

Addendum #1: Q&A for District-Wide Copier MFP Refresh

Date: Monday, May 4, 2026

District: Woodward-Granger Community School District

Project: District-Wide Copier MFP Refresh

Questions & Answers

1) Is there a breakdown of BW vs Color in the monthly and yearly average totals?

Included in Q&A Addendum

- Color meter, 3 Mo. Ave, 12 Mo. Ave.
- Additional PaperCut Reports

2) The current models have speeds in increments of 5 and 10 per minute. If we are within 5 of the current model, is that fine (ie - 45ppm quoted as 40ppm)?

The District's preference is to maintain print speeds that are **equivalent or faster** than the currently deployed machines. However, the District recognizes that volumes will be redistributed for the 2026-2027 school year due to the opening of the **New Middle School**.

- If a vendor proposes a model with a slower print speed than the current machine (e.g., quoting 40ppm for a current 45ppm location), a **detailed explanation** must be provided.
- This explanation should justify the sizing based on the current volume data and the anticipated volume shift to the new facility.

3) When we see a finisher needed, does that also mean 3-hole punch? Any booklet, folding, etc.?

- Locations identified as requiring a "Finisher" in Table 1 expect, at minimum, **stapling and 3-hole punch** capabilities. Detailed breakdown of additional features or capabilities beyond these requirements should be included in the vendor's proposal for evaluation.

4) Can we get the template so we can type into it? (Excel or something)? The RFP document and associated tables are available via the District technology bids website at <https://wghawks.school/district/techbids/>. Vendors should use the formats provided in Appendix A (Table 1 and Table 2) for their formal submissions. Additional spreadsheet templates are now available on the site.

5) Confirming the HP printers will NOT be included with papercut software. But if they are to be included, would they need card readers?

- No Management or Card Readers needed on the Replacements for the HP Business Office Printers

- Currently all 3 are the same model and 1 is utilized as a MICR with the additional 2 being utilized for day-to-day operations (backup MICR)
- Maintenance/Click rate still applies

Reminders

- **Submission Deadline:** Thursday, May 14, 2026, by 3 PM CST.
- **Format:** Proposals must be submitted in a **sealed envelope** to the Administrative Offices.
- **Evaluation:** Price is not the sole criteria; feature sets, service agreements, and technical compatibility are critical components of the evaluation process.

Color Meter & Averages

Name	Location	Model	Last Color Meter	Color 3mo AMV	Color 12mo AMV
Admin Color MFP Finisher	Admin	Toshiba e-STUDIO4515AC	83,869	2,120	1,477
ELC Office Color MFP	Early Learning	Toshiba e-STUDIO3515AC	434,796	8,726	6,740
ELEM Office Color MFP	Elementary	Toshiba e-STUDIO3515AC	140,365	1,677	1,657
Grandwood Office Color MFP Finisher	Grandwood	Toshiba e-STUDIO4515AC	54,397	1,126	741
HS Secretary Color MFP	HS	Toshiba e-STUDIO3515AC	184,156	3,221	3,077
MS Secretary Color MFP (Moving)	New MS	Toshiba e-STUDIO3515AC	192,169	2,025	2,077



Printer usage - period comparison

Period 1: Apr 30, 2024 to Apr 30, 2025

Period 2: Apr 30, 2025 to Apr 30, 2026

Printer	Period 1			Period 2		
	Total Printed Pages	Jobs	Cost	Total Printed Pages	Jobs	Cost
device\Admin_Office_Color_Copier	15,654	757	\$0.00	6,953	464	\$0.00
device\ELC_East_BW	46,363	2,442	\$0.00	39,080	1,923	\$0.00
device\ELC_Secretary_Color	28,211	3,797	\$0.00	27,210	3,007	\$0.00
device\ELC_West_BW	17,386	1,757	\$0.00	24,262	2,365	\$0.00
device\ELC_Workroom	90,275	3,338	\$0.00	82,856	3,312	\$0.00
device\Elementary_2nd_BW	51,010	3,874	\$0.00	51,586	3,168	\$0.00
device\Elementary_3rd_BW	48,531	1,317	\$0.00	37,567	1,402	\$0.00
device\Elementary_4th_BW	86,556	3,110	\$0.00	75,345	2,834	\$0.00
device\Elementary_5th_BW	23,441	964	\$0.00	47,447	1,084	\$0.00
device\Elementary_Secretary_Color	4,522	575	\$0.00	3,633	331	\$0.00
device\Elementary_Workroom	202,775	2,159	\$0.00	138,248	1,470	\$0.00
device\Grandwood_Kitchen_BW	13,039	1,134	\$0.00	13,613	1,228	\$0.00
device\Grandwood_Office_Color	2,791	341	\$0.00	6,094	764	\$0.00
device\Grandwood_Workroom_BW	7,576	645	\$0.00	1,843	383	\$0.00
device\HS_Secretary_Color1	19,035	1,335	\$0.00	16,649	1,213	\$0.00
device\MMS_Secretary_Color	10,648	827	\$0.00	13,140	988	\$0.00
device\MSHS_Bus_Lab_BW	54,350	2,413	\$0.00	60,485	2,529	\$0.00
device\MSHS_Flex_BW	36	13	\$0.00	0	0	\$0.00
device\MSHS_Media_BW	37,141	2,111	\$0.00	37,590	1,668	\$0.00

Printer	Period 1			Period 2		
	Total Printed Pages	Jobs	Cost	Total Printed Pages	Jobs	Cost
device\MSHS_Workroom_BW	102,026	5,606	\$0.00	128,544	5,003	\$0.00
papercut\Admin Office Color	9,550	1,329	\$0.00	9,607	1,827	\$0.00
papercut\ELC East	22,780	2,439	\$0.00	34,229	3,222	\$0.00
papercut\ELC Office Color	55,946	9,560	\$0.00	74,745	11,824	\$0.00
papercut\ELC West	11,011	1,755	\$0.00	20,137	3,112	\$0.00
papercut\ELC Workroom	22,037	2,394	\$0.00	34,410	3,061	\$0.00
papercut\ELEM 2nd	46,412	5,476	\$0.00	47,036	4,438	\$0.00
papercut\ELEM 3rd	52,830	2,245	\$0.00	48,826	2,565	\$0.00
papercut\ELEM 4th	30,604	4,594	\$0.00	43,499	4,258	\$0.00
papercut\ELEM 5th	56,186	3,985	\$0.00	60,223	2,893	\$0.00
papercut\ELEM Office Color	25,461	4,671	\$0.00	21,691	3,738	\$0.00
papercut\ELEM Workroom	23,721	1,535	\$0.00	32,363	2,801	\$0.00
papercut\GW Kitchen	17,801	2,725	\$0.00	20,559	3,099	\$0.00
papercut\GW Office Color	15,430	3,200	\$0.00	23,083	4,610	\$0.00
papercut\GW Workroom	10,035	1,813	\$0.00	1,598	277	\$0.00
papercut\HS Bus Lab	68,948	6,659	\$0.00	85,442	7,769	\$0.00
papercut\HS Office Color	34,464	5,588	\$0.00	38,780	6,874	\$0.00
papercut\MS FLEX	104	31	\$0.00	0	0	\$0.00
papercut\MS Office Color	23,812	4,866	\$0.00	35,725	6,756	\$0.00
papercut\MSHS Media Center	58,633	7,301	\$0.00	73,937	6,944	\$0.00
papercut\MSHS Workroom	34,732	3,494	\$0.00	50,617	4,157	\$0.00
Totals:	1,481,863	114,175	\$0.00	1,568,652	119,361	\$0.00



Printer usage - period comparison

Period 1: Mar 1, 2026 to Mar 31, 2026

Period 2: Apr 1, 2026 to Apr 30, 2026

Printer	Period 1			Period 2		
	Total Printed Pages	Jobs	Cost	Total Printed Pages	Jobs	Cost
device\Admin_Office_Color_Copier	753	40	\$0.00	844	25	\$0.00
device\ELC_East_BW	4,310	213	\$0.00	3,293	174	\$0.00
device\ELC_Secretary_Color	3,228	376	\$0.00	3,334	359	\$0.00
device\ELC_West_BW	3,095	331	\$0.00	3,155	329	\$0.00
device\ELC_Workroom	7,565	293	\$0.00	11,787	404	\$0.00
device\Elementary_2nd_BW	4,564	247	\$0.00	4,192	264	\$0.00
device\Elementary_3rd_BW	3,833	183	\$0.00	4,418	194	\$0.00
device\Elementary_4th_BW	7,545	272	\$0.00	10,233	391	\$0.00
device\Elementary_5th_BW	6,479	113	\$0.00	1,313	80	\$0.00
device\Elementary_Secretary_Color	690	36	\$0.00	62	16	\$0.00
device\Elementary_Workroom	14,801	241	\$0.00	9,642	131	\$0.00
device\Grandwood_Kitchen_BW	2,625	131	\$0.00	1,014	160	\$0.00
device\Grandwood_Office_Color	673	109	\$0.00	535	93	\$0.00
device\Grandwood_Workroom_BW	566	299	\$0.00	95	6	\$0.00
device\HS_Secretary_Color1	1,650	99	\$0.00	1,702	160	\$0.00
device\MMS_Secretary_Color	520	67	\$0.00	985	105	\$0.00
device\MSHS_Bus_Lab_BW	7,581	322	\$0.00	5,276	231	\$0.00
device\MSHS_Media_BW	3,468	207	\$0.00	2,933	165	\$0.00
device\MSHS_Workroom_BW	12,410	361	\$0.00	15,509	623	\$0.00

Printer	Period 1			Period 2		
	Total Printed Pages	Jobs	Cost	Total Printed Pages	Jobs	Cost
papercut\Admin Office Color	578	87	\$0.00	393	102	\$0.00
papercut\ELC East	3,614	408	\$0.00	3,497	335	\$0.00
papercut\ELC Office Color	6,237	1,109	\$0.00	9,433	1,366	\$0.00
papercut\ELC West	2,561	391	\$0.00	2,700	495	\$0.00
papercut\ELC Workroom	3,987	369	\$0.00	3,990	312	\$0.00
papercut\ELEM 2nd	4,750	434	\$0.00	7,173	565	\$0.00
papercut\ELEM 3rd	3,934	352	\$0.00	5,358	266	\$0.00
papercut\ELEM 4th	5,104	507	\$0.00	8,701	526	\$0.00
papercut\ELEM 5th	7,355	214	\$0.00	3,735	186	\$0.00
papercut\ELEM Office Color	1,404	246	\$0.00	2,664	343	\$0.00
papercut\ELEM Workroom	2,067	277	\$0.00	4,082	419	\$0.00
papercut\GW Kitchen	1,949	276	\$0.00	1,848	346	\$0.00
papercut\GW Office Color	3,326	578	\$0.00	2,278	534	\$0.00
papercut\GW Workroom	217	29	\$0.00	241	43	\$0.00
papercut\HS Bus Lab	8,094	643	\$0.00	10,596	971	\$0.00
papercut\HS Office Color	3,393	684	\$0.00	4,523	832	\$0.00
papercut\MMS Office Color	3,388	583	\$0.00	6,486	1,252	\$0.00
papercut\MMSHS Media Center	6,647	611	\$0.00	8,902	852	\$0.00
papercut\MMSHS Workroom	8,300	406	\$0.00	8,483	592	\$0.00
Totals:	163,261	12,144	\$0.00	175,405	14,247	\$0.00



Printer usage - job type summary

Apr 4, 2026 to May 4, 2026.

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
Printer: device\Admin_Office_Color_Copier						
LETTER (ANSI_A)	Simplex	4	22	26	15	\$0.00
LETTER (ANSI_A)	Duplex	466	353	819	11	\$0.00
Totals for printer "device\Admin_Office_Color_Copier":		470	375	845	26	\$0.00
Printer: device\ELC_East_BW						
LETTER (ANSI_A)	Simplex	0	2,786	2,786	153	\$0.00
LETTER (ANSI_A)	Duplex	0	600	600	14	\$0.00
Totals for printer "device\ELC_East_BW":		0	3,386	3,386	167	\$0.00
Printer: device\ELC_Secretary Color						
LETTER (ANSI_A)	Simplex	2,505	15	2,520	293	\$0.00
LETTER (ANSI_A)	Duplex	419	0	419	16	\$0.00
Totals for printer "device\ELC_Secretary Color":		2,924	15	2,939	309	\$0.00
Printer: device\ELC_West_BW						
LETTER (ANSI_A)	Simplex	0	3,094	3,094	302	\$0.00
LETTER (ANSI_A)	Duplex	0	130	130	4	\$0.00
Totals for printer "device\ELC_West_BW":		0	3,224	3,224	306	\$0.00
Printer: device\ELC_Workroom						

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
LETTER (ANSI_A)	Simplex	0	9,039	9,039	325	\$0.00
LETTER (ANSI_A)	Duplex	0	1,448	1,448	35	\$0.00
Totals for printer "device\ELC_Workroom":		0	10,487	10,487	360	\$0.00

Printer: device\Elementary_2nd_BW

LETTER (ANSI_A)	Simplex	0	1,490	1,490	167	\$0.00
LETTER (ANSI_A)	Duplex	0	2,196	2,196	74	\$0.00
Totals for printer "device\Elementary_2nd_BW":		0	3,686	3,686	241	\$0.00

Printer: device\Elementary_3rd_BW

LETTER (ANSI_A)	Simplex	0	1,811	1,811	152	\$0.00
LETTER (ANSI_A)	Duplex	0	2,358	2,358	38	\$0.00
Totals for printer "device\Elementary_3rd_BW":		0	4,169	4,169	190	\$0.00

Printer: device\Elementary_4th_BW

LETTER (ANSI_A)	Simplex	0	2,666	2,666	220	\$0.00
LETTER (ANSI_A)	Duplex	0	7,250	7,250	155	\$0.00
Totals for printer "device\Elementary_4th_BW":		0	9,916	9,916	375	\$0.00

Printer: device\Elementary_5th_BW

LETTER (ANSI_A)	Simplex	0	489	489	44	\$0.00
LETTER (ANSI_A)	Duplex	0	574	574	28	\$0.00
Totals for printer "device\Elementary_5th_BW":		0	1,063	1,063	72	\$0.00

Printer: device\Elementary_Secretary_Color

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
LETTER (ANSI_A)	Simplex	5	11	16	6	\$0.00
LETTER (ANSI_A)	Duplex	14	20	34	7	\$0.00
Totals for printer "device\Elementary_Secretary_Color":		19	31	50	13	\$0.00

Printer: device\Elementary_Workroom

LETTER (ANSI_A)	Simplex	0	2,154	2,154	68	\$0.00
LETTER (ANSI_A)	Duplex	0	7,902	7,902	65	\$0.00
Totals for printer "device\Elementary_Workroom":		0	10,056	10,056	133	\$0.00

Printer: device\Grandwood_Kitchen_BW

LETTER (ANSI_A)	Simplex	0	507	507	138	\$0.00
LETTER (ANSI_A)	Duplex	0	495	495	15	\$0.00
Totals for printer "device\Grandwood_Kitchen_BW":		0	1,002	1,002	153	\$0.00

Printer: device\Grandwood_Office_Color

LETTER (ANSI_A)	Simplex	22	253	275	80	\$0.00
LETTER (ANSI_A)	Duplex	60	132	192	8	\$0.00
Totals for printer "device\Grandwood_Office_Color":		82	385	467	88	\$0.00

Printer: device\Grandwood_Workroom_BW

LETTER (ANSI_A)	Simplex	0	95	95	6	\$0.00
Totals for printer "device\Grandwood_Workroom_BW":		0	95	95	6	\$0.00

Printer: device\HS_Secretary_Color1

A3 (ISO_A3)	Simplex	12	24	36	25	\$0.00
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Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
LETTER (ANSI_A)	Simplex	312	298	610	101	\$0.00
LETTER (ANSI_A)	Duplex	0	1,010	1,010	20	\$0.00
Totals for printer "device\HS_Secretary_Color1":		324	1,332	1,656	146	\$0.00

Printer: device\MS_Secretary_Color

LETTER (ANSI_A)	Simplex	491	33	524	75	\$0.00
LETTER (ANSI_A)	Duplex	220	180	400	11	\$0.00
Totals for printer "device\MS_Secretary_Color":		711	213	924	86	\$0.00

Printer: device\MSHS_Bus_Lab_BW

LETTER (ANSI_A)	Simplex	0	1,740	1,740	140	\$0.00
LETTER (ANSI_A)	Duplex	0	2,736	2,736	66	\$0.00
Totals for printer "device\MSHS_Bus_Lab_BW":		0	4,476	4,476	206	\$0.00

Printer: device\MSHS_Media_BW

LETTER (ANSI_A)	Simplex	0	1,144	1,144	114	\$0.00
LETTER (ANSI_A)	Duplex	0	1,133	1,133	23	\$0.00
Totals for printer "device\MSHS_Media_BW":		0	2,277	2,277	137	\$0.00

Printer: device\MSHS_Workroom_BW

A3 (ISO_A3)	Simplex	0	21	21	18	\$0.00
LETTER (ANSI_A)	Simplex	0	2,457	2,457	393	\$0.00
LETTER (ANSI_A)	Duplex	0	10,927	10,927	109	\$0.00
Totals for printer "device\MSHS_Workroom_BW":		0	13,405	13,405	520	\$0.00

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
Printer: papercut\Admin Office Color						
LETTER (ANSI_A)	Simplex	120	60	180	48	\$0.00
LETTER (ANSI_A)	Duplex	80	83	163	43	\$0.00
Totals for printer "papercut\Admin Office Color":		200	143	343	91	\$0.00
Printer: papercut\ELC East						
LETTER (ANSI_A)	Simplex	0	1,888	1,888	220	\$0.00
LETTER (ANSI_A)	Duplex	0	1,513	1,513	108	\$0.00
Totals for printer "papercut\ELC East":		0	3,401	3,401	328	\$0.00
Printer: papercut\ELC Office Color						
LETTER (ANSI_A)	Simplex	4,638	2,144	6,782	1,035	\$0.00
LETTER (ANSI_A)	Duplex	803	482	1,285	142	\$0.00
Totals for printer "papercut\ELC Office Color":		5,441	2,626	8,067	1,177	\$0.00
Printer: papercut\ELC West						
LETTER (ANSI_A)	Simplex	0	1,824	1,824	332	\$0.00
LETTER (ANSI_A)	Duplex	0	543	543	112	\$0.00
Totals for printer "papercut\ELC West":		0	2,367	2,367	444	\$0.00
Printer: papercut\ELC Workroom						
LETTER (ANSI_A)	Simplex	0	2,549	2,549	218	\$0.00
LETTER (ANSI_A)	Duplex	0	1,047	1,047	61	\$0.00
Totals for printer "papercut\ELC Workroom":		0	3,596	3,596	279	\$0.00

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
Printer: papercut\ELEM 2nd						
LETTER (ANSI_A)	Simplex	0	1,523	1,523	177	\$0.00
LETTER (ANSI_A)	Duplex	0	5,247	5,247	356	\$0.00
Totals for printer "papercut\ELEM 2nd":		0	6,770	6,770	533	\$0.00
Printer: papercut\ELEM 3rd						
LETTER (ANSI_A)	Simplex	0	1,172	1,172	90	\$0.00
LETTER (ANSI_A)	Duplex	0	4,134	4,134	132	\$0.00
Totals for printer "papercut\ELEM 3rd":		0	5,306	5,306	222	\$0.00
Printer: papercut\ELEM 4th						
LETTER (ANSI_A)	Simplex	0	1,365	1,365	214	\$0.00
LETTER (ANSI_A)	Duplex	0	8,020	8,020	286	\$0.00
Totals for printer "papercut\ELEM 4th":		0	9,385	9,385	500	\$0.00
Printer: papercut\ELEM 5th						
LETTER (ANSI_A)	Simplex	0	369	369	62	\$0.00
LETTER (ANSI_A)	Duplex	0	3,227	3,227	105	\$0.00
Totals for printer "papercut\ELEM 5th":		0	3,596	3,596	167	\$0.00
Printer: papercut\ELEM Office Color						
LETTER (ANSI_A)	Simplex	694	613	1,307	193	\$0.00
LETTER (ANSI_A)	Duplex	689	588	1,277	135	\$0.00
Totals for printer "papercut\ELEM Office Color":		1,383	1,201	2,584	328	\$0.00

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
Printer: papercut\ELEM Workroom						
LETTER (ANSI_A)	Simplex	0	1,582	1,582	277	\$0.00
LETTER (ANSI_A)	Duplex	0	2,466	2,466	70	\$0.00
Totals for printer "papercut\ELEM Workroom":		0	4,048	4,048	347	\$0.00
Printer: papercut\GW Kitchen						
LETTER (ANSI_A)	Simplex	0	1,041	1,041	260	\$0.00
LETTER (ANSI_A)	Duplex	0	571	571	67	\$0.00
Totals for printer "papercut\GW Kitchen":		0	1,612	1,612	327	\$0.00
Printer: papercut\GW Office Color						
CUSTOM	Simplex	1	0	1	1	\$0.00
LETTER (ANSI_A)	Simplex	404	794	1,198	361	\$0.00
LETTER (ANSI_A)	Duplex	357	421	778	112	\$0.00
Totals for printer "papercut\GW Office Color":		762	1,215	1,977	474	\$0.00
Printer: papercut\GW Workroom						
LETTER (ANSI_A)	Simplex	0	144	144	36	\$0.00
LETTER (ANSI_A)	Duplex	0	97	97	7	\$0.00
Totals for printer "papercut\GW Workroom":		0	241	241	43	\$0.00
Printer: papercut\HS Bus Lab						
LETTER (ANSI_A)	Simplex	0	1,699	1,699	346	\$0.00
LETTER (ANSI_A)	Duplex	0	7,886	7,886	578	\$0.00

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
Totals for printer "papercut\HS Bus Lab":		0	9,585	9,585	924	\$0.00
Printer: papercut\HS Office Color						
11X17(Ledger)	Simplex	2	0	2	2	\$0.00
LETTER(ANSI_A)	Simplex	646	717	1,363	433	\$0.00
LETTER(ANSI_A)	Duplex	1,401	1,063	2,464	288	\$0.00
Totals for printer "papercut\HS Office Color":		2,049	1,780	3,829	723	\$0.00
Printer: papercut\MS Office Color						
11X17(Ledger)	Simplex	28	2	30	26	\$0.00
11X17(Ledger)	Duplex	1	6	7	7	\$0.00
LEGAL(LEGAL-14)	Simplex	2	0	2	2	\$0.00
LEGAL(LEGAL-14)	Duplex	4	0	4	4	\$0.00
LETTER(ANSI_A)	Simplex	766	578	1,344	377	\$0.00
LETTER(ANSI_A)	Duplex	1,798	967	2,765	620	\$0.00
Totals for printer "papercut\MS Office Color":		2,599	1,553	4,152	1,036	\$0.00
Printer: papercut\MSHS Media Center						
A4(ISO_A4)	Simplex	0	234	234	14	\$0.00
A4(ISO_A4)	Duplex	0	582	582	19	\$0.00
LETTER(ANSI_A)	Simplex	0	2,423	2,423	382	\$0.00
LETTER(ANSI_A)	Duplex	0	4,075	4,075	349	\$0.00
Totals for printer "papercut\MSHS Media Center":		0	7,314	7,314	764	\$0.00
Printer: papercut\MSHS Workroom						

Paper Size	Duplex	Color Pages	Grayscale Pages	Total Printed Pages	Jobs	Cost
A4 (ISO_A4)	Duplex	0	4	4	1	\$0.00
LETTER (ANSI_A)	Simplex	0	2,163	2,163	353	\$0.00
LETTER (ANSI_A)	Duplex	0	4,511	4,511	226	\$0.00
Totals for printer "papercut\MSHS Workroom":		0	6,678	6,678	580	\$0.00

Totals:	16,964	142,010	158,974	12,821	\$0.00
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