



Office of Purchasing
10910 Clarksville Pike
Ellicott City, Maryland 21042-6198
(410) 313-4584, fax (410) 313-6789

**Request for Proposal No. 034.19.B5
For
Multi-Functional Device and Digital Duplicator
Maintenance and Repair Services**

Issue Date	November 2, 2018
Bid Due Date	November 16, 2018, 2:00 PM
Anticipated Board Approval	December 18, 2018

Introduction and Background

The Howard County Public School System (HCPSS) has issued this Request for Proposals (RFP) to solicit submittals from qualified firms to provide maintenance and repair services for its fleet of Multi-Functional Devices (MFDs) and Digital Duplicators (Duplicators).

Howard County, Maryland is a suburban community of over 317,233 situated midway along the Baltimore- Washington corridor. It is a county of contrasts - a blend of old and new, urban and rural, historical and progressive. The county's borders encompass Ellicott City, one of the country's oldest towns, and Columbia, a planned community conceived and designed 50 years ago by The Rouse Company. A great community deserves great schools, and HCPSS is a recognized source of local pride. HCPSS is a school system of 76 schools, elementary, middle, high, and special schools. The school system consistently ranks among Maryland's top school districts based on student performance on the Maryland School Assessments. Howard County students score above the national averages on standardized tests and over 85% of graduates continue their education beyond high school. Respondents to this solicitation are encouraged to review additional information about the school system at <http://www.hcpss.org/about-us/>.

HCPSS School System Tax Identification.

Federal Tax Id: 52-6000968
Maryland Sales Tax: 30001219
Federal Excise Tax: 52-73-0257k

Human Resources - HCPSS employs approximately 8,000 full- and part-time regular employees in addition to a large number of temporary and seasonal employees. Approximately 400-500 employees (full-time and regular part-time) are hired each year with an average of 3,000 applications received. The Office of Human Resources is responsible for the recruitment and hiring of all staff in collaboration with other HCPSS offices.

Respondents to this solicitation are encouraged to review the data contained in HCPSS's website for a better understanding of HCPSS, its organization and management, and the services it provides. The website is <http://www.hcpss.org>.

SECTION I. SOLICITATION INSTRUCTIONS

1. Issuing Office. The Issuing Office shall be the sole point of contact within HCPSS for purposes of the preparation and submittal of proposals in response to this solicitation.

Ted Ludicke
Purchasing Office
Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
Phone: (410) 313-5644
Fax: (410) 313-6789
Email: ted_Ludicke@hcpss.org
<http://www.hcpss.org/about-us/purchasing/>

2. Questions and Inquiries. All questions and inquiries regarding this procurement shall be directed to the individual(s) referenced within the Issuing Office above. Questions shall be submitted in writing via email to ted_Ludicke@hcpss.org. Inquiries will receive a written reply. Copies of replies will be sent to all other Offerors, but without identification of the inquirer. All such questions and inquiries shall be received by the date and time as listed on the Cover and the Solicitation Schedule of this RFP.
3. Pre-Proposal Conference. A Pre-Proposal Conference will not be held in conjunction with this RFP.
4. Bid Submittal Process
 - 1.1. Bids are to be provided to the Issuing Office in accordance with the Solicitation Schedule.
 - 1.2. Bids are to be submitted in a sealed packet on a USB Flash Drive in PDF format. Bid responses must be submitted to the Howard County Department of Education, Purchasing Office, 10910 Route 108, Ellicott City, Maryland 21042, no later than the time and date specified on the bid cover sheet.
 - 1.3. LATE BIDS CANNOT BE ACCEPTED.
5. Acceptance of Terms and Conditions. By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP, including all addenda, shall be incorporated into the Contract by reference.
6. Contractual Agreement and Term. Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of HCPSS, or such other date as HCPSS and the Contractor shall agree. The contract will terminate when HCPSS determines that the project is complete.
7. Withdrawal of Bids. Offers may be withdrawn by written, facsimile, or electronic notice if given prior to the RFP opening time and date. Verbal requests via phone are not acceptable. No offer shall be withdrawn after the scheduled closing time for opening bids.
8. Rejection or Acceptance of Proposals. HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS. Further, HCPSS reserves the right to make a whole award, multiple awards, a partial award, or no award at all. Offerors judged by the Purchasing Office not to be responsible or Offerors whose Proposals are classified as not reasonably susceptible to being selected for award shall be so notified. HCPSS reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services.

9. Right to Amend, Modify or Withdraw. HCPSS reserves the right, in their sole discretion, to amend, or modify any provisions of this solicitation, or to withdraw this solicitation at any time prior to the award of a Contract. The decision of HCPSS shall be administratively final in this regard. Modifications of Technical Proposal.

Offerors may not modify, supplement, cure, or change proposals in any way after the due date and time unless specifically requested by HCPSS.

10. RFP Response Materials. All written materials submitted in response to this RFP become the property of HCPSS and may be appended to any formal documentation that would further define or expand the contractual relationship between HCPSS and the Contractor(s).
11. Duration of Offers. Proposals shall remain irrevocable for 120 days following the closing date of the Proposal due date. This period may be extended by mutual agreement between the Offeror and HCPSS.
12. Incurred Expenses. HCPSS is not responsible for any expenses that Offerors may incur in preparing and submitting Proposals or in making oral presentations of their Proposals, if required.
13. Confidentiality. Offerors should give specific attention to the identification of those portions of the Proposal that the Offeror deems to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by HCPSS under the Freedom of Information Act (FOIA). Offerors are advised that, upon request for this information from a third party, the Purchasing Office is required to make an independent determination as to whether the information may or may not be disclosed to the requesting party. That decision will take into consideration the Offeror's position regarding its Proposal. A blanket statement by an Offeror that its entire Proposal is confidential or proprietary will not be considered.
14. Multiple Proposals. Contractors may not submit more than one Proposal.
15. Alternate Solution Proposals. Contractors may not submit an alternate to the Solution in this RFP.
16. Forms. This solicitation is designed for the Offeror to fill in responses where indicated. This entire solicitation document, along with any attachments indicated with the responses filled in, is to be submitted as the main part of the Offeror's proposal. The Offeror may adjust forms and insert space as needed for responses; however, the Offeror shall not alter any language provided by HCPSS in this solicitation; any such alterations will not be honored, and the Offeror will be bound by the language in the solicitation as published. Any changes to the solicitation language shall be explicitly requested.
17. Addenda Acknowledgment. Offerors shall acknowledge in writing the receipt of any and all addenda, amendments, and/or changes issued. Such acknowledgement shall be included in the Technical Proposal. It is the Offeror's sole responsibility to monitor the Purchasing web site prior to submitting their RFP for any addenda, amendments, and/or changes issued.
18. Signature. The enclosed form titled "SIGNATURE SHEET" shall be completed and submitted with Offeror's proposal. The Signature Sheet shall be signed by the person or persons legally authorized to sign contracts on behalf of the offering company. Electronic signatures, or copies of signatures sent via electronic means, are the equivalent of handwritten signatures.
19. Resolution of Disputes. Bid rejection for non-responsiveness and/or non-responsibility shall be made based on criteria established in the solicitation documents.

19.1. Protests shall be filed in writing to the Purchasing Office prior to contract award by the Board of Education. Protests shall include the basis for the protest or appeal, complete in all respects, with

relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.

19.2. Protests shall be addressed to Howard County Department of Education, 10910 Route 108, Ellicott City, MD 21042, Attn: Doug Pindell, Purchasing Officer, labeled "Protest". The written protest shall include as a minimum the following:

- 19.2.1. Name and address of the protester
- 19.2.2. Appropriate identification of the bid
- 19.2.3. Supporting exhibits, evidence, and/or documents to substantiate any claims.
- 19.2.4. Suggested remedy(ies)

SECTION 2. TERMS AND CONDITIONS

1. Contractor's/Offeror's Responsibility. Offerors are advised to read the requirements very carefully to ensure that each requirement is understood. If in doubt, develop and submit applicable questions in writing to the contact at the Issuing Office. An Offeror's misinterpretation of requirements shall not relieve the Offeror of the responsibility to address accurately the requirements of the RFP or to perform the Contract, if awarded. HCPSS will enter into a contractual agreement with the selected Contractor(s) only. The selected Contractor(s) shall be solely responsible for all services as required by this RFP. Subcontractors, if any, will be the responsibility of the Contractor(s) and the role of subcontractors shall be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the Contractor(s) of liability under a Contract.
2. Contractor Responsibilities and Use of Subcontractors. HCPSS shall enter into contractual agreement with the selected Contractor(s) only. The Contractor(s) shall be responsible for all products and/or services required by this RFP. HCPSS will consider Proposals that reflect primary and secondary service providers or a prime/subcontractor relationship. There should be proof of ability of the primary to manage a subcontractor and successfully coordinate the delivery of quality service and support in a timely manner. Subcontractors, if any, shall be identified and a complete description of their role relative to the proposal shall be included. HCPSS's intent is not to direct the use of any particular subcontractor, however, the Contractor may not contract with any such proposed person or entity to whom HCPSS has a reasonable objection. Notification of such objection will be made by HCPSS within fifteen (15) days of Contract. The Contractor shall be fully responsible for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them. The use of subcontractors does not relieve the Contractor of liability.
3. Non-Discrimination in Employment. The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.
4. Behavior of Contractor Employees/Subcontractors. HCPSS is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by HCPSS, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the HCPSS. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of HCPSS, whether owned, operated, maintained or leased by the HCPSS, is improper and unwelcome. Contractor will also insure that all technicians who work with HCPSS users exhibit a high degree of professionalism in their dealings with those users. The Contractor's employees and subcontractors shall be subject to and comply with all applicable HCPSS rules, regulations and policies which shall include those regulations relating to safety, security and campus parking. If deemed necessary, HCPSS reserves the right to demand the removal of any of the Contractor's employees/subcontractors from duty on its premises as a result of their violation of the standards set

forth herein.

5. Tobacco Free and Alcohol/Drug Free Environment. HCPSS maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and grounds at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.
6. Criminal History Background Checks. All employees, agents, or representatives of the awarded contractor who will be performing work on any phase of the contract arising out of this Bid may be subject to a criminal history background check by the school system. Such persons, if requested by the school system, shall provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the contractor be barred from school system property.
7. Child Sex Offender Notification.
 - 7.1. Sex Offender Requirement: Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procedure Article, §11-704. One of the purposes of this law, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
 - 7.2. As a contractor working for HCPSS we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; See §11-722 Criminal Procedure Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.
 - 7.3. Each contractor shall screen their workforce to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "workforce" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.
 - 7.4. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.
 - 7.5. The Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that each employee complies with the requirements.

9. Occupied Buildings – Sign-in Procedures. Work under this contract and any resulting contract or sub-contract will take place while school facilities are occupied by staff and often also by students and visitors. Every precaution shall be exercised to protect people from injury and to minimize disruption of activity. As well, contract employees shall conduct themselves in a professional manner while on HCPSS's premises. Any employee found to disregard the nature of the school system's surroundings shall be removed from the premises and may be prohibited from further servicing the HCPSS contract.
10. Identification. All contractor personnel, working in or around buildings designated under this contract, shall have a valid driver's license or photo ID in their possession at all times. Contractors may be required to provide identification and sign-in and sign-out at the front office at each site on a daily basis during the course of each project or they may receive a HCPSS badge allowing them to access the job site without signing in and out.
11. Ethics Regulations.
 - 11.1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with HCPSS. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.
 - 11.2. Any resulting Contract is cancelable in the event of a violation of the HCPSS Ethics Regulation policy or the Maryland Public Ethics Law by a Contractor or any HCPSS employee in connection with this procurement.
12. Taxes. HCPSS is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes. Exemption Certificates shall be provided upon request. In the instance a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a Contract, the Contractor shall pay the Maryland Sales Tax and the exemption will not apply.
13. Multi-Agency Participation.
 - 13.1. Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the requirements incorporated in this contract will be supplied to requesting agencies.
 - 13.2. Each participating jurisdiction or agency shall enter into its own contract with the awarded Offeror(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes shall be resolved solely between the participating agency and the awarded Offeror(s).

SECTION 3. Special Terms and Conditions

1. Agreement. Contractor shall provide an Enterprise Print Management Solution (the Solution) to right-size, consolidate, standardize and optimize HCPSS' current printer/copier environment. The Solution shall address Multi-Functional Devices (MFDs) and Digital Duplicators (Duplicators) and minimally address new equipment recommendations capable of supporting needed volume; maintenance, repair, troubleshooting, and consumables for existing legacy and new equipment; fleet assessment, print usage, print policies, security enhancements, reporting and ongoing optimization services in accordance with the terms and conditions of this solicitation.
 - 1.1. The resulting Contract consists of multiple documents as follows in order of precedence:
 - The Contract Form
 - The Request for Proposal and all amendments to the solicitation
 - Contractor's Technical Proposal and Price Proposal as accepted by HCPSS
 - 1.2. All terms and conditions of HCPSS's solicitation, and any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term or condition of this Agreement. Proposals or suggestions of the Contractor for changes in the solicitation or the terms and conditions of the contract are not binding upon HCPSS and are not a part of this Agreement unless set forth in an amendment of the solicitation or in this Agreement and agreed to in writing by HCPSS.
2. Contract Period. The initial Contract term shall be for one (1) year from the date of contract execution. HCPSS may solely authorize three (4) additional one-year terms (a total of five one-year terms) pending successful performance and availability of funds.
3. Price Adjustments
 - 3.1. Annual price adjustments will be considered after the initial contract period. HCPSS will consider adjustments based on the following conditions:
 - 3.1.1. Labor rates based upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-U), Washington-Baltimore Region, as published by the Bureau of Labor Standards (increases above a 10% cap will not be considered). Adjustments will be calculated by comparing the current index with the previous index available when contract was established so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.
 - 3.1.2. In order to receive consideration for a price increase, the contractor shall submit to HCPSS a statement of any change in price to be applied.
 - 3.2. Price increase requests will not be considered if not accompanied with the proper information.
 - 3.3. Product changes may be considered. Pricing for the changes shall be at the same mark up as originally bid. The awarded vendor shall offer current pricing or be able to demonstrate the percentage markup. HCPSS shall be the sole determinant in accepting product or pricing changes.
4. HCPSS Project Coordinator. HCPSS will designate a staff member to act as coordinator ("Project Coordinator") between HCPSS and the Contractor. Throughout the period of the Project, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Coordinator and also to any other HCPSS personnel designated by the Project Coordinator. Direct contact or communication by the Contractor with other HCPSS offices or any other entity concerning the Project shall be made only with the prior knowledge and concurrence of the Project Coordinator.
5. Professional Services.
 - 5.1. The professional services team for the Solution shall be the same team identified in the

Contractor's submittal responding to HCPSS's solicitation unless (a) a change is requested by the Contractor and approved in writing by the Project Coordinator; or (b) a change is requested in writing by the Project Coordinator for good cause, in which case the Contractor shall make an appropriate substitution, subject to HCPSS's approval, and notify HCPSS in writing. Major changes in the Contractor's organization or personnel (other than the Contractor's Team) shall be reported to HCPSS in writing as they occur.

6. The Contractor shall perform the Project as described in accordance with a schedule agreed upon in writing by the parties. The Contractor shall perform the Project as expeditiously as is consistent with good professional skill and care and the orderly progress of the Project.

7. Billing and Payment.

7.1. The contractor shall submit invoices to the attention of the selected Project Coordinator, Howard County Department of Education, 10910 Rt. 108, Ellicott City, MD 21042.

6.1.1. Invoices shall contain the following information:

- Purchase Order Number
- Location where work performed
- Description of work along with quantities
- Start date and completion date
- Total due

7.2. All fees are exclusive of applicable federal, state, local, and foreign sales, use, excise, utility, gross receipts, value added and other taxes, tax-like charges and tax-related surcharges. HCPSS is generally exempt from such taxes, and Contractor agrees not to charge HCPSS for such taxes in accordance with applicable law. HCPSS will provide exemption certificates upon request.

7.3. The HCPSS provides payments on a net 30-day basis for HCPSS approved invoices.

8. Evaluation and Acceptance Procedure.

8.1. Upon completion and delivery of each deliverable by Contractor, HCPSS will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments will be based on the completion/delivery of a deliverable by Contractor and acceptance by HCPSS of each deliverable. Contractor will demonstrate to HCPSS that the deliverable has been completed or has occurred and will provide HCPSS with written notice of the same.

8.2. Within the time period specified in the Contract including any Contract Amendments, or if not specified, then within thirty (30) business days of receipt by HCPSS of a scheduled deliverable from Contractor, HCPSS shall determine whether such deliverable Materially Conforms to the specifications defined in the Contract. As used herein, the term "Materially Conforms" means that the deliverable is ready to be used in production and meets or exceeds its intended functionality and performance. If the deliverable Materially Conforms to the specifications, then HCPSS will provide written confirmation Contractor that the deliverable is accepted.

8.3. If the deliverable does not Materially Conform, HCPSS shall immediately return notify the Contractor with a written list of deficiencies. Contractor, at no additional cost to HCPSS, shall thereafter make all appropriate and necessary fixes to the deliverable and notify HCPSS in writing of corrections made no later than a date mutually agreed to by both parties. If no date is given, then within ten (10) business days. If the deliverable again fails to Materially Conform, then this same process will be repeated one more time. If the deliverable fails to Materially Conform to the specifications after delivery for the second time then HCPSS may, at its sole discretion, (a) further extend the timeframe for cure and (b) extend the warranty period, if

applicable, or (c) begin contract termination process as defined in this document. If HCPSS does not elect to terminate this Contract after the second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the parties may agree.

9. Confidential Information.

9.1. Contractor acknowledges and understands that HCPSS is required to protect certain Confidential Information from disclosure under applicable law, including but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), the Gramm Leach Bliley Act ("GLBA"), or the Maryland Public Information Act ("PIA"), including regulations promulgated there under, as the laws and regulations may be amended from time to time (collectively the "Privacy Laws").

The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by HCPSS's employees. The Contractor agrees that it shall be obligated to protect the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as HCPSS would be obligated if the Confidential Information was in the possession or control of HCPSS. The Contractor further agrees that it is subject to the requirements governing the use and re-disclosure of personally identifiable information from education records as provided in FERPA.

9.2. Contractor's obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

9.3. Contractor acknowledges that Contractor's failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause HCPSS grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Section shall be a material breach of this Contract.

9.4. Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor's possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

Public Information Office
The Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042

10. Relationship of The Parties. It is understood and agreed that Contractor is an independent contractor of HCPSS, and not an employee. Except as set forth in this Contract, the HCPSS will not withhold income taxes, social security or any other sums from the payments made Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of HCPSS, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.

11. Insurance. Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of Services under this Contract, as further set forth in Insurance Requirements (Attachment A), or as set forth in Contractor's proposal should the coverage and limits therein exceed the required minimum levels. Contractor shall provide to the Purchasing Office a certificate of insurance including evidence of the required limits at the execution hereof, and annually thereafter.

12. Indemnification. The Awarded Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractors acts, negligence,

willfulness or failure to perform any of its obligations under this agreement. Furthermore, any acts on the part of any agent, director, partner, servant or employee of the Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless HCPSS and its Board of Trustees, Employees, Agents and Students from any claim, damage, liability, expense, and/or loss, including defense costs and attorney fees, arising directly or indirectly out of the Contractor's performance under this agreement. The indemnification obligation of the successful Contractor shall include but shall not be limited to injuries to individuals and property of individuals who are not parties to the contract. In addition, the indemnification obligation of the successful Contractor shall cover the acts or omissions of any subcontractors hired by the successful Contractor. Furthermore, the indemnification obligation of the successful Contractor shall survive termination of the contract for any reason. Neither party shall be liable to the other for indirect, consequential, incidental, punitive, exemplary, or special damages, or losses, including without limitation lost profits and opportunity costs.

13. Termination for Default. If the Contractor fails to fulfill its obligation under this Contract properly and on time, or otherwise violates any provision of the Contract, HCPSS may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. HCPSS will provide Contractor a reasonable opportunity, not to exceed 10 business days, to cure the act or omission, provided such opportunity to cure does not extend the deadline for any deliverables and does not cause HCPSS further damage. All finished or unfinished work provided by the Contractor, to which HCPSS is entitled pursuant to this Contract shall become HCPSS's property. HCPSS shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and HCPSS can affirmatively collect damages.
14. Termination for Convenience. The performance of work under this Contract may be terminated by HCPSS in accordance with this clause in whole, or from time to time in part, whenever HCPSS shall determine that such termination is in the best interest of HCPSS. HCPSS will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.
15. Delays and Extension of Time. The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State or HCPSS, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.
16. Suspension of Work. The Purchasing Office unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Purchasing Office may determine to be appropriate for the convenience of HCPSS.
17. Subcontracting and Assignment.
 - 17.1. The Contractor may not subcontract any portion of the Services provided under this Contract without obtaining the prior written approval of HCPSS nor may the Contractor assign this Contract or any of its rights or obligations hereunder, without the prior written approval of HCPSS. HCPSS shall not be responsible for the fulfillment of the Contractor's obligations to

subcontractors. Any such subcontract shall be subject to any terms and conditions that HCPSS deems necessary to protect its interests. Contractor shall remain responsible for performance of all Services under this Contract and shall be subject to liability to HCPSS for acts and omissions of subcontractors.

17.2. Neither party may assign this Contract without the prior written consent of the other party, which consent shall not be unreasonably withheld, except that Contractor may assign this Contract to any parent, subsidiary, affiliate or purchaser of all or substantially all its assets with notice to HCPSS. Contractor may designate a third party to receive payment without HCPSS's prior written consent unless in conflict with Maryland or federal law, but shall provide HCPSS with notification thereof.

18. Contract Integration and Modification. This Contract and the documents incorporated herein form the entire agreement of the parties with respect to the subject matter of this procurement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Contract may be amended with the written consent of both parties. Amendments may not significantly change the scope of the Contract.
19. No Third-Party Beneficiaries. This Agreement is only for the benefit of the undersigned parties and their permitted successors and assigns. No one shall be deemed to be a third-party beneficiary of this Agreement.
20. Notices. Notices under this Contract will be written and will be considered effective upon personal delivery to the person addressed.
21. Retention of Records. Contractor shall retain and maintain all records and documents relating to this Contract for three years after final payment and will make them available for inspection and audit by authorized representatives of HCPSS, including the Purchasing Office or designee, at all reasonable times.
22. Contingent Fee Prohibition. The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Contract.
23. Compliance with Laws. The Contractor hereby represents and warrants that:
- 23.1. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
 - 23.2. It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
 - 23.3. It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.
24. Multi-Year Contracts Contingent Upon Appropriations. If HCPSS fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either HCPSS's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and HCPSS from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the Contract. HCPSS shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation

of this Contract for each succeeding fiscal period beyond the first.

25. Network/Data Security. HCPSS is required to assess risks, ensure data integrity, and determine the level of accessibility that shall be maintained when applicable.

25.1. Specific activities include, but are not limited to:

24.1.1. Identification of security, privacy, legal, and other organizational requirements for recovery of institutional resources such as data, software, hardware, configurations, and licenses at the termination of the contract.

24.1.2. Assessment of the contractor's security and privacy controls.

24.1.3. Including HCPSS's security and privacy requirements in the agreement

24.1.4. Periodic reassessment of contractor services provisioned to ensure all contract obligations are being met and to manage and mitigate risk.

25.2. The Contractor is the owner or authorized user of the Contractor's software and all of its components, and Contractor software and all of its components, to the best of Contractor's knowledge, do not violate any patent, trademark, trade secret, copyright or any other right of ownership of any third party.

25.3. Contractor shall (i) establish and maintain industry standard technical and organizational measures to help to protect against accidental damage to, or destruction, loss, or alteration of the materials; (ii) establish and maintain industry standard technical and organizational measures to help to protect against unauthorized access to the Services and materials; and (iii) establish and maintain network and internet security procedures, protocols, security gateways and firewalls with respect to the Services. Contractor software and its components are equipped and/or designed with systems intended to prevent industry known system attacks (e.g., hacker and virus attacks) and unauthorized access to confidential information.

25.4. Report any confirmed or suspected breach of data to HCPSS within one hour of discovery or detection. Any confirmed or suspected computer security incidents not resulting in breach of HCPSS data shall be reported to HCPSS within 12 hours of discovery or detection.

25.5. Follow strong identity management characteristics and practices, requiring users to adhere to organizational usage, construction, and change requirements.

25.6. Configure and maintain network to be suitably hardened against security threats and ensure adequate performance.

25.7. On an annual basis, Contractor shall provide Service Organization Control (SOC) 2, Type 2 reports or equivalent, for all services and facilities from which the services are provided. It is the Contractor's responsibility that such Reports are provided under the terms and conditions of this Contract without HCPSS being required to agree to additional terms and conditions that may be applied by a third party. If a Report states that a facility has failed to materially satisfy one or more control objectives, Contractor will, as HCPSS's sole remedy, use commercially reasonable efforts to cause the facility to materially satisfy all control objectives. If, despite Contractor's efforts, the facility cannot materially satisfy all relevant control objectives, Contractor will mitigate the issue in a commercially reasonable manner which may include the migration to an alternate facility which materially satisfies all control objectives. Failure to do so may be considered a material breach of this Agreement in the sole and reasonable discretion of HCPSS.

- 25.8. HCPSS or an appointed audit firm (Auditors) has the right to audit Contractor and its sub-vendors or affiliates that provide a service for the processing, transport or storage of HCPSS data. Audits will be at HCPSS's sole expense which includes operational charges by Contractor, except where the audit reveals material noncompliance with contract specifications, in which case the cost, inclusive of operational charges by Contractor, will be borne by the Contractor. In lieu of HCPSS or its appointed audit firm performing their own audit, if Contractor has an external audit firm that performs a review, HCPSS has the right to review the controls tested as well as the results and has the right to request additional controls to be added to the certified report for testing the controls that have an impact on its data.
26. HCPSS Working Hours. Work performed inside HCPSS facilities shall be performed during HCPSS working hours (see HCPSS School Calendar at <http://www.hcpss.org/calendar>).

SECTION 4. Scope of Work

1. Purpose. HCPSS's Information Technology Department is issuing this RFP to obtain **Multi-Functional Device and Digital Duplicator Maintenance and Repair Services** for HCPSS's current MFD and duplicator environment. Service and maintenance schedules and fees outside of warranty service and maintenance are requested.
2. Contractor Services, Duties and Responsibilities. Multi-Functional Device and Digital Duplicator Maintenance and Repair Services (Services) will include maintenance and service for HCPSS owned Ricoh duplicators, Konica Minolta MFDs, and Toshiba. Responding Offerors must have the capability and be certified to maintain and support all of these devices Offerors shall demonstrate the capacity to provide the services identified in this RFP.
3. Current Inventory. HCPSS's MFD and duplicator inventory is as follows:

Device Manufacturer and Model	Current Quantity	Type
Ricoh DX3343	Seventy-five (75)	Non-networked Duplicator
Konica Minolta bizhub 654e	Ninety-eight (98)	Networked MFD
Konica Minolta bizhub C258	Two (2)	Networked MFD
Konica Minolta bizhub 308e	Three (3)	Networked MFD
Konica Minolta bizhub 658e	One (1)	Networked MFD
Toshiba e-studio 256	Eighty-four (84)	Standalone Networked MFD
Toshiba e-studio 356	Fourteen (14)	Standalone Networked MFD
Toshiba e-studio 456	Thirty-four (34)	Standalone Networked MFD

- 3.1. See Attachments H through K for list of existing devices, corresponding serial numbers, and usage data.
4. Current Print Management Software. HCPSS presently utilizes Equitrac print management software for its Konica Minolta devices[SD1].
5. End-of-Life Determination. In early 2019 HCPSS intends to implement an Enterprise Print Management Solution where existing devices will be replaced through a phased approach. For purposes of this RFP, once the Enterprise Print Management Solution is implemented, End-of-Life is defined as a device that is no longer capable of operating without monthly repairs that exceed more than half the cost of the device, not to include normal consumables such as toner. Continued maintenance and support for each device is at HCPSS's sole option. Once a device is replaced with a new device, the Contractor will not be required to maintain new devices within their warranty period.

After consultation with Contractor, HCPSS has the sole right to determine if and when a device is deemed End-of-Life and thus replaced. Prior to entering into an agreement for the forthcoming Enterprise Print Management Solution, HCPSS will procure a replacement device through HCPSS standard procurement practices.

6. Maintenance. Services shall include regular maintenance of all Multi-Function Devices and digital duplicators included in the HCPSS Current Inventory. Maintenance for other print/copier devices may be considered at HCPSS's option.

Maintenance services shall include, but are not limited to, consumables, parts, and labor listed below.

- 6.1. Consumables
 - 6.1.1. Toner (must be Original Equipment Manufacturer)
 - 6.1.2. Staples
 - 6.1.3. Drums

- 6.1.4. Maintenance Kits
- 6.1.5. Other consumable parts

6.2. Parts

- 6.2.1. Fuser units
- 6.2.2. Transfer kits
- 6.2.3. Waste toner bottles
- 6.2.4. Rollers
- 6.2.5. Paper guides
- 6.2.6. Other miscellaneous parts

6.3. Labor

- 6.3.1. Delivery of consumables and parts
- 6.3.2. Installation of consumables and parts
- 6.3.3. Disposal of consumables and parts

6.4. Consumable and Parts must be delivered within stated SLAs and must be Original Equipment Manufacturer. Contractor shall assume ownership of consumable inventory and will be responsible to maintain adequate inventory levels.

7. Repair Service. Contractor shall provide repair service for of all Multi-Function Devices and digital duplicators included in the HCPSS Current Inventory. Repair service for other print/copier devices may be considered at HCPSS's option. Repair service shall include, but be limited to:

7.1. Break/Fix Service - Contractor shall dispatch certified service technicians based on stated SLA during HCPSS Working Hours (see HCPSS School Calendar at <http://www.hcpss.org/calendar>).

7.2. Phone and Email Support – Contractor shall provide unlimited phone and email support during regular business hours from Monday – Friday 7:00am -5:00pm EST excluding holidays (see HCPSS School Calendar at <http://www.hcpss.org/calendar>).

7.3. Web Based Tracking Portal - HCPSS desires to initiate service requests to the Contractor via a web based portal for repairs, additions, changes, moves, removals and for incident tracking and reporting.

7.3.1. Offeror shall offer a web-based portal solution to track repairs, consumption, and detailed billing by device and by location. Web Based Tracking Portal shall include, but is not limited to, the following features:

- 7.3.1.1. Number of audited devices by month, week, and day
- 7.3.1.2. Managed vs non-managed devices on network
- 7.3.1.3. Networked vs Local devices
- 7.3.1.4. Manufacturer
- 7.3.1.5. Model
- 7.3.1.6. Serial number
- 7.3.1.7. IP Address
- 7.3.1.8. Mac Address
- 7.3.1.9. Location of device (provided by HCPSS)
- 7.3.1.10. Liaison for each device (provided by HCPSS)
- 7.3.1.11. Standard and customizable reporting capabilities

8. Quality Certifications.

8.1. The Contractor shall:

- 8.1.1. be authorized to maintain, service and repair equipment identified in HCPSS's Current Inventory.

- 8.1.2. Maintain an established, fully staffed established Service Center within 50 miles of Howard County Maryland
 - 8.1.3. minimally have 5 years of experience regularly performing the services indicated in this RFP
 - 8.1.4. have the ability, capacity, reliability, financial stability, and other factors necessary to successfully perform services indicated in this RFP
- 8.2. Offerors shall submit above identified Quality Certifications including manufacturer certification stating that the Offeror is an authorized service agent of Ricoh, Konica Minolta and Toshiba devices and is duly authorized to service and maintain the equipment.
9. OEM Parts and Warranty. The Contractor shall be a certified reseller of genuine OEM parts and have the ability to add, remove, and change hardware associated with proposed manufacturer devices. Genuine manufacturer parts shall maintain all warranties.
10. Single Point of Contact (Project Manager). The Contractor shall provide the services of a single Point of Contact (POC). The POC duties and responsibilities and services shall include contract/account management, escalation assistance, and billing assistance.
11. Certified Technicians. The Contractor shall provide the services of a minimal of two Service Technicians. Each technician should have a minimum of four years of specialized experience in the repair, maintenance and support of MFD and duplicator equipment. Identify all certifications, training, training hours, and any curriculum taken. Advanced certification and extended working knowledge of Ricoh, Konica Minolta and Toshiba devices is preferable.
12. Print Management Application Support.
 - 12.1. Contractor shall have a solutions engineer on staff with the knowledge and credentials to view, download, install, and manage software/firmware and software/firmware updates for devices identified in this RFP.
 - 12.2. Contractor shall have a solutions engineer on staff with the knowledge and credentials to work with Nuance Equitrac enterprise print management software.
13. Coordination of Work Schedule: The Contractor shall coordinate the repair or replacement with a HCPSS designated contact(s). HCPSS will provide designated staff and device liaison contacts, addresses, and telephone number for each HCPSS location.
14. Customer Service and Service Levels Mandatory Requirements.
 - 14.1. Performance Categories. Performance will be based on acknowledgement time, response time and resolution time. Contractor shall use the following definitions as the core of their service level agreement (SLA) with HCPSS:
 - 14.1.1. Acknowledgment Time – Contractor shall acknowledge maintenance and service requests through email, phone or system used for tracking and managing incidents within 30 minutes.
 - 14.1.2. Response Time – Contractor shall arrive onsite and begin work on service request within 4 hours of acknowledgement, providing no extreme circumstances beyond control of the Contractor.
 - 14.1.3. Resolution Time – After a diagnosis is confirmed, Contractor shall provide onsite service to replace or repair malfunctioning device within four (4) hours of diagnosis, during HCPSS Working Hours, providing no extreme circumstances beyond control of the Contractor.
 - 14.2. Offerors shall describe their customer focused service philosophy and how the above defined HCPSS SLA will be met.

15. Notification of Completion of Service Request: Within one (1) business day of the completion of a service request, the Contractor must transmit to the HCPSS Project Manager, via email, a document detailing the HCPSS service request identification number, problem description, solution description, serial number of the malfunctioning server, completion date and time for the service request, and approval signature of the HCPSS office contact or server user verifying restoration of the device. If the document is not received, HCPSS shall assume the service request was not addressed within the expected time frame.
16. Notification of Replaced Equipment: If a device is replaced, or a loaner provided, by the Contractor, the Contractor must submit to the designated HCPSS staff via e-mail make, model and the serial numbers of both the original and replacement devices. There is no exclusion or exception to this requirement.
17. Failure to Meet Expected Service Level: In the event services are not performed in accordance with terms stated in this RFP on more than 10% of the total requests for any specific month, HCPSS may withhold 10% of the total invoice amount for that month. The withheld amount would be payable to the Contractor the next month in which the Contractor meets or exceeds the agreed service time frames.
18. Guarantee. Contractors shall minimally provide a 90-day warranty on all repairs upon completion of repair or replacement. Offerors shall identify all available warranties in response to this RFP.
19. Deliverables
 - 19.1. Contractor shall provide monthly reports via email to the HCPSS Project Coordinator. Reports shall minimally include:
 - 19.1.1. Number of service calls per device
 - 19.1.2. Mean time to resolution per device
 - 19.1.3. Consumable usage
 - 19.1.4. Part replacements and other repairs documented
 - 19.1.5. Itemized incidents with creation date, acknowledgement, response, and resolution times
20. Monthly Meeting. Contractor shall be available to meet with the HCPSS Project Coordinator monthly to review services provided by Contractor's technicians, review billing, and revise, formulate and confirm strategies for continued successful MFD and duplicator maintenance and repair.
21. Non-Performance of Personnel. HCPSS reserves the right to request that Contractor employees determined unqualified or unprofessional in performance of duties or in conduct be replaced. In the event that HCPSS is dissatisfied with Contractor employee abilities, expertise, or professionalism, the HCPSS Project Coordinator may request the employee be removed from HCPSS premises and be prohibited to continue working under any resulting contract.
22. Right to Replace or Reject Contractor Personnel. Contractor replacement personnel must have qualifications equal to or greater than that of the non-performing person initially proposed and evaluated and accepted in the agreement. Through the life of the contract term HCPSS reserves the right to review and approve/reject any replacement personnel.

SECTION 5. EVALUATION CRITERIA

1. Transmittal Letter. A transmittal letter prepared on the Offeror's business stationery shall accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Proposal. The letter shall be signed by an individual who is authorized to bind the firm to all statements, including services and financial commitments. Include the Offeror's official business address and state in which it is incorporated or organized. An appropriate contact name, title, phone number, and email address should also be provided for HCPSS's use during the procurement process.
2. Signing of Forms. A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there shall be attached a copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.
3. Technical Proposal. Offerors shall provide clear, concise, yet detailed responses to the technical criteria in the order provided below. Offerors shall demonstrate qualifications to perform the scope of work specifically for HCPSS. Offerors shall insert a page break for each section of the Proposal to separate responses to each of the technical criteria. Failure to include any of the items listed below may disqualify your firm's response. Offeror's Technical Proposal shall be submitted *separate* from the PRICE PROPOSAL and be clearly identified as TECHNICAL PROPOSAL.
 - 3.1. Project Objectives: Provide a comprehensive, detailed narrative describing how the Offeror plans to meet each of HCPSS' requirements in the order provided in Section 4, Scope of Work.
 - 3.2. Staffing Organization and Proposed Key Personnel Qualifications: Proposing firms are to provide a narrative as to how they plan to staff the contract, both on-site and remotely. Provide resumes, including education and employment history, as well as MFD and Digital Duplicator client experience in the role to be assigned to HCPSS for the following proposed Key Personnel:
 - 3.2.1. Project Manager. The Project Manager shall be HCPSS's single point of contact ("POC") for managing the contract through contract expiration or termination. It is expected that this person be available for on-site meetings, especially during the initial months of the engagement, and once the Contractor's staff is stabilized, thereafter, for periodic face-to-face and/or teleconference meetings for relationship check-ups. The POC shall be a full-time employee or agent for the Contractor. The POC shall be the lead person for engagement and will be responsible for managing all Contractor resources both on-site and remote.
 - 3.2.2. Certified Technicians. The Contractor shall provide the services of a minimal of two Service Technicians. Each technician should have a minimum of four years of specialized experience in the repair, maintenance and support of MFD and duplicator equipment. Identify all certifications, training, training hours, and any curriculum taken. Advanced certification and extended working knowledge of Ricoh, Konica Minolta and Toshiba devices is preferable.
- 3.3. Firm Experience / Firm Profile:
 - 3.3.1. The Contractor must demonstrate and certify that it possesses at a minimum five (5) years of experience providing MFD and Duplicator Maintenance and Repair Service to large enterprise environments similar to HCPSS in complexity and scale, which may include corporate, government, non-profit, or academic examples.
 - 3.3.2. Provide details on company history, number of employees, financial attestation, and annual sales volume for 2016 and 2017. Firms shall provide a statement or attestation of its financial condition to

confirm that it has adequate financial resources to support its Proposal response. Such statement and/or attestation may include: financial statements (unaudited) for the past three (3) years, audited financial statements for the past three (3) years, prospectus of publicly traded firms, letter signed by authorized company personnel attesting to its financial viability (preferably notarized statement), or any other documentation that the firm feels adequately attests to its financial resource viability. Such documentation is to be provided solely with the Technical Proposal as an appendix.

- 3.4. Implementation: Offerors may provide an alternative methodology(ies) for the Services. Include assumptions, HCPSS resources required, and any other relevant information.
- 3.5. Unique Qualifications. Provide a narrative to elaborate on any special/unique qualifications, expertise, and/or experiences of the Offeror and/or any member of its team, which make it uniquely capable to provide a solution to HCPSS.
- 3.6. Company Profile/Demonstration of Prior Work. The Offeror shall demonstrate and certify that it possesses at a minimum five (5) years of experience providing product and services as described in this document to institutions similar to HCPSS in scale. This includes providing details on company history, number of employees, and number of similar server repair contracts.
- 3.7. References: The Offeror must provide references for a minimum of three contracts of similar size and scope. References shall include contact person's name and telephone number, dates of services, types of personnel supplied, and descriptions of services performed. Work performed for K-12 education institutions should be included.
- 3.8. Signature. Complete and sign the RFP Signature Sheet (Attachment A)
- 3.9. Acknowledge compliance with HCPSS Insurance Requirements (Attachment B).
- 3.10. Acknowledge compliance with HCPSS Client Sharing Agreement (Attachment C).
- 3.11. Acknowledge receipt of Addenda Form: If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form (Attachment D) shall be completed, signed, and included in the Offeror's Proposal.
- 3.12. Proposal Affidavit: Complete and sign the Proposal Affidavit (Attachment E) and enclose with the Technical Proposal.
- 3.13. Acknowledge Review of Contract: The HCPSS Contract for this procurement will contain the provisions in Attachment L as well as any additional terms required by HCPSS. By submitting a Proposal, the Offeror warrants that they have reviewed Attachment G, Agreement for Professional Services, and will execute a contract with these terms and conditions after award by the Board of Education. For accounting purposes only HCPSS will issue a purchase order to the awarded firm.

SECTION 6. EVALUATION PROCESS

1. Evaluation

- 1.1. Following evaluation of the Proposals the Evaluation Committee will make an initial overall ranking of the Proposals and recommend to the Purchasing Office the award of the contract(s) to the Offeror whose Proposal(s) is (are) determined to be the most advantageous to HCPSS. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in HCPSS's best interest and when permitted by law. The decision of the award(s) of the Contract will be made at the discretion of the Purchasing Office and will depend on the facts and circumstances of the procurement.
- 1.2. Following the Purchasing Office's qualifying review and approval. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Proposals represent.

2. Shortlisting: A shortlist may be developed based on the Evaluation results. All Offerors will be notified of the results as they pertain to their respective Proposal. Shortlisted Offerors may also be required to provide a product trial.

3. Oral Presentations/Discussion Sessions.

- 3.1. Purpose: Based on the Evaluation Committee's initial Evaluation, HCPSS may invite, without cost to itself, the shortlisted Offerors to an oral presentation/discussion session ("Discussion Session"). The purposes of the Discussion Session are as follows:

- 3.1.1. To provide the Offeror the opportunity to demonstrate its experience.
- 3.1.2. To discuss/clarify any and all aspects of the Technical Proposal, in particular approach/methodologies, implementation process, cost model options, schedule, staffing of the contract, and ongoing support of the Solution and other applicable professional services;
- 3.1.3. To allow HCPSS to meet the Offeror's key personnel and for these personnel to convey directly their experience and expertise in the proposed product and its implementation; and,
- 3.1.4. To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.

- 3.2. Format: The Discussion Session will be informal, as HCPSS is not interested in a sales presentation by executives and business development staff; rather, HCPSS is requesting an interactive discussion with each of the shortlisted Offerors. It is important that those key personnel who are proposed to be assigned to HCPSS fully participate in the presentation and discussion. Ample time will be available for the HCPSS and the Offeror to ask questions and discuss issues and concerns related to the Solution, the scope of the services, and the Offeror's capabilities and qualifications. We anticipate that the Discussion Session will be approximately 90 to 120 minutes in length.

Following the Discussion Session, additional follow-up and/or clarification documentation may be requested of each Offeror.

- 3.3. Date: The times and dates for the Discussion Session(s) will be set upon completion of the Initial Evaluation. Offerors are advised to set these dates aside in their entirety on the calendars of key personnel identified in their offer.

SECTION 7. PRICE PROPOSAL

1. Price Proposal. Offeror shall respond with pricing for proposed Services to meet the requirements identified in this RFP and those proposed in its Technical Proposal. HCPSS requests that Offerors provide the following:
 - 1.1. Offeror shall respond with **all** charges that represent the basis for MFD and Digital Duplicator Maintenance and Repair Services for HCPSS identified in this RFP.
 - 1.2. Alternate #1: Offeror shall include any pricing options relative to SLA response time and escalation requirements not identified in this RFP.
 - 1.3. Alternate #2: Offeror shall include any value-added services along with corresponding pricing if relevant.

Prices offered shall be inclusive of all overhead, profit, travel, accommodations, administrative fees, and direct and indirect costs. HCPSS will not recognize or accept any separate or additional charges or fees to perform the services identified in this RFP.

Offeror's Price Proposal shall be submitted separate from the Technical Proposal and clearly identified as PRICE PROPOSAL.

2. Best and Final Offers. Best and Final Offers, as determined by the Purchasing Office, may be requested at this time.
3. Negotiations: HCPSS may select for award one (1) or more Offeror(s) to negotiate the terms and conditions of the Contract. HCPSS reserves the right to make an award with or without negotiation.
4. Basis for Award: Technical merit may have a greater weight than cost in the final ranking. Award(s) may be made to the Offeror(s) with a higher technical ranking even if its Price Proposal is not the lowest. The Purchasing Office retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Offeror(s) that would best meet the needs of HCPSS as set forth in the RFP.

Attachments and Forms (Check List)

		Offeror Recognizes/ Acknowledges Acceptance	
Attachment A	Signature Sheet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment B	Insurance Requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment C	Client Data Agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment D	Acknowledgement of Receipt of Addenda Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment E	Bid/Proposal Affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment F	Agreement for Professional Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment H	Current Inventory MFDs and Digital Duplicators	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment I	Toshiba Meter Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment J	Konica Minolta Meter Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment K	Digital Duplicator Meter Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Attachment A

SIGNATURE SHEET

A. Offeror's Certification

I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.

I/we certify that this bid is made without having contacted any employee within HCPSS unless such contacts were previously authorized by the Purchasing Officer.

I/we certify that this bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other offeror, or to fix any overhead, profit or cost element of said bid price, or that of any offeror, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

I hereby certify that I am authorized to sign for the offeror.

B. Vendor/Contractor Disqualification -Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

(company name)

(street address)

(city, state and zip)

(company telephone number)

(name of person authorized to sign bid)

(title of authorized representative)

(signature of authorized representative) (Date)

(e-mail of authorized representative) (telephone number of representative)

ATTACHMENT B

INSURANCE REQUIREMENTS

1 - General Insurance Requirements:

1.1 - The Contractor shall not commence Work until he has obtained at his own expense all of the insurance as required hereunder and such insurance has been approved by the Board of Education of Howard County Maryland; nor shall the Contractor allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the Board of Education of Howard County Maryland of original, signed certificates of insurance or, alternately, at the Board of Education of Howard County Maryland's request, certified copies of the required insurance policies.

1.2 - The Contractor shall require all Subcontractors to maintain during the term of this agreement, commercial general liability insurance, business automobile liability insurance, and Workers' Compensation and employers' liability insurance, in the same manner as specified for the Contractor. The Contractor shall furnish Subcontractors' certificates of insurance to the Board of Education of Howard County Maryland immediately upon request.

1.3 - All insurance required hereunder shall include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until sixty (60) days prior written notice has been given to the Board of Education of Howard County Maryland."

The phrases "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

1.4 - No acceptance and/or approval of any insurance by the Board of Education of Howard County Maryland shall be construed as relieving or excusing the Contractor, or the Surety, or his bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents.

1.5 - The Board of Education of Howard County Maryland and its elected or appointed officials, agents and employees are to be named as an additional insured under all coverages except Workers compensation and business automobile liability, and the certificate of insurance, or the certified policy, if requested, shall so state this. Coverage afforded under this paragraph shall be primary as respects the Board of Education of Howard County Maryland, its agents and employees.

1.6 - The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the Work. The Contractor assumes all risk for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from the action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted Work, until final acceptance of the Work by the Board of Education of Howard County Maryland.

1.7 - Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the contract term, the Board of Education of Howard County Maryland shall have the absolute right to terminate the contract without any further obligation to the Contractor, and the Contractor shall be liable to the Board of Education of Howard County Maryland for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the contract at time of termination.

1.8 - Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the Board of Education of Howard County Maryland from supervising or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subcontractors and any persons employed by the Subcontractor.

1.9 - Nothing contained in the specifications shall be construed as creating any contractual relationship between any Subcontractor and the Board of Education of Howard County Maryland. The Contractor shall be fully responsible to the Board of Education of Howard County Maryland for the acts and omissions of the Subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

1.10 - Precaution shall be exercised by the Contractor at all times for the protection of persons, (including employees) and property. All existing structures, utilities, roads, services, trees and shrubbery shall be protected against damage or interruption of service at all times by the Contractor and its Subcontractors during the term of the contract, and the Contractor shall be held responsible for any damage to property occurring by reason of its operation on the property.

1.11 - If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the Board of Education of Howard County Maryland, may be considered. Written requests for consideration of alternate coverages shall be received by the Board of Education of Howard County Maryland at least ten Working days prior to the date set for receipt of bids or proposals. If the Board of Education of Howard County Maryland denies the request for alternate coverages, the specified coverages will be required to be submitted.

1.12 - All required insurance coverages shall be acquired from insurers allowed to do business in the State of Maryland and acceptable to the Board of Education of Howard County Maryland. The insurers shall also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports, unless the Board of Education of Howard County Maryland grants specific approval for an exception.

1.13 - The Board of Education of Howard County Maryland will consider any deductible amounts as part of its review of the financial stability the Contractor. Any deductibles shall be disclosed by the Contractor, and deductible amounts are the responsibility of the Contractor.

2 - Contractor's Liability Insurance - "Occurrence" Basis:

2.1 - The Contractor shall purchase the following insurance coverages:

2.1.1 - Commercial general liability with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 annual aggregate including all of the following:

- i. General aggregate limit is to apply per project;
- ii. Premises/operations;
- iii. Actions of independent Contractors;
- iv. Products/completed operations to be maintained for two years after completion of the Work;
- v. Contractual liability including protection for the Contractor from claims arising out of liability assumed under this contract;
- vi. Personal injury liability including coverage for offenses related to employment;
- vii. Explosion, collapse, or underground (XCU) hazards (confirmation of underground hazard coverage shall be confirmed by either certificate of insurance or in writing by Contractor's agent, broker or insurer);

2.1.2 - Business automobile liability including coverage for any owned, hired, or non-owned motor vehicles

and automobile contractual liability with a limit of \$1,000,000 per accident; uninsured motorist coverage at minimum statutory limits.

2.1.3 - Workers compensation with statutory benefits as required by Maryland law or the U. S. Longshoremen's and Harbor Workers' Compensation Act, or other laws as required by labor union agreements, including standard other states coverage; employers' liability coverage with limits of \$100,000 per accident, \$100,000 per employee for disease, and a \$500,000 disease policy limit.

2.1.4 - Total limit requirements of 2.1.1, 2.1.2 and 2.1.3 may be met by a combination of primary and umbrella excess liability coverage.

2.1.5 - Aircraft liability including coverage for any owned, hired or non-owned aircraft utilized in the project (e.g. installation of HVAC unit on school roof) with a minimum limit of \$ NA per occurrence applicable to aircraft while in flight or in motion. A higher limit may be required by the Board of Education of Howard County Maryland upon exposure review.

3 - Commercial General or Other Required Liability Insurance - "Claims Made "Basis

3.1 - If commercial general or other liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor shall comply with the following additional conditions:

- i. Agree to provide certificates of insurance evidencing the above coverages for a period of two years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors' or Subcontractors' Work under this contract, or
- ii. Purchase an extended (minimum two years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

ATTACHMENT C

CLIENT DATA AGREEMENT

HCPSS, as a Government entity, is required when entering into agreements with other parties to follow all applicable laws and regulations, including those related to data privacy and security; accessibility; and records retention. Accordingly, the Terms of Service (TOS) are hereby modified by this Amendment as they pertain to HCPSS's use of the Company's Site and/or Services.

- A. **Definition of "CLIENT Data":** CLIENT Data include all Personally Identifiable Information (PII) and other non-public information. CLIENT Data include, but are not limited to, student data, metadata, and user content.
- B. **Data Collection and Use:** ENTITY will collect and use CLIENT Data only for the purpose of fulfilling its duties and providing services under this Agreement, and for improving services under this Agreement.
- C. **Education Records:** If ENTITY will have access to "education records" as defined under the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), the ENTITY acknowledges that for the purpose of this Agreement it will be designated as a 'school official' with 'legitimate educational interests' and will use the data only for the purpose of fulfilling its duties under this Agreement. ENTITY agrees to indemnify and hold harmless the Board of Education of Howard County for any damages or costs, including reasonable attorney's fees, which arise out of any gross negligence or willful misconduct by ENTITY, its agents and employees concerning its FERPA obligations under this section.
- D. **Obligation of Confidentiality:** In performing services under this Agreement, ENTITY and CLIENT may be exposed to and will be required to use certain "Confidential Information", as defined below. ENTITY and CLIENT along with their employees, agents or representatives will not, use, directly or indirectly, such Confidential Information for purposes other than the purposes outlined in this Agreement.
- E. **Definition of Confidential Information:** "Confidential Information" means information, not generally known, and proprietary to the ENTITY or CLIENT or to a third party for whom the ENTITY or CLIENT is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the ENTITY or CLIENT. Confidential Information includes all information which ENTITY or CLIENT acquires or becomes acquainted with during the period of this Agreement, whether developed by ENTITY, CLIENT or others, which ENTITY or CLIENT has a reasonable basis to believe to be Confidential, such as data that is personally identifiable to an individual student and information within the definition of "Education Record." The parties agree that the following will be treated as "Confidential Information": (i) all database information ("Data") provided by or on behalf of CLIENT to ENTITY; (ii) all information provided by ENTITY to CLIENT pertaining to the Services; (iii) all information which is labeled as such in writing and prominently marked as "Confidential," "Proprietary" or words of similar meaning by either party; or (iv) business information of a party which a reasonable person would understand under the circumstances to be confidential.
- F. **Maintenance of Confidentiality:** Any Confidential Information acquired or received by either party (the "Recipient") in the course of this Agreement will not be disclosed or transferred to any person or entity other than to employees of a party and, as to ENTITY, for the purpose of performing its obligations under this Agreement. Confidential Information received under this Agreement will be treated with the same degree of care and security as each party uses with respect to its own Confidential Information, but not less than a reasonable degree of care. The parties agree to use Confidential Information only for the purpose of performance of this Agreement and to make no copies except as necessary for performance of this Agreement. Any such confidential information and copies thereof made by a party, or any representative of a party, shall be completely and promptly destroyed at the conclusion of contract performance subject to paragraph F.1 below.
 - 1. Upon termination or completion of the Services hereunder, upon request of CLIENT, ENTITY will delete the CLIENT's Confidential Information as housed in the ENTITY production database(s), provided that ENTITY may maintain archival copies for audit purposes and dispute resolution purposes and ENTITY may retain copies of Confidential Information on back-up media in which such Data is co-resident with other employment and income data. ENTITY shall remain under its contractual obligation of confidentiality and security to CLIENT and such obligations shall survive termination of the Agreement. This Section shall survive the termination of this

Agreement.

- G. *Data De-Identification:*** ENTITY may use de-identified Data for product development, research, or other internal purposes. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, ENTITY agrees not to attempt to re-identify de-identified Data.
- H. *Data Mining, Marketing and Advertising:*** Except as indicated in Section G above, ENTITY is prohibited from mining CLIENT Data for any purposes other than those agreed to by the parties. **Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited. Any and all forms of advertisement, directed towards children, parents, guardians, or District Employees will be strictly prohibited unless allowed with express written consent of the District.**
- I. *Modification of Terms of Service:*** ENTITY will not change how CLIENT Data are collected, used, or shared under the terms of this Agreement in any way without advance notice to the CLIENT. This Agreement is the entire agreement between the CLIENT (including all District end users) and the ENTITY. All other agreements or understandings, whether electronic, click-through, verbal or in writing, with District Employees or other End Users shall be null and void.
- J. *Data Sharing:*** ENTITY will not share CLIENT data, with or disclose it to any third party, except to affiliated subcontractors, agents, or third-party service providers of the ENTITY, without prior specific and informed written consent of the CLIENT, except as required by law.
- K. *Data Storage:*** CLIENT Data will not be stored outside of the United States without prior, specific and informed written consent from the CLIENT.
- L. *Terms, Data Transfer, Survival and Destruction:*** The CLIENT may immediately terminate the Agreement if the CLIENT determines the ENTITY has breached this Agreement. The Agreement will automatically terminate at the expiration date. However, the ENTITY's obligations shall survive termination of this Agreement until ALL CLIENT Data has been returned and/or securely removed or destroyed. ENTITY will ensure that all Data in its possession and in the possession of any subcontractors, or agents to which the ENTITY may have transferred Data, are destroyed.
- M. *Rights and License in and to Data:*** All goods, products, materials, documents, reports, writings, video images, photographs, papers and intellectual property of any nature including software or computer images prepared by the ENTITY (or subcontractors) for the CLIENT or from CLIENT-provided material will not be disclosed to any other person or entity and remains the property of the school system. All student-produced work remains the property of the school system or that eligible student. The ENTITY has a limited, nonexclusive license to the data described herein solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give ENTITY any rights, implied or otherwise, to Data, content, or intellectual property, except as expressly stated in the Agreement, including any right to sell or trade Data.
- N. *Access:*** Except as otherwise expressly prohibited by law, the ENTITY will immediately notify the CLIENT of any subpoenas, warrants, or other legal orders, demands or requests, including Audits, and governmental requests and demands, received by the ENTITY seeking CLIENT Data. If the CLIENT receives a similar request, the ENTITY will promptly supply the CLIENT with copies of records or information required by the CLIENT to respond.
- O. *Security Controls and Risk Management:*** ENTITY will store and process CLIENT Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to: 1) ensure the security and confidentiality of PII and Confidential Information; 2) protect against any anticipated threats or hazards to the security or integrity of Confidential Information; 3) protect against unauthorized access to or use of Confidential Information that could result in substantial harm or inconvenience to any customer or to any client employee and/or student; and 4) dispose of PII and Confidential Information in a secure manner.

 - 1. To comply with the safeguard obligations generally described above, ENTITY has (a) designated an employee to coordinate its information security program, (b) identified reasonably foreseeable internal and external risks to the

security, confidentiality, and integrity of CLIENT Information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information, and assessed the sufficiency of any safeguards in place to control these risks, and (c) designed and implemented information safeguards to control the risks identified through the risk assessment, and regularly tests or otherwise monitors the effectiveness of safeguards' key controls, systems and procedures.

2. ENTITY will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. ENTITY will also have a written incident response plan, to include prompt notification of HCPSS in the event of a security or privacy incident, as well as best practices for responding to a breach of PII.

P. *Data Breaches:* ENTITY shall notify CLIENT in writing as soon as commercially practicable, however no later than forty-eight (48) hours, after ENTITY has either actual or constructive knowledge of a breach which affects CLIENT's Data (an "Incident") unless it is determined by law enforcement that such notification would impede or delay their investigation. ENTITY shall have actual or constructive knowledge of an Incident if ENTITY actually knows there has been an Incident or if ENTITY has reasonable basis in facts or circumstances, whether acts or omissions, for its belief that an Incident has occurred. The notification required by this section shall be made as soon as commercially practicable after the law enforcement agency determines that notification will not impede or compromise the investigation. ENTITY shall cooperate with law enforcement in accordance with applicable law provided however, that such cooperation shall not result in or cause an undue delay to remediation of the Incident. ENTITY shall promptly take appropriate action to mitigate such risk or potential problem at ENTITY's expense. In the event of an Incident, ENTITY shall, at its sole cost and expense, restore the Confidential Information, to as close its original state as practical, including, without limitation any and all Data, and institute appropriate measures to prevent any recurrence of the problem as soon as is commercially practicable.

Q. *Employee and Subcontractor Qualifications:* ENTITY shall ensure that its employees and all subcontractors who have potential access to CLIENT Data have undergone appropriate background screening and possess all needed qualifications to comply with the terms of this Agreement. Further, all employees and subcontractors are subject to the same FERPA compliance in relation to the 'school official' designation and should receive training that the re-disclosure of PII and/or Confidential Information will violate federal and state laws and may result in criminal and/or civil penalties.

R. *Governing Law:* This agreement shall be governed by and construed in accordance with the laws of Maryland, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the appropriate Maryland Court. ENTITY will comply with Maryland Education Code ANN. § 4-131, "Operators of School Internet Web sites, Online Services, Online Applications, and Mobile Applications." ENTITY agrees to be bound as an "operator" under the law regardless of the ENTITY's exemptions that may exist in Maryland Education Code ANN. § 4-131(a)(3).

S. *Compliance:* In addition to complying with FERPA and the Maryland Education Code cited above, the ENTITY shall ensure that its products and services comply with the Federal Protection of Pupil Rights Act (34 CFR Part 98), the Federal Children's Internet Protection Act (47 CFR 54.520), and the Federal Children's Online Privacy and Protection Act (16 CFR Part 312).

T. *Monitoring:* The ENTITY agrees to allow the HCPSS the ability to audit the ENTITY's use of HCPSS data to ensure compliance with the terms of this agreement.

U. *Indemnification:* ENTITY agrees to indemnify and hold harmless HCPSS, and its members, trustees, employees, agents, officers, and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages, and expenses of any kind, nature, or character, including costs and attorney fees, arising out of or relating to any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature, or character, in connection with or arising out of the acts or omissions of either Party or its employees, subcontractors, or agents under this Agreement. This provision expressly applies to, but is not limited in application to, matters and circumstances involving or implicating the unauthorized use of any trade secrets, or United States patent or copyright infringement or any liability resulting from the unauthorized disclosure of PII or Confidential Information or a breach of the obligations contained in this Data Sharing Agreement, including those set forth in paragraph R above. The indemnities set forth herein will survive the

expiration or termination of this Agreement.

HCPSS agrees to indemnify and hold harmless ENTITY, and its members, trustees, employees, agents, officers, and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages, and expenses of any kind, nature, or character, including costs and attorney fees, arising out of or relating to any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature, or character, arising out of the intentional or malicious acts of HCPSS or its employees, subcontractors, or agents under this Agreement. This provision expressly applies to, but is not limited in application to, matters and circumstances involving or implicating the unauthorized use of any trade secrets, or United States patent or copyright infringement or any liability resulting from the unauthorized disclosure of PII or Confidential Information or a breach of the obligations contained in this Data Sharing Agreement. The indemnities set forth herein will survive the expiration or termination of this Agreement.

ATTACHMENT E

BID/PROPOSAL AFFIDAVIT

Special Instructions: An authorized representative of the offeror needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, _____, being duly sworn, depose and state:

1. I am the _____ (officer) and duly authorized representative of the firm _____ whose address is _____

_____ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above Firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(b) been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(c) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;

(d) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;

(e) been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance ~ Procurement Article;

(f) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in paragraph (a) through (e) above; or

(g) been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this Firm to involvement in any of the conduct described in paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

(You may attach any explanation necessary.)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

5. I affirm that this proposal or bid to the Board of Education of Howard County is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or proposal or to refrain from bidding or making a proposal and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the prices of the affidavit or any other person, or to fix any overhead, profit or cost element of said price, or that if any person, or to secure an advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County may terminate any contract awarded and take any other appropriate action.

6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgment of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Howard County Board of Education, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

(Signature of Bidder)

(Date)

(Print Name of Bidder)

(Title of Bidder)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 2018.

NOTARY PUBLIC

Name _____

Seal: _____

My Commission Expires _____

(Legal Name of Company)

(Address)

(City) (State) (Zip)

(Telephone) (Fax)

(E-mail address)

Contractor's License Number # _____

We are/I am licensed to do business in the State of Maryland as a:

() Corporation () Partnership () Individual () Other

Attachment F

STANDARD CONTRACT AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT # _____

THIS AGREEMENT is entered into this ____ day of _____ 2018, by and between the Board of Education of Howard County (hereinafter referred to as the "Board") and _____, (hereinafter referred to as the "Contractor").

RECITALS

WHEREAS, the Contractor submitted a proposal to RFP # issued by the Board and has been selected to perform _____ services in accordance with the terms and conditions expressed in the RFP;

WHEREAS, the Board desires the Contractor to perform certain work and services, on the terms and conditions herein set forth and the Contractor is ready, willing, and able to perform such work and services; and

WHEREAS, this Agreement shall be administered by the Project Manager or such other persons designated by The Board of Education; and

NOW, THEREFORE, in consideration of the premises contained herein and the promises each to the other made, the parties hereby agree as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

The work and services to be performed by the Contractor shall be in accordance with the following documents:

RFP # _____
Proposal Response per dated _____.

ARTICLE II - TERMS AND CONDITIONS

Contractor agrees to perform the work and services required under this Agreement in accordance with RFP # _____ whose general terms, conditions and specifications and General Provisions for Professional Services are incorporated herein by reference.

ARTICLE III - TERM OF AGREEMENT

The term of agreement shall begin on the date indicated above and continue for a period of one year commencing on ____ and terminating _____. The agreement may be extended an additional _____ year periods subject to funding.

ARTICLE IV - PAYMENTS AND SCHEDULE OF PAYMENTS

The Contractor shall receive his full compensation for all work and services performed according to conditions outlined in the solicitation.

ARTICLE V- INSURANCE

The Contractor agrees to and has complied with the insurance requirements set forth in the RFP.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above-written.

WITNESS: BOARD OF EDUCATION OF HOWARD COUNTY

By: _____(SEAL)
Cynthia L. Vaillancourt, Chairman
Board of Education of Howard County

APPROVED: By: _____(SEAL)
Michael J. Martirano, Superintendent
Howard County Public School System

WITNESS: By: _____
Signature

Typed

Title

Company Name

Address City, State Zip

Telephone

Fax

Attachment G

HCPSS Locations

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

10910 Clarksville Pike, Ellicott City, Maryland 21042

(410) 313-6600 web site: www.hcpss.org

Michael Martirano, Superintendent

SCHOOL

Elementary (Grades K-5)

SCHOOL	PHONE	PRINCIPAL
Atholton, 6700 Seneca Dr., Columbia 21046	(410)313-6853	Shawna Holden
Bellows Spring, 8125 Old Stockbridge Dr., Ellicott City 21043	(410)313-5057	Carol Hahn
Bollman Bridge, 8200 Savage-Guilford Rd., Jessup 20794	(410)880-5920	Rhonda Inskeep
Bryant Woods, 5450 Blue Heron Ln., Columbia 21044	(410)313-6859	Kelley Hough
Bushy Park, 14601 Carrs Mill Rd., Glenwood 21738	(410)313-5500	Molly Ketterer
Centennial Lane, 3825 Centennial Ln., Ellicott City 21042	(410)313-2800	Amanda Wadsworth
Clarksville, 12041 Clarksville Pike, Clarksville 21029	(410)313-7050	Robin Malcotti
Clemens Crossing, 10320 Quarterstaff Rd., Columbia 21044	(410)313-6866	Ed Cosentino
Cradlerock Lower, 6700 Cradlerock Way, Columbia 21045	(410)313-7601	Jennifer Zinn
Dayton Oaks, 4691 Ten Oaks Rd, Dayton 21036	(410)313-1571	Nigel La Roche
Deep Run, 6925 Old Waterloo Rd., Elkridge 21075	(410)313-5000	Denise Lancaster
Ducketts Lane, 6501 Ducketts Lane, Elkridge 21075	(410)313-5050	Heidi Balter
Elkridge, 7075 Montgomery Rd., Elkridge 21075	(410)313-5006	Michael Caldwell
Forest Ridge, 9550 Gorman Rd., Laurel 20723	(410)880-5950	Genee Varlack
Fulton, 11600 Scaggsville Rd., Fulton 20759	(410)880-5957	Sharon Lewandoski
Gorman Crossing, 9999 Winter Sun Rd., Laurel 20723	(410)880-5900	Deborah Holmes
Guilford, 7335 Oakland Mills Rd., Columbia 21046	(410)880-5930	Jonathan Davis
Hammond, 8110 Aladdin Dr., Laurel 20723	(410)880-5890	Kimberlyn Pratesi
Hanover Hills, 7030 Banbury Drive, Hanover 21076	(410)313-8066	Troy Todd
Hollifield Station, 8701 Stonehouse Dr., Ellicott City 21043	(410)313-2550	Lisa Booth
Ilchester, 4981 Ilchester Rd., Ellicott City 21043	(410)313-2524	Ernesto Diaz
Jeffers Hill, 6000 Tamar Dr., Columbia 21045	(410)313-6872	Maisha Strong
Laurel Woods, 9250 N. Laurel Rd., Laurel 20723	(410)880-5960	Susan Brown
Lisbon, 15901 Frederick Rd., Woodbine 21797	(410)313-5506	Debra Anoff
Longfellow, 5470 Hesperus Dr., Columbia 21044	(410)313-6879	Derek Anderson
Manor Woods, 11575 Frederick Rd., Ellicott City 21042	(410)313-7165	Carol DeBord
Northfield, 9125 Northfield Rd., Ellicott City 21042	(410)313-2806	Cathleen Lopez
Phelps Luck, 5370 Oldstone Court, Columbia 21045	(410)313-6886	Michelle Leader
Pointers Run, 6600 S. Trotter Rd., Clarksville 21029	(410)313-7142	Julie Schrufer
Rockburn, 6145 Montgomery Rd., Elkridge 21075	(410)313-5030	Elizabeth Yankle
Running Brook, 5215 W. Running Brook, Columbia 21044	(410)313-6893	Tony Esposito
St. John's Lane, 2960 St. John's Ln., Ellicott City 21042	(410)313-2813	Vicky Sarro
Stevens Forest, 6045 Stevens Forest Rd., Columbia 21045	(410)313-6900	Joy Smith
Swansfield, 5610 Cedar Ln., Columbia 21044	(410)313-6907	Laurel Porter
Talbott Springs, 9550 Basket Ring Rd., Columbia 21045	(410)313-6915	Nancy Thompson
Thunder Hill, 9357 Mellenbrook Rd., Columbia 21045	(410)313-6922	Martha Bowen
Triadelphia Ridge, 13400 Triadelphia Rd., Ellicott City 21042	(410)313-2560	Tiffany Tresler
Veterans, 4355 Montgomery Road, Ellicott City 21043	(410)313-1700	Bob Bruce
Waterloo, 5940 Waterloo Rd., Columbia 21045	(410)313-5014	Sean Martin
Waverly, 10220 Wetherburn Rd., Ellicott City 21042	(410)313-2819	Kathy Jacobs
West Friendship, 12500 Frederick Rd., W. Friendship 21794	(410)313-5512	Kaye Breon
Worthington, 4570 Roundhill Rd., Ellicott City 21043	(410)313-2825	Kelli Jenkins

Middle (Grades 6-8)

Bonnie Branch, 4979 Ilchester Rd., Ellicott City 21043	(410)313-2580	Drew Cockley
Burleigh Manor, 4200 Centennial Ln., Ellicott City 21042	(410)313-2507	Mikaela Lidgard
Clarksville, 6535 S. Trotter Rd., Clarksville 21029	(410)313-7057	Karim Shortridge
Dunloggin, 9129 Northfield Rd., Ellicott City 21042	(410)313-2831	Antoinette Roberson
Elkridge Landing, 7085 Montgomery Rd., Elkridge 21075	(410)313-5040	David Strothers
Ellicott Mills, 4445 Montgomery Rd., Ellicott City 21043	(410)313-2839	Christopher Rattay
Folly Quarter, 13500 Triadelphia Rd., Ellicott City 21042	(410)313-1506	Scott Conroy
Glenwood, 2680 Route 97, Glenwood 21738	(410)313-5520	Gina Cash
Hammond, 8110 Aladdin Dr., Laurel 20723	(410)880-5830	Aaron Dale
Harper's Choice, 5450 Beaverkill Rd., Columbia 21044	(410)313-6929	Adam Eldridge
Lake Elkhorn, 6700 Cradlerock Way, Columbia 21045	(410)313-7610	Lynette Moore
Lime Kiln, 11650 Scaggsville Road, Fulton 20759	(410)880-5988	Lucy Lublin
Mayfield Woods, 7950 Red Barn Way, Elkridge 21075	(410)313-5022	Melissa Shindel
Mount View, 12101 Woodford Dr., Marriottsville 21104	(410)313-5545	Allen Cosentino
Murray Hill, 9989 Winter Sun Rd., Laurel 20723	(410)880-5897	Lisa Smithson
Oakland Mills, 9540 Kilimanjaro Rd., Columbia 21045	(410)313-6937	Megan Chrobak
Patapsco, 8885 Old Frederick Rd., Ellicott City 21043	(410)313-2848	Michael Babe
Patuxent Valley 9151 Vollmerhausen Rd. Jessup, 20794	(410)880-5840	Rick Robb
Thomas Viaduct 7000 Banbury Drive, Hanover, 21076	(410)313-8711	Shiney John
Wilde Lake, 10481 Cross Fox Ln., Columbia 21044	(410)313-6957	Anne Swartz

High (Grades 9-12)

Atholton, 6520 Freetown Rd., Columbia 21044	(410)313-7065	Robert Motley
Centennial, 4300 Centennial Ln., Ellicott City 21042	(410)313-2856	Cynthia Dillon
Glenelg, 14025 Burntwoods Rd, Glenelg 21737	(410)313-5528	David Burton
Hammond, 8800 Guilford Rd, Columbia 21046	(410)313-7615	John DiPaula
Howard, 8700 Old Annapolis Rd., Ellicott City 21043	(410)313-2867	Nick Novak
Long Reach, 6101 Old Dobbin Ln., Columbia 21045	(410)313-7117	Josh Wasilewski
Marriotts Ridge, 12100 Woodford Dr., Marriottsville 21104	(410)313-5568	Tammy Goldeisen
Mt. Hebron, 9440 Route 99, Ellicott City 21042	(410)313-2880	Joelle Miller
Oakland Mills, 9410 Kilimanjaro Rd., Columbia 21045	(410)313-6945	Jeffrey Fink
Reservoir 11550 Scaggsville Rd., Fulton 20759	(410)888-8850	Nelda Sims
River Hill, 12101 Clarksville Pike, Clarksville 21029	(410)313-7120	Kathy McKinley
Wilde Lake, 5460 Trumpeter Rd., Columbia 21044	(410)313-6965	Rick Wilson

Special Schools

Applications & Research Lab, 10920 Clarksville Pike, Ellicott City 21042	(410)313-6998	Karl Schindler
Cedar Lane, 11630 Scaggsville Rd., Fulton 20759	(410)888-8800	Paul Owens
Homewood Center, 10914 Clarksville Pike, Ellicott City 21042	(410)313-7081	Christona Krabitz

Ascend One, 8930 Stanford Blvd., Ste. 201, Columbia 21045	(410)313-6876	
Building Services, 9020 Mendenhall Ct., Columbia 21045	(410)313-7084	
Custodial Services, 9020 Mendenhall Ct., Columbia 21045	(410)313-2595	
Dept. of Education, 10910 Clarksville Pike, Ellicott City 21042	(410)313-6600	
Grounds, 8800 Ridge Road, Ellicott City 21043	(410)313-2577, 2578 & 2579	
Warehouse, 6675 Amberton Drive, Elkridge 21075	(410)313-7627	

Attachment H - Current MFD & Duplicator Inventory
The Howard County Public School System

Konica Minolta MFDs

Equipment #	Serial #	Address	City	State	Model	Make
Atholton_ES	A5YN017002576	6700 Seneca Dr	Columbia	MD	bizhub 654e	Konica Minolta
Atholton_HS_Mailroom	A5YN017002567	6520 Freetown Rd	Columbia	MD	bizhub 654e	Konica Minolta
Atholton_HS_Staff	A5YN017002577	6520 Freetown Rd	Columbia	MD	bizhub 654e	Konica Minolta
Bellow_Springs_ES	A5YN017002695	8125 Old Stockbridge Dr	Ellicott City	MD	bizhub 654e	Konica Minolta
Bollman_Bridge_ES	A5YN017002345	8200 Savage-Guilford Rd	Savage	MD	bizhub 654e	Konica Minolta
Bonnie-Branch_MS	A5YN017002688	4979 Ilchester Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Bryant_Woods_ES	A5YN017002553	5450 Blue Heron Ln	Columbia	MD	bizhub 654e	Konica Minolta
Burleigh_Manor_MS	A5YN017001952	4200 Centennial Ln	Ellicott City	MD	bizhub 654e	Konica Minolta
Bushy_Park_ES	A5YN017002546	14601 Carrs Mill Rd	Glenwood	MD	bizhub 654e	Konica Minolta
Cedar_Lane_Admin	A5YN017002572	9440 Route 99	Ellicott City	MD	bizhub 654e	Konica Minolta
Centennial_HS_1	A5YN017001822	4300 Centennial Ln	Ellicott City	MD	bizhub 654e	Konica Minolta
Centennial_HS_2	A5YN017002559	4300 Centennial Ln	Ellicott City	MD	bizhub 654e	Konica Minolta
Centennial_Lane_ES	A5YN017002582	3825 Centennial Ln	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_W_Middle_Level	A5YN017002321	10910 Clarksville Pike	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_West_Lower_Level	A5YN017002323	10910 Clarksville Pike (Rt 108)	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_West_UL	A5YN017001784	10910 Clarksville Pike	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_E_LL	A5YN017002497	10910 Clarksville Pike	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_E_ML	A5YN017002358	10910 Clarksville Pike	Ellicott City	MD	bizhub 654e	Konica Minolta
Central_Office_E_UL	A5YN017002560	10910 Clarksville Pike	Ellicott City	MD	bizhub 654e	Konica Minolta
Clarksville_ES	A5YN017002591	12041 Route 108	Clarksville	MD	bizhub 654e	Konica Minolta
Clarksville_MS	A5YN017002588	6535 South Trotter Rd	Clarksville	MD	bizhub 654e	Konica Minolta
Clemens-Crossing_ES	A5YN017002355	10320 Quarterstaff Rd	Columbia	MD	bizhub 654e	Konica Minolta
Cradlerock_ES	A5YN017001959	6700 Cradlerock Way	Columbia	MD	bizhub 654e	Konica Minolta
Dayton_Oaks_ES	A5YN017002599	4691 Ten Oaks Rd	Dayton	MD	bizhub 654e	Konica Minolta
Deep_Run_ES	A5YN017002327	6925 Old Waterloo Rd	Elkridge	MD	bizhub 654e	Konica Minolta
Duckett_Lane_ES	A5YN017001806	6501 Ducketts Lane	Elkridge	MD	bizhub 654e	Konica Minolta
Dunloggin_MS	A5YN017002216	9129 Northfield Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Elkridge_ES	A5YN017005981	7075 Montgomery Rd	Elkridge	MD	bizhub 654e	Konica Minolta
Elkridge_Landing_MS	A5YN017002543	7085 Montgomery Rd	Elkridge	MD	bizhub 654e	Konica Minolta
Ellicott_Mills_MS	A5YN017002542	4445 Montgomery Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Folly_Quarter_MS	A5YN017002563	13500 Tridelphia Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Forest_Ridge_ES	A5YN017002596	9550 Gorman Rd	Laurel	MD	bizhub 654e	Konica Minolta
Fulton_ES	A5YN017002565	11600 Scaggsville Rd	Fulton	MD	bizhub 654e	Konica Minolta
Glenelg_HS_Science	A5YN017002648	14025 Burnt Woods Rd	Glenelg	MD	bizhub 654e	Konica Minolta
Glenelg_HS_Workroom	A5YN017002550	14025 Burnt Woods Rd	Glenelg	MD	bizhub 654e	Konica Minolta
Glenwood_MS	A5YN017002579	2680 Route 97	Glenwood	MD	bizhub 654e	Konica Minolta
Gorman-Crossing_ES	A5YN017002617	9999 Winter Sun Rd	Laurel	MD	bizhub 654e	Konica Minolta
Guilford_ES	A5YN017001700	7335 Oakland Mills Rd	Columbia	MD	bizhub 654e	Konica Minolta
Hammond_ES	A5YN017002685	8110 Aladdin Dr	Laurel	MD	bizhub 654e	Konica Minolta
Hammond_HS_1	A5YN017002513	8800 Guilford Rd	Columbia	MD	bizhub 654e	Konica Minolta
Hammond_HS_Media	A5YN017002552	8800 Guilford Rd	Columbia	MD	bizhub 654e	Konica Minolta
Hammond_MS	A5YN017001878	8100 Aladdin Dr	Laurel	MD	bizhub 654e	Konica Minolta
Hanover_Hills_ES	AA6R011001472	10910 Clarksville Pike	Ellicott City	MD	bizhub 658e	Konica Minolta
Harper's-Choice_MS	A5YN017002589	5450 Beaverkill Rd	Columbia	MD	bizhub 654e	Konica Minolta
HCPSS_ARL_Lounge_1	A5YN017002561	10920 Route 108	Ellicott City	MD	bizhub 654e	Konica Minolta
HCPSS_Ascend	A5YN017002518	8930 Stanford Blvd	Columbia	MD	bizhub 654e	Konica Minolta
Hollifield_ES	A5YN017001846	8701 Stonehouse Dr	Ellicott City	MD	bizhub 654e	Konica Minolta
Homewood_School	A5YN017002354	10914 Route 108	Columbia	MD	bizhub 654e	Konica Minolta
Howard_HS	A5YN017001934	8700 Old Annapolis Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Howard_HS_FO	A5YN017002627	8700 Old Annapolis Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Howard_HS_Staff_WR	A5YN017002586	8700 Old Annapolis Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Ilchester_ES	A5YN017002573	4981 Ilchester Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Jeffers_Hill_ES	A5YN017002531	6001 Tamar Dr	Columbia	MD	bizhub 654e	Konica Minolta
Lake_Elkhorn_MS	A5YN017001863	6680 Cradlerock Way	Columbia	MD	bizhub 654e	Konica Minolta
Laurel_Woods_ES	A5YN017002253	9250 North Laurel Rd	Laurel	MD	bizhub 654e	Konica Minolta
Lime_Kiln_MS	A5YN017001965	11650 Scaggsville Rd	Fulton	MD	bizhub 654e	Konica Minolta
Lisbon_ES	A5YN017002532	15901 Frederick Rd	Woodbine	MD	bizhub 654e	Konica Minolta
Long_Reach_HS-FO	A5YN017002616	6101 Old Dobbin Ln	Columbia	MD	bizhub 654e	Konica Minolta
Long_Reach_HS-Media	A5YN017002623	6101 Old Dobbin Ln	Columbia	MD	bizhub 654e	Konica Minolta
Longfellow_ES	A5YN017002585	5470 Hesperus Dr	Columbia	MD	bizhub 654e	Konica Minolta
Manor_Woods_ES	A5YN017009541	11575 Frederick Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Marriotts_Ridge_HS_1	A5YN017002564	12100 Woodford Dr	Marriottsville	MD	bizhub 654e	Konica Minolta
Marriotts-Ridge-HS-2	A5YN017001795	12100 Woodford Dr	Marriottsville	MD	bizhub 654e	Konica Minolta
Mayfield_Wood_MS	A5YN017002669	7950 Red Barn Way	Elkridge	MD	bizhub 654e	Konica Minolta
Mount_View_MS	A5YN017002540	12101 Woodford Dr	Marriottsville	MD	bizhub 654e	Konica Minolta
Mt_Hebron_HS_Media	A5YN017002580	9440 Route 99	Ellicott City	MD	bizhub 654e	Konica Minolta
Murray_Hill_MS	A5YN017002558	9989 Winter Sun Rd	Laurel	MD	bizhub 654e	Konica Minolta
Northfield_ES	A5YN017002635	9125 Northfield Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Oakland_Mills_HS_1	A5YN017002566	9410 Kilimanjaro Rd	Columbia	MD	bizhub 654e	Konica Minolta
Oakland_Mills_HS_SL	A5YN017002530	9410 Kilimanjaro Rd	Columbia	MD	bizhub 654e	Konica Minolta
Oakland_Mills_MS	A5YN017002549	9540 Kilimanjaro Rd	Columbia	MD	bizhub 654e	Konica Minolta
Old_Cedar_Lane	A5YN017002534	5451 Beaverkill Rd	Columbia	MD	bizhub 654e	Konica Minolta
Patapsco_MS	A5YN017002667	8885 Old Frederick Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Patuxent_Valley_MS	A5YN017002562	9151 Vollmerhausen Rd	Savage	MD	bizhub 654e	Konica Minolta
Phelps_Luck_ES	A5YN017004446	5370 Old Stone Court	Columbia	MD	bizhub 654e	Konica Minolta
Pointers_Run_ES	A5YN017002646	6600 South Trotter Rd	Clarksville	MD	bizhub 654e	Konica Minolta
Reservoir_HS_Media	A5YN017002329	11550 Scaggsville Rd	Fulton	MD	bizhub 654e	Konica Minolta
Reservoir_HS_WR	A5YN017002330	11550 Scaggsville Rd	Fulton	MD	bizhub 654e	Konica Minolta

River_Hill_HS_FO	A5YN017002690	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	bizhub 654e	Konica Minolta
River-Hill_HS-Main-2	A5YN017002250	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	bizhub 654e	Konica Minolta
Rockburn_ES	A5YN017002301	6145 Montgomery Rd	Elkridge	MD	bizhub 654e	Konica Minolta
Running_Brook_ES	A5YN017001937	5215 West Running Brook Rd	Columbia	MD	bizhub 654e	Konica Minolta
St_John's_Lane_ES	A5YN017002547	2960 St John's Ln	Ellicott City	MD	bizhub 654e	Konica Minolta
Stevens Forest_ES	A5YN017002583	6045 Stevens Forest Rd	Columbia	MD	bizhub 654e	Konica Minolta
Swansfield_ES	A5YN017002283	5610 Cedar Ln	Columbia	MD	bizhub 654e	Konica Minolta
Talbot Springs_ES	A5YN017002541	9550 Basket Ring Rd	Columbia	MD	bizhub 654e	Konica Minolta
Thomas_Viaduct_MS	A5YN017001744	7000 Banbury Dr	Hanover	MD	bizhub 654e	Konica Minolta
Thunder_Hill_ES	A5YN017002226	9357 Mellenbrook Rd	Columbia	MD	bizhub 654e	Konica Minolta
Triadelphia_Ridge_ES	A5YN017002526	13400 Tridelphia Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Veteran's_ES	A5YN017001933	4355 Montgomery Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
Warehouse	A5YN017002578	6675 Amberton Drive	Elkridge	MD	bizhub 654e	Konica Minolta
Waterloo_ES	A5YN017002551	5940 Waterloo Rd	Columbia	MD	bizhub 654e	Konica Minolta
Waverly_ES	A5YN017002557	10220 Wetherburn Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
West_Friendship_ES	A5YN017002615	12500 Frederick Rd	West Friendship	MD	bizhub 654e	Konica Minolta
Wilde_Lake_HS	A5YN017002548	5460 Trumpeter Rd	Columbia	MD	bizhub 654e	Konica Minolta
Wilde_Lake_MS	A5YN017002581	10481 Cross Fox Ln	Columbia	MD	bizhub 654e	Konica Minolta
WildeLake_HS	A5YN017002620	5460 Trumpeter Rd	Columbia	MD	bizhub 654e	Konica Minolta
Worthington_ES	A5YN017002590	4570 Roundhill Rd	Ellicott City	MD	bizhub 654e	Konica Minolta
ARL	A7R0011011009	10920 Clarksville Pike	Ellicott City	MD	bizhub C258	Konica Minolta
Hanover_Hills_ES	AA6W011000375	7030 Banbury Drive	Hanover	MD	bizhub 308e	Konica Minolta
Waverly_ES		10220 Wetherburn Rd	Ellicott City	MD	bizhub 308e	Konica Minolta

Attachment H - Current MFD & Duplicator Inventory
The Howard County Public School System

Toshiba MFDs

Equipment #	Serial #	Address	City	State	Model	Make
Admin Office	C2H255897	8800 North Ridge Rd	Ellicott City	MD	e-studio 356	Toshiba
Admin Office	C2H251272	8930 Stanford Blvd	Columbia	MD	e-studio 356	Toshiba
Admin Office	C2H255896	8930 Stanford Blvd	Columbia	MD	e-studio 356	Toshiba
Admin Office	C2H255134	9020 Mendenhall Ct	Columbia	MD	e-studio 456	Toshiba
Admin Office	C2I259286	Thomas Dorsey Building	Columbia	MD	e-Studio 206L	Toshiba
ARL	C2I259324	10920 Clarksville Pike	Clarksville	MD	e-Studio 206L	Toshiba
Atholton ES	C2I256202	6700 Seneca Dr	Columbia	MD	e-studio 256	Toshiba
Atholton HS	C2I259316	6520 Freetown Rd	Columbia	MD	e-Studio 206L	Toshiba
Atholton HS	C2H255147	6520 Freetown Rd	Columbia	MD	e-studio 456	Toshiba
Atholton HS	C2H255221	6520 Freetown Rd	Columbia	MD	e-studio 456	Toshiba
Bellows Springs ES	C2I256196	8125 Old Stockbridge Dr	Ellicott City	MD	e-studio 256	Toshiba
Bollman Bridge ES	C2H256078	8200 Savage-Guilford Rd	Savage	MD	e-studio 256	Toshiba
Bonnie Branch MS	C2H255141	4979 Ilchester Rd	Ellicott City	MD	e-studio 456	Toshiba
Bonnie Branch MS	C2I256128	4979 Ilchester Rd	Ellicott City	MD	e-studio 256	Toshiba
Bryant Woods ES	C2H256068	5450 Blue Heron Ln	Columbia	MD	e-studio 256	Toshiba
Burleigh Manor MS	C2H251205	4200 Centennial Ln	Ellicott City	MD	e-studio 356	Toshiba
Burleigh Manor MS	C2I256140	4200 Centennial Ln	Ellicott City	MD	e-studio 256	Toshiba
Bushy Park ES	C2I256148	14601 Carrs Mill Rd	Glenwood	MD	e-studio 256	Toshiba
Centennial Lane ES	C2I256150	3825 Centennial Ln	Ellicott City	MD	e-studio 256	Toshiba
Centennial HS	C2I259297	4300 Centennial Ln	Ellicott City	MD	e-Studio 206L	Toshiba
Centennial HS	C2H255224	4300 Centennial Ln	Ellicott City	MD	e-studio 456	Toshiba
Centennial HS	C2H255186	4300 Centennial Ln	Ellicott City	MD	e-studio 456	Toshiba
Central Office	C2H255325	10910 Clarksville Pike	Ellicott City	MD	e-studio 356	Toshiba
Central Office	C2I259322	10910 Clarksville Pike	Ellicott City	MD	e-Studio 206L	Toshiba
Central Office	C2I259313	10910 Clarksville Pike	Ellicott City	MD	e-Studio 206L	Toshiba
Central Office	C2H255789	10910 Clarksville Pike	Ellicott City	MD	e-studio 356	Toshiba
Central Office	C2I259394	10910 Clarksville Pike	Ellicott City	MD	e-Studio 206L	Toshiba
Clarksville ES	C2I256158	12041 Route 108	Clarksville	MD	e-studio 256	Toshiba
Clarksville MS	C2H251270	6535 South Trotter Rd	Clarksville	MD	e-studio 356	Toshiba
Clarksville MS	C2I256139	6535 South Trotter Rd	Clarksville	MD	e-studio 256	Toshiba
Clemons Crossing ES	C2I256188	10320 Quarterstaff Rd	Columbia	MD	e-studio 256	Toshiba
Cradlerock ES	C2I256086	6700 Cradlerock Way	Columbia	MD	e-studio 256	Toshiba
Cradlerock ES	C2H255811	6700 Cradlerock Way	Columbia	MD	e-studio 356	Toshiba
Cradlerock ES	C2I256160	6700 Cradlerock Way	Columbia	MD	e-studio 456	Toshiba
Cradlerock ES	C2K210645	6700 Cradlerock Way	Columbia	MD	e-studio 456	Toshiba
Dayton Oaks ES	C2H256080	4691 Ten Oaks Rd	Dayton	MD	e-studio 256	Toshiba
Deep Run ES	C2I256127	6925 Old Waterloo Rd	Elkridge	MD	e-studio 256	Toshiba
Ducketts Lane ES	C2I264731	6501 Ducketts Lane	Elkridge	MD	e-studio 356	Toshiba
Dunloggin MS	C2H251297	9129 Northfield Rd	Ellicott City	MD	e-studio 356	Toshiba
Dunloggin MS	C2I256144	9129 Northfield Rd	Ellicott City	MD	e-studio 256	Toshiba
Elkridge ES	C2I256200	7075 Montgomery Rd	Elkridge	MD	e-studio 256	Toshiba
Elkridge Landing MS	C2H255140	7085 Montgomery Rd	Elkridge	MD	e-studio 456	Toshiba
Elkridge Landing MS	C2H255328	7085 Montgomery Rd	Elkridge	MD	e-studio 356	Toshiba
Ellicott Mills MS	C2H255320	4445 Montgomery Rd	Ellicott City	MD	e-studio 356	Toshiba
Ellicott Mills MS	C2H256079	4445 Montgomery Rd	Ellicott City	MD	e-studio 256	Toshiba
Folly Middle MS	C2H255782	13500 Tridelphia Rd	Ellicott City	MD	e-studio 356	Toshiba
Folly Middle MS	C2I256194	13500 Tridelphia Rd	Ellicott City	MD	e-studio 256	Toshiba
Forest Ridge ES	C2I256088	9550 Gorman Rd	Laurel	MD	e-studio 256	Toshiba
Fulton ES	C2H256066	11600 Scaggsville Rd	Fulton	MD	e-studio 256	Toshiba
Glenelg HS	C2I259360	14025 Burnt Woods Rd	Glenelg	MD	e-Studio 206L	Toshiba
Glenelg HS	C2H255214	14025 Burnt Woods Rd	Glenelg	MD	e-studio 456	Toshiba
Glenelg HS	C2H255197	14025 Burnt Woods Rd	Glenelg	MD	e-studio 456	Toshiba
Glenwood MS	C2H251202	2680 Route 97	Glenwood	MD	e-studio 356	Toshiba
Glenwood MS	C2H255497	2680 Route 97	Glenwood	MD	e-studio 256	Toshiba
Gorman Crossing ES	C2I256083	9999 Winter Sun Rd	Laurel	MD	e-studio 256	Toshiba
Guilford ES	C2I256085	7335 Oakland Mills Rd	Columbia	MD	e-studio 256	Toshiba
Hammond ES	C2H256077	8110 Aladdin Dr	Laurel	MD	e-studio 256	Toshiba
Hammond HS	C2I259359	8800 Guilford Rd	Columbia	MD	e-Studio 206L	Toshiba
Hammond HS	C2H255179	8800 Guilford Rd	Columbia	MD	e-studio 456	Toshiba
Hammond HS	C2H255150	8800 Guilford Rd	Columbia	MD	e-studio 456	Toshiba
Hammond MS	C2H251209	8100 Aladdin Dr	Laurel	MD	e-studio 356	Toshiba
Hammond MS	C2H256071	8100 Aladdin Dr	Laurel	MD	e-studio 256	Toshiba
Harpers Choice MS	C2H256070	5450 Beaverkill Rd	Columbia	MD	e-studio 256	Toshiba
Harpers Choice MS	C2H255784	5450 Beaverkill Rd	Columbia	MD	e-studio 356	Toshiba

Harriet Tubman Bldg	C2I259387	8045 Harriet Tubman Ln	Columbia	MD	e-Studio 206L	Toshiba
Hollifield Station ES	C2I256096	8701 Stonehouse Dr	Ellicott City	MD	e-studio 256	Toshiba
Hollifield Station ES	13031445	8701 Stonehouse Dr	Ellicott City	MD	e-studio 456	Toshiba
Homewood Center	C2I259390	10914 Route 108	Columbia	MD	e-Studio 206L	Toshiba
Homewood Center	C2H255235	10914 Route 108	Columbia	MD	e-studio 456	Toshiba
Howard HS	C2I260540	8700 Old Annapolis Rd	Ellicott City	MD	e-Studio 206L	Toshiba
Howard HS	C2H255217	8700 Old Annapolis Rd	Ellicott City	MD	e-studio 456	Toshiba
Howard HS	C2H255165	8700 Old Annapolis Rd	Ellicott City	MD	e-studio 456	Toshiba
Ilchester ES	C2H256076	4981 Ilchester Rd	Ellicott City	MD	e-studio 256	Toshiba
Jeffers Hill ES	C2H255435	6001 Tamar Dr	Columbia	MD	e-studio 256	Toshiba
Laurel Woods ES	C2I256157	9250 North Laurel Rd	Laurel	MD	e-studio 256	Toshiba
Lime Kiln MS	C2H251275	11650 Scaggsville Rd	Fulton	MD	e-studio 356	Toshiba
Lime Kiln MS	C2I256192	11650 Scaggsville Rd	Fulton	MD	e-studio 256	Toshiba
Lisbon ES	C2I256152	15901 Frederick Rd	Woodbine	MD	e-studio 256	Toshiba
Long Reach HS	C2I259380	6101 Old Dobbin Ln	Columbia	MD	e-studio 456	Toshiba
Long Reach HS	C2H255212	6101 Old Dobbin Ln	Columbia	MD	e-studio 456	Toshiba
Long Reach HS	C2H255160	6101 Old Dobbin Ln	Columbia	MD	e-studio 456	Toshiba
Longfellow ES	C2I256137	5470 Hesperus Dr	Columbia	MD	e-studio 256	Toshiba
Manor Woods ES	C2I256154	11575 Frederick Rd	Ellicott City	MD	e-studio 256	Toshiba
Marriotts Ridge HS	C2H255233	12100 Woodford Dr	Marriottsville	MD	e-studio 456	Toshiba
Marriotts Ridge HS	C2H255195	12100 Woodford Dr	Marriottsville	MD	e-studio 456	Toshiba
Marriotts Ridge HS	C2I259370	12100 Woodford Dr	Marriottsville	MD	e-Studio 206L	Toshiba
Mayfield Woods MS	C2H255818	7950 Red Barn Way	Elkridge	MD	e-Studio 206L	Toshiba
Mayfield Woods MS	C2I256136	7950 Red Barn Way	Elkridge	MD	e-studio 256	Toshiba
Mount View MS	C2I256101	12101 Woodford Dr	Marriottsville	MD	e-studio 256	Toshiba
Mount View MS	C2H251182	12101 Woodford Dr	Marriottsville	MD	e-studio 356	Toshiba
Mt. Hebron HS	C2H255128	9440 Route 99	Ellicott City	MD	e-studio 456	Toshiba
Mt. Hebron HS	C2H255237	9440 Route 99	Ellicott City	MD	e-studio 456	Toshiba
Mt. Hebron HS	C2I259383	9440 Route 99	Ellicott City	MD	e-Studio 206L	Toshiba
Murray Hills MS	C2H251204	9989 Winter Sun Rd	Laurel	MD	e-studio 356	Toshiba
Murray Hills MS	C2H256081	9989 Winter Sun Rd	Laurel	MD	e-studio 256	Toshiba
Northfield ES	C2H256075	9125 Northfield Rd	Ellicott City	MD	e-studio 256	Toshiba
Oakland HS	C2I259371	9410 Kilimanjaro Rd	Columbia	MD	e-Studio 206L	Toshiba
Oakland HS	C2H255188	9410 Kilimanjaro Rd	Columbia	MD	e-studio 456	Toshiba
Oakland HS	C2H255166	9410 Kilimanjaro Rd	Columbia	MD	e-studio 456	Toshiba
Oakland Mills MS	C2H251184	9540 Kilimanjaro Rd	Columbia	MD	e-studio 356	Toshiba
Oakland Mills MS	C2I256135	9540 Kilimanjaro Rd	Columbia	MD	e-studio 256	Toshiba
Old Cedar Lane Admin	C2I259308	5451 Beaverkill RD	Columbia	MD	e-Studio 206L	Toshiba
Old Cedar Lane Admin	C2I259365	5451 Beaverkill RD	Columbia	MD	e-Studio 206L	Toshiba
Old Cedar Lane Admin	C2I259377	5451 Beaverkill RD	Columbia	MD	e-Studio 206L	Toshiba
Old Cedar Lane Admin	C2H255814	5451 Beaverkill RD	Columbia	MD	e-studio 356	Toshiba
Old Cedar Lane Admin	C2I259356	5451 Beaverkill RD	Columbia	MD	e-Studio 206L	Toshiba
Old Cedar Lane Admin	C2H255794	5451 Beaverkill Rd	Columbia	MD	e-studio 356	Toshiba
Old Cedar Lane Admin	C2I259314	5451 Beaverkill Rd	Columbia	MD	e-Studio 206L	Toshiba
Old Cedar Lane Admin	C2H251207	5451 Beaverkill Rd	Columbia	MD	e-studio 356	Toshiba
Old Cedar Lane Admin	13031410	5451 Beaverkill Rd	Columbia	MD	e-studio 356	Toshiba
Old Cedar Lane Admin	13030261	5451 Beaverkill RD	Columbia	MD	e-Studio 206L	Toshiba
Patapsco MS	C2I256197	8885 Old Frederick Rd	Ellicott City	MD	e-studio 256	Toshiba
Patapsco MS	C2H251187	8885 Old Frederick Rd	Ellicott City	MD	e-studio 356	Toshiba
Patuxent Valley MS	C2H255932	9151 Vollmerhausen Rd	Savage	MD	e-studio 356	Toshiba
Patuxent Valley MS	C2I256146	9151 Vollmerhausen Rd	Savage	MD	e-studio 256	Toshiba
Phelps Luck ES	C2I256141	5370 Old Stone Court	Columbia	MD	e-studio 256	Toshiba
Pointers Run ES	C2I256159	6600 South Trotter Rd	Clarksville	MD	e-studio 256	Toshiba
Reservoir HS	C2I259381	11550 Scaggsville Rd	Fulton	MD	e-Studio 206L	Toshiba
Reservoir HS	C2H255211	11550 Scaggsville Rd	Fulton	MD	e-studio 456	Toshiba
Reservoir HS	C2H255159	11550 Scaggsville Rd	Fulton	MD	e-studio 456	Toshiba
River Hill HS	C2I259384	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	e-Studio 206L	Toshiba
River Hill HS	C2H255185	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	e-studio 456	Toshiba
River Hill HS	C2H255232	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	e-studio 456	Toshiba
Rockburn ES	C2H255436	6145 Montgomery Rd	Elkridge	MD	e-studio 256	Toshiba
Running Brook ES	C2I256201	5215 West Running Brook Rd	Columbia	MD	e-studio 256	Toshiba
St Johns Lane ES	C2H256073	2960 St John's Ln	Ellicott City	MD	e-studio 256	Toshiba
Stevens Forest ES	C2I256087	6045 Stevens Forest Rd	Columbia	MD	e-studio 256	Toshiba
Swansfield ES	C2I256189	5610 Cedar Ln	Columbia	MD	e-studio 256	Toshiba
Talbott Spring ES	C2I256153	9550 Basket Ring Rd	Columbia	MD	e-studio 256	Toshiba
Thomas Viaduct MS	C2K211160	7000 Banbury Dr	Hanover	MD	e-studio 456	Toshiba
Thunder Hill ES	C2I256199	9357 Mellenbrook Rd	Columbia	MD	e-studio 256	Toshiba
Tridelpia Ridge ES	C2I256147	13400 Tridelpia Rd	Ellicott City	MD	e-studio 256	Toshiba
Veterans ESWater	C2H256072	4355 Montgomery Rd	Ellicott City	MD	e-studio 256	Toshiba
Warehouse	C2I259326	6675 Amberton Drive	Elkridge	MD	e-Studio 206L	Toshiba

Warehouse	C2H255139	6675 Amberton Drive	Elkridge	MD	e-studio 456	Toshiba
Warehouse	C2I259364	6675 Amberton Drive	Elkridge	MD	e-Studio 206L	Toshiba
Waterloo ES	C2I256142	5940 Waterloo Rd	Columbia	MD	e-studio 256	Toshiba
Waverly ES	C2I256198	10220 Wetherburn Rd	Ellicott City	MD	e-studio 256	Toshiba
West Friendship ES	C2H256082	12500 Frederick Rd	West Friendship	MD	e-studio 256	Toshiba
Wilde Lake HS	C2H255226	5460 Trumpeter Rd	Columbia	MD	e-studio 456	Toshiba
Wilde Lake HS	C2I259307	5460 Trumpeter Rd	Columbia	MD	e-Studio 206L	Toshiba
Wilde Lake MS	C2I256143	10481 Cross Fox Ln	Columbia	MD	e-studio 256	Toshiba
Wilde Lake MS	C2H255333	10481 Cross Fox Ln	Columbia	MD	e-studio 356	Toshiba
Worthinton ES	C2I256102	4570 Roundhill Rd	Ellicott City	MD	e-studio 256	Toshiba

Attachment H - Current MFD & Duplicator Inventory
The Howard County Public School System

Digital Duplicators

Equipment #	Serial #	Address	City	State	Model	Make
Clemens Crossing ES	D265Z500083	10320 Quarterstaff Rd	Columbia	MD	DD3334	Ricoh
Cradlerock ES	D265Z500075	6700 Cradlerock Way	Columbia	MD	DD3334	Ricoh
Dunloggin MS	D265Z500095	9129 Northfield Rd	Ellicott City	MD	DD3334	Ricoh
Forest Ridge ES	D265Z500084	9550 Gorman Rd	Laurel	MD	DD3334	Ricoh
Lime Kiln MS	D265Z500096	11650 Scaggsville Rd	Fulton	MD	DD3334	Ricoh
Longfellow ES	D265Z500076	5470 Hesperus Dr	Columbia	MD	DD3334	Ricoh
Mayfield Woods MS	D265Z500082	7950 Red Barn Way	Elkridge	MD	DD3334	Ricoh
Mount View MS	D265Z300041	12101 Woodford Dr	Marriottsville	MD	DD3334	Ricoh
Oakland Mills MS	D265Z500010	9540 Kilimanjaro Rd	Columbia	MD	DD3334	Ricoh
Rockburn ES	D265Z500067	6145 Montgomery Rd	Elkridge	MD	DD3334	Ricoh
Running Brook ES	D265Z500073	5215 West Running Brook Rd	Columbia	MD	DD3334	Ricoh
Swansfield ES	D265Z300031	5610 Cedar Ln	Columbia	MD	DD3334	Ricoh
Talbot Springs ES	D265Z500085	9550 Basket Ring Rd	Columbia	MD	DD3334	Ricoh
Triadelphia Ridge ES	D265Z500064	13400 Tridelphia Rd	Ellicott City	MD	DD3334	Ricoh
Waverly ES	D265Z500016	10220 Wetherburn Rd	Ellicott City	MD	DD3334	Ricoh
Bollman Bridge ES	N6780770200	8200 Savage-Guilford Rd	Savage	MD	DX3340	Ricoh
Homewood	N6780570053	10914 Route 108	Columbia	MD	DX3340	Ricoh
Jeffers Hill ES	N6780970087	6001 Tamar Dr	Columbia	MD	DX3340	Ricoh
Lisbon ES	N6781070037	15901 Frederick Rd	Woodbine	MD	DX3340	Ricoh
St. John's Lane ES	N6780970133	2960 St. John's Ln	Ellicott City	MD	DX3340	Ricoh
Atholton ES	N8500570032	6700 Seneca Dr	Columbia	MD	DX3343	Ricoh
Atholton HS	N8530670059	6520 Freetown Rd	Columbia	MD	DX3343	Ricoh
Bellows Spring ES	N8531270067	8125 Old Stockbridge Dr	Ellicott City	MD	DX3343	Ricoh
Bonnie Branch MS	N8530670054	4979 Ilchester Rd	Ellicott City	MD	DX3343	Ricoh
Bryant Woods ES	N8500570043	5450 Blue Heron Ln	Columbia	MD	DX3343	Ricoh
Burleigh Manor MS	N8540370008	4200 Centennial Ln	Ellicott City	MD	DX3343	Ricoh
Bushy Park ES	N8530670041	14601 Carrs Mill Rd	Glenwood	MD	DX3343	Ricoh
Centennial HS	N8520770038	4300 Centennial Ln	Ellicott City	MD	DX3343	Ricoh
Centennial Lane ES	N8540270007	3825 Centennial Ln	Ellicott City	MD	DX3343	Ricoh
Clarksville ES	N8540270022	12041 Route 108	Clarksville	MD	DX3343	Ricoh
Clarksville MS	N8540270016	6535 South Trotter Rd	Clarksville	MD	DX3343	Ricoh
Dayton Oaks ES	N8500570042	4691 Ten Oaks Rd	Dayton	MD	DX3343	Ricoh
Deep Run ES	N8540370015	6925 Old Waterloo Rd	Elkridge	MD	DX3343	Ricoh
Ducketts Lane ES	N8530670046	6501 Ducketts Lane	Elkridge	MD	DX3343	Ricoh
Elkridge ES	N8520770030	7075 Montgomery Rd	Elkridge	MD	DX3343	Ricoh
Elkridge Landings MS	N8520770008	7085 Montgomery Rd	Elkridge	MD	DX3343	Ricoh
Ellicott Mills MS	N8530670045	4445 Montgomery Rd	Ellicott City	MD	DX3343	Ricoh
Folly Quarter MS	N8540270004	13500 Tridelphia Rd	Ellicott City	MD	DX3343	Ricoh
Fulton ES	N8540270003	11600 Scaggsville Rd	Fulton	MD	DX3343	Ricoh
Glenelg HS	N8520770033	14025 Burnt Woods Rd	Glenelg	MD	DX3343	Ricoh
Glenwood MS	N8530670053	2680 Route 97	Glenwood	MD	DX3343	Ricoh
Gorman Crossing ES	N8530670017	9999 Winter Sun Rd	Laurel	MD	DX3343	Ricoh
Guilford ES	N8531270034	7335 Oakland Mills Rd	Columbia	MD	DX3343	Ricoh
Hammond ES	N8540370007	8110 Aladdin Dr	Laurel	MD	DX3343	Ricoh
Hammond HS	N8520770082	8800 Guilford Rd	Columbia	MD	DX3343	Ricoh
Hammond MS	N8530670002	8100 Aladdin Dr	Laurel	MD	DX3343	Ricoh
Harper's Choice MS	N8520770062	5450 Beaverkill Rd	Columbia	MD	DX3343	Ricoh
Hollifield Station ES	N8530670026	8701 Stonehouse Dr	Ellicott City	MD	DX3343	Ricoh
Howard HS	N8520770005	8700 Old Annapolis Rd	Ellicott City	MD	DX3343	Ricoh
Ilchester ES	N8540270020	4981 Ilchester Rd	Ellicott City	MD	DX3343	Ricoh
Lake Elkhorn MS	N8530670019	6700 Cradlerock Way	Columbia	MD	DX3343	Ricoh
Laurel Woods ES	N8530670034	9250 North Laurel Rd	Laurel	MD	DX3343	Ricoh
Long Reach HS	N8520770006	6101 Old Dobbin Ln	Columbia	MD	DX3343	Ricoh
Manor Woods ES	N8531270035	11575 Frederick Rd	Ellicott City	MD	DX3343	Ricoh
Marriotts Ridge HS	N8530670027	12100 Woodford Dr	Marriottsville	MD	DX3343	Ricoh
Mt Hebron HS	N8520770034	9440 Route 99	Ellicott City	MD	DX3343	Ricoh
Murray Hill MS	N8530670033	9989 Winter Sun Rd	Laurel	MD	DX3343	Ricoh
Northfield ES	N8500570055	9125 Northfield Rd	Ellicott City	MD	DX3343	Ricoh
Oakland Mills HS	N8530670062	9410 Kilimanjaro Rd	Columbia	MD	DX3343	Ricoh
Patapsco MS	N8530670063	8885 Old Frederick Rd	Ellicott City	MD	DX3343	Ricoh
Patuxent Valley MS	N8520770081	9151 Vollmerhausen Rd	Savage	MD	DX3343	Ricoh
Phelps Luck ES	N8540270017	5370 Old Stone Court	Columbia	MD	DX3343	Ricoh
Pointers Run ES	N8520770063	6600 South Trotter Rd	Clarksville	MD	DX3343	Ricoh
Reservoir HS	N8520770067	11550 Scaggsville Rd	Fulton	MD	DX3343	Ricoh
River Hill HS	N8520770066	12101 Clarksville Pike (Rt. 108)	Clarksville	MD	DX3343	Ricoh
Stevens Forest ES	N8500570045	6045 Stevens Forest Rd	Columbia	MD	DX3343	Ricoh
Thomas Viaduct MS	N8531170101	7000 Banbury Dr	Hanover	MD	DX3343	Ricoh
Thunder Hill ES	N8500570029	9357 Mellenbrook Rd	Columbia	MD	DX3343	Ricoh
Veterans ES	N8520770032	4355 Montgomery Rd	Ellicott City	MD	DX3343	Ricoh
Waterloo ES	N8540270021	5940 Waterloo Rd	Columbia	MD	DX3343	Ricoh
West Friendship ES	N8500570027	12500 Frederick Rd	West Friendship	MD	DX3343	Ricoh
Wilde Lake HS	N8520770039	5460 Trumpeter Rd	Columbia	MD	DX3343	Ricoh
Wilde Lake MS	N8540270024	10481 Cross Fox Ln	Columbia	MD	DX3343	Ricoh

Worthington ES	N8591170029	4570 Roundhill Rd	Ellicott City	MD	DX3343	Ricoh
Hanover Hills ES	42293926	7030 Banbury Drive	Hanover	MD	SF5130	RISO

Attachment I - Toshiba Meter Report

Howarde County Public School System

Toshiba Meter Comparison

Date:	Friday, October 26, 2018 9:49:42 AM
Client Name:	Howard County Public Schools
Meter Analysis Period:	10/3/2017 to 10/24/2018 - Custom

Parent Account	ERP Equip ID	Meter Source	Manufacturer	Model	Total Pages First Meter	First Meter Date	Total Pages Last Meter	Last Meter Date	Total Pages Period Meter Difference	Total Pages Total AMV
Meters Only Clients	C2I259387	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	50631	12/8/2017 9:53 AM	73149	10/24/2018 5:39 AM	22518	2182
Meters Only Clients	C2H256073	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	201739	10/3/2017 8:39 AM	242519	10/14/2018 5:43 AM	40780	3363
Meters Only Clients	C2I256200	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	306130	10/10/2017 3:45 PM	354999	10/21/2018 5:45 PM	48869	4028
Meters Only Clients	C2H255217	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	290548	10/10/2017 3:45 PM	335512	10/19/2018 5:40 AM	44964	3731
Meters Only Clients	C2I259365	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	27996	10/10/2017 3:45 PM	34299	10/24/2018 5:39 AM	6303	516
Meters Only Clients	C2H255159	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	725994	10/10/2017 3:45 PM	870856	10/19/2018 5:40 AM	144862	12020
Meters Only Clients	C2H255221	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	178223	10/10/2017 3:45 PM	203866	10/19/2018 5:40 AM	25643	2127
Meters Only Clients	C2H255211	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	252675	10/10/2017 3:45 PM	298591	10/19/2018 5:40 AM	45916	3810
Meters Only Clients	C2H255212	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	311448	10/10/2017 3:45 PM	390322	10/19/2018 5:40 AM	78874	6545
Meters Only Clients	C2H255195	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	248719	10/10/2017 3:45 PM	300472	10/19/2018 5:40 AM	51753	4294
Meters Only Clients	C2H255214	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	277740	10/10/2017 3:45 PM	320598	10/14/2018 5:43 AM	42858	3604
Meters Only Clients	C2H255210	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	375659	10/10/2017 3:45 PM	470031	10/19/2018 5:40 AM	94372	7831
Meters Only Clients	C2H255185	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	219923	10/10/2017 3:45 PM	252438	10/10/2017 3:45 PM	32515	2698
Meters Only Clients	C2H255186	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	330756	10/10/2017 3:45 PM	397403	10/19/2018 5:40 AM	66647	5530
Meters Only Clients	C2H255224	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	281394	10/10/2017 3:45 PM	358805	10/19/2018 5:40 AM	77411	6423
Meters Only Clients	C2H255794	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	240039	10/10/2017 3:45 PM	285834	10/24/2018 5:39 AM	45795	3749
Meters Only Clients	C2H255235	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	162456	10/10/2017 3:45 PM	188704	10/24/2018 5:39 AM	26248	2149
Meters Only Clients	C2H255237	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	578774	10/10/2017 3:45 PM	709143	10/19/2018 5:40 AM	130369	10818
Meters Only Clients	C2I259366	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	107561	10/10/2017 3:45 PM	124535	10/24/2018 5:39 AM	16974	1389
Meters Only Clients	C2H255197	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	88150	10/10/2017 3:45 PM	102370	10/19/2018 5:40 AM	14220	1179
Meters Only Clients	C2H255139	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	258677	10/10/2017 3:45 PM	293806	10/19/2018 5:40 AM	35129	2915
Meters Only Clients	C2I259324	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	67884	10/10/2017 3:45 PM	81568	10/24/2018 5:39 AM	13684	1120
Meters Only Clients	C2H256066	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	204750	10/10/2017 3:45 PM	252755	10/21/2018 5:45 PM	48005	3956
Meters Only Clients	C2H255226	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	386565	10/10/2017 3:45 PM	477189	10/19/2018 5:40 AM	90624	7520
Meters Only Clients	C2I259384	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	32221	10/10/2017 3:45 PM	36203	10/24/2018 5:39 AM	3982	326
Meters Only Clients	C2I259314	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	29404	10/10/2017 3:45 PM	40765	10/19/2018 5:40 AM	11361	942
Meters Only Clients	C2H251202	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	143499	10/10/2017 3:45 PM	174290	10/24/2018 5:39 AM	30791	2521
Meters Only Clients	C2I256137	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	199737	10/10/2017 3:45 PM	240357	10/19/2018 5:40 AM	40620	3370
Meters Only Clients	KM Id#94674361	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	317504	10/10/2017 3:45 PM	416755	10/16/2018 5:40 PM	99251	8291
Meters Only Clients	C2H255232	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	159503	10/10/2017 3:45 PM	182670	10/19/2018 5:40 AM	23167	1922
Meters Only Clients	C2H255233	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	180148	10/10/2017 3:45 PM	225976	10/19/2018 5:40 AM	45828	3802
Meters Only Clients	C2H255814	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	345013	10/10/2017 3:45 PM	388322	10/24/2018 5:39 AM	43309	3546
Meters Only Clients	C2H255165	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	134942	10/10/2017 3:45 PM	151752	10/19/2018 5:40 AM	16810	1394
Meters Only Clients	C2H255160	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	157277	10/10/2017 3:45 PM	192003	10/19/2018 5:40 AM	34726	2881
Meters Only Clients	C2H255147	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	233747	10/10/2017 3:45 PM	270807	10/19/2018 5:40 AM	37060	3075
Meters Only Clients	C2I259356	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	17253	10/10/2017 3:45 PM	22264	10/24/2018 5:39 AM	5011	410
Meters Only Clients		Onsite2/Onsite2	TOSHIBA	e-STUDIO356	269821	10/10/2017 3:45 PM	351177	10/24/2018 5:39 AM	81356	6661
Meters Only Clients	C2H255150	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	278856	10/10/2017 3:45 PM	328271	10/19/2018 5:40 AM	49415	4100
Meters Only Clients	C2H255179	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	303334	10/10/2017 3:45 PM	364040	10/19/2018 5:40 AM	60706	5037
Meters Only Clients	C2I259370	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	131853	10/10/2017 3:45 PM	161997	10/24/2018 5:39 AM	30144	2468
Meters Only Clients	C2H251184	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	190509	10/10/2017 3:45 PM	229496	10/16/2018 5:40 PM	38987	3256
Meters Only Clients	C2H251187	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	176786	10/10/2017 3:45 PM	217751	10/24/2018 5:39 AM	40965	3354
Meters Only Clients	C2H255128	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	132437	10/10/2017 3:45 PM	174426	10/19/2018 5:40 AM	41989	3484
Meters Only Clients	C2I256142	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	182538	10/10/2017 3:45 PM	214409	10/21/2018 5:45 PM	31871	2627
Meters Only Clients	C2H251270	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	185625	10/10/2017 3:45 PM	213887	10/24/2018 5:39 AM	28262	2314

Meters Only Clients	C2I256188	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	163583	10/10/2017 3:45 PM	192513	10/21/2018 5:45 PM	28930	2384
Meters Only Clients	C2H251182	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	312786	10/10/2017 3:45 PM	351272	10/24/2018 5:39 AM	38486	3151
Meters Only Clients	C2H256071	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	131649	10/10/2017 3:45 PM	167998	10/21/2018 5:45 PM	36349	2996
Meters Only Clients	C2H251204	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	144638	10/10/2017 3:45 PM	178675	10/24/2018 5:39 AM	34037	2787
Meters Only Clients	C2I259394	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	114906	10/10/2017 3:45 PM	135453	10/24/2018 5:39 AM	20547	1682
Meters Only Clients	C2I256141	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	309381	10/10/2017 3:45 PM	380334	10/21/2018 5:45 PM	70953	5848
Meters Only Clients	C2H251297	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	103215	10/10/2017 3:45 PM	123689	10/24/2018 5:39 AM	20474	1676
Meters Only Clients	C2H255497	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	255985	10/10/2017 3:45 PM	299502	10/21/2018 5:45 PM	43517	3587
Meters Only Clients	C2I256199	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	174778	10/10/2017 3:45 PM	215354	10/21/2018 5:45 PM	40576	3344
Meters Only Clients	C2H255325	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	97270	10/10/2017 3:45 PM	108095	10/24/2018 5:39 AM	10825	886
Meters Only Clients	C2I256157	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	199579	10/10/2017 3:45 PM	249615	10/21/2018 5:45 PM	50036	4124
Meters Only Clients	C2I256127	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	481016	10/10/2017 3:45 PM	541523	10/21/2018 5:45 PM	60507	4987
Meters Only Clients	C2I256128	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	170834	10/10/2017 3:45 PM	202739	10/11/2018 5:39 PM	31905	2701
Meters Only Clients	C2H255818	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	95624	10/10/2017 3:45 PM	125361	10/24/2018 5:39 AM	29737	2435
Meters Only Clients	C2I256088	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	215663	10/10/2017 3:45 PM	251790	10/21/2018 5:45 PM	36127	2977
Meters Only Clients	C2H256080	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	203039	10/10/2017 3:45 PM	246170	10/21/2018 5:45 PM	43131	3555
Meters Only Clients	C2H255141	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	124867	10/10/2017 3:45 PM	147358	10/19/2018 5:40 AM	22491	1866
Meters Only Clients	C2H256081	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	143635	10/10/2017 3:45 PM	166814	10/21/2018 5:45 PM	23179	1910
Meters Only Clients	C2I256154	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	283515	10/10/2017 3:45 PM	338139	10/19/2018 5:40 AM	54624	4532
Meters Only Clients	C2I259308	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	28362	10/10/2017 3:45 PM	37270	10/24/2018 5:39 AM	8908	729
Meters Only Clients	C2H255436	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	184964	10/10/2017 3:45 PM	217861	7/15/2018 12:48 PM	32897	3669
Meters Only Clients	C2I256136	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	329855	10/10/2017 3:45 PM	409821	10/21/2018 5:45 PM	79966	6591
Meters Only Clients	C2H251205	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	161298	10/10/2017 3:45 PM	205267	10/24/2018 5:39 AM	43969	3600
Meters Only Clients	C2I256150	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	246815	10/10/2017 3:45 PM	274238	5/26/2018 12:57 PM	27423	3730
Meters Only Clients	C2H256082	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	97378	10/10/2017 3:45 PM	118214	10/21/2018 5:45 PM	20836	1717
Meters Only Clients	C2H255140	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	230884	10/10/2017 3:45 PM	272814	10/19/2018 5:40 AM	41930	3479
Meters Only Clients	C2H251272	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	100001	10/10/2017 3:45 PM	128154	10/9/2018 5:40 AM	28153	2400
Meters Only Clients	C2H255932	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	229415	10/10/2017 3:45 PM	280224	10/24/2018 5:39 AM	50809	4160
Meters Only Clients	C2I256196	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	265404	10/10/2017 3:45 PM	294939	7/25/2018 12:45 PM	29535	3180
Meters Only Clients	C2H255320	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	210165	10/10/2017 3:45 PM	263208	10/24/2018 5:39 AM	53043	4343
Meters Only Clients	C2I259377	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	19811	10/10/2017 3:45 PM	24670	10/24/2018 5:39 AM	4859	397
Meters Only Clients	C2I256101	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	146868	10/10/2017 3:45 PM	187636	10/21/2018 5:45 PM	40768	3360
Meters Only Clients	C2H255811	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	171179	10/10/2017 3:45 PM	218155	10/24/2018 5:39 AM	46976	3846
Meters Only Clients	C2I256139	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	106868	10/10/2017 3:45 PM	134287	10/21/2018 5:45 PM	27419	2260
Meters Only Clients	C2H251185	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	283789	10/10/2017 3:45 PM	369412	10/24/2018 5:39 AM	85623	7011
Meters Only Clients	C2I256144	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	174445	10/10/2017 3:45 PM	204077	10/21/2018 5:45 PM	29632	2442
Meters Only Clients	C2H255328	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	612402	10/10/2017 3:45 PM	736973	10/21/2018 5:45 PM	124571	10268
Meters Only Clients	C2I256160	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	247402	10/10/2017 3:45 PM	339011	10/21/2018 5:45 PM	91609	7551
Meters Only Clients	C2I256159	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	197790	10/10/2017 3:45 PM	233225	10/19/2018 5:40 AM	35435	2940
Meters Only Clients	C2H251207	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	174806	10/10/2017 3:45 PM	204790	10/24/2018 5:39 AM	29984	2455
Meters Only Clients	C2I256146	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	331347	10/10/2017 3:45 PM	362112	10/21/2018 5:45 PM	30765	2535
Meters Only Clients	C2I256140	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	210523	10/10/2017 3:45 PM	264235	10/21/2018 5:45 PM	53712	4427
Meters Only Clients	C2I256143	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	150123	10/10/2017 3:45 PM	188905	10/4/2018 5:40 AM	38782	3352
Meters Only Clients	C2I256085	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	212670	10/10/2017 3:45 PM	241242	9/11/2018 5:49 PM	28572	2635
Meters Only Clients	C2I256189	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	237518	10/10/2017 3:45 PM	277427	10/19/2018 5:40 AM	39909	3311
Meters Only Clients	C2I256197	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	295637	10/10/2017 3:45 PM	375908	10/21/2018 5:45 PM	80271	6616
Meters Only Clients	C2H251209	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	176714	10/10/2017 3:45 PM	211102	10/24/2018 5:39 AM	34388	2815
Meters Only Clients	C2I256158	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	270857	10/10/2017 3:45 PM	325182	10/21/2018 5:45 PM	54325	4477
Meters Only Clients	C2H251275	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	132053	10/10/2017 3:45 PM	163416	10/24/2018 5:39 AM	31363	2568
Meters Only Clients	C2H256070	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	99560	10/10/2017 3:45 PM	142242	10/21/2018 5:45 PM	42682	3518
Meters Only Clients	C2H255435	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	212818	10/10/2017 3:45 PM	263848	10/6/2018 5:41 PM	51030	4381
Meters Only Clients	C2I256086	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	243631	10/10/2017 3:45 PM	290184	10/21/2018 5:45 PM	46553	3837
Meters Only Clients	C2I256087	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	227354	10/10/2017 3:45 PM	272732	10/21/2018 5:45 PM	45378	3740

Meters Only Clients	C2I256201	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	175251	10/10/2017 3:45 PM	222022	10/21/2018 5:45 PM	46771	3855
Meters Only Clients	C2I256192	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	249766	10/10/2017 3:45 PM	350675	10/21/2018 5:45 PM	100909	8317
Meters Only Clients	C2I259286	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	40842	10/10/2017 3:45 PM	50523	10/24/2018 5:39 AM	9681	792
Meters Only Clients	C2H256068	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	159150	10/10/2017 3:45 PM	192986	10/21/2018 5:45 PM	33836	2789
Meters Only Clients	C2H255789	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	126186	10/10/2017 3:45 PM	156598	10/24/2018 5:39 AM	30412	2490
Meters Only Clients		Onsite2/Onsite2	TOSHIBA	e-STUDIO256	98084	10/10/2017 3:45 PM	131773	10/21/2018 5:45 PM	33689	2776
Meters Only Clients	C2H255784	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	157117	10/10/2017 3:45 PM	189772	10/24/2018 5:39 AM	32655	2673
Meters Only Clients	C2H256072	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	287852	10/10/2017 3:45 PM	348098	10/21/2018 5:45 PM	60246	4965
Meters Only Clients	C2H256079	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	146561	10/10/2017 3:45 PM	184954	10/21/2018 5:45 PM	38393	3164
Meters Only Clients	C2I256102	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	181981	10/10/2017 3:45 PM	208762	10/21/2018 5:45 PM	26781	2207
Meters Only Clients	C2I259313	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	78300	10/10/2017 3:45 PM	96881	10/24/2018 5:39 AM	18581	1521
Meters Only Clients	C2I256096	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	285247	10/10/2017 3:45 PM	339446	10/19/2018 5:40 AM	54199	4497
Meters Only Clients	C2I256135	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	137524	10/10/2017 3:45 PM	166443	10/21/2018 5:45 PM	28919	2383
Meters Only Clients	C2H255166	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	200877	10/11/2017 9:51 AM	256589	10/19/2018 5:40 AM	55712	4632
Meters Only Clients	C2I259385	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	77657	10/11/2017 9:51 AM	91009	10/14/2018 5:43 AM	13352	1125
Meters Only Clients	C2H256078	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	131852	10/11/2017 9:51 AM	164727	10/11/2018 5:39 PM	32875	2789
Meters Only Clients	C2H255333	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	138469	10/11/2017 9:51 AM	150858	1/18/2018 9:53 AM	12389	3879
Meters Only Clients	C2I256147	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	204456	10/11/2017 9:51 AM	259819	10/14/2018 5:43 AM	55363	4665
Meters Only Clients	C2H255896	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	168496	10/12/2017 9:53 AM	176785	1/18/2018 9:53 AM	8289	2622
Meters Only Clients	C2H256077	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	282815	11/7/2017 9:56 AM	330024	10/21/2018 5:45 PM	47209	4201
Meters Only Clients	C2H255782	Onsite2/Onsite2	TOSHIBA	e-STUDIO356	153313	12/1/2017 9:52 AM	178515	10/24/2018 5:39 AM	25202	2390
Meters Only Clients	C2I256194	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	120907	12/1/2017 9:52 AM	136680	10/21/2018 5:45 PM	15773	1507
Meters Only Clients	C2I256083	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	140137	12/15/2017 9:51 AM	188519	10/21/2018 5:45 PM	48382	4833
Meters Only Clients	C2H256076	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	303354	1/2/2018 9:52 AM	321788	10/21/2018 5:45 PM	18434	1954
Meters Only Clients	C2K211160	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	179611	1/19/2018 10:30 AM	211732	10/19/2018 5:40 AM	32121	3650
Meters Only Clients	C2I259300	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	6980	1/24/2018 8:56 PM	9206	10/24/2018 5:39 AM	2226	253
Meters Only Clients	C2I259390	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	32268	1/24/2018 8:56 PM	35170	10/21/2018 5:45 PM	2902	333
Meters Only Clients	C2I259371	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	82472	4/9/2018 4:56 PM	89979	10/1/2018 5:44 PM	7507	1329
Meters Only Clients	C2I259297	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	22025	4/12/2018 4:59 AM	24363	10/1/2018 5:44 PM	2338	420
Meters Only Clients	C2I259307	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	73307	4/12/2018 4:59 AM	77242	10/1/2018 5:44 PM	3935	707
Meters Only Clients	C2I259316	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	71651	4/12/2018 4:59 AM	80545	10/1/2018 5:44 PM	8894	1598
Meters Only Clients	C2I259380	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	50191	4/12/2018 4:59 AM	56436	10/1/2018 5:44 PM	6245	1122
Meters Only Clients		Onsite2/Onsite2	TOSHIBA	e-STUDIO457	57292	4/12/2018 4:59 AM	59411	9/24/2018 5:49 AM	2119	398
Meters Only Clients	C2I259383	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	136275	4/14/2018 4:55 PM	138929	10/1/2018 5:44 PM	2654	483
Meters Only Clients	C2I259360	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	106296	4/14/2018 4:55 PM	116682	10/1/2018 5:44 PM	10386	1893
Meters Only Clients	C2H256075	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	235535	5/4/2018 4:54 PM	254794	10/21/2018 5:45 PM	19259	3511
Meters Only Clients	C2I259359	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	73371	6/23/2018 12:49 AM	80203	10/24/2018 5:39 AM	6832	1719
Meters Only Clients		Onsite2/Onsite2	TOSHIBA	e-STUDIO456	82764	8/19/2018 1:57 PM	87413	10/19/2018 5:40 AM	4649	2376
Meters Only Clients	C2H255134	Onsite2/Onsite2	TOSHIBA	e-STUDIO456	270922	8/19/2018 1:57 PM	279138	10/19/2018 5:40 AM	8216	4199
Meters Only Clients	C2I256153	Onsite2/Onsite2	TOSHIBA	e-STUDIO256	273629	8/19/2018 1:57 PM	286387	10/21/2018 5:45 PM	12758	6262
Meters Only Clients	C2I259322	Onsite2/Onsite2	TOSHIBA	e-STUDIO206L	65100	8/19/2018 1:57 PM	65879	10/24/2018 5:39 AM	779	367

Attachment J - Konica Meter Report
Year 2017 -2018

Name	Units	BWPages	ColourPages	Jobs
AEE1200CPKM001	67675	67539	136	6101
AHHFOMRCPKM001	162851	162167	684	3690
AHHSTLKMPKM001	115747	114895	852	2700
AROSTLKMPKM002	41828	41556	272	1531
BBEFOOCPKM001	101852	101752	100	6741
BBMSTWRCPKM001	28853	28696	157	1312
BMMSTWRCPKM001	20626	20611	15	518
BSESTWRCPKM001	84458	83879	579	5141
BWE1530CPKM001	53829	53712	117	4454
CCETEPRCPKM001	54270	54240	30	3356
CDOWR00CPKM001	23449	23042	407	1466
CEESTWRCPKM001	61897	61836	61	4295
CHHSTWRCPKM001	159836	159337	499	3460
CHHSTWRCPKM002	141817	140455	1362	3519
CLESTWRCPKM001	91924	91845	79	5914
CLKM150CPKM001	21092	21058	34	1795
CMMFO00CPKM001	74292	74044	248	2980
COALLEACPKM001	8717	7491	1226	1261
COALLWECPKM001	18399	15613	2786	1877
COAMLEACPKM001	12879	12605	274	1101
COAMLWECPKM001	10342	10115	227	2821
COAULEACPKM001	41848	41335	513	1548
COAULWECPKM001	20691	20155	536	1670
CROESTWCPKM001	115219	114660	559	5026
CROLSTWCPKM001	141921	141921	0	4970
DLEFOOCPKM001	102017	101986	31	3982
DMMFOCRCPKM001	9126	9088	38	198
DOEFOWRCPKM001	82418	82123	295	5608
DREFOWRCPKM001	91227	91217	10	4161
EEEFOWRCPKM001	114514	113979	535	7000
ELMFOMRCPKM001	149549	149365	184	2609
EMMFKMRCPKM001	13839	13829	10	503
FEESTWRCPKM001	127136	126958	178	7868
FQMSTMRCPKM001	69467	69107	360	1540
FRESTLKMPKM001	114215	113981	234	8262
FROHALLCPKM001	9798	9755	43	424
GCEFOMRCPKM001	115729	115390	339	7498
GEESTWRCPKM001	67527	67417	110	6421
GHHSCO2CPKM001	69571	69105	466	2104
GHHSTWRCPKM001	76536	76272	264	2415
GMMFOWRCPKM001	91001	90716	285	3461
HAH9GRWCPCPM001	158366	157199	1167	3566
HAHMDIACPKM001	153577	153099	478	3791

HAMSTMRCPKM001	88265	87998	267	3624
HCMSTWRCPKM001	93882	93774	108	3108
HEESTMRCPKM001	76598	76490	108	4544
HOHFOWRCPKM001	124968	124616	352	2715
HOHFOWRCPKM003	196152	195994	158	4555
HOHSTWRCPKM001	94312	94060	252	1833
HSESTWRCPKM001	130418	130354	64	6733
HWOSTWRCPKM001	51819	51615	204	3546
IEE2140CPKM001	90218	90100	118	6052
JHECR00CPKM001	65221	65184	37	4293
LEEWRO0CPKM001	45661	45604	57	3418
LFECR00CPKM001	94342	93820	522	6101
LKMCR00CPKM001	69526	69470	56	1090
LWECR00CPKM001	104724	104673	51	4696
MHHFOWRCPKM001	187816	187355	461	4507
MHMSTWRCPKM001	111706	111601	105	3743
MVMFOWRCPKM001	122182	121945	237	3142
MWEWR00CPKM001	96744	96672	72	6902
MWMFOWRCPKM001	91497	91291	206	2939
NEEWR00CPKM001	86939	86852	87	5224
OMH6030CPKM001	113636	113389	247	2748
OMHSTLKMPKM001	148802	148475	327	3095
OMMSTWRCPKM001	56652	56430	222	3019
PLESTWRCPKM001	100670	100472	198	7694
PMMF7WRCPKM001	142490	142141	349	2866
PRECRO0CPKM001	94863	94648	215	6092
PVMFOWRCPKM001	34421	34191	230	1646
RBESTWRCPKM001	80728	80599	129	5606
REEWR01CPKM001	98726	98602	124	5961
RHHFOWRCPKM001	115370	114169	1201	3898
RHHFOWRCPKM002	116780	115443	1337	3474
SEEWRO0CPKM001	100889	100682	207	6816
SFESTWRCPKM001	99912	99711	201	7642
SJESTLOCPKM001	110252	110209	43	6992
THEWR00CPKM001	88476	88179	297	5375
TREFOWRCPKM001	59225	59065	160	4864
TSEFOWRCPKM001	54134	53813	321	5048
TVMSTWRCPKM001	158808	158565	243	4918
VEEFOWRCPKM001	112412	112201	211	6873
WFEWR00CPKM001	54702	54649	53	4327
WLHMR00CPKM001	118178	118109	69	3504
WLHTRPLCPKM001	179673	179305	368	4413
WLMWR00CPKM001	44588	44560	28	1934
WOEFOWRCPKM001	49753	49669	84	4303
WTEFOWRCPKM001	82513	82307	206	4989
WVEWR00CPKM001	91353	91321	32	4675
MHHMDIACPKM001	158221	157782	439	3232

Attachment K - Digital Duplicator Meter Report

Equipment serial number	Equipment number	Begin meter date	Begin meter display	End meter date	End meter display	Copies
42293926	42293926	6/28/2018	0	7/31/2018	0	0
79707552	79707552 *TEMP LOANER	12/7/2017	69,973	7/31/2018	144,301	74,328
N8500570032	Atholton Duplicator	7/31/2017	205,466	7/31/2018	233,306	27,840
N8530670059	Atholton HS DX3343	7/31/2017	1,725,137	7/31/2018	2,114,444	389,307
N8531270067	Bellows Spring ES Duplicator	7/31/2017	1,219,119	7/31/2018	1,559,307	340,188
N6780770200	Bollman Bridge ES/DX3340	7/31/2017	1,033,780	7/30/2018	1,086,365	52,585
N8530670054	Bonnie Branch MS DX3343	7/31/2017	1,346,445	7/31/2018	1,792,233	445,788
N8500570043	Bryant Woods Duplicator	7/31/2017	605,926	8/1/2018	652,399	46,473
N8540370008	Burleigh Manor MS Duplicator	7/31/2017	1,202,943	7/31/2018	1,561,674	358,731
N8530670041	Bushy Park ES/N8530670041	7/31/2017	1,266,240	8/1/2018	1,266,250	10
N8520770038	Centennial Duplicator	7/31/2017	2,350,543	7/31/2018	2,644,031	293,488
N8540270007	Centennial Lane ES Duplicator	7/31/2017	1,006,526	7/31/2018	1,228,499	221,973
N8540270022	Clarksville ES Duplicator	7/31/2017	442,083	8/1/2018	544,573	102,490
N8540270016	Clarksville MS Duplicator	7/31/2017	1,259,599	7/31/2018	1,559,899	300,300
D265Z500083	Clemens Crossing ES*TEMPLOANER	7/31/2017	148,176	7/31/2018	257,665	109,489
D265Z500075	Cradlerock ES Duplicator	7/31/2017	73,846	8/1/2018	99,081	25,235
N8500570042	Dayton Oaks Duplicator	7/31/2017	1,446,201	7/31/2018	1,613,930	167,729
N8540370015	Deep Run Elementary Duplicator	7/31/2017	597,549	7/31/2018	736,332	138,783
N8530670046	Ducketts Lane Elem DX3343	7/31/2017	949,211	7/31/2018	949,211	0
D265Z500095	Dunloggin MS Duplicator	7/31/2017	481,095	7/31/2018	666,899	185,804
N8520770030	Elkridge Elem Duplicator	7/31/2017	1,709,376	7/31/2018	1,940,619	231,243
N8520770008	Elkridge Landings Duplicator	7/31/2017	2,401,094	7/31/2018	2,785,599	384,505
N8530670045	Ellicott Mills DX3343	7/31/2017	1,699,428	7/31/2018	2,210,568	511,140
N8540270004	Folly Quarter MS Duplicator	7/31/2017	1,039,178	7/31/2018	1,314,788	275,610
D265Z500084	Forest Ridge ES Duplicator	7/31/2017	427,601	7/31/2018	586,816	159,215
N8540270003	Fulton ES Duplicator	7/31/2017	1,182,803	8/1/2018	1,182,803	0
N8520770033	Glenelg HS Duplicator	8/9/2017	2,565,613	8/1/2018	2,846,146	280,533
N8530670053	Glenwood MS DX3343	6/30/2015	392,508	7/31/2018	735,196	342,688
N8530670017	Gorman Crossing ES DX3343	7/31/2017	1,023,794	7/31/2018	1,146,593	122,799
N8531270034	Guilford ES Duplicator	7/31/2017	643,811	7/27/2018	727,939	84,128
N8540370007	Hammond ES Duplicator	7/31/2017	1,024,689	8/8/2018	48,029	216,373
N8520770082	Hammond HS Duplicator* @MIS(REPAI	7/31/2017	2,416,780	7/31/2018	144,301	40,391
N8530670002	Hammond MS DX3343	7/31/2017	1,647,026	7/31/2018	2,022,257	375,231
N8520770062	Harper's Choice Duplicator	7/31/2017	1,978,532	7/27/2018	2,313,414	334,882
N8530670026	Hollifield Station ES DX3343	7/31/2017	1,170,430	8/1/2018	1,408,514	238,084
N6780570053	Homewood/DX3340	7/31/2017	2,067,382	7/31/2018	2,067,577	195
N8520770005	Howard High Duplicator	7/31/2017	3,614,741	7/31/2018	3,870,293	255,552
N8540270020	Ilchester ES Duplicator	7/31/2017	725,621	7/30/2018	909,264	183,643
N6780970087	Jeffers Hill ES/DX3340	7/31/2017	1,276,322	7/27/2018	1,337,371	61,049
N8530670019	Lake Elkhorn MS DX3343	7/31/2017	1,225,669	7/31/2018	1,493,965	268,296
N8530670034	Laurel Woods ES DX3343	7/31/2017	938,405	7/27/2018	1,088,321	149,916
D265Z500096	Lime Kiln MS Duplicator	7/31/2017	452,159	7/31/2018	658,500	206,341
N6781070037	Lisbon ES/DX3340	7/31/2017	1,124,011	7/31/2018	1,459,521	335,510
N8520770006	Long Reach Duplicator	7/31/2017	3,057,709	8/1/2018	3,326,195	268,486
D265Z500076	Longfellow ES Duplicator	7/31/2017	249,854	7/31/2018	339,704	89,850
N8531270035	Manor Woods ES Duplicator	7/31/2017	968,667	7/31/2018	1,275,685	307,018
N8530670027	Marriotts Ridge HS DX3343	7/31/2017	1,579,079	8/1/2018	2,017,873	438,794
D265Z500082	Mayfield Woods MS Duplicator	7/31/2017	877,217	8/1/2018	1,327,418	450,201
D265Z300041	Mount View MS Duplicator	7/31/2017	683,500	8/1/2018	1,023,147	339,647
N8520770034	Mt Hebron Duplicator	7/31/2017	2,502,959	8/1/2018	2,917,232	414,273
N8530670033	Murray Hill MS DX3343	7/31/2017	1,233,041	7/31/2018	1,518,677	285,636
N8500570055	Northfield- DX3343	7/31/2017	1,510,913	7/31/2018	1,707,266	196,353
N8530670062	Oakland Mills DX3343	7/31/2017	99,095	7/31/2018	260,425	161,330
D265Z500010	Oakland Mills MS Duplicator	7/31/2017	535,044	7/31/2018	784,824	249,780
N8530670063	Patapsco MS DX3343	7/31/2017	1,316,334	7/31/2018	1,549,089	232,755
N8520770081	Patuxent Valley MS Duplicator	7/31/2017	2,589,566	7/31/2018	3,077,993	488,427
N8540270017	Phelps Luck ES Duplicator	7/31/2017	1,145,082	7/31/2018	1,347,962	202,880
N8520770063	Pointers Run Duplicator	7/31/2017	1,948,437	8/1/2018	2,184,309	235,872
N8520770067	Reservoir High Duplicator	7/31/2017	3,411,792	7/31/2018	3,998,784	586,992
N8520770066	River Hill Duplicator	7/31/2017	2,394,952	8/1/2018	2,623,565	228,613
D265Z500067	Rockburn ES Duplicator	7/31/2017	323,174	7/31/2018	526,703	203,529
D265Z500073	Running Brook ES Duplicator	7/31/2017	424,835	7/31/2018	563,272	138,437
N6780970133	St. John's Lane ES/DX3340	8/7/2017	2,392,915	7/31/2018	3,287,980	895,065
N8500570045	Stevens Forest Duplicator	7/31/2017	1,074,414	8/1/2018	1,187,866	113,452
D265Z300031	Swansfield ES Duplicator	7/31/2017	304,225	7/31/2018	411,958	107,733
D265Z500085	Talbott Springs ES Duplicator	7/31/2017	391,695	7/31/2018	510,564	118,869
N8531170101	Thomas Viaduct MS Duplicator	7/31/2017	1,569,499	7/31/2018	2,052,328	482,829
N8500570029	Thunder Hill Duplicator	7/31/2017	1,275,476	7/30/2018	1,387,795	112,319

D265Z500064	Triadelphia Ridge ES Duplicator	7/31/2017	518,333	8/1/2018	785,161	266,828
N8520770032	Veterans Elem Duplicator	7/31/2017	1,705,679	8/1/2018	1,982,768	277,089
N8540270021	Waterloo ES Duplicator	7/31/2017	980,635	7/31/2018	1,114,538	133,903
D265Z500016	Waverly ES Duplicator	7/31/2017	434,149	7/31/2018	577,905	143,756
N8500570027	West Friendship Duplicator	7/31/2017	403,796	7/31/2018	492,675	88,879
N8520770039	Wilde Lake Duplicator	7/31/2017	2,687,621	8/1/2018	2,859,033	171,412
N8540270024	Wilde Lake MS Duplicator	7/31/2017	1,406,345	7/30/2018	1,744,257	337,912
N8591170029	Worthington Duplicator	7/31/2017	960,085	7/31/2018	1,077,457	117,372