

Request for Proposal

Copiers and Maintenance Services

Due October 17, 2024, on or before 10 a.m.

No Fax or Email Proposals Accepted

Millburn C.C. School District 24
18550 W. Millburn Road
Wadsworth, IL 60083
847-245-2920



1.1 General District Information

Millburn C.C. School District 24 is an elementary school district that serves Newport, Antioch, Lake Villa, and Warren Townships. There is one elementary school and one middle school in the district with a combined enrollment of approximately 1,110 students and a combined teacher/staff population of approximately 175. The district currently has 9 monochrome copiers and 2 color copiers. At this time, the district is looking to replace 5 monochrome copiers with 3 monochrome copiers and 2 color copiers.

1.2 Purpose/Scope of Request for Proposal (RFP)

The purpose of this RFP is to replace existing copiers with digital multi-functional machines and pool maintenance/supply costs.

1.3 Proposal Due Date

The due date for this RFP is 10 a.m. on Thursday, October 17th at the district office located at 18550 W. Millburn Road, Wadsworth, IL 60083. Sealed RFPs should be addressed to Carly Kraft, Business Manager. Two copies shall be provided. There will not be a public opening of the RFPs.

1.4 Timeline

Date	Activity
10/1/2024	RFP notification made, bid packets released
10/11/2024	Last date for respondents to send clarifications/questions
10/17/2024	Submissions due, 10 a.m.
10/18/2024	RFP reviews
10/28/2024	Proposed board action on firm to provide services

1.5 Instructions to Vendors

The District reserves the right to negotiate all elements, of the vendor's proposal to ensure the best possible consideration be afforded to all concerned. The District 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 the District.

Questions can be directed in writing to Carly Kraft, Business Manager, by end of day October 11, 2024, at ckraft@millburn24.net and answers will be shared with participating vendors.

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 24 harmless against any liability claims and costs of whatsoever kind of 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 must comply with the following insurance requirements:

- Workers Compensation and Employers Liability - \$1,000,000
- General Liability (\$1,000,000 per occurrence and/or \$3,000,000 aggregate for Personal Injury, Bodily Injury and Property Damage) with the following coverage inclusions:
 - Broad Form General Liability Endorsement, or equivalent, if not included in any policy proper
 - Personal Injury Protection
 - Millburn School District 24 named as “Additional Insured”
 - Thirty (30) days’ Notice of Policy Cancellation to Millburn School District 24
- Vehicle Liability, including coverages applicable to Illinois statutes including all owned, non-owned, and hired coverages. Coverage shall not be less than \$1,000,000 per occurrence and or combined single limit.
- Umbrella Liability - \$5,000,000 minimum

Vendor must guarantee a 4-hour response time on maintenance calls between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday. A minimum of 98% uptime is required over a 90-day period. Monthly reporting is required.

Equipment proposed must be new equipment, not refurbished or remanufactured. The vendor will be expected to remove and dispose of existing equipment as needed.

All equipment must be delivered, installed, and configured at the final destination within the building. Network configurations will be provided by the District’s Technology Services team.

Prices quoted shall include all charges for packing, transportation, delivery, set-up and training to the locations designated on the proposal. Delivery shall not be more than 30 days after the district approval.

RFP pricing will be considered firm for 60 days from October 17, 2024.

After review of the RFPs, 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 offering its current machines as trade-ins. Vendors may inspect the existing machines prior to submitting a proposal. Appointments may be made by contacting Brandi Baird at bbaird@millburn24.net.

The unit quantities listed in Exhibit E are estimates and the actual numbers of units purchased may vary.

For additional information or further clarification, please contact Carly Kraft, Business Manager, at ckraft@millburn24.net or 847-245-2920.

1.6 Evaluation

In evaluating the proposals submitted, District 24 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 confirms to the RFP and is determined to be the most advantageous, of “best value” to District 24, in the sole judgment of District 24. The selection will include, but not be limited to, the following considerations:

1. The providers ability to assist District 24 in meeting the overall goals of the RFP.
2. Minimize copy/print costs including cost of equipment and service agreement.
3. Maintain excellent copy quality, service, support, and response time.
4. Provide easy user interface common across all machines.
5. The extent to which the goods or services meet District 24 needs.
6. The firm’s overall experience, reputation, expertise, stability and financial responsibility.
7. The vendor’s past relationship with District 24, if any.
8. The experience and qualifications of the staff that will be assigned to service District 24’s account.
9. Vendor’s financial terms offered to District 24.
10. Ability to seamlessly integrate with the district’s network.
11. Machine functionality.
12. Any other relevant factor that District 24 feels should be considered.

2.0 Scope of Work

District 24 is requesting proposals to replace copiers and contract for associated maintenance and supplies. The district is requesting proposals to replace three monochrome copiers at the elementary school with two monochrome copiers and one color copier/printer as well as replace two monochrome copiers with a monochrome copier and a color copier/printer at the middle school.

2.1 Specifications

For comparison purposes, please complete the matrix in Exhibit B for each model of equipment being recommended. Upon thorough review of submitted RFPs, an equipment review may be scheduled. Prices for all machines must include configuration for digital printing, color scanning (if applicable), and copying.

All machines shall have the capability to handle letter (8.5” x 11”), legal (8.5” x 14”), and ledger (11” x 17”) sized paper. All machines should be network ready. The installation shall include working with the district technician to connect each machine to the district network.

The multifunctional devices must meet the following specifications:

MFP Requirements:

- (3) 70 ppm minimum Monochrome
- (2) 50 ppm minimum Monochrome with Color Capability

Server Side:

- macOS and Windows driver compatibility
- single print driver and queue for color and monochrome models

Device Side:

- Duplex printing

- Corner staple (at least 50 letter pages and 30 legal size sheets)
- Paper/media bypass tray
- Ability to require employee ID entry to process jobs
- Ability to send jobs from staff laptop/computer (preferred)
- USB connection
- For the color devices
 - 3-hole punch
 - Z fold and half fold capability
 - Corner staple and 2-staple booklet
 - Reduction and enlargement capabilities

2.2 Maintenance

All maintenance work for repair, preventative maintenance, parts and all labor are to be included 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. Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours are generally 8:00 a.m. to 4:00 p.m., Monday through Friday. The vendor is required to provide services at other times as required.

A “loaner” copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within three business days. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather. The intention is that necessary repairs must be made on the equipment.

Machines shall be kept in good working order so that work delays and copy problems will be minimized. A service history report for each machine shall be provided upon request to the District on a quarterly 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 quarterly basis shall pay the pooled maintenance costs. For purposes of pooled 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. The maintenance changes shall be based on 1,600,000 total copies on the monochrome machines annually and 1,000,000 total copies on the colored machines annually.

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.

2.3 Invoicing

The district requires a consolidated quarterly invoice for the maintenance contract. The invoice must show activity broken out by location, department and machine.

2.4 Product Guarantee

The vendor shall be required to replace machines, at the vendor's expense, which in the opinion go the District fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excess jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for five-years, after which the district and vendor will establish an annual maintenance agreement each year.

3.0 Price

Using the format shown in Exhibit C and C-1, please include the summary of machines you would recommend. While it is the district's preference to purchase the machines, please including the monthly lease cost as well as purchase price; this exhibit requests the monthly maintenance agreement/supply costs as well.

If the vendor provides leased machines, lease prices should be based on a 60-month term. This agreement will be effective November 2024 (prorated by delivery date) to October 31, 2029. The maintenance agreement must be priced for the entire lease period.

Pooled maintenance price should include cost of supplies, maintenance, and parts.

4.0 References

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

5.0 Human Rights Act

It shall be mandatory that the vendor will not discriminate against any employee or application for the 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 a 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 Millburn School District 24 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 24 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. 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.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>
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 24 is in compliance with this law.
7. **NO SMOKING CLAUSE** - Bidder agrees that he, his employees and sub-contractors, will abide by the District 24 no smoking policy on all District 24 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 24'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 – Please complete one for each duplicating machine

Vendor Name _____

Capabilities of Product	
Brand and 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, dual, 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.	
Do you support the Macintosh Operating System?	
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.	
Do you provide Systems Administrator Network Management Tools? Please describe.	
Please describe any Customer Replaceable Units	
Physical Requirements	
Size: width, depth, height	
Weight	
Electrical Requirements	

EXHIBIT C
PROPOSAL SUMMARY

Vendor Name: _____

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

<u>Cost to Purchase Machines including Trade-Ins</u>	
Purchase price of machines	\$ _____
Less trade-ins/existing contract rebates	\$ _____
TOTAL Purchase Price for machines	\$ _____
Length of factory warranty: _____ years Include complete information with RFP	

<u>Cost to Lease Machines including Trade-Ins</u>	
Lease price for machines for 60 months	\$ _____
Less trade-ins/existing contract rebates	_____
TOTAL Lease Price for machines (60 months)	\$ _____
Quarterly Lease Payment	\$ _____
Principal Amount: \$ _____	Interest Amount: \$ _____

Total Base Annual Copy Allowance (pooled): 1,600,000

Cost per Impression for copy allowance: _____ Cost per Impression for Overages: _____

Total Quarterly Maintenance Cost with no escalator for five years from the date of acceptance. (Including all OEM replacement parts and supplies EXCEPT Paper):

\$ _____

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 Millburn School District 24, the State of Illinois and the Federal Government will be adhered to and complied with.

PROPOSER _____

ADDRESS _____

TELEPHONE _____

AUTHORIZED

SIGNATURE _____

EXHIBIT C-1
PROPOSAL SUMMARY
Color Copier

Vendor Name: _____

Machine proposed: Quantity Description
 _____ _____

<u>Cost to Purchase Machine</u>	
Purchase price of machine	\$ _____
Less any contract rebates	\$ _____
TOTAL Purchase Price for machines	\$ _____
Length of factory warranty: _____ years Include complete information with RFP	

<u>Cost to Lease Machines</u>	
Lease price for machine for 60 months	\$ _____
Less any contract rebates	\$ _____
TOTAL Lease Price for machines (60 months)	\$ _____
Quarterly Lease Payment	\$ _____
Principal Amount: \$ _____	Interest Amount: \$ _____

Total Base Annual Copy Allowance: 1,000,000

Cost per Impression for copy allowance: _____ Cost per Impression for Overages: _____

Total Quarterly Maintenance Cost with no escalator for five years from the date of acceptance. (Including all OEM replacement parts and supplies EXCEPT Paper):

\$ _____

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 Millburn School District 24, the State of Illinois and the Federal Government will be adhered to and complied with.

PROPOSER _____

ADDRESS _____

TELEPHONE _____

AUTHORIZED

SIGNATURE _____

EXHIBIT D
REFERENCE LISTING

Company Name _____

Signature _____ Date _____

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 a minimum of three references where you have a walk-up machine similar to our proposed model in quantity and specification.

School District Name / Number of machines	Contact Name & Title	Address	Telephone / Fax #

EXHIBIT E

Model	Location	ID#	Estimated Annual Usage	Trade In / Replace	Speed	Replace With
Lanier MP7502SP	MES – Outside Business Office	012422	375,000	Yes	75 cpm	Monochrome
Lanier MP7502 SP	MES – Mail Room	012418	375,000	Yes	75 cpm	Monochrome
Lanier MP9003SP	MES – Outside LRC	012819	500,000	Yes	90 cpm	Color
Gestetner 5430	MMS – Mail Room	011597	< 1,000	Yes		Color to be put in LRC
Lanier MP7502SP	MMS – Staff Break Room	012595	175,000	Yes	75 cpm	Monochrome