



Request for Proposal (RFP) Document for:

**Black and White
and
Color Copiers**

RFP Responses Due:

Friday, February 15, 2019 @ 10:00 a.m.

Location:

**Yorkville Community Unit School District 115
602A Center Parkway
Yorkville, Illinois 60560**

District Administration Office
630-553-4382 | Fax: 630-553-4398
602A Center Parkway
Yorkville, Illinois 60560

Grande Reserve Elementary School
Elementary School (Grades K-6)
630-553-5513 | Fax: 630-553-5030
3142 Grande Trail
Yorkville, IL 60560

Buildings and Grounds/Technology Office
630-553-4382 | Fax: 630-553-4398
604A Center Parkway
Yorkville, Illinois 60560

Yorkville Grade School
Elementary School (Grades K-3)
630-553-4390 | Fax: 630-553-4450
201 W. Somonauk Street
Yorkville, IL 60560

Autumn Creek Elementary School
Elementary School (Grades K-6)
630-553-4048 | Fax: 630-553-4060
2377 Autumn Creek Blvd
Yorkville, IL 60560

Yorkville Intermediate School
Elementary School (Grades 4-6)
630-553-4594 | Fax: 630-553-4596
103 Schoolhouse Road
Yorkville, IL 60560

Bristol Bay Elementary School
Elementary School (Grades K-6)
630-553-5121 | Fax: 630-882-6267
427 Bristol Bay Drive
Yorkville, IL 60560

Yorkville Middle School
Middle School (Grades 7-8)
630-553-4544 | Fax: 630-553-5181
920 Prairie Crossing Drive
Yorkville, IL 60560

Bristol Grade School
Elementary School (Grades K-3)
630-553-4383 | Fax: 630-553-4459
3 Hunt Street
Bristol, IL 60512

Yorkville High School Academy
High School (Grade 9)
630-553-4385 | Fax: 630-553-4592
702 Game Farm Road
Yorkville, IL 60560

Circle Center Grade School
Elementary School (Grades K-3)
630-553-4388 | Fax: 630-553-4456
901 Mill Street
Yorkville, IL 60560

Yorkville High School
High School (Grades 10-12)
630-553-4380 | Fax: 630-553-4397
797 Game Farm Road
Yorkville, IL 60560

Innovation Center
604 Center Parkway
Yorkville, IL 60560

Invitation to Submit a Proposal:
Black and White and Color Copiers

For

Yorkville Community Unit School District 115

Notice is hereby given that sealed proposals for the copiers will be received up to 10:00 a.m. on Friday, February 15, 2019, at Yorkville School District 115, 602A Center Parkway, Yorkville, Illinois 60560

Ryan Adkins, Director of Technology

Instructions and Conditions for

Black and White and Color Copiers

General Information

Sealed proposals shall be submitted on the Proposal Submittal page of this document in sealed envelopes and endorsed: ***District 115 Copier RFP*** addressed to Yorkville School District 115, 602A Center Parkway, Yorkville, Illinois 60560. Attn: Ryan Adkins

1. Unsigned proposals received after February 15, 2019 at 10:00 a.m. will not be considered.
2. Please submit a copy of the applicable contract for this proposal. The District is seeking to enter into one contract that covers leasing the equipment and servicing of the equipment. The District reserves the right to reject any non-compliant proposals.
3. Submission of a proposal shall serve as indication that the proposer is in full compliance with the Equal Opportunity clause contained in the Rules and Regulations of the Illinois Fair Employment Practices Commission.
4. School District 115 has an Illinois State tax exemption and proposals should not include sales tax.
5. School District 115 reserves the right to reject any and all proposals, to waive any informality in proposing, and to award the contract in the best interest of School District 115.
6. No proposals shall be withdrawn for a period of ninety (90) calendar days after the date of the proposal opening without the consent of School District 115.
7. School District 115 will make such investigations as are necessary to determine the ability of the proposer to fulfill contract requirements. The proposer shall furnish such information as may be required which will assist School District 115 in making such determination.
8. The signing of the Proposal Submittal Form shall be constructed as acceptance of all provisions contained herein.
9. All proposals shall be submitted with each space properly completed. No claim for relief because of errors or omission in this RFP will be considered, and proposers will be held strictly to the proposal as submitted. Should a proposer find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meaning, he or she shall, prior to the proposal deadline, advise Ryan Adkins who will issue the necessary clarifications to all prospective proposers by means of addendum.

10. All proposals shall include freight and/or cartage for delivery. All proposals shall provide that the risk of loss shall pass to the District upon the District's actual receipt of the equipment.
11. Certification: Proposers must certify that they are not barred from submitting a proposal for this equipment and services as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications, which must be signed by a duly authorized agent of the proposing company and returned with your proposal. Failure to do so shall disqualify your proposal.
12. The proposed item must be newly manufactured and must be pretested to insure that all equipment is in proper operating order.
13. Definitions: A "Closed-end Lease" refers to a lease where the lessee has no financial obligation at the end of the lease period. An "Open-end Lease" is a lease where the lessee will have a financial obligation to pay the difference between the residual and the fair-market value of the asset.
14. Proposers must not be de-barred from doing business with any public education entities within the State of Illinois.
15. Proposers must include the cost for installation and support of PaperCut MF application. The company must demonstrate self-sufficiency and expertise with PaperCut MF, the preferred print management system for education. The company must demonstrate the ability to install, configure, and troubleshoot with the PaperCut MF software system.
16. Yorkville School District 115 is a member of the National Joint Powers Alliance—Member ID #9461. The NJPA pricing may be used if it is the lowest cost for District 115.
17. Proposers must demonstrate self-sufficiency and expertise working with and integrating Chromebooks into the school print environment.
18. The company must have a minimum of five years of experience supporting the recommended product line.
19. The company must not have more than three product lines actively marketed, sold and supported.

Technical and Business Specifications

1. This contract will be a 48 month fair market value either, closed-end lease. All of the prices quoted in the accepted proposal will remain fixed for the entire length of the original contract.
2. All proposed copiers must be able to effectively and efficiently use new 20 lb. paper and card stock.
3. Proposals must include the descriptive literature on the machines proposed. Such literature must include the specifications regarding copy speed, reduction/enlargement, document feeder, sorter and bins, electrical requirements and energy consumption.
4. For the large B/W copiers and the large color copiers, the following features are necessary:
 - a. Auto duplex [2:2]
 - b. 600 x 600 dpi [standard]
 - c. Enlargement and reduction [25% up to 400%]
 - d. Originals and copies up to 11 x 17 inches
 - e. Stapling finisher and hole punching
 - f. Sorting and collating capabilities
 - g. At least three [3] paper drawers: 1) large capacity for 8 ½ x 11; 2) legal paper; 3) 11 x 17
 - h. Ability to be networked into the district's computer system for printing
 - i. At a minimum, scanning should be: 1) in color; and 2) in PDF
 - j. Hard drive space for document storage
 - k. A web or software-based interface for printing to the copier from a user's computer
 - l. Black and white copier speed: **95** ppm minimum (large production copier) and 35 ppm (small black/white copiers)
 - m. Color copier speed: 75 ppm minimum
 - n. ~~Folding (booklet and trifold)~~
5. For the smaller multifunction copiers, the following features are necessary:
 - a. Auto duplex [2:2]
 - b. Copier speed of 35 ppm minimum
 - c. Ability to be networked into the district's computer system for printer
6. Regarding the network, the copiers must be able to function with both Chrome and PC devices.
7. All copiers must be able to function with PaperCut MF application.

End User Printing

In your proposal, please detail the options the end user has when printing from both Chrome and a PC device. Clearly identify any functionality that is gained or lost by printing in this manner as opposed to walk up copying.

Please detail the information conveyed at the desktop regarding the status of the print job, including but not limited to, place in the queue, expected time until completion of the job, whether the job has been completed, empty paper trays, paper jams, etc.

Please describe the confidentiality features associated with a print job and indicate which features are standard with a networked system and the PaperCut MF application.

Maintenance

As a part of the lease or purchased and maintenance contract, the selected vendor shall furnish to the District a written warranty that all labor, equipment and replacement parts shall be defect-free during the term of the lease and shall be serviced in accordance with this RFP.

Machines shall be kept in good working order so that work delays and copy problems are minimized. In the event that a copier breaks down 4 or more times a month or delivers poor copy quality for two consecutive months, the District reserves the right to stop payment, reject the copier and receive an acceptable replacement copier for the duration of the contract, at no additional cost to the District.

The selected vendor must respond within four (4) hours after receiving written, oral or digital notice of a service call for a breakdown in the equipment. The two hour window begins when the call is received directly or the service call has been left on voicemail.

The selected vendor must send a service technician to repair the equipment within four (4) hours of the service call and must repair the equipment on the same business day if the call is placed before 12pm, and on the next business day if the call is placed after 12pm. All return service calls and on-site responses shall be made during District business hours (generally 8:00am to 4:00pm) Monday through Friday.

Service technicians must be courteous, professional, have proper identification and have satisfactorily passed a criminal background check.

The vendor will give the District a detailed service report on each copier, on a monthly basis, to aid in monitoring individual copier performance.

Please answer the following questions:

1. Is service available at times other than normal working hours? Please explain.
2. Describe your preventative maintenance program and how it is scheduled.
3. Can your copiers communicate internal errors directly to your company without human intervention?
4. Please provide a sample service history report that your company provides for your equipment.
5. What are the steps to initiate a service call on one of your machines?
6. How and when do your service technicians communicate with the customer who initiated the service call?
7. Please provide a description of your company's service technician training and certification procedures.
8. Are your service technicians dedicated to an account?
9. How do you ensure appropriate service response times?
10. How will you ensure that a problem reported before 12pm will be resolved by the end of the business day?
11. Do copiers self-report ink level?

Supplies

Please describe the supplies that the District will be required to purchase. Also, identify the supplies that will be provided by your company with each machine.

Implementation

Please detail the transition process from the current fleet to the new fleet with PaperCut MF application that will ensure uninterrupted access to the copiers where appropriate. Please indicate any deadlines, duties or responsibilities the District will need to undertake to aid the vendor with a smooth transition. The selected vendor will be required to visit and inspect present copier locations for size, ventilation, power supply, convenience, arrangement, etc.

Training

At a mutually selected date, but no longer than one week after implementation of the equipment, the selected vendor must provide sufficient instruction to the District staff to ensure that the equipment is operated to perform to the fullest extent of its capabilities. Trained and certified personnel must provide the instruction.

The District staff at each of the eleven school buildings will require a full day of on-site training. The District staff at the District Office will require a half-day of on-site training. At each school, 4 trainings will be scheduled in one day: 1 before school, 2 during lunch hours and 1 after school. Additionally, your company will be responsible for providing user manuals and/or handouts for each staff member.

All training will be provided at no additional cost to the District.

Removal of Equipment

In the event of a closed-end lease, District 115 will not be charged for removing the copiers at the completion of the contract.

Educational Experience

1. The company must supply three local school districts that have enacted two consecutive contracts for multi-functional fleet services.
2. The company must supply three local school districts that are currently contracted for managed print services.
3. The company must supply three local school districts currently contracted for the equipment models recommended.
4. The company must supply three local school districts currently integrating Chromebooks with PaperCut MF.

Building	B/W	Quantity	Color	Quantity
Administration Office Attachment A	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher and fax	1
Buildings & Grounds/Technology Attachment B			45 ppm or greater, with finisher	1
Center for Innovation Attachment C	35 ppm or greater, with finisher	1		
Bristol Grade School Attachment D	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Circle Center Elementary School Attachment E	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Yorkville Grade School Attachment F	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Autumn Creek Elementary School Attachment G	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Bristol Bay Elementary School Attachment H	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Grand Reserve Elementary School Attachment I	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		
Yorkville Intermediate School Attachment J	95 ppm or greater, with finisher	1	75 ppm or greater, with finisher	1
	35 ppm or greater, with fax, no finisher	1		

Building	B/W	Quantity	Color	Quantity
Yorkville Middle School Attachment K	95 ppm or greater, with finisher 35 ppm or greater, with fax, no finisher	4 1	75 ppm or greater, with finisher	1
Yorkville High School Academy Attachment L	95 ppm or greater, with finisher 35 ppm or greater, with fax, no finisher	1 1	75 ppm or greater, with finisher	1
Yorkville High School Attachment M	95 ppm or greater, with finisher 35 ppm or greater, with fax, no finisher	5 1	75 ppm or greater, with finisher	1

Vendor Proposal

Attachment A

Please complete a separate sheet for each type of copier proposed (2 copiers total). If a function listed is included in the base price, please state, “included”. If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, “not available”. **COSTS listed should be PER UNIT.**

Building: District Administration Office
 Copier: Black and White
 Color w/ Fax

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment B

Please complete a separate sheet for each type of copier proposed (1 copier total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Buildings and Grounds/Technology Office
 Copier: Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment C

Please complete a separate sheet for each type of copier proposed (1 copier total). If a function listed is included in the base price, please state, “included”. If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, “not available”. **COSTS listed should be PER UNIT.**

Building: Center for Innovation
 Copier: Black and White

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment D

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Bristol Grade School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment E

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Circle Center Grade School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment F

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Yorkville Grade School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment G

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, “included”. If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, “not available”. **COSTS listed should be PER UNIT.**

Building: Autumn Creek Elementary School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment H

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Bristol Bay Elementary School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	

Total cost over 4 years for this copier:	
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Vendor Proposal

Attachment I

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Grande Reserve Elementary School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment J

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, “included”. If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, “not available”. **COSTS listed should be PER UNIT.**

Building: Yorkville Intermediate School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

Vendor Proposal

Attachment K

Please complete a separate sheet for each type of copier proposed (6 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Yorkville Middle School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	

Total cost over 4 years for this copier:	
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Vendor Proposal

Attachment L

Please complete a separate sheet for each type of copier proposed (3 copiers total). If a function listed is included in the base price, please state, “included”. If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, “not available”. **COSTS listed should be PER UNIT.**

Building: Yorkville High School Academy
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	
Total monthly cost for this copier:	

Total cost over 4 years for this copier:	
--	--

Vendor Proposal

Attachment M

Please complete a separate sheet for each type of copier proposed (7 copiers total). If a function listed is included in the base price, please state, "included". If a function listed is a separately priced option, please indicate the price. If the function listed is not available on the machine, please state, "not available". **COSTS listed should be PER UNIT.**

Building: Yorkville High School
 Copier: Black and White
 Black and White w/ Fax
 Color

Name of your company:	
Manufacturer:	
Model:	
Page per minute range:	
Auto duplex:	
dpi:	
Enlargement/reduction (25% up to 400%)	
Originals and copies up to 11 x 17 inches:	
Stapling finisher/hole punch:	
Sorting and collating capabilities:	
3 drawer minimum:	
Networking/web interface:	
Color scanning:	
Internal hard drive for document storage:	
Folding (booklet and trifold)	
PaperCut MF	
Other (use a separate page if necessary):	
Toner (per unit cost/# of copies per cartridge):	
Staples (per unit cost/# of staples per cartridge):	
Click charge	
Lead time for delivery:	
Base copier price (lease for entire 48 month term):	
Purchase price without lease:	
Monthly cost of additional items:	

Total monthly cost for this copier:	
Total cost over 4 years for this copier:	

**Yorkville Community Unit School District 115
602A Center Parkway
Yorkville, Illinois 60560**

BID CERTIFICATION FORM

NOTE: THIS FORM MAY BE COPIED IF MORE THAN ONE PROPOSAL IS GIVEN.

District 115 Copier RFP:

The bidder identified below hereby submits the attached proposals for copier equipment and maintenance services in accordance with all terms and conditions contained in this RFP package.

Name of Bidder _____

Bidder _____

City, State, Zip _____

Telephone: Area Code (____) Number _____

Authorized Representative (Typed) _____

Authorized Representative (Signed) _____

Date of Bid Submission _____

Notary Name / Seal _____

**Board of Education
Yorkville Community Unit School District 115
Yorkville, Illinois**

**Certification
(Proposal)**

As a duly authorized agent of the company, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction under either Section 33E-3 or 33E-4 of the Illinois Criminal Code, 720 ILCS 5/33E-3 and E-4.

Company name: _____

Address: _____

Date: _____

By: _____

Signature

Title: _____

Phone: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

SEAL

Note: This form must be returned with your proposal. Failure to do so may disqualify your proposal.

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date: _____

Name of Contractor/Company

Street Address

City, State, Zip Code

Name of Officer (Typed)

Title of Officer

Signature of Officer

Yorkville Community Unit School District 115

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being truly sworn, on oath states that he has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting; and has not prevented any person from bidding nor induced anyone to refrain from bidding; and that the undersigned's bid is made without reference to any other bid and without any other agreement, understanding or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporations has, have, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires:

Date: _____

Notary Signature: _____

Yorkville Community Unit School District 115

OWNER’S CONTRACTUAL LIABILITY PROTECTION

The contractor shall at all times indemnify, defend and hold the School District and the Board of Education, individual Board members, administrators, employees, agents, representatives and volunteers harmless from and against any and all claims, demands, causes of action, losses, liabilities, and damages, including reasonable attorney’s fees and court costs, to the extent arising from contractor’s performance and/or breach of the contract or from any negligent act or omission of the contractor or any employee or agent of the contractor.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Subscribed and sworn to before me this _____ day of _____ 20__.

My commission expires:

Date: _____

Notary Signature: _____

Yorkville Community Unit School District 115

Drug-Free Workplace Certification

(Applicable to Contractors with 25 or more Employees)

The Bidder does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that the Bidder is not ineligible for the award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Yorkville Community Unit School District 115

Statement of Non-Discrimination

As part of my proposal to provide copier equipment and maintenance services, the Bidder identified below certifies as follows:

1. The in the hiring of employees for the performance of work under this Contract or any subcontract, Contractor, or any persons acting on the Contractor's behalf, shall not, by reason of race, creed, color, national origin, age, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap or disability, military status or unfavorable discharge from military service, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
2. That the contractor, subcontractor, and any person acting on the contractor's behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, creed, color, national origin, age, sex, religion, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic violence, mental or physical handicap or disability or unfavorable discharge from military service.
3. For the performance of the Contract, the Contractor shall agree as follows: That all contractors or subcontractors will comply with all the state laws regarding nondiscrimination. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, age, sex, religion, sexual orientation, marital status, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap, or disability, military status or unfavorable discharge from military service.

Furthermore, it is understood that the undersigned has been given the authority to represent the company herein listed below.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires:

Date: _____

Notary Signature: _____

Yorkville Community Unit School District 115

SEXUAL HARASSMENT CLAUSE

Each bidder certifies that it 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 the law, as applicable, are hereby incorporated into this contract.

The Board of Education of Yorkville School District 115 states that it is in compliance with the law.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Yorkville Community Unit School District 115

CRIMINAL BACKGROUND CHECK CERTIFICATION

Contractor hereby represents, warrants and certifies that in accordance with Section 10-21.9 of the *Illinois School Code* efforts have been made to screen applicants and to perform background checks to ensure that Contractor’s employees who will serve the District under this Contract have no prior criminal record that would render said persons as prohibited from working in a school setting, e.g., child molestation, pornography, etc. Contractor will also be and remain in compliance with current and future local, state, and federal laws and regulations regarding this matter.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the written “Authorization of Criminal Background Information” form, which is attached to the Contract Documents, authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 10-21.9 of the *Illinois School Code* and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated in Section 10-21.9. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no employee or applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the enumerated offenses set forth in Section 10-21.9 of the *Illinois School Code*, shall be employed thereby in any position that involves or may involve contact with the students of the School District.

This certification is executed on the date hereinafter indicated by the designated Contractor by its duly authorized officer.

Name of Contractor

Date

Contractor’s Signature

Name and Title



CREATE GOOGLE SHEET OR EXCEL DOC AND IMPORT????

Proposal Tabulation Document

Company Name: _____

Date: _____

Lease Type: 4 year closed-end lease or purchase price

Building	Average copies/year	Cost/copy	Total cost of copies for year	Unit cost for staples (1 unit)	# of toner units needed based on copy avg. for year	Cost/toner unit	Yearly cost for toner	Monthly lease cost:	Annual lease cost:
Equations	A	B	C = A x B	D	E	F	G = E x F	H	I = H x 12
District office (B&W)	798,036								
Building (B&W)	858,752								
Building Small Mutli-function (B&W & Color)									
Building Small Mutli-function (B&W & Color)									
District office (Color)	87,636								

Signature: _____

Date: _____

Lease and Interest Information



Company Name: _____

Date: _____

4 year Closed-End Lease for each unit

Copier	Monthly Interest Payment	Monthly Principal Payment	Total Monthly Payment	Total Annual Cost	Annual Interest Total
District Office (B&W)					
Building (B&W)					
Building –small multifunction (B&W/Color)					
Building–small multifunction (B&W/Color)					
District Office (Color)					

Signature: _____

Date: _____

Notary: _____

Date: _____



Purchase

Company Name: _____

Date: _____

Copier	Cost Per Unit	Number of Units	TOTAL COST
District Office (B&W)		1	
Building (B&W)		1	
Building –small multifunction (B&W/Color)		1	
Building –small multifunction (B&W/Color)		2	
District Office (Color)		1	
Building–small multifunction (B&W/Color)		1	
PaperCut MF Software			

Signature: _____

Date: _____

Notary: _____

Date: _____