



George County School District

Request for Quotation (RFQ) 2026-001 For Printer and Copier Services For the Year Ending June 5, 2027

The George County School District (GCSD), located in Lucedale, is soliciting quotations for Managed Print and Copier Services. Sealed bids will be received until 9:00 a.m. on June 5, 2026, at which time they will be opened for review. The bid opening will take place at the GCSD District Office, 494 Cowart Street, Lucedale, MS 39452. Qualified vendors are welcome to attend the bid opening, though attendance is not required. Bid packets may be submitted in person on the day of the bid opening, via email, or delivered in advance to the front desk of the District Office.

Project Overview

GCSD invites qualified vendors to submit quotations for the lease or rental and ongoing managed service of a multi- function copier and printer fleet. The fleet consists of 128 devices across 14 locations.

The selected vendor will be responsible for:

- Equipment supply, delivery, and installation
- Operator training
- Preventive maintenance and on-call service
- Provision of toner and consumable supplies
- Ongoing fleet management throughout the contract

Bid Packet Submission

Bid packets may be obtained at the GCSD District Office or downloaded from the GCSD website.

All submissions must be sealed and clearly marked:

“Managed Print and Copier Services”

Sealed bids must be delivered to:

Amandia Williams, Purchasing Agent

George County School District

494 Cowart Street

Lucedale, MS 39452

Phone: 601-947-6993 Ext. 2012

Email: Williamsa@gcsd.us

Additional Information

While cost will be a significant factor in the evaluation process, GCSD reserves the right to reject any or all bids.

All questions or requests for clarification should be directed to:

Erin Weaver, Technology Coordinator

Phone: 601-947-6993 Ext. 2076

Email: Erin.weaver@gcsd.us