Request for Proposal (RFP)

Copiers/Digital Duplicating Machines and Maintenance

RFP issued by:

Hawthorn School District #73
841 W End Court
Vernon Hills, IL 60061

Jennifer Akin
Assistant Superintendent of Finance & Business Operations
847-990-4221
akinj@hawthorn73.org

RFP Public Notice & Release Date: November 12, 2025
RFP Submission: December 5, 2025 by 12pm CST.

Completed proposals must be submitted: Proposals must be submitted by 12pm CST on December 5, 2025 to Hawthorn School District #73 District Office located at 841 West End Court, Vernon Hills IL 60061, to the attention of Jennifer Akin.

SCHEDULE OF EVENTS

Event Type	Event Date	Event Time
RFP Release Date (Public Notice)	11/12/25	
Deadline for Pre-Proposal Conference questions (any questions submitted by this time will be answered and provided in writing at the site visit)	11/24/25	12:00 PM
Pre-Proposal Conference and Site Visit @ District Office, 841 W. End Court, Vernon Hills IL 60061	11/25/25	12:00 PM
Deadline for submission of Final Questions. No questions will be accepted after this date/time.	12/1/25	12:00 PM
Answers to Questions or Addendum Provided	12/2/25	12:00 PM
Deadline for Submission of Proposal	12/5/25	12:00 PM
Proposals Opening	12/5/25	12:01 PM
Proposals Evaluation Completed	12/8/25	
Board Presentation (Discussion of bid opening results)	12/17/25	
Board Approval (Board Meeting)	1/15/26	
Notice of Intent to Award Sent to Selected Vendor	1/16/26	
Contract Signing	1/26/26	
Anticipated Start Date of Selected Vendor	2/01/26	

Hawthorn School District #73 will use its best efforts to adhere to the Schedule of Events. However, Hawthorn School District #73 reserves the right to amend the schedule, as it deems necessary, and will post a notice of said amendment using the addenda or amendment process described in the instructions below.

SPECIFICATIONS

General

1. This document is a Request for Proposal (RFP), not an Invitation to Bid. Illinois School Code Law 5/10-20.21 exempts the purchase of copiers/duplicating machines and their supplies to be awarded as a sealed Invitation to Bid.

2. The RFP will be awarded by the School District to the vendor(s) whose proposal(s) is/are determined to be the most advantageous to the School District, taking into consideration the evaluation factors set forth in this RFP.

CRITERIA	**WEIGHT**
Cost/Financial Proposal	15 Points
Enhanced security options	15 Points
Compatibility with Mac environment	10 Points
References/Past Performance	10 Points
Print management software (hosted on the cloud or server based)	10 Points
Email scanning capability	10 Points
Maintenance Response time	10 Points
Ability to change print options at the copier	5 Points
Ability to default to black & white	5 Points
Lease vs ownership	3 Points
Options for supply and finisher replenishment cycle	3 Points
Paper capability including sizes and weight	2 Points
Warranty	1 Point
Site evaluation form	1 Point
TOTAL POINTS	**100/100**

3. RFP shall be submitted to Ms. Jennifer Akin, Assistant Superintendent for Business and Operations, Hawthorn CCSD 73, 841 West End Court, Vernon Hills, IL 60061 on or before **12:00 p.m. on Monday, December 5, 2025**. Vendors will be contacted after the RFP is reviewed.

4. All proposals must be submitted on the attached forms only. Every page of the RFP must be initialed and dated, acknowledging it has been thoroughly read and agreed upon. Unsigned or late proposals will not be considered.

5. Oral, telephone, telegraphic or facsimile transmitted proposals will not be accepted.

6. The School District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. #E99956391

7. Prices quoted shall include all charges for packing, transportation, delivery, set-up and training to the locations designated on the proposal. All equipment must be 100% new. Price shall also include removal of old equipment, if needed.

8. All proposals will be considered firm for a period of ninety (90) days from the date the proposal is due.

9. The Board of Education of Hawthorn CCSD 73 reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is in the best interest of the School District. Any such decision shall be considered final.

10. Prices submitted shall include extensive training at each site, on an agreed upon date and time.

11. Maintenance response time shall be four (4) hours or less. Response time is defined as on-site. Bi-Annual service reports are required on the fleet.

12. All proposals shall be submitted with each space properly completed. Proposals may not be withdrawn or modified in any way by the vendor without the written approval of the district. All vendors will be bound by any math calculations, misquotes, or mistakes of any kind once the proposal has been opened.

13. Proposers must comply with ACT 130 – The Prevailing Wage Act as enacted by the State of IL.

14. All proposers are required to sign, notarize, and return the Contractor Certifications, included on page 16 of this RFP packet, with their proposal.

15. If the selected vendor will be employing subcontractors or authorized dealers, their subcontractors/authorized dealers must sign and notarize the Contractor Certifications found on page 15 of this RFP and comply with the ACT 130 – The Prevailing Wage Act, upon awarding/signing of the contract.

16. The successful contractor (and any subcontractors) must comply with the background check requirements as stated in Section 10.21.9 of the Illinois School Code prior to beginning work.

17. All contact with the District regarding this RFP must be made directly to email address: akinj@hawthorn73.org. Direct contact/communication with any other school officials and/or staff member is prohibited.

18. References for the past two (2) years of all school districts served. List should include current customers, as well as non-current customers, that include machine purchases as well as maintenance contracts and lease agreements. Please include the name of contact and telephone number.

19. This RFP (inclusive of all exhibits) shall be attached as an addendum to the successful vendor's standard contract form and shall be part of the contract between the Board of Education and the successful vendor. The vendor's standard contract form, this Addendum/RFP and the purchase order, if any, shall constitute the "contract" between the Board of Education and the successful vendor. If, and to the extent that, any provisions of this Addendum/RFP conflict, contradict or are inconsistent, in whole or in part, with the terms of the standard contract form and/or the purchase order, if any, this Addendum shall take precedence, govern and control.

20. Failure to carry out or implement any aspect of the requirements of this RFP during any point in the term of this agreement shall result in termination for cause.

Contractor Requirements

To be eligible for consideration Proposers must meet the following requirements, if applicable:

- Be fully licensed to operate within Illinois and hold all necessary local, state, and federal certifications and permits.
- All operations must comply with relevant local, state, and federal laws and regulations (e.g., DOT, OSHA standards, EPA regulations, Consumer Electronics Recycling Act (CERA))

Optional National Compliance

This Request for Proposal (RFP) is issued in accordance with the regulations and requirements of the State of Illinois and is primarily intended for services within this state. However, respondents interested in providing services outside of Illinois under this contract must demonstrate their ability to comply with the applicable local, state, and federal regulations of any additional states where services may be provided. Compliance with the Illinois Consumer Electronics Recycling Act (CERA) and Resource Conservation and Recovery Act (federal) and equivalent regulations in other states will be required for those bidders seeking to expand their service offerings nationally.

Eligibility Requirements - Optional Licensing and Compliance Across States

Proposers interested in being considered for business outside of Illinois must meet the following additional eligibility criteria:

- Possess or demonstrate the ability to obtain all necessary local, state, and federal certifications and permits required not only in Illinois but also in any other states where they propose to offer services.
- Provide a list of states where they are currently licensed and certified, along with a strategy for obtaining necessary certifications in additional states as required by the contract.
- Show a proven track record of compliance with environmental, health, and safety regulations across multiple states, supported by references or compliance reports from relevant state and federal agencies.

Authorized Dealers

- Manufacturers may fulfill this contract directly or through an authorized dealer network. If utilizing a dealer network, the manufacturer must provide a list of all authorized dealers approved to sell under the awarded contract.
- The manufacturer is responsible for ensuring that all dealers adhere to the contract's terms, pricing, and service levels.
- Any changes to the authorized dealer network must be submitted to the district for approval.

Product and Service Offerings

All equipment supplied shall be sold as new equipment (realizing that manufacturers recycle many components). This Contract is not for used or remanufactured machines. All equipment sold must have new serial numbers. The primary focus of this contract is for the purchase of devices; however, the district may consider for the rental, lease, or rent-to-own of equipment, as agreed upon by both parties.

Lease agreements should include fiscal funding clauses on an annual basis. The equipment may be purchased at any time during the lease, or at the end of the lease, at the discretion of the entity holding the contract.

If the Proposer wishes to offer lease or rental options, the rates for these options must be included with their proposal. Proposers must outline the terms, conditions, and prices for each equipment option (purchase, lease, rental, or rent-to-own).

Machine Specifications – See Exhibit C

This RFP includes specifications for Copiers/Digital Duplicating Machines that are specific to the needs of the district as well as additional specifications for other potential participants. Vendors shall provide fixed pricing for the district's requested specifications. In addition, Vendors shall provide pricing based on a discount from a manufacturer's price list or catalog, or a fixed price, or a combination of both, with indefinite quantities.

Vendors must indicate clear, separate pricing for each option in their proposal and specify any associated terms and conditions. Additionally, vendors must identify and list any ineligible items and make clear any additional pricing or discounts.

Proposers may elect to limit their proposals to any category or categories (purchase, lease, rental).

- Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: (if applicable)
  o Manufacturer part #
  o Vendor Part # (if different from manufacturer part #)
  o Manufacturers Suggested List Price and Net Price
  o Net price to the District

Mandatory Site Inspection/Walk Through – Tuesday, November 25 at 12:00 p.m.

Interested vendors are required to attend the site visit/walk through meeting on Monday, November 25, 2025 at 12:00 p.m. at the Admin. Center: 841 West End Ct., Vernon Hills. This is required as you are expected to complete the enclosed Site Inspection Form.

Delivery

Copiers/Digital Duplicating Machines must be delivered to the locations listed in Exhibit A, after the Board of Education approves the proposal. Delivery begins Monday, March 23, 2026, at 9:00 a.m., and concludes by Thursday, March 26, 2026.

Payment

Full payment on equipment will be made within 60 days of delivery of the copiers/digital duplicating machines, and the annual maintenance agreement will be paid periodically throughout the term of the agreement, as agreed upon by both parties.

Trade Ins

The existing equipment is over four years old and is deemed outdated, thus no trade-ins exist. Removal and disposal of existing equipment is required as part of the proposal. Must provide a certificate of destruction on hard drives of old devices. A few machines will stay in service and will be part of the maintenance agreement.

Maintenance

The successful vendor will be required to perform all maintenance and repairs necessary to maintain the copier equipment. Maintenance pricing must include, but not limited to, all parts, labor, toner, drums and staples. The only expense the district is responsible for is supplying paper. *Maintenance pricing must be firm for four (4) years.*

Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours vary at each location, but are generally 8:00 a.m. to 3:45 p.m., Monday through Friday, during the school year. The vendor may be required to provide services at other times as required.

Machines shall be kept in good working order so that work delays and copy problems will be minimized. Machines must meet the total volume requirements listed under Machine Specifications**.** The School District reserves the right to request a new replacement copier at the vendor's expense if a recurring problem cannot be corrected to the satisfaction of the School District or if the copier is unable to meet the total volume requirements**.** The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the School District.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service **within five days**. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions. The intention is that necessary repairs must be made on the equipment.

Warranty: The awarded vendor must provide a **minimum warranty** of **one (1) year** from the date of installation or acceptance of the equipment, whichever is later. This warranty should cover all parts and labor for defects in materials and workmanship.

Locations: The following school locations are included in this RFP (see Exhibit A).

Exhibit A: Demographic Information of District 73 Schools

SITE NAME	LOCATION	SITE DESIGNATION	START/END TIMES	ENROLLMENT
District Office	841 West End Court	Admin Center	8:00 a.m.-4:00 p.m.	STAFF only 31
Middle School North	201 Hawthorn Parkway	Middle School	7:20 a.m.-2:50 p.m.	621
Elementary North	301 Hawthorn Parkway	Elementary School	8:05 a.m.-3:35 p.m.	369
Townline and Dual Language	810 Aspen Drive	Elementary School	8:15 a.m.-3:45 p.m.	714
Elementary South	430 Aspen Drive	Elementary School	8:15 a.m.-3:45 p.m.	449
Middle School South	600 Aspen Drive	Middle School	7:20 a.m.-2:50 p.m.	584
Aspen School	500 Aspen Drive	Elementary School	7:30 a.m.-3:00 p.m.	314
Young Learners	637 Aspen Drive	Kindergarten	7:55 a.m.-3:25 p.m.	243
Maintenance	910 Tower Road	Storage/Delivery	8:00 a.m.-4:00 p.m.	STAFF only 6

Exhibit B: Site Inspection Form

Company Name: _____

Signature: _____ Date: _____

(A) LOCATION	(B) PRODUCT TYPE – SEE EXHIBIT C	(C) SPACE	(D) POWER	(E) COMMENTS
District Office 841 West End Court	Product A: 1 Product B: Product C: 3			
Middle School North 201 Hawthorn Parkway	Product A: 2 Product B: Product C: 2			
Elementary North 301 Hawthorn Parkway	Product A: 1 Product B: 2 Product C:			
Townline/Dual Elementary 810 Aspen Drive	Product A: 2 Product B: 4 Product C:			
Elementary South 430 Aspen Drive	Product A: 1 Product B: 2 Product C:			
Middle School South 600 Aspen Drive	Product A: 2 Product B: 2 Product C:			
Aspen School 500 Aspen Drive	Product A: 1 Product B: 2 Product C:			
Maintenance Barn 910 Tower Road, Mundelein IL	Product A: Product B: Product C: 1			

1. In Column (C), please indicate if the proposed equipment will fit in the school's existing workspace. (**YES or NO**).
2. In Column (D), please indicate if the current electrical power supply is compatible with the proposed equipment (**YES or NO)**. If the power supply is not compatible, please indicate in Column (D) the type of power supply required.
3. Indicate any other relevant comments in Column (E) regarding placement of the unit (i.e. finisher will not fit).

Exhibit C: Machine Specifications for Product A (High Volume)

PRODUCT A	SPECIFICATION	PROPOSED
SPEED	Minimum of 110 PPM	
FIRST COPY SPEED	Minimum of 3.0 seconds from platen	
MAX. ORIGINAL SIZE	11" X 17"	
MAX. COPY SIZE	11" X 17"	
MEMORY	Minimum 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING FEEDER	Standard document feeder	
DUTY CYCLE	Up To 2,000,000 pages per year for five years	
FINISHER	100 Sheet stapling capacity; 3-Hole Punch	
PAPER CAPACITY (minimums)	500 Front Load Drawer	
	1,000 Front Load Drawer	
	1,500 Front Load Drawer	
	250 Stack Bypass	
	3,750 Total Minimum Paper Capacity	
ADD-ONS	Optional oversize high-capacity feeder for card index/cardstock/velum paper (up to 110 lb.) – up to 2,000 sheets	
POWER REQUIREMENTS	208V, 60Hz, 13A	
ENHANCED SECURITY OPTIONS	User authentication, data encryption, network security, and physical safeguards.	
OUTPUT ENHANCED RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
MAINTENANCE RESPONSE TIME	Anticipated maintenance response time in hours	
PRINT MANAGEMENT SOFTWARE	Hosted on the cloud or server	
COPIER FUNCTIONALITY	Ability to change print options at copier and ability to default Black/White	
SUPPLY AND FINISHER REPLENISHMENT CYCLE	Allows options for supply and finisher replenishment cycle	
LEASE OR OWN OPTION	Proposal allows for lease or own	
WARRANTY	Minimum one (1) year	
OPERATING SYSTEM SUPPORT	Mac OS 12 and up	
SCANNING APPLICATIONS	Must "scan to desktop"," scan to email", "scan to custom locations", "scan to document management applications" – Word, Excel, Adobe. All applications must be Web-based. Include Color scan kit.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
SCAN AUTHENTICATION	Must provide for user's network authentication and password protection at the device for the following applications: "scan to desktop" or "scan to mail" or "scan to custom locations"	

Exhibit C: Machine Specifications for Product B (Mid-Volume)

PRODUCT B	SPECIFICATION	PROPOSED
SPEED	Minimum of 70 PPM B&W	
FIRST COPY SPEED	Minimum of 5.0 seconds from platen	
MEMORY	Minimum 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING FEEDER	Standard document feeder	
DUTY CYCLE	Up To 2,000,000 pages per year for four (4) years	
FINISHER	50 Sheet stapling capacity; 3-Hole Punch	
PAPER CAPACITY (minimums)	1,000 Front Load Drawer	
	1,000 Front Load Drawer	
	500 Front Load Drawer	
	500 Front Load Drawer	
	100 Stack Bypass	
	3,100 Total Minimum Paper Capacity	
ADD-ONS	Optional oversize high-capacity feeder for card index/cardstock/velum paper (up to 110 lb.) – up to 2,000 sheets	
POWER REQUIREMENTS	208V, 60Hz, 13A	
WARM-UP TIME ENHANCED SECURITY OPTIONS	5 Minutes or Less User authentication, data encryption, network security, and physical safeguards.	
OUTPUT ENHANCED RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
MAINTENANCE RESPONSE TIME	Anticipated maintenance response time in hours	
PRINT MANAGEMENT SOFTWARE	Hosted on the cloud or server	
COPIER FUNCTIONALITY	Ability to change print options at copier and ability to default Black/White	
SUPPLY AND FINISHER REPLENISHMENT CYCLE	Allows options for supply and finisher replenishment cycle	
LEASE OR OWN OPTION	Proposal allows for lease or own	
WARRANTY	Minimum one (1) year	
OPERATING SYSTEM SUPPORT	Mac OS 12 and up	
SCANNING APPLICATIONS	Must “scan to desktop”,” scan to email”, “scan to custom locations”, “scan to document management applications” – Word, Excel, Adobe. All applications must be Web-based. Include Color scan kit.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
SCAN AUTHENTICATION	Must provide for user’s network authentication and password protection at the device for the following applications: “scan to desktop” or “scan to mail” or “scan to custom locations”	

Exhibit C: Machine Specifications for Product C (Color & Multifunction)

PRODUCT C	SPECIFICATION	PROPOSED
SPEED	Minimum of 70 PPM color/70 PPM	
FIRST COPY SPEED	Minimum of 6.0 seconds (color) from platen	
MAX. ORIGINAL SIZE	8.5" X 11"	
MAX. COPY SIZE	8.5" X 11"	
COPY/PRINT MEMORY	Minimum of 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING FEEDER	Standard document feeder	
DUTY CYCLE	Up To 1,000,000 pages per year for five years	
FINISHER	50-sheet multi-positioning stapling 2/3-Hole Punch 500-sheet top tray; 1,500-sheet stacker tray	
PAPER CAPACITY (minimums)	500 Front Load Drawer	
	500 Front Load Drawer	
	1,000 Front Load Drawer	
	250 Duplex Auto feeder (up to 140 lb. Index)	
	2,250 Total Minimum Paper Capacity	
POWER REQUIREMENTS	208V, 60Hz, 13A	
WARM-UP TIME ENHANCED SECURITY OPTIONS	3 Minutes or Less User authentication, data encryption, network security, and physical safeguards.	
OUTPUT RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
MAINTENANCE RESPONSE TIME	Anticipated maintenance response time in hours	
PRINT MANAGEMENT SOFTWARE	Hosted on the cloud or server	
COPIER FUNCTIONALITY	Ability to change print options at copier and ability to default Black/White	
SUPPLY AND FINISHER REPLENISHMENT CYCLE	Allows options for supply and finisher replenishment cycle	
LEASE OR OWN OPTION	Proposal allows for lease or own	
WARRANTY	Minimum one (1) year	
OPERATING SYSTEM SUPPORT	Mac OS 12 and up	
SCANNING APPLICATIONS	Must "scan to desktop"," scan to email", "scan to custom locations", "scan to document management applications" – Word, Excel, Adobe. All applications must be Web-based.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
SCAN AUTHENTICATION	Must provide for user's network authentication and password protection at the device for the following applications: "scan to desktop" or "scan to mail" or "scan to custom locations"	

Exhibit D: Equipment Purchase And Maintenance Proposal

Equipment Cost: Equipment is to be 100% new (never used or demonstrated). The district will not accept units that are less than 100% new, in which the unit is made from an old model with a new model number.

Machine Type:	**Product A: High-Volume Color**	**Product B: Mid-Volume B&W**	**Product C: Small-Volume Multifunction**
Machine Brand:			
Cost per Unit:	$	$	$
# of Units	**10**	**12**	**6**
Total Cost	$	$	$
Total -Equipment Cost – 28 New Machines *Additional quantities to be determined by the Contract Holder			$

Maintenance costs are to be fixed with no escalator for four years from the date of acceptance and billed once at the beginning of the maintenance plan year. *Color copier pricing shall be listed as price per copy and billed on actual usage.

Machine Type:	**Product A: High-Volume Color**	**Product B: Mid-Volume B&W**	**Product C: Small-Volume Multifunction**
Base Maintenance Cost per Unit:			
Base # of copies included (*unlimited up to 2,000,000 aggregate):			
# of Units:	**10**	**12**	**6**
Total Cost:	$	$	$
Total – Annual Maintenance Plan (one year only) *Additional maintenance to be determined by the Contract Holder			$

Cost Proposal for Equipment and Maintenance	
Total - Copier Equipment Cost – 28 New Machines	
Total – Annual Maintenance Plan (four years)	
Grand Total – Equipment and Maintenance for four-year term	

Exhibit E: References from School District Agreements

School District	Number of Copiers	Contact Name	Contact Phone	Contact email

CONTRACTOR CERTIFICATIONS

1. BID-RIGGING AND BID-ROTATION

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract because of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. SEXUAL HARASSMENT CLAUSE

The undersigned bidder is in full compliance with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned, having 25 or more employees, does hereby certified pursuant to Section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

6. NO SMOKING CLAUSE

Bidder agrees that he, his employees and subcontractors, will abide by the Hawthorn School District 73 No Smoking policy on any Hawthorn School District 73 property.

7. PREVAILING WAGE ACT

Bidders/contractors must comply with ACT 130 – The Prevailing Wage Act as enacted by the State of Illinois. No less than the prevailing rate of wages as found by the Department of Labor shall be paid to all laborers, workers and mechanics performing work under a contract for this project.

By signing and notarizing this document, I state and declare that the Bidder/Contractor listed below, and I are in compliance, and will comply, with all of the Certifications listed herein.

_____	_____
Signature	Date
_____	_____
Firm	Bidder/Contractor
_____	_____
Address	Phone
_____	_____
Address	NOTARY Signature/Date

NOTARY STAMP:

RFP – Copiers/Digital Duplicating Machines with Maintenance

Due 12:00 p.m. on Friday December 5, 2025

Prepared by

Print Name: _____

Address: _____ _____

Phone No. _____ Fax No. _____

E-mail: _____

By signing below, I hereby represent that (i) I am authorized to execute this document on behalf of

_____*, (ii) the information provided by Vendor in above Exhibits*

(company name)

hereto is accurate and complete, and (iii) no changes have been made to the RFP in the form originally sent by Hawthorn CCSD 73 as such changes would render this RFP null and void and of no effect.

VENDOR

Signature:_____ Date: _____

Printed Name: _____

Title: _____

By signing below, I hereby represent that I am authorized to execute this document on behalf of Hawthorn CCSD 73.

HAWTHORN CCSD 73

Signature: _____

Date: _____

Printed Name: Jennifer Akin

Title: Assistant Superintendent of Finance and Business Operations