

# Request for Proposals

## *Digital Multi-Function Devices*

### Background

**Hononegah Community High School District 207, Kinnikinnick School District 131, North Boone Community Unit School District 200 and Rockton School District 140** (“the Districts”) seek proposals to replace new leased digital multi-function copiers. The Districts emphasize collaboration in joint purchasing whenever possible. The Districts will conduct their own review and selection process independently.

Issue Date: October, 12<sup>th</sup> 2015

Due Date: Monday, December 14<sup>th</sup>, 2015 at 2 p.m.

Proposals received after the due date will not be considered.

### Guidelines & Mandatory Requirements for Proposals

The purpose of this RFP is to obtain quotes for multi-function copier equipment and services. The list of equipment needed by each District can be found in Exhibit 1.

The Districts reserve the right to change the RFP schedule or issue amendments to the RFP at any time. The Districts also reserve the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The Districts reserve the right to request clarification of information from any vendor or to request supplemental material deemed necessary to assign in the evaluation of any proposal. The Districts reserve the right to effect any agreement deemed by the Districts to be in their best interests. This RFP does not obligate any District to accept or contract for any expressed or implied services.

Proposals must include an “all-in” monthly cost per piece of equipment including maintenance and lease price per specifications listed below. Proposals should be priced using two methods: (1) Price to Districts for all equipment and maintenance cost per month, and (2) Price to Districts for a single unit of equipment. Responses must be submitted using Exhibit 2.

At least 5 references should be submitted by each responder. Evaluation of responses will be conducted by the Districts and will include evaluation of references, pages per minute for equipment proposed, price, service and other criteria.

## **Equipment Description and Services Desired**

Throughout the remainder of this RFP, the respondents to this RFP shall be referred to as “responder”.

### **A. Equipment:**

All digital copiers/printers shall be newly manufactured with no used or refurbished parts. All proposed equipment shall have at a minimum equal or better specifications, to the equipment it is replacing. All proposed equipment shall, at a minimum meet the following requirements:

1. All digital copiers/printers shall be capable of producing black and white documents and a smaller number shall be capable of producing color documents.
2. All digital copiers/printers shall be capable of producing double-sided prints/copies.
3. All copiers/printers should have the capability of printing on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17); on white and color paper.
4. All digital copiers/printers shall have stapler finisher capabilities.
5. All digital copiers/printers shall have three-hole punch capabilities.
6. All digital copiers/printers shall have a high capacity paper tray.
7. All digital copiers/printers shall possess an automated document feeder.
8. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
9. All digital copiers/printers shall be capable of enlarging documents in preset increments.
10. All digital copiers/printers shall be capable of reducing documents in preset increments.
11. All digital copiers/printers shall have the capability of restricting user access by the use of security codes.
12. All digital copiers/printers shall be capable of facsimile transmission and scan to email using pdf format.
13. The copier/printers with capacity of 300,000 prints per month shall have a booklet finisher including magazine fold capability.

## **B. Networking:**

All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps.; depending upon location.
2. Networked digital copiers/printers shall allow printing from any desktop computer (Macintosh or Windows) from within the Districts' networks.
3. If device driver software is necessary for computers to gain access to all the digital copier's/printer's functions device drivers for Macintosh and Windows shall be available and provide the same services to each platform.
4. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.
5. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
6. Web based printer management software for centralized control of all devices will be provided to all Districts by responder.
7. All proposed equipment will be guaranteed to not interfere with any networked printing device of any kind currently installed within any District.
8. All copiers will have the capability of allowing a user to determine what device a print job should print on after the job has been submitted; i.e. "Follow me" printing.

## **C. Maintenance/Support Services**

All responders are responsible for providing maintenance and support on the provided equipment. All proposed maintenance/support agreements shall at a minimum meet the following requirements:

1. The maintenance/service agreement shall commence upon delivery of the equipment.
2. Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 4:00 p.m., excluding legal holidays.

3. The Responder shall maintain a minimum average rate of 97% uptime per copier/printer per calendar quarter with 6 hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding each District's recognized holidays.
4. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to each District's satisfaction.
5. Initial training of each District's personnel shall be conducted upon equipment installation and at no cost to any District.
6. If at any point during the contract the district can request a new copier if one is not performing to the district's needs. The replacement copier will not be refurbished.

### **Price Requirements/Leasing**

1. Responders shall provide price based on lease with fair market value (FMV) option at lease termination.
2. The equipment lease pricing shall be based on a **60-month term**. Equipment with capacity of 300,000 prints per month will be considered for longer lease terms. Lease prices will be guaranteed for an additional eighteen months from the due date of this RFP.
3. The monthly equipment lease payment shall be structured as a base equipment lease payment with no additional charge per prints.
4. The maintenance agreement shall be structured as a base service cost with no additional charge based on monthly prints.
5. The lease and maintenance agreement price shall be fixed for the term of the contract.
6. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
7. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (including staples, but excluding paper).

## Submission Information and Important Dates

### Contact Person & Questions

Bid documents and specifications for each respective school district will be on file at the school district office or may be obtained by contacting the school district Business manager.

Sean Milner, Director of Finance  
Hononegah Community High School District # 207  
307 Salem St.  
Rockton, IL 61072  
E: [Smilne@hononegah.org](mailto:Smilne@hononegah.org)  
P: 815-624-5045

Brett Hruby, Business Administrator  
Kinnikinnick District # 131  
5410 Pine Lane  
Roscoe, IL 61073  
E: [Bhruby@kinnschools.org](mailto:Bhruby@kinnschools.org)  
P: 815-326-2837

Sue Miller, Business Manager  
Rockton School District # 140  
1050 East Union St.  
Rockton, IL 61072  
E: [Smiller@rockton140.org](mailto:Smiller@rockton140.org)  
P: 815-624-7143

Julia Saunders, Director of Business Services  
North Boone Community Unit District # 200  
6248 N. Boone School Rd.  
Poplar Grove, IL 61065  
E: [JSaunders@nbcusd.org](mailto:JSaunders@nbcusd.org)  
P: 815-765-3322

### Proposal Submission

The following school districts will receive separate and single sealed bids for copy machine services. Hononegah District # 207, Kinnikinnick District # 131, Rockton District # 140, and North Boone District # 200. Bids will be received by 1:00 PM local time, December 15<sup>th</sup>, 2015 at which time all bids will be publicly opened and read aloud. All bids shall be submitted only at the district office of Hononegah School District # 207, 307 Salem St, Rockton, IL 61072.

Deadline (Date and Time) Proposals are Due on or before 1:00 p.m. on Tuesday, December 15, 2015. ***Submittals received after this time will be rejected. The submitting company assumes the risk of any delay in the mail or in the handling of the mail.***

### Decision

The Districts shall be the judge of the acceptability of the proposed system and the system's

conformance with the specifications provided in the attached RFP.

**Exhibit 1**

Hononegah Community High School District # 207

Prints Per Month	Prints per Minute	BW	Color	# of copiers
0-20,000	90	X	X	4 BW 3 Color
20,001-75,000				
75,001-300,000	90	X		6*
300,001 or more				

- \* No fax capabilities

Kinnikinnick District # 131

Prints Per Month	Prints per Minute	BW	Color	# of copiers
0-20,000				
20,001-75,000				
75,001-300,000				
300,001 or more				

Rockton School District # 140

Prints Per Month	Prints per Minute	BW	Color	# of copiers
0-20,000	60	X	X	1 BW 1 color
20,001-75,000				
75,001-300,000	90	X		13
300,001 or more				

North Boone Community Unit District # 200

Prints Per Month	Prints per Minute	BW	Color	# of copiers
0-20,000				
20,001-75,000				
75,001-300,000				
300,001 or more				





Kinnikinnick District # 131

Model #	Prints per Minute	BW	Color	Cost Per Month

Rockton School District # 140

Model #	Prints per Minute	BW	Color	Cost Per Month

North Boone Community Unit District # 200

Model #	Prints per Minute	BW	Color	Cost Per Month