

**REQUEST FOR PROPOSAL
COPIER LEASE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2019- P02**

June 6, 2019

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for the leasing of 10 copiers and a contract for associated maintenance and supplies. In addition, you must connect eight (8) PaperCut CPad Copier Control Terminals manufactured by Cartadis; to the appropriate copiers as noted in the proposal. The contract will be for a five-year-period. IVCC is not interested in ownership of the copiers at the end of the rental/lease. The College will award a contract to a single supplier that is in the best financial interest of the College, while maintaining high quality and service. The copiers would be located on the Main Campus, East Campus, and Ottawa Center Campus. **The College guarantees no minimum volumes. Equipment must be newly manufactured.**

INSTRUCTIONS TO VENDORS

Proposals will be received and publicly read aloud in Room C-326, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 1:00 P.M. on June 25, 2019. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject **PROPOSAL: Copier Lease – Proposal # RFP2019-P02**

Proposals must be made in accordance with the instructions contained herein. Questions concerning this proposal may be directed to the Purchasing Department at 815-224-0417. Proposals shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the vendor's name and address. Submit all proposals to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348**

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

Bidders who obtain a copy of the proposal from the College web-site are responsible for any addenda issued.

MANUFACTURER’S NAMES AND ACCEPTABLE ALTERNATES:

The manufacturer’s name listed in the specifications is for information and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If proposals are based on an alternate product, the manufacturer’s name and model number must be indicated. Bidders shall submit, with their proposal, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Proposals which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, the College requests that the bidder refrain from using the terminology “As Specified” or “A/S”. Please state the brand and model offered.

PROPOSAL PROCEDURES:

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS:

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:

The College is tax exempt and therefore all proposal submissions should not include tax.

TERM OF CONTRACT:

Any contract, which results from the RFP, shall be for a five-year-period from the date of the contract. *Pricing must be fixed for the term of the contract.*

RETENTION OF DOCUMENTATION:

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of IVCC.

REFERENCES:

Include three references that are using the proposed equipment noting the company/school name, contact name, phone number and email address.

AWARD CRITERIA:

As provided by statute, award will be based on the lowest and most responsible (most advantageous to the College) as determined by consideration of:

1. Price per copy offered,
2. Proposed equipment,
3. General reputation and performance capabilities of the bidder,
4. Conformity with specifications herein,
5. Location and availability of service and repair facilities and personnel,
6. Suitability for intended use, and
7. The extent to which the goods or services meet IVCC needs.

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD:

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT:

Submit a sample of your company's agreement with your proposal.

CERTIFICATE OF INSURANCE:

The vendor must provide, within five (5) calendar days of proposal award notification from the College, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College and its Board of Trustees as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

1. Workers Compensation
 - a. \$1,000,000 per accident
2. Commercial Comprehensive Liability
 - a. Each occurrence: \$1,000,000
 - b. Products-Completed Operations Aggregate: \$2,000,000
 - c. Personal/Advertising Injury: \$1,000,000
 - d. General Aggregate: \$2,000,000
3. Business Auto Liability (including owned, non-owned, and hired vehicles).
 - a. Bodily injury - \$1,000,000 per person
 - b. Bodily injury - \$2,000,000 per accident
 - c. Property damage: \$1,000,000 OR
 - d. Combined single limit: \$1,000,000
4. Umbrella
 - a. Umbrella Excess Liability: \$2,000,000

CERTIFICATION FORM:

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM:

Please complete the enclosed W-9 form and return with your proposal.

GENERAL INFORMATION

SUPPLIES

Original manufacturer supplies such as toner, developer, fuser oil, and staples are to be included in the maintenance cost. Paper will be the responsibility of the IVCC. **No freight is to be added for supply deliveries.**

TRAINING

Training at IVCC for key operators and walk-up users must be included in your cost. Sessions must be performed at IVCC.

MAINTENANCE

All maintenance work for repair, preventative maintenance, parts, and labor is to be included in the maintenance cost. A minimum of (4) four-hour response time on maintenance calls is required. Acknowledgement of service call shall be made within (2) two hours to verify the request, offer telephone assistance and provide an estimated time of arrival. Comparable loaner equipment will be required if equipment is inoperable for more than forty-eight (48) hours from placement of the service call. The vendor shall be required to replace machines, at the vendor's expense, which in the opinion of the College 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 a five-year period. A service history report for each machine shall be provided upon request to the College. Information such as service call, service date, nature of the problem, number of copies and parts replaced are to be included.

SUPPORT REQUIREMENTS

Your company must directly employ full-time, product specific, service technicians for the product you are proposing.

FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

1. Include a title page showing the RFP subject, name of firm, address, telephone number, name of contact person, and date.
2. Clearly identify the materials by sections and page numbers.
3. **Must include completed Proposal Forms A-F. The only acceptable pricing format is price per copy and must be noted on these forms. All other formats will be rejected.**
4. Describe the scope of services your company will provide to IVCC.
5. Include brochures describing the equipment being proposed with your offer.
6. Enclose any other pertinent information that the College would consider in selecting a vendor.

MINIMUM REQUIREMENTS FOR ALL EQUIPMENT

1. Equipment must be newly manufactured.
2. There are minimum requirements listed for each copier; however the College has the discretion to determine if minimum requirements have been met.
3. **Equipment must be compatible with PaperCut CPad Copier Control Terminals <http://www.papercut-mf.com/tour/copier-control-terminals/cpad/>. Please contact Jim Farrell @ jfarrell@singlecard.com or Phone # 630. 537.1370 Ext. 505 to verify your proposed equipment will be compatible.**
4. Cabling and/or extra hardware required to interface with PaperCut CPad Copier Control Terminals must be included in your proposal.
5. **All equipment must be operable to print from the network when installed. (Network Connection – Ethernet *printer languages should include, but not be limited to PCL*).**
6. Equipment must be IP addressable.
7. All costs relating to installation on the network and set up of copiers must be included in your cost.
8. Enclose any other pertinent information that the College would consider in selecting a vendor.
9. Delivery of machines after award.

PROPOSAL FORM (A)

Vendor Name _____

Quantity (5)

Locations: #1 - Building H (Truck Driver Training) *
 #2 - Building J East (Auto)
 #3 - Building G (Gym) *
 #4 - CTC Building (Financial Aid) *
 #5 - CTC Building (Counseling)

Average Monthly Volume: #1 – 1,500
 #2 – 1,600
 #3 - 3,400
 #4 - 4,800
 #5 - 5,000

Current Equipment: Canon iR2525 w/DADF-U1, Printer Kit and Cabinet

Minimum Requirements:

- 25 pages per minute
- 2/500 sheet user adjustable cassettes
- 50 sheet stack bypass
- Standard Duplex
- 2GB RAM minimum
- Scan to file or email
- 1200 X 1200 print resolution
- PCL
- Electronic Collation
- DADF 50 sheets
- Cabinet
- Internal Finisher
- Locations with * must include a fax board

*Proposed Manufacturer/Model _____

Price Per Copy Per Machine _____

*Brochure / Equipment Specifications Attached

PROPOSAL FORM (B)

Vendor Name _____

Quantity (3)

Locations: #1 Building C (Room C353)
 #2 Building E (CETLA)
 #3 Building B (Copy Center area)

Average Monthly Volume: #1 - 10,000
 #2 - 10,000
 #3 - 16,000

Current Equipment: Kyocera CS-5501i w/Printer Kit, and Finisher-AD1

Minimum Requirements:

- 45+ pages per minute digital B/W
- 2 X 500 sheet user adjustable cassettes – 17 lb. bond to 110 lb. index
- 50 sheet stack bypass – 17 lb. bond to 110 lb. index
- Standard Duplex
- Scan to file or email
- PCL and Authentic Postscript
- 250 GB RAM minimum
- Mail Box Function
- Document Feeder
- Finisher 50 sheet multi-position staple, up to 4,000 sheet capacity

*Proposed Manufacturer/Model _____

Price Per Copy Per Machine _____

*Brochure / Equipment Specifications Attached

PROPOSAL FORM (C)

Vendor Name _____

Quantity (1)

Location: Copy Center
This copier is for dedicated operator use, not for a walk-up environment.

Average Monthly Volume: 100,000

Current Equipment: Canon IRA-8295 w/Printer Kit, Saddle Finisher –V2, Punch Unit-V1, Document Insertion Unit C-1 and Multi PDL Print Kit-H2

Minimum Requirements:

- 90 pages per minute Digital B/W
- 2 X 500 sheet user adjustable cassettes – 17 lb. bond to 110 lb. index
- 2 X 1500 sheet front loading trays – 17 lb. bond to 110 lb. index
- 100 sheet stack bypass – 17 lb. bond to 110 lb. index
- Standard Duplex
- High Capacity Feeder
- 1GB RAM and 40GB Hard Drive
- Mail Box Function
- Document Feeder 85 scans per minute – 13 lb. bond to 110 lb. index
- 100 sheet capacity
- Saddle Finisher 100 sheet multi position staple up to 2,000 sheet capacity
- Document Insertion Unit –C1
- Multi PDL
- External 2/3 Hole Punch Unit

*Proposed Manufacturer/Model

Price Per Copy _____

*Brochure / Equipment Specifications Attached

PROPOSAL FORM (D)

Vendor Name _____

Quantity (1)

Location: Copy Center
This copier is for dedicated operator use, not for a walk-up environment.

Average Monthly Volume: 14,000 Color / 4,000 B/W

Current Equipment: Canon IRA-C7270 w/PCL Printer Kit-AD1, External 2/3 Hole Punch Unit-A1, and Booklet Finisher-B1

Minimum Requirements:

- Equipment must be capable to differentiate between B/W prints and Color prints for billing purposes.
- 65 pages per minute B/W; 60 pages per minute Color
- 3,000 + sheet capacity paper handling
- Standard Duplex
- 4GB memory and 300GB HD
- Mail Box Function
- Document Feeder – 20lb. bond – 150 + sheet capacity
- Saddle Finisher 100 sheet multi position staple up to 3,000 sheet capacity
- Multi PDL
- External 2/3 Hole Punch Unit
- Output paper up to 11 x 17”
- 1,200 dpi print resolution

*Proposed Manufacturer/Model

Price Per Copy Color _____

Price Per Copy B/W _____

*Brochure / Equipment Specifications Attached

ALTERNATE PROPOSAL FORM (E)
(COMBINE FUNCTIONS OF FORM C & D INTO ONE UNIT)

Vendor Name _____

Quantity (1)

Location: Copy Center
This copier is for dedicated operator use, not for a walk-up environment.

Average Monthly Volume: 14,000 Color / 104,000 B/W

Current Equipment: See Proposal Forms C & D

Minimum Requirements: See Proposal Forms C & D

*Proposed Manufacturer/Model

Price Per Copy Color _____

Price Per Copy B/W _____

*Brochure / Equipment Specifications Attached

PROPOSAL FORM (F)

Vendor Name _____

Quantity (1)

Location: Ottawa Center
This copier is for dedicated operator use, not for a walk-up environment.

Average Monthly Volume: 750 Color / 3,800 B/W

Current Equipment: Canon IRC5030 w/PCL Printer Kit-AD1, Unit-A1, and Booklet Finisher-B1

Minimum Requirements:

- Equipment must be capable to differentiate between B/W prints and Color prints for billing purposes.
- 3,000 + sheet capacity paper handling
- Standard Duplex
- Scan to file or email
- 8GB memory and 250GB HD
- Multi PDL and Authentic Postscript
- Output paper up to 11 x 17"
- Internal Finisher
- Fax Board

*Proposed Manufacturer/Model

Price Per Copy Color _____

Price Per Copy B/W _____

*Brochure / Equipment Specifications Attached

SIGNATURE PAGE

Having read and understand the specifications and requirements of **Copier Lease - Proposal # RFP2019-P02**.

I acknowledge that the proposed equipment is compatible with PaperCut CPad Copier Control Terminals.

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

MAKE CERTAIN TO ENCLOSE THE FOLLOWING:

- Acknowledgement of Addenda (if applicable) _____
- Completed Proposal Forms _____
- Signature Page _____
- Completed Certification Form _____
- Completed W-9 _____
- Sample Agreement (including scope of services) _____
- Brochure / Equipment Specifications _____
- References _____

CERTIFICATION FORM

**TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348**

Pertaining to the proposal titled: Copier Lease - Proposal # RFP2019-P02

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

