

## MEET YOUR TEAM

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**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.

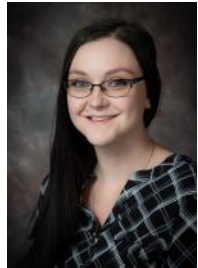


**Alex Webster**  
**Operations & Marketing Manager**

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**  
**Office Support**

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

**Heidi Tilton**  
**Accounting Support**

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

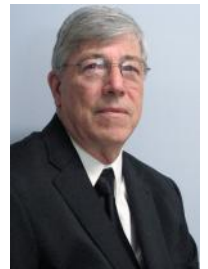


**Pam Weed**  
**Client-Vendor Relations**

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 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.

## EQUIPMENT HEALTH STATUS

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<b>Total Number of Machines</b>	<b>19</b>
Total Black Photocopiers:	14
Total Color Photocopiers:	5
Total Black Network Printers:	0
Total Color Network Printers:	0
Total Removed From Service:	0
# of Units OFF Warranty**	0
# of Units Approaching End of Warranty	8
# of Units Overused	0
# of Units Underused	0
Contract Commencement Date	07/02/2017
All Warranties and Service Contracts Expire	06/30/2022
# of Annual Payments Left on Lease	1
SPC's FM Audit Print Management Software Loaded	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 due to 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

## AGING EQUIPMENT SUMMARY

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

Building	Room	Make/Model	Serial Number	Vendor	Intro Date
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	A2X0017008482	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	A61E011000479	BUDGET	07/01/2012
SAU 80 District Office	Front Office Color	Konica Minolta BHc364	A161011007732	BUDGET	06/01/2012

## SPC TIMELINE

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### 1988 Specialized Purchasing Consultants opens its doors

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

### 1999 Improved Annual Reports

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

### 2001 Meter Collection

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

### 2002 Bond Counsel Review

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

### 2003 Bond Counsel Review of Contracts and Warranties

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

### 2012 STARDoc and Simplified Billing Developed and Implemented

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

### 2013 STARDoc - Daily Tracking

- Meters gathered daily to track usage

### 2014 STARDoc - Monthly Audits

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

### 2015 STARDoc - Mapping Options and Asset Management

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

## SPC TIMELINE (Continued)

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

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

### 2019 STARDoc – Service Histories, Chromebook Bid, FYFM

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

### 2020 Mock Bids - Warranty and Relief Fund

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

### 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.

## STARDoc FEATURES

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### 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, and Proposed Equipment

### Contacts Page

- Control Access and Permissions to STARDoc
- Toggle Email 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 Addresses and MAC addresses imported automatically
- Strikethrough on machines that have been removed

### Monthly Audits

- Monthly Cost Snapshot
- Shows the last time FM Audit synced for equipment

### Last Sync Date

- Shows the last time FM Audit synced for equipment

### Over-Budget Report

- Request service history on any machine right through 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

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### Why is it Needed?

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

### Other Concerns:

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

### Purpose:

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

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

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

### Who Benefits?

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

## WARRANTY RELIEF EQUIPMENT BASE

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### Why is it Needed?

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

### Other Concerns:

- 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 Benefits?

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

## FIVE-YEAR FLEET MANAGEMENT (FYFM)

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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:**

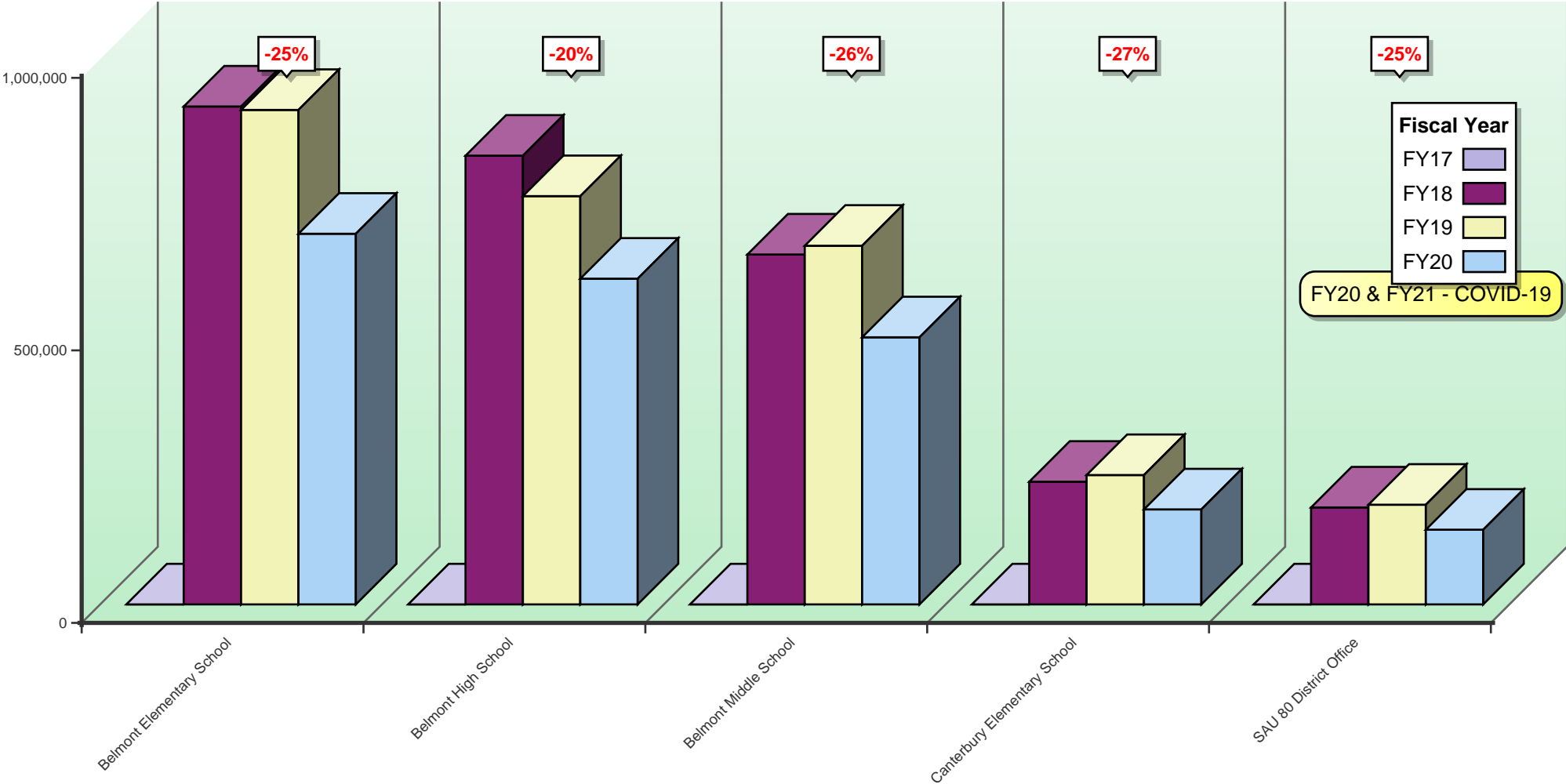
Projecting out your cost is crucial in setting up your budgets. With FYFM you will be able to take control of your future cost for the entire life of your fleet of copiers, MFP's and printers. STARDoc currently studies your printing habits and projects out for about eight months. FYFM will be able to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

For example: If your 2019-20 color district budget is 100,000 prints and your current color CPC is \$.045 CPC, that equals \$4,500 dollars in color usage alone. Last year, 83,000 students experienced a 19% average increase in color usage (See chart Industry Average Copies per Student – Color). Based on a 19% average annual increase, your Annual Cost for Year Five would mushroom to \$10,738, assuming no CPC increase takes place in the interim. Obviously, gaining control of your color usage is critical!

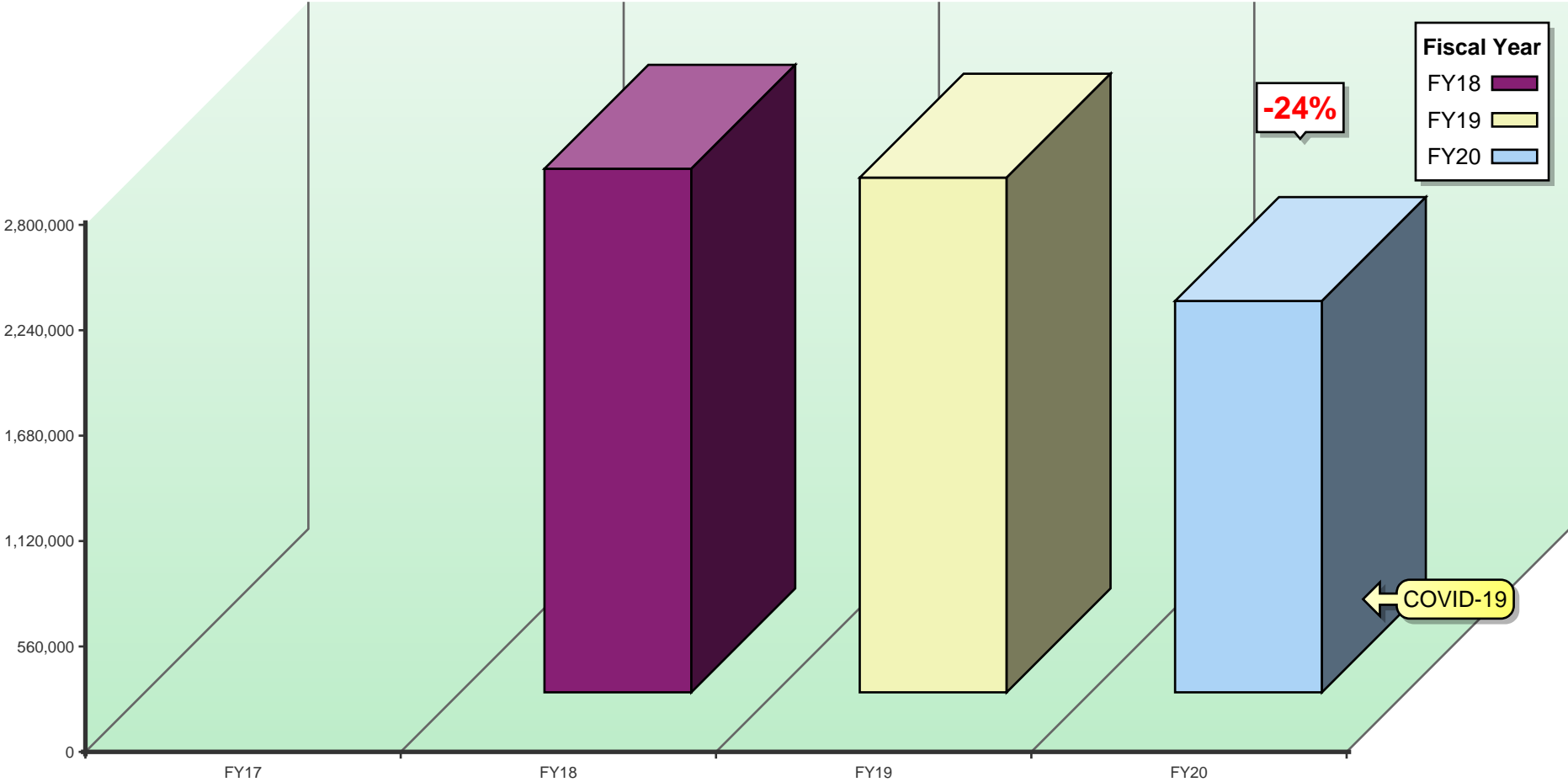
### **Problematic Machines:**

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.

# ANNUAL BLACK VOLUME BY LOCATION



# ANNUAL BLACK VOLUME OVERALL



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

**AVERAGE STUDENT-TO-COPY USAGE - BLACK**

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

<b>Building</b>	<b>Student Population</b>	<b>Annual Black Volume</b>	<b>Total School Cost*</b>	<b>Average Annual Black Prints Per Student</b>	<b>Average Annual Black Cost Per Student</b>
Belmont Elementary School	386	680,027	\$13,477.33	1,762	\$34.92
Belmont High School	357	597,612	\$11,935.14	1,674	\$33.43
Belmont Middle School	396	490,048	\$9,859.02	1,237	\$24.90
Canterbury Elementary School	126	174,279	\$3,552.25	1,383	\$28.19
SAU 80 District Office	0	137,025	\$2,768.60	0	\$0.00
<b>Totals</b>	<b>1,265</b>	<b>2,078,991</b>	<b>\$41,592.34</b>	<b>1,643</b>	<b>\$32.88</b>

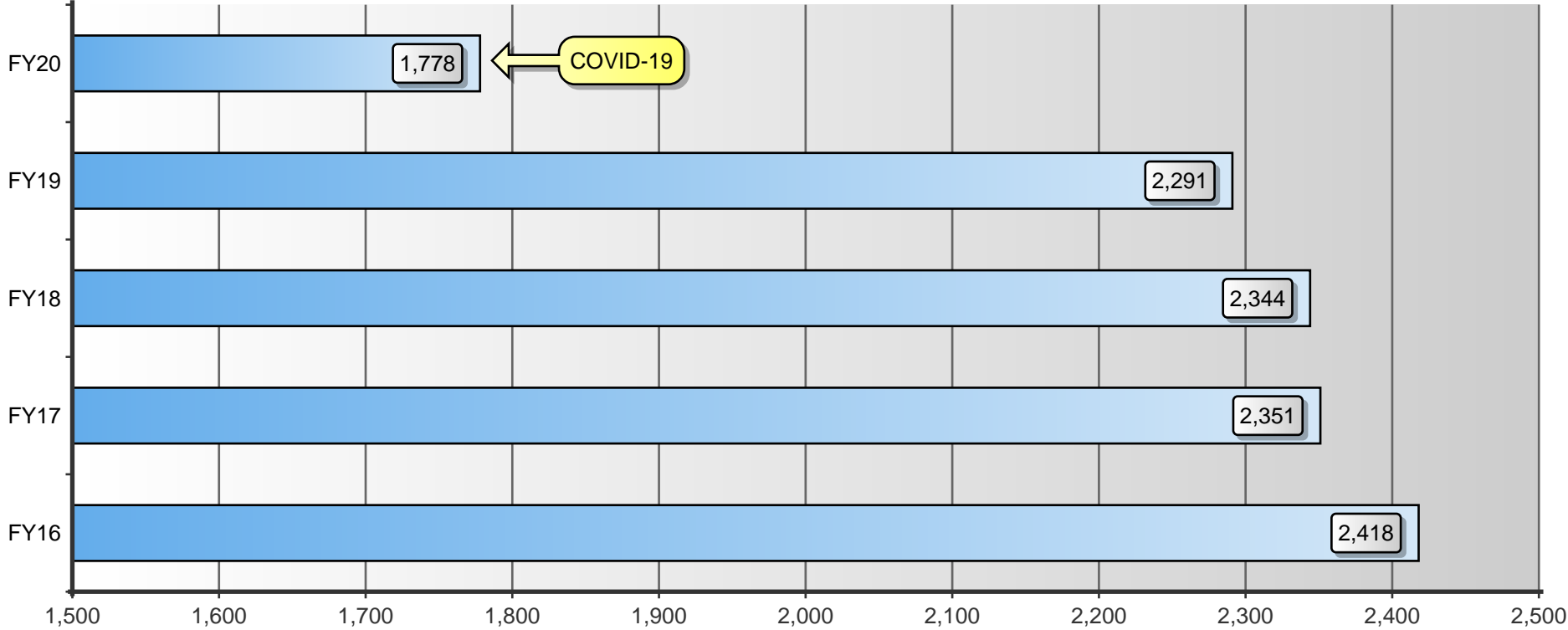
\*Total School Cost refers to the cost of Service & Supplies, Paper, and Equipment. See Projected Equipment Costs by Building table later in this report.

# INDUSTRY AVERAGE COPIES PER STUDENT - BLACK

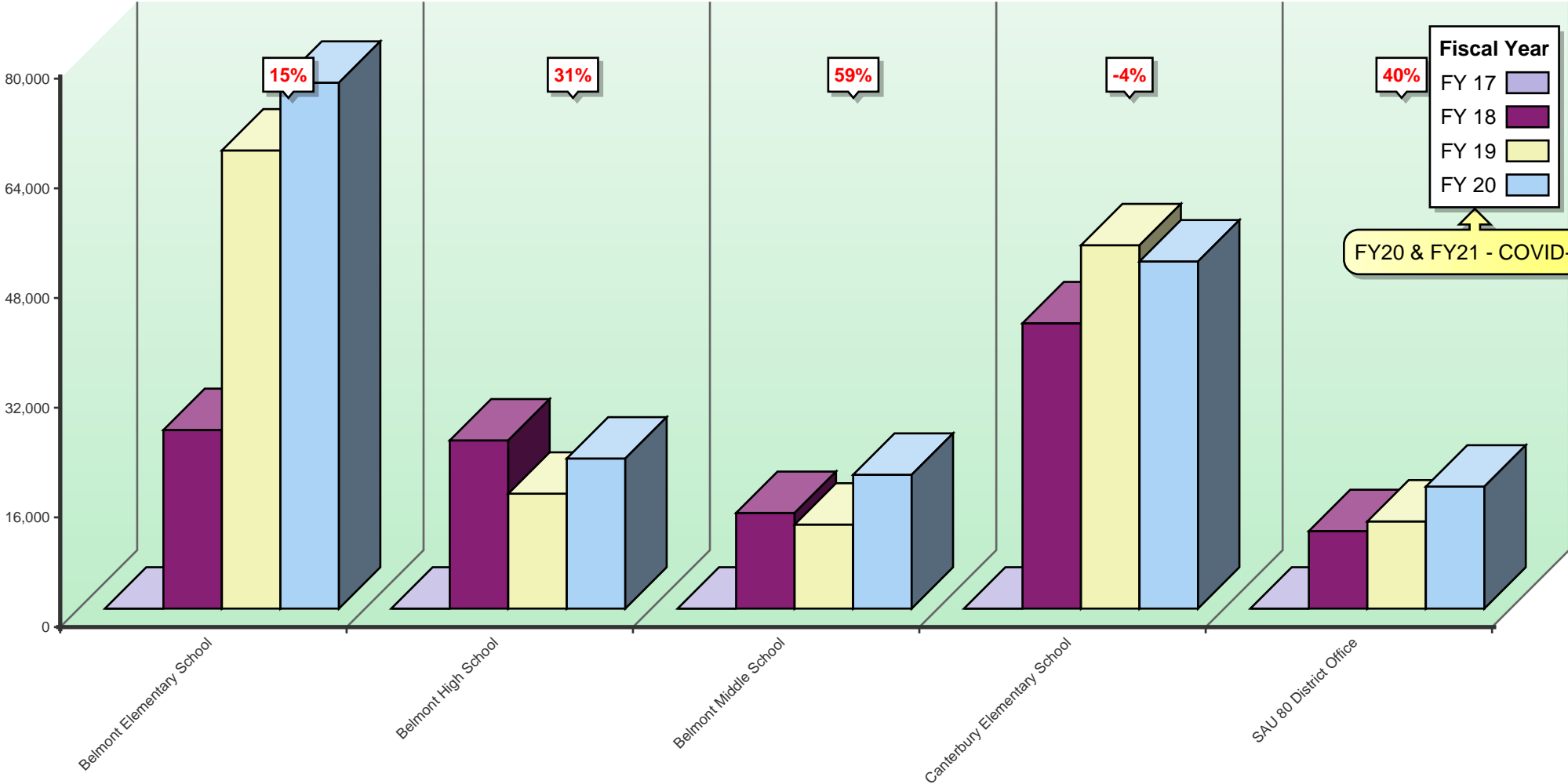
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

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

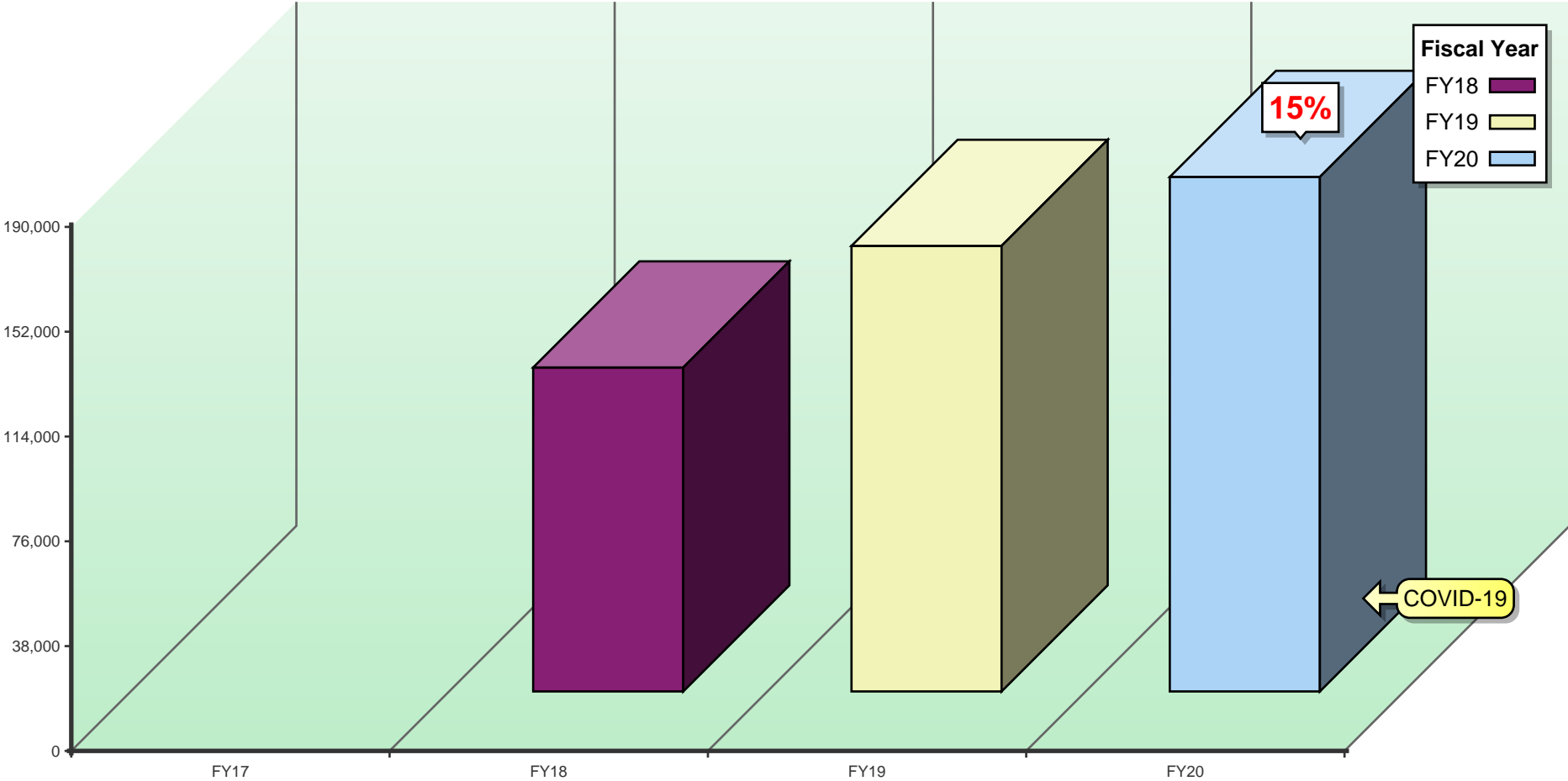
\*Total District Cost refers to the cost of Service, Supplies, Paper, and Equipment.



# ANNUAL COLOR VOLUME BY LOCATION



# ANNUAL COLOR VOLUME OVERALL



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

**AVERAGE STUDENT-TO-COPY USAGE - COLOR**

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

Building	Student Population	Annual Color Volume	Total School Cost*	Average Annual Color Prints Per Student	Average Annual Color Cost Per Student
Belmont Elementary School	386	76,712	\$3,224.21	199	\$8.35
Belmont High School	357	21,893	\$920.16	61	\$2.58
Belmont Middle School	396	19,524	\$820.59	49	\$2.07
Canterbury Elementary School	126	50,641	\$2,128.44	402	\$16.89
SAU 80 District Office	0	17,797	\$748.01	0	\$0.00
<b>Totals</b>	<b>1,265</b>	<b>186,567</b>	<b>\$7,841.41</b>	<b>147</b>	<b>\$6.20</b>

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

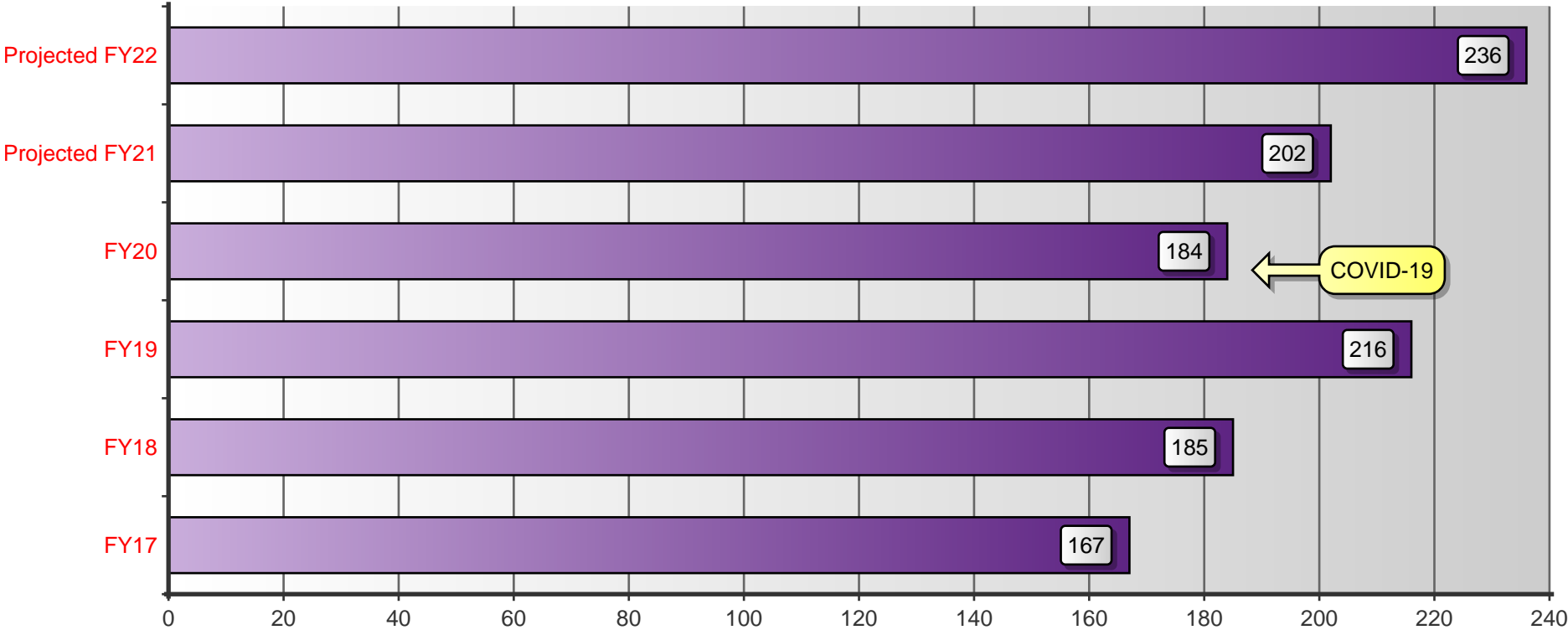
Note: STARDoc tool will flag any future high color usage. See page \_\_\_\_ of STARDoc Features. Current industry ratio averages 184 color prints per student per year. Your color volume this year averages 147 per student. Please contact our SPC technical team to provide training to your staff if your usage is too high.

# INDUSTRY AVERAGE COPIES PER STUDENT - COLOR

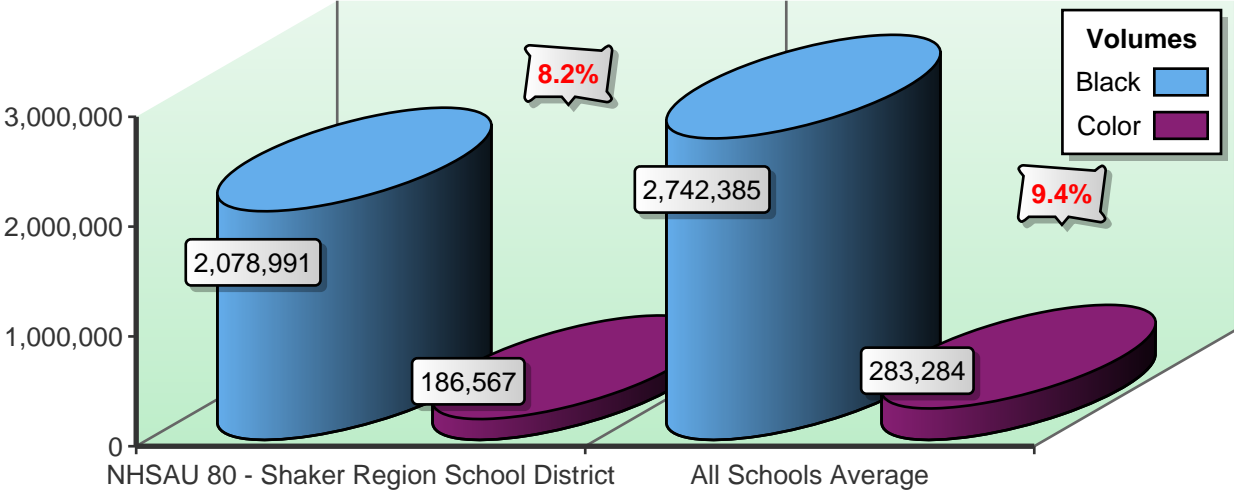
This is an SPC comparison contrasting your district with other client school districts throughout the states of Maine, New Hampshire, and Vermont. By comparing to the Average Student to Copy Usage, this will help you to set up future budgets if student populations increase or decrease within the district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

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

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



# COLOR-TO-TOTAL VOLUME COMPARISON



## SPC Analysis

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

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

**EQUIPMENT USAGE & RECOMMENDATIONS**

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

Date of Last Upgrade: 07/02/2017

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Belmont Elementary School</b>					
<b>Main Office Front</b>					
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.
<b>Main Office Rear</b>					
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.
<b>Teachers' Room</b>					
Konica Minolta BH808 / 80 PPM A8KN011003648 / N-1427 4,000,000 / 06/2016 Black Photocopier / BUDGET	712,800	969,397	256,597	\$0.00409 \$1,049.48 \$0.00000 \$0.00	None at this time.
<b>Subtotal Black</b>			<b>680,027</b>	<b>\$2,866.08</b>	
<b>Subtotal Color</b>			<b>76,712</b>	<b>\$3,214.23</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
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**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.
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**Library - not in use**

Konica Minolta BH558 / 55 PPM A9HGO11002436 / 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.
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**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.
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**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	8 years from Intro.
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Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
<b>Teachers' Room</b>					
Konica Minolta BH808 / 80 PPM A8KN011003635 / N-1432 4,000,000 / 06/2016 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.
		<b>Subtotal Black</b>	<b>597,612</b>	<b>\$2,609.84</b>	
		<b>Subtotal Color</b>	<b>21,893</b>	<b>\$917.32</b>	

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
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**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.
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**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	8 years from Intro.
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**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	9 years from Intro.
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**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.
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<b>Subtotal Black</b>	<b>490,048</b>	<b>\$2,210.99</b>
<b>Subtotal Color</b>	<b>19,524</b>	<b>\$818.06</b>

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
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**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	9 years from Intro.
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**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	9 years from Intro.
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**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.
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**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	8 years from Intro.
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<b>Subtotal Black</b>	<b>174,279</b>	<b>\$832.17</b>
<b>Subtotal Color</b>	<b>50,641</b>	<b>\$2,121.86</b>

Make-Model / Speed Serial Number / Vendor ID Life Expectancy / Model Intro Date Equipment Type / Vendor	07/01/2019 Meter	06/30/2020 Meter	FY20 Annual Volume	Cost/Copy Annual Cost	Recommendations
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**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.
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**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	9 years from Intro.
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**Front Office Color**

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	9 years from Intro.
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<b>Subtotal Black</b>	<b>137,025</b>	<b>\$630.32</b>
<b>Subtotal Color</b>	<b>17,797</b>	<b>\$745.69</b>

<b>District Wide Black Totals</b>	<b>2,078,991</b>	<b>\$9,149.41</b>
<b>District Wide Color Totals</b>	<b>186,567</b>	<b>\$7,817.16</b>

Your Avg Color CPC is \$0.0419

**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 04/01/2017 with your projected cost per copy for the new fiscal year through SPC. Annual Volume represents actual FY 20 black print usage. The second table represents your annual and five-year cost savings compared to your previous cost per copy rate.

**BEFORE SPC**

Current Volume	Prior CPC	Average Annual Cost
2,078,991	\$0.00440	\$9,147.56

**CURRENTLY WITH SPC**

Current Volume	Current CPC*	Current Cost	Cost Savings	5 Year Savings
2,078,991	\$0.00440	\$9,147.56	\$0.00	\$0.00

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

Today the Cooperative Buying of SPC has netted annual cost savings, on average, of \$0.00 x 4 years as a Client = \$0.00 Cost Savings!

**PROJECTED EQUIPMENT COSTS BY BUILDING - BLACK**

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

Building	Projected Black Volume	Projected Black Usage Cost	Approximate Paper Cost	Average Annual Equipment Cost	Total Proj Black Usage Cost
Belmont Elementary School	680,027	\$2,873.69	\$3,672.15	\$6,931.49	\$13,477.33
Belmont High School	597,612	\$2,616.60	\$3,227.10	\$6,091.44	\$11,935.14
Belmont Middle School	490,048	\$2,217.71	\$2,646.26	\$4,995.04	\$9,859.02
Canterbury Elementary School	174,279	\$834.72	\$941.11	\$1,776.42	\$3,552.25
SAU 80 District Office	137,025	\$631.97	\$739.94	\$1,396.69	\$2,768.60
<b>TOTALS</b>	<b>2,078,991</b>	<b>\$9,174.70</b>	<b>\$11,226.55</b>	<b>\$21,191.09</b>	<b>\$41,592.34</b>

**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**

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

<b>Building</b>	<b>Projected Color Volume</b>	<b>Service &amp; Supply Cost</b>
Belmont Elementary School	76,712	\$3,224.21
Belmont High School	21,893	\$920.16
Belmont Middle School	19,524	\$820.59
Canterbury Elementary School	50,641	\$2,128.44
SAU 80 District Office	17,797	\$748.01
<b>TOTALS</b>	<b>186,567</b>	<b>\$7,841.41</b>

**SERVICE & SUPPLY USAGE PROFILE BY VENDOR - BLACK**

This table represents ACTUAL and PROJECTED Service & Supply expenses for BLACK usage broken down by equipment type and vendor. Under SPC's Simplified Billing Program, SPC will invoice you directly for 50% of the Projected Annual Volume in July and January, and then reconcile based on actual usage in June. Cost per copy typically increases by 5% or CPI annually, whichever is less. **FY21 increase is 2.6%.**

Vendor	Equipment Type	FY20 Black Volume	FY20Color Cost/Copy	FY20 Black S & S Costs	FY21 Black Cost/Copy	FY21 Projected Black S & S Costs
Budget Document Technologies	Black Photocopier	1,158,419	\$0.00409	\$4,737.93	\$0.00410	\$4,749.52
Budget Document Technologies	Black Photocopier	470,973	\$0.00446	\$2,100.54	\$0.00447	\$2,105.25
Budget Document Technologies	Color Photocopier	449,599	\$0.00514	\$2,310.94	\$0.00516	\$2,319.93
<b>TOTALS AND AVERAGES</b>		<b>2,078,991</b>	<b>\$0.00440</b>	<b>\$9,149.41</b>	<b>\$0.00441</b>	<b>\$9,174.70</b>

# SERVICE & SUPPLY USAGE PROFILE BY VENDOR - COLOR

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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. **FY21 increase is 2.6%.**

Vendor	Equipment Type	FY20 Color Volume	FY20 Color Cost/Copy	FY20 Color S & S Costs	FY21 Color Cost/Copy	FY21 Projected Color S & S Costs
Budget Document Technologies	Color Photocopier	186,567	\$0.04190	\$7,817.16	\$0.04203	\$7,841.41
<b>TOTALS AND AVERAGES</b>		<b>186,567</b>	<b>\$0.04190</b>	<b>\$7,817.16</b>	<b>\$0.04203</b>	<b>\$7,841.41</b>

**LEASED/OWNED EQUIPMENT DETAILS**

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

**Lease Company**

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**Term** 5 Annual

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**Annual Payment usually due on 8/1**

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**Lease Start Date** 07/02/2017

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**Lease End Date** 08/01/2021

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**Remaining Payments** 1

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

## LEASED EQUIPMENT

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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	Main Office	Konica Minolta BHC558	A79K011007019
Belmont High School	Teachers' Room	Konica Minolta BH808	A8KN011003635
Belmont High School	Library - not in use	Konica Minolta BH558	A9HG011002436
Belmont High School	Guidance	Konica Minolta BH458	A9HH011004114
Belmont Middle School	Main Office	Konica Minolta BHC654	A2X0017008482
Belmont Middle School	Teachers' Room	Konica Minolta BH808	A8KN011003657
Belmont Middle School	Guidance	Konica Minolta BH458	A9HH011004104
Canterbury Elementary School	Main Office	Konica Minolta BHC458	A79M011008604

## OWNED EQUIPMENT

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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	Main Office	Konica Minolta BHC558	A79K011007019
Belmont High School	Teachers' Room	Konica Minolta BH808	A8KN011003635
Belmont High School	Library - not in use	Konica Minolta BH558	A9HG011002436
Belmont High School	Guidance	Konica Minolta BH458	A9HH011004114
Belmont Middle School	Main Office	Konica Minolta BHC654	A2X0017008482
Belmont Middle School	Teachers' Room	Konica Minolta BH808	A8KN011003657
Belmont Middle School	Guidance	Konica Minolta BH458	A9HH011004104
Canterbury Elementary School	Main Office	Konica Minolta BHC458	A79M011008604
Belmont High School	Media Center	Konica MinoltaBH654	A5YN011000324
Belmont Middle School	Learning Center	Konica MinoltaBH654	A5YN011000559
Canterbury Elementary School	Upstairs Learning Center	Konica MinoltaBH654	A5YN011000808
Canterbury Elementary School	Library	Konica MinoltaBH454	A61E011004409
Canterbury Elementary School	Downstairs	Konica MinoltaBH454	A61E011004550
SAU 80 District Office	Front Office Color	Konica MinoltaBHC364	A161011007732
SAU 80 District Office	Foyer	Konica MinoltaBH454	A61E011000479
SAU 80 District Office	Business Office	Konica MinoltaBH808	A8KN011003662

**STARDoc USER NAMES**

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Name	User Name
Debbie Thompson	dthompson@sau80.org
Jason Hills	jhills@sau80.org

## BENEFITS OF PARTNERING WITH SPC

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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: 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 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 more than \$10 million over five years!

## SPC VALUES ITS VENDORS

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### 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 & contracts

### Vendor Ongoing Support

- Yearly meter reads
- Simplified Billing: SPC manages billing and payment directly with 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 Photocopiers and Printers**  
**Our relationship with our vendors has never been stronger!**

## NEW VENDOR CATEGORIES

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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

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