

Request for Proposal (RFP)

Multifunction Copier/Printer Equipment and Service

Issued July 23, 2026

By Downtown Raleigh Alliance

Purpose

The Downtown Raleigh Alliance (DRA) is soliciting proposals from qualified office equipment vendors to provide multifunction copier/printer solutions for two office locations. Vendors may submit proposals for one or both locations by **5 pm August 6, 2026**.

The selected vendor(s) will provide equipment, installation, training, ongoing maintenance, service, and support under a comprehensive service agreement.

Background of Downtown Raleigh Alliance (DRA)

DRA's mission is advancing the vitality of Downtown Raleigh for everyone. Downtown Raleigh has emerged as a vibrant center of activity that continues to welcome historic growth and investment. As an apex of commerce and government, it is also home to a thriving creative culture with artists, musicians, innovative tech companies, award-winning chefs, and cutting-edge makers working to create the Downtown Raleigh experience.

The DRA was incorporated as a North Carolina nonprofit business association in 1996 under subparagraph 501(c)(6) of Section 145, 26 U.S. Code. The long-term strategy of the DRA is formulated by an all-volunteer Board of Directors, comprised of prominent civic, governmental, business and philanthropic leaders; while day-to-day affairs are executed by the DRA's President and staff.

Through this leadership structure, the DRA has established itself as one of Raleigh's most influential public-private partnerships.

DRA's Strategic Goals

- Improve downtown economy through recruitment, pop-ups, financial support, research, marketing & promotions.
- Advocate to make Downtown a place for everyone that reflects evolving needs and interests of the community and lessons learned from the recent past.
- Make downtown an engaging place to live, work, and visit through safe activations that appeal to a wide variety of stakeholders.
- Improve and maintain the sense of safety and security in downtown through our Ambassador program, Social Services and work with RPD.
- Elevate and improve DRA's internal organization and processes through improved database, project management, communication, financial stewardship, and planning.



DowntownRaleighAlliance

www.DowntownRaleigh.org

Proposal 1 – Downtown Raleigh Alliance Main Office

Location:

333 Fayetteville Street, 11th Floor
Raleigh, NC

Currently using Konica Minolta C368Bizhub

Equipment Requirements

The proposed multifunction device should meet the following minimum requirements:

- Monthly copy volume of approximately:
 - Black & White: **(750) copies**
 - Color: **(750) copies**
- Multifunction capabilities including:
 - Printing
 - Copying
 - Scanning
 - Faxing
- Fast, high-quality color output suitable for graphic design applications. Our office utilizes **Adobe Creative Cloud**, and accurate color reproduction is essential.
- Compatibility with commonly used business software, including:
 - Microsoft Office
 - Sage
 - QuickBooks
 - ArcGIS
- Support for multiple paper sizes, including:
 - 8.5" x 11"
 - 8.5" x 14"
 - 11" x 17"
- Finishing capabilities including:
 - Automatic duplex printing/copying
 - Booklet stapling
 - Corner stapling
 - Hole punching
- Comprehensive service agreement including:
 - Parts
 - Labor/service
 - Toner and consumable supplies (excluding paper)

Proposal Requirements

Please include the following information with your proposal:

- Provide an overview of your organization and the partner/manager assigned to this project
- Equipment brochure and detailed specifications
- A minimum of three customer references using the proposed equipment
- Lease pricing for:
 - 36 months
 - 48 months
 - 60 months



- Pricing must include all applicable fees and taxes
- Service and repair response times
- Details of the service agreement, including confirmation that service pricing will remain fixed throughout the lease term with no annual increases
- Training provided for staff
- Installation process and timeline

Proposal 2 – Downtown Raleigh Alliance Ambassador Office

Location:

Duke Energy Building
411 Fayetteville Street, Street-level, Suite A
Raleigh, NC

Currently using Ricoh Model #SPC262SFNW

Equipment Requirements

The proposed multifunction device should meet the following minimum requirements:

- Monthly copy volume of approximately:
 - Black & White: **(377) copies**
 - Color: **(243) copies**
- Multifunction capabilities including:
 - Printing
 - Copying
 - Scanning
 - Faxing
- Comprehensive service agreement including:
 - Parts
 - Labor/service
 - Toner and consumable supplies (excluding paper)
- Finishing capabilities including:
 - Automatic duplex printing/copying

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Additional Information

Vendors are encouraged to provide any additional information that demonstrates the value of their company, products, customer service, technology, or support capabilities. DRA welcomes innovative solutions and recommendations that may enhance our office operations.

Evaluation Process

The Downtown Raleigh Alliance intends to obtain proposals from multiple vendors and evaluate submissions based on overall value, equipment capabilities, service offerings, customer support, lease pricing, and vendor qualifications.

Deadline for RFP submittal is August 6, 2026 at 5 pm.

Submission Information

Additional information about the Downtown Raleigh Alliance is available at:

<https://downtownraleigh.org/about/downtown-raleigh-alliance/requests-for-proposals>

Questions regarding this RFP should be directed to:

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