



GLENVIEW SCHOOL DISTRICT 34

1401 Greenwood Road
Glenview, Illinois 60026
www.glenview34.org

Request for Proposals

Digital Multi-Function Devices

Background

Glenview School District 34, (“the District”) seeks proposals from qualified vendors (“Vendor”) to replace owned digital multi-function copiers, including related servicing.

Issue Date: December 1st , 2025

Due Date: January 9th, 2026, at 12 p.m.

Proposals received after the due date will not be considered.

Guidelines & Mandatory Requirements for Proposals

The purpose of this Request for Proposal (“RFP”) is to obtain quotes for multi-function copier equipment and related servicing. The list of equipment needed by the District can be found in this RFP.

The District reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any Vendor or to request supplemental material deemed necessary to assign in the evaluation of any proposal. This RFP does not obligate the District to accept or contract for any expressed or implied services.

Proposals must include an “all-in” monthly cost per piece of equipment, including the lease maintenance costs, price per specifications listed below.

At least 5 references must be submitted by each responder, including the contact name, position, address, telephone, and email address. Each proposal shall identify any litigation filed against the Vendor or its officers or directors or in which any of them was

a party during the preceding ten (10) year period. Such identification must include the case name, jurisdiction, case/docket number, and a summary of the nature of the claims asserted. Vendors should include any additional supporting data that would help the District evaluate the Vendor's abilities, reputation, financial stability, and/or skills. Evaluation of responses will be conducted by the District and will include evaluation of references, pages per minute for the equipment proposed, price, service, prior experiences with equipment, and other criteria.

All of the above must accompany your proposal. If any item is omitted, or any one item does not meet the requirements listed, the proposal may be disqualified or disregarded, in the District's sole discretion. All proposals submitted must be valid for a minimum period of sixty (60) days after the date set for submissions.

The signor of the proposal warrants and represents that he/she is the authorized representative of the Vendor and has the authority to bind the Vendor under the terms and conditions contained in this RFP and its exhibits.

Equipment Description and Services Desired

A. Equipment:

All digital copiers/printers shall be newly manufactured with no used or refurbished parts. All proposed equipment shall have at minimum specifications that are equal or better than the equipment it is replacing. All proposed equipment shall, at a minimum meet the following requirements:

1. All digital copiers/printers shall be capable of producing black and white documents, and a smaller number shall be capable of producing color documents.
2. All digital copiers/printers shall be capable of producing double-sided prints/copies.
3. All copiers/printers should have the capability of printing on sizes letter (8 ½ × 11), legal (8 ½ × 14) and ledger (11 × 17); on white and color paper.
4. All digital copiers/printers shall have stapler finisher capabilities and be included in the price.
5. All digital copiers/printers shall have three-hole punch capabilities and be included in the price.
6. All digital copiers/printers shall have a high-capacity paper tray.
7. All digital copiers/printers shall possess an automated document feeder.

8. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
9. All digital copiers/printers shall be capable of enlarging documents in preset increments.
10. All digital copiers/printers shall be capable of reducing documents in preset increments.
11. All digital copiers/printers shall have the capability to restrict/manage user access using security codes or fobs in an Apple (MacOS) environment.
12. All digital copiers/printers shall be capable of facsimile transmission and scan to email using PDF format.

B. Networking:

All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps.; depending upon location.
2. Networked digital copiers/printers shall allow printing from any desktop computer (Macintosh or Windows) from within the District's networks.
3. If device driver software is necessary for computers to gain access to all the digital copier's/printer's functions, device drivers for Macintosh and Windows shall be available and provide the same services to each platform.
4. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.
5. The Vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
6. Web-based / Cloud-based printer management software for centralized control of all devices will be provided to the District by the Vendor.
7. All proposed equipment will be guaranteed not to interfere with any networked printing device of any kind currently installed within the District.
8. All copiers will have the capability and will be fully functional Day 1 for allowing/requiring a user to determine what device a print job should print on after the job has been submitted; i.e. "Follow me" printing. This

protocol will work in a Mac-centric environment for both making copies and printing.

C. Maintenance/Support Services

All Vendors are responsible for providing maintenance and support on the provided equipment. All proposed maintenance/support pricing shall at a minimum meet the following requirements:

1. All maintenance/service obligations of the Vendor shall commence upon delivery of the equipment.
2. Vendor shall provide information regarding telephone and web support for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 4:00 p.m., excluding legal holidays for phone and 24/7 for the web portal.
3. The Vendor shall maintain a minimum average rate of 98% uptime per copier/printer per calendar quarter, with a 3-hour response to service calls. The average uptime rate is based upon the number of business days per calendar quarter, excluding the District's recognized holidays.
4. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment, repaired to manufacturer's specifications, and/or repaired to the District's satisfaction. Providers will provide their definition of and determination for poor performing. Ultimately, poor performance will be defined by the district in collaboration with the preferred company during the final negotiating process.
5. Initial training of District personnel shall be conducted upon equipment installation and at no cost to the District.

Price Requirements/Leasing

1. Vendor shall provide a price based on a lease with a fair market value (FMV) purchase option at lease termination.
2. The equipment lease pricing options shall be based on 36 and 48-month terms. Lease prices will be guaranteed for an additional eighteen months from the due date of this RFP.
3. The monthly equipment lease payment shall be structured as a base equipment lease payment with no additional charge per print.
4. The maintenance pricing shall be structured as a base service cost with no additional charge based on monthly prints. No overage calculator.

5. The lease and maintenance price shall be fixed for the term of the contract.
6. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
7. Maintenance pricing shall include all maintenance, repairs, parts and consumable supplies (including staples, but excluding paper).
8. Vendors must also provide pricing for the disposal of the District's existing devices. A schedule of those devices is attached as Exhibit 3.

Submission Information and Important Dates

Contact Person & Questions

Upon release of this RFP, all questions and other communications concerning this proposal request should be directed to the RFP Coordinator listed below in writing via email. Unauthorized contact regarding this RFP may result in disqualification. The Vendor should rely only on written statements issued by the RFP Coordinator.

Brian Engle
Assistant Superintendent For Instructional Innovation
847-486-7855
bengle@glenview34.org

Failure on the part of the Vendor to receive a written interpretation prior to the opening of bids will not be grounds for withdrawal of the Vendor's proposal. Oral explanations or representations will not be binding.

Proposal Submission

Vendors are expected to submit one electronic (PDF) copy of their proposal to Brian Engle at the address listed above via email marked clearly "RFP for Copier/Printers". Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile, print, or other electronically transmitted proposals will not be considered. All proposals will become the property of the District and will not be returned.

Failure to comply with these requirements may lead to disqualification of your proposal. The District reserves the right to accept proposals that do not meet the above stated requirements in its sole discretion.

Deadline (Date and Time) Proposals are Due

In order to be considered, you must submit your proposal on or before 12:00 p.m. on **January 9th**, 2025. ***Submittals received after this time will be rejected. The submitting company assumes the risk of any delay in transmission.***

Decision

The District shall be the judge of the acceptability of the proposed system and the system's conformance with the specifications provided in the attached RFP.

The District reserves the right to base its award of a contract to the best qualified candidate as reasonably determined by the District. A contract will be awarded to the Vendor that the District determines, in its sole discretion, best meets the specifications stated herein. In all instances, the decision rendered by the Board shall be final and not subject to contest by the Vendors. Each Vendor should carefully highlight and detail any technical features or benefits that exceed the minimum requirements set forth in this RFP. The successful candidate will be expected to enter into a contract for the project, which is acceptable to the District.

Upon selection of a Vendor, the parties shall enter into a contract that incorporates the terms of this RFP by reference ("Contract"). The Vendor, by submitting a proposal, acknowledges and agrees to comply with all other requirements, terms, provisions, and conditions as listed in this RFP and the Additional Terms and Conditions attached as Exhibit 1 hereto. No Vendor shall make any changes to the wording of Additional Terms and Conditions.

Once the proposals have been emailed to the District, such proposals shall not be modified in any way without the written approval of the District. All Vendors will be bound by any and all math calculations, misquotes, or mistakes or any kind. The submission of a proposal by a Vendor will be construed as an indication that it is fully informed as to the extent and character of the service and materials required and can offer the services and materials satisfactorily in compliance with the specifications. Each Vendor warrants and represents that they have read and understand this RFP and its exhibits. The items and criteria set forth herein are minimal standards and statements, and shall be provided for in proposal submissions and contractual arrangements.

Exhibit 1

Additional Terms and Conditions

CONTRACT DOCUMENTS. The RFP and all exhibits, including these Additional Terms and Conditions, the Vendor's Proposal, and the signed Contract (collectively, the "Contract Documents") shall constitute the full and entire agreement for the services contemplated hereunder. The parties may enter into a separate financing lease upon mutual agreement. The terms of these Additional Terms and Conditions shall control over any conflicting terms in any referenced agreement or document.

TERMINATION. The District reserves the right to terminate the Contract with or without cause at any time during any contract period by giving the Vendor not less than thirty (30) calendar days' prior written notice. Furthermore, the District may immediately terminate the Contract if, upon seven (7) calendar days' written notice, Vendor fails to cure its breach of the Contract. In the event that the Contract is terminated, Vendor shall only be entitled to fees for services provided up to the date of termination. In no event shall Vendor be entitled to consequential or incidental damages or lost profits as a result of the termination of the Contract. Vendor shall return the copier hard drive intact at the conclusion of the contract period. All District data must be removed from any other components left in the machine at the conclusion of the contract term with a certified destruction document.

INDEMNIFICATION. Vendor shall indemnify and hold harmless the District, its Board and individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Vendor; and (2) any breach by the Vendor of the Contract Documents.

INSURANCE. Vendor shall procure and maintain at its own cost and expense (1) comprehensive general liability on an occurrence basis to insure all loss (including, but not limited to, attorney's fees and costs), claims, demands, or actions for damage to property, or bodily and personal injury to or death of any one or more persons in the minimum amount of \$4,000,000 per occurrence and in the aggregate, (2) umbrella or excessive liability coverage in a minimum amount of \$4,000,000 per occurrence and in the aggregate, (3) worker's compensation coverage in the minimum statutory amounts, and (4) comprehensive auto liability insurance, including hired and non-owned vehicles,

in the amount of \$2,000,000 per occurrence and in the aggregate for bodily injury and property damage. Vendor shall name the Indemnitees (as defined above) as additional insureds on all insurance policies required herein, with the exception of the worker's compensation insurance.

Vendor shall provide a certificate of insurance on a form acceptable to the District evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by Vendor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the District. If any of the insurance coverages are required to remain in force after final payment, all additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.

All insurance required of Vendor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

INSPECTION. All material and workmanship shall be subject to inspection and test by the District. The District reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the specifications contained herein or Vendor's warranties (express or implied). Rejected goods shall be removed at the expense of Vendor, including transportation both ways, promptly after notification of rejection. As to rejected goods, Vendor shall bear all costs of inspection and all risk of loss. Upon rejection, Vendor shall immediately return full purchase price to the District. Payment by the District 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.

WARRANTIES. Vendor makes the following warranties to the District 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. Vendor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the District

by Vendor. Vendor shall, at its sole cost and expense, promptly repair or replace to the District's complete satisfaction all goods/services received for the entire contract period.

COMPLIANCE WITH LAWS. Vendor shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et seq.*) in performing under the Contract Documents. As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing the Contract, Vendor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. Vendor agrees that if this certification is false, the District may declare the Contract void. Vendor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, Vendor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether Vendor is a retailer maintaining a place of business within this State" as defined in Section 2 of the Use Tax Act.

STATUS OF EMPLOYEES. Employees of the Vendor shall not be deemed to be employees of the District, but shall remain employees of Vendor. The District retains the sole right to exclude any employee of Vendor for any reason at any time from District property.

TAXES. The District is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the proposal price.

FREEDOM OF INFORMATION ACT COMPLIANCE. The District is subject to the *Freedom of Information Act*, 5 ILCS 140/1, *et seq.* ("FOIA"), and any and all information submitted by Vendor to the District may be subject to disclosure to third parties in accordance with FOIA. If Vendor requests that the District withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Vendor must notify the District of such request at the time such information is submitted to the District, along with a statement that disclosure of such information will cause competitive harm to Vendor, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by Vendor at the time of submission to the District will be presumed to be open to public

inspection. Vendor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from Vendor in accordance with Section 7(1)(g), the District reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request. Vendor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the District, Vendor agrees to cooperate with the District, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the District that directly relate to the governmental function that Vendor has been engaged to perform on behalf of the District.

ASSIGNMENT. Vendor shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the District.

WAIVERS. The failure of the District to demand strict performance on any one occasion shall not in any way affect, limit, or waive the District's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The District shall not have waived any rights under the Contract Documents unless specifically set forth in writing.

SURVIVAL. All provisions of the Contract Documents that are intended to survive the expiration or early termination of the Contract shall survive such expiration or early termination.

JURISDICTION AND VENUE. The Contract shall be governed by and construed in accordance with the internal laws of the State of Illinois, without reference to any conflicts of law provisions. Each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, any federal court or state court located in Cook County, Illinois.

Exhibit 2
Addendum (11/3/25)

	Number of B & W	Number of color
50 – 100K/prints/month	11	4
100K – 200 K/prints/month	10	0
200K & more/prints/month	2	0

Exhibit 3

Canon imageRUNNER ADVANCE DX 4725i
Canon imageRUNNER ADVANCE DX 6860i
Canon imageRUNNER ADVANCE DX 6860i
Canon imageRUNNER ADVANCE DX 4725i
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