



## **A REQUEST FOR PROPOSAL (RFP) REGARDING THE LEASING OF COPIERS ALONG WITH SUPPORT SERVICES FOR ALL EQUIPMENT.**

**Arbor Park School District 145** is currently soliciting proposals from highly regarded companies that would be willing to provide the district with up to a four-year lease for copiers, supplies, and copier support services. These copiers and printers will be located within and used by district personnel. Arbor Park School District 145 will require a single vendor to deliver and support the replacement of existing district copiers and printers. Interested parties must submit proposals in a sealed envelope to the Arbor Park District Office, no later than **10:00 a.m. on Friday, January 26, 2024**. Late proposals will not be accepted.

Our Information Technology department is called the PandaTech Team. Our Panda team has high standards, is very detail oriented, and is well-versed in this space.

Please see the pertinent dates for this RFP:

1. **Tuesday, January 9, 2024** - Release of RFP to Public (posted on web site)
2. **Friday, January 19, 2024 – 9am** – Final Date/Time to submit questions to District. Final responses will be distributed to interested parties by 5pm.
3. **Friday, January 26, 2024** – RFP Submissions due at District Office @ **10am**.
4. **January 29 through January 31, 2024** – District to review submissions & contact qualified finalists for interview, if needed.
5. **February 9, 2024** – Notification/Final Interview with recommended vendor partner
6. **February 28, 2024** – Expected contract approval by the Board of Education.
7. **Spring 2024** – Existing equipment is removed/replaced with new equipment. The week of March 25 – March 29, 2024 is the desired date range for delivery.
8. **Spring 2024** – Staff is trained on new equipment.

## **Arbor Park District 145 Existing Environment**

A list of our existing lease copy machines, along with approximate monthly usage can be found in the tables below. Each machine is listed below by school location. These machines have multiple paper trays and finishers. The district has its own robust in-house technology department to support the print server, Papercut, and copiers.

### ***Print Server***

The district has an existing Windows print server with Papercut installed. All copiers are connected to a single on-premises virtualized server. This server is maintained in-house by our technology staff. The new copier fleet will need to be compatible with Windows Server and Papercut.

### ***Papercut***

The vendor will need to provide software support for Papercut. The district owns the Papercut license but will need provided support for the software to allow for updates and technical assistance as needed. Vendor must be an approved Papercut dealer. The copier fleet will need to be Papercut ready. Our technology team can assist with accessing Papercut and the Print Server. Currently on Papercut 23.

## **Scope of Services/Requirements**

Arbor Park School District 145 is looking at options to replace all current district copiers. Vendors should provide pricing for up to a four-year lease agreement, including maintenance, service, and supplies. *Within your pricing submission, the purchase price of the copiers must be clearly identified as the District may seek leasing options through outside sources.* Each machine recommended by the bidder will include maintenance and service of the equipment, including toner and parts. Include your SLA breakdown for specific service requests.

### ***Copier Information:***

- All equipment must be new
- Maximum of 2 new machine models (1 COLOR, 1 B&W)
- Preferred brands of HP or Konica Minolta
- 4 Copiers must include extended paper tray for higher volume
- At least 70ppm per machine

### ***Specific Requirements and Respond Individually to each Bullet Point:***

- Ability to integrate with Windows Server and Papercut (district will provide access and assistance during roll-out)
- Card readers must be compatible with existing HID Proxy cards
- Microsoft SSO / Azure connection for SSO at the copier level if staff forget card
- Inherit existing district-owned HP machines and provide toner and service (listed below).
- Seeking high level of SLA for machine downtime. Need specific examples.
- Provide info on what method you will use to track usage and toners (Currently using FMAudit- vendor provided) for the auto-replenish program.
- Copiers must support 110-115V outlets (provided).
- District technology department will provide network jacks, IP address, and any other setup information.

### **Two Areas of Concern- Please provide detailed information to solve:**

- If a machine is down more than 7 school days (delayed parts on order), provide a clear process.
- Emergency on-site toner (qty of 2 of each color) is always required to stay within the technology department. Waiting for toner is unacceptable. Provide a clear process.

## EXISTING MACHINES TO REPLACE INCLUDING CONTRACT (SERVICE/SUPPLIES):

**\*Data taken from Papercut Reports for  
July 2022-December 2023.**

**\*Yellow highlight requires extra capacity tray.**

Copier #	Model	Papercut Printer Name	Color Pages	Grayscale Pages	Duplex Pages	Simplex Pages	Total Printed Pages	Color Pages	Grayscale Pages	Duplex Pages	Simplex Pages	Total Printed Pages
1	HP Laserjet Flow E87660	HP-APMS-56COMMONS-LEFT	79267	41040	56214	64093	120307	157883	179277	217618	119542	337160
2	HP Laserjet Flow E87660	HP-APMS-56COMMONS-RIGHT	33992	19316	24896	28412	53308	76261	89176	111416	54021	165437
3	HP Laserjet Flow E87660	HP-APMS-78COMMONS-LEFT	26536	23330	18864	31002	49866	129107	103065	127596	104576	232172
5	HP Laserjet Flow E87660	HP-APMS-78COMMONS-RIGHT	133942	89413	123544	99811	223355	133942	89413	123544	99811	223355
6	HP Laserjet Flow E87660	HP-APMS-MAINOFFICE	38360	28635	22688	44307	66995	38360	28635	22688	44307	66995
7	HP Laserjet Flow E82560	HP-APMS-MC-LEFT	0	42670	21640	21030	42670	0	42670	21640	21030	42670
8	HP Laserjet Flow E87660	HP-APMS-MC-RIGHT	38200	26153	23812	40541	64353	95305	74870	81096	89079	170175
9	HP Laserjet Flow E82560	HP-APMS-OPS	0	89806	64616	25190	89806	0	89806	64616	25190	89806
10	HP Laserjet Flow E87660	HP-APMS-PANDALAND	103	67	0	170	170	6590	5314	1806	10098	11904
11	HP Laserjet Flow E87660	HP-DO-WKRM	24782	43669	30156	38295	68451	44696	59497	49932	54261	104193
14	HP Laserjet Flow E82560	HP-KHS-MO-BW	0	5784	1236	10399	11635	0	28932	6384	28399	34783
15	HP Laserjet Flow E87660	HP-KHS-WKRM2	23864	17160	5984	35040	41024	95824	102987	38856	159955	198811
16	HP Laserjet Flow E87660	HP-KHS-WKRM-RIGHT	11964	9383	2794	18553	21347	34485	42232	13986	62731	76717
17	HP Laserjet Flow E82560	HP-SOS-MO-BW	0	3723	2162	5379	7541	0	9458	4054	9222	13276
18	HP Laserjet Flow E87660	HP-SOS-WKRM-(RIGHT)	62176	67974	73528	56622	130150	151482	162800	174620	139662	314282
19	HP Laserjet Flow E87660	HP-SOS-WKRM2	33323	25432	15748	43007	58755	56792	41456	25490	72758	98248
20	HP Laserjet Flow E87660	HP-TRANS-1	5116	1803	98	6821	6919	6458	3573	338	9693	10031

**EXISTING MACHINES DISTRICT IS KEEPING, ONLY REQUIRES SERVICE/SUPPLIES. NO REPLACEMENT.**

Copier #	Model	Papercut Printer Name	Color Pages	Grayscale Pages	Duplex Pages	Simplex Pages	Total Printed Pages	Color Pages	Grayscale Pages	Duplex Pages	Simplex Pages	Total Printed Pages
4	HP Laserjet Flow E87660	HP-HM-3	9498	1958								11456
12	HP Laserjet Flow E82560	HP-HM-1	105	810	0	915	915	105	810	0	915	915
13	HP Laserjet Flow E82560	HP-HM-2	389	76	0	465	465	389	76	0	465	465

**Machine Description** - All proposals must contain descriptive literature on the proposed copiers and printers. At least one technical sheet must be provided for each machine model, accessory, or option. Manufacturer specifications must specify certified monthly volumes for each machine. Other descriptive literature or reports, including award certificates from an independent testing agency, or any recent factual consumer reports will be accepted in addition to required literature.

**Authorized Dealer** - The bidder must be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered. Written documentation of this authorization is required.

**Lease Option** - The lease option should be using a Fair Market Value lease. Also, describe whether the lease will be held internally, or through an external leasing source. If financing is external, please provide relevant information about the third-party leasing company. For lease options, any required equipment, property taxes and insurance must be included within the monthly charge. Title to any equipment subject to lease shall remain with the vendor or financing company.

**Lease with option to Buy** – The District is interested in proposals that would include an option to purchase the equipment at the end of the contract (\$1 buyout for example). All leases must be with the same financial provider.

**Rate Increases** - No allowance will be made for any rate increases (equipment, supplies, parts, labor) during the contract term.

**Machine Removal, Delivery, Set-up, and Acceptance** - All pricing must be inclusive of machine delivery charges to locations. Normal installation is to include initial operating supplies (*except paper and staples*). A pre-delivery walkthrough of each site and equipment location will be coordinated with the district to ensure access and power requirements are acceptable. Delivery and installation of all copiers is to be made within 30 calendar days after receipt of an executed contract unless a longer period is authorized in writing by Arbor Park. An operator’s manual is to be delivered with each machine.

**Copies/Cost per Print** – The District wishes to discuss billing for excess copies/prints used. The District has a major concern with “overbilling” for excess copy charges during the school year. Copies made during service or when testing machines are not included in the usage charges. The vendor is responsible for all copies and printing made during service or any other time where the vendor is working with or on the equipment.

For Cost per Print, the District is interested in both:

- A pricing option based on copy/print projections with annual overage rate
- A pricing option based on actual copies/prints
- A pricing option based on a fixed monthly fee

**Copy and Printer Machine Supplies** – Under lease agreement, the vendor shall provide each site with a detailed quarterly allocation of each required machines (*by location*) operating supplies (*not including paper or staples*) and the number of copies/printing produced. During this time, each machine’s copying and printing allocation may be adjusted within the lease contracted to help with any unnecessary cost.

**Return of Equipment** – The end-of-contract return of any equipment shall be provided by the vendor and coordinated with Arbor Park and shall be at no cost to District 145. Subject equipment shall be removed no later than 30 days after receiving notification.

This section instructs respondents on procedures related to the submission of proposals.

***All proposals shall be submitted in the format outlined herein. In preparing submissions, respondents shall describe in detail the services proposed to be provided and how the project shall be accomplished.***

Arbor Park School District 145 will accept competitive proposals from vendors having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the agency that best meets the proposed needs of Arbor Park at a reasonable price, not necessarily the lowest price.

For consideration, proposals must contain at least three (3) references from agencies, clients, or companies where similar work was recently completed. Three (3) original copies of the proposal shall be signed and submitted to:

**Arbor Park School District 145**  
**Attention: Mr. Andrew Ziegler**  
**Assistant Superintendent of Finance / CSBO**  
**17301 Central Ave**  
**Oak Forest, IL. 60452**  
**Phone: 708-687- 8040**  
**Fax: 708-687-9498**  
**Email: [aziegler@arbor145.org](mailto:aziegler@arbor145.org)**

**Respondents shall submit proposals no later than 10:00 a.m., January 26, 2024.** Timely submission of the proposal is the responsibility of the respondent.

Each page of the proposal shall be identified with the business name, address, phone numbers, and contact of the responding vendor.

Arbor Park School District 145 reserves the right to decide, on a case-by-case basis if a proposal shall be rejected as non-responsive. As a precondition to acceptance, Arbor Park School District 145 may request a respondent to withdraw or modify those portions of a proposal deemed non-responsive that do not affect quality, quantity, price, or delivery of service.

#### **Acknowledgement of Amendments**

Each vendor receiving a copy of this RFP shall acknowledge receipt of any amendment(s) by signing and returning the amendment with the completed proposal. The acknowledgement must be received by Arbor Park School District 145 at the time and place specified for receipt of proposals.

#### **Additional Information**

Questions regarding this RFP shall be received in writing no later than **9:00 a.m. on Friday, January 19, 2024**, to:

**Dave Termunde – Chief of Innovation, Technology and Operations - [dtermunde@arbor145.org](mailto:dtermunde@arbor145.org).**

Respondents are cautioned that any oral statements made that materially change any portion of this RFP are not valid unless and until ratified by formal written amendment.

#### **Applicable Laws Shall Apply**

The contract awarded shall be governed in all respects by the laws of the State of Illinois, and any litigation with respect thereto shall be brought in the courts of the State of Illinois in the County of Cook. The vendor awarded the contract shall comply with applicable federal, state, and local laws and regulations.

#### **Change in RFP Objectives**

Arbor Park School District 145 reserves the right to materially change the RFP objectives. Such changes may include additions, deletions, or other revisions within the general scope of RFP requirements. No changes or adjustments shall be made without a written amendment to this RFP, signed by a member of District Administration.

#### **Collusion Among Respondents**

Each respondent, by submitting a proposal, certifies that it is not party to any collusive action or any action that may be in violation of state and/or federal law.

#### **Listed Exceptions**

A respondent taking exception to any part or section of this solicitation shall indicate such exception(s) in a separate section of the submitted proposal – such section shall be entitled "Exception of Conditions." Failure to indicate any exception will be interpreted as the respondent's lack of intent to comply with the requirements of this RFP, as written. "Exception of Conditions" may also be justification for rejecting a proposal as non-responsive.

## **Expenses Incurred**

Arbor Park School District 145 accepts no responsibility for any expenses incurred by a respondent in the preparation and presentation of a response to the RFP. Such expenses shall be borne exclusively by the respondent. All proposals shall become the property of Arbor Park School District 145 and will not be returned.

## **Acceptance or Rejection**

Arbor Park School District 145, at its sole discretion, reserves the right to either accept or reject any and all proposals. This request for proposal shall not obligate Arbor Park School District 145 to take any action regarding any response submitted by a respondent to this request.

## **Nonconforming Terms and Conditions**

Except as otherwise provided for in this RFP, any proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP is subject to rejection as non-responsive. Arbor Park School District 145 reserves the right to permit the respondent to withdraw non-conforming terms and conditions from its proposal that do not affect quality, quantity, price, or delivery of service prior to action by Arbor Park School District 145 toward the contract.

## **Withdrawal of Proposal**

Respondents may withdraw a proposal at any time during and after the review and award process, up to a recommendation to the Arbor Park Board of Education. It is expected that if a highly qualified vendor wishes to withdraw their proposal, that it is done in a timely fashion and does not cause undue harm to the District.

## **Withdrawal of Request for Proposal**

Arbor Park School District 145 retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent, and to modify or amend Section 3 – Scope of Services/ Requirements up to ratification by the Arbor Park Administrative staff of an agreement between the Arbor Park School District 145 and the designated vendor.

## **RFP Timeline**

The timeline is identified on Page 1 of this document.

## **Section 5 – Selection Criteria**

Arbor Park shall utilize various criteria in the selection of the successful bidder, including the following:

1. The selected vendor will be expected to agree to the RFP terms of the Arbor Park School District 145. All proposals must be in acceptance of these RFP terms. If any of the bidder's terms do not comply with the RFP, condition(s) will not be accepted. Arbor Park reserves the right to disqualify vendors that do not agree to the standard Agreement.
2. Vendor must have a validated business license to operate in Oak Forest.
3. Each bidder will demonstrate the ability to perform the work listed and demonstrated by at least three (3) references of previous recent clients.
4. Cost of lease agreement.
5. Term of lease.
6. Quality and completeness of the proposal.
7. Terms and conditions followed by vendor.
8. Vendor's reputation in the industry.
9. Commitment to work with Arbor Park School District 145 in addressing current and future needs with respect to leasing copiers and printers.

## **Reservation of Rights**

Arbor Park reserves the right to negotiate mutually acceptable project-related conditions, including costs. Arbor Park reserves its right to reject all proposals, waive irregularities and informalities therein, and further reserves its right to award the contract in the best interest of Arbor Park School District 145. Arbor Park specifically reserves the right to select the bid which will provide the highest quality equipment and performance package at the most reasonable cost to the district. Arbor Park hereby notifies bidders that certain equipment may be deleted from the contract if it exceeds the district's budget and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability and cost, or other aspects of the bid do not best meet the district needs.

**Section 6 – Proposal Format**

Tab No.	Information Item
I.	<b><u>Vendor Contact</u></b> – List the name, address, e-mail address, and voice phone number of the vendor's authorized negotiator. Vendor's authorized negotiator shall be empowered to make binding commitments for the vendor's firm.
II.	<b><u>Vendor Profile</u></b> – Provide a description of the company including a brief company history and prospectus. Include the location of your organization's headquarters, the year the organization was formed, and ownership structure.
III.	<b><u>Professional References</u></b> – Provide a list of at least three (3) recent client references. References of local government in Illinois or related agencies preferred. The reference list must include: <ul style="list-style-type: none"> <li>• Client name, location, current contact person, and phone number.</li> <li>• Description of services provided by vendor to client.</li> <li>• Validation of business license</li> </ul>
IV.	<b><u>Project Schedule</u></b> <ul style="list-style-type: none"> <li>• Please identify an expected timeline for equipment delivery and training for staff.</li> </ul>
V.	<b><u>Cost</u></b> - The bid should be broken down by school location and machine type. The following cost information is to be provided along with a detailed list of services to be provided: <ul style="list-style-type: none"> <li>• Purchase price for all copiers.</li> <li>• Lease rate for up to a four-year term.</li> <li>• Cost of print/copy charges.</li> <li>• List of services provided.</li> <li>• Include any component of the project where the use of subcontractors will be utilized. State the name of the subcontractor and the work they are to perform on the proposal.</li> </ul>
VI.	<b><u>Technical Information</u></b> – Provide the following information as it relates to technology upgrades: <ul style="list-style-type: none"> <li>• List all equipment to be installed.</li> <li>• List all equipment requirements as it relates to this project.</li> <li>• List all supported network protocols.</li> <li>• List of machine capabilities and/or functions.</li> <li>• Any additional technical information and/or requirements for upgrades.</li> </ul>

**Section 7 – Contract between Parties**

Arbor Park School District 145 welcomes in each submission all proposed contract and/or lease documents, completed in a manner consistent with your RFP submission. The District reserves the right to negotiate or modify any terms or contract language within each submission. Arbor Park Administration will act as a representative of the District, but the Arbor Park Board of Education will agree to and execute all contracts.