



**SHOREWOOD-TROY**  
Public Library

# Multi-Function Duplicating Devices and Services

Request for Proposals  
2017

650 Deerwood Dr.  
Shorewood, IL 60404

p. 815-725-1715  
f. 815-725-1722

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[www.shorewoodtroylibrary.org](http://www.shorewoodtroylibrary.org)

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## Background

The Shorewood-Troy Public Library District is seeking proposals for a lease that includes multi-function duplicating devices and services for its facility located at 650 Deerwood Drive in Shorewood, Illinois. The facility is approximately 15,000 square feet and has 2 floors. The current duplicating devices and services are regularly used, and the goal of the District is to have those services provide excellent operations for our patrons and staff.

## Timeline

- May 12, 2017 – RFP published on website
- May 29, 2017 – Last day to submit questions to RFP contact person
- June 1, 2017 – Respondent proposals due by 4:00 PM
- June 2, 2017 – Proposals opened at Shorewood-Troy Public Library District at 9:30 AM
- June 8, 2017 – Contract awarded at Shorewood-Troy Public Library District Board Meeting

## Instructions

### RFP Contact Persons

Leslie Lovato Head of Technical Services Shorewood-Troy Public Library District 650 Deerwood Drive Shorewood, IL 60404 llovato@shorewoodtroylibrary.org	Allison Kubina Administrative Assistant Shorewood-Troy Public Library District 650 Deerwood Drive Shorewood, IL 60404 akubina@shorewoodtroylibrary.org	Jennie Mills Director Shorewood-Troy Public Library District 650 Deerwood Drive Shorewood, IL 60404 jmills@shorewoodtroylibrary.org
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## Questions and Notifications

All inquiries, questions, or notifications must be sent in writing via postal mail or email and marked "Shorewood-Troy RFP for Multi-Function Duplicating Devices and Services." Phone calls will not be accepted. All inquiries shall be directed only to the RFP contact persons as shown above. Violations of this provision by respondent or interested parties may result in the rejection of the proposal.

Should the respondent suspect any error, omission, or discrepancy in the specifications or instructions, the respondent shall immediately notify an RFP contact in writing via postal mail or email. An RFP contact shall issue written instructions to all respondents that

are to be followed by each respondent. Updated instructions will be posted on the Shorewood-Troy Public Library District website at [www.shorewoodtroylibrary.org](http://www.shorewoodtroylibrary.org).

## Proposal Submission

Proposals must be received no later than 4:00 PM on June 1, 2017. Proposals must be submitted electronically in PDF or Microsoft Word format. Files may not be password-protected or copy-protected. Print copies of the proposal may be submitted in addition to the electronic version, but this is optional. Accompanying materials may be submitted in electronic or print form. Include four copies of any print materials.

It is the respondent's responsibility to ensure proposals are received by the closing date and time. Late proposals will not receive consideration.

Proposals must include the following sections in this order:

- A. Contact information. Name, address, FEIN number, phone number, and email address of the respondent.
- B. Corporate profile describing your company, including the number of employees and physical location of current operations offices. Also state whether the corporation or other entity is fully licensed and incorporated or otherwise legally qualified to do business in the State of Illinois.
- C. Key personnel. Identify persons who will assist with this contract. For each person, include the name, title, experience, and periods of service with your firm.
- D. Statement of qualifications. State your experience with similar projects.
- E. References. Three references from recent customers, including name, agency, phone number, and email address of persons to contact.
- F. Fully completed Price Sheet provided in Appendix A of this proposal.
- G. Full description, including all specifications, of devices proposed to meet this proposal's requirements. This section must also identify which device would be in which location.
- H. Full response to all service requirements of this proposal.

## Evaluation

Although no weighted value is assigned, consideration will be given to the following issues, among others:

- Cost
- Adequacy and completeness of proposal
- Respondent's understanding of the project

Compliance with the format, terms and conditions of the RFP

Experience in providing like services

Methodology to accomplish tasks

Respondent's ability to provide the services required, including financial stability

Respondent's qualifications and references

The Shorewood-Troy Public Library District reserves the right to reject any and all proposals, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional proposals, and to award a contract in the best interest of the Shorewood-Troy Public Library District. Submission of an offer confers on the respondent no right to an award or to a subsequent contract. All decisions on compliance, evaluation, terms, and conditions shall be made solely at the Shorewood-Troy Public Library District's discretion.

The Shorewood-Troy Public Library reserves the right to waive any information or discrepancies or permit a respondent to clarify such discrepancies and so conduct discussions with all qualified respondents in any manner necessary to serve the best interests of the Shorewood-Troy Public Library District. The Shorewood-Troy Public Library District may seek clarification of the offer at any time, and failure to respond is cause for rejection. Clarification is not an opportunity to change the offer.

Respondents must be prepared for the Shorewood-Troy Public Library District to accept the offer as submitted without prior discussion or negotiation, but the Shorewood-Troy Public Library District may require contract negotiations if necessary or desirable. If negotiations do not result in an acceptable agreement, the Shorewood-Troy Public Library District may reject the offer or revoke the award, and may begin negotiations with another respondent or re-issue the RFP.

## Conditions of the Contract

All files, records, documents, and similar items relating to the business of the Shorewood-Troy Public Library District, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Shorewood-Troy Public Library District. The respondent shall not misuse, misappropriate, or disclose any of the facts or materials described herein, directly or indirectly, either during the term of the contract or at any time thereafter.

The respondent's position is strictly contractual. The person fulfilling the specifications of this project will in no way assume an employer/employee relationship with the Shorewood-Troy Public Library District. Benefits provided Shorewood-Troy Public Library District employees will not be provided to the respondent for this contract.

The contents of the proposal of the successful respondent (if any) shall become contractual obligations binding on the successful respondent if a contract is issued by the Shorewood-Troy Public Library District.

Certain conditions are unacceptable to the Shorewood-Troy Public Library District, including, but not limited to, the following:

- Governing law other than the State of Illinois
- Clauses requiring the Shorewood-Troy Public Library District to indemnify or hold harmless the successful respondent
- Clauses that unduly restrict or place unreasonable claims of ownership on data which are the subject of the agreement/contract
- Clauses relating to requiring the Shorewood-Troy Public Library District to enter into reimbursement arrangements relative to attorney's fees
- Payment terms of less than thirty (30) days

## Compliance with Requirements

Each respondent is responsible for the contents of its proposal and for satisfying the requirements set forth in the RFP. The respondent is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself or take advantage of any errors or omissions in the description of the proposed devices and services.

Each proposal is subject to and is governed by the Equal Employment Opportunity Clause set forth in the Rules and Regulations of the Illinois Department of Human Rights. The successful respondent must comply with the applicable provisions of the federal Occupational Safety and Health Act, and any standards and regulations issued thereunder, and shall certify that all services furnished pursuant to its proposal will conform to and comply with said standards and regulations. In addition, the successful respondent must comply with all other applicable laws.

These requirements shall also apply to any and all subcontractors hired by the primary respondent.

## Cost of Preparing Proposal

The cost and expenses of developing and submitting the proposal is entirely the responsibility of the respondent. 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 RFP.

## Preparation of Proposal

The Shorewood-Troy Public Library District has the right to rely on any information and price quotes provided by respondents. The respondent shall be responsible for any

mathematical error in price quotes. The Shorewood-Troy Public Library District reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and/or is the result of collusion, consultation, communication or agreement as to any matter related to price with any other respondent, competitor, or interested party.

## Competition

The purpose of this RFP is to seek competition. The respondent shall advise the Shorewood-Troy Public Library District if any specification, language, or other requirement inadvertently restricts or limits bidding to a single source. Notifications shall be in writing and must be received by the RFP contact person no later than five (5) business days prior to the response due date.

## Proposal Disclosures

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Respondents claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information."

## Proposal Term

Prices, terms, and conditions for the proposed services must be kept firm for at least 90 days after the deadline to submit proposals. Proposals for periods of less than 90 days may be considered nonresponsive and, therefore, may be rejected.

## Devices and Services Requested

The Shorewood-Troy Public Library District is seeking proposals for a multi-year lease of devices detailed below. A three-year option must be included. The proposals must also include services and supplies specified below. All devices, services, and requests listed below must be acknowledge in the proposal.

## Devices

Location:	Staff Copy Room/Adult Services Office
Features:	B&W and Color Printing B&W and Color Copying Secure Print capability Automatic Document Feeder Enlargement and Reduction capabilities Ability to print on special paper, envelopes, and labels Stapling Duplex Copying/Printing True 600 x 600 dpi resolution Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page) Output Speed Color and Black and White: 45 ppm 8.5x11 in. 8.5x14 and 11x17 paper capabilities Gigabit Ethernet capability

Location:	Adult Services Public Computer Station on Main Floor
Features:	B&W and Color Printing B&W and Color Copying Automatic Document Feeder Enlargement and Reduction capabilities Duplex Copying/Printing True 600 x 600 dpi resolution Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page) Output Speed Color and Black and White: 45 ppm 8.5x11 in. 11x14 and 11x17 paper capabilities Gigabit Ethernet capability TBS compatibility

Location:	Children's Services Public Computer Station on Lower Level
Features:	<p>B&amp;W and Color Printing</p> <p>B&amp;W and Color Copying</p> <p>Automatic Document Feeder</p> <p>Enlargement and Reduction capabilities</p> <p>Duplex Copying/Printing</p> <p>True 600 x 600 dpi resolution</p> <p>Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)</p> <p>Output Speed Color and Black and White: 45 ppm 8.5x11 in.</p> <p>11x14 and 11x17 paper capabilities</p> <p>Gigabit Ethernet capability</p> <p>TBS compatibility</p>

## TBS Compatibility

TBS compatibility means that the unit must have a vendor kit for hooking up to existing coin bill units supplied by Today's Business Solutions (TBS). All units requiring TBS compatibility must come with PCL and Postscript drivers and those must be delivered to the Shorewood-Troy Public Library District.

## Services

### Return of existing leased units

The Shorewood-Troy Public Library District currently has 6 Ricoh devices that must be returned by the end of our lease on 9/10/17. It is required that the vendor to which this proposal is awarded will assume all responsibility and liability for returning these 6 devices.

### Complete installation and testing of new units

The Shorewood-Troy Public Library District requires that complete physical and virtual installation services, including but not limited to connecting to our network, be provided.

These complete installation services include all physical and virtual setup tasks required for the new units to be fully functional and ready to use by our patrons and our staff. Complete testing from all computers that will use the new devices must be completed as well.

An implementation plan that minimizes disruption to staff and patrons must be included in the RFP response. The implementation plan and schedule is subject to approval by the Shorewood-Troy Public Library District and will remain subject to District approval throughout the implementation process.

## **PaperCut compatibility and Support**

All devices must be compatible with and supported by PaperCut Print Management software.

## **Drivers for all devices**

Both PCL and PS Drivers must be supplied in advance of installation of the devices to the District for all devices.

## **Supplies and Service**

The Shorewood-Troy Public Library District requires that supplies and all ongoing maintenance costs including parts and labor be included in the proposal. The supplies and service requirements must be in effect for the duration of the lease.

Our requirements for supplies are consumables including toner and staples with an automated replenishment system that does not require staff intervention.

21900 B&W pages per month and 10050 color pages per month are to be included in the contract.

Automated meter reads that do not require staff intervention are required.

The District will provide its own paper.

Our requirements for service are Next Business Day onsite response to service requests.

## **Return of proposed leased units at end of lease**

The Shorewood-Troy Public Library District requires that the cost of returning the leased units be clearly spelled out and the cost must be all inclusive. No additional costs beyond what is quoted in responses to this proposal will be accepted.

## Appendix A

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### Price Sheet

Shorewood-Troy Public Library District

Request for Proposal

Multi-Function Duplicating Devices and Services

Total cost including all devices, services, and supplies:	
Total monthly payment of three-year lease option:	
Total monthly payment of five-year lease option:	
Total number of prints/copies included in proposal:	
Cost per unit of excess prints/copies:	
Cost to return existing Ricoh leased units:	
Cost to return new RFP proposed units at end of lease:	

## Appendix B

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### Contract

#### Article I

##### General Conditions

The Contractor shall employ competent supervisory personnel who have experience in all facets of the tasks to be rendered under this agreement. The Contractor's personnel shall be carefully interviewed, screened, reference-checked, and covered by bond.

The Contractor shall furnish all necessary, appropriate, tested, and approved implements, machinery, supplies, and materials for the satisfactory performance of all specified services. Shorewood-Troy shall provide sufficient space in the building to the Contractor for the storage of said implements, supplies, and materials.

Communication between Shorewood-Troy and the Contractor shall be by e-mail or by phone to communicate specific daily instructions or needs. Meetings between the Contractor and Shorewood-Troy shall be scheduled at regular intervals on a mutually agreeable frequency.

Contractor shall insure that all personnel and/or agents shall abide by all safety rules and regulations which may be adopted from time to time by either Shorewood-Troy or the Contractor as are relevant to multi-function duplicating devices and services.

Contractor's personnel shall not disturb papers on desks, tables, cabinets, etc., nor shall they in any way utilize Shorewood-Troy's office or other equipment; including telephones, calculators, computers, copy machines, FAX machines, coffee makers, etc. without permission.

Contractor's paid personnel shall not be accompanied by any non-paid personnel, specifically family members or children of paid personnel.

Contractor's personnel shall not smoke within the library facility.

Contractor shall furnish Worker's Compensation insurance in limits as prescribed by Illinois statutes, and Bodily Injury and Property Damage insurance with coverage of \$1,000,000 each occurrence and \$2,000,000 aggregate. Contractor is required to furnish Automobile coverage and Umbrella Liability Insurance coverage in the amount of \$1,000,000.

Contractor shall pay payroll taxes and other taxes levied against payrolls by municipal, state, and federal agencies when due.

Contractor shall not subcontract any portion of the services to be rendered under this Agreement, nor assign this Agreement in any manner without written approval of Shorewood-Troy.

Contractor shall make reasonable and prompt restitution by cash, replacement, or repairs for any damage for which the contractor is liable. Shorewood-Troy Shall determine if appropriate restitution is a repair or a replacement or a full reimbursement.

Contractor shall complete and execute the Certifications attached to this Agreement prior to the Agreement becoming effective.

Article II

Schedule of Services

Contractor shall render service as specified seven (&) days per week, Sunday through Saturday except on the following days when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Shorewood-Troy will advise Contractor of any other days when the Library is closed at that time.

Services are to be rendered during normal library hours. Shorewood-Troy will provide Contractor with a schedule of normal library hours.

Contractor shall provide Shorewood-Troy with a schedule outlining the days and/or the weeks and/or the months when regularly scheduled periodic services shall be rendered.

Article III

Charges

Contractor shall render all services as specified to the complete satisfaction of Shorewood-Troy for charges as detailed below:

The total and all-inclusive cost to have all existing Ricoh equipment removed shall be \$\_\_\_\_\_.

All devices, services, and supplies as specified for the sum of \$\_\_\_\_\_ for a \_\_\_\_\_ year contract.

Payments to be made in equal monthly payments of \$\_\_\_\_\_ for \_\_\_\_\_ months.

The total and all-inclusive cost to have all equipment removed and services ended at the end of the lease shall be \$\_\_\_\_\_.

Article IV

Special Services

Fees for other devices and/or services shall be negotiated as needed.

Article V

Hold Harmless

Contractor shall furnish Shorewood-Troy with certification for Public Liability and Property Damage Insurance covering all of its operations in the library facility in the limits as prescribed herein. Certificates of such insurance shall be forwarded to Fountaindale upon award of the Contract.

Contractor shall indemnify and save harmless Shorewood-Troy or its agents against all loss and expenses by reason of liability imposed by law upon Shorewood-Troy or its agents for

damages: (1) Because of bodily injuries, including death at any time resulting therefrom, sustained by any person other than employees of contractor while on or about the premises of Shorewood-Troy caused by the willful or negligent acts or omissions of Contractor; or, (2) because of injury to or destruction of property caused or occasioned directly or indirectly by Contractor, its agents, or its employees.

Contract agrees to defend promptly and diligently at its sole cost and expense any such claim, action, or proceeding brought against Shorewood-Troy and/or its agents, or against Shorewood-Troy and Contractor jointly or severally (a) arising out of our connected with any of the work performed under this Agreement; or (b) by any employee or former employee of Contractor arising out of or based upon the law regulations, requiring contract or award relating to the hours of any such employment, working conditions, and/or wages or compensation of such employees.

Contractor also agrees to carry Worker's Compensation Insurance for all its employees as required by law and to furnish a certificate of such insurance. In addition, Contractor will conform to the current provision of the Occupational Safety and Health Act and any other applicable federal, state, or municipal laws and regulations.

Contractor shall maintain liability insurance in the amounts required by Article I, such insurance to include both bodily injury and property damage liability. Before commencing the work, the Contractor shall furnish a certificate of insurance from its insurance carrier showing that it has complied with the foregoing provisions of this Article, and providing that the said insurance policies will not be changed or cancelled during their term after at least thirty (30) days prior notice by registered mail to Shorewood-Troy. The form of said certificate of insurance shall be in accordance with the attached form – Certificate of Insurance and the Additional Insured Endorsement.

It is especially understood and agreed that the foregoing provisions of the Article will survive the termination of this Agreement.

Article VI

Agreement Term

This Agreement shall become effective the \_\_\_\_\_ day of \_\_\_\_\_, 2017 and will remain in effect for \_\_\_\_\_ months, subject to the terms and conditions detailed herein.

In Witness whereof, the parties herein have caused their corporate names to be subscribed this day and year above written.

Shorewood-Troy Public Library District

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Contractor

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Additional Required Documents

Contractor must complete in full and submit the following documents with the signed Agreement. Failure to submit or properly complete any of the documents can cause the bid to be incomplete. Incomplete bids may disqualify the bidder from consideration by the Library in awarding the Contract.

- Breakdown of Charges
- Contractor's Certification
- Fair Employment Practices Affidavit of Compliance
- Contractor's Drug-Free Workplace Certification
- Anti-Collusion Affidavit of Compliance
- Additional Insured Endorsement