

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**REQUEST FOR BID**

**COPY MACHINE EQUIPMENT AND MAINTENANCE**

**SEPTEMBER 6, 2018**

**BIDS DUE:**

**September 28, 2018  
10:00 a.m. CST**

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September 6, 2018

To Prospective Bidder:

On behalf of the citizens of the Village of Hoffman Estates, I want to extend my thanks for your interest in becoming a part of our Village bid process.

I call your special attention to the Instructions to Bidders section of the attached bid documents. Please be sure that you read thoroughly and fully understand these instructions prior to the preparation of your bid. Note that the instructions call for no deviation from the bid specifications except for those deviations which are listed as such on the vendor's bid detail sheet and which are expressly approved as part of the Village's acceptance of the bid.

All of the equipment described in the bid notice and specified herewith must meet the performance required for heavy-duty municipal, utility, or construction type usage. Unless denoted "No Substitution," the Village minimum required specifications may be exceeded. This is an attempt to insure the non-exclusion of any manufacturer's product from the bidding effort. Remember, however, to list all deviations and provide a description of the upgraded item in the proper space provided. Final bid acceptance will be based upon that equipment which is deemed most favorable to the interests of the Village after all bids have been examined and canvassed. Remember, minimum specification requirements must be met or exceeded.

We encourage you to participate in our bid process and will be happy to answer any questions you may have regarding the accompanying documents.

Questions with regards to specifications can be directed to me at (847) 843-4807.

Sincerely,

Anthony Fashoda  
Assistant Director of Finance

**NOTICE TO BID**

**VILLAGE OF HOFFMAN ESTATES  
Hoffman Estates, IL 60169**

The Village of Hoffman Estates Finance Department is soliciting bids for the lease of:

- High Speed, High Volume, Digital Copier with minimum of 110 pages per minute
- Color Production Digital Copier with minimum of 60 pages per minute
- Black and White Copier with a minimum of 60 pages per minute
- Two (2) Color Copiers with a minimum of 50 pages per minute
- Maintenance of equipment acquired with the acceptance of the bid as well as maintenance on two existing copiers in the Village


Sealed bids will be received by the Office of the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, (Municipal Building) until **10:00 a.m.**, local time, **September 28, 2018**, at which time they will be publicly opened and read aloud. It is the responsibility of the bidder to meet the specified opening time and any bid not so received will be returned unopened. Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency or by marking the envelope "SEALED BID" and with the following information: Company's name, address, item bid, date, and time of opening.

Specifications and complete bid documents may be obtained from the Office of the Village Clerk. Further information regarding this bid may be obtained by contacting Anthony Fashoda, Assistant Director of Finance, at (847) 843-4807.

The Village of Hoffman Estates reserves the right to waive any/all formalities, or to reject any/all bids and/or parts thereof; and to accept that bid which it deems most favorable to Hoffman Estates after all bids have been examined and canvassed.

By the Order of the Mayor and Board of Trustees of the Village of Hoffman Estates.

September 4, 2018  
(Date)

  
Bev Romanoff, Village Clerk

TO BE PUBLISHED ON Thursday, September 6, 2018 PADDOCK PUBLICATIONS

# COPY MACHINE EQUIPMENT AND MAINTENANCE

## PROPOSAL FORM

### Purpose

The Village of Hoffman Estates is seeking proposals for the lease of:

1. High Speed, High Volume, Digital Copier with minimum of 110 pages per minute
2. Color Production Digital Copier with minimum of 60 pages per minute
3. Black and White Copier with a minimum of 60 pages per minute
4. Two (2) Color Copiers with a minimum of 50 pages per
- Maintenance of all equipment acquired with the acceptance of the bid

The Village will make one award for the lease and will make such award in the manner it deems to be in its best interests, considering price, convenience, and references.

### Background

The following machines are currently owned by the Village of Hoffman Estates and are eligible for replacement.

1. **Xerox D110 Black and White copier/Network Printer/Color Scanner** that was purchased in December, 2013 with the following capabilities:
  - 110 copies per minute (black and white only)
  - Network controller with print and color scanning capabilities
  - Up to 2400 x 2400 dpi
  - Maximum paper capacity of 5,800 sheets
  - 2 and 3 hole punch capabilities
  - Multiposition staple finisher up to 100 sheets
  - Tab sheet printing
  - 250 sheet "One Pass" document feeder that supports 2-sided documents
  - 40GB memory
  - Document server that stores up to 15,000 pages of on-demand printing
  - User Authentication/AD Authentication
  - Color touch screen control panel
  - 25 – 400% reduction / enlargement
  - Cover Interposer
  - Minimum paper size of 4" x 6"
  - Maximum paper size of 13" x 19.2"
  - Six (6) trays plus one (1) bypass plus one (1) post inserter plus one (1) data security
  - Maintenance for service, parts, labor & supplies
2. **Xerox XC560 Color Digital Copier/Printer/Scanner (2 units)** that were purchased in December, 2013 with the following capabilities:
  - 60 copies per minute
  - 250 sheet auto document feeder
  - Up to 13" x 19.2" paper capability
  - 2400 x 2400 resolution
  - Total 3,260 paper capacity
  - 80 GB memory

- User Authentication/AD Authentication
  - Network printing
  - Network Scan to folder, email, or FTP
  - Document server for on-demand printing
  - 6 position staple finisher
  - 2 and 3 hole punch capabilities
  - GBC Punch unit
  - Six (6) trays plus one (1) bypass plus one (1) post inserter
  - Maintenance for service, parts, labor & supplies
3. **Xerox WorkCentre 7855 Color Digital Copier/Printer/Scanner**
- 50 copies per minute
  - Duplexing – confirm with Kathy
  - Maximum paper size of 11" X 17"
  - 200 sheet auto document feeder
  - 4800 x 1200 dpi Resolution
  - Total 500 sheet capacity
  - Pass code protection on print jobs
  - User Authentication/AD Authentication
  - 4 trays plus bypass
  - Maintenance for service, parts, labor, and supplies

The Village will be replacing all machines listed above and adding another machine. The Village is also seeking bids on other types of machines to determine the best and most efficient use of the Village's funds.

### **General Information**

The Village reserves the right to reject any or all proposals or any part thereof, or to waive informalities in any proposal, if deemed to be in the best interest of the Village.

### **Scope of Services**

The Village would like to obtain lease pricing on several pieces of office equipment to determine what solutions would best fit the Village's needs within its approved budget limits. Below is the list of equipment for which the Village is seeking pricing.

The Village will be leasing the following equipment:

1. ***A High Volume, Black and White Digital Copier/Network Printer/Color Scanner with the following minimum capabilities:***
  - 110 copies per minute (black and white only)
  - Network controller with print and color scanning capabilities
  - Up to 1200 x 1200 dpi
  - Total paper capacity of 8,550 sheets
  - 2 and 3 hole punch capabilities
  - Cover Interposer
  - Multiposition staple finisher up to 100 sheets
  - Tab sheet printing
  - 100 sheet "One Pass" document feeder that supports 2-sided documents
  - Stackless duplexing

- 512 MB image memory and 160 GB x 2 hard drives
  - Document server that stores up to 15,000 pages of on-demand printing
  - User Authentication/AD authentication
  - Network Printing
  - Unlimited job building
  - 10 job programs
  - Web Browser remote administrator
  - 25 – 400% reduction / enlargement
  - Maximum paper size of 13 x 18
  - Maintenance for service, parts, labor & supplies
  - If standard on the machine, ability to disable the USB port
  - Cert DOSS
- **Other capabilities that we would like as part of the quote, but are not necessarily required are:**
- Visual of scanned documents on the unit's control panel
  - Scanned documents are in a searchable PDF format
  - Passcode protection on print jobs
  - Entry key card access
  - Cover interposer
  - Energy Star labeled
  - Additional favorable “green” ratings from organizations such as EPEAT

**2. Color Digital Copier/Printer/Scanner with the following minimum capabilities:**

- 60 copies per minute
  - 100 sheet auto document feeder
  - Stackless duplexing
  - Up to 11x17 paper capability
  - 1200 x 600 resolution
  - Total 4,300 paper capacity
  - 128 MB image memory and 40 GB hard drive
  - User Authentication/AD authentication
  - Network printing
  - Network Scan to folder, email, FTP, or URL
  - Document server for on-demand printing
  - 6 position staple finisher
  - 2 and 3 hole punch capabilities
  - GBC Punch unit
  - Maintenance for service, parts, labor & supplies
  - If standard on the machine, ability to disable the USB port
- **Other capabilities that we would like as part of the quote, but are not necessarily required are:**
- Visual of scanned documents on the unit's control panel
  - Pass code protection on print jobs
  - Entry key card access
  - Page de-curler
  - Booklet Finisher – saddle stitch up to 50 sheets with face trimming capabilities
  - Cover interposer
  - Ability for unit to default to black & white copying/printing

- Ability to restrict specific users from having access to print in color
- Energy Star labeled
- Additional favorable “green” ratings from organizations such as EPEAT

**3. *Black and White Copier with the following minimum capabilities:***

- 60 copies per minute
- Duplexing
- Maintenance for service, parts, labor & supplies
- Maximum paper size of 13 x 18 – appears correct, confirm with Kathy
- Total paper capacity
- User Authentication/AD authentication
- Network Printing
- 100 sheet auto document feeder
- 600 x 1200 dpi Resolution
- Total 1,500 sheet capacity
- Pass code protection on print jobs
- If standard on the machine, ability to disable the USB port

○ **Other capabilities that we would like as part of the quote, but are not necessarily required are:**

- Network printing
- Network Scan to folder, email, FTP, or URL
- Stapling
- Visual of scanned documents on the unit’s control panel
- Pass code protection on print jobs
- Entry key card access
- Energy Star labeled
- Additional favorable “green” ratings from organizations such as EPEAT

**4. *Color Digital Copier/Printer/Scanner with the following minimum capabilities (purchase of this equipment is not definite):***

- 50 copies per minute
- 100 sheet auto document feeder
- Duplexing
- Up to 8 ½ x14 paper capability
- 600 x 600 resolution
- Total 1,500 paper capacity
- User Authentication/AD authentication
- Network printing
- Network Scan to folder, email, FTP, or URL
- Staple finisher
- Maintenance for service, parts, labor & supplies
- If standard on the machine, ability to disable the USB port

○ **Other capabilities that we would like as part of the quote, but are not necessarily required are:**

- Visual of scanned documents on the unit’s control panel
- Pass code protection on print jobs
- Up to 11x17 paper capability
- Entry key card access
- 2 and 3 hole punch capabilities



- Ability for unit to default to black & white copying/printing
- Ability to restrict specific users from having access to print in color
- Energy Star labeled
- Additional favorable “green” ratings from organizations such as EPEAT

The Village will also need maintenance provided on all above equipment.

The awarded vendor will be responsible for the removal of the existing:

- Xerox D110CP
- Xerox XC506 (2)
- Xerox WorkCentre 7855

Please note any exceptions to the above requirements in your proposal.

**Equipment Demonstrations**

After the proposal due date, it is anticipated that select staff from the Village will require demonstrations of the proposed equipment. It is our hope that copiers of the same specifications being proposed are in the local area and on-site visits will be scheduled beginning in September.

**Projected 2018 Calendar of Events**

September 6th	Request for Bid available for distribution
September 28th	Due date for all proposals
Oct 1st – Oct 17th	On-site demonstrations of copiers and reference checks
October 18th	Selection of units to leased
October 22nd	Finance Committee presentation
November 5th	Final Village Board approval
November 6th	Contract implementation and purchase
	Delivery to take place as soon as possible

If you are unable to adhere to any of the above events, please note this in your proposal.

**Proposal Submission Instructions**

Bidder must complete the forms included in this request for bid. All “PRICING INFORMATION” sheets must be in a sealed envelope and included in the envelope with the rest of the bidding information.

In addition to the forms included in this request, anyone submitting a proposal shall include documentation and information that demonstrates the capabilities of their suggested copier units, as well as the services that will be provided in terms of annual maintenance. Please provide a proposal with narrative sections including the information requested below:

**Equipment to be Provided** – Please describe the equipment to be provided

**Services to be Provided** – Please describe the services to be provided. Describe in narrative and/or outline form your detailed work plan, including the number of hours to be committed and the results to be expected as well as your timeline for initial setup and implementation and ability to meet all requirements of this bid request.

**Qualifications** – Describe the experience of your company and your involvement in projects of similar size and scope. Include the names of at least three (3) professional references,

along with the address and telephone information for each (please see attached references form). The bidders grant the Village permission to contact said references and ask questions regarding equipment and service performance.

**Price Structure** – Using the attached Proposal Pricing Information Form, please provide the total proposed cost for a five (5) year lease term, as well as annual maintenance costs for each option. Please list and describe any additional costs as needed. Please provide a sample

Proposals must be signed by an authorized official of the proposing company. Proposals must be sealed in an envelope clearly marked “Proposal for Copy Machine Equipment and Maintenance” written thereon. Faxed proposals will not be accepted.

Please submit three (3) copies of the proposal, including the attached “EQUIPMENT GENERAL SPECIFICATIONS” and “PRICING INFORMATION” and references, no later than 10:00 a.m. on Friday, September 28, 2018 to:

Office of the Village Clerk  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

Please address all questions to Anthony Fashoda, Assistant Director of Finance, at (847) 843-4807.

A recommendation is expected to be presented to the Village Board Finance Committee on October 22, 2018 with final contract approval anticipated on November 5, 2018. We may request further information, examples, references or an interview after receiving a proposal.

**RETURN WITH BID**

**VILLAGE OF HOFFMAN ESTATES  
OFFICE EQUIPMENT PROPOSAL FORM**

**COMPANY INFORMATION**

Name of Company:	
Address:	
Phone Number:	
Date of Submittal:	

**REFERENCES**

Bidder shall provide as many customer references as possible for work/equipment IDENTICAL to that which bidder has proposed within this call for bids.

ORGANIZATION	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
CONTACT PERSON	
DATE OF SALE	

ORGANIZATION	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
CONTACT PERSON	
DATE OF SALE	

ORGANIZATION	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
CONTACT PERSON	

<b>RETURN WITH BID</b>				
<b>VILLAGE OF HOFFMAN ESTATES</b>				
<b>EQUIPMENT GENERAL SPECIFICATIONS</b>				
<b>1. HIGH VOLUME, BLACK AND WHITE DIGITAL COPIER/NETWORK PRINTER/ COLOR SCANNER</b>				
<i>The Village will be leasing this type of unit</i>				
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>				
Make			Resolution (Copy/Print/Scan)	
Model			Copier Memory (Std/Max)	
Year this model was introduced			Duplex	
Manufacturing Status	New		Duplex Capacity/Paper Sizes	
Manufacturer's Recommended Monthly Volume			Document Feeder	
First Copy Time			Document Feeder Speed/Capacity	
Multicopy Time (Ltr/Lg) cpm			Document Feeder Paper Weights	
Warm-up Time			Finisher	
Standard Paper Source(s)			Finisher Tray/Stapling/Position(s)	
Standard Paper Capacity			Control Panel	
Paper Weights			Control Panel Quantity Selector	
Bypass/Paper Weights			Document Storage	
Maximum Paper Sources			Data Security	
Maximum Paper Capacity			Faxing	
Maximum Original Document Size			Energy Star Labeled	
Output Size (Min/Max)			Additional environment/energy efficient ratings	
User/AD authentication			Network Printing	
<b>MAINTENANCE SPECIFICATIONS</b>				
Will Maintenance Include:			List Supplies Included in Maintenance	
Service	Yes:	No:	Service Response or Up-time Guarantee	
Repair	Yes:	No:		
Parts	Yes:	No:		

<b>RETURN WITH BID IN SEPARATE SEALED ENVELOPE</b>					
<b>VILLAGE OF HOFFMAN ESTATES</b>					
<b>PRICING INFORMATION</b>					
<b>1. HIGH VOLUME, BLACK AND WHITE DIGITAL COPIER/NETWORK PRINTER/ COLOR SCANNER</b>					
<i>The Village will be leasing this type of unit</i>					
<b>PRICING INFORMATION</b>					
	<b>5-Year Lease</b>		<b>Annual Maintenance</b>		
Standard Features (please provide list of standard features)					
Additional Options (if not a standard feature):					
Network Connectivity (printing)					
Scanning (specify if color or black/white)					
Additional Paper Capacity (list specifics)					
Hole Punch					
GBC Punch Unit					
Cover Interposer					
Pass code protection on print jobs					
Key card access restrictions					
Other Options Available:					
On-site Training of Village staff					
Price or Credit for removal of old unit					
<b>TOTAL</b>					
<b>CONTACT INFORMATION</b>					
Printed Contact Name:					
Title:					
Phone Number:					
Authorized Signature:					
Date of Submittal:					
***Return this form, completed and in a separate sealed envelope, with your proposal***					

<b>RETURN WITH BID</b>				
<b>VILLAGE OF HOFFMAN ESTATES</b>				
<b>EQUIPMENT GENERAL SPECIFICATIONS</b>				
<b>2. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>				
<i>The Village will be leasing this type of unit</i>				
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>				
Make			Resolution (Copy/Print/Scan)	
Model			Copier Memory (Std/Max)	
Year this model was introduced			Duplex	
Manufacturing Status	New		Duplex Capacity/Paper Sizes	
Manufacturer's Recommended Monthly Volume			Document Feeder	
First Copy Time			Document Feeder Speed/Capacity	
Multicopy Time (Ltr/Lg) cpm			Document Feeder Paper Weights	
Warm-up Time			Finisher	
Standard Paper Source(s)			Finisher Tray/Stapling/Position(s)	
Standard Paper Capacity			Control Panel	
Paper Weights			Control Panel Quantity Selector	
Bypass/Paper Weights			Document Storage	
Maximum Paper Sources			Data Security	
Maximum Paper Capacity			Faxing	
Maximum Original Document Size			Energy Star Labeled	
Output Size (Min/Max)			Additional environment/energy efficient ratings	
User/AD authentication			Network Printing	
<b>MAINTENANCE SPECIFICATIONS</b>				
Will Maintenance Include:			List Supplies Included in Maintenance	
Service	Yes:	No:	Service Response or Up-time Guarantee	
Repair	Yes:	No:		
Parts	Yes:	No:		

<b>RETURN WITH BID IN SEPARATE SEALED ENVELOPE</b>					
<b>VILLAGE OF HOFFMAN ESTATES</b>					
<b>PRICING INFORMATION</b>					
<b>2. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>					
<i>The Village will be leasing this type of unit</i>					
<b>PRICING INFORMATION</b>					
	<b>5-Year Lease</b>		<b>Annual Maintenance</b>		
Standard Features (please provide list of standard features)					
Additional Options (if not a standard feature):					
Network Connectivity (printing)					
Scanning (specify if color or black/white)					
Additional Paper Capacity (list specifics)					
Hole Punch					
GBC Punch Unit					
Cover Interposer					
Pass code protection on print jobs					
Key card access restrictions					
Other Options Available:					
On-site Training of Village staff					
Price or Credit for removal of old unit					
	<b>TOTAL</b>				
<b>CONTACT INFORMATION</b>					
Printed Contact Name:					
Title:					
Phone Number:					
Authorized Signature:					
Date of Submittal:					
***Return this form, completed and in a separate sealed envelope, with your proposal***					

<b>RETURN WITH BID</b>				
<b>VILLAGE OF HOFFMAN ESTATES</b>				
<b>EQUIPMENT GENERAL SPECIFICATIONS</b>				
<b>3. BLACK AND WHITE COPIER</b>				
<i>The Village will be leasing this type of unit</i>				
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>				
Make			Resolution (Copy/Print/Scan)	
Model			Copier Memory (Std/Max)	
Year this model was introduced			Duplex	
Manufacturing Status	New		Duplex Capacity/Paper Sizes	
Manufacturer's Recommended Monthly Volume			Document Feeder	
First Copy Time			Document Feeder Speed/Capacity	
Multicopy Time (Ltr/Lg) cpm			Document Feeder Paper Weights	
Warm-up Time			Finisher	
Standard Paper Source(s)			Finisher Tray/Stapling/Position(s)	
Standard Paper Capacity			Control Panel	
Paper Weights			Control Panel Quantity Selector	
Bypass/Paper Weights			Document Storage	
Maximum Paper Sources			Data Security	
Maximum Paper Capacity			Faxing	
Maximum Original Document Size			Energy Star Labeled	
Output Size (Min/Max)			Additional environment/energy efficient ratings	
User/AD authentication			Network Printing	
<b>MAINTENANCE SPECIFICATIONS</b>				
Will Maintenance Include:			List Supplies Included in Maintenance	
Service	Yes:	No:	Service Response or Up-time Guarantee	
Repair	Yes:	No:		
Parts	Yes:	No:		



<b>RETURN WITH BID IN SEPARATE SEALED ENVELOPE</b>					
<b>VILLAGE OF HOFFMAN ESTATES</b>					
<b>PRICING INFORMATION</b>					
<b>3. BLACK AND WHITE COPIER</b>					
<i>The Village will be leasing this type of unit</i>					
<b>PRICING INFORMATION</b>					
	<b>5-Year Lease</b>		<b>Annual Maintenance</b>		
Standard Features (please provide list of standard features)					
Additional Options (if not a standard feature):					
Network Connectivity (printing)					
Scanning (specify if color or black/white)					
Additional Paper Capacity (list specifics)					
Hole Punch					
GBC Punch Unit					
Cover Interposer					
Pass code protection on print jobs					
Key card access restrictions					
Other Options Available:					
On-site Training of Village staff					
Price or Credit for removal of old unit					
	<b>TOTAL</b>				
<b>CONTACT INFORMATION</b>					
Printed Contact Name:					
Title:					
Phone Number:					
Authorized Signature:					
Date of Submittal:					
***Return this form, completed and in a separate sealed envelope, with your proposal***					

<b>RETURN WITH BID</b>				
<b>VILLAGE OF HOFFMAN ESTATES</b>				
<b>EQUIPMENT GENERAL SPECIFICATIONS</b>				
<b>4. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>				
<i>The Village will be leasing this type of unit</i>				
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>				
Make			Resolution (Copy/Print/Scan)	
Model			Copier Memory (Std/Max)	
Year this model was introduced			Duplex	
Manufacturing Status	New		Duplex Capacity/Paper Sizes	
Manufacturer's Recommended Monthly Volume			Document Feeder	
First Copy Time			Document Feeder Speed/Capacity	
Multicopy Time (Ltr/Lg) cpm			Document Feeder Paper Weights	
Warm-up Time			Finisher	
Standard Paper Source(s)			Finisher Tray/Stapling/Position(s)	
Standard Paper Capacity			Control Panel	
Paper Weights			Control Panel Quantity Selector	
Bypass/Paper Weights			Document Storage	
Maximum Paper Sources			Data Security	
Maximum Paper Capacity			Faxing	
Maximum Original Document Size			Energy Star Labeled	
Output Size (Min/Max)			Additional environment/energy efficient ratings	
User/AD authentication			Network Printing	
<b>MAINTENANCE SPECIFICATIONS</b>				
Will Maintenance Include:			List Supplies Included in Maintenance	
Service	Yes:	No:	Service Response or Up-time Guarantee	
Repair	Yes:	No:		
Parts	Yes:	No:		

<b>RETURN WITH BID IN SEPARATE SEALED ENVELOPE</b>					
<b>VILLAGE OF HOFFMAN ESTATES</b>					
<b>PRICING INFORMATION</b>					
<b>4. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>					
<i>The Village will be leasing this type of unit</i>					
<b>PRICING INFORMATION</b>					
	<b>5-Year Lease</b>		<b>Annual Maintenance</b>		
Standard Features (please provide list of standard features)					
Additional Options (if not a standard feature):					
Network Connectivity (printing)					
Scanning (specify if color or black/white)					
Additional Paper Capacity (list specifics)					
Hole Punch					
GBC Punch Unit					
Cover Interposer					
Pass code protection on print jobs					
Key card access restrictions					
Other Options Available:					
On-site Training of Village staff					
Price or Credit for removal of old unit					
<b>TOTAL</b>					
<b>CONTACT INFORMATION</b>					
Printed Contact Name:					
Title:					
Phone Number:					
Authorized Signature:					
Date of Submittal:					
***Return this form, completed and in a separate sealed envelope, with your proposal***					

<b>RETURN WITH BID</b>			
<b>VILLAGE OF HOFFMAN ESTATES</b>			
<b>EQUIPMENT GENERAL SPECIFICATIONS</b>			
<b>5. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>			
<i>The Village will be leasing this type of unit</i>			
<b>GENERAL SPECIFICATIONS/PAPER HANDLING</b>			
Make		Resolution (Copy/Print/Scan)	
Model		Copier Memory (Std/Max)	
Year this model was introduced		Duplex	
Manufacturing Status	New	Duplex Capacity/Paper Sizes	
Manufacturer's Recommended Monthly Volume		Document Feeder	
First Copy Time		Document Feeder Speed/Capacity	
Multicopy Time (Ltr/Lg) cpm		Document Feeder Paper Weights	
Warm-up Time		Finisher	
Standard Paper Source(s)		Finisher Tray/Stapling/Position(s)	
Standard Paper Capacity		Control Panel	
Paper Weights		Control Panel Quantity Selector	
Bypass/Paper Weights		Document Storage	
Maximum Paper Sources		Data Security	
Maximum Paper Capacity		Faxing	
Maximum Original Document Size		Energy Star Labeled	
Output Size (Min/Max)		Additional environment/energy efficient ratings	
User/AD authentication		Network Printing	
<b>MAINTENANCE SPECIFICATIONS</b>			
Will Maintenance Include:		List Supplies Included in Maintenance	
Service	Yes:      No:	Service Response or Up-time Guarantee	
Repair	Yes:      No:		
Parts	Yes:      No:		

<b>RETURN WITH BID IN SEPARATE SEALED ENVELOPE</b>					
<b>VILLAGE OF HOFFMAN ESTATES</b>					
<b>PRICING INFORMATION</b>					
<b>5. COLOR DIGITAL COPIER/PRINTER/SCANNER</b>					
<i>The Village will be leasing this type of unit</i>					
<b>PRICING INFORMATION</b>					
	<b>5-Year Lease</b>		<b>Annual Maintenance</b>		
Standard Features (please provide list of standard features)					
Additional Options (if not a standard feature):					
Network Connectivity (printing)					
Scanning (specify if color or black/white)					
Additional Paper Capacity (list specifics)					
Hole Punch					
GBC Punch Unit					
Cover Interposer					
Pass code protection on print jobs					
Key card access restrictions					
Other Options Available:					
On-site Training of Village staff					
Price or Credit for removal of old unit					
<b>TOTAL</b>					
<b>CONTACT INFORMATION</b>					
Printed Contact Name:					
Title:					
Phone Number:					
Authorized Signature:					
Date of Submittal:					
***Return this form, completed and in a separate sealed envelope, with your proposal***					

**RETURN WITH BID**

**Note: THIS FORM MUST BE NOTARIZED**

VILLAGE OF HOFFMAN ESTATES  
BID CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE

I, hereby certify that \_\_\_\_\_  
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E, Public Contracts of the Illinois Criminal Code.

Signed: \_\_\_\_\_

Attest: \_\_\_\_\_

Notary Public

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

Commission expiry: \_\_\_\_\_

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

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

**VILLAGE OF HOFFMAN ESTATES  
FINANCE DEPARTMENT  
INSTRUCTIONS TO BIDDERS**

The general rules and conditions, which follow apply to all bids requested and accepted by the Village of Hoffman Estates unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. Submitting a bid is assumption that vendor has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

1. FORMS

Bid forms are furnished. All bids must be submitted on the forms provided, complete and intact, properly signed in ink in the proper spaces, and submitted in a sealed envelope. All bids must be delivered to the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, prior to the bid opening date and time.

Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency, or by marking the envelope "**SEALED BID**" and with the following information: Company's name, address, item bid, date and time of opening.

2. ALTERNATE MULTIPLE BIDS/SPECIFICATIONS

The specifications describe the supplies and/or service, which the Village feels are necessary to meet the performance requirements of the Village. It is not the desire or the intent to eliminate or exclude any bidder from bidding because of minor deviations, alternates, or changes.

Bidders desiring to bid on items which deviate from these specifications, but which they believe are equivalent, are requested to submit alternate bids. However, **ALTERNATE BIDS MUST BE CLEARLY INDICATED AS SUCH, AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The bid must be accompanied by complete specifications for the items offered. Any questions regarding the specifications, drawings, etc., shall be referred to that individual so referenced in the Specification section. **Vendors wishing to submit a secondary bid must submit it as an alternate bid. Only one bid per envelope.**

The Village shall be the sole and final judge unequivocally as to whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse by any person, firm or corporation.

3. RECEIVING OF BIDS

Bids received prior to the time of opening will be securely kept, unopened. The Village Clerk, whose duty it is to open them, will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will be attached to the Village Clerk or the Village for the premature or nonopening of a bid not properly addressed and identified, except as otherwise provided by law.

LATE BIDS

Bids arriving after the specified time, whether sent by mail, courier, or in person, **will not be accepted.** These bids will either be refused or returned unopened. It is the bidder's responsibility

for timely delivery regardless of the methods used. Mailed bids which are delivered after the specified hour will not be accepted regardless of post marked time on the envelope.

#### 4. BIDS BY FAX

Bids must be submitted on the original forms provided by the Village completely intact as issued. Facsimile machine transmitted bids **will not be accepted**, nor will the Village transmit bid documents to prospective bidders by way of a facsimile machine.

#### 5. ERROR IN BIDS

When an error is made in extending total prices, the unit bid price will govern. Otherwise, the bidder is not relieved from errors in bid preparation. Erasures in bids must be explained over signature of bidder.

#### 6. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the Village Clerk prior to the specified time of opening. After the opening, the bidder cannot withdraw or cancel his bid for a period of sixty (60) calendar days, or such longer time as stated in the bid documents.

#### 7. CONSIDERATION OF BID

No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or had failed to perform faithfully any previous contract with the Village.

The bidder, if requested, shall present, within 48 hours, evidence satisfactory to the Village of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

#### 8. PRICES

Unit prices shall be shown for each unit on which there is a bid, and shall include all packing, crating, freight, and shipping charges, and cost of unloading at the destination unless otherwise stated in the bid.

Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying State and Village Retailer's Occupation Tax, State Service Occupation Tax, and Federal Excise Tax. The Village will supply the successful bidder with its tax exemption number.

Cash discounts will not be considered in determining overall price, but may be used in an overall evaluation.

#### 9. AWARD OR REJECTION

The Village reserves the right to reject and/or award any and all bids or parts thereof and to waive formalities and technicalities according to the best interests of the Village. Any bid submitted will be binding for sixty (60) days subsequent to the date of the bid opening.

Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the



bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village of the compensation to the bidder.

**ANY EXCEPTIONS NOT TAKEN BY THE BIDDER SHALL BE ASSUMED BY THE VILLAGE TO BE INCLUDED.**

A contract will be awarded to the lowest responsible bidder complying with the conditions of the contract documents only when it is in the best interest of the Village to accept the bid. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

10. PAYMENT

Payment will be made within thirty (30) days after acceptance of the equipment or services by the Village agent, and Bidder's compliance with all stipulations relating to the bid/contract.

11. REQUIREMENTS OF BIDDER

The successful bidder shall, within ten (10) days after notification of the award: a) enter into a contract in writing with the Village covering all matters and things as are set forth in the specifications and his bid; b) carry insurance acceptable to the Village, covering public liability, property damage and workmen's compensation.

12. COMPLIANCE WITH ALL LAWS

All work under the contract must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.

13. CONTRACT ALTERATIONS

No amendment of a contract shall be valid unless made in writing and signed by the Village Manager or his authorized agent.

14. NOTICES

All notices required by the contract shall be given in writing.

15. NONASSIGNABILITY

The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village Manager or his authorized agent. Such assignment shall not relieve the contractor from his obligations, or change the terms of the contract.

16. INDEMNITY

The Contractor shall indemnify and save harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of contractor under this contract, including operations of subcontractors; and the contractor shall, at his own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the contractor shall, at his own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided.

## 17. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract and/or supplying of materials, equipment and supplies, bidder must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal opportunity requirements.

## 18. REQUIRED INSURANCE

In submission of a bid, the bidder is certifying that he has all insurance coverages required by law or would normally be expected for bidder's type of business.

## 19. BID PERFORMANCE DEPOSIT

When it is required, it will be so stated elsewhere within this bid package along with the amount required. In all cases where a deposit is required, it must accompany the bid. The deposit is to be in the form of a certified check or a bank cashier's check. All bid performance deposit checks will be retained by the Village until the bid award is made, at which time the checks will be promptly returned to the unsuccessful bidders. The bid performance deposit check of the successful bidder will be retained until the goods or services have been received or completed/installed and found to be in compliance with the specification or until surety bonding requirements have been satisfied and proof of insurance coverage is provided in accordance with the Special Provisions Section of these specifications.

## 20. ACCEPTANCE

After the acceptance and award of the bid, and upon receipt of a written purchase order executed by the proper officials of the Village, this instruction to bidders, and all other portions of the bid documents, including the specifications, will constitute part of the legal contract between the Village of Hoffman Estates and the successful bidder.

## 21. DEFAULT

The Village may terminate a contract by written notice of default to the contractor if:

- a. The contractor fails to make delivery of the materials or perform the services within the time specified in the proposal, or
- b. fails to make progress so as to endanger performance of the contract, or
- c. fails to provide or maintain in full force and effect, the liability and indemnification coverages or performance bond as is required.

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the Village for any excess costs for similar supplies and services, unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

## 22. SPECIAL CONDITIONS

Wherever special conditions/requirements are written into the Specifications or Special Provisions which are in conflict with the conditions stated in these Instructions to Bidders, the conditions stated in the Specifications or Special Provisions/Requirements shall take precedence.

## 23. PERMITS AND LICENSES

The successful bidder shall obtain, at their own expense, all permits and licenses, which may be required to complete the contract (where applicable).

## 24. GENERAL GUARANTY

Neither the final certificate of payment nor any provision in the contract nor partial or entire use of the equipment embraced in this contract by the Village or the Public shall constitute an acceptance of work not done in accordance with the contract, or relieve the Contractor of liability in respect to any express warranties or responsibility for failure to comply with the terms of those Contract Documents.

It is expressly agreed by the parties hereto that in the event any defects or imperfections in the materials or workmanship to be furnished by the Contractor herein appear within the period of one year from the date of completion of all the work mentioned herein and acceptance thereof by the Village of Hoffman Estates, the Contractor will, upon notice from the said Village (which notice may be given by letter to said Contractor to the business address of the Contractor shown in the Proposal), repair and make good at his own cost any such defects or imperfections and replace any defective or imperfect materials or workmanship with other materials or workmanship satisfactory to said Village, and furnish all such new materials and labor as may be necessary to do so; and in the event of the failure, refusal or delay of said workmanship or materials, said Village may do so or have same done by others, and said Contractor and surety or sureties on his bond given for the faithful performance of this contract shall be liable to the Village of Hoffman Estates for all damages and expenses occasioned by such failure, refusal or delay.

## 25. BID CERTIFICATION FORM

All bid submittals must include a signed Bid Certification form (copy included in document) certifying that bidder is in compliance with Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 regarding Bid Rigging/Rotating.

Illinois State Law Article 33E-3 and 33E-4 states it is unlawful to participate in bid rigging and/or rotating. State law further states it is unlawful to award a contract to any individual or entity that is delinquent in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting the amount and/or liability through proper procedures.

Therefore, all bidders must certify that they are not barred from bidding on the contract as a result of a violation of State Law 33E-3 and 33E-4, prohibiting bid rigging and/or rotation, and that the bidder is not delinquent in the payment of any tax, unless it is contested in accordance with the procedures established by the appropriate revenue act. IT IS NECESSARY THAT THIS BE DONE UNDER OATH; THEREFORE, THE FORM INCLUDED WITH BID SUBMITTAL SHEETS MUST BE NOTARIZED.

## 26. DEVIATIONS

**Unless denoted “No Substitution,” the Village’s minimum required specifications may be exceeded. However, vendors must list all specification deviations and provide a description and/or catalog sheet that fully describes that which they propose to furnish, in lieu of that specified! Final bid acceptance shall be based upon that bid deemed most favorable to the interests of the Village after all bids have been examined and canvassed.**

\_\_\_\_\_  
Bidders Firm Name

BY: \_\_\_\_\_  
Signed Name and Title

\_\_\_\_\_  
Bidders Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address