

**ATTACHMENT A -- MINIMUM REQUIREMENTS WITH EQUIPMENT LIST AS OF JANUARY 14, 2016.**

All devices are configured and connected to the County network. Scan to to email, scan to network folder and scan directly into software applications is configured on devices.

Department	Location Description/ Room Number	Physical Location	Access Notes	Model:	Black/White CPM:	Full Color CPM:	ADF (Automatic Document Feeder)	Finisher	Staple Finisher	2/3 Hole Punch	Fax Enable	Function Kit:	Auto Duplex Unit	Note:
Administration	Administration Level 2	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	E5540C	60	55	X	Finisher	X	X	X			
Administration	Auditor Level 3	1 Courthouse Square, Historic Courthouse, Carthage	No elevator access Parking for loading/unloading	ES3555C	35	35	X	Finisher	X	X	X			
Aging	Work Room	8040 U.S. 15/501, West End		E3530C	45	35	X	Finisher	X					
Aging	Nursing Supervisor	8040 U.S. 15/501, West End		ES2505H	25		X							
Aging	Work Room	8040 U.S. 15/501, West End		ES452	45		X	Finisher	X	X	X	Printer/Scanner kit		
Animal Center	Back Building	5235 U.S. 15/501, Carthage		ES3055C	30	30	X	Inner			X			
Animal Center	Copy Room	5235 U.S. 15/501, Carthage		ES4540C	60	45	X	Finisher	X		X			
Child Support	Front Work Room	202 South Ray Street, Carthage	Secured Access	E4540C	60	45	X	Finisher	X	X	X			
Cooperative Extension	Work Room Room 122	707 Pinehurst Avenue, Carthage		E282	28		X					Printer/Scanner kit	X	
Cooperative Extension	Work Room Room 122	707 Pinehurst Avenue, Carthage		E2830C	35	28	X	Saddle Stitch	X	X	X			
Day Reporting	Copy Room	107 North McNeill Street, Carthage		E355	35		X	Finisher	X	X	X	Printer/Scanner kit		
Detention	Admin Level 1	302 South McNeill Street, Carthage	Secured Access	E4540C	60	45	X	Hanging	X		X			
Detention	Prebooking Level 1	302 South McNeill Street, Carthage	Secured Access	E203	20		X							
Detention	Booking B129 Level 1	302 South McNeill Street, Carthage	Secured Access	E356	35		X					Printer/Scanner kit		
Detention	Main Booking Level 1	302 South McNeill Street, Carthage	Secured Access	E356	35		X				X	Printer/Scanner kit		
Detention	Transportation Level 1	302 South McNeill Street, Carthage	Secured Access	ES356	35		X	Inner			X	Printer/Scanner kit		
Elections	Back	700 Pinehurst Avenue, Carthage		ES232	23									
Elections	Public Area	700 Pinehurst Avenue, Carthage		ES352	35									
Elections	Front Office	700 Pinehurst Avenue, Carthage		ES5560C	60	55	X	Finisher	X	X				
Environmental	Front Desk	1042 Carriage Oaks Drive, Carthage		ES351C	35	11	X	Hanging	X		X			
Finance	Mail Room	206 South Ray Street, Carthage		E162D	16		X							
Finance	Back Hall	206 South Ray Street, Carthage		ES4540C	60	45	X	Hanging	X		X			
Finance	Hallway	206 South Ray Street, Carthage		ES657	65		X	Finisher	X	X		Printer/Scanner kit		
GIS	Room: STF 212 Level 2	302 South McNeill Street, Carthage	Secured Access	ES3555c	35	35	X	Inner			X			
Health	CSC Social Work Office	705 Pinehurst Avenue, Carthage	Secured Access	E353	35		X	Hanging	X		X	Printer/Scanner kit		
Health	Administration	705 Pinehurst Avenue, Carthage	Secured Access	E3555C	35	35	X	Finisher	X	X	X			
Health	Records Room 190	705 Pinehurst Avenue, Carthage	Secured Access	E555	55		X	Finisher	X	X	X	Printer/Scanner kit		
Health	Front Desk next to Room 190	705 Pinehurst Avenue, Carthage	Secured Access	ES232	23		X	Hanging	X		X	Printer/Scanner kit	X	
Health	WIC	705 Pinehurst Avenue, Carthage	Secured Access	ES232	23		X	Hanging	X		X	Printer/Scanner kit	X	
Health	Records Lab	705 Pinehurst Avenue, Carthage	Secured Access	ES232	23		X					Printer/Scanner kit		
Health	H2N1	705 Pinehurst Avenue, Carthage	Secured Access	ES255	25		X	Hanging	X		X	Printer/Scanner kit		
Health	Nurse Nurses Office	705 Pinehurst Avenue, Carthage	Secured Access	ES255	25		X				X	Printer/Scanner kit		
Health	SW Supervisor Office Room 180	705 Pinehurst Avenue, Carthage	Secured Access	ES257	25		X	Inner				Printer/Scanner kit		
Health	Health Education	705 Pinehurst Avenue, Carthage	Secured Access	ES355	35		X	Hanging	X		X	Printer/Scanner kit		
Health	Room 168	705 Pinehurst Avenue, Carthage	Secured Access	ES357	35		X	Inner			X	Printer/Scanner kit		
Health	Billing Room 166	705 Pinehurst Avenue, Carthage	Secured Access	ES453	45		X	Finisher	X	X		Printer/Scanner kit		
Human Resource	Spivey Office	302 Monroe Street, Carthage	Secured Access	E2505H	25		X							

Department	Location Description/		Access Notes	Model:	Black/White	Full Color	ADF	Finisher	Staple	2/3 Hole	Fax	Function Kit:	Auto	Note:
	Room Number	Physical Location			CPM:	CPM:	(Automatic Document Feeder)		Finisher	Punch	Enable		Duplex	
Human Resource	File Room	302 Monroe Street, Carthage	Secured Access	ES5055	50	50	X	Saddle Stitch	X	X	X			
Info Tech	Copy Room	206 South Ray Street, Carthage		E2830C	35	28	X	Finisher	X		X			
Legal	McGraw Office Level 2	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES3555C	35	35	X	Finisher	X	X	X			
Legal	Reception Level 3	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES3555C	35	35	X	Finisher	X	X	X			
Library	Front Desk	161 East Magnolia Drive, Robbins		E203D	20		X							
Library	Front Desk	128 Seaboard Street, Vass		E203D	20		X							
Library	Front Desk	30 East Baltimore Avenue, Pinebluff		E203SD	20		X							
Library	Front Desk	100 S Poplar Street, Aberdeen		E203SD	20		X							
Library	Front	101 Saunders Street, Carthage		ES257	25		X							Public Used With Coin Op
Library	Behind Desk	101 Saunders Street, Carthage		ES3540C	35	35	X		X		X			
Planning	Front Desk	1048 Carriage Oaks Drive, Carthage	Secured Access	ES282	28		X	Hanging	X		X	Printer/Scanner kit	X	
Planning	Back Copy Room	1048 Carriage Oaks Drive, Carthage	Secured Access	ES2830C	35	28	X	Finisher	X		X			
Property Mgmt	Front Work Area	703 Pinehurst Avenue, Carthage		E3055C	30	30	X	Inner			X			
Public Safety	Base 4	290 McCaskill Road, Pinehurst	Secured Access	E162D	16									
Public Safety	911 Level 0	302 South McNeill Street, Carthage	Secured Access	E3540C	35	35	X	Hanging	X		X			
Public Safety	Administration Level 0	302 South McNeill Street, Carthage	Secured Access	E3540C	35	35	X	Finisher	X	X	X			
Public Safety	EOC Office Level 0	302 South McNeill Street, Carthage	Secured Access	E356	35		X	Inner			X	Printer/Scanner kit		
Public Works	Customer Service	5227 US 15/501, Carthage	Secured Access	ES2505H	25		X							
Public Works	Copy Room	5227 US 15/501, Carthage	Secured Access	ES352	35		X	Hanging	X		X	Printer/Scanner kit		
Public Works	Copy Room	5227 US 15/501, Carthage	Secured Access	ES3540C	35	35	X	Finisher	X	X				
Recreation	Front Desk	155 Hillcrest Park Lane, Carthage		ES3555C	35	35	X	Inner			X			
Register of Deeds	Recording Level 1	100 Dowd Road, Carthage		E351C	35	11	X				X			
Register of Deeds	Vital Level 1	100 Dowd Road, Carthage		E355	35		X					Printer/Scanner kit		
Register of Deeds	Vault 2 Level 0	100 Dowd Road, Carthage		ES 352	35		X					Printer/Scanner kit		Public Used - ID with copy allowance
Register of Deeds	Vault 1 Level 0	100 Dowd Road, Carthage		ES352	35		X							Public Used - ID with copy allowance
Register of Deeds	Recording Level 1	100 Dowd Road, Carthage		ES452	45		X							
Register of Deeds	Vault 1 Level 0	100 Dowd Road, Carthage		ES452	45		X							Public Used - ID with copy allowance
Sheriff	Info Tech Level 0	302 South McNeill Street, Carthage	Secured Access	E2555C	25	25	X	Inner						
Sheriff	Evidence Level 0	302 South McNeill Street, Carthage	Secured Access	E2550C	25	25	X				X			
Sheriff	Deputy Level 2	302 South McNeill Street, Carthage	Secured Access	E356	35		X	Inner				Printer/Scanner kit		
Sheriff	Civil Level 2	302 South McNeill Street, Carthage	Secured Access	E356	35		X	Inner				Printer/Scanner kit		
Sheriff	Lobby Reception Level 1	302 South McNeill Street, Carthage	Secured Access	E356	35		X				X	Printer/Scanner kit		
Sheriff	Detective Level 2	302 South McNeill Street, Carthage	Secured Access	E4540C	60	45	X	Finisher	X		X			
Sheriff	Bullpen Level 2	302 South McNeill Street, Carthage	Secured Access	E4540C	60	45	X	Hanging	X		X			
Sheriff	Narcotics Level 2	302 South McNeill Street, Carthage	Secured Access	E4540C	60	45	X	Finisher	X	X	X			
Sheriff	Baliff	102 Monroe Street, Carthage	Secured Access	ES355	35		X				X	Printer/Scanner kit		
Sheriff	Holding Cell	102 Monroe Street, Carthage	Secured Access	ES255			X					Printer/Scanner kit		

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Social Services	Color Copier Services Reception next to 302C	1036 Carriage Oaks Drive, Carthage	Secured Access	2830C	35	28	X	Saddle Stitch	X	X	X			
Social Services	Reception Room 405	1036 Carriage Oaks Drive, Carthage	Secured Access	E353	35		X	Hanging	X		X	Printer/Scanner kit		
Social Services	Child Services Room 249	1036 Carriage Oaks Drive, Carthage	Secured Access	E353	35		X	Hanging	X			Printer/Scanner kit		
Social Services	Administration Room 615	1036 Carriage Oaks Drive, Carthage	Secured Access	E3530C	45	35	X	Finisher	X		X			
Social Services	Work First Room 512	1036 Carriage Oaks Drive, Carthage	Secured Access	E356	35		X	Inner				Printer/Scanner kit		
Social Services	Adult Medicaid Services Reception next to 302C	1036 Carriage Oaks Drive, Carthage	Secured Access	E357	35	?	X	Hanging	X					
Social Services	Main Receptionist Area Next to 406D	1036 Carriage Oaks Drive, Carthage	Secured Access	E523T	60	45	X	Finisher	X			Printer/Scanner kit		
Social Services	Adult Medicaid Workroom Room 326	1036 Carriage Oaks Drive, Carthage	Secured Access	ES2330C	28	23	X	Hanging	X					
Social Services	Resource Rom Room 517	1036 Carriage Oaks Drive, Carthage	Secured Access	ES353	35		X	Hanging	X			Printer/Scanner kit		
Social Services	Room 906 Between rooms 920 and 921	1036 Carriage Oaks Drive, Carthage	Secured Access	ES353	35		X	Hanging	X			Printer/Scanner kit		
Social Services	Family Child Medicaid Next to room 903	1036 Carriage Oaks Drive, Carthage	Secured Access	ES353	35		X	Hanging	X			Printer/Scanner kit		
Social Services	DSS ROOM 247 Room 223A	1036 Carriage Oaks Drive, Carthage	Secured Access	ES3555C	35	35	X	Finisher	X					
Soil and Water	Lisa's Office	707 Pinehurst Avenue, Carthage		ES282	28		X	Hanging	X			Printer kit	X	
Soil and Water	Map Room	707 Pinehurst Avenue, Carthage		ES4540C	60	45	X	Saddle Stitch	X	X	X			
Tax	Collections Level 1 - Back Office	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	E352	35		X	Hanging	X			Printer/Scanner kit		
Tax	Administration Level 1	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	E3540C	35	35	X	Hanging	X		X			
Tax	Collections Level 1 - Front Office	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES3055C	30	30	X	Finisher	X		X			
Tax	Tax Info Level 1	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES3055C	30	30	X				X			
Tax	Land Records Level 1	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES3055C	30	30	X	Inner			X			
Tax	Business Level 1 - Listing	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES350	35		X	Finisher	X			Printer/Scanner kit		
Tax	Appraisal Level 0	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES451C	45	11	X	Finisher	X					
Tax	IT Level 1	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES4555C	60	45	X	Finisher	X	X	X			
Tax	Appraisal Upstairs Level 1	1 Courthouse Square, Historic Courthouse, Carthage	Parking for loading/unloading	ES557	55		X	Finisher	X	X	X	Printer/Scanner kit		
Veterans	Front Desk	707 Pinehurst Avenue, Carthage		ES255	25		X	Hanging	X		X	Printer/Scanner kit		
Veterans	Volunteer Office	707 Pinehurst Avenue, Carthage		ES455	45	0	X	Hanging	X			Printer/Scanner kit		
Wellness Center	Front Desk	1044 Carriage Oaks, Carthage	Secured Access	ES357	35		X	Finsher	X		X	Printer/Scanner kit		
WPCP	Maintenance Building	1094 Addor Road, Aberdeen		E162D	16		X							
WPCP	Admin Building	1094 Addor Road, Aberdeen		ES355	35		X	Hanging	X		X	Printer/Scanner kit		