Roanoke Rapids Graded School District
Invitation for Proposal
For
Copier Management Program

Invitation for proposal, subject to the conditions made a part hereof, will be received at Roanoke Rapids Graded School District, Attention: Andrea Midgette, until 4:00 PM on **May 6, 2026.**

General: All proposals are subject to the provisions of the general contract terms. Terms and conditions included as a part of published price lists, catalogs and/or other documents as a part of the proposal responses, are waived and will have no effect either on the proposal or any contract, which may be awarded as a result of this invitation. The attachment of any other terms and conditions by the awarded vendor may be grounds for the rejection of that proposal.

Roanoke Rapids Graded School District reserves the right to reject any or all proposals.

Facsimile (faxed) Proposals: Proposals and/or addendums are submitted via facsimile (fax) machine in response to this invitation for proposals will **NOT** be acceptable.

Description of IFP Process: Roanoke Rapids Graded School District expects to undertake the selection process according to the following schedule:

Release of IFP	April 7, 2026
IFP questions due from vendors	April 22, 2026
IFP response to vendors questions	April 30, 2026
IFP due	May 6, 2026
Anticipated award date	May 20, 2026
Installation completion date	July 1, 2026
Program Ending Date	June 30, 2030

PLEASE EMAIL YOUR QUESTIONS OR COMMENTS TO ANDREA MIDGETTE AT:

midgettea.co@rrgsd.org.

Overall Scope: The selected vendor shall provide multi-functional copiers with copy, print, scan and fax capabilities, and digital duplicators, throughout the Roanoke Rapids Graded School District and departments (see **Attachment A** – Minimum Specifications per location). The vendor shall furnish, deliver, install, properly train, and maintain to the end user's complete satisfaction, **NEW EQUIPMENT** (not used, reconditioned, refurbished, newly remanufactured, newly manufactured or remanufactured equipment). This program shall include **ALL** operating supplies (excluding paper, fax

supplies and sorter staples) and **ALL** service requirements as necessary to meet the current and future volume demands generated by Roanoke Rapids Graded School District.

Equipment Additions: New equipment may be added at any time during the program period. Roanoke Rapids Graded School District will **NOT** be charged any additional costs. All equipment added will be coterminous to the original program.

Roanoke Rapids Graded School District will decide on equipment that meets or exceeds its present models and accessories (see **Attachment 'A'**).

Roanoke Rapids Graded School District shall compensate the awarded vendor on a **PER COPY** basis, which shall represent the total compensation to the vendor. The vendor shall **NOT** inflate this **PER COPY** rate for the duration of this agreement; however, the vendor may decrease the rate at any time during the program term. Roanoke Rapids Graded School District will **NOT GUARANTEE** any daily, monthly, or annual volumes to the awarded vendor.

Delivery Requirements: All equipment shall be delivered, installed and operating by **July 1, 2026.**

Payment Terms: Net 30. Payments will be invoiced in arrears throughout the contract term. Detailed per machine billings from the vendor will be based on the **ACTUAL** copies made for the preceding billing period (month, quarter, etc). Meter readings will be provided to the vendor via fax or email or as specified by the vendor. Meter readings will be performed on the last business day of each billing period. In the event of a holiday closing that will lap over into the succeeding month, the meter reading will be performed on the last business day prior to the holiday closing.

Taxes: Roanoke Rapids Graded School District will **NOT** be charged for any property tax, usage tax or document handling fees. Only North Carolina sales tax is applicable.

THIRD-PARTY FINANCING will **NOT** be part of this program. **All billing must come from the servicing vendor.**

Supplies: All supplies (except paper, fax supplies and sorter staples) will be included in the program cost per copy.

Maintenance: All maintenance parts, supplies and labor will be included in the program cost per copy.

Service response: The awarded vendor must average a two to four (2 to 4) hour service response time on all service calls. A qualified, factory trained service technician must respond to each service call. Frequent neglect or deviation from this response time will result in the termination of the program by Roanoke Rapids Graded School District. Upon arrival to any campus for service calls, service representatives must notify personnel of his/her arrival. Service representatives must follow visitor procedures while they are inside the schools and departments.

Training requirements: Training for the "key operator" and other departmental personnel shall be provided within 24 hours after installation. On-going training is to be provided as needed at **NO** additional cost to Roanoke Rapids Graded School District.

Ownership of equipment: The awarded vendor shall maintain complete ownership of the equipment for the duration of the program. Upon completion of the program the vendor shall have no more than two (2) business weeks to remove all of the equipment. There will be **NO** costs to Roanoke Rapids Graded School District for any removal charges and/or freight expense. If vendor fails to comply, Roanoke Rapids Graded School District shall forward the equipment to the vendor on a "collect" basis by common or contract carrier. Roanoke Rapids Graded School District shall exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

Cancellation: If either party shall fail to meet or fulfill the terms and provisions of this agreement, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If within (15) days from receipt of such notice, such failure has not been corrected or arrangements made for settlement, the claiming party may then terminate this agreement fifteen (15) days after giving written notice of termination to the breaching party.

Administrative requirements: Vendor shall provide one contact point accountable to Roanoke Rapids Graded School District for the complete order entry to machine delivery process. It is imperative that they have easy access to this contract at all times during normal business hours (8:00 am to 5:00 pm).

Contact: _____ Phone: _____

Billing Procedures: Billing procedures shall provide at least the following:

1. One master invoice summarizing all billing for the total program population.

2. Detailed backup for master invoice that identifies, by machine number & location containing the following:

    a. All models and accessories.
    b. Beginning and ending meter readings. Total copies made. Total charges by location to include the taxed totals.

Attachments to proposal: Proposals submitted without the following information/attachment specified will be subject to rejection as non-responsive:

1. Complete descriptive literature for any/all proposed equipment.
2. Sample of proposed billing process.
3. **Reference list of at least three (3) current North Carolina Educational Systems or similar organizations in size and copier demands who operate under a cost per copy program with the vendor.**
   Provide the contact information, the number of machines installed, and the number of copies processed annually for each reference.

GENERAL PROPOSAL INFORMATION

With the constant change in technology, Roanoke Rapids Graded School District recognizes that the primary objective for this invitation for proposal is to help increase the quality of education provided to

our students and the work environment for faculty and staff. This is a time when there are cutbacks on many state and federal programs, and budget constraints are an issue in most areas. It is in this type of ambiance that Roanoke Rapids Graded School District must seek out and partner with businesses that can offer us the specialization that we need in preparing for our future. Recognizing that the management of copier programs requires a level of expertise that is unique to the copier industry, Roanoke Rapids Graded School District is requesting aggressive proposals that would continue to provide an efficient copying method while reducing our current costs.

As noted in **Attachment 'A'**, Roanoke Rapids Graded School District requests new equipment that meets or exceeds our present models and accessories. Each school and department will ultimately determine what type, quantity and how each unit will be configured for their respective locations. It is also important to note that Roanoke Rapids Graded School District must have the flexibility of adding equipment at anytime at **NO** additional costs to the school system. This additional equipment will be coterminous to the original program terms.

Roanoke Rapids Graded School District reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities it deems in the best interest of the school system.

If you have any questions please email to Andrea Midgette at: midgettea.co@rrgsd.org.

Andrea Midgette
Finance Officer
Roanoke Rapids Graded School District
536 Hamilton Street
Roanoke Rapids, NC 27870

Attachment A

Machine ID #	Equipment Model	Shipping Street	LOCATION
77520	FAX4100E	1517 BOLLING RD BELMONT ELEMENTARY	OFFICE
CE32305	ESTUDIO5518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 215 LOUNGE
CE32306	ESTUDIO5518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 111 LOUNGE
CE32307	ESTUDIO5518A	1517 BOLLING RD BELMONT ELEMENTARY	FRONT OFFICE
CM1997	S-8191U	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 111 LOUNGE
CM2000	S-8191U	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 111 LOUNGE
CM2422	ESTUDIO3518A	1517 BOLLING RD BELMONT ELEMENTARY	MEDIA
CM2423	ESTUDIO3518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 306
CM2424	ESTUDIO3518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 111 LOUNGE
CM2427	ESTUDIO3518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 403
CM2431	ESTUDIO3518A	1517 BOLLING RD BELMONT ELEMENTARY	ROOM 204
55394	ESTUDIO170FU	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	
CM1993	S-8191U	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	MEDIA WORKROOM
CM1994	S-8191U	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	7TH GRADE WORKROOM
CM2002	S-8191U	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	OFFICE WORKROOM
CM2425	ESTUDIO3518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	PE OFFICE
CM2426	ESTUDIO3518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	CLASSROOM #7
CM2432	ESTUDIO3518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	FACULTY LOUNGE ROOM 25
CM2433	ESTUDIO3518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	7TH GRADE WORKROOM
CM2434	ESTUDIO3518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	MEDIA WORKROOM
CM2440	ESTUDIO4518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	OFFICE WORKROOM
CM2441	ESTUDIO4518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	OFFICE WORKROOM
CM2442	ESTUDIO4518A	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	OH 9 ROOM
CM32579	36S0940	2100 VIRGINIA AVE CHALONER MIDDLE SCHOOL	SANDERSON ROOM NH3
CM31589	ESTUDIO3518A	237 VANCE ST MEDLIN CENTER PRINT SHOP	TRANSPORTATION
26106	DP80F	501 WASHINGTON ST AKERS ALTERNATIVE	
69789	FAX4100E	501 WASHINGTON ST AKERS ALTERNATIVE	BUS DRIVER
CM31538	ESTUDIO3518A	501 WASHINGTON ST AKERS ALTERNATIVE	BUS DRIVER
CM31539	ESTUDIO3518A	501 WASHINGTON ST AKERS ALTERNATIVE	OFFICE
53796	ESTUDIO170FU	536 HAMILTON ST	
CM1999	S-8191U	536 HAMILTON ST	MOBILE UNIT REGISTRAR
CM2870	ESTUDIO3518A	536 HAMILTON ST	MAINTENANCE @ MEDLIN CTR
CM2884	ESTUDIO4518A	536 HAMILTON ST	MOBILE UNIT REGISTRAR
CM2886	ESTUDIO4515AC	536 HAMILTON ST	RECEPTION
CM2907	ESTUDIO3518A	536 HAMILTON ST	MOBILE UNIT NUTITION
CM2910	ESTUDIO4518A	536 HAMILTON ST	UPSTAIRS SUPERINTENDENT
CM31588	ESTUDIO3518A	731 CEDAR ST CLARA HEARNE PRE K	ROOM109
CM32914	ESTUDIO3515AC	731 CEDAR ST CLARA HEARNE PRE K	OFFICE
59143	ESTUDIO170F	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	
CM1991	S-8191U	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG STAFF LOUNGE
CM1995	S-8191U	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	ADMIN MAIL ROOM
CM1996	S-8191U	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG 230C WORKROOM
CM1998	S-8191U	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	ADMIN MAIL ROOM
CM31532	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	1201 ROTC
CM31533	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG ROOM201
CM31534	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG STAFF LOUNGE
CM31535	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG ROOM 203
CM31536	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG 230C WORKROOM
CM31537	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG GUIDANCE
CM31545	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	BOOKEEPER
CM31546	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG 230C WORKROOM
CM31547	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG 149C WORKROOM
CM31548	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	PRINCIPAL`S OFFICE
CM31549	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	MEDIA
CM31550	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	BAND ROOM
CM31551	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG ROOM 305
CM31552	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG ROOM 209C
CM31553	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	ADMIN OFFICE
CM31554	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG ROOM 305
CM31555	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	IN SCHOOL SUSPENSION
CM31557	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	JR. BLDG 149C WORKROOM
CM31559	ESTUDIO3518A	800 HAMILTON ST ROANOKE RAPIDS HIGH SCHOOL	SENIOR BLDG STAFF LOUNGE

CM2908	ESTUDIO3518A	844 HAMILTON ST ROANOKE RAPIDS HIGH ARMORY	NC ARMORY OFFICE
CM2909	ESTUDIO3518A	844 HAMILTON ST ROANOKE RAPIDS HIGH ARMORY	NC ARMORY CONFERENCE ROOM
59634	ESTUDIO170F	940 PARK AVE W L MANNING ELEMENTARY	
CM2001	S-8191U	940 PARK AVE W L MANNING ELEMENTARY	OFFICE WORKROOM
CM2003	S-8191U	940 PARK AVE W L MANNING ELEMENTARY	324 WORKROOM
CM2050	FAX4100E	940 PARK AVE W L MANNING ELEMENTARY	RECEPTION
CM31577	ESTUDIO4518A	940 PARK AVE W L MANNING ELEMENTARY	OFFICE WORKROOM
CM31579	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	324 WORKROOM
CM31580	ESTUDIO4518A	940 PARK AVE W L MANNING ELEMENTARY	OFFICE WORKROOM
CM31581	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	TEACHERS LOUNGE
CM31584	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	ROOM 258
CM31585	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	ROOM 258
CM31590	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	TEACHERS LOUNGE
CM31591	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	ROOM 258
CM31592	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	MEDIA
CM31593	ESTUDIO3518A	940 PARK AVE W L MANNING ELEMENTARY	324 WORKROOM