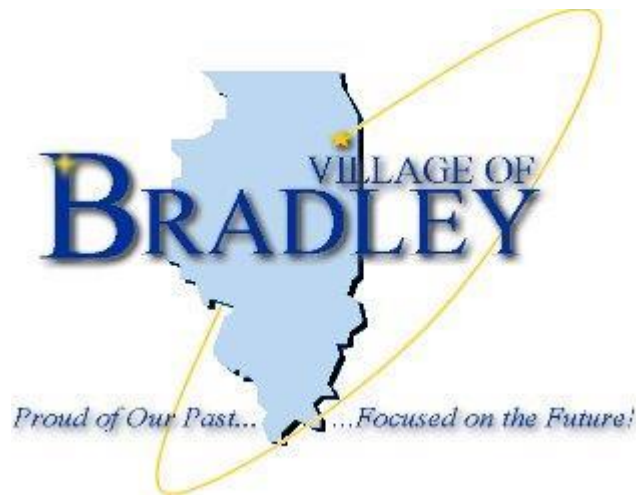


Village of Bradley Request for Proposal Four (4) Color Copiers/Printers



**147 S. Michigan
Bradley, IL 60915-2243**

Key Dates

RFP Released to the Public	April 11, 2019
Deadline for RFP Written Questions	April 15, 2019, 4:00 p.m.
Posting Questions Responses	April 16, 2019, 4:00 p.m.
*Submittal Date	April 18, 2019, 10:00 a.m..
Board Presentation	April 22, 2019, 6:30 p.m.

REQUEST FOR PROPOSALS COLOR COPIER / PRINTER

OVERVIEW OF THE REQUEST PROCESS

The Village of Bradley, (Village) will accept until 4:00 p.m. on April 18, 2019, proposals from firms interested in providing color copiers/printers machine and service on the aforementioned technology.

All responses to this request should be submitted to the Village of Bradley attention: Catherine Wajnarowki, 147 S. Michigan, Bradley, Illinois 60915-2243, and be clearly marked "Proposal – Color Copiers/Printers".

BACKGROUND

The Village of Bradley currently maintains approximately 80 workstations utilizing Windows 7 and Windows 10 as their operating system. All workstations have Microsoft Office Professional installed as their productivity suite. The agency averages 10,000 black and white and 3,600 color copies per month (all copiers).

REQUIRED TECHNICAL CAPABILITIES

(1) The Village seeks to procure **1** color copier/printer that has the following technical attributes:

- Minimum 50 page per minute color & black & white copy/print speed
- 4 cassette drawers, hole punch, fax board, and full external stapler
- Over 6000 sheet maximum paper capacity
- Accounting Codes
- Scan to e-mail, folder and USB capability
- Compatible with Windows 7 and Windows 10 64 Bit support
- NIC interface

(2) The Village also seeks to procure **3** color copiers/printers that have the following technical attributes:

- Minimum 25 page per minute color & black & white copy/print speed
- 2 cassette drawers, fax, and cabinet
- Scan to e-mail, folder, PDF, JPEG, TIFF, Word, & PowerPoint
- Compatible with Windows 7 and Windows 10 64 Bit support
- NIC interface

MAINTENANCE AND SERVICING

Consumable costs (except paper, staples and transparencies) must be included in full service maintenance proposal. This price must include OEM parts, labor and recommended OEM servicing for optimal life of the unit.

SERVICE AND SUPPORT REQUIREMENTS

The Village requires a minimum of 97% uptime between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Replacement with a like-for-like unit if the copier experiences less than 97% uptime for four consecutive months. Twelve business hours, maximum downtime before a like-for-like loaner is provided. If a loaner is needed, the copier is to come from the vendor's inventory. Please include the average response time for service calls in the proposal submission. Successful bid must include contingencies for emergency print jobs when copier/printer is offline or instances of extended downtime.

COST PER COPY/PRINT

Cost per copy/print information must be included with price bid.

EQUIPMENT TRAINING

The winning bid must include provisions for staff training on the copier/printer.

DELIVERY TIMING

The successful proposal will agree to deliver and install the copier/printer within 10 days of April 22, 2019.

ONSITE TRIAL

The Village requires a one-week onsite trial including employee training of the winning color copiers/printers to ensure the winning machine will suit the agency's needs. If the machine is deemed unsuitable after the trial period, Village of Bradley reserves the right to cancel the contract without penalty.

DESIRED FINANCING

The Village desires to lease the color copiers/printers over a period of 60 months.

FORMAT AND SUBMISSION OF PROPOSAL

- 1) **Village of Bradley must be in receipt of all written proposals by 4:00 p.m., April 18, 2019.**

All proposals must be placed in a sealed envelope and clearly marked "Proposal – Color Copiers/Printers" and sent to the following address:

Village of Bradley
ATTN: Catherine Wojnarowski
147 S. Michigan
Bradley, IL 60915-2243

- 2) One (1) original and six (6) copies of the packet are required. Packets received after the deadline will be rejected. No other distribution is to be made. An official authorized to bind the contractor must sign packets.
- 3) Submittals should be bound or stapled, only. Effort should be made to limit the number of pages.
- 4) Include the following page in your response to this RFP:

By Signing below, you are agreeing to all Village of Bradley's Terms & Conditions that are a part of this Proposal.

Firm: _____

By: _____

Title: _____

E-Mail Address: _____

Address: _____

Telephone _____

Fax: _____

Date: _____

Federal ID Number: _____

Monthly Lease Amount: _____

Cost per Copy/Print & Allowances: _____

Trade-In Value: _____

- Canon ImageRunner C3480i
- Canon ImageRunner Advance C5030
- XEROX Color 560
- Canon ImageRunner Advance C2020

Additional License Fee: _____

Maintenance & Service Price: _____

Signature: _____

Date: _____

- 5) Three business references for similar copiers/printers provided and serviced by your firm, including the name, address and telephone number of the client/contact person must be included with the proposal.
- 6) All items requested as part of this RFP must be completed in their entirety. Failure to do so can result in the proposal being declared "unresponsive" and will be automatically disqualified.

COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

All pertinent local, state, and federal regulations, including those related to DBE requirements; apply, whether or not specifically identified.

REVIEW AND EVALUATION

The Selection Committee will review and evaluate the proposal based on, but not necessarily limited to, demonstrated clear understanding of the RFP, past experience, delivery, maintenance schedule, employee training, reference checks, customer service, and price.

COST OF PREPARATION

Respondents are responsible for all costs associated with the preparation of materials in response to this RFP.

NEWS RELEASES

No news releases, pertaining to the request for qualification or any project that may arise, are to be made without prior approval of Village of Bradley.

ACCEPTANCE OF PROPOSALS

The contents of the proposal packet may become contractual obligations. Failure to accept the obligations will result in cancellation of any contract award. Village of Bradley reserves the right to accept or reject any and all of the submissions, in whole or in part, and to postpone or cancel the execution of any contract, if Village of Bradley deems it to be in its interest to do so.

GENERAL RFP DISCLOSURES

- 1) Requirements and specifications of this request are considered to be the minimum needed.
- 2) If there are any questions concerning the RFP, please submit them to Catherine Wojnarowski at cawojnarowski@bradleyil.org. **Questions will be accepted via e-mail or in writing until 4:00 p.m. on April 15, 2019. After this time, no additional questions will be addressed. The responses to all questions will be posted on <https://il-bradley.civicplus.com> by 4:00 p.m. on April 16, 2019.**
- 3) If any modifications are made to the Village's request, notice will be placed on <https://il-bradley.civicplus.com>
- 4) Once submitted, an RFP becomes the property of the Village of Bradley. The Village will release no information about the RFP submittal until all requests have been received and are deemed a matter of public record.
- 5) All firms submitting an RFP must follow all instructions to be considered responsive.
- 6) All solicitations made by the Village are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract. If an individual or firm feels that the RFP is unfair for whatever reason, they should protest in writing.
- 7) No proposal can be withdrawn after it has been opened.