January 18, 2012

Illinois Valley Community College District No. 513 (the College) is accepting sealed 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 2012.

**INSTRUCTIONS TO VENDORS**

Proposals will be received and publicly read aloud in Room C-342, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 2:00 P.M. on January 31, 2012. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject **PROPOSAL: Copier Lease – Proposal # RFP2012-P05**

Proposals must be made in accordance with the instructions contained herein. Questions concerning this proposal may be directed to the Purchasing Department at 815-224-0417. Proposals shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the vendor’s name and address. Submit all proposals to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
ACKNOWLEDGEMENT OF ADDENDA:
Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

Bidders who obtain a copy of the proposal from the College web-site are responsible for any addenda issued.

MANUFACTURER’S NAMES AND ACCEPTABLE ALTERNATES:
The manufacturer’s name listed in the specifications is for information and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If proposals are based on an alternate product, the manufacturer’s name and model number must be indicated. Bidders shall submit, with their proposal, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Proposals which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, the College requests that the bidder refrain from using the terminology “As Specified” or “A/S”. Please state the brand and model offered.

PROPOSAL PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS:
The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:
The College is tax exempt and therefore all proposal submissions should not include tax.

TERM OF CONTRACT:
Any contract, which results from the RFP, shall be for a three-year-period from the date of the contract, with an option to renew the contract for an additional two years. **Pricing must be fixed for the term of the contract.**
Illinois Valley Community College
Request for Proposal
Copier Lease – Proposal # RFP2012-P05

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.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:
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.

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD:
The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT:
Submit a sample of your company’s agreement with your proposal.
CERTIFICATE OF INSURANCE:
The vendor must provide, within five (5) calendar days of proposal award notification from the College, certificate of insurance evidencing the insurance 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 and its Board of Trustees 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.

1. Workers Compensation
   a. $1,000,000 per accident
2. Commercial Comprehensive Liability
   a. Each occurrence: $1,000,000
   b. Products-Completed Operations Aggregate: $2,000,000
   c. Personal/Advertising Injury: $1,000,000
   d. General Aggregate: $2,000,000
   a. Bodily injury - $1,000,000 per person
   b. Bodily injury - $2,000,000 per accident
   c. Property damage: $1,000,000 OR
   d. Combined single limit: $1,000,000
4. Umbrella
   a. Umbrella Excess Liability: $2,000,000

CERTIFICATION FORM:
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM:
Please complete the enclosed W-9 form and return with your proposal.
Illinois Valley Community College  
Request for Proposal  
Copier Lease – Proposal # RFP2012-P05

GENERAL INFORMATION

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.

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 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:
Illinois Valley Community College
Request for Proposal
Copier Lease – Proposal # RFP2012-P05

PROPOSAL FORM (A)

Vendor Name____________________________________

Quantity (1)

Location: Building G

Average Monthly Volume: 2,500

Current Equipment: Canon iR2018 W/DADF-P2, Duplex Unit-B1, Print Kit and Cabinet

Minimum Requirements:
- 18 pages per minute Black & White Digital
- 250 sheet cassettes
- 80 sheet stack bypass
- 128MB/256 MB RAM
- Electronic collation
- USB 2.0 and 10/100 Base – TX Ethernet interface Printing
- Duplex
- Document Feeder (DADF) B1 50 sheets
- Cabinet

*Proposed Manufacture/Model ____________________________________________________________

Price Per Copy ______________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request for Proposal  
Copier Lease – Proposal # RFP2012-P05  

**PROPOSAL FORM (B)**

Vendor Name________________________________________

Quantity (1)

Location: Library

Average Monthly Volume; 1,360

Current Equipment: Canon iR3225 W/DADF-U1, Printer Kit and Cabinet

Minimum Requirements:
- 25 pages per minute
- 2 X 550 sheet user adjustable cassettes
- 50 sheet stack bypass
- Duplex standard
- 512 MB RAM + 256 MB RAM and 60GB Hard Drive
- Electronic Collation
- DADF-U1 100 sheets
- Printer Kit
- Cabinet

Proposed Manufacturer/Model________________________________________

Price Per Copy ____________

*Brochure / Equipment Specifications Attached*
ILLINOIS VALLEY COMMUNITY COLLEGE
Request for Proposal
Copier Lease – Proposal # RFP2012-P05

PROPOSAL FORM (C)

Vendor Name____________________________________

Quantity (2)

Locations:

#1 - Building 5
#2 - Building 6

Average Monthly Volume:

#1 - 3,900
#2 – 2,500

Current Equipment: Canon iR3225 w/DADF-U1, Printer Kit and Cabinet

Minimum Requirements:

● 25 pages per minute
● 2/550 sheet user adjustable cassettes
● 50 sheet stack bypass
● Duplex Standard
● 512 MB RAM + 256 MB RAM and 60GB Hard Drive
● Electronic Collation
● DADF-U1 100 sheets
● Printer Kit
● Cabinet
● Finisher –S1

*Proposed Manufacturer/Model_______________________________________________________

Price Per Copy Per Machine _______________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request for Proposal  
Copier Lease – Proposal # RFP2012-P05  

PROPOSAL FORM (D)  

Vendor Name______________________________  

Quantity (3)  

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

Average Monthly Volume:  
#1 - 15,500  
#2 – 21,800  
#3 – 38,900  

Current Equipment:  
Canon iR5050N w/Printer Kit, and Finisher-AD1  

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 80GB Hard Drive  
- Mail Box Function  
- Document Feeder  
- Finisher 50 sheet multi-position staple, up to 4,000 sheet capacity  
- Printer Kit  

*Proposed Manufacturer/Model_______________________________________________________  

Price Per Copy Per Machine ____________________________  

*Brochure / Equipment Specifications Attached
Illinois Valley Community College  
Request for Proposal  
Copier Lease – Proposal # RFP2012-P05

PROPOSAL FORM (E)

Vendor Name____________________________________
Quantity (1)
Location: Mac Lab
Average Monthly Volume: 510
Current Equipment: Canon iR ADVANCE C2020 and Cabinet

Minimum Requirements:
- 20 pages per minute Black & White and Color Digital
- 2GB RAM and 80 GB Hard Drive
- Advanced imageCHIP architecture
- Std. 2 Sided
- Up to 1,200 x 1,200 print resolution, 4 beam laser unit
- (1) 250 sheet, and (1) 550 adjustable cassettes, 17 lb. bond to 60 lb. Cover
- 100 sheet stack bypass, 17 lb. to 80 lb. Cover
- First copy time 5.9 B/W, 8.9 Color
- Ethernet and USB connectivity
- ID mode and Job Accounting
- Color Universal Send Sending Method, E-mail, I-Fax, Fax (optional) File Server, Database, Mailbox File Format, TIFF, PDF, JPEG
- UFRII printing Standard
- Duplexing Automatic Document Feeder up to 50 sheet capacity
- Cabinet

*Proposed Manufacture/Model _______________________________________________________

Price Per Copy ______________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College
Request for Proposal
Copier Lease – Proposal # RFP2012-P05

PROPOSAL FORM (F)

Vendor Name____________________________________

Quantity (1)

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

Average Monthly Volume: 136,700

Current Equipment: iR7095 w/Printer Kit, Saddle Finisher –V2, Punch Unit-V1, Document
Insertion Unit C-1 and Multi PDL Print Kit-H2

Minimum Requirements:
  • 95 pages per minute Digital B/W
  • First Copy Time 2.8 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
  • 1GB RAM and 40GB Hard Drive
  • Mail Box Function
  • Document Feeder 85 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 –C1
  • Multi PDL Print Kit –H2
  • Punch Unit-V1

*Proposed Manufacturer/Model ______________________________________________________

Price Per Copy ___________________________

*Brochure / Equipment Specifications Attached
Illinois Valley Community College
Request for Proposal
Copier Lease – Proposal # RFP2012-P05

SIGNATURE PAGE

Having read and understand the specifications and requirements of Copier Lease - Proposal # RFP2012-P05.

I acknowledge that Today’s Business Solutions was contacted to verify proposed equipment is compatible with MB20 Copier Control Terminals.

Submitted By:

Company

Authorized Signature

Address

Printed Name

City  State  Zip

Phone

Fax

E-Mail

Date
MAKE CERTAIN TO ENCLOSE THE FOLLOWING:

Acknowledgement of Addenda (if applicable)  __________
Completed Proposal Forms  __________
Signature Page  __________
Completed Certification Form  __________
Completed W-9  __________
Sample Agreement (including scope of services)  __________
Brochure / Equipment Specifications  __________
References  __________
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

Copier Lease - Proposal # RFP2012-P05

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois  61348
Phone: 815.224.0417
Fax:  815.224.0294

_______  Previous commitments

_______  Unable to supply service

Other _______________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Company Name

__________________________

Date

__________________________

Signature
CERTIFICATION FORM

TO:       ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
           OGLESBY, IL  61348

Pertaining to the proposal titled:  Copier Lease - Proposal # RFP2012-P05

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961.”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Illinois Valley Community College  
Request for Proposal  
Copier Lease – Proposal # RFP2012-P05

---

**W-9**  
Form R-9 (Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

**Give form to the requester. Do not send to the IRS.**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
</table>

**Business name, if different from above**

<table>
<thead>
<tr>
<th>Check appropriate box:</th>
<th>Individual</th>
<th>Sole proprietor</th>
<th>Corporation</th>
<th>Partnership</th>
<th>Other ▶</th>
<th>Exempt from backup withholding</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (number, street, and apt. or suite no.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, state, and ZIP code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requester’s name and address (optional)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List account numbers here (optional)</th>
</tr>
</thead>
</table>

**Part I  
Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<table>
<thead>
<tr>
<th>Social security number</th>
</tr>
</thead>
</table>

**or**

<table>
<thead>
<tr>
<th>Employer identification number</th>
</tr>
</thead>
</table>

**Part II  
Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number and (or) I am waiting for a number to be issued to me, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certificate, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**  
Signature of U.S. person ▶

**Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-8(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,