

February 24, 2022

Dear Service Provider:

Iroquois West CUSD 10's current contract for copier products/services is set to expire on 5/31/2022. I would like to invite you to submit an offer in accordance with the specifications listed below. Please submit a proposal to me for a cost per copy program, using the following parameters. Should you have questions or wish to meet with me to discuss your product, proposal or the needs of Iroquois West, please contact my secretary, Jenny Mims, at (815) 265-4642 to schedule a meeting date and time.

<u>Bldg.</u>	<u>Estimated Volume</u>	<u>Machine Speed</u>	<u>Months in Use during Year</u>
IWES, Danforth	160,000/yr.	50/min	10
IWES, Gilman	550,000/yr	50/min	10
IWUES, Thawville	260,000/yr	50/min	10
IWMS, Onarga	360,000/yr	50/min	10
IWHS, Gilman	570,000/yr	65/min	11
Unit Office @ IWHS	<u>60,000/yr</u>	50/min	12
TOTAL	1,960,000/yr	(i.e. average 163,333 copies/mo)	

- Minimum Paper Capacity – All machines should have at least 1,200 sheet capacity paper bin. All machines must have at least two paper bins (preferably three).
- Users per Building:
DES – 12, GES – 26, UES – 14, MS – 24, HS – 50, Unit office - 3
- All machines are to be new and full featured digital, including zoom/enlarger, duplexing, sorting, hole punching, stapling finishes, management code, 600 x 600 dpi, fax, scan to email, and integrated with Google Cloud services. If these are not a standard feature of the proposed machine, indicate the "add on" cost per unit.
- PROGRAM DURATION IS TO BE 5 YEARS, BEGINNING JUNE 1, 2022.
- Bids must be for **NEW** (not reconditioned).
- Program proposal must include ALL servicing and supplies, with the exception of paper. If your proposal has costs associated with other supplies or if repair limits are required, these conditions must be clearly delineated.

- CONTRACT MUST CLEARLY LIST SPECIFIC EQUIPMENT & FEATURES FOR EACH BUILDING, AND TOTAL ANNUAL COST BASED UPON 1,960,000 COPIES PER YEAR. RUN-OVER (EXCESS NUMBER) COST SHOULD BE STATED SEPARATELY ON A COST PER COPY BASIS. Indicate billing preference as noted below.
- Billing should be based on actual use each month
- Service guarantees are to be clearly defined. A SAME DAY RESPONSE TIME IS REQUIRED. Replacement options must be available for machines which experience repeated malfunctions after "reasonable" efforts at remedy. A loaner option must be available for units, which are non-functional for extended periods of time due to parts shortage or major breakdowns. YOUR PROGRAM PROPOSAL SHOULD CLEARLY DELINEATE THE LOANER PROGRAM PARAMETERS.
- Program proposal must include freight, delivery, set-up and key operation training; also, machine retrieval at the conclusion of the contract.

TIMELINES:

- All field work and sales contacts must be completed by May 1, 2022.
- Final program proposals are due in unit office no later than 4:00pm, May 11, 2022 and must be firm for minimum of 60 days. Formal Board action anticipated at regular meeting on May 14, 2022.
- Conversions and new equipment installations must be completed by July 1, 2022.
- Proposals should be sent to Supt. Angelo Lekkas, 529 E. Second, Gilman, IL 60938.
- The envelope should be clearly marked "Copier Program Proposal".

RESERVATION OF RIGHTS:

- The district reserves the right to reject any and/or all proposals.
- The district reserves the right to waive minor proposal requirement variances.
- Low estimate cost shall not be the sole determinant in proposal evaluation.
- The district reserves the right to negotiate and modify the post-proposal, pre-award agreement price and conditions.

All service providers are to submit a comprehensive client reference listing for review and possible checks.

Respectfully,

Angelo Lekkas, Superintendent
Iroquois West CUSD #10