



**ROCKFORD BOARD OF EDUCATION  
INVITATION TO BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES FOR  
SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No. **16-68 MULTIFUNCTION COPIER EQUIPMENT**

DATE: **JUNE 16, 2016**

OFFERS WILL BE RECEIVED UNTIL: **THURSDAY, JUNE 30, 2016 AT 12 PM CDST**

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**RE: Invitation for Bid (IFB) No. 16-68 Multifunction Copier Equipment.** The purpose of this IFB is to solicit bids to contract with a reliable vendor/s for the leasing and maintenance of multifunction copier equipment as outlined in this document. In addition the District is looking for assistance in implementing the District's Managed Print Services Analysis (MPSA).

Bid Opening: Thursday, June 30, 2016 at 12 p.m. (CDST), **Rockford Board of Education, 6<sup>th</sup> floor Conference Room, 501 Seventh St., Rockford, IL 61104.** The date and time as state is also the time of the public opening. All vendors are welcome to attend the bid opening.

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh

Purchasing Process Manager

**ROCKFORD BOARD OF EDUCATION  
REQUEST FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR  
SERVICES FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No. 16-68 Multifunction Copier Equipment

Date: June 16, 2016

OFFERS WILL BE RECEIVED UNTIL: 12:00 PM (CDST) on Thursday, June 30, 2016

FOR SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES SPECIFIED HEREIN. THE DATE AND THE TIME AS STATED IS ALSO THE TIME OF THE PUBLIC BID OPENING. IF YOU DESIRE TO SUBMIT A BID, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE.

Addressed to: BOARD OF EDUCATION  
School District No. 205  
501 Seventh Street, 6<sup>th</sup> Fl.  
Rockford, Illinois 61104

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL BIDS**

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all prices or bids submitted. One copy of this bid is enclosed for your convenience.

a.) Please return a copy of the required forms AND an electronic PDF version of the bid response (including all required forms) on a CD or flash drive in a SEALED envelope with the bid number, subject and your firm's name and address clearly indicated on the envelope. NOTE: FAXED and LATE bids are not acceptable and will be rejected as non-responsive.

b.) Bids to be addressed as follows: **Rockford Public School District Purchasing Department  
501 Seventh St., 6<sup>th</sup> Floor  
Rockford, IL 61104  
Attn: Tamara Pugh, Purchasing Process Manager**

The Board of Education reserves the right to return any merchandise for full price credit or replacement at the District's discretion that does not comply with the conditions and specifications. The Board of Education reserves the right to increase or decrease quantities shown on bid.

The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the bidding document and the date stated on the purchase order.

The Board of Education reserves the right to have any product analyzed at a laboratory to ascertain compliance with specifications. Expense of such testing shall be by the Board of Education unless such tests prove noncompliance with specifications at which time the expense shall be the responsibility of the Contractor.

Bids will be awarded to the lowest responsible Bidder complying with these conditions and specifications. All rights are reserved by the Board of Education to determine the selection that in its judgment meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Bidder's signature on the following page of this Form will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residence within the State of Illinois, and discrimination and intimidation of employees. This bid and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Bidder agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to this bid and to the performance of the Contract in the event the Bidder is awarded the bid. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference and became a part of this proposal and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Bidder by submitting a bid agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

Complete, sign and return the following forms: General Conditions and Instruction for All Bids, Bid Offer Form, Bid-Rigging Certification, Minority and Women-Owned Business Concern Representation, Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion, Certificate Regarding Lobbying, OFAC Compliance, Vendor Conflict of Interest Disclosure Form, and any other required submittals.

No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening. Please check the Terms and Conditions for any variation of this requirement.

**All prices are F.O.B., Rockford, Illinois**, which is further defined as meaning the price submitted on the bid sheet is the total price to this school district, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a pro-type or first article test item. Items lacking an established commercial market or evidence of substantial sales must be placed in the hands of the Executive Director of Budgeting and Purchasing PRIOR to the date and time of the bid opening.

The successful Bidder must submit a separate invoice for each purchase order. The information on that invoice shall cover ONLY that one purchase order.

On the attached list, please type on the bid sheet(s) the information that is requested. If there is insufficient room for your information on this Bid Sheet(s), please present data on a separate sheet (one item to a sheet).

Any interested party, including all Bidders, may examine the bid summary after bids have been opened and awarded by the Board of Education. Bid summary will be available at the Board of Education Administration Building, Purchasing Department, 8:00 A.M., to 4:30 P.M., Monday through Friday. Bid recaps may also be reviewed by visiting [www.DemandStar.Com](http://www.DemandStar.Com).

Vendor's signature on this Bid Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the bid. Unless notified otherwise, should no offer be received, the firm may be subject to being removed from the Bidder's list.

The above General Conditions and Instructions are applicable to all bids. Additional Terms and Conditions and Specifications are supplied for each bid.

Please address all questions relative to any bid in writing to the Purchasing Process Manager, Board of Education, 501 Seventh Street, Rockford, Illinois 61104 or [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com). All request for information must be submitted at least three business days (Monday – Friday) prior to the bid due date and time. Responses to questions will be reviewed by the Purchasing Department and if a response or clarification to the IFB is issued it will be issued via an amendment to the bid and published on the District website and, if applicable, Demand Star. Any request for information submitted after the deadline will not receive a response. **Under no circumstances may any bidder or its representative(s) contact any employee or representative of the Rockford Public Schools regarding this bid prior to the closing date, other than to the Purchasing staff provided above. Any violation of this condition may result in a Vendor being considered non-compliant and ineligible for award.**

**THIS SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED.**  
**FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BID.**

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items and/or services, subject to all Instructions, Terms and Conditions, Specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL BIDS FORM:**

Address

Name of Firm

City & State

Zip

Signature of Authorized Representative

Area Code

Telephone Number

(Federal Employer Identification) Or Social Security  
Number (See Specification for Determination)

# **LATE BIDS CANNOT BE ACCEPTED!**

## **SEALED BID PROPOSAL**

**BID NO.:** 16-68  
**OPENING DATE:** Thursday, June 30, 2016  
**OPENING TIME:** 12:00 PM (CDST)  
**DESCRIPTION:** Multifunction Copier Equipment  
**ATTN: PURCHASING DEPT.**

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**DATED MATERIAL-DELIVER IMMEDIATELY**

PLEASE CUT OUT AND AFFIX THIS BID LABEL TO THE  
OUTERMOST ENVELOPE OF YOUR PROPOSAL TO HELP  
ENSURE PROPER DELIVERY!

**LATE OFFERS CANNOT BE ACCEPTED!**

## STATEMENT OF NO INTEREST - BID

NOTE: If you are unable to submit a bid for this work, please complete and return this form immediately.

The Purchasing Department of the Rockford School District wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

**We, the undersigned, have declined to submit a proposal on:**

**Bid No. & Name:** **Bid 16-68 Multifunction Copier Equipment**

**We are unable to submit a proposal for this work due to the following:**

- |  |  |
|--|--|
| <input type="checkbox"/> Too busy at this time   | <input type="checkbox"/> Unable to meet specifications |
| <input type="checkbox"/> Bond requirement  | <input type="checkbox"/> Not engaged in this type work |
| <input type="checkbox"/> Insurance requirement   | <input type="checkbox"/> Site location too distant     |
| <input type="checkbox"/> Length of time required to obtain payment   |  |
| <input type="checkbox"/> Project is <input type="checkbox"/> too large <input type="checkbox"/> too small  |  |
| <input type="checkbox"/> Remove us from your 's list for this commodity/service  |  |
| <input type="checkbox"/> Other (specify below)   |  |
| <input type="checkbox"/> Do you wish to be considered in the future for similar projects? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

REMARKS:

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Signature: \_\_\_\_\_ Name & Title: \_\_\_\_\_

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip-Code)

Date: \_\_\_\_\_

Return to: Executive Director of Budgeting and Purchas  
Rockford Public School District  
501 7<sup>th</sup> St.  
Rockford, IL 61104

**ROCKFORD PUBLIC SCHOOLS  
REQUIRED BID FORMS CHECK LIST  
Bid/RFP/RFQ No.: 16-68 MULTIFUNCTION COPIER EQUIPMENT**

**Listed below are the REQUIRED forms all bidders are REQUIRED to submit with sealed bids on or before the bid due date and time. Failure to submit ALL required forms may result in bidder being deemed non-responsive.**

| <b>Required Forms</b>   | <b>Yes</b>               | <b>Comments</b>   |
|---|--------------------------|---|
| Bid Offer Form  | <input type="checkbox"/> |   |
| Bid Rigging Certification   | <input type="checkbox"/> |   |
| Minority and Women Owned Business Concern Representation                            | <input type="checkbox"/> |   |
| Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion | <input type="checkbox"/> |   |
| Certificate Regarding Lobbying  | <input type="checkbox"/> |   |
| OFAC Compliance   | <input type="checkbox"/> |   |
| Vendor Conflict of Interest Disclosure Form   | <input type="checkbox"/> |   |
| Form W-9 Department of the Treasury Internal Revenue Service                        | <input type="checkbox"/> |   |
| Certified Cleared Employee List   | <input type="checkbox"/> | Complete, sign, and notarize the form. If you are uncertain of which employees will be working on the project, note this information on the form that the employee information will be forth coming BEFORE you start on the project, if awarded the contract. |
| Copy of Local and State Licensures  | <input type="checkbox"/> |   |
| Certificate of Liability Insurance  | <input type="checkbox"/> | Document must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.  |

## BID-RIGGING CERTIFICATION

I, \_\_\_\_\_, a duly authorized agent of  
(Agent)

\_\_\_\_\_, do hereby certify that neither  
(Contractor)

\_\_\_\_\_ nor any individual presently  
(Contractor)

affiliated with \_\_\_\_\_ has been barred from bidding on a  
(Contractor)

public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 750, Article 5 of the Illinois Compiled Statutes.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Contractor

# ROCKFORD PUBLIC SCHOOLS

## MINORITY, WOMEN and DISABLED-OWNED BUSINESS CONCERN REPRESENTATION

**Minority-Owned Business:** a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals. Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

**Women-Owned Business:** a business that is at least 51 percent owned by a woman or women who also control and operate it.

**Disabled Owned Business:** a business that is at least 51 percent owned by a person or persons with severe physical or mental disabilities which substantially limits one or more of the person's major life activities and which person or persons control and operate such business.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day- to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women/disabled-owned businesses. Offeror agrees to submit information regarding the minority ownership of its subcontractors on request of District.

**COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.**

A. Representation. The offeror represents that it is ( ), is not ( ) a minority-owned business concern.

B. Representation. The offeror represents that it is ( ), is not ( ) a women-owned business concern.

C. Representation. The offeror represents that it is ( ), is not ( ) a disabled-owned business concern.

### Please Check Appropriate Box/Boxes

☐ African American (AFRAM)

☐ Caucasian (CAUC)

☐ Native American (NAAM)

☐ Hispanic American (HISP)

☐ Asian-Pacific (ASIAP)  
American

☐ Asian-Indian (ASIAI)  
American

☐ Other \_\_\_\_\_

☐ Woman Owned (W)

☐ Disabled Owned (D)

Please identify

The offeror has ☐/ has not ☐ used the following procedures in searching for and obtaining suppliers and subcontractors:

- Place qualified Minority-Owned Businesses on solicitation lists
- Ensure that Minority-Owned Businesses are solicited whenever they are potential sources
- Consider contracting with consortia of Minority-Owned Businesses when an intended contract is too large for any one such firm to handle on its own or, if economically feasible, divide larger requirements into smaller transactions for which such organizations might compete
- Make information on contracting opportunities available and establish delivery schedules that encourage participation by Minority-Owned Businesses
- Use the services and assistance of the SBA and Department of Commerce Minority Business Development Agency, as appropriate.

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ FEIN # \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_



**ILLINOIS STATE BOARD OF EDUCATION**

100 North First Street  
Springfield, IL 62777-0001

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY  
EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*PR/Award Number or Project Name*

\_\_\_\_\_  
*Name of Authorized Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Original Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

**Instructions for Certification**

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**ILLINOIS STATE BOARD OF EDUCATION**

100 North First Street  
Springfield, IL 62777-0001

**CERTIFICATE REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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*Organization Name*

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*PR/Award Number or Project Name*

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*Name of Authorized Representative*

---

*Title*

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***Original Signature of Authorized Representative***

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*Date*

## OFAC Compliance

**BID No.:** \_\_\_\_\_

The undersigned hereby certifies and represents that products and/or services provided under any contract with the Rockford Public Schools resulting from this bid shall be in compliance with economic or trade sanctions or restrictions implemented by the United States government such as those administered by the Office of Foreign Assets Control (“OFAC”) of the U.S. Department of the Treasury and shall not utilize or engage, for performance of any activities related to the products and/or services, any persons or entities that, (i) appear on OFAC's Specially Designated Nationals and Blocked Persons List (“SDN List”), as that list may be updated from time to time or any other similar list maintained by OFAC; (ii) are owned or controlled by any person or entities appearing on OFAC's SDN List, as that list may be updated from time to time or any other similar list maintained by OFAC; or (iii) are located in any country subject to U.S. economic or trade sanctions, such as those administered by OFAC.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Original Signature of Authorized Representative

\_\_\_\_\_  
Date

# **VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

## **DISCLOSURE STATEMENT:**

All businesses ("Vendors" or "Vendor" or "Vendor's") that wish to conduct business with the Rockford Public Schools "RPS" must complete this form. Please note that all contracts with RPS are subject to RPS Code of Ethics which prohibits RPS employees and Board of Education members from having certain relationships with persons or entities conducting (or proposing to conduct) business with RPS and which limits the acceptance of gifts from Vendors. The entire Board Member Conflict of Interest Board Policy 2.100 and Board Policy 5.120 may be viewed at <http://www2.rps205.com/District/BOE/Pages/GP-200.aspx>. The Code and its definitions are incorporated by reference into this Disclosure Form. If a Vendor has a disclosable relationship, the Vendor should assume the relationship may pose a conflict of interest until notified to the contrary in writing by a RPS administrative staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to ensure that relationships do not influence any official decision or judgment of RPS employees or Board of Education members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, partner, shareholder, employee,) that is likely to: (i) materially contribute to Vendor's preparation, drafting, or presentation of a proposal or bid for services and/or supplies, (ii) materially contribute to Vendor's negotiation of a contract with RPS, or (iii) perform material services under a contract with RPS. Below, these persons are referred to as "Disclosable Persons."

## **CERTIFICATION:**

I hereby certify that, except as disclosed below, to Vendor's knowledge, there is no conflict of interest involving the Vendor named below that would violate the RPS Code of Ethics, including that: (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any RPS employee or Board of Education member or his or her family member; (b) no RPS employee or Board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor or is engaged in a material personal business transaction with Vendor; and (c) no RPS employee or board of Education member or his or her family is employed by Vendor.

I further certify that neither the Vendor nor anyone acting on its behalf has requested that any RPS employee or RPS Board of Education member exert any influence to secure the award of this bid to the Vendor. Furthermore, no RPS Board of Education member, employee or agent has offered to influence to secure the award of this bid to the Vendor

## **VENDOR INFORMATION:**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

# ROCKFORD PUBLIC SCHOOLS

## VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

### DISCLOSURE STATEMENT:

I BELIEVE THE VENDOR NAMED ABOVE DOES have a potential conflict(s) of interest with a current RPS employee(s), or RPS Board of Education member(s).

☐

YES, the above statement is true.

☐

NO, the above statement is **NOT** true.

If you checked “**YES**” above, please provide the following information:

List all the Name(s) of RPS employee(s), RPS Board of Education member(s), or RPS employees’ or RPS Board of Education’s family member(s) with whom there may be a conflict of interest:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Provide a brief description of the nature of the potential conflict(s) of interest:

### SIGNATURE:

By my signature below, I certify that I am the Authorized Representative of the VENDOR named above and that all of the information provided above by signor is true and complete to the best of the signor’s knowledge:

\_\_\_\_\_  
Print the Name of the Vendor’s Authorized Representative

\_\_\_\_\_  
Print the Position Title of the Vendor’s Authorized Representative

\_\_\_\_\_  
Signature of the Vendor’s Authorized Representative

\_\_\_\_\_  
Date

**ROCKFORD BOARD OF EDUCATION**  
**SCHOOL DISTRICT #205**  
501 7<sup>TH</sup> Street  
Rockford, Illinois 61104  
Phone: Area Code 815-966-3098  
Fax: Area Code 815-966-3088

**W - 9**

**SUBSTITUTE IRS FORM W-9 – IMPORTANT TAX INFORMATION**

IRS regulations require our School District to have on file appropriate taxpayer identification data concerning you or your firm. This information consists of either a Federal Employer Identification Number (F.E.I.N.) or Social Security Number (S.S.N.) and will have their payments reported to the IRS on form #1099–Misc.

Below is the legal name and address for you or your firm as shown on our official records. Please make any necessary corrections. Space is also provided to enter the appropriate tax identification number and to indicate (by checking a box) the correct legal status. Failure to complete and return this form could result in a \$50,000 IRS penalty. In addition, we would be required to withhold 20% of payments due and remit this amount to the IRS until we receive the correct tax data.

**For your convenience we request you fax this form back to sender (or to Purchasing at 815-966-3088). Please do this today so we can both fulfill our reporting obligations and ensure prompt payments.**

Reminder: If LEGAL STATUS is “Sole Proprietorship”, the Taxpayer Identification Number must be either the Social Security Number of the owner or assigned FEIN.

**LEGAL STATUS: (Check One)**

☐ Corporation

☐ Limited

☐ Partner(ship) \_\_\_\_\_ (one owner)

☐ Religious, Charitable, Educational or  
Governmental Agency (**circle one**)

☐ Sole Proprietorship (legal owner's name):  
\_\_\_\_\_

☐ Individual

☐ Other – Please identify: \_\_\_\_\_

**TAXPAYER (federal) ID# -- FEIN or Soc Sec**

(use the line corresponding to your legal status line)

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_ or

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner's Social Security Number

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

**UNDER PENALTIES OF PERJURY, I CERTIFY THE INFORMATION PROVIDED ON THIS FORM IS TRUE, CORRECT, AND COMPLETE.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Website & Email address: \_\_\_\_\_

If minority/women owned business, list here: \_\_\_\_\_

**Vendor:** Enter Name and Address Below

Vendor #: \_\_\_\_\_

School: \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

“District” means Rockford School District No. 205, Winnebago and Boone Counties, Illinois.

“IFB” means an Invitation for Bid issued by the District at any time or times, identified by a unique bid number.

“Bidder” means a person or entity submitting a bid to the District in response to an IFB; including successful Bidders.

**1. BID OPENING.** Sealed bids will be received at the District Purchasing Department until the date and time specified at which time they shall be opened in public. No other bids will be considered after this date and time unless it is evidenced and determined that the bid was in the District’s possession prior to the scheduled bid opening time and date. Late bids shall be rejected and shall remain unopened. The District does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids. All bids delivered in person shall be deposited with the District Purchasing Department, 6th Floor, 501 Seventh Street, Rockford, IL, 61104.

**2. BID PREPARATION.** Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of the bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.

**3. BID ENVELOPES.** Envelopes containing bids must be sealed and addressed to the District Purchasing Department. The name and address of the Bidder and the bid number must be shown on the envelope.

**4. ERRORS IN BIDS.** Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.

**5. RESERVED RIGHTS.** The District reserves the right at any time and for any reason to cancel an IFB, accept or reject any or all bids or any portion thereof, or to accept an alternate offer. The District reserves the right to waive any minor informality defect in any IFB. Unless otherwise specified, the District will award a bid or reject bids within 60 days. The District may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection.

**6. INCURRED COSTS.** The District will not be liable for any costs incurred by Bidders in responding to an IFB.

**7. AWARD.** The District will evaluate bids and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation and specifications will be most advantageous to the District. Determination of the lowest responsible bidder conforming to the solicitation shall not be restricted to the price quotation alone, but will include such other factors (where applicable) as (a) adherence to all conditions and requirements of the technical specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; (g) repurchase or residual value; and (h) other such related items. The District is interested in obtaining the best overall value and reserves the right to make a selection based on its judgment of the bid that is best suited for the purpose intended. The District may (1) reject any or all bids, (2) accept other than the lowest bidder, and (3) waive informalities or minor irregularities in bids received. The District may accept any item or group of items of an offer, unless the bidder qualifies the bid by specific limitations. The District reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the District. A written award or acceptance of a bid mailed or otherwise furnished to the successful Bidder within the time for acceptance specified in the bid shall result in a binding contract without further action by either party.

## **GENERAL TERMS AND CONDITIONS**

**8. PRICING.** The price quoted for each item is the full purchase price, **including delivery to destination**, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

If at any time after a contract is awarded to the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the District at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Executive Director of Budget and Purchasing of such reduction by letter. Failure to do so may result in termination of the contract.

**9. DISCOUNTS.** Prices quoted must be net after deducting all trade and quantity discounts.

**10. SPECIFICATIONS.** Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the Bidder specified otherwise, it is understood the Bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The District reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality and salient characteristics indicated by the brand name and number.

**11. SAMPLES.** Samples of items, when called for, must be furnished free of expense. Individual samples must be labeled with the Bidder's name, bid number, item reference, manufacturer's brand name and number. If samples are requested, they must be sent under separate cover and not included with bid. The District will not be responsible for any bid enclosed with sample boxes.

**12. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.** Bidders shall promptly notify the Rockford Public School District of any ambiguity, inconsistency or error which they may discover upon examination of the IFB documents. Interpretations, corrections and changes will be made by amendment. Each Bidder shall ascertain prior to submitting a bid that all amendments have been received and acknowledged in the offer.

**13. INDEMNIFICATION.** The Bidder shall indemnify and hold harmless the District, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the District as a consequence of granting the contract.

**14. DEFAULT.** If delivery of acceptable items or rendering of services is not completed by the time promised, the District reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Bidder, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The District shall be entitled to recover its attorney fees and expenses in any successful action by the District to enforce this contract.

**15. INSPECTION.** Materials or equipment purchased are subject to inspection and approval at the District's destination. The District reserves the right to reject and refuse acceptance of items which are not in accordance with the IFB, instructions, specifications, drawings or data or Bidder's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Bidder promptly after rejection and if not removed within 10-calendar days after notice, such shall be returned via collect shipping.



## **GENERAL TERMS AND CONDITIONS**

**16. WARRANTY.** Bidder warrants that all goods and services furnished hereunder will conform in all respects to the terms of this proposal, including any drawings, specification or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design to the best of the Bidder's knowledge. In addition, Bidder warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The District may return any nonconforming or defective items to the Bidder or require correction or replacement of the item at the time the defect is discovered, all at the Bidder's risk and expense. Acceptance shall not relieve the Bidder of its responsibility.

**17. REGULATORY COMPLIANCE.** Bidder represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including without limitation, the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Bidder shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act, if applicable.

**18. ROYALTIES AND PATENTS.** Bidder shall pay all royalties and license fees. Bidder shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the District harmless from loss on account thereof.

**19. COMPLIANCE WITH LAWS AND REGULATIONS.** Bidder represents and warrants that throughout the term of any contract arising from award of a bid and any extension thereof, Bidder and all products shall be and shall remain in compliance with all applicable federal, state, and local laws and regulations.

**20. TERMINATION.** (a) The District may terminate this contract in whole or in part, without liability, if deliveries are not made at the time and in the quantities specified, if the Bidder fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these circumstances does not cure such failure within such period of time as the District may direct, if it is determined the successful Bidder knowingly falsified information provided to the District, if it is determined the successful Bidder offered substantial gifts or gratuities to a District official, employee, or agent whether in their official capacity or not, or in the event of a breach or failure of the Contractor to comply with any of the other terms or conditions herein. The District shall notify the contractor in writing of the specific nature of the breach and shall request that it be cured. If the Contractor does not cure the breach within thirty (30) days of such notice, the District may immediately terminate this contract. To terminate, the District shall give notice to the Contractor in writing, and to the extent specified therein, Contractor shall immediately terminate deliveries under the contract. Termination of the contract shall not preclude the District from pursuing any and all remedies available to it at law or at equity.

(b) Any termination by the District, whether for default or otherwise, shall be without prejudice to any claims for damages or other rights of the District against Contractor.

(c) The District shall have the right to audit all elements of any termination claim and Contractor shall make available to the District on request all books, records, and papers relating thereto.

(d) The Contractor shall be paid only for the performance of work up to the date of termination if the District exercises its right to terminate.

**21. TERMINATION WITHOUT CAUSE.** Unless otherwise specified in the Invitation for Bid, a contract formed by award of a bid may be unilaterally terminated by the District, for any or no reason, upon sixty (60) days written advance notice to the Bidder. Bidder may submit claims for actual work performed up to and including the day of notice of termination with appropriate documentation supporting such claim for materials, labor, or acquired inventory for equitable adjustment and any such material shall become the property of the District upon settlement.

**22. ASSIGNMENT.** The Bidder may not assign, subcontract, delegate or otherwise transfer this contract or any of its rights or obligations hereunder, nor may it contract with third parties to perform any of its obligations hereunder except as contemplated in this contract, without the District's prior written consent.

## **GENERAL TERMS AND CONDITIONS**

**23. FORCE MAJEURE.** The obligations of the Bidder to perform under this contract will be excused during each period of delay caused by acts of God or by shortages of power or materials or government orders which are beyond the reasonable control of the Bidder obligated to perform ("Force Majeure Event"). In the event that the Bidder ceases to perform its obligations under any contract formed by award of bid due to the occurrence of a Force Majeure Event, the Bidder shall: (1) immediately notify the District in writing of such Force Majeure Event and its expected duration; (2) take all reasonable steps to recommence performance of its obligations under this contract as soon as possible. In the event that any Force Majeure Event delays Bidder's performance for more than thirty (30) days following notice pursuant to this contract, the District may terminate this contract immediately upon written notice to the Contractor.

**24. BID CERTIFICATION.** The Bidder's signature on a bid certifies: (a) The bid is genuine and not made in the interest of, or on the behalf of, any undisclosed persons, firms or corporation and is not submitted in conformity with any agreement or rules of any group association, or organization. (b) Bidder has not directly or indirectly induced or solicited any other Bidder to enter a false or sham bid. (c) Bidder has not solicited or induced any person, firm or group to refrain from bidding. (d) Bidder has not sought by collusion or otherwise to obtain for self interest any advantage over any other Bidder or the Owner. The Bidder's signature on the Bid Form certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items and/or services, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of the IFB shall not be cause to alter any resulting contract, request additional compensation, or relieve Bidder from obligation to perform under this contract.

**25. MODIFICATIONS.** This contract can be modified only by written bi-lateral modification signed by the parties or duly authorized agents.

**26. ADDENDA.** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. If the District issues written addenda, such addenda shall become part of the contract documents. A Bidder who fails to receive the District's addenda, and who has previously submitted an offer, shall not be relieved from any obligation in the bid submitted.

**27. BINDING EFFECT.** The terms, conditions, provisions, and undertakings of any contract formed by award of a bid shall be binding upon and inure to the benefit of each of the parties thereto and their respective successors and assigns.

**28. EQUAL OPPORTUNITY EMPLOYER.** The Rockford Public School District is an Equal Opportunity Employer and encourages bids or proposals from any company or individual regardless of race, gender, national origin, religion or age.

## **SUPPLEMENTAL TERMS AND CONDITIONS**

1. **INTENT.** It is the intent of these specifications that the Rockford School District No. 205 (herein the "District") will procure all specified products of first class workmanship to ensure complete and acceptable product performance in all aspects, within the budget limitations, and in accordance with offering procedures as outlined by Federal Statutes and Regulations, the Statutes and Regulations of the State of Illinois, and policies of the Board of Education of Rockford School District No. 205, Winnebago and Boone Counties, Illinois. It is further the intent of these specifications to secure adequate competition from qualified suppliers however standards of quality will not be sacrificed based solely on price.
2. **EVALUATION CRITERIA.** Although price is a consideration in the award of bids, this award will not be based on price alone. This solicitation for bids will be evaluated utilizing the following criteria, but not in any prescribed order.
  - a. Price
  - b. Adherence to these specifications
  - c. Ordering and delivery
  - d. Quality of services
  - e. Contractor past performance
  - f. Service
  - g. Review of references
  - h. Rebate program (provide detailed information)
  - i. Financial Stability of Firm (provide a copy of your firm's most recent annual report)

The District reserves the right to reject any or all bids or to accept the bid or any part of bid, including substitutions, which embraces such combination of proposals as may promote its interest.

3. **TAX IDENTIFICATION NUMBER.** The School District is required to have on file appropriate tax identification information concerning you or your firm. This information should be a Federal Employer's Identification Number, but in the instance of some independent contractors, this number may be a Taxpayer's Identification (Social Security) Number.

**IN ORDER FOR A BID TO BE CONSIDERED BY THE SCHOOL DISTRICT, THE ABOVE REFERENCED TAX IDENTIFICATION NUMBER MUST BE PROVIDED ON THE FACE SHEET IN THE SIGNATURE SECTION. IT IS ALSO REQUESTED THAT YOU IDENTIFY THE LEGAL ORGANIZATIONAL STATUS OF YOUR FIRM IN THE SIGNATURE SECTION. PLEASE IDENTIFY WHETHER YOUR FIRM IS A CORPORATION, PARTNERSHIP, PROPRIETORSHIP, ETC. SHOULD YOU HAVE ANY QUESTIONS CONCERNING THIS TAX IDENTIFICATION NUMBER, PLEASE CONTACT THE PURCHASING DEPARTMENT.**

4. **CONTRACTOR RESPONSIBILITY TO COLLECT AND REMIT ILLINOIS USE TAX .** The Contractor acknowledge and understand that any bid for goods and services resulting in a contract award to a bidder requires that as a contractor the person or entity and all affiliates of the person or entity will 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 the person/entity or affiliate is a "retailer maintaining a place of business within this State" as defined by the Use Tax Act (35 ILCS 105/2)
5. **TERMINOLOGY.** "Owner", "Board", or "District" shall mean Rockford School District #205, Winnebago County, Illinois, acting through its authorized representative. "Bidder" shall mean the individual, firm, or corporation submitting a bid or proposal to the District in response to a public solicitation. "Contractor" shall mean the entity awarded a bid by the District.
6. **INTERPRETATION OF ERRORS.** Should questions arise that require interpretation, such questions shall be referred to the District whose decision shall be conclusive and binding for all parties involved. No advantages shall be taken by any party of manifest clerical errors or omissions in the specifications. All contractors are requested to notify the District immediately of any errors or omissions that may be discovered.

## **SUPPLEMENTAL TERMS AND CONDITIONS**

- 7. RETURN OF BID INFORMATION.** The District has established that only one copy of a bid will be sent to a vendor. It is imperative that, if bidding, an original signature exists on the bid sheets returned. If additional copies of original bid sheets made on a copy machine or are requested, they must also contain original signatures where applicable. When multiple copies are submitted one copy shall be labeled as “Original” on the face page.
- 8. USE OF PREMISES.** The Bidder shall have access to the relevant District grounds for the purpose of familiarization with the conditions, delivery points for products, and/or sites for performance of service(s), if applicable, in order to fulfill the requirements of the Contract; all subject to compliance with District policies for visitors on school grounds.
- 9. OWNERSHIP OF MATERIALS AND EQUIPMENT.** It is clearly understood that all materials and/or equipment supplied by or for the Bidder shall remain the Bidder's property until such time as accepted by the District.
- 10. EQUIVALENCY AND SUBSTITUTES.** The District shall be the sole and final judge whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse. Deviations from the specifications must be supported by documented evidence. These specifications are to be used as identifying those minimum salient characteristics in determining the quality or materials, performance of product(s), and workmanship required, however, the District may purchase equipment and materials that in the District's judgment will best serve the interests of the school district even if at a higher cost based on features that are considered desirable and exceeding those minimum requirements or that represent a breakthrough technology for that industry; provided that the District will comply with governing laws as to selection of the lowest responsible bidder.
- 11. STORAGE OF EQUIPMENT.** The Contractor shall be responsible for the storage and safeguarding of the equipment provided under this Contract. The Contractor shall have the necessary quantities available at the required time, but shall not make delivery to the premises until agreed upon or requested.
- 12. SCOPE OF WORK.** This bid requires that the successful Contractor provide all necessary personnel, materials, and equipment; and furnish and deliver said products in accordance with all conditions and specifications.
- 13. PROPERTY DAMAGE AND INJURY.** The Contractor shall take all necessary precautions to prevent damage to the premises or properties of others. In case of any damage, resulting from operations under this Contract, Contractor shall make proper restitution. The Contractor shall exercise due caution for the protection of persons, and shall protect the District from expense and hold the District harmless from liability by reason of injury, including death, to any person or persons, or from any damage to the property of others occurring as a result of Contractor's performance under a Contract. The Contractor's signature on the Bid Offer Form; certifies to the District that the Contractor has the required insurance coverage for any vehicle that may be utilized in the delivery of products or materials on the District's property.
- 14. INSURANCE REQUIREMENTS.** All bidders shall have a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below and deliver to the Purchasing department upon award of a bid such qualifying certificate or certificates of insurance. Coverage shall be placed with a responsible company licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing to the District thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the District. The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

## SUPPLEMENTAL TERMS AND CONDITIONS

| TYPE  | MINIMUM ACCEPTABLE LIMITS OF LIABILITY |
|---|--|
| Workers Compensation                                  | Statutory                              |
| Employers Liability                                   |  |
| A. Each Accident                                      | \$1,000,000                            |
| B. Each Employee-disease                              | \$1,000,000                            |
| C. Policy Aggregate-disease                           | \$1,000,000                            |
| **Commercial General Liability ****                   |  |
| A. Per Occurrence                                     | \$1,000,000                            |
| B. General Aggregate                                  |  |
| 1. General Aggregate- Per project                     | \$3,000,000                            |
| 2. General Aggregate - Products/ Completed Operations | \$3,000,000                            |
| Fire Legal Liability (any one fire)                   | \$100,000                              |
| **Umbrella Excess Liability                           | \$3,000,000-\$5,000,000*               |
| ** Business Auto Liability ****                       | \$1,000,000                            |

\* Minimum\$3,000,000.00; maximum\$5,000,000.00 as prescribed in the Bid documents.

\*\* An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

\*\*\*\* Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

Notwithstanding the existence of required insurance, Contractor agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under Contractor's direction and control when arising from or in any way related to the bid and resulting contract and Contractor's performance of its contract obligations.

The District and its officers and employees shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to: Rockford Public Schools, Purchasing Department, 501 Seventh Street, Rockford, Illinois 61104.

**15. METHOD OF AWARD.** The District reserves the right to award related items on a group basis if deemed in its best interest, even if not stated as such on the specifications. The District further reserves the right to make an aggregate award if in its best interest.

**16. GENERAL AWARD.** The award on this bid will not be made at the time specified for the receiving and opening of bids. The bid will be awarded at a later date by the Board of Education.

## **SUPPLEMENTAL TERMS AND CONDITIONS**

- 17. SCHEDULE OF AWARD.** In order that Contractors may more accurately complete a bid, it is anticipated that the Board of Education will consider the award on this IFB within 60 days of the date of bid opening; the successful Bidder(s), if any, will be notified immediately thereafter.
- 18. WITHDRAWING OF BIDS.** No bid may be withdrawn by a Bidder after the time and date of the official public opening. All bid prices submitted must be valid for a period of sixty (60) days after the date set for the bid opening. This period of time is reserved to permit the Owner to evaluate bids, conduct tests, make the award and issue either a contract or purchase order(s).
- 19. VALIDITY OF PRICES.** All bid prices must remain valid and firm on awarded bids until product(s) is/are delivered or project completed, and until accepted by the District and invoiced by the Contractor.
- 20. PERIOD FOR ACCEPTANCE OF BIDS.** In compliance with the solicitation, the bidder agrees, if this bid is accepted within sixty (60) calendar days from the date specified in the solicitation for the receipt of bids, to furnish any or all items upon which prices are bid at the price set opposite each item, delivered at the designated point(s), within the time specified in the solicitation.
- 21. DELIVERIES AND PURCHASE ORDERS.** Deliveries will be made in accordance with instructions listed on purchase orders. The portion of the purchase order defining instructions regarding the destination of the equipment and the mailing of the invoice should be noted. A separate invoice is required for each purchase order. Purchase orders resulting from an awarded bid and issued by the District are authorized with the signature of the Executive Director of Budget and Purchasing. Issued purchase orders may not be cancelled or altered in any manner by Contractor absent prior written consent of the District.
- 22. LOCATION OF DELIVERY.** Delivery is to be made at one (1) location(s) within School District #205. All deliveries must be made between the hours of 8:30 AM and 3:00 PM Monday thru Friday. No deliveries will be accepted on those days observed as a holiday by the Central Administration Offices.
- 23. DELIVERY SITE.** The delivery is to be made directly to the building location that the equipment will be deployed to..
- 24. COMPLETION DATES.** Contractors are to complete projects as required. Unless stated differently in the solicitation, the product(s) and/or service(s) are to be delivered or completed within the dates required. Should a Contractor be unable to comply with the required completion date, the Contractor is to notify the District immediately.
- 25. INSPECTION AND ACCEPTANCE.** At the time the Contractor has completed work in accordance with the specifications, the Contractor shall, with the District, make a final inspection. After the final inspection, if the District and the Contractor are in agreement, the Contractor shall submit invoices for payment in accordance with the payment section of these specifications.
- 26. SIGNATURES.** It is required that the Bidder's signature appears on the following forms:
  - a. **Second page of General Conditions and Instructions for All Bids Form**
  - b. **Statement of No Interest (if applicable)**
  - c. **Bid-Rigging Certification**
  - d. **Minority and Women Owned Business Form**
  - e. **Certification Regarding Debarment Form**
  - f. **Certificate Regarding Lobbying Form**
  - g. **OFAC Compliance Form**
  - h. **Vendor Conflict of Interest Disclosure Form**
  - i. **Bid Offer Form**
  - j. **Form W-9 Department of the Treasury Internal Revenue Service**

## **SUPPLEMENTAL TERMS AND CONDITIONS**

- 27. PAYMENT.** Payment on invoices will be made in compliance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et. seq. and District Policy within forty-five (45) days after acceptance by the District and proper invoicing by the Contractor. **THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST APPEAR ON EACH INVOICE REQUESTING PAYMENT.** (See clause entitled, "Tax Identification Number", for further clarification.) Invoices are to be submitted to the Accounts Payable Department at 501 Seventh St, Rockford, IL 61104.
- 28. WORK CHANGES.** Changes in the Contract or Purchase Order must be agreed upon in writing between the District and the Contractor before execution of any changes involved may be implemented or payment may be withheld pending a determination that such change is required and ratified by the District.
- 29. SAFETY CODES.** It is required that all equipment be in full compliance with any and all Federal and State Statutes, including, without limitation, OSHA Safety Standards, Environmental Protection Agency and Life Safety Codes, Health Codes, the School Code, and any applicable regulations and ordinances of the City of Rockford and County of Winnebago, Illinois.
- 30. QUANTITIES.** After bids have been evaluated, the District reserves the right to increase or decrease quantities as stated on the bid for budgetary reasons. The District further reserves the right to accept or reject any or all alternate offers, or to alter the original solicitation document in order to comply with budgetary requirements.
- 31. BID PROPOSAL.** Bidders must return the following when submitting a sealed bid:
- a. Second page of General Conditions and Instructions for All Bids Form
  - b. Statement of No Interest (if applicable)
  - c. Bid-Rigging Certification
  - d. Minority and Women Owned Business Form
  - e. Certification Regarding Debarment Form
  - f. Certificate Regarding Lobbying Form
  - g. OFAC Compliance Form
  - h. Bid Offer Form
  - i. Vendor Conflict of Interest Disclosure Form
  - j. Form W-9 Department of the Treasury Internal Revenue Service
  - k. Any necessary literature or information
- 32. REJECTED GOODS.** Rejected goods will be returned to the contractor's address at Contractor's risk and expense. Expenses incident to the examination and testing of materials or supplies which have been rejected will be charged to the contractor's account. Contractor will accept and refund full purchase price for all goods that are damaged (non-viable at time of receipt), of inferior quality, or having latent defects not detected prior to acceptance by the District but upon actual use of the product(s).
- 33. CONTRACT.** A response to this Invitation for Bid (IFB) is an offer to contract with the District based upon the terms, conditions, and specifications contained in the District's IFB and any District issued and published amendments thereto. Bids become contracts upon award to the successful Bidder by the Board of Education and no further documents need be executed; provided, certain IFBs may require the creation and execution of a separate formal contract in which case no contract is formed until a formal contract is created and until executed by the District. All of the terms and conditions of the contract are contained in the IFB, unless any of the terms and conditions are modified by an IFB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.
- 34. TERM OF CONTRACT.** Resultant contract period shall be effective on the date of award. The term of the engagement is for three (3) years with a two (2) year option. The ending effective date will coincide with installation of the last piece of equipment for three (3) years with a two (2) year option. Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

## **SUPPLEMENTAL TERMS AND CONDITIONS**

**35. OPTION YEAR PRICING.** The prices submitted on the solicitation should be submitted for the base contract year and all option years as specified. The prices for the base year of the contract and all option years are to be submitted as both firm-fixed prices and a percentage as commission rate. The owner shall have the option of determining which of these pricing options to accept for the duration of the contract.

**36. OPTION TO EXTEND THE TERM OF THE CONTRACT**

- (a) The District may unilaterally extend the term of this contract for an option year, annually by written notice to the Contractor at least thirty (30) days prior to contract expiration.
- (b) If the District exercises this option, the extended contract shall be considered to include this option provision. The option is deemed exercised when mailed or otherwise furnished to the contractor.
- (c) Upon the exercise of any option period(s), the District may add additional facilities or locations to this contract. Supplies/services will be provided for these facilities or locations for the time periods as specified. All contract terms and conditions will apply to these facilities or locations added.
- (d) The District may exercise the options contained in the "Option to Extend the Term of the Contract" clause of this contract by providing the written notice as required by the clause. Upon the exercise of an option year period, supplies and services will be provided for the time periods as specified in the solicitation.
- (e) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

**37. EVALUATION OF OPTIONS**

- (a) The District will evaluate bids by determining the lowest base period price. Since option year pricing is based on limits established in the "Pricing" clause, option year pricing is automatically considered when evaluating the base year price. All options are therefore considered to be evaluated. Evaluation of options will not obligate the district to exercise the option(s).
- (b) The District may reject a bid if exceptions are taken to the price provisions of the "Pricing" clause, unless the exception results in a lower maximum option year price. Such offers will be evaluated without regard to the lower option year(s) maximum. However, if the Bidder offering a lower maximum is awarded a contract, the award will reflect the lower maximum.

**38. TEMPORARY CONTRACT EXTENSION.** The District reserves the right to temporarily extend this contract for an additional ninety (90) calendar days from its original or any exercised option year expiration date without exercising a full option year for any reason and any and all pricing then in effect shall continue through the temporary extension period.

**39. ALTERNATE BIDS.** Alternate bids are not acceptable and will be rejected by the District. Alternate bids are defined as bids that do not comply with the bid terms, conditions, and specifications. Bidder may submit more than one bid providing that all such bids comply with the bid terms, conditions, and specifications.

**40. PREVAILING RATE OF WAGE.** It is required on this bid that the Contractor complies with all statutes, both Federal and State, governing payment of wages to employees. The Contractor certifies that by submitting their bid that they will pay the prevailing rate of wage in this area for the particular type of labor, in accordance with State of Illinois Codes and the Illinois Department of Labor. If applicable, the Contractor further certifies that all Subcontractors will comply with these same acts. If requested, bidders will submit to the District required information concerning the basic rate of wages per hour that he is either currently or will be paying for the particular type of trade required.

Should any Contractor need information concerning the prevailing rate of wage, said information is available at the Office of the Board of Education, 501 Seventh Street, Rockford, Illinois 61104.

Effective January 1, 1990, an amendment to the State of Illinois Prevailing Wage Act requires that if, during the course of work under this contract the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner will notify Contractor and each Subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.



## **SUPPLEMENTAL TERMS AND CONDITIONS**

- 41. PROHIBITED CONTRACTOR EMPLOYEES ON SCHOOL PREMISES.** Contractor employees, agents and principals and its consultants and consultants employees and agents shall not perform work within District buildings for more than 30 school days within any school year (July 1 to June 30) unless a criminal history records check has been conducted by Contractor, the individual(s) is found to have not violated any of the drug or criminal offenses listed in the criminal history records check provisions in the School Code 105 ILCS 5/10-21.9(f) (the Act), and the Contractor so certifies the same to be true on the Certified Cleared Employee List.

Contractor employees, agents and principals and its consultants and consultant's employees and agents shall not be permitted to be present on District grounds unless a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted regarding all such employees in accordance with and subject to the provisions of the Act. Contractor employees, agents and principals and its consultants and consultant's employees and agents who are found to have had convictions of the enumerated criminal or drug offenses listed in the Act or who appear in the noted databases shall not be permitted at any time to be present on school grounds.

Not less than 10 days prior to the commencement of work, Contractor shall submit to Owner a written certification on a form provided by Owner (Certified Cleared Employee List), signed by Contractor under oath that the employees listed on the certification have been the subject of a criminal history records check (for employees working more than 30 school days in District buildings), and a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check for all employees accessing District grounds. Contractor shall update the certification as and when necessary to keep such certification list current.

- 42. EMPLOYEE CONDUCT.** All of Contractor's employees, agents, principals, and consultants shall abide by Federal, State and Local Laws and Board of Education policy while on District premises. No employee, agent or principal of Contractor and its consultants and vendors shall fraternize with any student of the school district. Any employee whose conduct is judged unfit by District shall not be permitted to work on the project. Contractor agrees to comply with and abide by all rules, regulations and policies of the District relating to access to and conduct upon District Premises.

Contractor employees accessing school grounds are required to have in their possession identification issued by the District. All such persons must check in with the school main office to receive a visitor's identification at which time the individual must present a government issued photo identification which will be used to verify the individual's name appears on the Certified Cleared Employee List. At the conclusion of the work day, plastic or hard cover identification must be returned to the school.

The District may from time to time and at multiple times in their discretion and without notice check the identification of all persons accessing school grounds by or through the Contractor to assure such persons appear on the certification list and have in their possession a valid District issued identification. Contractor warrants that it shall immediately notify the District if a certified cleared employee is convicted of an enumerated offense or their name appears on any of the noted Databases. A violation of this section is a material breach of contract.

- 43. COMPLIANCE WITH FREEDOM OF INFORMATION ACT.** The District is required by law to comply with the provisions of the Freedom of Information Act, 5ILCS 140/1 et seq., as amended from time to time ("Act"). The Act requires the District to provide, if requested to do so by any person, copies of documents that maybe in your possession and related to this contract. As a condition of this contract, Contractor agrees to and shall provide to the District, copies of any and all such documents when directed to do by the District. All such documents shall be delivered to the District's Legal Department NO LATER THAN five (5) working days after the date of the District's direction to provide such documents. Failure of the Contractor to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the District to the Contractor which shall be paid immediately by the Contractor upon demand of the same by the District.

## **SUPPLEMENTAL TERMS AND CONDITIONS**

### **44. RECORDS, RETENTION, AUDIT**

- a. Records. The Contractor shall have or upon award of bid establish and maintain a reasonable accounting system that enables the District to readily identify Contractor's assets, expenses, costs of goods and use of funds related to the Project (the Records). Such Records shall include, but not limited to, accounting records, written policies and procedures; subcontractor files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers, including those for out-of-pocket expenses, other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips, bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents, payroll documents; timesheets; memoranda; and correspondence.
- b. Retention. The Contractor shall, at all times during its performance of the Project and for a period of seven years after the completion of the Project, maintain Records, together with all supporting or underlying documents and materials. The Contractor shall upon written request by the District at any time or times, whether during or after completion of the Project, and at the Contractor's expense, produce the Records for inspection, copying and audit (including copies and extracts of records as required) by the District. The Records shall be made available to the District, upon three-day written notice, during normal business hours at Contractor's principal office if located in Rockford, Illinois or at such other location specified by the District including the District offices. Upon expiration of the retention period specified in this paragraph 44b, prior to destruction of the Records, Contractor shall provide not less than 30 days written notice of its intent to destroy any part or all of the Records, specifying the nature, character and extent of Records to be destroyed and the District may at its discretion and expense obtain all Records or copies of Records intended to be destroyed. The Contractor shall ensure the District's right to access and audit the Records in the possession, created or maintained by Contractor's agents, assigns, successors, and subcontractors. Contractor shall notify in writing its agents, assigns, successors and subcontractors of the requirements of records, retention and audit as set forth in this paragraph 44. Any and all contracts or agreements between Contractor and any other party related to the Project shall expressly include the records, retention and audit provisions of this paragraph 44.
- c. The District and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all Records (in whatever form they may be kept, whether written, electronic, or other), including, but not limited to, those kept by the Contractor, its agents, assigns, successors, and subcontractors.

Cost of any examination or audit of Records conducted by the District will be borne by the District (excluding any cost to produce Records under paragraph 44b), except where the examination or audit identifies overpricing or overcharges (of any nature) by the Contractor to the District in excess of one-half of one percent (0.5%) of the total contract billings in which event the entire cost of the examination or audit shall be Contractor's cost and Contractor shall reimburse the District for the total cost of the examination or audit. If the examination or audit reveals substantive findings of fraud, misrepresentation, or non-performance by Contractor, its employees, agents, representatives, assigns, successors or subcontractors, the Contractor shall pay all costs of the examination or audit; and if paid by the District, reimburse the District for all such costs. In the event Contractor fails to pay such costs within 30 days of demand by the District, District may offset any such costs unpaid by Contractor from any balance due Contractor by the District or at the election of the District proceed to collect such costs by any available means including litigation in which event the costs of collection including reasonable attorney's fees shall also be paid by Contractor.

### **QUESTIONS**

Any questions regarding this bid; may be referred to Tamara Pugh, Purchasing Process Manager, [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com) or 815-966-3092.

**IFB 16-68 Multifunction Copier Equipment**

## SPECIFICATIONS

### IFB 16-68 MULTIFUNCTION COPIER EQUIPMENT

**1. ORGANIZATIONAL OVERVIEW**

Rockford Public School District #205 (RPS205), located in northern Illinois, is one of the state's largest school districts. The School District covers approximately 165 square miles and serves 29,000 students with three early childhood centers, 32 elementary schools, seven middle schools, five high schools, and three administrative buildings. The District employs over 4,000 employees who work throughout the district. RPS 205 focuses on college and career readiness for all of its students and is one of three **Ford Next Generation Learning Model Communities in the U.S.** It is among the largest school districts in Illinois and the second-largest employer in the Rockford region.

**2. PURPOSE**

The Rockford Public Schools is seeking competitive bids for the leasing and maintenance of multifunction copier equipment as outlined below. In addition the District is looking for assistance in implementing the District's Managed Print Services Analysis (MPSA).

**3. ESTIMATE IFB TIME LINE**

| <b>Date</b> | <b>Event</b>                                      |
|-------------|---|
| 06/16/2016  | Advertisement and Distribution of IFB             |
| 06/27/2016  | Final Questions due to Stacie Scott by 12:00 pm   |
| 06/28/2016  | Final Addendum with responses provided            |
| 06/30/2016  | IFB Opening                                       |
| 07/12/2016  | Recommendation to Board of Education for Approval |
| 07/13/2016  | Award Letter                                      |
| 07/18/2016  | Installation Start                                |
| 08/16/2016  | Installation Complete                             |

**4. BACKGROUND INFORMATION**

Rockford Public Schools has various locations throughout the District that require copying capabilities. The District is currently producing about 4,965,066 pages per month on our print fleet devices, with an average monthly cash outlay of \$91,369.55. The District engaged a firm to conduct a MPSA with the desire to procure a long-term solution that will support the diverse needs of the different departments and locations within the District. The goal of the long-term MPS solution is to help increase work flow efficiency and manage cost for their print fleet: copiers, single-function printers, digital duplicators, and faxes. A summary of the District's current inventory of print fleet devices is as follows:

- Copiers - 153
- Digital Duplicators - 36
- Single Function Printers – 1,250
  - 98 different models
  - 4 different manufacturers
- Fax Machines – 24

See Attachment 1, 2, and 3 for summary reports from the MPSA.

**IFB 16-68 Multifunction Copier Equipment**

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**5. SCOPE OF SERVICE & EQUIPMENT SPECIFICATIONS**

District 205 will replace the entire fleet of equipment in all District locations as current lease contracts expire.

**A. Administrative Requirements**

- a. The District will require one specific account representative that will handle any issues, problems or concerns during the process.
- b. Having an available, accurate detailed list of all devices and locations throughout the District.
- c. The ability for the District to see and manage the cost of printing throughout the department with usage reports for auditing (who is printing what and how much did it cost.)
- d. The ability to expand or contract the overall size of our document output fleet.
- e. District-wide year end cost analysis that provides a detailed report with total cost, department costs, and performance review along with recommendations to improve operations and reduce costs further.
- f. Provide assistance to the District in regards to the implementation and maintenance of the District's managed print plan.
- g. Provide initial and ongoing training as requested or needed.

**B. Service and Support Requirements**

- a. Vendor will provide all ongoing, onsite maintenance including, but not limited to, parts, labor, supplies, shipping and handling, and other necessary ongoing maintenance options at no extra cost.
- b. Guaranteed service level response times – no later than four (4) business hours from the service call.
- c. Comprehensive reporting to allow for tracking of expenditures, device usage, and other operational metrics.
- d. Work with each department to transition away from the local printer to the copier where practical to do so.
- e. Delivery of machines must be to the specified school site within a minimum of 48 hour advance notices between 8:00 AM and 3:00 PM. Prior site preparation must be complete to fulfill turnkey installation for immediate use within twelve (12) hours or less excluding network configuration.
- f. Covers all devices included in bid.
- g. Install all hardware (including electrical changes) in accordance with the manufacturer's specifications or local codes and ordinances, whichever is more stringent.

**C. Supply Requirements**

- a. Just in Time supply replenishment - Vendor will supply ink, toner, and other consumable supplies needed to perform the operations of the devices defined within this IFB.
- b. Unlimited toner.
- c. Vendor will be responsible to provide a method to collect and dispose of used cartridge waste through an environmentally friendly method.
- d. Consumable supplies must meet original equipment manufacturer's specifications.
- e. Vendor assumes all responsibility for hardware performance due to consumable supplies.
- f. Vendor is responsible for delivery of supplies to point of need.
- g. Paper and staples will be provided by RPS.

## IFB 16-68 Multifunction Copier Equipment

### D. Equipment Requirements

- a. Equipment must have a new machine serial number and designation.
- b. Equipment must not have any copies produced on it before (excluding basic install testing).
- c. All machines must have remote meter monitoring capabilities.
- d. All machines must have remote service monitoring capabilities.
- e. Suspend Job Timeout (keeps productivity moving by allowing subsequent jobs to print when the current job is suspended due to missing paper.)
- f. All machines should allow for “follow me” printing job release where the print job submitted to a device should be retrievable from any of the devices on site. Software licenses and configuration (if needed) should be included in the proposal.
- g. Equitrac, PaperCut, or owner approved monitoring software.
- h. The Vendor will supply the following eight types of multifunction copier devices.  
Equipment must meet the minimum specifications listed below for each device in the quantities specified for each item:

|    | Equipment              | Quantity | Description  |
|----|------------------------|----------|--|
| 1. | C1 Color Desktop Basic | 7        | <ul style="list-style-type: none"> <li>• Desktop</li> <li>• A4</li> <li>• Color Scan/Print/Copy/Fax</li> <li>• Scan to google docs</li> <li>• 1-550 sheet paper drawer</li> <li>• Bypass</li> <li>• Minimum of 35 pages per minute mono and color</li> </ul>   |
| 2. | C2 Color Basic         | 11       | <ul style="list-style-type: none"> <li>• A3 – 11 X 17</li> <li>• 2 – 550 sheet universal paper drawers</li> <li>• Color Scan/Print/Copy</li> <li>• Scan to google docs</li> <li>• Bypass</li> <li>• Internal finisher with stapling</li> <li>• Minimum of 25 pages per minute mono and color</li> </ul>  |
| 3. | C3 Color Main Office   | 45       | <ul style="list-style-type: none"> <li>• A3 – 11 X 17</li> <li>• 2 – 8 ½ X 11 – minimum of 1000 sheets each</li> <li>• 2- 550 sheet universal paper drawer</li> <li>• Bypass</li> <li>• Print/Copy/Fax</li> <li>• Single Pass Color Scanning</li> <li>• Scan to google docs</li> <li>• Office Finisher with stapling</li> <li>• Minimum of 45 pages per minute mono and color</li> </ul> |

**IFB 16-68 Multifunction Copier Equipment**

|    | <b>Equipment</b>          | <b>Quantity</b> | <b>Description</b>  |
|----|---------------------------|-----------------|---|
| 4. | C4 Color High Volume      | 4               | <ul style="list-style-type: none"> <li>• A3 – 11 X 17</li> <li>• 2 – 8 ½ X 11 – minimum of 1000 sheets each</li> <li>• 2- 550 sheet universal paper drawer</li> <li>• Bypass</li> <li>• Print/Copy/Fax</li> <li>• Single Pass Color Scanning</li> <li>• Scan to google docs</li> <li>• Office Finisher with stapling</li> <li>• Minimum of 65-70 pages per minute mono and color</li> </ul>   |
| 5. | MO Mono Desktop Basic     | 5               | <ul style="list-style-type: none"> <li>• Desktop</li> <li>• A4</li> <li>• Color Scan/Print/Copy/Fax</li> <li>• Scan to google docs</li> <li>• 1-550 sheet paper drawer</li> <li>• Bypass</li> <li>• Minimum of 35 pages per minute</li> </ul>   |
| 6. | M1 Mono Basic             | 21              | <ul style="list-style-type: none"> <li>• A3 – 11 X 17</li> <li>• 2 – 550 sheet universal paper drawers</li> <li>• Color Scan/Print/Copy</li> <li>• Scan to google docs</li> <li>• Bypass</li> <li>• Internal finisher with stapling</li> <li>• Minimum of 35 pages per minute mono</li> </ul>   |
| 7. | M2 Mono High Volume       | 48              | <ul style="list-style-type: none"> <li>• A3 – 11 X 17</li> <li>• 2 – 8 ½ X 11 – minimum of 1000 sheets each</li> <li>• 2- 550 sheet universal paper drawer</li> <li>• Bypass</li> <li>• Print/Copy</li> <li>• Single Pass Color Scanning</li> <li>• Scan to google docs</li> <li>• Office Finisher with stapling</li> <li>• Minimum of 55 pages per minute monochrome</li> </ul>  |
| 8. | LP1 Mono Light Production | 43              | <ul style="list-style-type: none"> <li>• Average Monthly Volume Range – 50K – 100K</li> <li>• A3 – 11 X 17</li> <li>• 2 – 8 ½ X 11 – minimum of 1000 sheets each</li> <li>• 2- 550 sheet universal paper drawer</li> <li>• High Capacity Feeder – minimum 2000 sheets</li> <li>• Bypass</li> <li>• Print/Copy</li> <li>• Single Pass Color Scanning</li> <li>• Scan to google docs</li> <li>• Office Finisher with stapling</li> <li>• Minimum of 95 pages per minute mono</li> </ul> |

## **IFB 16-68 Multifunction Copier Equipment**

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### **6. REQUIREMENTS AND DELIVERABLES**

- A. Bidders must provide evidence that they are appropriately licensed or certified to do business in the State of Illinois.
- B. The Bidders must confirm that they operate in compliance with HIPAA, FERPA and all other legal requirements.
- C. The Bidders must agree to a termination clause allowing the School Board to terminate at any time or for any reason with a notice requirement not to exceed 60 days. Termination for cause shall require 30 days' notice.

### **7. ADDITIONAL SERVICES**

Adjustments to the scope described above may be necessary if additional project information and/or specifications related to any new construction projects may occur. No additional services will be provided without approval.

### **8. TERM OF ENGAGEMENT**

The term of the engagement is for three (3) years with a two (2) year option from July 1, 2016. The ending effective date will coincide with installation of the last piece of equipment for three (3) years with a two (2) year option. Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

The Contract will require the proposer to adhere to the terms of their proposal and to act in accordance with all applicable laws and regulations that are in affect at the time the contract is signed and that become affective during the term of the contract.

**IMPORTANT: All questions or clarification requests regarding this IFB are to be directed to the District's Executive Director of Budget and Purchasing, Stacie Scott, via email to [stacie.scott@rps205.com](mailto:stacie.scott@rps205.com). Attempts by members of a submitting bidder to contact the Board, Selection Committee members (other than Mrs. Scott via email) or other District employees regarding this IFB can lead to an immediate disqualification of the firm.**

## Executive Summary

Rockford Public Schools (District) awarded RK Dixon (RKD) the Managed Print Services Analysis (MPS) RFP. The District's desire is to procure a long-term solution that will support the diverse needs of the different departments and locations within the District. The goal of the long-term MPS solution is to help increase work flow efficiency and manage cost for their print fleet: copiers, single-function printers and faxes.

In aligning with the District's MPS objectives, we have constructed a fleet designed that focuses on these critical points:

- on Consolidation of unnecessary devices, taking into account the specific needs of each department, building, and the user applications.
- on Protecting the District's existing output investment by retaining some of the existing devices and only introducing new devices when necessary to realize tangible cost reductions or work flow improvement.
- on Cost Containment

RKD is confident that they have captured nearly 100% of the volume and Total Cost of Ownership (TCO). There were a few of the copier and digital duplicator maintenance agreements in which cost could not be calculated but RKD feels that it is minimal. The TCO for a device includes the hardware cost (month lease payment), supplies and service cost, excluding paper and staple cost.

## Current Fleet Statistics

The District is currently: (see attachment #1)

- A. Producing 4,965,066 pages per month on their print fleet devices
- B. Average monthly cash outlay \$91,369.55
- C. Average pages per student per day is 10.21
- D. Total Cost of ownership (TCO) per page is \$.0184
- E. Single-function printer current Supply Cost per page for–
  - a. Monochrome - \$.0192
  - b. Color - \$.068
- F. Copier current Maintenance Cost per page \$.0061
- G. Digital Duplicator current Cost per page – see "Current State", "Digital Duplicators"

Inventoried devices accounted for during the physical walk-throughs and/or read on the data collection agent (DCA):

- A. Copiers - 153
- B. Digital Duplicators - 36
- C. Single Function Printers – 1,250
  - a. 98 different models
  - b. 4 different manufacturer
- D. Fax Machines – 24



## Managed Print Analysis Due Diligence Process

1. RKD worked with the District to load a data collection agent (DCA) onto the District's print server so all network devices could be located and print meters read.
2. The District provided floor plans for all the schools and administration offices.
3. The District and RKD benchmarked The District's current monthly cash outlay:
  - A. Single Function Printer Cost – Office Depot pricing was the baseline. When available non-OEM supply pricing and high-yield cartridges were used to calculate the cost per page.
  - B. Copiers – Service agreement pricing was provided by the District.
  - C. Digital Duplicators (Standard and Risograph) – Supply and Service agreement pricing was provided by the District.
  - D. Hardware Refresher Cost
    - a. Copiers and Digital Duplicators – The District provided a spreadsheet stating the monthly lease payment of the device. On devices where there was no stated lease payment, \$100.00 was used as the monthly refresher cost.
    - b. Single function printers - \$500 was used as the baseline.
4. RKD conducted two physical walk-throughs of each building and administrative area:
  - A. During the first walk-through all the devices in the common areas were mapped on the floor plans, device serial number was confirmed and current device meters logged. In a majority of the buildings and administrative areas the staff walked RKD to all the devices within the building and RKD was able to map all the devices.
  - B. The second walk-through was conducted approximately 30 days later. During the second walk-through, RKD touched all non-networked devices to collect a second meter. RKD's ONtrac workbook calculates the two sets of meter readings and calculates the average monthly volume on a 22.5 day work month.
5. ONtrac workbooks were created for all the schools and administration areas. RKD is providing an ONtrac workbook analysis for all the buildings and administration area. There are current schools and programs that, during the summer of 2016, will be closed or relocated. For those buildings and programs, a strategy has been created, but once the floor plan has been finalized they should be reviewed. The workbooks formulate and establishes a baseline for:
  - A. Monthly Volumes
  - B. Monthly Average Cash Outlay per building
  - C. Total Cost of Ownership per page (hardware (monthly lease payment), service and supply cost, excluding paper and staples)
  - D. Builds future strategies for a go-forward plan.

## Current State

The current culture in most of the buildings is for a facility member to print a copy of their document on a single function printer and then make the needed copies on the copier. This information was shared with RKD when they conducted the physical walk-throughs and asked the administrators and staff about their current work flow processes.

In some of the buildings if the facility wants to use their single function printers, they are responsible for buying their own toner cartridges. In most of the buildings, the printer and toner cartridges are provided for through the building's budget.

Current procurement process at the District:

- A. **Copiers** - Purchasing set a policy in place in 2014 that acquired all copier leases for a Konica-Minolta copier to mature by December 2016. This policy will alleviate the District from buying out existing leases early and occurring additional finance cost. Although, during the walk-throughs RKD inventoried 24 HP multi-function devices (HP 4555, HP 4540, HP 630 and HP 640). Since the buildings did not have the opportunity to lease new Konica-Minolta copiers, they purchased the HP multifunction devices, to use as a printer and copier. The HP devices initial hardware investment is usually less than a standard copier but the supply and maintenance cost can be up to three times higher.

Konica-Minolta is the current main manufacturer of the District's copiers. Many of the devices were initially leased on a 36 month \$1 buyout lease. The average age of the copiers within the district is 6.3 years, based on the information provided by The District. The current fleet consist of stand-alone copiers, network devices that are only being used for scanning and fully functioning multi-function devices set-up for scan, print and copy.

- B. **Digital Duplicator** – manufacturers: Standard Duplicator and Risograph. From the information provided to RKD these devices have been outright purchased versus leased.

The digital duplicator produces a print by cutting a "paper master." The District's average cost for the paper master is \$.25 to \$.27, and the master can print up to 2,000 pages. The device uses liquid ink to produce the print. The concept behind the digital duplicator is there is a set cost for the paper master and the more prints that are produced per master the more efficient the process becomes.

When we discussed the work flow of the digital duplicator with the administrators in the buildings, they were determining that their breakeven point on producing a print on the duplicator versus a copier was between 30-50 pages.

This scenario was true back in the late 1990's when the cost of a copy on a copier was more than a penny.

Currently, the 36 devices in the District are averaging 72 pages per master.

- on 13 of the units are averaging 136 pages per master at a cost per page of \$.0049.
- on 20 of the units are averaging 28 pages per master at a cost per page of \$.0073.
- on 3 of the units are not being used.
- on The breakeven point is 72 pages per master

The District's current average cost per page on their copier service agreements is \$.0061.

- C. **Single-Function Printers** – main manufacturers: Dell and HP. RKD was told by the administrators that they are responsible for the purchasing of the printer (hardware) and supplies from their

building budget. The schools are currently still buying new printers. From the time RKD conducted their first walk-through until they completed the second, five new printers were inventoried.

Many of the new printers that are being purchased within the District are initially inexpensive to purchase, but their overall cost of operation, supply cost per copy is expensive.

Many of the devices are older models and not only are their supply cost extremely expensive, but they are not “Energy Star” compliant and consume a tremendous amount of electricity.

*Example – a school district in Northern IL that RKD removed 526 Dell single-function printers was able to save over \$3000/per month in electrical cost.*

In many of the buildings, there were two and three printers sitting in the same area plugged in but not being used because they were not working or out of toner.

## Fleet Recommendations

Deploy a standardized fleet of:

1. Multi-function devices. Create a “Copy Matrix” (see attachment #2) that defines the model segments, features and volume ranges. As additional devices are needed within the District, the building and/or department would choose their device from the pre-selected devices on the approved matrix.

The advantage of standardization is:

- a. Devices can be load balance within the District. As needs change within the district, department and/or building, devices can easily be moved.
  - b. Training – if the District standardizes devices, as employees move within the District, the user experience will be the same. This can also help reduce service calls when users are familiar with the device.
2. Single-function printers. Establish an approval process for single-function printers requiring the end user to be able to justify why the printer is needed. The process should require multiple approval levels. Create a matrix of approved single-function printers that are cost efficient to operate. If a building and/or department establishes a need they can choose from the matrix of approved devices.

The advantage of standardization is:

- a. This will also help reduce the number of different toner cartridges.
- b. The District could take advantage of quantity purchasing, helping to reduce their cost.

RKD is recommending a two phase process.

### Phase 1

- A. Build a multi-function device foundation. Standardize the makes and models of the devices through-out the District. Making sure that every department and building has the correct

device to meet their needs. This will help build confidence that the devices are user friendly and reliable.

RKD is recommending that the District standardize with 4 monochrome and 4 color devices (see attached “Copier Matrix”):

- A. Monochrome
  - a. M0 Mono Desktop basic
  - b. M1 Mono Basic
  - c. M2 Mono High Volume
  - d. LP1 Mono Light Production
- B. Color
  - a. C1 Color Desktop basic
  - b. C2 Color Basic
  - c. C3 Color Main Office
  - d. C4 Color High Volume

RKD has included a proposed strategy for all the buildings and departments within the District.

- on Maps existing devices and proposed strategy maps. Some of the maps are more detailed denoting the location of all the print fleet devices within a building and others only denote the common areas. During the walk-throughs in some of the buildings we were able to walk-through just the common areas and in some of the buildings we were able to inventory all the devices within the building.
- on Strategy worksheets. The strategy worksheet list all the devices that were either logged in the walk-through or that are network devices that are being read on the DCA. Even though a device was not physically inventoried during the walk-through RKD was able to determine which building the device was located in the IP address.



The “Device Quantity Summary” (see attachment #3) list each of the buildings and a summary of the recommended devices for the building. RKD is recommending devices that are designed to efficiently hand the volumes levels as single-function printers are retired in the district and the volume is migrated to the multifunction devices.

- B. Install a software that allows for “Follow Me” printing. Print jobs are held in a print cloud that is housed within the District, the user can walk to any device within the District and print their job. This helps eliminate bottle necks and frustration if a user sends a print job to a specific device and when they go retrieve their job the device is down, busy and/or out of paper. The solutions that are available within the industry that are non-proprietary are Equitrac or PaperCut.

All jobs are securely held in the print cloud until they are retrieved by the author. This helps eliminate the discussion of someone needing a single-function printer do to confidential printing.

The District can also set up parameters. If a job is not printed with a specific amount of time the job is purged.

*Example – a district in Northern IL when they initially installed Equitrac was averaging 4,000 pages per day that were sent to the multifunction devices but never retrieved by the user. Cost savings:*

-  4,000 pages per day (times) 176 schools days per year = 704,000 pages
-  704,000 (times) (\$.005/paper cost + \$.005/service and supply cost) = \$7040.00/annual savings

- C. Remove all the single-function printers in the common areas and redeploy the volume to multi-function devices. Only a few exceptions should be made to this.
- D. Redeploy the most efficient single-function devices in the current locations where printers are still required. There has been over 151 (as of the last walk-through) HP single-function devices that have been purchased within the last two years in the District. Redeploy these devices in the required areas. This will help to start standardizing the printer manufacturer and models. Allowing the District to take advantage of quantity toner cartridge purchasing. This can also help reduce IT's troubleshooting and response time.

## Phase 2

- A. Re-evaluate the single-function printers on an annual basis to continually remove the devices. Every page of volume that is redeployed to a multifunction device will be a cost savings recognized by the District.

## Best Practice

Below are “Best Practices” of three school districts that RKD has implemented MPS and monitoring software (Equitrac or PaperCut) in. They have all seen a minimum cost reduction of 12% in their overall cash outlay and a minimum of 1.34 pages per day per student copy/print reduction.

Cost per page (cost containment). The Districts have been able to determine their TCO (total cost per page) and have been able to budget the annual print expense for each building by knowing the number of students that will be in that each building that school year and knowing what the average number of pages per day are being printed per student in the district.

The Districts now have established policies and an approval process for new devices being added. This has helped them maintain control of new single-function printers creeping back into the District without their knowledge.

## Freeport Schools

Assistant Superintendent – Patrick McDermott  
Director of IT – Tom Elzen

When RKD initially conducted the walk-throughs in 2010, they inventoried 529 Dell printers. RKD presented a strategy that removed all but 10 single-function printers in the District. The printers were

located in areas where logistically the department was not close to a multi-function device and only had a need for printing. Freeport installed the recommended strategy with Equitrac during the December holiday in 2011. Equitrac allowed Freeport to set-up rules and routing that help reduce their cost by over 17% and their print volume by 11.5%.

The rules and routing that Freeport established for the district:

- A. Default duplexing for all print and copy jobs
- B. All prints and copy jobs default to monochrome
- C. With “Follow Me” printing, the need for individuals to have a single-function device on their desk for security was eliminated.
- D. Centralized color in the main office

Freeport let all the administrators and facility know that the single-function printers were going to be removed during the holiday break and when they returned all printing would be directed to the new multi-function devices.

The single-function devices Freeport pulled were disposed of, with the exception of a few of the new devices for IT swaps.

Freeport renewed their contract with RKD in the summer of 2014.

### Winnebago Schools

Director of Finance – Dave Zumdahl

Director of IT – Matt Adams

Winnebago initially had:

- A. 15 stand-alone copiers
- B. 43 single-function printers
- C. 2 Digital Duplicator
- D. 5 stand-alone faxes

During the summer of 2010, they removed all the stand-alone devices and installed 24 multi-function devices with Equitrac. Winnebago removed all their single-function printers except for a few that were strategically placed in locations that only need printing.

The rules and routing that Winnebago established for the district:

- A. Default duplexing for all print and copy jobs
- B. All prints and copy jobs default to monochrome
- C. With “Follow Me” printing the need for individuals to have a single-function device on their desk for security was eliminated.
- D. Centralized color in the main office.

Winnebago donated their printers to non-profits.

Winnebago renewed their contract in the summer of 2015.

## Genoa-Kingston

Director of Finance – Brad Shortridge

Director of IT – Bruce Burkhalter

During the summer of 2011, Genoa-Kingston removed 211 printers. They informed their teachers at the end of the school year that the classroom printers would be removed over the summer. Genoa-Kingston also centralized their color printing at the District Office. This has eliminated most of the color printing in the District. By removing the color devices in the buildings, the District saved \$35,000 the first year. Genoa-Kingston is also uses Equitrac and has established the same rules and routing as Winnebago and Freeport.

Genoa-Kingston told the teachers that they could take their classroom printers home with them, but if they left them, the printers would be disposed of by the District.

Genoa-Kingston renewed their contract in the summer of 2014.

## Program Recommendations

RKD is recommending the District establish a program that, long-term, drives as much of their volume to multi-function devices.

Color multifunction devices should only be deployed in the main office of the buildings and within departments where color is needed. By deploying the devices in the main office, the color pages can be monitored through rules and routing. RKD understands that there will still be a need for single-function printers due to the building and/or department's floor plan, work flow and/or special needs. The single-function printer should be the exception, not the rule.

## Cost Benefit

### Color:

RKD is currently recommending migrating 150,691 pages from single-function color printers to color multifunction devices.

The District could recognize a monthly cost savings of:

$\$.068 / \text{The District's current average color per page on a single-function color printer (minus)}$   
 $\$.05 / \text{current street price for a color page on a multifunction device} = \$.018 / \text{savings per page.}$

$\$.018 / \text{savings per page (times) } 150,691 / \text{color pages per month on single-function color printers} =$   
 $\$2712.44.$

There would still be 68,887 color pages being printed on single-function color printers per month that could be migrated to a multifunction color device for an additional monthly savings of \$1239.97.

**Monochrome:**

RKD is currently recommending migrating 397,514 pages from single-function monochrome printers to monochrome multifunction devices.

The District could recognize a monthly cost savings of:

\$0.0192/The District's current average per page on a single-function monochrome printer (minus) \$0.005/current street price for a monochrome page on a multifunction device = \$0.0142/savings per page.

\$0.0142/savings per page (times) 397,514/or pages per month on single-function monochrome printers = \$5644.70

There would still be 338,117 monochrome pages being printed on single-function monochrome printers per month that could be migrated to a multifunction monochrome device for an additional monthly savings of \$4801.26.



## Rockford Public Schools Projected Monthly Cash Outlay



| Projected Hardware     | Projected Number of Devices | Projected Cost per Device | Projected Device Procurement Cost |
|------------------------|-----------------------------|---------------------------|-----------------------------------|
| C1 Color Desktop Basic | 7                           | 1,500                     | \$ 10,500                         |
| C2 Color Basic         | 11                          | 4,000                     | \$ 44,000                         |
| C3 Color Main Office   | 45                          | 6,000                     | \$ 270,000                        |
| C4 Color High Volume   | 4                           | 8,000                     | \$ 32,000                         |
| M0 Mono Desktop Basic  | 5                           | 1,500                     | \$ 7,500                          |
| M1 Mono Basic          | 21                          | 3,500                     | \$ 73,500                         |
| M2 Mono High Volume    | 48                          | 7,500                     | \$ 360,000                        |
| LP1 Light Production   | <u>43</u>                   | 13,000                    | <u>\$ 559,000</u>                 |
|                        | <b>184</b>                  |                           | <b>\$ 1,356,500</b>               |

### 60 Month Fair Market Value Lease (FMV)

Rate Factor - \$.02079

\$ 28,201.64

### Projected Total Care Service

Total Care Service includes all parts, labor and supplies excluding paper and staples

|                                 | Monochrome Volume based on Proposed Strategy | Color Volume based on Proposed Strategy | Projected Cost Per Copy | Projected Monthly Cost |
|---------------------------------|--|---|-------------------------|------------------------|
| <b>Copier</b>                   |  |   |                         |                        |
| Proposed Mono Pages             | 4,381,446                                    |   | \$0.005                 | \$21,907.23            |
| Proposed Color Pages            |  | 161,442                                 | \$0.050                 | \$8,072.10             |
| <b>Printer Assigned</b>         |  |   |                         |                        |
| Proposed Mono Pages             | 155,947                                      |   | \$0.0192                | \$2,997.79             |
| Proposed Color Pages            |  | 37,749                                  | \$0.068                 | \$2,550.38             |
| <b>Printer Unassigned</b>       |  |   |                         |                        |
| Proposed Mono Pages             | 180,571                                      |   | \$0.0192                | \$3,471.15             |
| Proposed Color Pages            |  | <u>35,866</u>                           | \$0.068                 | <u>\$2,438.89</u>      |
| <b>Out of scope</b>             | <u>12,045</u>                                |   |                         |                        |
| <b>Projected Monthly Volume</b> | <b>4,730,009</b>                             | <b>235,057</b>                          |                         |                        |

Projected Monthly Total Care Service Cash Outlay

\$41,437.54**Projected Monthly Hardware & Total Care Service Cash Outlay****\$ 69,639.17****Projected Annual Hardware & Total Care Service Cash Outlay****\$ 835,670.09**

# Rockford Public Schools

## MPS Analysis



### Annual District Cost

|  |             |               |
|--|-------------|---------------|
| Monthly District Expenses (12 months a year)           | \$ 8,378.99 |               |
| Annual District Expenses \$8378.99 (times) 12 months = |             | \$ 100,547.88 |

|  |              |                      |
|--|--------------|----------------------|
| Monthly School Building Expense (10 months a year)       | \$ 82,990.56 |                      |
| Annual District Expenses \$82,990.56 (times) 10 months = |              | <u>\$ 829,905.60</u> |

|  |               |
|--|---------------|
| Projected Annual Cash Outlay with refresher Cost | \$ 930,453.48 |
|--|---------------|

*The projected annual cash outlay is calculated with hardware refresher cost.*

### Projected Summary

|                               |                     |                     |
|-------------------------------|---------------------|---------------------|
| Projected Hardware Cost       | \$ 28,201.64        |                     |
| Projected Total Care Service  | <u>\$ 41,437.54</u> |                     |
| Projected Monthly Cash Outlay |                     | <u>\$ 69,639.18</u> |
| Projected Annual Cash Outlay  |                     | \$ 835,670.16       |

### Equitrac or PaperCut with 5 years support \$1000.00/per device

|  |                     |
|--|---------------------|
| 184 devices (times) \$1000.00/per device = \$184,000 |                     |
| \$184,000 (times) \$.02079/60 month FMV rate =       | \$3825.36/month     |
| \$3825.36/monthly lease payment (times) 12 months =  | <u>\$ 45,904.32</u> |

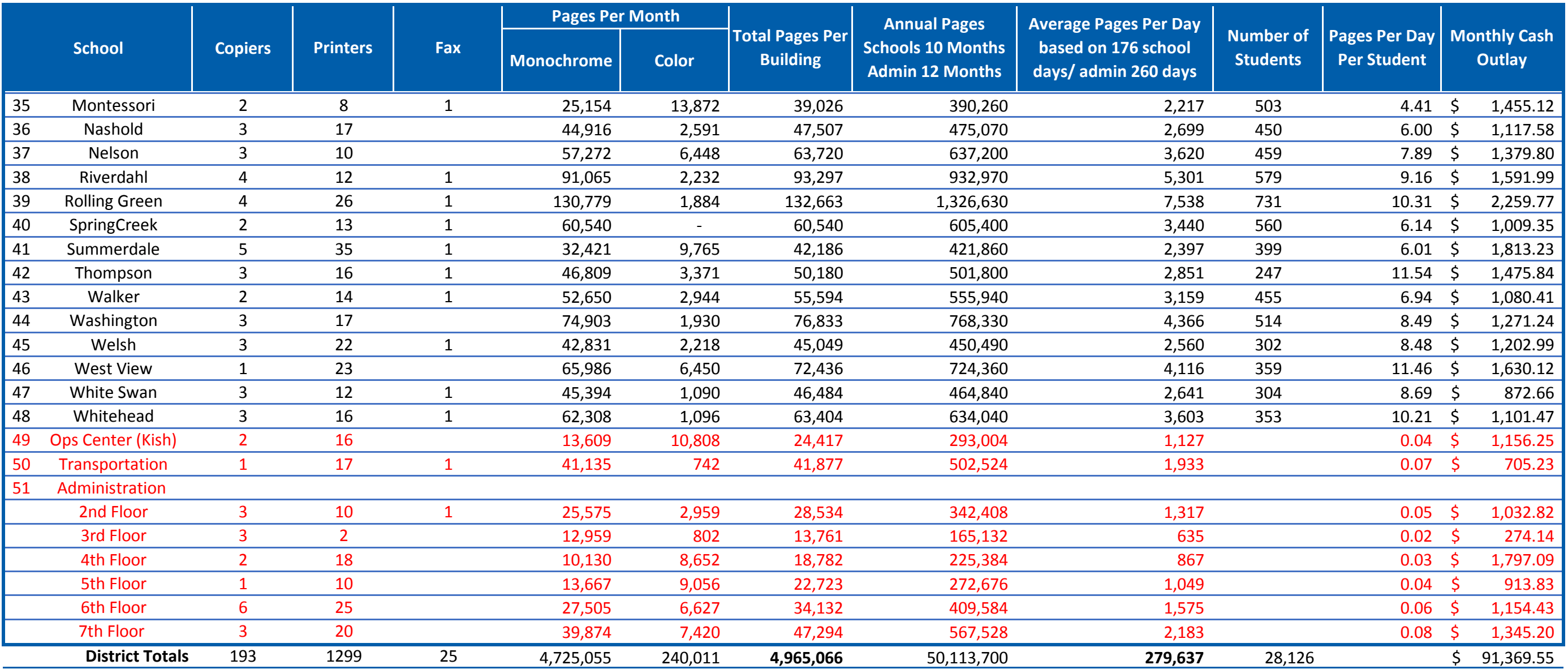
|                          |              |
|--------------------------|--------------|
| Estimated Annual Savings | \$ 48,879.00 |
|--------------------------|--------------|

# Rockford Public Schools

## MPS Volume and Cost Summary



| School           | Copiers | Printers | Fax | Pages Per Month |        | Total Pages Per Building | Annual Pages Schools 10 Months Admin 12 Months | Average Pages Per Day based on 176 school days/ admin 260 days | Number of Students | Pages Per Day Per Student | Monthly Cash Outlay |
|------------------|---------|----------|-----|-----------------|--------|--------------------------|--|--|--------------------|---------------------------|---------------------|
|                  |         |          |     | Monochrome      | Color  |                          |  |  |                    |                           |                     |
| 1 Auburn         | 13      | 77       |     | 456,288         | 8,105  | 464,393                  | 4,643,930                                      | 26,386   | 2053               | 12.85                     | \$ 6,490.25         |
| 2 East           | 6       | 53       |     | 392,239         | 3,450  | 395,689                  | 3,956,890                                      | 22,482   | 2018               | 11.14                     | \$ 4,356.45         |
| 3 Guilford       | 10      | 70       | 1   | 254,838         | 8,199  | 263,037                  | 2,630,370                                      | 14,945   | 1805               | 8.28                      | \$ 4,602.67         |
| 4 Jefferson      | 9       | 74       | 1   | 398,270         | 5,877  | 404,147                  | 4,041,470                                      | 22,963   | 1836               | 12.51                     | \$ 4,182.58         |
| 5 Roosevelt      | 4       | 32       |     | 49,592          | 3,763  | 53,355                   | 533,550  | 3,032  | 450                | 6.74                      | \$ 1,732.19         |
| 6 Eisenhower     | 3       | 54       | 1   | 202,406         | 1,267  | 203,673                  | 2,036,730                                      | 11,572   | 762                | 15.19                     | \$ 2,768.29         |
| 7 Flinn          | 6       | 37       |     | 169,011         | 3,685  | 172,696                  | 1,726,960                                      | 9,812  | 1005               | 9.76                      | \$ 3,032.35         |
| 8 Kennedy        | 6       | 42       |     | 124,256         | 1,626  | 125,882                  | 1,258,820                                      | 7,152  | 577                | 12.40                     | \$ 2,348.26         |
| 9 Lincoln        | 4       | 53       |     | 138,804         | 11,074 | 149,878                  | 1,498,780                                      | 8,516  | 681                | 12.50                     | \$ 2,471.40         |
| 10 Marshall      | 3       | 30       |     | 110,707         | 10,485 | 121,192                  | 1,211,920                                      | 6,886  | 373                | 18.46                     | \$ 2,842.31         |
| 11 RESA          | 10      | 59       | 1   | 291,045         | 19,948 | 310,993                  | 3,109,930                                      | 17,670   | 1012               | 17.46                     | \$ 4,797.97         |
| 12 West          | 5       | 45       |     | 105,363         | 1,364  | 106,727                  | 1,067,270                                      | 6,064  | 885                | 6.85                      | \$ 2,046.42         |
| 13 Wilson ASPIRE | 1       | 2        | 1   | 3,521           | 585    | 4,106                    | 41,060   | 233  | 30                 | 7.78                      | \$ 294.44           |
| 14 BLA           | 3       | 19       | 1   | 74,000          | 12,248 | 86,248                   | 862,480  | 4,900  | 684                | 7.16                      | \$ 2,011.23         |
| 15 Beyer         | 3       | 17       | 1   | 42,413          | 4,765  | 47,178                   | 471,780  | 2,681  | 369                | 7.26                      | \$ 1,164.41         |
| 16 Bloom         | 3       | 10       | 1   | 43,810          | 1,759  | 45,569                   | 455,690  | 2,589  | 314                | 8.25                      | \$ 789.80           |
| 17 Brookview     | 3       | 14       |     | 84,971          | 98     | 85,069                   | 850,690  | 4,833  | 439                | 11.01                     | \$ 1,058.84         |
| 18 Carlson       | 1       | 10       | 1   | 75,985          | 6,160  | 82,145                   | 821,450  | 4,667  | 355                | 13.15                     | \$ 1,128.76         |
| 19 CherryValley  | 2       | 14       | 1   | 23,007          | 1,961  | 24,968                   | 249,680  | 1,419  | 194                | 7.31                      | \$ 677.44           |
| 20 Conklin       | 2       | 22       | 1   | 68,400          | 2,041  | 70,441                   | 704,410  | 4,002  | 415                | 9.64                      | \$ 1,143.76         |
| 21 Dennis        | 1       | 18       |     | 7,176           | 3,423  | 10,599                   | 105,990  | 602  | 439                | 1.37                      | \$ 685.06           |
| 22 Ellis         | 3       | 18       |     | 50,098          | 692    | 50,790                   | 507,900  | 2,886  | 451                | 6.40                      | \$ 1,095.69         |
| 23 Fairview      | 2       | 25       |     | 26,192          | 7,560  | 33,752                   | 337,520  | 1,918  | 657                | 2.92                      | \$ 1,128.38         |
| 24 Froberg       | 3       | 8        |     | 56,574          | 696    | 57,270                   | 572,700  | 3,254  | 455                | 7.15                      | \$ 874.85           |
| 25 Gregory       | 1       | 13       |     | 46,317          | 938    | 47,255                   | 472,550  | 2,685  | 333                | 8.06                      | \$ 573.47           |
| 26 Haskell       | 2       | 15       |     | 15,746          | 836    | 16,582                   | 165,820  | 942  | 309                | 3.05                      | \$ 588.61           |
| 27 Hillman       | 2       | 14       | 1   | 74,870          | 5,582  | 80,452                   | 804,520  | 4,571  | 528                | 8.66                      | \$ 1,322.75         |
| 28 Johnson       | 2       | 13       |     | 21,497          | 3,722  | 25,219                   | 252,190  | 1,433  | 453                | 3.16                      | \$ 1,447.25         |
| 29 King          | 2       | 17       |     | 45,578          | 240    | 45,818                   | 458,180  | 2,603  | 309                | 8.42                      | \$ 785.17           |
| 30 Kishwaukee    | 3       | 15       |     | 42,690          | 603    | 43,293                   | 432,930  | 2,460  | 267                | 9.21                      | \$ 926.78           |
| 31 Lathrop       | 4       | 10       |     | 60,280          | 600    | 60,880                   | 608,800  | 3,459  | 402                | 8.60                      | \$ 1,071.13         |
| 32 Lewis Lemon   | 3       | 10       | 1   | 68,036          |        | 68,036                   | 680,360  | 3,866  | 404                | 9.57                      | \$ 1,047.63         |
| 33 McIntosh      | 3       | 14       |     | 50,932          | 1,349  | 52,281                   | 522,810  | 2,971  | 387                | 7.68                      | \$ 1,141.31         |
| 34 Marsh         | 3       | 16       |     | 32,661          | 2,353  | 35,014                   | 350,140  | 1,989  | 260                | 7.65                      | \$ 1,101.09         |



4

## Rockford Public Schools Copier Matrix



All devices must be able to have Equitrac or PaperCut embedded into the device

| Color  | Monochrome  |
|--|---|
| <b>C1 Color Desktop Basic</b><br>Desktop<br>A4<br>Color Scan/Print/Copy/Fax<br>Scan to google docs<br>1-550 sheet paper drawer<br>Bypass<br>Minimum of 35 pages per minute mono and color  | <b>MO Mono Desktop Basic</b><br>Desktop<br>A4<br>Color Scan/Print/Copy/Fax<br>Scan to google docs<br>1-550 sheet paper drawer<br>Bypass<br>Minimum of 35 pages per minute   |
| <b>C2 Color Basic</b><br>A3 – 11 X 17<br>2 – 550 sheet universal paper drawers<br>Color Scan/Print/Copy<br>Scan to google docs<br>Bypass<br>Internal finisher with stapling<br>Minimum of 25 pages per minute mono and color   | <b>M1 Mono Basic</b><br>A3 – 11 X 17<br>2 – 550 sheet universal paper drawers<br>Color Scan/Print/Copy<br>Scan to google docs<br>Bypass<br>Internal finisher with stapling<br>Minimum of 35 pages per minute mono   |
| <b>C3 Color Main Office</b><br>A3 – 11 X 17<br>2 – 8 ½ X 11 – minimum of 1000 sheets each<br>2- 550 sheet universal paper drawer<br>Bypass<br>Print/Copy/Fax<br>Single Pass Color Scanning<br>Scan to google docs<br>Office Finisher with stapling<br>Minimum of 45 pages per minute mono and color    | <b>M2 Mono High Volume</b><br>A3 – 11 X 17<br>2 – 8 ½ X 11 – minimum of 1000 sheets each<br>2- 550 sheet universal paper drawer<br>Bypass<br>Print/Copy<br>Single Pass Color Scanning<br>Scan to google docs<br>Office Finisher with stapling<br>Minimum of 55 pages per minute monochrome  |
| <b>C4 Color High Volume</b><br>A3 – 11 X 17<br>2 – 8 ½ X 11 – minimum of 1000 sheets each<br>2- 550 sheet universal paper drawer<br>Bypass<br>Print/Copy/Fax<br>Single Pass Color Scanning<br>Scan to google docs<br>Office Finisher with stapling<br>Minimum of 65-70 pages per minute mono and color | <b>LP1 Mono Light Production</b><br>Average Monthly Volume Range – 50K – 100K<br>A3 – 11 X 17<br>2 – 8 ½ X 11 – minimum of 1000 sheets each<br>2- 550 sheet universal paper drawer<br>High Capacity Feeder – minimum 2000 sheets<br>Bypass<br>Print/Copy<br>Single Pass Color Scanning<br>Scan to google docs<br>Office Finisher with stapling<br>Minimum of 95 pages per minute mono |

# Rockford Public Schools

## MPS Analysis



Updated - May 9, 2016

### Device Quantity Summary

|    | School               | C1 Color<br>Desktop Basic | C2 Color<br>Basic | C3 Color Main<br>Office | C4 Color High<br>Volume | M0 Mono<br>Desktop Basic | M1 Mono<br>Basic | M2 Mono<br>High Volume | LP1 Light<br>Production |
|----|----------------------|---------------------------|-------------------|-------------------------|-------------------------|--------------------------|------------------|------------------------|-------------------------|
| 1  | Auburn               |                           |                   | 1                       |                         |                          |                  | 3                      | 7                       |
| 2  | East                 |                           |                   | 1                       |                         |                          | 2                | 2                      | 4                       |
| 3  | Guilford             |                           | 1                 | 1                       |                         | 1                        |                  | 5                      | 3                       |
| 4  | Jefferson            |                           |                   | 1                       |                         | 1                        |                  | 3                      | 4                       |
| 5  | Roosevelt            |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 6  | Eisenhower           |                           |                   |                         | 1                       |                          | 2                |                        | 2                       |
| 7  | Flinn                |                           |                   | 1                       |                         |                          | 1                | 1                      | 2                       |
| 8  | Kennedy              |                           |                   | 1                       |                         |                          | 1                |                        | 2                       |
| 9  | Lincoln              |                           |                   | 1                       |                         |                          | 1                | 1                      | 2                       |
| 10 | Marshall             | See Washington            |                   |                         |                         |                          |                  |                        |                         |
| 11 | RESA                 |                           |                   | 1                       |                         |                          |                  |                        | 4                       |
| 12 | West                 |                           |                   | 1                       |                         |                          | 4                | 3                      |                         |
| 13 | Wilson ASPIRE        |                           | 1                 |                         |                         |                          | 1                |                        |                         |
| 14 | BLA                  |                           |                   | 1                       |                         |                          |                  | 2                      | 1                       |
| 15 | Beyer                |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 16 | Bloom                |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 17 | Brookview            |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 18 | Carlson              |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 19 | Cherry Valley        |                           |                   | 1                       |                         |                          | 1                |                        |                         |
| 20 | Conklin              |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 21 | Dennis               |                           | 1                 |                         |                         |                          |                  |                        |                         |
| 22 | Ellis                |                           |                   |                         | 1                       |                          |                  |                        |                         |
| 23 | Fairview             |                           |                   | 1                       |                         |                          | 1                | 1                      |                         |
| 24 | Froberg              |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 25 | Gregory              |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 26 | Haskell              |                           |                   | 1                       |                         |                          | 1                |                        |                         |
| 27 | Hillman              |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 28 | Johnson              |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 29 | King                 |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 30 | Kishwaukee           |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 31 | Lathrop              |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 32 | Lewis Lemon          |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 33 | McIntosh             |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 34 | Marsh/New Montessori |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 35 | Montessori           | See Marsh                 |                   |                         |                         |                          |                  |                        |                         |
| 36 | Nashold              |                           |                   | 1                       |                         |                          |                  | 1                      |                         |
| 37 | Nelson               |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 38 | Riverdahl            |                           |                   | 1                       |                         |                          | 1                | 1                      | 1                       |
| 39 | Rolling Green        |                           |                   | 1                       |                         |                          |                  | 1                      | 1                       |
| 40 | Spring Creek         |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 41 | Summerdale           |                           | 1                 | 1                       |                         | 1                        | 1                |                        |                         |
| 42 | Thompson             |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 43 | Walker               | Closing                   |                   |                         |                         |                          |                  |                        |                         |

| School                      | C1 Color<br>Desktop Basic | C2 Color<br>Basic | C3 Color Main<br>Office | C4 Color High<br>Volume | M0 Mono<br>Desktop Basic | M1 Mono<br>Basic | M2 Mono<br>High Volume | LP1 Light<br>Production |
|-----------------------------|---------------------------|-------------------|-------------------------|-------------------------|--------------------------|------------------|------------------------|-------------------------|
| 44 Washington/ New Marshall |                           |                   |                         | 1                       |                          |                  |                        | 1                       |
| 45 Welsh                    |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 46 West View                |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 47 White Swan               |                           |                   | 1                       |                         |                          |                  |                        | 1                       |
| 48 Whitehead                |                           |                   | 1                       |                         |                          |                  | 2                      |                         |
| 49 Ops Center (Kish)        |                           |                   | 3                       |                         | 1                        | 1                |                        |                         |
| 50 Transportation           |                           |                   |                         |                         |                          |                  | 1                      |                         |
| 51 Administration           |                           |                   |                         |                         |                          |                  |                        |                         |
| 2nd Floor                   |                           | 3                 |                         |                         |                          |                  | 1                      |                         |
| 3rd Floor                   |                           |                   | 1                       |                         | 1                        | 1                |                        |                         |
| 4th Floor                   | 2                         |                   | 1                       |                         |                          | 1                |                        |                         |
| 5th Floor                   | 3                         |                   |                         |                         |                          |                  |                        |                         |
| 6th Floor                   | 2                         | 1                 |                         |                         |                          | 1                |                        |                         |
| 7th Floor                   |                           | 3                 |                         | 1                       |                          |                  |                        |                         |
| <b>District Totals</b>      | <b>7</b>                  | <b>11</b>         | <b>45</b>               | <b>4</b>                | <b>5</b>                 | <b>21</b>        | <b>48</b>              | <b>43</b>               |

\_\_\_\_\_  
Company Name

## REQUEST FOR PROPOSAL OFFER FORM

### IFB No. 16-68 Multifunction Copier Equipment

The undersigned proposer declares he/she has carefully examined the attached General Terms and Conditions, Supplemental Terms and Conditions, Specifications and RFP Offer Form the Rockford Public School District's Invitation for Bid 16-68 Multifunction Copier Equipment. Respondent agrees to hold firm the prices offered throughout the first contract period ending June 30, 2019.

#### **COST PROPOSAL**

| ITEM No. | Qty. | ITEM DESCRIPTION SUMMARY   | YEAR 1<br>06/30/2017 | YEAR 2<br>06/30/2018 | YEAR 3<br>06/30/2019 | TOTAL COST - 3 YEARS |
|----------|------|--|----------------------|----------------------|----------------------|----------------------|
| 1        | 7    | C1 Color Desktop Basic   |                      |                      |                      |                      |
| 2        |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                      |
| 3        | 11   | C2 Color Basic   |                      |                      |                      |                      |
| 4        |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                      |
| 5        | 45   | C3 Color Main Office   |                      |                      |                      |                      |
| 6        |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                      |
| 7        | 4    | C4 Color High Volume   |                      |                      |                      |                      |
| 8        |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                      |
| 9        | 5    | MO Mono Desktop Basic  |                      |                      |                      |                      |
| 10       |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                      |
| 11       | 21   | M1 Mono Basic  |                      |                      |                      |                      |



\_\_\_\_\_  
Company Name

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| ITEM No.                        | Qty. | ITEM DESCRIPTION SUMMARY   | YEAR 1<br>06/30/2017 | YEAR 2<br>06/30/2018 | YEAR 3<br>06/30/2019 | TOTAL COST - 3<br>YEARS |
|---------------------------------|------|--|----------------------|----------------------|----------------------|-------------------------|
| 12                              |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                         |
| 13                              | 48   | M2 Mono High Volume  |                      |                      |                      |                         |
| 14                              |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                         |
| 15                              | 43   | LP1 Mono Light Production  |                      |                      |                      |                         |
| 16                              |      | Maintenance per specification - inclusive of all supplies except paper and staples |                      |                      |                      |                         |
| <b>GRAND TOTAL PROJECT COST</b> |      |  |                      |                      |                      |                         |

#### Answer the following questions:

Contractor is appropriately licensed/certified to do business in the State of Illinois. Yes\_\_\_\_\_ No\_\_\_\_\_

Contractor confirms they operate in compliance with HIPAA, FERPA and all other legal requirements. Yes\_\_\_\_\_ No\_\_\_\_\_

Contractor agrees to a termination clause allowing the District to terminate at any time or for any reason with a notice requirement not to exceed 60 days. Termination for cause shall require 30 days notice. Yes\_\_\_\_\_ No\_\_\_\_\_

#### ADDENDUM RECEIPT

We acknowledge the receipt of Addendum(s) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Company Name

**REQUEST FOR PROPOSAL OFFER FORM**  
**IFB No. 16-68 Multifunction Copier Equipment**

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**REFERENCES**

Bidder to provide three Education references of similar type work that would qualify your firm for this project

\_\_\_\_\_  
Company Name/Address/Phone Number Contact Person

\_\_\_\_\_  
Company Name/Address/Phone Number Contact Person

\_\_\_\_\_  
Company Name/Address/Phone Number Contact Person

**Proposal Submitted By:**

\_\_\_\_\_  
Company Name Company Officer Typed Name & Title

\_\_\_\_\_  
Address City, State & Zip Code

\_\_\_\_\_  
Phone No. Fax No.

\_\_\_\_\_  
E-mail FEIN

\_\_\_\_\_  
Company Officer Signature (*required*) Date