

Invitation For Request For Proposal

**DISTRICT COPIER EQUIPMENT/MAINTENANCE
& PRINT SHOP OPERATIONS MANAGEMENT**

Request for Proposal and Guidelines for Submittal

ISSUED: Thursday, February 5, 2026

PROPOSALS DUE ON OR BEFORE:

March 4, 2026 @ 10:30 A.M.
MEHLVILLE SCHOOL DISTRICT
C/O MARSHALL CRUTCHER - CFO
2900 LEMAY FERRY ROAD
ST. LOUIS, MO 63125

Contact Person: Marshall Crutcher

Title: Chief Financial Officer

Phone #: 314-467-5201

E-mail: crutcherm@msdr9.org

STATEMENT OF INTENT

Mehlville School District is requesting proposals for copier equipment and maintenance, and to staff and manage the print shop operations. This document establishes the requirements for the requested services. Proposals should address all Requests for Proposal (RFP) requirements. In addition to the RFP proposal, **alternative proposals can be submitted** to incorporate recommendations and revisions to the RFP if it is believed to improve the quality or value of services to the district.

The Proposer declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original RFP and as modified by any addendum.

TERMS & CONDITIONS

GENERAL

1. **Service period.** July 1, 2026 through June 30, 2031 (five years).
2. **No District obligation.** There is no expressed or implied obligation for the District to reimburse the Company for any expenses incurred in preparing the Proposal. The District shall not be responsible for any pre-Agreement expenses of any Company.

PROPOSAL

3. **Proposal deadline.** The RFP must be RECEIVED by 10:30 a.m., CDT, March 4, 2026. Electronic offers or modifications will not be accepted.
4. The Proposal shall include a **Letter of Transmittal** that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal must be signed by an authorized individual able to bind the Company to all items in the Proposal including products, services, prices, etc. contained in the Proposal.
5. The Proposal shall include an **Executive Summary** that briefly describes the Company's approach to meeting the District's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.
6. The Company shall complete **Attachment 1, "Company Profile"**.
7. The Company shall complete **Attachment 2, "References and Terminations"**.
8. **Manufacturer's certification.** The Proposal must include certification from the manufacturer, executed by a corporate officer, stating that the Company is an authorized representative of the manufacturer and that all equipment offered under the Proposal is new. If the Company is other than a manufacturer, prior to award of a contract it must submit

either: (1) a letter of commitment from the manufacturer that will assure the Company of a source of supply sufficient to satisfy the District's requirements for the contract period or (2) other evidence that the Company will have an uninterrupted source of supply from which to satisfy the District's requirements for the contract period

9. **Equipment listing.** The Proposal should be based on the copier specifications and quantities listed on **Attachment 3, "Equipment Specifications"**. In a similar format as Attachment 3, list the specific manufacturer, model number, and quantity for each type of copier proposed. Modify the specifications to precisely represent the proposed equipment type (should be same or better than Attachment 3 specs). Quantities by type should match Attachment 3.
10. **Technical literature on copiers.** The Proposal must include a 1-2 page detailed manufacturer's description and technical requirements document for all equipment being offered. Such literature must address electrical wiring needs, space requirements, and all technical data required for a full evaluation. **FAILURE TO PROVIDE THE TECHNICAL LITERATURE MAY BE JUST CAUSE FOR REJECTION OF PROPOSAL.**
11. **Proposed fee schedule.** The fee schedule should be itemized in a format similar to below:

	<u>Yr1</u>	<u>Yr2</u>	<u>Yr3</u>	<u>Yr4</u>	<u>Yr5</u>	<u>Total</u>
<u>Copier Cost</u>						
Equipment Lease (P&I)						
B&W Copier Maintenance						
Color Copier Maintenance						
Other Fixed Cost (specify)						
Total Copier Cost						
 Print Shop Fees						
 Grand Total Fixed Cost						

- a) Equipment lease fixed fees should include principal and interest for five years.
- b) Copier maintenance should state the rate per page and should be based on 18,000,000 black & white copies, and 150,000 color copies. Monthly billing will be based on these annual estimates; however end of year adjustments will be made based on actual copy volumes which may result in credits or additional charges based on per page contracted rates.
- c) Other fixed costs should be thoroughly explained and quantified.
- d) Print shop fees covers staffing and equipment supplied by the Company.
- e) Any variable fees should be listed separately, thoroughly explained and quantified.

12. **Submit 2 Proposal copies.** The Company must submit two (2) original copies of the Proposal in sealed envelopes plainly marked with the name “Copier/Print Shop Proposal”. Proposals should be delivered to:

Marshall Crutcher, CFO
Mehlville School District
3120 Lemay Ferry Road
St. Louis, MO 63125

13. **Alternative RFP Proposals.** If the proposer believes certain recommendations or modifications to the existing RFP can improve the quality or value of services, an “Alternative Proposal” should also be submitted. The same schedules and format should be used except the changes should be clearly stated and the cover sheet should clearly be marked “Alternative Proposal”. The Executive Summary of the basic RFP should reference that there is also an alternative proposal to alert the District to review the alternative.
14. **Representation of information.** The District has used considerable efforts to attempt to convey accurate, thorough information in this RFP to the best of our knowledge. However, there may be unintended deviations or omissions of information. The RFP is a guideline for proposers. Therefore, the proposers must form their own opinions and conclusions in respect to the matters addressed in this RFP document. The proposer is responsible for its own verification of all information provided and must satisfy itself as to the intent of the RFP specifications. After submission of the Proposal, no complaint or claim that there was any misunderstanding will be considered. The proposer agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

TERMS

15. **Cover all RFP requirements.** The Company must submit a complete Proposal covering all requirements identified in this RFP in order to be considered. All Proposals must be submitted on the District forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
16. **Payment terms.** The District shall pay the Company by the 15th of each month for that current month of service (i.e. July service is paid by July 15th).
17. **RFP terms supersede Proposal terms.** In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District.

18. **Submitted Proposals are final.** All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
19. **Equipment Demonstrations.** The District reserves the right to require the Company to demonstrate any hardware or software offered in their Proposal. Any demonstration costs shall be at the expense of the Company. Such equipment may need to be at a District location for a short period that is mutually agreeable.
20. **Oral communication is non-binding.** No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.
21. **Requests for RFP clarification.** Requests for interpretation must be made in writing to the CFO of Mehlville School District no later than 10:30 a.m. on February 17th, 2026. The Company should rely only on written statements issued by the CFO of the District.
22. **Specifications modified.** The District reserves the right to modify the specifications prior to the Proposal submission deadline. Any revisions will be posted on the District website.

ACCEPTANCE

23. **Submit the best offer.** The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint. In addition to the required RFP Proposal, the Company may submit an alternate proposal if it is deemed that service or value can be improved with modifications to the RFP.
24. **Right of rejection.** The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
25. **Partial acceptance.** The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.
26. **Negotiations.** The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
27. **Interviews.** To facilitate consideration of the Proposals, the District may, at its option, conduct interviews, after receipt of the Proposal, in an attempt to clarify or qualify terms of

the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.

28. **Acceptance without interviews or negotiations.** The District may accept any Proposal as submitted whether or not interviews or negotiations have been conducted between the parties.
29. **Evaluation criteria.** Proposals will be evaluated by the District and designated staff by the following criteria:
 - a) Qualifications of the Company and assigned team regarding experience and resources
 - b) Quality of service provided
 - c) Value of service provided
30. **Performance capabilities.** The Company must be able to show evidence of performance ability and financial surety as deemed necessary to perform the required services.
31. **Missouri Secretary of State Registration.** The Company must provide a current Annual Registration Report from the Missouri Secretary of the State's Office showing good standing.
32. **Joint ventures.** Proposals requesting joint ventures between vendors will not be accepted. The District will only enter into a contract with a prime vendor who will be required to assume full responsibility for the delivery/installation of equipment, wiring, software and related services identified in this RFP whether or not the equipment, products and/or services are manufactured, produced or provided by the prime vendor. The prime vendor may enter into written subcontract(s) for performance of certain of its functions under the contract only with written approval from the District prior to the effective date of any subcontract. The prime vendor shall be wholly responsible for the entire performance of the contract whether or not subcontractors are used.
33. **Insurance.** The Company shall maintain the following insurance coverage and will deliver to the District certificates for the following coverages during the period of the contract with the District:
 - Workmen's compensation as required by law.
 - General liability with a \$2,000,000 minimum for injury or deaths per occurrence and a \$2,000,000 minimum for property damage per accident.
 - Print shop staff is employees of the Company, not the District, so health insurance and unemployment liability is the responsibility of the Company, not the District.
 - Failure to maintain the required insurance may result in immediate contract termination.

TERMINATION

34. **Non-compliance/breach.** The District, in its discretion, may immediately terminate the Agreement in whole or in part at any time, whenever it is determined the Company has failed to comply with or breached one or more of the terms and conditions of this document.

35. **Funds appropriation/legislation.** The District may terminate the Agreement effective on the date that written notice is provided to the successful Company without further cost or liability if: 1) the District's Board of Education fails to approve the appropriation of funds sufficient for the District's obligations under the Agreement, or 2) the funds are not appropriated due to federal, state or local action,
36. **Company distress.** The District may terminate the Agreement immediately without further cost or liability if any of the following events occur: 1) insolvency of the successful Company; 2) liquidation or dissolution of the successful Company; 3) the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; 4) assignment by the successful Company for the benefit of creditors; 5) or the appointment of a receiver or trustee to manage the property of the successful Company.
37. **120 days or less.** In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.

SCOPE OF COPIER SERVICES

1. **General overview.**
 - a) Provide a Maintenance Agreement within 30 days of board approval.
 - b) Deliver and install copiers, and train all designated staff by June 30th.
 - c) Remove existing copiers and destroy the hard drives within 3 days of removal.
 - d) Provide on-site copy and print services through a combination of leased copiers and multi-function devices for all school district building locations (17 schools, John Cary Early Childhood, JB Bldg, Witzel Bldg, Transportation Bldg, Swimming Pool Bldg, and Central Office Admin Bldg).
 - e) Provide "Just in Time" delivery of consumables (ink, toner, maintenance) to all sites.
 - f) Provide repair, maintenance, or replacement of all copier/multi-function devices.
 - g) Assist the District with strategies to minimize print volumes and copier cost.
 - h) Provide scheduled meter readings for copy volumes by machine.
 - i) Provide quarterly benchmark reporting of key metrics requested by the District.
2. **Maintenance agreement.** The Company must provide a signed Agreement **within 30 days of board approval**. All of the terms and conditions of this RFP are deemed to be accepted by the Company and shall be incorporated into a final Agreement between the District and the Company. The RFP terms and conditions supersede any conflict in the wording between the final Agreement and the RFP. The District reserves the right to withdraw the award if, in the opinion of the District, the Company is unable or unwilling to provide a satisfactory agreement within this 30 days.
3. **New equipment implementation.** Provide a documented implementation plan showing the dates of delivery, installation, and training at each building location. Implementation should be coordinated with the **IT Director – Tyson Sigette** and completed by June 30th.

4. **District acceptance of equipment.** The Company is responsible for all material(s) shipped prior to and during installation until the District **IT Director gives acceptance in writing**. All risk of loss or expense associated with storing material(s) prior to the date of acceptance by the District is the responsibility of the Company.
5. **New copier equipment.** Equipment must be NEW, not used, refurbished or reconditioned.
6. **Authorized dealer.** The Company must be an authorized dealer of the copiers.
7. **Pricing.** Copiers should be based on a five year lease with F.O.B. destination shipping. The Company supplies the copiers and includes delivery, installation, set-up, unlimited ongoing district operator training as needed, all scheduled routine maintenance, repairs during district business hours (Monday through Friday, 8:00 a.m. to 4:00 p.m.), parts, software updates and/or modifications, and ALL consumables except paper.
8. **Required copier specifications.** See **Attachment 3, “Equipment Specifications”**.
9. **Property taxes.** This District is not responsible for any property taxes on the leased copiers during the agreement.
10. **Removal of all existing copiers.** The Company will remove and dispose of all existing copier equipment that is being replaced by the new contract.
11. **Hard drive destruction (HDD) on existing copiers.** The Company will ensure that all hard drives on existing copiers will be destroyed at no cost to the District. Certification must be provided to our **IT Director** within 3 business days after the copier is decommissioned.
12. **Parts & supplies availability.** The Company shall have in place an inventory and delivery system of parts and consumable supplies in quantities sufficient to serve the requirements of this contract. It is the responsibility of the Company to maintain stock levels of all consumable supplies at the individual copier sites. If adequate stock is not available at a site, the Company must deliver the necessary items within eight (4) hours to the designated location after receipt of a verbal request. It is the responsibility of the Company to track the inventory and usage of supplies to ensure adequate availability.
13. **Operator Manual.** An operator’s manual shall be furnished with all copiers.
14. **Network connectivity.** All digital equipment must have network connectivity and be Post Script 2 and 3 compliant. The District network infrastructure uses TCP/IP connections and a fiber Ethernet backbone. The District supports every release of Microsoft Windows from Windows 7 through 10 and every release of Apple OSX from OSX 10.9. All equipment must support these operating systems and IP-based printing.
15. **Clean premises.** The Company shall, at all times, keep the premises and work areas free from accumulation of waste materials or rubbish. All tools, installation equipment, machinery and surplus materials used during the progress of the work will be kept in orderly fashion until completion of the project. The Company shall remove from the premises all crates, wrappings and other flammable waste materials or trash from the building. If the premises are not maintained properly, the District may have waste materials or trash removed

and charge removal costs to the Company as deemed appropriate by District.

16. **Replacing discontinued equipment.** It is the responsibility of the Company to notify the District when any provided hardware/software is discontinued by the manufacturer and becomes unavailable. Any such hardware/software that is in use and operational will not be replaced until it is no longer serviceable. At that time, the District's authorized representative must approve the replacement offered by the Company. Such approval is contingent upon compliance with the following conditions:
 - a) The replacement hardware/software must be of equal or greater technology and offers the same or better features than the discontinued model.
 - b) The replacement hardware/software provides the same or less than fixed price cost-per-copy than the discontinued model.
17. **Service repair response time.** The Company must be on-site to begin equipment repairs within four (4) hours of the initial District communication of the problem, during district business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Once beyond four hours, the District has the option to call other sources and the resulting repair expenses will be billed to and paid by the Company. Preventive maintenance/service will be based upon the specific needs of the copier as determined by the Company. All maintenance parts and labor is covered in the Proposal. The Company is required to provide service records on all machines covered under this contract to the District's authorized representative.
18. **Benchmark reporting.** Provide quarterly reporting that measures the following:
 - a) Unscheduled # of repairs
 - b) Unscheduled downtime hours and % of total downtime
 - c) B&W copy count – Print Shop totals, All contract copier totals
 - d) Color copy count – Print Shop totals, All contract copier totals
 - e) 4 hour repair/maintenance service response exception tracking
 - f) Comparative copy count totals of current year vs prior year with full year forecast and forecast year-end fee adjustment
 - g) Monitor non-contracted print volumes and provide strategies to reduce printing costs
19. **Liability for property damage.** The Company is responsible for any damage to the premises as a result of the installation of the copier equipment and shall repair and restore to the original condition any area so damaged within the time frame designated by the District.

SCOPE OF PRINT SHOP SERVICES

- 1) **Print shop business hours of operation.** 7:30 a.m. – 4:30 p.m. Monday thru Friday. Peak season is May of the spring semester through September.

- 2) **Print shop staffing.** Three full-time staff members.
- 3) **Print shop equipment.** The Company must supply the copy machines, paper folding machine, electric cutter, paper jogger, and padding equipment. The District must supply three computers for receiving email orders, a printer, the postage meter/mail machine, comb binder, comb binding punch and laminator.
- 4) **Job order turnaround.** Regular job orders must be completed within three business days. Larger or more complex jobs should be completed within one week. Start of school year requests will be received throughout the spring but delivery is not due until late July/early August. All jobs must be completed accurately and with proper quality. Excessive or consistent non-compliance with accuracy, quality or timeliness can result in terminating part or all of the Agreement. Excessive or consistent non-compliance is at the discretion of the District to determine.
- 5) **Job order tracking log.** All orders received should be logged to track the individual/department, type of job order, and district delivery staff initials noting the date the job was delivered. This log is used to monitor job order turnaround and for reporting key job order metrics and benchmarking.
- 6) **Primary job orders.** An estimated 80% of labor for all job orders is spent on 1) regular printing (hard copy or electronic file), 2) bound books, 3) lamination, 4) NCR (carbonless copy paper) and 5) padding paper.
- 7) **Specialty job orders.** Remaining job orders include a variety of tasks which include, but are not limited to, preparing tab books, printing, folding and stuffing newsletters and mailers, stuff and mail W-2 and ACA 1095 annual forms, preparing stapled programs, cutting, folding and packaging paper materials, color printing, letterhead and business card printing.
- 8) **Job order metrics and reporting.** Maintain key metrics for all primary job orders to measure print shop utilization, and maintain tracking on specified specialty orders by individual/department to enable cost allocations to be charged to using departments.
- 9) **Outgoing mail and reporting.** 1) Receive outgoing mail from the district, sort by department for billing purposes, apply metered postage, and give to district delivery staff to take to the post office. 2) Process bulk mailing, including stuffing and printing envelopes and all required criteria for USPS bulk rate. 3) Provide monthly reporting to district administration which summarized mail volume by department to allow for postage fee allocations.
- 10) **Copyright enforcement.** Monitor job order requests for copyright enforcement to ensure the District does not violate copyright laws.
- 11) **District staff communication/coordination.** Provide status updates on job orders to requesters, manage expectations of requesters, confirm/clarify orders with ambiguous instructions, address questions/concerns of district staff, and keep district administration informed of key issues/concerns/problems.

- 12) **Web-based job order system.** Provide a web-based job order system for district staff to utilize for submitting orders of various size and format. The system must be able to map the order progress, provide integrated job ticketing, and track production printing. The system must be user friendly with minimal training required for district staff.
- 13) **Identify print shop job order concerns.** Communicate to district administration any job order concerns such as excessive color copies, copyright violations, excessive requests, and requests that may harm the school image.
- 14) **Office supply inventory management.** Track supplies and order as needed to maintain sufficient levels of office supplies including, but not limited to, toner, staples, padding glue, paper, specialty paper, and cardstock. Work with the business office regarding placing and receiving of orders for invoice tracking.
- 15) **Envelopes.** Order business envelopes for the entire district. Arrange for district staff to deliver to the required location after printing return addresses using the mail meter.
- 16) **Billable PTO orders.** Provide reporting to the business office for PTO and department orders that must be posted to specific budget codes.
- 17) **Equipment repairs.** Arrange for maintenance repairs on both Company equipment and District equipment. The District does not pay for repairs to the Company equipment.

18) Primary Job order metrics:	<u>Jan 2025-Dec 2025</u>	<u>Jun 2025-Aug 2025</u>
a) Total Job Orders	18,000	5,600
b) Black & White Copy count	7,800,000	3,200,000
c) Color Copy count	205,000	75,000
d) Bound Books completed	35,000	20,500
e) Lamination sets (500 feet per set)	68	30
f) NCR sheets	75,000	33,000
g) Padding quantity of sheets	250,000	125,000

19) Outgoing mail metrics:	<u>Jan 2025-Dec 2025</u>	<u>Jun 2025-Aug 2025</u>
c) Metered Mail	13,000	17,000
d) Bulk Mailings	4	4

Attachment 1: Company Profile

Designate one (1) individual as the Company's representative to the District during the term of the contract. This representative will be contacted to solve Proposal issues that may arise during the evaluation period. This Proposal is the primary basis for evaluation and selection of the Company. By signing this Company Profile, the Company certifies there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name	Representative's Name	Title
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Address	City/State/Zip	Telephone #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Company's Officers:	
NAME	TITLE

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP.

Company Officer's Name

Signature Date

Attachment 1: Company Profile (continued)

Please complete the following questions:

1. Are the manufacturers, for the proposed equipment, the Original Equipment Manufacturer (OEM)? If not please list the OEM.
2. Identify the number of local employees within your company.
3. What is the management to employee ratio?
4. What is the technician to machine ratio?
5. Is your staff authorized and trained on the equipment proposed? If no, which products do they need training, and what date will the training be completed?
6. Describe your company's performance guarantee.
7. Upon installation of proposed equipment, what type of monthly performance reports can your company provide to the Mehlville School District? Please provide report samples.
8. Describe your process to ensure that supplies and parts will always be available at each site to ensure the equipment is always functional.
9. What are your five (5) largest accounts? Provide details regarding number of machines and services provided to these accounts. How long have you maintained these accounts?
10. Give the address of the specific office responsible for performing the RFP work.

Attachment 2: References and Terminations

Each Company must submit a minimum of three (3) references. Each reference should be as similar to the RFP services as possible. Reference cannot be an affiliate of the Company. Use additional pages if needed.

1) Company Name: _____

Business Address: _____

Name/Title of Contact: _____

Phone Number of Contact: _____ E-Mail Address: _____

Contract Length: _____ Contract Value: _____

2) Company Name: _____

Business Address: _____

Name/Title of Contact: _____

Phone Number of Contact: _____ E-Mail Address: _____

Contract Length: _____ Contract Value: _____

3) Company Name: _____

Business Address: _____

Name/Title of Contact: _____

Phone Number of Contact: _____ E-Mail Address: _____

Contract Length: _____ Contract Value: _____

LIST OF TERMINATED CONTRACTS WITHIN THE LAST THREE YEARS.

Please list all contracts terminated within the last three (3) years. Submit full details for the termination reason (i.e. contract default, price, service, etc...) The District will evaluate the facts and may at its sole discretion reject the Company's proposal. If there are no such terminations then so indicate.

	#1	#2
Company Name & Address		
Contact Name & Title		
Contact Phone Number		
Contract Length & Value		

Attachment 3: Equipment Specifications – 62 Copiers

Specifications

[illegible]

<u>Building Location</u>	<u>Equipment Type (Quantity)</u>
CO–Supt (260)	Type 1 (1)
CO – Business Office (117)	Type 1 (1), Type 4 fax (1)
CO – Curriculum (221)	Type 4 fax (1)
CO - Curriculum (206)	Type 1 (1)
CO – Student Services (248)	Type 1 fax (1)
CO – HR (113)	Type 1 fax (1)
CO – Print Shop (133)	Type 2 (1), Type 3 (3) Type 4 (1)
CO -IT (124)	Type 1 (1)
Witzel Bldg – SCOPE (Room 208)	Type 1 (1)
Transportation Building	Type 1 fax (1)
Swimming Pool	none
JB Bldg – Facilities (Room 105)	Type 1 fax (1)
JB Bldg–Food Service (Room 205)	Type 1 fax (1)
John Cary Early Childhood	Type 1 (1)
Beasley Elementary	Type 1 (1), Type 2 (1)
Bierbaum Elementary	Type 1 (1), Type 2 (1)
Blades Elementary	Type 1 (1), Type 2 (1)
Forder Elementary	Type 1 (1), Type 2 (1)
Hagemann Elementary	Type 1 (1), Type 2 (1)
MOSAIC Elementary	Type 1 (1)
Oakville Elementary	Type 1 (1), Type 2 (1)
Point Elementary	Type 1 (1), Type 2 (1)
Rogers Elementary	Type 1 (2), Type 2 (1)
Trautwein Elementary	Type 1 (1), Type 2 (1)
Wohlwend Elementary	Type 1 (1), Type 2 (1)
Bernard MS	Type 2 (2)
Buerkle MS	Type 2 (2)
Oakville MS	Type 2 (2)
Washington MS	Type 2 (2)
Mehlville HS	Type 1 (4) (main office/counseling office/Library/across Rm 300)
Mehlville HS	Type 2 (4) (2 main floor copy room; 2 Rm 323)
Mehlville HS	Type 2 (4) (2 main floor copy room; 2 Rm 323)
Oakville HS	Type 1 (2) (1 counseling office, 1 Rm 114)
Oakville HS	Type 2 (4) (office/teacher workroom/Rm 313/Library)