



Request For Proposal

DuPage High School District 88 will accept sealed proposals for:

Multifunction Copier Replacement

Responses Due April 28th, 2021 by 2:00 P.M. CST.

Pre-Proposal Meeting:
Tuesday, April 20, 2021
11:00 A.M. - Addison Trail HS
12:00 P.M. - Willowbrook HS.

Ryan Domeracki
Director of Business Services
(630) 530-3971

DUPAGE HIGH SCHOOL DISTRICT 88
2 Friendship Plaza
Addison, Illinois 60101
(630)530-3972

Request for Proposal – Multifunction Copier Replacement

DuPage High School District 88 is accepting proposals for Multifunction Copier Replacement.
A pre-proposal meeting is set for Tuesday, April 20, 2021 at 11:00 AM at Addison Trail HS and 12:00 PM at Willowbrook HS .

Sealed proposals are due by April 28, 2021 by 2:00 P.M.,

All proposals MUST be submitted in a SEALED ENVELOPE, CLEARLY MARKED “RFP: COPIER REPLACEMENT PROPOSAL”.

Proposals are to be submitted to:

DuPage High School District 88
Attn: Ryan Domeracki,
Director of Business Services
2 Friendship Plaza
Addison, Illinois 60101

Due to Covid-19, proposals will be read via Zoom meeting. A link will be posted as an addendum on the District’s webpage prior to April 27th.

Failure to comply with the following RFP documents and submit all required forms may lead to disqualification of your proposal.

We look forward to your participation in this selection process.

Sincerely,

Ryan Domeracki
Director of Business Services

DUPAGE HIGH SCHOOL DISTRICT 88
2 FRIENDSHIP PLAZA
ADDISON, IL 60101

Request for Proposal (RFP)

Project: Supply, deliver, install, and maintain Multifunction Duplicating Machines

SPECIFICATIONS

General

1. This document is a Request for Proposal (RFP), 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.
2. The RFP will be awarded by the School District to the vendor(s) whose proposal(s) is/are determined to be the most advantageous or “best value” to the School District, taking into consideration the evaluation factors set forth in this RFP.

The award of this RFP will include, but not be limited to, the following criteria:

- The provider’s ability to assist the School District in meeting the overall goals of the RFP.
 - The extent to which the goods and/or services meet the School District needs
 - References
 - Vendor experience, reputation, expertise, stability and financial responsibility
 - Equipment quality, functionality, features, ease of use etc.
 - Supply costs and availability
 - Lease price of equipment
 - Equipment must be backed by a manufacture-based replacement guarantee during the full term of agreement.
3. All questions and correspondence should be directed to:
Ryan Domeracki
DuPage High School District 88
2 Friendship Plaza
Addison, IL 60101
(630) 530-3971
 4. All proposals must be submitted in accordance with the specifications herein and provide completely for what is outlined, including any requested documentation for proposed machines. Unsigned or late proposals will not be considered. Oral, telephone, fax or email transmitted proposals will not be accepted.
 5. The School District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. #E9997-3065-07.
 6. Price quotes are to include calculations to show ***financing interest rate*** options including purchase outright and lease for both buyout or fair market value terms (FMV). Calculations are to show the financing rate for all lease options.

7. Price quotes shall be based on an annual allowance of pooled/shared copy pages of **1,100,000** for the **Addison Trail High School** location. Copy count must exclude scan and/or fax images.
8. Price quotes shall be based on an annual allowance of pooled/shared copy pages of **1,463,000** for the **Willowbrook High School** location. Copy count must exclude scan and/or fax images.
9. Prices quoted shall include all charges for packing, transportation, delivery, set-up and training to the location designated on the proposal.
10. All proposals will be considered firm for a period of ninety (90) days from the date the proposal is due. The submission of a proposal by a contractor will be construed as an indication that it is fully informed as to the extent and character of the service and materials required and can offer the services and materials satisfactorily in compliance with the specifications. The items and criteria set forth herein are minimal standards and statements, and shall be provided for in proposal submissions and contractual arrangements.
11. The Board of Education of DuPage High School District 88 ("School District") reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in the best interest of the School District. Any such decision shall be considered final. The School District anticipates awarding this project in its entirety to one vendor. However, the School District reserves the right to split the award of this project.
12. Prices submitted shall include extensive training for all staff which may take multiple dates during the school year.
13. Maintenance response time shall be four (4) hours or less with ***mandatory confirmation within one hour during normal business hours to the person who initiated or designated service contact.***
14. Maintenance must include all parts, materials, equipment, supplies and staples, with the exception of paper. Contractor must provide on-site inventory for toner, waste toner boxes and other common items to maximize up-time for the district. Just-in-time inventory system must account for this approach for on-site inventory management.
15. Warranties - Contractor makes the following warranties to District and users of the goods herein described
 - 15.01 It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances
 - 15.02 Any and all goods supplied hereunder will be of merchantable quality;
 - 15.03 Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein
 - 15.04 Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to District by Contractor. Contractor shall, at its sole cost and expense, promptly repair or replace to District's satisfaction all goods/services received for the full duration of the lease term.

16. All proposals shall be submitted with each space properly completed. Proposals may not be withdrawn or modified in any way by the vendor without the written approval of the District. All vendors will be bound by any math calculations, misquotes, or mistakes of any kind once the proposal has been opened.
17. A minimum of five (5) references, where currently providing copier services, must be included. These references must be school districts of similar size using similar number and type of machines that include maintenance contracts. Please include name of contact and telephone number.

Machine Specifications

1. The School District will only consider NEW digital duplicating machines, not refurbished. It will be the responsibility of the vendor to certify that the proposed machines meet this requirement.
2. **Department Offices (designated by building) – 2 devices at Addison Trail HS and 3 devices at Willowbrook HS (Total of 5 devices).**
 - 2.01 Provide for user friendly “intuitive” operator job management interface to automate duplicating requests rather than utilizing paper based forms.
 - 2.02 All of the machines at **Addison Trail and Willowbrook High School** must produce a minimum of 45 ppm (pages per minute) for standard letter size paper with a minimum copy paper supply source of 3,000 pages ready for use.
 - 2.03 All duplicating machines shall have the capability to handle letter (8.5” x 11”), legal (8.5” x 14”) and 11” x 17” size paper.
 - 2.04 Shall have the capability of handling copy paper of standard weight (20 lb.) through cover paper (65 lb.) and easily handle color paper.
 - 2.05 Shall include finishing for collating, stapling (minimum 50 sheets), and 3-hole punch.
3. All duplicating machines must have post script print drivers installed.
4. All duplicating machines are to include a high capacity document feeder for originals.
5. All duplicating machines should be equipped with duplex scan in color to email or other source.
6. Three of the duplicating machines should be equipped with fax capabilities. **Please break out this cost.**

Copier Print Management Solution:

1. All duplicating machines are to be network ready and able to interface with Google Gmail email client and able to be sent via email. Said configuration should be part of the proposal and responsibility of the Vendor. The end user e-mail address can be generated from the information found in Google Gmail– i.e. %username%@dupage88.net.
2. All server requirements and specific Google Gmail user settings should be included in the proposal. Please note that DuPage High School District 88 would prefer that any servers that are needed are virtualized on its existing VMware environment. DuPage High School District 88 will provide its own license for server OS.

All print drivers should be Windows 10 (32 and 64 bit) Chromebook compatible and Novell i-print compatible.

Site Inspection

Vendors MUST conduct a site visit to the locations listed prior to submitting the proposal and complete the enclosed Site Inspection Form. These inspections may be completed during the pre- proposal meetings on April 20th.

Delivery

Duplicating machines must be delivered to

- Addison Trail HS 213 N. Lombard Road, Addison IL 60101
- Willowbrook HS 1250 S. Ardmore Ave, Villa Park, IL 60181

with a minimum of 48-hour advance notice and deliveries only between 8:00 am and 2:00 pm Monday through Friday. Prior site preparation must be complete to fulfill turnkey installation for immediate use within 12 hours or less excluding network configuration.

Payment

Payment will be not be made until machines are in place, functioning and training has occurred.

Training:

Full staff training will be provided with initial installation and up to an additional 16 hours of refresher/new staff training will be included each year for the full term of the lease period from a certified trainer for exact machines installed.

Maintenance

- Remote diagnostics and automated meter reading service is to be included.
- On-line account management access is preferred.
- All machines must provide user friendly, graphical troubleshooting instructions to 1) replace staple cartridge, 2) remove jams that occur, 3) replace toner cartridge etc.
- The successful vendor will be required to perform all preventive maintenance and repairs necessary to maintain the copier equipment.

- Service call notification system must include confirmation that a request was received and provide a response as to dispatch to provide service within 1 hour of said request being submitted, either by on line service center site, email or phone call.
- Adequate supply inventory (toner, waste toner boxes, etc.) for operator installation will be maintained on site at each location to minimize down time and avoid unnecessary delays due to shipping / inventory management by the company. Start of year supply restocking and preparation will require higher level of inventory to be maintained on site.
- Qualified maintenance personnel, certified for each machine, shall perform equipment maintenance and repairs during regular office hours. Regular office hours vary at each location, but are generally 7:30 a.m. to 3:00 p.m., Monday through Friday. The vendor is required to provide services at other times as required.
- 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. The School District reserves the right to request a new replacement copier at the vendor's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District or in the event that the copier is unable to meet the total volume requirements. The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the School District.
- Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. 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 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.
- Pricing for maintenance services will be for the full term of lease period. Anticipated volumes with respect to maintenance billing are good faith estimates. It is required that the copy count be reconciled on an annual basis with debits or credits applied as appropriate based on the per click contract price.

Miscellaneous:

- Contractor shall have no authority or power to sell, transfer or assign this Agreement or Agreement or any interest therein, nor any power or authority to permit any other person or party to have any interest or use any part of the District property covered by the Agreement, for any purpose whatsoever without the prior express written consent of the District, it being the intention of this Agreement to grant the right and privilege solely to Contractor and neither directly or indirectly to any other party.
- It is further agreed between the District and Contractor that the clauses attached and designated as are hereby in all respects made a part of this contract.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and venue for any lawsuits shall be in DuPage County, Illinois.
- The validity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

- This Agreement may be signed upon any number of counterparts with the same effect as if the signatures to each were upon the same Agreement.
- The Contractor shall comply with all applicable state, local and federal laws and regulations.

REQUEST FOR PROPOSAL SCHEDULE

April 20 – April 23, 2021	Pre-proposal meeting and vendor site visits allowed
April 28, 2021 @ 2:00 PM	Proposals due
May 10, 2021	Tentative Vendor recommendation made to Board of Education

RFP Multifunction Copier Replacement Proposal – Due by 2:00 PM on Wednesday, April 28, 2021
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District 88 is seeking proposals for either (Manufacturer – Model):

- A) Canon – ImageRUNNER ADVANCE DX 4745i
- B) Konica Minolta – Bizhub 450i

Proposal format – See Exhibit A

**** Please Note - - If submitting proposals for both the Canon and the Konica Minolta models, please submit two separate proposals using an individual Exhibit A for each model. ****

References

Must provide references with exact machines proposed installed and operating for a minimum of at least one year.

Company Name_____

Signature_____Date_____

School District Name / Number of machines	Contact Name & Title	Address	Telephone / E-mail

Site Inspection Form

Company Name_____

Signature_____Date_____

_____ **Addison Trail HS**

(A) LOCATION	(B) SPACE	(C) POWER & NETWORK	(D) COMMENTS
Athletic Director			
Dean's Office			

1. In Column (B), please indicate if the proposed equipment will fit in the school's existing workspace as configured and proposed, including user access for troubleshooting device, loading supplies, print job output etc.
(YES or NO).
2. In Column (C), please indicate if the current electrical power supply is compatible with the proposed equipment **(YES or NO)**. If the power supply is not compatible, please indicate in Column (D) the type of power supplies required.
3. Indicate any other relevant comments in Column (D) regarding placement of the unit (i.e. stapler will not fit).

Site Inspection Form

Company Name _____

Signature _____ Date _____

_____ **Willowbrook HS**

(A) LOCATION	(B) SPACE	(C) POWER & NETWORK	(D) COMMENTS
Main Office			
Guidance Dept.			
CTE Dept.			

1. In Column (B), please indicate if the proposed equipment will fit in the school's existing workspace as configured and proposed, including user access for troubleshooting device, loading supplies, print job output etc.
(YES or NO).
2. In Column (C), please indicate if the current electrical power supply is compatible with the proposed equipment (YES or NO). If the power supply is not compatible, please indicate in Column (D) the type of power supplies required.
3. Indicate any other relevant comments in Column (D) regarding placement of the unit (i.e. stapler will not fit).

DuPage High School District
Multifunction Copier Replacement Proposal Form

Proposals Due 4/28/21 @ 2:00 PM

Manufacturer Quoted
Model Quoted

Functional and Finishing

2 side
Staple
3 hole 8.5 x 11 side
Copy Speed
 Black and White
Scanning (dual readers)
 Scanning Speed - Black and White
 Scanning Speed - Color
Minimum 3,000 letter sized sheet copy paper supply source ready for use

Network Capabilities

Compatability with Micro Focus network environment (see RFP specs)
 Full Finishing functionality from desktop
Scan to Email Compatible with Google GMail
 Electronic meter read reporting
 Fax Capabilities (on 3 of 5 machines)

Service / Parts

Guaranteed reponse time to our facility (Yes = 4 hours per spec)
 Recourse for district if response time is not met
Parts availability / warehouse location (address with city)
Inventory / Storage on site - critical lead time (see general spec. #14)
Spare machine / loaner if machine is down 5 or more days

Service technician

Years of service average
Years of service for tech to be assigned
Technician ratio (Technicians to machines on this machine or larger)
Training certification on this model machine (if any)

DuPage HS District 88

Departmental Offices

Black and White
Quantity of 5

Y/ N

Y/ N

Y/ N

Y/ N

Black and White	Interest Rate Charged
\$	%

Proposed Pricing (Acquisition only -Excluding Maintenance and Supplies)

- * Purchase Price
- * 4 year \$1 buyout lease
- * 4 Year FMV lease
- * 5 year \$1 buyout lease
- * 5 Year FMV lease

It is assumed that there will be no other charges.
Charges including Delivery set up, training, etc are to be included in your price.
If there are any other charges, they must be shown here:

Maintenance must include, excluding paper, all parts and supplies (and their delivery) including , but not limited to, toner and staples.

Maintenance cost for entire lease term (Per Click - All in)
OR

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Maintenance cost per year (Per Click - All in)

- Year 1
- Year 2
- Year 3
- Year 4 (if 4 year lease)
- Year 5 (If 5 year lease)

Anticipated volumes with respect to maintenance billing are good faith estimates.
It is required that the copy count be reconciled on an annual basis, with debits or credits applied as appropriate based on contractual per click pricing.

List Any other pertinent information (aside from promotional materials) that you feel should be included in your proposal.

Company Name
Contact (print name)
Contact phone
Contact E mail

Signed:
Title
Date

Any questions regarding this proposal can be forwarded to :

Ryan Domeracki - Director of Business Services
630.530.3971 RDomeracki@dupage88.net