

**Request for Proposals
Skokie School District 68
April 2018**

Introduction

Skokie School District 68, located at 9440 Kenton Avenue, Skokie, IL 60076, is seeking proposals for a 4 year copier lease and printer service/maintenance on existing fleet of 50-60 HP printers.

Issue Date: April 30, 2018

Due Date: May 31, 2018

Anticipated contract award: June 21, 2018

Contingent on School Board Approval

Guidelines and Mandatory Requirements

The purpose of this RFP is to obtain quotes for multi-function copier equipment and services along with printer service/maintenance.

Skokie School District 68 reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves 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 District reserves 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 District reserves the right to effect any agreement deemed by the District to be in their best interest. This RFP does not obligate Skokie School District 68 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.

At least 3 references should be submitted by each responder. Evaluation of the responses will be conducted by Skokie School District 68 and will include evaluation of references, pages per minute for equipment proposed, price, service and other criteria.

Equipment Description and Services Desired

A. Equipment

All digital copiers 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 × 11), legal (8 ½ × 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./Change to none of the copiers will 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 key cards.
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. / 4 D95 copiers (one per building) will have a booklet finisher. The D95 for the ESC shall have a booklet finisher and tri-fold capability.**
14. All machines should be capable by specification to achieve more production capacity than requested.
15. Delivery, installation and testing of all equipment shall occur between July 23, 2018 to July 30, 2018 with a guarantee of operation by August 2, 2018.
16. Winning vendor will return existing equipment to the Lessor.

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 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 shall allow printing from any desktop computer (Macintosh or Windows), iPad, Chromebook or PC from within the Districts' networks.
3. If device driver software is necessary for computers to gain access to all the digital copier'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 the District by responder.
7. Copiers will work with Papercut, the District's print management software
8. All proposed equipment will be guaranteed to not interfere with any networked printing device of any kind currently installed within the District.
9. 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 and the ability to hold the job until the person is at the printer and enters credentials; i.e. "Follow me" or "secure" 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 5:00 p.m., excluding legal holidays.
3. The Responder shall maintain a minimum average rate of 97% uptime per copier/printer per calendar quarter with 4 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, at no additional cost to the District, with new similar equipment repaired to manufacturer's specifications and/or repaired to District's satisfaction.
5. Printer and copying supplies will be delivered to the location of the equipment.
6. Provisions for empty cartridge returns and recycling.
7. Copiers and printers will be cleaned annually at no cost to the district.
8. There will be no charge for any copier move or rotation during the agreement.
9. Initial training of each school's personnel shall be conducted upon equipment installation and at no cost to the District with additional training provided as needed with no cost to the District.

D. 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 48 month term beginning August 1,2018. Lease prices will be guaranteed for an additional twelve 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. Responder assumes the cost risk of print volume through its recommended copier product needed to meet the demand determined by the Responder's evaluation of the District's operations.
4. The maintenance agreement shall be structured as a base service cost with no additional charge based on monthly prints.
5. All proposals need to include a Service Level Agreement.
6. The lease and maintenance agreement price shall be fixed for the term of the contract.
7. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
8. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies, including staples.

Equipment and Locations

Copier and Location	Average B&W/Month	Average Color/Month
Education Service Center-9440 Kenton Avenue		
Xerox D95 Copier	17822	
Xerox 7845 WorkCentre (color)	3760	1992
Old Orchard Junior High School-9310 Kenton Avenue		
Xerox D95 Copier	48184	
Xerox D95 Copier	59663	
Xerox 7845 WorkCentre (color)	15384	3758
Early Childhood Center-9300 Kenton Avenue		
Xerox WorkCentre 5335	8000	
Devonshire Elementary School-9040 Kostner Avenue		
Xerox D95 Copier	69159	

Xerox WorkCentre 6400X (color)	1292	1920
Highland Elementary School-9700 Crawford Avenue		
Xerox D95 Copier	61122	
Xerox WorkCentre 6400X (color)	1940	1180
Jane Stenson Elementary School-9201 Lockwood Avenue		
Xerox D95 Copier	72128	
Xerox WorkCentre 6400X (color)	2645	1940

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.

Nancy Battaglia, Director of Technology
RFP for Printers/Copiers
Skokie School District 68
9440 Kenton Avenue
Skokie, IL 60076
nbattaglia@skokie68.org

Proposal Submission

Applicants are expected to submit an electronic (PDF) copy via email and 3 printed copies to Nancy Battaglia at the addresses listed above marked clearly "RFP for Copier/Printers". Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile transmitted proposals will not be considered. All proposals will become the property of the District and will not be returned.

Deadline (Date and Time) Proposals are Due

On or before 3:00 p.m. on **May 31, 2018**. ***Submissions 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.***