



ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 S. DUNTON, ARLINGTON HEIGHTS, ILLINOIS 60005
(847) 758-4884

RFP
REQUEST FOR PROPOSAL
MULTI-FUNCTIONAL COPIERS

Arlington Heights School District 25 is currently requesting proposals for copy machines from qualified vendors.

Proposal Guidelines and General Instructions may be secured by accessing the District's website at www.sd25.org.

Sealed proposals must be clearly marked "**RFP: Copy Machines**" and submitted to the District 25 Administration Center located at 1200 S. Dunton Avenue, Arlington Heights, Illinois 60005.

Proposals will be accepted any time prior to, but no later than **10:00 a.m. on Wednesday, April 17, 2019**, at which time all proposals will be opened and evaluated. Please note that proposals will not be opened publicly but a list will be made available within a reasonable time after the submittal deadline.

For additional information or clarification, please contact Karen Iovino, Purchasing Specialist at (847) 758-4884 or kiovino@sd25.org.

Date Issued: March 2019

1.1 General District Information

Arlington Heights School District 25 is an elementary school district that serves the Arlington Heights community. There are two middle schools and nine elementary schools in the district with a combined enrollment of approximately 5,400 students and a combined teacher/staff population of approximately 800. In addition, there is the district administration building with approximately 35 employees.

1.2 Purpose/Scope of RFP

The purpose of this RFP is to replace thirty-one (31) existing copy machines with digital multi-functional machines, pool maintenance and supply costs.

1.3 Proposal Due Date

The due date of this RFP is **10:00 a.m. on Wednesday, April 17, 2019** at the District Office located at 1200 S. Dunton Avenue, Arlington Heights, IL 60005.

1.5 Instructions to Vendors

Each vendor shall acquaint him/herself with the conditions, as they exist, so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this proposal.

RFP pricing will be considered firm for 60 days from **April 17, 2019**.

District 25 reserves the right to negotiate all elements which comprise the vendor's proposal to ensure the best possible consideration be afforded to all concerned. District 25 further reserves the right to reject any and all proposals, award separate items, and to seek new proposals, or modify proposal when such an action would be deemed in the best interest of District 25.

After review of the RFP's, select vendors may be asked to attend a meeting with building, technology and business office personnel to further discuss your proposal. In addition, a review of proposed equipment may be scheduled.

The district is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, the district will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, the district's Tax Exemption Certificate will be furnished.

The vendor shall protect, indemnify and hold District 25 harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Vendor shall note any and all relationships that might be a conflict of interest and include such information in writing with their submitted proposal.

For additional information or further clarification, please contact Karen Iovino, Purchasing Specialist at (847) 758-4884 or Kiovino@sd25.org.

1.6 Evaluation

In evaluating the proposals submitted, District 25 will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to District 25, in the sole judgment of District 25. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist District 25 in meeting the overall goals of RFP.
2. Minimize copy/print costs, maintain excellent copy quality, maintain excellent service, support, and response time.
3. Provide easy user interface common across all machines.
4. The extent to which the goods or services meet District 25 needs.
5. The firm's overall experience, reputation, expertise, stability and financial responsibility.
6. The vendor's past relationship with District 25, if any.
7. The experience and qualifications of the staff that will be assigned to service District 25's account.
8. Vendor's financial terms offered to District 25.
9. Ability to seamlessly integrate with network.
10. Machine functionality.
11. Any other relevant factor that District 25 feels should be considered.

2.0 Scope of Work

District 25 is requesting proposals to replace 31 copiers and contract for associated maintenance and supplies. The district is requesting proposals to replace the following equipment and replace it with the new requests:

Existing	New Requests
Elementary and Middle Schools	
(9) Ricoh MP6002	(18) 90 ppm
(9) Ricoh MP4002	(7) 40 ppm
(9) Ricoh MP9002	(2) 60 ppm

Existing	New Requests
District Administration office	
(2) Ricoh MP4002	(2) 40 ppm – Fax Cards
(1) Ricoh MP9002	(1) 90 ppm
(1) Ricoh MPC4503 (large paper tray)	(1) 45 ppm (Color) (large paper tray)

2.1 Equipment Specifications

- Automatic feeder
- Black/White 40-90 ppm – Color 45-70 ppm
- Enlargement and reduction, image shift capabilities
- Copy, Print, Fax, Scan to network file folders, email & Google docs
- OCR Scanning
- 4 stand trays, plus bypass tray
- Sorting, Collating, Duplexing and Stapling
- All units will run up to 11 x 17
- All units will work in Mac and Windows
- Secure Printing

For comparison purposes, please complete the matrix in **Exhibit B** for each model of equipment being recommended. Upon thorough review of submitted RFP's, an equipment review may be scheduled. Prices for all machines must include configuration for digital printing, scanning and copying.

2.2 Maintenance

All maintenance work for repair, preventative maintenance, parts and all labor is to be included in the maintenance cost.

Acknowledgement of a service call shall be made within one hour to verify the request, offer telephone assistance and provide an estimated time of arrival. A maximum of four-hour response time on maintenance calls is required.

Comparable loaner equipment will be required if equipment is inoperable for more than forty-eight (48) hours from placement of the service call.

A service history report for each machine shall be provided upon request to the District on a monthly basis. Information such as service call, service date, nature of the problem, number of copies, parts replaced are to be included.

Vendor must provide an annual reconciliation of copy volume that is performed within 60 days of the year-end. The District on a monthly or quarterly basis shall pay the pool maintenance costs. For purposes of pool maintenance, all machines shall be aggregated for volume totals; overages shall not be computed on individual machines. Annual volume on all machines will be aggregated to determine overages. Overages will not be computed on a monthly basis.

Support Requirements

- Vendor must directly employ full-time product specific service technicians and/ or teams for the product you are proposing.
- Vendor must directly employ full-time product specific analysts and/ or teams.
- Vendor must directly employ full-time product specific trainers and/ or teams
- Vendor must offer a replacement guarantee solely at our discretion. Vendor must offer a replacement guarantee for a leased or purchased product.
- Phone support must be available 24/7 to troubleshoot any copier related issues.

2.3 Parts and Supplies

Original equipment manufacturer (OEM) parts and supplies such as toner, developer, fuser oil, and staples are to be included in the maintenance cost. These products must be supplied on a just in time basis. Paper will remain the responsibility of the District.

2.4 Invoicing

The district requires a consolidated monthly or quarterly invoice. The invoice must show activity broken out by location, department and machine.

2.5 Product Guarantee

The vendor shall be required to replace machines, at the vendor's expense, which in the opinion of the District fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for the length of the agreement.

3.0 Price

Using the format shown in **Exhibit C**, please include the summary of machines you would recommend, including the monthly lease cost and the monthly maintenance agreement/supply costs for the entire lease period based on 14 million pooled copies annually.

Lease prices should be based on a **60-month term**. This agreement will be effective August 1, 2019 to July 30, 2024. Maintenance agreement must be priced for the entire lease period. Pooled maintenance price should include cost of lease, supplies, maintenance and parts.

4.0 References

On the attached reference page, please provide three references where you have a walk-up machine base similar to above in quantity and specification.

5.0 Human Rights Act

It shall be mandatory that the vendor will not discriminate against any employee or applicant for employment upon grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the vendor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

6.0 Equal Employment Opportunity

The vendor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The vendor will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

7.0 Deviations

Should there be any deviations to the above equipment specifications, please include such, in writing and submit it with your proposal packet. If no deviations are noted, it will be assumed that equipment meets all required specifications.

EXHIBIT A CERTIFICATIONS

1. **CERTIFICATION** - The undersigned bidder or contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the **bid-rigging or bid-rotation** provision of Article 33E of the Criminal Code of 1961 as amended. The bidder also certifies that he/she has read, understands and agrees that acceptance by Arlington Heights School District 25 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 25 may declare the contract void if the certification is false.
2. **NON-COLLUSION AFFIDAVIT** - The undersigned bidder or agent states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Bidder further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.
3. **PREVAILING WAGE** - The undersigned bidder or contractor hereby certifies to be in compliance with Public Act 94-0515, which amends the Illinois Prevailing Wage Act effective August 10, 2005. This Act requires the contractor or subcontractor to certify the wages paid to all laborers, mechanics, and other workers, will not be less than a general hourly rate of pay required by law. Details at <http://www.state.il.us/agency/idol/rates/rates.HTM>.
4. **FAIR EMPLOYEE PRACTICES** - It is mandatory that the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provision of the Illinois Fair Employee Practices Commission as required but the Rules and Regulations for Public Contract.
5. **TOXIC SUBSTANCE** The successful bidder must comply with the Toxic Substance Act (PA83-240a). This Act requires that a Material Safety Data Sheet be provided for any product containing one or more toxic substances covered in this Act. The MSDS shall accompany delivery or have been submitted prior to delivery. Payment to vendor will not be made until MSDS is provided.
6. **SEXUAL HARRASSMENT CLAUSE** - Each bidder must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 25 is in compliance with this law.
7. **NO SMOKING CLAUSE** - Bidder agrees that he, his employees and sub contractors, will abide by the District 25 no smoking policy on all District 25 sites.
8. **DRUG-FREE WORKPLACE** - Each bidder must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 25's premises or while performing work for the district.

By signing this document, I state and declare that the Bidder/Contractor listed below and I are in compliance, and comply with all of the Certifications listed herein.

Signature

Bidder/Contractor

Firm

Phone/Fax

Address

E-mail

EXHIBIT B MATRIX

Vendor Name _____

Capabilities of Product	
Model	
Introduction date of product	
Input	
Copying / Printing Speed	
Scanning speed	
First copy out time	
Automatic Document Feeder: # of originals	
Automatic Document Feeder: Size of originals	
Automatic Document Feeder: Weight of originals	
Scan many jobs in at once. Please describe any limitations.	
Paper Supply & Output	
Total Paper Tray Capacity (i.e. # of sheets)	
Number of paper trays, paper capacity per tray, size & weight capacity per tray	
Are paper trays clearly labeled as to how to load stocks (i.e. transparencies, labels etc...)	
Un-collated option (i.e. teachers can make stacks)	
Please describe stapling options (i.e. single, duel, landscape) # of copies / prints that can be stapled at one time	
Convenience stapler option available?	
Output trays/bins # of trays/bins and sheet capacity per tray/bin	
Scan & Print Quality	
Scanning quality (i.e. 600 x 600 dpi?)	
Output resolution: Copying? Printing?	
Features – please describe	
Signature booklet for newsletters and programs	
Book Copying (i.e. select left, right, both – binding erase)	
Margin Shift	

Edge Erase	
Repeat Image	
Multiple copies on one page	
Mirror Image / Negative Image	
Watermark / Annotations	
Reduction & Enlargement Percentages	
Auto Reduction & Enlargement	
Auto Center	
Covers	
Inserts	
Technical / Operational	
Print Driver support. Please list operating software and network environments supported.	
Mac OS version supported	
Does your product have Secure Print/ Mailbox capabilities?	
Does your product include LDAP integration to Open Directory?	
Is SNMP Monitoring included?	
How are software and firmware upgrades handled?	
Can you view copy and print job queues at the walk up panel? Can you cancel, hold or promote the job?	
Job-Interrupt. Is it fully functional in copy and print modes?	
Does your product provide concurrency? (I.e. can the machine be printing a job, processing a job and scanning at the same time?)	
Are all features available from both the walk up panel & the print driver? Please describe.	
Can your product e-mail paper documents directly to anyone, anywhere? What formats are supported? (I.e. TIFF, PDF?)	
Do you provide Systems Administrator Network Management Tools? Please describe.	
Please describe any Customer Replaceable Unit	
How do page counts get recorded?	
Physical Requirements	
Size: width, depth, height	
Weight	
Electrical Requirements	

EXHIBIT C PROPOSAL SUMMARY

Vendor Name: _____

Machines proposed:	<u>Quantity</u>	<u>Description</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Total Monthly Lease Cost: _____

Total 60-Month Principal Amount: _____	Total 60-Month Interest Amount: _____
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Cost per Impression (B&W): _____

Cost per Impression for Overages (B&W) _____

Cost per Impression Color _____

Total Monthly Maintenance Cost based on 14 million pooled copies annually.
(Including all supplies EXCEPT Paper): _____

Do not combine the monthly lease & monthly maintenance cost.

The signature below certifies that the entire proposal document is in order and that all instructions, specifications, rules and regulations as stipulated by the Board of Education of Arlington Heights School District 25, the State of Illinois and the Federal Government will be adhered to and complied with.

PROPOSER _____

ADDRESS _____

TELEPHONE _____

AUTHORIZED
SIGNATURE _____

EXHIBIT D REFERENCE LISTING

In order to determine the ability of the bidder to fulfill bid requirements, all bidders must furnish reference information as requested. Please provide name and address information for three references where you have a walk-up machine similar to our proposed model in quantity and specification.

1. _____

2. _____

3. _____

DIST 25 AUG 2014 COPY CONTRACT

LOCATION	ADDRESS	MODEL	SERIAL	Configured Serial	2016-17 Annual	2017-18 Annual
DISTRICT	1200 S DUNTON	9002	W884L500113	C84071856	263,756	266,443
DISTRICT		4002	W524L500303	C84071869	54,144	23,213
DISTRICT	Black and White	MPC4503	E174M360553	C84071824	82,776	65,222
DISTRICT	Color	MPC4503	E174M360553	C84071824	130,675	107,466
DISTRICT		4002	W524L500289	C84071737	27,080	32,264
IVY HILL	2211 N BURKE	9002	W884L700147	C84077211	942,822	599,338
		4002	W524L400881	C84071735	194,758	317,802
		6002	W862L600024		468,765	511,274
GREENBRIER	2330 N VERDE	9002	W884L700151	C84077212	382,526	346,405
		4002	W524L400885	C84071736	166,192	220,897
		6002	W862L600027		340,908	296,271
PATTON	1616 N PATTON	9002	W884L500110	C84071857	498,845	484,792
		4002	W524L400876	C84071739	278,289	196,814
		6002	W862L600321		303,804	230,637
THOMAS	1430 N BELMONT	9002	W884L500145	C84071859	1,073,700	1,014,184
		4002	W524L400883	C84071741	113,169	105,169
		6002	W862L600317		955,169	984,932
OLIVE-MARY	303 E OLIVE	9002	W884L700165	C84077856	880,375	761,477
		4002	W524L400841	C84071738	146,000	115,343
		6002	W862L700313		680,848	461,073
WINDSOR	1315 E MINER	9002	W884L700149	C84077209	795,904	857,175
		4002	W524L400834	C84071744	203,802	183,541
		6002	W862L600337		399,174	355,874
DRYDEN	722 S DRYDEN	9002	W884L700144	C84077210	781,928	662,790
		4002	W524L400904	C84071742	137,502	130,330
		6002	W862L600014		554,590	676,894
WESTGATE	500 S DWYER	9002	W884L500108	C84071860	966,859	795,591
		4002	W524L400898	C84071743	243,166	225,044
		6002	W862L600019		577,607	666,408
SOUTH	400 S HIGHLAND	9002	W884L500141	C84071858	1,249,919	1,144,532
		4002	W524L400419	C84071740	156,655	140,710
		6002	W862L600012		703,554	907,396