



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

Request for Information No.
031.19.B5 For
Enterprise Print Management Solution

Solicitation Schedule

Event	Date
Issue Date	February 15, 2019
Last Date for Questions	March 1, 2019
RFI Response Due	March 8, 2019 2:00 pm
Presentations (if requested)	TBD

Introduction and Background

The Howard County Public School System (HCPSS) is issuing this Request for Information (RFI) for recommendations on ways to improve its enterprise print solution and printer life-cycle management. The purpose of this RFI is to gain a better understanding of services available to right-size, consolidate, standardize, and optimize HCPSS's current printer/copier environment while providing flexibility in meeting individual school needs.

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 77 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 RFI are encouraged to review 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 Responses 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 submitted in writing via email to Ted Ludicke, ted_ludicke@hcpss.org. All such questions and inquiries shall be received by the date and time listed on the cover of this solicitation. Inquiries will receive a written reply via addendum.
3. Information Only. Notwithstanding any other provision of the RFI, Respondents are hereby advised that this RFI is a solicitation for information only and is not to be construed as an offer to enter into any contract or agreement.
4. Response Submittal Process
 - 4.1. Responses are to be provided to the Issuing Office in accordance with the Solicitation Schedule.
 - 4.2. Responses must be emailed, and the email posted and received no later the time and date specified on the Solicitation Schedule on this cover sheet.
5. Response Retrieval. Prior to the final submission date, any Respondents may retrieve its information to make additions or alterations. Such retrievals shall not extend the final submission date.
6. Withdrawal of Responses. Responses may be withdrawn by the Respondent upon request.
7. HCPSS 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. Respondents shall bear all costs associated with the preparation and furnishing of responses to this RFI. All Responses shall be firm for a period of 180 days following the Response submission due date.
8. Acceptance of Terms and Conditions. By submitting a Response, a Respondent shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFI. The RFI, including all addenda, shall be incorporated into the Response.
9. RFI Response Materials. All written materials submitted in response to this RFI 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 Respondent(s).
10. Incurred Expenses. HCPSS is not responsible for any expenses that Respondents may incur in preparing and submitting Responses or in making presentations of their Responses, if required.
11. Public Information and Trade Secrets. The Maryland Public Information Act limits HCPSS's ability to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that Respondent does not want disclosed to the public or used by HCPSS for any purpose other than evaluation of the Respondent's eligibility, each sheet of such information must

be marked with the designation "Confidential." HCPSS will notify the Respondent of any request by another party to inspect such confidential information. Respondent will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

SECTION II. PROJECT SUMMARY

1. HCPSS’s Department of Information Technology (IT) is issuing this RFI to obtain recommendations for:
 - 1.1. A new enterprise print management solution for use in all central office locations and schools where the equipment life cycle would be managed in-house by IT.
 - 1.2. A managed print solution to manage and support local printers at central office locations and schools.
 - 1.3. A print policy to reduce print costs and waste.

2. HCPSS’s overall goal for this RFI is to receive recommendations on the standardization of our enterprise fleet and standardization on the type of device and quantity of devices to deploy across the district. The recommendations should be based on current and projected utilization and allow for flexibility in implementation. The proposed solution should also include methods to:
 - 2.1. Standardize enterprise print solution and policies while providing some flexibility at the school level.
 - 2.1.1. Indicate if a similar solution has been implemented in another organization and/or K-12 school district.
 - 2.2. Clarify and understand the total cost of ownership.
 - 2.3. Utilize best practices to reduce waste, lower costs, and reduce environmental impacts while meeting school system’s printing needs.
 - 2.4. Streamline management (servicing/maintenance, printer servers, reporting, etc.).
 - 2.5. Increase security, control, and accountability.

3. HCPSS is interested, at a minimum, in information about the following items. However, the respondents can feel free to request/recommend additional steps or information that they would like to gather in order to provide a response.
 - 3.1. Standardized enterprise print solutions
 - 3.1.1. Pull/secure printing
 - 3.1.2. Usability and access for students and staff
 - 3.2. Cost of ownership
 - 3.2.1. Solution for rate structure or chargeback model option
 - 3.2.2. Payback time period
 - 3.2.3. Salvaging existing equipment
 - 3.3. Best practices for K-12 systems:
 - 3.3.1. Print policies
 - 3.3.2. Local printing
 - 3.3.3. Reducing printing cost/waste/demand
 - 3.3.4. Support printing from multiple operating systems: Windows, Mac, Chrome, and iOS
 - 3.4. Model for printer management
 - 3.4.1. Print server
 - 3.4.2. Reporting
 - 3.4.3. A proactive maintenance approach to printer servicing
 - 3.4.4. Managing consumables (toner): supply and replacement

4. Current Inventory
 - 4.1. Printers. HCPSS estimates that there are 4,060 desktop printers on our network and a number of non-networked printers in school and office locations.
 - 4.2. MFDs/Duplicators. HCPSS provides the following MFDs/Duplicators to schools:

Elementary Schools	1 Large Multifunction	1 Small Multifunction	1 Duplicator
Middle Schools	1 Large Multifunction	2 Small Multifunction	1 Duplicator
High Schools	2 Large Multifunction	3 Small Multifunction	1 Duplicator

- 4.3. See Attachment A Current MFD & Duplicator Inventory
- 4.4. See Attachment B for Usage Data

SECTION III. RESPONSE FORMAT

1. Transmittal Letter. A transmittal letter prepared on the Respondent's business stationery shall accompany the Response. The letter should be an executive summary that clearly and concisely summarizes the content of the Response. 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 Respondent'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 Response, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Response shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Response 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. Recommendations: Provide a comprehensive, detailed narrative describing how the Respondent's recommendations match each of HCPSS' requirements listed in Section 2, Project Summary.
4. Efficiencies. Describe how the recommended Solution(s) reduces environmental impact, saves costs, energy and efficiency, and increases security. Include initial, and then ongoing, public awareness campaign ideas that HCPSS may utilize when rolling out the Solution.
5. References: The Respondent shall provide examples of three enterprise print solutions projects of similar size and scope, preferably in a K-12 environment. Examples shall include a project summary and a contact(s) name and telephone number who is familiar with each project.

The Howard County Public School System

Attachment A - Current MFD & Duplicator Inventory

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 A - 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
Tridelphia Ridge ES	C2I256147	13400 Tridelphia 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 A - 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 B: Usage Data

The Howard County Public School System

Devices	Monthly Average (12mo)
Konica Minolta	8,325,345
Ricoh	1,266,884
RISO	12,691
Toshiba	583,520
Total	10,188,440