



United City of Yorkville
800 Game Farm Road
Yorkville, Illinois, 60560
Telephone: 630-553-4350
Fax: 630-553-7575

Copier Equipment Request for Proposal

The United City of Yorkville ("City") is requesting proposals for the fulfillment of eight (8) multifunction copiers to be used at four (4) locations throughout the City. Please fill out all applicable sections of this proposal. Proposals are to be submitted in a sealed envelope to City Hall no later than **11:00 a.m. on August 29th, 2008**. Please submit all proposals to:

Charlie Graff
800 Game Farm Road
Yorkville, IL 60560

If you have any questions regarding this RFP please contact Charlie Graff by phone at 630-553-8520 or by email at cgraff@yorkville.il.us

Introduction

The City is looking to replace its fleet of multifunction copiers with new equipment as our current lease is coming to an end. We are looking for proposals from established businesses experienced with the lease, maintenance, supply and support of multifunction copiers. All of the proposed copiers are to be leased with the option to purchase at the end of term at fair-market value. In addition to the lease of the equipment, we are seeking a maintenance and supply contract that will run concurrent with the lease agreement. One vendor will be selected to service and supply all of the copiers. All costs are to be laid out in this proposal and are to be fixed for the term of the lease and maintenance contract. Although the cost of the equipment and the pricing of the contract will be considered in determining the final recommendation to the City Council, equal consideration will be given to other factors including, but not limited to, product specifications, operating ease, product reliability and the reliability and commitment of the company. The City retains the right to select the proposal which will best meet the overall needs of the organization and retains the right to reject any or all submissions. It is anticipated that final approval of the selected proposal will be given by our City Council at the **September 23rd, 2008** City Council meeting.

Submission

Vendor is to submit to the City a proposal for the lease of eight (8) new copiers with an accompanying maintenance contract. The guidelines for the lease and maintenance contract are outlined below. All proposals must include an option for a 36, 48 or 60 month lease term. All pricing should be broken down per-copier, with the costs for optional features defined. Worksheets are provided the end of this document for ease of submission.

A. Vendor Information

1. Please provide us with some information about your company. Particularly let us know the length of time your company has been in business, an approximate number of businesses you serve and an approximate number of businesses you serve with similar needs to ours.
2. Please provide us with at least 3 references of other companies you have serviced in our local area at least one (1) public agency. Please include the project scope and cost, agency name, contact name at the agency, the starting and ending dates of the project and any other relevant information. Please also include a list of all customers your company has served in our area in the last three (3) years.
3. Please provide the City with product information, including specifications, for all proposed equipment. Please include brand name, make, model and any other relevant information. Please include printed documentation of the equipment.
4. Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this bid the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue. Attached is an affidavit which must be signed and notarized.

B. General Technical Specifications

1. General Equipment Requirements

Unless specified in Section F of this document, all copiers are to have the following minimum technical specifications.

- a) All copiers are to be newly manufactured recent models with no used or refurbished parts.
- b) All copiers must be rated at a minimum printing speed of 50 black and white pages per minute except as specified in Section F.
- c) All copiers must have the capability to scan documents.
 - i) The vendor will specify if there is a cost to add scanning capability to the copier.
 - ii) The vendor will specify if there is a cost-per-scan associated with the scanning function.
- d) All copiers must have the capability to be network printable via an internal ethernet print server.
 - i) The vendor will specify if there is a cost to add printing capability to the copier.
- e) All copiers must be capable of printing double-sided documents.
- f) All copiers must be capable of image reduction and enlargement.
- g) All copiers must be capable of printing on paper weights up to 70 lbs.
- h) All copiers must have a bypass tray for the purpose of printing on specialized paper. The bypass tray should have a minimum capacity of 50 sheets of standard weight 8 ½ x 11 copy paper.
- i) All copiers must have an automated document feeder with a minimum capacity of 50 sheets of standard weight 8½ x 11 copy paper. The ADF must support double-sided originals.
- j) All copiers must be capable of printing on 8½ x 11, 8½ x 14 and 11 x 17 paper. Paper sizes can be supported through the use of an adjustable tray.
- k) All copiers must have these minimum paper tray capacities:
 - i) 8½ x 11 – 1,000 sheets
 - ii) 8½ x 14 – 500 sheets
 - iii) 11 x 17 – 500 sheets
- l) All copiers must be functional as “walk-up” copiers.
- m) All copiers must be capable of sorting/collating.
- n) Ideally the control panels for all copier models should be the same or have the same “look and feel.”

2. Networking Requirements

- a) All networked copiers are to be installed as multi-function printers on a Windows ethernet network using the TCP/IP networking protocol. All printers must be able to be installed as a shared network printer on a Windows 2003 Server and allow printing from Windows XP clients.
- b) Ideally, all models of printers will have a unified print driver or print drivers that have a consistent “look and feel” between them.
- c) All copiers must be able to scan documents in PDF format to an SMB share on a Windows 2003 server. The vendor shall specify the technical requirements for this capability.

C. Supplies and Service

In addition to the proposal of the lease of equipment, the vendor should also provide a breakdown of costs for services, maintenance, supplies not covered by the maintenance agreement, delivery and network configuration.

1. Maintenance and Installation

- a) Vendor shall specify any and all delivery and installation costs.
- b) Vendor shall include the cost of all stands, pedestals, etc. in their proposal.
- c) The vendor shall provide a telephone number for placing service calls. Upon placing a service call, the vendor shall communicate with the City within two business (2) hours and, if necessary, a service technician shall arrive at the City offices within four business (4) hours to begin work. Business hours for the City are defined as 7:00 a.m. through 5:00 p.m., Monday through Friday excluding holidays.
- d) Equipment will be repaired and fully operational within forty-eight (48) hours of the placement of the initial service call.
- e) If a repair cannot be completed by the vendor within forty-eight (48) hours the vendor will provide the City with a comparable loaner copier, at no charge.
- f) In the event that a copier is found to be unreliable to the extent that an unreasonable number of service calls are required to maintain the machine, the vendor shall replace the machine with a like or improved model at no cost to the City. This machine will co-terminate with the other machines.
- g) The vendor will guarantee the availability of replacement equipment and parts for the duration of the maintenance agreement.
- h) Vendor shall specify what hard-wiring will need to be present prior to installation. Hard wiring for data and power will be performed by the City prior to installation by the vendor.
- i) If vendor feels they offer service above and beyond what is specified in this section (e.g. fleet management software, automated services, etc.), please specify.

2. Training

- a) Vendor will provide training of staff and IT at the time of installation at no cost to the City.
- b) Vendor will provide additional training at no cost to the City, within reason, due to significant re-staffing or alteration of equipment.

D. Pricing and Terms

1. Lease of Equipment

- a) Vendor shall provide three different pricing options for a 36-month, 48-month and 60-month lease on all equipment. The City will decide which option it will pursue after receiving and reviewing all proposals.
- b) Pricing will be fixed for the length of the lease and maintenance agreement.
- c) At the end of term, the City shall be provided with an option to purchase any or all equipment at a fair market value.
- d) At the end of term, the City shall be provided with an option to extend the lease and maintenance agreement on a month-by-month basis. The pricing during this extension period shall be the same as the original agreement pricing.

2. Maintenance Agreement Pricing

- a) Concurrent with the length of the lease, the vendor shall provide a maintenance agreement on all equipment.
- b) Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (excluding paper). If any consumable supplies are not included in the maintenance agreement, vendor shall specify what is excluded and will provide a cost-estimate for the excluded supplies.
- c) Vendor will specify the process through which supplies are ordered.
- d) Shipping costs for any consumable supplies covered by the maintenance agreement shall be covered by the maintenance agreement.
- e) Pricing for the maintenance agreement will be a straight **cost-per-copy** charge with no minimums or overages.
- f) Vendor will specify if there is a different cost-per-copy for different sizes of paper, transparencies, labels, etc. and if there is a charge-per-scan for using the scanning feature of the copier.
- g) It is assumed that there will be a pricing difference between color and black and white copies. Any copier provided with the ability to print in color must be able to track the number of color copies separately from black and white copies and thus charges will be generated accordingly.

3. Billing

- a) Vendor will outline their standard billing procedures. Particularly billing intervals, forms of accepted payment, late fees and grace periods.
- b) Vendor will outline how the number of copies performed will be obtained by the vendor for the purposes of billing.
- c) Due to the structure of City government, checks for invoices may only be issued at specific times throughout the month and only after invoices are approved to be paid by City Council. Vendor must be willing to accommodate delays in payment due to this by either an extended grace period or waiving of late fees.

E. Timeline

Please provide a timeline for the implementation of the new equipment. This timeline should include the removal of old equipment (to be performed by the City), installation of new equipment and training of staff. It should be based on the assumption of approval by the City Council on September 23rd, 2008 and should be completed no later than October 24th, 2008 pending Council approval.

F. Specific Technical Specifications

Listed below is a summary of requested specifications for copiers that will deviate from the general specifications listed in Section B above. This chart includes finishing functions, minimum tray capacity requirements and other capabilities. Also included on this list is our current average monthly volume of copies and the current model of the copier in that location.

For each of these functions, please specify the additional cost of adding the feature to the copier.

Copier Name	Current Model	Additional Required Functions					Minimum 8 ½ x 11 Capacity	Current Monthly Volume
		B&W PPM Rating	Color	Hole Punch	Staple	Fax		
Admin 1	Gestetner 7502	50		X	X		2500	30k
Admin 2	Canon C3200	50	X	X	X	X	1000	10k
Police 1	Gestetner 5502	50		X	X		2500	15k
Police 2	Gestetner 3532sp	30					1000	2k
Engineering	Gestetner 5502	50	X	X	X		2500	10k
Public Works	Gestetner DS622sp	30					1000	1k
Park & Rec.	Gestetner 3532sp	50		X	X		1000	15k
Rec. Center	<i>None</i>	50	X	X	X		1000	15k

G. Worksheets

On the following pages are worksheets for each copier to assist you. Please submit completed worksheets with the rest of your proposal.

Admin 1

Current Copier: Gestetner 7502

Current Volume: 30k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Admin 2

Current Copier: Canon C-3200

Current Volume: 10k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Color PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			
Faxing Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Police 1

Current Copier: Gestetner 5502

Current Volume: 15k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Police 2

Current Copier: Gestetner 3532sp

Current Volume: 2k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Engineering

Current Copier: Gestetner 5502

Current Volume: 10k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Color PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Public Works

Current Copier: Gestetner DSm622sp

Current Volume: 1k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Parks and Recreation

Current Copier: Gestetner 3532sp

Current Volume: 15k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:

36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Recreation Center

Current Copier: None
Estimated Volume: 10k / month

Manufacturer and Model of Proposed Copier:

B&W PPM Rating: _____

Color PPM Rating: _____

Monthly Volume Rating: _____

Item	36-Month Lease Monthly Cost	48-Month Lease Monthly Cost	60-Month Lease Monthly Cost
Base Copier			
Hole Punch Option			
Staple Option			

Total cost for delivery and installation: _____

Maintenance Contract Cost-per-Copy:
36-month contract: _____

48-month contract (if different): _____

60-month contract (if different): _____

Please include any additional information here:

Affidavit Regarding Delinquent Taxes

I, _____, being first duly sworn do hereby depose and say that I am a _____ of _____ (the "Company") (or that I am an individual) and that as such officer I am authorized to make the following representations on behalf of the Company (or if an individual, on my behalf) pursuant to 65 ILCS 5/11-42.1-1.

[Choose One]

- _____ The Company (or the undersigned individual) is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.
- _____ The Company (or the undersigned individual) is delinquent in the payment of a tax or taxes administered by the Department of Revenue but the Company is contesting its liability for such tax or taxes or the amount of such tax or taxes in accordance with the procedures established the appropriate revenue Act.
- _____ The Company (or the undersigned individual) is delinquent in the payment of a tax or taxes administered by the Department of Revenue and (1) has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and (2) is in compliance with such agreement
- _____ The Company (or the undersigned individual) is delinquent in the payment of a tax or taxes administered by the Illinois Department of Revenue.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 200_.

[Company]

By: _____

Title: _____

SUBSCRIBED AND SWORN TO this ____ day of _____, 200__, before me, a notary public in the State of Illinois, who hereby certifies under official seal that I am duly authorized by the laws of the State of Illinois to administer oaths in the County of _____ in the State of Illinois.

Notary Public

(SEAL)

Commission expires: _____