

PULASKI COUNTY BOARD OF EDUCATION  
2019-2020 Copier RFP

Released March 4, 2019  
Advertised March 4-April 12, 2019  
RFP Due April 12, 2019 by 2pm

**Pulaski County Board of Education**  
**2019-2020 Copier RFP**



# Pulaski County Board of Education

Post Office Box 1055  
Somerset, KY 42502  
Phone 606-679-1123

## -REQUEST FOR PROPOSAL-

925 North Main Street  
Somerset, KY 42503  
Fax 606-679-1438

Reference Number - Copier RFP 2019-20

Proposed Title - District Copier Plan 2019-20

Date RFP Released - March 4, 2019

Department or Schools - District Wide

Date and Time RFP is due - April 12, 2019

Fund - Various

RFP Advertised - Beginning March 4, 2019

Bid Award - Scheduled for May Board Meeting -  
New Contract to Begin July 1, 2019

### Purpose of RFP

Through this Request for Proposal, Pulaski Board of Education is soliciting proposals for copiers and related services. Your firm has requested to be a possible candidate for this contract. As such, you are invited to submit a proposal for all equipment and services. You may respond to only one section or to all sections of the RFP.

Pulaski Board of Education hopes to:

- Increase user satisfaction and efficiency
- Obtain timely, responsive and consistent services
- Gain the highest possible value for our investment
- Lower copier operating costs
- Upgrade our District Print Shop
- Add "Paper-Cut MF" or comparable software

The Pulaski County Board of Education will narrow RFP responses down to what we consider to be the top three to five "best evaluated" responses and will then notify the finalists and reserve the right to enter into Competitive Negotiations with each vendor if necessary and may meet with each of the final vendors separately to allow them to better explain their response. We reserve the right to award based on reasons other than lowest price. We will examine the proposals for best price, quality, performance measures, customer support and service, and reference checks. The Pulaski County Board of Education reserves the right to waive any or all proposals.

### Confidentiality

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP.

### Contract Term

For the Purpose of this RFP, our preference is that the contractual period will be for 48 months, but please respond with both 48 and 60 month options.

### Scope of Service

Pulaski County Board of Education seeks a vendor who can supply equipment and provide service in an efficient, consistent manner. We are interested in leasing a fleet of copier/multifunctional devices, along with Paper-Cut MF software, or something comparable that will serve our end users in each of our buildings, while addressing the needs of each department and still ,minimizing our overall cost. All machines quoted must be newly manufactured and the most current models available from the manufacturer represented.

Scope of Service (continued)

We are interested in creative solutions that include the following:

- Provide an equipment lease with a \$1 buy out at the end of the contract, to own all machines, if they are deemed useful by Pulaski Board of Education
- Costs associated with service maintenance and supplies of all machines is currently quoted on a per impression bases with no minimum volumes assigned to any machines within the fleet
- Supplies are to include ALL toner AND staples needed to operate the machines
- Technical expertise of both service technicians and professional services

Technology and Software

Technical Requirements

- Users Self Registered based on LDAP or Google Account
- Future use of a pin or RFID chip for access
- RFID stickers should be provided prior to self registration
- No emails should be sent from copiers (or emails to registered person only)
- Allows scanning to a "home folder" and /or "google drive" SMB Protocol
- Copiers must be NET BIOS named per our naming structure for network usage
- Requiring Paper-Cut MF Management Solutions or something comparable and Training
- Capability to wipe hard drives clear at the end of the contract with certification that hard drives are clean

THIS CERTIFICATE MUST BE EXECUTED BY CONTRACTOR

In compliance with this request for proposal; in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above, to furnish any or all of the items upon which prices are quoted in accordance with the specification applying at the price set opposite each item.

**NOTE:** By law, the school district must receive approval from the Board of Education prior to payment of invoices unless it is taking advantage of a discount. Otherwise, payment must be made after receiving approval of the payment by the Board, which meets the Tuesday following the second Monday of each month. No late charges, finance charges, carrying charges or other such charges will be honored.

Firm Name \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Supplier Information

1. What is the legal name of your company?
2. How many years has this company been in business?
3. Are you a subsidiary, affiliate or franchise? If yes, what is the name of your parent company?
4. What is the headquarters location, address, phone number and website?
5. Describe the companies ownership structure?
6. How many employees do you have world wide? Locally?
7. Provide a sample certificate of insurance identifying your standard insurance coverage.
8. Provide your tax ID number.
9. Please list your experience providing equipment and services to the education marketplace in Kentucky.
10. Provide your total number of office locations and identify key local offices that would be involved in managing this project/account.
11. How many hours of training do you require your service technicians to complete?
12. Will the Pulaski Board of Education have a dedicated technician if your company is awarded this contract?
13. Please describe how your technical support team will be made available to the Pulaski County Board of Education.
14. Describe your implementation process and provide a sample implementation plan for Pulaski Board of Education.

## References

Please provide 3 references where your company provides similar services to public K-12 schools, similar, or larger in size to Pulaski County Board of Education. List the total number of machines, total yearly volume and contact information for each.

## GENERAL CONDITIONS

1. This invitation is supplied in duplicate. Submit one copy of the completed proposal in a sealed envelope clearly marked "COPIER RFP" in the lower right hand corner. The duplicate copy is yours to keep.
2. All prices submitted are to include delivery set up and freight charges. Pulaski Board of Education is not to receive additional billing for anything outside of the contract or prior to the contract.
3. Proposals, to receive consideration, must be received prior to the time designated in this request and none will be accepted thereafter.
4. An officer or member of the company who is authorized to legally bind the company, must sign the bid form.
5. The Board of Education reserves the right to waive defects and informalities in the proposals, to reject any or all proposals and to award any proposal as may be deemed to its interest. Awarding of a bid is contingent upon an approved contract between a bidder and the Pulaski County Board of Education.
6. The firm, company or manufacturer awarded the contract must have a representative available for on site visits if any issues were to arise and prior to scheduling the delivery of new equipment.
7. Federal Excise Taxes or Kentucky Sales or Use Taxes are not applicable to any purchases made by Pulaski County Schools. Bid prices should not include any such taxes.
8. It is to be understood that the awarded vendor is to deliver all new equipment to every facility by July 8, 2019 and the contract is to take effect July 1, 2019.
9. CONFLICTS OF INTEREST
  - A. KRS45A.455 prohibits conflicts of interest, gratuities and kickbacks to employees of Pulaski County Schools in connection with contracts for suppliers or services whether such gratuities are direct or indirect.
  - B. KRS45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services.
10. It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payments that may be brought against it for the use of patented material, process, article or device that may enter into the manufacture, construction or form of a part of the work covered by either order or contract; and further agrees to indemnify and save harmless the Board of Education from suits or action of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or for any of the acts of the contractor, his servants or agents.
11. NO escalations on the lease or service agreements will be accepted during the term of this contract.
12. Cost per copy will be fixed for the entire contract with NO price increase.
13. The quoted cost per copy for maintenance should include all parts, labor, toner and staples.
14. The School District will not be responsible for property taxes, late fees, filing fees or upfront payments.
15. The current contract will be over prior to June 1, so there will be no buyout obligations.
16. Please provide the name of the leasing company you will be using as a point of contact.
17. Training must be provided to each school and staff at no additional cost whenever required.
18. 11x17 copies are to be billed at 1 click.
19. Proposals should be delivered to Pulaski County Board of Education, 925 North Main Street, Somerset, Kentucky, 42503 - or to Pulaski County Board of Education at PO Box 1055, Somerset, Kentucky 42502. Bids are due by 2:00 pm, on April 12, 2019.
20. Please contact Shelley Todd via email at Shelley.Todd@pulaski.kyschools.us if you have any questions.

## SPECIAL CONDITIONS

1. Several levels of monochrome copiers shall be offered as outlined in this packet.
2. Pulaski County Board of Education runs over 20,000,000 monochrome copies per year. Any costs for copies over 20,000,000 should not be at an increased amount. If due to software, our copies begin to decrease and 20,000,000 copies are NOT made, the Pulaski Board of Education is to be charged for copies made and a reconciliation can be billed annually for overages or possible credits. All copies will be based on the same cost per copy.
3. The winning contractor shall assure that an appropriate level of service be provided by guaranteeing no copy machine be out of service for more than 4 business hours.
4. Sufficient supplies are to be left at each location so that machines will never be idle due to lack of supplies.
5. All equipment must maintain a 95% uptime performance. Awarded vendor will be responsible to provide documentation to the District reflecting this requirement is being met. If a particular machine is continually down more than the 95% uptime required, the vendor will be required to replace that machine for a comparable machine.
6. Responding vendors must understand that the Board of Education must approve bills prior to payment. This is a process that may result in payments extending past the 30 days of an invoice date. No late charges are allowed in such cases.
7. The contractor with whom the contract is executed must retain the lease and ownership of the equipment. Any selling or transferring of the lease agreement to a third party may result in the immediate cancellation of the agreement.
8. Vendors responding to the RFP will preferably hold a Commonwealth of Kentucky Copier Contract, be an approved vendor with Kentucky Purchasing Cooperative Bids, or be on US Communities as an approved vendor.
9. The awarded vendor will need to meet with the Pulaski County Board of Education to discuss exact invoicing procedures.
10. There will be three sections of this contract.

SECTION 1 represents 20,000,000 monochrome copies. We currently pay the same amount each month, based on the 20,000,000 copies, divided by 12 months. A reconciliation bill can be sent annually for overages or possible credits. This simplifies billing and allocations to the school locations. Awarded contractor is to provide Paper Cut MF , or a comparable software and training on that software at no additional charge to Pulaski County Board of Education

### SECTION 1– Replacing ALL equipment with new machines

### SECTION 2– Color Equipment and Poster Machine in Print Shop/School Works

Color machines and poster machine copies are to be billed separately on a monthly basis. Responding bidders should return a written proposal based on a cost per copy on each machine that includes lease, service and copies.

### SECTION 3– Color Equipment at School Locations

Some schools and departments have asked to have a small color copier. This should be a 35-45 copy per minute machine that scans, has fax option, and staples with at least 2 trays. I have highlighted the departments and schools that are interested in adding this option on the spreadsheet. I will need to know what “additional” cost the color machines add vs black so we will know how much additional we need to charge the departments or schools who add this option. Color copies can be charged separately , monthly.

## SECTION 1 - Monochrome MINIMUM Specifications At All Locations

(Please attach a brochure on each machine quoted)

### LEVEL 1 machines

80-90 ppm speed or faster (please make notation if more than a standard plug is required)

100 sheet single pass duplex feeder

Minimum of 3 paper trays and by pass tray

100 sheet by pass tray

3000 sheet capacity multi position staple finisher

Network printing to secure mail boxes and color scanning to email, drive or folder

### LEVEL 2 Machines

60-75 ppm speed or faster (please make note is more than a standard plug is required)

100 sheet single pass duplex feeder

Minimum of 3 paper trays and bypass tray

100 sheet bypass tray

2500 sheet capacity multi position staple finisher

Network printing to secure mailboxes and color scanning to email, drive or folder

### LEVEL 3 Machines

45-55 ppm speed or faster

100 sheet single pass duplex feeder

Minimum of 3 trays and a bypass tray

100 sheet bypass tray

2500 sheet capacity multi position staple finisher

Network printing to secure mailboxes and color scanning to email, drive or folder

### LEVEL 4 Machines (fax capabilities required if noted)

35-40 ppm speed or faster

75 sheet single pass duplex feeder

Minimum of 3 trays and a bypass tray

100 sheet bypass tray

1500 sheet capacity multi position staple finisher

Network printing to secure mailboxes and color scanning to email, drive or folder

### LEVEL 5 Machine - print, copy, scan (fax if noted )on a stand

25-30 ppm speed

50 sheet doc feeder

Network printing to secure mailboxes and color scanning to email, drive or folder

### LEVEL 6 Machine - print, copy, scan and fax - desk top model

25-30 ppm speed

50 sheet doc feeder

Network printing to secure mailboxes and color scanning to email, drive or folder and fax

PLEASE BID —MEETING SPECIFICATIONS ABOVE AT A COST PER COPY TO INCLUDE THE MACHINES, SERVICE, TONER AND SUPPLIES.



## SECTION 2 - PRINT SHOP REQUESTS

New Color Copier Minimum Specifications

Light Production—color 80+ ppm

100 original single pass document feeder

At least 3 trays, holding 500 sheets each and a 200 sheet bypass tray

Booklet maker finisher that can staple **at least** 20 11x17 pages (80 page) book

No need for square booklet finisher, saddle stitch is fine for what we do but we do want a trimmer

2500 sheet capacity multi position staple finisher and hole punch

Extra— long sheet capability for small poster printing (list sizes available 12x18, 13x19, etc.)

Network printing and scanning to email or folders

Paper weight up to 300gsm

New Back-Up Color /Monochrome Machine

Color 50+ ppm

75 original single pass document feeder

at least 3 trays holding 500 sheets and 150 sheet bypass tray

Booklet maker finisher that can staple **at least** 12 11x17 pages (48 page) book

Multi position staple finisher

Network printing and scanning to emails or folders

Paper weight up to 100lb

**PLEASE BID COLOR COPIERS AS A LEASE PURCHASE WITH A \$1 BUYOUT— MEETING SPECIFICATIONS ABOVE.  
COPIES ARE TO BE BILLED AT A COST PER COPY TO INCLUDE SERVICE, TONER AND SUPPLIES.**

## NEW WIDE FORMAT PRINTER

We currently have an HP T2300 and have been pleased with it.

Minimal Specification Requirements -

36" wide - we print mostly 18x24 and 24x36

Need Scan, Copy and Print and have USB

**PLEASE BID THE POSTER MACHINE AS A LEASE PURCHASE WITH A \$1 BUYOUT - MEETING SPECIFICATIONS ABOVE.  
COPIES SHOULD BE CHARGED AT A COST PER FOOT TO INCLUDE THE SERVICE AND TONER. NOT TO INCLUDE PAPER.**

SECTION 3– Color Equipment (additional option)

Must meet these minimal specifications

This should be a 35-45 copy per minute machine to be located in each schools office.

50 single pass document feeder

100 sheet bypass

2 trays holding at least 250 sheets

Scans to email or folders

Fax capability option

Network printing

Staple finisher

Again, This should be a 35-45 copy per minute machine that scans, has fax option, and staples with at least 2 trays. I have highlighted the departments and schools that are interested in adding this option on the spreadsheet. I will need to know what “additional” cost the color machines add vs black so we will know how much additional we need to charge the departments or schools who add this option. Color copies can be charged separately , monthly.

Attachment 1– Intent to Bid Form

This form acknowledges your receipt of this RFP and states whether your firm intends to submit or not submit this proposal.

Company Name and Address			
Primary and Alternate Contact			
Authorized Signature and Title			
Bidding Section 1?	Bidding Section 2?	Bidding Section 3?	Date

# SECTION 1

## REPLACING ALL MACHINES

### PRINT SHOP PRODUCTION MACHINE

LEVEL 1	80-90 PPM
LEVEL 2	60-75 PPM
LEVEL 3	45-55 PPM
LEVEL 4	35-40 PPM
LEVEL 5	25-30 PPM on stand
LEVEL 6	25-30 PPM desktop

ALL MACHINES NEED TO BE ABLE TO BE NETWORKED AND SCAN IN COLOR

WE WILL BE SURPLUSING OUR CURRENT INVENTORY SO THERE WILL BE NO PICK UPS YOU WILL BE RESPONSIBLE FOR. SINCE YOU ARE NOT DEALING WITH OUR OLD EQUIPMENT, WE HAVE CHOSEN NOT TO INCLUDE VOLUMES AND INFORMATION ON THE OLD FLEET.

PLEASE KEEP IN MIND, AFTER A VENDOR HAS BEEN AWARDED, WE WILL GET TOGETHER AND MAKE SURE THE MACHINES (LEVEL 1) REQUESTED AND AWARDED WILL FIT IN THE AREAS THEY ARE INTENDED FOR AND THAT ELECTRICAL WILL NOT BE AN ISSUE, BEFORE THE EQUIPMENT IS DELIVERED.

<b>BURNSIDE</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 2	75PPM	
Copy ROOM 2	LEVEL 2	75PPM	
OFFICE	LEVEL 4	35-40PPM	NEEDS FAX
FRC	LEVEL 5	25-30PPM	

<b>EUBANK</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 2	75PPM	
Copy ROOM 2	LEVEL 2	75PPM	
LIBRARY	LEVEL 5	25-30PPM	
SPARKS	LEVEL 6	25-30 PPM DESKTOP	
OFFICE	LEVEL 4	35-40PPM	NEEDS FAX

<b>NANCY</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 1	80-90PPM	
WORK ROOM	LEVEL 3	45-55PPM	NEEDS FAX
LIBRARY	LEVEL 5	25-30PPM	
FRC	LEVEL 5	25-30PPM	

PULASKI ELEM	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 2	75PPM	
Copy ROOM 2	LEVEL 2	75PPM	
HALL	LEVEL 3	45-55PPM	
OFFICE	LEVEL 5	25-30PPM	NEEDS FAX
LIBRARY	LEVEL 5	25-30PPM	
FRC	LEVEL 6	25-30PPM DESKTOP	

OAK HILL	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 2	75PPM	
Copy ROOM HALL	LEVEL 2	75PPM	
FRC	LEVEL 5	25-30PPM	
GUIDANCE	LEVEL 5	25-30PPM	
OFFICE KATHY	LEVEL 5	25-30PPM	
OFFICE 2	SECT 3 COLOR	35-45PPM	NEEDS FAX

SHOPVILLE	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 2	60-75PPM	
Copy ROOM 2	LEVEL 3	45-55PPM	
FRC	LEVEL 6	25-30PPM DESKTOP	
OFFICE	LEVEL 4	35-40PPM	NEEDS FAX

NORTHERN ELEM	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 3	45-55PPM	
POD 1	LEVEL 3	45-55PPM	
POD 2	LEVEL 3	45-55PPM	
POD 3	LEVEL 3	45-55PPM	
LAB	LEVEL 5	25-30PPM	
GUIDANCE	LEVEL 6	25-30PPM DESKTOP	
OFFICE	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX

SOUTHERN ELEM	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 2	75PPM	
Copy ROOM 2	LEVEL 2	75PPM	
SALLIE	LEVEL 5	25-30PPM	
FRC	LEVEL 6	25-30PPM DESKTOP	
OFFICE	LEVEL 4	35-40PPM	NEEDS FAX
VISITOR CENTER	LEVEL 4	35-40PPM	

MEMORIAL	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 3	45-55PPM	
Copy ROOM 2	LEVEL 3	45-55PPM	
FRONT	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX

<b>SOUTHERN MIDDLE</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 1	80-90PPM	
Copy ROOM 2	LEVEL 2	60-75PPM	
COPY ROOM LOWER	LEVEL 1	80-90PPM	
COPY ROOM LOWER	LEVEL 2	60-75PPM	
6TH GRADE	LEVEL 3	45-55PPM	
LIBRARY	LEVEL 4	35-40PPM	
GUIDANCE	LEVEL 4	35-40PPM	
OFFICE	LEVEL 5	25-30PPM	NEEDS FAX

<b>NORTHERN MIDDLE</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 1	80-90PPM	
Copy ROOM 2	LEVEL 2	60-75PPM	
COPY ROOM LOWER	LEVEL 1	80-90PPM	
MORGAN	LEVEL 5	25-30PPM	
YSC	LEVEL 5	25-30PPM	
OFFICE	LEVEL 4	35-40PPM	
GUIDANCE	LEVEL 4	35-40PPM	
LIBRARY	LEVEL 4	35-40PPM	
OFFICE	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX

EAGLE ACADEMY	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 5	25-30PPM	NEEDS FAX
TAMMY	LEVEL 5	25-30PPM	
HALL	LEVEL 4	35-40PPM	

SOUTHWESTERN	LEVEL REQUESTED	PPM	COMMENT
COPY ROOM 1	LEVEL 1	80-90PPM	
Copy ROOM 2	LEVEL 2	60-75PPM	
COPY ROOM 3	LEVEL 1	80-90PPM	
COPY ROOM 4	LEVEL 2	60-75PPM	
OFFICE	LEVEL 4	35-40PPM	
PORTIA	LEVEL 5	25-30PPM	
SADLER	LEVEL 6	25-30PPM DESKTOP	
GUIDANCE	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX
GUIDANCE HALL	LEVEL 3	45-55PPM	
YSC	LEVEL 5	25-30PPM	
SPEC ED	LEVEL 4	35-40PPM	



<b>PULASKI HIGH</b>	<b>LEVEL REQUESTED</b>	<b>PPM</b>	<b>COMMENT</b>
COPY ROOM 1	LEVEL 1	80-90PPM	
Copy ROOM 2	LEVEL 2	60-75PPM	
SCIENCE	LEVEL 2	60-75PPM	
FACULTY LOUNGE	LEVEL 1	80-90PPM	
BUSINESS	LEVEL 3	45-55PPM	
LIBRARY	LEVEL 4	35-40PPM	
LIBRARY 2	LEVEL 5	25-30PPM	
CHOIR	LEVEL 5	25-30PPM	
DECA	LEVEL 4	35-40PPM	
SPEC ED	LEVEL 2	60-75PPM	
GUIDANCE	LEVEL 4	35-40PPM	
STEPHANIE	LEVEL 5	25-30PPM	
OFFICE OR EXTRA	LEVEL 5	25-30PPM	NEEDS FAX
OFFICE 2	SECT 3 COLOR	35-45PPM	NEEDS FAX

CENTRAL OFFICE	LEVEL REQUESTED	PPM	COMMENT
SCHOOL WORKS	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX
PRINT SHOP	LEVEL 1	80-90PPM	NEEDS TO BE ABLE TO SADDLE STICH (12) 11X17 SHEETS FOR A 48 SHEET BOOKLET
MAINTENANCE	LEVEL 5	25-30PPM	NEEDS FAX
COPY ROOM	LEVEL 2	75PPM	
DEBBIE	LEVEL 4	35-40PPM	NEEDS FAX
ANNETTE	LEVEL 6	25-30PPM	NEEDS FAX – 2 TRAYS + BYPASS
FINANCE	LEVEL 3	45-55PPM	
CURRICULUM	LEVEL 3	45-55PPM	
MARY SUE	LEVEL 3	45-55PPM	NEEDS 2 SIDED—SCAN COLLATE– STAPLE– STORE DOCUMENTS– PREPROGRAMMABLE FUNCTIONS AND SHORTCUT BUTTONS
STEVE	LEVEL 5	25-30PPM	NEEDS FAX
TECHNOLOGY	LEVEL 4	35-40PPM	
GIFTED HALL	LEVEL 5	25-30PPM	
NURSE	LEVEL 6	25-30PPM DESKTOP	NEEDS FAX
STUDENT SERVICES	LEVEL 3	45-55PPM	
LIBBY	SECT 3 COLOR	35-45PPM	NEEDS FAX LARGE DOC TRAY FOR SCANNING
SPECIAL ED	SECT 3 COLOR	35-45PPM	NEEDS FAX AND SECURE PRINT
FINANCE HALL	SECT 3 COLOR	35-45PPM	