



**REQUEST FOR PROPOSALS (RFP)**  
**Lease of Copiers/Multi-Functional Devices**  
**and Maintenance**

Issued January 6, 2023

Due January 31, 2023

The Village of Oak Park (“the Village”) is requesting qualifications to identify vendors to assure that it is receiving the optimum level of services at a competitive price.

**Responses shall be returned on or before January 31, 2023 at 5:00 PM to:**

Village of Oak Park  
Finance Department  
Attn:RFPCOPIER2023  
123 Madison Street  
Oak Park, IL 60302

## Section I. General Requirements

### A. Introduction and Mandatory Terms

The Village of Oak Park (“the Village”) will receive proposals from Office Equipment Vendors (“Vendors”) to provide copiers and maintenance of t h e l e a s e d equipment. The Village expects to replace all of its current copiers currently under lease agreements.

Proposals will be accepted either in hardcopy form at the Village of Oak Park-Finance Department, 123 Madison Street, Oak Park, Illinois 60302 Monday through Friday, 8:30 A.M. to 5:00 P.M or electronically by sending your proposal in PDF format to [apedraza@oak-park.us](mailto:apedraza@oak-park.us). Hard copies of the submission must be postmarked by January 31, 2023. Similarly, e mail submissions will be accepted until the close of business on January 31, 2023 at 5:00 pm. Proposals that are received by the Village after the specified time will not be accepted.

Any RFP inquiries must be submitted via email to:[apedraza@oak-park.us](mailto:apedraza@oak-park.us) no later than January 13, 2023. At the Village’s discretion, inquiry responses may be provided to the known list of RFP recipients.

Upon a proposer’s request, the Village will permit a vendor walk-thru at Village locations where existing equipment is located in order to obtain a better understanding of the equipment setup and needs of the Village. Should a proposer request a visit, a minimum one week notice is required by the Village.

Proposals will be reviewed and a recommendation to enter into a new lease and maintenance agreement will be presented to the Village Board of Trustees of the Village of Oak Park for approval.

Other inquiries regarding this RFP shall be directed to: Steven Drazner, Chief Financial Officer, at [sdrazner@oak-park.us](mailto:sdrazner@oak-park.us). However, please keep in mind that only a minimal amount of information will be shared until the selection and award process is complete.

### B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Vendors, at its own discretion, to present their qualifications, respond to questions, and supply supplemental information.

C. Vendor Notification

Vendors will be notified in writing of further inquiries and/or decisions.

D. Award of Contract

The contract will be awarded in whole or in part to the responsible vendor whose proposal, conforming to the request for proposals, will be most advantageous to the Village; price and other factors considered.

E. Taxes Not Applicable

The Village of Oak Park, as an Illinois municipality, pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E9998-1823-06). Vendors should therefore exclude such taxes from proposals.

F. Interpretation of the Request for Proposal Document

Any vendor with a question about this proposal may request an interpretation thereof from the Village. If the Village changes the proposal, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective vendors. The Village will not assume any responsibility of receipt of such addendum. In all cases, it will be the vendor's responsibility to obtain all addenda issued.

H. Competency of Vendor

The Village will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will make such investigations as necessary to determine the ability of the vendor to fulfill proposal requirements. If requested, the vendor should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary financial resources to comply with the terms and scope of services.

I. Subletting of Contract

No agreement awarded by the Village of Oak Park shall be assigned in whole or in part without the written consent of the Village of Oak Park. In no case shall such consent relieve the vendor from its obligations or change the terms of the agreement.

J. Village Ordinances

The Vendor will strictly comply with all Ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

K. Governing Law

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an

agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

L. Term of Agreement

The desired term of the equipment lease and maintenance agreement is three (3) years.

## Section II. Specific Requirements

These detailed specifications are for the office equipment requested and maintenance of such equipment as identified in Section I of the Request For Proposals.

The Village is currently under a lease & corresponding copier maintenance agreement that expires in May 2023. A full inventory under the existing lease is provided as Attachment E. The Village desires to lease new equipment having identical, similar, or slightly better functionality compared to the equipment listed on the inventory summary.

In addition to proposing equipment that is identical, similar, or slightly better functionality to those units detailed in Attachment E, proposers may optionally submit an alternative proposal that seeks to streamline or reduce the number of units required without impacting efficiency and/or effectiveness of Village operations. As shown in Attachment E, the Village currently has three copiers (2 b/w and 1 color) in its Central Services location at Village Hall. Under the new Agreement, one of these b/w copiers will be moved to a different area of Village Hall which has some physical space limitations. Therefore, please propose a smaller b/w model if one is available.

A. General technical requirements for copier functionality in multi-function units. At

a minimum, all digital copiers shall be:

- newly manufactured with no used or refurbished parts
- capable of copy speed of 30 ppm black & white and 30 ppm full color minimum depending on average usage
- capable of scanning no less than 200 dpi
  - direct to one or more email addresses as well as to a network file folder
  - in black and white and color
  - format must be an industry standard (e.g., PDF) and configurable iv. capable of faxing
- capable of two-sided copying/scanning
- capable of date stamping
- capable of three hole punching
- capable of stapling minimum 50 sheet capacity
- capable of sorting/collating
- capable of reducing or enlarging
- capable of secured use and/or control via ID card utilizing Village's current equipment (listed in attachment E)
- capable of allowing functionality based on user
- capable of centralized management of user access and privileges
- capable of handling 8 ½ X 11, 8 ½ X 14 and 11 X 17 paper sizes for a minimum of 500 per type.
- capable of automatic feeding of at least 50 sheets
- capable of feeding envelopes for black and white printing

B. Technical requirements for printers:

- capable of print speeds of 30 ppm minimum
- capable of handling 8 ½ X 11, 8 ½ X 14 and 11 X 17 paper sizes iv. capable of 500 sheet capacity
- capable of network functionality
- capable of duplex printing

C. Reporting Requirements

a. Usage

Must provide reports of copy and print counts based on user and functional department for defined dates and times.

D. Maintenance Requirements

a. Monitoring

All units will be networked and will be monitored electronically for repair and toner/ink status.

b. Repairs

Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within four (4) hours of such report. If a defect(s) remains unresolved for a period of 48 hours or more, the vendor will provide the Village of Oak Park with a comparable loaner unit, including installation, at no charge.

E. Delivery and Installation of equipment

a. Start of Contract

- i. The vendor shall state in its proposal the number of business days necessary for delivery and installment of equipment. Vendor must detail all anticipated expenses that will be incurred by the Village of Oak Park for the delivery and installation of equipment. The Village will not be liable for expenses not detailed in the RFP response. The vendor shall invoice the Village for delivery and installation upon written acceptance of the equipment by the Village. The selected vendor shall be responsible for uninstalling/disconnecting the existing equipment, moving all the existing equipment to a dedicated space at Village Hall or other location for pickup by the former vendor, and then installing the new equipment.

b. Training and materials

- i. Delivery and installation cost shall include on-site training by a fully qualified representative of the vendor. All user manuals and operating guides shall also be provided with the equipment. The date of the equipment training shall be chosen by the Village after delivery and installation.

c. End of Contract

- i. The vendor shall be responsible and state any costs associated with de-installation and haul away of equipment at the end of the lease, including the destruction or erasure of data contained on copier hard-drives. The Village will not be liable for any costs not specifically detailed in your RFP response.

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If a proposer cannot meet any of the specifications, expectations or services in Section II, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are presented, the Village will assume full capabilities as described in Section II.

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## Section III. RFP Response Instructions

### A. Proposal Format

Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the requirements of this request.

For each submission, special bindings, colored displays, promotional materials, etc., are not desired. If using tabs please ensure each tab is labeled with a number or letter.

Emphasis should be placed on completeness, simplicity, and clarity of content. Please do not include any advertisement or promotional material in your response. All proposal responses should be in the following format:

1. Cover Letter
2. Table of Contents
3. Proposer Background
4. Proposed Scope of Service
5. Proposed Schedule of Implementation
6. References
7. Cost Proposal
8. Template or Draft of Vendor's Lease and Maintenance Contracts
9. Attachments

The desired information for each of these sections is described below.

#### 1. Cover Letter

The cover letter should contain the name of the proposer (and/or third party vendors), the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer(s).

#### 2. Table of Contents

The contents of the proposal shall be included in an index at the beginning of the proposal to include all contents and attachments.

#### 3. Proposer Background

This section should include the full name and principal address of the proposer. Include the state in which the vendor is incorporated to operate and the date of incorporation, if applicable.

The Village requests that proposing vendors provide the names of a designated account executive or relationship manager, as well as an alternate. The designated account executives must have the authority to make timely decisions in the normal course of business. In addition, describe the organization and any additional staff team which would service the account. Provide a listing of the entire proposed staff team, including name, title, and length of service with the vendor. Additional qualifications and experience on similar accounts may be included.

#### 4. Proposed Scope of Services

Clearly and succinctly describe the scope of services to be provided. Please provide a table in Excel format including:

1. List each unit summarized in Attachment E with recommended replacement unit. Please include a full description and model number.
2. Maintenance, servicing costs and service level details
3. Details as to your service levels, response times, number of technicians serving this area and problem reporting methodologies.
4. Costing/financing options
5. Technical specifications on the following:
  - a. Imaging/feeder speed
  - b. Printing speed
  - c. Copies/Output to schedule maintenance
6. Detailed and itemized pricing to include:
  - a. Monthly lease payment details
  - b. Total copies included (for maintenance, etc.)
  - c. Per copy charge for overages

If there are any services offered in addition to what the Village has requested that may be of interest to the Village, please describe those in an additional subsection at the end of your response to the scope of services.

#### 5. Proposed Schedule of Implementation

Describe the conversion plan you would coordinate to ensure a smooth transition from the current provider. Discuss the implementation effort and lead time that would be required to establish the services requested in this RFP. Include the detailed steps involved and your proposed schedule for meeting each step.

#### 6. References

Provide a list of client references of similar sized and/or municipal accounts which the proposer has served over the past two years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.

7. Cost Proposal

All proposers must provide a “fully-loaded” cost per page analysis with clearly stated cost driver assumptions (equipment lease, maintenance, etc.). Proposers may choose to present cost information in another format. However, proposers may be eliminated from consideration if the requested simplified number is not communicated.

For services not specifically requested herein, but which the proposer charges fees, or where a different level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer’s responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested. Proposers that provide responses or costs which are vague, open to interpretation, presented in such a way that the information is intentionally incomparable to other proposers, or the information is generally not clear or concise, may be eliminated from consideration.

The Village reserves the right to remove any individual service contained in the RFP if based on analysis, the fees for providing such service are excessive, or if the service proposed can be performed in an alternative manner.

Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, proposers should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.

8. All proposers shall provide their standard template or a draft of the required Lease and Maintenance Contracts which must be thoroughly reviewed and approved by the Village’s legal staff prior to the recommendation and selection of the vendor.

9. Attachments

- A. Tax Compliance Certificate
- B. EEO Report
- C. Decline to propose (if needed)
- D. Existing Inventory of Copiers

## Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

A. Responsiveness to RFP

The Village will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP.

B. Ability to Perform Current and Projected Required Services

The Village will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type.

C. Experience and Relevant Knowledge

The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.

D. Financial Stability

The Village may conduct analysis to examine the proposer's creditworthiness.

E. References

The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.

F. Cost Proposal

The Village will evaluate aggregate services based on the most overall cost effective approach to providing the services and equipment requested in this RFP.

G. Optional Interviews and/or Site Visits

The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.



**Attachment A  
Tax Compliance Certificate**

\_\_\_\_\_, being first duly sworn, deposes

and says: that he/she is \_\_\_\_\_

(partner, officer, owner, etc.)

of \_\_\_\_\_.

The individual or entity making the foregoing proposal certifies that he/she is not barred from contracting with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

\_\_\_\_\_  
(Name of Partner if the Contractor is a Partnership)

(Name of Officer if the Contractor is a Corporation)

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

The above statement must be subscribed and sworn to before a notary public



## Attachment B Village of Oak Park E.E.O. Report

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of proposal. An incomplete form will disqualify your proposal.

1. Vendor Name: \_\_\_\_\_

2. Check here if your firm is:

\_\_\_\_\_ MBE

\_\_\_\_\_ WBE

\_\_\_\_\_ Non MBE/WBE

*(Copies of all certification letters must be included)*

3. What is the size of the firm's current stable work force?

\_\_\_\_\_ Number of full-time employees

\_\_\_\_\_ Number of part-time employees

# Attachment C

## EEO Report

### EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid.

An EEO-1 Report may be submitted in lieu of this report

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

Total Employees \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_  
 (Name of Person Making Affidavit) (Title or Officer)

of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
 ( Signature )

\_\_\_\_\_  
 ( Date )



**Attachment D  
Decline to Propose - Explanation**

If your firm does not wish to offer on the attached specifications, please return this form along with any comments you may have concerning the request or any factors that you feel were areas that prevented your firm from submitting a proposal.

COMMENTS:



**EXISTING COPIER LEASE INVENTORY**

**ATTACHMENT E**

<u>Make</u>	<u>Type</u>	<u>Model</u>	<u>Description</u>	<u>Location</u>	<u>Notes</u>
Xerox	B&W	B7035H2	VersaLink	Fire station battalion chief	
Xerox	B&W	WC5955	WorkCentre	PW Room 207	
Xerox	Color	C8030T2	AltaLink	PW Room 208	
Xerox	Color	C8030T2	AltaLink	VH 1st floor by office 119	
Xerox	B&W	WC5955	WorkCentre	VH 1st floor central services	Smaller model requested
Xerox	B&W	WC5955	WorkCentre	VH 1st floor central services	
Xerox	Color	C8030T2	AltaLink	VH 1st floor central services	
Xerox	B&W	WC5955	WorkCentre	VH 1st floor parking by office 102	
Xerox	B&W	WC5955	WorkCentre	VH 1st floor VMO	
Xerox	B&W	B7035H2	VersaLink	VH 2nd floor health	
Xerox	B&W	B7035H2	VersaLink	VH 2nd floor neighborhood services	
Xerox	B&W	B7035H2	VersaLink	VH lower level detectives	
Xerox	B&W	WC5955	WorkCentre	VH lower level IT	
Xerox	Color	C8030T2	AltaLink	VH lower level police	
Xerox	B&W	WC5955	WorkCentre	VH lower level police front desk	
Xerox	B&W	WC5955	WorkCentre	VH lower level police records	
Xerox	B&W	B7035H2	VersaLink	VH lower level report room	