



**REQUEST FOR PROPOSAL (RFP)**

FOR

COPIERS/DIGITAL DUPLICATORS/COLOR PRINTER

**Issue Date:**

10:00 AM January 5, 2024

**Due Date and Hour:**

5:00 PM January 31, 2024

## REQUEST FOR PROPOSAL (RFP)

**Proposal #**                    **RFP-001-CDP**  
**Date Issued:**                **January 5, 2024 @ 10:00 A.M.**  
**Closing Date:**               **January 31, 2024 @ 5:00 P.M.**  
  
**Contact Person:**          Cameron DeWitt  
**Telephone:**                    618-624-4500 x 8731  
**E-Mail Address:**            cdewitt@ofallon.org  
**Web Address:**                [www.ofallon.org](http://www.ofallon.org)

**Item:**                                **Copiers/Digital Duplicators and Color Printer**

**Scope: This Request for Proposal is for the lease of copiers/digital duplicators and color printer for the City of O’Fallon: City Hall, Community Development, Emergency Medical Services, Fire Department, Library, Park & Recreations, Public Works and Public Safety**

<b>OVERVIEW</b>
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This Request for Proposal (RFP) is for a 36 or 60-month (will refer to as a 3 or 5-year) lease for copiers and printers for the City. The current lease on copiers has expired. The goal of the City of O’Fallon is to provide a seamless switch to the new copiers/duplicators.

<u>Location</u>	<u>Address</u>	<u>Suggested Copier Specs</u>
City Hall – Upstairs	255 S Lincoln-Upstairs	Color Copier 50 copies/ min
City Hall – Downstairs	255 S Lincoln-Downstairs	Color Copier 50 copies/ min
Public Safety Building – Records	285 N 7 Hills Rd-Records	Color Copier 50 copies/ min
Public Safety Building – Admin	285 N 7 Hills Rd-Admin	B&W Copier 35 copies/ min
Public Safety Building – Patrol	285 N 7 Hills Rd-Patrol	B&W Copier 35 copies/ min
Public Safety Building – CID	285 N 7 Hills Rd-CID	Color Copier 40 copies/ min
Public Safety Building – Dispatch	285 N 7 Hills Rd-Dispatch	B&W Copier 35 copies/ min
Emergency Medical Services	285 N 7 Hills Rd – EMS	B&W Copier 35 copies/ min
IT	318 W 2nd St	Color Copier 35 copies/ min
Public Works – Booster Pump Station	505 W State St	Color Copier 35 copies/ min
Public Works – Highway 50	8645 E Hwy 50	Color Copier 35 copies/ min
Public Works – WWTP	10378 Rieder Rd – WWTP	Color Copier 35 copies/ min
Public Works – WWTP – Building 5	10378 Rieder Rd – WWTP	Color Copier 35 copies/ min
Fire Department – Station #2	Hwy 50 & 3rd St	B&W Copier 35 copies/ min
Fire Department – Station #4 -Admin	1215 Taylor Rd	Color Copier 40 copies/ min
Fire Department – Station #4 – Dispatch	1215 Taylor Road	B&W Copier 35 copies/ min
Fire Department – Station #3	102 Oak Street	B&W Copier 35 copies/ min
Fire Department – Station #1	106 E Washington St	B&W Copier 35 copies/ min
Library Coin Op – Upstairs	120 Civic Plaza	Color Copier 40 copies/ min
Library Admin – Downstairs	120 Civic Plaza	Color Copier 40 copies/ min
Parks & Recreations	308 E 5 <sup>th</sup> Street	Color Copier 50 copies/ min

The city is accepting proposals from qualified firms, partnerships, and corporations having experience in the areas identified in this Request for Proposal. It is expected that the suppliers provide a comprehensive solution that meets or exceeds the request. Suppliers shall be ready to demonstrate their abilities and assume all responsibility for the requirements in this RFP. The city expects a single supplier to assume full responsibility for the design,

installation, and maintenance of the proposed systems. No third-party sourcing allowed.

**SECTION I  
CONDITIONS TO BIDDING**

- 1.1 Proposal Reference Number:** The following number RFP-001-CDP has been assigned to this Request and MUST be shown on all correspondence or other documents associated with this Request and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed to the Management Analyst. If emailing, please reference the proposal number in the subject line.

**Cameron DeWitt**

Telephone: 618-624-4500 x 8731

Fax: 618-624-4508

E-mail Address: [cdewitt@ofallon.org](mailto:cdewitt@ofallon.org)

City of O'Fallon

255 S. Lincoln

O'Fallon, IL 62269

- 1.2 Negotiated Procurement:** This is a negotiated procurement. Final evaluation and award is made by City Administration.
- 1.3 Pre-proposal Conference:** No pre-proposal conference will be held.
- 1.4 Questions/Addenda:** Questions arising regarding the proposal or requesting clarification of the Request for Proposal must be submitted in WRITING prior to the close of business on January 20, 2024 to the following address:

**Cameron DeWitt**

City of O'Fallon

255 S. Lincoln

O'Fallon, IL 62269

Telephone: 618-624-4500 x 8731

Fax: 618-624-4508

E-mail Address: [cdewitt@ofallon.org](mailto:cdewitt@ofallon.org) (please reference RFP-001-CDP in subject line)

- 1.5 Cost of Preparing Proposal:** The cost of developing and submitting the proposal is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this Request. All responses will become the property of the City and will be a matter of public record subsequent to signing of the contract or rejection of all bids.
- 1.6 Evaluation and Format of Proposals:** Award shall be made in the best interest of the City. Consideration may focus toward but is not limited to:
- A. Components**
  - B. Technical Support and Service**
  - C. Price and Analysis**
  - D. Training**
  - E. Other**

To maintain a consistent basis on which to evaluate the proposals, proposals should include the following structure:

- 1.6-a. Signature Sheet – (See Appendix A)
- 1.6-b. Table of Contents
- 1.6-c. Executive Summary
- 1.6-d. Hardware Specifications
- 1.6-e. Software Specifications
- 1.6-f. Details of technical support and services infrastructure
- 1.6-g. Cost Sheet – (See Appendix B)
- 1.6-h. Checklist – (See Appendix C)
- 1.6-i. Experience and references
- 1.6-j. Appendices, as appropriate

- 1.7 Acceptance or Rejection:** The City reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.
- 1.8 Contract:** The successful vendor will be required to enter into a written contract with the City. The vendor agrees to accept the provisions of the “Notice to Bidders” (1.12), which is incorporated into contracts with the City and is attached to this Request.
- 1.9 Contract Documents:** This Request and any amendments shall be incorporated into the written contract, which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- 1.9-a. written modifications to the executed contract;
- 1.9-b. written contract signed by the parties;
- 1.9-c. this Request including all addenda; and
- 1.9-d. contractor's written proposal submitted in response to this Request as finalized.

- 1.10 Contract Formation:** No contract shall be considered to have been entered into by the City until the City has approved and all statutorily required signatures and certifications have been rendered; funds for the contract have been encumbered; and a written contract has been signed by the successful vendor.
- 1.11 Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of the City of O’Fallon. Illinois law requires all information contained in proposals to become open for public review once a contract is signed or all proposals are rejected.

## **1.12 NOTICE TO BIDDERS**

Items listed below apply to and become a part of the terms and conditions of this proposal unless superseded by any supplemental specifications or conditions enclosed or attached hereto; in which case the attached or enclosed conditions will prevail.

1. Proposals should be submitted on the form(s) provided. Proposals must be received by the time and date specified. Late proposals will be disqualified and returned unopened. Please include detailed specifications and information on all proposed items. Failure to include information may result in the vendor's proposal being considered not meeting the specifications.
2. Proposals cannot be altered or amended after opening time, except for items agreed upon during negotiations with the approval by City Administration. Any alterations made before opening time must be signed by the bidder or their agent. No proposal can be withdrawn after opening time without the approval of the City.
3. It is not the policy of the City of O'Fallon to purchase based on low bid alone. In evaluating proposals submitted; price, service, responsiveness to proposal instructions and conditions, and bidder qualifications will be considered. The City shall have the right to reject any or all proposals, and in particular to reject a proposal not accompanied by data required by the bidding documents or a proposal in any way incomplete or irregular.
4. Price quoted should be F.O.B. destination, inside delivery. The proposal must clearly state the number of days required to deliver the product to the specified location. Failure to state delivery time obligates the bidder to make delivery in thirty (30) days. Deliveries shall be made during normal business hours. Monday – Friday 8:00 am – 5:00 pm.
5. The use of brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Proposals on items equal to or superior to the above are invited, but bidders must submit complete specifications and descriptive materials in order to have their proposals considered. Failure to submit adequate printed documentation with the proposal may result in the determination of the proposal being incomplete and non-responsive.
6. Please state how long proposal prices will remain in effect after proposal has been awarded, failure to do so will allow prices to remain in effect until final proposal award and contract has been carried out. All proposals are approved by the City.
7. The City reserves the right to add additional machines to the contract at the same pricing for like machines within the first year of a three-year contract or within two years of a five-year contract. Machines added to the contract will have the same termination date as the original lease.
8. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the firm name of the bidder and the proposal number.
9. If the supplier refused or fails to make deliveries of the materials or supplies within the time specified on the face of the request for the proposal, the City may, by written notice, terminate the right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been delay.
10. All items must be properly packed or crated to insure delivery in good condition, and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.
11. Rejected items will be held at the seller's risk and expense. No replacement of defective

items shall be made by the seller unless agreed to by a city representative in writing.

12. Payment of the seller's invoice is subject to adjustment for any shortage, or for rejection of any item or items.
13. Neither party will be held responsible for nonperformance or delay caused by acts of God, natural disasters, vandalism, war, or other considerations beyond its control. Vendor shall be held accountable for manufacturer's delays in providing equipment or services proposed under this agreement.
14. Contract may be amended, at any time, by mutual consent of the parties. Any amendment must be in writing, signed by authorized representatives.
15. Vendor shall be responsible for complying with all applicable state and local laws and ordinances in its performance of this contract.
16. The contract shall become effective upon City approval and signing by authorized representatives of both parties.
17. Vendor shall be responsible for the performance of its employees, agents, and subcontractors.
18. Vendors shall provide emergency telephone numbers of key contract personnel who are familiar with the project scope and status.
19. No work shall be performed without an appropriately executed purchase order or change order.
20. Termination: Should the awarded contractor be sold, merged or dissolved at any time during the contracted period, the City shall retain the right to withdraw and cancel any/all contract agreements without recourse from the original contracted entity. In such case, the City may solicit proposals for services from eligible firms.
21. No third-party sourcing.

<b>SECTION II PROPOSAL INSTRUCTIONS</b>
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- 2.1 Submission of Proposals: Vendor's proposal shall consist of three (3) copies of the technical Proposal, including literature and other supporting documents.**

**Vendor's proposal, sealed securely in an envelope or other container, shall be received until 5:00 P.M., Central Time on January 31, 2024 addressed as follows:**

**City of O'Fallon  
Proposal # RFP-001-CDP  
255 S. Lincoln  
O'Fallon, IL 62269**

Faxed or telephoned proposals are not acceptable.

Proposals received prior to the closing date shall be kept secured and sealed until closing. The city shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late proposals will be returned unopened and not receive consideration.

- 2.2 Signature of Proposals:** Each proposal shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. Each proposal shall include the vendor's social security number or Federal Employer's Identification Number.
- 2.3 Acknowledgment of Addenda:** All vendors shall acknowledge receipt of any addenda to this Request. Failure to acknowledge receipt of any addenda may render the proposal to be non-responsive. Only the City in writing shall issue changes to this Request.
- 2.4 Modification of Proposals:** A vendor may modify a proposal in person, by letter, by electronic mail, or by FAX transmission at any time prior to the closing date and time for receipt of proposals.
- 2.5 Withdrawal of Proposals:** A proposal may be withdrawn on written request from the vendor to the Management Analyst prior to the closing date.
- 2.6 Proposal Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made public information. No other information will be released. Interested vendors or their representatives may be present at the announcement at the following location:

City of O'Fallon City Hall  
255 S. Lincoln  
O'Fallon, IL 62269

It shall be further agreed and understood that the proposals are considered to be proprietary working documents offered by prospective bidders when they are under evaluation by the City and, as such, are not subject to public inspection. Once an official recommendation is made by the City, the proposals are available as public record. Proposal results may be obtained **after contract finalization** by obtaining a bid tabulation from the Administrative Services Coordinator.

Copies of individual proposals may be obtained under the Illinois Open Records Act by calling 618-624-4500 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the following address:

City of O'Fallon City Clerk  
255 S. Lincoln  
O'Fallon, IL 62269

Upon receipt of the funds, the documents will be mailed, or a vendor may make an appointment by calling the above number to view the proposal file.

- 2.7 Notice of Award:** The vendors with the top proposals may be asked to present their

product before the City. After evaluation by the City, a vendor's product will be chosen for City approval. An award will only be made after City approval and an execution of the written contract by all parties. Only the City is authorized to issue news releases relating to this RFP, it's evaluation, award and/or performance of the contract.

- 2.8 Competition: The purpose of this Request is to seek competition. The vendor shall advise the Management Analyst if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Management Analyst no later than five (5) business days prior to the bid closing date. The Management Analyst reserves the right to waive minor deviations in the specifications that do not hinder the intent of this Request.**

<b>SECTION III SCOPE OF THE PROPOSAL</b>
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- 3.1 Purpose Of Request For Proposals:** The purpose of this document is to provide information and pricing on products and companies offering copiers/digital duplicator machines and a color printer. The City intends to use the results of this process to administer a contract for a three or five-year lease for twenty (21) copiers/digital duplicators and or color printer. The award of this contract and installation of machines shall take place on a mutually agreed upon date in March 2024. Operator training shall begin upon award and be continuous over the lease term.

**3.2 Other Requirements:**

- All copiers shall be capable of operating on 120/220v. Models requiring dedicated outlets or circuits may be proposed and will be accepted only at the City's Option.
- An operator's manual shall be furnished with all products and solutions.
- All digital equipment must have network connectivity and be Post Scrip 2 and 3 compliant
- Copier hardware must support a Windows 10, 11, and OSX (10.9 or newer) environment. Connectivity may be facilitated by native Microsoft drivers or with actively supported vendor provided software. Network connectivity is required to be wired 100Mb or 1Gb Ethernet based.

Copiers software must meet the following requirements:

- Controls to limit administrative access
- Receive regular security updates
- Allow management securely (HTTPS/TLS, SSH)
- Permit unused services to be disabled (telnet, ftp, etc)

- 3.3 Scope:** The City is conducting this Request for Proposal to solicit proposals from interested parties for copiers/digital duplicator machines that include but are not limited to:

**3.3-a. System Functions:**

- 4 Color Copiers 50 copies/ min



- Main engine unit, 50 copies/ minute letter, full color; simplex/duplex; resolution up to 400x400 dpi; paper capacity 2,450 sheets (14lb. bond) to 140lb index
  - Duplex Color Image Reader K1 (Document Scanner/ Handler) – 150 sheet tray capacity; scan up to 600x600 dpi; 160 ipm double sided scanning
  - Optional Paper Deck F1 – 2,700 sheets 8.5” x 11”.
  - Stapler Finisher – Two tray 3,250 sheet capacity, Corner and double-sided stapling.
  - Booklet Finisher – AA1 (Includes all features of standard staple finisher) Optional – Standard Finisher Capability: Staple up to 50 sheets letter, legal or 11x17 packets; 4 corner or 2 on side Saddle Stitch Capability: up to 20 sheets – 20lb. bond; 2 in center; center fold; letter, legal up to 11x17.
  - Standard Universal Login – Control access to your devices and limit unauthorized distribution of sensitive documents.
  - P/S and PCL – Standard Genuine Adobe PostScript3 and PCL6/ UFR2.
  - USB Port
  - Super G-3 Fax Bd. – Fax memory up to 30,000 pages Modem 33.6 kbps.
  - Cassette feed Unit AM1 – Supports up to 12x18 140lb. index
  - Memory – 4.0GB RAM.
  - Secure Print – Adobe Live Cycle Rights Management ES2.5.
  - OOXML Scan to PP and Word – Convert scans to word and Power Point Documents.
  - Data Encryption Kit (ftps – 140-2) – Encrypted PDF ,Encrypted Secure Print, User and device Signatures Secure Watermarks. Document scan locking.
  - Optical Character Recognition (OCR) with scanning abilities – allows to convert printed characters into digital text.
- 3 Color Copiers 40 copies/ min
    - Main engine unit, 40 copies/ minute letter, full color; simplex/duplex; resolution up to 400x400 dpi; paper capacity 2,450 sheets (14lb. bond) to 140lb index
    - Duplex Color Image Reader K1 (Document Scanner/ Handler) – 150 sheet tray capacity; scan up to 600x600 dpi; 160 ipm double sided scanning
    - Inner Finisher H-1 – Two tray 545 sheet capacity, Corner and double-sided stapling.
    - Standard Universal Login – Control access to your devices and limit unauthorized distribution of sensitive documents.
    - P/S and PCL – Standard Genuine Adobe PostScript3 and PCL6/ UFR2.
    - USB Port
    - Super G-3 Fax Bd. – Fax memory up to 30,000 pages Modem 33.6 kbps.
    - Cassette feed Unit AM1 – Supports up to 12x18 140lb. index
    - Memory – 4.0GB RAM.
    - Secure Print – Adobe Live Cycle Rights Management ES2.5.
    - OOXML Scan to PP and Word – Convert scans to word and Power Point Documents.
    - Data Encryption Kit (ftps – 140-2) – Encrypted PDF ,Encrypted Secure Print, User and device Signatures Secure Watermarks. Document scan locking.

- Optical Character Recognition (OCR) with scanning abilities – allows to convert printed characters into digital text.
- 1 Color Copier 40 copies/ min with E-Pay compatible
  - Main engine unit, 40 copies/ minute letter, full color; simplex/duplex; resolution up to 400x400 dpi; paper capacity 2,450 sheets (14lb. bond) to 140lb index
  - Duplex Color Image Reader K1 (Document Scanner/ Handler) – 150 sheet tray capacity; scan up to 600x600 dpi; 160 ipm double sided scanning
  - Inner Finisher H-1 – Two tray 545 sheet capacity, Corner and double-sided stapling.
  - Standard Universal Login – Control access to your devices and limit unauthorized distribution of sensitive documents.
  - P/S and PCL – Standard Genuine Adobe PostScript3 and PCL6/ UFR2.
  - USB Port
  - Super G-3 Fax Bd. – Fax memory up to 30,000 pages Modem 33.6 kbps.
  - Cassette feed Unit AM1 – Supports up to 12x18 140lb. index
  - Memory – 4.0GB RAM.
  - Secure Print – Adobe Live Cycle Rights Management ES2.5.
  - OOXML Scan to PP and Word – Convert scans to word and Power Point Documents.
  - Data Encryption Kit (ftps – 140-2) – Encrypted PDF ,Encrypted Secure Print, User and device Signatures Secure Watermarks. Document scan locking.
  - Optical Character Recognition (OCR) with scanning abilities – allows to convert printed characters into digital text.
  - State of Illinois E-Pay compatible and work with their 3<sup>rd</sup> party vendors for coin op.
- 5 Color Copiers 35 copies/ min
  - Main engine unit, 35 copies/ minute letter, full color; simplex/duplex; resolution up to 400x400 dpi; paper capacity 1,180 sheets (14lb. bond) to 140lb index
  - Duplex Color Image Reader K1 (Document Scanner/ Handler) – 150 sheet tray capacity; scan up to 600x600 dpi; 160 ipm double sided scanning
  - Inner Finisher H-1 – Two tray 545 sheet capacity, Corner and double-sided stapling.
  - Standard Universal Login – Control access to your devices and limit unauthorized distribution of sensitive documents.
  - P/S and PCL – Standard Genuine Adobe PostScript3 and PCL6/ UFR2.
  - USB Port
  - Super G-3 Fax Bd. – Fax memory up to 30,000 pages Modem 33.6 kbps.
  - Cassette feed Unit AM1 – Supports up to 12x18 140lb. index
  - Memory – 4.0GB RAM.
  - Secure Print – Adobe Live Cycle Rights Management ES2.5.
  - OOXML Scan to PP and Word – Convert scans to word and Power Point Documents.
  - Data Encryption Kit (ftps – 140-2) – Encrypted PDF ,Encrypted Secure Print, User and device Signatures Secure Watermarks. Document scan

- locking.
- Optical Character Recognition (OCR) with scanning abilities – allows to convert printed characters into digital text
- 8 Black & White Copiers 35 copies/ min
  - Main engine unit, 35 copies/ minute letter, black & white; simplex/duplex; resolution up to 400x400 dpi; paper capacity 1,180 sheets (14lb. bond) to 140lb index
  - Duplex Color Image Reader K1 (Document Scanner/ Handler) – 150 sheet tray capacity; scan up to 600x600 dpi; 160 ipm double sided scanning
  - Inner Finisher H-1 – Two tray 545 sheet capacity, Corner and double-sided stapling.
  - Standard Universal Login – Control access to your devices and limit unauthorized distribution of sensitive documents.
  - P/S and PCL – Standard Genuine Adobe PostScript3 and PCL6/ UFR2.
  - USB Port
  - Super G-3 Fax Bd. – Fax memory up to 30,000 pages Modem 33.6 kbps.
  - Cassette feed Unit AM1 – Supports up to 12x18 140lb. index
  - Memory – 4.0GB RAM.
  - Secure Print – Adobe Live Cycle Rights Management ES2.5.
  - OOXML Scan to PP and Word – Convert scans to word and Power Point Documents.
  - Data Encryption Kit (ftps – 140-2) – Encrypted PDF ,Encrypted Secure Print, User and device Signatures Secure Watermarks. Document scan locking.
  - Optical Character Recognition (OCR) with scanning abilities – allows to convert printed characters into digital text

**3.3 b. Volumes:** Estimated monthly volumes for the entire City are 55,000 for black and white copies and 15,000 for color copies. For the months that do not reach the contracted copy amounts, those numbers will be carried over into a pool to be used. These amounts should not be carried over by specific machine, they should be carried over as one number to be used by any of the copiers within the scope of the contract.

**3.4 Service:** The City is interested in proposals that include Vendor provided services such as:

- The maintenance will be on a 36 or 60-month basis.
- The Company shall be responsible for all material(s) shipped prior to and during installation until the City gives acceptance in writing. All risk of loss or expense associated with storing material(s) prior to the date of acceptance by the City is the responsibility of the Company.
- The Company shall, at all times, keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish. All tools, installation equipment, machinery and surplus materials used during the progress of the work will be kept in orderly fashion until completion of the project. The Company shall remove from the premises all crates, wrappings and other flammable waste materials or trash from the building. If the premises are not maintained properly, the City may have any accumulations of non-recyclable waste materials or trash removed with costs to be incurred

- by the Company as deemed appropriate by the City.
- The monthly reconciliation will be completed by electronic collection by vendor and charged at the cost per copy rate on a monthly basis. Monthly bill will be detailed by individual machine.
  - There will not be a price increase to the costs per copies rate for the entire length of the maintenance agreement.
  - The maintenance agreement will include scheduled routine maintenance, along with repair, parts, labor and ALL consumable supplies, including staples (except paper and transparencies). The service shall include the entire copier with all of its accessories.
  - The Company shall have in place an inventory and delivery system of parts and consumable supplies in quantities sufficient to serve the requirements of this contract. It shall be the responsibility of the Company to maintain stock levels of all consumable supplies at the individual copier sites. If adequate stock is not available at a site, the Company must deliver the necessary items within eight (8) hours to the designated location after receipt of a verbal request. It is the responsibility of the Company to track the inventory and usage of supplies to ensure adequate availability.
  - All copier equipment will be delivered to the proper locations at no expense to the City of O'Fallon.
  - The vendor will be responsible for installation of copiers. Installation will insure that the copiers are fully operational including network operations. This includes working with the City of O'Fallon Technology Department in acquiring IP addresses and drivers, in connection with initial installation and quarterly maintenance thereafter, if requested, an Operator Training Program for a primary operator and a back-up key operator.
  - Vendor will provide all operator training at no charge; any ongoing training will be at no charge to the City as well.
  - The Company shall show proof of ability to provide qualified trained sales/service personnel to provide software and technical assistance at any location, including assistance in problem solving, maintenance, machine operation, etc. The Company must also have access to manufacturer's technical resources for problems that are beyond the ability of the Company's staff. Such assistance shall be available at no cost and within twenty-four (24) hours of notification by the City
  - At all times during the contract, the Company will comply with all applicable environmental laws, regulations or rules governing use of such equipment in the workplace.
  - It will be the responsibility of the Company to notify the City when any hardware/software provided in response to this RFP is discontinued by the manufacturer and becomes unavailable. Any discontinued hardware/software that is in use and operational will not be replaced until it is no longer serviceable. At that time, the City's authorized representative must approve the replacement hardware/software being offered by the Company. Such approval is contingent upon compliance with the following conditions:
    - The replacement hardware/software must be of equal or greater technology and offers the same or better features than the discontinued model.
    - The replacement hardware/software provides the same or less than fixed price or cost-per-copy prices, whichever is applicable, than the discontinued hardware/software.

- Copier equipment will be picked up by the vendor at the end of the thirty-six (36) or sixty (60) months at no charge to the City of O'Fallon and the vendor will insure that all data from all copiers will be removed by destruction of hard drives. The awarded vendor agrees to pay for HDD destruction in this bid, if necessary.
- The City of O'Fallon may terminate the maintenance agreement prior to its maturity so long as the City of O'Fallon is not in default and provides at least thirty (30) days written notice.
- An authorized service technician will call within one (1) hour of service call and be on site, within a four (4) hour period after a service call has been made by City personnel. This will be during a normal workday and normal workweek. "Normal" shall refer to, Monday through Friday, 8:00 am to 5:00 pm. The Company shall have sufficient management and qualified manufacturer trained and certified technicians to service all copiers supplied under the contract. The Company shall have a sufficient number of technicians to serve and support the requirements under this contract within the specified response time.
- This maintenance agreement will not auto renew after end of thirty-six (36) or sixty (60) months.

<p><b>SECTION IV</b> <b>EVALUATION OF THE PROPOSAL</b></p>
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**4.1 Pricing:** Please provide information on initial cost, maintenance, and any other pertinent information. See Appendix B

**4.2 Scorecard:** Please see Appendix C

**4.3 Technical: Please provide a technical description of your proposed equipment.** The systems provided by Vendor should be new equipment capable of handling estimated quantities. Description should include size, electrical and usage requirements.

**4.4 Implementation Time:** Please provide information about the average implementation time that it would take for the city to use your service(s).

**4.5 Support Services: Please provide information about the technical and non-technical support features of your proposed solution.** Where applicable please include information about such issues as:

4.5-a. Training

4.5-b. Technical Support

4.5-c. Maintenance

4.5-d. Implementation services

4.5-e. Loaner copiers

**4.6 Vendor's Qualifications:** The vendor must include a discussion of the vendor's corporation. The discussion shall include the following:

4.6-a. date established;

4.6-b. ownership (public, partnership, subsidiary, etc.);

- 4.6-c. number of personnel, full and part-time, assigned to this type of project by function and job title
- 4.6-d. number of service technicians in O'Fallon area on a daily basis
- 4.6-e. qualifications of staff (include training and certifications)
- 4.6-f. organizational chart

- 4.7 Experience:** Each vendor must submit a list of three (3) customer references that have purchased/leased and used the proposed equipment. References must have a minimum of three years of service provided by the vendor. Reference listing should include the mailing address, email address, telephone numbers and the name of individuals to contact. Vendor shall have acceptable experience of successfully providing the services described in this RFP to clients whom have similar requirements, scope of service(s), and quantities as those of the City. The City shall be the sole judge as to what is acceptable experience.
- 4.8 Financial Statements:** Upon request by the City, Vendor shall supply copies of its quarterly financial statements not later than forty-five (45) days after the close of Vendor's fiscal quarters. Upon request, Vendor shall also supply the City with a copy of its year-end statement not later than ninety (90) days after its fiscal year-end.

APPENDIX A

**SIGNATURE SHEET**

Item: **Copier/Duplicator and Color Printer Lease**

**I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this proposal. A conflict of substantial interest is one that a reasonable person would think would compromise the open competitive bid process.**

**I also acknowledge that some of the data I (we) may become privy to in the performance of this bid and proposed contract is of a confidential nature and I (we) shall make all reasonable efforts to ensure that no such confidential information is disseminated or left exposed to unauthorized access by my employees. I agree to maintain such information in confidence and not to reproduce or otherwise disclose this information to any person outside the group directly responsible for responding to its contents.**

Addenda: The undersigned acknowledges receipt of the following addenda:

#1(\_\_\_\_) #2(\_\_\_\_) #3(\_\_\_\_) None(\_\_\_\_)

Legal Name of Person, Firm or Corporation\_\_\_\_\_

Telephone (800)\_\_\_\_\_Local\_\_\_\_\_Fax\_\_\_\_\_

E-Mail\_\_\_\_\_

Mailing Address\_\_\_\_\_

City & State\_\_\_\_\_Zip Code\_\_\_\_\_

FEIN Number\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Typed Name of Signature\_\_\_\_\_Title\_\_\_\_\_

If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below.

Address\_\_\_\_\_

City & State\_\_\_\_\_Zip Code\_\_\_\_\_

Telephone (800)\_\_\_\_\_Local\_\_\_\_\_Fax\_\_\_\_\_

E-Mail\_\_\_\_\_

Has your RFP Response been subjected to review by your legal department?

Yes\_\_\_\_\_No\_\_\_\_\_

APPENDIX B  
COST PROPOSAL SHEET – 36 MONTH LEASE

Vendors shall break prices down by their component parts as follows:

Lease terms:

Is the lease a per copy lease \_\_\_\_\_ or an equipment lease \_\_\_\_\_  
 Are supplies (ie. toner and drums) included? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are all maintenance calls included in the lease service at no additional cost?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Please price by location:

City Hall Upstairs	IT
City Hall Downstairs	Public Works – Booster Station
Public Safety Building Records	Public Works – Highway 50
Public Safety Building Admin	Public Works – WWTP
Public Safety Patrol	Public Works – WWTP - Building 5
Public Safety CID	Fire Station #2
Public Safety Dispatch	Fire Station #4 – Admin
Emergency Medical Services	Fire Station #1
Parks & Recreation	Fire Station #3
Library Admin – Downstairs	Library Coin Op - Upstairs

Please list benchmark number of copies included in price.  
 Please list price for additional copies.

Other costs:

Vendors are to specify any other costs that have not been specifically requested. Any cost listed should be tied to a specific task or product in the proposal. All costs shall be recorded on the following spreadsheet, with detailed information following this sheet. Clearly identify the item and one time and annual costs.

Please note the following:

Cost proposals will not be evaluated at the time of proposal opening.

**TOTAL COST PROPOSAL (36 MONTH LEASE):**

Units	Requirements	Proposed Model #	Monthly Amount	Cost Per Copy
City Hall – Upstairs	Color 50/min			
City Hall – Downstairs	Color 50/min			
Public Safety Building – Records	Color 50/min			
Public Safety Building – Admin	B&W 35/min			
Public Safety Building - Patrol	B&W 35/min			
Public Safety Building – CID	Color 40/min			
Public Safety Building - Dispatch	B&W 35/min			
Emergency Medical Services	B&W 35/min			
IT	Color 35/min			
Public Works – Booster Pump	Color 35/min			



Public Works – Highway 50	Color 35/min			
Public Works - WWTP	Color 35/min			
Public Works – WWTP – Building 5	Color 35/min			
Fire Department – Station #1	B&W 35/min			
Fire Department – Station #2 - Admin	B&W 35/min			
Fire Department – Station #3	B&W 35/min			
Fire Department – Station #4 - Dispatch	B&W 35/min			
Fire Department – Station #4 - Admin	Color 40/min			
Library Coin Op – Upstairs	Color 40/min			
Library Admin - Downstairs	Color 40/min			
Parks & Recreations	Color 50/min			
Total				\$
<b>Additional Charges</b>				
Price of overage copies		\$		
Other				

APPENDIX B  
COST PROPOSAL SHEET – 60 MONTH LEASE

Vendors shall break prices down by their component parts as follows:

Lease terms:

Is the lease a per copy lease \_\_\_\_\_ or an equipment lease \_\_\_\_\_  
 Are supplies (ie. toner and drums) included? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are all maintenance calls included in the lease service at no additional cost?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Please price by location:

City Hall Upstairs	IT
City Hall Downstairs	Public Works – Booster Station
Public Safety Building Records	Public Works – Highway 50
Public Safety Building Admin	Public Works – WWTP
Public Safety Patrol	Public Works – WWTP - Building 5
Public Safety CID	Fire Station #2
Public Safety Dispatch	Fire Station #4 – Admin
Emergency Medical Services	Fire Station #1
Parks & Recreation	Fire Station #3
Library Admin – Downstairs	Library Coin Op - Upstairs

Please list benchmark number of copies included in price.

Please list price for additional copies.

Other costs:

Vendors are to specify any other costs that have not been specifically requested. Any cost listed should be tied to a specific task or product in the proposal. All costs shall be recorded on the following spreadsheet, with detailed information following this sheet. Clearly identify the item and one time and annual costs.

Please note the following:

Cost proposals will not be evaluated at the time of proposal opening.

**TOTAL COST PROPOSAL (60 MONTH LEASE):**

Units	Requirements	Proposed Model #	Monthly Amount	Cost Per Copy
City Hall – Upstairs	Color 50/min			
City Hall – Downstairs	Color 50/min			
Public Safety Building – Records	Color 50/min			
Public Safety Building – Admin	B&W 35/min			
Public Safety Building - Patrol	B&W 35/min			
Public Safety Building – CID	Color 40/min			
Public Safety Building - Dispatch	B&W 35/min			
Emergency Medical Services	B&W 35/min			
IT	Color 35/min			
Public Works – Booster Pump Station	Color 35/min			
Public Works – Highway 50	Color 35/min			
Public Works - WWTP	Color 35/min			

Public Works – WWTP – Building 5	Color 35/min			
Fire Department – Station #1	B&W 35/min			
Fire Department – Station #2 - Admin	B&W 35/min			
Fire Department – Station #3	B&W 35/min			
Fire Department – Station #4 - Dispatch	B&W 35/min			
Fire Department – Station #4 - Admin	Color 40/min			
Library Coin Op – Upstairs	Color 40/min			
Library Admin - Downstairs	Color 40/min			
Parks & Recreations	Color 50/min			
Total				\$
<b>Additional Charges</b>				
Price of overage copies		\$		
Other				

APPENDIX C  
**Black & White Copiers/ Duplicators**

The requirements for the Black & White Copiers/Duplicators are listed below. The vendor must demonstrate which of the following elements exist in the offered systems:

Yes No Description of Feature

- 1         Copiers are at least 35 pages per minute please specify actual \_\_\_\_\_
- 2         The machines have a document feeder.
- 3         The machines have 3 paper drawer units, please specify tray sizes \_\_\_\_\_
- 4         The machines staples at least 50 pages, please specify number of pages \_\_\_\_\_
- 5         The machine duplexes.
- 6         The machine has page numbering.
- 7         The machine reduces.
- 8         The machine enlarges.
- 9         The machines sorts.
- 10        The machine stacks.
- 11        The machine has a minimum of 100 user codes, please specify actual number \_\_\_\_\_
- 12        The machine 3-hole punches.
- 13        The machine has adjustable paper trays (up to 11" x 17").
- 14        The machine has an interrupt mode.
- 15        The machine has a sample copy mode.
- 16        The machine has user stamps (ie. DRAFT, CONFIDENTIAL, etc.).
- 17        The machine has a date stamp.
- 18        The machine has a margin adjust.
- 19        The machine has a border erase.
- 20        The machine has a repeat image mode.
- 21        The machine can store programmed documents for easy retrieval.
- 22        The machine can scan in color to computer.
- 23        The machine can scan in color to email.
- 24        The machine can scan to fax
- 25        The machine can scan and send Text Searchable Files (OCR)
- 25        The machine can scan at least 15 images per minute, please specify actual \_\_\_\_\_

**APPENDIX C**  
**Color Printers**

The requirements for the Color Printers are listed below. The vendor must demonstrate which of the following elements exist in the offered systems:

Yes No Description of Feature

- |    |   |  |
|----|---|--|
| 1  | <input type="checkbox"/> <input type="checkbox"/> | City Hall Upstairs, City Hall Downstairs, Public Safety Records & Parks & Rec is at least 50 pages per minute. Public Safety CID, Fire House #4 Admin, Library Admin and Coin Op is at least 40 pages per minute. IT, Public Works Booster Station, Public Works Highway 50 and Public Works WWTP is at least 35 pages per minute please specify actual _____, _____ & _____ |
| 2  | <input type="checkbox"/> <input type="checkbox"/> | The machines have a document feeder.   |
| 3  | <input type="checkbox"/> <input type="checkbox"/> | The machines have 3 paper drawer units, please specify tray sizes _____  |
| 4  | <input type="checkbox"/> <input type="checkbox"/> | The machines staples at least 50 pages, please specify number of pages _____   |
| 5  | <input type="checkbox"/> <input type="checkbox"/> | The machine duplexes.  |
| 6  | <input type="checkbox"/> <input type="checkbox"/> | The machine has page numbering.  |
| 7  | <input type="checkbox"/> <input type="checkbox"/> | The machine reduces.   |
| 8  | <input type="checkbox"/> <input type="checkbox"/> | The machine enlarges.  |
| 9  | <input type="checkbox"/> <input type="checkbox"/> | The machines sorts.  |
| 10 | <input type="checkbox"/> <input type="checkbox"/> | The machine stacks.  |
| 11 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a minimum of 100 user codes, please specify actual number _____  |
| 12 | <input type="checkbox"/> <input type="checkbox"/> | The machine 3-hole punches.  |
| 13 | <input type="checkbox"/> <input type="checkbox"/> | The machine has adjustable paper trays (up to 11" x 17").  |
| 14 | <input type="checkbox"/> <input type="checkbox"/> | The machine has an interrupt mode.   |
| 15 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a sample copy mode.  |
| 16 | <input type="checkbox"/> <input type="checkbox"/> | The machine has user stamps (ie. DRAFT, CONFIDENTIAL, etc.).   |
| 17 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a date stamp.  |
| 18 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a margin adjust.   |
| 19 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a border erase.  |
| 20 | <input type="checkbox"/> <input type="checkbox"/> | The machine has a repeat image mode.   |
| 21 | <input type="checkbox"/> <input type="checkbox"/> | The machine can store programmed documents for easy retrieval.   |
| 22 | <input type="checkbox"/> <input type="checkbox"/> | The machine can scan in color to computer.   |
| 23 | <input type="checkbox"/> <input type="checkbox"/> | The machine can scan in color to email.  |
| 24 | <input type="checkbox"/> <input type="checkbox"/> | The machine can scan to fax  |
| 25 | <input type="checkbox"/> <input type="checkbox"/> | The machine can scan and send Text Searchable Files (OCR)  |
| 25 | <input type="checkbox"/> <input type="checkbox"/> | The machine can scan at least 15 images per minute, please specify actual _____  |