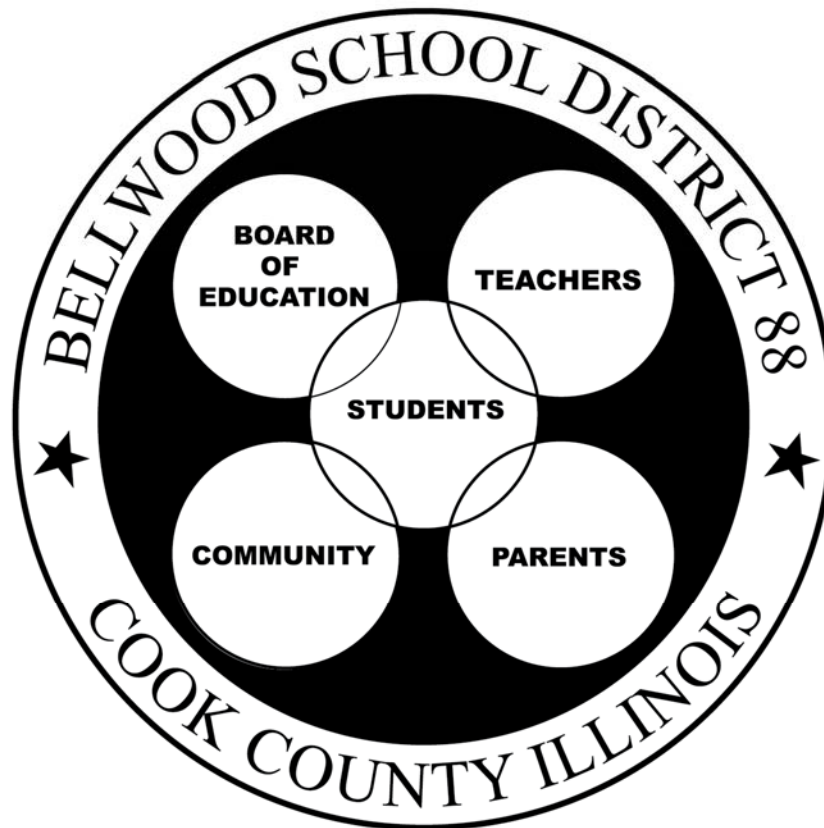


BELLWOOD SCHOOL DISTRICT 88
640 EASTERN AVENUE
BELLWOOD, IL 60104



REQUEST FOR PROPOSAL (RFP)
COPIERS AND EQUIPMENT MAINTENANCE

ISSUED: May 3, 2019

DUE: May 28, 2019

OVERVIEW

Bellwood School District 88 ("the district") is requesting proposals to provide multi-function copiers as well as the maintenance of this equipment. The district expects to replace its entire copier fleet, currently consisting of 19 devices.

The District will receive responses at the Technology Office, Monday through Friday, 8:00 AM to 4:00 PM CST at 640 Eastern Avenue, Bellwood, IL 60104. Responses will be accepted via USPS, fax, or email. Responses must be received by the close of business day (4:00 PM CST) on Tuesday, May 28, 2019.

There will be a mandatory pre-bid meeting on Wednesday, May 15, 2019 at 10:30 AM CST. The meeting will be held in the Administrative Service Center located at 640 Eastern Avenue, Bellwood, IL 60104.

Questions must be submitted via email to Harold Daniels, Director of Technology at hdaniels@sd88.org no later than May 17, 2019. Responses will be supplied to all participating vendors.

Proposals will be reviewed and evaluated in private, and all information regarding status will be kept confidential until a final decision is made. The district reserves the right to select a short list of vendors at its own discretion to present their RFP response.

Other inquiries regarding this RFP shall be emailed to Harold Daniels, Director of Technology at hdaniels@sd88.org.

Award will be made based on adherence to RFP specifications, and overall cost to the district. Pricing should be presented as a cost per page without maximums, staples will be paid for as they are used, and toner is to be included in the service agreement. District should not be charged additional handling or delivery charges; all costs should be noted in proposal.

Any vendor in doubt as to the true meaning of any part of this document may request an interpretation thereof from the district. In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the district, a copy of such addendum will be emailed to all prospective vendors and posted to the website. The district will not assume responsibility for receipt of such addendum. In all cases it will be the vendors' responsibility to obtain all addendums issued.

The desired term of the equipment lease and maintenance agreement shall be for three (3) years with the option to extend for one additional year. At the end of the agreement, the vendor will remove the equipment at no additional charge to the district. Lease shall be a FMV lease and the term will begin July 1, 2019 and end June 30, 2022.

Maintenance agreement shall run concurrently. There will be no automatic renewals. The district is not responsible for any taxes. All prices should be locked in for the term of the lease, with no escalation in cost for lease or maintenance.

EXAMINATION OF SPECIFICATIONS:

Each vendor shall be acquainted with the conditions, as they exist, to be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to their bid.

QUALIFICATIONS OF BIDDER:

The district may take such investigations as deemed necessary to determine the ability of the bidder to perform the work.

The Board of Education of Bellwood School District 88, reserves the right to reject any or all bids, and to waive any informalities, or irregularities in bidding, and to award the contract in the best interest of the district. Any such decision shall be considered final. It is the intent of the district to award a contract to the lowest responsible, responsive bidder meeting specifications, which is in the best interest of the district as determined by the Board of Education. While the financial responsibility of the bidder is a significant concern, the board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the materials or service will be provided, or project will be completed in accordance with proposed contract documents.

The contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1962.

EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the contractor agrees to the following:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. The contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. Such action will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contractor setting for the provisions of the nondiscrimination clause.

Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended from time to time, and that the contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment, which shall prohibit discrimination against any employee or applicant for employment on any of the grounds set forth above. Contractors and all subcontractors shall comply with all requirements of the Act and of the rules of the Illinois Department of Human Rights with regard to posting information on employee's rights under the Act.

- B. The contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.
- C. The contractor will cause the foregoing provisions to be inserted in all sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing provisions shall not apply to contracts or sub-contractors for standard commercial supplies or raw materials.

D. In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions; special conditions, if any, shall prevail over these general conditions; and drawings and specifications shall prevail over general and special conditions.

SEXUAL HARASSMENT POLICY:

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under state law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the contractor/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process
available through the Department and Commission (of Human Rights);
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the district upon request. EMPLOYMENT AND PREVAILING WAGE RATES

It is hereby stipulated that the Contractor shall pay, and that all laborers, workers and mechanics performing work under this Contract shall be paid, not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages appended to the instructions to bidders for this contract to all laborers, workers, and mechanics performing work under this Contract, and that Contractor and all subcontractors shall in all other respects comply with the Prevailing Wage Act in carrying out work under this Contract.

All bonds provided by the Contractor under the terms of Section 11.4.1 of this Contract shall include such provisions as will guarantee the faithful performance of the Contractor's obligations under this clause and under the Prevailing Wage Act, 820 ILCS 130/1 et. Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract and Contractor shall have the sole responsibility and duty to insure that the revised prevailing rate of hourly wages is paid by Contractor and all subcontractors to each worker to whom a revised rate is applicable; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum and shall not defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's or any subcontractor's failure to comply with the Prevailing Wage Act.

HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the owner, their officers, employees, servants and agents, from and against all claims, actions, suites, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof: Caused in whole or in part by any act, error or omissions by the contractor or any sub- contractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder;
Arising directly or indirectly out of the presence of any person on or about any part of the project site or the streets, sidewalks and property adjacent thereto;

Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

- C. Mechanics lien claims by subcontractors hired by contractor to do work on the project contracted for between owner and contractor, where owner has made payments for the work done and said subcontractor is listed in the general contractor's affidavit.

Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to the items listed for bidding will be entertained from either party.

Bidders shall not include taxes in their quotations, which the district is not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

Each bid must be accompanied by a Certification Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a signed Certificate Regarding Sexual Harassment Policy.

Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

Each bid from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS I et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on

public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

CERTIFICATIONS

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid -rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to the district that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87- 1275.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned, which has 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) 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.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Bellwood School District 88 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Name of Bidder (Please Print)

Submitted by (Signature)

SPECIFIC REQUIREMENTS

The district seeks proposals from vendors to provide multi-function copiers and maintenance service for each device.

All digital copiers shall meet the following specifications:

- Machines must be newly manufactured, or factory produced new. No used, demo, refurbished or remanufactured products will be accepted.
- All machines must be A3 devices, with ability to do up to 11 x 17
- Color devices must be able to do 12 x 18
- 75 pages per minute - black and white, with access to color
- Copy, print, and color scan
- Scan speeds up to 120 ppm
- Secure printing with PIN and HID card
- Automatic dual scanner
- Staple finisher
- 2-3 hole puncher
- Book Finisher
- Paper supply:
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - 100 sheet stack bypass
- Print to fax capabilities
- Scan to email, scan to file, scan to Google Drive and Microsoft One Drive
- Print from all devices including Windows, Chrome and Mac OS devices
- A minimum of nine (9) devices need to be color copiers, one (1) at each school and two (2) at the Administrative Services Center
- Installation shall include surge protectors for each device
- Break out separate cost for:
 - Booklet Finisher
 - 3 hole punch
 - Multi-position finisher
- Fully integrable with Papercut

MAINTENANCE REQUIREMENTS

All units will be networked and will be monitored electronically for meters, repair, and toner status. Pricing should include analyst support to install equipment into the district's network and set up scanning / faxing. Vendor should be able to remotely access the devices to offer support. Maintenance will include all the necessary supplies except paper and staples, for the equipment to operate. The supplies shall include unlimited toner, consumable supplies must not exceed 0.5% failure rate, and the vendor assumes all responsibility for hardware performance due to consumable supplies for all devices included in the RFP. Vendor is responsible for delivery of supplies to point of need at no additional charge to the district. The maintenance agreement will be separate from the equipment contract. The district will not commit to any minimum or maximum image counts, billing should be for actual usage.

Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within four (4) hours of such report. If equipment remains inoperable for a period of 48 hours or more, the vendor shall, upon request, provide the district with a comparable loaner unit at no charge.

The vendor shall include in its proposal, the number of business days necessary for delivering and installing equipment. All pricing shall include delivery and installation. The district shall not be billed separately for delivery, installation, or documentation fees.

Upon request, unlimited on-site training shall be provided at no cost to the district. All user manuals and operating guides shall be provided when the equipment is installed.

Vendor shall uninstall and haul away the equipment being replaced with the new equipment associated with this RFP. A listing of equipment being replaced, and locations are included with this RFP.

No assignment of leases.

The district reserves the right to negotiate the final contract with the selected vendor. When in question, the RFP will prevail. The district expects that the board will award the bid during their regularly scheduled meeting on Monday, June 3, 2019. Notifications will be sent to vendors on Monday, June 10, 2019. The district will be targeting installation to occur during the week of July 8, 2019.

RFP RESPONSE INSTRUCTIONS

Proposals should be prepared simply and economically, providing straightforward, concise descriptions. All bidders may offer multiple proposals.

If a hardcopy submission is being offered, special bindings, colored displays, promotional materials, etc., are not desired and an electronic copy must also be provided. Proposals must include all required supporting documentation, assurances, specifications, etc.

Emphasis should be placed on completeness, simplicity, and clarity of content. All proposals shall include:

- Cover letter – shall contain the name of the proposing respondent, address, and the contact individuals authorized to answer technical, price, and contract questions. Contact information shall include phone number, email address, and mailing address. An authorized person or persons shall sign the cover letter.
- Scope of Services – clearly and succinctly describe the scope of services provided including:
 - Unit description and individualized monthly lease price per unit
 - Maintenance, servicing costs and service level details (response times, number of techs servicing the area, etc.), total copies included in maintenance contract, per copy charge for overages
 - Technical specifications for any suggested devices
- Original forms contained within this RFP and any additional contracts as necessary to execute this RFP

If there are any services offered in addition to what the district has requested that may be of interest to the district, please describe those in an additional section at the end of your response in the scope of services.

The district reserves the right to seek financing from an outside source.

COPIER FLEET BEING REPLACED

LOCATION	MAKE	MODEL	MONTHLY VOLUME
Administrative Services Center, 640 Eastern Avenue, Bellwood 60104	Toshiba	eStudio456	3,400
	Toshiba	eStudio6540CT	16,000
	Toshiba	eStudio3550C	2,100
Lincoln Elementary, 3420 Jackson Street, Bellwood 60104	Toshiba	eStudio456	24,000
	Toshiba	eStudio456	5,800
	Toshiba	eStudio656	30,000
Lincoln Primary/ECC, 3519 Wilcox Street, Bellwood 60104	Toshiba	eStudio456	7,100
	Toshiba	eStudio656	18,400
McKinley Elementary, 3317 Butterfield Road, Bellwood 60104	Toshiba Toshiba	eStudio456 eStudio656	22,000
Grant Elementary, 1300 N. 13 th Avenue, Melrose Park 60160	Toshiba	eStudio456	4,100
	Toshiba	eStudio656	75,400
Grant Primary, 1801 N. 36 th Avenue, Stone Park 60165	Toshiba	eStudio456	2,800
	Toshiba	eStudio556	18,800
Marshall Elementary, 2501 Oak Street, Bellwood 60104	Toshiba	eStudio456	2,600
	Toshiba	eStudio656	35,800
Roosevelt Middle, 2500 Oak Street, Bellwood 60104	Toshiba	eStudio456	18,000
	Toshiba	eStudio656	48,000
	Toshiba	eStudio656	46,000

RFP TIMELINE

Below are the important dates related to the RFP process for our district's copier and maintenance project.

DATES

- May 03, 2019 – RFP posted
- May 15, 2019 – Mandatory Pre-Bid Meeting
- May 17, 2019 – All questions related to the RFP must be received
- May 28, 2019 – RFP responses are due
- June 03, 2019 – Bid award by Board of Education
- July 08, 2019 – Copier installation begin