Special Meeting of the Board of Education
Tuesday, June 30, 2026 6:00 PM

Administration Building
1702 W. Spruce
P.O. Box 1548
Duncan, Oklahoma 73534-1548

Minutes

1. **Call to order** and roll call:
   Buckholts Burch Davis Lolar Neal
   Attendance Taken at 6:00 PM.

Carl Buckholts:	Absent
Misty Burch:	Present
Eric Davis:	Present
Krista Lolar:	Present
Greg Neal:	Present

   Also present were the following: Kelly Henderson, Donna McConnell, Butch Lawson, Lori McCann, Allison Lovett, Jonathan Jeffrey, and Merry Stone.
2. Discussion and possible motion to accept and award the bid from Hope Equipment & Construction regarding Package #11 **Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**

   This item was rejected at the May 20, 2026 Special Meeting and was re-bid. The re-bid opening was held earlier today, 06/30/2026, at 2:00 P.M. Motion to approve, award, and accept the bids from Hope Equipment & Construction regarding Package #11 Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary. This approval includes an encumbrance to Hope for the winning bid received from Trinity Technology in the amount of $9,476.93 paid by the Insurance Fund. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

   Yea: 4, Nay: 0, Absent: 1

3. **Consent Agenda**

All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:

Motion to approve Consent Agenda items # 3.A. - 3.B.14. as listed and discussed. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

3.A. **Encumbrance Reports**

General Fund 11 Purchase Order Numbers 66349-66354, total dollar value of $2,144.74
Building Fund 21 Purchase Orders, Number 21252-21256, total dollar value of $145,887.98
Bond Fund 36 Purchase Orders, Number 36042, total dollar value of $24,115.52
Change Order Listing(s) of Encumbrances
Encumbrance(s) More Than 10% Over

3.B. Contracts and Encumbrance requests for FY 26-27:

3.B.1. **Changes to Activity Fund Sub-accounts**

3.B.2. **District Fundraisers**

3.B.3. **Out-of-State Travel** - High School Tennis Tournament, Level 6: Ike Eisenhauer State Farm (clay) Tournament July 9-12, 2026 in Hot Springs Village, AR

3.B.4. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 8, 2027 in Grand Prairie, TX

3.B.5. **Duncan Public Schools Foundation** - Equal Opportunity Scholarship Act Resolution renewal

3.B.6. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility renewal

3.B.7. **First Baptist Church** agreement for the use of the south-east Parking Lot for the 9th Street Family Education Center renewal

3.B.8. **US Food Service Inc.** - child nutrition Food and Non-food Items in the amount of $700,000.00 paid by Federal Funds

3.B.9. **Water Walkers, LLC** - district Child Nutrition Software Service Agreement and Training for Health-e Pro Menu Planning, Production, and Online Menu's in the amount of $8,093.00 paid by Federal Funds

3.B.10. **All Copy Products, Inc** - district wide Copier Lease, Licensing, PaperCut Solutions, and Services in the amount of $89,771.44 paid by the Building Fund

3.B.11. **Chisholm Roofing LLC** - Baseball Fieldhouse and Backstop Brickwork in the amount of $55,700.00 paid by the Building Fund

3.B.12. **Duncan Janitorial & Industrial Supply** - district Maintenance and Custodial Supplies in the amount of $35,000.00 paid by the Building Fund

3.B.13. **Legacy Fire Protection LLC** - Fire/Sprinkler System for the 2nd Floor of the High School West Building in the amount of $32,962.80 paid by the Building Fund

3.B.14. **Coast Technology Group** - labor and materials to replace Speakers and Amp at Halliburton Stadium in the amount of $38,506.07 paid by Bond Funds

4. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive. Vote to convene or not convene into Executive Session

   Motion to convene into Executive Session at 6:03 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

   Yea: 4, Nay: 0, Absent: 1
5. Vote to acknowledge the Board's **return to Open Session**
   Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive. No action was taken in Executive Session.

   The following board members were present in Executive Session: Carl Buckholts, Misty Burch, Eric Davis, Krista Lolar, and Greg Neal. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.
   Motion to acknowledge the Board's return to Open Session at 6:07 P.M. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

   Yea: 4, Nay: 0, Absent: 1
6. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached

   Motion to table the employment listed on Schedule A for the MS Head Girls Basketball and approve all other resignations, employment, and changes of contract as listed on Schedule A. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea

Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

7. **Adjournment**

This concludes the business that came before the Board on June 30, 2026 and at 6:08 P.M. Board President Eric Davis declared the meeting adjourned.

Agenda
Duncan Public Schools
Special Meeting of the Board of Education
Administration Building, 1702 W. Spruce, P.O. Box 1548, Duncan, Oklahoma 73534-1548
Tuesday, June 30, 2026 at 6:00 PM

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal

2. Discussion and possible motion to accept and award the bid from Hope Equipment & Construction regarding Package #11 **Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**

3. **Consent Agenda**
All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:

A. **Encumbrance Reports**
General Fund 11 Purchase Order Numbers 66349-66354, total dollar value of $2,144.74
Building Fund 21 Purchase Orders, Number 21252-21256, total dollar value of $145,887.98
Bond Fund 36 Purchase Orders, Number 36042, total dollar value of $24,115.52
Change Order Listing(s) of Encumbrances
Encumbrance(s) More Than 10% Over

B. Contracts and Encumbrance requests for FY 26-27:

1. **Changes to Activity Fund Sub-accounts**

2. **District Fundraisers**

3. **Out-of-State Travel** - High School Tennis Tournament, Level 6: Ike Eisenhauer State Farm (clay) Tournament July 9-12, 2026 in Hot Springs Village, AR

4. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 8, 2027 in Grand Prairie, TX

5. **Duncan Public Schools Foundation** - Equal Opportunity Scholarship Act Resolution renewal

6. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility renewal

7. **First Baptist Church** agreement for the use of the south-east Parking Lot for the 9th Street Family Education Center renewal

8. **US Food Service Inc.** - child nutrition Food and Non-food Items in the amount of $700,000.00 paid by Federal Funds

9. **Water Walkers, LLC** - district Child Nutrition Software Service Agreement and Training for Health-e Pro Menu Planning, Production, and Online Menu's in the amount of $8,093.00 paid by Federal Funds

10. **All Copy Products, Inc** - district wide Copier Lease, Licensing, PaperCut Solutions, and Services in the amount of $89,771.44 paid by the Building Fund

11. **Chisholm Roofing LLC** - Baseball Fieldhouse and Backstop Brickwork in the amount of $55,700.00 paid by the Building Fund

12. **Duncan Janitorial & Industrial Supply** - district Maintenance and Custodial Supplies in the amount of $35,000.00 paid by the Building Fund

13. **Legacy Fire Protection LLC** - Fire/Sprinkler System for the 2nd Floor of the High School West Building in the amount of $32,962.80 paid by the Building Fund

14. **Coast Technology Group** - labor and materials to replace Speakers and Amp at Halliburton Stadium in the amount of $38,506.07 paid by Bond Funds

4. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive.

Vote to convene or not convene into Executive Session

5. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive. No action was taken in Executive Session.

6. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached

7. **Adjournment**

This Agenda for the Regular Meeting of June 30, 2026 was posted online, at www.duncanps.org, and on the front window of the Administration Building at 1702 W. Spruce, Duncan, OK on June 29, 2026 at 4:35 P.M.

Posted by Kelly Henderson
Kelly Henderson, Board Clerk

SCHEDULE A
06/30/26

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Aycox	Skylia	HM/SPED Teacher	-	5/22/2026
Clark	Fredie "Bubba"	DMS/Counselor	14	6/4/2026
Howard	Toni	DHS/SPED Teacher	12	6/18/2026
Hynson	M. Randy	DMS/SPED Teacher	2	5/22/2026
Ivey	McCauley	MT/Teacher	-	5/22/2026
Jackson	Allie	MT/Speech Language Pathologist	4	5/22/2026
Self	Kenita	HM/Teacher	15	5/22/2026
Spigner	Carra	CO/Instructional Coach-Virtual Teacher	7	6/18/2026

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Certification/Background	Temporary
		Teacher	Emergency Certification/Background	Temporary
		Teacher	Emergency Certification	Temporary
		Student Services Specialist	Background	Temporary
		SPED Paraprofessional/Teacher Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		MS Head Girls Basketball	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES			
Last Name	First Name	Site Assignment	Effective
Armstrong	Amy	from 9 mo Title I Teacher to 10 mo Secondary Counselor	2026-27
Prichard	Emily	from 9 mo Secondary Career Pathways Teacher to 12 mo Vocational Agriculture Teacher	2026-27

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position

DUNCAN PUBLIC SCHOOLS
Special Board Meeting Sign-In Sheet
June 30, 2026

Please **PRINT** Your Name
Kelly Henderson
Donna McConnell
Butch Lawson
Lori McCain
Allison Lovett
Jonathan Jeffrey
Merry Stone

NOTICE OF MEETING

[Special, Emergency, Canceled, Continued, Reconvened or Rescheduled Regular Meeting]

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED OR FILED
2026 JUN 17 AM 10:10
BOOK
PAGE
JERRY MOORE
COUNTY CLERK
BY
DEPUTY

TO BE FILED IN THE OFFICE OF THE COUNTY CLERK

DUNCAN, OK

DATE: Wednesday, June 17, 2026

STATE PUBLIC BODY: Board of Education, I-001, Duncan, OK - Stephens County

ADDRESS: P.O. BOX 1548, 1702 W. Spruce, Duncan, OK 73534-1548

TELEPHONE: (580) 255-0686 FAX: (580) 252-2453

		DATE	TIME	PLACE
SPECIAL MEETING	X	06/30/2026	6:00 P.M.	Duncan Public Schools Administration Office 1702 W. Spruce Duncan, OK 73533
EMERGENCY MEETING				
CANCELED MEETING				
CONTINUED MEETING				
RECONVENED MEETING				
RESCHEDULED MEETING				

REMARKS: Special Board Meeting of the Duncan Public Schools Board of Education
Tuesday, June 30, 2026 at 6:00 P.M.
Duncan Public Schools Administration Office
1702 W. Spruce
Duncan, OK 73533

NAME OF PERSON REPORTING: Kelly Henderson

TITLE: Board Clerk, Duncan Public Schools Board of Education

SIGNATURE: Kelly Henderson 06/17/2026

NOTICE TO THE STEPHENS COUNTY CLERK

THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA previously scheduled for 6:00 P.M. in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

WILL NOW BE HELD AT 6:00 P.M. IN THE BOARD ROOM OF THE ADMINISTRATION OFFICE, LOCATED AT 1702 WEST SPRUCE, DUNCAN, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

This letter serves as the statutory notice required by 25 O.S. § 311 and is provided more than 10 days in advance of the first meeting in June in accordance with state law.

STATE OF OKLAHOMA
STEPHENS COUNTY
RECORDED OR FILED
2026 MAY 28 AM 11:07
JENNY MOORE
COUNTY CLERK
BOOK ____ PAGE ____
BY: ____ DEPUTY

Kelly Henderson
Clerk, Duncan Board of Education

05/28/2026

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2026 are as follows:

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

Tuesday, April 14, 2026

Tuesday, May 12, 2026

Tuesday, June 9, 2026

Thursday, June 25, 2026

Tuesday, July 14, 2026

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

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Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

Bidder	Addenda	Affidavits	Bid Surety	Bid Amount	Alternate
Package #11 Fire Alarms					
Trinity Technologies	X	X	N/A	$ 8,940.50	
Pinnacle Fire & Security	X	X	N/A	$ 15,335.00	
Techsico Enterprises Solutions	X	X	N/A	$ 18,366.00	
TOTAL LOW BID				**$ 8,940.50**	
			CMAR Fee 6%	$ 536.43	
				$ 9,476.93	Total Encumbrance

DUNCAN PUBLIC SCHOOLS

From PO: 66349 to PO: 66354

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
66349	* * * JW MARRIOTT NASHVILLE	HS-511-HOTEL ROOM FOR BETH CURRY TO ATTEND ACT EDUCATION SUMMITT IN NASHVILLE TN ON JULY,12-16,2026	1,800.00	06/10/2026
66350	SPURGIN, CHERI	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE EM- Y1	52.00	06/12/2026
66352	FLEMING, ALEXIS L	C/O- REIMBURSEMENT FOR TRS PMTS TAKEN IN ERROR 7/21, 9/15, 10/15	77.58	06/24/2026
66353	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	C/O- SERVICE CALL TO WORK ON J. MULLINS PRINTER	105.00	06/24/2026
66354	MUNOZ, EVANGELINA	C/O- REIMBURSEMENT OF TRS PMTS TAKEN IN ERROR	110.16	06/29/2026
		(11) GEN FUND-FOR OPERAT Current Encumbered:	**2,144.74**	

PO	Vendor Name	General Description	Amount	Date
65007	DUNCAN BANNER, THE	DISTRICT ANNUAL SUBSCRIPTION, EON PUBLICATION & CLASSIFIED ADS FY 25-26	-959.60	7/1/2025
65013	MADDOX, ANN	SPED CONTRACTED SERVICES FOR PSYCHOLOGY & EVALUATION FOR FY 25-26 BA (05/13/25 6.L.10)	-25,990.00	7/1/2025
65014	MCCANN, LORI D	050 - MILEAGE FOR REQUIRED IN-DISTRICT DRIVING FY 25-26	-274.30	7/1/2025
65018	* * * IDEMIA	CO - CODES FOR BACKGROUND CHECK FEES	-2,511.50	7/1/2025
65021	SOUTHWEST THERAPY SOLUTIONS	CONTRACTED PHYSICAL THERAPY SVS FY 25-26 BA (05/13/25 6.L.12)	-24,428.75	7/1/2025
65022	KELSEY STONE, LLC	CONTRACTED SPEECH & LANGUAGE PATHOLOGY SVS FY 25-26 BA (05/13/25 6.L.8)	-19,143.75	7/1/2025
65024	UMB BANK N.A.	ADMINISTRATIVE & ACCEPTANCE FEE'S FOR BONDS FY25-26	-600.00	7/1/2025
65027	* * * WAL MART - VISA CARD CHARGES	CO SUPPLIES - DISH SOAP, COFFEE, PAPER PLATES AND SUPPLIES FOR CENTRAL OFFICE FY 25-26	-257.88	7/1/2025
65032	MILLER, LATISHA K	050 - MILEAGE FOR REQUIRED N-DISTRICT DRIVING FY 25-26	-289.29	7/1/2025
65035	* * * PARALLELS INC	1 YEAR SUBSCRIPTION TO PARALLELS FOR MAC FY 25-26	-639.97	7/1/2025
65036	ROSENSTEIN, FIST AND RINGOLD	028- DISTRICT LEGAL ATTORNEY FEE'S FOR FY 25-26 BA 06/10/25 (10.I.24.)	-28,906.86	7/1/2025
65041	* * * OKLAHOMA TURNPIKE AUTHORITY	050- DISTRICT PIKEPASS CHARGES FOR FY 25-26	-1,330.89	7/1/2025
65064	* * * WAL MART - VISA CARD CHARGES	TRANS - OFFICE, CLEANING, AND MAINTENANCE	-65.66	7/1/2025
65072	J & E SUPPLY AND FASTENER CO INC.	TRANS - FASTENERS, BOLTS, AND PARTS	-41.64	7/1/2025
65075	MCNAIR TIRE AND ALIGNMENT (E-VERIFIED)	TRANS - TIRE REPAIRS AND SERVICE	-1,306.60	7/1/2025
65103	CHERRY, BRIAN M	TRANS - CDL RENEWAL REIMBURSEMENT	-150.00	7/1/2025
65142	FOWLER FINANCIAL	CO- FINANCIAL SUPPORT SERVICES & TREASURER TRAINING FY 25-26 BA 05/13/25 (6.L.5.)	-0.04	7/1/2025

65145	OAK FARMS DAIRY	CN- MILK & JUICE FOR DISTRICT CAFETERIAS FY 25-26 BA 06/10/25 (10.I.21.)	-11,841.76	7/1/2025
65154	US FOOD SERVICE INC.	CN- FOOD AND NON FOOD ITEMS-CAFETERIAS FY 25-26 BA 06/10/25 (10.I.26.)	-109,005.58	7/1/2025
65161	CCOSA	REGISTRATION TO PROF DEVELOPMENT FOR DISTRICT ADMINISTRATORS TO ANNUAL CONFERENCES & TLE REGISTRATION	-9,675.00	7/1/2025
65170	* * * WAL MART - VISA CARD CHARGES	109 - 9TH ST SUPPLIES FOR FY26 SCHOOL YEAR	-91.56	7/1/2025
65179	BRADY INDUSTRIES OF KANSAS, LLC	CHEMICALS FOR DISH MACHINES & CLEANING SUPPLIES-CAFETERIA	-1,162.94	7/1/2025
65180	CULLIGAN WATER CONDITIONING	WATER SOFTENER PRODUCTS & SERVICES-FY 26	-3,838.40	7/1/2025
65184	CABLE MEAT CENTER (E-VERIFIED)	FOOD & NONFOOD SUPPLIES-CAFETERIAS-FY 26	-5,000.00	7/1/2025
65185	COCA-COLA SOUTHWEST BEVERAGES LLC	ALA CARTE BEVERAGES-CAFETERIAS-FY 26	-7,703.56	7/1/2025
65186	HEARTLAND PAYMENT SYSTEMS LLC	SOFTWARE RENEWAL FOR CAFETERIA LUNCH POS & MENU PLANNING	-4,445.00	7/1/2025
65187	MILLER, BONNIE L	DISTRICT MILEAGE REIMBURSEMENT-FY 26	-462.20	7/1/2025
65191	* * * WAL MART - VISA CARD CHARGES	CN-CAFETERIA SUPPLIES, FOOD & NONFOOD SUPPLIES-FY 26	-290.75	7/1/2025
65193	WILSON, SONJA I	DISTRICT MILEAGE REIMBURSEMENT-FY 26	-234.00	7/1/2025
65210	* * * WAL MART - VISA CARD CHARGES	HS-AG-SUPPLIES FOR CLASS ROOM, SHOP, SCHOOL FARM	-500.00	7/1/2025
65213	REDNECK INC	HS-AG-SUPPLIES AND REPAIRS FOR TRAILER	-500.00	7/1/2025
65214	E$-MCCOYS BUILDING SUPPLY	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AT SCHOOL FARM	-200.09	7/1/2025
65215	DUNCAN BUILDERS SUPPLY	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AT SCHOOL FARM	-500.00	7/1/2025
65221	ALBRIGHT STEEL & WIRE COMPANY	HS-AG-STEEL FOR STUDENTS TO LEARN TO WELD ON AND BUILD PROJECTS FOR SCHOOL FARM	-613.57	7/1/2025
65222	WAURIKA PI FFA CHAPTER	HS-AG-FEES PACKAGE FOR MEMBERSHIP TO WAURIKA CONTESTS FOR SCHOOL YEAR	-500.00	7/1/2025
65225	JAMES SUPPLIES, LLC	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AT SCHOOL FARM	-975.22	7/1/2025
65228	COMANCHE SEED & GRAIN, INC.	HS-AG-SUPPLIES FOR SPRAYING AND PROJECTS AT SCHOOL FARM	-500.00	7/1/2025

65229	ACE HARDWARE	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AND AT SCHOOL FARM	-1,000.00	7/1/2025
65231	JARBOE, CORY J	HS-AG-BAGS OF BEDDING CHIPS FOR SCHOOL FARM	-1,200.00	7/1/2025
65233	GARRETT THERAPY, LLC	621- CONTRACTED OCCUPATIONAL THERAPY SERVICES FY 25-26 BA 05/13/25 (6.L.6.)	4,699.52	7/1/2025
65234	CDW GOVERNMENT INC	ANNUAL MICROSOFT, ADOBE LICENSING & CARBONITE OFF SITE BACKUP RENEWAL FOR FY 25-26 BA 06/10/25 (10.I.16)	-3,110.00	7/1/2025
65235	VISUAL SENSES	CONTRACTED VISUAL SERVICES FOR FY 25-26 BA 05/13/25 (6.L.8)	-562.50	7/1/2025
65241	P & K EQUIPMENT, INC	HS-AG-PARTS AND SUPPLIES FOR SCHOOL FARM TRACTOR	-500.00	7/1/2025
65247	HILAND DAIRY FOODS COMPANY LLC	MILK & JUICE- SFSP	-77.12	7/2/2025
65248	* * * WAL MART - VISA CARD CHARGES	FOR SUPPLIES AND TOOLS AS NEEDED	-731.53	7/2/2025
65251	ARCHWAY SCM LLC	333 - ADDITIONAL MATERIAL FOR READING PROGRAMS DUE TO INCREASED NUMBERS OR NEEDED REPLACEMENTS	-3,403.66	7/2/2025
65409	HENNAN, SHERAH L	HS-PER DIEM FOR SHERAH HENNAN FOR OKLAHOMA SUMMIT IN TULSA-8/4-5/25	-90.00	7/31/2025
65438	QUILL CORPORATION (E-VERIFIED)	053-ANNUAL WAREHOUSE STOCK FOR 25-26 (CONST PAPER, STAPLERS, TAPE, FILE FOLDERS, ETC)	-450.00	8/6/2025
65454	TARPLEY, MARCELLA A	003 - SBFS -TRAVEL EXPENSES TO NAEHYC DALLAS, TX 10/31-11/4/2025 MEALS, PARKING	-445.00	8/11/2025
65456	* * * HYATT REGENCY-DALLAS	003 - SBFS - HOTEL EXPENSE FOR NAEHYC DALLAS, TX 10/31-11/4/2025 TARPLEY, BROWN	-1,520.00	8/11/2025
65475	JOHNS, ANITA	HS-VOCAL MUSIC-ACCOMPANIST FOR CONTESTS AND CONCERTS FOR FY 25-26	-99.00	8/18/2025
65479	PARAMORE SUPPLY COMPANY	HS-AG-SUPPLIES , CONSUMABLES AND PARTS FOR AG SHOP, GREENHOUSE, SCHOOL FARM	-500.00	8/20/2025
65480	SHERWIN-WILLIAMS PAINT	HS-AG-SUPPLIES , CONSUMABLES AND PAINT FOR PROJECTS IN AG SHOP, GREENHOUSE, SCHOOL FARM	-500.00	8/20/2025
65483	DUNCAN, CITY OF (INS 02-28-10)(E-VERIFIED)	035-DISTRICT AGREEMENTS, MOA'S & MOU'S FOR RESOURCE OFFICERS & EVENT SECURITY 25-26 (BA 081925 #6.V.)	-0.09	8/20/2025

65521	COOPERATIVE COUNCIL FOR OKLA. SCHOOL ADMINISTRATN.	TUITION FOR TULSA MODEL NEW ADMIN 7 - TLE TRAINING - 9.8.25 - 9.10.25 OKC - J. CLAYTON	-150.00	8/26/2025
65539	INSTRUCTURE, INC.	MS-511-SUBSCRIPTION TO INSTRUCTURE MASTERY CONNECT ASSESSMENT DATA BANK/ BUNDLE	84.00	8/28/2025
65579	(DO NOT USE)* * * ACT INC	MS-102-PRE ACT TEST FOR 8TH GRADERS	-4,810.00	9/5/2025
65595	PRESENCELEARNING, INC.	621-MASTER SERVICES AGREEMENT FOR PREK-12 TELEPRACTICE SPEECH-LANGUAGE SVCS 25-26 (BA 090925 #7K)	-3,817.59	9/10/2025
65616	E$-OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	541 - PROFESSIONAL DEVELOPMENT FOR DISTRICT ADMIN	-600.00	9/19/2025
65656	* * * COUNCIL OF ADMINISTRATORS OF	621 - REGISTRATION FOR 3 STAFF TO SPED CASE CONF 11/05-07/2025 OKC	-2,010.00	9/25/2025
65727	QUADIENT, INC	047-DISTRICT POSTAGE METER & LEASE AGREEMENT (BA 101425 #9O)	-359.82	10/15/2025
65734	* * * MOXY BY MARRIOTT DOWNTOWN SPRINGFIELD, MO	621- HOTEL FOR CASE LEADERSHIP INSTITUTE (COHORT), SPRINGFIELD MO - 1/20-23/26 AND 6/23-26/26, J. CLAYTON	-331.08	10/24/2025
65738	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	FOR COPIER STAPLES ACROSS THE DISTRICT.	-1,468.43	10/24/2025
65740	INFINITE CAMPUS INC. (INS 07-30-09)(E-VERIFIED)	IMPORT FOR FOOD SERVICES MOVE FROM NUTRIKIDS TO IC FOOD SERVICES	-350.00	10/24/2025
65792	LANGUAGE LINE SERVICES, INC	SPED- TRANSLATION AND INTERPRETATION SERVICES FOR SPED STUDENTS	-1,642.25	11/6/2025
65821	QC SUPPLY LLC	HS-AG-SUPPLIES FOR GREENHOUSE, SHOP, AND SCHOOL FARM, STUDENTS SAE PROJECTS	-119.36	11/19/2025
65838	LOCKE SUPPLY COMPANY	HS-AG-SUPPLIES FOR REPAIRS @ GREENHOUSE, SHOP, SCHOOL FARM & STUDENTS SAE PROJECTS	-413.08	12/1/2025
65850	ALL COPY PRODUCTS, INC	DIST.- SUPPLIES AND TONER FOR THE EPSON VINYL PRINTER	-859.65	12/8/2025
65853	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	-1,455.86	12/8/2025
65856	CLAYTON, JESSICA N	621- TRAVEL/PER DIEM - CASE (SELI) - SPED LEADERSHIP INSTITUTE, 1/20-23/2026, SPRINGFIELD, MO	-1,480.00	12/9/2025
65859	UNITED SYSTEMS, INC.	2-MONTH AGREEMENT FOR NETWORK, SERVER & FIREWALL MGMT & INVENTORY (BA 120925 #7J)	-851.07	12/11/2025
65861	BG PRODUCTS INC.	TRANS - FLEET OIL/LARGE CHEMICAL/REFILLS & SRV	-35.35	12/11/2025

65870	DUNCAN MANNEQUIN INC	HS-AG-SANDBLAST, POWDER COAT PROJECTS	-800.00	12/16/2025
65871	HENDERSON, VICTORIA M	PL-055- MILEAGE FOR INNER DISTRICT TRAVEL FOR NURSE VICTORIA (VICKI) HENDERSON.	-257.34	12/17/2025
65873	MCCORD, MEGAN R	MS-055-MILEAGE FOR IN-DISTRICT TRAVEL FOR NURSE MCCORD	-367.47	12/17/2025
65885	NEWCASTLE SCHOOL DISTRICT 1-1	C/O- CREDIT RECOVERY FOR DUNCAN STUDENTS	5,920.00	1/5/2026
65911	MONTGOMERY TIRE & ALIGNMENT	TRANS - REPLACEMENT TIRES FOR FLEET	-236.68	1/12/2026
65934	J.W. PEPPER & SON, INC	HS-BAND-SHEET MUSIC FOR BAND	-7.09	1/13/2026
65935	* * * AT&T	042-MONTHLY INTERNET PHONE, ANALOG, & MOBILITY FOR FY 25-26 (BA 011326 #6I)	-8,960.05	1/14/2026
65961	TRINITY TECHNOLOGIES	KEYPAD/CARD READER COMBO FOR WR FRONT ENTRANCE FOR SECURITY PURPOSES AND DATA DROPS + 1 CAMERA FOR THE WR BASEMENT. (TRI18747 & TRI18754)	-120.17	1/21/2026
65991	OKLAHOMA ASSISTIVE TECHNOLOGY & EDUCATIONAL ASSO,	SPED- ASSISTIVE TECHNOLOGY CLASSROOM EVALUATION AT MARK TWAIN	-3,125.00	2/5/2026
66005	TYLER TECHNOLOGIES, INC	TRANS - GEOTABS FOR 110 AND NEW ACTIVITY BUS	-123.00	2/10/2026
66017	OLIVAS, SILVIA	C/O- MILEAGE REIMBURSEMENT FOR IN DISTRICT TRAVEL FOR CUSTODIAL WORK	-500.00	2/18/2026
66035	SANDERS, EME L	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/26-29/2026	-95.00	2/23/2026
66036	MITCHELL, LORI B	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/26-29/2026 MEALS AND PARKING	-95.00	2/23/2026
66037	* * * DOUBLETREE BY HILTON DOWNTOWN	541 - HOTEL EXPENSES PLC AT WORK TULSA, OK 5/26-29/2026 SANDERS/MITCHEL	-22.16	2/23/2026
66066	JOSTENS INC	HS-511- REGISTRATION FOR YEARBOOK WORKSHOP FOR NICHOLE LORENZEN IN AUSTIN TX JULY 13-15-2026	-525.00	3/3/2026
66075	HALLERAN-DAVIS, LAUREN W	WW - 511 - REINBURSEMENT FOR MLS AND PARKING FOR PLC CONF IN TULSA, OK, MAY 27-29, 2026 FOR L. HALLERAN	-120.00	3/3/2026
66079	SEELY, ADRIAN M	WW - 511 - REINBURSEMENT FOR MLS & PARKING FOR PLC CONF. IN TULSA, OK MAY 27-29, 2026 FOR A. SEELY	-120.00	3/3/2026
66080	ETHRIDGE, CHRISTINA D	WW - 511 - REINBURSEMENT FOR MLS FOR PLC TRNG IN TULSA, OK, MASY 27-29, 2026 FOR C. ETHRIDGE	30.00	3/3/2026

66087	BURNETT, TABITHA	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	-58.25	3/4/2026
66097	* * * TRACTOR SUPPLY COMPANY	HS-AG-SUPPLIES FOR SCHOOL FARM, GREENHOUSE, SHOP	-900.00	3/6/2026
66103	* * * AMAZON	EM-511-SUPPLIES FOR ACADEMIC ACTIVITES DURING FAMILY LITERACY NIGHT TO BE USED FOR PARENT ENGAGEMENT-APRIL 9, 2026	-428.07	3/11/2026
66118	* * * RIVER SPIRIT CASINO RESORT	CO- HOTEL FOR OSAC CONFERENCE IN TULSA OK. 6/15-18/26 FOR L. MILLER & J. MULLINS	25.02	3/23/2026
66124	* * * HAMPTON INN & SUITES DOWNTOWN TULSA	HS-511- HOTEL ROOM AND PARKING FOR CHELSEA BLACK FOR THE PLC CONFERENCE IN TULSA OK ON 5/26-29/26	-232.00	3/24/2026
66136	HOBART CORPORATION	CN-PILOT HOOD BRACKET ASSY-WW OVEN KEY PAD & SPARK IGNITION CONTROL KIT-DHS OVEN	-715.38	3/25/2026
66146	WRITE REFLECTIONS	101-ANNUAL MEMBERSHIP FOR DISTRICT ELE WRITING PROGRAM CLASSROOM INSTRUCTION	-9,000.00	3/31/2026
66148	TRINITY TECHNOLOGIES	TECH- KEYPAD FOR CENTRAL OFFICE BADGE READER FOR OVERRIDING LOCKDOWN.	-27.51	3/31/2026
66150	CLAYTON, JESSICA N	541- TRAVEL/PER DIEM/PARKING FOR CCOSA SUMMER CONF, OKC, OK 5.26-29.2026 - CLAYTON	-90.00	3/31/2026
66153	ROWELL, JAMIE L	541 - TRAVEL EXPENSES FOR PLC AAT WORK 5/26-29/2026 TULSA, OK MEALS AND PARKING	-80.00	3/31/2026
66154	HOSCH, DEANA K	541 - TRAVEL EXPENSES FOR PLC AAT WORK 5/26-29/2026 TULSA, OK MEALS AND PARKING	-260.00	3/31/2026
66155	* * * HOLIDAY INN EXPRESS-BRICKTOWN	FEDERAL-HOTEL FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC-14 ADMIN	-1,652.00	3/31/2026
66157	MCGUIRE, KC L	511- TRAVEL/PER DIEM/PARKING FOR CCOSA SUMMER LEADERSHIP CONF., OKC, OK 5.26-29.2026 - MCGUIRE	-120.00	3/31/2026
66158	BYERLY, CHANNA D	100-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-7.85	4/1/2026
66160	WARD, REBECCA A	511-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-120.00	4/1/2026
66161	KAUS, DAKOTA J	541-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-108.82	4/1/2026

66162	ELROY, LISHA M	511-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-300.00	4/1/2026
66165	HURST, SANDRA L	511-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-300.00	4/1/2026
66166	LOVETT, ALLISON E	100-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-100.00	4/1/2026
66167	PETERS, BRANDY	541-MEALS & TRAVEL EXP'S FOR CCOSA SUMMER LEADERSHIP CONF 05/26-29/2026 OKC	-120.00	4/1/2026
66170	* * * LAQUINTA INN & SUITES DOWNTOWN TULSA	HM-511 ROOMS FOR M PARDO AND M HIGGINS TO ATTEND PLC AT WORK CONFERENCE IN TULSA, 5/26-5/29, 26.	-410.00	4/1/2026
66173	SOLUTION TREE INC	EM-511-REGISTRATION FEE FOR PLC WORKSHOP CONF.-FOR M. CURRY, K. KELNHOFER, T. WILLIAMS, K. STRACHAN, M. ALLEN, MAY 27-29, 2026-TULSA, OK	-769.00	4/2/2026
66174	* * * LA QUINTA DOWNTOWN TULSA	EM-511-HOTEL EXPENSES PLC CONFERENCE-TULSA, OK-MAY 26-29, 2026 FOR M. ALLEN	-532.00	4/2/2026
66175	KNOX, CORTNEY N	EM-511-PER DIEM AND PARKING-PLC CONFERENCE-TULSA, OK-MAY 26-29, 2026	-320.00	4/2/2026
66177	WILLIAMS, TAMMIE L	EM-511-PER DIEM FOR PLC CONFERENCE-TULSA, OK-MAY 26-29, 2026	-180.00	4/2/2026
66182	* * * HAMPTON INN & SUITES DOWNTOWN TULSA	WW - 511 - LDG FOR PLC TRNG, MAY 26-29, 2026 IN TULSA, OK FOR A.SEELY,A.SHIPMAN,T.SCIFRES,D.ENGLE,S. MALONEY,R. MOORE,A. LYNCH	0.65	4/3/2026
66187	BIFFLE, MISTY A	MT-511- TRAVEL EXPENSES PER DIEM FOR PLC AT WORK CONFERENCE- TULSA- 5/26-5/29, 2026- M.BIFFLE	-180.00	4/3/2026
66188	* * * DOUBLETREE BY HILTON DOWNTOWN	MT-511-HOTEL RESERVATION DOUBLE TREE BY HILTON DOWNTOWN FOR PLC AT WORK CONFERENCE- TULSA- 5/26-5/28, 2026-C. ISAACS, M. BIFFLE, A. LANGWELL	16.74	4/3/2026
66190	ISAACS, AUNDRIA C	MT-511- TRAVEL EXPENSES PER DIEM AND PARKING FOR PLC AT WORK CONFERENCE-TULSA- 5/26-5/29, 2026- A. ISAACS	-30.00	4/3/2026
66191	* * * DOUBLETREE BY HILTON DOWNTOWN	541-HOTEL FOR PLC AT WORK INSTITUTE 05/26-29/2026 TULSA-HOSCH & ROWELL	-156.16	4/6/2026
66198	ZINN, MACHELLE D	C/O- PER DIEM FOR PAYROLL BOOTCAMP AT PUTNAM CITY OK. 6/9-11/26	-135.00	4/6/2026

66200	* * * EMBASSY SUITES BY HILTON OKC NORTHWEST	C/O- ROOMS FOR OKASBO PAYROLL BOOTCAMP IN PUTNAM CITY 6/9-11/26 FOR J. MULLINS, K. BRENNEIS, M. ZINN & L. MCCANN	-45.76	4/6/2026
66205	PARDO, MARIA R	HM 511- PER DIEM, PARKING AND UBER FOR M PARDO TO ATTEND PLC AT WORK CONFERENCE IN TULSA, 5/26-5/29, 2026.	-120.00	4/9/2026
66206	HIGGINS, MELONI N	HM 511- PERDIEM, PARKING AND UBER FOR M HIGGINS TO ATTEND PLC AT WORK CONFERENCE IN TULSA, 5/26-5/29, 2026.	-120.00	4/9/2026
66207	HAYS, KIMBERLYN R	HM- 511- TRAVEL AND PER DIEM FOR K HAYS TO ATTEND PLC AT WORK CONFERENCE IN TULSA, 5/26-5/29, 2026.	-165.00	4/9/2026
66208	* * * HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - INSPECTIONS FORO BUS FLEET	-19,825.00	4/13/2026
66223	GARRETT THERAPY, LLC	621-ADDITIONAL CONTRACTED OCCUPATIONAL THERAPY SVS FOR FY 25-26 (BA 041426 #9K)	-18,144.00	4/15/2026
66224	CAMERON UNIVERSITY	HS- CONCURRENT ENROLLMENT FEES FOR SPRING 2026	-183.75	4/15/2026
66226	* * * SOUTHWEST AIRLINES	HS-511-FLIGHT TO AND FROM NASHVILLE TN FOR BETH CURRY FOR ACT SUMMIT ON 7/13-15/26	-9.60	4/16/2026
66227	TRINITY TECHNOLOGIES	376 - EM - NEW CAMERA ON THE FRONT GATE AND REPLACEMENT UPDATED CAMERA ALONG WITH RELATED PARTS/SUPPLIES NEEDED FOR THE INSTALLATION OF CAMERAS - EM (TRI19851)	-0.38	4/16/2026
66230	TRINITY TECHNOLOGIES	376 - WR - NEW CAMERAS, UPDATED CAMERAS, BADGE READER, AND DOORBELL WITH BUTTON INSTALLATION AT WILL ROGERS PRE-K (TRI19176, TRI19179, TRI19180, TRI19181)	-0.01	4/16/2026
66232	LAWTON COMMUNICATIONS, LLC	376 - TRANS - NEW RADIOS FOR 2 NEW BUSSES THAT WHERE PURCHASED AND THE 2 ACTIVITY BUSSES FOR TRANSPORTATION.	-295.00	4/16/2026
66233	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	BACKUP TONER FOR CO AND REPLACEMENT TONER FOR BT205 AT DHS.	-1,361.14	4/16/2026
66238	ELROY, LISHA M	239 - TRAVEL / PARKING, LAW & LEADERSHIP CONF., 4.20-4.25	-125.00	4/16/2026
66239	JAMES SUPPLIES, LLC	HS-AG-SUPPLIES AND CONSUMABLES FOR REPAIRS AT GREENHOUSE, SHOP, SCHOOL FARM	-2,000.00	4/16/2026

66240	J & E METAL SALES	HS-AG-SUPPLIES AND CONSUMABLES FOR REPAIRS AT GREENHOUSE, SHOP, SCHOOL FARM	-176.96	4/16/2026
66242	TRINITY TECHNOLOGIES	376 - EM - BADGE READERS FOR FRONT DOOR AND EAST GATE NEAR DUMPSTER ALONG WITH UPGRADED GATE HINGES AND A MAGNET. (TRI19187)	0.35	4/16/2026
66244	STONE, MERRY A	MEALS & TRAVEL EXP'S FOR USSAA SPRING CONF 04/22-23/2026 TULSA	-450.00	4/20/2026
66247	DUNCAN PUBLIC SCHOOLS (TRANS)	HS-AG-TRANSPORTATION FOR AG ACTIVITES TILL END OF SCHOOL YEAR	-750.00	4/20/2026
66255	MONTGOMERY TIRE & ALIGNMENT	TRANS - REPLACEMENT TIRES FOR FLEET	-24.00	4/22/2026
66261	* * * HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - PARTS, SPECIFICATIONS, AND REPAIR FOR FLEET	-1,643.77	4/30/2026
66264	* * * AMAZON	MS-511-CALCULATORS FOR CLASS USE	7.78	5/4/2026
66265	* * * AMAZON	TECHNOLOGY SUPPLIES FOR OFFICE AND DISTRICT USE	-233.89	5/4/2026
66266	* * * JW MARRIOTT NASHVILLE	HS-511-HOTEL ROOM FOR CHARISSA OZALTIN FOR ACT SUMMITT IN NASHVILLE, TN-7/13-15/26	-93.67	5/4/2026
66269	ALSTON, BROOKE N	HM-511 TRAVEL AND PER DIEM FOR B ALSTON TO ATTEND PLC AT WORK CONFERENCE IN TULSA, 5/26-5/29, 2026	-120.00	5/5/2026
66274	* * * EMBASSY SUITES NORMAN	239- HOTEL FOR OKLAHOMA PARENTS CENTER STATEWIDE CONF., 6.4-5.26, NORMAN, OK	-66.00	5/11/2026
66275	CLAYTON, JESSICA N	239- TRAVEL / PER DIEM - FOR OKLA PARENTS CENTER CONF., 6.4-5.26, NORMAN, OK	-15.00	5/11/2026
66277	SPIGNER, CARRA M	239- PER DIEM FOR OKLA STATE PARENTS CENTER STATEWIDE CONF., 6.4-5.26	-90.00	5/11/2026
66281	* * * AMAZON	ROLLER KIT FOR CANON DR-C240 DESKTOP SCANNERS AND ROLLING STAND FOR TV IN BLACK BOX.	-34.61	5/12/2026
66282	* * * RIVER SPIRIT CASINO RESORT	HOTEL FOR OSAC SUMMER CONF 06/23-25/2026 TULSA-CBYERLY	-400.00	5/12/2026
66284	* * * LA QUINTA DOWNTOWN TULSA	PL-511-HOTEL FOR PLC AT WORK CONFERENCE 5/26-5/29 TULSA OK - S. SCOTT	-170.00	5/13/2026
66285	* * * AMAZON	C/O- BOOKSHELF FOR ENCUMBRANCE OFFICE	-0.01	5/13/2026
66288	BROWN, HARRY SALES CORP.	TRANS - AEROKROIL PENETRATING OIL FOR BUS 21	-15.74	5/14/2026

66289	BILLINGSLEY FORD OF DUNCAN	TRANS - UNIT 702 PIGTAIL FOR DRIVERS SIDE TURN SIGNAL LIGHT	-102.80	5/18/2026
66293	WINGFIELD, DAVID O	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE DMS- Y2	-52.00	5/18/2026
66296	* * * AMERICAN AIRLINES	786 - AASA LEGISLATIVE CONF 7/6-10/26 WASHINGTON DC - LOVETT	-187.96	5/19/2026
66297	KNOX, CORTNEY N	511 - TRAVEL EXPENSES TO CCOSA SUMMER CONF 5/26-29/2026 MEALS AND PARKING	-45.00	5/19/2026
66299	KING, JOHN A	EM-511-PER DIEM & PARKING-PLC CONFERENCE, TULSA, OK-MAY 26-29, 2026	-140.00	5/20/2026
66300	* * * OKLAHOMA STATE DEPT. OF EDUCATION	C/O- EMERGENCY CERTIFICATION FEES FOR NEW HIRES	-426.50	5/20/2026
66302	* * * BEST WESTERN PLUS-CHICKASHA	613-HOTEL FOR OEITI DEAF CONF 05/31-06/05/2026 CHICKASHA-AMBER LANGWELL	-75.00	5/21/2026
66303	LANGWELL, AMBER M	621-MEALS & TRAVEL EXP'S FOR OEITI DEAF CONF 05/31-06/05/2026 CHICKASHA-AMBER LANGWELL	-30.00	5/21/2026
66304	SCOTT, TARA	621- CONTRACTED SPEECH & LANGUAGE PATHOLOGY SVS FY 25-26	-3,050.00	5/21/2026
66306	* * * OKLAHOMA TAX COMMISSION	TRANS - MVRS FOR DISTRICT	-17.20	5/26/2026
66307	MONTGOMERY TIRE & ALIGNMENT	TRANS - 2 TIRE REPLACEMENTS FOR UNIT F-3 WW FOOD VAN	-81.20	5/26/2026
66309	* * * WYNDHAM GRAND OKC DOWNTOWN	613-HOTEL FOR SDE SPED CONF 07/26-29/2026 OKC-20 SPED STAFF	-7,300.00	5/27/2026
66311	CLAYTON, JESSICA N	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC-J CLAYTON	-165.00	5/28/2026
66312	HURLOCKER, CHELSEY A	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66313	KING, JOHN A	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66314	AYCOX, SKYLIA	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66315	KASPAREK, KARLI	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66316	SANTOS, DEANNA D	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66317	OWENS, JENNIFER L	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026

66318	MITCHELL, SANDRA D	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66319	KREUTZ, KIRSTEN E	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66320	ROSE, SHANNON L	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66321	CHANDLER, JOELINE	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66322	CONN, JEANA C	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66323	SWEAT, MISTY	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66324	HORNBERGER, EMILY F	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66325	LANGWELL, AMBER M	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66326	ELLIS, JARED	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66327	ARCHER, LAURA M	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66328	HOWARD, TONI J	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
66329	SPIGNER, CARRA M	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC	-165.00	5/28/2026
		(11) GEN FUND-FOR OPERAT Total:	**-383,221.69**	

DUNCAN PUBLIC SCHOOLS

From PO: 21252 to PO: 21256

Encumbrance For Board Approval

BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
21252	* * * AMAZON	ATH-21-WENCH FOR BASKETBALL GOAL FOR GYM	1,883.00	06/09/2026
21253	TAYLORS'S PAINTING & FINISHING, LLC	HS-ATH-CLEANING AND PREPPING AND REPAINTING THE BLEACHERS AT THE HOOVER CENTER	22,000.00	06/10/2026
21254	HURLEYS CREATIVE TILE LLC	MATERIALS & LABOR FOR FLOORING AT 9TH STREET, HS EDGE & WR PRE-K (BA 060926 #9G)	114,405.00	06/10/2026
21255	ACE HARDWARE	MS-REPLACEMENT DOLLIES FOR SCHOOL CUSTODIANS	199.98	06/10/2026
21256	TRUE, STEVE	000 - 9TH ST - MATERIALS AND LABOR FOR FLOOR REFINISH AND WOOD FLOORING	7,400.00	06/16/2026
		(21) BUILDING FUND Current Encumbered:	**145,887.98**	

DUNCAN PUBLIC SCHOOLS

From 29 May 2026 to 29 Jun 2026

CHANGE ORDER REPORT
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
21002	DUNCAN TOTAL ROOFING, LLC	054 - DISTRICT ROOFING REPAIRS FY 25-26 BA 06/10/25 (10.I.31.)	-26,969.25	7/1/2025
21004	SMITH-DRESSLER ELECTRICAL SERVICES, LLC	054 - DISTRICT ELECTRICAL REPAIRS FOR FY 25-26 BA 06/10/25 (10.I.37.)	-4,612.17	7/1/2025
21006	* * * SUMMIT UTILITIES OKLAHOMA, INC.	036 - DISTRICT NATURAL GAS UTILITIES FY 25-26 BA 06/10/25 (10.I.39.)	-54,618.03	7/1/2025
21008	RICHARDS, FRED	MAINT - DISTRICT GRASS & WEED CONTROL FY 25-26 BA 06/10/25 (10.I.36.)	-133.66	7/1/2025
21012	PUBLIC SERVICE CO. OF OKLA--AMERICAN ELECTRC POWER	705-ELECTRIC FOR SCHOOL FARM	-492.47	7/1/2025
21015	CITY OF DUNCAN	DISTRICT ELECTRIC, WATER & GARBAGE FOR FY 25-26 BA 06/10/25 (10.I.27.)	-86,167.58	7/1/2025
21021	BROWN, HARRY SALES CORP.	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE FY 25-26	-897.28	7/1/2025
21025	E$-CLARK OVERHEAD DOOR, LLC	MAINT - EMERGENCY REPAIRS/REPLACEMENTS FOR DISTRICT ROLL-UP DOORS FY 25-26	-4,315.00	7/1/2025
21026	* * * CLK SUPPLIES, LLC	MAINT - DOOR/LOCK SUPPLIES & PARTS FOR DISTRICT SITES FY 25-26	-1,304.54	7/1/2025
21028	EASTLAND LAWNMOWER	MAINT - DISTRICT LAWN EQUIPMENT PARTS/ REPAIRS FY 25-26	-2,918.23	7/1/2025
21029	ENGINEERED EQUIPMENT INC.	MAINT - DISTRICT HVAC FILTERS FY 25-26	-2,374.36	7/1/2025
21031	E$-MCCOYS BUILDING SUPPLY	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE FY 25-26	-2,625.55	7/1/2025
21032	SHERWIN-WILLIAMS PAINT	MAINT - PAINT & SUPPLIES FOR DISTRICT SITES FY 25-26	232.56	7/1/2025
21033	E$-MEADOWS, DARRELL T	MAINT - DISTRICT MONTHLY FIRE EXTINGUISHER SERVICE & MAINTENANCE AND ELEVATOR INSPECTIONS	-672.00	7/1/2025
21035	LOCKE SUPPLY COMPANY	054- PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE FY 25-26 BA 06/10/25 (10.I.33.)	-2,933.87	7/1/2025
21040	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	ANNUAL RENEWAL OF DISTRICT COPIER SERVICES FOR FY 25-26 BA 06/10/25 (10.I.30)	-20,906.30	7/1/2025
21049	ACE HARDWARE	HS-ATH-SUPPLIES FOR CUSTODIAL & MAINTENANCE FOR THE FACILITIES	-222.34	7/8/2025

21075	LOCKE SUPPLY COMPANY	MAINT - MISC HVAC FILTERS	-1,008.11	8/4/2025
21102	* * * AMAZON	HS-ATH-GLASS DISPLAY FOR TROPHIES IN FRONT LOBBY OF FIELDHOUSE	-270.00	9/9/2025
21145	MCCAULEY DITCHING SERVICE	MAINT - LOADS OF DIRT FOR DISTRICT	-1,000.00	12/10/2025
21163	LIPPE FEDERAL LLC	MAINT - PARTS & SUPPLIES FOR DISTRICT BOILERS / WATER HEATERS	-772.05	2/4/2026
21169	SHANE BURK GLASS & MIRROR	WR - FRAME, FULL SHEET OF GLASS WITH PASS THRU FOR THE OFFICE WINDOW IN THE ENTRY WAY.	-50.00	2/20/2026
21180	DAVIS AIR CONDITIONING, LLC	054-PREVENTATIVE MAINT, REPLACE, & REPAIR OF HVAC UNITS, ICE MACHINES, FREEZERS, ETC (BA 031026 #7N)	-52,666.30	3/11/2026
21183	ACE HARDWARE	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE	-806.39	3/24/2026
21184	* * * AMAZON	MAINT - DISTRICT MAINTENANCE & CUSTODIAL SUPPLIES	-394.96	3/24/2026
21186	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT - DISTRICT CUSTODIAL SUPPLIES	-928.17	3/24/2026
21190	* * * AMAZON	MAINT - OFFICE SUPPLIES	-750.56	3/25/2026
21192	BEETLE JUICE PEST CONTROL, LLC	MAINT - INCIDENTAL PEST CONTROL FOR DISTRICT	-750.00	3/25/2026
21194	DUNCAN LOCK AND KEY	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE	-2,590.90	3/25/2026
21197	HUNZICKER BROTHERS INC	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE	-1,137.55	3/25/2026
21198	IDN GLOBAL, INC.	MAINT - PARTS & SUPPLIES FOR DISTRICT DOOR HANDLES/LOCKS	-2,971.79	3/25/2026
21199	* * * LOWES BUILDING SUPPLY	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE	-4,203.27	3/25/2026
21200	MARTIN AUTO SUPPLY INC	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE	-634.22	3/25/2026
21201	OKIE RENTS	MAINT - EQUIPMENT RENTAL FOR DISTRICT SITE MAINTENANCE	-258.26	3/25/2026
21202	OKLAHOMA STATE DEPT. OF LABOR	MAINT - INSPECTIONS OF DISTRICT ELEVATORS, WATER HEATERS, & BOILERS	100.00	3/25/2026
21203	ROBERT BROOKE AND ASSOCIATES	MANT - DISTRICT RESTROOM PARTITION PARTS	-243.09	3/25/2026
21204	SHANE BURK GLASS & MIRROR	MAINT - REPAIR/REPLACE DISTRICT WINDOW & DOOR GLASS	-1,104.76	3/25/2026

21208	* * * WAL MART - VISA CARD CHARGES	MAINT - DISTRICT MAINTENANCE & CUSTODIAL SUPPLIES	-2,476.14	3/25/2026
21209	WASTE CONNECTIONS OF OKLAHOMA	MAINT - DUMP STATION FEES FOR DISTRICT	-1,668.00	3/25/2026
21219	* * * HARBOR FREIGHT TOOLS USA, INC.	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	-335.16	4/7/2026
21227	RC MOWING LLC	MAINT - INCIDENTAL MOWING/CLEAN-UP FOR DISTRICT SITES	-1,000.00	4/14/2026
21236	* * * ERIK'S AUTO CENTER	MAINT - VEHICLE MAINTENANCE	-1,000.00	5/4/2026
21237	DUNCAN LOCK AND KEY	HS-21-DEADBOLT LOCKS FOR BATHROOMS IN HIGH SCHOOL	120.00	5/4/2026
21241	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT - DISTRICT CUSTODIAL SUPPLIES	-133.12	5/11/2026
21242	EMPIRE PAPER COMPANY	MAINT - DISTRICT CUSTODIAL SUPPLIES	-192.75	5/13/2026
21243	LEGACY FIRE PROTECTION LLC	MAINT - FIRE SPRINKLER MODIFICATIONS AT 9TH ST FEC	-47.16	5/18/2026
21244	* * * AMAZON	ATH-21- ROUND UP WEED KILLER	7.72	5/18/2026
21245	MARTIN AUTO SUPPLY INC	ATH-21-OIL FILTERS AND AIR FILTER FOR MOWERS FOR BASEBALL FIELD	-25.72	5/20/2026
21246	RED DIRT APPAREL CO.	MAINT - WORK SHIRTS FOR MAINTENANCE STAFF	-36.00	5/20/2026
		(21) BUILDING FUND Total:	**-291,156.78**	

DUNCAN PUBLIC SCHOOLS

From PO: 36042 to PO: 36042

Encumbrance For Board Approval

2020 VISION BOND

PO	Vendor Name	General Description	Amount	Date
36042	TRINITY TECHNOLOGIES	030-RETROFIT GATE CONTROLS, OPENERS, & POWER FOR HS SW PARKING LOT	24,115.52	06/25/2026
		(36) 2020 VISION BOND Current Encumbered:	**24,115.52**	

PO	Vendor Name	General Description	Amount	Date
36009	CDW GOVERNMENT INC	004-LAPTOPS (300) FOR DISTRICT TEACHERS/ STAFF (BA 101425 #9Q)	-31,989.00	10/15/2025
		(36) 2020 VISION BOND Total:	**-31,989.00**	

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DUNCAN PUBLIC SCHOOLS
From 29 Jun 2026 to 29 Jun 2026

Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
66080	ETHRIDGE, CHRISTINA D	WW - 511 - REINBURSEMENT FOR MLS FOR PLC TRNG IN TULSA, OK, MASY 27-29, 2026 FOR C. ETHRIDGE	30.00	3/3/2026
	(11) GEN FUND-FOR OPERAT Current Encumbered:		**30.00**	
	Report Total Encumbered:		**30.00**	

* MORE THAN 10% OVER! *

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

SITE:	CENTRAL OFFICE		
ACCT #	SUBACCOUNT NAME	FUNDRAISING ACTIVITIES	PURPOSES OF EXPENDITURES
1011	Technology Department 001 Chromebooks 002 Donations	Donations, fees, grants	Technology related purchases
1021 1031 1051 1061 1071 1091	Attendance Awards Special Education/Special Olympics Assistant Superintendents Teacher of the Year CO Administration McCasland Foundation	Grants, donations, sales, vending commissions, interest, rebates, sales of furniture & equipment originally purchased from activity funds, food/drink sales, apparel and novelty sales, brochure sales, raffles, specific event registrations	Expenses, approved grant items. attendance awards, meals, travel expenses, registrations, dues & fees, payment of fundraising items, shirts, supplies, postage, equipment, demo products, speaker expenses, banquet/dinners, stipend/donation for teacher of the year, refreshments, furniture, technology, meeting expenses, contributions raised for a specific purpose, training, consulting, staff development, flower/gifts for students/staff, reimburse general fund for payroll related expenses, student awards, student incentives. advertisement
1063	001 Gifted and Talented 002 Mathcounts	Donations, program fees,	Educational materials & services, food for academic projects, instructional resources, field trip expenses, entry fees
1081	001 Cousins Everywhere 002 Tilley – Student Needs	Donations	Student milk & juice accounts, cafeteria accounts, personal needs for students
1098	ONE Duncan	t-shirts/clothing, food & drinks, dinners, change drive, skate night, restaurant proceeds, donations, grants	Student transportation, project materials, educational materials, refreshments/meals, printing, field trips, special events, track meets, service projects, equipment, supplies
1099	Employee Benevolence Fund	Central Office staff contributions	Flowers, gifts, cards for employees/families for misc. occasions
SITE:	CENTRAL OFFICE CONTINUED		

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

	********	**MAINTENANCE**	********
500	Maintenance Department	Donations, commissions, percentage of scrap sales	Water, Gatorade, meals, awards, miscellaneous expenses
	********	**TRANSPORTATION**	********
550	Transportation Department	Donations, commissions	Employee of the Month awards, meals, shirts, jackets, miscellaneous expenses
	********	**DUNCAN PUBLIC SCHOOLS FOUNDATION**	********
9990	DPSF Operating Account- (sub-accounts for specific grant allocations)	DPSF contributions, donations	Foundation operating expenses, scholarships, grants, classroom supplies, educational materials, field trip admissions and expenses, staff professional development registration and travel expenses
SITE	**ELEMENTARY SCHOOLS**		

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

ACCT #	SUBACCOUNT NAME	FUNDRAISING ACTIVITIES	PURPOSE OF EXPENDITURES
201 203 203 204 204 205 207 208 208	Milk Fund Student Store (Only EM, HM, WW) Special Education (Only WR) Miscellaneous (Not WR) (HM, PL - sub-accts by class & office fundraising projects) STEM (Only WR – sub-accts by Pre-K sites) Interest & Donations (Not HM, WR, WW, PL - sub-accts by class, counselor, project) Library Fund PTO Fund (Not WR) (WW – sub-accts by class, HM, PL – sub-accts by fundraiser event) Pre-K Operations (Only WR)	Sale of food & drinks, school supplies, admissions, posters, home décor, household items, novelty items, magazines, discount cards, videos, school supplies, school dinners, yearbooks, individual & group pictures, clothing, labels, aluminum cans, calendars, cook books, advertising in student publications, arts & crafts, student directories, ads, brochure/ catalog items, Box Tops for Education, store receipts, service project activities, student council projects, book fairs, entry fees, carnivals, auctions, lost or damaged books, sale of property purchased from activity fund, competitions, bazaars, dances, hat day, face painting, sunglass day, grants, car wash, donations, interest, rebates, percentage of restaurant/ skating proceeds, raffles, family nights, grams, change drives, apparel sales, toys, Jump Rope for Heart,	Fundraising expenses, educational supplies/materials, equipment & services, custodial supplies/equipment, grounds maintenance, educational & field trips, furniture, software/hardware, refreshments for school/ class events, staff development, dues & fees, film & developing, CDs/DVDs/videos, printing expenses, postage/shipping, professional publications, nursing supplies, clinic equipment, library equipment & supplies, entry fees, visiting author/illustrator/story teller/etc., junior police equipment, contributions raised for a certain cause, service projects, labor & repairs, workshops, refund of revenue deposited for lost/damaged books/milk/admissions/etc., donations, admissions, books/resource materials, teachers/ staff/student gifts, flowers, , reimburse general fund for payroll related costs, student directories, advertising costs, expenses, supplies, technology, licenses, training/consulting, electronics, appliances, building/playground improvements, uniforms/shirts
206	Picture Fund	Picture Commissions	Public use items, property improvements
209	Sunshine Fund (Only WW, PL)	Staff contributions	Flowers, meals, gifts, etc., for staff members during misc. occasions
SITE:	**DUNCAN MIDDLE SCHOOL**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

1101	Loss/Damage: Books, Equipment, Property	Board resolutions, check treasurer, payments received, interest	Refund of revenues for lost items previously received and deposited either into the subaccount or the general fund, balance to the central office acct. or general fund by June 30
1213 1214 1216 1218 1219 1221 1222 1301 1302 1305 1306 1307 1308 1310 1312	Band Stem Library Office Athletics 002 Football 003 Cheerleading Vocal Music Robotics Club TSA (Tech Students Assoc.) Natl. Jr. Honor Society Middle School Art 002 Natl Jr Art Honor Soc Computer Club Archery Student Council Yearbook/Journalism Academic Club	Sale of magazines, t-shirts, candy, class supplies, food & drinks, clothing, school supplies, novelty items, calendars, ribbons, spirit items, buttons, bumper stickers, grams, computer disks & supplies, locker mirrors, jewelry, yearbooks/advertising, posters pictures, stickers, seeds, birdhouses & feeders, equipment, directories, license plates, flowers, catalog/brochure items, coupon cards, CDs/DVDs/videos, dues & fees, registrations, donations, interest, fines, book fairs, spelling bee, pictures, vending, commissions, admissions, entry fees, dances, concessions, student projects, car wash, bake sale, general yard work (no machines), grants, recycling items, students working for donations, rebates, raffles	Activity expenses, travel, meeting expenses, dues & fees, registrations, supplies, equipment, awards, scholarships, accompanist, conference expenses, refreshments, entry fees, workers & officials, donations, uniforms, rentals/repairs of equipment, flowers for special occasions, contributions raised for a specific cause, projects, vending supplies, admissions, field trips, speakers, catering, facility rental, classroom materials, costumes, DMS newspaper printing, CDs/DVDs/videos, photo equipment, film processing, subscriptions, workshops, publishing costs, books, team or club shirts, club expenses, tournament expenses, trophies, medals, ribbons, awards & gifts for students/staff, assemblies, leadership camps
1225	Clothes Closet 001 Clothes Closet 002 Donations for Chromebook Fees 003 Creating Hope	Donations, Spirit/Dress Up Days	For students in crisis – clothing, hygiene items, school supplies, utility bills, fuel/repairs for family auto, rent payments, groceries, Chromebook fees, student wishes, community needs and projects
1350	Sunshine Account	DMS Staff Contributions	Flower, gifts, cards for employees/families misc. occasions
SITE:	**DUNCAN HIGH SCHOOL**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

101 104	Loss/Damage: Books, Equipment, Property Summer School	Payments, interest, Board resolutions, check treasurer, transcript	Refund of revenues for lost items previously received and deposited, refund payment for sessions if student is unable to attend, balance to central office acct. or general fund by June 30
301 302 303 304 306 307 308 309 310 311 312 313 314 317 319 320 323 324 327 329 333 334 335 338 339 343 346 348 350 352 353	Special Education Natl. Art Honor Society PFC Internship Program Multi-Cultural Club Journalism Senior Class Junior Class Sophomore Class Freshman Class Key Club Band Boosters Dehydrator Race National Honor Society Yearbook Student Council Library Band Band Trip SADD Marketing Academic Team Green Club Drama Vocal Music Vocal Music Boosters Fellowship of Christian Athl. Vocal Music Trip Leadership DHS TSA Club American Sign Language Farm to Table Club	Sales of food & drinks, clothing, catalog/ brochure items, flowers, store items, novelty items, spirit items, discount cards, CDs/DVDs, tassels, fireworks, senior salutes, yearbooks, advertising, tickets, magazines, recordings, tassels, handbooks, maps, directories, dinner/banquet tickets, candy, donations, clinics, camps, pictures, interest, fees, dues, concessions sales, car wash, shows, assemblies, participation fees, admissions, walk-a-thon, commissions, dances, bar bash, celebrity basketball, auctions, band-a-thon, rent-a-drum line/color guard, bike race, fines, copies, book fair, speech-a-thon, carnival, Mr. Irresistible, student payments for uniforms & supplies, garage sale, face painting, pet wash, telethons, plays, programs, hire for jobs, pass-the-bucket, cleaning fees, golf tourney, rebates, services at community banquets, e-bay donation, work for donations, public forum showcase, children's theatre, cap & gown rentals, web fundraisers	Payments for fundraising items, dues & fees, travel expenses, awards, repairs & labor, postage & shipping costs, uniform items, clinic expenses, judges, insurance, rental of rooms/buildings/equipment, scholarships, refunds, concession supplies, assemblies, admissions, printing expenses, décor items, donations, equipment, books, investments, dinners/banquets, project expenses, supplies/materials, general expenses, accompanist, gifts for students/staff, gift certificates (students only), contributions raised for a specific cause, reimbursements, reimburse general fund for payroll related costs, yearbooks, senior recognition, rewards/awards for students/staff, caps & gowns, meeting expenses, club expenses, speaker gifts, flowers, class gift, graduation expenses, thank you gifts for workers, special education supplies, field trips, activities, charter & membership fees
SITE:	DUNCAN HIGH SCHOOL CONTINUED		
ACCT#	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**
305	PSAT/AP Tests	Test fees, interest	Payment for tests, refund of fees

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

340	Vending	Vending machine commissions, picture rebates, commissions/royalties	Dues & fees, travel expenses, repairs & labor, postage & shipping, uniform items, clinic expenses, judges, rental of rooms/building/equipment, admissions, assemblies, printing expenses, equipment, books, banquets, project expenses, supplies & materials, accompanists, senior recognition, rewards/awards for students, public use items, property improvements
315	Faculty Flower Fund	DHS staff contributions, donations, interest	Contributions for a specific cause, faculty parties/receptions, cards, flowers, gifts, rewards/awards for students/staff, donations
316	Senior Class Back Years	Transfer of senior account balance, interest	Furniture & fixtures, equipment, supplies & materials, gifts for high school, reimburse general fund for payroll related costs, donations, gifts/rewards/awards for students/staff, building/ground improvements
321	HS Library/Woodward Endowment	Donations, interest	Books, technology, educational materials, library supplies
322 325	Scholarship Account (sub-accts for specific scholarships) Ronnie Bishop Scholarship	Donations, interest	Scholarships
349	Senior Cap & Gown	Student payments for graduation expenses, donations	Caps, gowns, graduation expenses
SITE:	**DUNCAN HIGH SCHOOL CONTINUED**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**
330	Office 001 Office Account	Copy & fax fees, assemblies/admissions, testing fees, donations, interest, grants, assemblies, food & drink sales, parking decals, spirit items	Payment for fundraising items, meeting expenses, furniture & fixtures, registrations, dues & fees, equipment, building/ground improvements, travel & lodging

	002 Demon Den & Pantry 003 Math & Science - OERB Donation		expenses, reimbursements, banquet expenses, receptions, reimburse general fund for payroll related costs, refreshments & supplies, flowers/gifts/cards for students/ staff, scholarships, donations, supplies & materials, personal student needs- clothes, food, hygiene items Program approved materials
328 337 347	Horticulture Vocational Agriculture Winners Circle: Ag Booster	Sales of food & drinks, clothing, tickets, advertisements, shop projects, consignment items, crops raised on school farm, spirit items, percentage of ticket sales to Lions Club Rodeo, donations, dues, fees, auctions, interest, concession sales, dinner & banquet ticket sales, rodeos, flea market, assemblies, shows, garage sales, car wash, pig-kissing contests, participation fees, rebates, flower & plant sales, investments	Dues & fees, payment for fund raisers, judging, reimbursements, purchase/rental of equipment and/or building, travel expenses, club expenses, awards, veterinarian expenses, show expenses, postage & shipping costs, scholarships, uniforms, donations, supplies & materials, tickets, advertising, investments, stock, ground improvements/upkeep, stock supplies, concession supplies, banquet/dinner expenses, contributions raised for a specific cause, reimburse general fund for payroll related costs, gifts/rewards/ awards for students/staff, gift certificates (students only), greenhouse maintenance, Green Thumb expenses, plants, flowers
SITE:	**DUNCAN HIGH SCHOOL CONTINUED**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSE OF EXPENDITURES**
	********	**EDGE ACADEMY**	********
360	Edge: Vending	Vending machine commissions picture sales & commissions, grants, donations, rebates, misc. item sales	Meeting expenses, registrations, dues & fees, supplies, equipment, rental & repairs, furniture & fixtures, travel expenses, meals, luncheons, rewards

			& awards, ground & building improvements, field trips, contributions raised for a specific cause, fundraiser expenses, reimbursements, reimburse general fund for payroll related costs, gifts for students/staff, plants/flowers for special occasions

SITE:	HIGH SCHOOL ATHLETICS		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**
	********	**ATHLETIC OPERATING BUDGET**	********
201	Athletic Revenue Fund	Admissions, dues & fees, contract agreements, donations, advertisements & sales, food & drink sales, parking, lost/damaged equipment, interest, rebates	Refunds, reimburse general fund for payroll expenses, meals, travel, officials, workers, dues & fees, medals & trophies, printing, postage, banquets, food & drink, receptions, contributions raised for specific cause, fundraiser expense, equipment, repairs & labor, supplies

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

			& materials, general expenses, gifts/flowers for students/staff, gift certificates, camp deposits, security, revenue for spring sports when needed, donations, scholarships
202	Athletic Administration		Startup funds
285	Athletic Trainer	Grant, donations, food & drink sales, apparel sales	Trainer expenses, supplies, equipment
	********	SPORTS BUDGETS	********
203 204 205 206 207 208 210 211 212 213 214 218 225 226 228 251 261 263	Football Boys Basketball Girls Basketball Wrestling Baseball Boys & Girls Track Tennis Girls Wrestling Boys Golf Softball Cross Country Cheerleading Boys Soccer Girls Soccer Girls Golf Volleyball Pom Pon Swimming	Athletic revenue, donations, entry fees, food & drink sales, ticket sales, interest, rebates, spirit items, clinics, grants, assemblies, auctions, athletic contests, camps, golf tournaments, donations, interest, game sponsorships, raffles/drawings, movie night, car wash, restaurant percentages, sales of skin care products, flowers/plants, Valentine & Christmas spirit messages, tote bags, water bottles, videos/CDs, magazines, advertising sales	Equipment & repairs, officials, workers, scouting expenses, clinics, dues & fees, meals & travel expenses, contributions raised for a specific cause, supplies & materials, general expenses, reimburse general fund for payroll related costs, decorations, awards for students/staff/sponsors, flowers/gifts for students/staff, gift certificates, payment for food & drinks, donations, scholarships, fundraiser expenses, lodging, rentals, sports related expenses, shoes, uniforms, clothing, refunds, homecoming expenses, donations, scholarships, camp expenses, property improvements
SITE:	**HIGH SCHOOL ATHLETICS CONTINUED**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**
	********	BOOSTERS	********
215 219 222 227 235 256 257 264	Lettermen Quarterback Boosters Baseball Boosters Soccer Boosters Track/X-Country Boosters Tennis Boosters BB Tip-In Boosters Swimming Boosters	Sales of food & drinks, tickets, coupon books, cards, pictures, clothing, spirit items, catalog/brochure items, temporary tattoos, jewelry, buttons, fireworks, curb lettering, recipe books, blankets, novelty items, games & tournaments, dues, fees, admissions, advertisements,	Fundraising expenses, contributions raised for a specific cause, clinic expenses, club expenses, dues & fees, travel expenses, lodging, meals, equipment, repairs, supplies, materials, awards, reimburse general fund for payroll related costs, workers, gifts for students/staff, rentals, sports related expenses,

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

		pledges, coupon book sales, card sales, picture sales, clothing sales, spirit related items, stroke-a-thon, swim-a-thon, money collected for uniforms & clothing, player auction, charity shots, car wash, bake sales, garage sales, carnivals, jump rope, promo athletic events, tournaments, dances, gift wrapping booth, camp deposits, stadium chairs	shoes, uniforms, clothing, refunds, homecoming expenses, donations, scholarships, entry fees, meals, equipment, camp expenses
	********	**CONCESSION**	********
231	Athletic Dept. Concession	Concession sales	Purchasing items to restock concession stands, concession equipment, supplement other accounts for athletic expenses, percentage of sales for workers
	********	**SCHOLARSHIPS**	********
230 255	Donnie Christian Scholarship Fund Phil Barnes Memorial	Donations, interest, concession sales, exhibit games	Scholarships
SITE:	**HIGH SCHOOL ATHLETICS CONTINUED**		
ACCT #	**SUBACCOUNT NAME**	**FUNDRAISING ACTIVITIES**	**PURPOSES OF EXPENDITURES**
	********	**COMPANION ACCOUNTS**	********
249	Tennis Donation Account	Donations	Tennis property improvements, tennis equipment, tennis supplies
290	OSSAA Sports Spectacular	Admissions, Ticket Sales	OSSAA payment, specific event expenses, officials, workers

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND SUBACCOUNTS
FUNDRAISING ACTIVITIES / PURPOSE OF EXPENDITURES
FISCAL YEAR 2026-2027

****

Transfers will be allowed to any account listed in this document, or any account that may be added through the current school year, for account closings, entry errors, student transfers, grants, end of year close out, or summer school incentives.

****

DPS FUNDRAISER REQUESTS

July 14, 2026

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
Duncan High School	TENNIS	Bag Tags	7/1/26-8/1/2026
Emerson	PTO	Back to school night Nacho's	8/1/2026-8/30/2026

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.2.

DPS FUNDRAISER REQUESTS

July 14, 2026

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
Duncan High School	TENNIS	Bag Tags	7/1/26-8/1/2026
Emerson	PTO	Back to school night Nacho's	8/1/2026-8/30/2026

Out-of-State

TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: Tennis

Date(s) of Travel: July 9-12, 2026

Destination City & State: Hot Springs Village, Arkansas

Reason for Trip & Activity: Tennis Tournament

Level 6: Ike Eisenhauer State Farm Tournament (Clay)

Paid by: ☐ Fundraiser(s) ☐ Boosters ☐ Students/Parents ☑ District Acct. 210

Jennifer Calvert
Requestor/Teacher/Coach

Kevin Kelly
Principal/Administrator

6-23-26
Date of Request

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- ☑ Requisitions, PO's, and/or Flyers for Registration
- ☑ Requisitions, PO's, and Quotes for Transportation
- ☑ Requisitions, PO's, and Quotes for all other Activities during the trip

Dr Chane Bynum
Signature of Superintendent

Date of Board Approval

Signature of BOE Minutes Clerk

07/01/2025 kdh

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686
latisha.miller@duncanps.org
Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 2026 Account #: 210 Site: DHS-Athl. PO #: _____

VENDOR INFORMATION

Name: Transportation Dept.
Address: 242 N. 9th St.
City: Duncan State: OK Zip: 73533
Phone: (580) 252-3496 Fax: (580) 252-2453
W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check
☐ Return Check to: _____
☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
	Transportation -		
	Fuel to Hot Springs, Arkansas		$300.00
	July 9-12, 2026		
_____	Shipping =	Total =	$300.00

Are the requested items to be used for:
- ☑ Students
- ☐ Staff
- ☐ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑
If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐
If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Jennifer Lobello Date: 6-23-26
Approved By: Kevin Kelly Date: 6-24-26

Revised 07/10/2025

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686 latisha.miller@duncanps.org Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 25-26 Account #: 210 Site: DHS Ath. PO #: _____

VENDOR INFORMATION

Name: 2- Air Bnb

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check

☐ Return Check to: _____

☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
	Lodging -		
	July 9-12, 2026		$1400.00
	Hot Springs, Arkansas		
----------	Shipping =	Total =	$1,400.00

Are the requested items to be used for:

- ☑ Students
- ☑ Staff
- ☐ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑

If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐

If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: _____ Date: 6-24-26

Approved By: Kevin Kelly Date: 6-24-26

Revised 07/10/2025

Duncan mail

Kelly Henderson <kelly.henderson@duncanps.org>

Re: Out of state travel

1 message

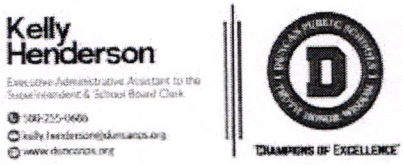
Jennifer Cobble <jennifer.cobble@duncanps.org> Wed, Jun 24, 2026 at 12:45 PM
To: Kelly Henderson <kelly.henderson@duncanps.org>, Darren Cobble <darren.cobble@duncanps.org>

This is why you're the best!
High school only and I attaching the requisition for lodging. The kids are paying their own entries and other expenses.

Sent from my iPhone

> On Jun 24, 2026, at 11:51 AM, Kelly Henderson <kelly.henderson@duncanps.org> wrote:
>
> Is this for HS, MS, or both? Is fuel the only expense, no registration, hotel, meal costs, etc? That all has to be included and/or addressed.
>
> I want to have everything answered for the board so it gets approved with the short timeline. Also, this needs to be signed by Kevin Kelly before it comes to me, but I will get that taken care of if you can just get answers to the above for me.
>
> I know this is an exciting opportunity and I can't wait to hear all about it!!!
>
> On Tue, Jun 23, 2026 at 4:06 PM Jennifer Cobble <jennifer.cobble@duncanps.org> wrote:
> > Would we be able to get this signed and on the board agenda for Thursday? The kids are so excited to have the chance to play on clay.
> > Thank you,
> > Jennifer
> >
> > Out-of-State.pdf
> > drive.google.com
>
> Sent from my iPhone

3 attachments



mime-attachment.png
52K

drive_2020q4_32dp.png
1K

DUNCAN PUBLIC SCHOOLS.pdf
3650K

JULY 10 - 12, 2026

Level 6: Ike Eisenhauer State Farm Insurance (Clay)

Hot Springs Village- Coronado Tennis Center, 151 PONDEROSA WAY, HOT SPRINGS VILLAGE, AR, 71909

Tournament ID: 26-73703

$47.15

REGISTRATIONS OPEN **Closes:** July 7, 2026 at 4:59 PM CDT



TOURNAMENT REFEREE - The referee is Bob Wagstaff. You can contact Bob about ALL tournament information via email at boboncourt@gmail.com

PRIZES - Thanks to Ike Eisenhauer State Farm Insurance, our gold sponsor for 22 years, and Village Villas, we again have the Giant Trophies for singles winners and finalists. Trophies for consolation singles winners. This tournament would not be possible without our sponsors.

Village Villas - Official Tournament Housing - Village Villas is our official tournament housing sponsor. Be sure to tell them that you are coming to the Ike Eisenhauer State Farm Insurance Junior Tournament. You may want to ask for housing close to the Coronado Tennis Center.
1-800-738-7368 villagevillas.com

Directions - Please check for directions to the facility at the bottom.

IMPORTANT UPDATES - **Important Updates will be found here. Please check here regularly for information updates regarding the event, schedule changes, and notes in dealing with inclement weather. Information will be posted here if needed.**

SINGLES ONLY TOURNAMENT - There is no Doubles

DRAW FORMATS - *Modified* Feed /3rd & 4th Playoff / Round Robin

Events with only 2 can play - Please make contact with boboncourt@gmail.com (mailto:boboncourt@gmail.com)

DRAWS POSTING - The draws will be posted no later than Thursday 4:00pm

SELECTION/SEEDING - Selections/Seedings will be done using the most recently published National Standing List-Combined

COURT SURFACE - All play will be on Har-Tru Clay Courts (Green Clay)

SCORING FORMAT

With normal conditions, main draw and consolation singles matches will be the best of two advantage sets - to 6 (by two) with a seven-point tiebreak at 6-6. If necessary, a match tiebreak (10-point) will be played in lieu of a third set, first to ten by two. Before the tiebreak for the 3rd set, there will be a three-minute mandatory set break. (Coaching is allowed during the 3-minute break.)

CHECK IN

The check in desk is inside in the pro shop. Please remember that there are two check ins. Check into the tournament at any time and let us know you are here. Then you must check in for each match you play at tournament desk at the properly clothed, equipped, and ready to play 15 minutes before their match time.

DRINK WATER

ICE AVAILABILITY

The Hot Springs Village Tennis Center has an ice machine under the pavilion between the restrooms near the check in site.

DIRECTIONS:

If coming from Little Rock or Benton you can get directions to East gate in HSV by setting GPS to (1570 Desoto Blvd; Hot Springs Village, AR 71909.)If coming from Hot Springs set GPS to (111 DeSoto Blvd; Hot Springs Village, AR 71909.) Please note that Hot Springs Village is a large, gated community. Your name will be left at East & West gates to allow your access. Please be sure Not to let your GPS take you to another gate, as these gates require a card to gain access. Set your GPS to take you to one of these two gates. East gate on Hwy 5 or West Gate on Hwy 7. Also, remember that it is an additional 9 miles (approximately 15 minutes) to the HSV Tennis Center after entering the gate.

-When entering at the East Gate from Hwy 5 coming from Benton/Little Rock, continue on Desoto Blvd. approximately 8 miles, then turn left on Balearic. Continue approximately 2 miles and turn left on Ponderosa Lane. The HSV Tennis Center is 4 blocks on the left.

-When entering at the West Gate from Hwy 7 coming from Hot Springs, continue on Desoto Blvd. approximately 8 miles, then right on Balearic. Continue approximately 2 miles and turn left on Ponderosa Lane. The HSV Tennis Center is 4 blocks on the left.

Bob Wagstaff Cell Text or Phone: 501-282-9490

Show less ▲

USTA Arkansas Tournament of the Year:
Help us recognize the best tournaments in Arkansas! Nominate your favorite tournament for **Junior Tournament of the Year** and celebrate excellence in organization, player experience, and community impact. Submit your nominations today! **Click here** (https://www.arktennis.com/page/awards) to access the nomination form....

Show more ▼

Events

Choose the events you wish to register players for from the list below, then continue to checkout to add your players.

All Boys Girls

Level 6
Intermediate

	Singles
Boys' 12 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/6F15D093-DEFF-4454-A7C3-94AE31EACEAA)	$47.15
Boys' 14 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/0C07F474-78FE-4B19-9679-67B51D77938E)	$47.15
Boys' 16 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/F6A533F6-D475-4183-A242-EABDBE7424E0)	$47.15
Boys' 18 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/67E03A9B-488D-4F40-8019-B7B3028EAF4E)	$47.15
Girls' 12 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/8C543839-547E-45FE-B227-9F71E199680D)	$47.15
Girls' 14 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/1DD21D2A-23BD-4F54-93CA-E59F75A4F877)	$47.15
Girls' 16 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/C6B526D1-389D-4E32-B029-BDC4C93412C8)	$47.15
Girls' 18 & under Singles (/Competitions/hot-springs-village-rec/Tournaments/eventDetails/1610781A-BF06-440A-B583-C1C52767815C/38F4869B-3BAC-46CC-9546-E01B7C2B3858)	$47.15

Where are my discounts?
Your event summary price is the **'pre discount price'** for all events selected so any valid discounts will not appear yet. Discounts will be applied at the checkout when you add players to the events.

Entry information

Entry Fees: $47.15 for Singles

Contact information

Cynthia Wagstaff - Tournament Director

Email: wag.tennis@gmail.com (mailto:wag.tennis@gmail.com)

Phone: 5017013444

Robert Wagstaff - Referee

Email: boboncourt@gmail.com (mailto:boboncourt@gmail.com)

Where to find us

Primary location

Hot Springs Village- Coronado Tennis Center

151 PONDEROSA WAY, HOT SPRINGS VILLAGE, AR, 71909

Get directions (https://www.google.com/maps/dir/?api=1&destination=151 PONDEROSA WAY, HOT SPRINGS VILLAGE, AR, 71909) >

Registration rules and discounts

1 maximum events per player

Registrations allowed across divisions

Take USTA everywhere!

Find local tennis programs, camps, upcoming tournaments and a local USTA League to join.

Download on the App Store (https://apps.apple.com/us/app/usta-tennis/id644385452) GET IT ON Google Play (https://play.google.com/store/apps/details?id=com.usta.player)

CAREERS (https://careers.usta.com)

INTERNSHIPS (https://careers.usta.com)

CONTACT US (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-contact-us.html)

TERMS OF USE (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-terms-of-use.html)

USTA CONNECT PORTAL (https://ustaconnect.usta.com/)

SAFE PLAY DISCIPLINARY LIST (https://www.usta.com/en/home/safe-play/individuals-permanently-ineligible--suspended--or-other-measures.html)

SITEMAP (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-com-sitemap.html)

UMPIRE POLICY (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-umpire-anti-discrimination-policy.html)

PRIVACY POLICY (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-privacy-policy.html)

FIND YOUR ACCOUNT (https://www.usta.com/en/home/search-profile/find-your-account.html)

ACCESSIBILITY STATEMENT (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-accessibility-statement.html)

COOKIE POLICY (https://www.usta.com/en/home/about-usta/who-we-are/national/usta-privacy-policy/usta-cookie-policy.html)

(https://www.facebook.com/usta) (https://www.twitter.com/usta) (https://www.instagram.com/usta/) (https://www.youtube.com/@usta/videos)

USTA APPS

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.2.

DPS FUNDRAISER REQUESTS

July 14, 2026

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
Duncan High School	TENNIS	Bag Tags	7/1/26-8/1/2026
Emerson	PTO	Back to school night Nacho's	8/1/2026-8/30/2026

Out-of-State

TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: DMS Pitchforks Show Choir

Date(s) of Travel: April 8, 2027

Destination City & State: Grand Prairie, TX

Reason for Trip & Activity: Compete at the Epic Waters Music Festival at the Epic Waters Water Park. Will be the 4th consecutive year we attend.

Paid by: ☑ Fundraiser(s) ☐ Boosters ☐ Students/Parents ☐ District

Courtney Mis
Requestor/Teacher/Coach

Cassie Berthold
Principal/Administrator

Recd JUN 03 2026 kdh
Date of Request

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- ☑ Requisitions, PO's, and/or Flyers for Registration
- ☑ Requisitions, PO's, and Quotes for Transportation
- ☑ Requisitions, PO's, and Quotes for all other Activities during the trip

Dr Shannon Ryan
Signature of Superintendent

Date of Board Approval

Signature of BOE Minutes Clerk

07/01/2025 kdh

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686 latisha.miller@duncanps.org Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 26-27 Account #: 1221.001 Site: DMS PO #: _____

VENDOR INFORMATION

Name: DPS Transportation

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check

☐ Return Check to: _____

☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
1	Transportation Charges for the 2026-2027 School Year	$ 500.00	$ 500.00
----------	Shipping =	Total =	$ 500.00

Are the requested items to be used for:

- ☑ Students
- ☑ Staff
- ☐ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑

If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐

If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Courtney Miles Date: 04/28/2026

Approved By: _____ Date: _____

Revised 07/10/2025

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686 latisha.miller@duncanps.org Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 26-27 Account #: 1221.001 Site: DMS PO #: _____

VENDOR INFORMATION

Name: **Epic Waters Music Festival

Address: 401 N Carroll Ave. Suite 404

City: Southlake State: TX Zip: 76092

Phone: 817-993-9401 Fax: _____

W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check

☐ Return Check to: _____

☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
1	Ensemble Entry Fee	$ 50.00	$ 50.00
20	Student Entry Fee	$ 35.00	$ 700.00
25	Catered Meals	$ 10.00	$ 250.00
3	Non-Student Entry Fee	$ 31.00	$ 93.00
----------	Shipping =	Total =	$ 1,093.00

Are the requested items to be used for:

- ☑ Students
- ☑ Staff
- ☑ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑

If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐

If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Courtney Miles Date: 04/28/2026

Approved By: _____ Date: _____

Revised 07/10/2025

EPIC WATERS MUSIC FESTIVAL

Welcome to The Epic Waters Music Festival!

SERVING ELEMENTARY THROUGH HIGH SCHOOL BANDS, CHOIRS, AND ORCHESTRAS SINCE 2018

Registration for the 26-27 festivals is now OPEN!

26-27 Festival Dates (https://theepicmusicfestival.com/26-27-dates/)

Enter as quickly as possible to reserve your date and estimated performance time. <u>Spots fill quickly!</u>

26-27 Entry Form (https://theepicmusicfestival.com/entry-form/)

Performing Students

$39

~ 6 hours or more of park time

~ Last minute no shows that were pre-paid will be refunded on the spot

Enter Today (https://theepicmusicfestival.com/entry-form)

Non-performing Students

$31

~ Bring your students to the park only, without performing. Include your non-performing students in your chaperone count on your entry form.

Enter Today (https://theepicmusicfestival.com/entry-form)

Chaperones

$31

~ Includes Chaperones, Friends / Family / Children, and Non-Performing Students

~ Children 2 and under are free

~ 1 Chaperone required per 10 students

~ Personal checks or personal credit cards from chaperones and friends/family will not be accepted

School Employees

FREE

~ Includes Directors, Administrators, Teachers, Bus Drivers, etc. from your campus

Enter Today (https://theepicmusicfestival.com/entry-form)

Ensemble Fee

$50

~ This reserves your performance date and time

~ You need 1 Ensemble Fee per Ensemble

~ Ensemble Fees are due within 60 days of the day you register (entries made over the summer are due Oct. 1)

Enter Today (https://theepicmusicfestival.com/entry-form)

Food

$12

~ Optional catered meal includes one hot dog or hamburger/cheeseburger, chips, a cookie, and a drink. A vegetarian bean burger is also available

~ Catered Meals are served between 11:30 am and 1:00 pm

~ The concession stand lines can be extremely long and slow

Enter Today (https://theepicmusicfestival.com/entry-form)

Enter Today
(https://theepicmusicfestival.com/entry-form)

~ 7 days prior to your festival, you will give us your exact number of catered meals, and are financially responsible for full payment of those numbers on your day

~ You are now allowed to bring your own lunch to the park. No branded food, i.e. McDonalds, QT, etc. Teachers, you must check every lunch bag to ensure there is no glass

Enter
(https://theepicmusi
for

Updated Numbers Form
(https://docs.google.com/forms/d/e/1FAIpQLSdseLXwCsiKMhDhLS9Lz65u7TBSBLenoeQSBJjagnSfHL9jaQ/v
usp=dialog)

Mailing Address

401 North Carroll Ave.
Suite 404
Southlake, TX 76092

TheEpicMusicFestival@gmail.com(mailto:%20theepicmusicfestival@gmail.com)
817-993-9401

Park Address

2970 Epic Place
Grand Prairie, TX 75052

BANDS

at

The Epic Waters Music Festival

Our team of experienced, professional judges are dedicated to providing your ensemble with actionable and real-world feedback to meet them **where they are.**

+ Our Judges

VIEW DATES
(https://theepicmusicfestival.com/dates/)

ENTER TODAY
(https://theepicmusicfestival.com/entry-form/)

What we provide:

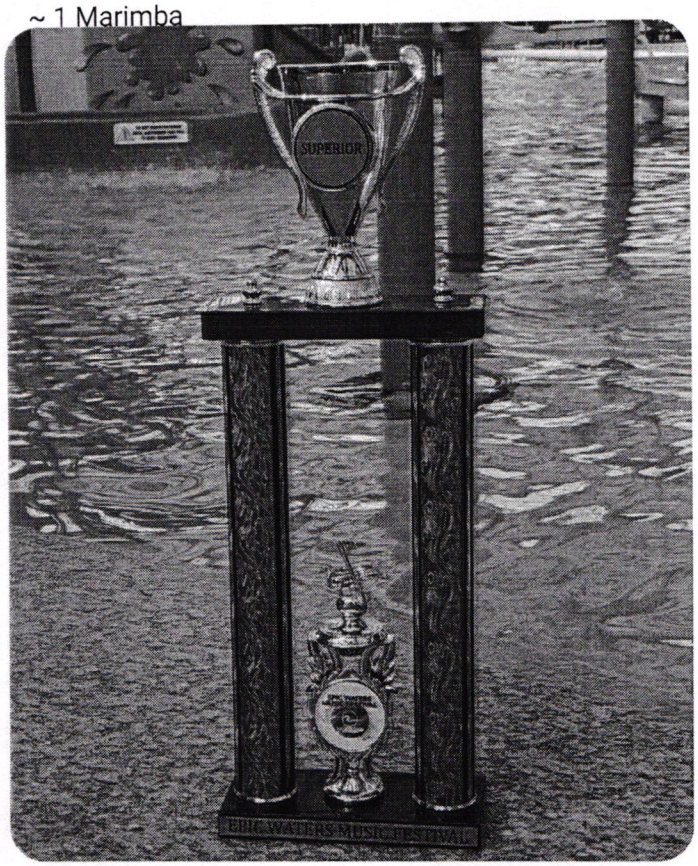
~ Ratings, feedback, a trophy, and a 15-minute clinic with one of our judges in the beautiful Epic Theater

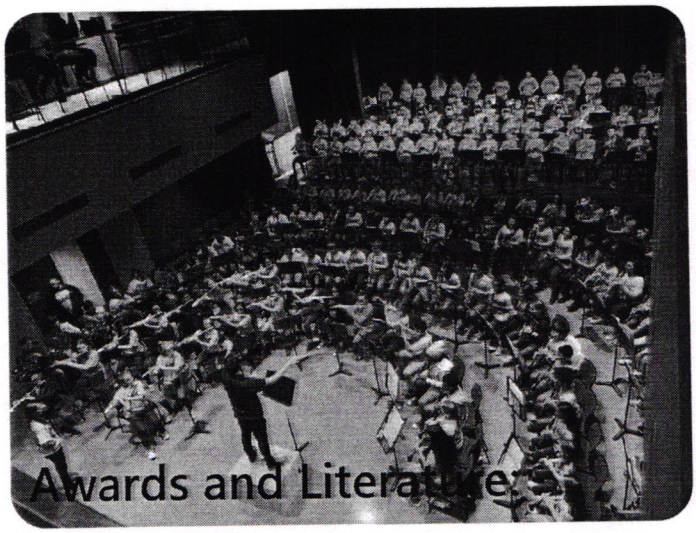
~ Chairs and stands

~ 2 Timpani: 26-inch, and 29-inch

~ 2 Wooden Xylophones

~ 1 Marimba





Awards and Literature:

~ We recommend performing 1-2 pieces appropriate for the time of year in which your festival falls, but there are no set performance requirements. Beginning Bands can also perform exercises from method books. It's totally up to you!

~ Ratings are 3 (Good), 2 (Excellent) and 1 (Superior) with pluses and minuses given at the judge's discretion.

~ Performance Classes are Beginner, Sub Non-Varsity, Non-Varsity, Varsity, and Specialty Ensembles (Jazz Bands, Percussion, etc.).

~ "Best in Class" is awarded to outstanding ensembles in the December, April, and May Festivals, provided there are at least 3 ensembles in your class.

Other information to make your day at the park **seamless**

- Park and attractions are open every day at 10:00 am. **Mondays, the park closes at 6pm. Tuesdays and Wednesdays, the park closes at 4pm. Thursdays, the park closes at 8pm. Fridays, the park closes at 9pm.** You can come and go as you like!
- **Performance times start at 9:00 am.**
- Check-in will be indoors near the souvenir shop's front entrance to the right. **Directors only, please.**

- **Have an exact count** of students, chaperones, school employees, and catered meals ready when you arrive – your bill will be based on those numbers.
- Be ready to turn in your **required waivers for everyone attending**, including chaperones. Waivers can be found here (https://theepicmusicfestival.com/entry-form/#waiver).
- After check-in, take your students inside the park. **You can store your instrument in one of three places of your choosing:** On your bus or trailer, in your cabana at the park, or in the outdoor corral in the front of the park (weather permitting – for security purposes, a chaperone should stay with the instruments if they are being left in the corral).
- **30 minutes before warm-up**, meet your students to dry off, throw on your band t-shirt and shorts, and be ready to start their warm-up, performance, and clinic – all in the performance venue.
- All Bands perform in the theatre next to the waterpark. We'll meet your ensemble to escort them to the venue.
- Bands operate on a **30-minute schedule**, which includes set-up, a brief warm-up, performance, and a motivating, positive clinic.
- Once you have performed – **it's back to the attractions!**

Mailing Address

401 North Carroll Ave.
Suite 404
Southlake, TX 76092

Park Address

2970 Epic Place
Grand Prairie, TX 75052

TheEpicMusicFestival@gmail.com(mailto:%20theepicmusicfestival@gmail.com)
817-993-9401

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.4.

Out-of-State

TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: DMS Pitchforks Show Choir

Date(s) of Travel: April 8, 2027

Destination City & State: Grand Prairie, TX

Reason for Trip & Activity: Compete at the Epic Waters Music Festival at the Epic Waters Water Park. Will be the 4th consecutive year we attend.

Paid by: ☑ Fundraiser(s) ☐ Boosters ☐ Students/Parents ☐ District

Courtney Mills
Requestor/Teacher/Coach

Cassie Berthold
Principal/Administrator

Recd JUN 03 2026 kdh
Date of Request

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- ☑ Requisitions, PO's, and/or Flyers for Registration
- ☑ Requisitions, PO's, and Quotes for Transportation
- ☑ Requisitions, PO's, and Quotes for all other Activities during the trip

Dr Chance Ryan
Signature of Superintendent

06/30/2026
Date of Board Approval

Kelly Henderson
Signature of BOE Minutes Clerk

07/01/2025 kdh

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686 latisha.miller@duncanps.org Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 26-27 Account #: 1221.001 Site: DMS PO #: _____

VENDOR INFORMATION

Name: DPS Transportation

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check

☐ Return Check to: _____

☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
1	Transportation Charges for the 2026-2027 School Year	$ 500.00	$ 500.00
----------	Shipping =	Total =	$ 500.00

Are the requested items to be used for:

- ☑ Students
- ☑ Staff
- ☐ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑

If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐

If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Courtney Miles Date: 04/28/2026

Approved By: _____ Date: _____

Revised 07/10/2025

DUNCAN PUBLIC SCHOOLS
PO Box 1548
Duncan, OK 73533
Phone: 580-255-0686 latisha.miller@duncanps.org Fax: 580-252-2453

ACTIVITY ACCOUNT REQUISITION

REQUEST FOR PURCHASE ORDER

Year: 26-27 Account #: 1221.001 Site: DMS PO #: _____

VENDOR INFORMATION

Name: **Epic Waters Music Festival

Address: 401 N Carroll Ave. Suite 404

City: Southlake State: TX Zip: 76092

Phone: 817-993-9401 Fax: _____

W9: _____ Or SS #: _____

IMPORTANT!!

Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.

PAYMENT PROCESS

☐ Mail Check

☐ Return Check to: _____

☐ Pick up check by whom: _____

Quantity	Description	Unit Price	Total
1	Ensemble Entry Fee	$ 50.00	$ 50.00
20	Student Entry Fee	$ 35.00	$ 700.00
25	Catered Meals	$ 10.00	$ 250.00
3	Non-Student Entry Fee	$ 31.00	$ 93.00
----------	Shipping =	Total =	$ 1,093.00

Are the requested items to be used for:

- ☑ Students
- ☑ Staff
- ☑ Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes ☐ No ☑

If yes, has the **FUNDRAISER** been board-approved? Yes ☐ No ☐

If yes, date of approval? _____

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Courtney Miles Date: 04/28/2026

Approved By: _____ Date: _____

Revised 07/10/2025

EPIC WATERS MUSIC FESTIVAL

Welcome to The Epic Waters Music Festival!

SERVING ELEMENTARY THROUGH HIGH SCHOOL BANDS, CHOIRS, AND ORCHESTRAS SINCE 2018

Registration for the 26-27 festivals is now OPEN!

26-27 Festival Dates (https://theepicmusicfestival.com/26-27-dates/)

Enter as quickly as possible to reserve your date and estimated performance time. Spots fill quickly!

26-27 Entry Form (https://theepicmusicfestival.com/entry-form/)

Performing Students

$39

~ 6 hours or more of park time

~ Last minute no shows that were pre-paid will be refunded on the spot

Enter Today (https://theepicmusicfestival.com/entry-form)

Non-performing Students

$31

~ Bring your students to the park only, without performing. Include your non-performing students in your chaperone count on your entry form.

Enter Today (https://theepicmusicfestival.com/entry-form)

Chaperones

$31

~ Includes Chaperones, Friends / Family / Children, and Non-Performing Students

~ Children 2 and under are free

~ 1 Chaperone required per 10 students

~ Personal checks or personal credit cards from chaperones and friends/family will not be accepted

School Employees

FREE

~ Includes Directors, Administrators, Teachers, Bus Drivers, etc. from your campus

Enter Today (https://theepicmusicfestival.com/entry-form)

Ensemble Fee

$50

~ This reserves your performance date and time

~ You need 1 Ensemble Fee per Ensemble

~ Ensemble Fees are due within 60 days of the day you register (entries made over the summer are due Oct. 1)

Food

$12

~ Optional catered meal includes one hot dog or hamburger/cheeseburger, chips, a cookie, and a drink. A vegetarian bean burger is also available

~ Catered Meals are served between 11:30 am and 1:00 pm

~ The concession stand lines can be extremely long and slow

Enter Today (https://theepicmusicfestival.com/entry-form)

Enter Today
(https://theepicmusicfestival.com/entry-form)

~ 7 days prior to your festival, you will give us your exact number of catered meals, and are financially responsible for full payment of those numbers on your day

~ You are now allowed to bring your own lunch to the park. No branded food, i.e. McDonalds, QT, etc. Teachers, you must check every lunch bag to ensure there is no glass

Enter
(https://theepicmusi
for

Updated Numbers Form
(https://docs.google.com/forms/d/e/1FAIpQLSdseLXwCsiKMhDhLS9Lz65u7TBSBLenoeQSBJjagnSfHL9jaQ/v
usp=dialog)

Mailing Address

401 North Carroll Ave.
Suite 404
Southlake, TX 76092

TheEpicMusicFestival@gmail.com(mailto:%20theepicmusicfestival@gmail.com)
817-993-9401

Park Address

2970 Epic Place
Grand Prairie, TX 75052

BANDS

at

The Epic Waters Music Festival

Our team of experienced, professional judges are dedicated to providing your ensemble with actionable and real-world feedback to meet them **where they are.**

+ Our Judges

VIEW DATES
(https://theepicmusicfestival.com/dates/)

ENTER TODAY
(https://theepicmusicfestival.com/entry-form/)

What we provide:

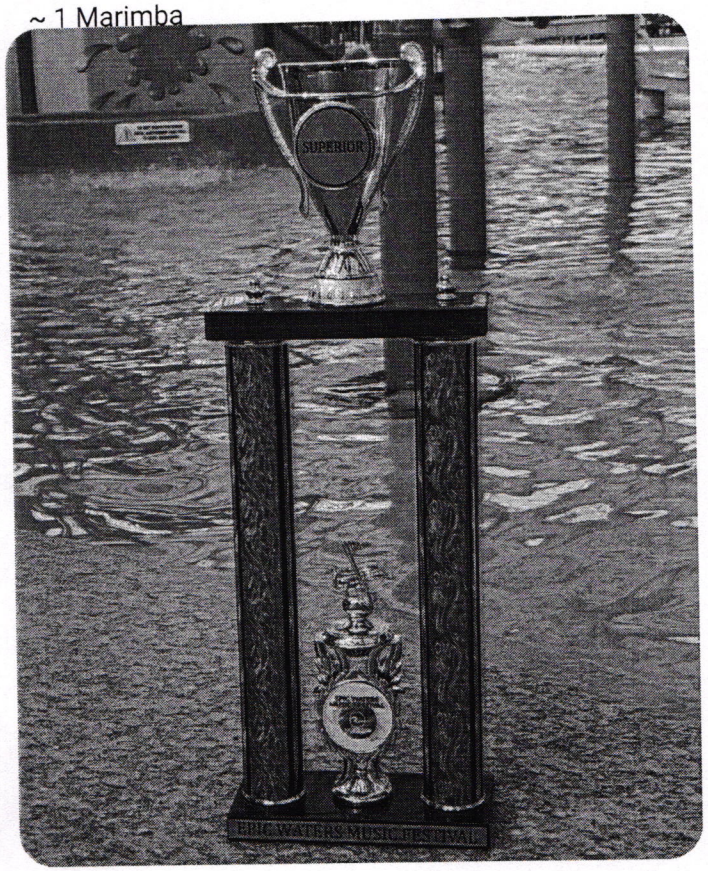
~ Ratings, feedback, a trophy, and a 15-minute clinic with one of our judges in the beautiful Epic Theater

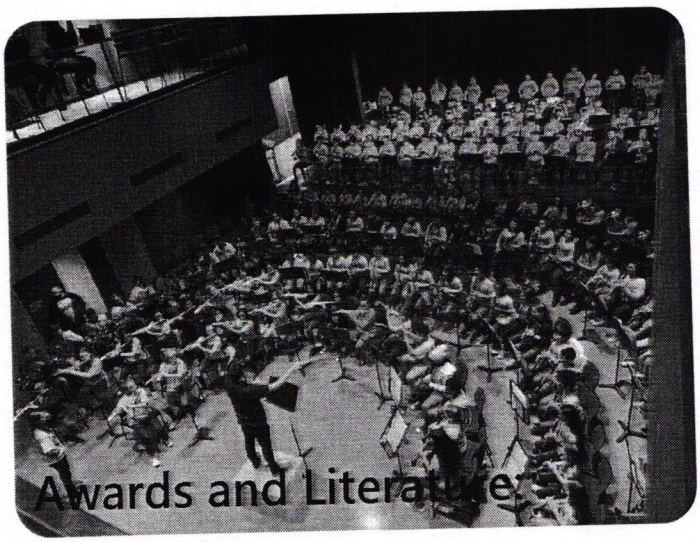
~ Chairs and stands

~ 2 Timpani: 26-inch, and 29-inch

~ 2 Wooden Xylophones

~ 1 Marimba





Awards and Literature:

~ We recommend performing 1-2 pieces appropriate for the time of year in which your festival falls, but there are no set performance requirements. Beginning Bands can also perform exercises from method books. It's totally up to you!

~ Ratings are 3 (Good), 2 (Excellent) and 1 (Superior) with pluses and minuses given at the judge's discretion.

~ Performance Classes are Beginner, Sub Non-Varsity, Non-Varsity, Varsity, and Specialty Ensembles (Jazz Bands, Percussion, etc.).

~ "Best in Class" is awarded to outstanding ensembles in the December, April, and May Festivals, provided there are at least 3 ensembles in your class.

Other information to make your day at the park **seamless**

- Park and attractions are open every day at 10:00 am. **Mondays, the park closes at 6pm. Tuesdays and Wednesdays, the park closes at 4pm. Thursdays, the park closes at 8pm. Fridays, the park closes at 9pm.** You can come and go as you like!
- **Performance times start at 9:00 am.**
- Check-in will be indoors near the souvenir shop's front entrance to the right. **Directors only, please.**

- **Have an exact count** of students, chaperones, school employees, and catered meals ready when you arrive – your bill will be based on those numbers.
- Be ready to turn in your **required waivers for everyone attending**, including chaperones. Waivers can be found here (https://theepicmusicfestival.com/entry-form/#waiver).
- After check-in, take your students inside the park. **You can store your instrument in one of three places of your choosing:** On your bus or trailer, in your cabana at the park, or in the outdoor corral in the front of the park (weather permitting – for security purposes, a chaperone should stay with the instruments if they are being left in the corral).
- **30 minutes before warm-up**, meet your students to dry off, throw on your band t-shirt and shorts, and be ready to start their warm-up, performance, and clinic – all in the performance venue.
- All Bands perform in the theatre next to the waterpark. We'll meet your ensemble to escort them to the venue.
- Bands operate on a **30-minute schedule**, which includes set-up, a brief warm-up, performance, and a motivating, positive clinic.
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Mailing Address

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Suite 404
Southlake, TX 76092

Park Address

2970 Epic Place
Grand Prairie, TX 75052

TheEpicMusicFestival@gmail.com(mailto:%20theepicmusicfestival@gmail.com)
817-993-9401

RESOLUTION OF THE DUNCAN PUBLIC SCHOOLS' BOARD OF EDUCATION APPROVING DUNCAN PUBLIC SCHOOLS FOUNDATION AS A QUALIFIED PUBLIC SCHOOL FOUNDATION

WHEREAS, the Board of Education of School District No. I001 of Stephens County, Oklahoma, also known as Duncan Public Schools (hereinafter "District') recognizes and acknowledges the benefit that Duncan Public Schools Foundation has provided and will continue to provide to District as a nonprofit organization; and,

WHEREAS, Duncan Public Schools Foundation has improved District through its charitable giving and engagement with the community as an active partner in public education; and,

WHEREAS, Duncan Public Schools Foundation has provided funding for innovative educational programs to District students through private donations and fundraising events, and has conveyed the following future innovative educational programs for the district:

- STEM
- Classroom/Student involved materials and curriculum

IT IS, THEREFORE, RESOLVED AND DETERMINED this ____ day of _____, 20_____, that Duncan Public Schools Foundation is approved by District's Board of Education to accept qualifying donations under the Oklahoma Equal Opportunity Education Scholarship Act for the planned innovative educational programs outlined above.

Approved:

_____

Board President Signature

ATTEST:

_____

Board Clerk

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.5.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: N/A

Item Request Description: Duncan Public Schools Foundation Equal Opportunity Scholarship Act Resolution renewal for FY 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson for Tiffany — 06/25/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Charna Byerly — JUN 25 2026

Superintendent — Date

RESOLUTION OF THE DUNCAN PUBLIC SCHOOLS' BOARD OF EDUCATION APPROVING DUNCAN PUBLIC SCHOOLS FOUNDATION AS A QUALIFIED PUBLIC SCHOOL FOUNDATION

WHEREAS, the Board of Education of School District No. I001 of Stephens County, Oklahoma, also known as Duncan Public Schools (hereinafter "District') recognizes and acknowledges the benefit that Duncan Public Schools Foundation has provided and will continue to provide to District as a nonprofit organization; and,

WHEREAS, Duncan Public Schools Foundation has improved District through its charitable giving and engagement with the community as an active partner in public education; and,

WHEREAS, Duncan Public Schools Foundation has provided funding for innovative educational programs to District students through private donations and fundraising events, and has conveyed the following future innovative educational programs for the district:

- STEM
- Classroom/Student involved materials and curriculum

IT IS, THEREFORE, RESOLVED AND DETERMINED this 1st day of July, 2026, that Duncan Public Schools Foundation is approved by District's Board of Education to accept qualifying donations under the Oklahoma Equal Opportunity Education Scholarship Act for the planned innovative educational programs outlined above.

Approved:

Board President Signature

ATTEST:

Board Clerk

LICENSE AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2026, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS** ("Licensor"), and **DUNCAN PUBLIC SCHOOLS FOUNDATION,** an Oklahoma non-for-profit corporation ("Licensee"). For and in consideration of the mutual agreements and conditions described below, the parties agree as follows:

1. Grant of License. The Licensor grants to the Licensee the right, privilege and permission to enter Licensor's existing Hoover Wrestling Facility located at 298 N. 9th Street, Duncan, Oklahoma (the "Property") and use the Property to erect a pre-engineered metal building to be located southeast of the current wrestling building (the "Project"). The Project shall be donated to the Licensor upon expiration of the term of this Agreement.

2. Term. This Agreement runs from the date stated above and, unless earlier terminated, shall continue until the Project is completed and accepted by Licensor's Board of Education. Licensee's tender of the completed Project and Licensor's acceptance of the Project shall be evidenced by the execution and delivery of a Certificate of Acceptance in the form attached to this Agreement as Exhibit "A".

3. Limitation on Use. This License is granted for the limited purpose of permitting the Licensee to complete the Project. The Licensee shall have complete and unrestricted access to the Property and permission to make such improvements and to install such equipment as is necessary or desirable to complete the Project. The Licensee's use of the Property shall not, however, be exclusive to the Licensor nor shall Licensee's use unreasonably interfere with Licensor's use of the Property and adjoining lands for school district purposes.

4. Construction. The Licensee agrees that the Project shall be completed in strict conformity with all applicable state and local laws, rules and regulations. The Project shall consist of the erection of a pre-engineered metal building. The Architectural Services Proposal for the Project is found on Exhibit "B", which is attached and incorporated into this Agreement.

The Licensee assumes responsibility for the planning, design and installation of the Project. The Licensor will have no responsibilities or duties in conjunction with the completion of the Project, nor shall public funds be used for any aspect of the Project. With the exception of the construction proposed on Exhibit "B", Licensee shall not permanently alter the Property or, without Licensor's written consent, erect or cause to be erected on the Property any other buildings, structures or improvements, whether permanent or temporary.

5. Resource Planning. The licensor and licensee shall have individually appointed liaisons. Liaisons shall communicate between licensor and licensee to ensure all duties and responsibilities of the project are completed in accordance with this license agreement. Liaisons listed in Exhibit "C".

The licensor and licensee shall have individually appointed project managers. Project managers shall oversee daily operations. Project managers will communicate with liaisons to

ensure that all approved plans are completed in accordance with the license agreement. Project managers listed in Exhibit "C".

6. Termination. The privilege granted by this Agreement may be revoked and the License terminated by the Licensor, upon written notice should Licensee breach, in any material way, any term or condition of this Agreement. Except for the foregoing, this Agreement shall remain in force and be irrevocable for the full term hereof.

7. Insurance. The Licensee agrees to require the Construction Manager and/or trade contractors employed in the construction of the Project to maintain, at all times during the term of this Agreement, workers' compensation insurance in statutory amounts and liability insurance for the benefit of the Licensor and the Licensee in an amount of not less than $125,000 per person and $1,000,000 per occurrence for personal injury or death, and $25,000 for property damage. Licensor and Licensee shall be named as additional insured and the policy must be irrevocable by the insurer for any reason, including non-payment of premium without 30 days prior notice to Licensor. A certificate evidencing this insurance shall be delivered to the Licensor before the commencement of any activity on the Property.

8. Indemnification. Licensee shall indemnify, defend and hold Licensor harmless from and against any and all claims, actions, liabilities and damages for contract claims and for personal injury, property damage or loss of life that may in any manner be imposed or incurred by Licensor as a consequence of or arising out of or in any way related to Licensee's use of the Property and/or construction of the Project.

9. Condition of Property. The Licensee has inspected the Property and accepts the Property in its present condition. The Licensor does not warrant or represent to the Licensee that the Property is safe, healthful, or suitable for the purposes for which it is permitted to be used under the terms of this Agreement.

10. Failure to Complete the Project. Although the parties anticipate the Licensee will timely complete the Project, if the Licensee fails to complete the Project by June 30, 2027, the Licensor may agree to extend the time period for completion or may terminate the Project and either i) direct the Licensee at the Licensee's expense to remove that portion of the Project which has been constructed or placed on the Property and restore the Property to its original condition, or ii) accept the uncompleted Project as property of the Licensor free and clear of all claims of ownership by the Licensee.

11. No Obligation to Complete Project. Subject to Paragraph 9 above, nothing in this Agreement shall obligate the Licensee to complete any or all portions of the Project.

12. Acceptance of the Project. Upon completion of the Project the Licensee shall tender the Project to the Licensor as a charitable donation. Licensor's acceptance of the donation shall be evidenced by the execution and delivery of the Certificate of Completion. If the Project is rejected by the Licensor, the Licensor will specify the reasons in writing and grant the Licensee a reasonable opportunity to make the needed modifications, corrections or adjustments to address deficiencies in the Project.

DATED this ____ day of _____, 2026.

INDEPENDENT SCHOOL DISTRICT NO. 1
OF STEPHENS COUNTY, OKLAHOMA

By: _____
President, DPS Board of Education

DUNCAN PUBLIC SCHOOLS FOUNDATION

By: _____
Jonathan Jeffrey, Duncan Public Schools Foundation Executive Director

EXHIBIT "A"

Certificate of Acceptance

The undersigned hereby certify, represent and agree as follows:

1. The Licensee has completed construction of the Project described in the License Agreement between Licensor and Licensee dated the _____ day of _____, 2026 (the "License Agreement"), in accordance with the plans and specifications referenced therein.

2. The Licensor has inspected the Project and hereby accepts the Project in its current condition, for all purposes.

3. The Licensor acknowledges receipt of the Project as a charitable donation. Dated the

_____ day of _____, 202__.

INDEPENDENT SCHOOL DISTRICT NO. 1
OF STEPHENS COUNTY, OKLAHOMA,
a/k/a DUNCAN PUBLIC SCHOOLS

By: _____

President, Board of Education

EXHIBIT "B"

Description of Structure to be Placed on the Property

(See attached Proposal for the Duncan Public Schools Wrestling Weight Training Building)

EXHIBIT "C"

DPS & DPSF liaisons and project managers for project:

DPS:
Liaison: Maintenance Director
Project Manager: Kevin Kelly

DPSF:
Liaison: Jonathan Jeffrey
Project Manager: Corey Ensey

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.6.

An Ongoing Tradition of Excellence

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: N/A

Item Request Description: Duncan Public Schools Foundation License Agreement for the Hoover Family Wrestling Facility for FY 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson for [illegible] — 06/25/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Charna Byerly — JUN 25 2026

Superintendent — Date

LICENSE AGREEMENT

This Agreement is made and entered into this 1st day of July, 2026, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS** ("Licensor"), and **DUNCAN PUBLIC SCHOOLS FOUNDATION,** an Oklahoma non-for-profit corporation ("Licensee"). For and in consideration of the mutual agreements and conditions described below, the parties agree as follows:

1. Grant of License. The Licensor grants to the Licensee the right, privilege and permission to enter Licensor's existing Hoover Wrestling Facility located at 298 N. 9th Street, Duncan, Oklahoma (the "Property") and use the Property to erect a pre-engineered metal building to be located southeast of the current wrestling building (the "Project"). The Project shall be donated to the Licensor upon expiration of the term of this Agreement.

2. Term. This Agreement runs from the date stated above and, unless earlier terminated, shall continue until the Project is completed and accepted by Licensor's Board of Education. Licensee's tender of the completed Project and Licensor's acceptance of the Project shall be evidenced by the execution and delivery of a Certificate of Acceptance in the form attached to this Agreement as Exhibit "A".

3. Limitation on Use. This License is granted for the limited purpose of permitting the Licensee to complete the Project. The Licensee shall have complete and unrestricted access to the Property and permission to make such improvements and to install such equipment as is necessary or desirable to complete the Project. The Licensee's use of the Property shall not, however, be exclusive to the Licensor nor shall Licensee's use unreasonably interfere with Licensor's use of the Property and adjoining lands for school district purposes.

4. Construction. The Licensee agrees that the Project shall be completed in strict conformity with all applicable state and local laws, rules and regulations. The Project shall consist of the erection of a pre-engineered metal building. The Architectural Services Proposal for the Project is found on Exhibit "B", which is attached and incorporated into this Agreement.

The Licensee assumes responsibility for the planning, design and installation of the Project. The Licensor will have no responsibilities or duties in conjunction with the completion of the Project, nor shall public funds be used for any aspect of the Project. With the exception of the construction proposed on Exhibit "B", Licensee shall not permanently alter the Property or, without Licensor's written consent, erect or cause to be erected on the Property any other buildings, structures or improvements, whether permanent or temporary.

5. Resource Planning. The licensor and licensee shall have individually appointed liaisons. Liaisons shall communicate between licensor and licensee to ensure all duties and responsibilities of the project are completed in accordance with this license agreement. Liaisons listed in Exhibit "C".

The licensor and licensee shall have individually appointed project managers. Project managers shall oversee daily operations. Project managers will communicate with liaisons to

ensure that all approved plans are completed in accordance with the license agreement. Project managers listed in Exhibit "C".

6. Termination. The privilege granted by this Agreement may be revoked and the License terminated by the Licensor, upon written notice should Licensee breach, in any material way, any term or condition of this Agreement. Except for the foregoing, this Agreement shall remain in force and be irrevocable for the full term hereof.

7. Insurance. The Licensee agrees to require the Construction Manager and/or trade contractors employed in the construction of the Project to maintain, at all times during the term of this Agreement, workers' compensation insurance in statutory amounts and liability insurance for the benefit of the Licensor and the Licensee in an amount of not less than $125,000 per person and $1,000,000 per occurrence for personal injury or death, and $25,000 for property damage. Licensor and Licensee shall be named as additional insured and the policy must be irrevocable by the insurer for any reason, including non-payment of premium without 30 days prior notice to Licensor. A certificate evidencing this insurance shall be delivered to the Licensor before the commencement of any activity on the Property.

8. Indemnification. Licensee shall indemnify, defend and hold Licensor harmless from and against any and all claims, actions, liabilities and damages for contract claims and for personal injury, property damage or loss of life that may in any manner be imposed or incurred by Licensor as a consequence of or arising out of or in any way related to Licensee's use of the Property and/or construction of the Project.

9. Condition of Property. The Licensee has inspected the Property and accepts the Property in its present condition. The Licensor does not warrant or represent to the Licensee that the Property is safe, healthful, or suitable for the purposes for which it is permitted to be used under the terms of this Agreement.

10. Failure to Complete the Project. Although the parties anticipate the Licensee will timely complete the Project, if the Licensee fails to complete the Project by June 30, 2027, the Licensor may agree to extend the time period for completion or may terminate the Project and either i) direct the Licensee at the Licensee's expense to remove that portion of the Project which has been constructed or placed on the Property and restore the Property to its original condition, or ii) accept the uncompleted Project as property of the Licensor free and clear of all claims of ownership by the Licensee.

11. No Obligation to Complete Project. Subject to Paragraph 9 above, nothing in this Agreement shall obligate the Licensee to complete any or all portions of the Project.

12. Acceptance of the Project. Upon completion of the Project the Licensee shall tender the Project to the Licensor as a charitable donation. Licensor's acceptance of the donation shall be evidenced by the execution and delivery of the Certificate of Completion. If the Project is rejected by the Licensor, the Licensor will specify the reasons in writing and grant the Licensee a reasonable opportunity to make the needed modifications, corrections or adjustments to address deficiencies in the Project.

DATED this 30th day of June, 2026.

INDEPENDENT SCHOOL DISTRICT NO. 1
OF STEPHENS COUNTY, OKLAHOMA

By: _____
President, DPS Board of Education

DUNCAN PUBLIC SCHOOLS FOUNDATION

By: _____
Jonathan Jeffrey, Duncan Public Schools Foundation Executive Director

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3. The Licensor acknowledges receipt of the Project as a charitable donation. Dated the

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INDEPENDENT SCHOOL DISTRICT NO. 1
OF STEPHENS COUNTY, OKLAHOMA,
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By: _____

President, Board of Education

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(See attached Proposal for the Duncan Public Schools Wrestling Weight Training Building)

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DPS & DPSF liaisons and project managers for project:

DPS:
Liaison: Maintenance Director
Project Manager: Kevin Kelly

DPSF:
Liaison: Jonathan Jeffrey
Project Manager: Corey Ensey

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: 9TH STREET

Vendor Requested: FBC PARKING LOT AGREEMENT

Item Request Description: PERMISSION TO ACCESS FBC PARKING LOT DURING 26-27 SCHOOL YEAR.

Dollar Amount Requested (if applicable): NA

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: NA

Signature of Requestor/Principal — Date: 6/11/2026

Signature of Budget Director — Date

Signature of ~~Assistant~~ Superintendent — Date: JUN 25 2026

LICENSE AGREEMENT

THIS AGREEMENT entered into this 1st day of July, 2026 by and between DUNCAN INDEPENDENT SCHOOL DISTRICT NO 1-1 OF STEPHENS COUNTY, OKLAHOMA, herein referred to as "School District", and FIRST BAPTIST CHURCH, Duncan, Oklahoma, herein referred to as "Church"

WITNESSETH:

WHEREAS, Church is possessed of a certain parking lot ("Church Property") lying adjacent to and immediately west of the 9th Street Family Education Center (FEC), which is located at 242 N. 9th Street, Duncan, Stephens County, Oklahoma; and

WHEREAS SCHOOL DISTRICT desires a license to occupy and use the Church Property for the purposes hereinafter specified and subject to the conditions set forth below

NOW, THEREFORE, Church and School District do agree that for and in consideration. of the mutual performance of the conditions and duties contained herein

1. **CHURCH PROPERTY LICENSE.** School District is hereby licensed to occupy and use the Church Property for the purposes herein specified and subject to the conditions hereinafter set forth.
2. **CHURCH PROPERTY USE.** The Church Property hereby licensed shall be used by the School District solely as a parking lot for those persons employed by School District at the 9th Street FEC and the general public in connection with regularly scheduled school activities.
3. **TERM OF LICENSE.** The term of the respective licenses hereby granted shall be for a period beginning **July 1, 2026** and terminating **June 30, 2027**.
4. **RENEWAL OPTION.** The licenses hereby granted may be renewed for one- year terms upon the mutual consent of Church and School District. Any renewal of licenses hereby granted may be an addendum form.
5. **CONDITION OF PROPERTY.** School District agrees to accept the Church Property in its "as is" condition.
6. **NO PAYMENTS.** As long as School District is in compliance with all the terms and conditions of this agreement, no rental payments shall be owed by School District pursuant hereto.
7. **MAINTENANCE OF PROPERTY.** Church will, at its expense, keep and maintain the Church Property in as good condition as existed on the commencement date of the licenses hereby granted.
8. **ASSUMPTION OF RISK.** As between Church and School District. School District assumes all risks incident to the use of the Church Property as a parking lot by its Board members, officers, agents, representatives, employees, or invitees, provided the use of such property by said persons is at the direction of School District. Provided however, the assumption of risks by School District as provided for herein shall not subject School District to any greater liability than is presently provided for by law.
9. **INSURANCE.** Church shall be solely responsible for securing, at its own expense, whatever insurance coverage it may desire on the Church Property.
10. **PRIORITY OF USE.** The license hereby granted to School District is expressly subject to the continued occupancy and use of the Church Property by Church in connection with its regularly scheduled events and in the event of any conflict concerning the occupancy or use of the Church Property, the regularly scheduled events of Church shall have priority over any activities of School District. Church and School District shall each use their best efforts to keep the other advised of regularly scheduled activities or events affecting the properties which are the subject of this agreement so as to avoid usage conflicts.
11. **ASSIGNMENT.** Neither party hereto shall assign or sublet any part of the licenses hereby granted without the prior written consent of the other party.

12. **CANCELLATION**. This agreement may be canceled for any reason without penalty at the end of any calendar month, provided at least one hundred and twenty (120) days written notice thereof is given to the other party.
13. **TAXES**. All property taxes on the Church Property shall be paid by Church.
14. **RELATIONSHIP**. As to the licenses hereby granted, the relationship between the parties shall be that of licensor and licensee only.
15. **NOTICE**. All notices, requests, demands or other communications shall be in writing and shall be deemed to have been duly given if delivered in person, or within three (2) days after deposit in the United States mail, postage prepaid, certified with return receipt requested.
16. **AGREEMENT**. This Agreement constitutes the entire agreement between Church and School District and shall be governed by and interpreted in accordance with the laws of the State of Oklahoma. No change will be valid, unless made by supplemental written agreement, executed by both parties hereto.

ADDENDUM

Renewal of License

Per signed attached agreement, item No. 4 Renewal Option, this addendum extends the agreement for one year, beginning **July 1, 2026** and terminating **June 30, 2027.**

By: FIRST BAPTIST CHURCH DUNCAN, OKLAHOMA

David Redelsperger

David Redelsperger, Trustee
"Church"

By: INDEPENDENT SCHOOL DISTRICT I-1 OF STEPHENS COUNTY, OKLAHOMA

_____

Board President Signature
"School District"

_____

Board President Printed Name
"School District"

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.7.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: 9TH STREET

Vendor Requested: FBC PARKING LOT AGREEMENT

Item Request Description: PERMISSION TO ACCESS FBC PARKING LOT DURING 26-27 SCHOOL YEAR.

Dollar Amount Requested (if applicable): NA

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: NA

Signature of Requestor/Principal — Date: 6/11/2026

Signature of Budget Director — Date:

Signature of ~~Assistant~~ Superintendent — Date: JUN 25 2026

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By: FIRST BAPTIST CHURCH DUNCAN. OKLAHOMA

David Redelsperger

David Redelsperger, Trustee
"Church"

By: INDEPENDENT SCHOOL DISTRICT I-1 OF STEPHENS COUNTY, OKLAHOMA

Board President Signature
"School District"

Eric Davis

Board President Printed Name
"School District"

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Child Nutrition

Vendor Requested: US Foods

Item Request Description: Food & non foood items - District - FY 2027

Dollar Amount Requested (if applicable): $700,000.00

Fund Requested: N/A Gen Fund - 11

Budget/Activity Account Requested: 763 - Federal, Lunches

Becky Burner — 6-22-26

Requestor or Principal — Date

[signature] — 6-24-26

Budget Administrator ~~or Business Office Manager~~ — Date

[signature] — 6/24/26

Assistant Superintendent or Superintendent — Date

TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Date: 6-22-26
Requested by: Becky Barnes
School/Dept: Child Nutrition
Account/Prog: 11- General Fund, 763 - Fed. Lunches

- [ ] Books
- [ ] Fees/Dues
- [ ] Textbooks
- [ ] Equipment
- [x] Supplies
- [ ] Service
- [ ] Technology
- [ ] Furniture/Fixtures
- [ ] Other

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
US FOODS

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Food & Non food items-cafeterias-FY27	$ 700,000.00	$ 700,000.00	7	11	763	3140	617	700	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 700,000.00									

DESCRIPTION: food & non food suppllies- district cafeterias-FY 27

Becky Barnes 6-22-26
Signature of Requestor -REQUIRED- **Date**

On Agenda June (AZ) kdh
Signature of Administrator -REQUIRED- **Date**

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.8.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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Dollar Amount Requested (if applicable): $700,000.00

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Budget/Activity Account Requested: 763 - Federal, Lunches

Becky Barnes — 6-22-26

Requestor or Principal — Date

[signature] — 6-24-26

Budget Administrator ~~or Business Office Manager~~ — Date

[signature] — 6/24/26

Assistant Superintendent or Superintendent — Date

TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
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Date: 6-22-26
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School/Dept: Child Nutrition
Account/Prog: 11- General Fund, 763- Fed. Lunches

- [ ] Books
- [ ] Fees/Dues
- [ ] Textbooks
- [ ] Equipment
- [x] Supplies
- [ ] Service
- [ ] Technology
- [ ] Furniture/Fixtures
- [ ] Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
US FOODS

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Food & Non food items-cafeterias-FY27	$ 700,000.00	$ 700,000.00	7	11	763	3140	617	700	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 700,000.00									

DESCRIPTION: food & non food suppllies- district cafeterias-FY 27

Becky Barnes 6-22-26
Signature of Requestor -REQUIRED- **Date**

on Agenda form (AL) [illegible]
Signature of Administrator -REQUIRED- **Date**

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Child Nutrition

Vendor Requested: WATER WALKERS, LLC

Item Request Description: Software Service Agreement and Training for Health-e Pro Menu Planning, Production, and Online Menus for FY 26-27

Dollar Amount Requested (if applicable): $8,093.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 763 - Federal CN Luncher

Becky Barnes — 6-22-26

Requestor or Principal — Date

[signature] — 6-24-26

Budget Administrator ~~or Business Office Manager~~ — Date

Dr Channa Byerly — JUN 25 2026

Superintendent — Date

TRENDS Requisition form 2025.pdf

TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Date: 06/22/2026
Requested by: Becky Barnes
School/Dept: district Child Nutrition
Account/Prog:

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

WATER WALKERS, LLC

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Menu Planning, Production & Menus	$ 728.00	$ 728.00	7	11	763	3140	359	700	0000	000	050
1	Data Set-up & Training	$ 7,365.00	$ 7,365.00	7	11	763			700	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 8,093.00									

DESCRIPTION: Software Service Agreement and Training for Health-e Pro Menu

Planning, Production, and Online Menus for FY 26-27

Becky Barnes 6-22-26
Signature of Requestor *-REQUIRED-* **Date**

06/25/2026
Signature of Administrator *-REQUIRED-* **Date**

Main: (800) 838-4856

Email: sharla.howerton@healthepro.com

Web: https://www.healthepro.com

Health-e Pro

We have prepared a quote for you

Duncan Public Schools (Premier)

QUOTE #008174 V1

PREPARED FOR

Duncan Public Schools

PREPARED BY

Sharla Howerton

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Health-e Pro

Water Walkers, LLC

Wednesday, May 06, 2026

Duncan Public Schools
Becky Barnes
1740 West Spruce Avenue
Duncan, OK 73533
becky.barnes@duncanps.org

Dear Becky,

It is my pleasure to submit this proposal for your consideration.

This quote is for Health-e Pro Menu Planning and Production (included with your Premier/US Foods benefit), and Online Menus.

I have listed all of the following services as optional:

Quick Start Data Set-up Services: professional one time set up of recipes with corresponding ingredients, ingredient pricing data entry, and cycle menus

5 hours of 1:1 Coaching with a Success Coach

Thank you for being a valued partner of Health-e Pro. We look forward to continuing to serve you. If I can answer any questions for you, please feel free to contact me.

Kind regards,

Sharla Howerton
Key Accounts Manager
Health-e Pro

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Health-e Pro

Simple. Innovative. Menu Planning.

Qty	Menu Planning, Production, and Online Menus	Per User	Annual
1	**Menu Planning - Premier Benefit (as long as it is in effect)**	$0.00	Included
1	**Production - Premier Benefit (as long as it is in effect)**	$0.00	Included
1	**Online Menus Module**	$240.00	$240.00
8	**Online Menus, per site**	$61.00	$488.00
	Subtotal:		**$728.00**

Qty	Optional: Quick Start Data Set-up Services and 5 Hours of 1:1 Coaching *Optional	Hourly	Total
4	**Quick Start: Pre- K Breakfast with 1-3 options per day, 4 week menu**	$275.00	$1,100.00
4	**Quick Start: K-12 Breakfast with 1-3 options per day, 4 week menu**	$275.00	$1,100.00
4	**Quick Start: Pre-K Lunch with 1-3 options per day, 4 week menu**	$275.00	$1,100.00
4	**Quick Start: K-5 Lunch with 1-3 options per day, 4 week menu**	$275.00	$1,100.00
4	**Quick Start: 9-12 Lunch with 1-3 options per day, 4 week menu**	$275.00	$1,100.00
1	**Quick Start: Ingredient Pricing for all Quick Start Items**	$575.00	$575.00
1	**Quick Start: Administrative Fee**	$495.00	$495.00
1	**5 hours of 1:1 Coaching with a Success Coach**	$795.00	$795.00
	*Optional Amount:		**$7,365.00**

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Health-e Pro

Duncan Public Schools (Premier)

Quote Information:

Quote #: 008174
Version: 1
Delivered: 05/06/2026
Expires: 06/29/2026

Prepared for:

Duncan Public Schools
1740 West Spruce Avenue
Duncan, OK 73533
Becky Barnes
becky.barnes@duncanps.org
(580) 252-2492

Prepared by:

Health-e Pro
Sharla Howerton
(800) 838-4856
Fax
sharla.howerton@healthepro.com

Quote Summary	Amount
Menu Planning, Production, and Online Menus	$728.00
Total	**$728.00**

*Optional Expenses	Amount
Optional: Quick Start Data Set-up Services and 5 Hours of 1:1 Coaching	$7,365.00
Optional Subtotal	**$7,365.00**

Payment Options	Periods	Payments	Amount
Annual Term Information			
Premier Terms	One-Time	1	$728.00
Total of One-Time Payments			**$728.00**

Taxes may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms are Net 45.

Additional Terms. This supersedes the 12 month term defined in section 5.1 of our standard Terms of Service: This agreement is designed to provide the menu planning and production modules of Health-e Pro only for contracted GPO Premier customers, as opted in and approved by Premier, Inc.as long as this benefit is in effect. The Premier, Inc. contract is in effect from July 1 to June 30 each year. The agreement is for 12 months.

The 1 year term will be billed in 1 payment. The contract will begin on the 1st of the month after the quote is signed with successive payment dates falling on the same date annually. Invoices for subsequent payments will be sent electronically 45 days prior to the payment due date. In the event that the GPO Premier benefit is no longer offered, the district will pay the full cost of the software to the end of the term. Early termination by the customer will result in a cancelation fee equal to 50% of the remaining payments due on the contract.

A 1.5% per month late fee will apply to payments received after the due date. Company reserves the right to suspend access at any time and for any reason. Company may suspend access for unpaid accounts 30 days after the payment due date unless other arrangements have been made. If account is suspended because of an unpaid account or because of other actions or inactions of Subscriber or User(s) then Company may assess a reconnection fee of $500. After the account is suspended, the reconnection fee must be paid before reconnection. After the initial term, the subscription renews automatically for annual terms unless Health-e Pro is notified of the intent to cancel at least 30 days in advance of the renewal date.

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Your signature (electronic or otherwise) on this Proposal constitutes your agreement to these terms and to the Terms of Service which are attached for your review. This Proposal is incorporated into the Terms of Service. By signing below, the undersigned individual represents and warrants that they are the duly authorized representative of the Subscriber, possessing the full power and legal authority to execute this agreement on behalf of the Subscriber. The undersigned further warrants that they have obtained all requisite approvals, consents, and authorizations required by the Subscriber or governing bodies to enter into and be bound by the terms of this agreement.

Signature of Authorized Signer

Becky Barner
Signature

6-22-26
Date

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Quick Start Scope of Work

Quick Start Services Scope of Work

Customer will provide menus and standardized recipes (including serving sizes for each grade group, yields, and accurate quantities of ingredients) on Health-e Pro provided forms, as well as product documentation, as requested, within 30 days of the start of the agreement. Once submitted, changes to the menu or recipes cannot be accommodated until after the initial data set up work is complete.

Within 90 days of receipt of customer data, the Health-e Pro team will:

- Create menus
- Create and credit all recipes associated with the menus
- Add and verify corresponding ingredients including:
  - Documentation
  - Photos
    - Customer may provide photos or Health-e Pro will use one from its library. All photos must be used with permission from the copyright holder. Customer acknowledges they have rights to use any photos or images they provide.
- Add ingredient pricing (if purchased)
  - Pricing will be added only to ingredients included in the QS service.
  - Health-e Pro must be provided unrestricted access to their distributor portal no later than the date the menu calendar is submitted. The distributor code must be provided in the ingredient documentation spreadsheet. Pricing information will not be entered for any items without a distributor code and/or those that cannot be located in the distributor portal. If any required information is not included in the Distributor Portal, it will be entered as zero.
  - This service includes a maximum of one pricing entry per ingredient.
  - Subsequent pricing changes will be the responsibility of the customer.

If the recipes are not received within 30 days from the execution of the contract, Health-e Pro cannot guarantee the recipes will be added within 60 days of receipt, but will add them as soon as the schedule allows. In the event an ingredient supplier is non-responsive, Health-e Pro cannot guarantee documentation will be added. Customer may need to facilitate communication with suppliers in this case.

Unresponsiveness to requests for information that exceed 2 business days will void the 60 day delivery period. Unresponsiveness that exceeds 30 days shall indicate the conclusion of services, even if contracted recipes have not been completed.

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

While the Health-e Pro team is building out menus and recipes, customers will be limited to read-only access in the software to ensure data accuracy.

11/2023

Main: (800) 838-4856
Email: sharla.howerton@healthepro.com
Web: https://www.healthepro.com

Licensing FAQ

Health-e Pro is licensed in a "named user" fashion, which means that anyone that uses Health-e Pro products (Administrators, menu planners school site managers, cooks, etc.) requires a license of Health-e Pro. You may not share Health-e Pro licenses among multiple users.

For additional information and licensing scenarios, Please see the Health-e Pro licensing FAQ at http://www.healthepro.net/licensing-faq/

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Merit Software Holdings, LLC

2 Business name/disregarded entity name, if different from above.

Water Walkers, LLC (20-0588365)

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . P

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

2057-A Green Bay Road, Unit #A109

Requester's name and address (optional)

6 City, state, and ZIP code

Highland Park, IL 60035

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

8	5	–	1	4	8	7	2	4	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** **Date** 01 / 01 / 2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Health-e Pro

Software as a Service Subscription Agreement

By allowing Users to log into this website and utilize the product(s) and service(s) of Water Walkers, LLC, and by the Subscriber(s) and User(s) logging into this website, the Subscriber(s) and User(s) acknowledges that they have read and agree to the following terms of service ("Terms of Service" or "Agreement") between the Subscriber, User, and Water Walkers, LLC, a Delaware limited liability company ("Water Walkers"), whose mailing and billing address is P.O. Box 124, Anacortes, WA 98221. Individually Subscriber, User, and Water Walkers shall be deemed a Party and collectively referred to as Parties.

1.0 General Terms and Conditions.

1.1 Rights Granted to Subscriber. Subject to the terms of this Agreement, Water Walkers hereby grants to Subscriber a non-sublicensable, non-transferable, non-exclusive subscription to access and use the Services (as hereinafter defined) solely for the limited purposes set forth in this Agreement.

1.2 Definitions. As used in this Agreement:

a. "Allergen Feature" means the tool included in the Services for identifying the list of allergens in the Food Allergen Labeling and Consumer Protection Act of 2004 ("FALCPA").

b. "API" means application programming interfaces provided by Water Walkers as part of the Services, which set forth rules and specifications that Third-Party Modules may utilize to access Subscriber Data in accordance with this Agreement.

c. "Confidential Information" means information including, but not limited to: all information and data that is proprietary to Water Walkers and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by any of Water Walkers' representatives or agents, whenever and however disclosed, including, but not limited to: any and all password or controlled access information provided by Water Walkers, product documentation, and Water Walkers data relating to the other subscribers, licensees, customers, vendors, or affiliates thereof, any information regarding any agents of Water Walkers; any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; any designs, development tools, specifications, computer software, source code and programming information (whether or not patentable or registered under copyright or similar statute), object code, flow charts, databases, information and trade secrets (as defined in the UNIFORM TRADE SECRETS ACT as adopted by the State of California, or any similar federal or other state of relevant

jurisdiction); works of authorship or software or materials created by or for the benefit of Water Walkers; and any information that should reasonably be recognized as confidential information of Water Walkers; and any information generated by Water Walkers or by its representatives and/or agents that contains, reflects, or is derived from any of the foregoing. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret to be Confidential Information as defined herein.

d. "Data" or "Subscriber Data" means any electronic data or information contained in the local Subscriber database, template, or other similar document submitted by Subscriber through the Services.

e. "FALCPA" means the Food Allergen Labeling and Consumer Protection Act.

f. "Fees" means the fees paid by Subscriber in exchange for access to the Services as set forth on the Order Form.

g. "Geographic Scope" means the defined geographic scope, if any, defined in the Order Form or in this Agreement wherein Subscriber and its Users may utilize Water Walker Technology and Services under this Agreement.

h. "Global Database" means any electronic manufacturer product information or recipes provided as part of the Service by an entity other than the Subscriber, including, but not limited to, Water Walkers, manufacturers, consultants, USDA and other third party providers.

i. "Order Form" means the written proposal or quote submitted by Water Walkers and accepted by Subscriber.

j. "Security Measures" means commercially reasonable technical, physical and administrative controls to take steps towards protecting Subscriber Data against destruction, loss, alteration, unauthorized disclosure to third parties, whether by accident or otherwise.

k. "Services" means the menu planning tool provided by Water Walkers to Subscriber through the Water Walkers Technology as more particularly described in the Order Form and known as Health-e Pro Menu Planning.

l. "Subscriber" means the customer as identified by Water Walkers in the signed Order Form entered into between Water Walkers and Subscriber, including all Users accessing the Services through Subscriber.

m. "Subscription Administrator" means the individual assigned by Subscriber having responsibility for all administrative and billing matters relating to Subscriber's use of the Service as identified during the purchase and subscription process.

n. "Term" means the period commencing as of the start date of access to the Services through the date access terminates.

o. "Third-Party Modules" means software developed by a third party that Subscriber and User(s) may use to add functionality to the Water Walkers Technology, the use of which software is governed by the applicable terms and conditions specified by such third party.

p. "Third-Party Software" means online, web-based applications and offline software products that are developed by third parties, and may interoperate with the Water Walkers Technology, the use of which software is governed by the applicable terms and conditions specified by such third party.

q. "User ID" means the unique identifying name and password assigned to each user to gain access to the Services.

r. "USDA" means United States Department of Agriculture.

s. "User" means one or more person or entity that accesses Water Walkers Technology, Service(s), website(s), or features, whether under Subscriber's license ("Authorized User") or through a violation of this agreement by sharing license(s) among multiple Users ("Unauthorized User").

t. "Water Walkers Technology" means (i) the software or hardware that Subscriber is ordering under the applicable signed Order Form allowing Water Walkers to provide the Services to Subscriber, (ii) all software, materials, formats, interfaces, information, data, content and all Water Walkers proprietary information and technology used by Water Walkers or provided to Subscriber in connection with the Services, and (iii) including all improvements, modifications, or upgrades thereto.

u. "Water Walkers Trademarks" means all names, marks, brands, logos, designs, trade dress, and other designations Water Walkers uses in connection with the Services, software, data, or information, including without limitations the marks: "Water Walkers," "Health-e Pro," "Health-e Living," "Health-e Meal Planner," or the My School Menus Mobile App logo.

2.0 The Services.

2.1 Subscription. Water Walkers shall make available to Subscriber the Services through the Water Walkers Technology as more specifically set forth on the Order Form. The terms and conditions of the Order Form, this Agreement, and of any addendum to this Agreement shall govern Subscriber's use, and Users' use, of Services, Water Walkers Technology, and any new feature(s) or service(s) of Water Walkers that augment or enhance the current Services, including the release of any new services or upgrades to existing Services. If there is a conflict between the terms of the proposal and this Agreement the terms of this Agreement shall control unless the proposal specifically

references which provision of this Agreement is replaced or supplemented by the terms of the proposal.

2.2 Service Levels. Subject to the terms of this Agreement, Water Walkers shall use commercially reasonable efforts to:

a. Maintain the security of the Services as set forth in Section 2.4 of this Agreement.

b. Provide regular backups of Subscriber Data; and

c. Make the Services generally available 24 hours a day, 7 days a week, 365 days a year, except for:

1. Downtime for maintenance regarding which Water Walkers will use reasonable efforts to notify Subscriber in advance; and

2. Downtime caused by circumstances beyond Water Walker's reasonable control, including but not limited to acts of God, acts of government, pandemic, endemic, flood, fire, earthquake, hurricane, tornado, tsunami, civil unrest, riots, acts of terror, strikes or other labor problems, power outage, electricity outage, blackout whether temporary or not, cyber terror, hacking, foreign interference, shortages, telecommunications or network failures or delays, computer failures involving hardware or software not within Water Walkers' possession or reasonable control, and acts of vandalism.

Subscriber agrees that Subscriber is solely responsible for providing, at its own expense, all network access to the Services, including, but not limited to, acquiring, installing and maintaining all telecommunications equipment, hardware, software and other equipment as may be necessary to connect to, access and use the Services.

2.3 Security. Water Walkers shall implement Security Measures and maintain the Services at reputable third-party internet service providers and hosting facilities. Water Walkers allows security access to its approved list of authorized and authenticated personnel. However, Subscriber acknowledges and agrees that notwithstanding the Security Measures, use of or connection to the internet provides opportunity for unauthorized third parties to circumvent such precautions and Security Measures and illegally gain access to the Services and Subscriber Data. Accordingly, Water Walkers does not guarantee the privacy, security or authenticity of any information transmitted over or stored in any system connected to the internet.

2.4 Support. During the Subscription Term, and at no additional charge to Subscriber, Water Walkers shall provide technical assistance by e-mail and telephone on use of the Water Walkers Technology, the identification of technical problems, and the reporting of errors. Water Walkers will respond to emails and phone calls from Subscriber's registered users as identified by Subscriber.

a. Support is available from Water Walkers Monday through Friday 5 am PT to 4 pm PT excluding the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day. Additionally, hours may be limited on other national holidays and/or days preceding or following certain holidays.

b. Water Walkers seeks to do business with Subscriber at the highest level of professionalism and civility. If Subscriber or its representatives or agents engages in conduct toward any representative or agent of Water Walkers that, in the sole discretion of Water Walkers, is offensive, unprofessional or lacks basic civility, Water Walkers reserves the right to restrict support to email only.

2.5 Third-Party Software; Third-Party Modules; Third-Party Analytics Tools.

a. Third-Party Software. The Water Walkers Technology utilizes or includes certain Third-Party Software. Subscriber use of the Service, including all Third-Party Software accessible via APIs, is governed by the applicable Third-Party Software terms and conditions.

b. Any use by Subscriber or User of Third-Party Module(s) and any exchange of Data between Subscriber or User and the Third-Party Module provider are subject solely to the applicable agreement and terms of use, if any, between Subscriber and the Third-Party Module provider. Water Walkers does not warrant or support Third-Party Modules.

c. Third-Party Privacy Policies. Subscriber understands and agrees that any of the Subscriber Data exchanged with Third-Party Software or Third-Party Module is governed by that provider's respective privacy policy.

d. Third Party APIs. Features that interoperate with third party services (such as Google) depend on the continuing availability of the API and program for use with the Water Walkers Technology. If a third party ceases to make the API or program available on reasonable terms to Water Walkers, Water Walkers may cease providing such third party features without entitling Subscriber to any refund, credit, or other compensation.

e. Third Party Analytics Tools. Subscriber and User(s) acknowledge that Water Walkers may use third party web analytics tools (such as Google Analytics) that serve cookies or similar tracking technologies through the Water Walkers Technology and Services, on end user devices, to collect usage Data. Subscriber and User(s) will take such measures as are necessary to inform Subscriber's Users and the people that Subscriber services, such as students, and parents or guardians of minor students, about Water Walkers use of such web analytics

tools in connection with the Water Walkers Technology and related services. Subscriber and User(s) hereby provide consent to Water Walkers to use cookies or tracking technologies served by those web analytics tools, in a manner that is consistent with industry practice. Subscriber and Users may use a privacy browser such as TOR, but the software and Water Walkers Technology and Services may lose significant functionality and not work optimally on such a privacy browser. As a courtesy to Subscriber, Subscriber may request marketing materials or communication materials from Health-e Pro, such as Health-e Pro's marketing kit(s), to assist Subscriber in accurately communicating with Subscriber's Users and the people that Subscriber services, such as students and parents or guardians of minor students about Health-e Pro and the software, Services, and Water Walker Technology and important information about privacy, confidentiality, sharing or selling data, and other information.

f. Third-Party Sites. In the normal use of the Services, the access site may contain links to third-party websites. Water Walkers does not control, endorse or make any representation of any kind regarding third-party websites or their products or services that may be linked to any webpage accessed by Subscriber during the use of the Services.

3.0 Subscriber's Use of Services.

3.1 Subscriber Access. Water Walkers shall provide the Subscription Administrator a User ID and password for access to the Services. Subscriber shall be responsible for ensuring the administration, security, and confidentiality of its User ID(s). Only Subscriber's employees, agents and contractors shall be authorized to access the Services. Subscriber shall use commercially reasonable efforts to prevent unauthorized access to or use of the Services. Subscriber shall promptly notify Water Walkers of any unauthorized use or suspected unauthorized use of the Services. Water Walkers reserves the right to log off Subscriber if Subscriber's use of the Services is inactive for an extended period determined in the sole discretion of Water Walkers. Access and use of the Services and Water Walkers Technology by a User is bound and subject to the terms of this Agreement. In no event will Water Walkers be responsible or liable to any Unauthorized Users, for any reason whatsoever.

a. Subscriber acknowledges, understands, and agrees to train Subscriber's employees, agents, and contractors that User accounts and passwords are specific to individual Users, and under no circumstances may Subscriber's employee, agent, or contractor User accounts or passwords be shared among or by different Users. Subscriber's administrator(s) may reassign a User account during the Subscription Term, if a former User no longer requires a User account.

3.2 Restrictions on Subscriber Data. Subscriber is solely responsible for Subscriber Data and shall not provide, post or transmit any Subscriber Data or any other information, data or material that in any way infringes or violates any intellectual privacy rights,

general privacy rights, laws or regulations. Water Walkers reserves the right to take remedial action if Subscriber Data violates the terms of this subsection, but Water Walkers shall have no obligation to review Subscriber Data for violations described herein.

3.3 Use Restrictions. Subscriber is responsible for all activities that occur under Subscriber's accounts except those by a Water Walkers employee, agent, or through Water Walkers' System. Subscriber and User(s) shall not directly or indirectly or shall not attempt to directly or indirectly:

a. Knowingly interfere with or disrupt the integrity, operation or performance of the Services, the data contained therein, or the Water Walkers Technology;

b. Allow a third party to access the Services or transfer to a third party any of Subscriber's rights under this Agreement, except as otherwise provided in this Agreement, or to otherwise use the Services for the benefit of a third party;

c. Copy, modify, alter in any way, or make derivative works based upon any part of the Water Walkers Technology;

d. Reverse engineer, disassemble, or decompile any component of the Water Walkers Technology.

e. Remove or obscure any proprietary notices such as copyright, trademark or patent designations;

f. Use the Services in any manner other than the scope of the permitted use herein.

g. Use the Services in any way for spamming or to transmit chain letters, junk email, bulk communications, or for providing any information or applications in a commercial for-profit business environment. Water Walkers reserves the right to block, filter or delete any such unsolicited communications, without prior notification to Subscriber and without any liability to Subscriber or any other person;

h. Use any Water Walkers domain name as a pseudonymous return email address for any communications that Subscriber transmits from another location or through another service;

i. Upload, post or otherwise transmit any content that Subscriber does not have a right to transmit to the public under any law or under contractual or fiduciary relationships;

j. Upload, post or otherwise transmit any material that is inappropriate or contains software viruses of any other computer code, files or programs designed to interrupt, destroy, limit, or alter the functionality of any computer software, hardware or telecommunications equipment. "Inappropriate" as used in this subsection shall mean posts or materials that are indecent, offensive, malicious,

or not appropriate as determined by the sole opinion of the management of Water Walkers.

k. Intentionally or unintentionally violate any applicable local, state, federal or international law or regulation.

l. Permit shared use of any login by a person other than the one registered user of that login.

m. conduct any activity that may degrade performance beyond an acceptable level, including but not limited to: (i) conducting automated functionality tests or load tests on the Water Walkers Technology, (ii) creating internet links to the Water Walkers Technology, except as agreed upon by the parties through the Online Menus Module and other applicable services and modules, and/or (iii) deploying custom modifications that adversely impact the Water Walkers infrastructure due to incompatible code, inefficient code or architecture practices. If Subscriber or User(s) do any of the foregoing, Water Walkers shall have the right to terminate or suspend Subscriber or User's account and access to the Service without any refund or credit until Subscriber or User, as applicable, correct such violation to Water Walkers' satisfaction in Water Walkers' sole discretion.

n. Reproduce, transmit, or distribute the Water Walkers Technology or Service.

At the sole discretion of Water Walkers, access of Subscriber may be discontinued without prior notification to Subscriber upon determination of Water Walkers that Subscriber has engaged in any of the foregoing activities set forth in this Subsection 3.3 without any liability to Subscriber. Subscriber's engagement, or the engagement of any employee, agent, or independent contractor of Subscriber, in any of the activities set forth in Subsection 3.3 shall be deemed an incurable breach of this Agreement.

3.4 Limitations. The Services cannot be used to treat medical conditions, dietary restrictions or allergies. Subscriber may use the Services only to service the Subscriber's own business, organization, or Geographic Scope.

4.0 Fees, Payment and Suspension of Service.

4.1 General. As consideration for the subscription to the Services provided by Water Walkers pursuant to this Agreement, Subscriber shall pay Water Walkers the Fees set forth in the Order Form. All Fees will be billed on an annual basis and are due within thirty (30) days after the date of the invoice unless stated otherwise in the Order Form.

4.2 Late Charges/Liquidated Damages. Subscriber agrees that if Subscriber does not timely pay the Fees agreed upon, Water Walkers will incur damages in additional administrative handling, lost profits, and other business aspects that would be difficult or impossible to completely assess. All past due Fees will incur a charge of 1.5% per month on the past due amounts. Additionally, in the event of an early termination of this

Agreement due to unpaid Fees, Water Walkers reserves the right to charge Subscriber, and Subscriber will pay, 50% of the remaining Fees due after the termination date to compensate for the early termination in addition to any past due amounts (the "Early Termination Fee") Subscriber and Water Walkers agree that 1.5% per month of any outstanding past due Fees and the Early Termination Fee is a reasonable, good faith attempt to assess such damages and Subscriber agrees to pay such liquidated damages in addition to the Fees due. The Early Termination Fee must be paid before termination occurs.

4.3 Suspension of Services Pending Full Payment. Upon the failure to pay the Fees set forth in the Order Form on or before the due date, Water Walkers reserves the right to discontinue Services and suspend all User IDs and subscriber's access to the Services without prior written notification to Subscriber until such Fees are paid in full. Water Walkers shall not be liable to Subscriber for any damages, costs, or expenses related to Subscriber not having access to Water Walkers Services if Water Walkers has discontinued Services or suspended any or all User IDs and subscriber's access to the Services under this Section 4.3.

5.0 Term and Termination.

5.1 Term. Unless otherwise specified in an Order Form or through an agreement with an authorized third-party as described in Section 5.3, the Term of this Agreement shall be for a period of twelve (12) months. Thereafter, this Agreement will automatically renew for successive twelve (12)-month Terms, unless one of the parties gives written notice of non-renewal at least thirty (30) days prior to the expiration of the then current Term.

a. Water Walkers may increase the Fees applicable to any renewal Term upon thirty (30) days' notice given prior to renewal. If Subscriber neither terminates this Agreement as provided herein nor objects in writing to any increase in Fees within ten (10) days prior to the commencement of the renewal Term, then any increase in Fees as noticed by Water Walkers shall automatically apply commencing at the renewal Term.

5.2 Early Termination. Except as otherwise provided in Sections 3.3 of this Agreement, Water Walkers may terminate this Agreement prior to the expiration of the Term upon written notice if Subscriber materially breaches the Agreement and does not cure such breach (if curable) within thirty (30) days after written notice of such breach. In the event of Subscriber's misappropriation, infringement or other violation of a third party's intellectual property rights, as may be determined in Water Walkers' sole discretion, Water Walkers may immediately deactivate or delete Subscriber's Services account, without prior notice. Water Walkers shall not be liable to Subscriber for any damages, costs, or expenses related to Subscriber not having access to Water Walkers' Services if Water Walkers has deactivated or deleted Subscriber's Services account or limited or restricted Subscriber's access to Services in any way under this Section 5.2.

Subscriber acknowledges that any Fees paid are earned upon receipt and nonrefundable even upon an early termination of this Agreement.

5.3 Third-Party Reseller Term. If you are accessing the Services through an authorized third-party reseller ("Reseller"), your Term will be governed by your agreement with the Reseller. If the Reseller no longer provides access to the Services and you wish to continue using the Services, you may contact us, or we may contact you, to arrange direct access to the Services at the then-current rates.

6.0 Confidential Information.

6.1 Acknowledgments Regarding Confidential Information. Subscriber acknowledges that Subscriber shall only obtain access to Confidential Information through methods approved by Water Walkers for Subscriber, for example, direct access *via* Water Walkers' website and other methods of authorized disclosure to Confidential Information of Water Walkers. Subscriber shall access and use Confidential Information solely for the use of the Services as set forth in this Agreement and for no other purpose. Except within the scope of Subscriber's use as licensed in this Agreement, Subscriber promises not to use, modify, sell, publish, leak, or disclose in any way, any of Water Walkers' Confidential Information. Such Confidential Information shall not be copied without written permission of Water Walkers and shall be returned to Water Walkers upon termination of this Agreement, and Subscriber shall not retain any written, printed, electronic, digital, or other tangible material containing or related to any information concerning or disclosing any Confidential Information of Water Walkers.

6.2 Public Records. Water Walkers acknowledges that Subscriber may be subject to a State or Local Public Records Act and that Confidential Information may be subject to disclosure as a result of a public records request. In the event of a public records request Subscriber shall notify Water Walkers to allow Water Walkers to redact any proprietary information not subject to the Public Records Act. Water Walkers further acknowledges that Subscriber's expenditures and contracting documents may be considered public information and may be shared in the regular course of business. Subscriber shall authorize Water Walkers and provide access for Water Walkers to communicate with Subscriber's legal counsel regarding the extent of the records request and the redactions that Subscriber's legal counsel requests Water Walkers to make. If Water Walkers receives a notice or order to disclose information to law enforcement or in accordance with an order or warrant then Water Walkers will attempt to provide prompt notice to Subscriber so that Subscriber can take legal action, if desired, to attempt to block the disclosure.

7.0 Ownership and Intellectual Property Rights.

7.1 Water Walkers Technology. Subscriber acknowledges that Water Walkers retains all right, title and interest in and to Water Walkers Technology, as defined in Section 1.2, which is comprised of intellectual property rights owned by or licensed to Water Walkers. Except as otherwise expressly provided in this Agreement, no license or other rights in Water Walkers Technology are granted to Subscriber, and all such rights are expressly reserved by Water Walkers.

If Subscriber or any of its Users sends or transmits any communications or materials to Water Walkers by mail, email, telephone, or otherwise, suggesting or recommending changes to the Water Walkers Technology or Services, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("Feedback"), Water Walkers is free to use such Feedback irrespective of any other obligation or limitation between the parties governing such Feedback. Subscriber hereby assigns to Water Walkers on Subscriber's behalf, and on behalf of its Users, all right, title, and interest in, and Water Walkers is free to use, without any attribution or compensation to any party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although Water Walkers is not required to use any Feedback.

7.2 Use of Global Database. Water Walkers maintains lists of ingredients and recipes received or submitted from third party providers including manufacturers, consultants, USDA, and others in the Global Database. The Global Database can be used by the Subscriber at Subscriber's discretion. Water Walkers does not represent or warrant the accuracy of the Global Database and makes no warranties to the accuracy of the Global Database. The Global Database is provided "as is." Water Walkers retains all right, title and interest that Water Walkers has in and to the Global Database.

7.3 Use of Aggregate Dataset: Water Walkers may aggregate and de-identify information or datasets so the resulting information or dataset does not contain information that is personally identifiable to our Subscriber, User(s), and the customers or students that Subscriber services ("Water Walkers Data").

The purpose of the Water Walkers Data is to have representative demographic, statistical data. The Water Walkers Data may be used by Water Walkers, our affiliates, and our third-party providers for reasonable commercial purposes including to conduct certain analytical research, marketing, performance tracking, and benchmarking. Water Walkers and our affiliates may compile, aggregate, analyze, share, transfer, sell, license, sublicense, distribute and publish information, data, datasets, reports, compilations, summary or aggregate results relating to metrics constructed from such data for various purposes as disclosed in this Agreement without royalty or compensation to Subscriber, User(s), or Customers. All right, title, and interest in and to the Water Walkers Data is fully owned by Water Walkers.

7.4 **Trademarks.** Subscriber shall not use or co-brand Subscriber's applications, products, or material associated with Subscriber's applications or services with any Water Walkers Trademarks. Subscriber shall not incorporate any Water Walkers Trademarks, logos, fonts, colors, into Subscriber's trademarks, service marks, company names, internet addresses, domain names, or any other similar designations. Notwithstanding the foregoing Subscriber logos, mark, and mascots used for institutional branding that predate this Agreement are excepted from this section. Water Walkers agrees not to use

Subscriber's Trademarks and/or logos without the express prior written consent of Subscriber.

8.0 Notices; Modification of Functionality of Services.

8.1 Notices. Any notice desired to be sent by Water Walkers or Subscriber may be made by confirmed delivered email, by regular mail, by UPS or Federal Express courier, or by Water Walkers by posting on the Health-e Meal Planner landing page. Notice by email shall be deemed given on the date of confirmed delivery. Notice by regular mail shall be deemed given upon three (3) days after deposit with the United States Postal Service. Notice by national courier shall be deemed delivered on the date of delivery. Notice by posting on the Health-e Meal Planner landing page shall be deemed given upon posting regardless of when Subscriber or Users log in. Electronic notice by email or by posting shall be deemed to be written notice for all purposes. It is the Subscriber's responsibility to subscribe to Water Walkers e-mail notifications and whitelist domains that are used for email notification including all healthepro.com email addresses.

8.2 Modification of Functionality of the Services. Water Walkers reserves the right to modify the functionality and features of the Services at its sole discretion and at any time without notice.

8.3 Additional Services. If Subscriber desires to add Services after the commencement of this Agreement which additional Services are not listed in the Order Form, then Subscriber may request a new Order Form. Upon Subscriber and Water Walkers signing the new Order Form, and Subscriber agreeing to the then current Terms of Service, Subscriber shall pay such additional fees specified by Water.

8.4 Usage Limits. Services and content provided by Water Walkers to Subscriber are subject to usage limits as specified in the Order Form, related documentation contained in the Order Form, and this Agreement. If Subscriber exceeds the usage limit set forth in the Order Form, then Subscriber shall pay additional fees for applicable Services or content in excess of the usage as set forth in the Order Form. Additional costs shall be approved in writing prior to the incurrence of such costs.

9.0 Disclaimer of Warranties.

9.1 General Disclaimers. SUBSCRIBER'S USE OF THE SERVICES AND WATER WATERS TECHNOLOGY IS AT SUBSCRIBER'S SOLE RISK. THE SERVICES, WATER WALKERS TECHNOLOGY, AND CONTENT ARE PROVIDED ON AN "AS-IS" AND "AS -AVAILABLE" BASIS. WATER WALKERS DISCLAIMS ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES OF ANY KIND INCLUDING ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WATER WALKERS MAKES NO REPRESENTATIONS, WARRANTIES, CONDITIONS, OR GUARANTIES AS TO THE QUALITY, SUITABILITY, TRUTH, ACCURACY, OR COMPLETENESS OF ANY OF THE SERVICES, WATER WALKERS

TECHNOLOGY, OR CONTENT CONTAINED ON WATER WALKERS' WEBSITE. WATER WALKERS MAKES NO REPRESENTATIONS, WARRANTIES, CONDITIONS OR GUARANTIES THAT (A) THE SERVICES OR WATER WALKERS TECHNOLOGY WILL MEET SUBSCRIBER'S REQUIREMENTS; (B) THE SERVICES OR WATER WALKERS TECHNOLOGY WILL BE UNINTERRUPTED, TIMELY, SECURE, EXCEPT FOR THE REPRESENTATIONS PROVIDED IN SECTION 2.4 HEREOF, OR ERROR-FREE; (C) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICES OR WATER WALKERS TECHNOLOGY WILL BE ACCURATE OR RELIABLE; (D) THE QUALITY OF ANY SERVICES, OR DATA OR INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY SUBSCRIBER THROUGH THE SERVICES WILL MEET SUBSCRIBER'S EXPECTATIONS; OR (E) ANY ERRORS IN THE SERVICES, WATER WALKERS TECHNOLOGY, DATA, OR INFORMATION WILL BE CORRECTED.

ANY WATER WALKERS TECHNOLOGY, DATA OR INFORMATION DELIVERED PURSUANT TO THIS AGREEMENT OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICES IS DONE AT SUBSCRIBER'S OWN DISCRETION AND RISK AND SUBSCRIBER IS RESPONSIBLE FOR ANY DAMAGE TO SUBSCRIBER'S COMPUTER SYSTEM OR LOSS OF DATA, INCLUDING WITHOUT LIMITATION ANY DAMAGES RESULTING FROM COMPUTER VIRUSES OR OTHER MALICIOUS COMPUTER CODE. SUBSCRIBER ACKNOWLEDGES AND AGREES THAT THE INTERNET IS A NETWORK OF PRIVATE AND PUBLIC NETWORKS, AND THAT (A) THE INTERNET IS NOT A SECURE INFRASTRUCTURE; (B) WATER WALKERS DOES NOT HAVE CONTROL OVER THE INTERNET; AND (C) WATER WALKERS SHALL NOT BE LIABLE FOR DAMAGES UNDER ANY THEORY OF LAW RELATED TO THE CONTINUANCE OF OPERATION OF ANY PORTION OF THE INTERNET OR POSSIBLE REGULATION OF THE INTERNET THAT MIGHT RESTRICT OR PROHIBIT THE OPERATION OF THE SERVICES OR WATER WALKERS TECHNOLOGY.

NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY SUBSCRIBER FROM WATER WALKERS OR THROUGH OR FROM THE SERVICES WILL CREATE ANY REPRESENTATION, WARRANTY, CONDITION OR GUARANTEE NOT EXPRESSLY STATED IN THIS AGREEMENT.

Although Water Walkers is proud of its historical uptime, Water Walkers is aware that power outages, cyber terror attacks, internet provider or internet outages can occur. Water Walkers recommends that Subscriber prepare its menus for a certain time frame, for example, for the calendar month, and save that information on the Subscriber's servers. This way Subscriber would still be able to service its customers or students in the event of a power outage, cyber terror attack, internet provider down time, or internet outage.

9.2 Allergen Limitations and Disclaimers.

a. Water Walkers does not determine any allergens. Water Walkers is not responsible for the accuracy of the independently compiled nutritional databases upon which the Services are formulated or the identification of the FALCPA Allergens. The effectiveness of the Allergen Feature in identifying the presence of FALCPA Allergens in food which Subscriber plans to serve is limited by many factors, including without limitations, the following:

i. The list of allergens is not inclusive and limited to the nine (9) FALCPA Allergens.

ii. The Allergen Feature does not identify food sensitivities, intolerances to foods or dietary restrictions followed for medical conditions of anyone served food by Subscriber.

iii. Identification of the FALCPA Allergens is dependent on the manufacturer of each product or ingredient in a menu or recipe correctly identifying the attributes of the ingredients in their product or ingredient.

iv. The products or ingredients in a planned menu may have been altered by: (i) substitutions, (ii) alterations, (iii) change in supplier, (iv) mislabeling by manufacturer, or (v) failure of Subscriber to update its database.

v. Insufficient information to plan around or accommodate medical conditions or special diets, including but not limited to adverse reactions to any of the FALCPA Allergens or any known or unknown allergen or food sensitivity.

vi. Subscriber use of a recipe in the Global Database from another subscriber of the Services that did not identify all the potential allergens.

vii. Use of the Allergen Feature by Unauthorized Users of Subscriber who are not educated or trained to identify the FALCPA Allergens in a recipe and properly enter that information in the Allergen Feature.

viii. The specific allergies or food sensitivities of any individual served by Subscriber.

ix. Subscriber: (i) failing to identify a FALCPA Allergen, (ii) mistakenly identifying a FALCPA Allergen, (iii) improperly entering the data in the Allergen Feature, (iv) failing to review every recipe in Subscriber's Database, or (v) incorrectly indicating in the Allergen Feature whether any FALCPA Allergens are present in each ingredient in each recipe.

b. Subscriber and User acknowledge that errors may occur in multiple ways, and that FALCPA allergens are not provided error-free. There are inherent limitations in the Services and Water Walkers' Technology, including, but not limited to, the following risks associated with Subscriber's Users:

i. Lack of proper training in identifying a FALCPA allergen.

ii. Mistakenly identifying a FALCPA allergen.

iii. Improperly entering data into the allergen feature.

iv. Failing to review every recipe in Subscriber's database.

v. Incorrectly indicating the presence of FALCPA allergens in ingredients or recipes.

If Users have questions regarding training, allergen identification, data entry in the allergen feature, or recipe review, they must promptly seek clarification from the appropriate Subscriber employee. Users and Subscribers are solely responsible for their use of the FALCPA allergens and for ensuring they have received satisfactory answers and fully understand their responsibilities.

The Data provided within the Services and Water Walkers Technology must not be used for menu planning or medical treatment for individuals with medical conditions, dietary restrictions, or food allergies. Use of the Services for such purposes violates the terms of this Agreement. Any Subscriber planning for or treating medical conditions, dietary restrictions, or food allergies must consult a medical professional for guidance.

10.0 Limitation of Liability. THE LIABILITY OF WATER WALKERS FOR DAMAGES UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, SHALL NOT EXCEED THE AMOUNT OF THE FEES RECEIVED BY WATER WALKERS WITHIN THE PAST TWELVE (12) MONTHS. IN NO EVENT SHALL WATER WALKERS BE LIABLE TO SUBSCRIBER, USER, OR ANYONE ELSE FOR INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES INCURRED BY SUBSCRIBER OR ANY OTHER PERSON OR ORGANIZATION INCLUDING, WITHOUT LIMITATION, DAMAGES FOR DELAY, INCREASED EXPENDITURES, INCREASED OPERATING COSTS, LOSS OF REVENUES, PROFITS, DATA, GOODWILL, OR USE, EVEN IF WATER WALKERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES OR THE EXCLUSION OR LIMITATION OF LIABILITY FOR CERTAIN TYPES OF DAMAGES AND THE DISCLAIMERS AND LIMITATIONS IN THIS AGREEMENT MAY NOT APPLY TO SUBSCRIBER IN SUCH A JURISDICTION. SUBSCRIBER ASSUMES THE RESPONSIBILITY FOR ADEQUATE PROTECTION AND BACKUP OF ANY OF ITS OWN DATA AND/OR ITS EQUIPMENT USED IN CONNECTION WITH THE SERVICES AND WATER WALKERS SHALL NOT BE LIABLE FOR ANY OF SUBSCRIBER'S LOST DATA, RERUN TIME, INACCURATE OUTPUT, WORK DELAYS, OR LOST PROFITS UNDER THIS AGREEMENT.

11.0 Miscellaneous Provisions.

11.1 Entire Agreement. This Agreement constitutes the entire agreement between Water Walkers and Subscriber with respect to the subject matter of this Agreement and supersedes all prior agreements, oral or written, between Water Walkers and Subscriber with respect to the subject matter of this Agreement.

11.2 No Assignment. Subscriber may not assign or otherwise transfer this Agreement or any rights granted herein without the prior written permission of Water Walkers in the sole discretion of Water Walkers.

11.3 Waiver and Non-Waiver. The failure of any party to this Agreement to exercise or enforce any right or provision of the terms and conditions of this Agreement shall not constitute a waiver of such right or provision. Any waiver of any right or provision of the terms and conditions of this Agreement by or behalf of either party shall be in writing, signed by the party that is waiving such right or provision, and specifying whether this is a one-time waiver or a continuing waiver. If not specified within the written waiver then it is a one time waiver and not a continuing waiver.

11.4 Severability. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

11.5 Taxes. Fees quoted to Subscriber are exclusive of any and all applicable taxes or governmental fees, which shall be the sole responsibility of Subscriber.

11.6 Survival. The rights and obligations created by Sections 2.5, Section 3.0-3.4, Section 4.0-4.3, Section 5.0-5.2, Section 6.0-6.2, Section 7.0-7.4, Section 8.0-8.4, Section 9.0-9.3, and Section 10.0 of this Agreement shall survive termination of this Agreement.

11.7 Dispute Resolution. Unless otherwise specified in a Order Form, any dispute arising out of this Agreement shall be resolved by binding arbitration before a single arbitrator pursuant to JAMS' Streamlined Arbitration Rules and Procedures, and any award rendered thereto may be entered in any court of competent jurisdiction. The Arbitration shall be held in King County, Washington, and shall provide for only such discovery as the Arbitrator shall allow. However, any disputes, actions, or proceedings related to payments, including late or non-payments, will not be subject to this Section 11.7 and Water Walkers is free to pursue legal action by any method, court, venue, or proceeding of its choosing, including the use of a collections agency.

11.8 No Third-Party Rights. Except as specifically provided for in this Agreement, nothing in this Agreement is intended to make any person or entity not a signatory to this Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

11.9 Applicable Law. Unless otherwise specified in an Order Form, this Agreement shall be governed by the laws of the State of Washington. This Agreement is made in the State of Washington, USA, and venue shall be proper only in King County, Washington.

11.10 Headings. All section headings contained in this Agreement are for convenience of reference only, do not form a part of this Agreement, and shall not affect in any way the meaning or interpretation of this Agreement.

11.11 Changed Terms. Water Walkers may modify this Agreement from time to time by providing notice to Subscriber as provided in this Agreement, in which case the new Agreement will supersede prior versions. Subscriber's continued use of the Services after notice from Water Walkers shall be deemed acceptance of the new terms of this Agreement.

11.12 Order Form Incorporated as Terms of Agreement. The Order Form constitutes additional terms and conditions of this Agreement and are incorporated herein by reference. If there is a conflict between the Order Form and the terms of this Agreement, the Order Form shall control unless this Agreement specifically states otherwise.

12.0 Statutory Exceptions for Public Institutions. If Subscriber is a qualified public educational or government institution, and any part of this Agreement (for example, all or part of the indemnification provisions) is invalid or unenforceable against Subscriber because of applicable local, state or federal law, then that portion of this Agreement shall be deemed invalid or unenforceable and construed in a manner that most closely meets the intent of the Parties as documented in the terms of this Agreement and complies with applicable governing law.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with the board clerk no later than the Thursday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District Technology / C.O.

Vendor Requested: All Copy Products, Inc

Item Request Description: District Wide Copier Lease & including Papercut MF Installation, license & service

Dollar Amount Requested (if applicable): 89,771.44

Fund Requested: 21 - Building Fund

Budget/Activity Account Requested: 043 - Copier Svcs / Toner / maint.

Kelly Henderson
Signature of Requestor/Principal

06/26/26
Date

Signature of Director (Central Office staff)

Date

for Joanna Bayne
Signature of Superintendent

6/26/26
Date

TRENDS Requisition form 2025.pdf

TRENDS REQUISITION

Date: 06/22/2026
Requested by: Justin Langwell
School/Dept: Technology
Account/Prog: 043 - Copier Servicer

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
All Copy Products

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Copier lease IS	$ -	$69,685.44	7	21	043	2640	377	—	—	—	050
1	Black & color copies	$20,086	$ 20,086	7	21	043	2640	346	—	—	—	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$89,771.44									

DESCRIPTION: District wide copier lease & copies

Kelly Vendrum 06/25/26
Signature of Requestor REQUIRED Date

Signature of Administrator REQUIRED 06/25/26 Date

DIGITAL COPIER EQUIPMENT AND SERVICES
VENDOR BID SUMMARY REPORT

Solution:

Description

60 Month Lease **$ 5,807.12**

Includes PaperCut MF installation, license and service

60 Month Lease **$ 4,726.93**

Equipment only

Great Reasons to Work with ACP:

- Proven track record of school assessment, installation and service
- True Inhouse leasing offering maximum flexibility and responsiveness
- References both local and regional available at your convenience
- ACP Technology offerings that enhance the Duncan + ACP experience

  Included with this proposal at no additional cost:

  $10,000 Apparel/Custom Print credit with ACP Emblaze
- Sharp solutions proven in the education/municipal environment

  Included with this proposal at no additional cost:

  (3) PN-LC652 Next generation 4K Ultra-HD Aquos interactive display system with 20-point touch screen – MSRP value - $ 9,489.00

Submitted By:
Cheyanne Bay
All Copy Products
Email: cbay@acp.com
Telephone: (580) 490-1615

ACP
50TH ANNIVERSARY

DIGITAL COPIER EQUIPMENT AND SERVICES
VENDOR BID SUMMARY REPORT

Maintenance:

Description

Black & White Cost Per Copy.....$ .0032/page

Color Cost Per Copy.....$ .032/page

Full-Service Maintenance Program

- Includes all consumables (toner, imaging units, etc.)
- Includes all service & labor
- Unlimited service calls & product training
- 100% of replacement parts, toner & developer

With anticipated volumes of 396,280 black and 12,680 color per month, total anticipated budget will be in the $ 6,400.79/mo - $7,480.98/mo range depending on PaperCut adoption and final configurations.

True partnerships are based on great communication, exceptional trust, and a commitment to finding the right solutions. We look forward to building that bond with you over the next 5 years and beyond.

DUNCAN PUBLIC SCHOOLS
TRUTH HONOR WISDOM

ACP
50TH ANNIVERSARY

Bid/Quote #1

ALL COPY PRODUCTS
COMPLETE OFFICE TECHNOLOGY SOLUTIONS

BID RESPONSE

PREPARED BY: Cheyanne Bay on June 16, 2026

DUNCAN PUBLIC SCHOOLS
TRUTH HONOR WISDOM

District Copy and Print Services for

Cheyanne Bay
Sales Manager

1-539-888-6298
Cbay@acp.com
1521 West 36th Place, Tulsa, Oklahoma 74107
acp.com | verticomm.com

Cover Letter

June 16, 2026

Duncan Public Schools

Thank you for providing All Copy Products (ACP) the opportunity to submit this proposal for District-Wide Printer and Copier Refresh Solution for school years 2026/2027 – 2030/2031.

ACP is excited about the opportunity to partner with Duncan Public Schools to support your instructional, administrative, and operational print needs across the district. We understand that reliable document services are essential to classroom instruction, staff productivity, student services, and district communications. Our proposal is designed to deliver dependable equipment, predictable costs, and responsive local support throughout the full term of this agreement.

ACP carefully reviewed the goals and requirements outlined in this RFP. Drawing on our extensive experience supporting K–12 school districts, we are confident in our ability to provide a secure, cost-effective, and easy-to-manage print environment. Our service model is built to achieve a minimum of 99.4% device uptime, supported by a four-hour on-site response time and proactive maintenance practices.

Duncan Public Schools will be supported by our Oklahoma Service team, with access to regional technical resources and inventory. For this proposal, ACP has selected Sharp devices that provide the best balance of durability, ease of use, security, and total cost of ownership for educational environments.

We are also prepared to support Duncan Public Schools with print management and user authentication solutions, including PaperCut MF, to help control costs, improve accountability, and support secure printing for staff and faculty. ACP can provide full implementation services or collaborate closely with district IT staff to ensure a smooth deployment.

All Copy Products is committed to continuing a trusted partnership with Duncan Public Schools. Our mission is to deliver best-in-class equipment, service, and support that allows your district to focus on education—not technology disruptions. I will proudly serve as the primary point of contact and am authorized to represent ACP throughout this engagement.

Sincerely,

Cheyanne Bay
Sales Manager
1-539-888-6298
Cbay@acp.com
1521 West 36th Place, Tulsa, Oklahoma 74107
acp.com | verticomm.com

All Copy Products – Experience Supporting K–12 School Districts

All Copy Products has extensive experience supporting public school districts with managed print services, copier hardware, workflow solutions, and ongoing technical support. We currently partner with school districts across multiple states, providing reliable printing infrastructure that supports classrooms, administrative offices, and specialized education departments.

As one of the largest independently owned office technology providers in the United States, ACP combines local service responsiveness with national resources. Our education-focused service model prioritizes minimal downtime, consistent device performance, data security, and ease of use for staff. For Duncan Public Schools, ACP will provide: • Four-hour on-site service response • Proactive maintenance to prevent disruptions • Local parts inventory to support first-call fix rates • Consistent training and onboarding for district staff.

Our technicians take a "total call" approach to service—addressing not only the reported issue but also identifying and replacing components nearing end-of-life. This proactive strategy minimizes repeat service calls and maximizes instructional uptime.

ACP also assists districts in optimizing print environments through data-driven fleet management. We analyze device usage, placement, and total cost of ownership to ensure resources are aligned with district needs while controlling long-term costs.

Through strategic manufacturer and software partnerships, ACP delivers secure, scalable, and education-ready solutions. Our goal is not simply to provide equipment, but to serve as a long-term technology partner to Duncan Public Schools.

Cheyanne Bay

Sales Manager

1-539-888-6298

Cbay@acp.com

1521 West 36th Place, Tulsa, Oklahoma 74107

acp.com | verticomm.com

Tab 2 - Vendor Information

Description of Organization

All Copy Products was established in Denver, Colorado in 1975. Since 1999, when Brad Knepper purchased All Copy Products, we have grown from 7 employees and $1 million in annual revenue to 500+ employees and over $140 million in annual revenue. Our exceptional manner of conducting business has allowed us to become one of the largest independently owned office equipment companies in the United States.

Capabilities

All Copy Products provides office equipment, supplies, equipment technical service, equipment IT service, managed print services, network monitoring and desktop computer maintenance services, document scanning, reproduction services and digital archiving solutions. We work with accounts in all 50 states and are proud to support more than 10,000 companies nationwide.

Products & Services

All Copy Products is an authorized dealer and service provider for a wide range of products from Canon, Konica Minolta, Sharp, Hewlett Packard, Lexmark, PaperCut, GoldFax, Square 9, and Intermedia. We have a full-time staff of technicians to service all of our represented manufacturers as well as a full-time IT staff to support these equipment and software offerings. Because we maintain local headquarters, keep over $1.6 million dollars' worth of parts in our local inventory, and house all of our support staff and accounting departments locally we can provide customers with unparalleled efficiencies related to service.

Our Fleet Management team is devoted solely to assisting organizations find the most effective methods to manage costs and needed output devices (copiers, printers and faxes) within their environments. This team works with single locations, multiple locations and multi-state organizations.

Industry Credentials & Certifications

All Copy Products' technical and IT staff maintain THE HIGHEST-LEVEL factory certifications for all makes and models that we service (Canon, Konica Minolta, Sharp, HP, Lexmark).
Advanced Dealer Partner - Canon
BSD Certified Dealer - Lexmark
Platinum Level Service Provider - Sharp
ProTech Certified - Konica Minolta
Diamond Service Award - BEI Services, Inc

Best of Breed Solution Capabilities

Through our strategic partner alliances All Copy Products delivers comprehensive best-of-breed services and solutions for our customers. By partnering with multiple manufacturers, suppliers and software providers we can deliver comprehensive end-to-end technology solutions that are customized and scaled to meet the specific needs of our customers. Our strategic alliances are measured with the highest of standards allowing us to always deliver the most advanced technology solution. All Copy Products provides manufacturer certified sales, service and supplies for Canon, Konica Minolta, Sharp, Hewlett Packard, and Lexmark. We also provide software and solutions technologies from some of the best names in our industry to include Océ PRISMA, EFI, PageDNA and PaperCut.

Local Parts Depots and Service Dispatch

Our service dispatch and parts inventory are managed locally from our Tulsa office. Our service dispatch team monitors service workload as well as parts availability to ensure that a fully trained technician responds to your request in an efficient manor with the necessary parts to repair your equipment. All Copy Products maintains an average of $1.6 million in parts and supplies within our local infrastructure. Our first call fix efficiency is well above the industry standard. All Copy Products tracks all service calls and will provide service efficiency data during regularly scheduled account reviews. Real-time machine service history and response data is available through our on-line customer portal.

PaperCut

PaperCut Solution Expertise

All Copy Products has extensive experience with PaperCut in the office environments. We have both designed new installations and integrated with existing PaperCut implementations. All Copy Products has been recognized as a certified Premier ACDI PaperCut partner.

PaperCut MF helps school districts reduce printing costs, improve document security, and gain visibility into print usage across all schools and administrative offices.

Reduce Print Costs

-Typical districts experience a 30% reduction in print volume through print tracking & user accountability

-Eliminates unnecessary and accidental printing

-Reduce paper, toner, and service expenses

Secure Printing

- Print jobs are held until users swipe badge
- Prevents confidential student and staff documents from being left unattended

Follow-Me Printing

- Users can release jobs from any authorized device in the district
- Reduces abandoned print jobs and improves convenience for staff

Detailed Reporting & Accountability

-Track printing by school, department, user, or device

-Identify high-volume users

Rules-Based Printing

-Restrict color printing when appropriate

Average Savings

- 20%-30% reduction in overall print volume
- 25% reduction in paper usage
- Significant decrease in abandoned print jobs through secure print
- Improved visibility into print-related costs across all campuses

Please see, on the next page, what your place cards will look like that will be provided for each copier with Papercut. This reduces, IT workload within Duncan Schools, giving the teachers access to training videos, ways to contact our support team and a better all-around experience.

How To Utilize and Login with PaperCut

Duncan Public Schools
An Ongoing Tradition of Excellence



SWIPE BADGE HERE



The first time you swipe your badge you will need to create an association in the PaperCut System. This is done by swiping your badge where it says swipe here and then entering your login credentials.

Now you're ready to login.

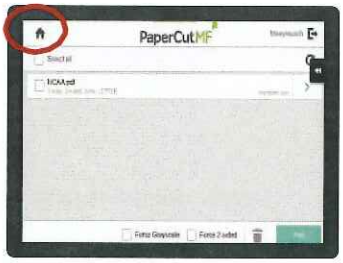
How to release a Print Job



STEP 1: Login with Badge



STEP 2: Select Print release. Choose documents you wish to print.



STEP 3: Once prints are released. Press "Home" or "copier" in the upper left to return to the home screen.

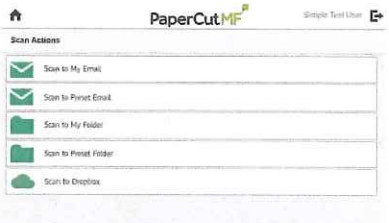
How to Scan and Fax



STEP 1: Login with Badge



STEP 2: Select Scan



STEP 3: You will see scan workflows that you are allowed to see.

How to access Device Functions such as Copy



STEP 1: Login with Badge



STEP 2: Select Device Functions



STEP 3: Select Copy

DON'T FORGET TO LOG OUT WHEN YOU ARE DONE!

Need service, supplies or support?

Contact All Copy Products

@ 1-800-332-2352

Dispatch@acp.com

Supplies@acp.com

Please have ID available when calling for assistance.



Take out your phone and point your camera here for howtovideos for PaperCut

Why Schools Choose ACP for PaperCut Support & Implementation

1. PaperCut Licensing + Support Included
Includes licensing, support, maintenance, implementation assistance, upgrades, Mobility Print setup, and server migration support. Helps avoid extra fees and unpredictable increases.

2. In-House PaperCut Experts
Same team supports implementation and service, faster resolution, no third-party handoffs, familiarity with the district environment.

3. Reduced Burden on School IT Departments
Fewer support tickets, less troubleshooting burden for IT, faster teacher issue resolution.

4. White-Glove Implementation Process
Scope of work documentation, project phases, checkpoints, testing, validation, and full rollout support.

5. Teacher Training Materials Included
Placards, QR-code videos, PIN login instructions, scanning workflows, supplies ordering, and service request guidance.

6. Education-Specific Best Practices
Experience with Google Drive scanning, Active Directory, Mobility Print, follow-me printing, and school workflows.

7. Support for Mac Environments
Mac deployment support, driver deployment expertise, and testing for teacher devices.

8. Proactive Recommendations
Workflow optimization, upgrades, feature recommendations, and future planning.

9. Locked-In Pricing & Cost Predictability
Multi-year discounts and reduced exposure to software increases.

10. Experience Matters
PaperCut implementation experience and education-focused support.

ACP is a top 10 PaperCut partner, which gives us access to significant discounts. New dealers typically do not receive the same pricing, which can lead to unexpected out-of-pocket costs.

The difference is not just equipment, it's long-term support, up-time, reduced IT workload, and a better experience for teachers and staff. There is no unknown cost when choosing us as your partner. Our complete papercut solution is included in your monthly cost.

REFERENCES

Western Heights Public Schools

Dr. Brayden Savage
Title: Superintendent
Email: Brayden.savage@westernheights.k12.ok.us
Phone: (405) 350-3410
District Size: 8 School sites
Services & Equipment: 68 Copiers, WFP printers, Papercut, eGoldfax, Phone system

Woodward Public Schools

Rusty Puffinbarger
Title: Superintendent
Phone: (580) 256-2500
Email: rusty.Puffinbarger@woodwardps.net
District Size: 7 school sites
Services & Equipment: 58 Sharp MFP's, PaperCut

Wagoner Public Schools

Randy Harris
Title: Superintendent
Phone: (918) 485-4046
Email: rharris@wagonerps.org
District Size: 4 school sites
Services & Equipment: 11 Sharp MFPs, PaperCut, eGoldFax

SHARP®

PN-LC862
PN-LC752
PN-LC652

AQUOS BOARD® Interactive Display Systems





AQUOS BOARD®

4K
3840 × 2160 Pixels

Enjoy A More Natural Way of Working

The PN-LC2 AQUOS BOARD® range of smart interactive displays combines genuine 4K Ultra-HD resolution and an intuitive "Pen-on-Paper" user experience. The single USB-C connector makes it so simple to walk into a room, plug in your device and start working together straightaway. The PN-LC2 AQUOS BOARD interactive displays also feature an integrated controller with whiteboard, overlay and wireless functionality to help enhance your productivity.



Built-in Apps

The PN-LC2 series are the perfect choice for busy office environments, boardrooms, classrooms and training sessions that require quick, responsive operation and smart, integrated collaboration tools. They encourage effective group teamwork, promote idea sharing and help people deliver great presentations and achieve better meeting outcomes.

As well as incorporating a range of useful pre-installed apps, settings and configurations, they enable quick and easy-to-use video conferencing. This launcher also provides fast access to Sharp's innovative Synappx™ Go application that helps to remove frustrations and tech related hassles to bring simply smarter meetings into the workplace. Synappx Go enables quick and engaging video conferences, especially with the optional PN-ZCMS1 AV Soundbar.

See Every Little Detail

To ensure that groups can collaborate more effectively in corporate environments, everything needs to be displayed clearly and precisely. The displays help people absorb information more easily, so they stay focused and engaged and can contribute more proactively. The PN-LC2 AQUOS BOARD range of large format interactive displays is available with a choice of 86" class (85.6" diagonal) 75" class (74.5" diagonal), and 65" class (64.5" diagonal) screen sizes to suit almost any office environment, classroom or meeting room.

They also deliver a true 4K reading experience as they feature a 3840 x 2160 Ultra High Definition (UHD) 4K resolution display and touchscreen. The LCD technology delivers high contrast and visual clarity, ensuring that even the most detailed presentations, documents and diagrams can be easily viewed and read. It is ideal for exploring very detailed data and technical designs, particularly within businesses operating in the finance, engineering, architecture, healthcare, consulting, energy, retail markets and educational instituions.

All the flexibility you need

The ability to adapt to changing requirements quickly and effectively is essential to ensuring that businesses always operate with maximum productivity and efficiency.

The open architecture design of the Sharp PN-LC2 AQUOS BOARD provides exceptional flexibility and freedom of use, so it can meet the demands of even the most challenging corporate environments. You can easily connect to various types of PC sources with its USB-C, HDMI, and VGA connectors. This allows you to display almost any type of content with a 4K resolution, or select any type of 4K video content from a media player using the CEC HDMI output. In addition, it has the latest high-speed, high-bandwidth USB-C port, which can be used for multiple functions and has a rotationally symmetrical design, so there is no connection confusion.

It can also wirelessly share information with any smart Windows, Android, iOS, Chrome or other mobile device without unsightly cables, complex add-on peripherals, or bulky power supplies. Or you can utilize the OPS slot to instantly extend the AQUOS BOARD interactive display's functionality with third-party add-ons and solutions. Finally, it supports the use of Touch Back, so that whatever is shown, drawn or controlled on the AQUOS BOARD will be replicated on the connected smart devices.

Its versatile connectivity ensures that you can easily create the optimum conditions to encourage creativity, boost productivity and enable effective decision making, without being hampered by any unnecessary technical complexity.

Added Productivity as Standard

The PN-LC2 AQUOS BOARD interactive displays come with a range of standard software to help get the most out of your meetings or presentations. It is easy to install and use and does not require any technical expertise.

- **Pen software for Windows®**
  Provides quick and easy access to pen settings and other useful functions. It allows you to add onscreen annotations or graphics directly onto photos, videos, PDFs and common Microsoft® files. You can also control presentations, adjust the screen set-up and store or email any files you have been working on.

- **eShare app**
  Supports multifaceted wireless casting*, so content on the screen, including images, audio and video, can be shared simultaneously with multiple other devices. No cables are required, so there is no stress, hassle or delay in sharing information.

** Compatible with Windows®, Android™, iOS®, macOS®, iPadOS®, Chrome™ OS*

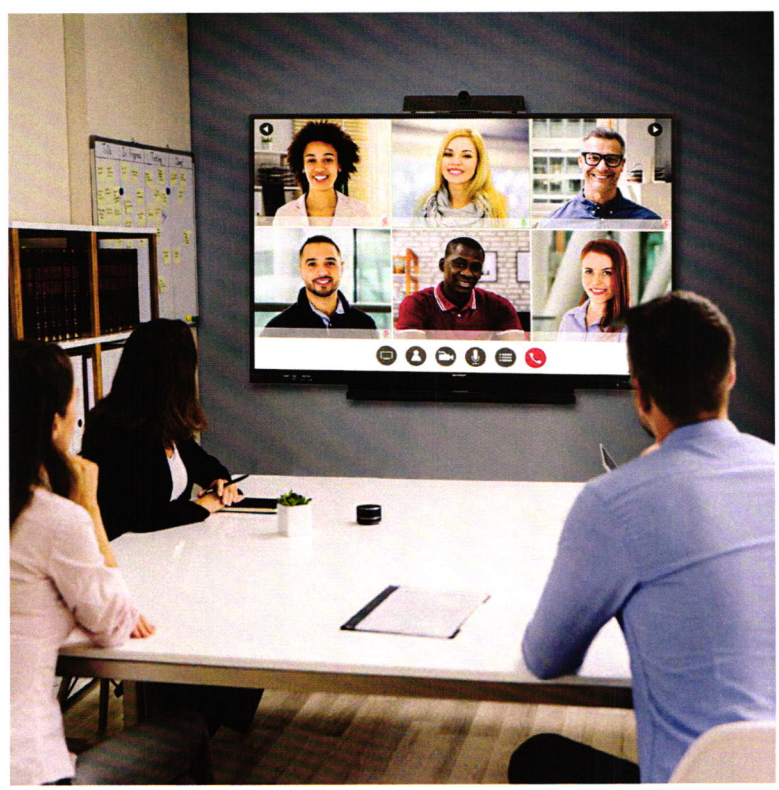
- **Touch Viewer software for Windows®**
  Offers an easy-to-use interface and file system to collect, manipulate and organize a variety of different files on the screen without actually opening the respective applications.

- **Applications to Energize the Classroom**
  In addition, the PN-LC2 AQUOS BOARD interactive displays include a built-in whiteboard app with easy to use annotation tools. Additionally, screen recorder, timer, web browser, PDF viewer and voting apps make it easy for teachers to actively engage students for more effective lessons.

Simply Smarter Meetings

Successful collaboration can be realized in simply smarter meetings where everyone can have a great experience, no matter where the individuals may be. That means making it easy to share their best ideas by removing the tech hassles for both laptop and mobile users. By integrating Sharp Synappx Go and the optional PN-ZCMS1 AV Soundbar, with the PN-LC862, PN-LC752 and PN-LC652, users can not only share their best ideas, but can do so easily and quickly. Here are some of its key features:

- Connecting and ending your meetings are easy to do, whether you are in a web conference session or in a shared space with connection to in-room meeting tech.
- No more rummaging for meeting content. Access and share your best ideas by quickly pulling up meeting content and sharing it with everyone in the meeting, whether they are in the room or attending virtually.
- Mobile users can also control and share their files from their smartphone, just as they would from a laptop.

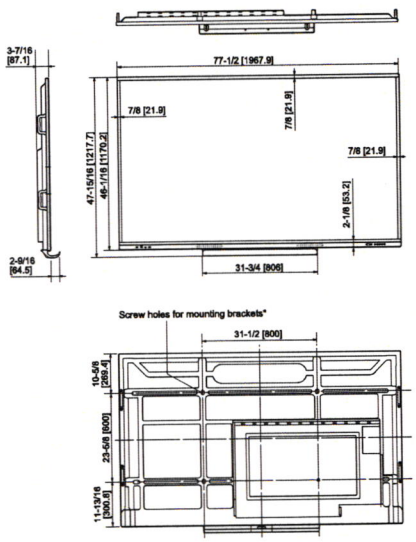


Specifications

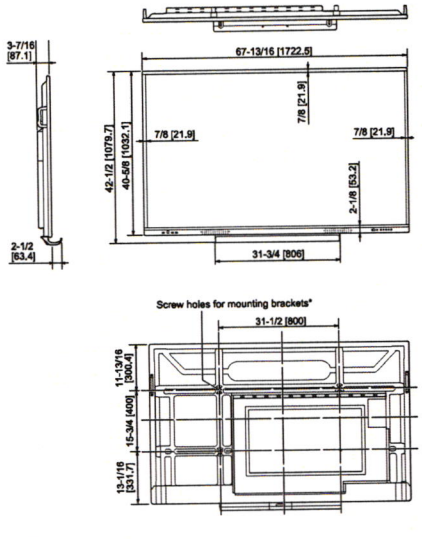
Model Name			PN-LC862	PN-LC752	PN-LC652
Installation			Landscape		
LCD Panel		Max. Resolution	86" Class (85-9/16 " diagonal) TFT LCD	75" Class (74-1/2" diagonal) TFT LCD	65" Class (64-1/2" diagonal) TFT LCD
		Max. Display colors (approx.)	3,840 × 2,160 pixels		
		Pixel Pitch (HxV)	1.07 billion colors		
		Max Brightness (standard value) *1	0.494 mm (H) × 0.494 mm (V)	0.430 mm (H) × 0.430 mm (V)	0.372 mm (H) × 0.372 mm (V)
		Contrast ratio	450 cd/m²		
		Viewing Angle (H/V)*2	1,200 : 1		
		Active Screen Area (W x H) (approx.)	178°/178° (CR 10)		
		Response Time	74-5/8" x 41-15/16"	64-15/16" x 36-9/16"	56-1/4" x 31-5/8"
		Backlight	8 ms (grey to grey, avg.)		
Touchscreen		Touch Technology	LED, direct lit		
		PC Connection Port	IR (Infrared blocking detection method) with zero-bonding technology		
		Power Supply for touchpanel	USB (3.0 compliant) (Type B) x 2 (Front x 1, Rear x 1)		
		Multi Touch	Supplied from main unit		
		Protection Glass	20 points		
		Touch Pen	Thickness: Approx. 3.2 mm Shock resistance: 130 cm*3		
Terminals*4	Input	Front	Dual-sided passive pen x2		
		Rear	HDMI (HDCP2.3 compatible, CEC compatible) x 1		
			HDMI (HDCP2.3 compatible, CEC compatible) x 2, USB Type-C (DisplayPort 1.2 Alt mode, HDCP 2.3, USB Power Delivery 65W compatible, Touch signal, USB pass through) x 1, Display Port (DisplayPort 1.2, HDCP compatible) x 1, Mini D-sub 15-pin x 1, AV mini jack x 1, 3.5 mm-diameter mini stereo jack x 1		
	Output	Rear	HDMI x 1, 3.5 mm-diameter mini stereo jack x 1, S/PDIF x 1		
	System	Front	USB 3.0 TypeA x 2, USB 3.0 TypeB (for touch) x 1		
		Rear	USB 3.0 TypeA x 2, USB 3.0 TypeB (for touch) x 1, LAN port (10Base-T/100Base-TX/1000BASE-T) x 1, RS-232C IN x 1		
System		CPU	Arm® Cortex® - A55 processor (quad core)		
		Memory	4GB		
		Internal Storage	16GB		
		Wireless LAN	IEEE802.11ac/n/a/g/b (Use Wireless USB Adaptor)		
Expansion Slot			OPS Slot (19 V, 4.74 A, 90 W)		
Speaker Output			15 W + 15 W w/front facing speakers		
Mounting			4 points, 800 x 600 mm pitch, M8 screw	4 points, 800 x 400 mm pitch, M8 screw	4 points, 600 x 400 mm pitch, M8 screw
Power Supply*5			100V – 240 V AC, 50/60 Hz		
Power Consumption (Factory Setting (Shipment) / Max rating)			260 W / 500 W	200 W / 420 W	180 W / 390 W
Environmental Conditions		Operating Temperature*6	41°F to 95°F (5°C to 35°C)		
		Operating Humidity*7	20% to 80% RH (no condensation)		
Dimensions (W x D x H) (approx.)			77-1/2 x 3-7/16 x 46-1/16 inch	67-13/16 x 3-7/16 x 40-5/8 inch	59-1/2 x 3-3/8 x 36-1/8 inch
Weight (approx.)			143.3 lbs.	112.4 lbs.	84.9 lbs.
Packaging Dimensions (W x D x H) (approx.)			86 x 8-7/8 x 56-1/4 inch	75-13/16 x 8-7/8 x 49 inch	66-5/16 x 8-7/8 x 44-7/16 inch
Packaging Weight (approx.)			207.2 lbs.	166.4 lbs.	133.4 lbs.
Bezel width			21.9 mm (Left, Right, Top) , 53.2 mm (Bottom)		
Main Accessories			AC power cord, remote control unit, remote control unit battery (AAA size) x 2, set-up manual, blank sticker, cable clamp x 3, USB cable, pen tray, touch pen x 2, Wireless Adapter		

*1 Without Glass. Brightness depends on input mode and other picture settings. Brightness level will decrease slightly over the lifetime of the product. Due to the physical limitations of the equipment, it is not possible to maintain a precisely constant level of brightness. *2 excluding the touch sensor part around the LCD panel. *3 Approximate distance at which the glass panel can withstand the impact of a 500-gram iron ball dropped on its center. *4 Use a commercially available connection cable for PC and other video connections. *5 The AC power cord is an inlet type. The cable is bundled (3 pins). *6 Temperature conditions may change when using the monitor together with the optional equipment. In such cases, check the temperature conditions specified by the optional equipment. *7 Check the requirements of the computer and other devices to be connected, and make sure that all requirements are satisfied.

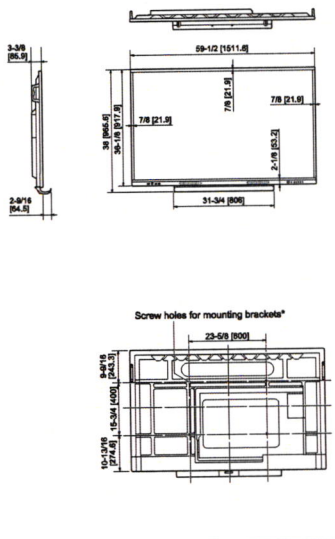
PN-LC862



PN-LC752



PN-LC652



Units: Inch (mm)

Optional PN-ZCMS1 AV Soundbar



PN-ZCMS1 AV Soundbar Specifications		
Camera	Pixels	12MP
	Field of view	120°
	Zoom	Max. 5x
	Resolution	Max. 3,840 x 2,160
	Adjustable Angle	Up 15°, Down 15° (manual)
Microphone	Voice Pickup Range	8 meters
	Mic Array	6 Elements
Speaker	Output Power	8 watts

For more information on Synappx application, visit https://business.sharpusa.com/Synappx

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SHARP

ADVANCED SERIES COLOR DOCUMENT SYSTEMS

Smart · Secure · Sustainable



BP-71C31
BP-71C36
BP-71C45

SHARP CR5.X CONTROLLER PLATFORM
KEYPOINT INTELLIGENCE
DEVICE PENETRATION
SECURITY VALIDATION
DEC 2024
DEC 2026
TESTED

The Color Advanced Series from Sharp.

Intelligent devices to help businesses work simply smarter.

Built for today's dynamic workstyles, these color document systems feature an intelligent design that offers seamless, **secure collaboration while supporting sustainability** in modern office environments. Integrated access to popular cloud services, as well as enhanced cloud-based device management make it easy to streamline communication while ensuring maximum up-time.





BP-71C45 shown with Job Separator.

A Smart MFP That Drives Efficiency

These MFPs leverage the latest technology to help users manage their workflow and get their work done with ease and efficiency. Innovative features like **AI assisted scanning** with auto skew correction and image format detection ensure scanned documents are processed correctly.

Easy to Operate

An **intuitive touchscreen display** that is built on an award-winning user interface is easy to navigate, enabling users to execute their jobs quickly and efficiently.

Modern Appearance

Elegant exterior design offers a contemporary color scheme, soft-close paper drawers, and easy-roll casters to make this series a **perfect fit for any office environment**.

Comprehensive Data Security

The Advanced Series utilizes leading, **multi-layered security features** to help ensure your document data and personal information remains safe. These models have been security validated by Keypoint Intelligence and Agile Cybersecurity Systems.

A Responsible Approach to Design

Sharp continues its **commitment to sustainability** by designing document systems that are compliant with EPEAT, RoHS, Blue Angel and other environmental initiatives. These models utilize approximately 50% recycled plastic and offer among the lowest TEC values in their category.

Smart features that optimize productivity.

Streamlined workflows that are smart, secure and fit today's diverse work styles.

AI assisted scanning

Integrated access to cloud services

Strong multi-layer security



10.1" (diagonally measured) customizable touchscreen display.



BP-71C45 shown with Inner Folding Unit, Right Side Exit Tray and Split Tandem Paper Drawers.



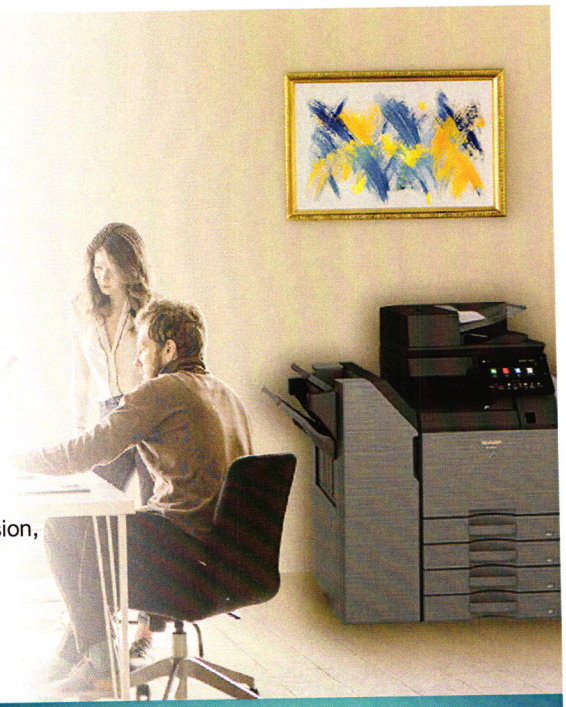
Built-in retractable keyboard for convenient data entry.

- **300-sheet duplexing** single-pass feeder scans up to 300 images per minute with optional double feed detection.
- Flexible paper handling supports **media up to 300 gsm** and **COM-10 envelopes** from the standard paper drawer.
- Inner Folding Unit option offers a **variety of fold patterns**, including c-fold, z-fold and others.
- **Smart controller design** ensures maximum device uptime with self-healing features that remediate CPU errors and automatic firmware updates that keep the device current.
- Provides seamless access to Microsoft services with **Microsoft Entra ID** in Azure native environments.
- Supports **Synappx Manage**, a cloud-based device management solution that enables collaborative visibility with your service providers—helping to reduce response time and business disruption.
- **Intuitive touchscreen** display is easy to navigate, enabling user to execute their their jobs quickly and efficiently.
- Collaborate with remote workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, Dropbox and others.
- **Leading security features** such as BIOS Integrity Check with self-recovery, Firmware Attack Prevention and Intrusion Detection help safeguard against potential threats.
- Supports **Microsoft Modern Print Platform** including Universal Print and driverless printing with the Sharp Print Support Application (PSA).
- Pantone Licensing offers unprecedented levels of color fidelity with the **Pantone Matching System** (available fall 2025).
- Designed with approximately **50% recycled** plastic and offers among **the lowest TEC value** and stand-by power consumption in its class.

A smart design that helps drive efficiency.

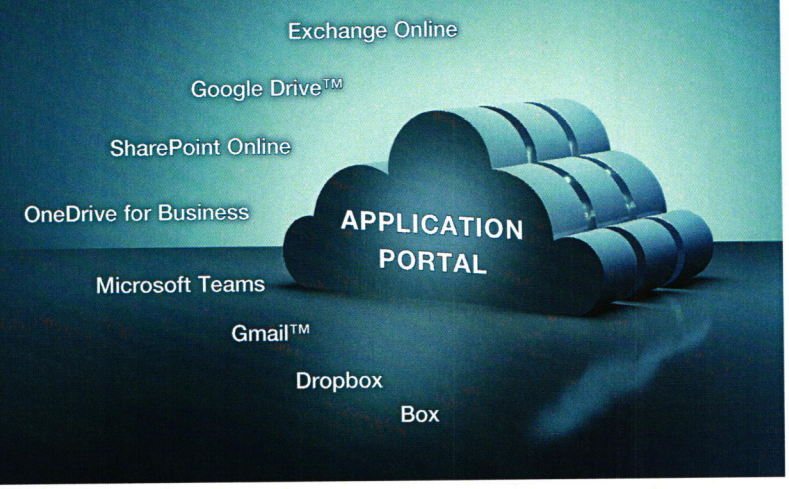
From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

Sharp document systems can streamline your workflow, so you can focus on what matters most—your business. With **fast scanning** speeds of up to 300 images per minute and a high-capacity **300-sheet duplexing single-pass feeder**, these models can handle large jobs with ease. Image processing with **AI technology** helps optimize resolution, compression, and document alignment, correcting skewed pages and detecting original sizes on the fly. In addition, **Easy Modes streamline everyday tasks**—making scanning workflows more efficient for every user.



Print, Scan and Share Documents Easily

Collaborate effortlessly—whether in the office or working remotely. With Cloud Connect, your team can easily access popular cloud services like Microsoft Teams, Google Drive, and more, directly from the MFP. The Sharp Application Portal simplifies management, enabling quick installation and updates right from the device's touchscreen.



Integrate with Email Applications

In addition to native capability, the **Email Connect** feature enables seamless scan-to-email integration with Microsoft Exchange/365 and Gmail™ user accounts, making it easy to identify the sender of scanned files.



Intelligent Image Processing[1]

Scan documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. Direct Print the same file types from thumb drives, cloud applications and mobile devices.[2] **Adobe Embedded Print Engine** direct prints PDF files with greater speed and rendering accuracy.

Flexible Printing Solutions

Standard PCL 6 and Adobe PostScript 3 printing are offered. **Serverless Print Release** enables users to print a job and release it from up to eight supported models. The Advanced Series also supports the **Modern Print Platform from Microsoft**, which includes Universal Print and Windows Protected Print mode. A Sharp Print Support Application (PSA) is also available, which provides a customized printing experience.

PANTONE Digital Color

[1] *Some features require optional equipment and/or software.*
[2] *This function is enabled via Qualcomm DirectOffice technology.*

Smart · Secure · Sustainable

Intelligent features with strong security.

The Color Advanced Series document systems offer modern workflow features designed for today's dynamic office environments.

Duplexing Single Pass Feeder (DSPF)
300-sheet document feeder scans both sides of a document in a single pass at up to 300 images per minute.

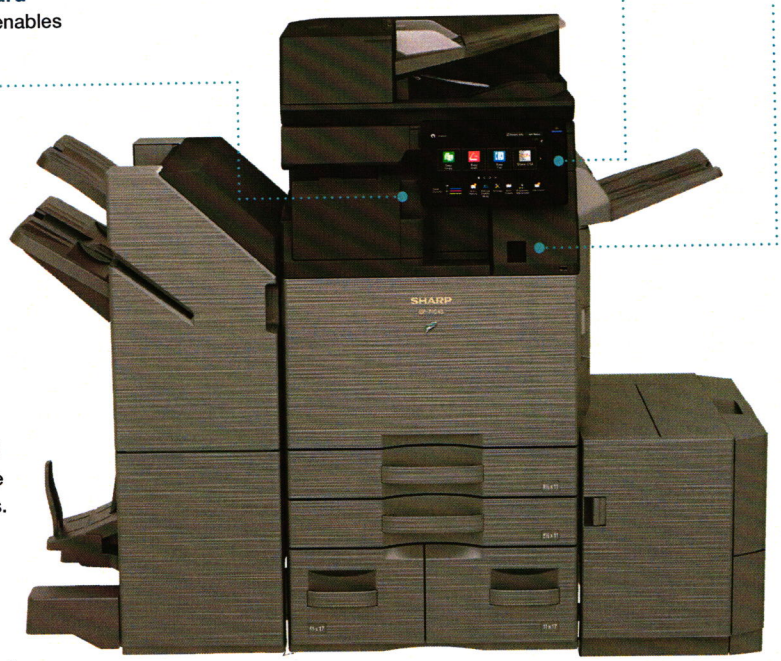
Smart Scan
AI assisted scanning technology can automatically adjust resolution, compression, as well as detect original size and adjust for skew.

Easy to Operate
Intuitive touchscreen is easy to navigate and delivers the responsiveness and accuracy users expect.

Walk-up Motion Sensor
Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Microsoft Friendly
Seamlessly combines advanced security and printing with Universal Print, the Sharp PSA and Entra ID within Microsoft modern print environment.

Built-in Retractable Keyboard
Full-size QWERTY keyboard enables easy data entry.



Exceptional Image Quality
1,200 x 1,200 dpi resolution delivers razor-sharp text and graphics.

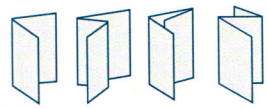
Comprehensive Multi-layer Security
Leading features such as BIOS integrity check, Firmware Attack Prevention and Intrusion Detection help safeguard against potential threats.

Antivirus Protection
Optional Bitdefender antivirus utilizes AI and other advanced technologies to block malware threats and network intrusions.

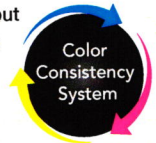
Easy Access to Cloud Services
Integrates with popular cloud services for a streamlined user experience.

Environmental Commitment
Among the lowest TEC value and standby power consumption. Designed using 50% recycled plastic.

Advanced Finishing
Sharp gives you a variety of high-performance finishers to choose from to help complete the job on time. Inner folding unit option offers four popular folding patterns.



Sharp Color Consistency System
Advanced auto-calibration helps ensure color output is always at peak performance.



Flexible Paper Handling
Feed up to 300 gsm media through the paper drawers and supports up to 12" x 18" output size.

Large Capacity Cassette
Available large capacity cassette offers an additional 3,000-sheet capacity for a maximum on-line paper capacity of 6,300 sheets.

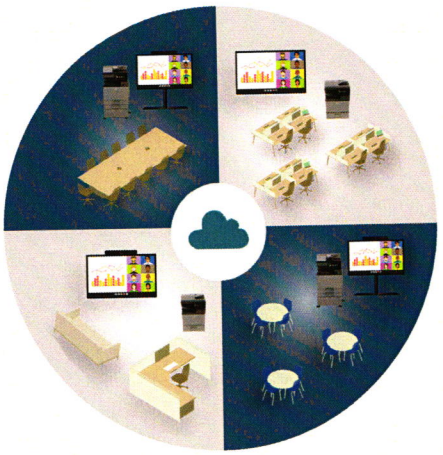
Centralized device management helps ensure optimal uptime.

Seamlessly connect technology and drive service efficiency.

Synappx Manage cloud service enables IT administrators and service providers to remotely manage Sharp MFPs from a single portal. Proactive monitoring and remediation helps minimize administrator burden, as well as provide insight for optimized investments.

Manage Devices From Anywhere
Device configuration, status, and security are managed remotely via a cloud-based solution—perfectly suited for today's distributed and flexible work environments.

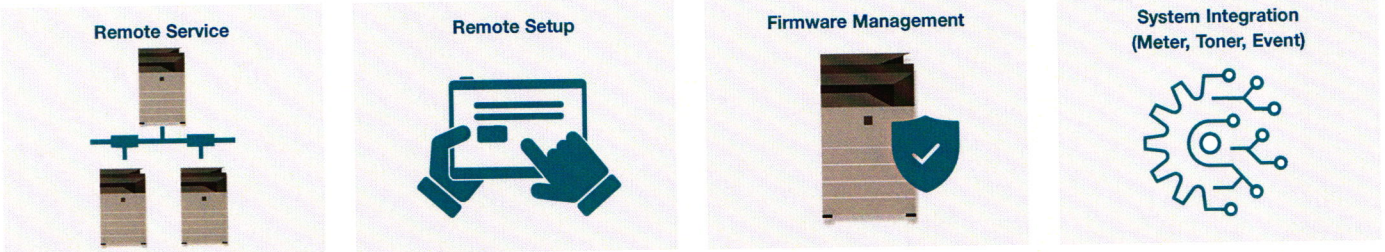
Do More with Less
Automate tasks like power management to minimize time on devices and increase device-readiness through central control.



Keep Your Printers Secure
Deploy consistent security policies for MFPs and printers, monitor device security and firmware status, and auto remediate issues in real time.

Enhance Employee Experience
Maximize device uptime to help ensure uninterrupted employee productivity and allow focus on critical tasks.

With **Synappx Manage**, service providers can resolve issues and reduce downtime with remote monitoring and remediation.



Server-based **Sharp Remote Device Manager (SRDM)** is also offered for customers who prefer to keep the solution on-site, offering similar capabilities such as remote device and security management.

Collaborate on-the-go with quick access to mobile devices.

The Advanced Series makes it easy to share data with tablets and smartphones even in busy office environments.



Print with Popular Mobile Technologies
The models support printing using **popular mobile technologies** such as Apple AirPrint®, and Android™ printing with the Sharp Print Service plug-in.

Advanced Wireless Networking
Print **directly to the MFP** from mobile devices without interfering with the corporate network!

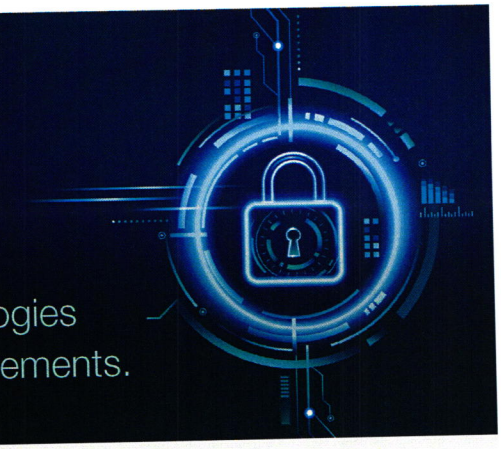
Touchless Operation
With **Synappx Go**, simply scan the QR code or tap the NFC tag to unlock easy print release, scan/print from cloud services, and more.

Scan and Print with Sharpdesk Mobile
Quickly scan and print files from your tablet or smartphone with the free **Sharpdesk Mobile app**.*

**Go to www.sharpusa.com for a list of supported equipment and operating systems.*

Multi-layer security features to help businesses stay a step ahead of hackers.

The Advanced Series leverages advanced security technologies to help protect sensitive data and support regulatory requirements.

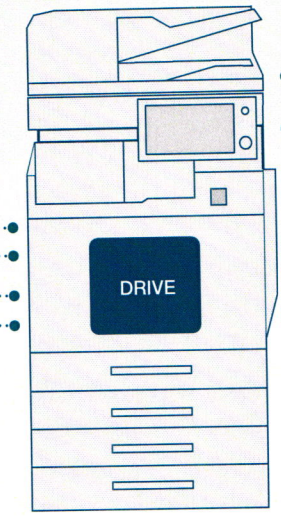


BIOS Integrity Check at Startup with Self Recovery
Helps protect system files from malware attacks.

Trusted Platform Module (TPM 2.0)
Provides an added layer of protection to safeguard your data.

Firmware Attack Prevention
Checks for abnormal firmware at startup and can restore the original.

End-of-Lease Data Erase
Can protect privacy by deleting all data and personal information at trade-in time. (supports NIST SP800-88 data erase)



Automatic Firmware Updates
Ensures security and other system updates are done as soon as they become available.

Application Allowlisting
Prevents unauthorized files, applications and firmware from being loaded.

Real-time Intrusion Detection
Detects abnormal connection requests and denies access.

Optional Bitdefender Antivirus
Provides comprehensive protection from virus threats.

- **Seamless access to Microsoft services with Microsoft Entra ID Authentication** (in Azure native environments).
- **Active Directory (AD) Integration** Enables the MFP to join the network domain as a computer, making it a trusted device.
- **Supports AD Group Policy** Allows administrators to centrally manage select security settings and enforce their own policy.
- **256-bit AES Encryption** Ensures data that resides on the local drive is protected.
- **Protects Access to the Device** Supports IP/MAC address filtering, 802.1x authentication and port control protect access to the device.
- **Protects Data in Transit** IPsec and SMB 3.1.1 protocols, as well as TLS 1.3 use data encryption to protect data.
- Integrates with **ConnectWise SIEM** (Security Information and Event Management system).
- **Complies with the latest Common Criteria** requirements for HCD cPP v.1.0e when optional Data Security Kit is enabled.*
- **Authority Groups** Enables administrators to define various groups for different users, which can limit or restrict access to specific features.
- **Sharp is ISO/IEC 27001:2022 certified** and committed to delivering high level information securely.
- **Keypoint Intelligence Security Validation** The Advanced Series models have been security validated by Keypoint Intelligence and Agile Cybersecurity Systems.



*Hard Copy Device collaborative Protection Profile v1.0

Environmental Commitment

Sharp is committed to environmental sustainability and corporate responsibility.

A Responsible Approach to Design

Sharp workgroup MFPs adhere to the Sharp Corporation Green Products Guidelines, which requires designing products that consume less power, use 50% recycled materials and reduce materials used in packaging.

Toner Recycling Program

Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers and encourages them to recycle their Sharp toner cartridges by providing them with a pre-paid recycling kit for return to our facility.

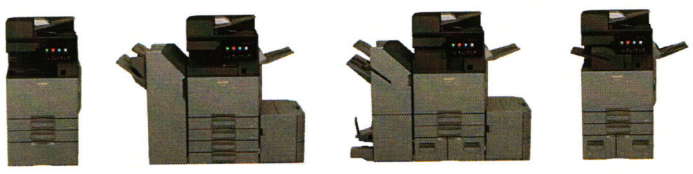
Environmental Commitment

The Sharp Advanced Series models are ENERGY STAR® 3.2 qualified and RoHS compliant. These products also have among the lowest TEC values in their category as well as one of the lowest stand-by power consumption ratings. Sharp MFPs are EPEAT® compliant.

For more information about Sharp environmental leadership including information about energy efficient products, electronics, or toner cartridge recycling, please visit **www.sharpusa.com/environment**.

The Color Advanced Series. Smart. Secure. Sustainable.

Designed with intelligent features that offer seamless, secure collaboration while supporting sustainability in modern office environments. To learn more, visit www.sharpusa.com.



SHARP

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SECURITY VALIDATION
DEC 2024
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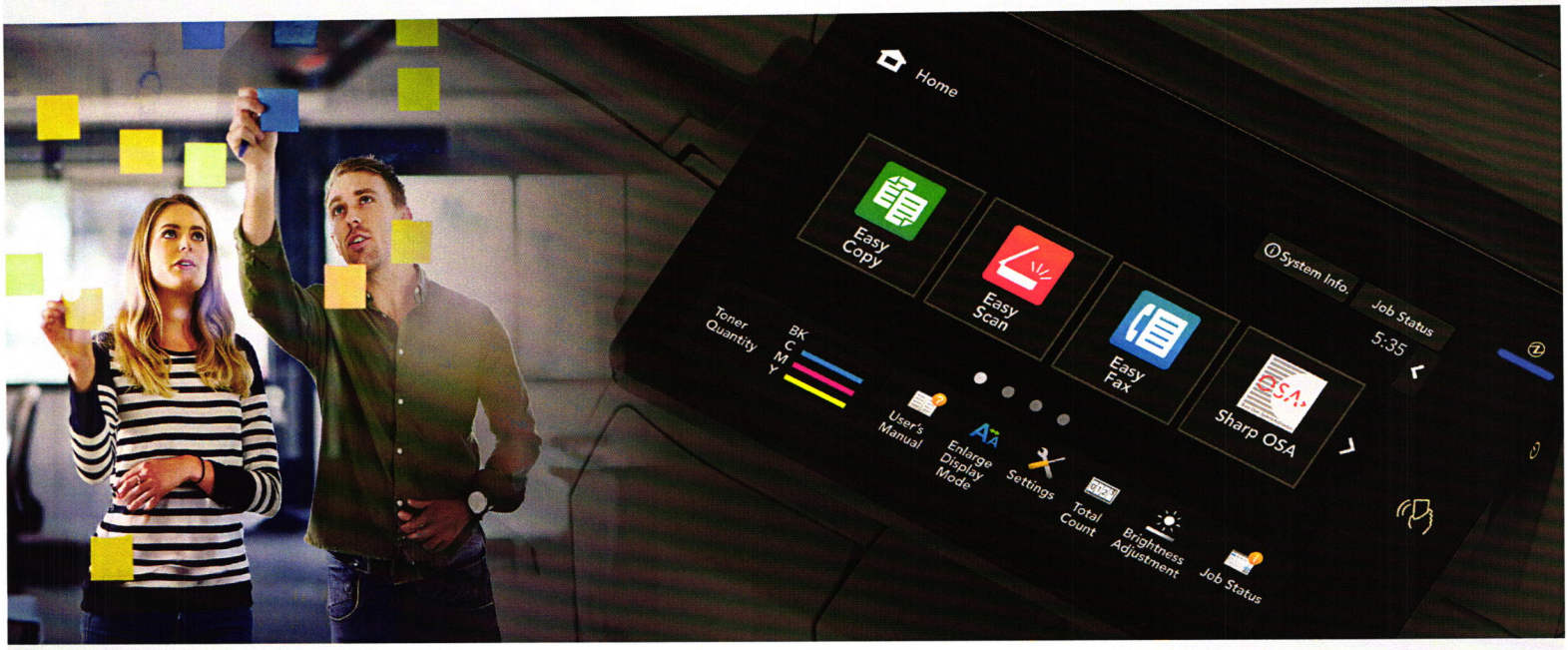
The Color Advanced Series from Sharp.

Intelligent devices to help businesses work simply smarter.

Built for today's dynamic workstyles, these color document systems feature an intelligent design that offers seamless, **secure collaboration while supporting sustainability** in modern office environments. Integrated access to popular cloud services, as well as enhanced cloud-based device management make it easy to streamline communication while ensuring maximum up-time.





BP-71C65 shown with Job Separator.

A Smart MFP That Drives Efficiency

These MFPs leverage the latest technology to help users manage their workflow and get their work done with ease and efficiency. Innovative features like **AI assisted scanning** with auto skew correction and image format detection ensure scanned documents are processed correctly.

Easy to Operate

An **intuitive touchscreen display** that is built on an award-winning user interface is easy to navigate, enabling users to execute their jobs quickly and efficiently.

Modern Appearance

Elegant exterior design offers a contemporary color scheme, soft-close paper drawers, and easy-roll casters to make this series a **perfect fit for any office environment.**

Comprehensive Data Security

The Advanced Series utilizes leading, **multi-layered security features** to help ensure your document data and personal information remains safe. These models have been security validated by Keypoint Intelligence and Agile Cybersecurity Systems.

A Responsible Approach to Design

Sharp continues its **commitment to sustainability** by designing document systems that are compliant with EPEAT, RoHS, Blue Angel and other environmental initiatives. These models utilize approximately 50% recycled plastic and offer among the lowest TEC values in their category.

Smart features that optimize productivity.

Streamlined workflows that are smart, secure and fit today's diverse work styles.

AI assisted scanning

Integrated access to cloud services

Strong multi-layer security



10.1" (diagonally measured) customizable touchscreen display.



BP-71C65 shown with Inner Folding Unit, Right Side Exit Tray and Split Tandem Paper Drawers.



Built-in retractable keyboard for convenient data entry.

- **300-sheet duplexing** single-pass feeder offers double feed detection and scans up to 300 images per minute.
- Flexible paper handling supports **media up to 300 gsm** and **COM-10 envelopes** from the standard paper drawer.
- Inner Folding Unit option offers a **variety of fold patterns**, including c-fold, z-fold and others.
- **Smart controller design** ensures maximum device uptime with self-healing features that remediate CPU errors and automatic firmware updates that keep the device current.
- Provides seamless access to Microsoft services with **Microsoft Entra ID** in Azure native environments.
- Supports **Synappx Manage**, a cloud-based device management solution that enables collaborative visibility with your service providers—helping to reduce response time and business disruption.
- **Intuitive touchscreen** display is easy to navigate, enabling user to execute their jobs quickly and efficiently.
- Collaborate with remote workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, Dropbox and others.
- **Leading security features** such as BIOS Integrity Check with self-recovery, Firmware Attack Prevention and Intrusion Detection help safeguard against potential threats.
- Supports **Microsoft Modern Print Platform** including Universal Print and driverless printing with the Sharp Print Support Application (PSA).
- Pantone Licensing offers unprecedented levels of color fidelity with the **Pantone Matching System** (available fall 2025).
- Designed with approximately **50% recycled** plastic and offers among **the lowest TEC value** and stand-by power consumption in its class.



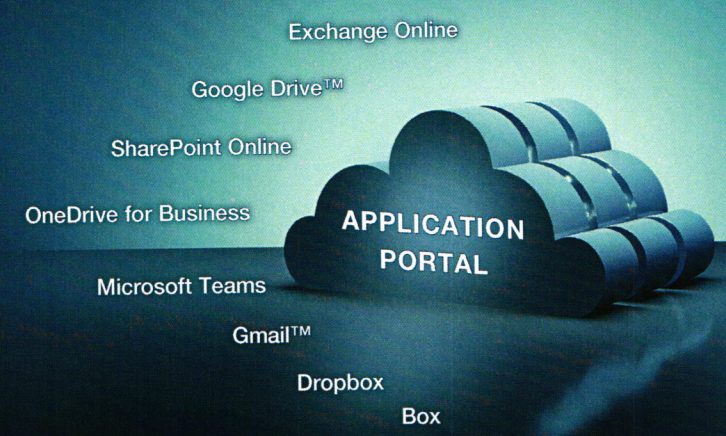
A smart design that helps drive efficiency.

From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

Sharp document systems can streamline your workflow, so you can focus on what matters most—your business. With **fast scanning** speeds of up to 300 images per minute and a high-capacity **300-sheet duplexing single-pass feeder**, these models can handle large jobs with ease. Image processing with **AI technology** helps optimize resolution, compression, and document alignment, correcting skewed pages and detecting original sizes on the fly. In addition, **Easy Modes streamline everyday tasks**—making scanning workflows more efficient for every user.

Print, Scan and Share Documents Easily

Collaborate effortlessly—whether in the office or working remotely. With Cloud Connect, your team can easily access popular cloud services like Microsoft Teams, Google Drive, and more, directly from the MFP. The Sharp Application Portal simplifies management, enabling quick installation and updates right from the device's touchscreen.



Integrate with Email Applications

In addition to native capability, the **Email Connect** feature enables seamless scan-to-email integration with Microsoft Exchange/365 and Gmail™ user accounts, making it easy to identify the sender of scanned files.



Intelligent Image Processing[1]

Scan documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. Direct Print the same file types from thumb drives, cloud applications and mobile devices.[2] **Adobe Embedded Print Engine** direct prints PDF files with greater speed and rendering accuracy.

Flexible Printing Solutions

Standard PCL 6 and Adobe PostScript 3 printing are offered. **Serverless Print Release** enables users to print a job and release it from up to eight supported models. The Advanced Series also supports the **Modern Print Platform from Microsoft**, which includes Universal Print and Windows Protected Print mode. A Sharp Print Support Application (PSA) is also available, which provides a customized printing experience.

PANTONE® Digital Color

[1] *Some features require optional equipment and/or software.*
[2] *This function is enabled via Qualcomm DirectOffice technology.*

Smart · Secure · Sustainable

Intelligent features with strong security.

The Color Advanced Series document systems offer modern workflow features designed for today's dynamic office environments.

Duplexing Single Pass Feeder (DSPF)
300-sheet document feeder scans both sides of a document in a single pass at up to 300 images per minute.

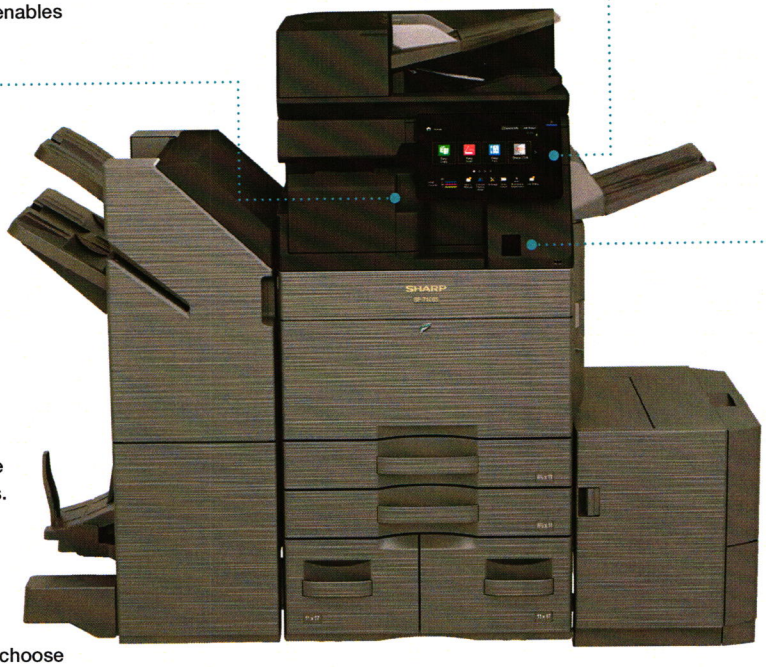
Smart Scan
AI assisted scanning technology can automatically adjust resolution, compression, as well as detect original size and adjust for skew.

Easy to Operate
Intuitive touchscreen is easy to navigate and delivers the responsiveness and accuracy users expect.

Walk-up Motion Sensor
Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Built-in Retractable Keyboard
Full-size QWERTY keyboard enables easy data entry.

Microsoft Friendly
Seamlessly combines advanced security and printing with Universal Print, the Sharp PSA and Entra ID within Microsoft modern print environment.



Exceptional Image Quality
1,200 x 1,200 dpi resolution delivers razor-sharp text and graphics.

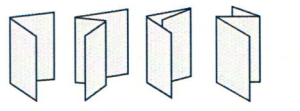
Comprehensive Multi-layer Security
Leading features such as BIOS integrity check, Firmware Attack Prevention and Intrusion Detection help safeguard against potential threats.

Antivirus Protection
Optional Bitdefender antivirus utilizes AI and other advanced technologies to block malware threats and network intrusions.

Easy Access to Cloud Services
Integrates with popular cloud services for a streamlined user experience.

Environmental Commitment
Among the lowest TEC value and standby power consumption. Designed using 50% recycled plastic.

Advanced Finishing
Sharp gives you a variety of high-performance finishers to choose from to help complete the job on time. Inner folding unit option offers four popular folding patterns.



Sharp Color Consistency System
Advanced auto-calibration helps ensure color output is always at peak performance.



Flexible Paper Handling
Feed up to 300 gsm media through the paper drawers and supports up to 12" x 18" output size.

Large Capacity Cassette
Available large capacity cassette offers an additional 3,000-sheet capacity for a maximum on-line paper capacity of 6,300 sheets.

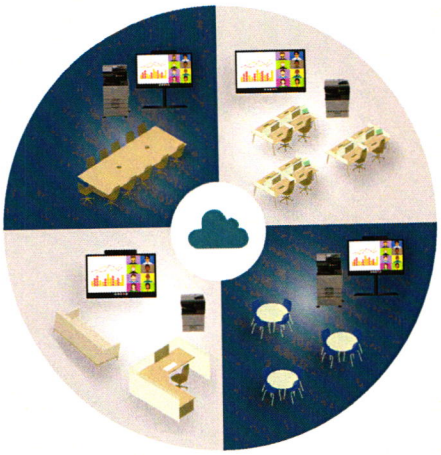
Centralized device management helps ensure optimal uptime.

Seamlessly connect technology and drive service efficiency.

Synappx Manage cloud service enables IT administrators and service providers to remotely manage Sharp MFPs from a single portal. Proactive monitoring and remediation helps minimize administrator burden, as well as provide insight for optimized investments.

Manage Devices From Anywhere
Device configuration, status, and security are managed remotely via a cloud-based solution—perfectly suited for today's distributed and flexible work environments.

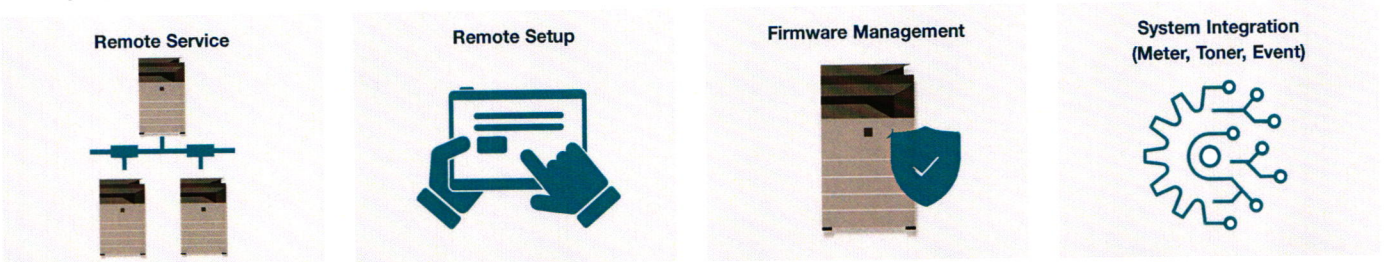
Do More with Less
Automate tasks like power management to minimize time on devices and increase device-readiness through central control.



Keep Your Printers Secure
Deploy consistent security policies for MFPs and printers, monitor device security and firmware status, and auto remediate issues in real time.

Enhance Employee Experience
Maximize device uptime to help ensure uninterrupted employee productivity and allow focus on critical tasks.

With **Synappx Manage**, service providers can resolve issues and reduce downtime with remote monitoring and remediation.



Server-based **Sharp Remote Device Manager (SRDM)** is also offered for customers who prefer to keep the solution on-site, offering similar capabilities such as remote device and security management.

Collaborate on-the-go with quick access to mobile devices.

The Advanced Series makes it easy to share data with tablets and smartphones even in busy office environments.



Print with Popular Mobile Technologies
The models support printing using **popular mobile technologies** such as Apple AirPrint®, and Android™ printing with the Sharp Print Service plug-in.

Advanced Wireless Networking
Print **directly to the MFP** from mobile devices without interfering with the corporate network!

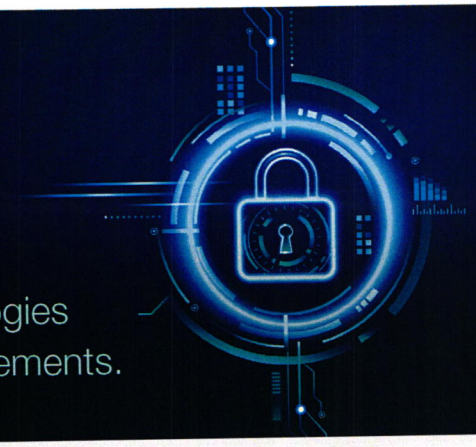
Touchless Operation
With **Synappx Go**, simply scan the QR code or tap the NFC tag to unlock easy print release, scan/print from cloud services, and more.

Scan and Print with Sharpdesk Mobile
Quickly scan and print files from your tablet or smartphone with the free **Sharpdesk Mobile app**.*

**Go to www.sharpusa.com for a list of supported equipment and operating systems.*

Multi-layer security features to help businesses stay a step ahead of hackers.

The Advanced Series leverages advanced security technologies to help protect sensitive data and support regulatory requirements.

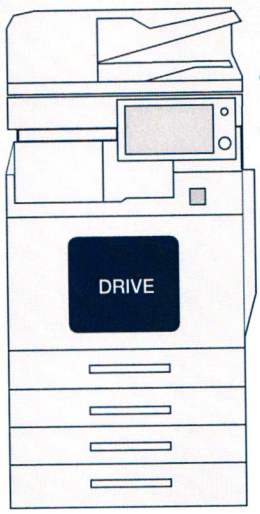


BIOS Integrity Check at Startup with Self Recovery
Helps protect system files from malware attacks.

Trusted Platform Module (TPM 2.0)
Provides an added layer of protection to safeguard your data.

Firmware Attack Prevention
Checks for abnormal firmware at startup and can restore the original.

End-of-Lease Data Erase
Can protect privacy by deleting all data and personal information at trade-in time. (supports NIST SP800-88 data erase)



Automatic Firmware Updates
Ensures security and other system updates are done as soon as they become available.

Application Allowlisting
Prevents unauthorized files, applications and firmware from being loaded.

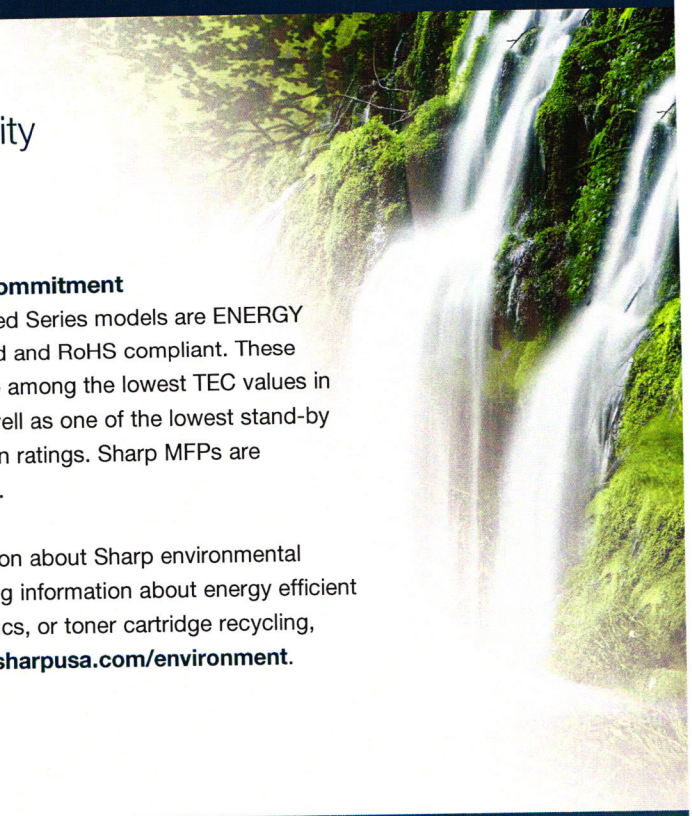
Real-time Intrusion Detection
Detects abnormal connection requests and denies access.

Optional Bitdefender Antivirus
Provides comprehensive protection from virus threats.

- **Seamless access to Microsoft services with Microsoft Entra ID Authentication** (in Azure native environments).
- **Active Directory (AD) Integration** Enables the MFP to join the network domain as a computer, making it a trusted device.
- **Supports AD Group Policy** Allows administrators to centrally manage select security settings and enforce their own policy.
- **256-bit AES Encryption** Ensures data that resides on the local drive is protected.
- **Protects Access to the Device** Supports IP/MAC address filtering, 802.1x authentication and port control protect access to the device.
- **Protects Data in Transit** IPsec and SMB 3.1.1 protocols, as well as TLS 1.3 use data encryption to protect data.
- Integrates with **ConnectWise SIEM** (Security Information and Event Management system).
- **Complies with the latest Common Criteria** requirements for HCD cPP v.1.0e when optional Data Security Kit is enabled.*
- **Authority Groups** Enables administrators to define various groups for different users, which can limit or restrict access to specific features.
- **Sharp is ISO/IEC 27001:2022 certified** and committed to delivering high level information securely.
- **Keypoint Intelligence Security Validation** The Advanced Series models have been security validated by Keypoint Intelligence and Agile Cybersecurity Systems.



*Hard Copy Device collaborative Protection Profile v1.0



Environmental Commitment

Sharp is committed to environmental sustainability and corporate responsibility.

A Responsible Approach to Design

Sharp workgroup MFPs adhere to the Sharp Corporation Green Products Guidelines, which requires designing products that consume less power, use 50% recycled materials and reduce materials used in packaging.

Toner Recycling Program

Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers and encourages them to recycle their Sharp toner cartridges by providing them with a pre-paid recycling kit for return to our facility.

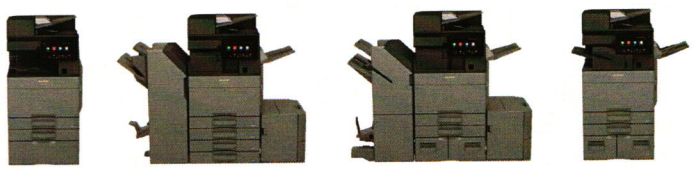
Environmental Commitment

The Sharp Advanced Series models are ENERGY STAR® 3.2 qualified and RoHS compliant. These products also have among the lowest TEC values in their category as well as one of the lowest stand-by power consumption ratings. Sharp MFPs are EPEAT® compliant.

For more information about Sharp environmental leadership including information about energy efficient products, electronics, or toner cartridge recycling, please visit **www.sharpusa.com/environment**.

The Color Advanced Series. Smart. Secure. Sustainable.

Designed with intelligent features that offer seamless, secure collaboration while supporting sustainability in modern office environments. To learn more, visit www.sharpusa.com.



SHARP

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OSA Sharp Open Systems Architecture · my SHARP · SYNAPPX · Works with Apple AirPrint · Qualcomm DirectOffice · epeat GOLD · ENERGY STAR

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Bid/Quote #2

Duncan Public Schools RFP

1702 W Spruce, Duncan, OK 73533

Bennett Office Equipment

Jordan Mackiewicz

JMack@BennettOfficeEquip.com

580-786-0853



Bennett Office Equipment

705 SW B Ave

Lawton, OK 73505

Close Date / Time: June 17, 2026 @ 3:00PM

Implementation Plan

Bennett Office Equipment will assign a dedicated project coordinator to oversee all phases of implementation and serve as the primary point of contact for Duncan Public Schools throughout the project.

Upon award, equipment will be ordered immediately and a detailed deployment schedule will be developed in coordination with District staff. Bennett will work closely with Duncan Public Schools to ensure installations are completed with minimal disruption to summer operations and that all devices are operational prior to the start of the school year.

Implementation activities will include:

- Equipment procurement and staging
- Network configuration and testing
- Installation and deployment of all devices
- Address book and scan destination configuration
- Active Directory integration
- Secure print release and authentication configuration (where applicable)
- Print management software deployment
- User and administrator training
- Functional testing and validation
- Removal and environmentally responsible disposal of replaced equipment
- Secure hard drive handling and data destruction procedures where applicable

Bennett Office Equipment does not anticipate any delays in equipment availability. In the unlikely event that a specific model experiences a manufacturer delay, existing equipment will remain in service until replacement equipment arrives, ensuring uninterrupted operation for District staff.

Project Schedule

Following contract award, Bennett Office Equipment will immediately initiate equipment ordering and project planning activities.

Estimated implementation timeline:

- Week 1: Equipment ordering, project kickoff meeting, final deployment scheduling
- Week 2-4: Equipment receipt, staging, configuration, and software preparation
- Week 3-6: Device installation and deployment across district locations
- Week 3-6: User training, administrator training, and testing
- Week 6: Final validation and project completion

Bennett Office Equipment is confident in its ability to complete deployment prior to the start of the upcoming school year.

Service and Support

Bennett Office Equipment has provided service and support to Duncan Public Schools for approximately 20 years and is familiar with the District's environment, locations, workflows, and operational requirements.

Bennett will provide service and support in accordance with the District's required service level standards, including:

- Remote response time: 1 hour
- On-site response time: 4 business hours
- Device uptime commitment: 98%
- Loaner equipment availability: within 48 hours when required
- Toner replenishment: next business day delivery
- Remote monitoring and automated meter collection
- Preventative maintenance services
- Replacement parts and repair services
- On-site technical service
- Help desk support
- End-user assistance and training support

Bennett is committed to meeting or exceeding all District service level expectations and ensuring consistent device uptime and operational continuity across all locations.

Local Service Structure

Bennett Office Equipment provides local sales and service support for Duncan Public Schools and the surrounding Southwest Oklahoma region. The District will be supported by a dedicated account representative and factory-trained field service technicians within the local service area.

Service delivery is supported through a combination of local on-site technicians, remote diagnostic tools, and manufacturer escalation resources when required. This structure ensures timely response and minimal disruption to District operations.

The support model includes:

- Dedicated local account management
- Factory-trained service technicians
- Local dispatch and service coordination
- Remote monitoring and proactive support
- Manufacturer escalation support when required

This local support structure enables Bennett Office Equipment to meet or exceed the response time requirements outlined in this proposal while providing consistent, reliable service familiar with the District's environment and workflows.

Network and Infrastructure Requirements

The proposed solution will integrate with the District's existing network environment and Active Directory infrastructure to support user authentication, secure print release, and device management.

The solution will require:

- Access to Active Directory for user authentication and synchronization
- Standard network connectivity between multifunction devices and the print management platform
- Firewall rules permitting secure communication between devices and the print management system
- DNS resolution and SSL/TLS certificate support for secure communication between endpoints
- Internet connectivity if a cloud-hosted print management platform is selected

No additional specialized network hardware is anticipated beyond the District's existing infrastructure.

Security and Compliance

The proposed solution supports secure print release, Active Directory authentication, and role-based access controls to ensure only authorized users can access print jobs and device functions.

Security features include:

- Encrypted communication between devices and print management platform
- Secure print release with user authentication
- Audit logging of print, scan, and device activity
- Secure firmware update processes
- Automatic data overwrite and secure hard drive handling at end of lease
- Compliance with industry-standard security practices for print environments
- Secure RFID badge authentication for designated shared and common-area devices throughout the District

Bennett Office Equipment will ensure secure decommissioning and data destruction procedures are followed for all retired equipment.

Training Plan

End-user and administrator training will be provided as part of implementation at no additional cost.

Training will include:

- Device operation
- Scanning workflows
- Secure print release functionality
- Follow-me printing functionality
- User authentication procedures
- Basic troubleshooting
- Administrative reporting tools
- Print management platform administration

Additional training sessions will be available as needed following deployment.

Transition Plan

Existing equipment will be removed in a phased approach coordinated with District staff. Bennett Office Equipment will ensure replacement devices are fully operational before removal of existing equipment whenever possible.

The transition process will include:

- Device replacement scheduling
- Network configuration
- Address book migration where applicable
- Scan workflow configuration
- User testing
- Removal of replaced equipment
- Secure data handling and destruction procedures

This phased approach minimizes downtime and ensures continuity of operations throughout the implementation process.

Equipment Recommendations

Bennett Office Equipment developed the proposed fleet based on the district assessment, print volume analysis, current device inventory, and on-site walkthrough. The proposed solution is designed to improve reliability, simplify fleet management, enhance security, and reduce long-term operating costs while supporting the operational requirements of Duncan Public Schools.

To reduce fleet complexity, Bennett has strategically standardized much of the proposed fleet around common Ricoh platforms. This approach provides a consistent user experience throughout the district while simplifying toner management, parts inventory, service support, and end-user training.

In several locations, Bennett has recommended standardized device platforms that provide additional capacity beyond current usage requirements. This allows the district to benefit from greater fleet consistency, improved serviceability, and long-term operational flexibility while maintaining competitive project costs.

Benefits of the proposed fleet include:

- Reduced toner and consumable inventory requirements
- Simplified parts stocking and service support
- Consistent operation across district locations
- Streamlined user training and administration
- Improved long-term fleet management
- Increased flexibility for future growth and device redeployment

High-volume administrative and production areas have been assigned devices designed for larger print volumes and advanced finishing requirements, while smaller office and workgroup environments have been assigned appropriately sized devices that remain fully integrated within the district-wide print management environment.

A complete device listing and pricing schedule is included within the proposal.

Device & Solution Capabilities

The proposed solution meets all technical requirements outlined in this RFP while ensuring compatibility, security, and ease of management across the District.

Key capabilities include:

- PostScript printing support across all proposed multifunction devices
- Native Apple AirPrint compatibility for wireless printing from supported Apple devices
- Secure print release with RFID badge authentication on designated shared devices
- Active Directory integration for user authentication and directory synchronization
- Electronic fax (eFax) capability without the need for analog phone lines
- Follow-me printing across all enabled devices within the District
- Print management support via Ricoh CloudStream
- Print tracking, reporting, and audit logging by user, department, and device
- Secure scan-to-folder and workflow integration capabilities
- Weigand-format Proximity badge compatibility utilizing supported RFID reader hardware (e.g., Inepro Spider where applicable)

Software & Print Management Platform

Bennett Office Equipment will provide an integrated print and device management solution utilizing Ricoh CloudStream. This platform meets the District's requirements for secure print release, follow-me printing, user authentication, and print tracking.

Ricoh CloudStream licensing is included in the proposed 60-month lease payment and remains active for the full lease term. Upon expiration of the initial 60-month license period, renewal licensing would be required to continue utilizing the CloudStream platform. Future renewal pricing cannot be guaranteed and will be based on manufacturer licensing programs in effect at that time.

The proposed CloudStream licensing includes support for up to 85 devices, while the current proposal includes 83 managed devices. This provides the District with limited expansion capacity for future device additions without requiring immediate licensing expansion. CloudStream will provide centralized monitoring, reporting, authentication management, and follow-me printing across the District's device fleet. RFID badge authentication hardware is proposed only on designated shared and common-area devices, allowing the District to maintain secure print release where required while reducing unnecessary hardware costs in non-shared environments.

The selected platform will provide:

- Badge authentication (RFID) integration on designated shared and common-area devices utilizing the District's existing Weigand-format proximity badge system
- Secure print release and badge authentication integration
- The proposed multifunction devices support PostScript printing and native Apple AirPrint functionality for seamless wireless printing across supported Apple devices.
- Active Directory user synchronization
- Follow-me printing across district locations
- Print tracking and usage reporting by user, department, and device
- Secure print queue management
- Web-based administrative reporting and management tools
- Cloud-based print management platform

Bennett Office Equipment will also utilize Printanista as the District's fleet management and monitoring platform. Printanista provides automated meter collection, device monitoring, consumable tracking, service alerts, and fleet-wide reporting.

This combined solution provides centralized print management and full fleet visibility, allowing for improved uptime, reduced IT workload, and more efficient service operations across Duncan Public Schools.

Final configuration will be aligned with the District's preferred deployment model, authentication environment, and reporting requirements. The proposed solution supports electronic fax (eFax) functionality without the need for dedicated analog phone lines.

Device List and Pricing

EDP Code	Ricoh Description	Quantity	Cost Per Unit to Customer	Total Cost
423779	**IM 4510**	**34**	**$2,839.80**	**$96,553.20**
419374	LCIT PB3330	34	$394.65	**$13,418.10**
419401	INTERNAL FINISHER SR3310	15	$300.00	**$4,500.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	28	$171.00	**$4,788.00**
423787	**IM 5510**	**4**	**$3,437.50**	**$13,750.00**
419374	LCIT PB3330	4	$394.65	**$1,578.60**
419401	INTERNAL FINISHER SR3310	2	$300.00	**$600.00**
419409	INTERNAL MULTI-FOLD UNIT FD3020	1	$811.00	**$811.00**
423981	FINISHER SR3320	1	$425.00	**$425.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	4	$171.00	**$684.00**
437038	**IM 7010**	**5**	**$4,500**	**$22,500.00**
419374	LCIT PB3330	5	$394.65	**$1,973.25**
423672	INTERNAL FINISHER SR3370	3	$348.00	**$1,044.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	5	$171.00	**$855.00**
419320	**IM C4510**	**19**	**$3,578**	**$67,982.00**
419374	LCIT PB3330	19	$394.65	**$7,498.35**
418381	PUNCH UNIT PU3080 NA	1	$260.00	**$260.00**
419401	INTERNAL FINISHER SR3310	8	$300.00	**$2,400.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	18	$171.00	**$3,078.00**
423807	**IM C6510**	**3**	**$8,740.60**	**$26,221.80**
423956	FINISHER SR4180	3	$878.30	**$2,634.90**
423826	INTERNAL MULTI-FOLD UNIT FD4030	1	$3,250.00	**$3,250.00**
419438	PUNCH UNIT PU3110	1	$350.00	**$350.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	3	$171.00	**$513.00**
423613	**IM C7010**	**1**	**$7,304.00**	**$7,304.00**
419374	LCIT PB3330	1	$700.00	**$700.00**
419381	BRIDGE UNIT BU3100	1	$85.00	**$85.00**
423981	FINISHER SR3320	1	$710.00	**$710.00**
200082	INEPRO SPIDER RFID READER INTEGRATED HOUSING PACK FOR RICOH 10-INCH G3 SOP (HID/SEOS/HID MOBILE/MIFARE/DESFIRE/BLE/NFC)	1	$171.00	**$171.00**
423853	**IM 350FSE**	**14**	**$1,135.70**	**$15,899.80**
200016	INEPRO SPIDER RFID READER FULL PACK INCLUDES BRACKET & CABLES (HID/SEOS/HID	10	$173.50	**$1,735.00**
423855	**IM 430FSE**	**1**	**$1,300.00**	**$1,300.00**
423960	**P C375**	**2**	**$727.50**	**$1,455.00**

Campus and Department Device Assignement

8th & 9th Street

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
9th St Gifted	31	RICOH IM4510	B&W	No, MFP	
Enrollment Office	31	RICOH IMC4510	Color	No, MFP	Staple
Enrollment Office	45	RICOH IM4510	B&W	No, MFP	Staple
Transportation	31	RICOH IMC4510	Color	No, MFP	
SPED	31	RICOH IMC4510	Color	No, MFP	Staple

Administration Office

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/ BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Finance Hallway	50	RICOH IM5510	B&W	No, MFP	Staple, Hole Punch, Tri-Fold
Copy Area	50	RICOH IMC6510	Color	No, MFP	Staple, Hole Punch, Tri-Fold
Copy Area	50	RICOH IM5510	B&W	No, MFP	
Warehouse	31	RICOH PC375	B&W	Yes, Printer	

Duncan High School

Location (Highlighted Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
RM 202	45	RICOH IM4510	B&W	No, MFP	Staple

RM 227	45	RICOH IM4510	B&W	No, MFP	Staple
RM 227	45	RICOH IM4510	B&W	No, MFP	
RM 188	45	RICOH IM4510	B&W	No, MFP	
RM 179	31	RICOH IM4510	B&W	No, MFP	
RM 168	45	RICOH IMC4510	Color	No, MFP	Staple
RM 160	45	RICOH IM4510	B&W	No, MFP	
RM 151	31	RICOH IM4510	B&W	No, MFP	
Office	45	RICOH IM4510	B&W	No, MFP	
Library	45	RICOH IMC4510	Color	No, MFP	
Café	31	RICOH IM4510	B&W	No, MFP	
RM 186	31	RICOH PC375	B&W	Yes, Printer	
Band	45	RICOH IMC4510	Color	No, MFP	
W108	45	RICOH IM4510	B&W	No, MFP	
STEM-101	31	RICOH IMC4510	Color	No, MFP	
Science Workroom	65	RICOH IM7010	B&W	No, MFP	
Girls BB Coaches Office	31	RICOH IM350FSE	B&W	Yes, MFP	
Edge Workroom	31	RICOH IMC4510	Color	No, MFP	

Duncan Middle School

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/ BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
MS SPED	31	RICOH IM4510	B&W	No, MFP	
MS Café	31	RICOH IM4510	B&W	No, MFP	
MS Workroom SE	65 or 75	RICOH IMC7010	Color	No, MFP	Staple
MS Office Color	45	RICOH IM4510	B&W	No, MFP	
MS Counselors	31	RICOH IMC4510	Color	No, MFP	
MS Library	31	RICOH IM4510	B&W	No, MFP	
MS 6th Lounge	45	RICOH IM4510	B&W	No, MFP	Staple
MS 7th Lounge	45	RICOH IM4510	B&W	No, MFP	Staple
MS 8th Lounge	45	RICOH IM4510	B&W	No, MFP	Staple
MS Band	45	RICOH IM4510	B&W	No, MFP	
MS STEM	31	RICOH IMC4510	Color	No, MFP	

Emerson

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
EM Speech	31	RICOH IM350FSE	B&W	Yes, MFP	
EM SPED	45	RICOH IM430FSE (45PPM)	B&W	Yes, MFP	
EM West Hall	65	RICOH IM7010	B&W	No, MFP	Staple

EM Library	45	RICOH IM4510	B&W	No, MFP	
EM Cafe	31	RICOH IM350FSE	B&W	Yes, MFP	
EM East Hall	65	RICOH IM7010	B&W	No, MFP	Staple
EM Office	45	RICOH IMC4510	Color	No, MFP	Staple

Fieldhouse & Stadium

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Fieldhouse Football Assistant Coaches Office	31	RICOH IMC4510	Color	No, MFP	
Girls Track Office	45	RICOH IMC4510	Color	No, MFP	
Football Coaches Office	31	RICOH IM350FSE	B&W	Yes, MFP	

Horace Mann

Location	PPM (RED NO Large Capacity Tray)	Device	Color/ BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
HM Cafe	31	RICOH IM350FSE	B&W	Yes, MFP	
HM Purple	65	RICOH IM7010	B&W	No, MFP	Staple
HM Workroom	65	RICOH IMC6510	Color	No, MFP	Staple
HM Office	31	RICOH IM4510	B&W	No, MFP	
HM Library	45	RICOH IM4510	B&W	No, MFP	
HM North	45	RICOH IM4510	B&W	No, MFP	
Behavior Room	31	RICOH IM350FSE	B&W	Yes, MFP	

Maintenance

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Maintenance Office	31	RICOH IMC4510	Color	No, MFP	Staple

Mark Twain

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
MT Behavior	31	RICOH IM350FSE	B&W	Yes, MFP	
MT Bldg A	65	RICOH IM7010	B&W	No, MFP	
MT Cafe	31	RICOH IM350FSE	B&W	Yes, MFP	
MT Bldg B	45	RICOH IM4510	B&W	No, MFP	
MT Office	45	RICOH IMC4510	Color	No, MFP	Staple
MT Bldg C	45	RICOH IM4510	B&W	No, MFP	

Technology

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Technology	35	RICOH IMC4510	Color	No, MFP	Staple

Plato

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Library Office	45	RICOH IM4510	B&W	No, MFP	
Office	65	RICOH IMC6510	Color	No, MFP	Staple
Cafe	31	RICOH IM350FSE	B&W	Yes, MFP	
South Hall	55	RICOH IM5510	B&W	No, MFP	Staple
Workroom	45	RICOH IM4510	B&W	No, MFP	Staple
North Hall	55	RICOH IM5510	B&W	No, MFP	Staple
STEM Bldg (Little House)	45	RICOH IMC4510	Color	No, MFP	Staple

WR

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Office	31	RICOH IMC4510	Color	No, MFP	
Lounge	45	RICOH IM4510	B&W	No, MFP	Staple
Cafe	31	RICOH IM350FSE	B&W	Yes, MFP	
Elk Crossing	31	RICOH IM350FSE	B&W	Yes, MFP	
Irving School	31	RICOH IM350FSE	B&W	Yes, MFP	

WW

Location (Highlighted Are Considered Common Area W/ Badge Release)	PPM (RED NO Large Capacity Tray)	Device	Color/BW	Desktop & MFP or Printer (Green Has 11x17 Capabilities)	Finishing
Main Office	45	RICOH IMC4510	Color	No, MFP	
RM 12	31	RICOH IM350FSE	B&W	Yes, MFP	
RM 10	45	RICOH IM4510	B&W	No, MFP	
A Wing Hallway	45	RICOH IM4510	B&W	No, MFP	Staple
B Wing Hallway	45	RICOH IM4510	B&W	No, MFP	Staple
C Wing Hallway	45	RICOH IM4510	B&W	No, MFP	Staple
RM 2	31	RICOH IM350FSE	B&W	Yes, MFP	
Workroom	45	RICOH IM4510	B&W	No, MFP	Staple

Pricing & Financial Structure

All proposed equipment pricing includes delivery, installation, network configuration, setup, deployment, implementation services, and end-user training. No additional charges are anticipated for standard installation and deployment activities associated with the proposed equipment fleet.

The equipment pricing schedule included within this proposal reflects all proposed devices, accessories, finishing options, RFID authentication hardware, and deployment-related services.

Print Management Software

Bennett Office Equipment proposes Ricoh CloudStream as the District-wide print management platform.

The CloudStream solution includes:

- Secure print release
- Follow-me printing

- Badge authentication integration
- Active Directory integration
- Print tracking and reporting
- Device management and monitoring
- Administrative reporting tools

Included CloudStream licensing:

- Ricoh CloudStream Core Print + Embedded PrintScan (60-Month License)
- Ricoh CloudStream Device Management (60-Month License)

Total CloudStream Software Investment:

$45,702.95

CloudStream licensing is included within the proposed lease structure and provides software coverage for the entire 60-month lease term.

At the conclusion of the initial 60-month licensing period, software licensing would require renewal should the District elect to continue utilizing the CloudStream platform. Because software licensing programs, manufacturer pricing, and subscription structures may change over time, renewal pricing beyond the initial 60-month term cannot be accurately projected at this time.

Prior to license expiration, Bennett Office Equipment will work with Duncan Public Schools to review available renewal options and licensing structures to ensure continuity of service and minimal disruption to District operations.

Lease Structure

The proposed solution is structured under a 60-month municipal lease agreement.

Estimated monthly lease payment:

$7,275.14 per month

The monthly lease payment includes:

- All proposed equipment
- All accessories and finishing devices
- RFID authentication hardware
- Delivery and installation
- Project implementation services
- CloudStream software licensing for the full 60-month term
- The lease includes a purchase option at the end of the 60-month term

Annual Appropriation Provision

Although the lease is structured over a 60-month term, Duncan Public Schools is not required to obligate funds for the entire 60-month period at the time of contract execution.

The lease contains standard municipal financing language that makes the District's obligation subject to annual appropriation of funds. As long as funds are appropriated and available, the lease continues under its stated term.

If funds are not appropriated for a future fiscal year, the District may terminate the agreement in accordance with the non-appropriation provisions contained within the lease documents, without penalty other than the return of equipment as outlined in the agreement.

This structure is commonly utilized by public school districts and governmental entities and allows the District to acquire current technology while maintaining compliance with annual budgeting and appropriation requirements.

Maintenance & Service Pricing

Comprehensive maintenance service is available under two flexible structures and includes:

- All toner
- Parts
- Labor
- Service calls
- Preventative maintenance
- Remote monitoring
- Technical support

Option 1 – Cost Per Copy (CPC)

- Black & White: **$0.007 per page**
- Color: **$0.059 per page**

Billing is based solely on actual usage and is not bundled into the monthly lease payment.

Option 2 – Annual Base Coverage Plan
An annual maintenance option with predefined volume coverage is also available:

- Annual Black & White Coverage: **4,250,000 pages**
- Annual Color Coverage: **125,000 pages**
- Monthly Cost: **$3,072.92**

Any usage beyond the included annual coverage will be billed at the CPC rates listed above

Lifecycle Statement

Bennett Office Equipment provides manufacturer end-of-sale and end-of-support lifecycle information for all proposed device models.

All proposed devices are current-generation Ricoh platforms that are actively supported by the manufacturer at the time of submission. Bennett Office Equipment ensures that only fully supported models are included in the proposed solution.

Ongoing service and support will be provided for the duration of the agreement, subject to manufacturer parts and support availability. In the event a device approaches end-of-support during the contract term, Bennett Office Equipment will coordinate appropriate replacement planning with the District to maintain uninterrupted service.

References

Bennett Office Equipment has provided ongoing copier, printer, and managed print services across Southwest Oklahoma for over 20 years. The following references represent current and past educational and public-sector customers:

- Duncan Public Schools – Duncan, OK
- Anadarko Public Schools – Anadarko, OK
- Elgin Public Schools – Elgin, OK
- Grandfield Public Schools – Grandfield, OK
- Oklahoma State University Extension Offices – Southwest Oklahoma locations

Additional references are available upon request.

All referenced organizations are actively supported by Bennett Office Equipment for equipment service, maintenance, and/or print management solutions.

Litigation & Financial Disclosure

Bennett Office Equipment is not currently involved in any bankruptcy proceedings, material litigation, or regulatory actions that would impact its ability to perform the services outlined in this proposal.

The company is financially stable and fully capable of fulfilling all contractual obligations associated with the proposed solution.

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A4 Colour Printer

P C375

☑ Printer ☐ Copier ☐ Scanner ☐ Fax



RICOH P C375
MAIN SPECIFICATIONS

GENERAL

Warm-up time	Less than 32 seconds
Recovery time	10 seconds
First print time (B/W)	4.1 seconds
First print time (Full Colour)	5.3 seconds
Continuous output speed	32 ppm / 32 ppm (simplex); 16 ppm / 16 ppm (duplex)
Memory/Storage	2GB RAM/ 32GB eMMC (Standard)
Weight	25 kg / 55.1 lbs
Dimensions: W x D x H	16.1" x 16.9" x 14.4" (410 x 429 x 360 mm)
Power source	120V-127V, 60Hz

PRINTER

CPU	QB6640-23UF, 1.2GHz
Printer language:	PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation
Printer language:	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print
Print resolution:	Up to 1,200 x 1,200 dpi (1-bit)
Network interface: standard	10BASE-T/100BASE-TX/1000BASE-T (Gigabit Ethernet), USB Host Type A–1 port (for service use only), USB Device Type B–1 port, SD Card slot, USB Host Type A–1 port (for Media Direct Print)
Network interface: optional	Wireless LAN, (IEEE 802.11 a/b/g/n/ac)
Network protocols	TCP/IP (IPv4, IPv6)
Mobile printing capability	AirPrint, Mopria®, RICOH Smart Device Connector
Fonts: standard	80 Roman fonts + 13 International fonts
Fonts: PS3 optional	136 Roman fonts (with Genuine Adobe PostScript®3™ option)
Windows® environments	Windows 10 (32-/64-bit), 11, Server 2016, Server 2019, Server 2022
MacOS environments	MacOS 11 and later
SAP® environments	SAP R/3, SAP S/4 (optional Unicode font package required)
Citrix environments	Citrix XenDesktop 7.0/7.1, Citrix XenApp 7.5 and later

PAPER HANDLING

Supported paper size	Standard Paper Tray: Up to 8.5" x 11" / A4, Optional Paper Tray: Up to 8.5" x 14", Bypass: Up to Up to 8.5" x 14", Envelopes
Paper input: standard	300 sheets (250-sheet tray plus 50-sheet bypass)
Paper input: maximum	1300 sheets (250-sheet tray plus 500-sheet optional paper tray and 50-sheet bypass)
Paper output	200 sheets (face down)
Paper weight	Standard Trays: 16 - 53 lb. Bond /110 lb. Index (60 - 200 g/m²), Bypass Tray: 16 - 53 lb. Bond Index (60 - 200 g/m²), Duplex Unit: 16 - 43 lb. Bond /90 lb. Index (60 - 163 g/m²)
Paper types	Plain Paper, Recycled Paper, Coloured Paper, Special Paper 1–3, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Backing Paper, Envelopes, Coated Paper

SECURITY FEATURES

Prevent unauthorized access to device	802.1x wired authentication, IEEE 802.11 security (WEP, WPA, WPA2, WPA3), quota setting/account limit, user authentication—Windows, LDAP via Kerberos, basic, user code authentication, Wi-Fi Protected Setup (WPS) support
Prevent unauthorized access to network	IP filtering—access control, IPsec communication, network protocol on/off, Secure Sockets Layer (SSL) communication, Transport Layer Security (TLS 1.3), network user authentication, SNMPv3
Protection of confidential information	Machine data encryption, authentication password encryption, compulsory security stamp, encrypted secure print
Protection of latent data	Erase All Memory function—to overwrite drive and NVRAM at machine end-of life

ENVIRONMENTAL FEATURES

Power consumption:	Maximum less than 1,500 W
Power consumption: ready/sleep	120 W/0.53 W
Typical Energy Consumption (TEC)*	0.29 kWh/week

** A reference value based on the ENERGY STAR Ver.3.0 test method.*

CONSUMABLES

Toner (black)*	Print Cartridge Black P C375H: 13,500 pages
Toner (cyan/magenta/yellow)*	Print Cartridge Cyan P C375H, Print Cartridge Magenta P C375H, Print Cartridge Yellow P C375H: 10,000 pages each
Waste Toner Bottle**	Waste Toner Bottle IM C320: 11,000 pages
Imaging Unit (black)**	Black Drum Unit M C320: 60,000 pages
Imaging Unit (colour)**	Colour Drum Unit M C320: 48,000 pages
Transfer Unit**	Transfer Unit M C320: 100,000 pages

**Declared toner yield in accordance with ISO/IEC 19798; ** Yield based on 5% coverage at 3 pages/job.*

PAPER SUPPLY OPTIONS

500-Sheet Paper Feed Unit PB1210, Low Cabinet Type A9, High Cabinet Type A10

OTHER OPTIONS

IEEE 802.11a/b/g/n/ac Interface Unit Type M57, PostScript®3™ Unit Type P24, Unicode font package for SAP

Some options may not be available at the time of market release.
Specifications are subject to change without notice.
For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
Some features may require additional options and/or charges.

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Ricoh Canada Inc. 300-5520 Explorer Drive, Mississauga ON L4W 5L1, 1 888 742-6417

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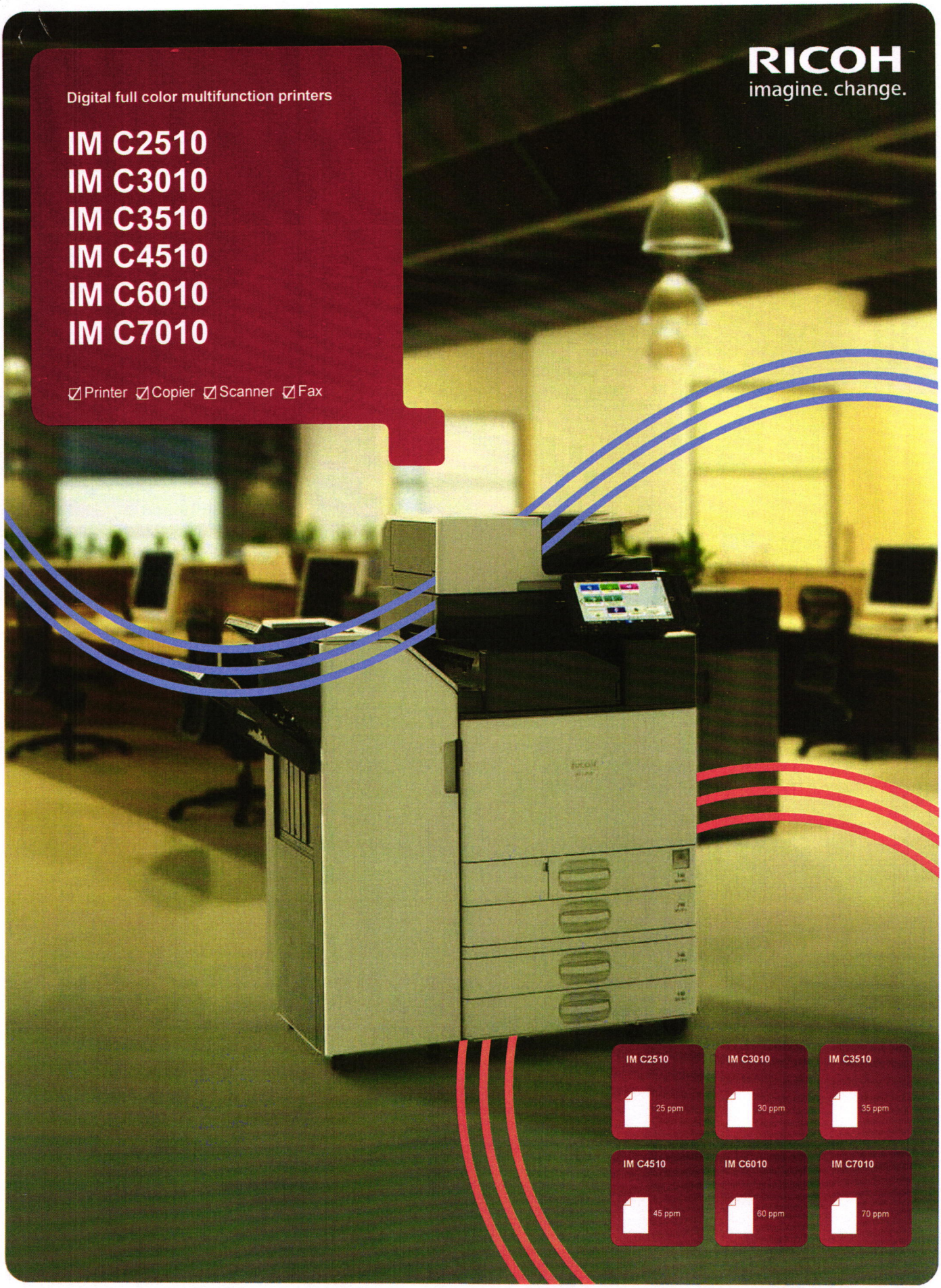
RICOH
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Digital full color multifunction printers
IM C2510
IM C3010
IM C3510
IM C4510
IM C6010
IM C7010
☑ Printer ☑ Copier ☑ Scanner ☑ Fax
IM C2510
25 ppm
IM C3010
30 ppm
IM C3510
35 ppm
IM C4510
45 ppm
IM C6010
60 ppm
IM C7010
70 ppm

Intelligent devices that unlock powerful results

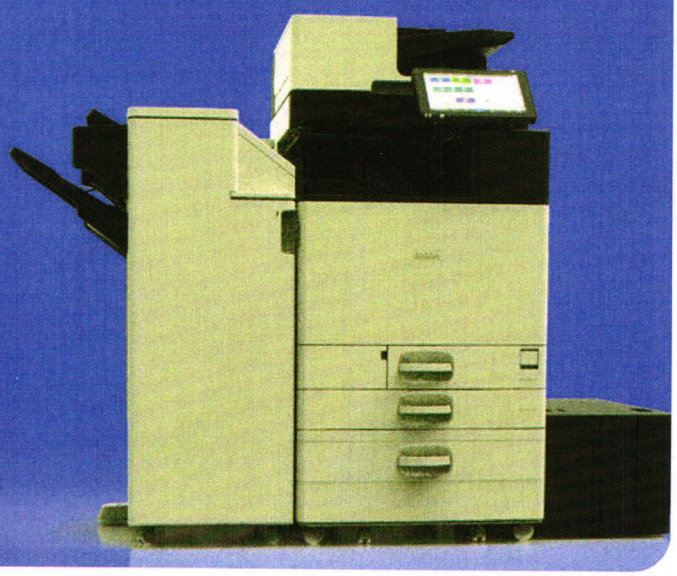
The office landscape has changed tremendously in the last few years. As more companies adopt hybrid and borderless work, digital workflows are opening up new possibilities for better information sharing, in-office space optimization, efficiency, and cost-effective operations.

At the same time, the need for more robust IT and print infrastructure, including improved software and hardware solutions to address security challenges, has emerged — and the pursuit of responsible environmental stewardship has never been more important.

Ricoh's latest IM C Series models are tailored to support businesses like yours in optimizing a digitally-enabled workplace with technology designed to enhance productivity and protect your data. These intelligent devices lead the market in environmental performance and easily scale to adapt to your changing business needs. They also provide employees an enhanced experience with a simple-to-use interface, the ability to create high-quality color output on-demand at a reasonable cost, and the versatility to easily transition between paper and digital workflows.

The IM C Series has everything you need to capture, print, connect, and keep your information secured to unlock powerful results and build the ideal hybrid print infrastructure for your business.

- Support your sustainability goals with leading Typical Electricity Consumption (TEC) values and devices made of more recycled plastic
- Protect your business's data and intellectual property
- Get the latest device technology and customization options to match your needs
- Work more efficiently with improved usability and productivity





Designed for your workplace today — and tomorrow

Today, the need for a seamless print infrastructure is an essential part of a successful digital workplace strategy to support employees wherever they are.

With Ricoh's intelligent devices, you can digitize your document workflows and gain fast and secured access to your information when needed. With standard copy, print, and scan capabilities, you can customize your device by adding software solutions, apps, and cloud services to support every stage of your business growth.

The newest generation of the IM C Series offers users a seamless experience and great results. From brilliant color output to enhanced data security, scanning, and paper handling, these devices will help you elevate the way work gets done.

The new benchmark in sustainability

As an industry leader in environmental performance, we make a difference not just through our own commitments, but by supporting your targets, too. We help you save energy and minimize your environmental footprint and have also added enhanced scanning features to promote more digital workflows that help reduce paper consumption and waste.

More energy savings

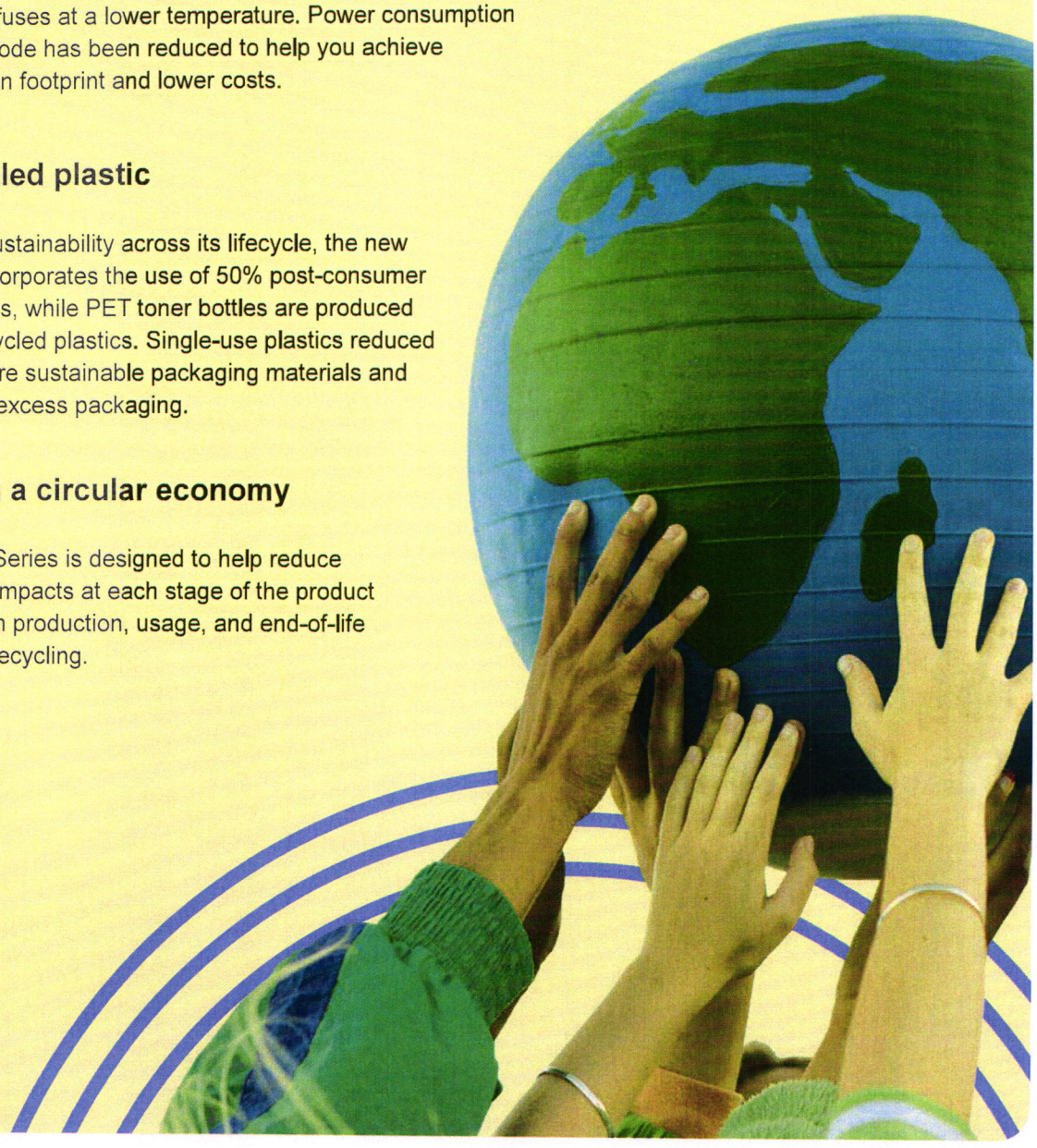
Toner fixing, the process of fusing toner onto paper, accounts for up to 70% of a printer's energy consumption. Our innovative IM C Series offers significantly lower energy usage through a new toner that fuses at a lower temperature. Power consumption during Sleep Mode has been reduced to help you achieve a smaller carbon footprint and lower costs.

More recycled plastic

Designed for sustainability across its lifecycle, the new IM C Series incorporates the use of 50% post-consumer recycled plastics, while PET toner bottles are produced from 100% recycled plastics. Single-use plastics reduced 54% due to more sustainable packaging materials and the removal of excess packaging.

Supporting a circular economy

The new IM C Series is designed to help reduce environmental impacts at each stage of the product lifecycle — from production, usage, and end-of-life collection and recycling.



Reliable protection of your data

Hybrid work has enabled new ways of employee collaboration and created opportunities for increased mobility, efficiency and flexibility. Inevitably, it also raises challenges when it comes to protecting intellectual property and sensitive data. Our IM C Series help you mitigate risk by placing the most advanced security technologies right at your fingertips. Built with the latest operating system, these new devices integrate a new admin management system and Ricoh's Always Current Technology for extra peace of mind.

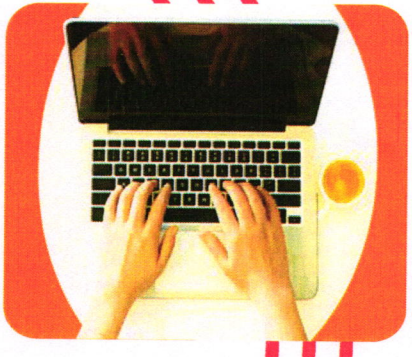
Enhanced privileged account control

This feature gives you more freedom when creating MFP administrator roles. The number of admins is no longer limited to just four, eliminating risks related to sharing IDs. You can assign different privileges to each role and link it to your user ID system, including Windows and LDAP platforms.



Trusted platform module support

The new IM C Series incorporates the latest version (2.0) of Trusted Platform Module (TPM) as standard. Stronger technology improves encryption strength and protects important data such as passwords and encryption keys stored in the device.



Multi-factor authentication

With optional components, multi-factor authentication (MFA) can be enabled on the printing devices to help minimize the risk of data breaches.

Technology that evolves with you

As your business grows, you need the right technology to take advantage of new opportunities. And as your digital transformation progresses, you need the right partner to help you stay ahead. Along with Ricoh's trusted quality and technical expertise, our eco-friendly intelligent devices can scale along with your business needs — and deliver value as your business grows. Underpinned by a secured cloud infrastructure, the IM C Series offers customization, flexibility, and reliable security and service updates that are just a download away.

Scalable and customizable

Discover the freedom of smart scalability. With the new IM C Series, you have the flexibility to tailor your device to suit your business needs. Simply download the latest features and upgrades as you need them. Add software solutions, applications, cloud services and customize your device. With the right digital workflow solutions, you can help your employees work faster, smarter, and more securely at every stage of your business growth.

Automatic security and software updates

Forget the days of buying a new device, waiting until the end of your contract, or contacting a technician every time you need updated technology. With Ricoh's Always Current Technology, new features, applications, and security updates can be downloaded and installed directly to your device on request, keeping you up to date with the latest versions and avoiding downtime.

RICOH Smart Integration (optional) and Smart Device Connector

Ricoh's Smart Integration allows you to personalize and enhance the capabilities of your IM C Series device with applications and solutions readily available from the cloud. The free Smart Device Connector app facilitates connecting mobile devices securely to your device, allowing users to easily scan, print, copy, and share documents from their smartphones and tablets. Save time, improve productivity and automate repetitive document workflow tasks with the push of a button. Now you can quickly route your documents to the right place, in the right format and with the right file name.

RICOH Streamline NX® (optional)

Ricoh's Streamline NX is a powerful suite of scalable, integrated document management applications and tools that allow you to implement standardized intelligent solutions in every office, globally. Streamline NX can also simplify device and document management tasks such as administration and reporting, user authentication, and more to help you cut operational costs, improve security and compliance, and make process improvements.

RICOH CloudStream (optional)

Ricoh's CloudStream allows you to manage your print infrastructure with ease. It is an all-in-one hybrid print platform that enables companies of all sizes to benefit from the agility and innovation of cloud technology. Streamline your print infrastructure, eliminate print servers, and reduce your IT burden with this cost-effective SaaS solution.

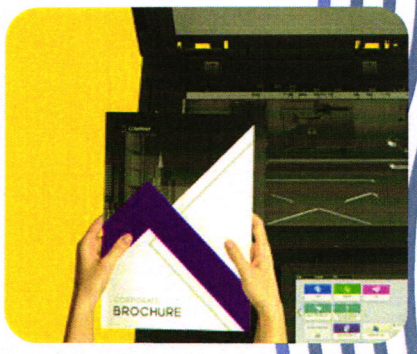


Enhanced quality, access, and productivity across digital and print

The IM C Series is designed to create the ultimate user experience, with features that save time and increase efficiency. Its digital technologies give you the power to streamline workflows — making processes smoother and more efficient while encouraging better collaboration. New peripherals enhance paper handling while upgraded hardware ensures quick, reliable performance. The enhanced user interface features a simple and easy-to-use operating panel, making the new IM C Series an excellent hub for your information management needs.

Optimized scanning features

With a combination of powerful scanning functions and an intuitive user interface, daily scanning and copying routines are easier than ever before. High-quality and high-speed scanning makes it possible for employees to share files quickly and seamlessly.



Third-generation Smart Operation Panel (SOP)

Our familiar, user-friendly operation panel has been enhanced for an even more intuitive and enjoyable experience. Brightness, touch sensitivity and position detection have all been enhanced for optimal access to the device's many resources and functions.

- Upgraded OS for better security and usability
- Integrated card reader cover option
- Greater touch sensitivity
- Tiltable for better visibility and accessibility



New efficiencies in paper handling

New peripherals, including wide media handling and finishing options, allow for the creation of a broad variety of sophisticated marketing materials such as brochures, booklets, and presentations in-house. The new single-pass document feeder scans two-sided documents in one pass and is built to handle high scan/copy volumes, smaller-sized and special paper types.



Find your perfect fit – meet the new generation of IM C Series intelligent devices

The new IM C Series combines a simple and sophisticated design with strong technical capabilities to match your way of working. Take a closer look.

IM C2510

An intelligent multifunction device built for your modern office and workstyle

- Prints up to 25 ppm, copy, scan, fax (optional)
- 1200 x 1200 dpi max print resolution
- Paper capacity up to 2,300 pages
- Embrace a suite of multifunction capabilities for a competitive edge



IM C3010/IM C3510

An intelligent multifunction device that keeps pace with how business gets done today

- Prints up to 30 or 35 ppm, copy, scan, fax (optional)
- 1200 x 1200 dpi max print resolution
- Paper capacity up to 4,850 pages
- Engineered to work the way you do work today and tomorrow



IM C4510/IM C6010/IM C7010

With impressive speed and productivity, this intelligent multifunction device helps keep your business moving

- Prints up to 45, 60 or 70 ppm, copy, scan, fax (optional)
- 1200 x 1200 dpi max print resolution
- Paper capacity up to 4,850 pages
- Keep your teams in sync, even on the go



All models shown with optional accessories



IM C2510/IM C3010/IM C3510/IM C4510/IM C6010/IM C7010

MAIN SPECIFICATIONS

	IM C2510	IM C3010	IM C3510	IM C4510	IM C6010	IM C7010
GENERAL						
Warm-up time	24 seconds	25 seconds	25 seconds	24 seconds	24 seconds	24 seconds
First output speed: B/W	4.5 seconds	4.0 seconds	4.0 seconds	3.2 seconds	2.4 seconds	2.2 seconds
First output speed: full color	7.0 seconds	6.6 seconds	6.6 seconds	5.2 seconds	3.8 seconds	3.7 seconds
Continuous output speed	25 ppm	30 ppm	35 ppm	45 ppm	60 ppm	70 ppm
Memory: standard	Mainframe 2GB+SOP 4GB	Mainframe 4GB + SOP 4GB	Mainframe 4GB + SOP 4GB	Mainframe 4GB + SOP 4GB	Mainframe 4GB + SOP 4GB	Mainframe 4GB + SOP 4GB
Storage: standard	256GB Solid State Drive (SSD)					
SPDF capacity	220 sheets					
Weight	96.1 kg / 211.9 lbs.	99.3 kg / 218.9 lbs.	99.3 kg / 218.9 lbs.	100.8 kg / 222.2 lbs.	100.8 kg / 222.2 lbs.	106 kg / 233.7 lbs.
Dimensions:WxDxH	23.1" x 27.6" x 37.9" (587 mm x 701 mm x 963 mm)					23.1" x 28.5" x 38" (587mm x 724mm x 963mm)
Power source	120V-127V, 60Hz					
COPIER						
Multiple copying	Up to 999 copies					
Resolution	600 dpi					
Zoom	From 25%-400% in 1% increments					
PRINTER						
CPU	Intel Apollo Lake 1.3 GHz	Intel Apollo Lake 1.3 GHz	Intel Apollo Lake 1.3 GHz	Intel Apollo Lake 1.6 GHz	Intel Apollo Lake 1.6 GHz	Intel Apollo Lake 1.6 GHz
Printer language: standard	PCL5c Emulation, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation					
Printer language: option	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print					
Print resolution: maximum	Up to 1200 x 1200 dpi					
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B					
Mobile printing capability	Apple AirPrint™, Mopria, Ricoh Smart Device Connector					
Windows® environments	Windows 10/11; Windows Server 2012/2012 R2/2016/2019/2022					
Mac OS environments	macOS v10.15 or later					
Other supported environments	IBM iSeries AS/400-using OS/400 Host Print Transform					
SCANNER						
Scanning speed: SPDF	150 ipm (simplex)/300 ipm (duplex)					
Resolution: maximum	Up to 1200dpi					
Compression method File Formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, Searchable PDF (Option required) Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, Searchable PDF (Option required)					
Scan destination types	E-mail, Folder, USB, URL, FTP					
FAX (Optional)						
Circuit	PSTN, PBX					
Transmission speed	3 seconds					
Modem speed: maximum	33.6 Kbps					
Resolution: standard	8x3.85 line/mm, 200x100 dpi					
Maximum Resolution: option	16x15.4 line/mm, 400x400 dpi					
Compression method	MH, MR, MMR, JBIG					
Scanning speed	94 spm					
Memory: standard	4 MB (320 pages)					
Memory: maximum	60 MB (4,800 pages)					
PAPER HANDLING						
Recommended paper size	1st Paper Tray: 8.5" x 11" (A4) 2nd Paper Tray: 5.5" x 8.5"- 12" x 18" (A3·A6, B4-B6), Envelopes Bypass: Up to 12" x 18", Custom sizes: Width:3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260mm)					
Paper input: standard	1,200 sheets (2 x 550 sheets+ 100-Sheet Bypass Tray)					
Paper input: maximum	2,300 sheets	4,850 sheets	4,850 sheets	4,850 sheets	4,850 sheets	4,850 sheets
Paper output: standard	500 sheets 8.5" x 11"(A4) or smaller; 250 sheets 9.8" x 13.9" (B4) or larger					
Paper output: maximum	1,625 sheets	1,625 sheets	1,625 sheets	3,625 sheets	3,625 sheets	3,625 sheets
Paper weight	Standard Trays: 16 - 80 lb. (60 - 300 g/m²) Bypass Tray: 14 - 80 lb. (52 - 300 g/m²)					
	Duplex Unit: 14-45 lb. (52-169 g/m²)	Duplex Unit: 14 - 68 lb. (52 - 256 g/m²)	Duplex Unit: 14 - 68 lb. (52 - 256 g/m²)	Duplex Unit: 14 - 68 lb. (52 - 256 g/m²)	Duplex Unit: 14 - 68 lb. (52 - 256 g/m²)	Duplex Unit: 14 - 68 lb. (52 - 256 g/m²)
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss					

IM C2510/IM C3010/IM C3510/IM C4510/IM C6010/IM C7010

MAIN SPECIFICATIONS

	IM C2510	IM C3010	IM C3510	IM C4510	IM C6010	IM C7010
ENVIRONMENTAL FEATURES						
Power consumption: maximum				Less than 1,584 W		
Power consumption operation: B&W	462 W	473 W	488 W	582 W	748 W	905 W
Power consumption operation: Full color:	509 W	522 W	549 W	672 W	876 W	1019 W
Power consumption: ready/sleep	40.9 W / 0.3 W	46.2 W / 0.3 W	46.2 W / 0.3 W	47.2 W / 0.3 W	47.2 W / 0.3 W	54.2 W / 0.29 W
TEC*	0.25 kWh / week	0.30 kWh / week	0.35 kWh / week	0.45 kWh / week	0.69 kWh / week	0.81 kWh / week

* It is a reference value based on the ENERGY STAR Ver.3.0 test method.

CONSUMABLES						
Toner (black)	16,500 prints	31,000 prints	31,000 prints	42,000 prints	42,000 prints	42,000 prints
Toner (cyan/magenta/yellow)	10,500 prints	19,000 prints	19,000 prints	28,000 prints	28,000 prints	28,000 prints

Consumable yields based on 5% coverage on A4 paper.

PAPER SUPPLIES AND FINISHER OPTIONS

2x 550-sheet paper tray, 2,000-sheet Large capacity tray, 1,650-sheet Side large capacity tray, 1,000-sheet Hybrid finisher, 1,000-sheet Booklet finisher, 500-sheet Internal finisher, Internal shift tray, One-bin tray, 3,000-sheet finisher (IM C4510/IM C6010/IM C7010 only), 3,000-sheet booklet finisher (IM C4510/IM C6010/IM C7010 only)

OTHER OPTIONS

Fax unit, G3 Interface, Fax memory unit, Cabinet, Stapleless unit, Punch units, Internal Multi-fold unit, Genuine Adobe PostScript(R) 3, IEEE 802.11 a/b/g/n/ac wireless interface, OCR unit, 320GB HDD, Enhanced Security SSD, Counter I/F unit, Card Reader Cover, IPDS unit, Fiery Color Controller, Fiery Impose, Fiery Compose, Fiery ColorRight Package, Fiery Automation Package, Fiery Color Profiler Suite, ES-3000 spectrophotometer, Fiery ColorGuard, IQ Manage, Fiery JobFlow

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

Enable seamless digital workspaces with a scalable print infrastructure

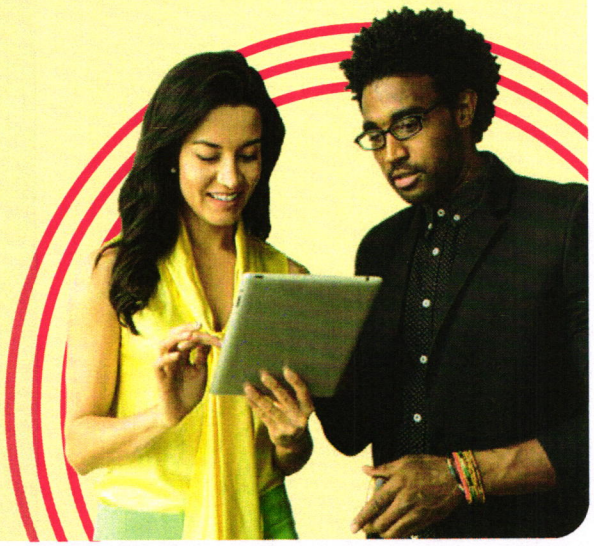
Transform your workspace and empower your team with smart devices that maximize collaboration, streamline digital workflows, and enhance printing capabilities.

Ricoh's newest generation of the IM C Series scales with your needs and has everything you need to capture, print, connect, and keep your information secured to unlock powerful results, and build the ideal hybrid print infrastructure for your business.

Contact us today to learn more.

Ricoh, a trusted partner

At Ricoh, we're empowering our customers to respond to our changing world with actionable insights. We believe having access to the right information translates to better business agility, more human experiences, and the ability to thrive in today's age of hybrid and borderless work. Through our people, experience, and solutions, we create competitive advantage every day for over 1.4 million businesses around the globe. To us, there's no such thing as too much information.



RICOH
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www.ricoh-usa.com

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RICOH
imagine. change.

Powerful black & white multifunction printers

IM 2510
IM 3510
IM 4510
IM 5510
IM 6010
IM 7010

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



IM 2510	IM 3510	IM 4510
25 ppm	35 ppm	45 ppm

IM 5510	IM 6010	IM 7010
55 ppm	60 ppm	70 ppm

Secured, Sustainable Performance from Day One

The RICOH IM Series brings together advanced sustainability and uncompromising performance for the most demanding print environments.

These intelligent black and white devices power through demanding workloads while keeping operations both simple and secured. Print, copy, scan, and fax through an intuitive interface that has teams productive from day one. Safeguard your data without added complexity with advanced security protocols. And as your organization evolves, the IM Series scales right alongside you.

The IM Series delivers powerful performance, advanced security, and long-lasting durability—ready for every challenge.

Streamlined Productivity for Every Task

The IM Series multifunction printers (MFPs) are designed around how you actually work, delivering an intuitive user experience that makes completing everyday tasks simple and efficient.

Latest-Generation Smart Operation Panel (SOP)

Experience a responsive, high-performance interface with advanced capabilities:

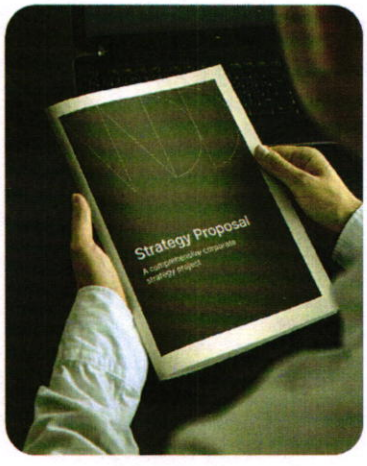
- Navigate menus and complete tasks quickly with powerful CPU performance
- Smooth operations with a responsive touchscreen
- Provide visibility for all users with an accessibility-focused, tiltable panel
- Conserve energy automatically with panel technology that maintains low power usage during Sleep Mode



The Right Capabilities for Your Office

Get comprehensive solutions with a choice of models and options built for performance and designed for your diverse needs:

- Choose the model that best fits your workflows and volumes with print speeds from 25 ppm up to 70 ppm
- Maximize productivity with multiple finishing options—including a 500-sheet internal finisher, a 3,000-sheet booklet finisher, and an internal multi-fold unit—and the flexibility to run heavy stock through standard trays
- Digitize stacks of paper documents in seconds with a single-pass document feeder that scans up to 300 images per minute
- Handle diverse media with the ability to scan paper weights up to 220 gsm and sizes as small as business cards



Stay Secured, Stay Ready

Always Current Technology

Keep your devices running at peak performance without adding strain on your IT team. Ricoh's Always Current Technology ensures optimal efficiency and minimal downtime by delivering new features, applications, and security enhancements directly to your device, either automatically or by request.

Advanced Protection for Robust Security

The IM Series MFPs offer a full suite of industry-standard security features that help block unauthorized access with built-in protection.

- **TLS 1.3 support:** Enhanced encryption protocols protect data in transit
- **Expanded privileged account controls:** Create unlimited admin roles with different privileges linked to Windows and LDAP platforms
- **Trusted Platform Module 2.0:** Improved encryption strength protects passwords and encryption keys stored in the device
- **Access Control:** Easily control device access with support for a variety of authentication methods including proximity/smart cards and mobile credentials





Consistent Sustainable Performance

Ricoh devices have industry-leading environmental performance, enabling businesses to meet their sustainability goals while still maintaining productivity.

- **Sustainable construction:** Support sustainability goals with mainframes that incorporate the use of 50% post-consumer recycled content
- **44% reduction in single-use plastics:** Minimize waste with sustainable packaging materials
- **Low Typical Electricity Consumption:** Reduce operational costs with low TEC values designed for energy-efficient performance
- **Third-party certified performance:** Meet the highest environmental standards with ENERGY STAR® and ECOLOGO® certified, and EPEAT® Gold rated devices.*



** ECOLOGO certification applicable in Canada only; EPEAT Gold rating applicable in the USA only.*

Flexible Add-Ons Designed for Your Operational Needs

Extend the value of your IM Series investment with scalable software solutions from Ricoh and our technology partners. Add new capabilities as your business evolves—without replacing hardware—so your technology continues to deliver value over time.

RICOH Smart Integration (RSI)

Ricoh Smart Integration allows you to personalize and enhance the capabilities of your device with applications and solutions readily available from the cloud.

RICOH CloudStream

Simplify print, scan, and device management with a flexible cloud-based platform that reduces IT workload.

RICOH Streamline NX®

A scalable, integrated document management solution designed to optimize print, scan, and device management.

RICOH Intelligent Managed Print Services (MPS)

A vendor-agnostic, modular platform designed for continuous optimization—bringing together automation, analytics, and flexible services to transform print from a fixed cost into a driver of measurable business outcomes. Built to evolve, this adaptive framework scales with your organization while strengthening security, efficiency, and long-term transformation.

Discover Which Device Matches Your Needs

The new IM Series combines sophisticated design with strong technical capabilities to match your way of working. Take a closer look.



IM 2510/IM 3510

Intelligent multifunction devices built for your modern office workstyle.

- Prints up to 25 or 35 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity of up to 4,850 pages
- Monthly print volumes up to 10,000 (IM 2510) and 20,000 (IM 3510) impressions
- Ideal for distributed offices and cost-conscious teams



IM 4510/IM 5510/IM 6010

With impressive speed and productivity, these devices help keep your business moving.

- Prints up to 45, 55, or 60 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity of up to 4,850 pages
- Monthly print volume up to 50,000 impressions
- Balanced performance for mid-sized departments with expanding workloads



IM 7010

New 70 ppm performance for demanding workloads.

- Prints up to 70 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity up to 4,850 pages
- Monthly print volume up to 50,000 impressions
- Engineered for high-volume, centralized environments

All models shown with optional accessories

RICOH IM 2510/IM 3510/IM 4510/IM 5510/IM 6010/IM 7010
MAIN SPECIFICATIONS

	IM 2510	IM 3510	IM 4510	IM 5510	IM 6010	IM 7010
GENERAL						
Warm-up time	22 seconds	22 seconds	22 seconds	22 seconds	22 seconds	22 seconds
First print output speed	4.5 seconds	4.0 seconds	3.3 seconds	2.5 seconds	2.4 seconds	2.2 seconds
Continuous output speed	25 ppm	35 ppm	45 ppm	55 ppm	60 ppm	70 ppm
Memory	6GB					8GB
Storage: standard	256GB Solid State Drive (SSD)					
SPDF capacity	220 sheets (81.4 gsm)					
SPDF paper weight (min/max weight)	38-220 gsm					
SPDF scan speed	150 ipm (simplex) / 300 ipm (duplex)					
Scan Resolution: maximum	Up to 600 dpi optical; 1,200 dpi (TWAIN)					
Weight	89 kg / 196 lbs.	90 kg / 198 lbs.	91 kg / 201 lbs.	91 kg / 201 lbs.	91 kg / 201 lbs.	92 kg / 202 lbs.
Dimensions: W x D x H	23.1" x 27.6" x 37.9" (587 mm x 701 mm x 963 mm)					23.1" x 28.5" x 37.9" (587 x 724 x 963 mm)
Power source	120V-127V, 60Hz					
SCANNER						
Compression method file formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF; Searchable PDF (Option required) Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF; Searchable PDF (Option required)					
Scan destination types	E-mail, Folder, USB, URL, FTP					
Automatic image adjustment	Image rotation					
PRINTER						
Printer language: standard	PCL5e Emulation, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation					
Printer language: option	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print; IPDS					
Print resolution: maximum	Up to 1200 x 1200 dpi					
Network interface	Ethernet 10/100/1000 BASE-T, USB Host I/F Type A, USB Device I/F Type B, IEEE 802.11 a/b/g/n/ac Wireless Interface (standard); Second Ethernet 10/100/1000 base-T (optional)					
Mobile printing capability	Apple AirPrint™, Mopria, Ricoh Smart Device Connector					
Windows® environments	Windows 10/11; Windows Server 2016/2019/2022/2025					
Mac OS environments	macOS v12 or later					
COPIER						
Multiple copying	Up to 999 copies					
Resolution	Up to 600 dpi					
Zoom	From 25%-400% in 1% increments; 12 presets (7R/5E)					
FAX (OPTIONAL)						
Circuit	PSTN, PBX					
Transmission speed: maximum	2 seconds (Super G3)					
Modem speed: maximum	33.6 Kbps standard with automatic downshift					
Resolution: standard/detail mode	8 x 3.85 line/mm, 200 x 100 dpi; 8 x 7.7 line/mm, 200 x 200 dpi					
Maximum resolution (with option)	16 x 15.4 line/mm, 400 x 400 dpi					
Compression method	MH, MR, MMR, JBIG					
Memory: standard	4 MB (320 pages)					
Memory: maximum (with option)	60 MB (4,800 pages)					

RICOH IM 2510/IM 3510/IM 4510/IM 5510/IM 6010/IM 7010
MAIN SPECIFICATIONS

	IM 2510	IM 3510	IM 4510	IM 5510	IM 6010	IM 7010
PAPER HANDLING						
Recommended paper size	1st Paper Tray: 8.5" x 11" (A4) 2nd Paper Tray (3rd/4th Tray Option): 5.5" x 8.5"- 12" x 18" (A3-A6, B4-B6), Envelopes Bypass: Up to 12" x 18", Custom sizes: Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)					
Paper input: standard	1,200 sheets (2 x 550 sheets + 100-Sheet Bypass Tray)					
Paper input: maximum	4,850 sheets					
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets 9.8" x 13.9" (B4) or larger					
Paper output: maximum	1,625 sheets	1,625 sheets	3,625 sheets	3,625 sheets	3,625 sheets	3,625 sheets
Paper weight	Standard Trays: 60 - 300 gsm Bypass Tray: 52 - 300 gsm					
	Duplex Unit: 52 - 169 gsm	Duplex Unit: 52 - 256 gsm				
Paper types	Plain, Recycled, Special, Coloured, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss					
ENVIRONMENTAL FEATURES						
Power consumption: maximum	Less than 1,584 W					
Power consumption operation: B&W	479 W	506 W	613 W	743 W	744 W	930.9 W
Power consumption: ready/sleep	48.4 W / 0.04 W	46.4 W / 0.04 W	48.6 W / 0.04 W	48.6 W / 0.04 W	48.6 W / 0.04 W	49.2 W / 0.36 W
Typical Electricity Consumption (TEC) value*	0.24 kWh / week	0.34 kWh / week	0.44 kWh / week	0.63 kWh / week	0.67 kWh / week	0.84 kWh / week
ENERGY STAR®	Certified					
ECOLOGO®**	Certified					
EPEAT®***	Gold Rated					

** Reference values based on ENERGY STAR Ver. 3.2.*
*** ECOLOGO certificate applicable only in Canada.*
**** EPEAT Gold rating applicable only in the USA*

CONSUMABLES						
Toner (black)	30,100 prints	30,100 prints	42,900 prints	42,900 prints	42,900 prints	42,900 prints

Consumable yields based on 5% coverage on A4 paper.

PAPER SUPPLIES AND FINISHER OPTIONS

2 x 550-sheet paper tray, 2,000-sheet large capacity tray, 1,650-sheet side large capacity tray, 1,000-sheet hybrid finisher, 1,000-sheet booklet finisher, 500-sheet internal finisher (except IM 6010), internal shift tray, one-bin tray, punch units, internal multi-fold unit, 3,000-sheet finisher (IM 4510/IM 5510/IM 6010/IM 7010 only), 3,000-sheet booklet finisher (IM 4510/IM 5510/IM 6010/IM 7010 only), stapleless unit

OTHER OPTIONS

Fax unit, G3 Interface, fax memory unit, Device Interface unit (2nd Ethernet port), cabinet, Genuine Adobe PostScript®3™, OCR unit, IPDS (Intelligent Printer Data Stream) unit, counter I/F unit, card reader cover, Unicode font package for SAP

Notes

- This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

About Ricoh

With 90 years of experience as a trusted global leader, Ricoh delivers a comprehensive portfolio of print, scan, and device management solutions engineered for the demands of modern business environments.

Our multi-layered approach to security safeguards sensitive production data, supports compliance, and protects connected devices across every facility. Backed by Ricoh's global service network, you gain expert support wherever your operations are—ensuring maximum uptime and consistent performance.



Ready to unlock the full potential of your MFPs?

Contact us to get started.

Visit Ricoh CA for more solutions.

RICOH
imagine. change.

Ricoh Canada Inc., 400-5560 Explorer Drive, Mississauga ON L4W 5M3, 1 888 742-6417

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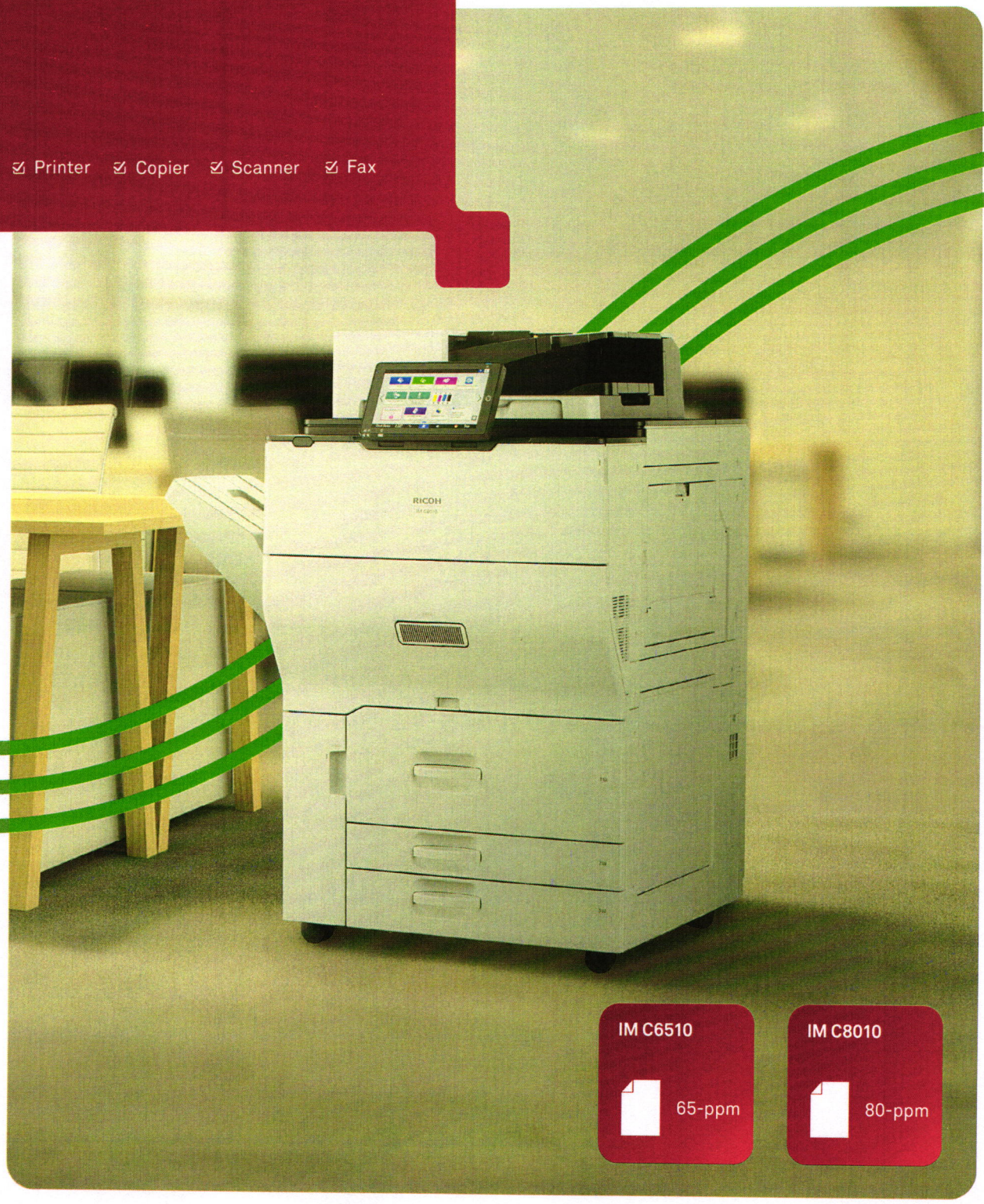
A3 Multifunction Color

IM C6510
IM C8010

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



High-Volume Printing with Advanced Finishing—All in One

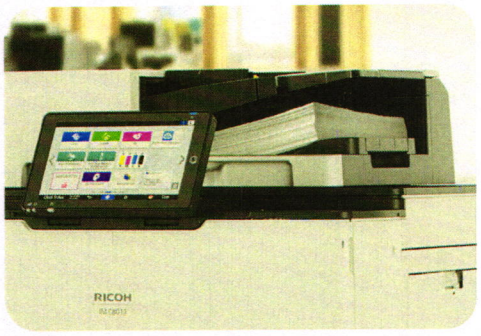
Meet the demands of high-volume printing with speed, precision, and professional finishing. The RICOH IM C6510 and IM C8010 deliver vibrant color accuracy and a comprehensive range of finishing options—stapling, stapleless binding, punching, folding, saddle stitching, and even perfect-bound books—to elevate your office reports, transactional documents, and presentation materials.

Built for efficiency, they combine an intuitive 10" Smart Operation Panel (SOP) and high paper capacity with cost-saving, power-efficient performance. Keep more jobs in-house, maintain quality control, and reduce costs through even your most demanding workloads. Empower your print environment with models designed to exceed every expectation.

Optimized Features for High-Volume Printing

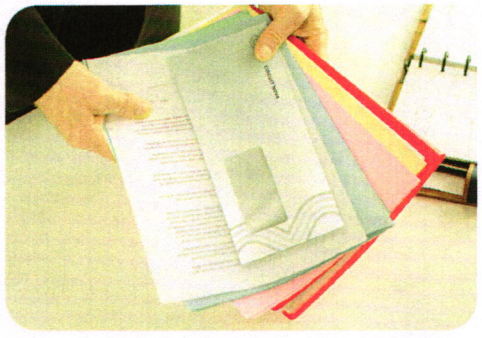
Robust Print Capabilities

Handle demanding print volumes while maintaining exceptional quality. Precision printing technology delivers consistently crisp text, smooth gradients, and vivid color—making these models ideal for businesses with demanding output requirements.



Built for Volume
Designed for sustained workloads, both models have a recommended monthly print volume of up to 50,000 pages and can be configured with a paper supply of up to 8,100 sheets for fewer interruptions.

Fast Color and B&W Printing
Print up to 65 ppm (IM C6510) or 80 ppm (IM C8010) to meet the demands of high-volume workflows.

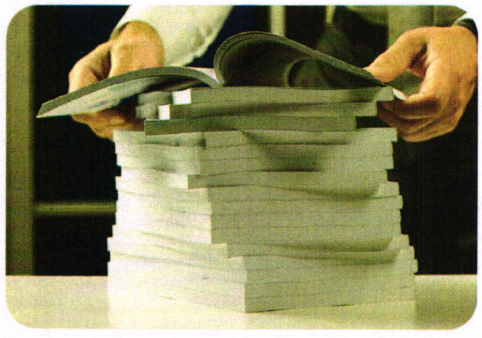


Precision Prints
Achieve up to 4,800 x 1,200 dpi equivalent resolution with Vertical Cavity Surface Emitting Laser (VCSEL) Technology for razor-sharp text, smooth gradients, and superior color accuracy.

Versatile Media Support
Print on a variety of paper types with support for paper weights from 52 to 300 gsm for a wide range of printing applications.

Professional-Grade Finishing

Take full control of your print workflow with advanced finishing capabilities, from stapling to professionally-bound booklets, all without the need for outsourcing.



Comprehensive Finishing
Reduce external vendor costs with saddle stitching up to 80 pages, stapling, folding, hole-punching, and more.

Staple-Free Binding
Secure up to 15 sheets without staples for faster, more efficient production.

Professional Binding
Create perfect-bound books of up to 200 pages with a clean, polished look.

Designed for the Future, Built to Last

Always Current Technology

Keep your devices running at peak performance with automatic updates and security enhancements, ensuring optimal efficiency and minimal downtime—without adding strain on your IT team. Focus on delivering consistent results and meeting demands, knowing your device is always up to date.

Advanced Protection for Seamless Operations

Keep your information safe and your operations running smoothly with advanced security features that help block unauthorized access. With built-in protection, confidently manage sensitive information, knowing your device and data are secured.

- Hardened Android OS
- TLS 1.3 support
- Optional FIPS-validated, self-encrypting SSD
- Enhanced administrator management
- Expanded privileged account controls
- Trusted Platform Module 2.0

Sustainable Performance

Ricoh devices are designed with energy-efficient technology and environmentally-friendly features, enabling businesses to meet their sustainability goals while maintaining productivity.

- 33% post-consumer recycled plastics
- Toner bottles contain 40% recycled material
- Advanced power-saving with ultra-low sleep mode at 0.36 W
- Low Typical Energy Consumption of 0.52 Wh per image

Ricoh Solutions to Elevate Your Print Workflows

Flexible add-ons to optimize your operations, tailored to your needs.

RICOH Smart Integration (RSI)

Ricoh Smart Integration allows you to personalize and enhance the capabilities of your device with applications and solutions readily available from the cloud.

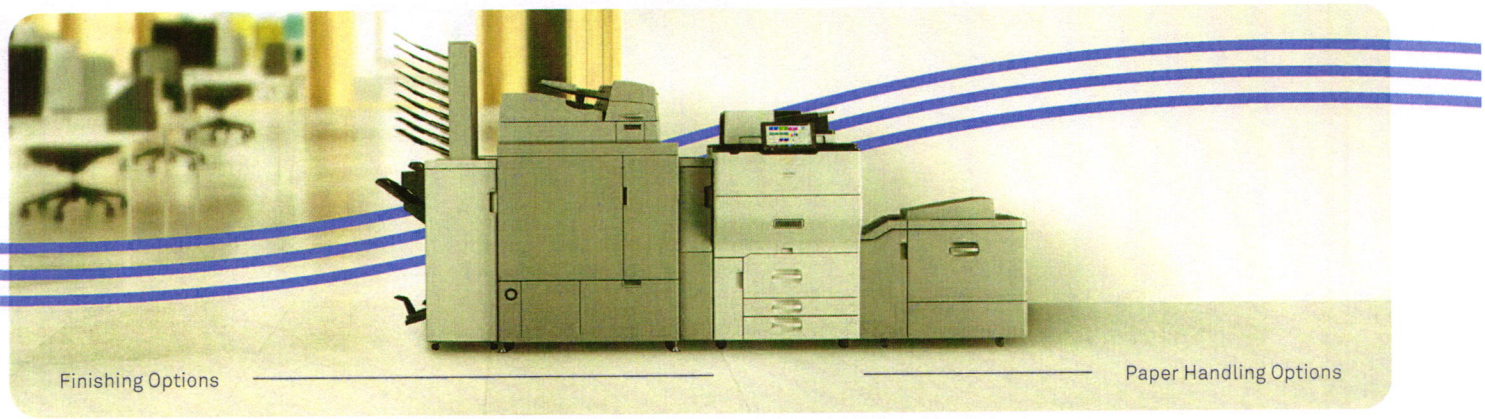
RICOH CloudStream

Simplify print, scan, and device management with a flexible cloud-based platform that reduces IT workload.

RICOH Streamline NX®

A scalable, integrated document management solution designed to optimize print, device, and scan management within mid-market and enterprise organizations.

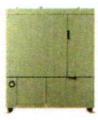
Customizable Configurations for Professional Results



Finishing Options

Perfect Binder Accessories

- Connection Kit
- Cover Interposer Tray
- Transit Pass



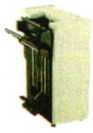
Perfect Binder GB5010



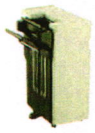
Multi-Folding Unit FD4030



Copy Tray Type M42



Booklet Finisher SR4190



Finisher SR4180



Finisher SR4170

Output Jogger Unit Type M52

Cooling Fan Unit Type M26



Mailbox CS4020

Stapleless Unit Type S16

Punch Unit PU3110

Cooling Fan Unit

Punch Unit PU5050

Paper Handling Options

External



LCIT RT5180

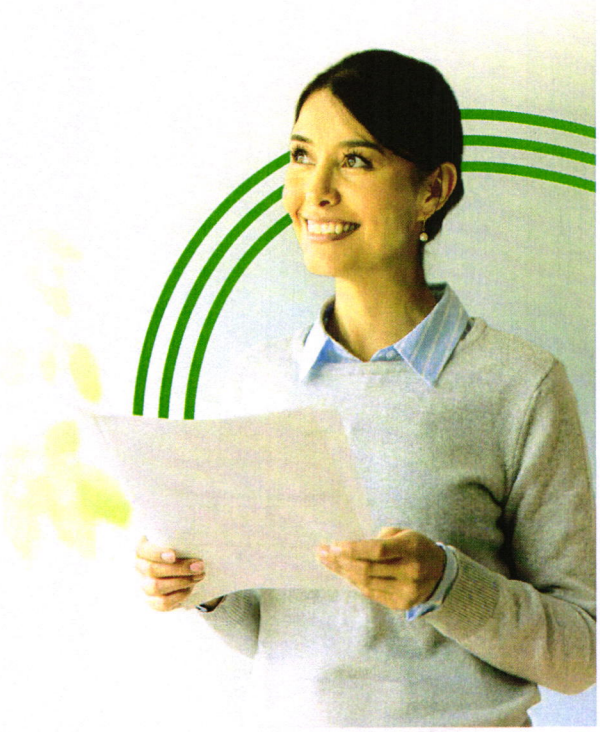


4,000-Sheet LCIT RT4090

Internal

Tab Sheet Holder Type M2

A3/DLT Tray Type M26



RICOH IM C6510/IM C8010
MAIN SPECIFICATIONS

	IM C6510	IM C8010
GENERAL		
Warm-up time	30 seconds	
First print output speed: B&W	5.5 seconds	4.8 seconds
First print output speed: Full Color	7.5 seconds	6.4 seconds
Continuous output speed	65 ppm	80 ppm
Memory: standard/maximum	Mainframe 4GB + SOP 4GB	
Storage: standard	480GB Solid State Drive (SSD) x 2	
Storage: optional	320GB Hard Disk Drive x 2 or FIPS-validated Enhanced Security SSD 512GB x 2	
SPDF capacity	220 sheets	
Weight	572 lbs / 260 kg	
Dimensions: W x D x H	29.5" x 34.7" x 48.3" (750 x 880 x 1,225 mm)	
Power source	120V-127V, 60Hz	208V-240V, 60Hz
SCANNER		
Scanning speed: SPDF	150 ipm (simplex) / 300 ipm (duplex)	
Resolution: maximum	Up to 1,200 dpi	
Compression method file formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF, Searchable PDF* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF, Searchable PDF*	
Scan destination types	E-mail, Folder, USB, FTP	
Automatic image adjustment	Image deskew, image rotation	
Document types	38-220 gsm (> A6, simplex), 52-220 gsm (> A6 duplex), 64-220 gsm (< A6 simplex/duplex)	
** Requires optional OCR Unit*		
PRINTER		
Printer language: standard	PCL5c Emulation, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation	
Printer language: optional	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print	
Print resolution: maximum	Up to 4,800 x 1,200 dpi equivalent	
Network interface	Ethernet 10 BASE-T/100 BASE-TX/1000 BASE-T, USB Host I/F Type A, USB Device I/F Type B, IEEE 802.11 a/b/g/n/ac Wireless Interface	
Mobile printing capability	Apple AirPrint™, Mopria®, Ricoh Smart Device Connector	
Windows® environments	Windows 10/11; Windows Server 2016/2019/2022/2025	
Mac OS environments	macOS v12 or later	
COPIER		
Multiple copying	Up to 9,999 copies	
Resolution	Up to 2,400 x 4,800 dpi	
Zoom	From 25%-400% in 1% increments	
FAX (OPTIONAL)		
Circuit	PSTN, PBX	
Transmission speed	3 seconds	
Modem speed: maximum	33.6 Kbps	
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi	
Maximum resolution*	16 x 15.4 line/mm, 400 x 400 dpi	
Compression method	MH, MR, MMR, JBIG	
Scanning speed	94 ppm	
Memory: standard	4 MB (320 pages)	
Memory*	60 MB (4,800 pages)	
** Optional Fax Memory Unit*		

RICOH IM C6510/IM C8010
MAIN SPECIFICATIONS

	IM C6510	IM C8010
PAPER HANDLING		
Supported paper size	1st Paper Tray: 8.5" x 11" (A4) 2nd/3rd Paper Tray: 3.94" x 5.5" (100.0 x 139.7 mm) - 13" x 19.2" (330.2 x 487.7 mm) Bypass: Up to 13" x 49.6", Custom sizes: 3.5" x 5.5" (90 - 139.7 mm), 13" x 49.6" (330.2 x 1,260mm)	
Paper input: standard	3,700 sheets (2 x 1,250 + 2 x 550 sheets + 100-Sheet Bypass Tray)	
Paper input: maximum	8,100 sheets	
Paper output	Copy Tray – up to 500 sheets (A4/LT) Finisher – up to 3,500 sheets (A4/LT) Finisher + Mail Box – up to 4,170 sheets (A4/LT)	
Paper weights	Standard Trays: 52.3 - 256 gsm Bypass Tray: 52.3 - 300 gsm Duplex Unit: 52.3 - 256 gsm LCIT: 52.3 - 216 gsm (A4/LT LCIT); 52.3 - 300 gsm (A3/DLT LCIT)	
Paper types	Plain, Bond, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, High-gloss Coated, Envelope, Label, Gloss	
SECURITY FEATURES		
Prevent unauthorized access to device	802.1x Wired Authentication, IEEE 802.11 Security (WEP, WPA, WPA2, WPA3), Quota Setting/Account Limit, User Authentication – Windows, LDAP via Kerberos, Basic, User Code Authentication, Wi-Fi Protected Setup (WPS) Support	
Prevent unauthorized access to network	IP Filtering – Access Control, IPsec Communication, Network Protocol On/Off, S/MIME, SMTP Over SSL/TLS, Secure Sockets Layer (SSL) Communication, Transport Layer Security (TLS 1.3), Network User Authentication	
Protection of confidential information	HDD/SSD Encryption, Trusted Platform Module (TPM) 2.0, Authentication Password Encryption, Unauthorized Copy Prevention – Print and Copy, Compulsory Security Stamp, Mask Type for Copying/Data Security for Copying, Encrypted Secure Print, Encrypted PDF Mode	
Protection of latent data	Erase All Memory function – to overwrite drive and NVRAM at machine end-of life Auto Erase Memory available when optional HDD is installed	
ENVIRONMENTAL FEATURES		
Power consumption: maximum	1,920 W	2,400 W
Power consumption operation: B&W	1,190 W	1,330 W
Power consumption operation: Full Color	1,370 W	1,440 W
Power consumption: ready/sleep	143 W / 0.36 W	142 W / 0.54 W
Typical Energy Consumption (TEC)*	0.55Wh/Image	0.52Wh/Image
ENERGY STAR®	Certified	
ECOLOGO®**	Certified	
EPEAT®***	Gold Rated	

** Reference values based on the ENERGY STAR Ver. 4.0.*
*** ECOLOGO certificate is applicable only in Canada.*
**** EPEAT Gold rating is applicable only in the USA.*

TONER	
Toner (black)	47,000 prints
Toner (cyan/magenta/yellow)	26,000 prints

Note: Consumable yield measuring method based on letter size, 5p/j, 5% coverage

OTHER OPTIONS

Fax Option, Fax memory 64MB, IPDS Unit, Unicode Font Package for SAP, OCR Unit, Device Server (second network port), Enhanced Security SSD, HDD 320GB, Card Reader Cover, Counter Interface, USB Prox and Smart Card Readers, CAC/PIV Authentication Solution, SIPRNet Token Authentication Solution

Notes

- These devices are TAA compliant.
- This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

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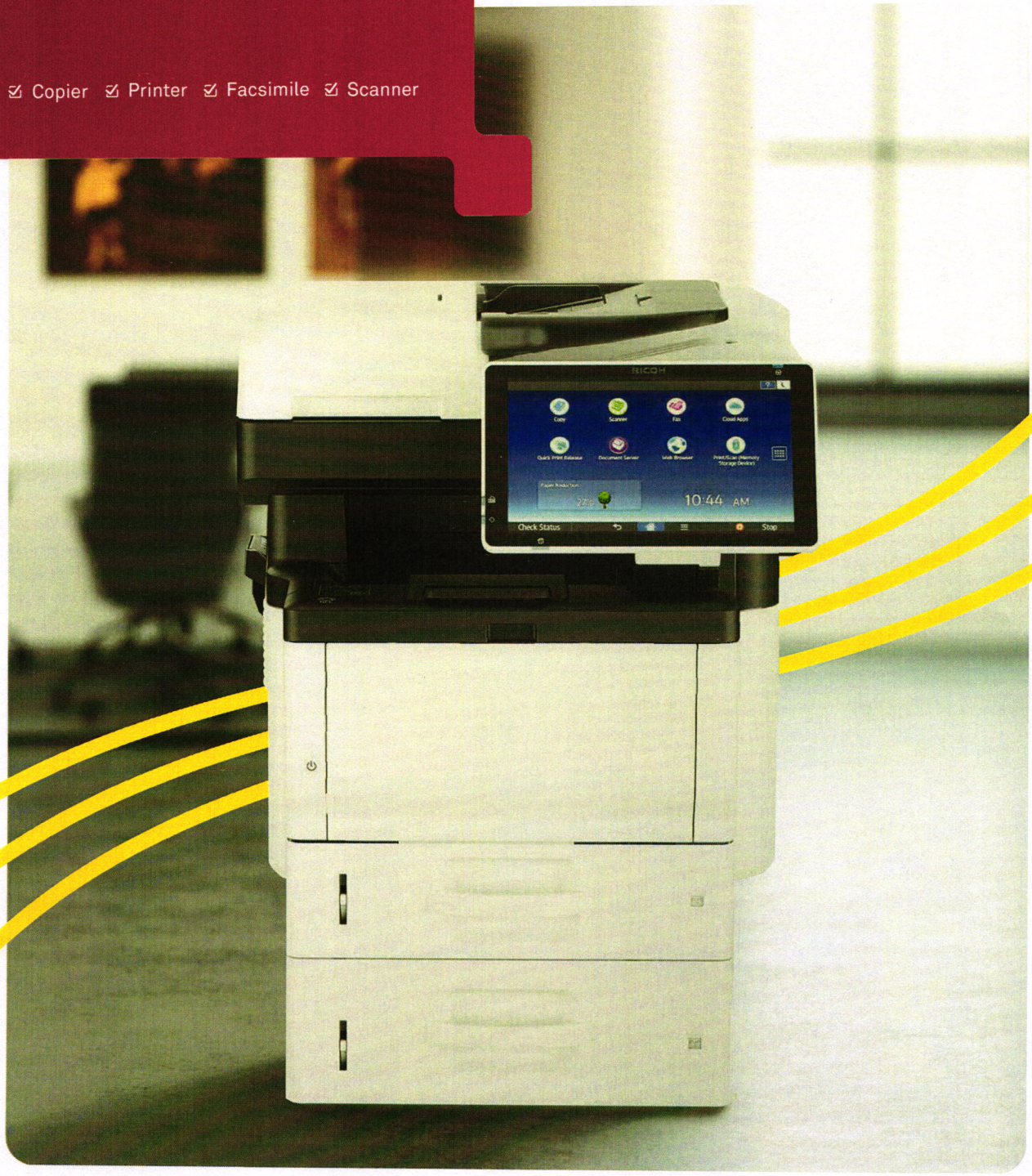
Multifunction B&W

IM 350FSE
IM 430FSE

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner



Smart office assistant

Harnessing the power of the cloud, these smart multifunction printers automate everyday document processes, leaving you free to focus on your core business activities.

Intelligent workflow tools:

- Intuitive user interface
- Ricoh Smart apps
- Cloud-share services
- Smartphone connection *(requires optional wireless accessory)*

Ricoh's super-sized 10.1 inch Smart Operation Panel is host to a suite of intelligent workflow tools. Available Smart apps, such as ID Card Copy, automate time-consuming processes. More applications can be installed on demand. It is easy to print from and scan to smartphones and tablets, and critical documents can be scanned in colour directly to DropBox™ or Sharepoint.

Simply more productive:

- 37 & 45 ppm print speeds *(letter)*
- 14 - 68 lb. Bond *(52 - 256 gsm)*
- Large paper capacity
- Offline stapler option

Scan double-sided originals in a single pass and print pristine 1200 dpi documents in under 6 seconds. Produce multipage documents at speeds of up to 45 pages per minute and collate them quickly with the Offline Stapler option. Enhance productivity with the optional High Capacity Paper Trays. Printing onto envelopes and labels is also easy, and never run out of paper again with automatic tray switching.

A compact and user friendly solution:

- Space-saving design
- User authentication
- Confidential printing

Even with advanced functionality, Ricoh's new multifunction printers are easy to set up and support. Featuring a compact design and quiet operations, they are a perfect fit for every office. Confidential documents can be sent to a locked print queue and only released by an authenticated user to prevent unauthorized access. Energy-saving features that reduce the printer's power consumption help contribute to a low total cost of ownership.



IM 350FSE/IM 430FSE
MAIN SPECIFICATIONS

	IM 350FSE	IM 430FSE
GENERAL		
Warm-up time	Quick Mode: 23 seconds Without Quick Mode: Less than 47.4 seconds	Quick Mode: 24 seconds Without Quick Mode: Less than 49.3 seconds
First output speed: B/W	5.4 seconds (A4 / LT SEF)	4.5 seconds (A4 / LT SEF)
Continuous output speed	37 ppm	45 ppm
Memory: standard/maximum	2 GB	
HDD: standard/maximum	320 GB	
SPDF capacity	50 sheets	
Weight	67.24 lbs. (30.5 kg)	
Dimensions: W x D x H	18.7" x 17.4" x 20.1" (476 x 442 x 510 mm)	
Power source	120-127V/12A 60Hz	
COPIER (STANDARD)		
Multiple copying	Up to 999 copies	
Copy resolution: maximum	600 x 600 dpi	
Zoom	From 25% to 400% in 1% steps	
PRINTER (STANDARD)		
CPU	Intel Atom Processor Bay Trail 1.46GHz	
Printer language: standard	PCL5e, PCL6, PostScript®3™ (emulation), PDF direct (emulation)	
Printer language: optional	Genuine Adobe® PostScript®3™, IPDS, PDF Direct from Adobe®	
Print resolution: maximum	1,200 x 1,200 dpi	
Network interface: standard	Ethernet 10 BASE-T/100 BASE-TX/1000 BASE-T, USB Host 2.0	
Mobile printing capability*	Apple AirPrint™, Mopria®, RICOH Smart Device Connector	
Network protocol	TCP/IP (IP v4, IP v6)	
Windows® environments	Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2008R2, Windows® Server 2011, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016	
Mac OS environments	Macintosh OS X v10.10 or later	
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux, IBM® AIX, Citrix XenApp	
SAP® environments	SAP® R/3®, SAP® S/4®	
Other supported environments	NDPS Gateway, AS/400® using OS/400 Host Print Transform, IBM iSeries	
SCANNER (STANDARD)		
Scanning: B&W/Full colour	45.7 ipm	
Resolution: maximum	600 dpi	
File formats	Single Page TIFF, Single page JPEG, Single page PDF, Single page High compression PDF, Single page PDF/A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi page PDF/A	
Scan modes	E-mail, Folder, USB, SD Card	
FAX (STANDARD)		
Circuit	PSTN, PBX	
Transmission speed	2 seconds (200x100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)	
Modem speed: maximum	33.6 Kbps	
Resolution: standard	8x7.7 line per mm, 200x200 dpi	
Compression method	MH, MR, MMR, JBIG	
Scanning speed	28 spm	
Memory: standard/maximum	4 MB (Approx. 320 pages)	

** Requires optional wireless accessory.*

IM 350FSE/IM 430FSE
MAIN SPECIFICATIONS

	IM 350FSE	IM 430FSE
PAPER HANDLING		
Recommended paper size	Standard paper tray(s): 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5) Optional paper tray(s): 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5) Bypass tray: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5) Custom Sizes - Width: 2.36" - 8.5" (60 - 216 mm), Length: 5.0" - 35.43" (127 - 900 mm)	
Paper input: standard	600 sheets (500-sheet tray plus 100-sheet bypass)	
Paper input: maximum	2100 sheets (500-sheet standard tray plus 3 x 500-sheet optional paper trays and 100-sheet bypass)	
Paper output: standard	250 sheets	
Paper weight	Trays: 14 - 58 lb. Bond (52 - 220 g/m²) Bypass: 14 - 68 lb. Bond (52 - 256 g/m²) Duplex: 14 - 43 lb. Bond (52 - 162 g/m²)	
Paper types	Plain, Recycled, Special, Coloured, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP	
ECOLOGY		
Power consumption: Maximum (kW)	Less than 1,380 W	
Power consumption: operation	566 W	628 W
Power consumption: ready	91 W	
Power consumption: sleep	0.7 W	0.74 W
TEC[1]	0.46 kWh	0.57 kWh
ENERGY STAR®	Certified	
EPEAT®	Silver Rated*	

** EPEAT Silver rating is applicable only in the USA.*

INPUT TRAYS	
1 x 250-sheet Paper Tray (PB 1110)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1 x 500-sheet Paper Tray (PB 1120)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1 x 250-sheet Lock and Label Paper Tray (PB 1110TL)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1 x 500-sheet Lock and Label Paper Tray (PB1120TL)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5); Paper weight: 14-58 lb. Bond (52-220 g/m²)

OTHER OPTIONS

IPDS Unit, Offline Stapler Type M34, PostScript®3™ Unit Type M34, IEEE 802.11 Interface Unit, OCR Unit Type M13, Medium Cabinet Type P, Tall Cabinet Type Q, Caster Table Type M34, Optional Counter Interface Unit Type M12

CONSUMABLE[2]

	Starter Supplies	Yield (CTN)
IM 350F		
Print Cartridge IM 350	14,000	14,000
Refill Staple Type M34		5,000
IM 430F		
Print Cartridge IM 430	17,400	17,400
Refill Staple Type M34		5,000

[1] TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.
[2] Toner Declared yield value in accordance with ISO/IEC 19752.
This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
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Specifications are subject to change without notice.
For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
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RICOH CloudStream

Eliminate servers, reduce costs and support remote workflows with cloud technology



> "49% of respondents indicate that the IT administration burden caused by traditional print servers is the top challenge they face.
>
> —*Quocirca, Cloud Print Services Landscape, 2024*

Simplify, streamline and safeguard your print device management with RICOH CloudStream. Manage your print infrastructure effortlessly with an all-in-one cloud platform that scales with your organization, is easy to deploy and supports your workforce wherever they operate from, no matter the size of your business.

Highlights:

Strengthen print security
Protect your print network and data with the most advanced security technologies, enabling robust data governance and compliance.

Empower remote flexibility
Improve productivity across different offices with secured and seamless digital workflows to meet your hybrid workforce needs.

Streamline print environments
Empower your IT team and simplify complex print environments through intuitive cloud-based tools and automated processes.

Managed cloud services
Transition easily to the cloud with our affordable, managed, multi-tenant solution that prioritizes your data security.

Unify device management
Enhance print network management across multiple locations with a consistent user experience in a single solution.

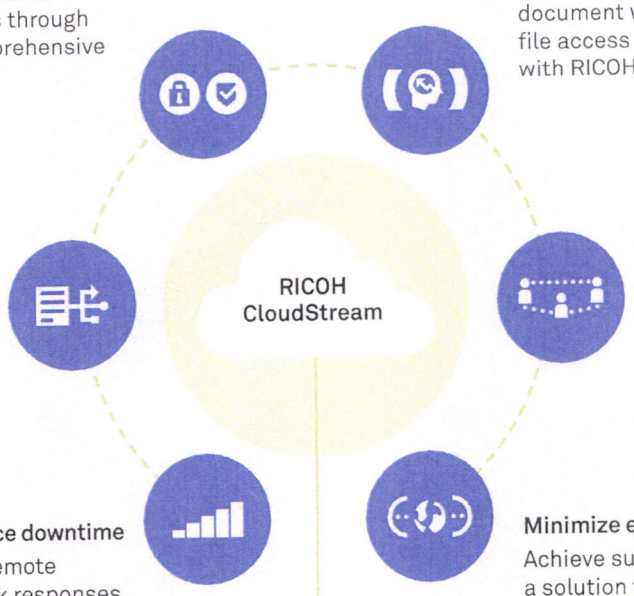
Harness the potential of cloud solutions

Say goodbye to print server complexity and hello to the cloud. RICOH CloudStream seamlessly integrates with your print setup, simplifying multi-vendor print management while boosting security and productivity, letting you focus on what matters— your business.

Enhance data compliance and security
Safeguard information with zero-trust architecture and secure print release. Enforce compliance requirements and keep data within borders through automatic updates and comprehensive network protection.

Empower teams for agility
Enable seamless productivity with secured, location-aware access to print and scan resources. Enhance document workflows with cloud-based file access and mobile capabilities with RICOH CloudStream.

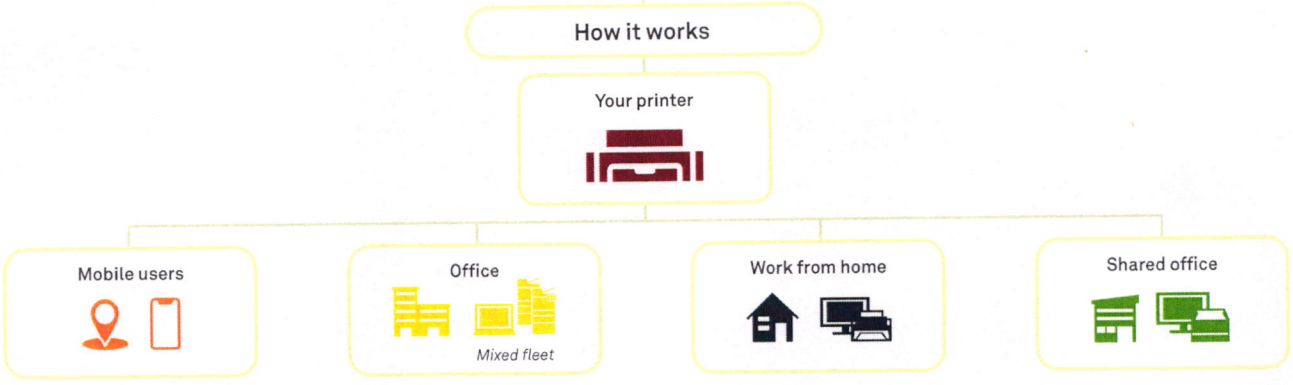
Reduce the burden on IT departments
Streamline print management by eliminating on-premises servers and consolidating drivers. Empower your team to handle print infrastructures efficiently without specialized expertise.



Optimize administrative workload and cost
Build a print network that scales. RICOH CloudStream integrates seamlessly with your existing infrastructure, reducing the complexity associated with traditional print setups.

Enhance efficiency and reduce downtime
RICOH CloudStream offers remote device management for quick responses and downtime alerts. Optimize your print environment with data-driven decisions from intelligent usage reporting.

Minimize environmental impact
Achieve sustainability goals with a solution that simplifies resource conservation. Promote responsible printing and waste reduction through user quotas and detailed reports.



With over 80 years of experience, Ricoh is committed to helping your organization succeed. Our comprehensive solutions, from cloud printing to device management and security are designed to enhance your operations and drive digital transformation. Trust Ricoh to provide reliable, secured and sustainable solutions backed by our global network of experts.

For more information on RICOH CloudStream and how to subscribe, please contact your account manager.

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Bid/Quote #3

An Ongoing Tradition

DUNCAN PUBLIC SCHOOLS

TRUTH HONOR WISDOM

of Excellence

PROPOSED BY:

ISABELLE HANEY- ACCOUNT MANAGER

405.885.4999

IHANEY@OKCOPIERSOLUTIONS.COM

OKC • TULSA • NORMAN • LAWTON • ENID • CHICKASHA • ADA

OKLAHOMA COPIER SOLUTIONS

Oklahoma's Copier Dealer

TOSHIBA Lexmark

An Ongoing Tradition of Excellence

PROPOSAL INCLUDES:

(2) BROTHER HL-EX415DW

-52 PPM

-PRINT

-B&W

-3.5" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

(15) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

(10) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X5 MACHINES

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

(8) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X4 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(35) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W

-STAPLE X11 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(1) TOSHIBA 5525AC

-55 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(4) TOSHIBA 5528A

-55 PPM

-COPY/PRINT/SCAN/FAX

-B&W

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(3) TOSHIBA 6527ACT

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(5) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN/FAX

-B&W

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

YOUR MONTHLY LEASE PRICE IS ONLY: $5,699

YOUR FULL PURCHASE PRICE IS ONLY: $259,046

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TOSHIBA Lexmark

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of Excellence

YOUR ALL-INCLUSIVE MAINTENANCE SERVICE CONTRACT INCLUDES:

TONER/SERVICE/LABOR/PARTS/STAPLES/DRUMS

COST PER COPY RATES FOR BRAND NEW EQUIPMENT:

BLACK AND WHITE- $.0029

COLOR- $.029

1 HOUR RESPONSE FOR ALL REMOTE TECH CALLS

GUARANTEED 4 HR SERVICE TECH ON SITE

OKLAHOMA COPIER SOLUTIONS

Oklahoma's Copier Dealer

TOSHIBA Lexmark

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LOCAL SCHOOL REFRENCES:

LAWTON PUBLIC SCHOOLS

(580)357-6900

MARLOW PUBLIC SCHOOLS

(580)658-2719

VELMA ALMA PUBLIC SCHOOLS

(580)444-3356

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OKLAHOMA COPIER SOLUTIONS

Oklahoma's Copier Dealer

TOSHIBA Lexmark

DUNCAN PUBLIC SCHOOLS

1702 WEST SPRUCE

DUNCAN, OK 73553

ATTN: MANAGED PRINT SERVICES & COPIER FLEET REFRESH PROPOSAL

RFP DUE DATE: JUNE 17TH, 2026

RFP DUE TIME: 3:00 PM

PROPOSED BY:

ISABELLE HANEY- ACCOUNT MANAGER

405.885.4999

IHANEY@OKCOPIERSOLUTIONS.COM

OKLAHOMA COPIER SOLUTIONS

650 ALAMEDA

NORMAN, OK 73070

405.364.7700

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PROPOSAL INCLUDES:

(2) BROTHER HL-EX415DW

-52 PPM

-PRINT

-B&W

-3.5" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

(15) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

(10) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X5 MACHINES

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

(8) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X4 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(35) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W

-STAPLE X11 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(1) TOSHIBA 5525AC

-55 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(4) TOSHIBA 5528A

-55 PPM

-COPY/PRINT/SCAN/FAX

-B&W

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(3) TOSHIBA 6527ACT

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABLILITY

-B&W AND COLOR

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

(5) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN/FAX

-B&W

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-(1) LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

YOUR MONTHLY LEASE PRICE IS ONLY: $6,201

YOUR FULL PURCHASE PRICE IS ONLY: $281,849

As of June 22 lease price: 5,699

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OKLAHOMA COPIER SOLUTIONS

Oklahoma's Copier Dealer

TOSHIBA Lexmark

COPIER PRICE BREAK DOWN PER MONTH/PER MACHINE:

COLOR MACHINES: AC

BLACK AND WHITE MACHINES: A

Toshiba 3525AC without stapling: $97
Toshiba 3525AC with stapling: $103

Toshiba 4525AC without stapling: $104
Toshiba 4525AC with stapling: $117
Toshiba 4528A without stapling: $59
Toshiba 4528A with stapling: $71

Toshiba 5525AC without stapling: $147
Toshiba 5525AC with stapling: $183
Toshiba 5528A without stapling: $94
Toshiba 5528A with stapling: $114

Toshiba 6527ACT with stapling: $217
Toshiba 6529A without stapling: $97
Toshiba 6528A with stapling: $123

Brother B/W MFP: $17
Brother B/W Printer: $10

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of Excellence

YOUR ALL-INCLUSIVE MAINTENANCE SERVICE CONTRACT INCLUDES:

TONER/SERVICE/LABOR/PARTS/STAPLES/DRUMS

COST PER COPY RATES FOR BRAND NEW EQUIPMENT:

BLACK AND WHITE- $.0039

COLOR- $.039

As of June 22

B/w: $.0029

Color: $.029

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PROPOSAL INCLUDES:

PAPERCUT PROPOSAL

ACDI/PaperCut annual software maintenance and support

Based on License Details

66 Devices: PCMFE-Tosh-50

Includes Card Reader Holders & Readers – Qty 66

Your Monthly Lease Price is: $750.00/MO

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OKLAHOMA COPIER SOLUTIONS

Oklahoma's Copier Dealer

TOSHIBA Lexmark

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TRUTH HONOR WISDOM

MACHINE LOCATIONS:

8TH AND 9TH STREET – 5 MACHINES

(2) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE X1 MACHINE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

9TH ST GIFTED AND ENROLLMENT OFFICE

(3) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE X2 MACHINES

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

ENROLLMENT OFFICE, TRANSPORTATION, SPEC. ED

ADMIN OFFICE – 4 MACHINES

(2) TOSHIBA 5528A

-55 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE, HOLE PUNCH, BI-FOLD X1 MACHINE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

FINANCE HALLWAY, COPY AREA

(1) TOSHIBA 5525AC

-55 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE, HOLEPUNCH, BI-FOLD

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

COPY AREA

(1) BROTHER HL-EX415DW

-52 PPM

-PRINT

-B&W

-3.5" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

WAREHOUSE

HIGH SCHOOL – 18 MACHINES

(10) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE X2 MACHINES

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

RM 202, 227, 227, 188 ,179, 160, 151, OFFICE, CAFÉ, W108

(2) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

STEM-101, EDGE WR

(1) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

SCIENCE WR

(3) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE X1 MACHINE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

RM 168, LIBRARY, BAND

(1) BROTHER HL-EX415DW

-52 PPM

-PRINT

-B&W

-3.5" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

RM 186

(1) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

GIRLS BB COACHES OFFICE

MIDDLE SCHOOL – 11 MACHINES

(9) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE X3 MACHINES

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

MS SPED, CAFÉ, OFFICE, COUNSELORS, LIBRARY, 6TH-8TH LOUNGES, BAND

(1) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

MS STEM

(1) TOSHIBA 6527ACT

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

WORKROOM SE

EMERSON – 7 MACHINES

(1) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

LIBRARY

(1) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

- LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

(2) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

WEST HALL

EMERSON – 7 MACHINES

(3) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

SPEECH, SPED, CAFÉ

FIELD HOUSE AND STADIUM – 3 MACHINES

(1) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

GIRLS TRACK OFFICE

(1) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

- STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

FIELDHOUSE FOOTBALL ASSIT. COACHES OFFICE

(1) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

FOOTBALL COACHES OFFICE

HORACE MANN – 7 MACHINES

(3) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE, LIBRARY, NORTH

(1) TOSHIBA 6527ACT

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

WORKROOM

(1) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

PURPLE

HORACE MANN – 7 MACHINES

(2) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

CAFÉ, BEHAVIOR RM

MAINTENANCE – 1 MACHINE

(1) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

- STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

MARK TWAIN – 6 MACHINES

(2) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

BLDG B, BLDG C

(1) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

(1) TOSHIBA 6529A

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

BLDG A

MARK TWAIN – 6 MACHINES

(2) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

BEHAVIOR, CAFÉ

TECHNOLOGY – 1 MACHINE

(1) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

- STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

PLATO – 7 MACHINES

(2) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE X1 MACHINE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

LIBRARY

(2) TOSHIBA 5528A

-55 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

SOUTH HALL, NORTH HALL

(1) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

STEM BLDG

PLATO – 7 MACHINES

(1) TOSHIBA 6527ACT

-65 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

(1) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

CAFÉ

WR – 5 MACHINES

(1) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

LOUNGE

(1) TOSHIBA 3525AC

-35 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

-STAND

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

(3) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

CAFÉ, ELK CROSSING, IRVING SCHOOL

WW – 8 MACHINES

(5) TOSHIBA 4528A

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W

-STAPLE X4 MACHINES

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

RM 10, A-C WING HALLS, WORKROOM

(1) TOSHIBA 4525AC

-45 PPM

-COPY/PRINT/SCAN

-E FAX CAPABILITY

-B&W AND COLOR

-(2) 500 SHEET PAPER TRAY

-LARGE CAPACITY TRAY

-LETTER/LEGAL/LEDGER PAPER SIZE

OFFICE

(2) BROTHER MFC-EX915DW

-52 PPM

-COPY/PRINT/SCAN

-B&W

-7" TOUCH SCREEN

-520 PAPER TRAY

-LETTER/LEGAL PAPER SIZE

RM 12, RM 2

Implementation Plan

Oklahoma Copier Solutions (OCS) is committed to providing a seamless transition and implementation process that ensures all equipment is fully operational before the start of school on August 13, 2026.

Project Timeline

June 25, 2026

- Duncan Public Schools Board Meeting and vendor selection.

June 26, 2026

- Vendor notification and contract award.

June 29, 2026

- OCS will place the equipment order with Toshiba and all required accessories, finishing options, and software solutions will be secured.

July 20–24, 2026

- All equipment is scheduled to arrive at OCS's warehouse.
- OCS technicians will inspect, inventory, configure, and test all equipment prior to deployment.

Equipment Preparation

Upon receipt of the equipment, OCS technicians will:

- Inspect and inventory all devices.
- Install required accessories and finishing options.
- Configure network settings and device profiles.
- Apply district-specific settings and security requirements.
- Perform quality assurance testing to ensure all equipment is functioning properly before delivery.

Delivery and Installation

July 27 – August 4, 2026

OCS will utilize two box trucks and multiple installation teams to efficiently deploy equipment throughout the district.

- Approximately 10-15 devices will be delivered and installed daily.
- All devices will be network connected, configured, and tested on-site.
- Existing equipment removal and coordination will be completed as needed.
- OCS will work directly with district IT personnel and site administrators to ensure a smooth transition.

All installations will be completed prior to the start of school on August 13, 2026.

Training Plan

Beginning August 5th, 2026

OCS will coordinate training sessions for district administrators, teachers, and staff. Training can be conducted on-site or virtually and will include:

- Basic copier operation
- Printing, copying, and scanning functions
- User authentication and security features
- Finishing options and advanced functionality
- Troubleshooting common issues
- Service request procedures and toner ordering

Additional training sessions will be provided at no additional charge as needed.

Ongoing Support

Following implementation, Duncan Public Schools will receive:

- Dedicated local service and support
- Preventative maintenance
- Toner fulfillment
- Remote equipment monitoring
- Help desk and technician support
- Guaranteed response times per the maintenance agreement

OCS currently supports more than 140+ school districts across Oklahoma and has extensive experience implementing district-wide copier fleets. Our team is committed to ensuring a successful transition with minimal disruption to district operations.

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OKLAHOMA COPIER SOLUTIONS
Oklahoma's Copier Dealer
TOSHIBA Lexmark

LOCAL SCHOOL REFRENCES:

Oklahoma Copier Solutions Currently has 140+ School Districts!

LAWTON PUBLIC SCHOOLS:

David McDermott

(580)583-9258

NORMAN PUBLIC SCHOOLS:

Cameron Cox

(405)364-1339

MID-DEL PUBLIC SCHOOLS:

Jacqueline Woodward

(405)737-4461

MARLOW PUBLIC SCHOOLS:

Corey Holland

(580)658-2719

VELMA ALMA PUBLIC SCHOOLS:

Raymond Rice

(580)203-3701

Technical Requirements

1. All proposed multifunction devices shall support electronic fax (eFax) capabilities without requiring dedicated analog phone lines.

   -Toshiba has Internet-Fax setting that allows for SMTP configuration

2. All proposed devices shall support PostScript printing. Native AirPrint support is preferred and should be identified by the vendor.

   -Toshiba does support PostScript and has AirPrint by default

3. All copiers located in shared or common areas shall support secure print release through badge authentication. Print jobs shall remain in a secure queue until released by the authorized user at any device.

   -We strongly recommend using PaperCut MF for this feature

4. Proposed solutions shall support integration with the district's existing user authentication systems, including Active Directory and badge-based authentication where applicable.

   -PaperCut MF and Toshiba natively support LDAP integration

5. Large-capacity paper trays are preferred for devices rated above 45 pages per minute (PPM) to reduce paper replenishment frequency and support high-volume printing environments. Devices should also support 11" × 17" paper handling, including printing, copying, and scanning capabilities where available.

   -Toshiba supports this



6. Vendors shall identify any additional hardware, software, licensing, or subscription requirements necessary to support the features outlined above.

   -Additional hardware includes card readers and card reader holders. PaperCut MF requires a mandatory 1-year service agreement fee and all devices are licensed per device. After the first year, service fees are not mandatory but will be required if critical updates are needed. PaperCut does not release updates without an active service agreement.

7. The proposed solution shall support follow-me printing, allowing users to submit a print job and securely release it from any authorized multifunction device within the district. --PaperCut MF fully supports this feature

8. Vendors shall identify all badge readers, authentication hardware, software, middleware, subscriptions, licensing, implementation services, and ongoing support requirements necessary to support badge-based secure print release. Vendors shall also identify compatibility requirements with the district's existing badge and authentication systems. -See point 6

9. Vendors shall identify manufacturer end-of-sale, end-of-support, and anticipated product lifecycle information for all proposed device models.

   -Toshiba will support the existing models for 10 years. Midrange models have a life cycle of around 2mil prints. High range models have a life cycle of 5mil prints

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Fleet Management and Reporting Requirements

The proposed solution shall include comprehensive fleet management, monitoring, reporting, and print management capabilities. Vendors shall clearly identify all software, platforms, services, subscriptions, and licensing required to support the proposed solution.

-This is all included in PaperCut MF

Vendors shall provide detailed information regarding:

1. The print management platform utilized for user authentication, print tracking, print quotas, secure print release, and follow-me printing functionality.

   -User authentication is handled by PaperCut MF with LDAP integration. Tracking, print quotas and secure print release are monitored and managed by PaperCut MF

2. The reporting platform utilized to provide device utilization, print volume, user activity, departmental usage, cost analysis, environmental impact metrics, and other administrative reporting functions.

   -All these reports are available in the PaperCut MF web interface

3. The meter collection and device monitoring system utilized to automate meter reporting, supply monitoring, service alerts, preventative maintenance notifications, and device status monitoring.

   -These services are managed via the Toshiba Elevate Sky MFP Connect on our end and monitored by OCS free of charge

4. The secure print release solution, including badge authentication methods, compatibility with the District's existing badge system (if applicable), and any required card readers, middleware, software, or licensing.

   -The card readers we utilize with PaperCut MF are TWN4 MultiTech-P card readers. The card reader holders are used to secure the card reader to the inside of the copier

Whether each software component is cloud-hosted, on-premises, or available in either deployment model. Vendors shall identify all infrastructure, server, network, and internet connectivity requirements.

-CPU: Any modern 64-bit Intel or AMD processor (2 cores minimum). Memory: 4 GB RAM recommended. (Reserve this memory statically, rather than dynamically, in virtual environments). Storage: 3 GB minimum for software installation. (Add 100+ GB if enabling local Print Archiving). Operating System: Windows Server (2025, 2022, 2019, 2016), Windows 10/11, macOS 12+, or modern 64-bit Linux (requires Java 8+)

1. Any additional software, hardware, subscriptions, implementation services, maintenance agreements, or recurring licensing fees required to support the proposed solution.

   -PaperCut MF does require an active service agreement for software updates. We recommend only buying a service agreement after the first year in an emergency when an update is needed. If the system is running good with no problems that require an update, money can be saved this way

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ABOUT US

- Oklahoma Copier Solutions has been servicing Oklahoma for 25 years and is currently the #1 authorized dealer for Toshiba, Lexmark, and KIP machines. We are also recognized as the number one copier dealer in the state of Oklahoma with DLL. With over 40 employees and 7 locations serving you, OCS is the go-to for copier and printing solutions.

- Within our 25 years of service, we have accumulated 4 dealerships. Our Headquarters are in Norman, OK with 5 other locations in Tulsa, Enid, Chickasha, Ada, and Lawton. Each of these locations have stock of all the products we offer, and our Norman location has a large warehouse to store machines, set-up large orders and allow for a training facility.

- We employ 35 service and sales associates across the state of Oklahoma allowing for a quick response time no matter the location of our customers.

Points of Contact:

- Isabelle Haney - Account Manager – 405-885-4999

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VENDOR QUALIFICATIONS

"An industry leading machine and service that is second to none."

- All of our technicians are Toshiba GOLD, and Lexmark certified. Our service department is ranked Toshiba Platinum.
- All technician vehicles are equipped with GPS technology to improve logistics and response time for the service needs of our customers.
- OCS technicians meet with brand service technicians every quarter in office for training to ensure the best service and support for our customers.
- Our maintenance agreement covers toner, parts, staples and labor.
- We will provide approximately one hour of training upon delivery and setup per device. We encourage our customers to have their IT technician available during installation to train them and any OCS IT technician can help them with any logistics. Training is always available for no charge after the initial training if needed.
- After initial setup, service calls will be answered within 4 hours.
- At OCS, our customers are our priority. We look forward to the opportunity to work with you and feel confident that our service, prices and customer service will be above the rest!

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QUALITY ASSURANCE PLAN:

- Machines will be delivered set-up and ready to be connected to the customers' network.
- All machines will be data security wiped before leaving the office.
- OCS will bring an additional supply for the customer's stock. OCS asks customers to always have one of each toner on the shelf at all times.
- Service calls will be answered within in 4 hours.
- All 6 locations have stock of toner, supplies and parts.
- Our Headquarters Warehouse stores over 50+ machines if a loaner is needed due to backordering.

At OCS, our customers are our priority. We look forward to the opportunity to work with you and feel confident that our service, prices and customer service will be above the rest!

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This certifies that

ALLEN LOGGINS
of
OKLAHOMA COPIER SOLUTIONS

has successfully completed the

E-STUDIO6525AC/6528A/2521AC SERIES UPDATE WEBINAR EXAM

Service Training Course

Toshiba America Business Solutions, Inc.
Education and Development Group
Electronic Imaging Division

Date
09/29/2023

Kenneth Hiteman

Toshiba America Business Solutions, Inc.
V.P. Services and Support Americas

TOSHIBA

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E-STUDIO7527AC/9029A SERIES UPDATE WEBINAR EXAM

Service Training Course

Toshiba America Business Solutions, Inc.
Education and Development Group
Electronic Imaging Division

Date
09/29/2023

Kenneth Hiteman

Toshiba America Business Solutions, Inc.
V.P. Services and Support Americas

TOSHIBA

This certifies that

BART WOOD
of
OKLAHOMA COPIER SOLUTIONS

has successfully completed the

E-STUDIO6525AC/6528A/2521AC SERIES UPDATE WEBINAR EXAM

Service Training Course

Toshiba America Business Solutions, Inc.
Education and Development Group
Electronic Imaging Division

Date
10/06/2023

Kenneth Hiteman

Toshiba America Business Solutions, Inc.
V.P. Services and Support Americas

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V.P. Services and Support Americas

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

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2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

650 ALAMEDA STREET

Requester's name and address (optional)

6 City, state, and ZIP code

NORMAN, OKLAHOMA 73071

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

2	0	-	1	8	8	8	6	9	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date January 6, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Implementation Plan

Overview

Oklahoma Copier Solutions (OCS) is committed to providing Duncan Public Schools with a seamless transition and implementation process that ensures all equipment is installed, configured, tested, and fully operational well before the start of school on August 13, 2026. OCS will coordinate closely with district administration and IT personnel throughout the implementation process to minimize disruption and ensure project success.

Project Timeline

June 30, 2026

- Duncan Public Schools Board Meeting and vendor selection.

July 1, 2026

- Vendor notification and contract award.
- OCS will place the equipment order with Toshiba. All required accessories, finishing options, software, and network requirements will be confirmed and secured.

Beginning July 15, 2026

- Equipment is scheduled to begin arriving at the OCS warehouse.
- OCS technicians will inspect, inventory, configure, and test all devices prior to deployment.

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Equipment Preparation

Upon receipt of the equipment, OCS technicians will:

- Inspect and inventory all devices.
- Install required accessories and finishing options.
- Configure network settings and device profiles.
- Apply district-specific security settings and user requirements.
- Verify scan destinations and printing functionality.
- Perform quality assurance testing to ensure all equipment is fully operational before delivery.

Delivery and Installation

July 22 – July 30, 2026

OCS will utilize three box trucks and multiple installation teams to efficiently deploy equipment throughout the district.

Installation activities will include:

- Delivery and installation of equipment at all district locations.
- Equipment placement at designated locations.
- Network connectivity and driver configuration.
- Functional testing of printing, copying, and scanning capabilities.
- Removal and coordination of existing equipment as needed.
- Final verification with district personnel before project sign-off.

OCS will work directly with district IT personnel and site administrators throughout the installation process to ensure a smooth transition.

All equipment deliveries and installations will be completed by July 30, 2026, providing ample time for staff training and preparation before the start of school on August 13, 2026.

Training Plan

Beginning July 31, 2026

OCS will coordinate training sessions for district administrators, teachers, and staff. Training may be conducted on-site or virtually and will include:

- Basic copier operation
- Printing, copying, and scanning functions
- User authentication and security features
- Finishing options and advanced functionality
- Troubleshooting common issues
- Service request procedures
- Toner ordering procedures

Additional training sessions will be provided at no additional charge as needed to ensure all staff members are comfortable utilizing the equipment.

Ongoing Support

Following implementation, Duncan Public Schools will receive:

- Dedicated local service and support
- Preventative maintenance
- Toner fulfillment
- Remote equipment monitoring
- Help desk and technician support
- Guaranteed response times in accordance with the maintenance agreement

Project Experience

OCS currently supports more than 140 school districts throughout Oklahoma and has extensive experience implementing district-wide copier fleets. Our team is committed to ensuring a successful transition, minimizing downtime, and providing exceptional service throughout the life of the contract.

TOSHIBA

e-STUDIO™2525AC/3025AC/3525AC/4525AC

Introducing a new generation of Toshiba MFPs – with high-performance, advanced security and cloud-ready features, these printers are the perfect choice for today's modern work environments.

- Highly Productive Color MFPs
- High-speed – 25, 30, 35 & 45 PPM
- Leading-edge Security Features
- Cloud Print & Service Capabilities
- Built-in Optical Character Recognition



TOSHIBA



CLOUD-READY AND SECURE FOR TODAY'S DIGITAL WORKPLACE

Today's new hybrid work environment demands that information be available and accessible from anywhere at any time for organizations to be efficient and productive. Yet it needs to be secure. Introducing Toshiba's newest e-STUDIO™ workgroup MFPs, specifically designed to meet this need. Providing the ultimate in productivity through speed, quality and consistency, these printers also deliver a zero-trust approach for the highest level of security and cloud-ready features built-in for anywhere accessibility.

AT TOSHIBA, PRODUCTIVITY IS A PRIORITY

Our new color MFPs are faster and more productive, secure, and reliable than any other workgroup models Toshiba has ever produced. With everything from a super-charged document feeder to greater maximum paper capacity to next-level finishing performance, these new models raise the bar on what an MFP can do for productivity in the modern workplace.

25, 30, 35 & 45 PPM for departmental-level performance in a workgroup-size device, designed to handle more volume for more users.

New High-Speed, High-Capacity Dual Side Document Feeder (DSDF) with Double Feed Detection (DFD) for the most mission-critical scanning environments, providing up to 240 IPM duplex scan speeds.

High-Resolution for crisp image quality: up to 1,200 dpi x 1,200 dpi.

Continuous Scan allows you to switch seamlessly between simplex, duplex, original size, and orientation, or even switch from DF to glass in one scan job.

Enhanced Scan Functions provide options for mixed sizes, sources orientation, and more in one job – as well as employ a network share location right from front panel.

Accurate Color & e-BRIDGE® Color Profiler Tool V4.1 allows demanding color print users to accurately hit the widest array of recognized Pantone colors or unique brand identity colors – or match other output devices.

65-Sheet Stapling takes finishing to the next level and is available on both the regular and saddle stitch finisher, the latter capable of producing booklets up to 60-pages.

5,200-Sheet Maximum Paper Capacity helps you pump up the volume thanks to our modular design. Choose one or two drawer paper feed pedestals or tandem LCF – and for those really demanding environments, an additional external Large Capacity Feeder (LCF).

10.1" Tablet-Style Full Color Tilting Touch Screen Panel offers touch swipe User Interface (UI) featuring newly designed icons that provide access to the MFP's core functions and productivity-enhancing workflow solutions – all while offering a consistent and familiar user experience to the entire Office Collection.



Built-in OCR (Optical Character Recognition) allows you to quickly and easily scan paper documents to create searchable PDFs or editable document formats such as Microsoft® Word®.

Annotation & Bates Stamping allows you to assign a unique identifier to documents for indexing, labeling, and identifying content to ensure all pages are accounted for.

Voice Guidance Technology affirms your programming selections and is a great option for users with visual disabilities through Section 508 of the Rehabilitation Act, opening it up to a wider audience.

Soft Closing Drawers provide a luxurious feeling and better end user experience.

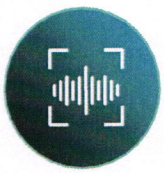
Environmentally Friendly is the Toshiba way: RoHS compliant, recycled plastics, Low-Power (1W) Super Sleep Mode, and our EcoSmart Recycling Program – as well as lower TEC values for more energy efficiency, earning them the newest EPA ENERGY STAR rating.

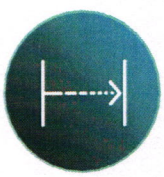
Higher Duty Cycles and Periodic Maintenance Intervals provide greater volume with fewer routine service calls so you can stay focused on productivity.



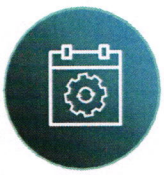
Optical Character Recognition


Annotation & Bates Stamping


Voice Guidance


Soft Close Drawers


Environmentally Friendly


Fewer Routine Service Calls

SECURITY IS JOB NUMBER ONE

secureMFP

Security has never been a more critical consideration for any device in today's business landscape. MFPs have the extra burden of being shared by all users, and many if not all written documents pass through this device while being printed, scanned, faxed, or copied. That's why Toshiba strongly believes in zero-trust security principles while designing the applications and cloud services for MFPs. Instead of assuming that the applications and services running on MFPs behind the corporate firewall are safe, we ensure that access and communication with the MFP is fully authenticated, authorized, and encrypted. We accomplish this by enhancing security using the following features:

Trusted Platform Module 2.0 features the latest version of hardware-based security that safeguards all data on the MFP using cryptographic keys.

Built-in Antimalware that's stronger than antivirus protects the MFP from Trojan horses, ransomware, spyware, rogue software, and more.

OAUTH2 Token-based Identity Management helps integrate cloud services with your existing identity management, therefore credentials are not replicated, and the chance of vulnerabilities is reduced.

Enhanced Data Encryption with TLS 1.3 keeps the communication between MFP and other applications fully secure thanks to the latest and most secure version of transport layer security.

New 128GB SSD provides the latest encryption and improved reliability.

512GB SSD option provides additional onboard document storage capacity.

FIPS 140-2 Validated HDD option enables these MFPs to meet the Hardcopy Device Protection Profile (HCD-PP) when the MFP is configured in High Security Mode.

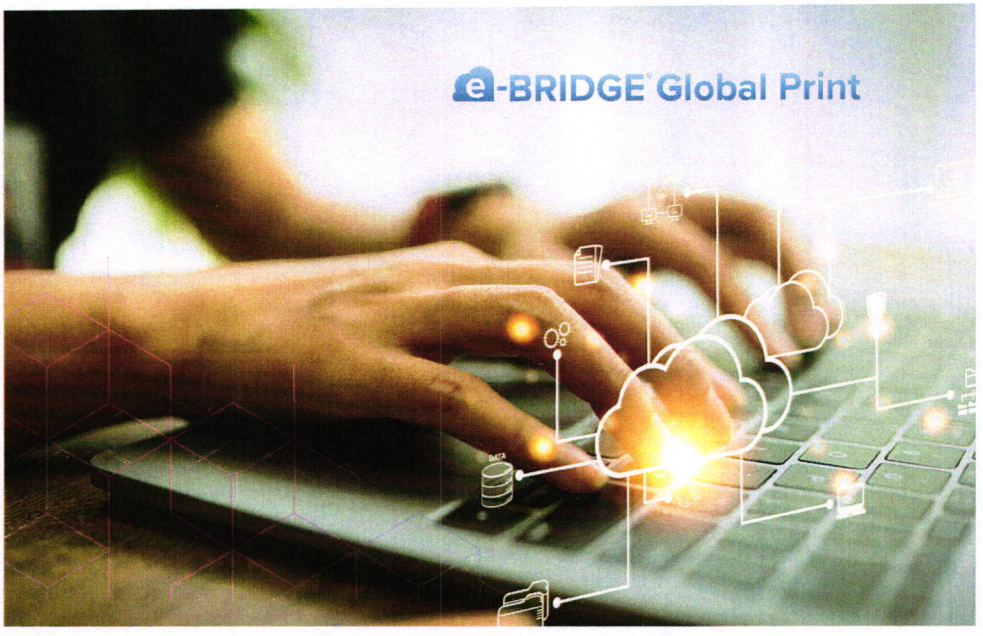


e-STUDIO™4525AC series

HARNESS THE POWER OF THE CLOUD

With **Elevate Sky**™ from Toshiba, you'll find cloud-based print solutions for the modern workforce, allowing workflows to seamlessly integrate your MFPs and documents with the cloud applications you're already using.

e-BRIDGE® Global Print allows you to fully embrace cloud technology. It simplifies and secures your print environment while providing the flexibility for users to print from anywhere – work, home office, or on the road.



Elevate Sky™ Service from Toshiba is a suite of cloud-based applications designed to better manage print and document environments by improving device uptime and visibility to fleet usage and performance.

Leveraging big data analytics and artificial intelligence, Elevate Sky™ Service can identify impending errors before they happen. In many cases, remote intervention can address the issue before affecting regular device operations.

Elevate Sky™ Service CloudConnect is an innovative and exclusive, cloud-based app that's ideal for remote fleet management, application and license deployment, and policy-based security management for your fleet.

Elevate Sky™ Service Remote Assist enables technicians, with the end-user's approval, to remotely access the MFP and perform diagnostics and adjustments potentially eliminating the need for what might otherwise be an onsite service call.

Elevate Sky™ Service Remote Diagnostics assists technicians by applying predictive analytics to anticipate an MFP's service needs thus improving uptime.

Elevate Sky™ Service AI uses machine learning models to predict parts failures within a Toshiba fleet, helping reduce service costs by optimizing technician dispatch.

Elevate Sky™ Service Device Management allows IT administrators to remotely monitor fleet status, deploy licenses and applications to devices, and ensure that all Toshiba MFPs on the network have consistent and compliant security settings and policies.

Elevate Sky™ Service Reports monitors MFP usage patterns, generate, and schedule custom reports for their entire fleet to gain valuable insights into how MFPs are being utilized.

Toshiba's cloud-ready MFPs and our team of experts provide the solutions your business needs to improve workflows and print smarter. Utilizing the latest technological advancements and security standards, we provide end-to-end solutions to help you seamlessly and securely navigate today's digital workplace from consulting, cloud migration, fleet management, implementation, and technical support.

STANDOUT FEATURES IN OUR MFPs

e-STUDIO™2525AC/3025AC/3525AC/4525AC

1. **Dual Scan Document Feeder** available with Double Feed Detection – Scans up to 240 IPM; holds up to 300 originals (refillable)
2. **10.1" Tiltable Front Panel** makes programming jobs easier than ever – even for wheelchair users – and is Section 508 friendly
3. **Card Reader Pocket** enables badge authentication to control device access
4. **Soft Closing Drawers** automatically pull drawer closed when initiated and provide a luxury experience
5. **65-Sheet Stapling Finishers** and an output capacity of up to 3,000 pages enable bigger jobs
6. **Saddle Stitch Finishing** enables up to 60-page booklets, and unique avalanche tray increases exit capacity
7. **Tandem LCF Pedestal** holds 2 x 1,000-sheet stacks of letter-size paper, while refillable design allows users to add paper while MFP is in use
8. **2,000-Sheet External LCF** boosts paper capacity to an amazing 5,200 sheets



e-STUDIO 2525AC/3025AC/3525AC/4525AC

MAIN SPECIFICATIONS

Copy System	Indirect Electrostatic Photographic/OPC/Laser Printing/Heat Roller Fusing
Display	10.1" Color WSVGA Touch Screen Tilting Display
Copy Speed	25/30/35/45 PPM (LT)
First Copy Out	Color: Less Than 7.8/7.8/7.8/5.7 Seconds Monochrome: Less Than 5.9/5.9/5.9/4.4 Seconds
Warm-Up Time	From powering on: Approx. 20 Seconds From Sleep & Low Power: Less Than 12 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 5,200 Sheets
Original Feed	300-Sheet DSDF or DSDF with Double Feed Detection or 100-Sheet RADF
Scan Speed & Weights	DSDF Scan: 70IPM (Monochrome or Color), Simplex or Duplex: 9.3-110lb Bond RADF Scan: 50IPM (Monochrome or Color), Simplex: 9.3-41.8lb Bond, Duplex: 13.3-41.8lb Bond
Max. Original Size	LD/A3
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to 12" x 18" Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12" x 18", 12" x 47" Banner Opt. 550-Sheet Paper Feed Pedestal-ST-R to 12" x 18" Opt. 550-Sheet Drawer for PFP-ST-R to 12" x 18" Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Opt. 2,000-Sheet External LCF-LT Only
Paper Weights	Standard: 550 Sheets x 2-16lb Bond-110lb Cover Stack Feed Bypass: 100 Sheets-14lb Bond-110lb Cover Opt. 550-Sheet Paper Feed Pedestal-16lb Bond-110lb Cover Opt. 550 Sheets Drawer for PFP-16lb Bond-110lb Cover Opt. Envelope Cassette for PFP-16lb Bond-140lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-17lb-28lb Bond Opt. 2,000-Sheet External LCF-LT 16lb Bond-110lb Cover
Duplex	Standard Automatic Duplex Unit (16lb Bond-140lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 75K/90K/105K/105K Month (Color: 100%) Max. 150K/180K/210K/210K Month (Monochrome: 100%)
Weight	Approx. 169lb/172lb
Approx. Dimensions	23" (W) x 25.2" (D) x 31" (H)
CMYK Toner Yield	CMY: 38K, K: 39.8K @ 5%
Power Source	120 Volts, 50/60 Hz, 12 Amps
Power Consumption	Maximum 1.8kW (120V)
Plug Type	NEMA 5-15
Memory	4GB
Hard Disk Drive	128GB Solid State Drive (SSD)

e-BRIDGE NEXT PRINT SPECIFICATIONS

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Resolution	600 x 600 dpi (5 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 (Equivalence) x 1,200 dpi (BW/with Smoothing) (PS3 Only)
Operating Systems	Windows® 8.1,10, 11, Windows Server® 2012/R2, Windows Server® 2016/19/22, Macintosh® (macOS X 10.10-15, 12), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk for Macintosh Environments
Printing Protocols	SMB V1-3, LPR/LPD, IPP V1.2 w/Authentication (TLS 1.2/1.3), AppleTalk® PAP or EtherTalk, Port 9100 (Bi-Directional), NetWare P-SERVER LPD w/iPrint, Bluetooth (HCRP/BIP/OPP/FTP), WS Print, FTP
Print Drivers	Windows® 8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows Server® 2016/19/22, Windows® 10, 11 (64-bit), macOS X 10.12-15, 11, 12
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-Speed) Optional IEEE802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple® App Store or Google Play)
Device Management	TopAccess
Account Control	Up to 10,000 Users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows® Domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout, Audible Beeps, Optional Voice Assist
Security Features	User Authentication, Trusted Platform Module, On-Board Data Scramble Function, SCEP, Disable, e-Filing, Disable Copy, Disk Overwrite*, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL/TLS (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS, SYSLOG), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408)* with HCD-PP v1.0, IEEE802.1X (Wired/Wireless), Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp, Role Based Access Control, Secure PDF, Digital Signature for Firmware Update, Integrity Check Function, Image Log, Card Authentication, Biometric Authentication *Requires FIPS HDD, Conformance with HCD-PPv1.0 in High Security Mode
Environmental Standards	ENERGY STAR® (V3.1), EPEAT Gold, Californian Proposition 65
Certifications	WHQL (Windows® 8, 8.1, 10, 11, 2012, 2012 R2, 2016/19/22), Novell®, Citrix®, SAP, AirPrint® and Mopria®

SCAN SPECIFICATIONS

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
OCR	DOC/XLS/PPT/PDF
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX, Color/Grayscale: JPEG, TIFFMulti/Single Page, PDF-Multi/Single Page, PDF/A, Slim PDF, Searchable PDF, XPSMulti/Single Page, DOCX, XLSX, PPTX
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

FACSIMILE SPECIFICATIONS

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job
Scan Speed	0.7 Seconds Per Page, Maximum 73 IPM

e-FILING SPECIFICATIONS

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

ACCESSORIES (OPTIONS)

Platen & Document Feeder Options	
DSDF	MR4010
DSDF with Double Feed Detection	MR4020
RADF	MR3033
Platen Cover	KA5005PC
Additional Paper Options	
Paper Feed Pedestal	KD1072
Drawer Module	MY1052
Envelope Cassette Option	MY1053
Large Capacity Feeder	KD1073LT
External Large Capacity Feeder	MP2002
Finishing Options	
50-Sheet Inner Finisher	MJ1048
65-Sheet Staple Finisher	MJ1113
65-Sheet Saddle-Stitch Finisher	MJ1114
Hole Punch for MJ1048	MJ6011
Hole Punch for MJ1113/MJ1114	MJ6107
Bridge Kit	KN5005
Job Separator	MJ5015
Connectivity/Security Options	
FAX Unit/2nd Line for FAX Unit	GD1370N
Wireless LAN/Bluetooth	GN4030A3
Fax Over IP License Key	GS1100NODE
Bluetooth Keyboard	GR9001
2nd NIC Holder	GR1430
USB Hub	GR1420
Meta Scan Enabler	GS1010NODE
IPSec Enabler	GP1080NODE
Unicode Font Enabler	GS1007NODE
Multi-Station Print Enabler Per Seat License	GS1090NODE
e-BRIDGE Plus for OneDrive for Business V3.0	GB2300NODE
e-BRIDGE Plus for SharePoint Online V3.0	GB2310NODE
e-BRIDGE Plus for Exchange Online V3.0	GB2320NODE
e-BRIDGE Plus for Gmail	GB2380NODE
e-BRIDGE Plus for Google Workspace	GB2390NODE
Hardcopy Security Printing	GP1190NODE
Security SSD (512GB)	GE1280
FIPS HDD (320GB)	GE1260
e-BRIDGE Plus Voice Guidance	GB2540NODE
e-BRIDGE Global Print	GB2550NODE
Miscellaneous Options	
Card Reader Holder	GR1320
Accessory Tray	GR1330
Panel 10-Key Option	GR1340
Stand	STAND5015
Work Tray	KK5005
Manual Pocket	KK5008
Harness for Coin Controller	GQ1280
Accessible Arm	KK2560

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Inv. Code 22413 3525AC/4525AC Spec Sheet 5K PG 6/22

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Website	www.business.toshiba.com

TOSHIBA

e-STUDIO™ 5525AC/6525AC

Introducing a new generation of Toshiba MFPs – with high-performance, zero-trust security and cloud-ready features, these printers are the perfect choice for today's modern work environments.

- Highly Productive Color MFPs
- High-speed – 55 & 65 PPM
- Leading-edge Security Features
- Cloud Print & Service Capabilities
- Built-in Optical Character Recognition



TOSHIBA



CLOUD-READY AND SECURE FOR TODAY'S DIGITAL WORKPLACE

Today's new hybrid work environment **demands that information be available and accessible from anywhere at any time** for organizations to be efficient and **productive. Yet it needs to be secure. Introducing Toshiba's newest e-STUDIO™** workgroup MFPs, specifically designed **to meet this need. Providing the ultimate in productivity through speed, quality and** consistency, these printers also deliver a zero-trust approach for the highest level of security and cloud-ready features built-in for anywhere accessibility.

AT TOSHIBA, PRODUCTIVITY IS A PRIORITY

Our new color MFPs are faster and more productive, secure, and reliable than any other workgroup models Toshiba has ever produced. With everything from a super-charged document feeder to greater maximum paper capacity to next-level finishing performance, these new models raise the bar on what an MFP can do for productivity in the modern workplace.

55 & 65 PPM for departmental-level performance in a workgroup-size device, designed to handle more volume for more users.

New High-Speed, High-Capacity Dual Side Document Feeder (DSDF) with Double Feed Detection (DFD) for the most mission-critical scanning environments, providing up to 240 IPM duplex scan speeds.

High-Resolution for crisp image quality: up to 1,200 dpi x 1,200 dpi.

Accurate Color & e-BRIDGE® Color Profiler Tool V4.1 allows demanding color print users to accurately hit the widest array of recognized Pantone colors or unique brand identity colors – while matching other output devices too.

65-Sheet Stapling takes finishing to the next level and is available on both the regular and saddle stitch finisher, the latter capable of producing booklets up to 60-pages.



5,200-Sheet Maximum Paper Capacity helps you pump up the volume thanks to our modular design. Choose one or two drawer paper feed pedestals or tandem LCF – and for those really demanding environments, an additional external Large Capacity Feeder (LCF).

10.1" Tablet-Style Full Color Tilting Touch Screen Panel offers touch swipe User Interface (UI) featuring newly designed icons that provide access to the MFP's core functions and productivity-enhancing workflow solutions – all while offering a consistent and familiar user experience to the entire Office Collection.



Built-in OCR (Optical Character Recognition) allows you to quickly and easily scan paper documents to create searchable PDFs or editable document formats, such as Microsoft® Word®.

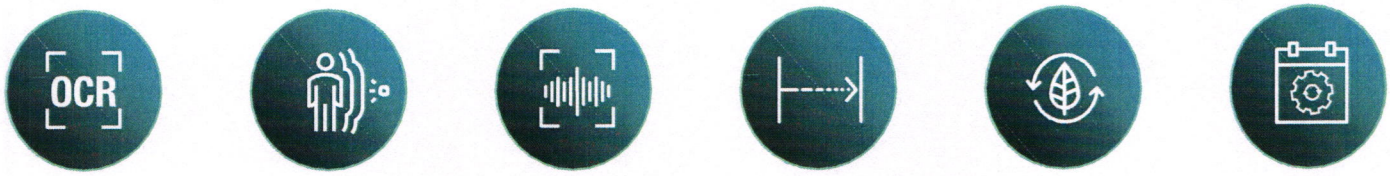
Motion Sensor wakes up the MFP as you approach, bringing it to a ready state without any other action.

Voice Guidance Technology affirms your programming selections and is a great option for users with visual disabilities through Section 508 of the Rehabilitation Act, opening it up to a wider audience.

Soft Closing Drawers provide a luxurious feeling and better end user experience.

Environmentally Friendly is the Toshiba way: RoHS compliant, recycled plastics, Low-Power (1W) Super Sleep Mode, and our EcoSmart Recycling Program – as well as lower TEC values for more energy efficiency, earning them the newest EPA ENERGY STAR 3.1 rating.

Higher Duty Cycles and Periodic Maintenance Intervals provide greater volume with fewer routine service calls so you can stay focused on productivity.



Optical Character Recognition | Motion Sensor | Voice Guidance | Soft Close Drawers | Environmentally Friendly | Fewer Routine Service Calls

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SECURITY IS JOB NUMBER ONE

secureMFP

Security has never been a more critical consideration for any device in today's business landscape. MFPs have the extra burden of being shared by all users, and many if not all written documents pass through this device while being printed, scanned, faxed, or copied. That's why Toshiba strongly believes in zero-trust security principles while designing the applications and cloud services for MFPs. Instead of assuming that the applications and services running on MFPs behind the corporate firewall are safe, we ensure that access and communication is fully authenticated, authorized, and encrypted. We accomplish this by enhancing security using the following features:

Trusted Platform Module 2.0 features the latest version of hardware-based security that safeguards all data on the MFP using cryptographic keys.

Built-in Antimalware that's stronger than antivirus protects the MFP from Trojan horses, ransomware, spyware, rogue software, and more.

OAUTH2 Token-based Identity Management helps integrate cloud services with your existing identity management, therefore credentials are not replicated, and the chance of vulnerabilities is reduced.

Enhanced Data Encryption with TLS 1.3 keeps the communication between MFP and other applications fully secure thanks to the latest and most secure version of transport layer security.

New 128GB SSD provides the latest encryption and improved reliability.

512GB SSD option provides additional onboard document storage capacity.

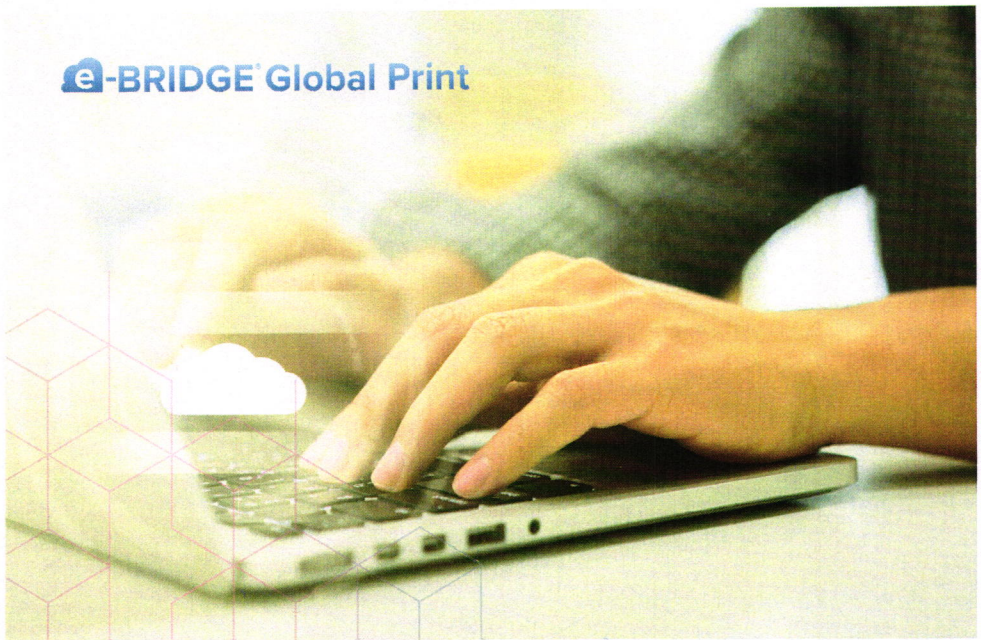
FIPS 140-2 Validated HDD option enables these MFPs to meet the Hardcopy Device Protection Profile (HCD-PP) when the MFP is configured in High Security Mode.



HARNESS THE POWER OF THE CLOUD

With **Elevate Sky™** from Toshiba, you'll find cloud-based print solutions for the modern workforce, allowing workflows to seamlessly integrate your MFPs and documents with the cloud applications you're already using.

e-BRIDGE® Global Print allows you to fully embrace cloud technology. It simplifies and secures your print environment while providing the flexibility for users to print from anywhere – work, home office, or on the road.



Elevate Sky™ Service from Toshiba is a suite of cloud-based applications designed to better manage print and document environments by improving device uptime and visibility to fleet usage and performance.

Leveraging big data analytics and artificial intelligence, Elevate Sky™ Service can identify impending errors before they happen. In many cases, remote intervention can address the issue before affecting regular device operations.

Elevate Sky™ Service CloudConnect is an innovative and exclusive, cloud-based app that's ideal for remote fleet management, application and license deployment, and policy-based security management for your fleet.

Elevate Sky™ Service Remote Assist enables technicians, with the end-user's approval, to remotely access the MFP and perform diagnostics and adjustments potentially eliminating the need for what might otherwise be an onsite service call.

Elevate Sky™ Service Remote Diagnostics assists technicians by applying predictive analytics to anticipate an MFP's service needs thus improving uptime.

Elevate Sky™ Service AI uses machine learning models to predict parts failures within a Toshiba fleet, helping reduce service costs by optimizing technician dispatch.

Elevate Sky™ Service Device Management allows IT administrators to remotely monitor fleet status, deploy licenses and applications to devices, and ensure that all Toshiba MFPs on the network have consistent and compliant security settings and policies.

Elevate Sky™ Service Reports monitors MFP usage patterns, generate, and schedule custom reports for their entire fleet to gain valuable insights into how MFPs are being utilized.

Toshiba's cloud-ready MFPs and our team of experts provide the solutions your business needs to improve workflows and print smarter. Utilizing the latest technological advancements and security standards, we provide end-to-end solutions to help you seamlessly and securely navigate today's digital workplace from consulting, cloud migration, fleet management, implementation, and technical support.

THE ULTIMATE IN PRODUCTIVITY

e-STUDIO™ 5525AC/6525AC

1. **Dual Scan Document Feeder** available with Double Feed Detection – Scans up to 240 IPM; holds up to 300 originals (refillable)
2. **10.1" Tiltable Front Panel** makes programming jobs easier than ever – even for wheelchair users – and is Section 508 friendly
3. **Optical Sensor** detects when users approach to ensure it's ready when they arrive
4. **Soft Closing Drawers** automatically pull drawer closed when initiated and provide a luxury experience
5. **65-Sheet Stapling Finishers** and an output capacity of up to 3,000 pages enable bigger jobs
6. **Saddle Stitch Finishing** enables up to 60-page booklets, and unique avalanche tray increases exit capacity
7. **Tandem LCF Pedestal** holds 2 x 1,000-sheet stacks of letter-size paper, while refillable design allows users to add paper while MFP is in use
8. **2,000-Sheet External LCF** boosts paper capacity to an amazing 5,200 sheets



e-STUDIO™ 5525AC/6525AC

MAIN SPECIFICATIONS

Copy System	Indirect Electrostatic Photographic/OPC/Laser Printing/Heat Roller Fusing
Display	10.1" Color WSVGA Touch Screen Tilting Display
Copy Speed	55/65 PPM (LT)
First Copy Out	Color: Less Than 5.7/5.7 Seconds Monochrome: Less Than 4.3/4.3 Seconds
Warm-Up Time	From powering on: Approx. 26 Seconds From Sleep & Low Power: Less Than 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 12" x 18", 12" x 47" Banner, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 5,200 Sheets
Original Feed	300-Sheet DSDF or DSDF with Double Feed Detection or 100-Sheet RADF
Max. Original Size	LD/A3
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to 12.5" x 18" Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12.5" x 18", 12" x 47" Banner Opt. 550-Sheet Paper Feed Pedestal-ST-R to 12.5" x 18" Opt. 550-Sheet Drawer for PFP-ST-R to 12.5" x 18" Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Opt. 2,000-Sheet External LCF-LT Only
Paper Weights	Standard: 550 Sheets x 2-16lb Bond-110lb Cover Stack Feed Bypass: 100 Sheets-14lb Bond-110lb Cover Opt. 550-Sheet Paper Feed Pedestal-16lb Bond-110lb Cover Opt. 550 Sheets Drawer for PFP-16lb Bond-110lb Cover Opt. Envelope Cassette for PFP-16lb Bond-140lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-17 lb-28lb Bond Opt. 2,000-Sheet External LCF-LT 16lb Bond-110lb Cover
Duplex	Standard Automatic Duplex Unit (16lb Bond-140lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 106K/115K Month (Color: 100%) Max. 212K/230K Month (Monochrome: 100%)
Weight	Approx.173lb
Approx. Dimensions	23" (W) x 25.2" (D) x 31" (H)
CMYK Toner Yield	CMY: 38K, K: 39.8K @ 5%
Power Source	120 Volts, 50/60 Hz, 12 Amps
Power Consumption	Maximum 1.8kW (120V)
Plug Type	e-STUDIO5525AC: NEMA 5-15, e-STUDIO6525AC: NEMA 5-20
Memory	6GB
Hard Disk Drive	128GB Solid State Drive (SSD)

e-BRIDGE NEXT PRINT SPECIFICATIONS

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Resolution	600 x 600 dpi, 1,200 x 1,200 dpi or 3,600 (Equivalence) x 1,200 dpi (BW/with Smoothing) (PS3 Only)
Operating Systems	Windows® 8.1,10, 11, Windows Server® 2012/R2, Windows Server® 2016/19/22, Macintosh® (macOS X 10.10-15, 12), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk for Macintosh Environments
Printing Protocols	SMB V1-3, LPR/LPD, IPP V1.2 w/Authentication (TLS 1.2/1.3), AppleTalk® PAP or EtherTalk, Port 9100 (Bi-Directional), NetWare P-SERVER LPD w/iPrint, Bluetooth (HCRP/BIP/OPP/FTP), WS Print, FTP
Print Drivers	Windows® 8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows Server® 2016/19/22, Windows® 10, 11 (64-bit), macOS X 10.12-15, 11, 12
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-Speed) Optional IEEE802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple® App Store or Google Play)
Device Management	TopAccess
Account Control	Up to 10,000 Users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows® Domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout, Audible Beeps, Optional Voice Assist
Security Features	User Authentication, Trusted Platform Module, On-Board Data Scramble Function, SCEP, Disable, e-Filing, Disable Copy, Disk Overwrite* , IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL/TLS (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS, SYSLOG), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408)* with HCD-PP v1.0, IEEE802.1X (Wired/Wireless), Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp, Role Based Access Control, Secure PDF, Digital Signature for Firmware Update, Integrity Check Function, Image Log, Card Authentication, Biometric Authentication *Requires FIPS HDD, Conformance with HCD-PPv1.0 in High Security Mode
Environmental Standards	ENERGY STAR® (V3.1), EPEAT Gold, Californian Proposition 65
Certifications	WHQL (Windows® 8, 8.1, 10, 11, 2012, 2012 R2, 2016/19/22), Novell®, Citrix®, SAP, AirPrint® and Mopria®

SCAN SPECIFICATIONS

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Weights	DSDF Simplex or Duplex: 9.3-110lb Bond RADF Scan: Simplex: 9.3-41.8lb Bond, Duplex: 13.3-41.8lb Bond
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
OCR	DOC/XLS/PPT/PDF
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Slim PDF, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

FACSIMILE SPECIFICATIONS

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job

e-FILING SPECIFICATIONS

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

ACCESSORIES (OPTIONS)

Platen & Document Feeder Options	
DSDF	MR4010
DSDF with Double Feed Detection	MR4020
RADF	MR3033
Platen Cover	KA5005PC
Additional Paper Options	
Paper Feed Pedestal	KD1072
Drawer Module	MY1052
Envelope Cassette Option	MY1053
Large Capacity Feeder	KD1073LT
External Large Capacity Feeder	MP2002
Finishing Options	
65-Sheet Staple Finisher	MJ1113
65-Sheet Saddle-Stitch Finisher	MJ1114
Hole Punch for MJ1113/MJ1114	MJ6107
Bridge Kit	KN5005
Job Separator	MJ5015
Connectivity/Security Options	
FAX Unit/2nd Line for FAX Unit	GD1370N
Wireless LAN/Bluetooth	GN4030A3
Fax Over IP License Key	GS1100NODE
Bluetooth Keyboard	GR9001
2nd NIC Holder	GR1430
USB Hub	GR1420
Meta Scan Enabler	GS1010NODE
IPSec Enabler	GP1080NODE
Unicode Font Enabler	GS1007NODE
Multi-Station Print Enabler Per Seat License	GS1090NODE
e-BRIDGE Plus for OneDrive	GB2300NODE
e-BRIDGE Plus for SharePoint	GB2310NODE
e-BRIDGE Plus for Exchange	GB2320NODE
Workplace Productivity Bundle	GB2330NODE
e-BRIDGE Plus for Gmail	GB2380NODE
e-BRIDGE Plus for Google Workspace	GB2390NODE
Hardcopy Security Printing	GP1190NODE
Security SSD (512GB)	GE1280
FIPS HDD (320GB)	GE1260
e-BRIDGE Plus Voice Guidance	GB2540NODE
e-BRIDGE Global Print	GB2550NODE
Miscellaneous Options	
Card Reader Holder	GR1320
Accessory Tray	GR1330
Panel 10-Key Option	GR1340
Stand	STAND5015
Work Tray	KK5005
Manual Pocket	KK5008
Harness for Coin Controller	GQ1280
Accessible Arm	KK2560

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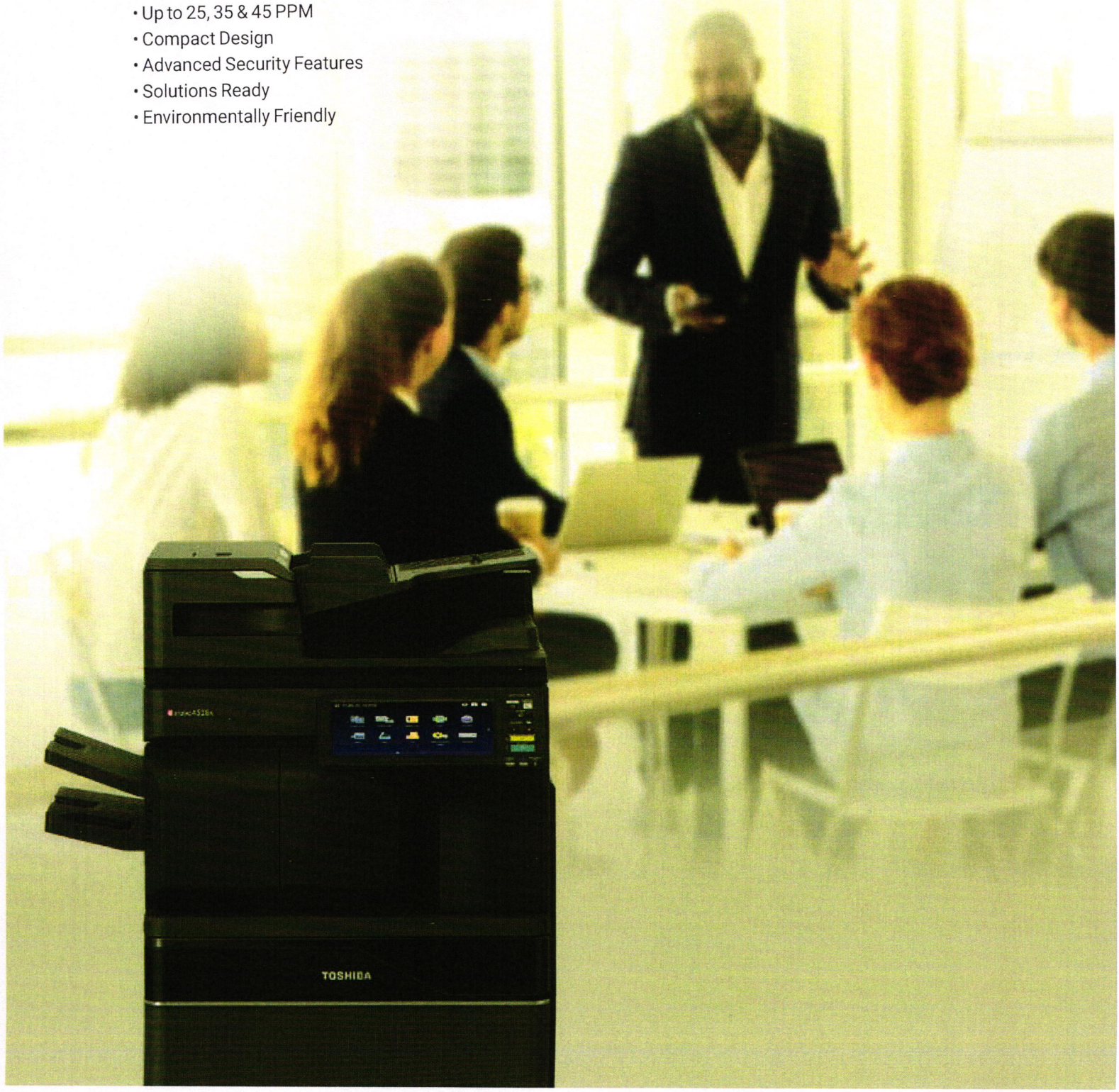
South	2037 Bakers Mill Rd., Dacula, GA 30019 Tel: 678-546-9385
West Coast	25530 Commercentre Drive, Lake Forest, CA 92630 Tel: 949-462-6000
Website	business.toshiba.com

TOSHIBA

e-STUDIO™2528A/3528A/4528A

Introducing a new generation of Toshiba MFPs – with high-performance, advanced security and cloud-ready features, these printers are the perfect choice for today's modern work environments.

- Up to 25, 35 & 45 PPM
- Compact Design
- Advanced Security Features
- Solutions Ready
- Environmentally Friendly



TOSHIBA



CLOUD-READY AND SECURE FOR TODAY'S DIGITAL WORKPLACE

Today's new hybrid work environment demands that information be available and accessible from anywhere at any time for organizations to be efficient and productive. Yet it needs to be secure. Introducing Toshiba's newest e-STUDIO™ workgroup MFPs, specifically designed to meet this need. Providing the ultimate in productivity through speed, quality and consistency, these printers also deliver a zero-trust approach for the highest level of security and cloud-ready features built-in for anywhere accessibility.

AT TOSHIBA, PRODUCTIVITY IS A PRIORITY

Our new monochrome MFPs are faster and more productive, secure, and reliable than any other workgroup models Toshiba has ever produced. With everything from a super-charged document feeder to greater maximum paper capacity to next-level finishing performance, these new models raise the bar on what an MFP can do for productivity in the modern workplace.

25–45 PPM allows you to get the performance you need to meet your workgroup demands without exceeding your available space.

New High-Speed, High-Capacity Dual Side Document Feeder (DSDF) with Double Feed Detection (DFD) for the most mission-critical scanning environments, providing up to 240 IPM duplex scan speeds.

High-Resolution for crisp image quality: up to 1,200 dpi x 1,200 dpi.

Universal Print provides support for the latest simplified driver set-up from Microsoft. Universal Print removes the hassle and expenses associated with maintaining print servers.

65-Sheet Stapling takes finishing to the next level and is available on both the regular and saddle stitch finisher, the latter capable of producing booklets up to 60-pages.



Inner Finisher provides 50-sheet stapling and up to 650-sheet capacity all while not increasing the footprint. Hole punch is available too.

5,200-Sheet Maximum Paper Capacity helps you pump up the volume thanks to our modular design. Choose one or two drawer paper feed pedestals or tandem Large Capacity Feeder (LCF) – and for those really demanding environments, an additional external LCF.

10.1" Tablet-Style Full Color Tilting Touch Screen Panel offers touch swipe User Interface (UI) featuring newly designed icons that provide access to the MFP's core functions and productivity-enhancing workflow solutions – all while offering a consistent and familiar user experience to the entire Office Collection.



Built-in OCR (Optical Character Recognition) allows you to quickly and easily scan paper documents to create searchable PDFs or editable document formats, such as Microsoft® Word®.

Voice Guidance Technology affirms your programming selections and is a great option for users with visual disabilities addressing Section 508 of the Rehabilitation Act, opening it up to a wider audience.

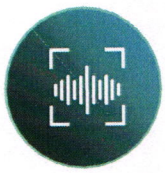
Soft Closing Drawers provide a luxurious feeling and better end user experience.

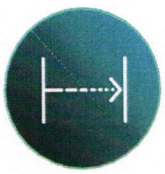
Environmentally Friendly is the Toshiba way: RoHS compliant, recycled plastics, Low-Power (1W) Super Sleep Mode, and our EcoSmart Recycling Program – as well as lower TEC values for more energy efficiency, earning them the newest EPA ENERGY STAR 3.1 rating.

Higher Duty Cycles and Periodic Maintenance Intervals provide greater volume with fewer routine service calls so you can stay focused on productivity.

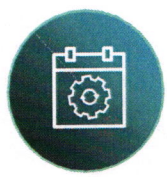


Optical Character Recognition


Voice Guidance


Soft Close Drawers


Environmentally Friendly


Fewer Routine Service Calls

SECURITY IS JOB NUMBER ONE

secureMFP

Security has never been a more critical consideration for any device in today's business landscape. MFPs have the extra burden of being shared by all users, and many if not all written documents pass through this device while being printed, scanned, faxed, or copied. That's why Toshiba strongly believes in zero-trust security principles while designing the applications and cloud services for MFPs. Instead of assuming that the applications and services running on MFPs behind the corporate firewall are safe, we ensure that access and communication is fully authenticated, authorized, and encrypted. We accomplish this by enhancing security using the following features:

Trusted Platform Module 2.0 features the latest version of hardware-based security that safeguards all data on the MFP using cryptographic keys.

Built-in Antimalware that's stronger than antivirus protects the MFP from Trojan horses, ransomware, spyware, rogue software, and more.

OAUTH2 Token-based Identity Management helps integrate cloud services with your existing identity management, therefore credentials are not replicated, and the chance of vulnerabilities is reduced.

Enhanced Data Encryption with TLS 1.3 keeps the communication between MFP and other applications fully secure thanks to the latest and most secure version of transport layer security.

New 128GB SSD provides the latest encryption and improved reliability.

512GB SSD option provides additional onboard document storage capacity.

FIPS 140-2 Validated HDD option enables these MFPs to meet the Hardcopy Device Protection Profile (HCD-PP) when the MFP is configured in High Security Mode.

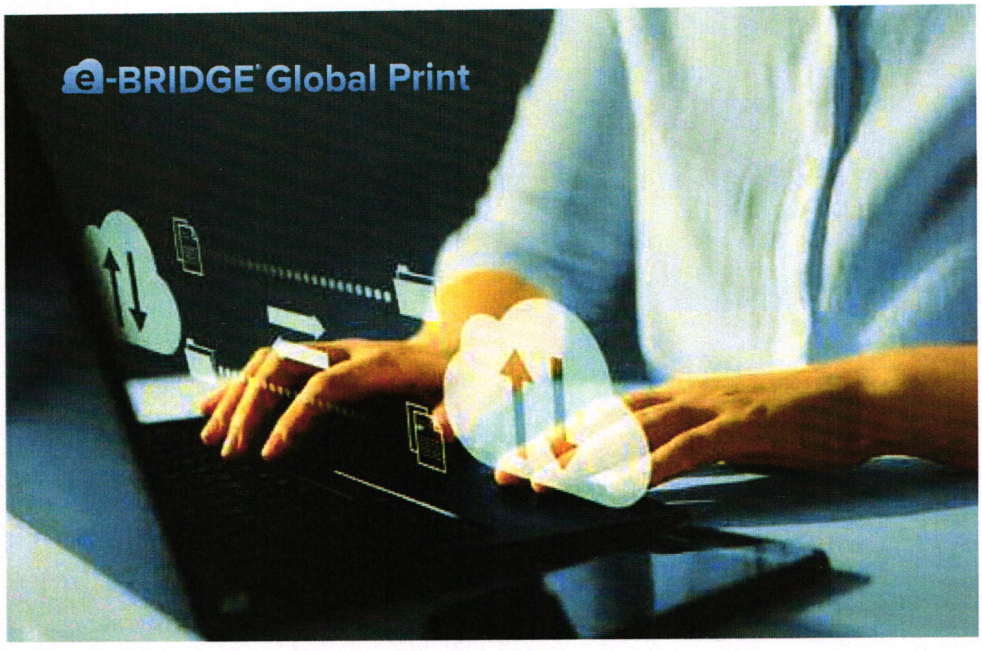


e-STUDIO 2528A/3528A/4528A

HARNESS THE POWER OF THE CLOUD

With **Elevate Sky**™ from Toshiba, you'll find cloud-based print solutions for the modern workforce, allowing workflows to seamlessly integrate your MFPs and documents with the cloud applications you're already using.

e-BRIDGE® Global Print allows you to fully embrace cloud technology. It simplifies and secures your print environment while providing the flexibility for users to print from anywhere – work, home office, or on the road.



Elevate Sky™ Service from Toshiba is a suite of cloud-based applications designed to better manage print and document environments by improving device uptime and visibility to fleet usage and performance.

Leveraging big data analytics and artificial intelligence, Elevate Sky™ Service can identify impending errors before they happen. In many cases, remote intervention can address the issue before affecting regular device operations.

Elevate Sky™ Service CloudConnect is an innovative and exclusive, cloud-based app that's ideal for remote fleet management, application and license deployment, and policy-based security management for your fleet.

Elevate Sky™ Service Remote Assist enables technicians, with the end-user's approval, to remotely access the MFP and perform diagnostics and adjustments potentially eliminating the need for what might otherwise be an onsite service call.

Elevate Sky™ Service Remote Diagnostics assists technicians by applying predictive analytics to anticipate an MFP's service needs thus improving uptime.

Elevate Sky™ Service AI uses machine learning models to predict parts failures within a Toshiba fleet, helping reduce service costs by optimizing technician dispatch.

Elevate Sky™ Service Device Management allows IT administrators to remotely monitor fleet status, deploy licenses and applications to devices, and ensure that all Toshiba MFPs on the network have consistent and compliant security settings and policies.

Elevate Sky™ Service Reports monitors MFP usage patterns, generate, and schedule custom reports for their entire fleet to gain valuable insights into how MFPs are being utilized.

Toshiba's cloud-ready MFPs and our team of experts provide the solutions your business needs to improve workflows and print smarter. Utilizing the latest technological advancements and security standards, we provide end-to-end solutions to help you seamlessly and securely navigate today's digital workplace from consulting, cloud migration, fleet management, implementation, and technical support.

THE ULTIMATE IN PRODUCTIVITY

e-STUDIO™2528A/3528A/4528A

1. **Dual Scan Document Feeder** available with Double Feed Detection – Scans up to 240 IPM; holds up to 300 originals (refillable)
2. **10.1" Tiltable Front Panel** makes programming jobs easier than ever – even for wheelchair users – and is Section 508 friendly
3. **Card Reader** pocket enables badge authentication to control device access
4. **Soft Closing Drawers** automatically pull drawer closed when initiated and provide a luxury experience
5. **65-Sheet Stapling Finishers** and an output capacity of up to 3,000 pages enable bigger jobs
6. **Saddle Stitch Finishing** enables up to 60-page booklets, and unique avalanche tray increases exit capacity
7. **Tandem LCF Pedestal** holds 2 x 1,000-sheet stacks of letter-size paper, while refillable design allows users to add paper while MFP is in use
8. **2,000-Sheet External LCF** boosts paper capacity to an amazing 5,200 sheets



e-STUDIO™ 2528A/3528A/4528A

MAIN SPECIFICATIONS

Copy Process	Indirect Electrostatic Photographic/OPC/Laser Printing/Heat Roller Fusing
Display	10.1" Color WSVGA Touch Screen Tilting Display
Copy Speed	25/35/45 PPM (LT) Monochrome: Less Than 4.3/4.3/3.6 Seconds
Warm-Up Time	From Powering on: Approx. 20 Seconds From Sleep & Low Power: Less Than 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to LD, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 5,200 Sheets
Original Feed	300-Sheet DSDF or DSDF with Double Feed Detection or 100-Sheet RADF
Max. Original Size	LD/A3
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to LD Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to LD Opt. 550-Sheet Paper Feed Pedestal-ST-R to LD Opt. 550-Sheet Drawer for PFP-ST-R to LD Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Opt. 2,000-Sheet External LCF-LT Only
Paper Weights	Standard: 550 Sheets x 2-16lb Bond-140lb Index Stack Feed Bypass: 100 Sheets-14lb Bond-140lb Index Opt. 550-Sheet Paper Feed Pedestal-16lb Bond-140lb Index Opt. 550 Sheets Drawer for PFP-16lb Bond-140lb Index Opt. Envelope Cassette for PFP-16lb Bond-140lb Index Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-16lb Bond-140lb Index Opt. 2,000-Sheet External LCF-LT-16lb Bond-140lb Index
Duplex	Standard Automatic Duplex Unit (16lb Bond-140lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 100K/125K/150K Month
Weight	Approx. 120lb/125lb/125lb
Approx. Dimensions	26" (W) x 25.2" (D) x 41.2" (H)
Toner Yield	43.9K @ 5%
Power Source	120 Volts, 50/60 Hz, 12 Amps
Power Consumption	Maximum 1.8kW (120V)
Plug Type	NEMA 5-15
Memory	4GB
Hard Disk Drive	128GB Solid State Drive (SSD)

e-BRIDGE NEXT PRINT SPECIFICATIONS

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Resolution	600 x 600 dpi, 1,200 x 1,200 dpi or 3,600 (Equivalence) x 1,200 dpi (PS3 Only)
Operating Systems	Windows® 8.1,10, 11, Windows Server® 2012/R2, Windows Server® 2016/19/22, Macintosh® (macOS X 10.10-15, 12), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk for Macintosh Environments
Printing Protocols	SMB V1-3, LPR/LPD, IPP V1.2 w/Authentication (TLS 1.2/1.3), AppleTalk® PAP or EtherTalk, Port 9100 (Bi-Directional), NetWare P-SERVER LPD w/iPrint, Bluetooth (HCRP/BIP/OPP/FTP), WS Print, FTP
Print Drivers	Windows® 8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows Server® 2016/19/22, Windows® 10, 11 (64-bit), macOS X 10.12-15, 11, 12
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-Speed) Optional IEEE802.11b/g/n, Wireless LAN, Optional Bluetooth
Wireless Device	AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple® App Store or Google Play)
Device Management	TopAccess
Account Control	Up to 10,000 Users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows® Domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout, Audible Beeps, Optional Voice Assist

Security Features	User Authentication, Trusted Platform Module, On-Board Data Scramble Function, SCEP, Disable, e-Filing, Disable Copy, Disk Overwrite* , IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL/TLS (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS, SYSLOG), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408)* with HCD-PP v1.0, IEEE802.1X (Wired/Wireless), Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp, Role Based Access Control, Secure PDF, Digital Signature for Firmware Update, Integrity Check Function, Image Log, Card Authentication, Biometric Authentication *Requires FIPS HDD, Conformance with HCD-PPv1.0 in High Security Mode
Environmental Standards	ENERGY STAR® (V3.1), EPEAT Gold, Californian Proposition 65
Certifications	WHQL (Windows® 8, 8.1, 10, 11, 2012, 2012 R2, 2016/19/22), Novell®, Citrix®, SAP, AirPrint® and Mopria®

SCAN SPECIFICATIONS

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Weights	DSDF Simplex or Duplex: 9.3-110lb Bond RADF Scan: Simplex: 9.3-41.8lb Bond, Duplex: 13.3-41.8lb Bond
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
OCR	DOC/XLS/PPT/PDF
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Slim PDF, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

FACSIMILE SPECIFICATIONS

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job

e-FILING SPECIFICATIONS

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

ACCESSORIES (OPTIONS)

Platen & Document Feeder Options	
DSDF	MR4010
DSDF with Double Feed Detection	MR4020
RADF	MR3033
Platen Cover	KA5005PC
Additional Paper Options	
Paper Feed Pedestal	KD1072
Drawer Module	MY1052
Envelope Cassette Option	MY1053
Large Capacity Feeder	KD1073LT
External Large Capacity Feeder	MP2002
Finishing Options	
65-Sheet Staple Finisher	MJ1113
65-Sheet Saddle-Stitch Finisher	MJ1114
Hole Punch for MJ1113/MJ1114	MJ6107
Bridge Kit	KN5005
Job Separator	MJ5015
Connectivity/Security Options	
FAX Unit/2nd Line for FAX Unit	GD1370N
Wireless LAN/Bluetooth	GN4030A3
Fax Over IP License Key	GS1100NODE
Bluetooth Keyboard	GR9001
2nd NIC Holder	GR1430
USB Hub	GR1420
Meta Scan Enabler	GS1010NODE
IPSec Enabler	GP1080NODE
Unicode Font Enabler	GS1007NODE
Multi-Station Print Enabler Per Seat License	GS1090NODE
e-BRIDGE Plus for OneDrive	GB2300NODE
e-BRIDGE Plus for SharePoint	GB2310NODE
e-BRIDGE Plus for Exchange	GB2320NODE
Workplace Productivity Bundle	GB2330NODE
e-BRIDGE Plus for Gmail	GB2380NODE
e-BRIDGE Plus for Google Workspace	GB2390NODE
Hardcopy Security Printing	GP1190NODE
Security SSD (512GB)	GE1280
FIPS HDD (320GB)	GE1260
e-BRIDGE Plus Voice Guidance	GB2540NODE
e-BRIDGE Global Print	GB2550NODE
Miscellaneous Options	
Card Reader Holder	GR1320
Accessory Tray	GR1330
Panel 10-Key Option	GR1340
Stand	STAND5015
Work Tray	KK5005
Manual Pocket	KK5008
Harness for Coin Controller	GQ1280
Accessible Arm	KK2560

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South	2037 Bakers Mill Rd., Dacula, GA 30019 Tel: 678-546-9385
West Coast	25530 Commercentre Drive, Lake Forest, CA 92630 Tel: 949-462-6000
Website	business.toshiba.com

TOSHIBA

e-STUDIO™ 5528A/6528A

Introducing a new generation of Toshiba MFPs – with high-performance, zero-trust security and cloud-ready features, these printers are the perfect choice for today's modern work environments.

- High-Speed – Up to 55 & 65 PPM
- High-Volume
- Advanced Security Features
- Solutions Ready
- Environmentally Friendly



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55 & 65 PPM for departmental-level performance in a workgroup-size device, designed to handle more volume for more users.

New High-Speed, High-Capacity Dual Side Document Feeder (DSDF) with Double Feed Detection (DFD) for the most mission-critical scanning environments, providing up to 240 IPM duplex scan speeds.

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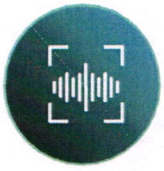
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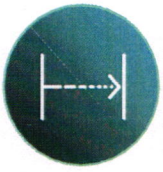
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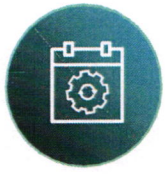
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Display	10.1" Color WSVGA Touch Screen Tilting Display
Copy Speed	55/65 PPM (LT) Less Than 4.3/4.3 Seconds
Warm-Up Time	From Powering on: Approx. 26 Seconds From Sleep & Low Power: Less Than 20 Seconds
Copy Resolution	600 x 600 dpi
Stack Feed Bypass	3.9" x 5.8" to 12.5" x 18", 12" x 47" Banner, Envelope
Multiple Copying	Up to 999 Copies
Paper Capacity	Standard 1,200 Sheets/Max. 5,200 Sheets
Original Feed	300-Sheet DSDF or DSDF with Double Feed Detection or 100-Sheet RADF
Max. Original Size	LD/A3
Paper Feed Sizes	Drawer 1: 550 Sheets-ST-R to LD Drawer 2: 550 Sheets-ST-R to 12.5" x 18" Stack Feed Bypass: 100 Sheets-3.9" x 5.8" to 12.5" x 18", 12" x 47" Banner Opt. 550-Sheet Paper Feed Pedestal-ST-R to 12.5" x 18" Opt. 550-Sheet Drawer for PFP-ST-R to 12.5" x 18" Opt. Envelope Cassette for PFP-Approx. 60 Envelopes/550 Sheets-ST-R to LG Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-LT Only Opt. 2,000-Sheet External LCF-LT Only
Paper Weights	Standard: 550 Sheets x 2-16lb Bond-110lb Cover Stack Feed Bypass: 100 Sheets-14lb Bond-110lb Cover Banner up to 90lb Index Opt. 550-Sheet Paper Feed Pedestal-16lb Bond-140lb Index Opt. 550 Sheets Drawer for PFP-16lb Bond-110lb Cover Opt. Envelope Cassette for PFP-16lb Bond-110lb Cover Opt. 2,000-Sheet Tandem LCF (Pedestal Type)-16lb Bond-110lb Cover Opt. 2,000-Sheet External LCF-LT-16lb Bond-110lb Cover
Duplex	Standard Automatic Duplex Unit (16lb Bond-140lb Index)
Reproduction Ratio	25% to 400%
Max Duty Cycle	Max. 223K/243K Month
Weight	Approx.159lb
Approx. Dimensions	26" (W) x 25.2" (D) x 41.2" (H)
Toner Yield	39.8K @ 5%
Power Source	120 Volts, 50/60 Hz, 12 Amps
Power Consumption	Maximum 1.8kW (120V)
Plug Type	NEMA 5-15
Memory	6GB
Hard Disk Drive	128GB Solid State Drive (SSD)

e-BRIDGE NEXT PRINT SPECIFICATIONS

PDL	PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG
Print Resolution	600 x 600 dpi, 1,200 x 1,200 dpi or 3,600 (Equivalence) x 1,200 dpi (PS3 Only)
Operating Systems	Windows® 8.1,10, 11, Windows Server® 2012/R2, Windows Server® 2016/19/22, Macintosh® (macOS X 10.10-15, 12), Unix®, Linux®
Network Protocols	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk for Macintosh Environments
Printing Protocols	SMB V1-3, LPR/LPD, IPP V1.2 w/Authentication (TLS 1.2/1.3), AppleTalk® PAP or EtherTalk, Port 9100 (Bi-Directional), NetWare P-SERVER LPD w/iPrint, Bluetooth (HCRP/BIP/OPP/FTP), WS Print, FTP
Print Drivers	Windows® 8.1 (32-bit, 64-bit), Windows Server® 2012/R2 (64-bit), Windows Server® 2016/19/22, Windows® 10, 11 (64-bit), macOS X 10.12-15, 11, 12
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-Speed)
Wireless Device	Optional IEEE802.11b/g/n, Wireless LAN, Optional Bluetooth AirPrint®, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple® App Store or Google Play)
Device Management	TopAccess
Account Control	Up to 10,000 Users or 1,000 Departments Supports User Authentication (on Device), Login Name/Password (via Windows® Domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function
Accessibility Features	Tilt Front Panel, Job Programs, Universal Grip for Paper Trays, Disable Screen Timeout, Audible Beeps, Optional Voice Assist

Security Features	User Authentication, Trusted Platform Module, On-Board Data Scramble Function, SCEP, Disable, e-Filing, Disable Copy, Disk Overwrite*, IP Address Filtering (10 Sets), MAC Address Filtering (10 Sets), Network Service Control, Network Port Control, SMB Packet Signing, SSL/TLS (HTTP, IPP, LDAP, SMTP, POP, FTP, DPWS, SYSLOG), IPsec (IKEv1, IKEv2), Security Mode Change, CC Certified (ISO/IEC15408)* with HCD-PP v1.0, IEEE802.1X (Wired/Wireless), Digital Signature for Client Utilities, Password Policy, Password Lock, Password Expiration, Self Testing, Job Access Control, Log Access Control for Job Log, Security Stamp, Role Based Access Control, Secure PDF, Digital Signature for Firmware Update, Integrity Check Function, Image Log, Card Authentication, Biometric Authentication *Requires FIPS HDD, Conformance with HCD-PPv1.0 in High Security Mode
Environmental Standards	ENERGY STAR® (V3.1), EPEAT Gold, Californian Proposition 65
Certifications	WHQL (Windows® 8, 8.1, 10, 11, 2012, 2012 R2, 2016/19/22), Novell®, Citrix®, SAP, AirPrint® and Mopria®

SCAN SPECIFICATIONS

Scan Speed	DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Color) RADF Scan: Up to 73 IPM (Monochrome or Color)
Scan Weights	DSDF Simplex or Duplex: 9.3-110lb Bond RADF Scan: Simplex: 9.3-41.8lb Bond, Duplex: 13.3-41.8lb Bond
Scan Modes	Standard: Full Color, Auto Color, Monochrome, Grayscale
OCR	DOC/XLS/PPT/PDF
Scan Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
File Formats	Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, PDF/A, Slim PDF, Searchable PDF, XPS-Multi/Single Page, DOCX, XLSX, PPTX
Image Compression	Color/Grayscale: JPEG (High, Middle, Low)

FACSIMILE SPECIFICATIONS

Compatibility	Super G3
Data Compression	MH/MR/MMR/JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	Up to 33.6 Kbps
Memory Transmission	100 Jobs (with HDD), 2,000 Destinations Max. 400 Destinations/Job

e-FILING SPECIFICATIONS

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder/Box, 200 Pages Per Document

ACCESSORIES (OPTIONS)

Platen & Document Feeder Options	
DSDF	MR4010
DSDF with Double Feed Detection	MR4020
RADF	MR3033
Platen Cover	KA5005PC
Additional Paper Options	
Paper Feed Pedestal	KD1072
Drawer Module	MY1052
Envelope Cassette Option	MY1053
Large Capacity Feeder	KD1073LT
External Large Capacity Feeder	MP2002
Finishing Options	
65-Sheet Staple Finisher	MJ1113
65-Sheet Saddle-Stitch Finisher	MJ1114
Hole Punch for MJ1113/MJ1114	MJ6107
Bridge Kit	KN5005
Job Separator	MJ5015
Connectivity/Security Options	
FAX Unit/2nd Line for FAX Unit	GD1370N
Wireless LAN/Bluetooth	GN4030A3
Fax Over IP License Key	GS1100NODE
Bluetooth Keyboard	GR9001
2nd NIC Holder	GR1430
USB Hub	GR1420
Meta Scan Enabler	GS1010NODE
IPSec Enabler	GP1080NODE
Unicode Font Enabler	GS1007NODE
Multi-Station Print Enabler Per Seat License	GS1090NODE
e-BRIDGE Plus for OneDrive	GB2300NODE
e-BRIDGE Plus for SharePoint	GB2310NODE
e-BRIDGE Plus for Exchange	GB2320NODE
Workplace Productivity Bundle	GB2330NODE
e-BRIDGE Plus for Gmail	GB2380NODE
e-BRIDGE Plus for Google Workspace	GB2390NODE
Hardcopy Security Printing	GP1190NODE
Security SSD (512GB)	GE1280
FIPS HDD (320GB)	GE1260
e-BRIDGE Plus Voice Guidance	GB2540NODE
e-BRIDGE Global Print	GB2550NODE
Miscellaneous Options	
Card Reader Holder	GR1320
Accessory Tray	GR1330
Panel 10-Key Option	GR1340
Stand	STAND5015
Work Tray	KK5005
Manual Pocket	KK5008
Harness for Coin Controller	GQ1280
Accessible Arm	KK2560

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West Coast	25530 Commercentre Drive, Lake Forest, CA 92630 Tel: 949-462-6000
Website	business.toshiba.com

MFC-EX915DW

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Low total cost of ownership, advanced workflow features, and reliable business performance

Enterprise Monochrome Laser All-in-One Printer

The Brother Workhorse MFC-EX915DW is a great choice for mid to large-sized workgroups that need fast, high-quality output, a low total cost of ownership, large paper capacity, and advanced security features.

- Fast printing and copying up to 52ppm[1]
- Includes 25,000-page toner cartridge for built-in value[19]. Low total cost of ownership using 25,000-page replacement toner cartridge[21]
- 80-page capacity auto document feeder[14] for two-sided scanning up to 100ipm[4]
- Scan to popular destinations including business cloud services[8]
- 620-sheet paper capacity[8], expandable up to 2,700 sheets with tower tray option[21]

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MFC-EX915DW

Enterprise Laser All-in-One Printer for Mid to Large-Sized Workgroups

brother
at your side

Specifications:

Print	
Print Technology	Electrophotographic Laser
Print Speed (max.)[1]	Up to 52ppm
Time to First Page[2]	Less than 6.7 seconds
Print Resolution (max.)	Up to 1200 x 1200 dpi
Print Emulations	PCL6, BR-Script3[3], IBM Proprinter XL, Epson FX-850, PDF Version 1.7, XPS Version 1.0
Scan	
Scan Speeds (max)[4]	Simplex: Up to 50ppm / 30ppm (black / color) Duplex: Up to 100ipm / 60ipm (black / color)
Scan Resolution (max.)	Optical: Up to 1200 x 1200 dpi (doc glass); Interpolated[5]: Up to 19200 x 19200 dpi
Scan To Capability	PC (Image, E-mail, OCR, File), Network Folder[5], Email Server[6], SharePoint, FTP, SSH Server (SFTP), USB Memory Stick[7], Cloud Services (Web Connect)[8], Mobile Devices[9], Easy Scan to E-mail[10]
Advanced Scanning Features	Auto deskew, Blank page skip, Scan preview, File split, Multi-page to single-page, ID Scan, Scan profiles
Copy	
Copy Speed / Copy Resolution (max.)	Up to 52ppm / Up to 1200 x 600dpi
Copy Options	Sorting, N-in-1, Multi-copying (up to 999), ID copy, Reduce / Enlarge 25 - 400% in 1% increments
Fax	
Fax Features	33.6K bps modem speed, Fax page memory up to 500 pages[11], Fax Forward to Network Folder and Email, Internet Fax[10], PC Fax[12]
Connectivity & Compatibility	
Standard Interfaces	Wireless 802.11b/g/n (2.4GHz) / 802.11a/n (5GHz), Gigabit Ethernet, Hi-Speed USB 2.0
USB Host	Front: Print from and scan to USB memory stick; external card reader Back: Store secure print jobs and macros / streams; external card reader
Operating Systems Compatibility[13]	Windows 10 Home, 10 Pro, 10 Education, 10 Enterprise, 11 Home, 11 Pro, 11 Education, 11 Enterprise; Windows Server 2012, 2012 R2, 2016, 2019, 2022 macOS v11, v12, v13 ChromeOS, Linux, Windows Universal Print Driver
Mobile Device Compatibility[9]	AirPrint®, Mopria™, Brother Mobile Connect, Wi-Fi Direct®
Cloud Services (Web Connect)[8]	Google Drive™, Evernote®, OneDrive, OneNote, Dropbox, Box, SharePoint Online
Brother Cloud Apps[10]	Easy Scan to Email, Scan to Mobile, Cloud Secure Print, Fax Forward to Cloud or Email, Scan to Searchable PDF, Scan to Word, Scan to Excel, Scan to PowerPoint, Email Print
Security	
Security Features	Integrated NFC Card Reader, External Card Reader Compatibility, Active Directory, LDAP, Secure Function Lock, Enterprise Security (802.1x), Secure Print, TLS/SSL, IPSec, IP Filter, SMB v3, Syslog Reporting, SNMP v3, Secure BIOS, Password Intelligence, Lock Slot
Paper Handling	
Paper Input Capacity (max.)[14]	520-sheet paper tray, 100-sheet multipurpose tray
Optional Input Capacity (max.)[14]	2,700 sheets via optional tower tray
Output Capacity (max.)[14]	250 sheets (face down), 10 sheets (face up)
Document Glass Size	8.5" x 14" (Legal)
Auto Document Feeder Capacity[14]	80 pages
Paper Size (max.)	Paper Tray: Letter, Legal, Executive, A4, A5, A6 Multipurpose Tray: 3.0" - 8.5" (W) / 5.0" - 14" (L)
Media Types	Plain Paper, Letterhead, Colored Paper, Recycled Paper, Bond, Labels, Envelopes (up to 20)
Media Weights[15]	Standard Paper Tray: 16 to 43 lbs. Multipurpose Tray: 16 to 60 lbs. ADF: 17 to 24 lbs.
General	
Automatic Duplex Capability	Print (default setting), plus single-pass copy / scan / fax
Display	7" Color Touchscreen
Customizable Shortcuts	64
Processor	1.2 GHz
Memory (std. / max.)	2GB / 2GB; USB memory stick (optional)
Included Software[16]	Brother Mobile Connect for iOS® and Android™ Kofax PaperPort™ 14SE with OCR for Windows Brother iPrint&Scan (desktop) for Windows and Mac®
Included Brother Value Added Services	Secure Print+, Barcode Print+, ThinPrint Client, Custom UI, Remote Panel, Request Help, Order Supplies
Optional Brother Value Added Services	Barcode Utility
Optional Solutions	Kofax ControlSuite, PaperCut, nddPrint, uniFLOW
Maximum Monthly Duty Cycle[17]	Up to 160,000 pages
Recommended Monthly Volume[18]	16,000 pages
Warranty	1-year limited warranty

Replacement Supplies & Optional Accessories:

TN920	Standard Yield Toner Cartridge (3,000 pages)[19]
TN920XL	High Yield Toner Cartridge (6,000 pages)[19]
TN920XL 2PK	High Yield Toner Cartridge Twin-Pack (6,000 pages/Cartridge)[19]
TN920XXL	Super High Yield Toner Cartridge (11,000 pages)[19]
TN920UXXL	Ultra High Yield Toner Cartridge (18,000 pages)[19]
TNE90	Max Yield Toner Cartridge (25,000 pages)[19]
DR925	Drum Unit (75,000 pages)[20]
LT-5505	Optional 250-Sheet Capacity Paper Tray[14]
LT-6505	Optional 520-Sheet Capacity Paper Tray[14]
TT-4000	Optional Tower Tray with Stabilizer (520-sheet capacity x 4 trays)[14]
CB-2000	Optional 15.7" Printer Cabinet / Stand
CH-1000	Optional Card Reader Holder

Dimensions / Weights:

Unit Dimensions / Weight	19.5" (W) x 18.6" (D) x 20.4" (H) / 44.0 lbs.
Carton Dimensions / Weight	23.1" (W) x 22.8" (D) x 24.7" (H) / 52.8 lbs.

Carton Contents:

Brother MFC-EX915DW, TNE90 Toner (25,000 pages)[19], DR925 Drum Unit (75,000 pages)[20], AC Power Cord, Telephone Line Cord, USB Port Cover, Quick Setup Guide

AT YOUR SIDE SUPPORT For The Life of Your Product

At your side support. One-year limited warranty with free online, live chat, or phone technical assistance for the life of your product.

Brother Earth

Working with you for a better environment

At Brother, our green initiative is simple. We strive to take responsibility, act respectfully and try to make a positive difference to help build a society where sustainable development can be achieved. We call this approach Brother Earth.

COMPATIBLE WITH WINDOWS · Works with Apple AirPrint · mopria · Wi Fi CERTIFIED · ONE-MINUTE SETUP · ENERGY STAR · epeat SILVER · BLI SECURITY VALIDATION TESTING 2022

1 Based on one-sided printing. Change from default setting required.
2 From ready mode and standard tray.
3 PostScript®3™ compatible.
4 Color and monochrome scan speed with all advanced features turned off, Letter at 300dpi.
5 Windows only.
6 Requires mail server support.
7 PDF (up to ver. 1.7), JPEG, XPS files. Secure PDF / Signed PDF scan only.
8 Requires an Internet connection and an account with desired service.
9 Requires connection to a wireless network.
10 Requires an Internet connection.
11 Using ITU-T Test Chart #1 with JBIG coding and standard resolution.
12 B&W only. PC Fax Receive not available for Mac users.
13 For the latest OS compatibility and to download drivers, visit support.brother.com. Printing or scanning via macOS requires the use of AirPrint. Mac drivers are not provided. For Windows Server: USB connection supports printing and scanning; network connections support printing only.
14 Maximum capacity based on using 20 lb. paper.
15 Half speed and straight paper output with more than 28 lb. paper.
16 May require free download. Compatibility may vary by device and operating system.
17 Maximum number of printed pages per month can be used to compare designed durability between like Brother products. For maximum printer life, it is best to choose a printer with a duty cycle that far exceeds your print requirements.
18 The recommended range of monthly printed pages to achieve the best possible performance and printer life. Printers are intended to handle occasional usage beyond this range with little or no effect. Consistently printing above the recommended print volume, however, may adversely affect the print quality or life of the machine. It is always best to choose a printer with an appropriate recommended print volume to allow for any anticipated increase in printing needs.
19 Approximate toner cartridge yields in accordance with ISO/IEC 19752 (letter/A4).
20 Approximately 75,000 pages based on 3 pages per job and 45,000 pages based on 1 page per job (letter/A4 simplex pages). The number of pages may be affected by a variety of factors including but not limited to media type and media size.
21 Requires additional purchase.

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HL-EX415DW

brother
at your side



Low total cost of ownership, advanced security features, and reliable business performance

Enterprise Monochrome Laser Printer

The Brother HL-EX415DW is a great choice for mid to large-sized workgroups that need fast, high-quality output, a low total cost of ownership, scalable paper handling, and advanced security features.

- Fast printing up to 52ppm[1]
- Includes 25,000-page toner cartridge for built-in value. Low total cost of ownership using 25,000-page toner cartridge[13]
- Enterprise level security features
- 620-sheet paper capacity[8], expandable up to 2,700 sheets with tower tray option[15]
- Gigabit Ethernet and dual band (2.4GHz / 5GHz) wireless networking

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HL-EX415DW

Enterprise Laser Printer for Mid to Large-Sized Workgroups

brother
at your side

Specifications:

Print	
Print Technology	Electrophotographic Laser
Print Speed (max.)[1]	Up to 52ppm
Time to First Page[2]	Less than 6.7 seconds
Print Resolution (max.)	Up to 1200 x 1200 dpi
Print Emulations	PCL6, BR-Script3[3], IBM Proprinter XL, Epson FX-850, PDF Version 1.7, XPS Version 1.0
Connectivity & Compatibility	
Standard Interfaces	Wireless 802.11b/g/n (2.4GHz) / 802.11a/n (5GHz), Gigabit Ethernet, Hi-Speed USB 2.0
USB Host	Front: Print from USB memory stick; external card reader Back: Store secure print jobs and macros / streams; external card reader
Operating Systems Compatibility[4]	Windows 10 Home, 10 Pro, 10 Education, 10 Enterprise, 11 Home, 11 Pro, 11 Education, 11 Enterprise; Windows Server 2012, 2012 R2, 2016, 2019, 2022 macOS v11, v12, v13 Chrome OS, Linux, Windows Universal Print Driver
Mobile Device Compatibility[5]	AirPrint®, Mopria™, Brother Mobile Connect, Wi-Fi Direct®
Cloud Services (Web Connect)[6]	Google Drive™, Evernote®, OneDrive, OneNote, Dropbox, Box, SharePoint Online
Brother Cloud Apps[7]	Cloud Secure Print; Attach, Email, and Print
Security	
Security Features	Integrated NFC Card Reader, External Card Reader Compatibility, Active Directory, LDAP, Secure Function Lock, Enterprise Security (802.1x), Secure Print, TLS/SSL, IP Filter, IPSec, Syslog Reporting, SNMP v3, Secure BIOS, Password Intelligence, Lock Slot
Paper Handling	
Paper Input Capacity (max.)[8]	520-sheet paper tray, 100-sheet multipurpose tray
Optional Input Capacity (max.)[8]	2,700 sheets via optional tower tray
Output Capacity (max.)[8]	250 sheets (face down), 10 sheets (face up)
Optional Output Capacity (max.)[8]	1,050 sheets via optional mailbox / sorter / stacker
Paper Sizes (max.)	Paper Tray: Letter, Legal, Executive, A4, A5, A6 Multipurpose Tray: 3.0" - 8.5" (W), 5.0" - 14" (L)
Media Types	Plain Paper, Letterhead, Colored Paper, Recycled Paper, Bond, Labels, Envelopes (up to 20)
Media Weights[9]	Standard Paper Tray: 16 to 43 lbs. Multipurpose Tray: 16 to 60 lbs.
General	
Automatic Duplex Capability	Print (default setting)
Display	3.5" Color Touchscreen
Processor	1.2 GHz
Memory (std. / max.)	1GB / 1GB; USB memory stick (optional)
Included Software[10]	Brother iPrint&Scan (desktop) for Windows and Mac® Brother Mobile Connect for iOS® and Android™
Included Brother Value Added Services	Secure Print+, Barcode Print+, ThinPrint Client, Remote Panel, Request Help, Order Supplies
Optional Solutions	Kofax ControlSuite, PaperCut, nddPrint, uniFLOW
Maximum Monthly Duty Cycle[11]	Up to 160,000 pages
Recommended Monthly Volume[12]	Up to 16,000 pages
Warranty	1-year limited warranty

Replacement Supplies & Optional Accessories:

TN920	Standard Yield Toner Cartridge (3,000 pages)[13]
TN920XL	High Yield Toner Cartridge (6,000 pages)[13]
TN920XL 2PK	High Yield Toner Cartridge Twin-Pack (6,000 pages/Cartridge)[13]
TN920XXL	Super High Yield Toner Cartridge (11,000 pages)[13]
TN920UXXL	Ultra High Yield Toner Cartridge (18,000 pages)[13]
TNE90	Max Yield Toner Cartridge (25,000 pages)[13]
DR925	Drum Unit (75,000 pages)[14]
LT-5505	Optional 250-Sheet Capacity Paper Tray[8]
LT-6505	Optional 520-Sheet Capacity Paper Tray[8]
TT-4000	Optional Tower Tray with Stabilizer (520-sheet capacity x 4 trays)[8]
SF-4000	Optional Stapler Finisher
SR-100	Replacement Staple Cartridge (10,000 staples)
MX-4000	Optional 4-bin Mailbox / Sorter / Stacker
CB-2000	Optional 15.7" Printer Cabinet / Stand
CH-1000	Optional Card Reader Holder

Dimensions / Weights:

Unit Dimensions / Weight	15.8" (W) x 15.6" (D) x 12.6" (H) / 29.6 lbs
Carton Dimensions / Weight	19.6" (W) x 19.4" (D) x 17.1" (H) / 35.8 lbs.

Carton Contents:

Brother HL-EX415DW, TNE90 Toner Cartridge (25,000 pages)[13], DR925 Drum Unit (75,000 pages)[14], AC Power Cord, USB Port Cover, Quick Setup Guide

AT YOUR SIDE SUPPORT For The Life of Your Product

At your side support. One-year limited warranty with free online, live chat, or phone technical assistance for the life of your product.

Brother Earth

Working with you for a better environment

At Brother, our green initiative is simple. We strive to take responsibility, act respectfully and try to make a positive difference to help build a society where sustainable development can be achieved. We call this approach Brother Earth.

COMPATIBLE WITH **WINDOWS** · Works with Apple AirPrint · mopria · Wi Fi CERTIFIED · SETUP · ENERGY STAR · epeat GOLD · BLI SECURITY VALIDATION TESTING 2022

1 Based on one-sided printing. Change from default setting required.
2 From ready mode and standard tray.
3 PostScript®3™ compatible.
4 For the latest OS compatibility and to download drivers, visit support.brother.com. Printing via macOS requires the use of AirPrint. Mac printer drivers are not provided.
5 Requires connection to a wireless network.
6 Requires an Internet connection and an account with desired service.
7 Requires an Internet connection.
8 Maximum capacity based on using 20 lb. paper.
9 Half speed and straight paper output with more than 28 lb. paper.
10 May require free download. Compatibility may vary by device and operating system.
11 Maximum number of printed pages per month can be used to compare designed durability between like Brother products. For maximum printer life, it is best to choose a printer with a duty cycle that far exceeds your print requirements.
12 The recommended range of monthly printed pages to achieve the best possible performance and printer life. Printers are intended to handle occasional usage beyond this range with little or no effect. Consistently printing above the recommended print volume, however, may adversely affect the print quality or life of the machine. It is always best to choose a printer with an appropriate recommended print volume to allow for any anticipated increase in printing needs.
13 Approximate toner cartridge yield in accordance with ISO/IEC 19752 (letter/A4).
14 Approximately 75,000 pages based on 3 pages per job and 45,000 pages based on 1 page per job (letter/A4 simplex pages). The number of pages may be affected by a variety of factors including but not limited to media type and media size.
15 Requires additional purchase.

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Bid/Quote #4



Prepared for **Duncan Public Schools**

By Robert Biddy | June 17, 2026



Proposal Response
Duncan Public Schools - RFP
June 17, 2026

Table of Contents

Letter

Executive Summary

Contacts

Proposed Recommendation

Account Management

References

Pricing

Dear Mr. Langwell and the Duncan Public Schools Evaluation Committee,

Thank you for the opportunity to submit our proposal for Duncan Public Schools' District-Wide Printer and Copier Refresh Solution. We are honored to be considered and appreciate the care and thought your team has put into identifying a solution that will best serve your staff, teachers, and students.

As I reviewed your RFP, it was refreshing to see how focused Duncan Public Schools is on creating a reliable, secure, and efficient environment for the people who depend on these systems every day. Whether it's a teacher preparing lesson materials, an administrator supporting campus operations, or staff members serving students and families, access to dependable technology plays an important role in keeping your district running smoothly.

At Standley Systems, we've had the privilege of serving Oklahoma schools for nearly 90 years. As a fourth-generation family-owned company headquartered just up the road in Chickasha, we understand the value of strong community partnerships and responsive local support. We know that when a school district chooses a technology partner, they're placing trust in a company that will be there when it matters most.

Our team is excited about the opportunity to support Duncan Public Schools and help you achieve the goals outlined in this RFP. More importantly, we look forward to the possibility of building a lasting partnership centered on service, accountability, and the success of your district.

Thank you for your consideration and for the important work you do for the students and families of Duncan.

Sincerely,

Greg Elliott

CEO and Principal

Standley Systems

Executive Summary

Standley Systems is pleased to present this proposal to Duncan Public Schools in support of the district's goals of improving reliability, enhancing security, simplifying fleet management, and creating a more efficient printing environment for staff across all campuses.

Our proposed solution combines modern multifunction devices, secure print release, print management software, proactive monitoring, comprehensive reporting, and responsive local support to deliver a print environment that is reliable, secure, and easy to manage. The recommendation includes secure print release, user authentication, and print management tools that provide greater visibility into print activity, improve accountability, and help protect sensitive district information.

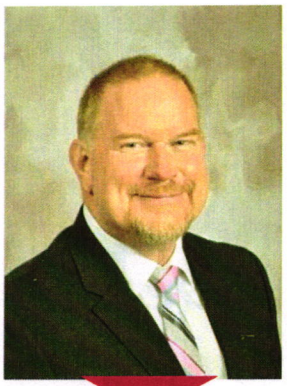
To provide predictable costs and eliminate surprises, our proposal includes all-inclusive service and maintenance. Parts, labor, toner, supplies, preventative maintenance, technical support, and unlimited user training are included for the life of the agreement. Duncan Public Schools will also have access to our service organization 24 hours a day, 7 days a week, 365 days a year at no additional charge. Our training resources include a manufacturer-certified trainer with decades of experience supporting educational organizations and extensive knowledge across our technology portfolio, ensuring district staff have access to ongoing training and expertise whenever needed.

To reduce administrative workload, our Meter Collection, Service, and Supply Agent tools are included at no additional cost. These tools automatically collect meter readings, monitor device health, track toner levels, trigger supply replenishment, and proactively identify service needs before they impact users. Supporting these tools is a dedicated team of Connectivity Technicians who work directly with end users and district stakeholders to ensure devices, software, workflows, and integrations continue to operate smoothly throughout the life of the agreement.

As a local Oklahoma company headquartered in Chickasha, we understand the importance of responsive support. Our technicians live and work in the communities they serve, allowing us to guarantee on-site service response times of less than four business hours while maintaining an exceptional first-call fix rate that minimizes downtime and disruption for district staff.

We appreciate the opportunity to earn your business and look forward to partnering with Duncan Public Schools to deliver a secure, reliable, and cost-effective print solution backed by local service, proactive fleet management, and long-term support.

Contacts



Account Executive
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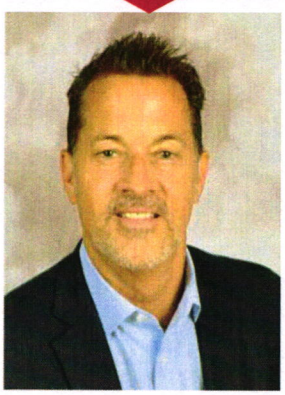
rbiddy@standleys.com



Market President
David Seltenreich
dseltenreich@standleys.com



VP of Sales
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ABOUT STANDLEY

OWNERSHIP

Greg Elliott, CEO
gelliott@standleys.com
Blake Elliott, COO
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STANDLEY SYSTEMS CORE VALUES



WE ARE GUIDED BY CHRISTIAN VALUES
WE BUILD LEGENDARY RELATIONSHIPS
WE DELIGHT IN GENEROSITY
WE GO THE EXTRA MILE
WE DELIVER RELEVANT SOLUTIONS
WE EMBRACE AND DRIVE CHANGE

EXECUTIVE TEAM

Perry Hatch, VP of Sales phatch@standleys.com
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David Johnson, VP of Operations djohson@standleys.com
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SALES LEADERSHIP

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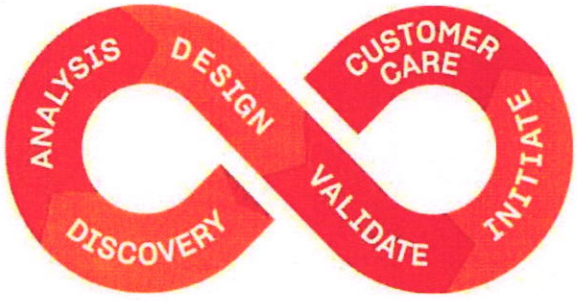
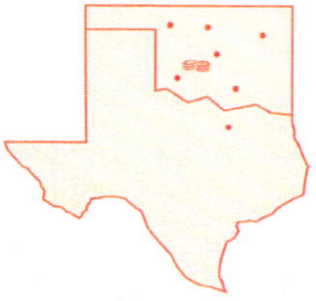
Todd Maxson, Director of MPS and Solutions tmaxson@standleys.com

STANDLEY SYSTEMS PROVEN PROCESS



STANDLEY SYSTEMS COVERAGE MAP



SCOPE OF WORK
ORDERING & DELIVERIES

White-Glove Service Commitment
At Standley Systems, we believe service should feel personal, seamless, and dependable. That's why we are committed to delivering White-Glove Service throughout the entire Managed Print Services lifecycle. From the very first delivery to ongoing support, our goal is to provide Duncan Public Schools (DPS) with what we call an Exceptional Experience for Everyone, Every Time. We want every interaction—whether it's an installation, a service visit, or a training session—to be efficient, thoughtful, and hassle-free.

Delivery and Implementation Overview
Every deployment is carefully coordinated to ensure smooth transitions and minimal disruption. A Project Coordinator will lead the effort, with support from our experienced Logistics Team. Together, they will oversee all deliveries, installations, relocations, and end-user training at the time of delivery, across all locations.

Our structured approach includes:

- **Pre-Installation Coordination Call** (1-3 weeks following contract award)
  A collaborative planning session that brings Standley Systems and the DPS teams together to review logistics and prepare for delivery.
- **Customized Installation Schedule** (3-4 weeks following contract award)
  We create a detailed Project Plan that incorporates device and accessory information, location-specific notes, outgoing device data, and confirmed delivery dates. To keep things organized, we also develop Project Dailies with site-specific details, helping us use time efficiently on-site and limit any impact on end users and workflows.
- **Pre-Delivery Information Sharing** (ongoing as needed)
  To prepare your systems in advance, we provide MAC addresses ahead of delivery so devices can be reserved on your systems if needed. Device make and model details are also shared early to ensure the print environment is ready when equipment arrives.
- **On-Site Installation & Testing** (Completed by August 7th)
  Once on-site, our team installs and connects devices according to the agreed schedule, following DPS driver and connectivity requirements. We then conduct thorough testing to confirm performance and connectivity before concluding with end-user training to ensure staff are comfortable with their new devices.

End-User Training
We know that successful adoption depends on confident users. That's why we provide flexible, in-depth training during deployment at no additional cost. Training is tailored to each location and user group, ensuring staff feel comfortable with their new tools right away.

Driver Installation Support
Standley Systems will partner with the DPS to determine the best driver installation method for each location. Our team is ready to assist with:

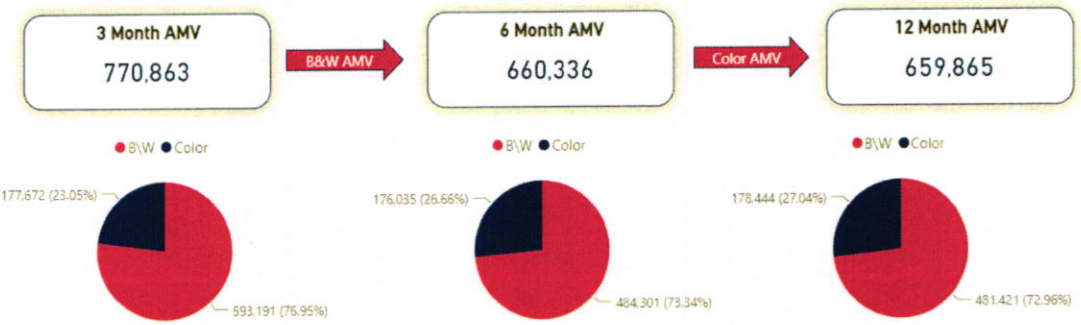
- End-user computer connections
- Network connectivity
- Local driver installations when required

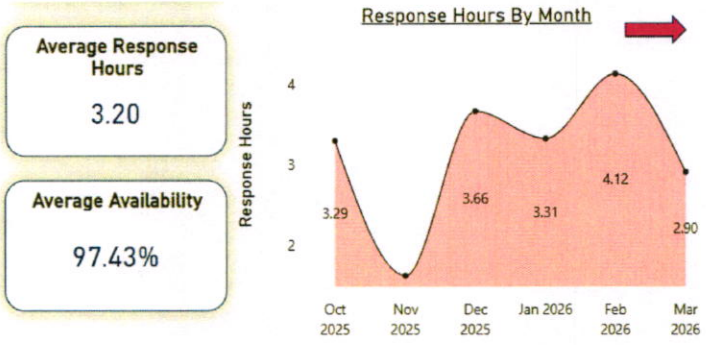
Account Management

Standley Systems is committed to being a proactive partner to Duncan Public Schools throughout the life of the agreement. Each district is assigned a dedicated Account Manager who serves as a single point of contact for support, contract management, and ongoing fleet optimization.

To ensure continued success, we conduct Quarterly Business Reviews (QBRs) to review print volumes, service performance, utilization trends, and opportunities for improvement. These meetings help ensure the solution continues to align with the district's operational goals and evolving needs.

Quarterly Business Review Sample Data





Duncan Public Schools will also have access to our secure online Client Portal, available 24/7, where authorized users can manage service requests, access reporting, review account information, and monitor their print environment at any time.

Our goal is simple: provide responsive support, clear communication, and ongoing value throughout our partnership with Duncan Public Schools.

Account Management & Service

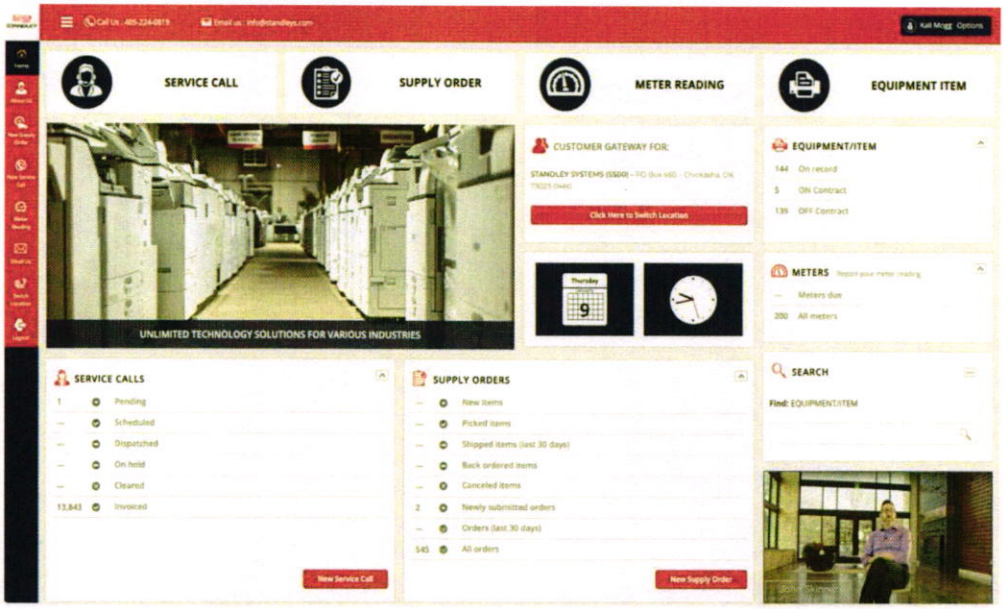
Standley Systems combines proactive account management with industry-leading service to ensure Duncan Public Schools receives exceptional support throughout the life of the contract. Each device is monitored through our Meter Supply Automation Agent (MSAA), which automates meter collection, toner replenishment, and proactive device health monitoring to help prevent issues before they impact users.

MSAA Dashboard



District administrators will have 24/7/365 access to account information, service activity, invoices, and device data through Standley's secure Client Portal, providing complete visibility into the print environment at any time.

Standley System Client Portal Dashboard



RECOMMENDATION

PaperCut MF

Powerful print management for printers and MFDs

EASY PRINTING

Enable printing that just works on every platform

PaperCut MF fits in with your print environment, supporting devices you already have. Configure things exactly to your liking, and we'll make sure the printing part simply happens, every single time.



Mobile and BYOD printing

Managed and BYOD systems are all covered. Print from Chromebooks, Android, macOS, iOS, and Windows devices.



Automated print queues

Push the right print queues and printer drivers to roaming users no matter where they go, all automatically.



Convenient print release

Print to one queue and pick up at any printer with the simple 'tap and release' workflow powered by Find-Me printing.

SECURE PRINTING

Protect data before, during, and after printing

PaperCut MF's security puts peace of mind center stage. Physical measures protect documents throughout their entire lifecycle – and end-to-end encryption keeps data as breach-proof as possible.



Before: Access control

Authorize users to control who, when, and how they print. Link with AD, eDirectory, LDAP, or Cloud directories.



During: Secure release

Leverage the combination of identity cards and embedded MFD software for quick 'tap and release' of print jobs.



After: Watermarking

Bring back document ownership. Promote responsible document handling by applying a username watermark or a digital signature.

PaperCutMF Requirements

PaperCut

PaperCut MF is a cross-platform print monitoring application that runs on all major operating systems, and major architectures (X86_64 and client support for Arm64 using the Prism emulation layer).
The system has been designed to support all platforms for both the client and the server components and to scale from small businesses with 5 users all the way to the largest education sites with 500,000 users or more.
To see the latest end of life announcements, visit our End of Life policy.

Capabilities

Scalability

- Suitable for networks from 5 to 500,000+ users.
- Browser based admin interface - simple for small sites yet powerful for large sites.

Architecture

- Suitable for single server environments to multi-server, multi-site and clustered environments.
- Capable of monitoring locally attached or workgroup printers.
- Powerful yet optional user client software (not required for print monitoring).
- International: Available in 20+ languages and currency formats world wide.

Licensing

- True enterprise-wide licensing: unlimited printers, servers and workstations.
- Licences are based on the number of devices running the PaperCut MF embedded software by copier brand.

Open Systems

- Open and documented API, scripting interface, and database schema.
- XML Web Services API with helpful source code examples.
- Report data in CSV/Excel, PDF and HTML.

Printers

- Almost all major laser, inkjet, label and wide-format printers/MFDs/plotters.
- Supported print languages: PCL, PCL6, HPGL, PostScript, PCL-GUI, XPS, Ricoh RPCS, Epson ESC, QPDL, various GDI printers and many languages that don't even have names!

User Directory Services

- Active Directory (native integration including nested groups and OUs)
- Apple OpenDirectory
- Azure Active Directory
- eDirectory
- Google Cloud Directory

This functionality is available for organizations using:

  - G Suite Education
  - G Suite Enterprise for Education
  - G Suite Enterprise
  - Cloud Identity Premium

- LDAP
- OpenLDAP
- NIS, PAM, Samba, and others

Security & Encryption

- SSL encryption used for sensitive client-server communications.
- Option to install a signed SSL certificate.

Database Servers

(optional)

- Self managing internal database: suitable for up to 5,000 users*
- Microsoft SQL Server (64-bit) 2025 / 2022 / 2019 / 2017 / 2016
- Microsoft SQL Express 2025 / 2022 / 2019 / 2017 / 2016 (free from Microsoft)
- Microsoft Azure SQL (Azure SQL Database, Azure SQL Managed Instance)
- PostgreSQL 13.0 or higher
- MySQL 8.0 or higher
- Oracle 19.1.0 or higher

PaperCutMF Requirements

It's highly recommended to move to an external database when you reach 500,000 or more records (e.g. over 500,000 print logs as seen on the About Tab under the 'Database Size Statistics' section).

Clustering Environments

(optional)

- Microsoft Failover Cluster Manager
- Microsoft Cluster Server
- VMware High Availability Cluster
- Linux HA
- Novell Cluster Services

Application / Site Server Requirements

Operating System

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11 / Windows 10

Note: Core, server, advanced server, enterprise edition, workstation, professional versions all supported.

Note: Windows Arm64 servers are not supported.

- Apple macOS 12 (Monterey) or later
- Microsoft Clustering Services supported at all application layers
- Most modern Linux (64-bit) distributions including Red Hat 8.0+, Ubuntu 16.0+, Novell SUSE 15.0+, Debian 11.0+, and others (requires GNU glibc 2.28 or higher)

Memory

- 2GB minimum supported (4GB or higher recommended)

Most modern print servers should have a base of 4GB of memory. Note that PaperCut NG/MF will only use 1/4 of the available memory by default, so plan to have 4GB of memory minimum to allow PaperCut NG/MF to use up to 1GB, or by Increasing the memory available to PaperCut.

Hard Disk

- 3GB, plus additional storage for logs and print history. When using Print Archiving (off by default), a minimum of 100GB of free disk space is recommended.

Most modern print servers should have a base of 60GB to 500GB of storage available.

Port Requirements

- Use this guide to determine how you should configure your firewall.

Mobility Print Server Requirements (Optional)

Operating System

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11[1] / Windows 10[1]

Note: Core, server, advanced server, enterprise edition, workstation[1], professional[1] versions all supported

[1] The "desktop" class systems such as Windows 10 and 11 only allow 20 simultaneous connections (see knowledge base article). This means that these systems should only be used as a "server" to host print queues on networks with 20 workstations or less.

Note: Windows Arm64 servers are not supported.

- Apple macOS 12 (Monterey) or later
- Most modern Linux (64-bit) distributions including:
  - Red Hat Enterprise Linux (8.0+)
  - Novell SUSE (15.0+)
  - Ubuntu (16.0+)
  - Debian (11.0+)
  - Others supporting GNU glibc 2.28 or higher

Memory

- 2GB minimum supported (4GB or higher recommended)

Hard Disk

- At least 3GB of free space recommended.

Important: Internet connection is required to automatically update the software when new versions are available. For more information, see the How do I update my Mobility Print server? section in FAQ.

Port Requirements

See Mobility Print System Requirements for more detail on Firewall rules and ports.

Client Requirements

- Microsoft Windows 11 / Windows 10 (64-bit and Arm64)
- macOS 12+ (Monterey)
- iOS 15+
- Android 12.0+
- Chrome OS with Chrome version 128+

PaperCutMF Requirements

Printer Requirements

Mobility Print works with the vast majority of printers. The key requirement is that the printer has a print driver for the server host operating system (e.g. a Windows driver).

Print Release Station Requirements (Optional)

Operating System

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016
- Windows 11 / Windows 10 (64-bit and Arm64)
- Apple macOS 12 (Monterey) or later
- Most modern Linux distributions (requires Java 8.0 or later)
- Other systems supporting Java 8.0 or later

Memory

- 1GB or greater

Hard Disk

- 0MB - zero-install deployment (recommended)
- 70MB - full local installation

Web Print Sandbox Requirements (Optional)

Operating System

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11 / Windows 10

(server, advanced server, enterprise edition, workstation, professional versions all supported)

Note: Windows Arm64 servers are not supported.

3rd Party Software Requirements

- Adobe Reader DC or later (optional, internal PDF renderer is used in the absence of Adobe Reader)
- Microsoft Office 2024, 2021, 2019, 2016 and Office 365 (to support Office formats)

Memory

- 2GB minimum supported (4GB or higher recommended)

Hard Disk

- At least 3GB of free space.

Client / Workstation Requirements

Operating System

- Microsoft Windows 11 / Windows 10 (64-bit and Arm64)
- Apple macOS 12 (Monterey) or later
- Most modern Linux distributions (requires Java 8.0 or later)
- Other systems supporting Java 8.0 or later

Memory

- Most modern client workstations are configured with 2GB to 4GB of memory, PaperCut requires a minimal 256MB.

Hard Disk

- 0MB - zero-install deployment (recommended)
- 100MB - full local installation

Note: Most modern client workstations have 60GB to 250GB of storage available.

Web Browsers

- Google Chrome (138 and later)
- Apple Safari (16 and later)
- Microsoft Edge (131 and later)
- Mozilla Firefox (128 and later)

Job Ticketing Requirements

Operating System

- See Application / Site Server requirements for PaperCut MF

Memory

- See Application / Site Server requirements for PaperCut MF

PaperCutMF Requirements

Hard Disk

- See Application / Site Server requirements for PaperCut MF
- Consider additional disk space requirements for submitted files (e.g. 3D print files)

PaperCut version

- Requires PaperCut MF 18.0.0 or later installed on the application server

Locally hosted (on-premise) OCR Server Requirements

Operating System

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016

Note: Windows Arm64 servers are not supported.

Resources

- Depends on usage mode. See the Set up self-hosted Document Processing page.

Port Requirements

- Port 9181 (HTTPS) inbound TCP to the Locally hosted (on-premise) OCR Server

PaperCut version

- Requires PaperCut MF 19.0 or later installed on the application server

Print Deploy Requirements

Printers and drivers

Print Deploy works with the vast majority of printers. This includes, but is not limited to, print languages such as PostScript, PCL5, PCL5e, PCL6, XPS, Epson ESC/P2, Canon UFR, UFRII and more.

Windows

The following driver requirements must be met before Print Deploy will clone the print queue:

- The driver must have an INF file (Setup Information file).
- The driver must be digitally signed and package aware.
- The driver is not a virtual driver like a PDF printer. In other words, the print queue has to point to a physical device or in the case of a Direct Print Find-Me setup, to a local nul-port.

TIP: To see which driver languages work best with PaperCut NG/MF in regards to controlling, tracking, and giving users the ability to change print job settings at the time of release, check the Supported Printers knowledge base article.

Client requirements

- Microsoft Windows 11 / Windows 10 (64-bit and Arm64)
- Apple macOS 12+ (Monterey)
- Chromebooks
- Linux

Firewall rules

See Print Deploy System Requirements for more detail on Firewall rules and ports.

References

Uplift Education
Jesse Monreal, Senior IT Specialist
3000 Pegasus Park Dr. #1100, Dallas, TX, 75247
469-621-8500
jmonreal@uplifteducation.org

Uplift has been a client for 20+ years.
We manage their (130) mfp's and (200) desk top printers across admin location and (20) schools. We also manage their PaperCut solution.

Bray-Doyle Public Schools
Annie Flippen
1205 S. Brooks Road, Marlow, OK 73055
580-658-5070
aflippen@braydoyle.k12.ok.us

Bray-Doyle has been a client for 5+ years.
We manage their (6) mfp's and desktop printers.

Purcell Public Schools
Wanda Clark, Encumbrance Clerk
919 ½ N 9th Ave, Purcell, OK 73080
405-442-0099
wandac@purcellps.org

Purcell Public Schools has been a client for 10+ years.
We manage (11) mfp printers across admin bldg. and (4) schools.

Pricing Summary

Duncan Public Schools – Lease option (renewable to 60-month)	
8 – Ricoh IM 3510 (35ppm mono copier) 26 – Ricoh IM 4510 (45ppm mono copier) 4 – Ricoh IM 5510 (55ppm mono copier) 5 – Ricoh IM 7000 (70ppm mono copier) 15 – Ricoh IM 370F (37ppm mono desktop MFP) 2 – Ricoh P501 (45ppm mono desktop printer) 13 – Ricoh IM C3510 (35ppm color copier) 8 – Ricoh IM C4510 (45ppm color copier) 1 – Ricoh IM C6010 (60ppm color copier) 2 – Ricoh IM C6510 (65ppm color copier) 1 – Ricoh IM C8010 (80ppm color copier) 23 Color Devices 60 Mono Devices PaperCut MF – 81 Licenses (includes license, badge reader, install and setup, ongoing updates)	Lease Cost: $13,809.90/mo
Maintenance Breakdown by device is attached	

Duncan Public Schools – Purchase Option	
8 – Ricoh IM 3510 (35ppm mono copier) 26 – Ricoh IM 4510 (45ppm mono copier) 4 – Ricoh IM 5510 (55ppm mono copier) 5 – Ricoh IM 7000 (70ppm mono copier) 15 – Ricoh IM 370F (37ppm mono desktop MFP) 2 – Ricoh P501 (45ppm mono desktop printer) 13 – Ricoh IM C3510 (35ppm color copier) 8 – Ricoh IM C4510 (45ppm color copier) 1 – Ricoh IM C6010 (60ppm color copier) 2 – Ricoh IM C6510 (65ppm color copier) 1 – Ricoh IM C8010 (80ppm color copier) 23 Color Devices 60 Mono Devices PaperCut MF – 81 Licenses (includes license, badge reader, install and setup, ongoing updates)	One-time Purchase: $622,067.80
Maintenance Breakdown by device is attached	

Strategy and Maintenance Breakdown

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing	Standley Systems Recommendation	Proposed PPM	Lease	Purchase	B/W CPC	Color CPC
8th & 9th Street Location										
9th St Gifted	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
Enrollment Office	31	Color	No, MFP	Staple	Ricoh IM C3510 Color	35	$174.29	$7,851.12	0.0085	0.045
Transportation	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
SpecEd	31	Color	No, MFP	Staple	Ricoh IM C3510 Color	35	$174.29	$7,851.12	0.0085	0.045
Enrollment Office	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
Administration Office										
Finance Hallway	50	B&W	No, MFP	Staple, Punch, Tri-Fold	Ricoh IM 5510 B/W	55	$212.48	$9,570.98	0.0099	
Copy Area	50	B&W	No, MFP		Ricoh IM 5510 B/W	55	$128.27	$5,778.14	0.0099	
Copy Area	50	Color	No, MFP	Staple, Punch, Tri-Fold	Ricoh IM C6010 Color	55	$309.29	$13,932.11	0.007	0.045
Warehouse	31	B&W	Yes, Printer		Ricoh P 501 B/W Print	45	$21.82	$982.80	0.0278	
Duncan High School										
RM 179	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
RM 151	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
Cafe	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
STEM-101	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
Edge Workroom	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
RM 202	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
RM 227	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
RM 227	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
RM 188	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
RM 160	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
Office	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
W108	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
RM 168	45	Color	No, MFP	Staple	Ricoh IM C4510 Color	45	$187.89	$8,463.56	0.008	0.045
Library	45	Color	No, MFP		Ricoh IM C4510 Color	45	$162.47	$7,318.61	0.008	0.045
Band	45	Color	No, MFP		Ricoh IM C4510 Color	45	$162.47	$7,318.61	0.008	0.045
Science Workroom	65	B&W	No, MFP		Ricoh IM 7000 B/W	70	$272.68	$12,282.75	0.0057	
Girls BB Coaches Office	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
RM 186	31	B&W	Yes, Printer		Ricoh P 501 B/W Print	45	$21.82	$982.80	0.0278	
Duncan Middle School										
MS SPED	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
MS Cafe	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
MS Library	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
MS STEM	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
MS Counselors	31		No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
MS Office Color	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
MS 6th Lounge	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
MS 7th Lounge	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
MS 8th Lounge	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
MS Band	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
MS Workroom SE	65/75	Color	No, MFP	Staple	Ricoh IM C8010 Color	80	$478.72	$21,563.87	0.007	0.045
Emerson										
EM Library	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
EM Office	45	Color	No, MFP	Staple	Ricoh IM C4510 Color	45	$187.89	$8,463.56	0.008	0.045
EM West Hall	65	B&W	No, MFP	Staple	Ricoh IM 7000 B/W	70	$302.20	$13,612.47	0.0057	
EM East Hall	65	B&W	No, MFP	Staple	Ricoh IM 7000 B/W	70	$302.20	$13,612.47	0.0057	
EM Speech	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
EM Cafe	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
EM SPED	45	B&W	Yes, MFP		Ricoh IM 370F B/W	45	$49.92	$2,248.60	0.0111	

Strategy and Maintenance Breakdown

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing	Standley Systems Recommendation	Proposed PPM	Lease	Purchase	B/W CPC	Color CPC
Fieldhouse & Stadium										
Assist. Coach Office	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
Girls Track Office	45	Color	No, MFP		Ricoh IM C4510 Color	45	$162.47	$7,318.61	0.008	0.045
Football Coaches Office	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Horace Mann										
HM Office	31	B&W	No, MFP		Ricoh IM 3510 B/W	35	$99.37	$4,476.01	0.0145	
HM Library	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
HM North	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
HM Purple	65	B&W	No, MFP	Staple	Ricoh IM 7000 B/W	70	$302.20	$13,612.47	0.0057	
HM Workroom	65	Color	No, MFP	Staple	Ricoh IM C6510 Color	65	$454.61	$20,477.72	0.007	0.045
HM Cafe	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Behavior Room	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Maintenance										
Maintenance Office	31	Color	No, MFP	Staple	Ricoh IM C3510 Color	35	$174.29	$7,851.12	0.0085	0.045
Mark Twain										
MT Bldg B	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
MT Bldg C	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
MT Office	45	Color	No, MFP	Staple	Ricoh IM C4510 Color	45	$187.89	$8,463.56	0.008	0.045
MT Bldg A	65	B&W	No, MFP		Ricoh IM 7000 B/W	70	$272.68	$12,282.75	0.0057	
MT Behavior	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
MT Cafe	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Plato										
Library Office	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
Workroom	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
STEM Bldg (Little House)	45	Color	No, MFP	Staple	Ricoh IM C4510 Color	45	$187.89	$8,463.56	0.008	0.045
South Hall	55	B&W	No, MFP	Staple	Ricoh IM 5510 B/W	55	$153.69	$6,923.09	0.0099	
North Hall	55	B&W	No, MFP	Staple	Ricoh IM 5510 B/W	55	$153.69	$6,923.09	0.0099	
Office	65	Color	No, MFP	Staple	Ricoh IM C6510 Color	65	$454.61	$20,477.72	0.007	0.045
Cafe	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Technology										
Technology	35	Color	No, MFP	Staple	Ricoh IM C3510 Color	35	$174.29	$7,851.12	0.0085	0.045
WR										
Office	31	Color	No, MFP		Ricoh IM C3510 Color	35	$148.88	$6,706.17	0.0085	0.045
Lounge	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
Cafe	31	B&W	Yes, MFP		Ricoh IM 370F B/W	35	$49.92	$2,248.60	0.0111	
Elk Crossing	31	B&W	Yes, MFP		Ricoh IM 370F B/W	35	$49.92	$2,248.60	0.0111	
Irving School	31	B&W	Yes, MFP		Ricoh IM 370F B/W	35	$49.92	$2,248.60	0.0111	
WW										
RM 10	45	B&W	No, MFP		Ricoh IM 4510 B/W	45	$120.01	$5,405.99	0.0099	
A Wing Hallway	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
B Wing Hallway	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
C Wing Hallway	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
Workroom	45	B&W	No, MFP	Staple	Ricoh IM 4510 B/W	45	$145.43	$6,550.94	0.0099	
Main Office	45	Color	No, MFP		Ricoh IM C4510 Color	45	$162.47	$7,318.61	0.008	0.045
RM 12	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
RM 2	31	B&W	Yes, MFP		Ricoh IM 370F B/W	37	$49.92	$2,248.60	0.0111	
Solutions										
PaperCutMF – 81 Licenses, Ongoing Maintenance and updates, Install, setup, Badge Readers							$1,859.12	$83,744.00	N/A	N/A

STANDLEY SYSTEMS SERVICE GUARANTEE

And for added peace of mind, our Standley Stand Behind Guarantee is our promise that your equipment will consistently perform to the highest standards. Specifically, we guarantee that your equipment will:



- Consistently perform to the manufacturer's specifications.
- Achieve an average service on-site response time of no more than four hours over any 90-day period.
- Maintain an average first-call fix rate of at least 75% during any 90-day period.
- Perform all required functions as outlined during the sales process.
- Be fully compatible with your known existing hardware.

If your equipment ever falls short of these expectations, we'll make it right by providing a full equivalent replacement—at no cost to you. We stand behind every piece of equipment we provide, ensuring it performs as promised so you can focus on what matters most—keeping Duncan Public Schools going.

Standley Systems is the technology partner serving organizations like Duncan Public Schools, providing reliable, responsive service built on trust and shared commitment. Let us show you what it means to work with a local team that truly values your partnership and is invested in your continued success.

INSIGHT TECHNICAL OVERVIEW

WHITE PAPER

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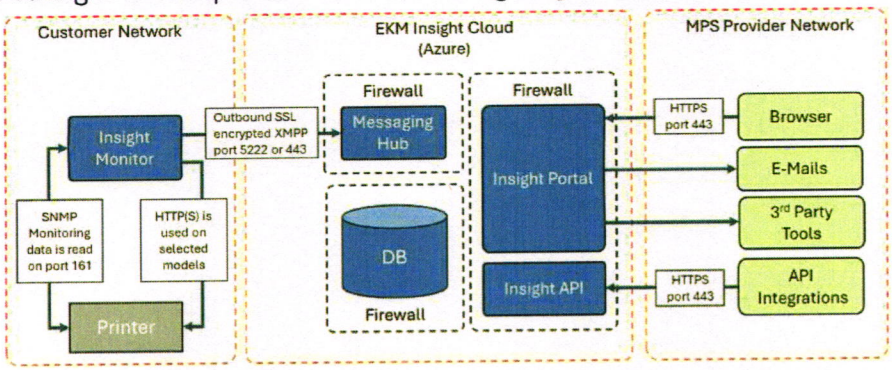
INTRODUCTION

EKM Insight is a highly scalable, cloud-based web application designed to automate the delivery of Managed Print Services. It has been built from the ground up to enable individual users to manage large fleets of printers.

At a high level, EKM Insight is comprised of the following major components (in blue):



INSIGHT MONITOR

This light-weight service is installed on the customer network and is used to collect printer information and report it back to the Insight Portal. Each installer is digitally signed/notarized and can be installed on all major operating systems or provided as a stand-alone appliance. The service is designed to be highly robust and reliable, with minimal user intervention required. It uses self-healing techniques to recover from outages and can optionally remote update.

Printer Communication

Once configured, the monitor scans user-defined IP address ranges to discover and monitor networked printers. For most printer manufacturers this is achieved using SNMP (UDP) over port 161. To minimize the network overhead, each printer is individually scanned, the monitor does not use ping, multi-cast or broadcast techniques. The Insight Monitor supports SNMP V1, V2 and V3.

Most of the information used by the Insight Portal is retrieved from the standard printer MIB (RFC 1759) supplemented with manufacturer specific information from each manufacturer's private MIB.

In addition to SNMP, some models, such as wide format printers, provide an embedded web service interface that is read using HTTP(S) (ports vary by manufacturer).

Printer Support

The data available from different network printers is variable, and not all manufacturers implement SNMP in accordance with RFC standards. Printers can exhibit inconsistent behavior, and it is recommended that they are tested for their manageability prior to deployment. This is especially true of new to market models which may have early firmware revisions. It is also recommended that printers are brought up to their current firmware release prior to deployment.

Monitoring Loops

The monitoring process comprises six independent sub-processes that scan printers to confirm they are available, collect asset data, collect alerts, record consumable levels, record media status and record page counts.

Monitoring is self-optimizing with each sub-process only reading the specific information it needs to perform its specific task thereby minimizing network traffic and maximising the number of actively monitored printers. For very large fleets multiple Insight Monitors can be deployed or the network segmented with the data consolidated at the Insight Portal. The timing of each sub-processes is optimized such that information that is less time critical e.g., page counts is retrieved less frequently than time critical information e.g., printer alert status.

Information Collected

The Insight Monitor sends five key types of information back to the Insight Portal:

- Asset Information – manufacturer, model, location, serial number, MAC address, firmware, IP address, hostname
- Usage Information – page counts recorded by the printer, both in summary and in detail
- Alert Information – alerts reported by the printer
- Consumable Information – consumable levels reported by the printer
- Media Information – Paper/label levels reported by the printer

Although many printers do record job information, the Insight Monitor does not retrieve this information or any other user identifiable information.

All data items are checked for validity before being stored in an embedded database. Data that is inconsistent with previous readings and usage trends is rejected then collected again during the next monitoring cycle.

Portal Communication

After quality checking, the printer information is transmitted to the Insight Portal via the Messaging Hub. All communication with the Messaging Hub is initiated by the Insight Monitor, it uses the XMPP protocol on port 5222 or 443, all data is encrypted and sent via SSL.

Remote Configuration

Remote configuration of the monitor is performed from the Insight Portal using the built-in command language IMIL, which largely eliminates the need for remote access or site visits. IMIL can be used to perform tasks such as re-scanning printers, adding IP discovery ranges or restarting the monitoring service. It cannot be used to interact with the host operating system, any external process or any non-print devices on the customer network. (See the guide 'DCA IMIL Command Reference' for more information, which is available on the support website.)

Number of Printers Supported

The number of printers that can be monitored by a single Insight Monitor depends on a variety of factors including network speed, age and complexity of the printer fleet, DNS efficiency, the longest allowable alert response time and processor speed. It is therefore not possible to provide a definitive answer. As a guide, typically one Insight Monitor can handle between 1 and 5,000 physical printers. If there are more printers to be monitored multiple Insight Monitors can be deployed.

There is no limit on the number of printers supported at the Insight Portal.

Automated Updates

The Insight Monitor has a semi-automated update process. The software can download and apply updates, but only when directed to do so by the service provider, providing fine grained change control. The update process can optionally be disabled, see Appendix 2 – Network Requirements.

Optional Extensions

The Insight Monitor also has the following optional extensions that provide enhanced monitoring capabilities:

- EWS Remote Connector – This component provides remote access to web management interfaces provided by many printer manufacturers. More information on this component can be found in Appendix 3 – EWS .
- HP Jet Advantage Management Connector (JAMC) – This component provides enhanced monitoring for HP printers that support HP Smart Device Services. More information on this component can be found in Appendix 4 – HP JAMC and HP Cloud DCA
- HP Smart Device Agent (SDA) – The component can be used in conjunction with HP JAMC to monitor non-networked HP printers via USB. More information on this component can be found in Appendix 5 – HP Smart Device Agent.

INSIGHT CLOUD

Excluding the Insight Monitor, which is installed in the customer's network, all other components of the Insight service are hosted in one of over 40 secure regional data centres, provided by Microsoft Azure. This ensures that monitoring data is stored in the same jurisdiction from where it was acquired, providing data sovereignty compliance.

Azure data centers are highly reliable, with multiple levels of redundancy provided by default. They are also highly secure, complying with a wide range of global security standards. (https://learn.microsoft.com/en-us/azure/compliance/offerings/)

In addition to traditional security measures (firewalls, virus scanning etc), the Insight Cloud services are also protected by an advanced, AI based, intrusion detection system. This technology uses pattern analysis to identify potential security threats in near real-time. In the event of a threat

detection, the system automatically alerts our 24/7 Security Operations Centre for further investigation.

MESSAGING HUB

The Messaging Hub is used to pass encrypted data securely from the Insight Monitor to the Insight Portal. This highly scalable messaging solution uses XMPP, an industry standard defined by the IETF under RFC 3920 and 3921. This same technology is used by NATO for secure near real time communication between military systems.

The protocol is a point of presence protocol meaning that both the Insight Monitor and the Insight Portal must be present and securely logged in for data transmission to take place, maintaining both security and data integrity.

INSIGHT PORTAL

The Insight Portal processes information sent from Insight Monitors and enables efficient print service delivery via an easy-to-use web interface (provided over HTTPS). Role based access controls combined with a configurable authentication mechanism (credentials/MFA) ensures users have secure access to the functions they require.

The main features provided by the Insight Portal are:

- Printer management
- Consumables management
- Alert management
- Billing reconciliation
- Reporting
- Event notifications
- 3rd party integrations (HP, Epson, Zebra, PrintReleaf, e-Automate, etc.)

Printer Management

The Insight Portal provides printer management at scale, the user interface has been specifically designed to provide fast and efficient access to the data needed to perform any job role. The user interface is configurable and extensible with role-based access to data and functions. Many tasks can be performed in bulk on filtered lists of printers, reducing hours of repetitive work to a single action.

Consumables Management

The Insight Portal uses two main methods to determine if a consumable will require replacement. Firstly, the consumable analysis module uses an algorithm to predict consumable use for each printer and therefore determine when the printer will require a new consumable based on the number of days remaining before empty (typically 5 to 7 days). This is to support MRP processes to enable consumable requests to be consolidated, optimizing shipping and stock holding.

Secondly, the consumable analysis module can also determine the actual consumable level in a device and a request can be triggered when the level falls below a specified threshold (for example 5%). When either of these methods determines that a consumable is required the Insight Portal can notify the Service Provider's consumable management processes to ensure consumables are delivered to the Customer.

There are several consumable management workflow models available which can be employed according to your needs. These include e-mail notifications, batch consumable request processing and various ERP integration options. There is an entire workflow and status tracking mechanism providing detailed history analysis of each consumable used within the customer service.

These settings are completely configurable according to the service design and operational processes.

Alert Management

The Insight Portal provides an intelligent alert triage process for printer alerts. This enables the system to review each alert and based on a set of rules determine which alerts need to be actioned and route these to the appropriate destination for attention.

The process covers three key activities:

- Firstly, native alerts from each printer are analyzed and allocated a standardized code. This ensures that the system can determine that code XYZ from an HP printer is the same as code 123 from a Sharp printer (for example) and are therefore processed consistently.
- Secondly, alerts are allocated to one of several clearly defined categories.
- Thirdly, rules determine how alerts in each category are routed and subsequently delivered to a destination for action.

The delivery destination for alerts can include record with no further action, forward alert details via email to the Customer or forward the information to Service Provider to action. Alerts can also be delivered to multiple destinations.

Billing Reconciliation

Printer manufacturers have not agreed a standardized way to measure page counts.This has led to the situation where some simple printers (such as A4 mono printers) have only a single page count and other more complex devices (such as A3 color multi-function devices) have upwards of 250 different page counts.

The Insight Portal contains a consistent method of 'rolling up' the multitude of page counts into a standardized billing model. This is an automated process that ensures accurate and consistent page count data across all manufacturers and models.

Reporting

The Insight Portal provides ad-hoc reporting through a wide variety of built in reports. Each report has configurable columns and can be filtered and exported as required. Reports can also be scheduled for delivery via e-mail at a user defined cadence (Daily, Weekly, Monthly).

If the report you require is not available, we also offer a custom report service that can produce bespoke reports to meet most needs.

Event Notifications

The Insight Portal includes a highly configurable notification system, this can be used to send templated e-mails to end-users when the trigger events occur. These trigger events include:

- Monitor Events (First Contact, Offline)
- Printer Events (Discovery, Offline, Moves/Changes, Alerts etc)
- Consumable Events (Level Changes, Replacement, Request States)

Each event can then be filtered at many levels to provide very precise notifications. For example, when a Ricoh model IM 430F with firmware version 1.10.1 goes offline for 3 consecutive days send an e-mail.

3rd Party Integrations

The Insight Portal supports a wide range of integrations with 3rd party systems and service providers, such as:

- e-Automate
- Evatic
- Forza
- Jim2
- PrintReleaf
- HP Smart Device Service
- Epson Remote Service

INSIGHT API

The Insight API provides a JSON/REST based interface to most of the functions provided by the Insight Portal user interface. This machine-to-machine interface can be used to automate workflows with external applications. (For example, Service Management, ERP or CRM systems).

Secure authentication is achieved using OAuth 2.0 (RFC 6749) and granular access can be controlled from the Insight Portal. Data is segmented at multiple levels, meaning service providers and customers can be given read or read/write access only to their data.

APPENDIX 1 - HARDWARE AND O/S REQUIREMENTS

The Insight Monitor can be installed on most modern hardware/VM platforms. However, for live service operation with more than 250 devices we would recommend an always-on server environment, as this will provide a more reliable service. It is not recommended to use laptops, as these tend to be configured with aggressive sleep/power save, which will interrupt monitoring.

The minimum hardware specification for the Insight Monitor is as follows:

O/S	FLEET SIZE	HARDWARE/OS/DB
Windows 10/Windows Server 2008 (or above)	<500	Dual Core 'Desktop' CPU 4 GB RAM
Windows Server 2008 (or above)	<5000	Dual Core 'Server' 2GHz CPU 8 GB RAM
Windows Server 2008 (or above)	>5000	Customer specific evaluation recommended
macOS Catalina (or above)	<500	Intel or M1 processor
Linux	<5000	Arm/Amd64/aarch64 (Known to run on Ubuntu 20.04 LT5 and Debian 10.13, compatible with most GUI)
Raspberry PI	<500	Processor: 1 GHz Memory: 1 GB Ram SD card: Class 10 16GB card with 200 MB free

NOTE: Windows systems with multiple NICs (network interfaces are supported, Windows dictates the NIC that InSight Monitor uses.

NOTE: The user account running the Insight Monitor can also be restricted to a non-system privileges account to limit the risk of the DCA affecting the host computer.

Virtual Machines

Deploying on virtual machines is fully supported. The Insight Monitor is a real-time monitoring application however and this must be considered.

The Insight Monitor uses minimal system resources, but it does require constant access to the LAN to perform monitoring of the fleet, virtual machines need to be configured to support this method of operation to optimize performance.

Predictive InSight

APPENDIX 2 - NETWORK REQUIREMENTS

Each printer under SNMP monitoring will generate approximately 1 KB of network traffic per day.

The Insight Monitor uses the following ports on the customer network:

PROTOCOL	PORT (DEFAULT)	FUNCTION
SNMP	Port 161 UDP	Device Monitoring
HTTP(s)	Various ports TCP (dependent on manufacturer	Device monitoring via device web services (optional)
XMPP	Port 5222 TCP (Or Port 443 TCP)	Communication to the InSight Portal via the messaging hub
HTTPS (SSL/TLS)	Port 443 TCP	Licence verification (optional) Automatic updates (updates.ekmglobal.com) (optional)

External Firewall Rules

Outbound management data
For outbound traffic to the Insight Portal the Insight Monitor must be able to initiate a session with the Messaging Hub over XMPP on port 5222 (or 443) for encrypted XML traffic. Once initiated the session must allow two-way communications.

Please contact your Service Provider for the URL of the Messaging Hub for whitelisting, should this be required.

Licence verification
Periodically the Insight Monitor contacts the Insight license server via HTTPS on port 443. Please contact your Service Provider for the IP address of the Portal server for whitelisting, should this be required. The license server is only for license validation and not required for operation – no operational data is stored on this server.

If the license server cannot be reached, or if port 443 is unavailable, please contact InSight support and an optional license file (.lic) can be provided.

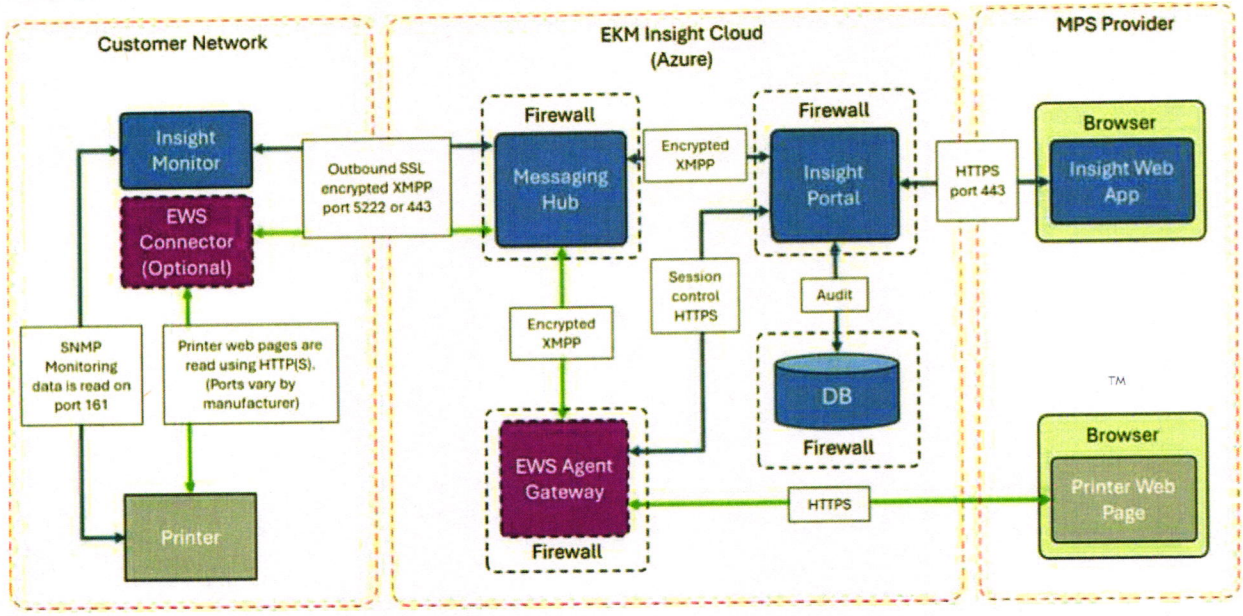
Insight Monitor updates / Zebra firmware update

The endpoint updates.ekmglobal.com may need to be whitelisted to allow the Insight Monitor to update. It is also possible to block access to the update site to prevent the update process from working.

The Zebra Firmware update feature of the Insight Monitor also uses the updates.ekmglobal.com endpoint, it will not be possible to update the firmware on Zebra label printers if the update site is blocked.

APPENDIX 3 - EWS REMOTE CONNECTOR

The EWS Remote Connector is an optional extension to the Insight Monitor. Once installed, it can provide secure remote access to the embedded status and management web pages found on many modern printers. These embedded web services vary by manufacturer, but often provide access to additional printer features such as enhanced diagnostics and firmware updates.



Installation

The EWS Remote Connector can be selected as an option during the standard Insight Monitor installation process. The installer will then add an additional application component to the monitor installation directory. If the customer chooses not to install the EWS Remote Connector, then the component will not be added, and the feature will be disabled.

The EWS Remote Connector uses the existing XMPP messaging system to provide remote access to the embedded web services, so no additional firewall ports need to be configured.

Usage

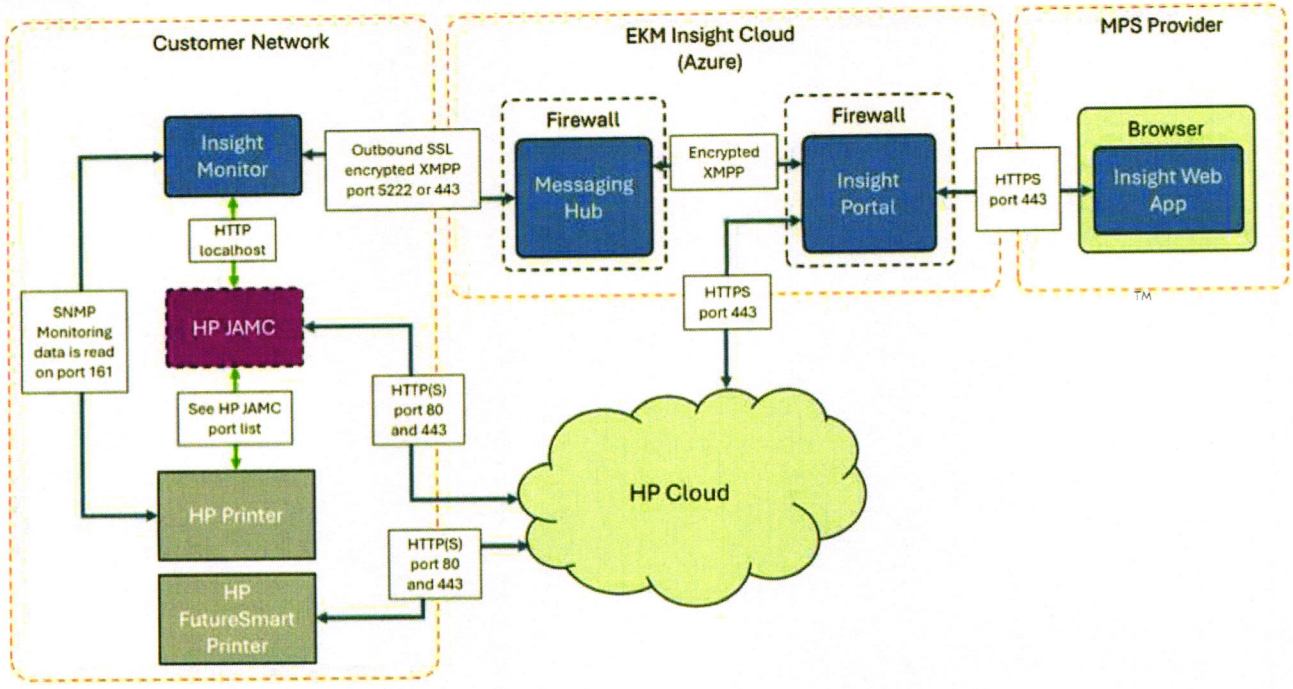
After authenticating with the Insight Portal, authorized users can navigate to the Remote EWS tab of a managed printer. Clicking the start button here will perform the following steps:

- ·The users request will be audited in the Insight Portal, recording which user requested the session and when.

- The Insight Portal will then communicate with the Insight Monitor and perform the following security/identity checks:
  - Is the request for a known managed printer?
  - Is the requested printer online?
  - Does the IP address currently belong to the printer?
  - Does the identity of the printer (manufacturer, serial number, MAC address) match the requested printer?
- If all these checks pass, then the monitor will start the EWS Remote Connector process and respond to the Insight Portal with a successful security check
- The Insight Portal will then communicate with the EWS Remote Agent Gateway and generate a randomized session URL. This session URL is time limited and will be revoked after 20 minutes.
- Finally, the session URL is passed back to the user

APPENDIX 4 - HP JAMC AND HP CLOUD DCA

The HP Jet Advantage Management Connector provides additional features for HP printers. These features include remote restart, remote firmware update and advanced diagnostics.

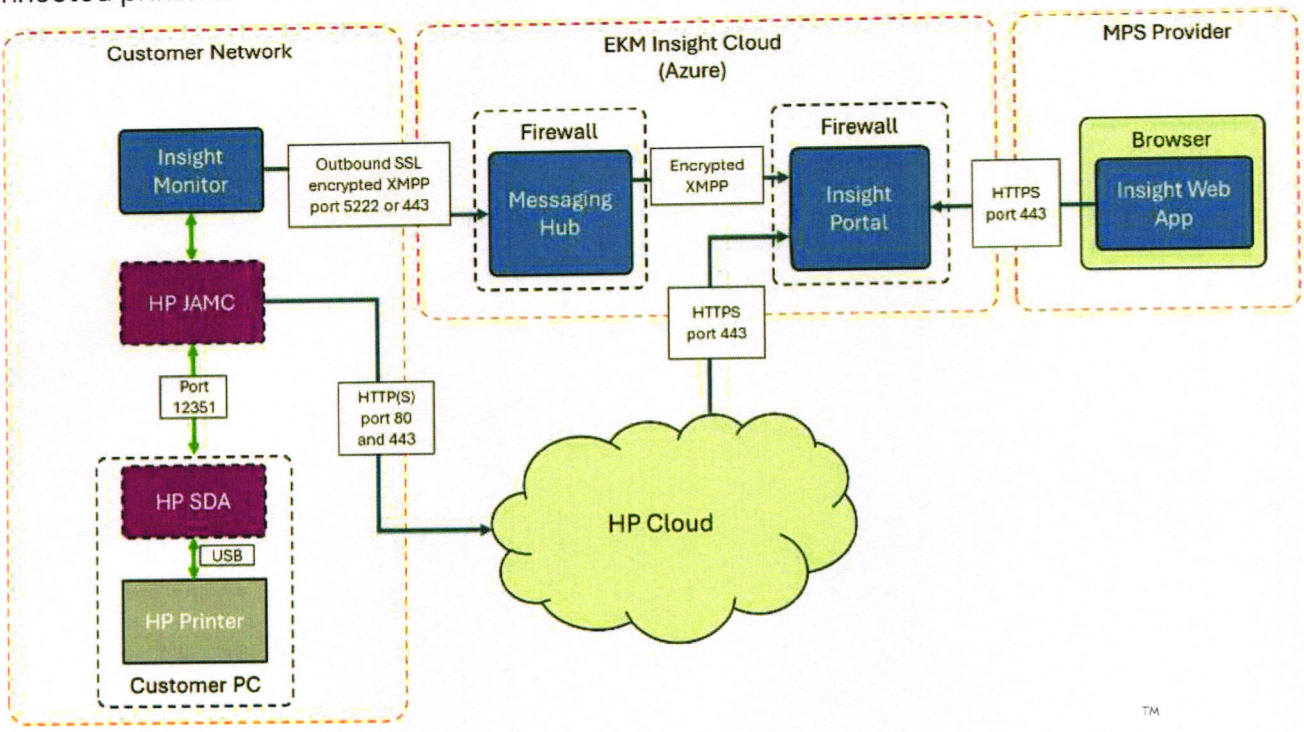


The extension uses several communication protocols to monitor HP printers, a complete list is available in the guide 'Insight HP JAMC requirements', which is available from the support website. It is currently supported by Insight Monitors installed on Windows platforms only.

The Insight Portal also supports the HP Cloud DCA, this allows HP Future Smart printers to connect directly to the HP cloud and provide monitoring and management data without installing an agent in the customers network.

APPENDIX 5 - HP SMART DEVICE AGENT

The HP Smart Device Agent extends the HP JAMC monitoring functions to USB attached HP printers. The HP Smart Device Agent is a light-weight process that is installed on each Windows PC that has a HP printer connected via USB. This process then communicates with the HP JAMC to send monitoring data to the HP Cloud and from there into the Insight Portal. Each JAMC can support up to 200 USB connected printers.



More information can be found from the guide 'Insight HP Smart Device Agent System Requirements', which is available from the support website.

RICOH
imagine. change.

Powerful black & white multifunction printers

IM 2510
IM 3510
IM 4510
IM 5510
IM 6010
IM 7010

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



IM 2510	IM 3510	IM 4510
25 ppm	35 ppm	45 ppm

IM 5510	IM 6010	IM 7010
55 ppm	60 ppm	70 ppm

Secured, Sustainable Performance from Day One

The RICOH IM Series brings together advanced sustainability and uncompromising performance for the most demanding print environments.

These intelligent black and white devices power through demanding workloads while keeping operations both simple and secured. Print, copy, scan, and fax through an intuitive interface that has teams productive from day one. Safeguard your data without added complexity with advanced security protocols. And as your organization evolves, the IM Series scales right alongside you.

The IM Series delivers powerful performance, advanced security, and long-lasting durability—ready for every challenge.

Streamlined Productivity for Every Task

The IM Series multifunction printers (MFPs) are designed around how you actually work, delivering an intuitive user experience that makes completing everyday tasks simple and efficient.

Latest-Generation Smart Operation Panel (SOP)

Experience a responsive, high-performance interface with advanced capabilities:

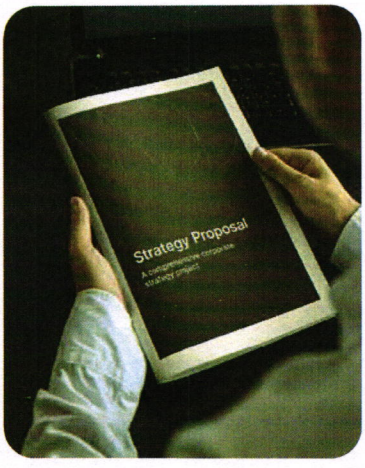
- Navigate menus and complete tasks quickly with powerful CPU performance
- Smooth operations with a responsive touchscreen
- Provide visibility for all users with an accessibility-focused, tiltable panel
- Conserve energy automatically with panel technology that maintains low power usage during Sleep Mode



The Right Capabilities for Your Office

Get comprehensive solutions with a choice of models and options built for performance and designed for your diverse needs:

- Choose the model that best fits your workflows and volumes with print speeds from 25 ppm up to 70 ppm
- Maximize productivity with multiple finishing options—including a 500-sheet internal finisher, a 3,000-sheet booklet finisher, and an internal multi-fold unit—and the flexibility to run heavy stock through standard trays
- Digitize stacks of paper documents in seconds with a single-pass document feeder that scans up to 300 images per minute
- Handle diverse media with the ability to scan paper weights up to 220 gsm and sizes as small as business cards



Stay Secured, Stay Ready

Always Current Technology

Keep your devices running at peak performance without adding strain on your IT team. Ricoh's Always Current Technology ensures optimal efficiency and minimal downtime by delivering new features, applications, and security enhancements directly to your device, either automatically or by request.

Advanced Protection for Robust Security

The IM Series MFPs offer a full suite of industry-standard security features that help block unauthorized access with built-in protection.

- **TLS 1.3 support:** Enhanced encryption protocols protect data in transit
- **Expanded privileged account controls:** Create unlimited admin roles with different privileges linked to Windows and LDAP platforms
- **Trusted Platform Module 2.0:** Improved encryption strength protects passwords and encryption keys stored in the device
- **Access Control:** Easily control device access with support for a variety of authentication methods including proximity/smart cards and mobile credentials





Consistent Sustainable Performance

Ricoh devices have industry-leading environmental performance, enabling businesses to meet their sustainability goals while still maintaining productivity.

- **Sustainable construction:** Support sustainability goals with mainframes that incorporate the use of 50% post-consumer recycled content
- **44% reduction in single-use plastics:** Minimize waste with sustainable packaging materials
- **Low Typical Electricity Consumption:** Reduce operational costs with low TEC values designed for energy-efficient performance
- **Third-party certified performance:** Meet the highest environmental standards with ENERGY STAR® and ECOLOGO® certified, and EPEAT® Gold rated devices.*



** ECOLOGO certification applicable in Canada only; EPEAT Gold rating applicable in the USA only.*

Flexible Add-Ons Designed for Your Operational Needs

Extend the value of your IM Series investment with scalable software solutions from Ricoh and our technology partners. Add new capabilities as your business evolves—without replacing hardware—so your technology continues to deliver value over time.

RICOH Smart Integration (RSI)

Ricoh Smart Integration allows you to personalize and enhance the capabilities of your device with applications and solutions readily available from the cloud.

RICOH CloudStream

Simplify print, scan, and device management with a flexible cloud-based platform that reduces IT workload.

RICOH Streamline NX®

A scalable, integrated document management solution designed to optimize print, scan, and device management.

RICOH Intelligent Managed Print Services (MPS)

A vendor-agnostic, modular platform designed for continuous optimization—bringing together automation, analytics, and flexible services to transform print from a fixed cost into a driver of measurable business outcomes. Built to evolve, this adaptive framework scales with your organization while strengthening security, efficiency, and long-term transformation.

Discover Which Device Matches Your Needs

The new IM Series combines sophisticated design with strong technical capabilities to match your way of working. Take a closer look.



IM 2510/IM 3510

Intelligent multifunction devices built for your modern office workstyle.

- Prints up to 25 or 35 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity of up to 4,850 pages
- Monthly print volumes up to 10,000 (IM 2510) and 20,000 (IM 3510) impressions
- Ideal for distributed offices and cost-conscious teams



IM 4510/IM 5510/IM 6010

With impressive speed and productivity, these devices help keep your business moving.

- Prints up to 45, 55, or 60 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity of up to 4,850 pages
- Monthly print volume up to 50,000 impressions
- Balanced performance for mid-sized departments with expanding workloads



IM 7010

New 70 ppm performance for demanding workloads.

- Prints up to 70 ppm
- Standard print, copy, scan, and optional fax
- 1,200 x 1,200 dpi max print resolution
- Paper capacity up to 4,850 pages
- Monthly print volume up to 50,000 impressions
- Engineered for high-volume, centralized environments

All models shown with optional accessories

RICOH IM 2510/IM 3510/IM 4510/IM 5510/IM 6010/IM 7010
MAIN SPECIFICATIONS

	IM 2510	IM 3510	IM 4510	IM 5510	IM 6010	IM 7010
GENERAL						
Warm-up time	22 seconds	22 seconds	22 seconds	22 seconds	22 seconds	22 seconds
First print output speed	4.5 seconds	4.0 seconds	3.3 seconds	2.5 seconds	2.4 seconds	2.2 seconds
Continuous output speed	25 ppm	35 ppm	45 ppm	55 ppm	60 ppm	70 ppm
Memory	6GB					8GB
Storage: standard	256GB Solid State Drive (SSD)					
SPDF capacity	220 sheets (81.4 gsm)					
SPDF paper weight (min/max weight)	38-220 gsm					
SPDF scan speed	150 ipm (simplex) / 300 ipm (duplex)					
Scan Resolution: maximum	Up to 600 dpi optical; 1,200 dpi (TWAIN)					
Weight	89 kg / 196 lbs.	90 kg / 198 lbs.	91 kg / 201 lbs.	91 kg / 201 lbs.	91 kg / 201 lbs.	92 kg / 202 lbs.
Dimensions: W x D x H	23.1" x 27.6" x 37.9" (587 mm x 701 mm x 963 mm)					23.1" x 28.5" x 37.9" (587 x 724 x 963 mm)
Power source	120V-127V, 60Hz					
SCANNER						
Compression method file formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF; Searchable PDF (Option required) Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF; Searchable PDF (Option required)					
Scan destination types	E-mail, Folder, USB, URL, FTP					
Automatic image adjustment	Image rotation					
PRINTER						
Printer language: standard	PCL5e Emulation, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation					
Printer language: option	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print; IPDS					
Print resolution: maximum	Up to 1200 x 1200 dpi					
Network interface	Ethernet 10/100/1000 BASE-T, USB Host I/F Type A, USB Device I/F Type B, IEEE 802.11 a/b/g/n/ac Wireless Interface (standard); Second Ethernet 10/100/1000 base-T (optional)					
Mobile printing capability	Apple AirPrint™, Mopria, Ricoh Smart Device Connector					
Windows® environments	Windows 10/11; Windows Server 2016/2019/2022/2025					
Mac OS environments	macOS v12 or later					
COPIER						
Multiple copying	Up to 999 copies					
Resolution	Up to 600 dpi					
Zoom	From 25%-400% in 1% increments; 12 presets (7R/5E)					
FAX (OPTIONAL)						
Circuit	PSTN, PBX					
Transmission speed: maximum	2 seconds (Super G3)					
Modem speed: maximum	33.6 Kbps standard with automatic downshift					
Resolution: standard/detail mode	8 x 3.85 line/mm, 200 x 100 dpi; 8 x 7.7 line/mm, 200 x 200 dpi					
Maximum resolution (with option)	16 x 15.4 line/mm, 400 x 400 dpi					
Compression method	MH, MR, MMR, JBIG					
Memory: standard	4 MB (320 pages)					
Memory: maximum (with option)	60 MB (4,800 pages)					

RICOH IM 2510/IM 3510/IM 4510/IM 5510/IM 6010/IM 7010
MAIN SPECIFICATIONS

	IM 2510	IM 3510	IM 4510	IM 5510	IM 6010	IM 7010
PAPER HANDLING						
Recommended paper size	1st Paper Tray: 8.5" x 11" (A4) 2nd Paper Tray (3rd/4th Tray Option): 5.5" x 8.5"- 12" x 18" (A3-A6, B4-B6), Envelopes Bypass: Up to 12" x 18", Custom sizes: Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)					
Paper input: standard	1,200 sheets (2 x 550 sheets + 100-Sheet Bypass Tray)					
Paper input: maximum	4,850 sheets					
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets 9.8" x 13.9" (B4) or larger					
Paper output: maximum	1,625 sheets	1,625 sheets	3,625 sheets	3,625 sheets	3,625 sheets	3,625 sheets
Paper weight	Standard Trays: 60 - 300 gsm Bypass Tray: 52 - 300 gsm					
	Duplex Unit: 52 - 169 gsm	Duplex Unit: 52 - 256 gsm				
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss					
ENVIRONMENTAL FEATURES						
Power consumption: maximum	Less than 1,584 W					
Power consumption operation: B&W	479 W	506 W	613 W	743 W	744 W	930.9 W
Power consumption: ready/sleep	48.4 W / 0.04 W	46.4 W / 0.04 W	48.6 W / 0.04 W	48.6 W / 0.04 W	48.6 W / 0.04 W	49.2 W / 0.36 W
Typical Electricity Consumption (TEC) value*	0.24 kWh / week	0.34 kWh / week	0.44 kWh / week	0.63 kWh / week	0.67 kWh / week	0.84 kWh / week
ENERGY STAR®	Certified					
ECOLOGO®**	Certified					
EPEAT®***	Gold Rated					

** Reference values based on ENERGY STAR Ver. 3.2.*
*** ECOLOGO certificate applicable only in Canada.*
**** EPEAT Gold rating applicable only in the USA*

CONSUMABLES						
Toner (black)	30,100 prints	30,100 prints	42,900 prints	42,900 prints	42,900 prints	42,900 prints

Consumable yields based on 5% coverage on A4 paper.

PAPER SUPPLIES AND FINISHER OPTIONS

2 x 550-sheet paper tray, 2,000-sheet large capacity tray, 1,650-sheet side large capacity tray, 1,000-sheet hybrid finisher, 1,000-sheet booklet finisher, 500-sheet internal finisher (except IM 6010), internal shift tray, one-bin tray, punch units, internal multi-fold unit, 3,000-sheet finisher (IM 4510/IM 5510/IM 6010/IM 7010 only), 3,000-sheet booklet finisher (IM 4510/IM 5510/IM 6010/IM 7010 only), stapleless unit

OTHER OPTIONS

Fax unit, G3 Interface, fax memory unit, Device Interface unit (2nd Ethernet port), cabinet, Genuine Adobe PostScript®3™, OCR unit, IPDS (Intelligent Printer Data Stream) unit, counter I/F unit, card reader cover, Unicode font package for SAP

Notes

- This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

About Ricoh

With 90 years of experience as a trusted global leader, Ricoh delivers a comprehensive portfolio of print, scan, and device management solutions engineered for the demands of modern business environments.

Our multi-layered approach to security safeguards sensitive production data, supports compliance, and protects connected devices across every facility. Backed by Ricoh's global service network, you gain expert support wherever your operations are—ensuring maximum uptime and consistent performance.



Ready to unlock the full potential of your MFPs?

Contact us today to get started.

Visit Ricoh USA for more solutions.

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B&W multifunction printers

IM 370F
IM 460F
IM 460FTL

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



Versatile devices for dynamic office environments

Today, many organizations are seeking new ways to optimize office space and resources to accommodate changing work styles. Additionally, there is a rising need for a reliable IT and print infrastructure as organizations seek to seamlessly facilitate digital workflows and address security challenges.

This change has created an opportunity for cost-effective and robust workplace technology that streamlines operations, offers the flexibility to easily transition between paper and digital workflows, and provides enhanced data security.

Ricoh's latest generation of black-and-white multifunction devices optimizes day-to-day operations by enhancing productivity, increasing data security, and creating a seamless user experience in a compact all-in-one device.

Experience the versatility of the new IM 370F/IM 460F/IM 460FTL series — a perfect addition to today's modern workplace that empowers your teams to easily capture, print, share information, and digitize workflows.

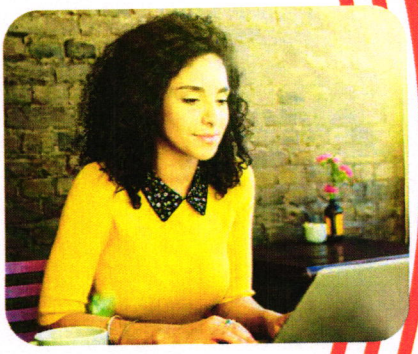
- Work more efficiently with fast black-and-white print and color scan speeds
- Optimize office space with a compact multifunction device
- Protect your business data and intellectual property
- Customize options to match your workflow needs with RICOH Smart Integration technology



A comprehensive solution for diverse workflow needs

Enhanced quality, performance, and productivity

Experience the benefits of fast black-and-white print and color scan speeds with our compact letter/legal multifunction device. Enjoy the added convenience of A3 capabilities, allowing you to easily print, copy, and scan 11" x 17" pages when needed. What's more, you can personalize and enhance the capabilities of your device with applications and software solutions readily available from the cloud with RICOH Smart Integration.



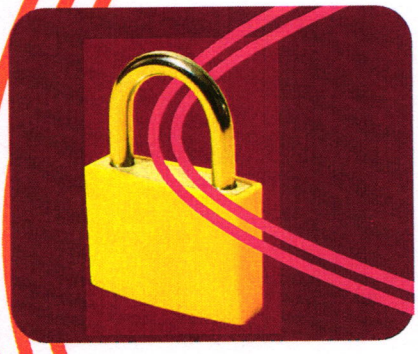
Improved usability and reliability

Ideal for smaller office workspaces or desktop environments, these devices offer space-saving efficiency and low noise levels. Ricoh's familiar, user-friendly Smart Operation Panel has been enhanced to provide a more intuitive and seamless user experience with an upgraded OS for better security and usability, as well as improved touch response and faster performance.



Reliable protection of your data

Equipped with the latest controller features, these smart devices provide enhanced privileged account control that gives you more freedom when creating administrator roles and minimizes risks related to sharing IDs. You can also assign different privileges to each role and link it to your user ID system, including Windows and LDAP platforms. Additionally, Ricoh's Always Current Technology ensures automatic security and software updates downloaded and installed directly to your device as they become available.

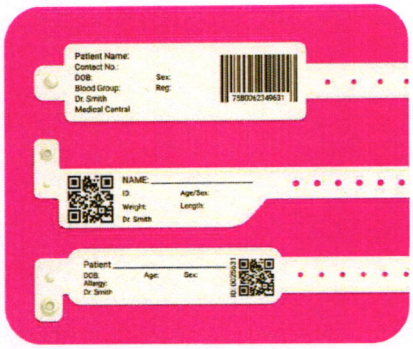


Enhanced sustainability features



As a leader in environmentally-friendly performance, we not only uphold our own commitments but also strive to help support your goals. Our devices utilize up to 17% post-consumer recycled materials for their outer mainframe, while toner bottles are made from 81% recycled plastics. There is zero plastic usage for the toner packaging and the device's optional paper feed unit. The Smart Operation Panel includes new energy-saving features to reduce the operation panel's power consumption by 45% in Sleep Mode.

Specialized printing capabilities (IM 460FTL only)



Designed with the unique needs of healthcare professionals in mind, the IM 460FTL incorporates specialized firmware and Teflon-coated tray components to reliably print specialized media such as wristbands and labels. It also features a built-in locking tray and optional additional locking trays to safeguard sensitive media such as prescription blanks and more. Non-locking trays are also available for standard media printing.



IM 370F/IM 460F/IM 460FTL

MAIN SPECIFICATIONS

	IM 370F	IM 460F	IM 460FTL
GENERAL			
Warm-up time		Less than 32 seconds	
First copy speed: B/W		Less than 5 seconds	
First print speed: B/W	3.8 seconds	3.3 seconds	3.3 seconds
Continuous output speed	37 ppm	46 ppm	46 ppm
Memory: standard		6GB (Mainframe 2GB+SOP 4GB)	
Optional Storage		Opt. 256 GB SSD or Opt. 320 GB HDD	
SPDF capacity		50 sheets	
Weight		41 kg / 90.4 lbs.	
Dimensions: W x D x H		14.7"×19.4"×25.2"	
Power source		120-127V 60Hz	
COPIER			
Multiple copying		Up to 999 copies	
Resolution		600 x 600 dpi	
Zoom		From 25%-400% in 1% increments	
PRINTER			
CPU		Marvell 88PA6270 1.2GHz	
Printer language: standard		PCL 5e, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation	
Printer language: option		Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print, XPS, IPDS	
Print resolution: maximum		Up to 1200 x 1200 dpi	
Network interface: standard		Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B	
Mobile printing capability		Apple AirPrint™, Mopria, Ricoh Smart Device Connector	
Windows® environments		Windows 8.1/10/11; Windows Server 2016/2019/2022	
Mac OS environments		v10.15 or later	
UNIX environments		UNIX Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux Enterprise, IBM AIX	
SAP® environments		SAP R/3, SAP S/4	
SCANNER			
Scanning speed: SPDF		46 ipm (simplex)/92 ipm (duplex)	
Resolution: maximum		Up to 1200dpi	
Compression method File Formats		Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF, Searchable PDF (OCR Option required) Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF, Searchable PDF (OCR Option required)	
Scan destination types		E-mail, Folder, USB, URL, FTP	
FAX (Optional)			
Circuit		PSTN, PBX	
Transmission speed		3 seconds	
Modem speed: maximum		33.6 Kbps	
Resolution: standard		8x3.85 line/mm, 200x100 dpi	
Maximum Resolution: option		16x15.4 line/mm, 400x400 dpi	
Compression method		MH, MR, MMR	
Scanning speed		46 spm	
Memory: standard		4 MB, (320 pages)	
Memory: maximum		60 MB, (4,800 pages)	
PAPER HANDLING			
Recommended paper size		Paper Tray: 4" x 6" - 8.5" x 14" (A4 - A6) Bypass: Up to 11.69" x 35", Envelopes	
Paper input: standard		500-sheet tray, plus 100-sheet bypass	
Paper input: maximum		2,100 sheets	
Paper output		250 sheets 8.5" x 11"(A4) or smaller; 100 sheets (larger than A4)	
Paper weight		Standard Trays: 16 - 40 lb. / 90 lb. Index (60 - 162 g/m2) Bypass Tray: 14 - 80 lb. /166 lb. Index (52 - 216 g/m2)	
Paper types		Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss	

IM 370F/IM 460F/IM 460FTL

MAIN SPECIFICATIONS

	IM 370F	IM 460F	IM 460FTL
ENVIRONMENTAL FEATURES			
Power consumption: maximum		Less than 1600W	
Power consumption operation: B&W	527.6W	624.5W	624.5W
Power consumption: ready / sleep		42.1W / 0.41W	
TEC*	0.38kWh	0.46kWh	0.46kWh
Environmental Certifications		ENERGY STAR® Certified; EPEAT® Gold Rated**	

* TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.
** EPEAT Gold rating is applicable only in the USA.

CONSUMABLES

Toner (black)	Standard-yield toner: 13,500 pages; High-yield toner (IM 460F/460FTL only): 22,000 pages
Waste Toner Bottle	Yield: 50,000 pages

Declared toner yield in accordance with ISO/IEC 19752; Waste toner bottle yield based on 3 pages/job and 6% coverage on 8.5"x11" paper.

PAPER SUPPLY OPTIONS

Paper Feed Unit PB1200 (500 Sheet), Paper Feed Unit PB1200TL (500 Sheet Lock & Label), Medium Cabinet Type A7, High Cabinet Type A8, Caster Table Type A6

OTHER OPTIONS

Document Feeder Paper Guide Tray, HDD Option Type M54 320GB, SSD Option Type M54 256GB, IEEE 802.11a/b/g/n Interface Unit Type M54, PostScript3 Unit Type M54, OCR Unit Type M54, Fax Memory Unit Type M54 64MB, IPDS Unit Type M54, Optional Counter Interface Unit Type M12, Optional Card Reader Cover Type M54

This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

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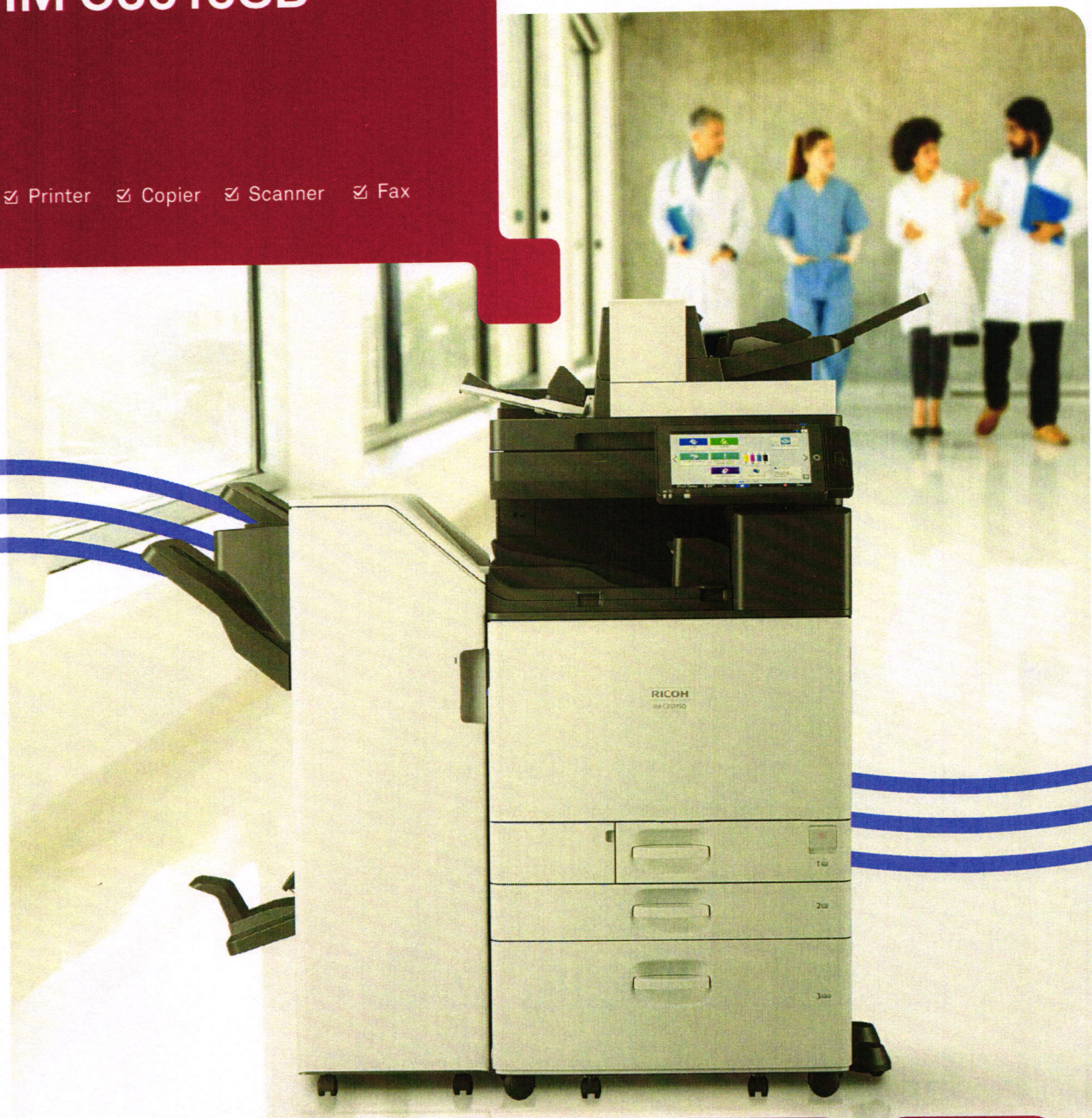
A3 Multifunction Color

IM C3510SD
IM C4510SD
IM C6010SD

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



IM C3510SD	IM C4510SD	IM C6010SD
35-ppm	45-ppm	60-ppm

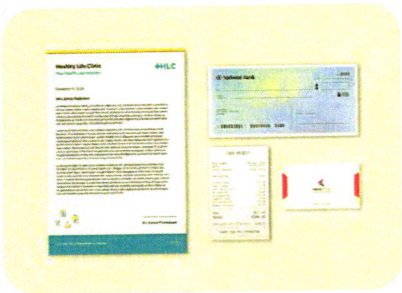
Unlock New Levels of Productivity with Intelligent Scanning

As organizations across all industries undergo a digital transformation, robust scanning solutions serve as a crucial bridge between paper-based processes and fully digital operations. The RICOH SD Series delivers exactly what businesses need—a revolutionary new single pass document feeder (SPDF) for fast, easy document digitization, high-quality color output, and an intuitive interface—all while enhancing security, streamlining IT operations, and reducing environmental impact. Designed for versatility, these devices adapt to evolving business needs, unlocking powerful results by improving collaboration, efficiency, and cost-effective operations.

Key Features That Empower Productivity

Breakthrough document feeding capabilities

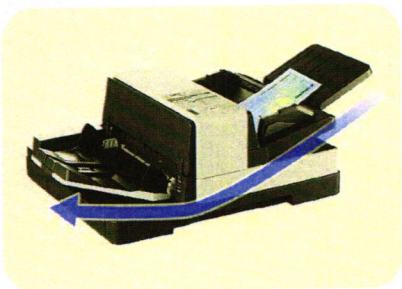
Experience unmatched flexibility with production-class SPDF in the new SD Series. Place your original documents in the feeder and press start—no need to worry about size or orientation. Intelligent detection handles it all, minimizing manual effort and ensuring precise results.

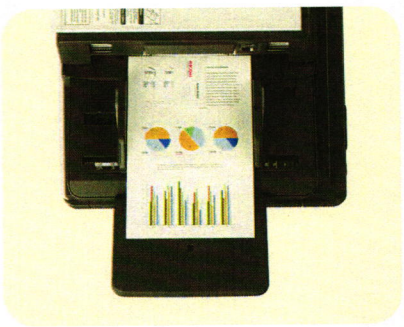


Versatile Media Scanning
Scan IDs, receipts, plain paper, thermal paper, envelopes, folded originals, bound copies, NCR forms, and more through the feeder

Large-Format Scanning
11" x 17" exposure glass for specialty needs

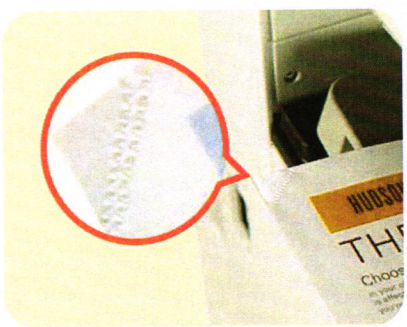
Large Intuitive Panel
Preview your scanned documents right on the 10.1" 3rd Gen Smart Operation Panel (SOP)





Broad array of paper handling options

Boost productivity with a wide range of media and finishing options. Choose from multiple paper input units and high-capacity trays to keep operations running longer. Create professional-quality booklets, stapled sets, brochures, and more with versatile finishing configurations.



Multiple Paper Source Options
2x550-sheet trays for additional paper sources

Large Capacity Input Trays (LCIT)
Optional 1,650- or 2,000-sheet LCITs

Stapling and Booklet-Making Capabilities
Saddle-stitch up to 80 sheets, staple up to 65 sheets, or bind up to 10 pages without staples

Internal and External Finishers
Choose between a 500-sheet internal or 1,000- and 3,000-sheet external finisher options

Innovation That Drives Your Business Forward



Reliable protection of your data

Mitigate risks and protect intellectual property with robust security safeguards designed to ensure smooth and secured operations. Advanced features help prevent unauthorized access and protect sensitive data, allowing you to maintain business continuity with confidence.

- Hardened Android OS
- Enhanced Admin Management
- Expanded Privileged Account Controls
- Always Current Technology
- Trusted Platform Module 2.0
- Optional Multi-Factor Authentication



The new benchmark in sustainability

Support your environmental commitments while reducing your footprint. The SD Series maximizes energy efficiency, streamlines digital workflows to cut paper waste, and embraces a circular economy-driven design.

- Low-Temperature Toner
- 47% Post-Consumer Recycled Plastics
- 100% Recycled PET Toner Bottles
- 51% Less Single-Use Plastic Compared to Prior Ricoh Models



Technology that evolves with you

Ricoh's Always Current Technology helps you stay ahead with intelligent devices that grow with your business. Built on a secured cloud infrastructure, the SD Series enables on-demand updates, new applications, and the latest security enhancements—ensuring seamless, future-ready operations.

Ricoh Solutions to Elevate Your Print Workflows

Flexible add-ons to optimize your operations, tailored to your needs.

RICOH Smart Integration

Ricoh's Smart Integration allows you to personalize and enhance the capabilities of your IM C Series device with applications and solutions readily available from the cloud.

RICOH CloudStream

Simplify print, scan, and device management with a flexible cloud-based platform that reduces IT workload.

RICOH Streamline NX®

A scalable, integrated document management solution designed to optimize print, device, and scan management within mid-market and enterprise organizations.

RICOH IM C3510SD/IM C4510SD/IM C6010SD
MAIN SPECIFICATIONS

	IM C3510SD	IM C4510SD	IM C6010SD
GENERAL			
Warm-up time	25 seconds	24 seconds	24 seconds
First print output speed: B/W	4.0 seconds	3.3 seconds	2.4 seconds
First print output speed: full color	6.6 seconds	5.2 seconds	3.8 seconds
Continuous output speed	35 ppm	45 ppm	60 ppm
Memory: standard/maximum	Mainframe 4GB + SOP 4GB		
Storage: standard	256GB Solid State Drive (SSD)		
Storage: optional	320GB Hard Disk Drive (HDD), 256GB FIPS-validated Enhanced Security SSD		
SPDF capacity	300 sheets		
Weight	225 lbs. (102 kg)	227 lbs. (103 kg)	227 lbs. (103 kg)
Dimensions: W x D x H	23.1" x 27.6" x 40.6" (587 mm x 701 mm x 1,031 mm)		
Power source	120V-127V, 60Hz		
SCANNER (STANDARD)			
Scanning speed: SPDF	100 ipm (simplex) / 200 ipm (duplex)		
Resolution: maximum	Up to 600 dpi optical		
Drivers	Network TWAIN / WIA drivers		
File Formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF, Searchable PDF* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF, Searchable PDF*		
Scan destination types	E-mail, Folder, USB, URL, FTP		
Automatic image adjustment	Image deskew, image rotation, image size		
Document Types	Plain paper (38-413 gsm), carbonless paper, plastic cards (up to 1.4 mm thick)		

**Requires optional OCR Unit Type M52 or optional software*

	IM C3510SD	IM C4510SD	IM C6010SD
PRINTER (STANDARD)			
Printer language: standard	PCL5 (emulation), PCL6, PostScript® 3™ (emulation), PDF direct (emulation)		
Printer language: optional	Genuine Adobe® PostScript®3™, PDF Direct from Adobe®		
Print resolution: maximum	Up to 1200 x 1200 dpi		
Network interface	Ethernet 10BASE-T/100BASE-TX/1000BASE-T, USB Host I/F Type A, USB Device I/F Type B (Standard); IEEE 802.11 a/b/g/n/ac Wireless Interface (Optional)		
Mobile printing capability	Apple AirPrint™, Mopria®, RICOH Smart Device Connector		
Windows® environments	Windows 10/11; Windows Server 2016/2019/2022/2025		
Mac OS environments	macOS v10.15 or later		
COPIER (STANDARD)			
Multiple copying	Up to 999 copies		
Resolution	Up to 1,200 dpi		
Zoom	From 25%-400% in 1% increments		

	IM C3510SD	IM C4510SD	IM C6010SD
FAX (OPTIONAL)			
Circuit	PSTN, PBX		
Transmission speed	3 seconds (200 × 100 dpi, JBIG, ITU-T (CCITT) Test Chart #1, Memory Transmission)		
Modem speed: maximum	33.6 Kbps		
Resolution: standard	8 x 3.85 line per mm, 200 × 100 dpi		
Maximum resolution: optional	16 × 15.4 line per mm, 400 × 400 dpi		
Compression method	MH, MR, MMR, JBIG		
Scanning speed	Up to 94 ppm A4/LT, SEF, standard resolution		
Memory: standard	4 MB (320 pages)		
Memory: maximum	60 MB (4,800 pages)		
PAPER HANDLING			
Recommended paper size	Tray 1: 8.5" × 11" (A4) Tray 2: 5.5" × 8.5" – 12" × 18" (A3 – A6, B4 – B6), Envelopes Bypass: Up to 12" x 18", Custom sizes: Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260mm)		
Paper input: standard	1,200 sheets (2 x 550 sheets+ 100-Sheet Bypass Tray)		
Paper input: maximum	4,850 sheets		
Paper output: standard	500 Sheets 8.5" x 11" (A4) or smaller; 250 Sheets 9.8" x 13.9" (B4) or larger		
Paper output: maximum	1,625 Sheets	3,625 Sheets	3,625 Sheets
Paper weight	Standard Trays: 60 – 300 gsm, Bypass Tray: 52 – 300 gsm, Duplex Unit: 52 – 256 gsm		
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss		
ENVIRONMENTAL FEATURES			
Power consumption: maximum	Less than 1,584 W		
Power consumption operation: B/W	521 W	601 W	760 W
Power consumption operation: full color	588 W	683 W	683 W
Power consumption: ready/sleep	62.2 W / 0.3 W	62.7 W / 0.32 W	62.7 W / 0.32 W
Typical Energy Consumption (TEC)	0.36 kWh / week	0.45 kWh / week	0.67 kWh / week
CONSUMABLES			
Toner (black)	31,000 Prints	42,000 Prints	42,000 Prints
Toner (cyan/magenta/yellow)	19,000 Prints	28,000 Prints	28,000 Prints

Terms and Conditions

- This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

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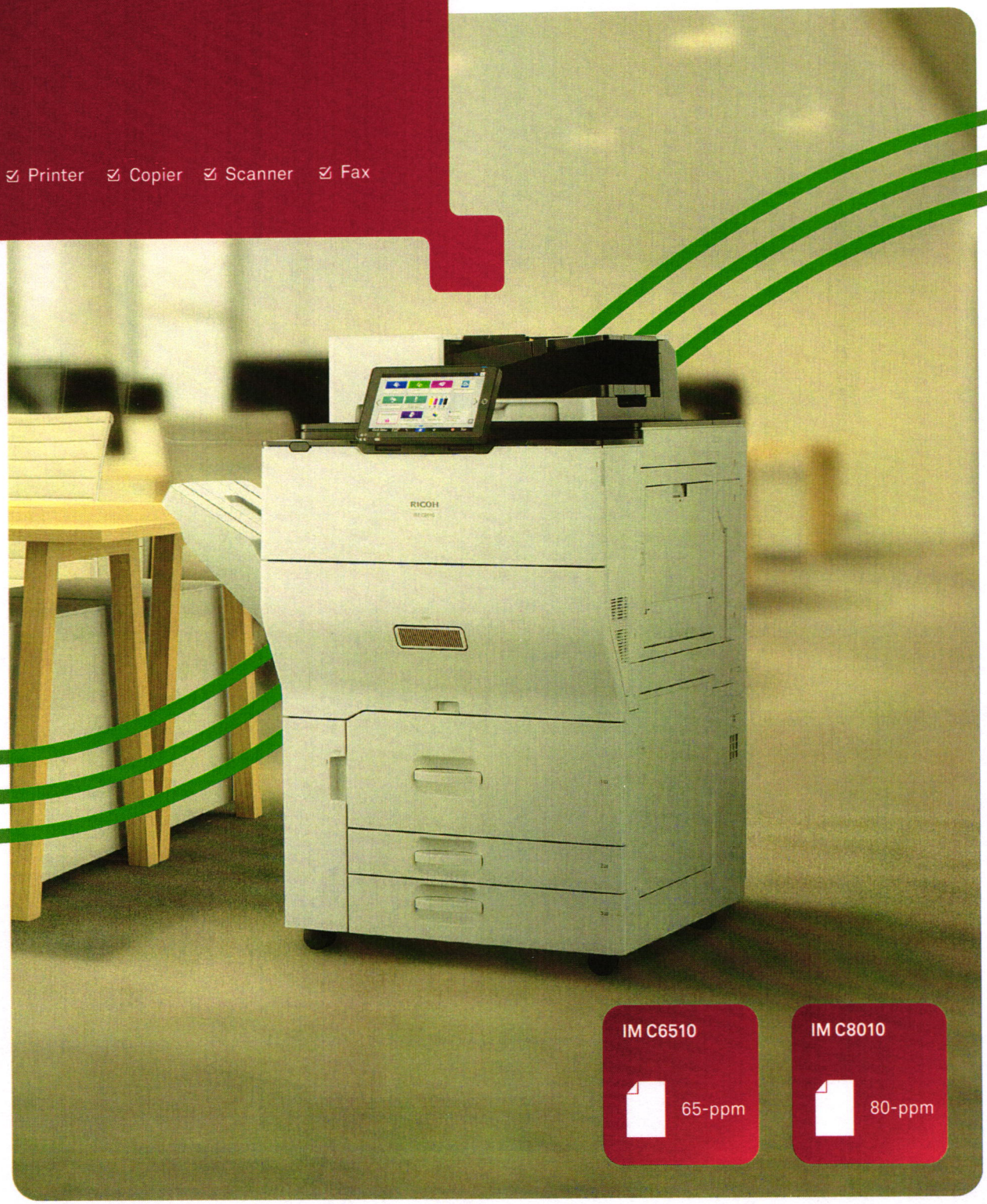
A3 Multifunction Color

IM C6510
IM C8010

☑ Printer ☑ Copier ☑ Scanner ☑ Fax



High-Volume Printing with Advanced Finishing—All in One

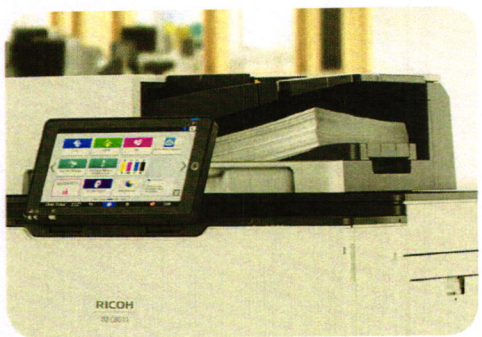
Meet the demands of high-volume printing with speed, precision, and professional finishing. The RICOH IM C6510 and IM C8010 deliver vibrant color accuracy and a comprehensive range of finishing options—stapling, stapleless binding, punching, folding, saddle stitching, and even perfect-bound books—to elevate your office reports, transactional documents, and presentation materials.

Built for efficiency, they combine an intuitive 10" Smart Operation Panel (SOP) and high paper capacity with cost-saving, power-efficient performance. Keep more jobs in-house, maintain quality control, and reduce costs through even your most demanding workloads. Empower your print environment with models designed to exceed every expectation.

Optimized Features for High-Volume Printing

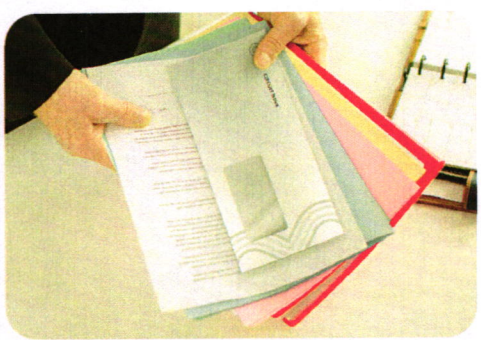
Robust Print Capabilities

Handle demanding print volumes while maintaining exceptional quality. Precision printing technology delivers consistently crisp text, smooth gradients, and vivid color—making these models ideal for businesses with demanding output requirements.



Built for Volume
Designed for sustained workloads, both models have a recommended monthly print volume of up to 50,000 pages and can be configured with a paper supply of up to 8,100 sheets for fewer interruptions.

Fast Color and B&W Printing
Print up to 65 ppm (IM C6510) or 80 ppm (IM C8010) to meet the demands of high-volume workflows.

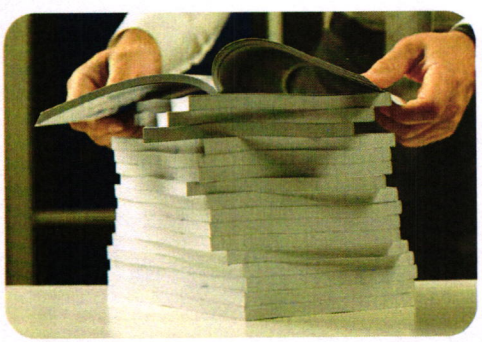


Precision Prints
Achieve up to 4,800 x 1,200 dpi equivalent resolution with Vertical Cavity Surface Emitting Laser (VCSEL) Technology for razor-sharp text, smooth gradients, and superior color accuracy.

Versatile Media Support
Print on a variety of paper types with support for paper weights from 52 to 300 gsm for a wide range of printing applications.

Professional-Grade Finishing

Take full control of your print workflow with advanced finishing capabilities, from stapling to professionally-bound booklets, all without the need for outsourcing.



Comprehensive Finishing
Reduce external vendor costs with saddle stitching up to 80 pages, stapling, folding, hole-punching, and more.

Staple-Free Binding
Secure up to 15 sheets without staples for faster, more efficient production.

Professional Binding
Create perfect-bound books of up to 200 pages with a clean, polished look.

Designed for the Future, Built to Last

Always Current Technology

Keep your devices running at peak performance with automatic updates and security enhancements, ensuring optimal efficiency and minimal downtime—without adding strain on your IT team. Focus on delivering consistent results and meeting demands, knowing your device is always up to date.

Advanced Protection for Seamless Operations

Keep your information safe and your operations running smoothly with advanced security features that help block unauthorized access. With built-in protection, confidently manage sensitive information, knowing your device and data are secured.

- Hardened Android OS
- TLS 1.3 support
- Optional FIPS-validated, self-encrypting SSD
- Enhanced administrator management
- Expanded privileged account controls
- Trusted Platform Module 2.0

Sustainable Performance

Ricoh devices are designed with energy-efficient technology and environmentally-friendly features, enabling businesses to meet their sustainability goals while maintaining productivity.

- 33% post-consumer recycled plastics
- Toner bottles contain 40% recycled material
- Advanced power-saving with ultra-low sleep mode at 0.36 W
- Low Typical Energy Consumption of 0.52 Wh per image

Ricoh Solutions to Elevate Your Print Workflows

Flexible add-ons to optimize your operations, tailored to your needs.

RICOH Smart Integration (RSI)

Ricoh Smart Integration allows you to personalize and enhance the capabilities of your device with applications and solutions readily available from the cloud.

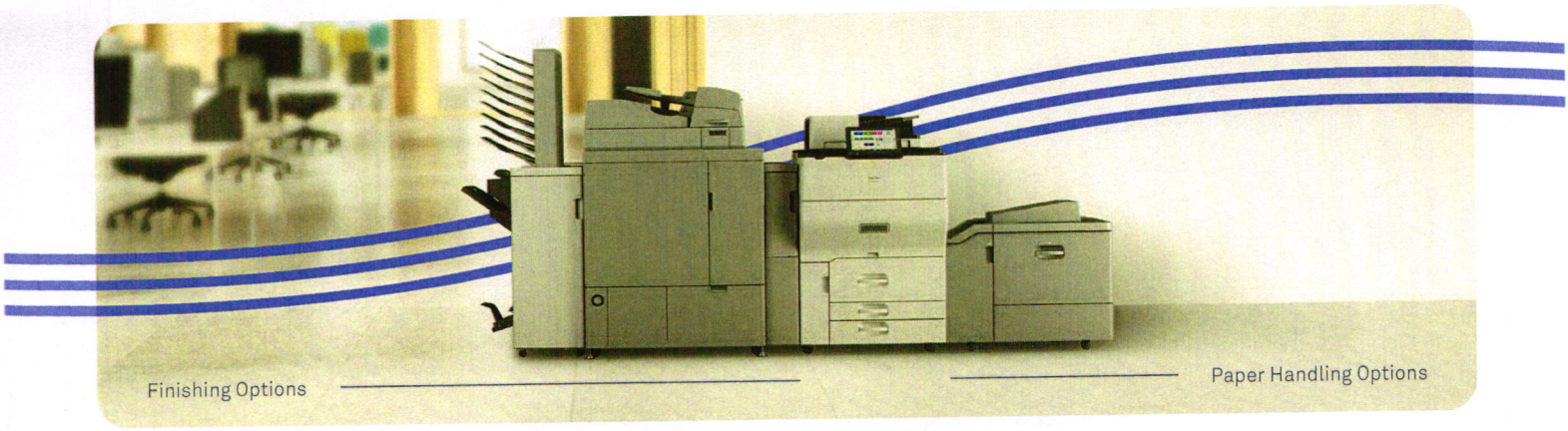
RICOH CloudStream

Simplify print, scan, and device management with a flexible cloud-based platform that reduces IT workload.

RICOH Streamline NX®

A scalable, integrated document management solution designed to optimize print, device, and scan management within mid-market and enterprise organizations.

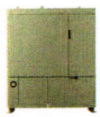
Customizable Configurations for Professional Results



Finishing Options

Perfect Binder Accessories

- Connection Kit
- Cover Interposer Tray
- Transit Pass



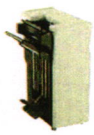
Perfect Binder GB5010



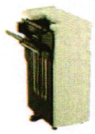
Multi-Folding Unit FD4030



Copy Tray Type M42



Booklet Finisher SR4190



Finisher SR4180



Finisher SR4170

Output Jogger Unit Type M52

Cooling Fan Unit Type M26



Mailbox CS4020

Stapleless Unit Type S16

Punch Unit PU3110

Cooling Fan Unit

Punch Unit PU5050

Paper Handling Options

External



LCIT RT5180



4,000-Sheet LCIT RT4090

Internal

Tab Sheet Holder Type M2

A3/DLT Tray Type M26



RICOH IM C6510/IM C8010
MAIN SPECIFICATIONS

	IM C6510	IM C8010
GENERAL		
Warm-up time	30 seconds	
First print output speed: B&W	5.5 seconds	4.8 seconds
First print output speed: Full Color	7.5 seconds	6.4 seconds
Continuous output speed	65 ppm	80 ppm
Memory: standard/maximum	Mainframe 4GB + SOP 4GB	
Storage: standard	480GB Solid State Drive (SSD) x 2	
Storage: optional	320GB Hard Disk Drive x 2 or FIPS-validated Enhanced Security SSD 512GB x 2	
SPDF capacity	220 sheets	
Weight	572 lbs / 260 kg	
Dimensions: W x D x H	29.5" x 34.7" x 48.3" (750 x 880 x 1,225 mm)	
Power source	120V-127V, 60Hz	208V-240V, 60Hz
SCANNER		
Scanning speed: SPDF	150 ipm (simplex) / 300 ipm (duplex)	
Resolution: maximum	Up to 1,200 dpi	
Compression method file formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encrypted PDF, Searchable PDF* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encrypted PDF, Searchable PDF*	
Scan destination types	E-mail, Folder, USB, FTP	
Automatic image adjustment	Image deskew, image rotation	
Document types	38-220 gsm (> A6, simplex), 52-220 gsm (> A6 duplex), 64-220 gsm (< A6 simplex/duplex)	
** Requires optional OCR Unit*		
PRINTER		
Printer language: standard	PCL5c Emulation, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation	
Printer language: optional	Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print	
Print resolution: maximum	Up to 4,800 x 1,200 dpi equivalent	
Network interface	Ethernet 10 BASE-T/100 BASE-TX/1000 BASE-T, USB Host I/F Type A, USB Device I/F Type B, IEEE 802.11 a/b/g/n/ac Wireless Interface	
Mobile printing capability	Apple AirPrint™, Mopria®, Ricoh Smart Device Connector	
Windows® environments	Windows 10/11; Windows Server 2016/2019/2022/2025	
Mac OS environments	macOS v12 or later	
COPIER		
Multiple copying	Up to 9,999 copies	
Resolution	Up to 2,400 x 4,800 dpi	
Zoom	From 25%-400% in 1% increments	
FAX (OPTIONAL)		
Circuit	PSTN, PBX	
Transmission speed	3 seconds	
Modem speed: maximum	33.6 Kbps	
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi	
Maximum resolution*	16 x 15.4 line/mm, 400 x 400 dpi	
Compression method	MH, MR, MMR, JBIG	
Scanning speed	94 ppm	
Memory: standard	4 MB (320 pages)	
Memory*	60 MB (4,800 pages)	
** Optional Fax Memory Unit*		

RICOH IM C6510/IM C8010
MAIN SPECIFICATIONS

	IM C6510	IM C8010
PAPER HANDLING		
Supported paper size	1st Paper Tray: 8.5" x 11" (A4) 2nd/3rd Paper Tray: 3.94" x 5.5" (100.0 x 139.7 mm) - 13" x 19.2" (330.2 x 487.7 mm) Bypass: Up to 13" x 49.6", Custom sizes: 3.5" x 5.5" (90 - 139.7 mm), 13" x 49.6" (330.2 x 1,260mm)	
Paper input: standard	3,700 sheets (2 x 1,250 + 2 x 550 sheets + 100-Sheet Bypass Tray)	
Paper input: maximum	8,100 sheets	
Paper output	Copy Tray – up to 500 sheets (A4/LT) Finisher – up to 3,500 sheets (A4/LT) Finisher + Mail Box – up to 4,170 sheets (A4/LT)	
Paper weights	Standard Trays: 52.3 - 256 gsm Bypass Tray: 52.3 - 300 gsm Duplex Unit: 52.3 - 256 gsm LCIT: 52.3 - 216 gsm (A4/LT LCIT); 52.3 - 300 gsm (A3/DLT LCIT)	
Paper types	Plain, Bond, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, High-gloss Coated, Envelope, Label, Gloss	
SECURITY FEATURES		
Prevent unauthorized access to device	802.1x Wired Authentication, IEEE 802.11 Security (WEP, WPA, WPA2, WPA3), Quota Setting/Account Limit, User Authentication – Windows, LDAP via Kerberos, Basic, User Code Authentication, Wi-Fi Protected Setup (WPS) Support	
Prevent unauthorized access to network	IP Filtering – Access Control, IPsec Communication, Network Protocol On/Off, S/MIME, SMTP Over SSL/TLS, Secure Sockets Layer (SSL) Communication, Transport Layer Security (TLS 1.3), Network User Authentication	
Protection of confidential information	HDD/SSD Encryption, Trusted Platform Module (TPM) 2.0, Authentication Password Encryption, Unauthorized Copy Prevention – Print and Copy, Compulsory Security Stamp, Mask Type for Copying/Data Security for Copying, Encrypted Secure Print, Encrypted PDF Mode	
Protection of latent data	Erase All Memory function – to overwrite drive and NVRAM at machine end-of life Auto Erase Memory available when optional HDD is installed	
ENVIRONMENTAL FEATURES		
Power consumption: maximum	1,920 W	2,400 W
Power consumption operation: B&W	1,190 W	1,330 W
Power consumption operation: Full Color	1,370 W	1,440 W
Power consumption: ready/sleep	143 W / 0.36 W	142 W / 0.54 W
Typical Energy Consumption (TEC)*	0.55Wh/Image	0.52Wh/Image
ENERGY STAR®	Certified	
ECOLOGO®**	Certified	
EPEAT®***	Gold Rated	

** Reference values based on the ENERGY STAR Ver. 4.0.*
*** ECOLOGO certificate is applicable only in Canada.*
**** EPEAT Gold rating is applicable only in the USA.*

TONER	
Toner (black)	47,000 prints
Toner (cyan/magenta/yellow)	26,000 prints

Note: Consumable yield measuring method based on letter size, 5p/j, 5% coverage

OTHER OPTIONS

Fax Option, Fax memory 64MB, IPDS Unit, Unicode Font Package for SAP, OCR Unit, Device Server (second network port), Enhanced Security SSD, HDD 320GB, Card Reader Cover, Counter Interface, USB Prox and Smart Card Readers, CAC/PIV Authentication Solution, SIPRNet Token Authentication Solution

Notes
- These devices are TAA compliant.
- This device does not support PoE (Power over Ethernet) and should not be connected to a PoE hub. Connecting to a PoE hub could cause damage and void warranty coverage.
- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

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High Speed B&W Multifunction Printer

RICOH
IM 7000
IM 8000
IM 9000

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner



Our latest range of intelligent printers are designed to revolutionize workforce printing

The IM 7000/IM 8000/IM 9000 are our flagship black and white multifunction office printers. Designed to keep pace with streamlined processes and smarter ways of working, they are scalable, secured, sustainable and simple.

These high performance models eliminate the need for multiple devices to do your printing and scanning — while the intelligent design means no more printing-related delays. In fact, the IM 7000/IM 8000/IM 9000 trio of printers have all been specifically designed with speed in mind. They are the fastest of all of our multifunction black and white office printers.

- Work smarter — download and install new features, applications and upgrades whenever you need them.
- Save time — the human detection sensor wakes the devices up before you touch the control panel, cutting waiting times, improving productivity and saving energy.
- Print and scan more securely — prevent data and printing from being compromised with multi-layered security features.
- Improve your carbon footprint — the devices contain a high ratio of recycled materials.
- Work faster — scan up to 240 impressions per minute in black and white and color.

The IM 7000/IM 8000/IM 9000 high speed multifunction printers have taken printing to a whole new level, thanks to their intuitive and cutting-edge features that are being continuously updated to incorporate up-to-the-minute developments.

The IM 7000/IM 8000/IM 9000 are at the top end of our range of black and white multifunction work printers

Scalable. Secured. Sustainable. Simple.

Scalable: Future-proof your printing
Technology is rapidly evolving, and this includes printing technology. Our Always Current Technology means our multifunction printers always keep pace with the very latest features and functionality, regardless of when you purchased your device.

Secured: Work more securely
Keeping documents secured is a growing concern and challenge. Prevent your data and printing from being compromised with multi-layered security features that risk-proof document management.

Sustainable: Improve your carbon footprint
The IM 7000/IM 8000/IM 9000 contain 16.5% recycled materials by weight (recycled steel and post-consumer recycled plastics), one of the highest recycled content ratios for devices within their range so far.

Pioneering printing for forward-thinking workplaces

Working environments are becoming more streamlined by the day. From apps and smart devices to virtual meetings and cloud workspaces, every element of work is evolving by the second.

The IM 7000/IM 8000/IM 9000, our latest series of intelligent multifunction printers, are designed to revolutionize workforce printing.

- No more using multiple devices to do your printing and scanning
- No more being let down or slowed down by your printing tasks

With their intuitive and cutting-edge features — which are being continuously updated to incorporate up-to-the-minute developments — our IM 7000/IM 8000/IM 9000 high speed multifunction printers have taken printing to a whole new level.



IM 7000/IM 8000/IM 9000 key features — at a glance

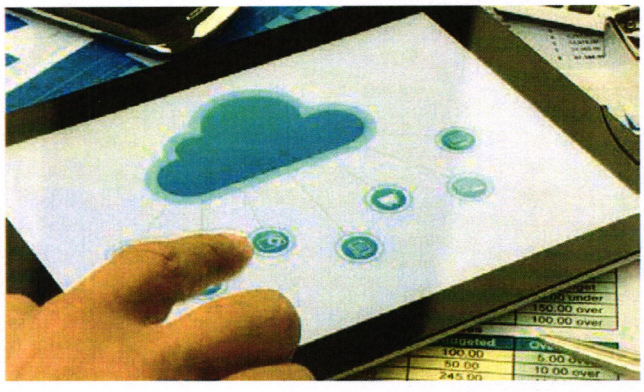
- RICOH Always Current Technology — download and install new features, applications and upgrades whenever you need them and keep your printing operations on track with your business plans.
- Smart Operation Panel — use the touchscreen control panel to effortlessly customize, manage and add new features.
- Rapid scanning features — scan up to 240 impressions per minute in black and white and color, with state-of-the-art scanning features that seamlessly integrate with existing scanning workflows.
- Enhanced user experience — highly intuitive, the IM 7000/IM 8000/IM 9000 are designed with the user experience in mind. The human detection sensor wakes the devices up before you touch the control panel, cutting waiting times, improving productivity and saving energy.
- More finishing capabilities — utilize additional features, including the staple and booklet finishers and the multi-folding unit.

The IM 7000/IM 8000/IM 9000 series of multifunction printers are the highest speed units in our black and white lineup

Work faster and more efficiently

You may be working faster, but what about your multifunction printers? Are they geared up to help you work more efficiently? Today's always-switched-on, fast-paced world means we're more responsive than ever before. The good news: the IM 7000/IM 8000/IM 9000 series has been designed with speed in mind. The even better news: these high performance models are the fastest of all of our black and white multifunction printers. The end result: reduce the time you spend on printing. As a digital services company, our IM 7000/IM 8000/IM 9000 devices are designed to optimize your digital workflows with a suite of end-to-end apps and advanced solutions.

- Optimize digital workflows — share and instantly use all types of information, thanks to the MFP cloud connection.
- Intuitive and fast operation — the Smart Operation Panel provides consistent operability across multiple devices in our portfolio. Simply follow the steps on screen.



What more productive printing looks like

Our multifunction printers free you up so that you can spend more time on other tasks:

- Print up to 90 black and white prints/copies per minute.
- Scan up to 240 impressions per minute in black and white and color (duplex) and 120 impressions per minute (simplex).
- Use the intuitive touchscreen Smart Operation Panel to automate workflows, giving you more time to focus on core activities.



More than just a printer and scanner

Why use the IM 7000/IM 8000/IM 9000 to just do your printing and scanning when they can be used to do so much more?

- RICOH Smart Device Connector app — print, scan, copy and share documents smartly and safely from your smartphones and tablets.
- These devices are set up for remote working.
- Tailor your device to deliver workflow solutions that meet your business needs, the moment they arise.
- Connect remotely, smartly and safely — from anywhere and at any time.
- Reduce downtime with always-on RICOH Intelligent Support.

The IM 7000/IM 8000/IM 9000 have been designed with functionality and productivity in mind

Why simply print when you can print smarter?

We live in a world where most of us have a smartphone in our pocket and some other type of device on our desk. So it only makes sense to use smart multifunction printers too — devices that are intelligent enough to easily connect and integrate with your workflows, are as easy to configure as they are to operate and are as intuitive as they are functional.

The RICOH Smart Integration platform provides cloud-based apps and document workflow integration across your devices. Use the platform to connect the IM 7000/IM 8000/IM 9000 to cloud services such as Box™, Dropbox™, OneDrive®, DocuWare® Cloud and more — and work smarter and increase productivity in the process.

The Ricoh Smart Operation Panel

The RICOH Smart Device Connector
Use our free app to set up touchless operation on the IM 7000/IM 8000/IM 9000. It enables you to control all print, copy, scan and fax functions from Android and iOS devices smartly and safely. Access digital files directly from devices or cloud applications and send them to your printer, so they're ready and waiting for you when you need them. This one app alone can help you create a safe and secured working environment for all users, including employees and students.

The tiltable 10.1-inch Smart Operation Panel on the IM 7000/IM 8000/IM 9000 achieves more intuitive document management and simplified operation. Manage, remove and add more features to your device.

When you want to simplify and improve your document processes, the panel enables you to achieve just that, while delivering high quality printing and more efficient workflows at the same time.

Touch, swipe and get the job done — thanks to features including a completely customizable home screen and full internet browser capability.

Connect and operate from mobile devices
Integrate with independent smartphones and tablets and print from virtually anywhere. Scan documents and directly save them in full color to email, portable media and folders to speed up workflows.

Accelerate and simplify operations
The panel is so straightforward to operate that all employees can efficiently use it and — thanks to the customizable options — really make it their own for even faster printing and scanning.

Make information instantly accessible, ready to use and ready to share

Is your IT infrastructure costing you too much? Do you have too much paper at work and need to increase document digitization? Are you spending too much time on filing?

Integrate your cloud
Connect your Ricoh device to external Cloud services, such as Google Drive™ and OneDrive® for Business.

Improve your workflows
Work faster, smarter and more cost effectively by automating everyday workflows.

Get started quickly
Easy to download and set up, you can try the apps before you buy.

With RICOH Smart Integration you can smartly and safely:

- Convert hard copy documents into editable digital formats and store them in the cloud
- Reduce your output and paper costs
- Print documents from storage in the cloud without IT servers
- Automate everyday document workflows to work smarter, faster and more cost effectively
- Initiate meetings from your interactive whiteboard and share content via the cloud

The IM 7000/IM 8000/IM 9000 have been engineered to take care of all your printing and scanning needs

Work faster, smarter and with greater accuracy

Working faster can result in unwanted errors creeping in, but the IM 7000/IM 8000/IM 9000 are geared up to work at speed and still perform in every area. Pioneering features, such as Always Current Technology, mean that once you've invested in one of our devices, you'll have peace of mind that your printing and scanning requirements are all taken care of.

Better scanning
Scan up to 240 impressions per minute in black and white and color, using state-of-the-art scanning features.

Better user experience
Highly intuitive, the IM 7000/IM 8000/IM 9000 are designed with the user experience in mind.

Better finishing capabilities
Utilize additional features — including the staple and booklet finishers and the multi-folding unit.

Better problem-solving
Our intelligent support service means we're always on hand to help put things right with our combination of always-on device intelligence and fast support access.

Always Current Technology

Our Always Current Technology enables new features, applications and upgrades to be downloaded and installed directly to your devices on request. Explore our range of applications and features and tailor your device to deliver the workflow solutions that meet your business needs as they arise. There's no need to call a technician or wait until the end of your contract. Plus, you can rest assured that your devices will constantly be protected with the latest security features.



Dedicated to delivering Dynamic Workplace Intelligence

Ricoh has a proud history of industry-leading innovation by developing highly-intelligent, easy-to-use printers and scanners that are driving the digital dimension.

Through our pioneering devices, including the IM 7000/IM 8000/IM 9000, we're helping businesses to harness the full power of digital to build efficient, sustainable and successful workplaces.

A dynamic workplace means a more agile, capable and productive business.

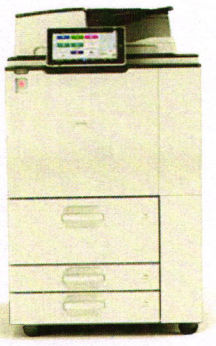
We've helped organizations worldwide deliver outstanding print results and leverage the benefits of digitized work practices to drive efficiencies, productivity and competitive advantage.

Today, no matter which stage of digital transformation your business is at, we can take you further with our unique combination of intelligent technology and cleverly configured software solutions and applications.

IM 7000/IM 8000/IM 9000 configuration chart

Models

IM 7000 / IM 8000 / IM 9000



Weight:
441 lbs or less (200 kg or less)

Dimensions:
27.17" x 34.76" x 45.71"
(690 x 883 x 1,161 mm)

Capacity (std): 4,300 sheets

Minimum space requirements:
Front: 27.5" (700 mm)
Left: 1.6" (40 mm)
Right: 3.9" (100 mm)
Rear: 2.0" (50 mm)

Configuration Options



3,000-sheet Finisher SR4150

Capacity: 3,250 sheets — LT
Dimensions:
25.87" x 28.74" x 38.58"
(657 x 730 x 980 mm)
Weight: 83.8 lbs or less
(38 kg or less)



Multi-Folding Unit FD4020

Dimensions:
18.50" x 28.74" x 38.58"
(470 x 730 x 980 mm)
Weight: 202.82 lbs (92 kg)



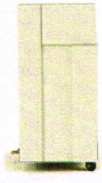
Copy Tray Type 9002

Capacity: 500 sheets — LT
Dimensions:
12.95" x 16.14" x 3.07"
(329 x 410 x 78 mm)
Weight: 1.65 lbs
(0.75 kg or less)



2,000-sheet Booklet Finisher SR4160

Capacity: 2,250 sheets — LT
Dimensions:
25.87" x 28.74" x 38.58"
(657 x 730 x 980 mm)
Weight: 127.9 lbs or less
(58 kg or less)



LCT RT4080

Capacity: 4,400 sheets — LT
Dimensions:
12.36" x 18.03" x 25.94"
(314 x 458 x 659 mm)
Weight: 44.1 lbs or less
(20 kg or less)

Other Options

PostScript3 Unit Type M44
IPDS Unit Type M44
Fax Option Type M44
IEEE 802.11a/g/n Interface Unit Type M19
OCR Unit Type M13
Fax Memory Unit Type M25 64MB
Optional Counter Interface Unit Type M12
Smart Card Reader Built-in Type M19
Unicode Font Package for SAP (R) 1 License
A3 / 11" x 17" Tray Type M44
8 1/2" x 14" Paper Size Tray Type 9002



9-bin Mailbox CS4010

Capacity: 100 sheets per bin
Dimensions:
21.26" x 23.62" x 25.98"
(540 x 600 x 660 mm)
Weight: 33.07 lbs or less
(15 kg or less)

Punch Unit PU3090

Output Jogger Type M25

Dimensions are stated in width x depth x height (W x D x H)

RICOH IM 7000/IM 8000/IM 9000

MAIN SPECIFICATIONS

	RICOH IM 7000	RICOH IM 8000	RICOH IM 9000
GENERAL			
Configuration		Console	
Printing process		Dry, two component & electro-photographic	
Warm-up time	20 seconds	20 seconds	60 seconds
First copy time	3.2 seconds	3.2 seconds	2.9 seconds
Continuous output speed	70 ppm	80 ppm	90 ppm
Memory: standard		2 GB	
Memory: maximum		2 GB	
HDD: standard		320 GB	
HDD: maximum		320 GB	
Weight		441 lbs.	
Dimensions: W x D x H		27.17" x 34.76" x 45.71"	
Power source	120-127V/20A 60Hz	120-127V/20A 60Hz	208-240V/20A 60Hz
COPIER (STANDARD)			
Multiple copying		Up to 999 copies	
Copy resolution: maximum		600 x 600 dpi	
Zoom		From 25% to 400% in 1% steps	
PRINTER (STANDARD)			
CPU		Intel® Apollo Lake Processor 1.6 GHz	
Printer language: standard		PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)	
Printer language: option		Genuine Adobe® PostScript® 3™, IPDS, PDF Direct from Adobe®	
Print resolution: maximum		1,200 x 1,200 dpi	
Network interface: standard		Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host Type A, USB Device I/F Type B, Bluetooth (Smart Panel Only), Wireless LAN (IEEE 802.11 b/g/n) (Smart Panel Only), USB Host I/F, SD slot, NFC tag, USB Device (Type B:1 Port)	
Network interface: option		Wireless LAN (IEEE 802.11a/b/g/n), RJ45 I/F (Only Copy connect), Ethernet Print only RJ-45 network port	
Mobile printing capability		Apple AirPrint™, Mopria®, NFC, RICOH Smart Device Connector	
Network protocol		TCP/IP (IP v4, IP v6)	
Windows® environments		Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016, Windows® Server 2019	
Mac OS environments		Macintosh OS X v10.12 or later	
UNIX environments		UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux, IBM® AIX, XenDesktop, Citrix XenApp	
SAP® environments		SAP® R/3®, SAP® S/4®	
SCANNER (STANDARD)			
Scanning: B/W		120 ipm (simplex)/240 ipm (duplex)	
Scanning: full color		120 ipm (simplex)/240 ipm (duplex)	
Resolution: maximum		600 x 600 dpi	
Bundled drivers		Network TWAIN	
Compression method		B/W: TIFF (MH, MR, MMR, JBIG2), Grayscale; Color: JPEG	
File formats		Single page: TIFF, JPEG, PDF, High compression PDF, PDF/A Multi page: TIFF, PDF, High compression PDF, PDF/A	
Scan modes		E-mail, Folder, USB, SD Card, URL, FTP, SMB	
FAX (OPTION)			
Circuit		PSTN, PBX	
Compatibility		ITU-T (CCITT) G3	
Transmission speed		G3: approximately 2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission) G3: approximately 3 seconds (200 x 100 dpi, MMR, ITUT #1 chart TTI off, memory transmission)	
Modem speed: maximum		33.6 Kbps	
Resolution		Standard mode: 8 x 3.85 line/mm, 200 x 100 dpi Detail mode: 8 x 7.7 line/mm, 200 x 200 dpi Super fine mode: 8 x 15.4 line/mm, 16 x 15.4 line/mm, 400 x 400 dpi (with optional SAF memory)	
Compression method		MH, MR, MMR, JBIG	
Page memory size		Standard: 4 MB With optional SAF memory: 8 MB	
SAF memory size		Standard: 4 MB (approximately 320 pages) Optional: 60 MB (approximately 4,800 pages)	
Memory backup		1 hour(s)	

RICOH IM 7000/IM 8000/IM 9000

MAIN SPECIFICATIONS

	RICOH IM 7000	RICOH IM 8000	RICOH IM 9000
PAPER HANDLING			
Recommended paper size		Letter, Legal, Ledger, A3, A5, A6, B4, B5, B6	
Paper input: standard		4,300 sheets	
Paper input: bypass		100 sheets	
Paper input: maximum		8,700 sheets	
Paper output: standard		500 sheets	
Paper output: maximum		3,500 sheets	
Paper weight		Trays: 52 – 256 g/m² Bypass: 52 – 300 g/m² Duplex: 64 – 256 g/m²	
Paper types		Plain, Recycled, Special, Color, Letterhead, Preprinted, Bond, Label	
ECOLOGY			
Power consumption: maximum		Less than 2,100 W	
Power consumption: sleep		0.6 W	
Power consumption: TEC[1]	1.326 kWh/week	1.696 kWh/week	2.507 kWh/week
EPEAT®		Gold Rated* *EPEAT Gold rating is applicable only in the USA.	

OUTPUT TRAYS AND FINISHER OPTIONS

3,000-sheet Finisher (SR4150), 2,000-sheet Booklet finisher (SR4160), A4 LCT, Copy tray, 9-bin mailbox, Output jogger unit, Multi-folding unit, Punch unit

OTHER OPTIONS

Fax Option Type M44, Memory Unit Type M25 64MB, IPDS Unit Type M44, PostScript3 Unit Type M44, IEEE 802.11a/g/n Interface Unit Type M19, OCR Unit Type M13, Optional Counter Interface Unit Type M12, Unicode Font Package for SAP, Smart Card Reader Built-In Unit Type M19, A3 / 11" x 17" Tray Type M44, 8 1/2" x 14" Paper Size Tray Type 9002

CONSUMABLES

Toner: black	43,000 prints
Waste toner bottle	450,000 sheets

Consumable yield based on A4 LEF, Coverage 6%, 5P/J (70/80cpm), 10P/J (90cpm)

[1] TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

Ricoh USA, Inc.

300 Eagleview Boulevard
Exton, PA 19341

1-800-63-RICOH

www.ricoh-usa.com

RICOH
imagine. change.

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R4139-1

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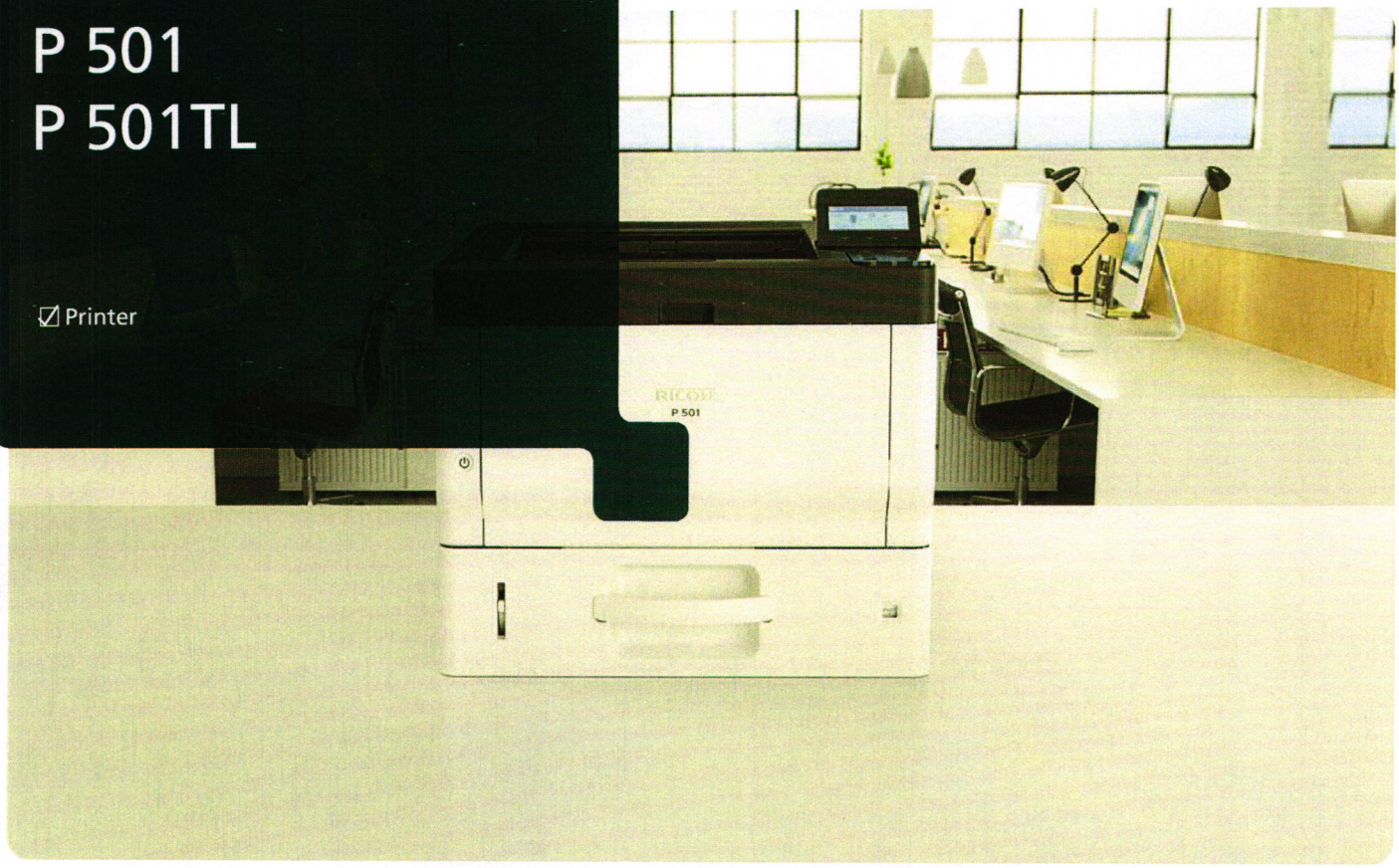
B&W Printer

RICOH
P 501
P 501TL

☑ Printer



Dependable print partner

Quietly effective, the RICOH P 501/P 501TL Printers respond efficiently to workgroup black and white print requirements — producing immaculately presented documents, quickly and reliably.

Cutting-edge LED technology:

- Powerful Intel® processor
- First page ready in under 5 seconds
- Fast 45 ppm (Letter)/43 ppm (A4) throughput
- 1,200 x 1,200 dpi quality

Ricoh's innovative LED technology delivers significant advances in speed, quality and reliability. With their powerful Intel® processor, the RICOH P 501/P 501TL quickly process even the most complex jobs — printing pitch-perfect 1,200 x 1,200 dpi black and white output at a productive 45 pages per minute. With their high duty rating, they reliably meet peaks in demand.

Compact and quietly effective:

- Space-saving design
- Up to four paper trays
- Automatic tray switching
- Extensive media support

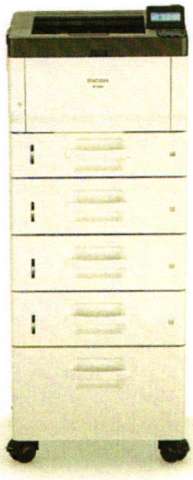


As well as boasting class-leading specifications, the RICOH P 501/P 501TL are surprisingly easy to live with. Their compact design and quiet operation ensure that they can be placed on a desk or under a counter, within easy reach. The optional paper trays enhance productivity. Envelopes and letterhead can be fed automatically. In addition, with the printer switching from one tray to another, you need never run out of paper. With a low investment cost, these printers promise an exceptional return.

Mobile and cloud-enabled printing:

- PCL and PS3 print drivers
- Mobile printing solution
- AirPrint™

With their PCL and PS3 print drivers, the RICOH P 501/ P 501TL are fully in sync with all IT requirements. To facilitate mobile working, they also support AirPrint™. There is no need to fire up a PC or join a print network; documents can be printed directly to the printer from iOS™ and Android™ devices. In addition to everyday letters and reports, the RICOH P 501TL, which has a label enhanced paper path, can be used to print wristbands and labels.



Actual product appearance may vary.

RICOH P 501/P 501TL

MAIN SPECIFICATIONS

GENERAL

Warm-up time	13 seconds
First output speed	4.3 seconds (A4 / LT SEF)
Memory: standard	2 GB
HDD: option	320 GB
Duty cycle	150K
Dimensions: W x D x H	14.76" x 16.22" x 12.24" (375 x 412 x 311 mm)
Weight: basic model	42.5 lbs. (19.3 kg)
Power source	120-127V/12A 60Hz

PRINTER (STANDARD)

Printer language: standard	PCL5e, PCL6, PostScript® 3™ (emulation), PDF direct (emulation)
Printer language: option	IPDS, Genuine Adobe® PostScript® 3™, PDF Direct from Adobe®
Print resolution: maximum	1,200 x 1,200 dpi
Fonts: PCL	13 international fonts, 80 Roman fonts
Fonts: PS3 (emulation)	13 international fonts, 80 Roman fonts
Network interface: standard	USB 2.0, Ethernet 10 base-T/100 base-TX/1000 base-T, USB 2.0 Host
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)
Mobile printing capability	Apple AirPrint™, Mopria®, NFC, RICOH Smart Device Connector
Network protocol	TCP/IP (IP v4, IP v6)
Windows® environments	Windows® 10, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016
Mac OS environments	Macintosh OS X v10.10 or later
SAP® environments	SAP® R/3®, SAP® S/4®
Other supported environments	NDPS Gateway, AS/400® using OS/400 Host Print Transform, Device Option Utility (Citrix), Linux environment, IBM iSeries

PAPER HANDLING

Paper input: standard	500 sheets
Paper input: maximum	2,100 sheets
Paper input: Bypass tray	100 sheets
Paper weight	Paper tray(s): 14 - 58 lb. Bond (52 - 220 g/m²) Optional paper tray(s): 14 - 58 lb. Bond (52 - 220 g/m²) Bypass tray: 14 - 68 lb. Bond (52 - 220 g/m²)
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP

ENVIRONMENTAL SUSTAINABILITY

Power consumption: Maximum (W)	Less than 1,360 W
Power consumption: TEC[1]	0.50 kWh
ENERGY STAR®	Certified
EPEAT®	Gold Rated*

* EPEAT Gold rating is applicable only in the USA.

PAPER HANDLING OPTIONS

1x 250-sheet Paper Tray (PB 1110)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1x 500-sheet Paper Tray (PB 1120)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1x 250-sheet Paper Tray (PB1110TL)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6); Paper weight: 14-58 lb. Bond (52-220 g/m²)
1x 500-sheet Paper Tray (PB1120TL)	Paper size: 5.5" x 8.5" - 8.5" x 14" (A6-A4, B6-B5); Paper weight: 14-58 lb. Bond (52-220 g/m²)

[1] TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.

RICOH P 501/P 501TL
MAIN SPECIFICATIONS

OTHER OPTIONS

Caster Table Type M34, VM Card Type P18, PostScript3 Unit Type P18, IPDS Unit Type P18, Hard Disk Drive Option Type P18, Medium Cabinet Type P, Tall Cabinet Type Q, IEEE802.11 Interface Unit Type M24, ESP XG-PCS-15D & ESP S1 Power Filter

CONSUMABLES

Toner P 501H	14,000 prints
Drum Unit P 501	40,000 prints
Maintenance Kit P 501	120,000 prints

Consumable yield measuring method ISO/IEC 19752

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options and/or charges.

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R4034-3

Bid/Quote #5

Xcel Office Solutions

Submitted to

Duncan Public Schools

RFP

District-Wide Printer & Copier Refresh Solution

Date

June 17, 2026

Primary Contact

Angela K. Hayes

Address

3121 S. Lakeside Dr.

Oklahoma City, OK 73179

Telephone Number

405.544.5977

Email Address

AKHayes@xceloffice.com

Duncan Public Schools | Request for Proposal

1702 West Spruce, Duncan, OK 73533

An Ongoing Tradition of Excellence

District-Wide Printer & Copier Refresh Solution

Issue Date: June 4th, 2026

Close Date/Time: June 17th, 2026 at 3:00 PM CT

To submit questions or to review answers regarding this Request for Proposal visit Duncan Public Schools online at: https://www.duncanps.org/page/request-for-proposals

Duncan Public Schools
Comprehensive Request for Proposal (RFP)
Managed Print Services & Copier Fleet Refresh

Issue Date: 06/05/2026
District: Duncan Public Schools
Due Date: 06/17/26
Contact Person: Justin Langwell

Executive Summary

Duncan Public Schools (DPS) is soliciting proposals from qualified vendors to provide a district-wide Managed Print Services (MPS) solution. The district has completed a comprehensive assessment of its current copier and printer fleet and identified opportunities to standardize equipment, improve service reliability, enhance print management capabilities, strategically consolidate devices, strengthen security, and reduce overall operating costs while maintaining high levels of service for staff and students.

Project Objectives

The objectives of this project are to provide reliable multifunction devices, improve print management and accountability, reduce fleet complexity, increase access to appropriately sized shared devices, enhance security and operational efficiency, improve service responsiveness, and establish predictable long-term operating costs for Duncan Public Schools.

Procurement Timeline

Duncan Public Schools intends to award a contract and complete implementation of the selected solution prior to the start of the upcoming school year. Preference may be given to vendors demonstrating the ability to fully implement the proposed solution prior to the first day of school. Vendors shall provide a detailed implementation schedule that includes equipment procurement, delivery, installation, configuration, software deployment, user training, testing, and project completion milestones.

Vendors shall identify any anticipated lead times, supply chain constraints, or factors that may impact the proposed implementation schedule.

The successful vendor shall work closely with District staff to coordinate installation activities in a manner that minimizes disruption to summer operations and ensures all equipment is operational before students and staff return for the new school year.

To submit questions or to review answers regarding this Request for Proposal visit Duncan Public Schools online at: https://www.duncanps.org/page/request-for-proposals

Proposal Instructions

Proposals shall be submitted electronically in PDF format no later than 3:00 PM CST on June 17, 2026.

Proposals shall be emailed to:

Justin Langwell
Duncan Public Schools
justin.langwell@duncanps.org

The subject line shall state: "Managed Print Services & Copier Fleet Refresh Proposal."

Late proposals will be rejected and will not be considered during the evaluation process. Vendors are responsible for ensuring proposals are received by the District prior to the submission deadline.

Questions and Clarifications

Questions regarding this Request for Proposal shall be submitted to Justin Langwell at justin.langwell@duncanps.org.

Questions must be received no later than June 16, 2026. Responses to questions and any resulting addenda may be distributed to all known vendors to ensure a fair and consistent procurement process.

A site visit shall be conducted on June 11, 2026, at 10am. If you would like to be a part of a walk-through, please contact Justin Langwell at justin.langwell@duncanps.org.

Vendors shall not rely upon verbal statements, interpretations, or instructions that are not confirmed in writing by Duncan Public Schools.

Scope of Work

Provide all equipment, implementation services, installation, configuration, user training, software licensing, toner and consumables, replacement parts, preventative maintenance, repairs, meter collection, usage reporting, remote monitoring, loaner equipment when necessary, and ongoing technical support for all proposed devices. Vendors shall identify any services, software, supplies, or equipment not included in their proposal. Vendor shall remove and dispose of replaced equipment at no cost to the District and provide certification of secure hard drive data destruction where applicable.

Service Level Requirements

Vendors shall provide guaranteed response times, maintain adequate toner inventory to support district operations, and provide documented backup plans for toner shortages. Proposals shall include minimum uptime guarantees, preventative maintenance schedules, proactive remote monitoring capabilities, and defined escalation procedures. Vendors shall also describe the availability of replacement equipment and the expected resolution times for extended outages.

To submit questions or to review answers regarding this Request for Proposal visit Duncan Public Schools online at: https://www.duncanps.org/page/request-for-proposals

Minimum Service Level Standards:

Remote Response - 1 Hour
On-Site Response - 4 Business Hours
Device Uptime - 98%
Loaner Equipment - 48 Hours
Toner Delivery - Next Business Day

Service Level Standards

Xcel Office Solutions is compliant with Remote Response of 1-hour, On-Site Response of 4-Business Hours, Device Uptime of 98%, Loaner Equipment of 48-hours.

Toner Delivery

Xcel Office Solutions is able to comply with next business day ink delivery, as long as ink orders are placed before 2:00 p.m. CST. However, the District will be enrolled in an automated ink replenishment program for all network-connected devices, ensuring replacement supplies are delivered and available on-site before they are needed.

In the event of an unexpected or emergency need, Xcel Office Solutions will maintain a reserve inventory of ink at its warehouse and can dispatch a courier to deliver supplies promptly as required.

Proactive Remote Monitoring Capabilities

Printanista, our device management platform, continuously monitors ink, and other consumable supply levels, collects meter readings from connected devices, and synchronizes this data with our management system. This proactive monitoring enables automated supply replenishment and helps prevent disruptions caused by depleted consumables.

My Printer Manager provides designated District contacts with secure access to view device status, monitor supply levels, and verify whether replenishment orders have been automatically generated based on device inventory thresholds. This portal serves as a key component of the automated ink replenishment program, providing visibility and transparency into the supply management process.

Preventative Maintenance

Preventative maintenance will be proactively scheduled and executed during designated holiday breaks, including summer and Christmas periods, to minimize operational disruption. In addition, while onsite for service calls, technicians will evaluate and service nearby devices within the same campus location as needed, ensuring consistent system performance and addressing preventative maintenance requirements in a timely manner.

To submit questions or to review answers regarding this Request for Proposal visit Duncan Public Schools online at: https://www.duncanps.org/page/request-for-proposals

The Epson A3 printer offers a simpler design with fewer serviceable components, which can help reduce maintenance requirements and minimize downtime. As a result, most of the scheduled preventative maintenance does not occur prior to 1 million clicks.

See Appendix D for Preventative Maintenance Schedule

Escalation Process

Xcel Office Solutions follows a structured escalation process to ensure service issues are resolved quickly and effectively based on the severity and recurrence of the problem.

If a service issue reoccurs within two weeks of the original service call, a Service Supervisor will accompany the technician on the follow-up visit to further assess and address the issue. Should the problem remain unresolved, the matter will be escalated to the Director of Service, who will conduct an on-site review and coordinate any additional corrective actions.

For devices that are inoperable or experiencing significant downtime, Xcel Office Solutions will provide a temporary replacement solution to minimize disruption. Desktop devices may be replaced through a hot-swap program, while larger multifunction devices will be supported with a loaner unit when appropriate. In cases where extensive diagnostics or repairs are required, the affected equipment may be returned to our service facility for comprehensive evaluation and repair.

Security Requirements

Proposed solutions shall support secure print release, user authentication through Active Directory, hard drive encryption, automatic data overwrite, scan-to-email, scan-to-network-folder, role-based access controls, audit logging, secure firmware updates, and current cybersecurity best practices. Vendors shall identify any third-party security certifications and describe their process for addressing security vulnerabilities and firmware updates. Vendors shall describe their process for secure data destruction, device decommissioning, and end-of-lease hard drive handling (where applicable).

Security and Data Protection Response

The proposed solution combines Epson WorkForce Enterprise AM Series multifunction devices with PaperCut MF to provide a secure, enterprise-class print and document management environment. The solution incorporates layered security controls designed to protect sensitive information, support regulatory compliance, and align with current cybersecurity best practices.

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Secure Print Release and User Authentication

PaperCut MF provides secure print release functionality, ensuring documents are not printed until the user authenticates at the device. Authentication methods include Active Directory credentials, PIN codes, ID cards, and badge-based authentication. Integration with Microsoft Active Directory enables centralized user management, password policies, and automated user provisioning.

Hard Drive Encryption and Data Protection

Epson AM Series devices support encrypted storage and advanced data protection capabilities designed to protect information residing on device storage media. Device-resident data is protected through encryption technologies and secure access controls to prevent unauthorized access to stored information.

Automatic Data Overwrite

The proposed Epson AM Series devices support automatic deletion and overwrite of temporary job data generated during print, copy, scan, and fax operations. This functionality helps ensure that residual information is not retained after job completion and reduces the risk of unauthorized data recovery.

Scan-to-Email and Scan-to-Network-Folder

The solution supports secure scan-to-email and scan-to-network-folder workflows. Authentication and access permissions can be integrated with Active Directory to ensure users access only authorized destinations. Secure transmission protocols, including TLS encryption and SMB security controls, are supported to protect information while in transit.

Role-Based Access Controls

PaperCut MF and Epson device security controls provide role-based access management, allowing administrators to restrict functionality by user, department, or group membership. Access can be controlled for printing, color usage, copying, scanning, administrative functions, and device configuration settings.

Audit Logging and Reporting

PaperCut MF maintains detailed audit logs of user authentication events, print activity, scan activity, administrative actions, and policy enforcement. These logs support security investigations, compliance reporting, usage tracking, and operational auditing. Epson device logs supplement this information with device-level security and administrative event tracking.

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Secure Firmware Updates and Vulnerability Management

Epson provides digitally signed firmware and controlled firmware distribution processes to help ensure device integrity. Firmware updates are reviewed, tested, and deployed through established change management procedures to maintain security while minimizing operational disruption.

PaperCut MF follows a structured security vulnerability management process that includes security monitoring, responsible disclosure practices, periodic security updates, and timely remediation of identified vulnerabilities. Software updates and security patches are evaluated and applied in accordance with customer-approved maintenance procedures.

Cybersecurity Best Practices

The proposed solution supports current cybersecurity best practices, including:

- Microsoft Active Directory integration
- Secure print release and pull printing
- TLS-encrypted communications
- User authentication and authorization controls
- Role-based access management
- Detailed audit logging and reporting
- Encrypted device storage
- Automatic data overwrite
- Secure firmware validation and updates
- Network protocol hardening and access controls
- Ongoing software and firmware patch management

Security Certifications and Standards

The Epson WorkForce Enterprise AM Series platform is designed to support enterprise security requirements and incorporates security controls consistent with recognized industry standards. Depending on the specific model configuration, Epson security capabilities may include support for:

- IEEE 802.1X network authentication
- TLS/SSL encrypted communications
- IPsec network security
- LDAP/LDAPS directory integration
- SNMPv3 secure device management
- Secure administrator authentication and password controls
- Secure firmware validation
- Audit and event logging capabilities

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PaperCut MF undergoes regular security testing and follows secure software development practices. Additional manufacturer security documentation and technical specifications can be provided upon request.

Secure Data Destruction and Device Decommissioning

At end-of-life, lease return, or equipment replacement, all customer data stored on the Epson device, including the data saved on the internal HDD/SDD, are reset to factory defaults (initialized) in order to prevent leaks of any confidential information. If the District requires that they maintain the hard drives, there will be an additional cost for replacement drives applied at the end of the agreement term.

Epson's Product Security Statement Page: https://support.epson.net/security/en/

PaperCut MF Whitepapers: https://www.papercut.com/resources/white_papers/

Network and Infrastructure Requirements

Vendors shall provide documentation identifying all network, server, cloud, internet connectivity, firewall, port, protocol, certificate, authentication, and infrastructure requirements necessary to support the proposed solution. Vendors shall identify any required on-premises servers, cloud-hosted services, software agents, middleware, or third-party integrations.

Operating System (Server-based) Requirements

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11 / Windows 10

Note: Core, server, advanced server, enterprise edition, workstation, professional versions all supported.

- Apple macOS 12 (Monterey) or later
- Microsoft Clustering Services supported at all application layers
- Most modern Linux (64-bit) distributions including Red Hat 8.0+, Ubuntu 16.0+, Novell SUSE 15.0+, Debian 11.0+, and others (requires GNU glibc 2.28 or higher)

Note: Windows Arm64 servers are not supported.

Memory Requirements

GB minimum supported (4GB or higher recommended). Most modern print servers should have a base of 4GB of memory. Note that PaperCut MF will only use one-fourth of the available memory by default, so plan to have 4GB of memory minimum to allow PaperCut MF to use up to 1GB.

Hard Disk Requirements

GB, plus additional storage for logs and print history. When using Print Archiving (off by default), a minimum of 100GB of free disk space is recommended. Most modern print servers should have a base of 60GB to 500GB of storage available.

Port Requirements

The main network TCP ports used by PaperCut are:

- 9191 for HTTP connections
- 9192 for secure HTTP/SSL connection
- 9193 for device RPC (only used for embedded copier/MFP solutions)
- 443 for HTTPS connections to the Global Entitlements Service at https://mf.cloud.papercut.com/* (used in PaperCut MF version 24.0 and later)

UDP ports are not used for connections from PaperCut client to the sever, only standard TCP. All connections are made inbound from clients and secondary servers to the primary server. No outbound connections are made by the primary server to any workstation or secondary server. PaperCut MF uses standard HTTP XML WebServices for client-server and server-server communication XML-RPC. Sensitive data is sent over SSL/HTTPS on port 9192. The PaperCut installer on Windows and macOS will endeavor to make sure these ports are open. Linux systems running firewalls may need to manually open these ports to local network IP addresses as appropriate.

Active Directory

PaperCut MF can synchronize user accounts with native Windows Active Directory from a domain joined Application Server.

- 445 TCP & UDP, Server Message Block (SMB)
- 88 TCP & UDP, Kerberos
- 389 UDP, LDAP
- 53 TCP & UDP, DNS
- 135 TCP, RPC - unless restricted, a dynamically assigned TCP port in range 49152-65535 also used for RPC

Additional Resources will be available during Discovery/Pre-Call with Xcel Office Solutions PaperCut Team and made available based on needs.

Technical Requirements

1. All proposed multifunction devices shall support electronic fax (eFax) capabilities without requiring dedicated analog phone lines.

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The proposed solution supports e-fax capabilities through the PaperCut MF software.

2. All proposed devices shall support PostScript printing. Native AirPrint support is preferred and should be identified by the vendor.

   The proposed solution supports PostScript printing as well as Native Air Print, which allows for B/W & Color prints from both Mac and PC environments.

   Mobility Print through Papercut MF simplifies the printing process allowing devices such as smartphones, tablets, laptops, or Chromebooks. Mobility Print delivers secure network print services for iOS, Windows, macOS, Android, and Chrome devices. Mobility Print can scale from a small single subnet to the most complex enterprise network serving tens of thousands of users.

3. All copiers located in shared or common areas shall support secure print release through badge authentication. Print jobs shall remain in a secure queue until released by the authorized user at any device.

   The proposed solution, through the Papercut MF software, is compliant with the requirements listed above.

4. Proposed solutions shall support integration with the district's existing user authentication systems, including Active Directory and badge-based authentication where applicable.

   The proposed solution, through the Papercut MF software, is compliant with the requirements listed above.

5. Large-capacity paper trays are preferred for devices rated above 45 pages per minute (PPM) to reduce paper replenishment frequency and support high-volume printing environments. Devices should also support 11" × 17" paper handling, including printing, copying, and scanning capabilities where available.

   See Appendix A

6. Vendors shall identify any additional hardware, software, licensing, or subscription requirements necessary to support the features outlined above.

   All hardware, software, and licensing required to support the outlined features above are included in the proposed solution. Nothing additional is required.

   See Appendix B

7. The proposed solution shall support follow-me printing, allowing users to submit a print job and securely release it from any authorized multifunction device within the district.

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The proposed solution, through the Papercut MF software, is compliant with the requirements listed above.

8. Vendors shall identify all badge readers, authentication hardware, software, middleware, subscriptions, licensing, implementation services, and ongoing support requirements necessary to support badge-based secure print release. Vendors shall also identify compatibility requirements with the District's existing badge and authentication systems.

   The proposed solution, through the Papercut MF software, is compliant with the requirements listed above. Badge readers are included within the solution for all multi-function devices.

9. Vendors shall identify manufacturer end-of-sale, end-of-support, and anticipated product lifecycle information for all proposed device models.

   Models proposed are currently not on any end-of-sale or end-of-support list. Once devices become end-of-sale, the manufacturer, Epson, guarantees parts and service availability five years post that date. However, with strategic partnerships, Xcel Office Solutions is able to extend even beyond the guaranteed parts date from Epson.

Fleet Management and Reporting Requirements

The proposed solution shall include comprehensive fleet management, monitoring, reporting, and print management capabilities. Vendors shall clearly identify all software, platforms, services, subscriptions, and licensing required to support the proposed solution.

Vendors shall provide detailed information regarding:

1. The print management platform utilized for user authentication, print tracking, print quotas, secure print release, and follow-me printing functionality.

   The proposed solution utilizes PaperCut MF as the enterprise print management platform. PaperCut MF provides comprehensive print governance capabilities, including:

   User Authentication
   Integration with directory services (e.g., Active Directory, Azure AD, LDAP) and support for card-based, PIN-based, username/password, and multi-factor authentication methods.

Print Tracking and Reporting
Detailed tracking of print, copy, scan, and fax activity by user, department, device, and location, with configurable reporting and auditing capabilities.

Print Quotas and Cost Recovery
Enforcement of print quotas, budgets, and print policies to control costs and encourage responsible printing behavior.

Secure Print Release
Hold-and-release functionality that prevents documents from printing until the user authenticates at a designated device, protecting sensitive information and reducing unclaimed print jobs.

Follow-Me Printing
Enables users to submit print jobs to a virtual queue and securely release them from any authorized multifunction printer or printer within the organization, improving flexibility and device utilization.

2. The reporting platform utilized to provide device utilization, print volume, user activity, departmental usage, cost analysis, environmental impact metrics, and other administrative reporting functions.

The proposed solution utilizes Printanista and MyPrinterManager to provide comprehensive device and fleet reporting capabilities, with PaperCut MF providing print activity reporting, cost analysis, departmental usage reporting, and environmental impact metrics.

Device Utilization Reporting
Visibility into printer and multifunction device usage, performance, uptime, service activity, and utilization trends to support fleet optimization and capacity planning.

Print Volume Analytics
Detailed reporting on print, copy, scan, and fax volumes by device, location, department, and organization-wide metrics.

User Activity Tracking
Monitoring and reporting of user printing behavior, authentication activity, and document output trends for auditing and accountability purposes.

Departmental Usage Reporting
Allocation and reporting of print activity by department, campus, grades, or other organizational structures through PaperCut MF.

Cost Analysis and Cost Recovery
PaperCut MF provides print cost tracking, chargeback/show back reporting, account charging, and cost allocation capabilities, enabling accurate attribution of printing expenses and effective print cost management.

Environmental Impact Metrics
PaperCut MF provides sustainability reporting, including paper consumption, duplex printing rates, estimated tree, carbon, and energy savings, and other environmental impact metrics that support organizational sustainability initiatives.

Administrative Dashboards and Reporting
Configurable dashboards, scheduled reports, alerts, and data exports that provide administrators with actionable insights for managing the print environment and improving operational efficiency.

Together, Printanista, MyPrinterManager, and PaperCut MF provide centralized visibility into print operations, supporting data-driven decision-making, cost management, sustainability goals, and ongoing fleet optimization.

3. The meter collection and device monitoring system utilized to automate meter reporting, supply monitoring, service alerts, preventative maintenance notifications, and device status monitoring.

Meter Collection and Device Monitoring System (Data Collection Agent)
Our managed print environment utilizes Printanista as the Data Collection Agent (DCA) to provide proactive fleet monitoring, automated meter reporting and collection, and real-time service alerting across all deployed copier and printer devices for all networked devices.

Through the Printanista platform, Duncan Public School's IT team can be granted secure access to a web-based dashboard that provides visibility into device status, consumable levels, meter readings, and service conditions across the entire fleet.

The dashboard enables authorized IT personnel to:

- View real-time device health and operational status

- Receive automated alerts for ink depletion, maintenance needs, and error conditions
- Monitor service incidents and open support tickets
- Review usage analytics, meter counts, and print volume trends
- Identify devices with recurring issues or abnormal utilization patterns

This level of visibility allows the School's IT staff to stay informed of fleet performance while reducing the burden of manual monitoring. Automated alerts also enable faster issue identification and response, minimizing downtime and helping ensure continuous device availability for faculty, staff, and students.

In addition, our service team actively monitors the same platform, allowing us to respond proactively to many issues before they disrupt daily operations.

The Printanista software will be installed on a single computer within the same network as the managed devices to ensure proper communication and data synchronization.

MyPrinterManager allows a designated contact to log in and verify whether supply replenishment orders have been automatically triggered based on device inventory levels.

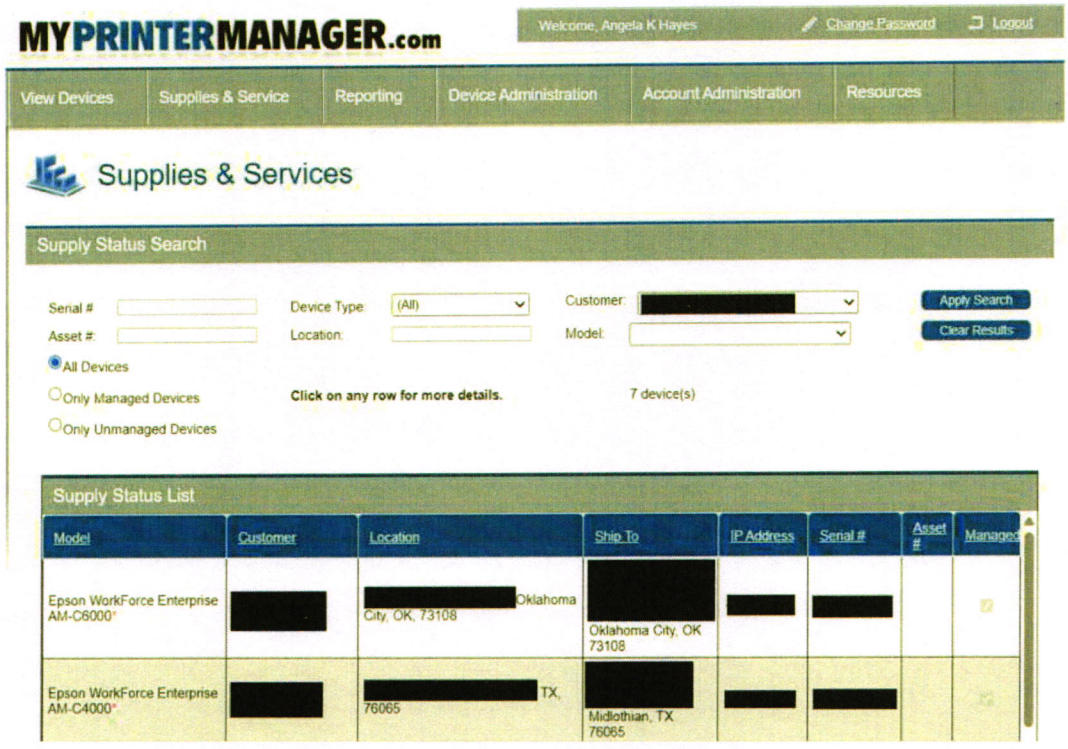
Preventative Maintenance

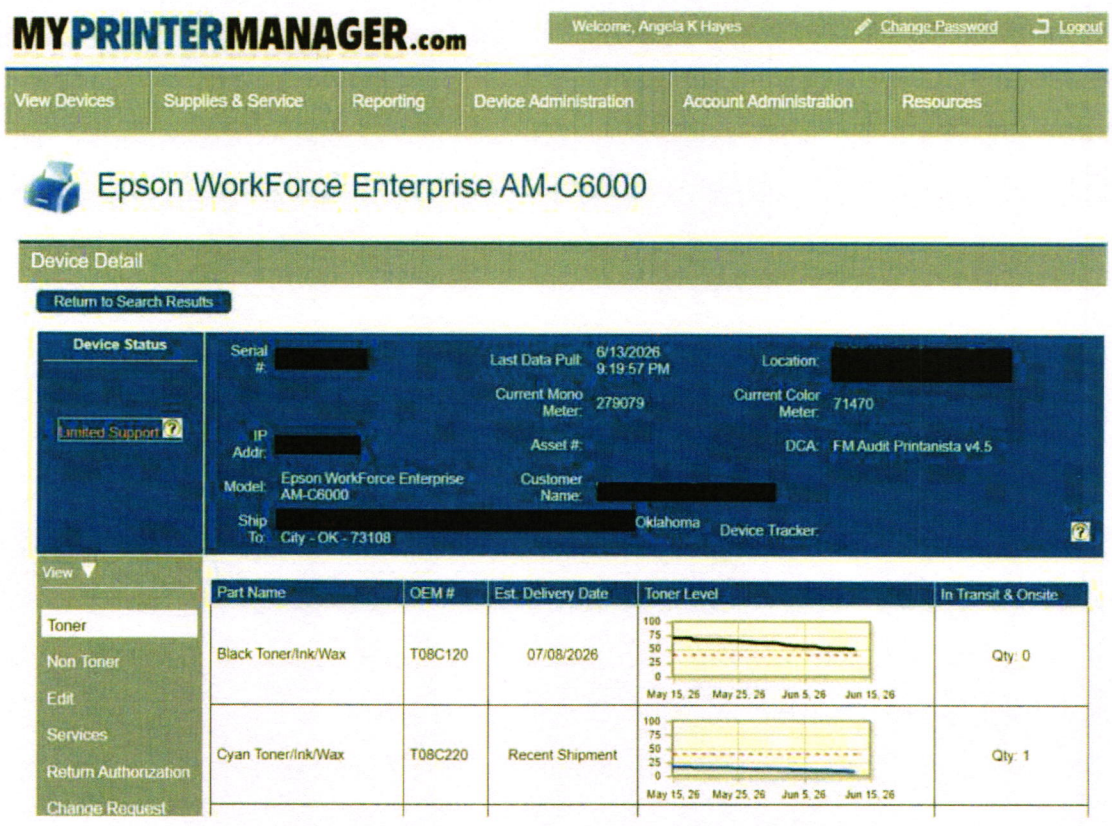
Preventative maintenance will be proactively scheduled and executed during designated holiday breaks, including summer and Christmas periods, to minimize operational disruption. In addition, while onsite for service calls, technicians will evaluate and service nearby devices within the same campus location as needed, ensuring consistent system performance and addressing preventative maintenance requirements in a timely manner.

The Epson A3 printer offers a simpler design with fewer serviceable components, which can help reduce maintenance requirements and minimize downtime. As a result, most of the scheduled preventative maintenance does not occur prior to 1 million clicks.

See Appendix D for Preventative Maintenance Schedule

Sample Reporting for MyPrinterManager & Printanista





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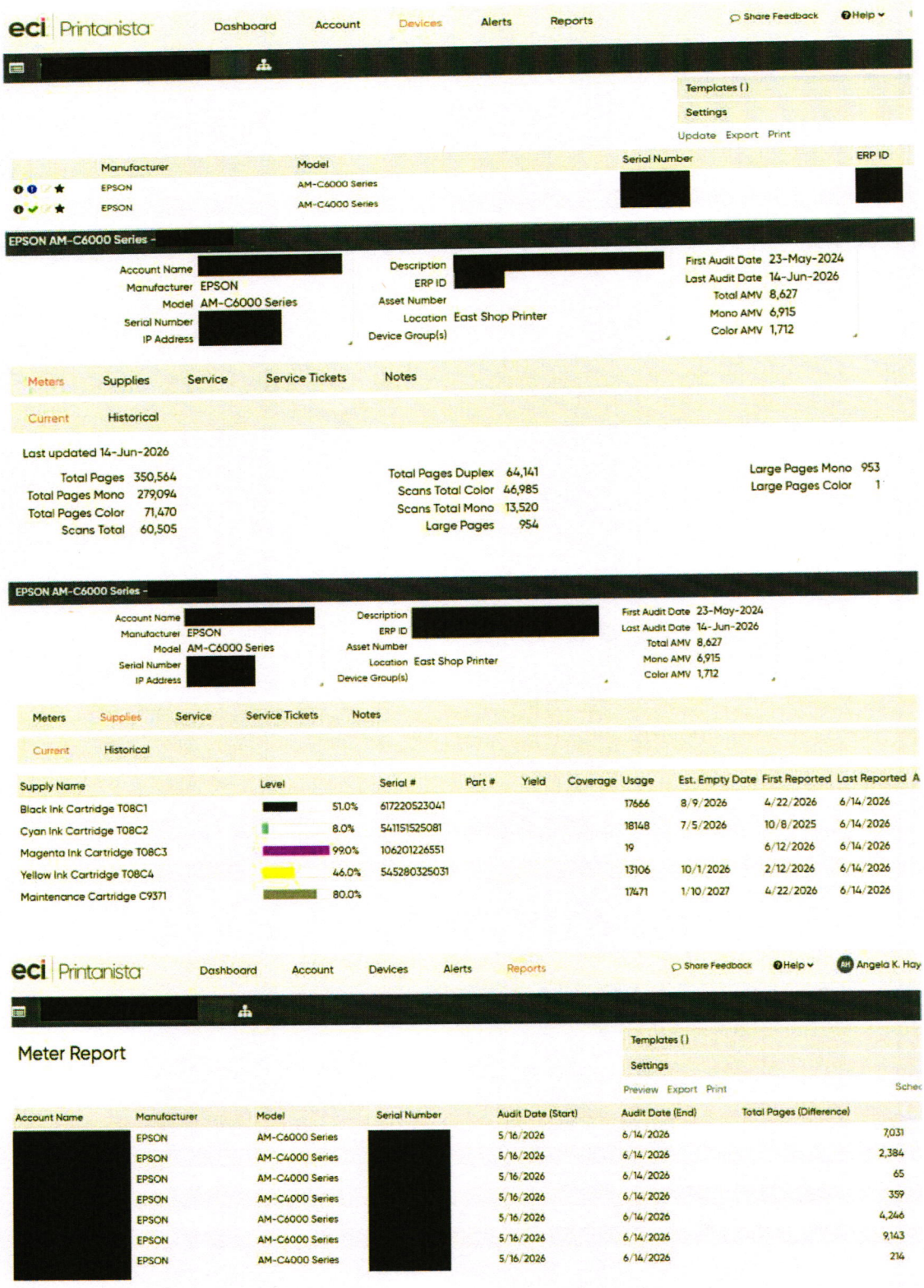

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4. The secure print release solution, including badge authentication methods, compatibility with the District's existing badge system (if applicable), and any required card readers, middleware, software, or licensing.

   PaperCut MF integrates with card reader technology to provide fast, secure authentication using a proximity card or ID badge. This enables users to securely release print jobs and access functions such as scanning and copying without entering a password.

   Card readers are included within the solution configurations.

5. Whether each software component is cloud-hosted, on-premises, or available in either deployment model. Vendors shall identify all infrastructure, server, network, and internet connectivity requirements.

   Papercut MF is a server-based solution.

   Operating System (Server-based) Requirements

   - Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11 / Windows 10

   Note: Core, server, advanced server, enterprise edition, workstation, professional versions all supported.

   - Apple macOS 12 (Monterey) or later
   - Microsoft Clustering Services supported all application layers.
   - Most modern Linux (64-bit) distributions including Red Hat 8.0+, Ubuntu 16.0+, Novell SUSE 15.0+, Debian 11.0+, and others (requires GNU glibc 2.28 or higher)

   Note: Windows Arm64 servers are not supported.

   Memory Requirements

   GB minimum supported (4GB or higher recommended). Most modern print servers should have a base of 4GB of memory. Note that PaperCut MF will only use one-fourth of the available memory by default, so plan to have 4GB of memory minimum to allow PaperCut MF to use up to 1GB.

   Hard Disk Requirements

   3GB, plus additional storage for logs and print history. When using Print Archiving (off by default), a minimum of 100GB of free disk space is recommended. Most modern print servers should have a base of 60GB to 500GB of storage available.

Port Requirements

The main network TCP ports used by PaperCut are:

- 9191 for HTTP connections
- 9192 for secure HTTP/SSL connection
- 9193 for device RPC (only used for embedded copier/MFP solutions)
- 443 for HTTPS connections to the Global Entitlements Service at https://mf.cloud.papercut.com/* (used in PaperCut MF version 24.0 and later)

UDP ports are not used for connections from PaperCut clients to the sever, only standard TCP. All connections are made inbound from clients and secondary servers to the primary server. No outbound connections are made by the primary server to any workstation or secondary server. PaperCut MF uses standard HTTP XML WebServices for client-server and server-server communication XML-RPC. Sensitive data is sent over SSL/HTTPS on port 9192. The PaperCut installer on Windows and macOS will endeavor to make sure these ports are open. Linux systems running firewalls may need to manually open these ports to local network IP addresses as appropriate.

Active Directory

PaperCut MF can synchronize user accounts with native Windows Active Directory from a domain joined Application Server.

- 445 TCP & UDP, Server Message Block (SMB)
- 88 TCP & UDP, Kerberos
- 389 UDP, LDAP
- 53 TCP & UDP, DNS
- 135 TCP, RPC - unless restricted, a dynamically assigned TCP port in range 49152-65535 also used for RPC

Additional Resources will be available during Discovery/Pre-Call with Xcel Office Solution's PaperCut Team and made available based on needs.

6. Any additional software, hardware, subscriptions, implementation services, maintenance agreements, or recurring licensing fees required to support the proposed solution.

The lease option includes all required licensing and support for the duration of the agreement. For the cash purchase options, one option includes five (5) years of software licensing and support, while another includes twelve (12) months of software licensing and support. Under the twelve-month option, continued

software maintenance, licensing, updates, and technical support beyond the initial term would require renewal of support.

Vendors shall identify all costs associated with the items listed above, including one-time implementation costs and recurring annual or monthly fees. Failure to disclose required software, licensing, subscriptions, or related costs may be considered during proposal evaluation.

See Appendix B

District Print Volume Summary

***July 2025 through May 2026**

Annual B&W Volume: 4,755,354 impressions

Annual Color Volume: 152,147 impressions

Annual Combined Volume: 4,907,501 impressions

Campus and Department Requirements

***Room Numbers and Copier Locations Subject to Change**

8th & 9th Street

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
9th St Gifted	31	B&W	No, MFP	
Enrollment Office	31	Color	No, MFP	Staple
Enrollment Office	45	B&W	No, MFP	Staple
Transportation	31	Color	No, MFP	
SpecEd	31	Color	No, MFP	Staple

Administration Office

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Finance Hallway	50	B&W	No, MFP	Staple, Hole Punch, Tri-Fold
Copy Area	50	Color	No, MFP	Staple, Hole Punch, Tri-Fold
Copy Area	50	B&W	No, MFP	
Warehouse	31	B&W	Yes, Printer	

Duncan High School

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
RM 202	45	B&W	No, MFP	Staple
RM 227	45	B&W	No, MFP	Staple

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RM 227	45	B&W	No, MFP	
RM 188	45	B&W	No, MFP	
RM 179	31	B&W	No, MFP	
RM 168	45	Color	No, MFP	Staple
RM 160	45	B&W	No, MFP	
RM 151	31	B&W	No, MFP	
Office	45	B&W	No, MFP	
Library	45	Color	No, MFP	
Cafe	31	B&W	No, MFP	
RM 186	31	B&W	Yes, Printer	
Band	45	Color	No, MFP	
W108	45	B&W	No, MFP	
STEM-101	31	Color	No, MFP	
Science Workroom	65	B&W	No, MFP	
Girls BB Coaches Office	31	B&W	Yes, MFP	
Edge Workroom	31	Color	No, MFP	

Duncan Middle School

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
MS SPED	31	B&W	No, MFP	
MS Cafe	31	B&W	No, MFP	
MS Workroom SE	65 or 75	Color	No, MFP	Staple
MS Office Color	45	B&W	No, MFP	
MS Counselors	31		No, MFP	
MS Library	31	B&W	No, MFP	
MS 6th Lounge	45	B&W	No, MFP	Staple
MS 7th Lounge	45	B&W	No, MFP	Staple
MS 8th Lounge	45	B&W	No, MFP	Staple
MS Band	45	B&W	No, MFP	
MS STEM	31	Color	No, MFP	

Emerson

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
EM Speech	31	B&W	Yes, MFP	
EM SPED	45	B&W	Yes, MFP	
EM West Hall	65	B&W	No, MFP	Staple
EM Library	45	B&W	No, MFP	
EM Cafe	31	B&W	Yes, MFP	
EM East Hall	65	B&W	No, MFP	Staple
EM Office	45	Color	No, MFP	Staple

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Fieldhouse & Stadium

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Fieldhouse Football Assistant Coaches Office	31	Color	No, MFP	
Girls Track Office	45	Color	No, MFP	
Football Coaches Office	31	B&W	Yes, MFP	

Horace Mann

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
HM Cafe	31	B&W	Yes, MFP	
HM Purple	65	B&W	No, MFP	Staple
HM Workroom	65	Color	No, MFP	Staple
HM Office	31	B&W	No, MFP	
HM Library	45	B&W	No, MFP	
HM North	45	B&W	No, MFP	
Behavior Room	31	B&W	Yes, MFP	

Maintenance

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Maintenance Office	31	Color	No, MFP	Staple

Mark Twain

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
MT Behavior	31	B&W	Yes, MFP	
MT Bldg A	65	B&W	No, MFP	
MT Cafe	31	B&W	Yes, MFP	
MT Bldg B	45	B&W	No, MFP	
MT Office	45	Color	No, MFP	Staple
MT Bldg C	45	B&W	No, MFP	

Technology

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Technology	35	Color	No, MFP	Staple

Plato

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing

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Library Office	45	B&W	No, MFP	
Office	65	Color	No, MFP	Staple
Cafe	31	B&W	Yes, MFP	
South Hall	55	B&W	No, MFP	Staple
Workroom	45	B&W	No, MFP	Staple
North Hall	55	B&W	No, MFP	Staple
STEM Bldg (Little House)	45	Color	No, MFP	Staple

WR

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Office	31	Color	No, MFP	
Lounge	45	B&W	No, MFP	Staple
Cafe	31	B&W	Yes, MFP	
Elk Crossing	31	B&W	Yes, MFP	
Irving School	31	B&W	Yes, MFP	

WW

Location	PPM	Color/BW	Desktop & MFP or Printer	Finishing
Main Office	45	Color	No, MFP	
RM 12	31	B&W	Yes, MFP	
RM 10	45	B&W	No, MFP	
A Wing Hallway	45	B&W	No, MFP	Staple
B Wing Hallway	45	B&W	No, MFP	Staple
C Wing Hallway	45	B&W	No, MFP	Staple
RM 2	31	B&W	Yes, MFP	
Workroom	45	B&W	No, MFP	Staple

Vendor Pricing Sheet

Vendors shall submit a complete pricing proposal that clearly identifies all costs associated with the proposed solution. Pricing shall be presented in a format that allows Duncan Public Schools to compare proposals on an equal basis.

At a minimum, vendors shall provide the following pricing information for each proposed device:

- Manufacturer and model number
- Device location or intended deployment
- Monthly lease cost
- Purchase price, if available

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- Black-and-white cost-per-copy (CPC)
- Color cost-per-copy (CPC)
- Included monthly print volume, if applicable
- Overage charges, if applicable
- Software licensing costs
- Print management software costs
- Secure print release and badge authentication costs
- Card reader hardware costs
- Implementation and installation costs
- User training costs
- Maintenance and service costs
- Any recurring subscription or cloud-hosted service fees
- Any additional one-time costs not otherwise identified

Vendors shall clearly identify all assumptions, exclusions, optional services, and optional pricing components. Any costs not specifically identified in the proposal may be considered included in the vendor's proposed pricing.

The District reserves the right to request clarification regarding any pricing information submitted as part of the proposal evaluation process.

See Appendix A

See Appendix B

Tax Exempt Status

Duncan Public Schools is exempt from applicable federal and state taxes. Proposal pricing shall exclude all taxes and clearly identify any fees, charges, subscriptions, or other costs not included in the proposed pricing. Vendors shall not include sales tax in any pricing submitted in response to this Request for Proposal.

Your tax-exempt status is recognized and applied to this solution. A tax-exempt certificate will be required with initial PO.

Required Vendor Response

Proposals shall include a cover page identifying the vendor's company name, primary contact, address, telephone number, and email address.

Vendors shall provide a complete proposal that includes, at a minimum, the following information:

1. Equipment recommendations for each proposed device location, including manufacturer, model number, device specifications, and justification for any recommended changes to the District's requested configuration.

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See Appendix A

2. A detailed implementation plan outlining installation procedures, device deployment schedules, network configuration requirements, user migration activities, testing procedures, and project milestones.

Proposed Software Implementation Timeline

Week of July 6th – Pre-call with Duncan Public Schools & Xcel Office Solutions team to confirm the previously mentioned network configuration requirements are in place for the Papercut MF deployment.

Week of July 27th – PaperCut MF, Printanista, MyPrinterManager deployment and training with IT Staff.

3. A proposed project schedule identifying anticipated contract award date, equipment delivery timelines, installation timelines, user training dates, and project completion milestones.

Proposed Device Implementation Timeline

- **July 1, 2026** – Contract award, purchase order issuance, and execution of agreement.
- **July 6, 2026** – Equipment and software procurement initiated. Reassessment of inventory availability. Coordination with Bennet to remove devices initiated.
- **Week of July 6, 2026** – Pre-deployment coordination call with Duncan Public Schools to confirm staging area, delivery coordination, and site prioritization. Pre-call with Duncan Public Schools & Xcel Office Solutions PaperCut team to confirm the previously mentioned network configuration requirements are in place for the Papercut MF deployment.
- **Week of July 13, 2026** – Delivery of equipment and commencement of on-site staging at Duncan Public Schools designated staging area.
- **Week of July 20, 2026** – Deployment of equipment to designated site locations begins.
- **Week of July 27, 2026** – PaperCut MF, Printanista, MyPrinterManager deployment and training with IT Staff, PaperCut MF software configuration and deployment.
- **Week of August 3, 2026** – End-user training and knowledge transfer sessions.

4. Complete pricing schedules, including monthly lease costs, purchase options, cost-per-copy rates, software licensing costs, implementation costs, training costs, maintenance costs, and any recurring subscription fees.

See Appendix B

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5. A description of all software components included in the proposed solution, including print management software, reporting platforms, secure print release software, device monitoring tools, meter collection systems, and any cloud-hosted services. Vendors may also describe any available scan-to-cloud capabilities, including support for platforms such as Google Drive, Microsoft OneDrive, SharePoint, Dropbox, Box, or similar services, along with any associated licensing, subscription, implementation, security, or recurring cost requirements.

The proposed print and device management solution is composed of an integrated set of software platforms and multifunction devices designed to provide centralized print management, secure document handling, real-time monitoring, and cloud connectivity.

Print Management Software

The core print management functionality is provided through PaperCut MF, which serves as the primary platform for controlling, tracking, and optimizing print, copy, and scan activities across the environment. PaperCut MF enables policy-based printing, user authentication, print queue management, and cost allocation, supporting both on-premises and hybrid environments.

Device Monitoring and Fleet Management

Printanista is utilized for comprehensive device monitoring, fleet analytics, and service management. This platform provides real-time visibility into device status, utilization, consumables levels, and maintenance needs. It also supports automated alerts and proactive service workflows to reduce downtime and improve fleet efficiency.

Reporting Platform

Reporting and analytics are delivered through a combination of PaperCut MF reporting tools and Printanista dashboards. These tools provide detailed insights into print behavior, device usage, cost allocation by department or user, environmental impact tracking, and trend analysis to support informed decision-making and optimization strategies.

Secure Print Release

Secure print release functionality is provided through PaperCut MF, enabling users to release print jobs only after authentication at the device. This reduces document waste and enhances data security by preventing unauthorized access to printed materials.

Meter Collection and Billing Data

Automated meter collection is managed through Printanista, which captures accurate device usage data including page counts, color/mono usage, and device-level consumption metrics. This data can be used for billing, service validation, and contract compliance reporting.

Cloud-Hosted Services and Infrastructure

The solution supports Printanista cloud services, allowing centralized management, remote monitoring, and secure data synchronization. These services reduce on-premises infrastructure requirements while maintaining enterprise-grade security and availability.

Scan-to-Cloud Capabilities

Scan-to-cloud functionality is supported through the integrated scanning features of PaperCut MF in conjunction with Epson AM Series Copiers multifunction devices. Users can scan directly to cloud storage platforms including Google Drive, Microsoft OneDrive, Microsoft SharePoint, Dropbox, Box, and similar services. These integrations are typically enabled through standard connectors or embedded device applications, with configuration managed centrally through the print management platform.

Licensing, Subscription, and Implementation Considerations

PaperCut MF is licensed based on device counts and is included on all multi-function devices. Printanista and MyPrinterManger are included tools at no additional cost for IT to use within their environment.

Implementation includes initial configuration, device onboarding, workflow setup, and integration. There are ten (10) training setup configurations included for the PaperCut MF license implementation. The PaperCut team will train Duncan Public Schools IT on how to implement the remaining licenses.

6. Documentation of all network, infrastructure, and technical requirements necessary to support the proposed solution, including server requirements, internet connectivity requirements, firewall requirements, ports and protocols, Active Directory integration requirements, and any third-party dependencies.

Operating System (Server-based) Requirements

- Microsoft Windows (64-bit) Server 2025 / 2022 / 2019 / 2016 / Windows 11 / Windows 10

Note: Core, server, advanced server, enterprise edition, workstation, professional versions all supported.

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- Apple macOS 12 (Monterey) or later
- Microsoft Clustering Services supported at all application layers.
- Most modern Linux (64-bit) distributions including Red Hat 8.0+, Ubuntu 16.0+, Novell SUSE 15.0+, Debian 11.0+, and others (requires GNU glibc 2.28 or higher)

Note: Windows Arm64 servers are not supported.

Memory Requirements

GB minimum supported (4GB or higher recommended). Most modern print servers should have a base of 4GB of memory. Note that PaperCut MF will only use one-fourth of the available memory by default, so plan to have 4GB of memory minimum to allow PaperCut MF to use up to 1GB.

Hard Disk Requirements

3GB, plus additional storage for logs and print history. When using Print Archiving (off by default), a minimum of 100GB of free disk space is recommended. Most modern print servers should have a base of 60GB to 500GB of storage available.

Port Requirements

The main network TCP ports used by PaperCut are:

- 9191 for HTTP connections
- 9192 for secure HTTP/SSL connection
- 9193 for device RPC (only used for embedded copier/MFP solutions)
- 443 for HTTPS connections to the Global Entitlements Service at https://mf.cloud.papercut.com/* (used in PaperCut MF version 24.0 and later)

UDP ports are not used for connections from PaperCut client to the sever, only standard TCP. All connections are made inbound from clients and secondary servers to the primary server. No outbound connections are made by the primary server to any workstation or secondary server. PaperCut MF uses standard HTTP XML WebServices for client-server and server-server communication XML-RPC. Sensitive data is sent over SSL/HTTPS on port 9192. The PaperCut installer on Windows and macOS will endeavor to make sure these ports are open. Linux systems running firewalls may need to manually open these ports to local network IP addresses as appropriate.

Active Directory

PaperCut MF can synchronize user accounts with native Windows Active Directory from a domain joined Application Server.

- 445 TCP & UDP, Server Message Block (SMB)
- 88 TCP & UDP, Kerberos
- 389 UDP, LDAP
- 53 TCP & UDP, DNS
- 135 TCP, RPC - unless restricted, a dynamically assigned TCP port in range 49152-65535 also used for RPC

Additional Resources will be available during Discovery/Pre-Call with Xcel Office Solutions PaperCut Team and made available based on needs.

7. A description of the proposed badge authentication and secure print release solution, including compatibility with the District's existing badge system, required card readers, software, licensing, implementation requirements, and any associated costs.

Secure Print Release and Badge User Authentication

PaperCut MF provides secure print release functionality, ensuring documents are not printed until the user authenticates at the device. Authentication methods include Active Directory credentials, PIN codes, ID cards, and badge-based authentication. Integration with Microsoft Active Directory enables centralized user management, password policies, and automated user provisioning.

Card Readers, software, licensing, and cost are included within Appendix B.

Implementation requirements are listed above and will be specified during the pre-call with Xcel Office Solutions and our PaperCut team.

8. A comprehensive user training plan describing training materials, end-user training, administrator training, help desk resources, and ongoing support resources available to district staff.

User training sessions will be scheduled for the week of August 3rd for both administrators and teachers. Please note that this schedule may be adjusted depending on staff return dates and the completion of the PaperCut MF deployment.

Our team will be on-site to coordinate training times with each location. These sessions will include end-user training, badge assignments, and an overview of the basic features and functions of the Epson devices, as well as their integration with PaperCut MF.

If needed, we can also develop customized one-pagers based on needs identified during the training sessions to further support end users.

9. A transition plan describing the removal of existing equipment, deployment of new equipment, data migration activities, secure data destruction procedures, and steps taken to minimize disruption to district operations during implementation.

As we have been made aware that Duncan Public Schools does not own the existing equipment, Xcel Office Solutions will coordinate with Bennett Office Equipment to remove all devices. At that time, Bennett will need to comply with requirements stated above.

Xcel Office Solutions, based on timeline provided by Duncan Public Schools, will implement the new solution prior to the first day of school if inventory resources are available once confirmed when PO is issued. Training for staff will also be provided prior to students returning.

10. Service commitments, response time guarantees, uptime guarantees, escalation procedures, preventative maintenance schedules, and toner replenishment procedures.

Service Level Standards

Xcel Office Solutions is compliant with Remote Response of 1-hour, On-Site Response of 4-Business Hours, Device Uptime of 98%, Loaner Equipment of 48-hours.

Toner Delivery

Xcel Office Solutions is able to comply with next business day ink delivery, as long as ink orders are placed before 2:00 p.m. CST. However, the District will be enrolled in an automated ink replenishment program for all network-connected devices, ensuring replacement supplies are delivered and available on-site before they are needed.

In the event of an unexpected or emergency need, Xcel Office Solutions will maintain a reserve inventory of ink at its warehouse and can dispatch a courier to deliver supplies promptly as required.

Proactive Remote Monitoring Capabilities

Printanista, our device management platform, continuously monitors ink, and other consumable supply levels, collects meter readings from connected devices, and synchronizes this data with our management system. This proactive monitoring enables automated supply replenishment and helps prevent disruptions caused by depleted consumables.

My Printer Manager provides designated District contacts with secure access to view device status, monitor supply levels, and verify whether replenishment orders have been automatically generated based on device inventory thresholds. This portal serves as a key component of the automated ink replenishment program, providing visibility and transparency into the supply management process.

Preventative Maintenance

Preventative maintenance will be proactively scheduled and executed during designated holiday breaks, including summer and Christmas periods, to minimize operational disruption. In addition, while onsite for service calls, technicians will evaluate and service nearby devices within the same campus location as needed, ensuring consistent system performance and addressing preventative maintenance requirements in a timely manner.

The Epson A3 printer offers a simpler design with fewer serviceable components, which can help reduce maintenance requirements and minimize downtime. As a result, most of the scheduled preventative maintenance does not occur prior to 1 million clicks.

See Appendix D for Preventative Maintenance Schedule

Escalation Process

Xcel Office Solutions follows a structured escalation process to ensure service issues are resolved quickly and effectively based on the severity and recurrence of the problem.

If a service issue reoccurs within two weeks of the original service call, a Service Supervisor will accompany the technician on the follow-up visit to further assess and address the issue. Should the problem remain unresolved, the matter will be escalated to the Director of Service, who will conduct an on-site review and coordinate any additional corrective actions.

For devices that are inoperable or experiencing significant downtime, Xcel Office Solutions will provide a temporary replacement solution to minimize disruption. Desktop devices may be replaced through a hot-swap program, while larger multifunction devices will be supported with a loaner unit when appropriate. In cases where extensive diagnostics or repairs are required, the affected equipment may be returned to our service facility for comprehensive evaluation and repair.

11. References from at least three K-12 school districts of similar size and complexity currently utilizing the proposed solution.

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Comanche Public Schools – Ms. Julie Bills, Superintendent – 580.439.2900 – Jbills@cpsok.org

Metro Technology Centers – Jason Davis, Manager, IT Operations – 405.595.4435 – Jason.Davis@metrotech.edu

East Central University – Mary LaMack, Director of IT – 580.559.5702 – mlamack@ecok.edu

Altus Early Childhood Center – Jennifer Young, Principal – 580.481.2151 - jyoung@altusps.com

Altus L. Mendal Rivers Elementary – Angela Cook, Principal – 580.451.2183 – acook@altusps.com

Davidson School District – Phillip Ratcliff, Superintendent – 580.568.2423 – pgr@davidson.k12.ok.us

Vinita Public Schools – Case Study – Appendix C

12. A description of the vendor's organizational structure, local service presence, technical staffing resources, and service delivery capabilities available to support Duncan Public Schools.

Xcel Office Solutions is an Oklahoma-based company with local ownership since its inception in 1999. The company is led by CEO, Michael Reid and a board of directors to ensure that our core values are exhibited in every aspect of the business. Xcel Office Solutions provides best in class service by assuring that our staff is adequately trained and certified. To ensure responsive service and support to Duncan Public Schools, we have nine dedicated technical professionals serving your area who are available to assist whenever service is needed.

13. Disclosure of any pending litigation, bankruptcy proceedings, significant contract disputes, or regulatory actions that could materially impact the vendor's ability to fulfill contractual obligations.

Xcel Office Solutions has no pending litigation, bankruptcy proceedings, significant contract disputes, or regulatory actions that could materially impact the vendor's ability to fulfill contractual obligations.

Evaluation Criteria

Criteria	Weight
Total Cost of Lease	35%
Service and Support	25%
Equipment Functionality	15%
Implementation Plan	15%
Security Features	5%
K-12 Experience and References	5%

Duncan Public Schools reserves the right to consider overall value, implementation feasibility, service capabilities, and operational benefits when evaluating proposals.

The District anticipates notifying the selected vendor following completion of the evaluation process and any required Board approvals.

Purchase Orders

All Vendors must accept a Purchase Order from Duncan Public Schools.

Xcel Office Solutions will accept Purchase Orders.

References

Provide at least three K-12 school district references of similar size.

Duncan Public Schools reserves the right to conduct interviews, product demonstrations, site visits, and reference checks as part of the evaluation process.

Comanche Public Schools – Ms. Julie Bills, Superintendent – 580.439.2900 – Jbills@cpsok.org

Metro Technology Centers – Jason Davis, Manager, IT Operations – 405.595.4435 – Jason.Davis@metrotech.edu

East Central University – Mary LaMack, Director of IT – 580.559.5702 – mlamack@ecok.edu

Altus Early Childhood Center – Jennifer Young, Principal – 580.481.2151 - jyoung@altusps.com

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Vinita Public Schools – Case Study – Appendix C

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Terms, Conditions, and Reservation of Rights

Reservation of Rights

Duncan Public Schools reserves the right to reject any or all proposals, waive minor irregularities or informalities in any proposal, request additional information or clarification from any vendor, negotiate modifications to proposals, and award a contract in the best interest of the District. The District further reserves the right to accept any proposal deemed most advantageous to the District, regardless of whether it represents the lowest cost proposal.

Conflict of Interest

Vendors shall disclose any actual or potential conflicts of interest related to this procurement. Vendors shall not engage in collusion, improper communications, or any activity intended to improperly influence the evaluation, selection, or award process. Duncan Public Schools reserves the right to disqualify any proposal determined to involve a conflict of interest, collusion, or other conduct that compromises the integrity of the procurement process.

There is no known conflict of interest between Duncan Public Schools and Xcel Office Solutions.

Proposal Costs

All costs incurred in the preparation, submission, presentation, clarification, negotiation, or modification of a proposal shall be the sole responsibility of the vendor.

Compliance Requirements

The successful vendor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and policies governing the services provided under any resulting agreement. Vendors shall comply with all applicable student and employee data privacy requirements, including the Family Educational Rights and Privacy Act (FERPA), and shall maintain appropriate safeguards to protect confidential information accessed, transmitted, stored, or processed as part of the proposed solution.

Vendors shall disclose any known legal actions, regulatory proceedings, or contract disputes that may impact their ability to perform the services described in this Request for Proposal.

Vendors and any subcontractors shall participate in the Status Verification System (E-Verify) as required by Oklahoma law and shall provide documentation upon request.

Vendors shall ensure that all personnel assigned to District facilities comply with applicable school safety requirements, visitor management procedures, background screening requirements, and access control procedures established by Duncan Public Schools.

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Vendors certify that personnel assigned to Duncan Public Schools facilities are authorized to work in the United States and are not prohibited from working on school property under applicable federal, state, or local laws. Vendors shall ensure that all personnel comply with District identification requirements and any additional access restrictions established by Duncan Public Schools.

Vendors shall notify Duncan Public Schools within twenty-four (24) hours of discovering any actual or suspected unauthorized access, disclosure, or breach involving district data and shall cooperate fully in investigating and remediating the incident.

Upon termination, expiration, or completion of any resulting agreement, the vendor shall return or securely destroy all district data and provide written certification of destruction upon request.

Xcel Office Solutions is compliant with all above requirements.

Insurance Requirements

The successful vendor shall maintain Commercial General Liability Insurance, Workers' Compensation Insurance as required by Oklahoma law, and any other insurance necessary to support the services provided under any resulting agreement. Certificates of Insurance shall be provided to Duncan Public Schools upon request and prior to implementation of the proposed solution. The successful vendor shall maintain such coverage throughout the duration of any resulting agreement.

Xcel Office Solutions is compliant with all above requirements and certificates will be issued upon request.

Contract Term

Vendors shall provide pricing for an initial lease term of twelve (12) months, with the option for Duncan Public Schools to renew the agreement for up to an additional forty-eight (48) months, for a potential total term of sixty (60) months. Vendors may also submit alternative lease structures or purchase options; however, pricing for the requested lease term and renewal option shall be provided to facilitate proposal evaluation and comparison.

The District reserves the right to select the lease term, purchase option, or pricing structure that it determines to be in its best interest.

The lease agreement between Xcel Office Solutions and Duncan Public Schools will be for the term of 60 months. A non-appropriation clause has been applied to this agreement in accordance with state law. Therefore, the agreement will be assessed every 12 months, in accordance with the non-appropriation clause, during the contract term at which point a PO from Duncan Public Schools will be presented.

Termination for Cause

Duncan Public Schools reserves the right to terminate any resulting agreement, in whole or in part, upon written notice for a vendor's failure to meet contractual obligations, service level commitments, implementation schedules, security requirements, or any other material provision of the agreement.

The District may provide a reasonable opportunity to cure such deficiencies when appropriate; however, nothing herein shall limit the District's ability to take immediate action when necessary to protect district operations, data, personnel, or property.

Xcel Office Solutions follows a structured escalation process to ensure service issues are resolved quickly and effectively based on the severity and recurrence of the problem. If a service issue reoccurs within two weeks of the original service call, a Service Supervisor will accompany the technician on the follow-up visit to further assess and address the issue. Should the problem remain unresolved, the matter will be escalated to the Director of Service, who will conduct an on-site review and coordinate any additional corrective actions.

A non-appropriation clause has been applied to this agreement in accordance with state law.

Proposal Validity

Proposals submitted in response to this Request for Proposal shall remain valid for a minimum period of ninety (90) days following the proposal submission deadline unless otherwise agreed upon in writing by the District.

Proposal pricing is valid for 90 days from proposal submission deadline.

Governing Law

Any resulting agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Venue for any legal action arising from the agreement shall be in a court of competent jurisdiction located within the State of Oklahoma.

Assignment of Contract

The selected vendor may not assign, transfer, delegate, or subcontract any material portion of the resulting agreement without prior written approval from Duncan Public Schools. Any approved subcontractor shall remain subject to all terms, conditions, and requirements of the resulting agreement.

The terms, conditions and requirements of the agreement will remain consistent throughout the terms of the contract and will not be transferred therein.

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APPENDIX A

Device Configuration

Line Item	Campus	Location	Recommended Model	PPM	Color or B/W	Desktop & MFP or Printer	Supports 11"x17"	Cabinet or High Capacity	Finishing
1	8th & 9th Street	9th St Gifted	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
2	8th & 9th Street	Enrollment Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
3	8th & 9th Street	Enrollment Office	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
4	8th & 9th Street	Transportation	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
5	8th & 9th Street	Special Ed	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
6	Administration	Finance Hallway	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple, Hole Punch, Tri-Fold, Booklet
7	Administration	Copy Area	Epson AM-C6000	60	Color	No, MFP	Yes	High Capacity	Staple, Hole Punch, Tri-Fold, Booklet
8	Administration	Copy Area	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	
9	Administration	Warehouse	Epson WF-M5399	25	B&W	Yes, Printer	NO		
10	High School	RM 202	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
11	High School	RM 227	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
12	High School	RM 227	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
13	High School	RM 188	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
14	High School	RM 179	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
15	High School	RM 168	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
16	High School	RM 160	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
17	High School	RM 151	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
18	High School	Office	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
19	High School	Library	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
20	High School	Cafe	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
21	High School	RM 186	Epson WF-M5399	25	B&W	Yes, Printer	NO		
22	High School	Band	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
23	High School	W108	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
24	High School	STEM-101	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
25	High School	Science Workroom	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	
26	High School	Girls BB Coaches Office	Epson WF-M5899	25	B&W	Yes, MFP	NO		
27	High School	Edge Workroom	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
28	Middle School	MS SPED	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
29	Middle School	MS Cafe	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
30	Middle School	MS Workroom SE	Epson AM-C6000	60	Color	No, MFP	Yes	High Capacity	Staple
31	Middle School	MS Office Color	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
32	Middle School	MS Counselors	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
33	Middle School	MS Library	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
34	Middle School	MS 6th Lounge	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
35	Middle School	MS 7th Lounge	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
36	Middle School	MS 8th Lounge	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
37	Middle School	MS Band	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
38	Middle School	MS STEM	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
39	Emerson	EM Speech	Epson WF-M5899	25	B&W	Yes, MFP	NO		
40	Emerson	EM SPED	Epson WF-M5899	25	B&W	Yes, MFP	NO		
41	Emerson	EM West Hall	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple
42	Emerson	EM Library	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
43	Emerson	EM Cafe	Epson WF-M5899	25	B&W	Yes, MFP	NO		
44	Emerson	EM East Hall	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple
45	Emerson	EM Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
46	Field House & Stadium	Fieldhouse Football Assist Coaches Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
47	Field House & Stadium	Girls TrackOffice	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	

Device Configuration

Line Item	Campus	Location	Recommended Model	PPM	Color or B/W	Desktop & MFP or Printer	Supports 11"x17"	Cabinet or High Capacity	Finishing
48	Field House & Stadium	Football Coaches Office	Epson WF-M5899	25	B&W	Yes, MFP	NO		
49	Horace Mann	HM Cafe	Epson WF-M5899	25	B&W	Yes, MFP	NO		
50	Horace Mann	HM Purple	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple
51	Horace Mann	HM Workroom	Epson AM-C6000	60	Color	No, MFP	Yes	High Capacity	Staple
52	Horace Mann	HM Office	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
53	Horace Mann	HM Library	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
54	Horace Mann	HM North	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
55	Horace Mann	Behavior Room	Epson WF-M5899	25	B&W	Yes, MFP	NO		
56	Maintenance	Maintenance Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
57	Mark Twain	MT Behavior	Epson WF-M5899	25	B&W	Yes, MFP	NO		
58	Mark Twain	MT Bldg A	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	
59	Mark Twain	MT Cafe	Epson WF-M5899	25	B&W	Yes, MFP	NO		
60	Mark Twain	MT Bldg B	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
61	Mark Twain	MT Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
62	Mark Twain	MT Bldg C	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
63	Technology	Technology	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
64	Plato	Library Office	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
65	Plato	Office	Epson AM-C6000	60	Color	No, MFP	Yes	High Capacity	Staple
66	Plato	Cafe	Epson WF-M5899	25	B&W	Yes, MFP	NO		
67	Plato	South Hall	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple
68	Plato	Workroom	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
69	Plato	North Hall	Epson AM-M5500	55	B&W	No, MFP	Yes	High Capacity	Staple
70	Plato	STEM Bldg (Little House)	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	Staple
71	WR	Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
72	WR	Lounge	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
73	WR	Cafe	Epson WF-M5899	25	B&W	Yes, MFP	NO		
74	WR	Elk Crossing	Epson WF-M5899	25	B&W	Yes, MFP	NO		
75	WR	Irving School	Epson WF-M5899	25	B&W	Yes, MFP	NO		
76	WW	Main Office	Epson AM-C4000	40	Color	No, MFP	Yes	Cabinet	
77	WW	RM 12	Epson WF-M5899	25	B&W	Yes, MFP	NO		
78	WW	RM 10	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	
79	WW	A Wing Hallway	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
80	WW	B Wing Hallway	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
81	WW	C Wing Hallway	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple
82	WW	RM 2	Epson WF-M5899	25	B&W	Yes, MFP	NO		
83	WW	Workroom	Epson AM-M5500	55	B&W	No, MFP	Yes	Cabinet	Staple

SPECIFICATIONS - Epson AM-C4000

18 – Epson AM-C4000 (NEW)

- 40 Pages-Per-Minute Black and White and Color
- Dual 500 Sheet Paper Cassette Trays & Cabinet
- 150 Sheet Single Pass Document Feeder
- Duplex Scan up to 120 Images-Per-Minute
- 10.1 Color Touchscreen
- PrecisonCore Heat-Free Technology
- Card Reader
- PaperCut MF License
- 45% Less Power Consumption then other MFPs in its class
- Ink Yield 50,000 B/W, 30,000 Color

8 – Staple/Sorter Finisher

- 4,000 Sheet Staple/Sorter Finisher



SPECIFICATIONS - Epson AM-C6000

4 – Epson AM-C6000 (NEW)

- 60 Pages-Per-Minute Black and White and Color
- Dual 500 Sheet Paper Cassette Trays
- **3,000 Sheet High-Capacity Tray**
- 150 Sheet Single Pass Document Feeder
- Duplex Scan up to 120 Images-Per-Minute
- 10.1 Color Touchscreen
- PrecisonCore Heat-Free Technology
- Card Reader
- PaperCut MF License
- 65% Less Power Consumption then other MFPs in its class
- Ink Yield 50,000 B/W, 30,000 Color

4 – Staple/Sorter Finisher

- 4,000 Sheet Staple/Sorter Finisher

1 – Staple/Sorter Booklet Finisher

- 3,000 Sheet Staple/Sorter Finisher
- 2/3 Hole Punch
- 20 Sheet Booklet Output
- Half-fold/Tri-fold up to 3 sheets per fold job





SPECIFICATIONS - Epson AM-M5500

35 – Epson AM-M5500 (NEW)

- 55 Pages-Per-Minute Black and White
- Dual 500 Sheet Paper Cassette Trays and Cabinet
- 150 Sheet Single Pass Document Feeder
- Duplex Scan up to 120 Images-Per-Minute
- 10.1 Color Touchscreen
- PrecisonCore Heat-Free Technology
- Card Reader
- PaperCut MF License
- 60% Less Power Consumption then other MFPs in its class
- Ink Yield 69,000

9 – 3,000 Sheet High-Capacity Trays

17 – Staple/Sorter Finisher

- 4,000 Sheet Staple/Sorter Finisher

1 – Staple/Sorter Booklet Finisher

- 3,000 Sheet Staple/Sorter Finisher
- 2/3 Hole Punch
- 20 Sheet Booklet Output
- Half-fold/Tri-fold up to 3 sheets per fold job



SPECIFICATIONS - Epson WF-M5399 & WF-M5899

2 – Epson WF-M5399 (NEW)

- 25 Pages-Per-Minute Black and White
- One 250-Sheet Paper Cassette Tray
- 80 Page Rear Feed
- PrecisonCore Heat-Free Technology
- Ink Yield 10,000



15 – Epson WF-M5899 (NEW)

- 25 Pages-Per-Minute Black and White
- 50 Sheet Single Pass Document Feeder
- One 250-Sheet Paper Cassette Tray
- Duplex Scan up to 60 Images-Per-Minute
- PrecisonCore Heat-Free Technology
- Ink Yield 10,000



EPSON®

WorkForce® Enterprise

AM Series

Mid-Volume A3 and A4 Color and Monochrome Multifunction Printers



WorkForce Enterprise

AM Series

The WorkForce Enterprise AM Series features A3 and A4 multifunction color and monochrome printer models designed to offer reliability, fast printing, intuitive operation and impressive image quality—all in a compact, space-saving design. Boasting the lowest power consumption in each of their classes[1-6], the WorkForce Enterprise AM Series models are engineered for efficiency, helping you maximize your productivity, so you can take on virtually any task with confidence.



AM-C5000

Printers shown with optional accessories.

A3 Color MFP Models

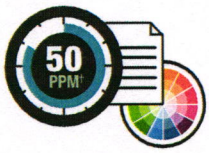
Supports printing up to Letter/Legal/11" x 17"/12" x 18" (Bypass tray)

WorkForce Enterprise AM-C4000



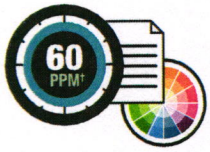
Recommended Monthly Print Volume
6,000 – 60,000 pages

WorkForce Enterprise AM-C5000



Recommended Monthly Print Volume
8,000 – 60,000 pages

WorkForce Enterprise AM-C6000



Recommended Monthly Print Volume
10,000 – 60,000 pages

A3 Mono MFP Model

Supports printing up to Letter/Legal/11" x 17"/12" x 18" (Bypass tray)

WorkForce Enterprise AM-M5500



Recommended Monthly Print Volume
8,000 – 60,000 pages

There's a Better Way to Print

Our PrecisionCore® Heat-Free technology is one of the most advanced technologies we have ever created. Embodying our "less is more" philosophy, its **simple, smart and clean** design allows for fewer maintenance parts and typically less energy use than comparable color laser printers.

The all-in-one chip replaces bulky, complex maintenance parts—which can result in reduced waste and fewer service visits. And by eliminating the need for heat, this innovative technology minimizes the number of steps needed to print while supporting low power consumption.

PRECISIONCORE
HEAT•FREE



Printers shown with optional accessories.

Epson Inkjet Printers

Heat-Free

Step 01	Step 02	Step 03
Receive Print Job	Ink Ejection	Print Out

Benefits Include:

- Fewer Steps & Parts
- Faster First Page Out
- Heat-Free Technology

Laser Printers

	Uses Heat					Uses Heat	
Step 01	Step 02	Step 03	Step 04	Step 05	Step 06	Step 07	Step 08
Receive Print Job	Preheat the Fuser	Charge the Photoreceptor Drum	Laser Exposure	Development	Toner Transfer	Fusing	Print Out

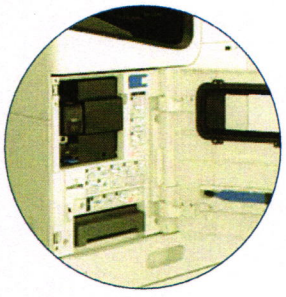
Designed with Environmental Benefits in Mind





Energy Efficient

The WorkForce Enterprise AM Series models boast the lowest power consumption in each of their classes[1-6]. Our color models use up to 65% less power than other color laser printers[3] and our monochrome model uses up to 60% less power than monochrome laser printers[4]. This impressively low power consumption helps reduce running costs and allows adaptable placement options with no constrictive electrical requirements.



Designed to Reduce Waste

PrecisionCore Heat-Free technology utilizes a printhead designed to last the life of the printer and requires a minimal number of parts to produce printed output. With a simplified design, fewer maintenance parts and high-yield consumables (replacement cartridge ISO yields: 50,000 pages black/30,000 pages color—A3 models)[12], the WorkForce Enterprise AM Series is designed to reduce waste, electricity use and service calls.



EPEAT® Rated and ENERGY STAR® Qualified

WorkForce Enterprise AM Series printers are designed to help reduce supply chain greenhouse gas emissions, increase circularity and product longevity, and conserve energy, helping to earn them an EPEAT Silver rating. Plus, with low Typical Electricity Consumption (TEC), the WorkForce Enterprise AM Series can help you achieve your company's environmental and cost-saving goals.

Business Printer Fleet Energy Estimate

EPSON

Client: Duncan Public Schools | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

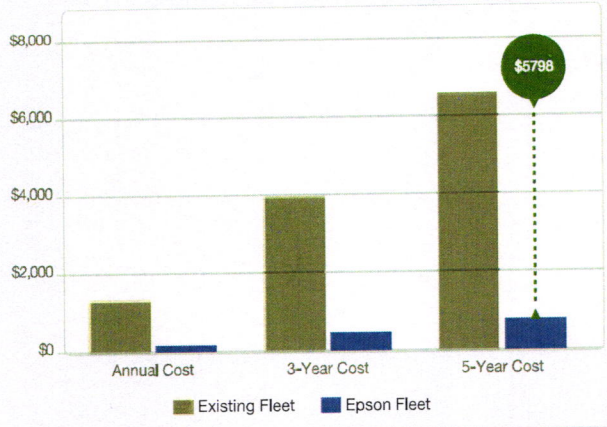
Estimated Electricity Consumption (kWh)

	Existing Fleet	Epson Fleet	Savings
Annual	13,070 kwh	1,532 kwh	**11,538 kwh**
3-Year	39,210 kwh	4,597 kwh	**34,614 kwh**
5-Year	65,350 kwh	7,661 kwh	**57,689 kwh**

Estimated Electricity Cost (USD)[1]

	Existing Fleet	Epson Fleet	Savings
Annual	$1,314	$154	**$1,160**
3-Year	$3,941	$462	**$3,479**
5-Year	$6,568	$770	**$5,798**

Estimated electricity savings of up to 88% or up to $5,798 over 5 years[1]



	Estimated Emissions Avoided[2] Metric Tons of CO2 (Based on kWh savings)	Estimated Equivalent Trees[3] (Based on kWh savings)	Estimated Number of Smartphones Charged[4] (Based on kWh savings)
Annual	8.18	136	995,175
3-Year	24.54	409	2,985,526
5-Year	40.90	682	4,975,877

Why do Epson Business Printers use less electricity?

Did you know that laser printers use high heat to melt plastic toner powder onto paper? Epson business printers, powered by our revolutionary PrecisionCore Heat-Free technology, use liquid-based pigment inks instead of plastic toner powder. This simple design not only dramatically lowers the power consumption of the printer, but also reduces maintenance parts, for less downtime and waste. Discover a better way to print with Epson business inkjet. To learn more, visit https://epson.com/business-inkjet-printers



Epson Business Printer Fleet Energy Estimator **Report# 1366**

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Last updated January 2026

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Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Business Printer Fleet Energy Estimate

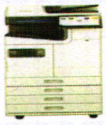
Client: Duncan Public Schools | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Calculations

Existing Fleet models and print volumes provided by customer. The estimated calculations above are based on the following fleet, location, and electricity cost assumptions.

Epson Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
 **Epson AM-M5500**	52	55	190W	AC 100 V -240 V	6,346	9.32 kwh	$0.10	$0.94
 **Epson WF-M5399**	13	25	25W	100-240V, 0.7-0.4 A	2,115	2.88 kwh	$0.10	$0.29
 **Epson WF-M5899**	7	25	30W	100-240V, 1.0-0.6A	3,929	3.22 kwh	$0.10	$0.32
 **Epson AM-C4000**	18	40	190W	100-214-V, 4.5 A	15,250	13.30 kwh	$0.10	$1.34
 **Epson AM-C6000**	2	60	190W	100-240 V, 9 A	15,250	0.75 kwh	$0.10	$0.08
Total						**29.47 kwh**	**$0.50**	**$2.97**

Existing Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
Ricoh MPC2504ex	20	25	-	-	15,250	168.92 kwh	$0.10	$16.98
Ricoh 2555SP AD	52	25	-	-	6,346	75.14 kwh	$0.10	$7.55
Ricoh P 311	13	34	-	-	2,115	3.61 kwh	$0.10	$0.36
Lanier MP 3555SP	7	35	-	-	3,929	3.67 kwh	$0.10	$0.37
Total						**251.34 kwh**	**$0.40**	**$25.26**

Epson Business Printer Fleet Energy Estimator **Report# 1366**

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Last updated January 2026

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1 The electricity cost is based on the average commercial electric rate for US states, which can be found here: http://www.eia.gov/electricity/data.cfm#summary

Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Business Printer Fleet Energy Estimate

EPSON

Client: Duncan Public Schools Xcel | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

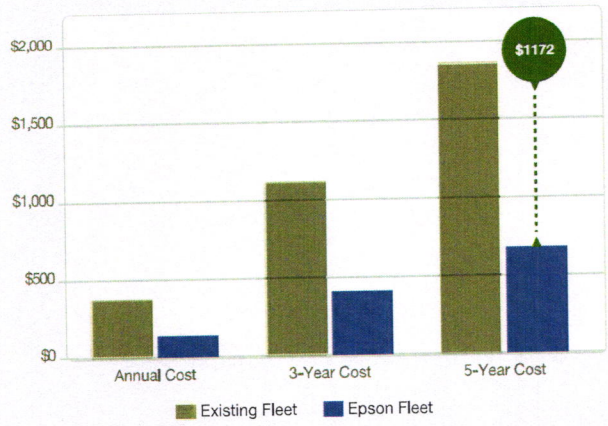
Estimated Electricity Consumption (kWh)

	Existing Fleet	Epson Fleet	Savings
Annual	3,687 kwh	1,355 kwh	**2,332 kwh**
3-Year	11,062 kwh	4,064 kwh	**6,997 kwh**
5-Year	18,436 kwh	6,774 kwh	**11,662 kwh**

Estimated Electricity Cost (USD)[1]

	Existing Fleet	Epson Fleet	Savings
Annual	$371	$136	**$234**
3-Year	$1,112	$408	**$703**
5-Year	$1,853	$681	**$1,172**

Estimated electricity savings of up to 63% or up to $1,172 over 5 years[1]



	Estimated Emissions Avoided[2] Metric Tons of CO2 (Based on kWh savings)	Estimated Equivalent Trees[3] (Based on kWh savings)	Estimated Number of Smartphones Charged[4] (Based on kWh savings)
Annual	1.65	28	201,178
3-Year	4.96	83	603,535
5-Year	8.27	138	1,005,892

Why do Epson Business Printers use less electricity?

Did you know that laser printers use high heat to melt plastic toner powder onto paper? Epson business printers, powered by our revolutionary PrecisionCore Heat-Free technology, use liquid-based pigment inks instead of plastic toner powder. This simple design not only dramatically lowers the power consumption of the printer, but also reduces maintenance parts, for less downtime and waste. Discover a better way to print with Epson business inkjet. To learn more, visit https://epson.com/business-inkjet-printers



Epson Business Printer Fleet Energy Estimator **Report# 1367**

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Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Business Printer Fleet Energy Estimate

EPSON

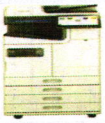
Client: Duncan Public Schools Xcel | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Calculations

Existing Fleet models and print volumes provided by customer. The estimated calculations above are based on the following fleet, location, and electricity cost assumptions.

Epson Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
 **Epson AM-M5500**	44	55	190W	AC 100 V -240 V	7,500	9.32 kwh	$0.10	$0.94
 **Epson AM-C6000**	4	60	190W	100-240 V, 9 A	13,261	1.31 kwh	$0.10	$0.13
 **Epson AM-C4000**	19	40	190W	100-214-V, 4.5 A	13,261	12.21 kwh	$0.10	$1.23
 **Epson WF-M5899**	15	25	30W	100-240V, 1.0-0.6A	1,833	3.21 kwh	$0.10	$0.32
Total						**26.05 kwh**	**$0.40**	**$2.62**

Existing Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
Konica Minolta 450i	44	45	-	-	7,500	36.23 kwh	$0.10	$3.64
Konica Minolta bizhub C651i	4	65	-	-	13,261	4.13 kwh	$0.10	$0.41
Konica Minolta bizhub 451i	19	45	-	-	13,261	26.73 kwh	$0.10	$2.69
Konica Minolta 4052	15	42	-	-	1,833	3.82 kwh	$0.10	$0.38
Total						**70.91 kwh**	**$0.40**	**$7.12**

Epson Business Printer Fleet Energy Estimator **Report# 1367**

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Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Business Printer Fleet Energy Estimate

EPSON

Client: Duncan PS | Oklahoma, United States | Prepared June 16, 2026

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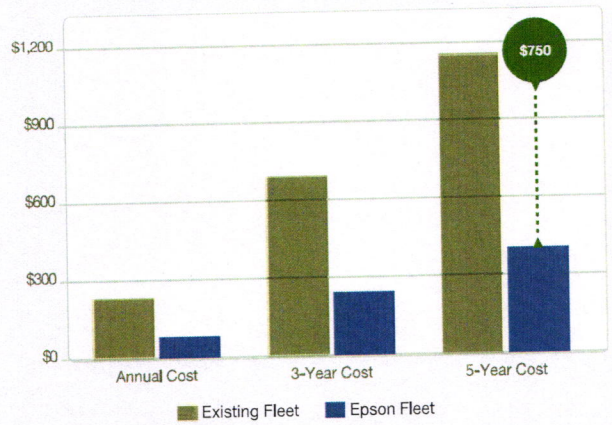
Estimated Electricity Consumption (kWh)

	Existing Fleet	Epson Fleet	Savings
Annual	2,293 kwh	800 kwh	**1,493 kwh**
3-Year	6,880 kwh	2,401 kwh	**4,479 kwh**
5-Year	11,467 kwh	4,001 kwh	**7,466 kwh**

Estimated Electricity Cost (USD)[1]

	Existing Fleet	Epson Fleet	Savings
Annual	$230	$80	**$150**
3-Year	$691	$241	**$450**
5-Year	$1,152	$402	**$750**

Estimated electricity savings of up to 65% or up to $750 over 5 years[1]



	Estimated Emissions Avoided[2] Metric Tons of CO2 (Based on kWh savings)	Estimated Equivalent Trees[3] (Based on kWh savings)	Estimated Number of Smartphones Charged[4] (Based on kWh savings)
Annual	1.06	18	128,788
3-Year	3.18	53	386,363
5-Year	5.29	88	643,938

Why do Epson Business Printers use less electricity?

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Epson Business Printer Fleet Energy Estimator **Report# 1368**

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Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Business Printer Fleet Energy Estimate

EPSON

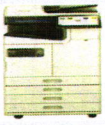
Client: Duncan PS | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Calculations

Existing Fleet models and print volumes provided by customer. The estimated calculations above are based on the following fleet, location, and electricity cost assumptions.

Epson Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
 **Epson AM-M5500**	44	55	190W	AC 100 V -240 V	10,000	12.42 kwh	$0.10	$1.25
 **Epson AM-C6000**	4	60	190W	100-240 V, 9 A	5,000	0.49 kwh	$0.10	$0.05
 **Epson AM-C4000**	17	40	190W	100-214-V, 4.5 A	3,000	2.47 kwh	$0.10	$0.25
Total						**15.38 kwh**	**$0.30**	**$1.55**

Existing Fleet

	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)	Electricity Cost/kWh[1]	Est. Weekly Electricity Cost
Ricoh IM C4510	44	45	< 1584W	120-127 V, Amps not avail	10,000	36.85 kwh	$0.10	$3.70
KYOCERA 6003i	4	60	-	-	5,000	1.83 kwh	$0.10	$0.18
Ricoh IM C3510	17	35	< 1584 W	120-127 V, Ampa not avail	3,000	5.42 kwh	$0.10	$0.54
Total						**44.10 kwh**	**$0.30**	**$4.42**

Epson Business Printer Fleet Energy Estimator **Report# 1368**

© 2026 Epson America Inc.

Last updated January 2026

This tool is provided for general comparison only and the information is not guaranteed to be accurate by Epson America, Inc. All data is based on third-party research and manufacturer's published specifications. Actual results may vary depending upon individual customer usage patterns, environmental conditions, etc.

Epson disclaims all representations and warranties, express or implied, with respect to the Energy Savings Estimator, including but not limited to the accuracy, completeness, quality or performance of the Energy Savings Estimator.

1 The electricity cost is based on the average commercial electric rate for US states, which can be found here: http://www.eia.gov/electricity/data.cfm#summary

Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

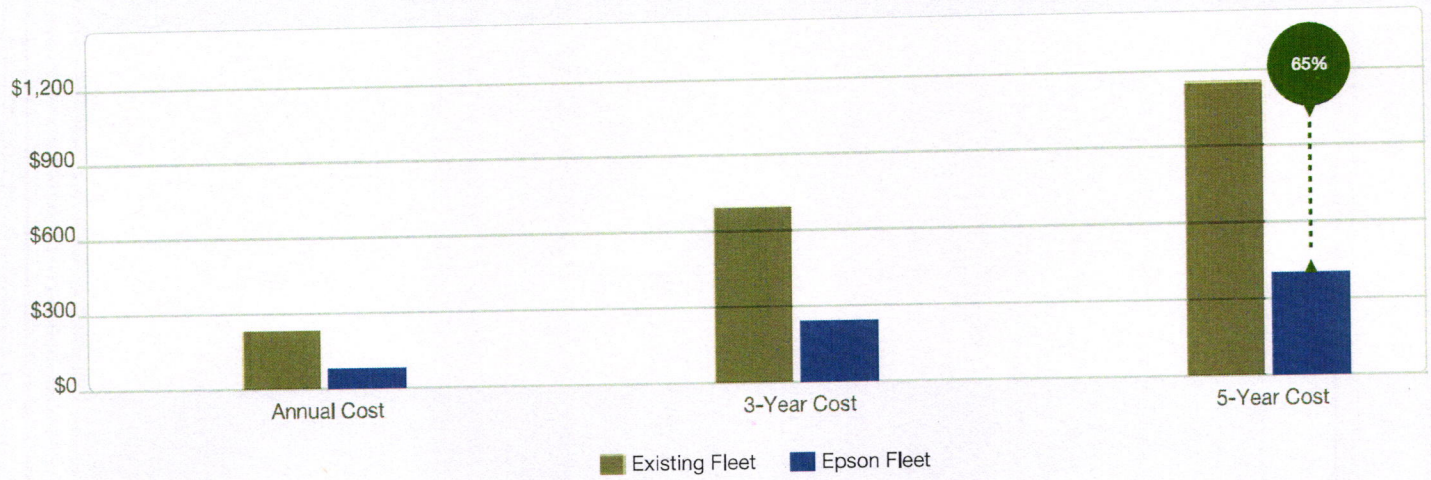
Business Printer Fleet Energy Estimate

EPSON

Client: Duncan PS | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Estimated electricity savings of up to 65%[1]



Estimated Electricity Consumption (kWh)

	Existing Fleet	Epson Fleet	Savings
Annual	2,293 kwh	800 kwh	**1,493 kwh**
3-Year	6,880 kwh	2,401 kwh	**4,479 kwh**
5-Year	11,467 kwh	4,001 kwh	**7,466 kwh**

Why do Epson Business Printers use less electricity?

Did you know that laser printers use high heat to melt plastic toner powder onto paper? Epson business printers, powered by our revolutionary PrecisionCore Heat-Free technology, use liquid-based pigment inks instead of plastic toner powder. This simple design not only dramatically lowers the power consumption of the printer, but also reduces maintenance parts, for less downtime and waste. Discover a better way to print with Epson business inkjet. To learn more, visit https://epson.com/business-inkjet-printers



Epson Business Printer Fleet Energy Estimator **Report# 1369**

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Last updated January 2026

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1 The electricity cost is based on the average commercial electric rate for US states, which can be found here: http://www.eia.gov/electricity/data.cfm#summary

Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

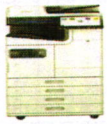
Business Printer Fleet Energy Estimate

Client: Duncan PS | Oklahoma, United States | Prepared June 16, 2026

The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

Calculations

Existing Fleet models and print volumes provided by customer. The estimated calculations above are based on the following fleet, location, and electricity cost assumptions.

Epson Fleet	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)
 Epson AM-M5500	44	55	190W	AC 100 V -240 V	10,000	12.42 kwh
 Epson AM-C6000	4	60	190W	100-240 V, 9 A	5,000	0.49 kwh
 Epson AM-C4000	17	40	190W	100-214- V, 4.5 A	3,000	2.47 kwh
Total						**15.38 kwh**

Existing Fleet	Quantity	Color ISO PPM	Max Power	Power Req.	Avg. Monthly Print Volume	Est. Weekly kWh/Unit (page-based)
Ricoh IM C4510	44	45	< 1584W	120-127 V, Amps not avail	10,000	36.85 kwh
KYOCERA 6003i	4	60	-	-	5,000	1.83 kwh
Ricoh IM C3510	17	35	< 1584 W	120-127 V, Ampa not avail	3,000	5.42 kwh
Total						**44.10 kwh**

Epson Business Printer Fleet Energy Estimator **Report# 1369**
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Last updated January 2026

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Calculation: The Business Printer Fleet Energy Estimator compares the energy consumption on a yearly basis of an existing fleet with an Epson fleet for a specified print volume per machine. The electricity consumed per page is based on the U.S. EPA's ENERGY STAR Imaging Specification typical electricity consumption (TEC) methodology and assumptions, or manufacturers published specifications.

APPENDIX B

PRICING – OPTION I

18 – Epson AM-C4000
44 – Epson AM-M5500
15 – Epson W-M5899
4 – Epson AM-C6000
2 – Epson WF-M5399
81 – Licenses of PaperCutMF & Card Readers
5 – Years Maintenance & Support, Installation of 10 Licenses*

60 Month Term: $12,825.00/Mo.**

Includes:

- Tax Exempt & Property Tax Inclusive
- No One-Time Setup Fees
- Service, Parts, Labor, Maintenance Kits & Ink
- **400,000 B/W Clicks per Month, 12,500 Color Clicks per Month**
- **B/W Overages $0.0049, Color Overages $0.049 per Click**
- Overages are billed either Semi-Annual or Annual
- Remote & On-Site Technical Support

End-to-End Managed Support

- Delivery, Install, Training, Setup & Configuration
- Auto-Ink Replenishment & Auto-Meter Reporting
- Quarterly Business Reviews
- Preventative Maintenance
- Automatic Firmware & Software Updates
- Proactive Device Monitoring & Alerts

*PaperCut team will train Ducan IT on how to install remaining licenses of PaperCut MF
**The agreement will be assessed every 12 months, in accordance with the non-appropriation clause, during the contract term at which point a PO from Duncan Public Schools will be presented.

PRICING – OPTION II

18 – Epson AM-C4000
44 – Epson AM-M5500
15 – Epson W-M5899
4 – Epson AM-C6000
2 – Epson WF-M5399

Equipment Purchase Price: **$386,566.00**

- Tax Exempt & Property Tax Inclusive
- No One-Time Setup Fees

---

81 – Licenses of PaperCutMF & Card Readers
5 – Years Maintenance & Support, Installation of 10 Licenses

PaperCut MF Purchase Price: **$66,150.00**

---

12 Month Maintenance Agreement: $2,572.50/Mo.

Maintenance Includes:

- Service, Parts, Labor, Maintenance Kits & Ink
- **400,000 B/W Clicks per Month, 12,500 Color Clicks per Month**
- Overages are billed either Semi-Annual or Annual
- **B/W Overages $0.0049, Color Overages $0.049 per Click**
- Remote & On-Site Technical Support

End-to-End Managed Support

- Delivery, Install, Training, Setup & Configuration
- Auto-Ink Replenishment & Auto-Meter Reporting
- Quarterly Business Reviews
- Preventative Maintenance
- Automatic Firmware & Software Updates
- Proactive Device Monitoring & Alerts

PRICING – OPTION III

18 – Epson AM-C4000
44 – Epson AM-M5500
15 – Epson W-M5899
4 – Epson AM-C6000
2 – Epson WF-M5399

Equipment Purchase Price: **$386,566.00**

- Tax Exempt & Property Tax Inclusive
- No One-Time Setup Fees

---

81 – Licenses of PaperCutMF & Card Readers
1 – Years Maintenance & Support, Installation of 10 Licenses

PaperCut MF Purchase Price: **$32,273.28**
Estimated Annual Maintenance after Year 1: **$12,500.00**

---

12 Month Maintenance Agreement: $2,572.50/Mo.

Maintenance Includes:

- Service, Parts, Labor, Maintenance Kits & Ink
- **400,000 B/W Clicks per Month, 12,500 Color Clicks per Month**
- Overages are billed either Semi-Annual or Annual
- **B/W Overages $0.0049, Color Overages $0.049 per Click**
- Remote & On-Site Technical Support

End-to-End Managed Support

- Delivery, Install, Training, Setup & Configuration
- Auto-Ink Replenishment & Auto-Meter Reporting
- Quarterly Business Reviews
- Preventative Maintenance
- Automatic Firmware & Software Updates
- Proactive Device Monitoring & Alerts

APPENDIX C

PROFILE

NAME: Vinita Public Schools
LOCATION: Vinita, Okla.
WEBSITE:
https://www.vinitahornets.com/

CHALLENGE

Public school system struggled to alleviate burden of added time and resources dedicated to troubleshooting issues with their laser copiers. It was essential to find cost efficient and easy to manage solutions, without compromising quality.

SOLUTION

Epson's business printer portfolio, powered by PrecisionCore Heat-Free® technology, engineered to provide cost-effective, reliable and high-quality printing with ease of service.

Multifunction Printers for Education that Ace the Test

Epson business MFPs replace laser copiers at public school system to provide a cost-effective and easy-to-manage solution

The Vinita Public Schools system consists of one board office and four school sites – a lower elementary, upper elementary, middle, and high school. Having reliable copiers and printers installed at each location is a necessity in a school system like Vinita Public Schools, which serves about 160 support and certified education faculty and nearly 1,300 students.

Working in the education industry for 37 years, Kelly Grimmett, who has been superintendent of Vinita Public Schools since 2014, understands the needs of the school district. "With school systems, when decisions are made, the money spent and ROI are some of the top considerations," said Grimmett.

After a recent evaluation of their technology investments, the IT team felt they were putting a lot of money and time into servicing the laser copiers they had installed at each site. Printing for both administrative as well as student requirements is a critical part of any school's workflow, which makes it important to ensure printing technology and maintenance are as cost-effective as possible without sacrificing quality.

"We are constantly printing and a lot of my troubleshooting dealt with print output," said Cal Hardage, IT director, Vinita Public Schools. "There were many instances when we'd have copies come out with a line down a third of the sheet." There was also a decrease in print quality as the toner would get close to depletion. "As the toner would near end of life, prints would often come out significantly lighter."

"The appearance of the copies we make is important, especially for our teachers who don't have a lot of free time to be reprinting," said Grimmett. "When they use time on their breaks to print materials for their students, get back to their classrooms and notice that their copies aren't up to par, it's not only disappointing but also a waste of time, paper and supplies."



Progress Report Shows 'Needs Improvement'

Looking for futureproof, alternative copier solutions, Grimmett connected with Eddie Silkey, owner of IT and MPS service provider Network Enhancement Systems and Epson Platinum BusinessFirst℠ partner. Based not only on his experience with fewer service calls, but also product availability, performance, quality, and support, Silkey recommended Epson's business inkjet printing portfolio. Although hesitant at first, Grimmett was intrigued by the capabilities and features of the WorkForce® Enterprise and WorkForce Pro HC multifunction printers.

"It was a great decision to go with Epson. It's been really good so far and I'm positive that the great performance, reliability and technical support will continue for years to come."

– KELLY GRIMMETT, SUPERINTENDENT, VINITA PUBLIC SCHOOLS

Engineered with PrecisionCore Heat-Free technology, the WorkForce Enterprise MFPs offer improved reliability and are designed to help reduce maintenance and minimize waste. With fewer moving parts than typical laser printers, there are fewer potential failure points that may require intervention. The lineup supports high productivity with fast printing speeds, up to 100 ISO ppm† for the WorkForce Enterprise WF-C21000 and up to 60 ISO ppm† for the WorkForce Enterprise WF-20600, with practically no warm-up time† and ultra-efficient energy consumption with the lowest power consumption in their class[1] thanks to heat-free printing.

The WorkForce Pro HC lineup, also powered by PrecisionCore Heat-Free technology, offers high-productivity printing that's easy on the budget while delivering high-quality and cost-effective color printing. The WorkForce Pro HC series features a Replaceable Ink Pack System with extra high-capacity packs. So, there isn't a need to change the ink packs often, resulting in fewer interventions and less waste versus traditional ink cartridge models.

New Technology Performance Excels

Grimmett and his IT team replaced all the Vinita Public Schools laser copy machines with five WorkForce Enterprise WF-C20600 MFPs and three WorkForce Pro WF-C878R MFPs throughout the school sites. They also installed five WorkForce Pro WF-C579R workgroup MFPs and 25 WF-C529R workgroup SFPs throughout the district.

"Previously, when an issue came up with the laser copiers, we would first send our techs out to see if it was a simple fix. If not, we would call it in. However, we wouldn't know how long it was going to be before a technician would arrive," said Grimmett. "The past year with the Epson printers, we really haven't had much of a need for technicians."

"With the laser copiers, there were weeks when we would have six service calls. After having the Epson printers installed for about a year, we've only had six service calls – total. That says a lot about the equipment," shared Hardage. "And, with the print jobs, there has been no fading – the ink is good to the last drop."



"Since installing the Epson printers, I realized that I haven't heard much from my IT team. So, I asked how it was going and they said, 'It's great! We have no issues.' Coming from an IT department, that's a big statement," shared Grimmett. "It was a great decision to go with Epson. It's been really good so far and I'm positive that the great performance, reliability and technical support will continue for years to come."

> ***"With the laser copiers, there were weeks when we would have six service calls. After having the Epson printers installed for about a year, we've only had six service calls – total."***
>
> – KELLY GRIMMETT, VINITA PUBLIC SCHOOLS

†Black and color print speeds are measured in accordance with ISO/IEC 24734. Actual print times will vary based on system configuration, software, and page complexity. For more information, visit www.epson.com/printspeed

[1]Compared to similarly featured color multifunction printers with speeds of 45 ppm or greater based on industry available data, December 2020. Actual power savings will vary by product model and usage.

EPSON
EXCEED YOUR VISION

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APPENDIX D

Technician Periodic Replacement Parts (Main Unit)

#Pickup Rollers

		Cassette Pickup Roller (C1/C2/C3/C4)	Paper Tray Pickup Roller	ADF Pickup Roller
Target of replacement		Customer or Service engineer	Customer or Service engineer	Customer or Service engineer
Counting method		Count when the paper feed operation is ON (count value varies depending on paper feed direction size) • ~182mm or less: 8 • ~216mm or less: 10 • ~297mm or less: 15 • ~432mm or less: 20 • Over 432mm: 30	Count when the paper feed operation is ON (count value varies depending on paper feed direction size) • ~182mm or less: 8 • ~216mm or less: 10 • ~297mm or less: 15 • ~432mm or less: 20 • Over 432mm: 30	Count when the paper feed operation is ON (count value varies depending on paper feed direction size) • ~215.9mm or less: 1 • ~431.8mm or less: 2 • Over 431.8mm: 3
Life	Near-end	2,900,000 counts	980,000 count	198,000 counts
	End	3,000,000 count	1,000,000 count	200,000 counts
A4 / LTR Converted to number of pages (End)		300,000 sheets	100,000 sheets	200,000 sheets
Replacement count		Yes	Yes	Yes
Error display		(Near-end) Maintenance rollers on XX is nearing the end of its service life. (End) Maintenance rollers on XX are at the end of their service life.	(Near-end) Maintenance rollers on B is nearing the end of its service life. (End) Maintenance roller on B are at the end of their service life.	(Near-end) Maintenance rollers on F is nearing the end of its service life. (End) Maintenance roller on F are at the end of their service life.
Life clear method		Panel operation (Service Support Mode or User Mode)	Panel operation (Service Support Mode or User Mode)	Panel operation (Service Support Mode or User Mode)
Operation when life ends		Continue printing	Continue printing	Continue printing
Re-display of life		After reaching the end: Redisplay the error every 20,000 counts from that roller. This does not stop printing.		

*: Defined as LEF (long edge feed)

#Paper Feed/Ejection related Parts

		Belt Unit	
Target of replacement		Service engineer	
Counting method		Counts Belt drive motor ON time	Counts the number of belt cleaning operations
Life	Near-end	992,941 seconds	140 count
	End	1,045,201 seconds	170 count
A4 / LTR Converted to number of pages (End)		• 710,537 sheets (1P/J) • 975,911 sheets (3P/J) • 1,054,693 sheets (5P/J) • 1,122,664 sheets (10P/J) • 1,200,000 (continuous paper feed)	• 1,200,000 sheets *When the percentage of paper jams that need to belt cleaning in the average paper jam occurrence interval is 5%.
Replacement count		Yes	Yes
Error display		(Near-end) Belt unit is nearing the end of its service life. (End) belt unit is at the end of its service life.	(Near-end) Belt unit is nearing the end of its service life. (End) belt unit is at the end of its service life.
Life clear method		Panel operation (Service Support Mode)	Panel operation (Service Support Mode)
Operation when life ends		Continue printing	Stop printing (Fatal error)
Re-display of life		After reaching the end: Redisplay the error every 1,100 seconds. This does not stop printing.	After reaching the near end, warning will display every cleaning is executed.

*: Defined as LEF (long edge feed)

#Ink System Related Parts

		Ink Supply Unit	Maintenance Unit	Cap Unit	Selector Unit
Target of replacement		Service engineer	Service engineer	Service engineer	Service engineer
Counting method		Count capping times	Count the number of revolutions of the ink discharge pump	Count capping times	Counts the number of valve select operations
Life	Near-end	1,164,000 count	3,298,000 count	1,164,000 count	2,842,100 count
	End	1,200,000 count	3,400,000 count	1,200,000 count	2,930,000 count
A4 / LTR Converted to		• 3,600,000 sheets (1P/J)	• 2,850,000 sheets (1P/J)	• 1,200,000 sheets (1P/J)	• 1,200,000 sheets (1P/J)

number of pages (End)	• 10,800,000 sheets (3P/J)	• 3,600,000 sheets (3P/J)	• 3,600,000 sheets (3P/J)	• 3,600,000 sheets (3P/J)
Replacement count	Yes	Yes	Yes	Yes
Error display	(Near-end) Ink Supply unit is nearing the end of its service life. (End) Ink Supply unit is at the end of its service life.	(Near-end) Maintenance unit is nearing the end of its service life. (End) Maintenance unit is at the end of its service life.	(Near-end) Cap unit is nearing the end of its service life. (End) Cap unit is at the end of its service life.	(Near-end) Selector unit is nearing the end of its service life. (End) Selector unit is at the end of its service life.
Life clear method	Panel operation (Service Support Mode)	Panel operation (Service Support Mode)	Panel operation (Service Support Mode)	Panel operation (Service Support Mode)
Operation when life ends	Stop printing (Fatal error)	Stop printing (Fatal error)	Continue printing	Continue printing
Re-display of life	After reaching the near end: Warning is displayed on the panel screen every 2,000 Jobs.		After reaching the end: Redisplay the error every 2,000 Jobs This does not stop printing.	

*: Defined as LEF (long edge feed)

		Wiper Unit	Ink Absorber Pad (Y/M/C/K)
Target of replacement		Service engineer	Service engineer
Counting method		Count wiping times	Count the number of ink cartridge removals
Life	Near-end	2,910 count	33 count
	End	3,000 count	38 count
A4 / LTR Converted to number of pages (End)		• 3,600,000 sheets (Average nozzle missing interval: 1,200 sheets) • 10,800,000 sheets (Average nozzle missing interval: 2,000 sheets)	None
Replacement count		Yes	Yes
Error display		(Near-end) It is almost time to replace the wiper unit. (End) It is time to replace the wiper unit.	(Near-end) The ink cartridge absorber is nearing the time to replace. If you repeat inserting and removing the cartridge in this state, ink may adhere to the surroundings. If you do not insert and remove it, you can use it until the cartridge replacement guide is displayed.

		(End) It is time to repiace the ink cartridge absorber. If you repeat inserting and removing the cartridge in this state, ink may adhere to the surroundings. If you do not insert and remove it, you can use it until the cartridge replacement guide is displayed.
Life clear method	Panel operation (Service Support Mode)	Panel operation (Service Support Mode)
Operation when life ends	Continue printing	Continue printing
Re-display of life	After reaching the end: Redisplay the error every 2,000 Jobs This does not stop printing.	After reaching the near end: The warning is displayed again each time the ink cartridge is removed.

*: Defined as LEF (long edge feed)

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: High School / Athletics

Vendor Requested: CHISHOLM ROOFING LLC

Item Request Description: Baseball Fieldhouse and Backstop Brickwork

FY 26-27

Dollar Amount Requested (if applicable): $55,700.00

Fund Requested: 21 - Building Fund

Budget/Activity Account Requested: 057-Athletics

Kelly Henderson — 06/25/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Superintendent — JUN 25 2026

Date

TRENDS REQUISITION

Date: 6/25/2026

Requested by: Dr. Channa Byerly

School/Dept: High School / Athletics

Account/Prog: 21-Building Fund

- [ ] Books
- [ ] Fees/Dues
- [ ] Textbooks
- [ ] Equipment
- [ ] Supplies
- [ ] Service
- [ ] Technology
- [ ] Furniture/Fixtures
- [x] Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

CHISHOLM ROOFING LLC

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Brickwork at Baseball	$ 55,700.00	$ 55,700.00	7	21	057	2620	711	800	0000	000	705
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 55,700.00									

DESCRIPTION: BASEBALL FIELDHOUSE & BACKSTOP BRICKWORK

Kelly Vendrix 06/25/26
Signature of Requestor *-REQUIRED-* **Date**

Dr Channa Byerly JUN 25 2026
Signature of Administrator *-REQUIRED-* **Date**

Building Fund 057

CHISHOLM
ROOFING LLC

ESTIMATE

#EST24
Issued 6/15/2026

FROM

Chisholm Roofing & Construction
Josh Foraker
580-467-3174
chisholmroofingllc@gmail.com
279924 E 1800 Rd
Comanche Ok 73529

BILL TO

Baseball Booster Club

Description	QTY	Price, USD	Amount, USD
labor	1	$26,500.00	$26,500.00
Concrete footings with rebar along all perimeters of the backstop and around the indoor training room	1	$14,700.00	$14,700.00
Brick, mortar, sand, wall ties, screws, lintels	1	$14,500.00	$14,500.00
		Total	$55,700.00

NOTES & PAYMENTS INSTRUCTIONS

This is for labor and materials to construct a brick wall on the exterior of the indoor training facility and both sides of the backstop on the main baseball field. This does not include anything with the roof line, the gable edge will need to be extended to overhang the brick wall.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: MAINTENANCE

Vendor Requested: DUNCAN JANITORIAL & INDUSTRIAL SUPPLY

Item Request Description:

DISTRICT MAINTENANCE & CUSTODIAL SUPPLIES

Dollar Amount Requested (if applicable): $35,000.00

Fund Requested: 21- Building

Budget/Activity Account Requested: 054 MAINTENANCE

x _____ x 6-18-26

Signature of Requestor/Principal — Date

_____ 06-22-26

Signature of ~~Budget Director~~ Bus. Office Manager — Date

_____ JUN 25 2026

Signature of ~~Assistant~~ Superintendent — Date

TRENDS REQUISITION

PURCHASE ORDER # _____
For Finance Use Only

Date:	06/18/2026
Requested by:	BEN GARLAND
School/Dept:	MAINTENANCE
Account/Prog:	21 BUILDING

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☑ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Complete only the shaded areas. Use current catalog information
Include Pricing for the Total of all Units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
DUNCAN JANITORAL & INDUSTRIAL SUPPLY
PO BOX 219
DUNCAN, OK 73534
580-252-9151

Quantity	Item No/Description	Unit Price	Total Price	FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	DISTRICT MAINTENANCE	$ 35,000.00	$ 35,000.00	7	21	054	2620	618	000	0000	000	050
	& CUSTODIAL SUPPLIES											
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 35,000.00									

Ben Garland
SIGNATURE - PRINCIPAL/DIRECTOR ***REQUIRED***

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: High School / Maintenance

Vendor Requested: LEGACY FIRE PROTECTION

Item Request Description: Fire/Sprinkler System for the 2nd Floor of the HS West Building

FY 26-27

Dollar Amount Requested (if applicable): $32,962.80

Fund Requested: 21 - Building Fund

Budget/Activity Account Requested: _____

Kelly Henderson
Requestor or Principal

06/25/2026
Date

L McCann
~~Budget Administrator or~~ Business Office Manager

06-25-2026
Date

Dr Ryan Lyons
Superintendent

JUN 25 2026
Date

TRENDS REQUISITION

Date: 6/25/2026
Requested by: Dr. Channa Byerly
School/Dept: High School / Maintenance
Account/Prog: 21-Building Fund

☐ Books ☑ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

LEGACY FIRE PROTECTION

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Sprinkler System Design	$ 2,500.00	$ 2,500.00	7	21		2670	731	000	0000	000	705
1	Materials	$ 15,962.80	$ 15,962.80									
1	Labor	$ 12,500.00	$ 12,500.00									
1	Permit & Final Walkthrough	$ 1,250.00	$ 1,250.00									
1	Alarm Tech	$ 750.00	$ 750.00									
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 32,962.80									

DESCRIPTION: FIRE/SPRINKLER SYSTEM FOR THE 2nd FLOOR OF THE HS WEST BUILDING

Kelly Lindsey 06/25/26
Signature of Requestor *-REQUIRED-* **Date**

Dr Channa Byerly JUN 25 2026
Signature of Administrator *-REQUIRED-* **Date**

Duncan High School Retro 2nd Floor

Building Fund

Prepared For

Ben Garland

06/25/2026

Legacy fire Protection info@legacyfirep.com

Cost

Here's a breakdown of the deliverables we've discussed and their cost:

DELIVERABLE	QUANTITY & PRICE	LINE TOTAL
Design with NICET Level 3 NICET Level 3 fire sprinkler system design, calculations, layout, submittals, and coordination.	1 x $2,500.00	**$2,500.00**
Matrials Pipe, fittings, hangers, sprinkler heads, valves, accessories, fasteners, and consumables for approximately 200' of 4" main, 300' of 1.25" branch pipe, and 81 sprinkler heads, with Mac Tees off main and branch lines.	1 x $15,962.80	**$15,962.80**
Labor Provide all labor necessary to fabricate, deliver, install, support, and trim out the new fire sprinkler system in accordance with approved plans and applicable NFPA standards. Labor includes layout, measuring, cutting, threading, grooving, fitting, hanger installation, installation of approximately 200' of 4" main piping, 300' of branch piping, installation and adjustment of approximately 81 sprinkler heads, system trim-out, hydrostatic testing, coordination with other trades, punch-list items, and final cleanup.	1 x $12,500.00	**$12,500.00**
DELIVERABLE	QUANTITY & PRICE	LINE TOTAL

Permit and Final Walkthrough Permit fees, inspections, coordination, and final walkthrough.	1 x $1,250.00	**$1,250.00**
Alarm Tech Fire alarm technician for testing, programming, and final system verification.	1 x $750.00	**$750.00**
Total		**$32,962.80**

Terms

- **Material Deposit:** A 100% material deposit is required before materials will be ordered.
- **Project Start:** Legacy Fire Protection anticipates beginning work within approximately **14 calendar days** after receipt of the material deposit. Start date is subject to material availability, scheduling, and the permit being approved by **JC Carroll**.
- **Permits:** Permit application and approval shall be provided through **JC Carroll**. Any delays in permit issuance may affect the project schedule.
- **Installation Standards:** All work shall be completed in accordance with the adopted **NFPA 13**, applicable local codes, approved plans, and Authority Having Jurisdiction (AHJ) requirements.
- **Existing System:** This proposal is based on connecting the new sprinkler system to the **existing base riser**. Any deficiencies, repairs, or code-required upgrades to the existing sprinkler system discovered during installation are not included unless specifically listed in this proposal.
- **Elevator: Note:** Based on the information currently available, the elevator may not require sprinkler protection. If the AHJ, engineer, or project requirements determine sprinkler protection, heat detection, shunt trip, or other modifications are required, those items will be quoted as additional work.
- **Fire Alarm:** This proposal includes wiring of the new flow switch. If the existing fire alarm control panel requires proprietary programming, manufacturer support, software licensing, panel upgrades, or additional alarm equipment, those costs are not included and will be billed as additional work.
- **Testing:** This proposal includes hydrostatic testing of the new sprinkler system at **200 PSI for two (2) hours** in

accordance with **NFPA 13** and applicable AHJ requirements, as well as final sprinkler system acceptance testing. Additional inspections, standby time, or return trips caused by others, failed inspections due to work outside Legacy Fire Protection's scope, or additional AHJ requirements beyond the original scope are not included and may be billed as additional work.

- **Change Orders:** Any work outside the scope of this proposal or required due to owner requests, field conditions, code changes, or unforeseen conditions shall require a written change order before work proceeds.
- **Exclusions:** Unless specifically stated, this proposal excludes engineering revisions, electrical work other than listed, ceiling removal or replacement, painting, patching, fire alarm panel replacement, fire watch, structural modifications, asbestos abatement, hazardous materials, and concealed conditions.
- **Warranty:** Legacy Fire Protection warrants its workmanship for one (1) year from the date of final acceptance. Manufacturer warranties apply to materials and equipment supplied.
- **Payment Terms:** Material deposit is due upon acceptance of this proposal. The remaining balance is due upon completion of the sprinkler installation and final acceptance unless otherwise agreed to in writing.
- **Pipe Material:** This proposal is based on the use of **Schedule 10 steel pipe** where permitted by the approved plans, hydraulic calculations, and applicable codes. If hydraulic calculations, engineering, the AHJ, or field conditions require the use of heavier wall pipe (such as Schedule 40) or additional material beyond the original scope, any resulting increase in material cost shall be submitted to the Owner as a written change order prior to installation.

Signature

Legacy fire Protection

Ben Garland

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.13.

An Ongoing Tradition of Excellence

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: High School / Maintenance

Vendor Requested: LEGACY FIRE PROTECTION

Item Request Description: Fire/Sprinkler System for the 2nd Floor of the HS West Building

FY 26-27

Dollar Amount Requested (if applicable): $32,962.80

Fund Requested: 21 - Building Fund

Budget/Activity Account Requested: 054-Maintenance

Kelly Henderson — 06/25/2026

Requestor or Principal — Date

L McCann — 06-25-2026

~~Budget Administrator or~~ Business Office Manager — Date

Dr Gary Lynn — JUN 25 2026

Superintendent — Date

TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Date: 6/25/2026
Requested by: Dr. Channa Byerly
School/Dept: High School / Maintenance
Account/Prog: 21-Building Fund

☐ Books ☑ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

LEGACY FIRE PROTECTION

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
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1	Alarm Tech	$ 750.00	$ 750.00									
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 32,962.80									

DESCRIPTION: FIRE/SPRINKLER SYSTEM FOR THE 2nd FLOOR OF THE HS WEST BUILDING

Kelly Lindsey 06/25/2026
Signature of Requestor *-REQUIRED-* **Date**

Dr Channa Byerly JUN 25 2026
Signature of Administrator *-REQUIRED-* **Date**

Duncan High School Retro 2nd Floor

Building Fund

Prepared For

Ben Garland

06/25/2026

Legacy fire Protection info@legacyfirep.com

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DELIVERABLE	QUANTITY & PRICE	LINE TOTAL

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Signature

Legacy fire Protection

Legacy fire Protection

Ben Garland

An Ongoing Tradition of Excellence

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: TECHNOLOGY/ATHLETICS

Vendor Requested: COAST TECHNOLOGY GROUP

Item Request Description: REPLACE SPEAKERS AND AMP AT HALLIBURTON STADIUM. LABOR AND MATERIALS

Dollar Amount Requested (if applicable): $38506.07

Fund Requested: ~~11 - General Fund~~ Bond Funds - 36

Budget/Activity Account Requested: ~~051 - TECHNOLOGY~~ 030 - Contingency

Justin Sargent — 06/25/26

Signature of Requestor/Principal — Date

[signature] — 6/25/26

Signature of Budget Director — Date

[signature] — JUN 29 2026

Signature of ~~Assistant~~ Superintendent — Date

TRENDS REQUISITION

PURCHASE ORDER # _____
For Finance Use Only

Date: 06/25/2026
Requested by: TECHNOLOGY
School/Dept: TECHNOLOGY
Account/Prog: 051

	Boooks	X	Equpment		Computer/Software
	Fees/Dues		Supplies		Furniture/Fixtures
	Textbooks		Service		Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1543
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Complete only the unshaded areas. Use current catalog information
Extend pricing for multiple units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #: Coast Technology Group

Quantity	Item No/Description	Unit Price	Extended Price	FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
	MAIN SPEAKERS		$10,748.00	7	36 ~~11~~	030 ~~51~~	2199	653	800	—	—	705
	ANNOUNCER DECK (MIC/SWITCH/AUDIO INTERFACE/BLUETOOTH)		$982.48	7	36 ~~11~~	030 ~~51~~						705
	CONTROL RACK - PROVIDES WIRELESS CAPABILITIES TO FIELD PERSONNEL, REFEREES, EVENT STAFF		$9,998.80	7	36 ~~11~~	030 ~~51~~						705
OPTIONAL	IN FILL SYSTEM OF SPEAKERS FOR STADIUM CENTER		$6,170.00	7	36 ~~11~~	030 ~~51~~						705
	MATERIALS		$817.33	7	36 ~~11~~	030 ~~51~~						705
	ENTER AS A SINGLE LINE ITEM FOR ALL - MATERIALS AND LABOR FOR SPEAKER REPLACEMENT AT HALLIBURTON STADIUM											
	LABOR		$8,533.21									
	SHIPPING/HANDLING		$1,256.25									
TOTAL ORDER		TOTAL	$38,506.07									

Justin Lancell
SIGNATURE - PRINCIPAL/DIRECTOR ***REQUIRED***
6/25

OPTIONAL ITEMS LISTED IN PROPOSAL

- **Dual Wireless System with Pocket Transmitters** - $3,600*
    - Provides wireless microphone capability for field personnel, including referees and other event staff.
    - Enhances flexibility and mobility during events.
    - Optional feature that is not required for operation of the core stadium audio system and may be deferred to reduce project costs.

- **In-Fill Speaker System (8 Speakers + 400W Amplifier)** - $6,170* & $2500* Labor
    - Includes one (1) 4-Channel 400W Amplifier/Processor and eight (8) 6.5-inch all-weather speakers.
    - Intended to improve audio coverage in areas of the stadium that may not be fully served by the primary speaker system.
    - Optional enhancement that improves overall audio distribution but is not required for the successful implementation of the main stadium audio upgrade and may be deferred if budget considerations warrant.

Total with everything = $38,506.07*

Total without Pocket Transmitters - $34,906.07*

Total without In-Fill Speakers - $29,836.07*

Total without both = $26,236.07*

* = Estimate

CUSTOM PROPOSAL

High School Stadium Audio Update

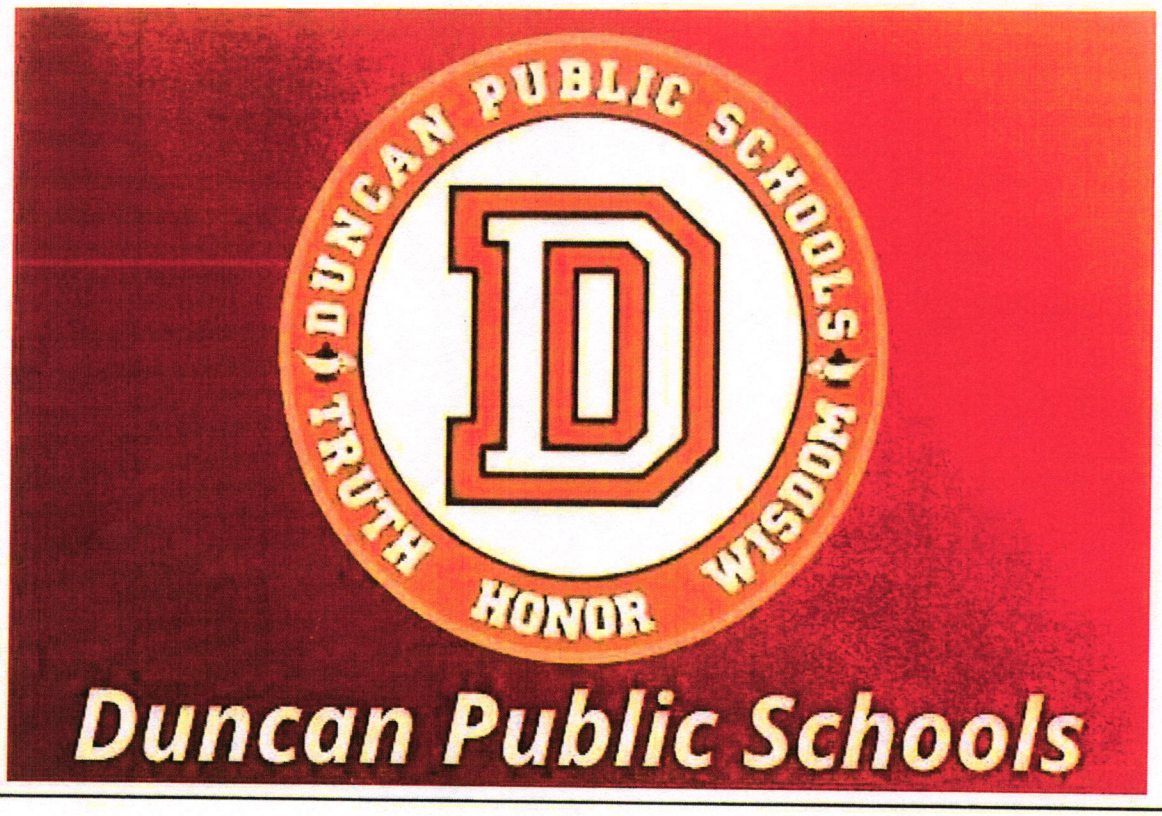
Designed for:

Justin Langwell

Duncan Public Schools

1740 W. Spruce Ave.
Duncan, OK 73533
580-255-0686

Revision: 1
Modified: 6/16/2026



Presented By:

Tom Burgess

Coast Technology Group

226 SE Park Ave.
Lawton, OK 73501 USA
580-357-4482

COAST TECHNOLOGY GROUP
simple reliable technology

www.ctg-us.com

SCOPE OF WORK

PURPOSE

The purpose of this Scope of Work (SOW) is to summarize the goals of Duncan Public Schools (Client) and Coast Technology Group's (Vendor) understanding of the project. This SOW narrative supplements the cost proposal to tie together the original equipment request, discussion during site visit(s), and the line-items on the cost proposal. This SOW also serves to clearly define the Vendor's responsibilities on this project and avoid any potential misunderstanding between trades and/or the Client. Please review this document carefully as this will outline what the Vendor will do, how the Vendor will do it, and the limits of this agreement.

EXECUTIVE SUMMARY

The goal of this project is to update the Audio system at the High School Football Stadium with additions to the existing Audio System. Client seeks to raise the standard of the Audio Presentation of Sporting Events with improved audio coverage for the Stadium.

DESCRIPTION OF WORK

Coast Technology Group will Design, Furnish, and Install Audio System updates. This will consist of:

- New Professional All-Weather Speakers.
- New Amplifier(s).
- New Bluetooth and Hardwire inputs in the Announcer Deck.
- Separate Audio feed to the stream / broadcast booth.
- New Wireless Microphone System including a body-pack mute switch for the Referee system.
- New all-weather exterior Wireless Diversity Antenna.
- New Power / Protection devices.
- New Cable and Mounting Systems.
- Extensive Programming for ease of use.
- Test for good operation.
- Training for appropriate personnel.

OWNER FURNISHED EQUIPMENT (OFE)

Vendor's design may include re-integration of Owner Furnished Equipment (OFE).

- Equipment Rack.
- Wireless Mic Systems.
- Rackmount Audio Mixer.
- Speaker Wire (wherever possible).

On-site, Vendor shall handle all Owner Furnished Equipment (OFE) with utmost care including both demolition and/or re-integration phases. Furniture pads and available packing material shall be used to protect OFE prior to re-installation. Vendor shall not be held liable for function and/or performance of untested OFE.

STANDARD ASSUMPTIONS

The room(s) matches the drawings provided, if applicable.

Site preparation by the Client and their contractors include electrical service and data placement at desired installation location.

Site preparation will be verified by Coast Technology Group's technical manager or representative before scheduling

n, if deemed necessary. All work areas should be clean and dust free prior to the beginning of on-site
of electronic equipment.

be unknown site-related challenges related to the completion of this project. Through past experience, design, and planning Vendor has made a reasonable and proactive effort to anticipate project uncertainties. As new uncertainties become known, Vendor shall communicate solutions in terms of time, cost, quality, safety, and environmental sustainability.

Vendor's project execution follows a disciplined approach to on-site safety and physical risks. Vendor shall systematically identify, manage, and control risks identified to increase the success of this project. Vendor shall submit any cost-related risks to Client in a formal Change Order request.

In the event noise exists in the completed system, Vendor shall make a reasonable attempt to resolve and remove noise from the system. Vendor shall not be held responsible for electrical ground faults that cause noise in existing cable or electrical systems supplied by others. Final resolution of electrical ground faults may require additional equipment or repair at an additional cost.

If OFE and existing cabling is to be used, Vendor assumes that these items are in good working condition and will integrate OFE into the new designed solution. Any testing, repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.

There is secure storage for equipment during multiple-day integrations.

DEBRIS REMOVAL

As part of standard operating procedure and for no additional charge, Vendor shall take special care of Client's installation site including removal and recycling of all packaging material, drop cloths as necessary, flooring protection measures, and vacuuming work site daily.

CABLE SYSTEM AND INSTALLATION

Cable system shall consist of properly rated cable, connectors, and accessories to connect all components of the audiovisual system(s) described in this SOW. Vendor's low voltage cabling installation practices shall comply with industry standards in accordance with NFPA70 codes and regulations. Cable shall be CL2-rated for in-wall installations and suspended above the ceiling grid using industry standards. When possible, cables shall be installed inside walls. Wall plates shall be secured to low-voltage rated UL-listed wall caddies. Plenum rated cabling shall be used when cable pathways must cross plenum spaces. In outdoor applications, proper UV rated and/or direct burial cable shall be used.

When enclosed surface mounted cable is required, cabling shall be enclosed inside wall-mounted duct work designed to contain, route, and protect cable. The user interface box shall be installed at standard outlet height, unless otherwise requested, containing ample space to allow for proper cable strain relief.

Cabling shall be professionally installed to ensure consistency and reliability, conforming to industry best practices. Each cable shall be clearly labeled according to system design to remain easily identifiable over the duration of usage. All cables contained inside equipment rack(s) shall be properly dressed, adequately supported, and trimmed to length to prevent premature cable failure. Cable lengths shall allow equipment to be removed easily for service.

CHANGE MANAGEMENT PROCESS

Should any of the assumptions made prove to be incorrect, our Lead technician will describe and estimate the improvements and devices necessary on a Coast Technology Group "Change Order" form (or Electronic Equivalent) and ask the project point of contact to approve the change with a signature of authorization. This form is multi-part and you will receive the client copy immediately. If required, your Coast Technology Group sales representative will issue a formal change order with complete price, labor, and shipping information.

Coast Technology Group
Audio • Video • Lighting • Security • Control • Data • Voice • Network/IT

Correspondence Address:
226 SE Park Ave.
Lawton, OK 73501

Shipping Address:
226 SE Park Ave.
Lawton, OK 73501

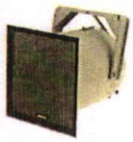
Phone: 580-357-4482
Web: www.ctg-us.com

Presented To:
Duncan Public Schools
Justin Langwell 580-736-7850

Presented By:
Tom Burgess
tom@ctg-us.com

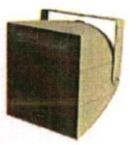
High School Stadium Audio Update

Main Speakers



QTY 2 — **Three-way 2 X 12" All Weather Speaker** — EACH $3,095.00 — EXT'D $6,190.00

This full-range loudspeaker system is engineered to provide quality, long throw, full-range sound projection in a variety of outdoor and indoor applications. Its wide, smooth frequency response and high efficiency ensures high-fidelity music reproduction along with superb projection of clear, intelligible speech at very low distortion. 60 X 60 Dispersion, 400w/1600w Power Handling, 139 dB Peak Output. Gray



QTY 2 — **12" High Output Two-way Speaker** — EACH $2,279.00 — EXT'D $4,558.00

This two-way, full-range loudspeaker system is engineered to provide quality premium full-range sound projection in a variety of outdoor and indoor applications. Five-year limited product warranty; fifteen-year enclosure warranty. This weather resistant 12-inch speaker provides a 60 x 60 degree throw pattern to assure proper coverage for your application. 600 watts at 8ohms.

Main Speakers Total: $10,748.00

Announcer Deck



QTY 1 — **Dynamic Microphone** — EACH $99.00 — EXT'D $99.00

Designed for professional vocal use in live performance, sound reinforcement, and studio recording. This microphone has become a global standard for singing or speech. Features a highly effective, built-in spherical filter to minimize wind and breath "pop" noise, unidirectional (cardioid) pickup pattern to isolate the main sound source while minimizing unwanted background noise. Rugged construction, a proven shock-mount system, and a steel mesh grille ensure that even with rough handling.



QTY 1 — **Sports Announcer's Switch** — EACH $343.25 — EXT'D $343.25 *

The Sports Announcer's Switch is a simple, rugged, desktop push-to-talk microphone switch designed specifically for sporting event announcers. Chrome gooseneck is threaded and ready to accept a microphone clip and microphone. Two year warranty.



1 — 3' Mic Cable — $21.25 — $21.25

This Excellines series microphone cable is a 3' long microphone cable with XLR plugs at both ends. This series is a great choice for normal boardroom, speaker podium, and weekender band use.

* Price Includes Accessories

Project Name: High School Stadium Audio Update 6/16/2026

Project No.: HIGH S-0038 **CONFIDENTIAL**

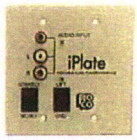
Coast Technology Group
Audio • Video • Lighting • Security • Control • Data • Voice • Network/IT

Correspondence Address:
226 SE Park Ave.
Lawton, OK 73501

Shipping Address:
226 SE Park Ave.
Lawton, OK 73501

Phone: 580-357-4482
Web: www.ctg-us.com

QTY		EACH	EXT'D
1	**Custom Audio Interface Wall Plate With 2 XLR**	$460.50	$460.50 *



Input connector plate on a standard sized 3G wall plate with inputs for consumer audio players and laptops. Enables users to attach an MP3 player, CD player, or computer plus 2 Low-Z microphone inputs to an installed sound system. Features isolated transformer to solve grounding problems.



1	3-Gang Retrofit Mounting Bracket	$6.10	$6.10

This nonmetallic bracket is suitable for communications, cable TV, and computer wiring. It adjusts to fit 1/4" to 1" thick wallboard, paneling, or drywall. Mounting wings hold the bracket securely against the wall when the screws are tightened.

200	2C 22 AWG Shielded Cable	$59.40	$59.40

Two conductor audio cable, 1 pair of extremely high grade conductors, 22 AWG tinned copper.

QTY		EACH	EXT'D
1	**Decora Style Bluetooth Receiver**	$79.73	$79.73 *



This Bluetooth® Receiver and CAT6 to RCA Audio Converter allow users to stream audio from their Bluetooth-equipped device to an audio system via CAT6 audio. Audio over CAT6 eliminates interference and noise that can compromise analog audio signals over long cable runs.



1	1 Gang Retrofit Mounting Bracket	$2.79	$2.79

Adjusts to fit 1/4" to 1" wall thickness, mounting wings hold bracket secure. Bracket doubles as template for perfect cutouts.



1	1G Extra Deep Wall Box - White	$15.00	$15.00

Plastic low-voltage wall box, extra deep 2-piece box to enclose cable terminations at wall plate. Cleanly finishes wall molding system and holds wall plate securely in place.



1	1-Gang Decorative Wall Plate - White	$1.95	$1.95

Get a nice, clean install with these decorative wall plates. They are UL Listed and come in easy-to-open, perforated pouches.

Announcer Deck Total: $982.48

Control Rack

QTY		EACH	EXT'D
1	**4 Channel 1600w Amp / Processor**	$4,100.00	$4,100.00



A 4 channel 1600 watt processor that provides all of the signal routing, zone switching, DSP processing, protective limiting, remote monitoring, and amplification functions needed between a mixer and the loudspeakers.Ethernet communication protocols allow for fast system design, system control, and remote system monitoring.

* Price Includes Accessories

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Project No.: HIGH S-0038

6/16/2026

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QTY		EACH	EXT'D
1	**Dual Wireless System With Pocket Transmitters**	$2,593.00	$2,593.00 *



This Dual Wireless System delivers transparent, 24-bit digital audio and rock-solid RF performance for a wide range of applications, from day-long presentations to nighttime performances. Operate up to 32 compatible systems per 44 MHz band, with easy setup and optional rechargeability accessories for wireless excellence, wherever required.

2	Headworn Earset Microphone	$284.00	$568.00

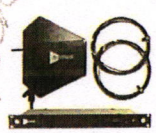
Outstanding clarity in an extremely comfortable over-the-ear design. This professional subminiature earset microphone is ideal for applications in which improved gain before feedback over lavalier microphones is desired. Delivering exceptional speech clarity, ideal for corporate presentations, houses of worship, A / V conferencing, and live sound reinforcement. Tan



1	In-Line Bodypack Mute Switch	$427.00	$427.00

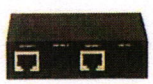
Provides an easily accessible switch for muting lavalier and headset microphones that connect to wireless bodypack transmitters. Great for referees or other applications where intermittent use is needed.

QTY		EACH	EXT'D
1	**Distributor and IPX Rated Antenna Bundle**	$1,629.00	$1,629.00



4-Channel Antenna Distributor with IPX Diversity Fin Antenna and Cables Bundle which supplies RF and DC power to four wireless microphone systems of any brand, allowing for splitting two incoming antenna signals across multiple receivers. Black Install-Mount, weather-resistant Antenna.

QTY		EACH	EXT'D
1	**RJ45 to RCA Converter**	$228.80	$228.80 *



Convert Cat6 audio to analog RCA audio for use with any standard audio system. Intended for use with the compatible Bluetooth Receiver, it produces standard analog stereo audio with RCA jacks for outputs.



2	Cat 6A RJ45 Modular Plug (Three-Piece)	$0.35	$0.70

Cat 6A RJ45 Modular Plug (Three-Piece), UTP Network Connector for Solid Wire and Standard Cable, Transparent.



1	3' RCA Audio Cable	$3.00	$3.00

This cable connects devices with Stereo (Red/White) connectors, 3-feet.



50	Unshielded Cat6 Cable - Blue	$20.61	$20.61

4 pairs of solid 23 AWG copper, twisted, unshielded premium grade category cable. Sunlight resistant and suitable for direct burial. Great for data, audio, IR, PoE. Black in color.



1	Unbalanced Stereo to Balanced Mono Transformer	$94.50	$94.50

Unbalanced line-level audio input transformer module that sums and upgrades the signal to a balanced level. Allows mono or stereo consumer level sources to properly interface with professional sound systems. Features gold plated RCA connectors.

* Price Includes Accessories

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Project No.: HIGH S-0038

6/16/2026

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QTY		EACH	EXT'D
1	**20 Amp Power Sequencing Surge Protector**	$699.00	$699.00



This power sequencer allows A/V systems to be safely powered on and off with a simple press of a button or turn of a key, even by non-technical personnel. This ensues that multizone electronic systems are powered on and off safely and dependably from a single control point across an entire installation.

QTY		EACH	EXT'D
1	**16 Port Layer 2 Managed Gigabit Switch PoE+**	$749.00	$749.00



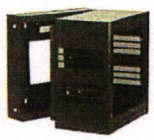
130w PoE+ budget, 8 Port switch. This switch has it all, including plug and play capability, multiple mounting options, and a sleek, 1U design, fanless operation. OvrC compatible.

QTY		EACH	EXT'D
1	**[OFE] - 12 Channel Mixer**	$0.00	$0.00



[OFE] - This line/mic mixer from Behringer fits into a rack and eliminates the need for tons of outboard gear. The 12-channel RX1202FX comes loaded with a 24-bit multi-FX processor and 8 built-in studio-grade mic preamps. This mixer works perfectly for small bands or churches, business conferences with both microphone and A/V equipment as well as sub-mixing keyboards, drums, samplers or multiple vocal mics.

QTY		EACH	EXT'D
1	**[OFE] - 10U Wall Mount Rack**	$0.00	$0.00 *



[OFE] - Heavy duty sectional wall rack features a front section that swings open to access wires and equipment. Welded sides with vents, Beveled front corners, Knockouts for wireless antennas, One pair adjustable mounting rails tapped 10-32, printed RU scale. Integral top/bottom rails on E.I.A. spacing for mounting or lacing, Black wrinkle powder epoxy finish, Load capacity 150 lbs.

3	[OFE] - 1.5" Offset Lace Bar	$0.00	$0.00

[OFE] - Cable management rod for organizing wire and cable in rackmount telecommunications, audio-visual, and broadcast applications. The rod is 19"W and formed from 0.25" diameter cold rolled steel. 1.5" offset, black, priced as each.

1	[OFE] - Blank 1RU Panel	$0.00	$0.00

[OFE] - Single RU blank panel for equipment racks.

1	[OFE] - Vented Front Rack Door	$0.00	$0.00



[OFE] - Fully vented rack door with recessed handles. This surface-mount door features 180° swing and can be changed from right to left orientation by moving two hinges (factory-installed hinge nutserts on matching racks help quick changeover). Door extends 1" from rack frame on outside, providing .75" of space from frame on inside to accommodate equipment knobs.

1	[OFE] - 10U Rack Rails (Pair)	$0.00	$0.00



[OFE] - Rack mounting rails fabricated from 11-gauge steel with a black powder epoxy finish and printed scale showing rack unit increments. Rails are tapped on one side to accept threaded 10-32 screws.

* Price Includes Accessories

Project Name: High School Stadium Audio Update

Project No.: HIGH S-0038

6/16/2026

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1 [OFE] - Locking Rackmount Drawer With Liner — $0.00 — $0.00

[OFE] - This drawer features fully welded construction of 16-gauge steel, recessed drawer pull, and slam latch with key lock. The drawers mount to front rack rails using standard EIA spacing and feature ball-bearing slides for smooth operation. They have a load capacity of 50 lbs. Smooth, black powder epoxy finish. Includes liner. Key-lock on front.



1 [OFE] - 2U 14"D Vented Utility Shelf — $0.00 — $0.00

[OFE] - A 19 inch rack mount utility shelf with a vented base also features rear tie-off points as well as notches to mount an optional power strip.

QTY		EACH	EXT'D
2	**[OFE] - Wireless Handheld Mic Rackmount System**	$0.00	$0.00



[OFE] - Wireless handheld microphone system combines professional-quality sound with simple setup and an intuitive interface for legendary audio performance right out of the box. Precision-built and rack mountable, this system Includes single-channel receiver, handheld transmitter, microphone clip, power supply, 2 AA batteries, and user guide.

Control Rack Total: $9,998.80

In-Fill System

QTY		EACH	EXT'D
1	**4 Channel 400w Amp / Processor**	$2,595.00	$2,595.00



A 4 channel 400 watt processor that provides all of the signal routing, zone switching, DSP processing, protective limiting, remote monitoring, and amplification functions needed between a mixer and the loudspeakers.Ethernet communication protocols allow for fast system design, system control, and remote system monitoring. Analog and Dante® inputs are included in each model, for quick and easy integration into any new or existing system.

QTY		EACH	EXT'D
8	**6.5" Two-way Coaxial Speaker**	$415.00	$3,320.00



All weather/all purpose high performance loudspeaker designed for high quaility voice and music reproduction in applications requiring extreme weather resistance. 8 ohm or 70v operation. Mounting bracket included. Grey.

QTY		EACH	EXT'D
300	**14 AWG Direct Burial Speaker Cable**	$255.00	$255.00



Commercial-grade two conductor 14 AWG two-conductor direct burial unshielded speaker cable. Fine strands for superior conductivity.

In-Fill System Total: $6,170.00

General

QTY		EACH	EXT'D
300	**12 AWG Commercial Speaker Cable**	$381.96	$381.96



12/2 speaker cable, stranded bare copper conductors, unshielded with an overall jacket. Black.

* Price Includes Accessories

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Project No.: HIGH S-0038

6/16/2026

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QTY		EACH	EXT'D
100	**Unshielded Cat6 Cable - Blue**	$45.37	$45.37 *



4 pairs of solid 23 AWG copper, twisted, unshielded premium grade category cable. Sunlight resistant and suitable for direct burial. Great for data, audio, IR, PoE. Black in color.

8	Cat 6A RJ45 Modular Plug (Three-Piece)	$0.35	$2.80

Cat 6A RJ45 Modular Plug (Three-Piece), UTP Network Connector for Solid Wire and Standard Cable, Transparent.

1	1G 2-port Keystone Wallplate - White	$1.35	$1.35

1G 2-port Keystone Faceplate. Single Gang UL listed Communication Circuit Accessory. Convenient Outlet management for structured solutions, Keystone inserts for audio, video, LAN, speaker, and phone. - White

QTY		EACH	EXT'D
1	**Shop Supplies**	$390.00	$390.00

During installation, technicians use a variety of general supplies that include but are not limited to, anchors, drill bits, wire management devices, and test equipment to install your system.

General Total: $817.33

Project Subtotal: $28,716.61

Misc. Items:

1	Freight	$950.00	$950.00

Estimate: In-bound freight charges.

5	Travel	$61.25	$306.25

Estimate: Travel is based upon average current fuel price, miles driven, $230.00 per two man crew for overnights, and half normal hourly labor fee. 60 miles, 1.2 hours travel time.

Misc. Items Total: $1,256.25

* Price Includes Accessories

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Project Summary

Equipment:	$28,716.61
Labor:	$8,533.21
Misc. Items:	$1,256.25
Grand Total:	$38,506.07

Your satisfaction is important to us, and we plan to exceed your expectations! This proposal is a complete package, including design, equipment, and installation.

Warranties: All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system. Coast Technology Group assumes no responsibility for damages, either direct or consequential, that may result from accidents associated with the design, installation, and operation of the sound and video equipment listed herein.

Proposal Term: Prices contained in this proposal are valid for 15 days. Any changes to this proposal will be submitted in writing for approval.

Responsibilities of Others: High voltage electrical wiring is to be supplied by your designee. Coast Technology Group can contract with our licensed electrician for an additional fee. Radio Frequency (RF) cabling (including Satellite and Cable wiring) is not included in this proposal. Coast Technology Group cannot be responsible for RF cable or electrical grounding issues which introduce hum or other noise into your new system. If ground issues exist, a Coast Technology Group technician will demonstrate the issue, which can then be replicated to the responsible contractor to address.

Product Substitutions: Audio and Video manufacturers regularly update their product offerings. In our efforts to provide you with the very best system, we reserve the right to substitute the most up to date models available at the time of installation if the originally specified model has become discontinued.

Terms: Progress payments, if applicable, are due upon receipt of invoice. Final balance terms are Net 30 days upon substantial completion / commissioning. This equipment shall remain the property of Coast Technology Group until all installation and equipment charges have been paid in full.

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High School Stadium Audio Update

I accept this proposal and authorize the work to be performed. I accept responsibility for payments due.

Client: Justin Langwell _____ Date _____

Contractor: Coast Technology Group _____ Date _____

OK License #AC440674

BOARD APPROVED

JUN 30 2026

ITEM # 3.B.14.

An Ongoing Tradition of Excellence

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at www.duncanps.org. The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: TECHNOLOGY/ATHLETICS

Vendor Requested: COAST TECHNOLOGY GROUP

Item Request Description: REPLACE SPEAKERS AND AMP AT HALLIBURTON STADIUM. LABOR AND MATERIALS

Dollar Amount Requested (if applicable): $38506.07

Fund Requested: ~~11 - General Fund~~ Bond Funds - 36

Budget/Activity Account Requested: ~~051 - TECHNOLOGY~~ 030 - Contingency

Justin Sargent — 06/25/26

Signature of Requestor/Principal — Date

[signature] — 6/25/26

Signature of Budget Director — Date

[signature] — JUN 29 2026

Signature of ~~Assistant~~ Superintendent — Date

TRENDS REQUISITION

PURCHASE ORDER # _____
For Finance Use Only

Date: 06/25/2026
Requested by: TECHNOLOGY
School/Dept: TECHNOLOGY
Account/Prog: 051

	Boooks	X	Equpment		Computer/Software
	Fees/Dues		Supplies		Furniture/Fixtures
	Textbooks		Service		Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1543
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Complete only the unshaded areas. Use current catalog information
Extend pricing for multiple units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #: Coast Technology Group

Quantity	Item No/Description	Unit Price	Extended Price	FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
	MAIN SPEAKERS		$10,748.00	7	36 ~~11~~	030 ~~51~~	2199	653	800	—	—	705
	ANNOUNCER DECK (MIC/SWITCH/AUDIO INTERFACE/BLUETOOTH)		$982.48	7	36 ~~11~~	030 ~~51~~						705
	CONTROL RACK - PROVIDES WIRELESS CAPABILITIES TO FIELD PERSONNEL, REFEREES, EVENT STAFF		$9,998.80	7	36 ~~11~~	030 ~~51~~						705
OPTIONAL	IN FILL SYSTEM OF SPEAKERS FOR STADIUM CENTER		$6,170.00	7	36 ~~11~~	030 ~~51~~						705
	MATERIALS		$817.33	7	36 ~~11~~	030 ~~51~~						705
	ENTER AS A SINGLE LINE ITEM FOR ALL - MATERIALS AND LABOR FOR SPEAKER REPLACEMENT AT HALLIBURTON STADIUM											
	LABOR		$8,533.21									
	SHIPPING/HANDLING		$1,256.25									
TOTAL ORDER		TOTAL	$38,506.07									

Justin Jaynes
SIGNATURE - PRINCIPAL/DIRECTOR ***REQUIRED***
Allen Todd 6/25

OPTIONAL ITEMS LISTED IN PROPOSAL

- **Dual Wireless System with Pocket Transmitters** - $3,600*
    - Provides wireless microphone capability for field personnel, including referees and other event staff.
    - Enhances flexibility and mobility during events.
    - Optional feature that is not required for operation of the core stadium audio system and may be deferred to reduce project costs.

- **In-Fill Speaker System (8 Speakers + 400W Amplifier)** - $6,170* & $2500* Labor
    - Includes one (1) 4-Channel 400W Amplifier/Processor and eight (8) 6.5-inch all-weather speakers.
    - Intended to improve audio coverage in areas of the stadium that may not be fully served by the primary speaker system.
    - Optional enhancement that improves overall audio distribution but is not required for the successful implementation of the main stadium audio upgrade and may be deferred if budget considerations warrant.

Total with everything = $38,506.07*

Total without Pocket Transmitters - $34,906.07*

Total without In-Fill Speakers - $29,836.07*

Total without both = $26,236.07*

* = Estimate

CUSTOM PROPOSAL

High School Stadium Audio Update

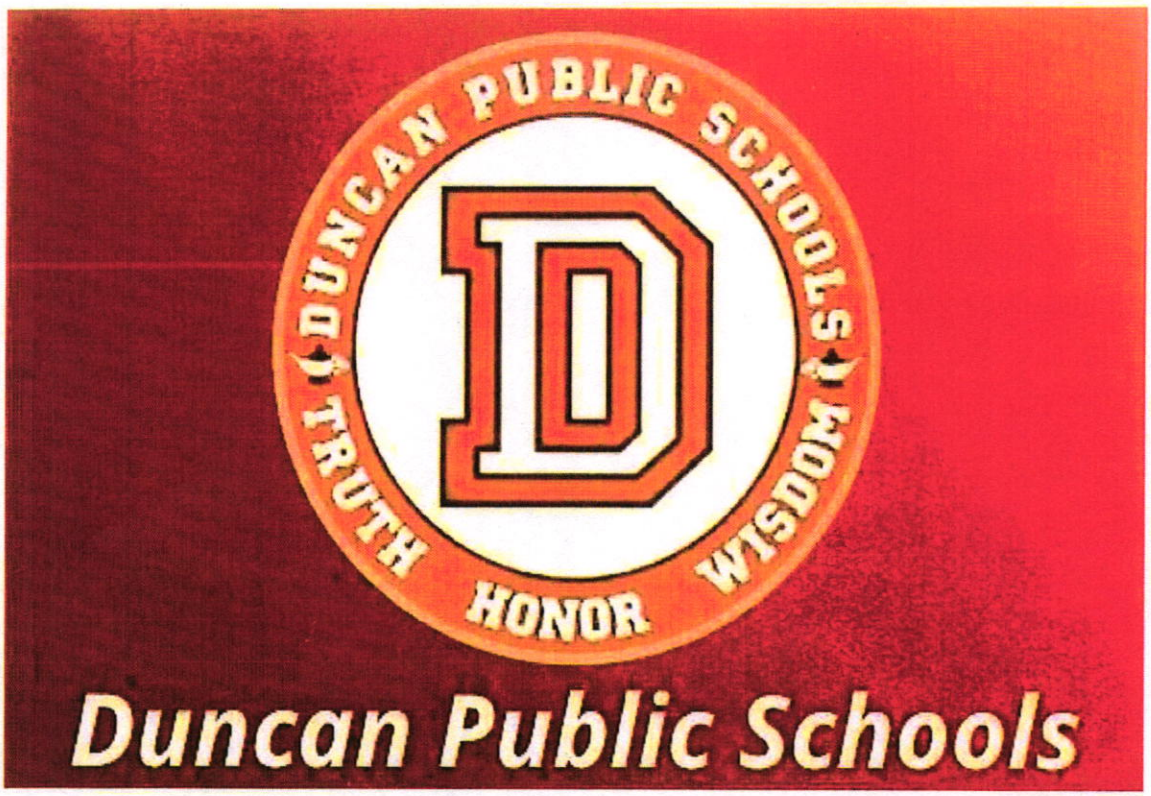
Designed for:

Justin Langwell

Duncan Public Schools

1740 W. Spruce Ave.
Duncan, OK 73533
580-255-0686

Revision: 1
Modified: 6/16/2026



Presented By:

Tom Burgess

Coast Technology Group

226 SE Park Ave.
Lawton, OK 73501 USA
580-357-4482

COAST TECHNOLOGY GROUP
simple reliable technology

www.ctg-us.com

SCOPE OF WORK

PURPOSE

The purpose of this Scope of Work (SOW) is to summarize the goals of Duncan Public Schools (Client) and Coast Technology Group's (Vendor) understanding of the project. This SOW narrative supplements the cost proposal to tie together the original equipment request, discussion during site visit(s), and the line-items on the cost proposal. This SOW also serves to clearly define the Vendor's responsibilities on this project and avoid any potential misunderstanding between trades and/or the Client. Please review this document carefully as this will outline what the Vendor will do, how the Vendor will do it, and the limits of this agreement.

EXECUTIVE SUMMARY

The goal of this project is to update the Audio system at the High School Football Stadium with additions to the existing Audio System. Client seeks to raise the standard of the Audio Presentation of Sporting Events with improved audio coverage for the Stadium.

DESCRIPTION OF WORK

Coast Technology Group will Design, Furnish, and Install Audio System updates. This will consist of:

- New Professional All-Weather Speakers.
- New Amplifier(s).
- New Bluetooth and Hardwire inputs in the Announcer Deck.
- Separate Audio feed to the stream / broadcast booth.
- New Wireless Microphone System including a body-pack mute switch for the Referee system.
- New all-weather exterior Wireless Diversity Antenna.
- New Power / Protection devices.
- New Cable and Mounting Systems.
- Extensive Programming for ease of use.
- Test for good operation.
- Training for appropriate personnel.

OWNER FURNISHED EQUIPMENT (OFE)

Vendor's design may include re-integration of Owner Furnished Equipment (OFE).

- Equipment Rack.
- Wireless Mic Systems.
- Rackmount Audio Mixer.
- Speaker Wire (wherever possible).

On-site, Vendor shall handle all Owner Furnished Equipment (OFE) with utmost care including both demolition and/or re-integration phases. Furniture pads and available packing material shall be used to protect OFE prior to re-installation. Vendor shall not be held liable for function and/or performance of untested OFE.

STANDARD ASSUMPTIONS

The room(s) matches the drawings provided, if applicable.

Site preparation by the Client and their contractors include electrical service and data placement at desired installation location.

Site preparation will be verified by Coast Technology Group's technical manager or representative before scheduling

n, if deemed necessary. All work areas should be clean and dust free prior to the beginning of on-site
of electronic equipment.

be unknown site-related challenges related to the completion of this project. Through past experience, design, and planning Vendor has made a reasonable and proactive effort to anticipate project uncertainties. As new uncertainties become known, Vendor shall communicate solutions in terms of time, cost, quality, safety, and environmental sustainability.

Vendor's project execution follows a disciplined approach to on-site safety and physical risks. Vendor shall systematically identify, manage, and control risks identified to increase the success of this project. Vendor shall submit any cost-related risks to Client in a formal Change Order request.

In the event noise exists in the completed system, Vendor shall make a reasonable attempt to resolve and remove noise from the system. Vendor shall not be held responsible for electrical ground faults that cause noise in existing cable or electrical systems supplied by others. Final resolution of electrical ground faults may require additional equipment or repair at an additional cost.

If OFE and existing cabling is to be used, Vendor assumes that these items are in good working condition and will integrate OFE into the new designed solution. Any testing, repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.

There is secure storage for equipment during multiple-day integrations.

DEBRIS REMOVAL

As part of standard operating procedure and for no additional charge, Vendor shall take special care of Client's installation site including removal and recycling of all packaging material, drop cloths as necessary, flooring protection measures, and vacuuming work site daily.

CABLE SYSTEM AND INSTALLATION

Cable system shall consist of properly rated cable, connectors, and accessories to connect all components of the audiovisual system(s) described in this SOW. Vendor's low voltage cabling installation practices shall comply with industry standards in accordance with NFPA70 codes and regulations. Cable shall be CL2-rated for in-wall installations and suspended above the ceiling grid using industry standards. When possible, cables shall be installed inside walls. Wall plates shall be secured to low-voltage rated UL-listed wall caddies. Plenum rated cabling shall be used when cable pathways must cross plenum spaces. In outdoor applications, proper UV rated and/or direct burial cable shall be used.

When enclosed surface mounted cable is required, cabling shall be enclosed inside wall-mounted duct work designed to contain, route, and protect cable. The user interface box shall be installed at standard outlet height, unless otherwise requested, containing ample space to allow for proper cable strain relief.

Cabling shall be professionally installed to ensure consistency and reliability, conforming to industry best practices. Each cable shall be clearly labeled according to system design to remain easily identifiable over the duration of usage. All cables contained inside equipment rack(s) shall be properly dressed, adequately supported, and trimmed to length to prevent premature cable failure. Cable lengths shall allow equipment to be removed easily for service.

CHANGE MANAGEMENT PROCESS

Should any of the assumptions made prove to be incorrect, our Lead technician will describe and estimate the improvements and devices necessary on a Coast Technology Group "Change Order" form (or Electronic Equivalent) and ask the project point of contact to approve the change with a signature of authorization. This form is multi-part and you will receive the client copy immediately. If required, your Coast Technology Group sales representative will issue a formal change order with complete price, labor, and shipping information.

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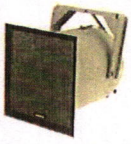
Presented To:
Duncan Public Schools
Justin Langwell 580-736-7850

Presented By:
Tom Burgess
tom@ctg-us.com

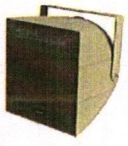
High School Stadium Audio Update

Main Speakers



QTY 2 — **Three-way 2 X 12" All Weather Speaker** — EACH $3,095.00 — EXT'D $6,190.00

This full-range loudspeaker system is engineered to provide quality, long throw, full-range sound projection in a variety of outdoor and indoor applications. Its wide, smooth frequency response and high efficiency ensures high-fidelity music reproduction along with superb projection of clear, intelligible speech at very low distortion. 60 X 60 Dispersion, 400w/1600w Power Handling, 139 dB Peak Output. Gray



QTY 2 — **12" High Output Two-way Speaker** — EACH $2,279.00 — EXT'D $4,558.00

This two-way, full-range loudspeaker system is engineered to provide quality premium full-range sound projection in a variety of outdoor and indoor applications. Five-year limited product warranty; fifteen-year enclosure warranty. This weather resistant 12-inch speaker provides a 60 x 60 degree throw pattern to assure proper coverage for your application. 600 watts at 8ohms.

Main Speakers Total: $10,748.00

Announcer Deck



QTY 1 — **Dynamic Microphone** — EACH $99.00 — EXT'D $99.00

Designed for professional vocal use in live performance, sound reinforcement, and studio recording. This microphone has become a global standard for singing or speech. Features a highly effective, built-in spherical filter to minimize wind and breath "pop" noise, unidirectional (cardioid) pickup pattern to isolate the main sound source while minimizing unwanted background noise. Rugged construction, a proven shock-mount system, and a steel mesh grille ensure that even with rough handling.



QTY 1 — **Sports Announcer's Switch** — EACH $343.25 — EXT'D $343.25 *

The Sports Announcer's Switch is a simple, rugged, desktop push-to-talk microphone switch designed specifically for sporting event announcers. Chrome gooseneck is threaded and ready to accept a microphone clip and microphone. Two year warranty.



1 — 3' Mic Cable — $21.25 — $21.25

This Excellines series microphone cable is a 3' long microphone cable with XLR plugs at both ends. This series is a great choice for normal boardroom, speaker podium, and weekender band use.

* Price Includes Accessories

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Correspondence Address:
226 SE Park Ave.
Lawton, OK 73501

Shipping Address:
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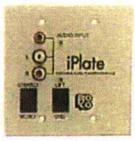
QTY		EACH	EXT'D
1	**Custom Audio Interface Wall Plate With 2 XLR**	$460.50	$460.50 *



Input connector plate on a standard sized 3G wall plate with inputs for consumer audio players and laptops. Enables users to attach an MP3 player, CD player, or computer plus 2 Low-Z microphone inputs to an installed sound system. Features isolated transformer to solve grounding problems.



1	3-Gang Retrofit Mounting Bracket	$6.10	$6.10

This nonmetallic bracket is suitable for communications, cable TV, and computer wiring. It adjusts to fit 1/4" to 1" thick wallboard, paneling, or drywall. Mounting wings hold the bracket securely against the wall when the screws are tightened.



200	2C 22 AWG Shielded Cable	$59.40	$59.40

Two conductor audio cable, 1 pair of extremely high grade conductors, 22 AWG tinned copper.

QTY		EACH	EXT'D
1	**Decora Style Bluetooth Receiver**	$79.73	$79.73 *



This Bluetooth® Receiver and CAT6 to RCA Audio Converter allow users to stream audio from their Bluetooth-equipped device to an audio system via CAT6 audio. Audio over CAT6 eliminates interference and noise that can compromise analog audio signals over long cable runs.



1	1 Gang Retrofit Mounting Bracket	$2.79	$2.79

Adjusts to fit 1/4" to 1" wall thickness, mounting wings hold bracket secure. Bracket doubles as template for perfect cutouts.



1	1G Extra Deep Wall Box - White	$15.00	$15.00

Plastic low-voltage wall box, extra deep 2-piece box to enclose cable terminations at wall plate. Cleanly finishes wall molding system and holds wall plate securely in place.



1	1-Gang Decorative Wall Plate - White	$1.95	$1.95

Get a nice, clean install with these decorative wall plates. They are UL Listed and come in easy-to-open, perforated pouches.

Announcer Deck Total: $982.48

Control Rack

QTY		EACH	EXT'D
1	**4 Channel 1600w Amp / Processor**	$4,100.00	$4,100.00



A 4 channel 1600 watt processor that provides all of the signal routing, zone switching, DSP processing, protective limiting, remote monitoring, and amplification functions needed between a mixer and the loudspeakers.Ethernet communication protocols allow for fast system design, system control, and remote system monitoring.

* Price Includes Accessories

Project Name: High School Stadium Audio Update

Project No.: HIGH S-0038

6/16/2026

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QTY		EACH	EXT'D
1	**Dual Wireless System With Pocket Transmitters**	$2,593.00	$2,593.00 *



This Dual Wireless System delivers transparent, 24-bit digital audio and rock-solid RF performance for a wide range of applications, from day-long presentations to nighttime performances. Operate up to 32 compatible systems per 44 MHz band, with easy setup and optional rechargeability accessories for wireless excellence, wherever required.

2	Headworn Earset Microphone	$284.00	$568.00

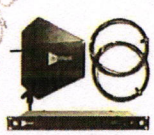
Outstanding clarity in an extremely comfortable over-the-ear design. This professional subminiature earset microphone is ideal for applications in which improved gain before feedback over lavalier microphones is desired. Delivering exceptional speech clarity, ideal for corporate presentations, houses of worship, A / V conferencing, and live sound reinforcement. Tan



1	In-Line Bodypack Mute Switch	$427.00	$427.00

Provides an easily accessible switch for muting lavalier and headset microphones that connect to wireless bodypack transmitters. Great for referees or other applications where intermittent use is needed.

QTY		EACH	EXT'D
1	**Distributor and IPX Rated Antenna Bundle**	$1,629.00	$1,629.00



4-Channel Antenna Distributor with IPX Diversity Fin Antenna and Cables Bundle which supplies RF and DC power to four wireless microphone systems of any brand, allowing for splitting two incoming antenna signals across multiple receivers. Black Install-Mount, weather-resistant Antenna.

QTY		EACH	EXT'D
1	**RJ45 to RCA Converter**	$228.80	$228.80 *



Convert Cat6 audio to analog RCA audio for use with any standard audio system. Intended for use with the compatible Bluetooth Receiver, it produces standard analog stereo audio with RCA jacks for outputs.



2	Cat 6A RJ45 Modular Plug (Three-Piece)	$0.35	$0.70

Cat 6A RJ45 Modular Plug (Three-Piece), UTP Network Connector for Solid Wire and Standard Cable, Transparent.



1	3' RCA Audio Cable	$3.00	$3.00

This cable connects devices with Stereo (Red/White) connectors, 3-feet.



50	Unshielded Cat6 Cable - Blue	$20.61	$20.61

4 pairs of solid 23 AWG copper, twisted, unshielded premium grade category cable. Sunlight resistant and suitable for direct burial. Great for data, audio, IR, PoE. Black in color.



1	Unbalanced Stereo to Balanced Mono Transformer	$94.50	$94.50

Unbalanced line-level audio input transformer module that sums and upgrades the signal to a balanced level. Allows mono or stereo consumer level sources to properly interface with professional sound systems. Features gold plated RCA connectors.

* Price Includes Accessories

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Project No.: HIGH S-0038

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QTY		EACH	EXT'D
1	**20 Amp Power Sequencing Surge Protector**	$699.00	$699.00



This power sequencer allows A/V systems to be safely powered on and off with a simple press of a button or turn of a key, even by non-technical personnel. This ensues that multizone electronic systems are powered on and off safely and dependably from a single control point across an entire installation.

QTY		EACH	EXT'D
1	**16 Port Layer 2 Managed Gigabit Switch PoE+**	$749.00	$749.00



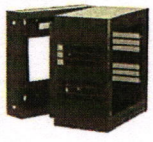
130w PoE+ budget, 8 Port switch. This switch has it all, including plug and play capability, multiple mounting options, and a sleek, 1U design, fanless operation. OvrC compatible.

QTY		EACH	EXT'D
1	**[OFE] - 12 Channel Mixer**	$0.00	$0.00



[OFE] - This line/mic mixer from Behringer fits into a rack and eliminates the need for tons of outboard gear. The 12-channel RX1202FX comes loaded with a 24-bit multi-FX processor and 8 built-in studio-grade mic preamps. This mixer works perfectly for small bands or churches, business conferences with both microphone and A/V equipment as well as sub-mixing keyboards, drums, samplers or multiple vocal mics.

QTY		EACH	EXT'D
1	**[OFE] - 10U Wall Mount Rack**	$0.00	$0.00 *



[OFE] - Heavy duty sectional wall rack features a front section that swings open to access wires and equipment. Welded sides with vents, Beveled front corners, Knockouts for wireless antennas, One pair adjustable mounting rails tapped 10-32, printed RU scale. Integral top/bottom rails on E.I.A. spacing for mounting or lacing, Black wrinkle powder epoxy finish, Load capacity 150 lbs.

3	[OFE] - 1.5" Offset Lace Bar	$0.00	$0.00

[OFE] - Cable management rod for organizing wire and cable in rackmount telecommunications, audio-visual, and broadcast applications. The rod is 19"W and formed from 0.25" diameter cold rolled steel. 1.5" offset, black, priced as each.

1	[OFE] - Blank 1RU Panel	$0.00	$0.00

[OFE] - Single RU blank panel for equipment racks.

1	[OFE] - Vented Front Rack Door	$0.00	$0.00



[OFE] - Fully vented rack door with recessed handles. This surface-mount door features 180° swing and can be changed from right to left orientation by moving two hinges (factory-installed hinge nutserts on matching racks help quick changeover). Door extends 1" from rack frame on outside, providing .75" of space from frame on inside to accommodate equipment knobs.

1	[OFE] - 10U Rack Rails (Pair)	$0.00	$0.00



[OFE] - Rack mounting rails fabricated from 11-gauge steel with a black powder epoxy finish and printed scale showing rack unit increments. Rails are tapped on one side to accept threaded 10-32 screws.

* Price Includes Accessories

Project Name: High School Stadium Audio Update

Project No.: HIGH S-0038

6/16/2026

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1 [OFE] - Locking Rackmount Drawer With Liner — $0.00 — $0.00

[OFE] - This drawer features fully welded construction of 16-gauge steel, recessed drawer pull, and slam latch with key lock. The drawers mount to front rack rails using standard EIA spacing and feature ball-bearing slides for smooth operation. They have a load capacity of 50 lbs. Smooth, black powder epoxy finish. Includes liner. Key-lock on front.



1 [OFE] - 2U 14"D Vented Utility Shelf — $0.00 — $0.00

[OFE] - A 19 inch rack mount utility shelf with a vented base also features rear tie-off points as well as notches to mount an optional power strip.

QTY		EACH	EXT'D
2	**[OFE] - Wireless Handheld Mic Rackmount System**	$0.00	$0.00



[OFE] - Wireless handheld microphone system combines professional-quality sound with simple setup and an intuitive interface for legendary audio performance right out of the box. Precision-built and rack mountable, this system Includes single-channel receiver, handheld transmitter, microphone clip, power supply, 2 AA batteries, and user guide.

Control Rack Total: $9,998.80

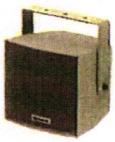
In-Fill System

QTY		EACH	EXT'D
1	**4 Channel 400w Amp / Processor**	$2,595.00	$2,595.00



A 4 channel 400 watt processor that provides all of the signal routing, zone switching, DSP processing, protective limiting, remote monitoring, and amplification functions needed between a mixer and the loudspeakers.Ethernet communication protocols allow for fast system design, system control, and remote system monitoring. Analog and Dante® inputs are included in each model, for quick and easy integration into any new or existing system.

QTY		EACH	EXT'D
8	**6.5" Two-way Coaxial Speaker**	$415.00	$3,320.00



All weather/all purpose high performance loudspeaker designed for high quaility voice and music reproduction in applications requiring extreme weather resistance. 8 ohm or 70v operation. Mounting bracket included. Grey.

QTY		EACH	EXT'D
300	**14 AWG Direct Burial Speaker Cable**	$255.00	$255.00



Commercial-grade two conductor 14 AWG two-conductor direct burial unshielded speaker cable. Fine strands for superior conductivity.

In-Fill System Total: $6,170.00

General

QTY		EACH	EXT'D
300	**12 AWG Commercial Speaker Cable**	$381.96	$381.96



12/2 speaker cable, stranded bare copper conductors, unshielded with an overall jacket. Black.

* Price Includes Accessories
Project Name: High School Stadium Audio Update
Project No.: HIGH S-0038

6/16/2026

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QTY		EACH	EXT'D
100	**Unshielded Cat6 Cable - Blue**	$45.37	$45.37 *



4 pairs of solid 23 AWG copper, twisted, unshielded premium grade category cable. Sunlight resistant and suitable for direct burial. Great for data, audio, IR, PoE. Black in color.

8	Cat 6A RJ45 Modular Plug (Three-Piece)	$0.35	$2.80

Cat 6A RJ45 Modular Plug (Three-Piece), UTP Network Connector for Solid Wire and Standard Cable, Transparent.

1	1G 2-port Keystone Wallplate - White	$1.35	$1.35

1G 2-port Keystone Faceplate. Single Gang UL listed Communication Circuit Accessory. Convenient Outlet management for structured solutions, Keystone inserts for audio, video, LAN, speaker, and phone. - White

QTY		EACH	EXT'D
1	**Shop Supplies**	$390.00	$390.00

During installation, technicians use a variety of general supplies that include but are not limited to, anchors, drill bits, wire management devices, and test equipment to install your system.

General Total: $817.33

Project Subtotal: $28,716.61

Misc. Items:

1	Freight	$950.00	$950.00

Estimate: In-bound freight charges.

5	Travel	$61.25	$306.25

Estimate: Travel is based upon average current fuel price, miles driven, $230.00 per two man crew for overnights, and half normal hourly labor fee. 60 miles, 1.2 hours travel time.

Misc. Items Total: $1,256.25

* Price Includes Accessories

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Project Summary

Equipment:	$28,716.61
Labor:	$8,533.21
Misc. Items:	$1,256.25
Grand Total:	$38,506.07

Your satisfaction is important to us, and we plan to exceed your expectations! This proposal is a complete package, including design, equipment, and installation.

Warranties: All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system. Coast Technology Group assumes no responsibility for damages, either direct or consequential, that may result from accidents associated with the design, installation, and operation of the sound and video equipment listed herein.

Proposal Term: Prices contained in this proposal are valid for 15 days. Any changes to this proposal will be submitted in writing for approval.

Responsibilities of Others: High voltage electrical wiring is to be supplied by your designee. Coast Technology Group can contract with our licensed electrician for an additional fee. Radio Frequency (RF) cabling (including Satellite and Cable wiring) is not included in this proposal. Coast Technology Group cannot be responsible for RF cable or electrical grounding issues which introduce hum or other noise into your new system. If ground issues exist, a Coast Technology Group technician will demonstrate the issue, which can then be replicated to the responsible contractor to address.

Product Substitutions: Audio and Video manufacturers regularly update their product offerings. In our efforts to provide you with the very best system, we reserve the right to substitute the most up to date models available at the time of installation if the originally specified model has become discontinued.

Terms: Progress payments, if applicable, are due upon receipt of invoice. Final balance terms are Net 30 days upon substantial completion / commissioning. This equipment shall remain the property of Coast Technology Group until all installation and equipment charges have been paid in full.

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High School Stadium Audio Update

I accept this proposal and authorize the work to be performed. I accept responsibility for payments due.

Client: Justin Langwell — Date: 02/01/26

Contractor: Coast Technology Group — Date:

OK License #AC440674

* Price Includes Accessories

SCHEDULE A

06/30/26

RETIREMENT				
Last Name	**First Name**	**Site/Assignment**	**Years of Service**	**Effective**

RESIGNATIONS				
Last Name	**First Name**	**Site/Assignment**	**Years of Service**	**Effective**
Aycox	Skylia	HM/SPED Teacher	-	5/22/2026
Clark	Fredie "Bubba"	DMS/Counselor	14	6/4/2026
Howard	Toni	DHS/SPED Teacher	12	6/18/2026
Hynson	M. Randy	DMS/SPED Teacher	2	5/22/2026
Ivey	McCauley	MT/Teacher	-	5/22/2026
Jackson	Allie	MT/Speech Language Pathologist	4	5/22/2026
Self	Kenita	HM/Teacher	15	5/22/2026
Spigner	Carra	CO/Instructional Coach-Virtual Teacher	7	6/18/2026

EMPLOYMENT				
Last Name	**First Name**	**New Position**	**Pending**	**Contract**
		Teacher	Certification/Background	Temporary
		Teacher	Emergency Certification/Background	Temporary
		Teacher	Emergency Certification	Temporary
		Student Services Specialist	Background	Temporary
		SPED Paraprofessional/Teacher Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		MS Head Girls Basketball	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	**First Name**	**Position**	**Site**	

CONTRACT CHANGES			
Last Name	**First Name**	**Site Assignment**	**Effective**
Armstrong	Amy	from 9 mo Title I Teacher to 10 mo Secondary Counselor	2026-27
Prichard	Emily	from 9 mo Secondary Career Pathways Teacher to 12 mo Vocational Agriculture Teacher	2026-27

EXTRA-DUTY CONTRACT CHANGES		
Last Name	**First Name**	**New Position**

BOARD APPROVED

JUN 30 2026

ITEM # 6

SCHEDULE A

06/30/26

RETIREMENT

Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS

Last Name	First Name	Site/Assignment	Years of Service	Effective
Aycox	Skylia	HM/SPED Teacher	-	5/22/2026
Clark	Fredie "Bubba"	DMS/Counselor	14	6/4/2026
Howard	Toni	DHS/SPED Teacher	12	6/18/2026
Hynson	M. Randy	DMS/SPED Teacher	2	5/22/2026
Ivey	McCauley	MT/Teacher	-	5/22/2026
Jackson	Allie	MT/Speech Language Pathologist	4	5/22/2026
Self	Kenita	HM/Teacher	15	5/22/2026
Spigner	Carra	CO/Instructional Coach-Virtual Teacher	7	6/18/2026

EMPLOYMENT

Last Name	First Name	New Position	Pending	Contract	
		Teacher	Certification/Background	Temporary	Andrea Brown
		Teacher	Emergency Certification/Background	Temporary	Kaily Gilley
		Teacher	Emergency Certification	Temporary	David Starnes
		Student Services Specialist	Background	Temporary	Misti Thompson
		SPED Paraprofessional/Teacher Assistant	Background	Support	Courtney Folk
		SPED Paraprofessional/Teacher Assistant	Background	Support	Kayla Smith
		SPED Paraprofessional/Teacher Assistant	Background	Support	Gracie Walling
		~~MS Head Girls Basketball~~	~~Background~~	~~Contract Coach~~	ITEM TABLED

ADJUNCT TEACHERS

Last Name	First Name	Position	Site	

CONTRACT CHANGES

Last Name	First Name	Site Assignment	Effective
Armstrong	Amy	from 9 mo Title I Teacher to 10 mo Secondary Counselor	2026-27
Prichard	Emily	from 9 mo Secondary Career Pathways Teacher to 12 mo Vocational Agriculture Teacher	2026-27

EXTRA-DUTY CONTRACT CHANGES

Last Name	First Name	New Position

Special Meeting of the Board of Education
Tuesday, June 30, 2026 6:00 PM

Administration Building
1702 W. Spruce
P.O. Box 1548
Duncan, Oklahoma 73534-1548

Minutes

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal
Attendance Taken at 6:00 PM.

Carl Buckholts:	Absent
Misty Burch:	Present
Eric Davis:	Present
Krista Lolar:	Present
Greg Neal:	Present

Also present were the following: Kelly Henderson, Donna McConnell, Butch Lawson, Lori McCann, Allison Lovett, Jonathan Jeffrey, and Merry Stone.

2. Discussion and possible motion to accept and award the bid from Hope Equipment & Construction regarding Package #11 **Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**
This item was rejected at the May 20, 2026 Special Meeting and was re-bid. The re-bid opening was held earlier today, 06/30/2026, at 2:00 P.M.
Motion to approve, award, and accept the bids from Hope Equipment & Construction regarding Package #11 Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary. This approval includes an encumbrance to Hope for the winning bid received from Trinity Technology in the amount of $9,476.93 paid by the Insurance Fund. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

3. **Consent Agenda**
All of the following items, which concern reports and items of a routine nature normally

approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:
Motion to approve Consent Agenda items # 3.A. - 3.B.14. as listed and discussed. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

3.A. **Encumbrance Reports**
General Fund 11 Purchase Order Numbers 66349-66354, total dollar value of $2,144.74
Building Fund 21 Purchase Orders, Number 21252-21256, total dollar value of $145,887.98
Bond Fund 36 Purchase Orders, Number 36042, total dollar value of $24,115.52
Change Order Listing(s) of Encumbrances
Encumbrance(s) More Than 10% Over

3.B. Contracts and Encumbrance requests for FY 26-27:

3.B.1. **Changes to Activity Fund Sub-accounts**

3.B.2. **District Fundraisers**

3.B.3. **Out-of-State Travel** - High School Tennis Tournament, Level 6: Ike Eisenhauer State Farm (clay) Tournament July 9-12, 2026 in Hot Springs Village, AR

3.B.4. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 8, 2027 in Grand Prairie, TX

3.B.5. **Duncan Public Schools Foundation** - Equal Opportunity Scholarship Act Resolution renewal

3.B.6. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility renewal

3.B.7. **First Baptist Church** agreement for the use of the south-east Parking Lot for the 9th Street Family Education Center renewal

3.B.8. **US Food Service Inc.** - child nutrition Food and Non-food Items in the amount of $700,000.00 paid by Federal Funds

3.B.9. **Water Walkers, LLC** - district Child Nutrition Software Service Agreement and Training for Health-e Pro Menu Planning, Production, and Online Menu's in the amount of $8,093.00 paid by Federal Funds

3.B.10. **All Copy Products, Inc** - district wide Copier Lease, Licensing, PaperCut Solutions, and Services in the amount of $89,771.44 paid by the Building Fund

3.B.11. **Chisholm Roofing LLC** - Baseball Fieldhouse and Backstop Brickwork in the amount of $55,700.00 paid by the Building Fund

3.B.12. **Duncan Janitorial & Industrial Supply** - district Maintenance and Custodial Supplies in the amount of $35,000.00 paid by the Building Fund

3.B.13. **Legacy Fire Protection LLC** - Fire/Sprinkler System for the 2nd Floor of the High School West Building in the amount of $32,962.80 paid by the Building Fund

3.B.14. **Coast Technology Group** - labor and materials to replace Speakers and Amp at Halliburton Stadium in the amount of $38,506.07 paid by Bond Funds

4. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:03 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

5. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive. No action was taken in Executive Session.
The following board members were present in Executive Session: Carl Buckholts, Misty Burch, Eric Davis, Krista Lolar, and Greg Neal. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.
Motion to acknowledge the Board's return to Open Session at 6:07 P.M. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

6. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached
Motion to table the employment listed on Schedule A for the MS Head Girls Basketball and approve all other resignations, employment, and changes of contract as listed on Schedule A. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

7. **Adjournment**
This concludes the business that came before the Board on June 30, 2026 and at 6:08 P.M. Board President Eric Davis declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the Agenda for the Special Meeting of June 30, 2026 was posted on the door of the Administration Building at 4:35 P.M., Monday, June 29, 2026 by Board Clerk, Kelly Henderson. Notice of the meeting was filed with the Stephens County Court Clerk Thursday, June 17, 2026.

I also certify that at least 24 hours prior to this meeting the Agenda of this meeting was posted on the School District Website located at www.duncanps.org.

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

Kelly Henderson

Kelly Henderson, Board Clerk

Independent School District No. 1 Official SEAL Stephens County, Oklahoma

SCHEDULE A

06/30/26

RETIREMENT

Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS

Last Name	First Name	Site/Assignment	Years of Service	Effective
Aycox	Skylia	HM/SPED Teacher	-	5/22/2026
Clark	Fredie "Bubba"	DMS/Counselor	14	6/4/2026
Howard	Toni	DHS/SPED Teacher	12	6/18/2026
Hynson	M. Randy	DMS/SPED Teacher	2	5/22/2026
Ivey	McCauley	MT/Teacher	-	5/22/2026
Jackson	Allie	MT/Speech Language Pathologist	4	5/22/2026
Self	Kenita	HM/Teacher	15	5/22/2026
Spigner	Carra	CO/Instructional Coach-Virtual Teacher	7	6/18/2026

EMPLOYMENT

Last Name	First Name	New Position	Pending	Contract	
		Teacher	Certification/Background	Temporary	Andrea Brown
		Teacher	Emergency Certification/Background	Temporary	Kaily Gilley
		Teacher	Emergency Certification	Temporary	David Starnes
		Student Services Specialist	Background	Temporary	Misti Thompson
		SPED Paraprofessional/Teacher Assistant	Background	Support	Courtney Folk
		SPED Paraprofessional/Teacher Assistant	Background	Support	Kayla Smith
		SPED Paraprofessional/Teacher Assistant	Background	Support	Gracie Walling
		~~MS Head Girls Basketball~~	~~Background~~	~~Contract Coach~~	ITEM TABLED

ADJUNCT TEACHERS

Last Name	First Name	Position	Site	

CONTRACT CHANGES

Last Name	First Name	Site Assignment	Effective
Armstrong	Amy	from 9 mo Title I Teacher to 10 mo Secondary Counselor	2026-27
Prichard	Emily	from 9 mo Secondary Career Pathways Teacher to 12 mo Vocational Agriculture Teacher	2026-27

EXTRA-DUTY CONTRACT CHANGES

Last Name	First Name	New Position

NOTICE OF MEETING

[Special, Emergency, Canceled, Continued, Reconvened or Rescheduled Regular Meeting]

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED OR FILED
2026 JUN 17 AM 10:10
BOOK
JERRY MOORE
COUNTY CLERK
BY
DEPUTY

TO BE FILED IN THE OFFICE OF THE COUNTY CLERK

DUNCAN, OK

DATE: Wednesday, June 17, 2026

STATE PUBLIC BODY: Board of Education, I-001, Duncan, OK - Stephens County

ADDRESS: P.O. BOX 1548, 1702 W. Spruce, Duncan, OK 73534-1548

TELEPHONE: (580) 255-0686 FAX: (580) 252-2453

		DATE	TIME	PLACE
SPECIAL MEETING	X	06/30/2026	6:00 P.M.	Duncan Public Schools Administration Office 1702 W. Spruce Duncan, OK 73533
EMERGENCY MEETING				
CANCELED MEETING				
CONTINUED MEETING				
RECONVENED MEETING				
RESCHEDULED MEETING				

REMARKS: Special Board Meeting of the Duncan Public Schools Board of Education
Tuesday, June 30, 2026 at 6:00 P.M.
Duncan Public Schools Administration Office
1702 W. Spruce
Duncan, OK 73533

NAME OF PERSON REPORTING: Kelly Henderson

TITLE: Board Clerk, Duncan Public Schools Board of Education

SIGNATURE: Kelly Henderson 06/17/2026

NOTICE TO THE STEPHENS COUNTY CLERK

THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA previously scheduled for 6:00 P.M. in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

WILL NOW BE HELD AT 6:00 P.M. IN THE BOARD ROOM OF THE ADMINISTRATION OFFICE, LOCATED AT 1702 WEST SPRUCE, DUNCAN, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

This letter serves as the statutory notice required by 25 O.S. § 311 and is provided more than 10 days in advance of the first meeting in June in accordance with state law.

STATE OF OKLAHOMA
STEPHENS COUNTY
RECORDED OR FILED
2026 MAY 28 AM 11:07
JENNY MOORE
COUNTY CLERK
BOOK ____ PAGE ____
BY: ____ DEPUTY

Kelly Henderson
Clerk, Duncan Board of Education

05/28/2026

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2026 are as follows:

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

Tuesday, April 14, 2026

Tuesday, May 12, 2026

Tuesday, June 9, 2026

Thursday, June 25, 2026

Tuesday, July 14, 2026

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

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Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY