



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

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Our Mission
Is to **Serve** our
Students and
the **Community**
Through Lifelong
Learning.

REQUEST FOR PROPOSAL Satellite Copier

April 17, 2019

Please quote us your net cost on the following: satellite copiers on a cost per copy basis. Sealed proposals will be received up to the hour of 10:00 AM on May 9, 2019, in room 2115. Proposals will be opened at that time in the President's Conference Room, 15800 South State Street, South Holland, Illinois. This is a public proposal opening.

Martin Lareau
Vice President
Administration

PROPOSAL CONDITIONS

- a. Only sealed proposals will be accepted. The envelope must be clearly marked to indicate it contains a proposal, as well as the proposal title and opening date. Facsimiles will not be accepted. The results of the proposals will be posted on line at www.ssc.edu/purchasing after the contract is awarded. We estimate, but do not guarantee, the contract will be awarded at the June 13, 2019 Board of Trustees meeting.
- b. Proposals must be good for 90 calendar days.
- c. The College reserves the right to reject any and all proposals and retains the right to waive any and all document formalities.

- d. The responsibility of the vendor will be considered in making awards.
- e. There will be a mandatory pre-proposal meeting held on May 2, 2019 at 10:00 AM in the Board Room, located at 15800 S. State Street, South Holland, Illinois. Questions concerning the content of the project and procedural aspects of this proposal will be answered at this time. All vendors must attend this meeting for their proposal to be considered. A final list of equipment requirements will be provided at this time.

VENDOR CONDITIONS

- a. All deliveries and installations must be coordinated to ensure that there will be no break in the availability of copiers to departments. All units are to be delivered and operational no later than July 1, 2019.
- b. The contract may be terminated by the College in its sole discretion in the event the contractor fails to provide appropriate materials, or for any other material breach of these proposal terms and specifications.

SPECIAL CONDITIONS

- a. This contract will be for a period of sixty (60) months effective July 1, 2019 until June 30, 2024.
- b. Vendor must demonstrate that they have successfully provided this type of program to other similarly sized customers.
- c. Equipment must be new, digital technology with networking capabilities. Current equipment and options are listed on the attached specification list. It is recommended that the successful contractor match or exceed existing equipment and options as much as possible. The College in conjunction with the contractor will make the final determination in regards to suitability of equipment and/or options.
- d. All original equipment and other equipment placed during the first thirty-six (36) months of this contract must be new. Equipment placed during the

last twenty-four (24) months of this contract may be either new or remanufactured.

- e. Contractor will provide four (4) hour response time on all service calls during normal working hours (8 AM to 5 PM) Monday through Friday. The service department phone number shall be clearly displayed on all units.
- f. All delivery and set-up charges must be included in your cost per copy charge.
- g. All new equipment placements and upgrades must be approved and coordinated through the Purchasing Department.
- h. A secure on-campus location will be provided for the storage of consumable supplies and parts. The contractor is responsible for maintaining proper inventory levels.
- i. Either party may cancel this contract with a ninety (90) day written notification of their intent.
- j. A spreadsheet of current equipment placement and volume for the period of July 1, 2015 - March 30, 2019 is included. A finalized list of equipment, indicating minor adjustments, will be provided at the mandatory pre-proposal meeting.
- k. During the term of this contract, it may become necessary to add additional equipment; the cost per copy and maintenance charges for this equipment will be the same as the original equipment and the lease of all equipment regardless of its date of placement shall terminate at the same time. Additionally, South Suburban College will not incur any costs or penalties if it becomes necessary to remove equipment.
- l. The equipment labeled "print card reader compatible" must be compatible with Pharos/Uniprint software and hardware currently in operation. And vendor must have the recourses available to assist in configuring the equipment.
- m. The college estimates the annual use to be 2,500,000 total copies per year, but does not guarantee a minimum number of color copies per year. An annual evaluation should be made with the

- ability to upgrade or downgrade the number of annual copies, contingent on a 60 day notice.
- n. The contractor will be responsible for providing all ancillary equipment associated with the copiers. South Suburban College will provide electrical connections based upon manufacturer's specifications.
 - o. The contract must cover all cost associated with the production of copies on these units with the exception of paper and staples.
 - p. The contractor will remove the equipment at the end of term at no cost.
 - q. The contractor will provide a dedicated representative to act as a liaison between the college and the leasing company.
 - r. The contractor will provide a dedicated salesperson.
 - s. The vendor must possess the ability to produce invoices for color copies and annual coverage within 10 days of the close of the quarter, based on meter readings supplied by the college.
 - t. The college does not currently have a print management system in place. Should the College decide to engage a print management system, it retains the right to engage any company to provide such services.

VENDOR CERTIFICATIONS

- a. Vendor is not barred from bidding on this project as a result of a violation of either 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/34E-4 (bid rotating).
- b. Vendor agrees to comply with all related applicable state and federal laws in the performance of this contract.
- c. Vendor agrees to comply with all related laws and regulations including S 6.1 of the Public Contracts Section of the Rules and Regulation of the Illinois Department of Human Rights.

COMPANY HISTORY AND REFERENCES

- a. How many years has your company been in business under your current name? _____
- b. Has your company done any previous work for the College within the last five years? If so, when? _____
- c. List three references for whom you have provided similar materials:
 - 1. _____
— company contact person phone
 - 2. _____
— company contact person phone
 - 3. _____
— company contact person phone

PAYMENT PROCEDURES

- a. Quarterly payment will be made to the vendor based upon 2,500,000 copies per year. Each payment will be for 625,000 copies. A final payment reconciling the account will be made in July of each year of the contract.
- b. Invoices should be mailed to Purchasing, SOUTH SUBURBAN COLLEGE, 15800 S. State Street, South Holland, Illinois 60473 and must be approved by the Board of Trustees.
- c. Payments are generally transmitted within four to six weeks after the College receives an invoice, therefore terms of 45 days are necessary to ensure the College can comply.

QUESTIONS

- a. Questions regarding this proposal should be directed to Laurie Czulno, (708) 210-5757.

Vendors are advised to review all conditions, requirements, quantities and descriptions set forth in these specifications prior to submitting their proposal to ensure that their document has been verified for completeness and accuracy.

The College will strictly enforce compliance with the terms of all proposals accepted by the College.

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

SIGNATURE: _____

NAME: _____
(please print)

PHONE: _____

Cost per B/W copy
(up to and including a total of 2,500,000 copies per year)

\$ _____

Cost per B/W copy
(over 2,500,000 copies per year)

\$ _____

Cost per color copy
(no minimum number of color copies per year guaranteed)

\$ _____

A list of proposed equipment, options and manufacturer's specification sheets must accompany your proposal.

Department	Model	FY 15	FY 16	FY 17	FY 18	FY 19	Copies
PERF. ARTS	5325P	36,895	35,491	30,980	28,169	25,213	March
POLICE	3615dn	24,605	21,696	24,649	29,546	23,694	
V.P. ADMINISTRATION	3615dn	3,299	4,623	6,887	7,668	2,203	
GED DAY (COMM. ED)	5325P	35,404	19,071	20,125	40,173	19,935	
HUMAN RESOURCES	5325P	41,342	29,086	33,808	30,754	25,837	
BOOKSTORE	3615dn	6,148	6,770	9,371	6,119	5,775	
PHYSICAL PLANT	3615dn	716	950	945	1,664	2,016	
LIBRARY #1	5325P	6,830	14,377	14,872	9,669	6,493	
LIBRARY #2	5325P	24,128	18,727	10,508	4,397	2,802	
LIBRARY COUNTER	3615dn	35,056	16,962	15,206	8,074	5,990	
MEDICAL PROFESSIONS	5325P	23,519	23,270	14,213	4,509	5,231	
ADMIN SERV	3615dn	5,758	4,177	4,708	5,919	4,599	
ED. SERV. BW	W7835P2 Color	26,213	33,560	29,768	29,005	26,310	
ED. SERV. C	W7835P2 Color	23,869	23,652	20,575	18,790	23,486	
PRESIDENT	7845PT2 Color	26,236	21,987	19,638	13,544	6,080	
PRESIDENT C	7845PT2 Color	21,026	17,121	10,965	8,249	4,780	
VP STUDENT SERVICES BW	6605 Color	8,744	7,127	6,016	9,892	10,776	
VP STUDENT SERVICES C	6605 Color	1,927	1,454	1,369	564	3,771	
READING LAB	3615dn	35,469	28,756	28,588	16,571	24,311	
TREASURER OFFICE	3615dn	6,607	4,463	2,497	775	538	
REGISTRATION & RECORDS	5335PT	17,768	13,121	19,378	10,045	5,874	
	5325P						
SSC Circle	5325P	47,652	42,380	39,292			1,595 machine installed 11/18
							doc feed must be about to handle
BUS & ACCT SERVICES							check stock
ASSET TESTING	3615dn	3,428	1,509	1,808	37,122	16,552	
DISABLED STUDENTS	5325P	9,363	7,848	8,876	2,875	1,865	
STUDENT LIFE	5325P	7,676	12,731	15,101	9,002	6,310	
					18,261	10,745	

CUST. SERVICES
UCC CENTER (COMM. ED)

3615dn
3615dn

6,133
36,956

8,708
23,365

11,187
36,897

11,690
37,693

11,716
23,825