

Millburn School District 24
(847) 356-8331

REQUEST FOR PROPOSAL
DUPLICATING MACHINES

Project: Supply, deliver, install and maintain Duplicating Machines to Millburn Elementary and Millburn Middle School

This document is a specification, not an Invitation to Bid. Illinois School Code Law 5/10-20.21 exempts the purchase of duplicating machines and their supplies to be awarded as a sealed Invitation to Bid.

Millburn School District 24 is currently requesting proposals for duplicating machines from qualified vendors.

This document will also be available on the District's website at www.millburn24.net

Sealed proposals must be clearly marked "**RFP: Duplicating machines**" and submitted to:
Stephen Johns, Business Manager
Millburn School District 24
18550 W. Millburn Road
Wadsworth, IL 60083

Proposals will be accepted any time prior to, but no later than **10:00 a.m. on Friday, June 13, 2014.**

For additional information or clarification, please contact Stephen Johns, Business Manager, at sjohns@millburn24.net or 847-245-2920.

1.1 General District Information

Millburn School District 24 is an elementary school district that serves portions of 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 1450 students and a combined teacher/staff population of approximately 175.

1.2 Purpose/Scope of RFP

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

1.3 Proposal Due Date

The due date of this RFP is **10:00 a.m. on Friday, June 13, 2014** at the District Office located at Millburn Elementary School, 18550 W. Millburn Road, Wadsworth, IL 60083.

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.

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 district approval.

RFP pricing will be considered firm for 60 days from **June 13, 2014**.

District 24 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 24 further reserves the right to reject any and all proposals, award separate items, and to seek new proposals, or modify proposals when such an action would be deemed in the best interest of District 24.

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 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. 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 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. The minimum insurance requirements are as follows:

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

The School 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 Stephen Johns at 847-245-2920 sjohns@millburn24.net or Bernadette Hanna at 847-245-2899.

For additional information or further clarification, please contact Stephen Johns, Business Manager at sjohns@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 conforms to the RFP and it is determined to be the most advantageous, of "best value" to District 24, in the sole judgment of District 24. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist District 24 in meeting the overall goals of 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.
4. The extent to which the goods or services meet District 24 needs.
5. The firm's overall experience, reputation, expertise, stability and financial responsibility.
6. The vendor's past relationship with District 24, if any.
7. The experience and qualifications of the staff that will be assigned to service District 24's account.

8. Vendor's financial terms offered to District 24.
9. Ability to seamlessly integrate with the district's network.
10. Machine functionality.
11. 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 the equipment identified in Exhibit E.

The district is also requesting an add alternate (Exhibit C-1) for a color copier with little or no black & white volume with the following minimum specifications:

- 50 sheet document feeder
- Networkable
- 50 cpm or greater
- 1200 sheet paper capacity
- color scanning
- duplex printing
- 500 sheet finisher
- Fax board – Please include separate cost
- Estimated volume of 16,000 copies annually

2.1 Equipment 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 and copying.

The school district will consider new, demonstration, and refurbished machines. Vendors may submit more than one proposal (e.g. one proposal for new equipment and one proposal for refurbished machines).

All duplicating machines shall have the capability to handle letter (8.5" x 11"), legal (8.5" x 14"), and 11" x 17" paper.

All duplicating machines shall have reduction and enlargement capabilities.

All duplicating machines shall produce a minimum of 75 cpm (copies per minute) except for the convenience copiers in the LRC that should be rated for a minimum of 25 cpm. The School District anticipates awarding this project to one vendor. However, the School District reserves the right to split the award of this project.

All high volume duplicating units are to include collating capabilities and a built in stapler capable of stapling at least 25 sheets at a time.

All high volume duplicating machines must be rated in writing to produce **10 million copies** before a factory-required-rebuild. Written documentation shall be submitted with proposal.

All duplicating machines shall be network ready. The installation shall include working with the district technician to connect each machine to the district network.

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. 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 five business days**. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather condition. 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. Machines must meet the total volume requirements listed under Machine Specifications.

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 charges shall be based on 2,250,000 (2.25 million) copies annually. Overages will not be computed on a monthly basis.

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. 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 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 five-year length of the agreement.

3.0 Price

Using the format shown in **Exhibit C & C-1**, 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. It is acceptable to provide more than one proposals (e.g. one for refurbished and one for new machines).

Lease prices should be based on a **60-month term**. This agreement will be effective August 1, 2014 to July 31, 2019. 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 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 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.

PREVAILING WAGE - The undersigned bidder of 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>

3. **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.
4. **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.
5. **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.
6. **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.
7. **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

Firm

Address

Bidder/Contractor

Phone/Fax

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>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Cost to Purchase Machines including Trade-Ins

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

Cost to Lease Machines including Trade-Ins

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): 2,250,000

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

Current Copier Equipment and Annual Volume

	Model	Location	ID #	2012-13 Annual Usage	2013-14 Annual Usage	Trade-In	REPLACE	Speed
1	Gestetner 3502P	MES - Stairwell by Rm 518	11193	32,832	11,381	YES	NO	35 cpm
1	Gestetner DSM675S	MES Copy Room Left	011991	427,456	423,373	YES	YES	75 cpm
1	Gestetner DSM675S	MES Copy Room Center	011996	360,525	342,480	YES	YES	75 cpm
1	Gestetner DSM675S	MES - Special Service	011997	311,753	567,579	YES	YES	75 cpm
1	Lanier 140 SP	MES Office	012069	42,462	40,728	YES	YES	40 cpm
1	Lanier LD320D	MES LRC	012004	3,011	1,669	YES	YES	20 cpm
6	TOTAL MES		TOTAL ELEM SCHOOL	1,178,039	1,387,210			
1	Lanier LD275 - MP7500	MMS Office Copy Room	012070	287,882	181,520	YES	YES	75 cpm
1	Gestetner 1302	MMS LRC	011450	1,516	406	YES	YES	13 cpm
1	Gestetner DSM675S	MMS - Staff Workroom South	011995	290,267	270,749	YES	YES	75 cpm
1	Gestetner 3370	MMS Room 1044	011452	0.00	0.00	YES	NO	70 cpm
1	Gestetner DSM675	MMS Grade 6 Hallway	012001	133,332	200,797	YES	YES	75 cpm
1	Gestetner DSM675S	MES Staff Workroom West	011992	400,004	332,424	YES	YES	75 cpm
5	TOTAL MMS		TOTAL MIDDLE SCHOOL	1,113,001	985,896			
11	TOTAL DISTRICT		TOTAL COPIES	2,291,040	2,373,106			