

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

Request for Proposal (RFP)

Project: Provide Maintenance Service Agreement and Supplies (everything except paper) for existing Digital Duplicating Machines AND/OR Printers for Worth School District 127 from 1/1/2024 – 6/30/2025, with the option for up to 3 additional years of renewals.

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 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 whose proposal is 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 serviced
 - Maintenance Agreement for Xerox Copiers cost for 18-month period
 - AND/OR Maintenance Agreement for HP and Xerox Printers for 18-month period
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 **10:00 a.m. on Tuesday, December 5, 2023**. 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. #E9997-7877-07
 7. All proposals will be considered firm for a period of ninety (90) days from the date the proposal is due.

8. 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.
9. **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.**
10. 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 Proposals may not be withdrawn or modified in any way by the vendor without the written approval of the District.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.
11. Proposers must comply with ACT 130 – The Prevailing Wage Act as enacted by the State of IL.
12. All proposers are required to sign, notarize, and return the Contractor Certifications, included on page 8 of this RFP packet, with their proposal.
13. If the selected vendor will be employing subcontractors, their subcontractors must sign and notarize the Contractor Certifications found on page 8 of this RFP and comply with the ACT 130 – The Prevailing Wage Act, upon awarding/signing of the contract.
14. 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.
15. All contact with the District regarding this RFP must be made directly to email address: cdykas@worthschools.org . Direct contact/communication with school officials/board members/teacher is prohibited.
16. 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. Please include name of contact and telephone number.
17. 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 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.

Printer Specifications The printer details are included in this RFP (see Exhibit B).

Site Inspection

Vendors are welcome to conduct a site visit to the locations listed prior to submitting the proposal. Please contact Cindy Dykas, Assistant Superintendent, at (708) 671-3904 to set up the site inspection.

Payment

Upon RFP approval and acceptance by the Board of Education, the annual maintenance agreement will be paid periodically throughout the term of the agreement, on a monthly or quarterly term.

Existing Equipment

The existing equipment in the district is remaining, and this is the fleet that the Maintenance Agreement will support.

Maintenance

For copiers: The successful vendor will be required to perform all maintenance and repairs necessary to maintain the existing 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.

For printers: The successful vendor will be required to perform all maintenance and repairs necessary to maintain the existing printer equipment. Maintenance pricing must include, but not limited to, all parts, labor, toner, rollers, etc. The only expense the district is responsible for is supplying paper.

Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours vary at each location, but are generally 8:00 a.m. to 4:00 p.m., Monday through Friday. All maintenance personnel must enter through the main office and present a photo ID to the office staff, which will be verified in our “Raptor System” prior to entry into the school building. The vendor is 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. The School District reserves the right to request a temporary replacement copier or printer 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.

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: EC – 5

Enrollment: 420

11158 S. Oak Park Avenue

Worth, IL 60482

Phone: 708-448-2801

Fax: 708-448-6023

Principal: Dr. Maureen Eichstaedt

Assistant Principal: Mrs. Liz D’Andrea

School Begins: 8:30 a.m.

Dismissal: 3:15 p.m.

Kindergarten: 8:30 – 11:15 a.m.

Kindergarten: 12:30 – 3:15 p.m.

Worthwoods Elementary School (WW)

Grades: K – 5

Enrollment: 300

11000 S. Oketo Avenue

Worth, IL 60482

Phone: 708-448-2802

Fax: 708-448-5623

Principal: Mrs. Ashley Toms

Assistant Principal: Mrs. Liz D’Andrea

School Begins: 8:30 a.m.

Dismissal: 3:15 p.m.

Kindergarten: 8:30 – 11:15 a.m.

Kindergarten: 12:30 – 3:15 p.m.

JUNIOR HIGH SCHOOL:

Worth Junior High School (WJH)

Grades: 6 – 8

Enrollment: 400

11151 S. New England Avenue

Worth, IL 60482

Phone: 708-448-2803

Fax: 708-448-6155

Principal: Mr. Jason Tooth

Assistant Principal: Ms. Maureen Eichstaedt

School Begins: 8:20 a.m.

Dismissal: 3:05 p.m.

References

Company Name _____

Signature _____ Date _____

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

XEROX PHOTOCOPIER MAINTENANCE SERVICE AGREEMENT PROPOSAL

Maintenance costs are to be firm with no escalator for 18-months from the date of acceptance. Black and White copiers are calculated on a per month basis. Color copier pricing shall be listed as price per copy and billed on actual usage.

Machine Type:	Xerox D110	Xerox VL B405DN	Xerox AL B8075	Xerox AL C8070
Base Maintenance Cost per Unit:				
Base # of copies incl:	Unlimited	Unlimited	Unlimited	1,000 *estimated number of monthly copies
# of Units	4	8	1	1
Total Cost				

Total – Monthly Maintenance Plan

**Total – Term Maintenance Plan
(18 Months)**

**WE DECLINE TO SUBMIT
PROPOSAL FOR COPIER
MAINTENANCE
(SIGN IN BOX TO RIGHT)**

<u>Building</u>	<u>Room</u>	<u>Printer Model</u>	<u>Serial Number</u>
Worth Elementary	Teacher's Lounge	Xerox AL B8075	3AG879498
Admin Center	Work Room	Xerox AL C8070	6TB445567
Admin Center	Work Room	Xerox D110	BG0975309
Worth Elementary	Work Room	Xerox D110	BG0975729
Worthwoods Elementary	Teacher's Lounge	Xerox D110	BG0975670
Worth Junior High School	Work Room	Xerox D110	BG0975659
Admin Center	Business Xerox 2	Xerox VL B405DN	9HB352345
Admin Center	Special Ed Office	Xerox VL B405DN	9HB352344
Admin Center	Registrar Office	Xerox VL B405DN	9HB365657
Admin Center	Business Office	Xerox VL B405DN	9HB359734
Worth Elementary	Main Office Xerox	Xerox VL B405DN	9HB354236
Worth Elementary	Work Room	Xerox VL B405DN	9HB362856
Worthwoods Elementary	Main Office Xerox	Xerox VL B405DN	9HB362871
Worth Junior High School	Main Office Xerox	Xerox VL B405DN	9HB362854

PRINTER MAINTENANCE
SERVICE AGREEMENT PROPOSAL

Maintenance costs are to be firm with no escalator for 18-months from the date of acceptance. Complete list of printers throughout the district are listed on Exhibit B.

Total – <u>Monthly</u> Maintenance Plan for 93 HP printers and 2 Xerox printers, or 95 printers total District-Wide	
Total – <u>Term</u> Maintenance Plan (<u>18 Months x monthly plan</u>) for 95 printers total District-wide	
WE DECLINE TO SUBMIT PROPOSAL FOR PRINTER MAINTENANCE (SIGN IN BOX TO RIGHT)	

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 Copier Proposal – Due 10:00 a.m. on Tuesday, December 5, 2023

Prepared by _____
Please print name of Company and Representative

Address _____

Phone _____ Fax _____ 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 B

<u>Building</u>	<u>Room</u>	<u>Printer Model</u>	<u>Serial Number</u>
Admin Center	Business Office	HP CLJ M454DW	VNB3L11184
Admin Center	Curriculum Office	HP CLJ M555	JPBCNCY1QC
Admin Center	Business Office	HP Color LaserJet Pro M454dn	VNB3C61755
Admin Center	Maintenance Office	HP LaserJet Pro M402N	PHBHF02266
Admin Center	Technology Office	HP LJ M402DNE	JPBDZ16201
Admin Center	Special Ed Office	HP LJ M451DN	CNBH308587
Admin Center	Asst. Superintendent	Xerox VL C400	7HB951824
Admin Center	Superintendent Xerox	Xerox VL C405	4HX598926
Worth Elementary	North Lab	HP CLJ CP2025DN	JPBFR11837
Worth Elementary	Media Center	HP CLJ CP2025DN	JPBFR12119
Worth Elementary	Art Room	HP CLJ CP2025DN	JPBFR12119
Worth Elementary	Principal	HP CLJ CP2025DN	JPBFR13670
Worth Elementary	305	HP CLJ M451NW	CNBG200939
Worth Elementary	Speech 402B	HP CLJ M451NW	VND3N13107
Worth Elementary	403	HP CLJ M452DN	VNB3B89618
Worth Elementary	402	HP CLJ M452DN	VNB3X20588
Worth Elementary	Pre-K	HP CLJ M452DN	VNB3M67503
Worth Elementary	Speech 402A	HP CLJ M454DW	VNB3L11184
Worth Elementary	Main Office	HP CLJ M553DN	JPBCK6M1F9
Worth Elementary	404	HP LJ M201DW	VNB3C14685
Worth Elementary	202	HP LJ M201DW	VNB3C14696
Worth Elementary	415	HP LJ M201DW	VNB3C14698
Worth Elementary		HP LJ M201DW	VNB3C14700
Worth Elementary	308	HP LJ M201DW	VNB3F06127
Worth Elementary	301	HP LJ M201DW	VNB3F06133
Worth Elementary	411	HP LJ M201DW	VNB3F06134
Worth Elementary	204	HP LJ M201DW	VNB3F06137
Worth Elementary	401	HP LJ M201DW	VNB3F06141
Worth Elementary	Conference Room	HP LJ M201DW	VNB3H05193
Worth Elementary	Assistant Principal	HP LJ M201DW	VNB3F06138
Worth Elementary	North Office	HP LJ M402DNE	PHB5B63777
Worth Elementary	303	HP LJ M402N	PHBHB08609
Worth Elementary	309	HP LJ M402N	PHBHB11737
Worth Elementary	PE Office	HP LJ M402N	PHBHB13599
Worth Elementary	302	HP LJ M402N	PHBHC11530
Worth Elementary		HP LJ M402N	PHBHD00250
Worth Elementary	102	HP LJ M402N	PHBHD11557
Worth Elementary	413	HP LJ M402N	PHBHD11595
Worth Elementary	417	HP LJ M402N	PHBHF02260
Worth Elementary	202	HP LJ M402N	PHBHF05384
Worth Elementary	307	HP LJ M402N	PHBHF05495
Worth Elementary	408	HP LJ M404DN	PHBB607685
Worth Elementary	406	HP LJ M404DN	PHBB607688
Worth Elementary	304	HP LJ M404DN	PHBB607694
Worth Junior High School	214	HP CLJ CP2025DN	JPBFR10788
Worth Junior High School	152	HP CLJ CP2025DN	JPBFR11838
Worth Junior High School	Tech Lab	HP CLJ CP2025DN	JPBFR12134
Worth Junior High School	213	HP CLJ M452DN	VNB3L00381
Worth Junior High School	215	HP CLJ M454DN	VNB3K00667

EXHIBIT B

<u>Building</u>	<u>Room</u>	<u>Printer Model</u>	<u>Serial Number</u>
Worth Junior High School	Main Office	HP CLJ M553DN	JPCCL3G07H
Worth Junior High School	213	HP LJ M201DW	VNB3C14692
Worth Junior High School	Social Worker	HP LJ M201DW	VNB3C14694
Worth Junior High School	124	HP LJ M201DW	VNB3C14701
Worth Junior High School	121	HP LJ M201DW	VNB3F05916
Worth Junior High School	Assistant Principal	HP LJ M201DW	VNB3F06135
Worth Junior High School	306	HP LJ M201DW	VNB3F06139
Worth Junior High School	307	HP LJ M201DW	VNB3H05184
Worth Junior High School	Tech Lab	HP LJ M401N	VNG3504734
Worth Junior High School	Gym Office	HP LJ M402DNE	JPBDZ08428
Worth Junior High School	Principal	HP LJ M402DNE	VNG3B15578
Worth Junior High School	212	HP LJ M402DNE	PHB5B63992
Worth Junior High School	206	HP LJ M402DNE	PHB5D29247
Worth Junior High School	Music Room	HP LJ M402N	PHBHB08605
Worth Junior High School	123	HP LJ M402N	PHBHB08612
Worth Junior High School	315	HP LJ M402N	PHBHB08616
Worth Junior High School	207	HP LJ M402N	PHBHB09402
Worth Junior High School	208	HP LJ M402N	PHBHC12242
Worth Junior High School	122	HP LJ M402N	PHBHC12248
Worth Junior High School	Library	HP LJ M402N	PHBHF00430
Worth Junior High School	308	HP LJ M402N	PHBHF02258
Worth Junior High School	Gym Office	HP LJ M402N	PHBHF10622
Worth Junior High School	312	HP LJ M402N	PHBHF10725
Worth Junior High School	160 - Speech/ELL Room	HP LJ M402N	PHBHG10785
Worth Junior High School	309	HP LJ M402N	PHBHK00249
Worth Junior High School	120	HP LJ M404DN	PHBB607687
Worthwoods Elementary	105	HP CLJ CP2025DN	JPBFR10796
Worthwoods Elementary	ELL / Title 1	HP CLJ CP2025DN	JPBFR11817
Worthwoods Elementary	Principal	HP CLJ M553DN	JPCCL3F0XT
Worthwoods Elementary	Media Center	HP CLJ M651	JPCCJ8Z0M2
Worthwoods Elementary	209	HP LJ M201DW	VNB3C14689
Worthwoods Elementary	107	HP LJ M201DW	VNB3C14693
Worthwoods Elementary	103	HP LJ M201DW	VNB3C14695
Worthwoods Elementary	211	HP LJ M201DW	VNB3F06132
Worthwoods Elementary	210	HP LJ M201DW	VNB3F06140
Worthwoods Elementary	Social Worker	HP LJ M201DW	VNB3H05181
Worthwoods Elementary	PE Office	HP LJ M201DW	VNB3H05183
Worthwoods Elementary	Nurse	HP LJ M401N	VNG3504732
Worthwoods Elementary	Speech	HP LJ M401N	VNG4G04844
Worthwoods Elementary	205	HP LJ M402N	PHBHB09044
Worthwoods Elementary	101	HP LJ M402N	PHBHD00384
Worthwoods Elementary	208	HP LJ M402N	PHBHF10620
Worthwoods Elementary	207	HP LJ M402N	PHBHF10633
Worthwoods Elementary	110	HP LJ M402N	PHBHF10718
Worthwoods Elementary	201	HP LJ M402N	PHBHF10722
Worthwoods Elementary	103	HP LJ M404DN	PHBB607695