January 16, 2009

Illinois Valley Community College is accepting proposals for the leasing of nine (9) copiers and a contract for associated maintenance and supplies. The contract will be for a three-year-period with an option to renew the contract for an additional two years. IVCC is not interested in ownership at the end of the rental/lease. The College will award a contract to a single supplier that is in the best financial interest of the College while maintaining high quality and service. The copiers would be located on the Main Campus and the East Campus. **Equipment must be newly manufactured.**

**The purpose of this RFP is to replace/update the existing copiers under contract due to expire in March 2009.**

**Due Date**
RFPs will be accepted until **2:00 p.m., February 3, 2009** at the office of Patricia Reed, Director of Purchasing, **Room C-343**, Third Floor of Building C, Illinois Valley Community College. RFPs will be publicly opened in **Room C-342** and read aloud at that time.

It is the sole responsibility of the vendors to ensure timely delivery of the RFP. IVCC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor. RFP’s received after the date and time specified, will not be considered for award.

**Submission**
Faxed proposals ARE NOT acceptable. All RFP’s must be submitted by the date and time of public opening (see above). RFP’s must be addressed to Illinois Valley Community College, Pat Reed, Director of Purchasing, 815 North Orlando Smith Road, Oglesby, Illinois 61348. RFPs must be submitted in a sealed envelope clearly marked with the vendor’s name, return address, RFP COPIER LEASE, the opening date and time. RFP’s not submitted in this format may not be considered for award.

Questions
Questions may be sent via facsimile to (815)224-0294, Attention: Pat Reed, or electronically to pat_reed@ivcc.edu no later than January 23, 2009. All questions and answers will be posted on our website and provided to all potential vendors as soon as possible by addendum.

Addenda
The only method by which any requirement of this RFP may be modified is by written addendum.

If an addendum to the RFP is required, IVCC will mail or fax the addendum within a reasonable time prior to the due date. IVCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addenda will be mailed or faxed to all vendors of record and such addenda shall be acknowledged by signing and including in your proposal submission. **Vendors who obtain a copy of the RFP from our website are responsible for checking back on the site for any addenda issued.**

**Accuracy of Proposals / Withdrawal of Proposals Prior to Opening**
Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor’s authorized representative) at any time prior to the opening date and time. However, no proposal may be withdrawn for a period of one hundred twenty (120) days following the opening of the RFP without the prior written approval from Illinois Valley Community College.

Taxes
IVCC is exempt from all federal excise, state, and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, IVCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely.
Certificate of Insurance
The vendor must provide within five (5) calendar days of RFP award notification from IVCC, a certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

Insurance and Indemnification
The vendor shall procure, place on file, and maintain during the period of the contract, the insurance described and in the amounts specified in the following subparagraphs and naming Illinois Valley Community College (IVCC) as an additional insured.

- **Worker’s Compensation**
  A limit of not less than minimum statutory limits for the State of Illinois.

- **Employers Liability**
  - $500,000 per accident
  - $500,000 disease policy limit
  - $500,000 disease each employee

- **Commercial General Liability**
  - $1,000,000 per occurrence – bodily injury and property damage
  - $2,000,000 general aggregate

- **Business Auto Liability**
  Including all owned, non-owned, and hired vehicles
  - $1,000,000 each accident – bodily injury and property damage

- **Umbrella Excess Liability**
  - $1,000,000 each occurrence
  - $1,000,000 general aggregate

Insurance shall be with a company or companies licensed to do business in Illinois and acceptable to IVCC. Vendor shall furnish IVCC with a certificate of insurance showing that such insurance is in effect. The policies will include a clause stating that the insurance will not be canceled or reduced without at least thirty days prior written notice to IVCC. All liability insurance policies shall name IVCC as an additional named insured.

The vendor shall protect, indemnify, and hold IVCC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss of damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations, or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Certification Form
Vendors must complete the enclosed Certification Form wherein the contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contract, of the Illinois Criminal Code of 1961, as amended.

Term of Contract
Any contract, which results from the RFP, shall be for a three-year-period from the date of the contract. **Pricing must be fixed for the term of the contract.**

Right to Cancel
IVCC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the vendor with 30-calendar day’s written notice of such cancellation.
Award Criteria
In evaluating the proposals submitted, IVCC will apply the “Best Value” standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and is determined to be the most advantageous to IVCC. The selection process will include, but not limited to, the following:

1. Price per copy offered,
2. Proposed equipment,
3. General reputation and performance capabilities of the bidder,
4. Conformity with specifications herein,
5. Location and availability of service and repair facilities and personnel,
6. Suitability for intended use, and
7. The extent to which the goods or services meet IVCC needs.

IVCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of IVCC.

Opening of Proposals
Proposals will be opened in a manner that avoids disclosure for the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

Retention of Documentation
All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of IVCC.

References
Include three references that are using the proposed equipment noting the company/school name, contact name, phone number and email address.

Supplies
Original manufacturer supplies such as toner, developer, fuser oil, and staples are to be included in the maintenance cost. Paper will be the responsibility of the IVCC. **No freight is to be added for supply deliveries.**

Training
Training at IVCC for key operators and walk-up users must be included in your cost. Sessions must be performed at IVCC.

Maintenance
All maintenance work for repair, preventative maintenance, parts, and labor is to be included in the maintenance cost. A minimum of (4) four-hour response time on maintenance calls is required. Acknowledgement of service call shall be made within (2) two hours to verify the request, offer telephone assistance and provide an estimated time of arrival. Comparable loaner equipment will be required if equipment is inoperable for more than forty-eight (48) hours from placement of the service call. The vendor shall be required to replace machines, at the vendor’s expense, which in the opinion of the College fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, etc. This replacement guarantee shall apply for a three-year period. A service history report for each machine shall be provided upon request to the College. Information such as service call, service date, nature of the problem, number of copies and parts replaced are to be included.

Support Requirements
Your Company must directly employ full time product specific service technicians for the product you are proposing.
Format for Response
To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified. An original and two copies of the proposal will be required. The original copy should be so noted and signed.

1. Include a title page showing the RFP subject, name of firm, address, telephone number, name of contact person, and date.

2. Clearly identify the materials by sections and page numbers.

3. Describe the scope of services your company will provide to IVCC.

4. Include brochures describing the equipment being proposed with your offer.

5. Enclose any other pertinent information that the College would consider in selecting a vendor.

RFP Check List:
1. Certification Form attached
2. Brochure / Equipment Specifications attached
3. Scope of Services attached
4. Vendor has contacted Today’s Business Solutions to verify proposed equipment is compatible with MB20 Copier Control Terminals.
5. References

MINIMUM REQUIREMENTS FOR ALL EQUIPMENT

1. Equipment must be newly manufactured.

2. Equipment must be compatible with Today’s Business Solutions (TBS) MB20 Copier Control Terminals. Please contact Jim Farell or Lou Flavio at Today’s Business Solutions at 708-478-7233 to verify your proposed equipment will be compatible.

3. Cabling and/or extra hardware required to interface with TBS MB20 Copier Control Terminals must be included in your proposal.

4. All equipment must be operable to print to the network when installed. (Network Connection - Ethernet).

5. Equipment must be IP addressable.

6. All costs relating to installation on the network and set up of copiers must be included in your cost.

7. Enclose any other pertinent information that the College would consider in selecting a vendor.

8. Delivery of machines after award.

OFFER:
The undersigned, after having carefully studied the RFP requirements, including Addenda, if applicable, numbered ______ through ______ proposes to furnish all labor, materials and incidentals necessary to provide equipment, supplies, and services for Illinois Valley Community College in accordance with said RFP documents for the following:
A) Vendor Name______________________________

Quantity (1)
Location: Building G
Average Monthly Volume: 4,000
Current Equipment: Canon iR2016 W/DADF-P1, Duplex Unit-A1, Print Kit and Cabinet

Minimum Requirements:
- 16 pages per minute Black & White Digital
- 250 sheet cassettes
- 80 sheet stack bypass
- 128MB memory
- Electronic collation
- USB 2.0 and 10/100 Base – TX Ethernet interface Printing
- Duplex
- Document Feeder (DADF) A1 50 sheets
- Cabinet

*Proposed Manufacture/Model ____________________________________________

Price Per Copy ______________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request For Proposal  
Copier Lease PR-09-P08

B) 

Vendor Name

Quantity (2)

Location: Library

Average Monthly Volume:  
Copier #1 – 330  
Copier #2 – 2,050

Current Equipment: Canon iR2230 W/DADF-N1, Printer Kit and Cabinet

Minimum Requirements: 
- 22 pages per minute  
- 2 X 550 sheet user adjustable cassettes  
- 50 sheet stack bypass  
- Duplex standard  
- 128MB Memory  
- Electronic Collation  
- DADF-N1 50 sheets  
- Printer Kit  
- Cabinet

Proposed Manufacturer/Model

Price Per Copy Per Machine

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request For Proposal  
Copier Lease PR-09-P08

C)  

Vendor Name ________________________________

Quantity – (2)

Locations:  
#1 - Building 5  
#2 - Building 6

Average Monthly Volume:  
#1 - 2,500  
#2 - 5,000

Current Equipment:  
Canon iR23200 w/DADF-N1, Printer Kit and Cabinet

Minimum Requirements:  
- 22 pages per minute  
- 2/550 sheet user adjustable cassettes  
- 50 sheet stack bypass  
- Duplex Standard  
- 128MB Memory  
- Electronic Collation  
- DADF-N1 50 sheets  
- Printer Kit  
- Cabinet  
- Finisher

*Proposed Manufacturer/Model__________________________________________

Price Per Copy Per Machine __________________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request For Proposal  
Copier Lease PR-09-P08

D)  

Vendor Name _________________________________

Quantity (3)

Locations:  
#1 Building C  
#2 Building E  
#3 Building B

Average Monthly Volume:  
#1 – 17,500  
#2 – 19,000  
#3 – 39,000

Current Equipment:  
Canon iR5570 w/Printer Kit, and Finisher-R-1

Minimum Requirements:

- 50+ pages per minute digital B/W  
- 30 second warm up time  
- First Copy Time – 3.3 seconds  
- 2 X 550 sheet user adjustable cassettes – 17 lb. bond to 110 lb. index  
- 2 X 1500 sheet front loading trays – 17 lb. bond to 110 lb. index  
- 50 sheet stack bypass – 17 lb. bond to 110 lb. index  
- Standard two-sided copying  
- Job Build  
- 512 MB Ram and 20GB Hard Drive  
- Mail Box Function  
- Document Feeder  
- Finisher 100 sheet multi-position staple, up to 4,600 sheet capacity  
- Printer Kit

*Proposed Manufacturer/Model__________________________________________________________

Price Per Copy Per Machine ____________________________

*Brochure / Equipment Specifications Attached
E) Vendor Name _________________________________

Quantity (1)

Location: Copy Center
This copier is for dedicated operator use, not for a walk-up environment.

Average Monthly Volume: 130,500

Current Equipment: iR9070 w/Printer Kit and Saddle Finisher

Minimum Requirements:
- 90 pages per minute Digital B/W
- First Copy Time 4.1 seconds
- 2 X 550 sheet user adjustable cassettes – 17 lb. bond to 110 lb. index
- 2 X 1500 sheet front loading trays – 17 lb. bond to 110 lb. index
- 50 sheet stack bypass – 17 lb. bond to 110 lb. index
- Standard two-sided copying
- Job Build
- 512 MB Ram and 20GB Hard Drive
- Mail Box Function
- Document Feeder 80 scans per minute – 13 lb. bond to 110 lb. index
- 100 sheet capacity
- Saddle Finisher 100 sheet multi position staple up to 3,000 sheet capacity
- Document Insertion Unit
- Printer Kit
- 3-Hole Punch

*Proposed Manufacturer/Model ________________________________

Price Per Copy ____________________________

*Brochure / Equipment Specifications Attached
Alternate Copier Lease Considered

The College reserves the right to reject the Alternate Bid. If the Alternate Bid is accepted, it will be under separate contract. The Alternate Bid will not determine the outcome of this RFP.

Location: Copy Center
This copier would be for dedicated operator use, not for a walk-up environment.

Current Equipment: NONE

Minimum Requirements:
- 50 page per minute B/W and Color
- Standard 2-sided up to 110 lb. index
- 1,200 dpi print resolution
- 2 X 550 sheet adjustable cassettes, 17 lb. bond to 110 lb. index
- 100 sheet stack bypass, 17 lb. to 140 lb. index
- Document Feeder
- Printer Kit
- Cassette Feed Unit two additional 550 sheet user adjustable cassettes
- Saddle Finisher
- 3-Hole Punch

*Proposed Manufacturer/Model: ___________________________________________________

Monthly Lease/Rental Payment: _____________

Annual Maintenance: ________________________

*Brochure / Equipment Specifications Attached.
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<tr>
<th>Firm</th>
<th>Authorized signature</th>
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<tr>
<td>Address</td>
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<td>Date</td>
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INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
CERTIFICATION OF VENDOR

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

________________________________________
Name of Bidder

________________________________________
Title

________________________________________
Date

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348