typical equipment usage and status; however, it is still good to review any recommendations made on potential problem areas.

Despite the pandemic's disruption, we brought in ***14 new clients*** since January 2020 and an additional 52 million prints! Overall we had a new peak of 82.5 million prints out to bid, surpassing our previous 2017 peak by 23%. These increases mean your pricing has never been stronger. We would be happy to share a snapshot of our recent bid results.

This year we added the Client Warranty Relief Fund. This proved to be a tremendous aid to some of our clients. In addition, we began the Warranty Relief Equipment Base with our Premier Vendors. Please see further details within this report.

We value 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

TABLE OF CONTENTS

Meet Your Team ----- 1

SPC Timeline----- 2

Equipment Health Status----- 4

Present v. Proposed----- 5

Aging Equipment Summary----- 6

Non-Contracted Devices----- 7

Bar Chart – Annual Black Volume by Location ----- 8

Bar Chart – Annual Black Volume Overall----- 9

Average Student to Copy Usage – Black ----- 10

Industry Average Copies per Student – Black ----- 11

Bar Chart – Annual Color Volume by Location ----- 12

Bar Chart – Annual Color Volume Overall ----- 13

Average Student to Copy Usage – Color----- 14

Industry Average Student to Copy Usage – Color----- 15

Color-to-Total Volume Comparison & Analysis ----- 16

Equipment Usage and Recommendations ----- 17

Projected Equipment Cost by Building – Black----- 23

Projected Equipment Cost by Building – Color ----- 24

Service & Supply Usage Profile by Vendor – Black----- 25

Service & Supply Usage Profile by Vendor – Color ----- 26

Reprographic Equipment Assessment ----- 26

Leased Equipment ----- 28

Owned Equipment----- 29

STARDoc User Names ----- 30

Benefits of Partnering with SPC – Clients ----- 31

Benefits of Partnering with SPC – Vendors ----- 32

STARDoc Features ----- 35

Warranty Relief Fund & Equipment Base ----- 37

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 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.

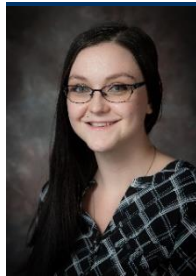


Alex Webster
Operations & Marketing Manager

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

Sue Penney
Accounting Coordinator

Sue rejoins our team to oversee billing, leases and purchase transactions.



Kelly Fortier
Finance Support

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

Heidi Tilton
Finance Support

Heidi assists with bookkeeping and billing for both clients and vendors, processing payments, contact information updates, and other office support.



Pam Weed
Client-Vendor Relations

Pam helps maintain a good relationship between clients and vendors, overseeing warranty complaints and replacements, equipment upgrades and changes, end-of-year meter collection and billing, and Annual Reports. Pam also assists with marketing SPC services.

Robert B. Dutil
Information Technology

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



Jamin Tilton
Operations Support

Jamin plays a vital role in performing onsite and virtual equipment surveys and installation audits. He assists with STARDoc and FM Audit updates as well.

SPC TIMELINE

1988 Specialized Purchasing Consultants opens its doors

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

1999 Improved Annual Reports

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

2001 Meter Collection

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

2002 Bond Counsel Review

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

2003 Bond Counsel Review of Contracts and Warranties

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

2012 STARDoc and Simplified Billing Developed and Implemented

- Live Floor Plans: Allows IT administrators to move devices around on their own floor plans.
- STARDoc: Helps project out the end-of-year costs and potential overages.
- Simplified Billing: Designed to eliminate hundreds of invoices and condenses it down to 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.
- Facilitated communication with your vendor's service manager.
- Request service history on any given printer or copier.

2019 STARDoc – Service Histories, Chromebook Bid, FYFM

- Mandatory annual fleet service history provides data on the overall reliability of the fleet.
- SPC's Chromebook Bid allows 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 and Warranty Relief Fund

- Mock Bids allow 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 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.

2020 Chromebook Bid

- Third year in a row, awarding primarily to Y & S Technologies for Lenovo
- Sold 3,379 units to 17 clients for just under \$815k in sales

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 SPC Roadmap

- STARDoc Upgrade: Plans are being made to give STARDoc a more modern facelift.
- Internal restructuring to ensure our clients receive the best possible service from SPC.

EQUIPMENT HEALTH STATUS

Total Number of Machines	19
Total Black Photocopiers	14
Total Color Photocopiers	5
Total Black Network Printers	0
Total Color Network Printers	0
Total Removed from Service	0
# Units OFF Warranty **	0
# Units Approaching End of Warranty	8
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	7/2/2017
Contract and Warranty Expiration Date	6/30/2022
# Annual Payments Remaining on Lease	0
SPC's Print Management Software Installed	Yes
Printer Contract Signed	No

**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 Debbie,

Because of the change to remote learning Xi Y't COVID-19, client budgets were significantly impacted last year and this year. SPC implemented the Client Warranty Relief Fund and the Warranty Relief Equipment Base to protect and assist clients having difficulty with financial constraints regarding their reprographic equipment.

Your vendor seems to be taking good care of your fleet, though some machines are aging. When equipment reaches seven years out from its model introduction, parts are harder to find. It is our recommendation you consider an upgrade that would commence on _____. Your last lease payment was made on August 1, 2021. Your first payment of the new lease would be on August 1, 2022. Service and supply contract costs would drop in FY22, which would save \$3,880.59 over five years in color usage at COVID (lower-than-usual) volumes.

We can discuss this at our meeting.

Sincerely,

Skip Tilton

Debbie Thompson

58 School Street

Belmont, NH 03220

Five-Year Basis beginning with the 2017/2018 Fiscal Year

Copies-per-Year: 3,500,000

SPC's Present vs. Proposed Recommendations as of 6/1/2017

PRESENT SITUATION

- 1) Guarantees on Photocopiers...None
- 2) Annual Price Ceilings Left... None
- 3) High Volume Console Units...6
- 4) Units to be Traded...13
- 5) Photocopiers...18
- 6) Color Photocopiers...1
- 7) MFP's... None Covered
- 8) Network Printers....None Covered
- Total number of Units...18
- 9) Duplex's...18
- 10) Finisher's...16

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...Five+ Years
- 2) 5% or CPI Annual Ceilings, whichever is less...Five+ Years
- 3) High Volume Console Units with 3 Million plus...5
- 4) Replaced 11 New & 3 Recons
- 5) Photocopiers...18 with Secure Print/Confidential Mailbox
- 6) Low Cost Color Photocopiers Networked...5
- 7) MFP's... None Covered
- 8) Network Printers... None Covered
- Total number of Units...18
- 9) Duplex's... 18
- 10) Finisher's... 16

Overall Description of Equipment Fleet:

Presently, you have 1 Manufacturer, Konica Minolta serviced by Conway Office. The new arrangement will shift to one vendor servicing everything with as few models as possible that are all laser printers under a blanket cost per print plan with no minimums or maximums. This will greatly reduce cost and improve reliability.

Capital:

Presently, you have a municipal lease that is already paid off. With the new arrangement, you will again have one 'municipal' master lease at 3.09% interest. Your first of five annual lease payments will be due on August 1st 2017. A legal opinion from SPC's bond counsel (John Larouche in Augusta ME) will be done on this lease transaction. This will assure that all documents are prepared correctly and signed by the appropriate City and bank officials, and that the lease purchase is a tax-exempt obligation with no premium payable by the school district. At your own expense, you can have your own bond counsel also review the documents which would simply duplicate this service.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging \$0.0044 for black and \$0.063 for Color. The new contract will come in at a CPC of \$0.00413 for Black and \$0.03996 for Color.

Vendor Packages:

SPC has brought to you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid combination for your School District.

<u>Cost Center</u>	<u>FY18 Budget</u>	<u>Budget</u>	<u>KMBS</u>
1. Service & Supplies Color Photo only	\$1,575.00	\$999.00	\$1,110.00
2. Service & Supplies Black Photo only	\$15,400.00	\$14,253.55 (w/staples)	\$11,245.66
3. Annual Muni Lease	\$19,782.00 (Budgeted 5 machines)	\$21,191.10*	\$20,311.37*
4. Forced Upgrade (13 Owned Machines)	\$5,900.00	\$00.00	\$00.00
Totals	\$42,657.00 (W/O #4 \$36,757)	\$36,443.65	\$32,667.03

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy 'Cost per Copy' billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th 2018**. 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: Wiping out old data on trade out units has been included in the package.

*Budget Package includes the optional unforeseen fund (\$1,152.63) and all SPC compensation. Due to the limited number of machines, we do not foresee any cost savings for not opting for this package. This price also includes Papercut (\$3,288.12) with 2,000 users (see detailed bid on Papercut). Staples included (\$695.26/year). In budget year 2018-19, there is a basic papercut support tier you will need for patches at \$1,214.00 a year. KMBS Package does not include Papercut or staples.

AGING EQUIPMENT SUMMARY

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.

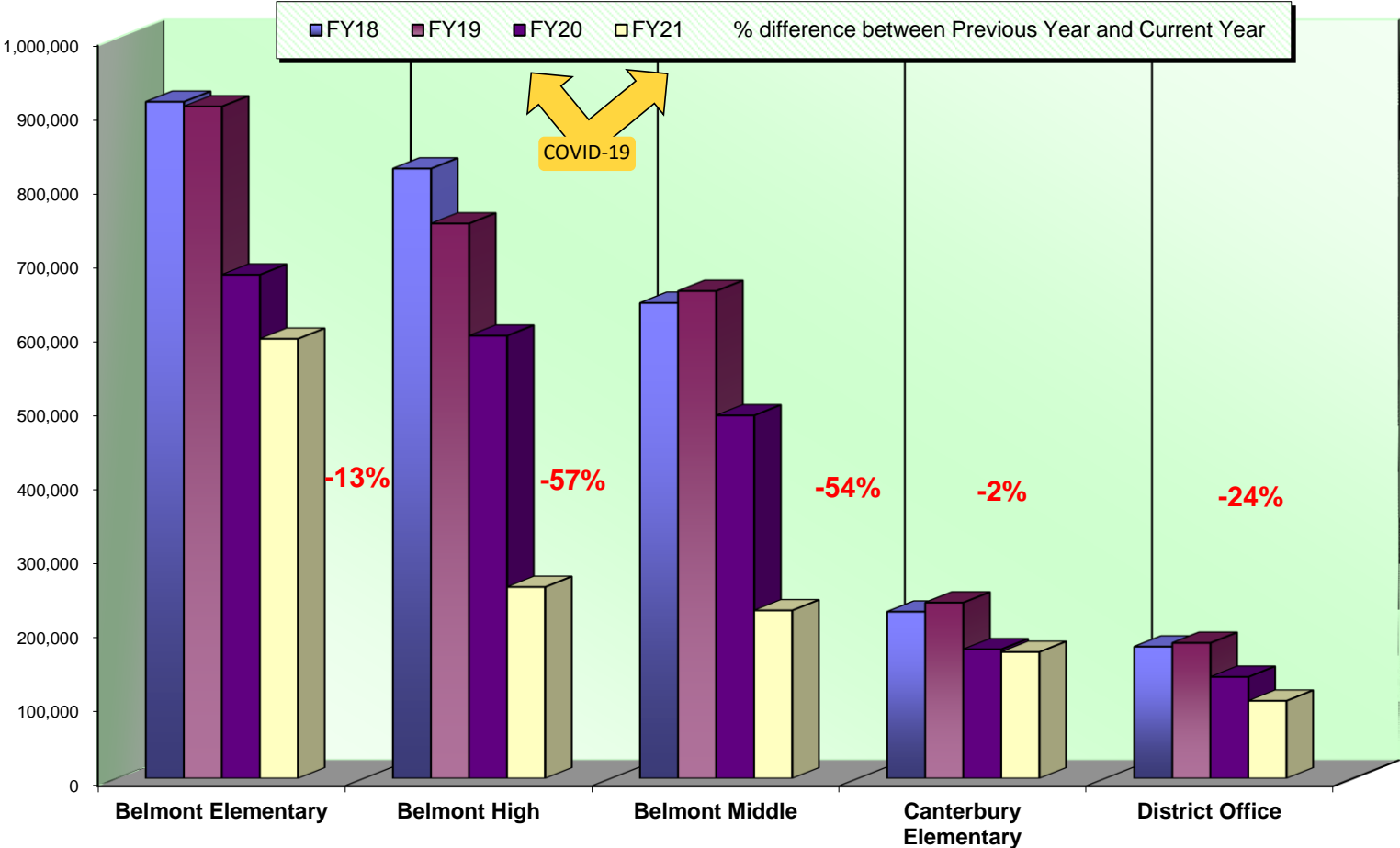
Building	Room	Make/Model	Serial Number	Vendor	Intro Date
Belmont High School	Media Center	Konica Minolta BH654	A5YN011000324	Budget	02/01/2013
Belmont Middle School	Learning Center	Konica Minolta BH654	A5YN011000559	Budget	02/01/2013
Belmont Middle School	Main Office	Konica Minolta BHC654	A2X017008482	Budget	02/01/2012
Canterbury Elementary School	Downstairs	Konica Minolta BH454	A61E011004550	Budget	07/01/2012
Canterbury Elementary School	Library	Konica Minolta BH454	A61E011004409	Budget	07/01/2012
Canterbury Elementary School	Upstairs Learning Center	Konica Minolta BH654	A5YN011000808	Budget	02/01/2013
SAU 80 District Office	Foyer	Konica Minolta BH454	A6E011000479	Budget	07/01/2012
SAU 80 District Office	Front Office Color	Konica Minolta BHC364	A161011007732	Budget	06/01/2012

NON-CONTRACTED DEVICES

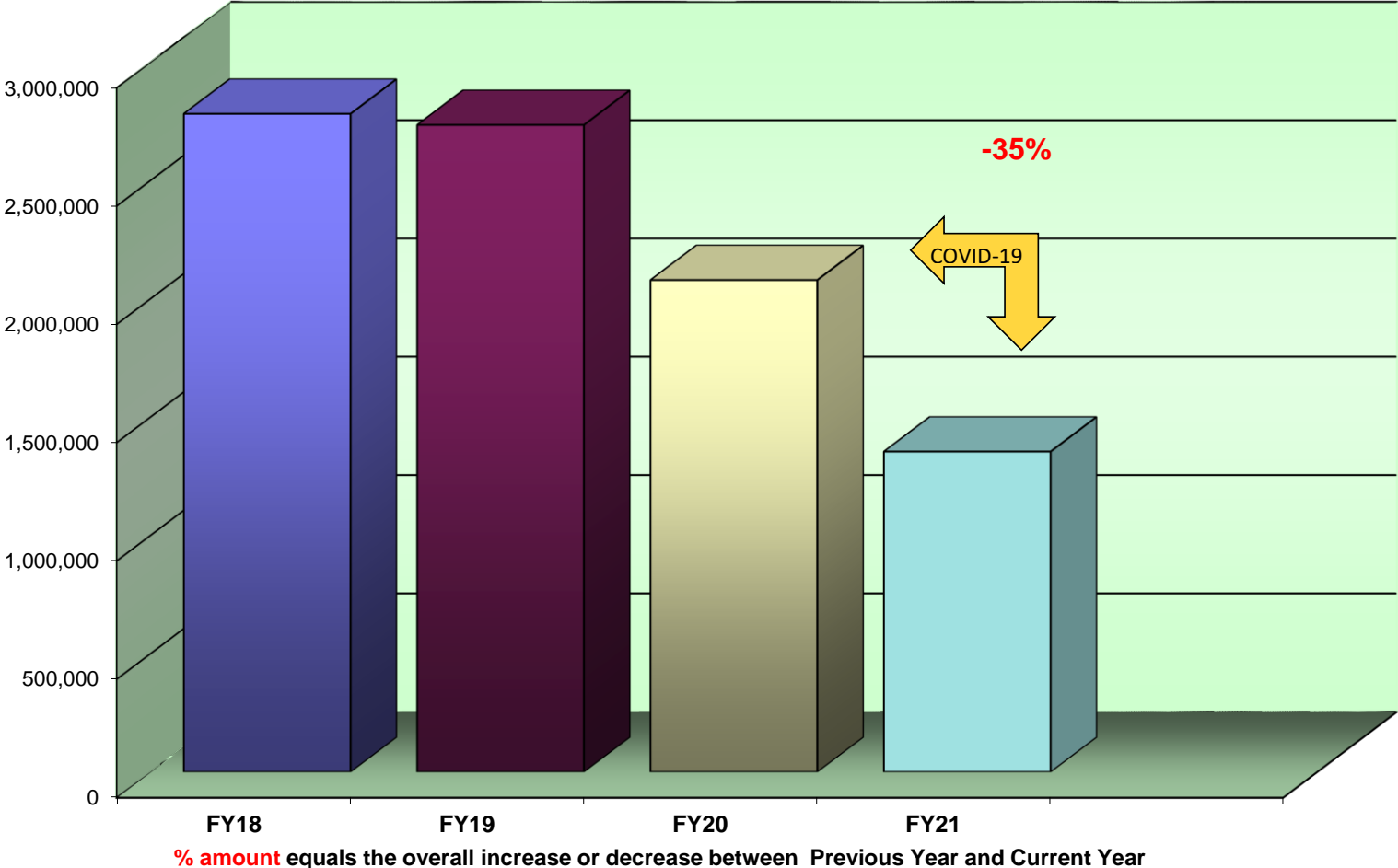
Make/Model Serial Number IP Address Last Update

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ANNUAL VOLUME BY LOCATION — BLACK



ANNUAL VOLUME OVERALL – BLACK



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
Belmont Elementary School	386	593,413	\$15,025.88	1,537	\$38.93
Belmont High School	357	258,389	\$6,603.42	724	\$18.50
Belmont Middle School	396	226,806	\$5,773.73	573	\$14.58
Canterbury Elementary School	126	170,619	\$4,426.13	1,354	\$35.13
SAU 80 District Office	0	104,689	\$2,298.97	0	\$0.00
TOTALS	1,265	1,353,916	\$34,528.14	1,070	\$27.29

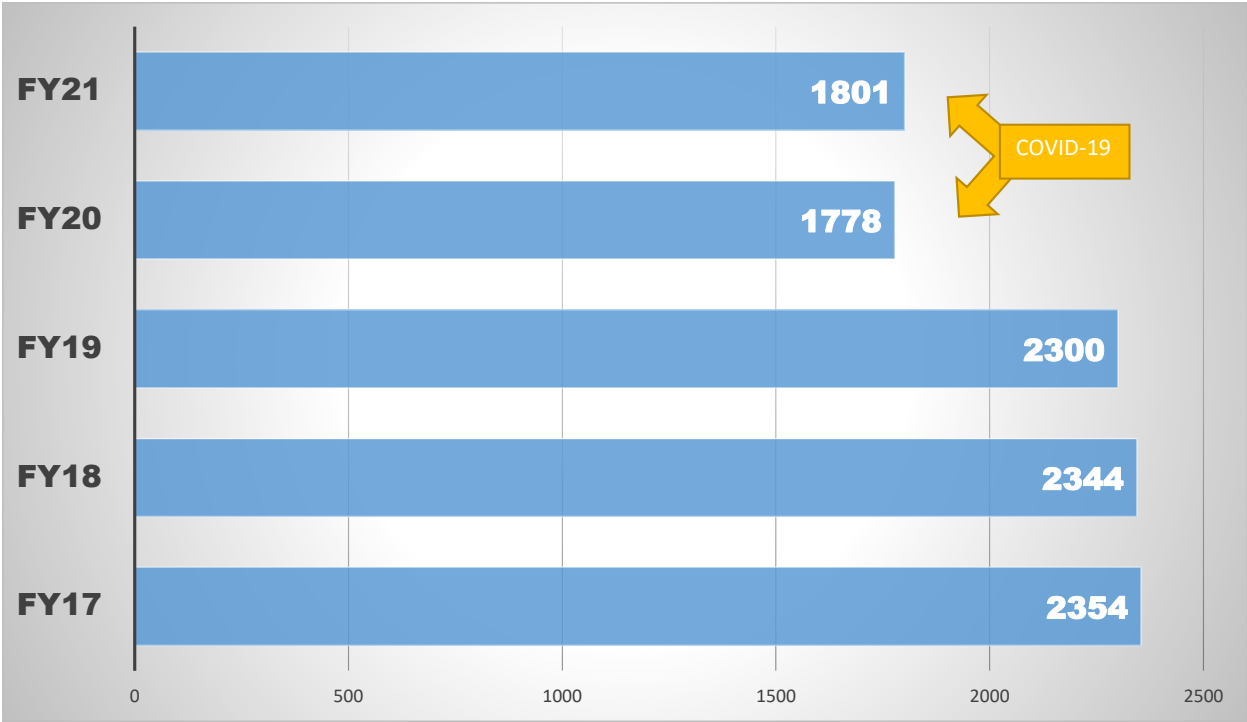
*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

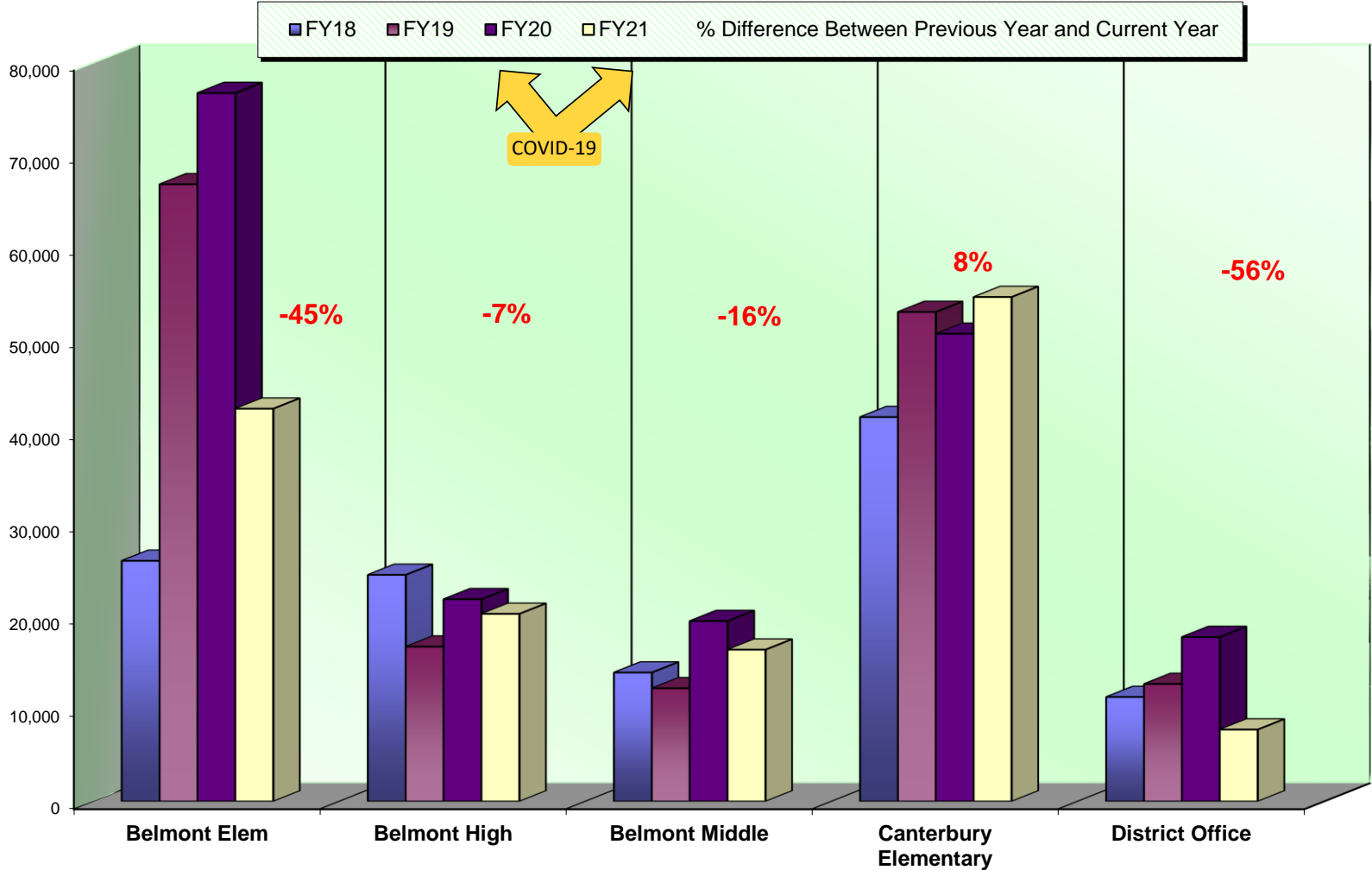
This is an SPC Comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student-to-Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

	Total Student Population	Total Annual Black Volume	Total District Black Cost*	Average Annual Black Copies Per Student	Average Annual Black Cost Per Student
48 Tri-State School Districts	72,548	131,634,476	\$3,165,697.18	1,778	\$42.76

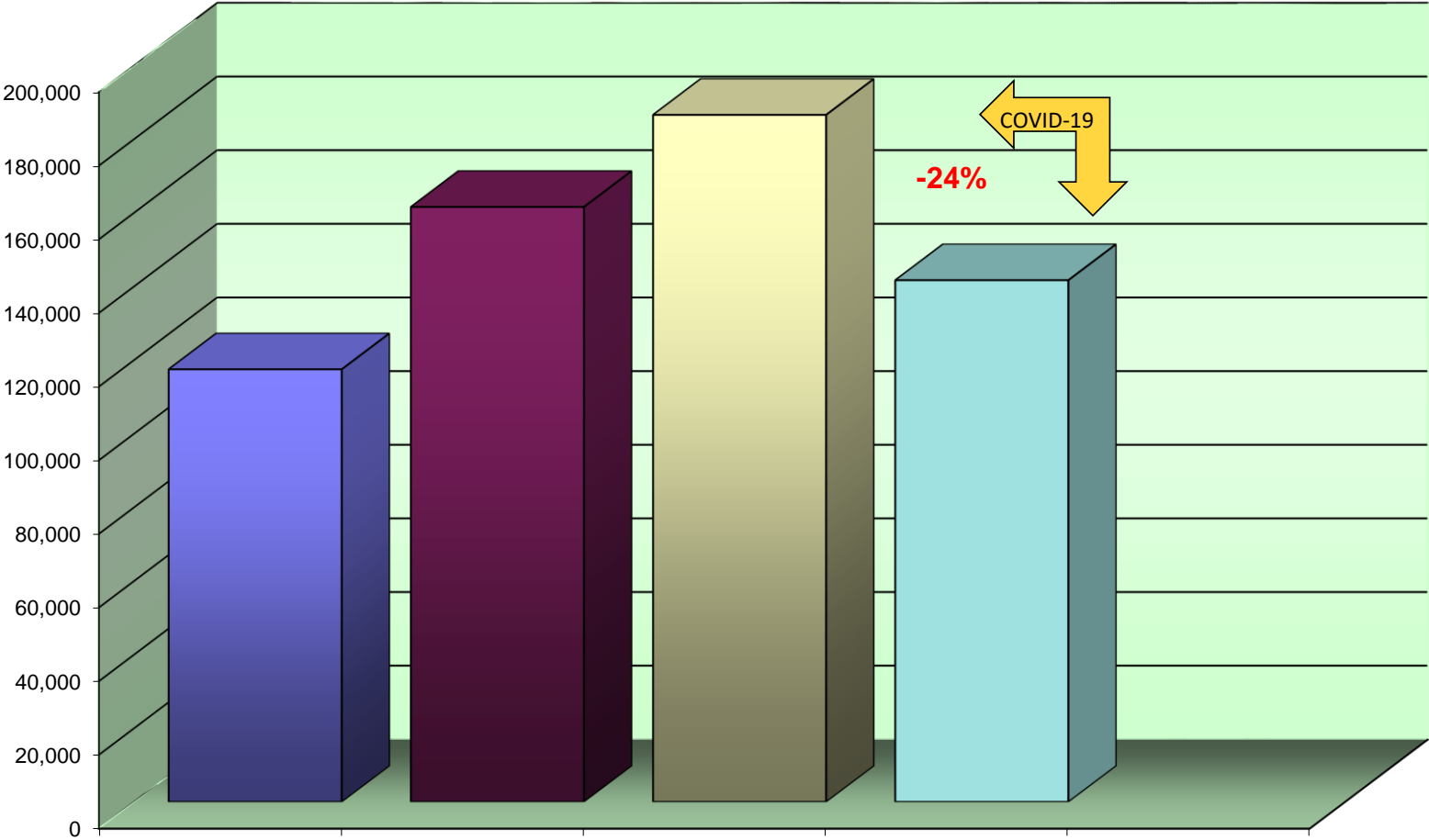
* Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment Lease.



ANNUAL VOLUME BY LOCATION — COLOR



ANNUAL VOLUME OVERALL – COLOR



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

AVERAGE STUDENT-TO-COPY USAGE - COLOR

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

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Belmont Elementary School	386	42,528	\$1,817.65	110	\$4.71
Belmont High School	357	20,307	\$867.92	57	\$2.43
Belmont Middle School	396	16,431	\$702.26	41	\$1.77
Canterbury Elementary School	126	54,620	\$2,334.46	433	\$18.53
SAU 80 District Office	0	7,780	\$332.52	0	\$0.00
TOTALS	1,265	141,666	\$6,054.81	112	\$4.79

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

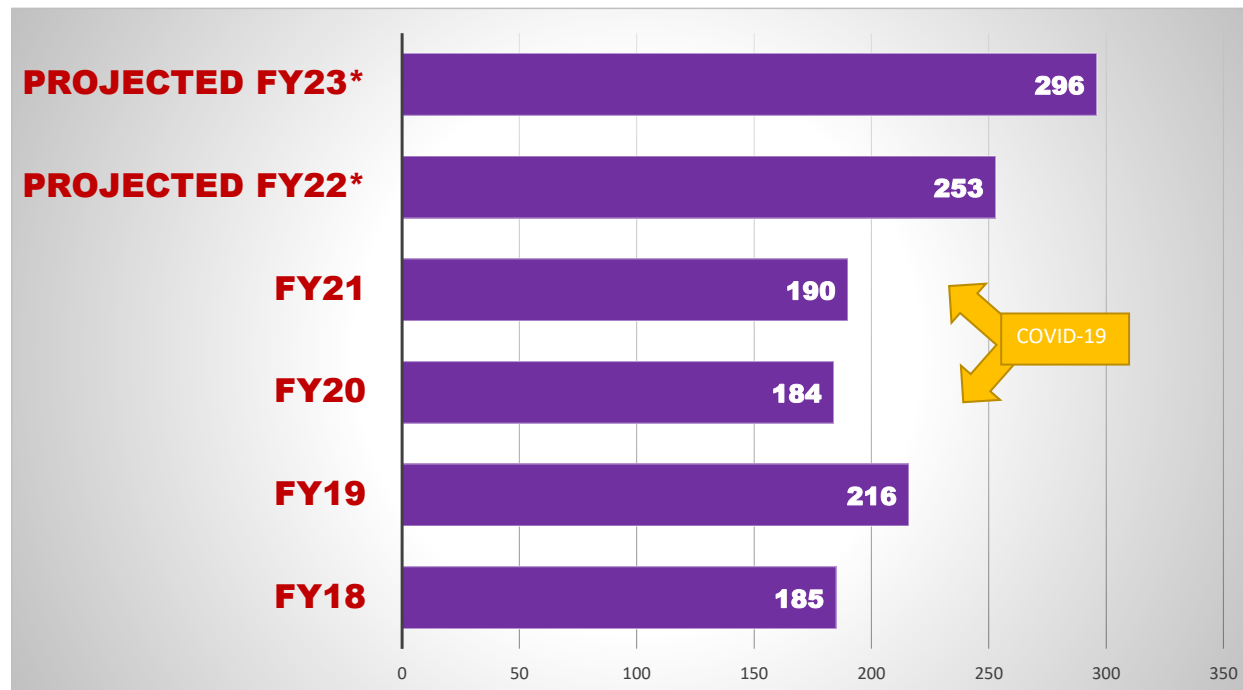
NOTE: STARDoc tool will flag any future high color usage. See page ____ of STARDoc Features. Current industry ratio averages 184 color prints per student per year. Your color volume this year averages 112 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

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.

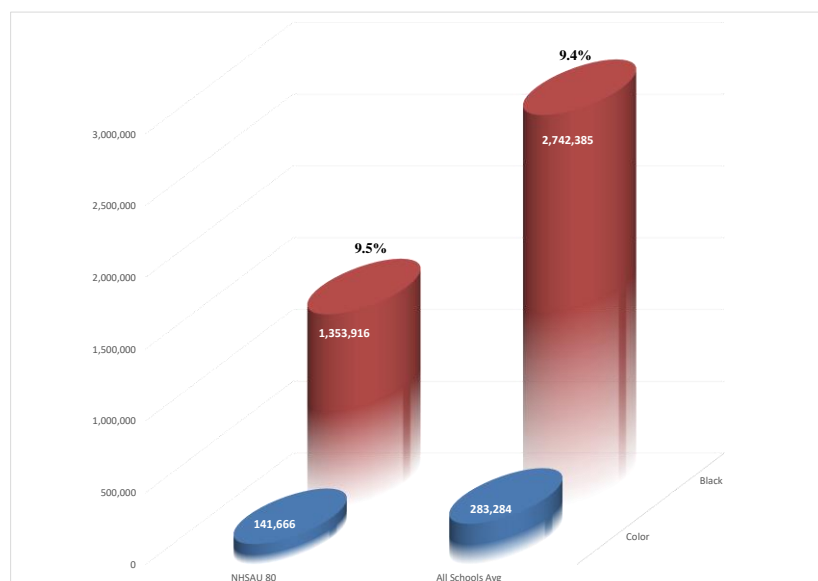
	Total Student Population	Total Annual Color Volume	Total District Color Cost*	Average Annual Color Copies Per Student	Average Annual Color Cost Per Student
48 Tri-State School Districts	72,548	16,445,907	\$864,909.00	184	\$9.73

* Total District Cost refers to the cost of Service and Supplies only. Paper and equipment lease costs are calculated into the Black comparison chart.



*FY22 and FY23 Projections are based on Pre-COVID percentage increase between FY18 and FY19 of 17%.

COLOR-TO-TOTAL VOLUME COMPARISON



COLOR printing is skyrocketing out of control! A five-year study of over 80,000 students across the Tri-State region revealed a rapid increase in the K-12 sector. In fact, in FY19 color printing increased by 17%! Of course, FY20 and FY21 were dramatically different because of COVID-19. Therefore, we should assume that color volume will continue to increase unless proper controls are put in place. Obviously, some color printing is necessary. However, if color printing is not monitored properly it could blow up your entire printing budget.

SOLUTION: SPC has incorporated into our bids Right-Sized Print Management Software that pinpoints problematic locations and implements tailor-made software that controls your color printing. Instead of forcing the entire organization to change all printing habits, SPC focuses only on problematic locations. The best time to financially achieve the color control goal is when you do your next upgrade. For that recommendation, please review the Equipment Health Status page.

EQUIPMENT USAGE & RECOMMENDATIONS

Make & Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	FY21 Cost/Copy Annual Cost	Recommendations
Belmont Elementary School					
Main Office Front					
Konica Minolta BHC558 / 55 PPM A79K011007015 / N-1414 3,000,000 / 02/2017 Color Photocopier / BUDGET	197,004	277,739	80,735	\$0.00514 \$414.98 \$0.04190 \$3,214.23	None at this time
Main Office Rear					
Konica Minolta BH808 / 80 PPM A8KN011003644 / N-1426 4,000,000 / 06/2016 Black Photocopier / BUDGET	910,895	1,253,590	342,695	\$0.00409 \$1,401.62 \$0.00000 \$0.00	None at this time
Teachers' Room					
Konica Minolta BH808 / 80 PPM A8KN011003648 / N-1427 4,000,000 / 02/2017 Black Photocopier / BUDGET	712,800	969,397	256,597	\$0.00514 \$414.98 \$0.00000 \$0.00	None at this time
Subtotal Black			680,027	\$2,866.08	
Subtotal Color			76,712	\$3,214.23	

Make & Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	FY21 Cost/Copy Annual Cost	Recommendations
Belmont High School					
Guidance					
Konica Minolta BH458 / 45 PPM A9HH011004114 / N-1419 1,000,000 / 08/2016 Black Photocopier / BUDGET	122,143 0	171,073 0	48,930 0	\$0.00409 \$200.12 \$0.00000 \$0.00	None at this time
Library – not in use					
Konica Minolta BH558 / 55 PPM A9HG011002436 / N-1418 3,000,000 / 02/2017 Black Photocopier / BUDGET	208,751 0	208,751 0	0 0	\$0.00409 \$0.00 \$0.00000 \$0.00	None at this time
Main Office					
Konica Minolta BHC558 / 55 PPM A79K011007019 / N-1413 3,000,000 / 02/2017 Color Photocopier / BUDGET	176,768 41,292	254,828 63,185	78,060 21,893	\$0.00514 \$401.23 \$0.04190 \$917.32	None at this time
Media Center					
Konica Minolta BH654 / 65 PPM A5YN011000324 / N-1400 3,000,000 / 02/2013 Black Photocopier / BUDGET	842,871 0	1,068,944 0	226,073 0	\$0.00446 \$1,008.29 \$0.00000 \$0.00	None at this time
Teachers' Room					
Konica Minolta BH808 / 80 PPM A8KN011003635 / N-1432 4,000,000 / 02/2017 Black Photocopier / BUDGET	606,096 0	850,645 0	244,549 0	\$0.00409 \$1,000.21 \$0.00000 \$0.00	None at this time
Subtotal Black			597,612	\$2,609.84	
Subtotal Color			21,893	\$917.32	

Make & Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	FY21 Cost/Copy Annual Cost	Recommendations
Belmont Middle School					
Guidance					
Konica Minolta BH458 / 45 PPM A9HH011004104 / N-1417 1,000,000 / 08/2016 Black Photocopier / BUDGET	168,625 0	212,901 0	44,276 0	\$0.00409 \$181.09 \$0.00000 \$0.00	None at this time
Learning Center					
Konica Minolta BH654 / 65 PPM A5YN011000559 / N-1401 3,000,000 / 02/2013 Black Photocopier / BUDGET	1,444,276 0	1,486,808 0	42,532 0	\$0.00446 \$189.69 \$0.00000 \$0.00	None at this time
Main Office					
Konica Minolta BHC654 / 65 PPM A2X0017008482 / N-1416 3,000,000 / 02/2012 Color Photocopier / BUDGET	432,322 26,210	614,190 45,734	181,868 19,524	\$0.00514 \$934.80 \$0.04190 \$818.06	None at this time
Teachers' Room					
Konica Minolta BH808 / 80 PPM A8KN011003657 / N-1420 4,000,000 / 06/2016 Black Photocopier / BUDGET	591,562 0	812,934 0	221,372 0	\$0.00409 \$905.41 \$0.00000 \$0.00	None at this time
Subtotal Black			490,048	\$2,210.99	
Subtotal Color			19,524	\$818.06	

Make & Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	FY21 Cost/Copy Annual Cost	Recommendations
Canterbury Elementary School					
Downstairs					
Konica Minolta BH454 / 45 PPM A61E011004550 / N-1422 1,000,000 / 07/2012 Black Photocopier / BUDGET	398,328 0	414,989 0	16,661 0	\$0.00446 \$74.31 \$0.00000 \$0.00	None at this time
Library					
Konica Minolta BH454 / 45 PPM A61E011004409 / N-1423 1,000,000 / 07/2012 Black Photocopier / BUDGET	425,857 0	464,813 0	38,956 0	\$0.00446 \$173.74 \$0.00000 \$0.00	None at this time
Main Office					
Konica Minolta BHC458 / 45 PPM A79M011008604 / N-1415 1,000,000 / 08/2016 Color Photocopier / BUDGET	155,653 93,345	236,371 143,986	80,718 50,641	\$0.00514 \$414.89 \$0.04190 \$2,121.86	None at this time
Upstairs Learning Center					
Konica Minolta BH654 / 65 PPM A5YN011000808 / N-1402 3,000,000 / 02/2013 Black Photocopier / BUDGET	1,363,839 0	1,401,783 0	37,944 0	\$0.00446 \$169.23 \$0.00000 \$0.00	None at this time
Subtotal Black			174,279	\$832.17	
Subtotal Color			50,641	\$2,121.86	

Make & Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2020 Meter	06/30/2021 Meter	FY21 Annual Volume	FY21 Cost/Copy Annual Cost	Recommendations
SAU 80 District Office					
Business Office					
Konica Minolta BH808 / 80 PPM A8KN011003662 / N-1506 4,000,000 / 06/2016 Black Photocopier / BUDGET	187,379 0	251,324 0	63,945 0	\$0.00446 \$285.19 \$0.00000 \$0.00	None at this time
Foyer					
Konica Minolta BH454 / 45 PPM A61E011000479 / N-1424 1,000,000 / 07/2012 Black Photocopier / BUDGET	583,624 0	628,486 0	44,862 0	\$0.00446 \$200.08 \$0.00000 \$0.00	None at this time
Front Office					
Konica Minolta BHC364 / 36 PPM A161011007732 / N-1399 750,000 / 06/2012 Color Photocopier / BUDGET	182,969 110,009	211,187 127,806	28,218 17,797	\$0.00514 \$145.04 \$0.04190 \$745.69	None at this time
Subtotal Black			137,028	\$630.32	
Subtotal Color			17,797	\$745.69	
District-Wide Total Black			2,078,991	\$9,149.41	Your average Color CPC is \$0.0419.
District-Wide Total Color			186,567	\$7,817.16	

Estimated cost savings with your next bid: \$3,880.59
Our bids are coming in at an average of \$0.03774 with our compensation included.

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 Projected Black Usage Cost
Belmont Elementary School	593,413	\$2,533.53	\$3,204.43	\$9,287.92	\$15,025.88
Belmont High School	258,389	\$1,163.89	\$1,395.30	\$4,044.23	\$6,603.42
Belmont Middle School	226,806	\$999.08	\$1,244.75	\$3,3549.90	\$5,773.73
Canterbury Elementary School	170,619	\$834.31	\$921.34	\$2,670.48	\$4,426.13
SAU 80 District Office	104,689	\$495.09	\$565.32	\$1,638.56	\$2,698.97
TOTALS	1,353,916	\$6,025.90	\$7,311.15	\$21,191.09	\$34,528.14

SPC EQUIPMENT BIDS: Current bids are coming in between **12% to 17%** of Retail compared with the current Salesman's cost of 50% of Retail.

For Example: A 90-copy-per-minute Ricoh IM9000 black photocopier with RADF, Duplexing, Finisher, 3-Hole Punch, CIF-Print-Color Scan-Hard Drive for Secure Print with a **Retail Cost of \$44,743** can be purchased for **\$6,453 ...** that's **14% of Retail!** Our prices are negotiated with and supported directly by the manufacturer.

PROJECTED EQUIPMENT COSTS BY BUILDING — COLOR

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

Building	Projected Color Volume	Total Projected Color Usage Cost
Belmont Elementary School	42,528	\$1,817.65
Belmont High School	20,307	\$867.92
Belmont Middle School	16,431	\$702.26
Canterbury Elementary School	54,620	\$2,334.46
SAU 80 District Office	7,780	\$332.52
TOTALS	141,666	\$6,054.81

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. **FY22 increase is 1.7%**

Vendor	Equipment Type	FY21 Black Volume	FY21 Black Cost/Copy	FY21 Black S&S Costs	FY22 Black Cost/Copy	FY22 Projected Black S&S Costs
Budget Document Technologies	Black Photocopier	826,175	\$0.00410	\$3,387.32	\$0.00417	\$3,445.15
Budget Document Technologies	Black Photocopier	271,295	\$0.00447	\$1,212.69	\$0.00455	\$1,234.39
Budget Document Technologies	Color Photocopier	256,446	\$0.00516	\$1,323.26	\$0.00525	\$1,346.34
TOTALS AND AVERAGES		1,353,916	\$0.00437	\$5,923.27	\$0.00445	\$6,025.88

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. **FY22 increase is 1.7%**

Vendor	Equipment Type	FY21 Color Volume	FY21 Color Cost/Copy	FY21 Color S&S Costs	FY22 Color Cost/Copy	FY22 Projected Color S&S Costs
Budget Document Technologies	Color Photocopier	141,666	\$0.04203	\$5,954.22	\$0.04274	\$6,054.80
TOTALS AND AVERAGES		141,666	\$0.04203	\$5,954.22	\$0.04274	\$6,054.80

LEASED/OWNED EQUIPMENT DETAILS

Total Number of Machines Under Contract		19
Number of Machines on Lease	11	
Number of Machines Owned	8	

Lease Company	Norway Savings Bank
Term	5 Annual
Annual Payment (usually due 8/1)	\$21,191.09
Lease Start Date	07/02/2017
Lease End Date *	08/01/2021
Remaining Payments	1

*The Lease End Date has no bearing on Service & Supply and Warranty Contracts.

LEASED EQUIPMENT

BUILDING	ROOM	MAKE/MODEL	SERIAL NUMBER
Belmont Elementary School	Main Office Front	Konica Minolta BHC558	A79K011007015
Belmont Elementary School	Main Office Rear	Konica Minolta BH808	A8KN011003644
Belmont Elementary School	Teachers' Room	Konica Minolta BH808	A8KN011003648
Belmont High School	Guidance	Konica Minolta BH458	A9HH011004114
Belmont High School	Library – not in use	Konica Minolta BH558	A9HG011002436
Belmont High School	Main Office	Konica Minolta BHC558	A79K011007019
Belmont High School	Teachers' Room	Konica Minolta BH808	A8KN011003635
Belmont Middle School	Guidance	Konica Minolta BH458	A9HH011004104
Belmont Middle School	Main Office	Konica Minolta BHC654	A2X0017008482
Belmont Middle School	Teachers' Room	Konica Minolta BH808	A8KN011003657
Canterbury Elementary School	Main Office	Konica Minolta BHC458	A79M011008604

OWNED EQUIPMENT

BUILDING	ROOM	MAKE/MODEL	SERIAL NUMBER
Belmont High School	Media Center	Konica Minolta BH654	A5YN011000324
Belmont Middle School	Learning Center	Konica Minolta BH654	A5YN011000559
Canterbury Elementary School	Downstairs	Konica Minolta BHC454	A61E011004550
Canterbury Elementary School	Library	Konica Minolta BH454	A61E011004409
Canterbury Elementary School	Upstairs Learning Ctr	Konica Minolta BH654	A5YN011000808
SAU 80 District Office	Business Office	Konica Minolta BH808	A8KN011003662
SAU 80 District Office	Foyer	Konica Minolta BH454	A61E011000479
SAU 80 District Office	Front Office Color	Konica Minolta BHC364	A161011007732

STARDoc USER NAMES

NAME	USER NAME
Debbie Thompson	dthompson@sau80.org
Jason Hills	jhills@sau80.org
Michael Tursi	mtursi

BENEFITS OF PARTNERING WITH SPC

Since January 1, 2020 we have signed eleven (11) new clients for 34 million prints. Here are the reasons why...

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 65 clients with over 3,900 devices doing 155 million copies and prints per year. We purchase approximately 1,100 units annually with 62 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: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments.
- 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 monthly and/or quarterly.
- THREE detailed, easy-to-read 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 \$2 million for all of our clients.
That translates into Savings of over \$10 million over five years!

NEW VENDOR CATEGORIES

In the past we had two vendor categories: Cooperative and Uncooperative. In 2021 we added a third category:

Premier: defined as consistently providing ...

- Quality bids to SPC;
- Quality service with a four-hour or less average response time;
- Reliable equipment and competitive pricing;
- Support to SPC and our mutual clients to resolve concerns
- **Current Premier Vendors**
 - Budget Document Technologies
 - Konica Minolta Business Solutions
 - National 1927
 - Ricoh USA
 - SymQuest Group

Cooperative: defined as ...

- Providing bids as required but lacking in one or more areas listed above, or they have yet to provide a history of strong support.

Uncooperative: defined as ...

- Rarely submitting bids to SPC;
- Encourages SPC clients to breach existing contracts and undermines SPC's bid process.

SPC VALUES ITS VENDORS

Overall Benefits to our Vendors:

- Opportunities brought to vendor – Over 1,100 units purchased in FY21 running over 62 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 vendors negotiate with manufacturers
- On-Site Survey of client requirements including mapping all devices
- Writing of the *Five-Year Equipment Replacement Schedule* (Bid Specs)
- Vendor Bid Portal: Greatly reduces bid input time; reduces time from bid submission to bid presentation to the clients in our cooperative.
- Control of Bid Specs (not allowing any vendor to underbid or offer discontinued equipment)
- Selling of vendors' 'Value Add' directly to our clients after the bids are in; Client has the right to pay more than low bid, if desired

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 costs
- Manage and audit installation
- Capture final meter reads and close books on old devices and contracts

Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with Client and Vendor
- STARDoc: **S**ystem for **T**racking **A**nd **R**eporting **D**ocuments...Manages the budget
- Annual Reports that flag machines 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 Photocopiers and Printers
Our relationship with our vendors has never been stronger!

STARDoc FEATURES

Cost Projection by Department or Building

- Allows you to formulate next year's budget 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 floorplans
- Timeline – allows you to track historical volume and costs to compare current budget with past years

Map Your Devices on Floorplans

- Identifies detailed information (IP address, serial number, vendor ID, CPC, consumed volume, toner and service alerts)
- Device Information tab allows easy access to the printer/copier web interface
- Asset Management (Servers, Wireless Access Points, IP Cameras, Projectors, Apple TVs)

Floorplan Administration

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

Contacts Page

- Control access and permissions to STARDoc
- Toggle E-Mail All (Toner Alerts, Service Alerts, Monthly Audits)

Device Listing Page

- Centralized location for detailed information of District's assets
- Exportable device listing to Excel or PDF
- Non-Reporting Device listing for devices that haven't reported for more than two weeks
- Tracks additional non-contracted devices
- IP and MAC addresses imported automatically
- Strikethrough on machines that have been removed

Monthly Audits

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

Last Sync Date

- Shows the last time FM Audit synced for equipment

Over-Budget Report

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

Five-Year Fleet Management (FYFM)

- Projects out five-year costs for all equipment based on current and past usage

WARRANTY RELIEF FUND

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 Benefit?

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

WARRANTY RELIEF EQUIPMENT BASE

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:

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

Purpose:

To replace or add a machine when needed.

Who Benefit?

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