

Community Consolidated School District 15

580 North 1st Bank Drive

Palatine, Illinois 60067

**REQUEST FOR PROPOSAL
MULTI-FUNCTIONAL DEVICES AND
PRINT SOLUTIONS**

RFP #24-014

April 3, 2024



RFP #24-014
NOTICE TO RESPONDENTS
MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS
April 3, 2024

The Board of Education of Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, Illinois 60067, will receive Proposals for MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS all in accordance with the contract documents including specifications as filed with the Accounting Assistant in the Business Office.

Contract documents are on file and may be examined any time after April 3, 2024.

Board of Education Office
Joseph M. Kiszka Educational Service Center
580 North 1st Bank Drive
Palatine, Illinois 60067
Attention: Kathy Sauerland, Accounting Assistant

Request For Proposal Due Date: Wednesday, April 17, 2024, at 11:00 a.m., Local Time

No proposals may be withdrawn for a period of 60 days after the RFP opening date.

They will be held without right of withdrawal until May 8, 2024 at 7:00 p.m. when it is anticipated the Board will be acting on the RFP. Results of the board decision are posted on the district website www.ccsd15.net on Thursday, May 9, 2024.

The Board of Education reserves the right to waive any irregularities, reject any or all proposals, when in its opinion such action will serve the best interests of the Board of Education of Community Consolidated School District 15.

By authorization of the Board of Education.

INSTRUCTIONS TO RESPONDENTS

Proposals:

Proposals to be entitled for consideration must be made in accordance with the following instructions.

All proposals must be submitted on 8 ½" X 11" letter size and on forms of proposal marked Exhibits "B", "C" "D", MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS furnished by the Board of Education of Community Consolidated School District 15 ("Board").

Proposals must be signed in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature. Facsimile transmitted proposals **will not be accepted**.

Proposal documents shall be submitted in sealed envelopes clearly marked RFP #24-014 MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS, ATTENTION: KATHY SAUERLAND. Proposal documents received in envelopes not clearly labeled as specified will be rejected if opened before specified proposal opening time.

PROPOSAL FOR: MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS

ADDRESSED TO: Board of Education
Community Consolidated School District 15
580 North 1st Bank Drive
Palatine, Illinois 60067
Attn: Kathy Sauerland, Accounting Assistant
Due: Wednesday, April 17, 2024, 11:00 A.M. LOCAL TIME

BID BOND:

None required.

Examination of Specifications:

Each respondent shall acquaint itself with the conditions as they exist so that it may be completely familiar with the conditions pertinent to the fulfillment of the work required under this Contract.

Time for Receiving Proposals:

Proposals (and sample, if any) must be delivered in the office of the Board no later than 11:00 a.m., on Wednesday, April 17, 2024, at Educational Service Center, 580 North 1st Bank Drive, Palatine, IL 60067 when they will be publicly opened and the contents announced.

Award of Contract:

Contracts will be awarded to the responsible, responsive respondent offering the best overall value, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the School District.

We are providing one copy of Exhibits "A", "B", "C", and "D" Multi-Functional Devices and Print Solutions. Please return two copies of Exhibits "B", "C" and "D" with your proposal in a sealed envelope labeled Multi-Functional Devices and Print Solutions. Retain a copy for your records.

Last Day for Questions:

Monday, April 15, 2024 at 12:00 Central Time.

SPECIFICATIONS FOR MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS
RFP #24-014
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
PALATINE, ILLINOIS

BOARD: Board of Education, Community Consolidated School District 15
Palatine, Illinois 60067, 847-963-3000

OFFICE: Joseph M. Kiszka Educational Service Center
580 North 1st Bank Drive
Palatine, Illinois 60067

ISSUED: April 3, 2024

GENERAL CONDITIONS

1. **PROPOSALS (AND SAMPLES, IF ANY) MUST BE RECEIVED IN OUR OFFICE NO LATER THAN Wednesday, April 17, 2024, AT 11:00 A.M.** Proposals received by the Board shall be opened at 11:00 a.m., on Wednesday, April 17, 2024, when they will be publicly opened and the contents announced. They will be held without right of withdrawal until May 8, 2024 at 7:00 p.m., when it is anticipated the Board will be acting on the proposal.
2. The Proposal Documents consist of (a) the Notice to Respondents, (b) the Instructions to Respondents, (c) these General Conditions of the Contract, and other documents listed in the Contract and Modifications issued after the execution of the Contract. A modification is a written amendment to the Contract signed by both parties.
3. Where conflicts exist within or between parts of the Contract Documents and applicable standards, codes and ordinances, or simply within the Contract Documents, the more stringent, or higher quality or greater quantity requirements shall apply.
4. The Board cannot assume responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a proposal has been "received" by the Board before the specified deadline.
5. All respondents shall familiarize themselves with the details of the conditions relevant to the work or services to be provided.
6. **The Board reserves the right to split the proposal on the basis of best quotation.** The Contract will be awarded to the lowest responsible respondent, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the Board. The Board reserves the right to reject any and all proposals or any part thereof, and to waive immaterial technicalities in the proposals. Board decisions are final in all instances and are not subject to review.
7. No minimum order requirements may be made by a respondent.
8. Certification must be made that the contract/vendor is not barred from proposing on the Contract as a result of a conviction for either proposal-rigging or proposal rotating under Article 33 E of the *Criminal Code of 1961*. Certification is to be made by signature of person(s) legally authorized to perform such function in the appropriate place in Exhibit "C" MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS of the proposal documents.
9. Unless otherwise specified in the invitation to propose, **YOUR PROPOSAL PRICE MUST BE A DELIVERED PRICE, F.O.B. ROLLING MEADOWS, PALATINE, HOFFMAN ESTATES, THE BOARD'S DESTINATION, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE RESPONDENT TO ONE LOCATION. Delivery must be made as specified on the dates indicated in the specifications of Exhibit "A" MULTI-FUNCTIONAL DEVICES & PRINT SOLUTIONS when applicable.**

10. The Board reserves the right to terminate the Contract for just cause upon ten (10) days' written notice to Contractor without any penalties. For purposes of this Contract, just cause may include, but is not necessarily limited to, any of the following:
- The Contractor's entry into liquidation, receivership or dissolution, its filing for bankruptcy or insolvency, or the assignment of its assets for the benefit of its creditors;
 - The Contractor's failure to pay suppliers or workmen, or failure to provide sufficient workmen or sufficient supplies for the job;
 - The Contractor's disregard of applicable laws, ordinances or the instructions of the Board;
 - The Contractor's failure to follow the proposal specifications or its violation of the Contract Documents;
 - The Contractor's failure, for any reason, to maintain the level of service required by the proposal specifications; or
 - Any other failure on the part of the Contractor to perform or adhere to any of its obligations under this Contract.
11. Whenever, in the specification the term "or equal" is used, it shall be interpreted to indicate the type, function, minimum standard, design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturers' products of comparable quality and design. The respondent shall furnish the Board with all evidence required to determine whether or not the proposed product is equal to and will perform according to the Board's specifications. The Board's decision on this matter will be final.
12. The price for the units specified in the invitation to propose should be clearly shown for each separate item in the space provided on the proposal form. The total price for the quantity requested should also be shown. If the group totals are requested in the proposal invitation, respondents should show group totals on the space provided.
13. **Equal Employment Opportunity.** Contractor agrees to fully comply with the requirements of the Illinois *Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provisions of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans with Disabilities Act*, 42 U.S.C Section 1201 *et seq.*, and rules and regulations promulgated thereunder.

As required by Illinois law, in the event of Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois *Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, Contractor shall agree as follows:

- That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- b. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
 - d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois *Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with Contractor in its efforts to comply with such Act and Rules, Contractor will promptly so notify the Department and the Contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
 - e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the Contracting agency, and in all respects comply with the Illinois *Human Rights Act* and the Department's Rules.
 - f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the Contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois *Human Rights Act* and the Department's Rules.
 - g. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractors. In the same manner as with other provisions of the Agreement, Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
14. To extent applicable, the Contractor agrees to comply with the provisions of the *Occupational Safety and Health Act of 1970* (29 U.S.C.A. § 651 *et seq.*) and the standards and regulations issued thereunder and shall certify that all items furnished under this proposal will conform to and comply with said standards and regulations.
15. Contractor agrees to comply with provisions of the *Consumer Products Safety Act of 1972* (15 U.S.C.A § 205 *et seq.*) and shall certify that items furnished under this proposal conform to applicable standards.
16. To the extent applicable, the Illinois *Employment of Illinois Workers on Public Works Act* (30 ILCS 470/0.01 *et. seq.*) shall prevail on this Contract.
17. Contractor acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Accordingly, Contractor shall ensure that none of its employees, agents or independent contractors are child sex offenders. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law.

18. Proposals will be considered only if made without any connection with any other person or firm submitting a proposal, if in all respects fair and without collusion, and if no member of the Board or other officer of the School District is directly or indirectly interested in the proposal or in any portion of the profits thereof.
19. A respondent may withdraw or change a proposal if written notice of the withdrawal or change is received by Board before the latest time specified for submission of proposals. Any change may be made only by substitution of another proposal.
20. Proposals received after the time specified in the invitation to propose will not be considered and shall be returned to the respondent. The method of transmittal of the proposal is at respondent's risk of untimely receipt by the Board.
21. Title to the goods herein described shall not pass until said goods have actually been received by Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by Contractor. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
22. All material and workmanship shall be subject to inspection and test by Board or its designee. The Board reserves the right to reject any goods which contain defects in material or workmanship, which fail to meet the specifications contained herein or any warranties (express or implied). Rejected goods shall be removed at the expense of the Contractor, including all transportation costs, promptly after notification of rejection. As to rejected goods, Contractor shall bear all costs of inspection and all risk of loss.
23. Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
24. Purchase order number and vendor name must appear on each invoice submitted to the Board for payment.
25. Signature Constitutes Acceptance - The signing of these proposal forms shall be construed as acceptance of all provisions contained herein and that the Contractor had read the Contract Documents and is fully aware of the terms hereof.
26. Exceptions – Any exceptions to these terms and conditions of deviations from the written specifications must be shown in writing and attached to the proposal form.
27. The Board reserves its rights to reject any goods and to cancel all or any part of this sale if Contractor fails to deliver all or any part of the goods described in the invitation to proposal in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to propose shall not obligate Board to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If Contractor ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against Contractor, or if a receiver for Contractor is appointed or applied for, or if an assignment for the benefit of creditors is made by Contractor, Board may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to propose then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

28. Contractor makes the following warranties to Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Contractor.
29. Contractor agrees to indemnify, defend, and hold harmless the Board, its successors, assigns, customer, agents, and users of the goods herein described against any and all loss, damage, or injury arising out of or resulting from a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Contractor agrees that it will assume the defense of any and all such suits and pay all costs, judgments, and expenses incidental thereto.
30. Respondent must make delivery upon receipt of order unless otherwise specified in the invitation to propose. Respondent must indicate time required for delivery on proposal.
31. The Respondent shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.
32. Any interpretation of the proposed Contract Documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to each person receiving a set of such Contract Documents and to such other prospective respondents as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective respondent to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
33. The award of the Contract will be made by official Board documents. The Respondent's order form is not acceptable and cannot be used.
34. The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3-5.4) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/2-5.11). As such, Contractor shall not include such taxes in its proposal.
35. The Board is exempt from paying Federal Excise Taxes (26 U.S.C.A. § 4221). As such, Contractor shall not include such taxes in its proposal.
36. In computing transportation costs, respondents should not include any federal transportation tax, because Board is exempt.
37. The Contractor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the Contractor. Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property in accordance with the Illinois *School Code* (105 ILCS 5/10-20.21) and the Illinois *Use Tax Act* (35 ILCS 105/1 *et seq.*). The payment of this tax will take place regardless of whether the Contractor is a retailer maintaining a place of business within this State. The cost of such tax shall be borne solely by the Contractor as part of the Contract price. Contractor shall not be reimbursed or paid any taxes unnecessarily paid by Contractor when not required due to the Board's tax exempt status.

38. Where the term Sub-contractor is used throughout the proposal it refers to those specialized people who are not on the Contractor's payroll. Such Sub-contractors are to be brought to the attention of the Board, which reserves the right to approve or disapprove any such related Sub-contractors.
39. **ERRORS AND OMISSIONS** - All proposals shall be submitted with each space properly completed. Special attention of respondents is directed to the policy that no claim for relief because of errors or omissions in the proposals will be considered and respondents will be held strictly to the proposals as submitted. Should a respondent find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, it shall advise the Director for Business Services who will issue the necessary clarifications to all prospective respondents by means of addenda. Failure on the part of the prospective respondent to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of its proposal. Oral explanations will not be binding.
40. To the extent applicable, it shall be mandatory upon the Contractor to whom the Contract is awarded and upon any Sub-contractor(s) thereof to pay to all laborers, workmen, and mechanics employed by them not less than the prevailing rate of wages in the locality for each craft of type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holidays and overtime work as ascertained by the Department of Labor and pursuant to Illinois law and statutes in such case made and provided.

The Contractor and Sub-contractor(s) shall comply with the Illinois *Prevailing Wage Act* and shall include in proposals the cost for the current prevailing wage. A copy of the current Illinois Department of Labor Prevailing Wages for Cook County is included at the end of this Section. Prevailing wage rates are revised by the Department of Labor and available on its website (**Amendment to Prevailing Wage Act 97-0964**). As changes are made in these prevailing wages, the Contractor and Sub-contractor(s) performing work on the project will be responsible for conforming to the changes and shall have the responsibility for determining when changes are made. No additional costs are to be incurred by the Board as a result of changes in prevailing wage. All record keeping requirements are the obligation of the Contractor and Sub-contractor(s).

To the extent that there are any violations of the *Prevailing Wage Act* and any demands are made upon the Board by the Illinois Department of Labor or by any employee of the Contractor or a Sub-contractor performing work on the project, the Contractor or the particular Sub-contractor and Contractor shall be responsible for indemnifying and holding the Board free and harmless from all costs incurred, directly or indirectly, by the Board in responding to and complying with demands made by the Department of Labor, or an aggrieved employee and such amounts may be withheld from the payments to be made on the project. It is the intention that the Board shall suffer no time loss or other additional expenses in complying with any inquiry made with regard to the *Prevailing Wage Act*.

Palatine Community Consolidated School District 15 is bound by the requirements of **Prevailing Wage Act, 820 ILCS 130/.01 et seq**, which amended the Illinois Prevailing Wage Act effective January 2010 to impose additional obligations on public school districts engaged in "public works" construction projects. The new Act requires each contractor and Sub-contractor to submit to Palatine Community Consolidated School District 15 a monthly certified payroll containing the names of all laborers, mechanics and other workers employed on each project. The certified payroll must also include the address, telephone number, social security number, classification(s), hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day for each identified worker. The contractor or sub-contractor must also certify that each worker has been paid not less than a general prevailing hourly rate of pay which is required by law. Palatine Community Consolidated School District 15 will retain these records for no less than three (3) years. This requirement is to be met for any projects following the date of this notification. The certified payroll must be received at Joseph M. Kiszka Educational Service Center, Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, IL 60067, Attention: K. Sauerland for retention. Any future payments will be withheld until CCSD 15 receives your certified payroll.

41. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Invoices must be submitted in a timely manner, and if received by the 25th day of the month, will be processed and paid at the next regularly scheduled Board of Education meeting (normally held on the second Wednesday of each month.) Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois *Local Government Prompt Payment Act* (50 ILCS 505/1 *et seq.*).
42. **INSURANCE:** Each Prime Contractor shall furnish and pay for insurance in accordance with the conditions stipulated below. Contractors shall file with the Board a Certificate of Insurance certifying to insurance coverage specified herein. All Certificates shall contain a clause stating the policy will not be canceled without thirty (30) days prior written notice having first been sent to the Board. Each Contractor shall carry insurance to cover responsibility and liability of all kinds, and shall require Sub-contractors to carry similar insurance.

The attached Certificate of Insurance requirements shall be maintained by the Contractor receiving award in addition to all Sub-contractors as stated during the execution of the Contract and until such time as contract work is complete. Said Certificate of Insurance is to name the Board of Education of Community Consolidated School District 15 and its employees and agents as "Additional Insured" IN ADDITION TO Certificate Holder. Designated Certificate is to be submitted with your proposal to the Board.

The Contractor shall include during the life of this Contract, insurance under a contractor's floater, or as an alternative, specific fire insurance with the standard extended coverage, a vandalism and malicious mischief endorsement on all Contractors' machinery, tools, equipment, forms scaffolding, trailers/vans, sheds, and similar property, rented or owned, used in the move.

The policy shall provide that in a case of loss from any cause whatsoever, there shall be no liability on the part of the Board for property of this nature belonging to or rented by any Contractor or Sub-contractor, or by any employee of a Contractor. The contractor's floater referred to herein may be an all-risk or named peril policy; but, if a named peril policy, it shall be written to include loss caused by the following perils; fire, lightning, flood, and the perils insured against under the extended coverage and vandalism and malicious mischief endorsements.

The Contractor must provide evidence of Workers' Compensation insurance as required by statute, auto liability coverage and an umbrella liability coverage of a minimum of \$5,000,000.00 per occurrence and in the aggregate.

The following limits should be in place:

- a. Bodily injury and property damage combined per occurrence - \$1,000,000.
- b. Bodily injury and property damage combined aggregated \$3,000,000.
- c. Excess liability - Each occurrence in the amount of the limit of their policy.
- d. Excess liability - Aggregate in the amount of the limit of their policy.
- e. Evidence of workers' comp in the amount required by statute.
- f. General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate.
- g. The special endorsement to read: Community Consolidated School District 15 is named as additional insured as their interest may appear and notice of cancellation/material change, if applicable, should be attached to certificate of insurance or otherwise evidenced as in effect under the policies listed.

43. All vendor staff/personnel must undergo a criminal background investigation within 60 days prior to the start of the contract at the vendor's expense and available upon request. Section 10-21.9 of *The School Code* (105 ILCS 5/10-21.9) provides that:

After January 1, 1990, the provisions of this section (criminal background investigations) shall apply to all employees of persons or firms holding contracts with any school district including, but not limited to, food service workers, school bus drivers and other transportation employees, who have direct, daily contact with the pupils of any school in such district.

Additionally, the contractor must also agree not to send to any school building or on any school property any employee who is a known child sex offender.

RFP #24-014
MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS
April 3, 2024
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Exhibit "A"

TIMELINE

April 3, 2024	RFP is released
April 15, 2024	Last day for questions
April 17, 2024	RFP opening
May 8, 2024	BOE Approval
May 28 - August 15, 2024	One-hundred-thirty-six (136) Total New Copiers installed in 2 Phases:

Phase 1 - Twenty-eight (28) Color Copiers Installed

- 21 in all School Offices
 - 7 in ESC (Educational Service Center)
- Twenty-seven (27) Black & White Copiers in School Hallways (new construction)

Phase 2 - Eighty-one (81) Black & White Copiers Installed

- 31 in School Workrooms
- 46 in School Hallways
- 1 in Student Nutrition Services
- 1 in Transportation
- 1 in Maintenance
- 1 in Technology

If Phase 2 cannot be completed by August 15, 2024, it can be completed in the summer of 2025.

BACKGROUND INFORMATION

CCSD 15 is one of the largest elementary school districts in Illinois and is located in the northwest suburbs of Chicago. The district has an enrollment of approximately 12,000 students and has 19 schools, an administration building, a 30,000 sq. foot maintenance/warehouse building and a small building that houses our Technology Department.

CURRENT MULTI-FUNCTIONAL DEVICES AND INVENTORY

CCSD 15 copier fleet consists of 63 Multi-Function Devices (MFDs) from Toshiba, Xerox and Canon. All copiers and the majority of the printers are connected to the CCSD 15 network.

CURRENT WORKSTATION AND MOBILE DEVICE ENVIRONMENT

- Approximately 2000 – Windows, 100 -Mac OSX computers (mix of Sierra, High Sierra, Mojave) computers
- Approximately 5200+ iOS (IOS 7.0.X) and various other mobile devices
- Approximately 12,000 Chromebooks

CURRENT NETWORK ENVIRONMENT

The current data WAN is 10 GB fiber connection at each school terminating at the district office. The WAN design is a modified hub-and-spoke, with each facility also having direct connection to each other. The Internet connection is a 10 GB fiber connection to the Illinois Century Network (ICN) network. Each school is connected to the district office with a switch. Within the schools, the networked computers are connected with GB switches, and gigabyte fiber/copper backbone connections to the main wiring closet. All facilities networks are fully wireless utilizing access points and have wired Cat6 connections throughout the building. Both the wireless and wired network provides Internet filtering through an encryption device on the district's firewall.

CURRENT TECHNOLOGY IN THE SCHOOL AND ADMINISTRATIVE OFFICES

Servers in use at the school and administrative offices utilize Windows Active Directory (Server 2016). Current network printing is handled through the Microsoft print services on the 2016 servers. All schools and administrative buildings have Toshiba series printer/copiers in the offices and workrooms. The classrooms have a variety of laser printers. The majority of the MFDs are connected to the network. MFDs are set up using POT's lines for faxing capability.

SCOPE OF WORK

1. CCSD 15 is issuing this RFP to replace its current fleet of leased MFDs with a solution that will provide all equipment, supplies and maintenance to fully support its copying and printing environment more efficiently and at a lower cost for CCSD 15. The requirements are focused on three principal objectives: 1) Provide a reliable fleet of machines with the maximum uptime possible, 2) Supply equipment that is appropriately sized to meet the demand of the location, and 3) Significantly reduce total costs associated with printing.
2. CCSD 15 is seeking qualified Vendors to submit proposals for the supply and maintenance of the MFDs for a more efficient and lower cost for the District. The primary objectives are to reduce total costs associated with printing and improve productivity.
3. CCSD 15 also seeks to implement and maintain a PRINT SOLUTION for the MFDs in this RFP. The primary objectives are to control and monitor printing within the district to accomplish cost savings.

Vendors may make an offer on any portion of the proposal. This is not an all-or-nothing RFP.

TERM OF CONTRACT

The term of the Agreement shall be for 60 months. The term of the agreement will begin on July 1, 2024.

EVALUATION AND SELECTION PROCESS

CCSD 15 may request on-site demonstrations at customer locations where proposed MFDs are currently in operation. Demonstrations and/or webinars with representatives of the companies whose proposals are deemed to be within the "competitive range" may be required. The purpose shall be the clarification of any aspect of the proposal that is deemed to have a material bearing on arriving at a fair determination of which proposal offers the best overall value.

Evaluation of the proposal will be based on the following rubric, which are listed in order of greatest importance:

1. Cost
2. Customer Service and Technical Support
3. Sufficient output speed and correct machine capacity
4. Output features
5. Data management and reporting capabilities
6. Ease of Interface

PROPOSAL RESPONSE

Proposals must be provided in hard copy or email. Proposals submitted by facsimile will not be accepted. The proposals must include, at a minimum, the following sections in the order indicated:

1. Exhibit "B", Proposal Summary pages.
2. Vendor qualifications, experience and a detailed explanation of technical support and customer service capabilities.
3. Detailed specifications and/or product brochures that include all standard and optional output functions, machine print capacity, copy, fax, scan and email features, consumable supplies, device management options, electrical components, machine dimensions and data management features for the proposed copiers.
4. Programs for reducing paper and print waste.
5. Exhibit "C" References.
6. Exhibit "D" Vendor Questionnaire

EXHIBIT "B"
RFP #24-014
MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS
April 3, 2024
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

SPECIFICATIONS

SECTION 1- Multi-Functional Devices

SECTION 2- Supply and Maintenance Contract for Section 1

SECTION 3- Print Management Software

REQUIREMENTS - TECHNOLOGY SUPPORT

1. Helpdesk number or email address for schools to contact with issues -- 800 number for school secretaries to call, etc.
2. District will provide network configuration information for copiers. It is the vendor's responsibility to configure the MFDs with the provided configuration - and - maintain the configuration on the MFDs throughout the life of the contract.
3. Scan to email configuration information will be provided to the vendor. It is the vendor's responsibility to configure and maintain the scan to email configuration on the MFDs.
4. The district will provide the DNS/name of the copiers. It is the vendor's responsibility to configure and maintain the DNS/name on the MFDs.
5. It is the responsibility of the vendor to provide the correct printer drivers for the MFDs. It is also the vendor's responsibility to provide/notify the district of any printer driver updates that are needed to insure computers can print properly to the MFDs.
6. It is the vendor's responsibility to verify that the faxing configuration is configured properly to work with the district's phone system.
7. District will provide the vendor with each building's or department's fax number. It is the vendor's responsibility to configure and maintain the fax number on the MFDs.
8. Upon installation completion, the vendor must provide an electronic spreadsheet of all devices with the following information -- type/model, serial number, configuration, location, data drop number, phone/fax extension, control panel usernames and passwords, contacts and phone numbers for support, etc.
9. Vendor will work with the district to help design and plan for PaperCut MF to work with the district's current copiers/printers.
10. Vendor will assist in designing a plan to migrate existing print services to PaperCut MF.
11. Vendor will assist the district in implementing the planned PaperCut MF design.
12. Vendor will assist the district with creating staff user accounts in PaperCut MF by syncing nightly with Active Directory.
13. Vendor will assist the district with configuring authentication options to PaperCut MF via LDAP or SSO.

14. Vendor will assist the district to create reports that the Business Office needs for printer and paper usage audits.
15. Vendor will assist the district by configuring badge readers on the MFD's.

SECTION 1 REQUIREMENTS – Monochrome and Color Devices

MFP Requirements:

- Monochrome MFPs for workroom and centralized school printing
- Color devices with fax capability for the school offices and administrative sites

Server Side:

- Compatibility with PaperCut MF
- Single print driver and queue for color and monochrome models
- Compatibility with the District's current technology outlined on page 12, exhibit "A".

Device Side for Office MFP:

- Minimum of 85 PPM
- Color
- Corner staple
- Duplex
- A minimum of 3 paper/media drawers
 - 1 paper tray needs to hold a minimum of 2,000 pages
 - 1 paper tray needs to support envelopes
 - 1 paper tray needs to support up to 11x17 paper/media
- A paper/media bypass tray
- USB connections located in an area free of accidental user damage/disconnection
- 1 Ethernet connection
- 110v power connection (standard wall outlet)
- Badge reader (compatible with the badges used by the District)
- Support for POTS fax connection
- Fits within available footprint of existing device
- Able to be physically moved between usage areas by District staff
- The devices will need to be hardwired as well as use WIFI

Device Side for Centralized Classroom and Workroom MFP:

- Minimum of 55 PPM
- Monochrome
- Copy capabilities
- Duplex
- Ethernet and wireless capabilities
- Badge reader (compatible with the badges used by the District)
- Electrical Requirements: 120v, 60Hz, 10A
- Fits within available footprint of existing space
- Able to be physically moved between usage areas by District staff

General Requirements:

- Installation must be completed by August 15, 2024.
- MFDs must have a new machine serial number and designation.
- MFDs must not have any copies produced on it before installation (excluding basic install testing).
- All machines must be current production model machines, not discontinued models.
- Optimal functionality for CCSD 15 users includes:
 - Sufficient output speed (copies per minute) at each school location.
 - Correct machine capacity per month to provide consistent operational performance, machine uptime and copy quality throughout the duration of the agreement.
 - Scanning and email functions.
 - Finishing capabilities and output functions that meet or exceed industry norms.
 - Vendor management of consumable supplies.
- Control capabilities required are:
 - Print to device feature.
 - ID release function for print jobs.
 - Tracking of copy prints and scans with ability to set user volume limits.
 - Interface with Papercut MF
- Monthly data management and reporting requirements include:
 - Remote meter reads.
 - Reports for tracking device performance.
 - Service call history
- Ease of user interface shall include:
 - User-friendly functions and easy to understand graphics.
 - On-screen instructions for trouble shooting problems.
 - End user training TBD with selected vendor.
- Customer service and technical support must include:
 - Dedicated account management and **service technician**
 - Superior response time for service calls to minimize device downtime and support operational efficiency.
 - Vendor-managed program for servicing CCSD 15 locations and measuring service levels.
 - Effective process for corrective action if service requirements are not met.
- Monthly billing must include reasonable and clear invoicing, including exact location of machine placement.
- Vendors shall include any additional features available that have been proven to reduce paper and print waste.
- Monthly Lease Costs shall remain fixed for the term of the agreement (60 months).
- Vendor must provide hard drive wiping with digital certificate at the end of the lease in accordance with the Department of Defense standards.

SECTION 2 REQUIREMENTS - SUPPLY AND MAINTENANCE CONTRACT

The Supply and Maintenance Contract for Package 1 meet the following specifications:

- An individual "click" cost for each impression
 - No base charges will be considered valid. Each impression must be billed on a monthly basis.
 - The cost for each impression should be established and all-inclusive of maintenance work for repair, preventative maintenance, parts and labor for each impression.
 - The cost should reflect the use of original equipment manufacturer (OEM) supplies such as toner, developer, fuser oil, and staples.
- A minimum of 4-hour response time on maintenance calls during office hours.
- Acknowledgement of a service call shall be made within 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 District 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 the life of the contract.
- A service history report for each machine shall be provided upon request to the District on a monthly basis.
 - Information such as service call, service date, nature of the problem, number of copies, parts replaced are to be included.
 - PMs must be performed twice a year with reports submitted to the business office within one month after scheduled PMs.
- Products must be supplied on a just in time basis. Paper will remain the responsibility of the District.
- Print Charges to remain fixed through the full term of the agreement.
- Vendors are to submit proposals for potential price escalation adjustments on Print charges each year for the remaining time of the agreement. Requests for price escalation must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead or profit.

SECTION 3 REQUIREMENTS - PRINT MANAGEMENT SOFTWARE

The district will utilize Papercut MF for our print management needs. It must meet the following specifications:

- Support services outline on page 15 under "Technology Support"
- Track and control all print, copy, fax and scan activity on MFDs
- Enhance document security with secure print release and/or "Find Me" print release
- Track and Control access with User ID (unique user pin or swipe card) authentication right at the device
- Consistent screen interface across all MFDs devices
- Ability to deny usage when user limit has been reached
- Pricing to include any software updates
- Real-time and centralized reporting
- Synchronized with Active Directory
- Papercut MF license will stay with the district after the term of the lease
- Vendor must provide Papercut MF specifications and support contacts with their RFP documents
- Vendor must submit an action plan for the installation of the Papercut MF on newly leased MFDs.

It is the intent of these specifications to describe an operating environment in sufficient detail to secure proposals to meet the needs of CCSD 15. Omission of any essential detail from these specifications does not relieve the Vendor from furnishing a complete proposal. Vendors are to submit descriptive literature and/or complete product specifications covering the products offered. Proposals which do not comply with these requirements may not be considered.

VENDOR _____

MINIMUM SPECIFICATIONS FOR COPIERS	Vendor Can Provide YES/NO	Additional Information
Phase 1 Installation to be completed by August 15, 2024		
New machine serial number and designation with no copies printed on it before (excludes basic install testing)		
Current production model machines, not discontinued models		
<u>OUTPUT FEATURES</u>		
Printing on letter, legal and ledger (11" x 17") paper		
Duplex copy properties		
Stapling		
Sort & collate		
Reduce, enlarge and shift image properties		
Scanning and scan to email		
Faxing		
Job interrupt		
Function independence (if one function breaks, others continue to operate)		
Secure print		
Integrate with network fax server		
Fleet management software and reports		
<u>MONTHLY DATA MANAGEMENT & REPORTING</u>		
Remote meter reads		
Service reports for tracking device performance		
Service call history		
<u>EASE OF USER INTERFACE</u>		
User-friendly functions and easy to understand graphics		
On-screen instructions for trouble shooting problems		
End user training: In person and Webinars		

VENDOR _____

<u>CUSTOMER SERVICE AND TECHNICAL SUPPORT</u>		
Dedicated account management		
ONE Dedicated service technician		
4 hour response time for service calls		
Process for corrective action when machine downtime exceeds 48 hours		
Local source (Chicago-area) for repair parts & consumables		
Concise monthly billing		
Programs to reduce paper and print waste		
Ability to replace MFDs that are not performing to the District standards		
Ability to adhere to the expectations outlined on page 15, Exhibit "A", Technology Support		

EXHIBIT "C"
RFP #24-014
MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS
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COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

REFERENCES

PROVIDE A LIST OF FIVE REFERENCES FOR WORK OF SIMILAR SIZE AND SCOPE WITHIN THE LAST THREE YEARS. VENDOR MUST HAVE AT LEAST ONE INSTALL IN A PUBLIC SCHOOL ENVIRONMENT WITH AN INVENTORY OF COPIERS AND PRINTERS OF SIMILAR SIZE. PROVIDE DETAILED INFORMATION ON A SEPARATE 8 ½ X 11" PAGE ON THE COMPANY'S LETTERHEAD:

School District Name or Business Name _____
Address _____
Contact Person _____ Phone Number _____
E-mail Address _____

School District Name or Business Name _____
Address _____
Contact Person _____ Phone Number _____
E-mail Address _____

School District Name or Business Name _____
Address _____
Contact Person _____ Phone Number _____
E-mail Address _____

School District Name or Business Name _____
Address _____
Contact Person _____ Phone Number _____
E-mail Address _____

School District Name or Business Name _____
Address _____
Contact Person _____ Phone Number _____
E-mail Address _____

EXHIBIT "D"
RFP #24-014
MULTI-FUNCTIONAL DEVICES AND PRINT SOLUTIONS
April 3, 2024
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

CONTRACTOR QUESTIONNAIRE

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to “minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses” for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their RFP responses.

Is Your Company a Locally Owned Business YES _____ NO _____ as it relates to this School District?

For purposes of this questionnaire, “Locally Owned” means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

Definition of Ownership: “Minority owned business, female owned business, and business owned by a person with a disability” means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

Is Your Company a Minority Owned Business? YES _____ NO _____

“Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

Is Your Company a Female Owned Business? YES _____ NO _____

“Female” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

Is Your Company a Business Owned By Persons with Disabilities? YES _____ NO _____

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

COMPANY NAME

SIGNATURE	PRINT NAME	TITLE
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ADDRESS OF COMPANY	CITY	STATE	ZIP CODE
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EMAIL ADDRESS