

2015

Wilco Area Career Center
Romeoville, IL

Katrina Plese
Executive Director



[RFP FOR COPIER/MULTIFUNCTION COPIERS]

Wilco is asking copier/multifunction print vendors to present a solution that cost effectively provides copier/multifunction printing.

Due October 23, 2015 on or before 2:00 p.m. CST

Wilco Area Career Center is seeking proposals to replace the existing copier/multifunction copiers at the Center. The Center has identified the need for new equipment with additional administrative and productivity functionality.

Project Description

The Center is asking copier/multifunction print vendors to present a cost effective solution that provides copier/multifunction printing.

The goals for this project are as follows:

1. Make copier/network copying available to all Center users, faculty, staff or their designee.
2. Allow for users to connect to copier and copier functions from their desktops/laptops and hand-held devices efficiently with confidentially options.
3. Provide a cost-effective solution with a reduction in operational costs (cost per copy, electrical draw, etc.)

Vendors are asked to examine the requirements found in this Request for Proposals (RFP) and formulate a response that meets the minimum requirements set forth in the RFP. Vendors may request a walk-through. Once minimum requirements have been met, vendors are encouraged to provide options for increasing functionality or reducing cost, without sacrificing reliability.

Proposals must include all required supporting documentation, assurances, specifications, etc. Incomplete proposals, late proposals, emailed or fax proposals will not be accepted.

The Center has the right to accept or reject any or all proposals. The Center will make its decision based on the selection criteria outlined in the RFP. The Center reserves the right to negotiate the final contract with the selected vendor. When in question, the RFP prevails. The vendor must accept a Purchase Order which will reference this RFP. It is the Center's intention to enter into a mutually beneficial contract that supports this RFP, and any other subsequent contracts that are required by the vendor must meet or exceed the terms and the conditions of this RFP.

Instructions to Proposing Vendor

RFP Schedule

- RFP is issued September 16, 2015.
- RFP due date and time is: October 23, 2015 on or before 2:00 p.m. CST.
- No walk-thru will be scheduled after October 20, 2015 at 2:00 p.m. CST.

Items to submit:

1. The original forms with original signatures contained within this RFP.
2. Any additional contracts as necessary to execute this RFP.

Proposals received after the time specified in the Request for Proposal will not be considered or accepted.

Each proposal must be submitted on the RFP form(s) provided with these specifications and must be contained in a sealed envelope.

Contact information and mailing address

Wilco Area Career Center
RFP for Copiers
500 Wilco Blvd.
Romeoville, IL 60446

Phone: (815) 838-6941
Submit questions to: kplese@wilco.k12.il.us

Selection Criteria

Areas used to judge viability of information include the following:

1. Strength/Capability of the Vendor's Company (Depth of Services, Installations in Like Educational Facilities (size, total of services, etc.), Equipment Engineering, etc.).
2. Price (implementation planning, equipment, labor, installation, follow-up).
3. Implementation Plan and Training Schedule (Viability, Timelines, Staff Availability, etc.).
4. Reliable Service Structure, Equipment Maintenance, Training Services.
5. Ease of use by multiple users.
6. References (at least 3) from educational institutions of same size, needs, and successful implementation of comparable equipment.
7. Will County Community Connections (locality of business, connections to other businesses in the area, community service/connections completed, etc.).

Wilco Background

Wilco Area Career Center is a Career Center operating through a joint cooperative agreement supporting over 900 students and 35 employees for grades 11 and 12. There is 1 building which includes the Administrative Offices.

Wilco Area Career Center has 2 multifunction copiers. Volumes are as follows:

Device	Location	Lifetime Page Count Oct. 2010 – June 2015	Last years Page Count June 2014 – June 2015
Lanier LD 360SP	Main Office	1,627,599	259,475
HP LaserJet 4345 MFP	Main Office	301,953	39,028

Project Timeline

<i>RFP Due</i>	October 23, 2015 on or before 2:00 p.m. CST
<i>RFP Reviews</i>	Beginning October 26, 2015
<i>Board Approval</i>	November 12, 2015
<i>Vendor Selection Notification</i>	November 13, 2015
<i>Installation Start</i>	December 14, 2015
<i>Installation Complete</i>	December 18, 2015

Request for Proposal Components

On a separate page address each of the following:

1. Vendor Experience - Please describe company's experience in working with educational districts of this size and the types of projects completed. Include references as described in selection criteria and any other company background/qualifications that apply along with any Will County community connections.
2. Vendor Contact Information - Please list the position, name, address, telephone number and email address of the main company contact for this RFP response.
3. Pricing - See page 11.
4. Maintenance - See page 12.
5. Exceptions and Substitutions - Please list here the company's ability to be creative with other options that may be in the best interest of the Center as it relates to this plan in the area of pricing and configuration options. Provide details regarding the options available to the base plan that you would like to include. Be sure to include detail for cost of exceptions/substitutions.
6. All invoices - must reference the purchase order number.
7. Part substitution - vendor must identify if parts and/or supplies are not OEM.
8. Implementation Plan - Provide a timeline for implementation including the services provided by vendor and any costs associated with the implementation.

Terms of Contract

All prices remain fixed for term of the contract/lease.

All equipment must be pooled (i.e. all costs and copies included in one payment). Copies must be shared among both machines.

Termination of contract/lease must be with 30 day notice at the end of the contract/lease. If contract/lease is extended beyond the end, a month-to-month contract option must be available.

No 'click' charge for scans or outgoing fax. 11x17 should be billed as 1 'click'. Pricing includes analyst support to install equipment into the Center's network, and set up scanning.

Vendor must pay and prepare for shipment on the return of existing equipment as per current lease agreement to leasing company.

RFP Specifications

All copy machines must be newly manufactured or factory produced new. **No used, demo, refurbished or remanufactured products will be accepted.**

- Equipment must have a new machine serial number and designation.
- Equipment must not have any copies produced on it before (excluding basic install testing).
- All machines must allow for PIN code credentials to prevent unauthorized and/or unaccounted copying and printing.
- All machines should allow for “follow me” printing.
- Delivery of machines must be to the Center within a minimum of 48 hour advance notice between 8:00 a.m. and 3:00 p.m. CST. Prior site preparation must be complete to fulfill turnkey installation for immediate use. One machine (new or existing) must be functional at all times during the installation.

Consumable Supplies

The successful vendor will be responsible for “just-in-time” inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.

- Vendor will supply toner and supplies needed to perform the operations of the machine.
- Paper will be supplied by Wilco.
- Staples will be supplied by Wilco.
- Vendor is responsible for delivery of supplies to point of need.

Supply Expectations

- Black and white toner may not be off brand and must be OEM. No substitutes will be accepted.
- Unlimited toner.
- Consumable supplies must meet original equipment manufacturer’s specifications.
- Consumable supplies must not exceed 0.5% failure rate.
- Vendor assumes all responsibility for hardware performance due to consumable supplies.
- Covers all devices included in RFP.

Service/Maintenance

- Describe the Maintenance Agreements offered by the company. Be sure to include all travel, mileage, and any other item that may impact overall maintenance cost.
- Use this space to describe the procedure and escalation process used to report trouble in the event of a minor service issue, major service issue, and a major outage. Describe the response times for any situations described.

Product and Services Defined/Explained

- Configuration/Features
- The Center is requesting a proposal for copiers/multifunction copiers with new (not refurbished) equipment.

Software/Hardware Requirements

Feature	Comply?	Deviation
USB Key Support (Scan To, Print To, Print From, and View)	Y / N	
Generic Driver	Y / N	
Manufacturer's Current/Recommended Versions of software	Y / N	
Management Software – including follow me printing and rules base routing	Y / N	
PIN to be used for Security, Tracking, and Monitoring, and as a login option	Y / N	
Remote User Interface	Y / N	
Suspend Job Timeout (keeps productivity moving by allowing subsequent jobs to print when the current job is suspended due to missing paper.)	Y / N	
Paper Cassette - Auto Size Detecting (device automatically detects paper size; user does not need to specify)	Y / N	
Collaboration - Ability to store files to, retrieve files from, and print across connected devices.	Y / N	

RFP Requirements List

Requirement	Comply?	Deviation
Provided the minimum of 3 references of similar educational institutions	Y / N	
Documentation presenting power (voltage, amperes) and network infrastructure	Y / N	
Maintenance information included	Y / N	
Ongoing Maintenance - Vendor will provide all ongoing maintenance including, but not limited to, parts, labor, supplies, shipping and handling, toner, and other necessary ongoing maintenance options at no extra cost.	Y / N	

Vendor Responsibilities

1. Provide all supervision, labor, construction, tools, equipment, materials, transportation, erection, storage, unloading, inspection, inventory control, and return of unused material. Whenever the RFP uses the following terms: furnish, install, provide, etc. it shall be interpreted as requiring the vendor to both furnish and install materials, unless specific provisions and/or installation of materials by the Center is defined.
2. Be responsible for and promptly repair any damage to the building or other property due to the carelessness of technicians. Any damage to building or property must be reported immediately to the Center.
3. Must pay and prepare for shipment the return of existing equipment as per current lease agreement.
4. Must annually review manufacturer's specifications against onsite equipment and bring onsite equipment up to that specification.
5. Must annually review usage of equipment.
6. Must move equipment as necessary per the vendor's recommendation at the vendor's expense, and/or under the direction of the Career Center at the vendor's expense.
7. Install all hardware (including electrical changes) in accordance with the manufacturer's specifications or local codes and ordinances, whichever is more stringent.
8. Conduct operational tests and record the results for acceptance purposes.
9. All responsibility for subcontractors of the vendor lies with the vendor. The vendor must furnish a list of all such subcontractors and all subcontractors must carry insurance. The vendor must provide a certificate of insurance for itself and all subcontractors.
10. Must provide Center with a direct contact to the service/repair technician's (cell phone number required)
11. The Center relies upon the vendor as an expert, competent in all phases involved in producing, testing, developing, installing, modifying, altering, servicing, and integrating the equipment and or systems furnished. The vendor agrees it will not deny any responsibility or obligation to the Center on any grounds. Without limiting anything above, the Center, in originating, furnishing, or approving any specifications, drawings, plan, change, schedule, or other document or part thereof, or any test report or in accepting the networks, neither accepts responsibility for nor relieves the Vendor from the performance of all terms and conditions of this RFP and any contract that may be awarded. Any such acts by the Center shall not modify, impair, or abrogate any rights of the Center under this RFP and any subsequent contract.

Center Responsibilities:

- Allow the vendor's employees access to the premises and facilities at all reasonable hours during the installation with agreed upon work schedule.
- The Center waves any responsibility for any materials, tools, or equipment left on the premises after the end of a normal workday.
- Make inspections when notified by the vendor of any equipment or part of the project that is ready for acceptance.

Minimum Standards List

Standard Functions/Features on Copiers (unless otherwise indicated by vendor)

1. Capacity- use capacity levels of current fleet of copiers. If vendor believes other capacity and speed is appropriate and cost effective, feel free to adjust.
2. Black and white printing only.
3. Automatic Document Feed –one copier must have 150 sheet capacity.
4. Collate, staple, and duplex.
5. 3 hole punch, minimum on one copier.
6. Multiple Trays.
7. Auto duplex/feed
8. Network Printing directly from OSX, Windows 8, and Windows 7.
9. Cloud printing from iPads, Android Tablets, and laptops.
10. Interruption capabilities.
11. Color and monochrome scanning to email, copier hard drive.
12. Job Queuing.
13. Bypass tray.
14. Centralized management of user account tracking.
15. Follow me printing.
16. Confidentiality copy/printing solution.
17. Scan to email, and /or network drive.

Ongoing OEM Maintenance provided at no extra cost includes:

1. Toner and all other supplies needed to perform the operations of the machine.
2. Service Response times (please provide average response time of the company)
3. Onsite Repair.
4. Parts, labor, supplies, shipping and handling.
5. Software and firmware updates.
6. Initial Training.
7. Ongoing training as requested or as needed.

Vendor authorized contact info

Prepared by: _____
Please Print

Authorized signature

Company Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Fax: _____

Date: _____

Copier Pricing

3 year lease of copiers

Copier 1:

Machine Brand: _____

Model Number: _____

Pages per minute black copy _____

Copier 2:

Machine Brand: _____

Model Number: _____

Pages per minute black copy _____

Attach specifications of copiers.

Annual Fixed Cost of Copier Lease_____

Maintenance

- Maintenance will include all the necessary supplies except paper and staples, for the equipment to operate.
- The maintenance agreement will be separate from the equipment contract.
- The term of the contract will be for three years. Effective date will coincide with installation of the last piece of equipment.
- Billing for maintenance will occur annually on the anniversary date of the effective date.
- Pricing will be a fixed rate for the term of the contract.
- No minimum or maximum image counts will be committed to by Wilco.
- Service Response times (please provide average response time).
- Minimum onsite response to a service call placed before noon will be same day. Every attempt must be made by the service personnel to assist over the phone to resolve the issue.

Annual Fixed Cost _____

CERTIFICATIONS BY BIDDER

The undersigned hereby certifies has read, understands, and agrees that acceptance by Wilco Area Career Center of the Bidder's offer by issuance of a Purchase Order (specifications and bidding conditions contained therein) will create a binding contract.

Name of Bidder

Bid submitted by:

Address

Title

Phone Number

Date