



Franklin
C O U N T Y S C H O O L S

Franklin County Schools

Request for Proposal

Copier/Printer/Document Management Program

Released on February 7, 2026

Copier/Printer/Document Management Program

Franklin County Schools' current Print/Copy management service contract will expire on June 30, 2026. This Request for Proposal is being released to allow eligible vendors an opportunity to submit a proposal for our print/copy management service needs.

Franklin County Schools will accept one Proposal from each eligible vendor. The Proposal must include all requested services for all Franklin County School locations. Proposals that do not meet the minimum requirements will be rejected without consideration.

Franklin County Schools reserves the right to reject any or all proposals.

RFP Process: Franklin County Schools expects to undertake the selection process according to the following schedule:

Release of RFP	Monday, February 11, 2026
Questions Due	Before 2:00PM – February 18, 2026
RFP Due	Before 2:00PM – February 25, 2026
Bid Opening	February 25, 2026 @2:30 PM
Anticipated award date	April 14, 2026
Installation completion date no later than	July 1, 2026

Questions or Comments: Questions must be submitted to <https://bit.ly/3iQ8V3t> . E-mails and phone calls will not be accepted. Answers to questions, comments, or changes will be posted at <https://bit.ly/2SLcAoL> .

Submitting Proposal: Completed proposals must be submitted providing five copies in a sealed envelope to:

Franklin County Schools
Attn: Sondra Ayscue, Technology Director
53 West River Road
Louisburg, NC 27549
Re: Copier/Printer/Document Management Program Proposal 2026

Overall Scope:

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- The proposal shall be submitted for a **sixty (60) month term**, commencing **July 1, 2026**.
- All copier equipment and services must be provided **manufacturer-direct**. Proposals submitted through third-party dealers or resellers will not be accepted.
- The selected vendor shall provide **new, unused multi-functional devices** with copy, print, scan, and fax capabilities at all locations identified in **Attachment A**.
- All devices must include **HID card reader authentication** for secure user access.
- Each multi-functional device shall include, at a minimum, **duplex printing and scanning capabilities**, as well as **sorting and stapling functionality**.
- The vendor shall include all required consumables and services, including **staples, toner, and automatic meter reading**, at no additional cost.

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- Monthly copy volume shall be based on an estimated total of **545,000 black-and-white copies per month** across the district.
- The selected vendor shall provide a **cloud-based device management and reporting console**, preferably an internally supported solution rather than a third-party platform, enabling Franklin County Schools to monitor, regulate, and report all copy, print, and scan activity across all deployed devices. The District specifically requires the ability to establish a **single print/copy limit that is aggregated across all devices**.
- The selected vendor shall furnish, deliver, and install all equipment in coordination with the Franklin County Schools Technology Department. **Equipment relocations shall be provided at no additional cost**. Installation and full implementation must be completed within **thirty (30) days** of contract award or as otherwise agreed upon by the District.
- The selected vendor shall provide full maintenance and service support to the satisfaction of Franklin County Schools. **Maintenance pricing must remain fixed for the duration of the lease agreement**.
- Vendor invoicing shall be **exempt from late fees**, and no additional charges shall be assessed at the conclusion of the lease term, including **return shipping fees or fuel surcharges**.
- Any and all additional fees, including applicable taxes, must be clearly disclosed and itemized within the proposal and contract documentation.
- Priority consideration will be given to vendors holding an active State of North Carolina contract and/or an OMNIA Partners cooperative purchasing agreement. Documentation of award should be included in the proposal.

Equipment Additions: Additional Copiers may be added at any time during the program period at the request of Franklin County Schools. The cost for the additional equipment will be the responsibility of the Vendor and Franklin County Schools shall **NOT** be charged any fees for adding equipment. All equipment added will be coterminous to the original program.

Vendor Compensation: Franklin County Schools shall compensate the awarded vendor on a **Per Copy/Print** basis. This shall represent the total compensation to the vendor.

The vendor shall **Not** increase this **Per Copy/Print** rate for the duration of this agreement; however, the vendor may decrease the rate at any time during the program term.

Franklin County Schools will **Not Guarantee** any daily, monthly, or annual volumes to the awarded vendor in excess of the base lease cost of the equipment. All leases must be in house by the vendor. Current copy volume runs approximately 1.5 million black and white copies per quarter.

Device Management Solution: Included in this RFP, please provide your solution for a device / document management solution. This solution should include, but not be limited to, the following:

- Secure print capability
- Multiple location print access
- Reporting capabilities
- Multiple authentication methods available (PIN, Badge, Phone, etc.)
- Maintain network secure principals (antivirus, firmware verification, etc.)

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

Invoicing: Invoicing procedures shall provide at least the following:

- Invoicing will be generated quarterly and include all expenses for the terms: July - September, October - December, January - March and April - June.
- Invoicing must be delivered to Franklin County School within 30 days of the end of each invoice cycle.
- All invoicing must come from the servicing vendor.
- The vendor will provide one master invoice summarizing all billing for the total program.
- The vendor will maintain online access for account management by Franklin County Schools.

Detailed information supporting the Master Invoice will be included with each Invoice.

The detailed information will include at least the following information for each device:

- Location
- Device description and Service Tag #
- Meter Reading at the beginning of the invoice term
- Meter Reading at the end of the invoice term
- Total copies/prints made during the invoice term
- Total charges for the invoice term
- Invoice Summary by location

Meter Readings: 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.

The vendor will collect meter readings from all networked devices electronically. Franklin County Schools will provide meter readings to the vendor via fax or email for all non-networked devices.

Taxes: Franklin County Schools will NOT be charged for any property tax, usage tax or document handling fees. Only North Carolina sales tax is applicable.

Supplies: All supplies, except paper, will be included in the program cost per copy. All toner needs will be monitored and automatically supplied by the vendor. Staples will be supplied by vendor.

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

Service response: The awarded vendor must average a four (4) hour service response time on all service calls with eighty (80%) percent of all calls within the four (4) hour window. 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 Franklin County Schools. Upon arrival to any school/department for service calls, service representatives must notify personnel of his/her arrival.

Moving machines: Franklin County Schools will have permission to move machines around within a building. Any moving of copiers between buildings will be done by the vendor with up to four moves annually at no additional cost.

Training requirements: Training for the "key operator" and other departmental personnel shall be provided after installation at time appropriate for each location. On-going training is to be provided as needed at NO additional cost to Franklin County Schools. Online training of the devices used must be available throughout the contract.

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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 and execute HDD erase procedures. There will be NO costs to Franklin County Schools for any removal charges and/or freight expense. If the vendor fails to comply, Franklin County Schools shall forward the equipment to the vendor on a "collect" basis by common or contract carrier. Franklin County Schools shall exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

Non Appropriation of Funds: Notwithstanding any other provision of the contract, if the fund for the continued fulfillment of the contract by Franklin County Schools is at any time not forthcoming or is insufficient, through failure of any entity to appropriate funds or otherwise, then Franklin County Schools will have the right to terminate the contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. Franklin County Schools will provide at least thirty (30) days advance written notice of such termination. Franklin County Schools will use reasonable efforts to ensure appropriated funds are available.

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

Vendor Contact: The selected vendor shall provide one contact point accountable to Franklin County Schools for the complete order entry to machine installation 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).

Vendor Stability: The vendor will provide a current balance sheet or operating statement.

Attachment A: Current list of printers and copiers by location. Proposals may recommend changes to the existing environment. One color copier will be needed at each location. Color copiers are located in the main office of the site. Copiers with fax boards may replace separate devices if they are located in the same location.

Changes/adjustments to the printer list include the following:

- The copier at the 942 Main Street location will be relocated to Youngsville Elementary School as an additional copier.
- The replacement copier at 942 Main Street should be a color copier.

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Attachment A Current list of copiers by location

Equipment Description	Model	AddressLine1	City	State	Zip	Site
B&W Copier	imageRUNNER ADVANCE DX 6780i	686 Bunn Elementary School Rd	Bunn	NC	27508	Bunn Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6780i	686 Bunn Elementary School Rd	Bunn	NC	27508	Bunn Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	686 Bunn Elementary School Rd	Bunn	NC	27508	Bunn Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4735i	686 Bunn Elementary School Rd	Bunn	NC	27508	Bunn Elementary School
Color Copier	imageRUNNER DX C3730I	686 Bunn Elementary School Rd	Bunn	NC	27508	Bunn Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IF	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
B&W Copier	imageRUNNER ADVANCE DX 527 IF	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
B&W Copier	imageRUNNER ADVANCE DX 4735i	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
B&W Copier	imageRUNNER ADVANCE DX 6755i	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
B&W Copier	imageRUNNER ADVANCE DX 6755i	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
Color Copier	imageRUNNER DX C3730I	29 Bunn Elementary School Rd	Bunn	NC	27508	Bunn High School
B&W Copier	imageRUNNER ADVANCE DX 4735i	4742 Nc 39 Hwy S	Bunn	NC	27508	Bunn Middle School
B&W Copier	imageRUNNER ADVANCE DX 4735i	4742 Nc 39 Hwy S	Bunn	NC	27508	Bunn Middle School
B&W Copier	imageRUNNER ADVANCE DX 4735i	4742 Nc 39 Hwy S	Bunn	NC	27508	Bunn Middle School
B&W Copier	imageRUNNER ADVANCE DX 4735i	4742 Nc 39 Hwy S	Bunn	NC	27508	Bunn Middle School
B&W Copier	imageRUNNER ADVANCE DX 6755i	4742 NC HWY S	BUNN	NC	27508	Bunn Middle School
Color Copier	imageRUNNER ADVANCE DX C5750i	4742 NC HWY S	BUNN	NC	27508	Bunn Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School

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B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School
B&W Copier	imageRUNNER ADVANCE DX 4745i	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School
B&W Copier	imageRUNNER ADVANCE DX 6755i	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School
Color Copier	imageRUNNER DX C3730I	2228 Cedar Creek Rd	Youngsville	NC	27596	Cedar Creek Middle School
Color Copier	imageRUNNER ADVANCE DX C5750i	51 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 6755i	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 527 IF	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 527 IF	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 4745i	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER DX 4725I	53 West River Rd	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 6780i	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER DX C3730I	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER DX C3730I	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER DX C3730I	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER DX C3730I	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER DX C3730I	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER ADVANCE DX C5750i	53 West River Rd	Louisburg	NC	27549	Central Office
Color Copier	imageRUNNER ADVANCE DX C5750i	53 West River Road	Louisburg	NC	27549	Central Office
B&W Copier	imageRUNNER ADVANCE DX 4735i	942 S Main St	Louisburg	NC	27549-28 39	Central Office
B&W Copier	imageRUNNER ADVANCE DX 6755i	8150 Nc 56 Hwy	Louisburg	NC	27549-67 11	Early College High School
Color Copier	imageRUNNER DX C3730I	8150 Nc 56 Hwy	Louisburg	NC	27549-67 11	Early College High School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	4011 Nc 56 Hwy E	Louisburg	NC	27549	Edward Best Elementary

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B&W Copier	imageRUNNER ADVANCE DX 4745i	4011 Nc 56 Hwy E	Louisburg	NC	27549	Edward Best Elementary
B&W Copier	imageRUNNER ADVANCE DX 6765i	4011 Nc 56 Hwy E	Louisburg	NC	27549	Edward Best Elementary
B&W Copier	imageRUNNER ADVANCE DX 6780i	4011 Nc 56 Hwy E	Louisburg	NC	27549	Edward Best Elementary
Color Copier	imageRUNNER DX C3730I	4011 Nc 56 Hwy E	Louisburg	NC	27549	Edward Best Elementary
B&W Copier	imageRUNNER ADVANCE DX 4735i	431 S Hillsborough St	Franklinton	NC	27525	Franklinton Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4735i	431 S Hillsborough St	Franklinton	NC	27525	Franklinton Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6755i	431 S Hillsborough St	Franklinton	NC	27525	Franklinton Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6765i	431 S Hillsborough St	Franklinton	NC	27525	Franklinton Elementary School
Color Copier	imageRUNNER DX C3730I	431 S Hillsborough St	Franklinton	NC	27525	Franklinton Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
B&W Copier	imageRUNNER ADVANCE DX 4745i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
B&W Copier	imageRUNNER ADVANCE DX 4735i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
B&W Copier	imageRUNNER ADVANCE DX 4735i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
B&W Copier	imageRUNNER ADVANCE DX 6755i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
B&W Copier	imageRUNNER ADVANCE DX 6780i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
Color Copier	imageRUNNER ADVANCE DX C5750i	910 Cedar Creek Rd	Franklinton	NC	27525	Franklinton High School
Color Copier	imageRUNNER DX C3730I	101 Vine St	Franklinton	NC	27525	Franklinton Middle School
B&W Copier	imageRUNNER DX 4725I	3 N Main St	Franklinton	NC	27525	Franklinton Middle School
B&W Copier	imageRUNNER ADVANCE DX 4745i	3 N Main St	Franklinton	NC	27525	Franklinton Middle School
B&W Copier	imageRUNNER ADVANCE DX 4745i	3 N Main St	Franklinton	NC	27525	Franklinton Middle School
B&W Copier	imageRUNNER ADVANCE DX 4745i	3 N Main St	Franklinton	NC	27525	Franklinton Middle School
Color Copier	imageRUNNER DX C3730I	3 N Main St	Franklinton	NC	27525	Franklinton Middle School
B&W Copier	imageRUNNER ADVANCE DX 4735i	730 Laurel Mill Rd	Louisburg	NC	27549	Laurel Mill Elementary
B&W Copier	imageRUNNER ADVANCE DX 6755i	730 Laurel Mill Rd	Louisburg	NC	27549	Laurel Mill Elementary
B&W Copier	imageRUNNER ADVANCE DX 6755i	730 Laurel Mill Rd	Louisburg	NC	27549	Laurel Mill Elementary

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Color Copier	imageRUNNER DX C3730I	730 Laurel Mill Rd	Louisburg	NC	27549	Laurel Mill Elementary
B&W Copier	imageRUNNER ADVANCE DX 6780i	1753 Long Mill Rd	Youngsville	NC	27596	Long Mill Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6780i	1753 Long Mill Rd	Youngsville	NC	27596	Long Mill Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6780i	1753 Long Mill Rd	Youngsville	NC	27596	Long Mill Elementary School
Color Copier	imageRUNNER ADVANCE DX C5750i	1753 Long Mill Rd	Youngsville	NC	27596	Long Mill Elementary School
Color Copier	imageRUNNER DX C3730I	50 Stone Southerland Rd	Louisburg	NC	27549	Louisburg Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	50 Stone Southerland Rd	Louisburg	NC	27549	Louisburg Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4735i	50 Stone Southerland Rd	Louisburg	NC	27549	Louisburg Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6780i	50 Stone Southerland Rd	Louisburg	NC	27549	Louisburg Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
B&W Copier	imageRUNNER ADVANCE DX 4745i	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
B&W Copier	imageRUNNER ADVANCE DX 6780i	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
B&W Copier	imageRUNNER ADVANCE DX 6780i	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
Color Copier	imageRUNNER DX C3730I	201 Allen Ln	Louisburg	NC	27549	Louisburg High School
B&W Copier	imageRUNNER ADVANCE DX 4745i	308 Flat Rock Church Rd	Louisburg	NC	27549	Royal Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4745i	308 Flat Rock Church Rd	Louisburg	NC	27549	Royal Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4745i	308 Flat Rock Church Rd	Louisburg	NC	27549	Royal Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6780i	308 Flat Rock Church Rd	Louisburg	NC	27549	Royal Elementary School
Color Copier	imageRUNNER DX C3730I	308 Flat Rock Church Rd	Louisburg	NC	27549	Royal Elementary School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IFZ	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School
B&W Copier	imageRUNNER ADVANCE DX 6755i	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School

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Color Copier	imageRUNNER DX C3730I	101 Terrell Ln	Louisburg	NC	27549	Terrell Lane Middle School
B&W Copier	imageRUNNER ADVANCE DX 527 IF	125 US 1A Hwy	Youngsville	NC	27596	Youngsville Elementary School
B&W Copier	imageRUNNER ADVANCE DX 4735i	125 US 1A Hwy	Youngsville	NC	27596	Youngsville Elementary School
B&W Copier	imageRUNNER ADVANCE DX 6755i	125 US 1A Hwy	Youngsville	NC	27596	Youngsville Elementary School
Color Copier	imageRUNNER ADVANCE DX C5750i	125 US 1A Hwy	Youngsville	NC	27596	Youngsville Elementary School