October 23, 2009

Illinois Valley Community College is accepting proposals for the leasing of a color copier/printer and a contract for associated maintenance and supplies. This copier will be for dedicated operator use. The contract will be for 36-months. The College guarantees no minimum volumes. Equipment must be newly manufactured.

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

**Due Date**
RFPs will be accepted until 2:00 p.m., November 17, 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. Faxed proposals will not be considered for award. Electronic proposals are acceptable.

**Questions**
Questions may be sent via facsimile to (815)224-0294, Attention: Pat Reed, or electronically to pat_reed@ivcc.edu no later than November 10, 2009. All questions and answers will be posted on our website and provided to all bidders of record as soon as it is possible.

**Submission**
Bids must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked, with the bidder’s name and address and the notation: BID: COLOR COPIER/PRINTER, PR10-P06. Electronic bids must be emailed to pat_reed@ivcc.edu, subject COLOR COPIER/PRINTER PR10-P06. RFP’s not submitted in this format may not be considered for award.

**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.

Tax Exempt
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

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 (30) 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 contract resulting from this RFP at any time for a breach of any contractual obligation by providing the vendor with 30-calendar days 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.

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.

Training
Training at IVCC for key operator must be included in your cost.

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.

Other
1. Describe the scope of services your company will provide to IVCC.
2. Include brochures describing the equipment being proposed with your offer.
3. Include any other pertinent information that the College would consider in selecting a vendor.
MINIMUM EQUIPMENT REQUIREMENTS

1. Equipment must be newly manufactured.
2. All equipment must be operable to print to the network when installed. (Network Connection - Ethernet).
3. Equipment must be IP addressable.
4. Equipment must be capable to track document by Department.
5. Equipment must be capable to differentiate between B/W prints and Color prints for billing purposes.

- A minimum of 60 PPM
- Standard 2-sided up to 110 lb.
- 1,200 dpi print resolution
- 2 X 1000 sheet adjustable cassettes, 17 lb. bond to 110 lb.
- 100 sheet stack bypass, 17 lb. to 110 lb.
- Document Feeder
- Printer Kit
- Saddle Finisher
- 3-Hole Punch
- PCL Printing Driver
- Output paper up to 11 x 17”

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:

Proposed Manufacturer/Model: __________________________________________________________

Annual Maintenance & Toner per click B/W and Color: $____________________

______________________________________________________
Company Name

______________________________________________________
Address

______________________________________________________
Phone             Fax             E-mail
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