

WORTH SCHOOL DISTRICT 127
DR. ROSEMARY LUCAS ADMINISTRATIVE CENTER
11218 S. RIDGELAND AVE., WORTH, IL 60482

Request for Proposal (RFP)
Copiers/Digital Duplicating Machines AND Maintenance

Project: The Board of Education, Worth School District 127 (The District), on behalf of itself and other Educational, Governmental, and Non-Profit entities is soliciting proposals from qualified and experienced Vendors to supply, deliver, install, and maintain Copiers/Digital Duplicating Machines, as needed for a five (5) year term. The Contract Holder reserves the right to add and remove additional services or locations as needed.

This RFP is part of a cooperative purchasing agreement through the “Worth Cooperative”, a collaboration that allows the District and other public sector entities, as well as private educational institutions, to benefit from collective purchasing power. As a result, any selected bid may be utilized by additional participating entities, providing expanded visibility and potential for additional opportunities.

SPECIFICATIONS

General

1. This document is a Request for Proposal (RFP), not an Invitation to Bid. Illinois School Code Law 5/10-20.21 exempts the purchase of copiers/duplicating machines and their supplies to be awarded as a sealed Invitation to Bid.
2. The RFP will be awarded by the School District to the vendor(s) whose proposal(s) is/are determined to be the most advantageous to the School District, taking into consideration the evaluation factors set forth in this RFP.

The award of this RFP will be based on the following criteria:

- References
 - Type of Equipment offered
 - Equipment & Maintenance costs
 - Maintenance Response time (4 hour window required)
 - Proximity to District for Servicing Machines
3. RFP shall be submitted to Ms. Cindy Dykas, Assistant Superintendent for Business Services, Worth School District 127, 11218 S. Ridgeland Ave., Worth, IL 60482 on or before **2:00 p.m. on Thursday, April 3, 2025**. Vendors will be contacted after the RFP is reviewed.
 4. All proposals must be submitted on the attached forms only. Every page of the RFP must be initialed and dated, acknowledging it has been thoroughly read and agreed upon. Unsigned or late proposals will not be considered.
 5. Oral, telephone, telegraphic or facsimile transmitted proposals will not be accepted.
 6. The School District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
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RFP Specifications cont.

Initials _____ Date _____

7. Prices quoted shall include all charges for packing, transportation, delivery, set-up and training to the locations designated on the proposal. All equipment must be 100% new. Price shall also include removal of old equipment, if needed.
8. All proposals will be considered firm for a period of ninety (90) days from the date the proposal is due.
9. The Board of Education of Worth School District 127 reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in the best interest of the School District. Any such decision shall be considered final.
10. Prices submitted shall include extensive training at each site.
11. Maintenance response time shall be four (4) hours or less. Response time is defined as on-site. Bi-Annual service reports are required on the fleet.
12. All proposals shall be submitted with each space properly completed. Proposals may not be withdrawn or modified in any way by the vendor without the written approval of the District. All vendors will be bound by any math calculations, misquotes, or mistakes of any kind once the proposal has been opened.
13. Proposers must comply with ACT 130 – The Prevailing Wage Act as enacted by the State of IL.
14. All proposers are required to sign, notarize, and return the Contractor Certifications, included on page 12 of this RFP packet, with their proposal.
15. If the selected vendor will be employing subcontractors or authorized dealers, their subcontractors/authorized dealers must sign and notarize the Contractor Certifications found on page 12 of this RFP and comply with the ACT 130 – The Prevailing Wage Act, upon awarding/signing of the contract.
16. The successful contractor (and any subcontractors) must comply with the background check requirements as stated in Section 10.21.9 of the Illinois School Code prior to beginning work.
17. All contact with the District regarding this RFP must be made directly to email address: cdykas@worthschools.org . Direct contact/communication with any other school officials and/or staff member is prohibited.
18. References for the past two (2) years of all school districts serviced. List should include current customers, as well as non-current customers, that include machine purchases as well as maintenance contracts and lease agreements. Please include name of contact and telephone number.
19. This RFP (inclusive of all exhibits) shall be attached as an addendum to the successful vendor's standard contract form, and shall be part of the contract between the Board of Education and the successful vendor. The vendor's standard contract form, this Addendum/RFP and the purchase order, if any, shall constitute the "contract" between the Board of Education and the successful vendor. If, and to the extent that, any provisions of this Addendum/RFP conflict, contradict or

RFP Specifications cont.

Initials _____ Date _____

are inconsistent, in whole or in part, with the terms of the standard contract form and/or the purchase order, if any, this Addendum shall take precedence, govern and control.

- 20. Failure to carry out or implement any aspect of the requirements of this RFP during any point in the term of this agreement shall result in termination for cause.

Contractor Requirements

To be eligible for consideration Proposers must meet the following requirements, if applicable:

- Be fully licensed to operate within Illinois and hold all necessary local, state, and federal certifications and permits.
- All operations must comply with relevant local, state, and federal laws and regulations (e.g., DOT, OSHA standards, EPA regulations, Consumer Electronics Recycling Act (CERA))

Optional National Compliance

This Request for Proposal (RFP) is issued in accordance with the regulations and requirements of the State of Illinois and is primarily intended for services within this state. However, respondents interested in providing services outside of Illinois under this contract must demonstrate their ability to comply with the applicable local, state, and federal regulations of any additional states where services may be provided. Compliance with the Illinois Consumer Electronics Recycling Act (CERA) and Resource Conservation and Recovery Act (federal) and equivalent regulations in other states will be required for those bidders seeking to expand their service offerings nationally.

Eligibility Requirements - Optional Licensing and Compliance Across States

Proposers interested in being considered for business outside of Illinois must meet the following additional eligibility criteria:

- Possess or demonstrate the ability to obtain all necessary local, state, and federal certifications and permits required not only in Illinois but also in any other states where they propose to offer services.
- Provide a list of states where they are currently licensed and certified, along with a strategy for obtaining necessary certifications in additional states as required by the contract.
- Show a proven track record of compliance with environmental, health, and safety regulations across multiple states, supported by references or compliance reports from relevant state and federal agencies.

Authorized Dealers

- Manufacturers may fulfill this contract directly or through an authorized dealer network. If utilizing a dealer network, the manufacturer must provide a list of all authorized dealers approved to sell under the awarded contract.
- The manufacturer is responsible for ensuring that all dealers adhere to the contract’s terms, pricing, and service levels.
- Any changes to the authorized dealer network must be submitted to the District for approval.

Product and Service Offerings

All equipment supplied shall be sold as new equipment (realizing that manufacturers recycle many components). This Contract is not for used or remanufactured machines, except those remanufactured by the OEM (original equipment manufacturer). All equipment sold must have new serial numbers. The primary focus of this contract is for the purchase of devices; however, in the spirit of cooperative purchasing, the contract may also allow for the rental, lease, or rent-to-own of equipment, as agreed upon by both parties.

Entities utilizing the cooperative purchasing aspect of this contract may require equipment on terms other than purchase, such as for rental or lease agreements. If such entities wish to lease or rent equipment, the equipment may also be purchased at the end of the lease or rental term, based on the price listed in the proposal, subject to mutual agreement between both parties. Equipment under rental agreements may also be purchased at the end of each 12-month renewal term, at the price provided in the proposal, if both parties agree.

RFP Specifications cont.

Initials _____ Date _____

Equipment may be leased or rented in increments of 12, 24, 36, 48, or 60 months. Lease agreements should include fiscal funding clauses on an annual basis. The equipment may be purchased at any time during the lease, or at the end of the lease, at the discretion of the entity holding the contract.

If the Proposer wishes to offer lease or rental options, the rates for these options must be included with their proposal. Proposers must outline the terms, conditions, and prices for each equipment option (purchase, lease, rental, or rent-to-own).

Machine Specifications – See Exhibit B

This RFP includes specifications for Copiers/Digital Duplicating Machines that are specific to the needs of the District as well as additional specifications for other potential participants. Vendors shall provide fixed pricing for the District’s requested specifications. In addition, Vendors shall provide pricing based on a discount from a manufacturer’s price list or catalog, or a fixed price, or a combination of both, with indefinite quantities.

Cooperative Participants may also select from different options for equipment acquisition (purchase, lease, rental, or rent-to-own). Vendors must indicate clear, separate pricing for each option in their proposal and specify any associated terms and conditions. Additionally, vendors must identify and list any ineligible items and make clear any additional pricing or discounts.

Proposers may elect to limit their proposals to any category or categories (purchase, lease, rental).

- Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: (if applicable)
 - Manufacturer part #
 - Vendor Part # (if different from manufacturer part #)
 - Description
 - Manufacturers Suggested List Price and Net Price
 - Net price to the District

Mandatory Site Inspection/Walk Through – Monday, March 24th at 9:00 a.m.

Interested vendors are required to attend the site visit/walk through meeting on Monday, March 24, 2025 at 9:00 a.m., as you are expected to complete the enclosed Site Inspection Form.

Delivery

Copiers/Digital Duplicating Machines must be delivered to the locations listed in Exhibit A, after the Board of Education approves the proposal. Delivery to begin Monday, August 11, 2025, and concluding Thursday, August 14, 2025.

Payment

Full payment on equipment will be made within 60 days of delivery of the copiers/digital duplicating machines, and the annual maintenance agreement will be paid periodically throughout the term of the agreement, as agreed upon by both parties.

Trade Ins

The existing equipment is over six years old and is deemed out-dated, thus no trade-ins exist. Removal and disposal of existing equipment is required as part of the proposal. A few machines will stay in service and will be part of the maintenance agreement.

Maintenance

The successful vendor will be required to perform all maintenance and repairs necessary to maintain the copier equipment. Maintenance pricing must include, but not limited to, all parts, labor, toner, drums and staples. The only expense the district is responsible for is supplying paper. *Maintenance pricing must be firm for five (5) years.*

Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours vary at each location, but are generally 7:45 a.m. to 3:45 p.m., Monday through Friday, during the school year. The vendor may be required to provide services at other times as required.

Machines shall be kept in good working order so that work delays and copy problems will be minimized. Machines must meet the total volume requirements listed under Machine Specifications. The School District reserves the right to request a new replacement copier at the vendor's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District or in the event that the copier is unable to meet the total volume requirements. The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the School District.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service **within five days**. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather condition. The intention is that necessary repairs must be made on the equipment.

Warranty: The awarded vendor must provide a **minimum warranty of one (1) year** from the date of installation or acceptance of the equipment, whichever is later. This warranty should cover all parts and labor for defects in materials and workmanship.

Locations: The following school locations are included in this RFP (see Exhibit A).

Exhibit A: Demographic Information of District 127 Schools

ELEMENTARY SCHOOLS:

Worth Elementary School (WE)

Grades: Kindergarten – 5
Enrollment: 375
11158 S. Oak Park Avenue
Worth, IL 60482
Phone: 708-448-2801
Fax: 708-448-6023
Principal: Ms. Elizabeth D’Andrea
Assistant Principal: Ms. Alyse Koehler
School Begins: 8:15 a.m.
Dismissal: 3:15 p.m.

Worthwoods Elementary School (WW)

Grades: Early Childhood – 5
Enrollment: 350
11000 S. Oketo Avenue
Worth, IL 60482
Phone: 708-448-2802
Fax: 708-448-5623
Principal: Ms. Ashley Toms-Bonstetter
Assistant Principal: Ms. Alyse Koehler
School Begins: 8:15 a.m.
Dismissal: 3:15 p.m.
Half Day Programs-Morning session: 8:30 a.m. – 11:15 a.m.
Half Day Programs-Afternoon session: 12:30 p.m. – 3:15 p.m.

JUNIOR HIGH SCHOOL:

Worth Junior High School (WJH)

Grades: 6 – 8
Enrollment: 325
11151 S. New England Avenue
Worth, IL 60482
Phone: 708-448-2803
Fax: 708-448-6155
Principal: Mr. Jason Tooth
Assistant Principal: Ms. Melissa Wills
School Begins: 8:00 a.m.
Dismissal: 3:00 p.m.

References

Company Name _____

Signature _____ Date _____

School District Name / Number of machines	Contact Name & Title	Address	Telephone / E-mail

Site Inspection Form

Company Name _____

Signature _____ Date _____

(A) LOCATION	(B) PRODUCT TYPE – SEE EXHIBIT B	(C) SPACE	(D) POWER	(E) COMMENTS
Worth Elementary School (Teacher Work Room)	Product A: High-Volume B&W			
Worth Elementary School (Teacher Lounge)	Product B: Mid-Volume B&W			
Worth Elementary School (Main Office)	Product D: Color and Multifunction			
Worthwoods Elementary School (Teacher Lounge)	Product A: High-Volume B&W			
Worthwoods Elementary School (Teacher Work Area/Book Room)	Product B: Mid-Volume B&W			
Worthwoods Elementary School (Main Office)	Product D: Color and Multifunction			
Worth Junior High School (Teacher Work Room)	Product A: High-Volume B&W			
Worth Junior High School (Main Office)	Product D: Color and Multifunction			
Administrative Center (Work Room)	Product A: High-Volume B&W			
Administrative Center (Work Room)	Product D: Color and Multifunction			
Administrative Center (Accounting Assistant)	Product C: Small-Volume B&W Multifunction			
Administrative Center (Payroll/HR)	Product C: Small-Volume B&W Multifunction			
Administrative Center (Student Services)	Product C: Small-Volume B&W Multifunction			
Administrative Center (Registrar)	Product C: Small-Volume B&W Multifunction			

1. In Column (C), please indicate if the proposed equipment will fit in the school's existing workspace. (**YES or NO**).
2. In Column (D), please indicate if the current electrical power supply is compatible with the proposed equipment (**YES or NO**). If the power supply is not compatible, please indicate in Column (D) the type of power supply required.
3. Indicate any other relevant comments in Column (E) regarding placement of the unit (i.e. finisher will not fit).

Exhibit B: Machine Specifications for Product A (High Volume)

	SPECIFICATION	PROPOSED
SPEED	Minimum of 110 PPM	
FIRST COPY SPEED	Minimum of 3.0 seconds from platen	
MAX. ORIGINAL SIZE	11" X 17"	
MAX. COPY SIZE	11" X 17"	
MEMORY	Minimum 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING DOCUMENT FEEDER	Standard document feeder	
DUTY CYCLE	Up To 2,000,000 pages per year for five years	
FINISHER	100 Sheet stapling capacity 3-Hole Punch	
PAPER CAPACITY (minimums)	500 Front Load Drawer	
	500 Front Load Drawer	
	1,000 Front Load Drawer	
	1,500 Front Load Drawer	
	250 Stack Bypass	
3,750 Total Minimum Paper Capacity		
ADD-ONS	Optional oversize high capacity feeder for card index/cardstock/velum paper (up to 110 lb.) – up to 2,000 sheets	
POWER REQUIREMENTS	208V, 60Hz, 13A	
WARM-UP TIME	5 Minutes or Less	
OUTPUT ENHANCED RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
OPERATING SYSTEM SUPPORT	Windows 10 and up, Mac OS 12 and up	
SCANNING INFORMATION		
SCANNING APPLICATIONS	Must “scan to desktop”, “scan to email”, “scan to custom locations”, “scan to document management applications” – Word, Excel, Adobe. All applications must be Web-based. Include Color scan kit.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
VIEW SCANNED IMAGES	Must be able to view scanned image at input device	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
AUTHENTICATION	Must provided for users network authentication and password protection at the device for the following applications: “scan to desktop” or “scan to mail” or “scan to custom locations”	

Exhibit B: Machine Specifications for Product B (Mid - Volume)

	SPECIFICATION	PROPOSED
SPEED	Minimum of 75 PPM	
FIRST COPY SPEED	Minimum of 5.0 seconds from platen	
MAX. ORIGINAL SIZE	11" X 17"	
MAX. COPY SIZE	11" X 17"	
MEMORY	Minimum 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING DOCUMENT FEEDER	Standard document feeder	
DUTY CYCLE	Up To 2,000,000 pages per year for five years	
FINISHER	100 Sheet stapling capacity 3-Hole Punch	
PAPER CAPACITY (minimums)	1,000 Front Load Drawer	
	1,000 Front Load Drawer	
	500 Front Load Drawer	
	500 Front Load Drawer	
	250 Stack Bypass	
	3,250 Total Minimum Paper Capacity	
ADD-ONS	Optional oversize high capacity feeder for card index/cardstock/velum paper (up to 110 lb.) – up to 2,000 sheets	
POWER REQUIREMENTS	208V, 60Hz, 13A	
WARM-UP TIME	5 Minutes or Less	
OUTPUT ENHANCED RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
OPERATING SYSTEM SUPPORT	Windows 10 and up, Mac OS 12 and up	
SCANNING INFORMATION		
SCANNING APPLICATIONS	Must “scan to desktop”, “scan to email”, “scan to custom locations”, “scan to document management applications” – Word, Excel, Adobe. All applications must be Web-based. Include Color scan kit.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
VIEW SCANNED IMAGES	Must be able to view scanned image at input device	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
AUTHENTICATION	Must provided for users network authentication and password protection at the device for the following applications: “scan to desktop” or “scan to mail” or “scan to custom locations”	

Exhibit B: Machine Specifications for Product C (Small-Volume Multifunction)

	MINIMUM SPECIFICATION	PROPOSED
SPEED	Minimum of 45 PPM B&W	
FIRST COPY SPEED	Minimum of 5.0 seconds from platen	
MAX. ORIGINAL SIZE	11" X 17"	
MAX. COPY SIZE	11" X 17"	
MEMORY	Minimum of 4 GB RAM / 250 GB HDD	
ZOOM	50% TO 200%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING DOCUMENT FEEDER	Standard document feeder	
DUTY CYCLE	Up To 50,000 pages per month for five years	
PAPER CAPACITY (minimums)	500 Front Load Drawer	
	500 Front Load Drawer	
	50 Multi-Purpose Tray	
	1,050 Total Minimum Paper Capacity	
POWER REQUIREMENTS	110/127V, 50/60Hz	
WARM-UP TIME	90 Seconds or Less	
OUTPUT ENHANCED RESOLUTION	600 x 600 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
OPERATING SYSTEM SUPPORT	Windows 10 and up, Mac OS 12 and up	
SCANNING INFORMATION		
SCANNING APPLICATIONS	Must "scan to desktop", "scan to email", "scan to custom locations", "scan to document management applications" – Word, Excel, Adobe. All applications must be Web-based.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
VIEW SCANNED IMAGES	Must be able to view scanned image at input device	
SCAN SIZE	Scan up to 11x 14, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
AUTHENTICATION	Must provided for users network authentication and password protection at the device for the following applications: "scan to desktop" or "scan to mail" or "scan to custom locations"	

Exhibit B: Machine Specifications for Product D (Color & Multifunction)

PRODUCT D	SPECIFICATION	PROPOSED
SPEED	Minimum of 70 PPM color/75 PPM B&W	
FIRST COPY SPEED	Minimum of 6.0 seconds (color) from platen	
MAX. ORIGINAL SIZE	11" X 17"	
MAX. COPY SIZE	11" X 17"	
COPY/PRINT MEMORY	Minimum of 4 GB RAM / 250 GB HDD	
ZOOM	25% TO 400%	
DUPLEXING	Standard tray-less duplexing	
RECIRCULATING DOCUMENT FEEDER	Standard document feeder	
DUTY CYCLE	Up To 1,000,000 pages per year for five years	
FINISHER	50-sheet multi-positioning stapling 2/3-Hole Punch 500-sheet top tray; 1,500-sheet stacker tray Saddle-stitch booklet maker; Bi-folding	
PAPER CAPACITY (minimums)	500 Front Load Drawer	
	500 Front Load Drawer	
	1,000 Front Load Drawer	
	250 Duplex Auto feeder (up to 140 lb. Index)	
	2,250 Total Minimum Paper Capacity	
POWER REQUIREMENTS	208V, 60Hz, 13A	
WARM-UP TIME	3 Minutes or Less	
OUTPUT ENHANCED RESOLUTION	2400 x 2400 dpi	
PAGE DESCRIPTION LANGUAGE	PCL5e/6 and PostScript	
NETWORK INTERFACE	RJ 45, 100/1000 Mb	
OPERATING SYSTEM SUPPORT	Windows 10 and up, Mac OS 12 and up	
SCANNING INFORMATION		
SCANNING APPLICATIONS	Must "scan to desktop"," scan to email", "scan to custom locations", "scan to document management applications" – Word, Excel, Adobe. All applications must be Web-based.	
SCAN TO EMAIL WITH NATIVE INTEGRATION WITH DISTRICT'S EMAIL SYSTEM	Google Mail	
VIEW SCANNED IMAGES	Must be able to view scanned image at input device	
SCAN SIZE	Scan up to 11x 17, double sided	
SCAN IMAGE TYPE	Scanned images to be saved as PDF/JPEG	
AUTHENTICATION	Must provided for users network authentication and password protection at the device for the following applications: "scan to desktop" or "scan to mail" or "scan to custom locations"	
SECURITY	Secure print; Fob authorization for print tracking.	

EQUIPMENT PURCHASE AND MAINTENANCE PROPOSAL

Equipment Cost

Equipment is to be 100% new (never used or demonstrated). The District will not accept units that are less than 100% new, in which the unit is made from an old model with a new model number.

Machine Type:	Product A: High-Volume B&W	Product B: Mid-Volume B&W	Product C: Small-Volume B&W Multifunction	Product D: Color & Multifunction
Machine Brand:				
Cost per Unit:	\$	\$	\$	\$
# of Units	4	2	4	4
Total Cost	\$	\$	\$	\$

Total - Copier Equipment Cost – 14 New Machines

*Additional quantities to be determined by the Contract Holder

\$	
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Maintenance Plan – 5 Year

Maintenance costs are to be firm with no escalator for five years from the date of acceptance, and billed once at the beginning of the maintenance plan year. *Color copier pricing shall be listed as price per copy and billed on actual usage.

Machine Type:	Product A: High-Volume B&W	Product B: Mid-Volume B&W	Product C: Small-Volume B&W Multifunction	Product D: Color & Multifunction	Product E: Existing Small Volume (Xerox VersaLink B405 B&W Multifunction)
Base Maintenance Cost per Unit:					
Base # of copies incl:	Unlimited	Unlimited	Unlimited	Unlimited B&W; 0 Color included	Unlimited
# of Units	4	2	4	4	4
Total Cost	\$	\$	\$	\$	\$

Total – Annual Maintenance Plan (one year only) *Additional maintenance to be determined by the Contract Holder

\$	
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Grand Total – Annual Maintenance Plan (five year term – above figure x 5)

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Grand Total – Equipment and Maintenance for five year term

\$	
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Cooperative Participants – Pricing options not covered above:

EQUIPMENT:

Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: (if applicable)

- Manufacturer part #
- Vendor Part # (if different from manufacturer part #)
- Description
- Manufacturers Suggested List Price and Net Price
- Net price to the District

MAINTENANCE SERVICES:

MISCELLANEOUS ADJACT ITEMS:

CONTRACTOR CERTIFICATIONS

1. **BID-RIGGING AND BID-ROTATION**

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation or conviction of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended.

2. **NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

3. **SEXUAL HARASSMENT CLAUSE**

The undersigned bidder is in full compliance with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

The undersigned hereby certifies that the bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

5. **ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certified pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

6. **NO SMOKING CLAUSE**

Bidder agrees that he, his employees and subcontractors, will abide by the Worth School District 127 No Smoking policy on any Worth School District 127 School District property.

7. **PREVAILING WAGE ACT**

Bidders/contractors must comply with ACT 130 – The Prevailing Wage Act as enacted by the State of Illinois. No less than the prevailing rate of wages as found by the Department of Labor shall be paid to all laborers, workers and mechanics performing work under a contract for this project.

By signing and notarizing this document, I state and declare that the Bidder/Contractor listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

_____ Signature	_____ Date
_____ Firm	_____ Bidder/Contractor
_____ Address	_____ Phone
_____ Address	_____ NOTARY Signature/Date

NOTARY STAMP:

RFP – Copiers/Digital Duplicating Machines with Maintenance
Due 2:00 p.m. on Thursday, April 3, 2025

Prepared by _____
Please print name of Company and Representative

Address _____

Phone No. _____ Fax No. _____ E-mail _____

By signing below, I hereby represent that (i) I am authorized to execute this document on behalf of
_____, *(ii) the information provided by Vendor in above Exhibits*
(company name)
hereto is accurate and complete, and (iii) no changes have been made to the RFP in the form originally sent by Worth School
District 127 as such changes would render this RFP null and void and of no effect.

VENDOR
Signature: _____ Date: _____
Printed Name: _____
Title: _____

By signing below, I hereby represent that I am authorized to execute this document on behalf of Worth School District 127.

WORTH SCHOOL DISTRICT 127
Signature: _____ Date: _____
Printed Name: Dr. Mark T. Fleming
Title: Superintendent

EXHIBIT C
CONTRACT REQUIREMENTS

Worth Cooperative

The **Worth Cooperative** is a procurement alliance formed by Worth School District 127 for the benefit and participation of surrounding entities. The group may include, but isn't limited to, entities such as local governments, educational institutions, special districts or non-profits, that have joined together to leverage their joint buying power. By pooling their procurement needs, these agencies can save time, secure better pricing, favorable terms, and a broader range of goods and services, often with reduced administrative burdens.

For awarded suppliers, engaging with a Community Procurement Cooperative offers significant benefits. Suppliers gain access to a wider customer base through a single point of contact, simplifying the sales and procurement process. This streamlined approach reduces administrative burdens and opens opportunities for suppliers to secure contracts they might not have accessed independently.

Additionally, Community Procurement Cooperatives are designed to support both local and national suppliers, creating opportunities for businesses of all sizes to participate in contracts that emphasize community engagement and economic impact. This inclusive approach allows suppliers to expand their market reach and develop meaningful relationships within the community. By partnering with a cooperative, suppliers can benefit from a collaborative environment that values their contributions and promotes sustained growth and ongoing collaboration.

Administrative Operating Services Provider to Worth Cooperative

The resulting Master Agreement(s) awarded by this solicitation will be administered by **Worth Cooperative** in partnership with Bespoke Community Cooperatives, LLC ("BESPOKE"). BESPOKE is a public benefit corporation providing administrative operating services for procurement agencies (local governments, educational institutions, special districts or non-profits, etc.) that have entered into an agreement to procure jointly or on behalf of other procurement entities. These organizations are known as Community Cooperatives. **Worth Cooperative** utilizes BESPOKE services to support the cooperative nature of this Solicitation and to benefit the awarded supplier(s).

Cooperative Procurement with Other Jurisdictions

The Master Agreement(s) awarded under this Solicitation by **Worth Cooperative** member Worth School District 127 (Designated as the Lead Procurement Agency or "LPA" for this solicitation, will, be made available to additional Participating Agencies ("PAs") on a local, regional, or national level. These entities will operate under the same terms and pricing as **Worth Cooperative**, including Administrative Fee and Sales Reporting provisions. PAs may include but aren't limited to municipalities, counties, states, higher education institutions, public authorities, councils of government, regional governments, public health institutions, or other eligible public agencies, educational institutions and non-profit organizations.

Participating Agency (PA) Contracting Authority Explained:

1. **Cooperative Purchasing**

This Solicitation is being conducted by LPA Worth School District 127 on behalf of **Worth Cooperative's** Member PAs and allows for purchasing by additional PAs from the resulting Master Agreement. This is referred to as "cooperative purchasing," and the Master

Agreement is considered to be a “cooperative contract.” This type of purchasing is a generally accepted procurement method recognized under state and federal law.

2. How Other Agencies Can Use This Contract

If an agency (such as a city, school district, higher education institution, or county) wants to use this contract, it first needs to register as a Participating Agency (PA) through BESPOKE’s Administrative Services Program by signing the BESPOKE Master Intergovernmental Cooperative Purchasing Agreement (MICPA), available at www.bespokecommunity.org. BESPOKE and **Worth Cooperative** facilitate the contract’s cooperative framework but are not involved in individual purchase orders or participating agreements—awarded supplier(s)’ primary relationship will be with each agency that utilizes the contract.

3. Agency-Specific Terms and Conditions

Each PA may negotiate mutually agreed upon terms that respect the conditions of this Solicitation and resulting Master Agreement directly with the awarded supplier(s), allowing them to tailor the contract to meet their individual agency requirements and policies. A PA may also create their own entirely new contract that references this procurement.

4. Supplier Administrative Fees

All fees associated with servicing the awarded contracts(s) are clearly and solely outlined in this Solicitation and shall be collected by BESPOKE on behalf of **Worth Cooperative**. These fees are separate from the agency-specific terms and conditions that may be negotiated with specific PAs; no additional supplier administrative fees may be charged by a PA.

5. Local Customization Options

Certain Solicitation or contract terms that apply specifically to Worth School District 127 such as governing law, may be adjusted for each PA. PAs may also request additional agreements for specific needs like delivery schedules, invoicing requirements, or support for local diversity initiatives.

6. Direct Transactions with Each Agency

All transactions—such as orders, invoices, and payments—will be managed directly between the awarded supplier(s) and each PA. BESPOKE and **Worth Cooperative** do not manage these transactions; each PA handles its own purchase orders or participating agreements with the awarded supplier(s) directly.

7. Procurement Compliance

Each PA has full discretion and responsibility for any purchases made under this contract and must ensure its participation in the Master Agreement aligns with the requirements governing its own procurements. Worth School District 127 certifies that its administration of this cooperative contract complies with the requirements governing its procurement of the Products identified in this Solicitation. Any PA participating in or purchasing from the contract is therefore deemed by law to have complied with the requirements governing their own procurement activities, and a separate procurement by each PA is generally not required.

RFP Specifications cont.

Initials _____ Date _____

Servicing Requirements

Awarded suppliers must provide services to Worth School District 127, in full compliance with the legal terms of this Solicitation and resulting Master Agreements. Awarded suppliers are encouraged but not required to service additional **Worth Cooperative** members or PA's that may participate through the cooperative nature of this agreement supported by BESPOKE.

Additional Geographic Reach

Worth Cooperative's goal is to help awarded suppliers grow by being able to utilize this cooperative agreement to provide Products to additional members and PAs.

Please indicate below the extent to which the Bidder agrees to provide the Products to additional members and PAs through the BESPOKE Program. *(Responses will not affect your ability to win this business.)*

If awarded, Bidder agrees to service the following geographic areas:

Up to 50 miles outside of the Worth School District 127 area?

Yes _____ No _____

Greater than 50 miles outside of the Worth School District 127 area?

Yes _____ No _____ Distance (miles) (specific counties/areas/states serviced) _____

Entire State of Illinois?

Yes _____ No _____

Nationwide?

Yes _____ No _____

Administrative Fees

By submitting a response to this Solicitation, the Bidder acknowledges that awarded suppliers must pay **Worth Cooperative** an Administrative Fee of two percent (2%) of the total sales made to **Worth Cooperative** Member Agencies and other PA's utilizing the resulting Master Agreement. Fees only accrue when sales are made via the Master Agreement. All payments will be remitted to BESPOKE on a quarterly basis. The method for remitting payment will be provided to successful bidders following the award of the Master Agreement.

INITIAL HERE:

In return for the administrative fee paid to BESPOKE on behalf of **Worth Cooperative** based on sales, awarded suppliers may receive the following benefits:

- Exposure to all members of **Worth Cooperative**.
- Marketing support by BESPOKE to members of **Worth Cooperative** and participating entities outside of **Worth Cooperative** based on the awarded supplier's capabilities and desire to support additional geographic areas.

RFP Specifications cont.

Initials _____ Date _____

- Training resources to help suppliers position their awarded contract to entities who may find it valuable.
- Data usage trends by Worth Cooperative and participating entities utilizing this Master Agreement.

Monthly Sales Reporting Requirement

Awarded contractors are required to provide monthly sales reports to BESPOKE detailing all sales made under the Master Agreements resulting from this Solicitation. The reports must include purchasing entities, items or services sold, quantities, total sales value, and the Administrative Fees due to BESPOKE for the month’s sales. Reports must follow the format provided by BESPOKE and be submitted by the 15th of each month for the previous month's sales. Failure to comply with these reporting requirements may result in contract termination or penalties by **Worth Cooperative**. Reports will be submitted via email to an email address provided to the awarded Contractors by BESPOKE.

Contractor agrees to maintain records that support its obligations under the Master Agreement and orders placed by PAs under it, and shall preserve all such records for a period of five (5) years following expiration or termination of this Master Agreement or final payment for any order placed by a PA against this Master Agreement, whichever is later.

INITIAL HERE:

Audit and Inspection of Records

The LPA reserves the right to audit, or have a designated third-party audit, applicable records to ensure that Contractor has properly invoiced PAs, reported all sales made via this Master Agreement as required and that Contractor has paid all applicable contract management fees. Accordingly, Contractor shall permit LPA, and PA, and any duly authorized agent of a governmental agency, to audit, inspect, examine, copy and/or transcribe Contractor’s books, documents, papers and records directly pertinent to this Master Agreement or orders placed by a PA under it for the purpose of making audits, examinations, excerpts, and transcriptions.

This right shall survive for a period of five (5) years following expiration or termination of this Master Agreement or final payment for any order placed by a PA against this Master Agreement, whichever is later; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims or audits have been resolved.

INITIAL HERE: