

Request for Proposals

Digital Multi-Function Devices

Background

Bannockburn School District 106, Deerfield Public Schools District 109, Lake Forest School District 67, and Township High School District 113 (“the Districts”) seek proposals to replace 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: March 5, 2019

Due Date: Monday, April 12, 2019 at 4 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 when volume of 60% or more of the equipment listed in Exhibit 1 is leased, 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 minimum specifications that are equal or better 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 ($8\frac{1}{2} \times 11$), legal ($8\frac{1}{2} \times 14$) and ledger (11×17); 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 or fobs.
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 200,000 prints per month shall have a booklet finisher including magazine fold capability.
14. All machines shall be equipped with an additional external stapler.

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, the most current device drivers for Macintosh and Windows shall be available and provided by the responder for 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 with PaperCut and RFID scanner.
9. All copiers will have the capability of integrating with LDAP for the purposes of emailing and networked storage of scans.

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. If the responder fails to maintain 97% uptime and 6 hour response to service calls, the following penalties shall be assessed:
 - 1/21st of the Quarterly payment for any location that exceeds an average response time of 6 hours per Quarter.
 - 1/21st of the monthly payment for any machine that goes without service for 24 clock hours.
 - 1/21st of the Quarterly payment for any location that fails to maintain an average uptime of 97% per Quarter.
4. Include a loaner clause that guarantees that the Districts will receive a loaner device—at no charge to the District's—within 24 hours should one be deemed necessary.
5. 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.
6. Initial training of each District's personnel shall be conducted upon equipment installation and at no cost to any District.

Price Requirements/Leasing

1. Responders shall provide two purchase options: (1) the full purchase price, and (2) the price based on lease with fair market value (FMV) option at lease termination.
2. The equipment lease pricing shall be based on a 36 or 48 month term. Equipment with capacity of 200,000 prints per month will be considered for longer lease terms. Lease prices will be guaranteed for an additional nine 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. Responders shall provide a maintenance agreement with two options:
 - a. a base service cost with no additional charge based on monthly prints.
 - b. a per print monthly cost for all copiers leased by the District.
5. The lease and maintenance agreement price shall be fixed for the term of the contract.
6. The Districts do not guarantee any specific monthly print volumes/copies for the length of the lease.
7. Maintenance agreement pricing shall include all maintenance, repairs, parts, rental costs and consumable supplies (including staples, but excluding paper) and vendor selected is not to assess any other fees, including but not limited to freight, administrative, delivery or disposal charges.
8. Any machine removed shall have data wiped destroyed per NIST 800-88 standards at no charge.
9. At the start of the new agreement, the Responder shall, at no cost to the District, uninstall and remove any old copy equipment owned by the District if requested. The equipment shall be returned to the original leaseholder or disposed of at the direction of the District.

Submission Information and Important Dates

Contact Person & Questions

Upon release of this RFP, all questions and other communications concerning this proposal request should be directed to the RFP Coordinator listed below in writing via email. Unauthorized contact regarding this RFP may result in disqualification. The vendor should rely only on written statements issued by the RFP Coordinator. An FAQ may be released as a follow up to vendor questions at www.dps109.org.

John Filippi, Business Manager
Deerfield Public School District 109
517 Deerfield Road
Deerfield, IL 60015
Email: jfilippi@dps109.org

Proposal Submission

Applicants are expected to submit five (5) electronic (PDF) copies of their proposal (thumb drives) to John Filippi at the address listed above via post-delivery marked clearly "RFP for Copier/Printers". Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile, print or other electronically transmitted proposals will not be considered. All proposals will become the property of the Districts and will not be returned.

Deadline (Date and Time) Proposals are Due

On or before 4:00 p.m. on Monday, April 8, 2019. ***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

	Number of B&W	Number of Color
0 – 20K prints/month	13	6
20K – 75K prints/month	0	1
75K – 200K prints/month	14	2
200K & more prints/month	12	0

EXHIBIT 2

Price to Districts if 60% or more of equipment is leased

	Model #	Price/Unit/B&W	Price/Unit/Color
0 – 20K prints/month			
20K – 75K prints/month			
75K – 200K prints/month			
200K & more prints/month			

Price to Districts per single unit

	Model #	Price/Unit/B&W	Price/Unit/Color
0 – 20K prints/month			
20K – 75K prints/month			
75K – 200K prints/month			
200K & more prints/month			

Purchase Price for Districts per single unit

	Model #	Price/Unit/B&W	Price/Unit/Color
0 – 20K prints/month			
20K – 75K prints/month			
75K – 200K prints/month			
200K & more prints/month			