

Division	Department	Location	Current			Requested Functions										Notes	
			Make	Model	Serial #	Copy	Scan	Fax	Print	Double Sided	Collate	Staple	3 Hole Punch	Various Paper Sizes	Color		
Records	Police	65th St, 1st Floor	HP Laserjet	500 M551	CNBCD314QY												Keep unit - For color printing
Training	Police	65th St, 2nd Floor	HP Laserjet	500 Color MFP M570 DN	CNB6GBJ5V4	X	X	X	X	X	X					X	Replace current unit with Multi Function Copier Unit. Current unit will be moved to CID Narcotics area.
LT Office	Police	65th St, 2nd Floor	HP Laserjet	500 Color MFP M570 DN	CNB9H4X08F												Keep unit - sufficient
CID	Police	65th Street, 3rd Floor	Lanier	LD235	K9365700055	X	X (includes color scanning and ability to scan to specific folders on the network, large & small dpi capability)	X	X	X	X	X					X
Admin	Police	65th Street, 3rd Floor	Ricoh	MPC5501	V9614900411	X	X (includes color scanning and ability to scan to specific folders on the network, large & small dpi capability)	X	X	X	X	X		8 1/2 x 11, 8 1/2 x 14, 11 x 17, By-pass tray for envelopes and labels		X	
Patrol	Police	Substation - Worcester St	Ricoh	MP3351SP	V830600417	X	X	X	X	X	X					X	Needs to be a larger capacity unit. More commercial. Heavily used May through October. Color needed for wanted bulletins
Detention	Police	65th Street, 1st Floor	Ricoh	MP4002SP	W523L400626	X	X	X	X	X	X					X	
Patrol	Police	65th St, 2nd Floor	Ricoh	AFMP6001SP	V6925300166	X	X	X	X	X	X					X	Color needed for wanted bulletins
Records	Police	65th Street, 1st Floor	Ricoh	MP6001SP	V6905900970	X	X	X	X	X	X	X				X	Need larger paper tray, Need to print labels
Records	Police	65th Street, 1st Floor	Ricoh	LD016SPF	79201446												Keep unit - Front area
Billing/Collections	City Hall	65th Street, 1st Floor	Ricoh	MP C3501	V9414900369	X	X	X	X	X	X	X	X	X	X	X	OCR, scan to email, labels
Mail Room	City Hall	65th Street, 2nd Floor	Ricoh	MP 5001	V8014900033		X	X	X	X	X	X	X	X	X	X	OCR, scan to email, labels
Billing/Collections	City Hall	65th Street, 1st Floor	InfoPrint	6500	000896004F67				X								Currently greebar, bills, and one part forms-Open to viable solutions to accommodate our needs
Accounts Payable	City Hall	65th Street, 1st Floor	InfoPrint	6500	0008960051FF				X								Currently greebar, bills, and one part forms-Open to viable solutions to accommodate our needs
Beach Patrol	Emergency Management	Talbot Street, 3rd Floor	Ricoh	MP C3501	V9414900362	X	X	X	X	X	X	X	X	X	X	X	
Golf Course	Operations-Club House	Berlin, MD	Ricoh	MP 301SPF	W912P900169	X	X	X	X	X	X					X	Could use smaller device as long as it conforms to the functionality needed
Golf Course	Maintenance	Berlin, MD	Ricoh	MP 301SPF	M0179201502	X	X	X	X	X	X					X	Could use smaller device as long as it conforms to the functionality needed
Communications	Emergency Management	65th St, 2nd Floor	Ricoh	MP C5501	V9614900399	X	X	X	X	X	X	X	X	X	X	X	
Convention Center	Convention Center	40th Street	Ricoh	MP 3351	V8306000233	X	X	X	X	X	X						Print high volumes quickly, tickets for craft shows, photos, scan to email, show bills, USB capabilities
Fire Department	Fire Department	15th Street	Ricoh	MP C3501	V9414900370	X	X	X	X	X	X	X	X	X	X	X	Mobile printing and working on a cloud would be nice, scan to email, user friendly, ability for HIPPA protection, used by various employees outside the department, there are four locations throughout the Town with only one MFD and various stand alone printers
Recreation	Parks & Rec	125th St.	Ricoh	MP 6001	V6905900981	X	X	X	X	X	X	X	X	X	X	X	
Recreation	Parks & Rec	125th St.	Ricoh	MP 5001	V8014900428	X	X	X	X	X	X	X	X	X	X	X	
Purchasing	Purchasing	65th Street, Bldg. A	Ricoh	MP C5501	V9614900382	X	X	X	X	X	X			X	X	X	
Public Works	Administration	65th Street, Bldg. E	Ricoh	MP 6001	V6914900282	X	X	X	X	X	X			X	X	X	
Public Works	Maintenance	65th Street, Bldg. E	Ricoh	MP 3351	V8306000246	X	X	X	X	X	X			X	X	X	currently uses another device to print color and other needs on.
Public Works	Wastewater	64th Street	Ricoh	MP C3501	V9414900359	X	X	X	X	X	X			X	X	X	