



Village Of Alsip
A Great Place to Live
4500 West 123rd St
Alsip, IL 60803
708-385-6902
rfp@villageofalsip.org

REQUEST FOR PROPOSAL

Copier/Printer Services

The Village of Alsip invites qualified vendors to submit proposals for the provision of copiers and printers. The goal of this RFP is to secure reliable, efficient, and cost-effective solutions to meet the printing and copying needs of the Village's departments.

The Village of Alsip is a municipality in Cook County, Illinois that prides itself on delivering exemplary services to its residents. The Village requires robust printing and copying solutions that can support various operational needs while maintaining budgetary constraints.

The purpose of this RFP is to identify suppliers who can provide comprehensive copier and printer solutions, including equipment, maintenance, supplies, support, and management services.

The selected vendor will be expected to provide the following:

PROPOSAL SUBMISSION DEADLINE: **JANUARY 27, 2025 4pm CST**

QUESTION SUBMISSION DEADLINE: **JANUARY 20, 2025 4pm CST**

Questions may be submitted in written form via email to the IT Manager
bmassari@villageofalsip.org

Proposal due at this location by the submission deadline:

Village of Alsip / Village Clerk's Office
4500 W 123rd Street Alsip, IL, 60803

All submittals must be sealed and will be opened by the Village Clerk at the Village Committee of the Whole meeting at 7:30pm on 1/27/2025.

Execution. In compliance with this Request For Proposal (RFP), and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein.

Failure to execute/sign a proposal prior to submission shall render RFP invalid.

Late proposals are not acceptable.

BIDDER:

Federal Tax ID or Social Security No:

Street Address: PO Box:

City, State, Zip:

Telephone No: Fax No:

Type or Print Name & Title of Person Signing:

Date:

Authorized Signature:

E-Mail:

Offer valid for 30 days from date of bid opening unless otherwise stated here: _____ days

Mailing Instructions: Submit one (1) fully executed proposal document, unless otherwise instructed, and only one bid per envelope by either of the methods below. DO NOT SUBMIT AN ELECTRONIC OR FAXED COPY OF YOUR BID. THIS SHALL BE CAUSE FOR REJECTION OF YOUR BID.

It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.

(RFP) Request For Proposal: The Village of Alsip, Illinois desires to replace (2) two Canon C256 copier machines and secure a service agreement for existing copier machines on premise. Copier/Printer Services Items identified by the Information Technology Manager are as follows:

1. **(60) sixty month lease of (2) two copier machines:**
 - a) Canon imageRunner Advance DX C259iF
 - b) Canon Cassette Module-AE1
 - c) Canon imageRunner Advance DX C259iF
 - d) Canon Cassette Feeding Unit-AJ1

2. **(36) thirty-six month Service and Supply Management Agreement to assume maintenance and support responsibilities for:**
 - a) the (2) Canon imageRunner Advance DX 259iF printers/copiers
 - b) (5) five Village-owned Toshiba copiers (# e-STUDIO5015AC, e-STUDIO3018A, e-STUDIO4785 and (2) e-STUDIO2515AC)
 - c) (15) twenty-three Village-owned HP printers/copiers (2-LaserJet 400 M401dn, 1-Color LaserJet MFP M278-M281dn, 1- LaserJet 500 colorMFP M570dn, LaserJet Pro M428f-M429f, 2- PageWide Pros 477dw MFP, LaserJet P3010 Series, Color LaserJet MFP

M480, LaserJet M608, LaserJet 600 M602, LaserJet M607, Color LaserJet M651,
2- Color LaserJet MFP M477fdw)

d) (10) ten Village-owned Brother printer/copiers (MFC-L9570CDW series)

3. Volume Allotments

a) Copiers

Mono (Black & White): 10,000 pages per month

Color: 3,200 pages per month

b) Printers:

Mono (Black & White): 20,000 pages per month

Color: 4,000 pages per month

Items referenced and specified herein are based upon a particular manufacturer, bidders are cautioned that any deviation from specifications must be pointed out in their proposals.

4. **Award Criteria:** As provided by statute, award will be based on the lowest and best proposal(s) (most advantageous to the Village of Alsip, Illinois)

The Village of Alsip reserves the right to waive any minor informality or technicality in proposals received.

5. **Proposal Evaluation:** Proposals are requested on the items and/or equipment as hereinafter specified. Submitters are cautioned that any/all information furnished or not furnished on this proposal may be used as a factor in determining the award of this contract.
6. **Basis for Rejection:** The Village of Alsip, Illinois reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered: non-compliance with the requirements or intent of this solicitation; lack of competitiveness; error(s) in specifications or indications that revision would be advantageous to the Village of Alsip, Illinois; cancellation or other changes in the intended project, or other determination that the proposed requirement is no longer needed; limitation or lack of available funds; circumstances that prevent determination of the best offer; or any other determination that rejection would be in the best interest of the Village of Alsip, Illinois.
7. **Deviations:** Deviations from specifications and requirements must be documented on a separate sheet and attached to your proposal. Item(s) offered is (are) in strict compliance with these specifications and requirements, and successful bidder will be held responsible therefore. Proposer is advised that the response (or lack thereof) on this question does not take precedence over specific responses or non-responses provided elsewhere in this proposal.

8. **Late Proposal Submittals:** Regardless of cause, a late proposal will not be accepted and will automatically be disqualified from consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.
9. **Award Notification:** After the bids have been evaluated and an award has been made, each vendor who submitted a proposal will be notified of the award. The award will be made within (30) thirty days of opening the sealed RFP's.
10. **Delivery and Installation:** Items called for herein will be furnished, delivered, off-loaded and left ready for use in accordance with the requirements stated herein. All items must be pre-assembled upon arrival.
11. **Acceptance and Rejection:** The Village of Alsip reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the Vendor, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
12. **Vendors** must currently be providing copier services for at least Two government agencies that are similar in size and complexity to The Village of Alsip.
13. **Vendors** must have a record of at least ten (10) years of successful copier services performance with government agencies that are similar in size and complexity to The Village of Alsip.
14. **Vendors** must meet all local, state, and federal laws, codes, and requirements.
15. **Supplies/Maintenance:** All supplies for copiers (except paper) including shipping costs are to be provided by the awarded vendor and included in the quoted price given. The successful vendor shall maintain an inventory of supplies at all times to provide acceptable levels of service. The awarded vendor must also honor a 4 to 6-hour response time by a qualified service technician on all service calls placed by The Village of Alsip. Any constant neglect or deviation from the listed response time will be cause for termination of the contract at no cost to the Village of Alsip.
16. **Cancellation:** The right is reserved to cancel the contract by The Village of Alsip if the performance/vendor service has been unsatisfactory. Unsatisfactory performance/service will be substantiated by written records of recurring problems/service calls. Any cancellation as described herein will be considered a breach of contract and will not be subject to penalty payments.
17. **Maintenance:** All maintenance shall be provided as part of the lease or rental contract price quoted herein for the term of lease or rental at no additional cost to the Village of Alsip. Maintenance is to consist of all labor, parts, travel and manufacturer recommended preventive maintenance.

18. **Contract Termination:** The Village of Alsip reserves the right to terminate this contract for non-performance in the event that repeated failure to meet guaranteed service times or run short on supplies occur in excess of four (4) times in a row.
19. **Vendor Shall:** A. Be responsible for all accidents and damages that might occur due to his equipment or personnel while on the grounds or buildings used or owned by Wilson County Board of Education. Wilson County Schools shall not be responsible for, but not limited to, fire, theft, vandalism and/or acts of God or acts of nature for any of the equipment at any time. The vendor remains responsible for any costs that are incurred from these instances. B. Be responsible for all clean up and disposal of debris from premises during and after completion of job. By submission of a bid, the Vendor acknowledges that he/she has a complete understanding of the required scope of work, either as defined herein or described orally by the owner's designated representative

PROPOSAL ACCEPTANCE

The Village of Alsip reserves the right to accept or reject any or all proposals and waive formalities or irregularities in the process. A proposal once submitted shall be deemed final and binding on the proposer and shall constitute an option with the Village of Alsip to enter into a contract upon the terms set forth in the proposal. All proposal prices must be valid for 60 days from the proposal due date.

PROPOSAL AWARD

Unless otherwise indicated in the specification for a proposal, the Village of Alsip reserves the right to award the proposal in whole or in part, by item, or by a group of items where such action serves the best interests of the Village of Alsip .

CONTRACT NEGOTIATIONS

The Village of Alsip reserves the right to negotiate a contract after the successful proposer is selected. Selection will be based only on the proposal and subsequent interviews, if any; therefore, proposals must be complete.

CONTRACT DOCUMENTS

The proposer's response to this RFP, response to questions, and written addenda will become part of the contractual documents upon signing of contract documents. The order of precedence shall be signed contract, response to follow-up questions, response to addenda, and response to the RFP. The most recently dated response to an item will supersede other items referencing the same topic.

FEES AND COMPENSATION

Provide a proposed lump sum budget for the completion of the proposed scope of services with cost breakdowns by scope element. Payment terms will be negotiated through the contract process.

INSTALLATION AND DELIVERY

Any materials/equipment shall be delivered to its proper location and installed by the proposer. During the time between delivery and acceptance, the Village of Alsip cannot be held liable for any damage or theft of any components. It will, therefore, be the responsibility of the contractor to obtain insurance against loss, theft, and damage.

OWNER'S RESPONSIBILITY FOR DELIVERY AND INSTALLATION

Please identify the exact tasks that the Village of Alsip must perform and/or be responsible for accomplishing the delivery and installation of the system if any, provide a separate sheet labeled "Required Pre-Delivery and Installation Tasks" if needed.

Pricing Structure

Detailed pricing proposal including equipment costs, maintenance fees, and pricing for consumables. Any additional fees or charges that might apply.

ELIGIBLE PROPOSERS

We will review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration.

Withdrawal of Proposal

A proposal may be withdrawn at any time prior to the selection announcement by writing to the Designated Contact listed above.

Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The proposer shall identify, clearly and thoroughly, any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

The Village of Alsip reserves the Right to choose a Vendor based on qualifications. We do not choose Vendors by price alone.

The Village reserves the Right to remove this RFP for any reason prior to signing any agreements.