

County of McHenry Request for Proposal

RFP # 13-40

Provide and Maintain MFP and Printer Services for the County of McHenry

May 24, 2013

This Request for Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide & maintain MFP % Printer services to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

GENERAL REQUIREMENT: This is a Request for Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and one (1) copy of the complete proposal are to be submitted.**

SUBMISSION LOCATION:

Mailing Address:

Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue Room 200
Woodstock IL 60098

Drop Off In Person:

Purchasing Department
McHenry County Administration Building
667 Ware Road Room 200
Woodstock IL 60098
Phone: (815) 334-4818
Fax: (815) 334-4680

CONTACT PERSON:

Mr. Donald A. Gray
Director of Purchasing

SUBMISSION DATE AND TIME:

2:00 PM, (CST) June 18, 2013

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

May 24, 2013-----	RFP Available
May 31, 2013-----	Pre-RFP Meeting 11:00am (CST) Purchasing Department 667 Ware Rd, Woodstock IL, 60098
June 5, 2013-----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
June 7, 2013-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
June 18, 2013-----	RFP due in Purchasing at 2:00 P.M.(CST)
June 18, 2013 through July 16, 2013-----	Evaluation, Committee recommendation, Award of Contract and Notification to Successful Vendor

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. **Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set forth herein (50pts).
2. Cost Proposal based on the contract description (5 pts)
3. Compliance with requirements of this RFP (40 pts).
4. References provided (5 points)

Total 100 points

NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE

The State of Illinois requires that all wages paid by the Contractor and each subcontractor shall be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended. This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Illinois Department of Labor publishes the prevailing wage rates on its website at www.state.il.us/agency/idol/rates.htm. The Contractor shall review the wage rates applicable to the work of the contract at regular intervals in order to ensure the timely payment of current wage rates. The Contractor agrees that no additional notice is required. The Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract and any revisions thereto. A copy of the prevailing wage rates is posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates www.state.il.us/agency/idol.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of

employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.”

There are times when the County must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide

and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$500,000 per occurrence and \$1,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$300,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, a **body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original and one (1) copy of the completed proposal along with any support documentation to:

Mr. Donald A. Gray
Director of Purchasing
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on June 18, 2013**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.

SUBMITTAL

Submit one (1) bid, multiple bids will not be accepted.

PRICING

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of McHenry does NOT accept any fuel surcharges.

SPECIFICATIONS

General Information

The RFP covers the County of McHenry's needs for multifunction printing devices (MFDs) and printers. Existing MFDs and printer specifications are listed in detail within Exhibit 1 and 2. In addition, MFDs and printers recommended within your response should be capable of proximity identification card integration, Apple AirPrint compatibility, 802.11 wireless printing, customizable touch screen controls, and internal hard drives with overwrite security. The overwrite security for hard drives must meet Department of Defense and common criteria for ISO 15408 certification. Exhibit 1 represents those MFDs currently in use in County of McHenry government facilities. The information also indicates the features associated with the specific MFDs and the volume of copies produced during the period of January 1, 2012 to December 31, 2012. This information is being provided in order to size the recommended replacement MFD. County of McHenry does not obligate itself to a specific number of copies as a result of this RFP. MFDs will be placed in many locations throughout County of McHenry facilities, on campus and including various off-site office locations throughout the county. Exhibit 2 is a list of the printers required and the associated specifications and quantities. County of McHenry shall not consider any proposals that include residual payments or other hidden costs.

Security Clearance Requirements

The vendor shall adhere to staff security clearance requirements of County of McHenry. All employees working within County of McHenry facilities must pass a background check conducted by the McHenry County Sheriff.

Minimum Contract Requirements

The Vendor will use the information provided in Exhibit 1 and 2 to formulate a recommendation for installing new MFDs and printers in County of McHenry facilities. County of McHenry in its sole discretion, shall have the final decision as to what equipment will be placed and where it will be placed. The number of MFDs and printers, the size, configuration, features, and final locations shall be confirmed between vendor and County of McHenry during RFP negotiation. County of McHenry requests recommendations from the Vendor regarding efficiencies and ways to manage the MFD and printer fleet to reduce its environmental impact.

Pricing Information

County of McHenry requests pricing information on new MFDs, the size and features of which come as close as possible to matching the existing MFD fleet described in Exhibit 1. Vendors are requested to price each MFD and provide an additive price for each MFD feature listed in Exhibit 1. If a particular feature is not available for a specific MFD, mark "N/A" next to the feature that is not available. Also list the cost-per-copy for each MFD. All pricing information, along with other information contained in the proposal, shall be used to determine which Vendor will be awarded this portion of the contract. Once the final decision is made regarding the specific MFDs to be placed in County of McHenry facilities, the total Contract prices shall be determined using the pricing information submitted in the Proposal.

Additionally, County of McHenry requests pricing information on new printers, the size and features of which come as close as possible to matching the specifications described in Exhibit 2. Vendors are requested to price each printer and provide an additive price for each printer feature listed in Exhibit 2 for each size of printer. If a particular feature is not available for a specific printer, mark "N/A" next to the feature that is not available. Also list the cost-per-copy for each size of printer. All pricing information, along with other information contained in the proposal,

shall be used to determine which Vendor will be awarded this portion of the contract. Once the final decision is made regarding the specific printers to be placed in County of McHenry facilities, the total Contract prices shall be determined using the pricing information submitted in the Proposal.

The County of McHenry is interested in pricing information for both purchase, and optionally, leasing the equipment.

Finally, County of McHenry also requests the Vendor to provide supplemental information about software management applications, installation services, and service and maintenance.

New Equipment

All MFDs and printers furnished under this Contract shall be **new equipment**, in current production by the manufacturer, available in the marketplace, and newly serialized. County of McHenry shall be the first user of each MFD and printer furnished on all initial installations. No remanufactured, reconditioned, or used equipment will be accepted. **New equipment** shall be defined as zero reprocessed components and zero recovered parts. Equipment added after the initial installation may be reconditioned equipment, subject to the advanced approval of the Director of Information Technology.

The Vendor shall install all MFD hardware and printers, and supply all necessary print drivers and software to County of McHenry, and work with IT staff to test all connections and print functionality. Installation of print drivers and other software required to make the MFDs and printers function in the County of McHenry's environment will be performed by County of McHenry with initial Vendor assistance upon Contract award. No MFD or printer placed under this Contract, and subsequently removed due to service problems, may be placed in another County of McHenry location at any time during this Contract term, or any extension period without the expressed written approval of County of McHenry.

Service & Maintenance

It will be the responsibility of the Vendor to maintain all MFDs and printer equipment in an exceptional operating condition. Such services shall include any parts, repairs and, as required, any adjustments and routine maintenance. Service shall be performed according to manufacturer's specifications.

Costs of maintaining the equipment are to be included in this Proposal. Requests for additional compensation for maintenance (parts & service) after execution of the contract **shall not be considered**. The Vendor awarded the MFD and/or printer Service and Maintenance Contract shall be responsible for obtaining the monthly meter readings to be used to calculate the monthly billing. Please include a description of the intended monthly meter read process in your proposal.

Data Security

Provide information regarding the following security measures regarding all models of MFDs and printers proposed in relation to this Contract:

- Describe in detail your approach to securing data/documents processed by your system. The minimum measures required are outlined below:
 - Disk wiping after jobs are completed
 - Disk degaussing when moves or replacements occur

- Describe in detail the process for secure printing. How do you ensure that sensitive documents do not print without the recipient at the printer?
- How does your system allow County of McHenry to ensure that incoming faxes are only collected by authorized staff?

Guaranteed Service Response

In the event an MFD or printer needs service because it is not functioning properly, the Vendor agrees to have a properly trained service representative on-site to assess the nature of the problem within 4 business hours of being notified of equipment malfunction, and confirmation of receipt via phone and/or email within 30 minutes. If the service representative can repair the problem, he/she shall do so. If difficulty requires the expertise of a repair technician, the representative shall make the call and the repair technician shall arrive on-site to make the necessary repairs within 4 business hours of being called. *This requirement pertains to every service call.*

County of McHenry's IT Help Desk shall perform initial troubleshooting. In the event that they cannot resolve the issue, Help Desk staff will notify the Vendor. The Vendor shall provide an automated system for tracking the status of service call, which provides a customized job ticket and up-to-date information on call status and statistics on all MFD and printer service calls.

If any MFD/printer fails to perform according to manufacturing specifications and as agreed upon by County of McHenry and the Vendor, County of McHenry will notify the Vendor's contract representative of such failure, and the Vendor will offer a loaner MFD/printer. If the original equipment cannot be repaired to a state of full functionality within one week of original notification, the Vendor shall replace the defective equipment with equipment of equal or better specifications. County of McHenry shall not pay additional costs for a substitute model.

MFD/printer Specialists

County of McHenry will assign MFD specialists from each department near each machine. MFD specialists will be responsible for submitting a job request through the IT Help Desk for Vendor assistance when the machine is malfunctioning. The Vendor will work with County of McHenry's IT Department to determine a notification process for handling service calls and maintenance.

MFD specialists **shall not** be responsible for performing any maintenance functions (beyond operator manual procedures) on the equipment or for taking meter readings at the end of the month.

Copy Credit

Copy credits shall be given for copies made during installation, customer training, and equipment servicing. The number of copies for which a credit is due will reduce the total number of copies to be billed for the billing cycle in which the copy credits were recorded.

Required Uptime

County of McHenry requires that each MFD/printer be fully functional (operating without repeated service calls or prolonged breakdowns). County of McHenry may request the Vendor to replace any machine that suffers repeated breakdowns of the same type, 4 times in a 30-day period. The replacement shall be made as soon as possible, at no charge to County of McHenry.

The replacement MFD/printer model and features must be the same as, or better than, the MFD/printer being replaced. Unwillingness to the Vendor's part to replace inoperative MFDs/printers shall be considered cause for termination of the Contract. "Breakdown" is defined as a MFD/printer that does not produce copies and/or does not perform the functions as specified, requiring a service call to the Vendor. "Downtime" commences upon County of McHenry's notification to the Vendor's service representative by telephone that the machine is inoperative, and ends when the machine is restored to operating status and the MFD/printer specialist is notified.

The following circumstances will not constitute downtime:

- i. Preventative maintenance calls
- ii. Service calls attributed to operator error or defective supplies (unless supplies are furnished by the MFD/printer Vendor)
- iii. Field installations of features, model changes, and engineering changes

Performance Expectations

County of McHenry may request the Vendor to replace any machine that suffers repeated breakdowns of the same type, 4 times in a 30-day period.

Vendor shall provide a list of service calls per machine, performed by Vendor technicians.

Service Reports

The Vendor shall furnish a quarterly summary report containing information about Performance Measures for all MFDs/printers under Contract. Upon reviewing the report, County of McHenry may request specific action to be taken to resolve service-related issues.

Notices

Any notice, demand, or other communication required under the terms of the Contract shall be made in writing, addressed to the respective parties as follows:

County of McHenry

Attn: Director of Information Technology

2200 N. Seminary Ave., Ste. 151

Woodstock, IL 60098

Delivery and Installation

The Vendor shall specify the anticipated delivery and installation of the MFD fleet after receipt of a signed Contract ensuring full operation of all units by November 2013. County of McHenry recognizes the need to coordinate delivery and the installation with the existing vendor and anticipates a minor overlap in service. Please provide details about the timing of the installation of new equipment in your proposal.

The Vendor awarded this part of the Contract will be responsible for coordinating all aspects of the installation of new equipment and de-installation of existing equipment with County of McHenry's IT department and be responsible for installation of all software, IP addresses and other items required to make each MFD/printer fully functional.

Moves

The Vendor shall indicate an hourly labor to move MFDs or printers in conjunction with County of McHenry requested moves from one location within the System to another. Travel time to and from Vendor's place of business shall not be paid by County of McHenry.

Movement of any MFDs and printers into or out of County of McHenry's facilities shall be the responsibility of the Vendor, unless the move is in conjunction with office relocations, and performed in coordination with County of McHenry staff from the IT Department.

Manufacturer's Published Specifications

One set of the manufacturer's published specifications for each model offered under this proposal is requested to be submitted with the original Proposal.

Training

The Vendor shall be responsible for initial training of all employees in the use and care of MFDs and printers. In addition, on demand training opportunities shall be made available to all employees, with specific orientation training provided to new hires. All training shall be at no charge to County of McHenry. The Vendor will work with County of McHenry to determine initial training schedules and locations.

Equipment Availability

As a part of its proposal, the Vendor guarantees that all equipment offered as a part of this competition will be available during the Contract period. If any specific MFD or printer is not available, one or equal or better functionality shall be substituted at the same monthly rental/lease rate as the original offered during the remainder of the Contract, unless the unit has been purchased.

Equipment Changes

As MFD/printer needs change at County of McHenry, there may be a requirement to upgrade or downgrade the existing fleet of MFD equipment. Likewise, new MFD installations or MFD removals may be required. These equipment changes may result in a change in the base monthly cost. The cost of any MFD equipment added after the initial installation shall be calculated co-terminus with the equipment of the initial installation. County of McHenry reserves the right to remove any number of MFDs/printers at its discretion without penalty.

References

Vendor shall submit no less than 3 references. References shall be of similar size that have an existing contract for a total of at least 30 MFDs/printers of the same brand and models offered in their Proposal. References may not be within the Vendor's own organization or a subsidiary. County of McHenry reserves the right to contact references. County of McHenry shall be the sole judge in determining a satisfactory/ unsatisfactory reference response. Each reference must include the organization's name, address, contact person(s), telephone number(s), date the contract started, and a list of the current equipment provided under the terms of the Contract.

The County of McHenry may choose to tour the facility of any reference listed without providing notice to the Vendor. Vendors should not include customers as reference unless they agree to allow the County to tour and interview them.

Proposal Content & Submittal Requirements Multifunction Printing Devices (MFD's)

Instructions: When preparing Proposals, reply to each of the following Proposal content and evaluation criteria in the order listed. Please restate each numbered point listed below followed by your response in full, narrative sentences, and provide any requested materials:

County of McHenry has determined that the proposal evaluation may include separate reviews of each major service category contemplated in this RFP. County of McHenry reserves the right to award multiple contracts by separating the major services and awarding each individually. Vendors are to include a narrative response addressing the potential separation of services and the impact, positive and negative, on the services and proposed fees.

I. Qualifications

- a) A statement of the firm's experience and qualifications to perform the requested work of placing MFDs/printers throughout County of McHenry facilities.
- b) In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related to or helpful to the services requested herein.

II. Proposed Approach to Project

The Vendor's response to this Proposal shall address all requests for responses made throughout the General Information Section of the RFP. Include at a minimum the following information:

- a) Include how to best implement and manage the transition to this new contract.
- b) Include a description of the intended monthly meter read process.
- c) Describe in detail, the software management tools available to centrally manage scan destinations and predefined workflows.
- d) Describe in detail how you will address the following:
 - I. Describe in detail your approach to securing data/documents processed by your system. The minimum measures required are outlined below:
 - i. Disk wiping after jobs are completed
 - ii. Disk degaussing when replacements occur
 - II. Describe in detail the process for secure printing. How do you ensure that sensitive documents do not print without recipient at the printer?
- e) Describe in detail how will you meet the Guaranteed Service Response? Include in your Proposal a proposed response time and complaint resolution process. Please also include a

"first fix" rate, or how many hours it takes for you to fix any given unit the first time for current clientele.

- f) Provide details about the timing of the installation of new equipment in your proposal.
- g) Provide one set of the manufacturer's published specifications for each model offered under this proposal.
- h) Identify any additional services your firm may offer to County of McHenry, with costs associated, for these additional services.

III. Proposed Fees for MFDs

County of McHenry requests pricing information on new MFDs, the size and features of which come as close as possible to matching the existing MFD fleet described in Exhibit 1. Vendors are requested to price each MFD and provide an additive price for each MFD feature listed in Exhibit 1. If a particular feature is not available for a specific MFD, mark "N/A" next to the feature that is not available. Also list the cost-per-copy for each MFD. Vendors are requested to price each MFD and provide pricing for each feature. The County of McHenry is interested in pricing information for both purchase, and optionally, leasing the equipment. Following is a list of information to include:

- I. Base MFD Pricing and Information
 - a. Tiered Pricing - County of McHenry is requesting that the Proposal provide tiered pricing with cost containment measures and efficiencies built in. To that end we are requesting that responding Vendors provide pricing for purchase and lease of each MFD unit.
 - i. Monthly Base Pricing - Vendors are to provide their monthly base pricing information in the spaces provided on the Pricing and Information forms. Prices for basic MFDs shall include all the necessary accessories listed in Exhibit 1 for existing devices. Vendors shall list all of the accessories that are included in the price listed. Preferred features of MFDs will include: capability of default 2-sided copying, a sorting/stapling feature, document feeds, a minimum of 2 paper storage drawers (minimum capacity of 500 sheets per drawer), scan to PDF functionality (unlimited number of licenses), scan to TIF, scan integration with Hyland OnBase document management software, scan to color document, fax and network capabilities, and multitasking capabilities (the ability to do more than one function at a time while still producing copies). Vendors are requested to include an additional listing of all standard features normally included with their particular MFD model, even though the

feature may not have been listed in the above requirements.

- ii. Optional Features - Optional features that County of McHenry desires on some of its fleet include; 11"x17" paper source, multi-position stapling, one-pass scanning/copying, paper drawer, scanned document manipulation, secure printing, spot color printing,. Vendors should indicate if their MFD has the optional feature listed. Vendors are encouraged to include any additional optional equipment that is available on their form. Technical information about any additional options should also be included because this could have an effect on the evaluation of the proposal.
 - iii. Miscellaneous Monthly Charges - Vendors are asked to provide details about any monthly charges that are not included in the price listed above. Sufficient details are required to explain the nature and amount of these charges and whether they are per MFD or a flat monthly charge for the entire fleet.
 - iv. Monthly Maintenance Charges - The monthly maintenance charges per MFD must be listed in the space provided, and this charge must be on a cost per copy basis.
 - v. Installation Charges - County of McHenry shall not pay any fees or charges associated with installation. Installation shall include removal of all packaging at the Vendor's expense.
- II. Proposal Pricing Sheet - Miscellaneous Monthly Charges
- a. Optional Services Fees
 - b. Delivery/Installation time
 - c. Alternate Proposal Items
 - d. Price adjustments

IV. Proposed Fees for Printers

County of McHenry requests pricing information on new printers, the size and features of which come as close as possible to matching the specifications described in Exhibit 2. Vendors are requested to price each printer and provide an additive price for each printer feature listed in Exhibit 2 for each size of printer. If a particular feature is not available for a specific printer, mark "N/A" next to the feature that is not available. Also list the cost-per-copy for each size of printer. Vendors are requested to price each printer and provide pricing for each feature. The County of McHenry is interested in pricing information for both purchase, and optionally, leasing the equipment. Following is a list of information to include:

- I. Base Printer Pricing and Information
 - a. Tiered Pricing - County of McHenry is requesting that the Proposal provide tiered pricing with cost

containment measures and efficiencies built in. To that end we are requesting that responding Vendors provide pricing for purchase and lease of each printer unit.

- i. Monthly Base Pricing - Vendors are to provide their monthly base pricing information in the spaces provided on the Pricing and Information forms. Prices for basic printers shall include all the necessary accessories listed in Exhibit 2. Vendors shall list all of the accessories that are included in the price listed. Preferred features of printers will include: capability of default 2-sided copying, a minimum of 2 paper storage drawers (minimum capacity of 500 sheets per drawer), envelope print capability, and network capabilities. Vendors are requested to include an additional listing of all standard features normally included with their particular printer model, even though the feature may not have been listed in the above requirements.
 - vi. Optional Features - Optional features that County of McHenry desires on some of its fleet include; 11"x17" paper source, paper drawer, secure printing, spot color printing,. Vendors should indicate if their printer has the optional feature listed. Vendors are encouraged to include any additional optional equipment that is available on their form. Technical information about any additional options should also be included because this could have an effect on the evaluation of the proposal.
 - vii. Miscellaneous Monthly Charges - Vendors are asked to provide details about any monthly charges that are not included in the price listed above. Sufficient details are required to explain the nature and amount of these charges and whether they are per printer or a flat monthly charge for the entire fleet.
 - viii. Monthly Maintenance Charges - The monthly maintenance charges per printer must be listed in the space provided, and this charge must be on a cost per copy basis.
 - ix. Installation Charges - County of McHenry shall not pay any fees or charges associated with installation. Installation shall include removal of all packaging at the Vendor's expense.
- III. Proposal Pricing Sheet - Miscellaneous Monthly Charges
- e. Optional Services Fees
 - f. Delivery/Installation time

- g. Alternate Proposal Items
- h. Price adjustments

V. Software

- a) Provide description and pricing to manage County of McHenry's fleet of MFDs and network printers. Some of the features we are looking for include, but are not limited to:
 - I. Remote monitoring
 - II. Reporting tools
 - III. Hardware repair
 - IV. Troubleshooting
 - V. Delivery and installation of supplies (e.g. toner cartridges)
 - VI. Life cycle management consulting

- b) All software must fully integrate with Microsoft Active Directory, and Microsoft print queues. Intelligent print management software should incorporate (at a minimum):
 - I. Cost Assignment to business unit
 - II. Intelligent Print Management - prompt user with recommendation
 - III. Rules and Routing
 - IV. Secure Printing
- c) Include all costs for unlimited licensing, installation, configuration, testing, and annual software maintenance costs.

VI. Installation Services

The current MFD lease ends in November 2013, so the existing equipment must be returned to the current vendor, and the new equipment laced into production prior to end of lease.

- a) Installation
Installation services should account for zero down time for MFD, and/or printer users, and coordinated through the Information Technology Department.
- b) Remove, Transport, Pack & Ship
All existing leased MFD and printer equipment must be packed and shipped to current vendor prior to November 2013. Packing and shipping costs should be accounted for within bid response as it will be the responsibility of the successful vendor to do so within their contract. Replaced equipment owned by County of McHenry must be moved to a central location within the main County facility. The shipping instructions to return MFD's and printers to

current vendor are, at a minimum: All original components including plugs, wires, cables, connectors, and manuals shall be packed with each unit. All accessories including stackers, finishers, print controllers and stands, etc., must be returned. All accessory items must be removed from inside the stands/cabinets prior to shipping. All doors and paper feed drawers must be locked or taped. Document sorters, finishers, and external print controllers must be detached, packed, and shrink wrapped individually. Color MFP's must have their scanning mechanism secured and all fuser oil drained from the unit prior to shipping. Units are to be shrink wrapped and secured while in transit. Packing of equipment shall be done in strict accordance with the manufacturers guidelines.

Freight charges must be prepaid. Any collect or COD shipments may be refused, resulting in additional charges. Shipment by a company specializing in the air ride, lift gate transportation of electronic devices is highly recommended to avoid damaging the equipment. All equipment will be inspected and tested upon successful delivery to verify proper working condition of equipment. The successful vendor is responsible for any and all damage to equipment during shipping, so insurance for the amount of replacement during transit is required. If any damage does occur, the successful vendor is responsible for following through with the insurance company to remediate all payment to current vendor.

c) Training

- a. Administrator training must be provided to IT support, as well as end user training provided when devices are installed. At any time, additional training may be requested and provided within a three day window.

VII. Service & Maintenance

a. Black and white toner

Vendor will supply Black & white toner and staples under Service and Maintenance contract. Vendor will deliver to the MFD/printer in a just in time fashion based on the monitoring software alerts. Empty cartridges will be collected and recycled in an environmentally friendly manner.

b. Color Toner Costs

Provide static costs for color toner for the life of the contract. Costs should be provided for any color MFDs/printers recommended within your proposal.

c. Parts

It is the responsibility of the vendor to maintain all MFD/printer equipment in operating condition. Such service

shall include any parts, repairs and as required, any adjustments and routine maintenance. All such service must be performed according to the manufacturer's specifications. Any parts required to maintain the MFD/printers in exceptional form must be provided by vendor, including consumable parts such as fusers, etc. All labor required to fix, maintain, repair, etc. will be supplied by vendor. No extra charges for parts or labor to maintain the devices in exceptional shall be entertained.

d. Service Level Agreement

Vendor must staff help desk from 7AM to 5PM to handle trouble calls from County of McHenry. A four hour response for down equipment is mandatory, with a maximum 30 minute time elapsed on any trouble call received during the 7AM to 5PM time frame. Loaner equipment must be made available if the production equipment cannot be fixed within one business day.

After hours service on nights and weekends must be available. An OnCall telephone number must be provided and staffed 24x7x365 in the case of emergency. The OnCall telephone must be answered and responded to within 30 minutes, and arrival to County of McHenry facilities is expected within 60 minutes. Backup equipment, parts and supplies must be either brought to service the emergency, or supplies can be warehoused at the County of McHenry locations.

Security clearance for all service employees must be maintained on an annual basis.

e. Billing Services

Billing services shall be customized during contract negotiation, and will include, at a minimum: Make and model of MFD/Printer, Department, physical location, manufacturer serial number, County of McHenry identifier, ip address, monthly cost, previous meter, current meter, per page cost, and usage fee. Billing will incorporate actual monthly usage fees based on meter readings at all times. Any account reconciliation services required from vendor will be provided free of charge.

Billing for color toner will be a separate process and billed direct to the department ordering the color toner.

VIII. References

Vendor shall submit no less than 3 references. References shall be of a similar size (including public sector) that have an existing contract for a total of at least 30 MFDs of the same brand and models offered in their Proposal.

References may not be within the Vendor's own organization or a subsidiary. County of McHenry reserves the right to contact references. County of McHenry shall be the sole judge in determining a satisfactory/unsatisfactory reference response. Each reference must include the organization's name, address, contact person(s), telephone number(s), date the contract started, and a list of the current equipment provided under the terms of the Contract. See References Page.

Exhibit 2 – Printers

Type 1 Specification 30 PPM – Qty (43 total)

- 10 printers shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 1 full ream paper drawer
 - shall be Wi-Fi and Air Print compatible
- 11 printers shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 2 full ream paper drawer
 - shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 2 full ream paper drawer
 - envelope feeder
 - shall be Wi-Fi and Air Print compatible
- 4 printers shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 3 full ream paper drawer
 - shall be Wi-Fi and Air Print compatible
- 1 printers shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 3 full ream paper drawer
 - 1 large capacity letter drawer
 - shall be Wi-Fi and Air Print compatible
- 1 printers shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 4 full ream paper drawer
 - shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - print a minimum of 30 page per minute
 - print in monochrome (black and white)
 - 4 full ream paper drawer
 - envelope feeder
 - shall be Wi-Fi and Air Print compatible

Type 2 Specification 45 PPM – Qty (24 total)

- 1 printer shall have the following options:
 - print in color
 - print a minimum of 45 page per minute
 - 11x17 print capability
 - 2 full ream drawers
 - 1 large capacity letter drawer
 - shall be Wi-Fi and Air Print compatible

- 9 printers shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 1 full ream paper drawer
 - shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 1 full ream paper drawer
 - envelope feeder
 - shall be Wi-Fi and Air Print compatible
- 7 printers shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 2 full ream paper drawers
 - shall be Wi-Fi and Air Print compatible
- 2 printers shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 11x17 print capability
 - 2 full ream paper drawers
 - shall be Wi-Fi and Air Print compatible
- 3 printers shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 3 full ream paper drawers
 - shall be Wi-Fi and Air Print compatible
- 2 printers shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 3 full ream paper drawers
 - envelope feeder
 - shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - print a minimum of 45 page per minute
 - print in monochrome (black and white)
 - 4 full ream paper drawers
 - 1 large capacity letter drawer
 - shall be Wi-Fi and Air Print compatible

Type 3 Specification 52 PPM –Qty (9 total)

- 2 printers shall have the following requirements:
 - print a minimum of 52 page per minute
 - print in monochrome (black and white)
 - 2 full ream paper drawers
 - shall be Wi-Fi and Air Print compatible
- 2 printers shall have the following requirements:
 - print a minimum of 52 page per minute
 - print in monochrome (black and white)

- o 2 full ream paper drawers
 - o envelope feeder
 - o shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - o print a minimum of 52 page per minute
 - o print in monochrome (black and white)
 - o 2 full ream paper drawers
 - o 1 large capacity letter drawer
 - o shall be Wi-Fi and Air Print compatible
- 3 printers shall have the following requirements:
 - o print a minimum of 52 page per minute
 - o print in monochrome (black and white)
 - o 3 full ream paper drawers
 - o shall be Wi-Fi and Air Print compatible
- 1 printer shall have the following requirements:
 - o print a minimum of 52 page per minute
 - o print in monochrome (black and white)
 - o 3 full ream paper drawers
 - o envelope feeder
 - o shall be Wi-Fi and Air Print compatible

Type 4 Specification 75 PPM –Qty (1 total)

- 1 printers shall have the following requirements:
 - o Print a minimum of 75 pages per minute
 - o print in monochrome (black and white)
 - o 11x17 print capability
 - o 2 full ream paper drawers
 - o shall be Wi-Fi and Air Print compatible

Type 5 Specification 135 PPM – Qty (1 total)

- 1 printers shall have the following requirements:
 - o Print a minimum of 135 pages per minute
 - o print in monochrome (black and white)
 - o 11x17 print capability
 - o 1 full ream paper drawers
 - o shall be Wi-Fi and Air Print compatible

THIS PAGE IS MANDATORY.

PROPOSAL FORM

WE, _____, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE SPECIFICATIONS CONTAINED HEREIN.

Section I: Qualifications: Give a Narrative (may use additional sheets if needed)

Section II: Proposed Approach to Project: Narrative (may use additional sheets if needed)

THIS PAGE IS MANDATORY.

Section IV: Pricing per Printer Units as per Options herein			
Type 1 Specification 30 PPM	Cost Per Copy	Unit Cost	Total Cost
10 printers shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 1 full ream paper drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
11 printers shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 2 full ream paper drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
1 printer shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 2 full ream paper drawer envelope feeder shall be Wi-Fi and Air Print compatible	\$	\$	\$
4 printers shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 3 full ream paper drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
1 printers shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 3 full ream paper drawer 1 large capacity letter drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
1 printers shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 4 full ream paper drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
1 printer shall have the following requirements: print a minimum of 30 page per minute print in monochrome (black and white) 4 full ream paper drawer envelope feeder shall be Wi-Fi and Air Print compatible	\$	\$	\$

Type 2 Specification 45 PPM

1 printer shall have the following options: print in color print a minimum of 45 page per minute 11x17 print capability 2 full ream drawers 1 large capacity letter drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
9 printers shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 1 full ream paper drawer shall be Wi-Fi and Air Print compatible	\$	\$	\$
1 printer shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 1 full ream paper drawer envelope feeder shall be Wi-Fi and Air Print compatible	\$	\$	\$
7 printers shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 2 full ream paper drawers shall be Wi-Fi and Air Print compatible	\$	\$	\$
2 printers shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 11x17 print capability 2 full ream paper drawers shall be Wi-Fi and Air Print compatible	\$	\$	\$
3 printers shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 3 full ream paper drawers shall be Wi-Fi and Air Print compatible	\$	\$	\$
2 printers shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 3 full ream paper drawers envelope feeder shall be Wi-Fi and Air Print compatible	\$	\$	\$

<p>1 printer shall have the following requirements: print a minimum of 45 page per minute print in monochrome (black and white) 4 full ream paper drawers 1 large capacity letter drawer shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$
Type 3 Specification 52 PPM			
<p>2 printers shall have the following requirements: print a minimum of 52 page per minute print in monochrome (black and white) 2 full ream paper drawers shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$
<p>2 printers shall have the following requirements: print a minimum of 52 page per minute print in monochrome (black and white) 2 full ream paper drawers envelope feeder shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$
<p>1 printer shall have the following requirements: print a minimum of 52 page per minute print in monochrome (black and white) 2 full ream paper drawers 1 large capacity letter drawer shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$
<p>3 printers shall have the following requirements: print a minimum of 52 page per minute print in monochrome (black and white) 3 full ream paper drawers shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$
<p>1 printer shall have the following requirements: print a minimum of 52 page per minute print in monochrome (black and white) 3 full ream paper drawers envelope feeder shall be Wi-Fi and Air Print compatible</p>	\$	\$	\$

Type 4 Specification 75 PPM			
1 printers shall have the following requirements: Print a minimum of 75 pages per minute print in monochrome (black and white) 11x17 print capability 2 full ream paper drawers shall be Wi-Fi and Air Print compatible	\$	\$	\$
Type 5 Specification 135 PPM			
1 printers shall have the following requirements: Print a minimum of 135 pages per minute print in monochrome (black and white) 11x17 print capability 1 full ream paper drawers shall be Wi-Fi and Air Print compatible	\$	\$	\$
Totals	\$	\$	\$

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Costs			
Section V: Software	\$	\$	\$
Section VI: Installation Services, Including Training	\$	\$	\$
Section VII: Service & Maintenance	\$	\$	\$
Totals	\$	\$	\$

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF MCHENRY.

**Please list below other costs that may be associated with this service or used additional sheets if necessary:

Does your company have a formal safety policy and your employees participate in safety training?

Upon request, would you be able to provide the County with a copy of your safety policy?

YES	NO

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REFERENCES

AUTHORIZED NEGOTIATORS:

Name: _____
Phone # _____
Title: _____

Name: _____
Phone # _____
Title: _____

THIS PAGE IS MANDATORY.

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

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**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. _____ Yes _____ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) _____ Yes _____ No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> *Partnership | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation | (IRC 501(a) only) |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Trust or Estate |
| <input type="checkbox"/> Medical and Health Care
Services Provider Corporation | |

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

THIS PAGE IS MANDATORY.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

**State of Incorporation _____

(Individual - Partnership - Company - Corporation)

(Business Address)

(City, State, and Zip Code)

(By Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No)

(Date)

End of Document