

Metamora Township High School

REQUEST FOR PROPOSAL FOR Copier Equipment AND Printer Maintenance

SECTION 1. Introduction

Purpose

The Metamora Township High School District (herein after referred to as the “DISTRICT”) is soliciting proposals to contract with one qualified vendor to be solely responsible for providing all of the resources (hardware, software, software licensing, supplies, on-site maintenance, training, analyst support, delivery, installation, etc.) required to implement a district wide copier equipment AND printer maintenance. DISTRICT is seeking a 41-month program. DISTRICT shall supply paper. DISTRICT intends to lease equipment. The vendor will be required to supply the equipment and services as delineated in the RFP for an agreed upon contract start date of January 1, 2027, and concluding on May 31, 2030.

Legal Authority & Statutory Exemption Notice

This solicitation is being conducted as a Request for Proposals (RFP) pursuant to the statutory exemptions to formal competitive sealed bidding set forth in the Illinois School Code:

- **105 ILCS 5/10-20.21(a)(viii)** (Contracts for duplicating machines and supplies)
- **105 ILCS 5/10-20.21(a)(vi)** (Contracts for the maintenance or servicing of equipment)
- **105 ILCS 5/10-20.21(a)(vii)** (Contracts for data processing systems, software, and services)

As permitted by state law and Board Policy, the DISTRICT reserves the right to evaluate proposals using a weighted qualitative rubric to determine the proposal that offers the best overall value, taking into account factors such as total cost, equipment durability, service response times, vendor experience, and local support capabilities.

Schedule of Events

DISTRICT anticipates the selection of a successful respondent and execution of the contract resulting from this RFP to proceed according to the approximate schedule below:

9/14/2026	Issuance of RFP
10/8/2026	Deadline for Submission of Proposals
10/15/2026	Award of Contract
1/01/2027	Completion of Implementation

DISTRICT reserves the right, in its sole discretion, to change the above dates.

Deadlines for Proposals

To be considered, all proposals must be received by 2:00 p.m. on October 8, 2026. Proposals must be submitted to Sean O’Laughlin, Superintendent, at the Metamora Township High School Administrative Office at 101 West Madison Street, Metamora, IL 61548. Proposals can also be submitted via email to solaughl@mths.us

Proposal Content

The respondent must include all information described in Exhibits A-E in its proposal. Proposals without this information will be disqualified; however, DISTRICT reserves the right, in its sole discretion, to waive minor technicalities and errors in its best interest.

Scope of Services

DISTRICT intends to replace a range of Digital Multi-Functional Devices, to include operational support, technical support and information technology support. In addition, DISTRICT requires supplies and service for existing fleet of printers (see attached document for list).

DISTRICT seeks to take advantage of digital multi-functional equipment that is capable of being upgraded, is modular in design and has common user interface. Respondents must provide product brochures, electrical and network requirements for proposed equipment.

DISTRICT is interested in leasing (5) black and white multi-functional digital devices and (2) color multi-functional devices with fax capability and fleet management software.

The equipment proposal should include:

- (2) 45+ page per minute color digital MFDs with faxing capability
- (3) 70+ page per minute high volume black and white digital MFDs
- (2) 45+ page per minute black and white digital MFDs

Placement as follows:

- | | |
|--------------------------|----------------------------------|
| - High School Office | (1) High Volume Color w/fax -MFD |
| - Superintendents Office | (1) High Volume Color w/fax -MFD |
| - Workrooms | (3) High Volume B&W -MFD |
| - Library | (1) B&W -MFD |
| - Guidance | (1) B&W -MFD |

All to include auto-document feeder, sorter/stapler, enlargement/reduction, duplexing, up to 11x17 paper configurations, and network print and scan (scan to pdf, tiff, jpg, and scan to email). Pricing should include all maintenance, consumables (toner, parts, labor and shipment of toner) excluding paper, as well as all analyst services and end-user training.

New Equipment Specification

Refurbished machines will not be accepted. All hardware should be NEW. At a minimum, the vendor should specify hardware that meets or exceeds the current units. The vendor is encouraged to supply more information on features or options that could be beneficial to the district that the district may be unaware of. The district will emphasize the combination of equipment and services costs, equipment quality and durability, overall hardware cost, and service commitment in its evaluation. The district reserves the right to modify these requirements at any time.

TRANSITION SERVICES, DATA DESTRUCTION, AND RETURN OF OUTGOING EQUIPMENT

A. De-installation, Data Wiping, and Preparation

The successful Vendor shall be solely responsible for the safe removal, packaging, and return shipping of the District's existing outgoing copier fleet (currently leased under Xerox) at **no additional cost to the District**. Upon installation of the new equipment, the Vendor shall:

1. **Data Sanitization & Wiping:** Safely and permanently erase, wipe, or overwrite all data stored on the internal hard drives, solid-state drives, or non-volatile memory of all outgoing equipment in compliance with **NIST SP 800-88 (Rev. 1) Standards for Media Sanitization**. The Vendor must provide the District with a written **Certificate of Data Sanitization** (specifying device serial numbers and date of erasure) prior to equipment transport.

2. **Inspection & Condition Reporting:** Perform a joint physical inspection of the outgoing equipment with a designated District representative, document device serial numbers and physical condition, and issue a written copy of the Bill of Lading (BOL) or transfer form to the District before equipment removal.

B. Packing and Insured Freight Transportation

1. The Vendor shall professionally package, wrap, crate, or pad-wrap all outgoing devices to meet or exceed original equipment manufacturer (OEM) and leasing company return specifications.
2. The Vendor shall arrange and pay for fully insured freight shipping of the outgoing equipment to the return warehouse, depot, or location designated by the incumbent vendor or lessor (e.g., Xerox / Xerox Financial Services).
3. Insurance coverage provided by the Vendor or its transport carrier must cover the full Fair Market Value (FMV) or replacement cost of the devices during transit, protecting the District against any damage claims or loss incurred between pickup and delivery.

C. Timeliness and Proof of Delivery

1. Equipment removal and shipping must occur within the timeline specified by the outgoing lease agreement to prevent automatic lease extensions or penalty fees.
2. The Vendor shall provide the District with tracking information and signed **Proof of Delivery (POD)** from the designated return location within five (5) business days of delivery.
3. Should the Vendor fail to meet the return deadline resulting in late fees or holdover charges from the outgoing vendor, the winning Vendor shall indemnify and hold the District harmless for such charges.

Product Guarantee

The vendor shall be required to replace machines with a like model, at the vendor's expense, which in the opinion of the DISTRICT fail to operate at an acceptable level. Unacceptable service is defined as poor copy quality, excessive jamming, excessive maintenance/service calls, unacceptable service response time etc. This replacement guarantee shall apply for a 41 month period.

SECTION 2. Instructions

RFP Instructions

Careful attention must be paid to all required items contained in this RFP. Proposals shall be submitted in accordance with the requirements of this RFP. Please read the entire package before proposing.

Proposal Content

The entire set of documents constitutes the RFP. Proposals should be prepared and submitted in the order and format required in the specifications. The proposal must contain all information necessary in the format order listed in EXHIBIT C and D. All proposals shall be submitted in accordance with the deadlines for proposals section.

Compliance

The proposals will be evaluated for compliance with RFP instructions. Non-compliance with significant instructions may be grounds for disqualification of proposal.

Liability and Proposal Delivery

DISTRICT is not responsible for any cost incurred by vendor in the preparation or delivery of the proposals. The vendor shall be responsible for the actual delivery of the proposals during business hours to the address indicated on page 1. Any proposals received after the delivery deadline will be disqualified.

Rejection or Acceptance of Proposals

DISTRICT reserves the right to waive any irregularities in any proposal, to reject any or all proposals, and to accept the proposal which, in the judgment of the DISTRICT, is deemed the most advantageous for DISTRICT. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind may be cause for rejection of the proposal. DISTRICT reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned.

Clarification of Submittal

DISTRICT reserves the right to obtain clarification of any point in a vendor submittal or to obtain additional information.

Selection Criteria

Proposals must be in the form set forth in Exhibits C & D. Vendor will be required to show, to the DISTRICT's satisfaction, that it has the necessary management, staff, experience, equipment and financial resources to provide services specified. The vendor will be required to provide information, references and supporting documentation to satisfy the DISTRICT in regard to vendor qualifications and capabilities.

E-Mail Questions

Vendors interested in submitting proposals that have questions concerning the RFP will send them via e-mail to William Upp at wupp@mths.us and Sean O'Laughlin at solaughl@mths.us. DISTRICT is not required to respond to any question. DISTRICT may respond to some questions and not others.

Technology Evaluation/Site Visit

DISTRICT reserves the right to have any or all vendors demonstrate the qualifications and effectiveness of the equipment and software the vendor proposes to supply DISTRICT. Any vendor that is unable or unwilling to demonstrate its proposal shall not be considered by DISTRICT. Contact William Upp, Technology Director, at wupp@mths.us or Sean O'Laughlin, Superintendent, at solaughl@mths.us to schedule a site visit if interested.

EXHIBIT A
RFP – MINIMUM SPECIFICATIONS

<u>Color and B&W MFP Minimum Specs</u>	Meet Spec	Yes	No
• All devices must be 100% digital design		___	___
• All devices must have similar interfaces and print drivers to simplify training.		___	___
• All devices must be completely integrated solutions: networked for printing and scanning.		___	___
• Supply items must be user replaceable.		___	___
• Must be able to promote, release and delete ALL jobs, current and pending at both the control panel and individual user's desktop		___	___
• All paper trays must be user adjustable to support 11x17 stock		___	___
• Must be able to staple 50 sheets.		___	___
• Scan to pdf, jpeg, tiff, email or File/Document Folder		___	___
• Electronic meter read submission		___	___
• All devices must have Universal Print capabilities installed and enabled		___	___
<u>B&W Multifunctional Minimum Specs</u>			
• 70+ pages per minute copy and print speed		___	___
• 50 sheet staple sorter with multiple staple positions and hole punch		___	___
• 100 sheet document feeder with single pass duplex scanning		___	___
• True Adobe Postscript 3, PCL, and Bonjour (No emulation)		___	___
• 4300 sheet paper capacity		___	___
• 1200 x 1200 dpi resolution		___	___
• Energy Star Compliant		___	___
• All devices must have Universal Print capabilities installed and enabled		___	___

EXHIBIT B

Service Response Minimum Specifications

Service Response and Requirement Specifications:

- Quarterly Service account reviews
 - Sample Report provided _____
 - Explain Ramifications if not met. _____
- Average Response Time Guarantee: _____ Provide % _____
 - Explain Ramifications if not met. _____
- Contractual guaranteed on-site response time: _____ Provide Time _____
 - Explain Ramifications if not met. _____
- 24 x 7 Toll Free Call Support Number for end user support _____
- Electronic Meter read submission _____
- Service Loaner Program Included _____
 - Explain Loaner request plan. _____
- Guaranteed Delivery time frame for loaner delivery _____ Provide Time _____

EXHIBIT C

Proposal Content

The respondent must include all of the following in its proposal in response to this RFP by the deadline set forth in the Schedule of Events. Failure to provide complete responses to any or all of these questions may result in the proposal being disqualified. Conciseness and clarity of content are required. Vague and general proposals will be considered non-responsive, and will result in disqualification. Proposal pages must be numbered and contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

General Organization

Proposals must be organized as follows:

- Table of Contents
- Transmittal Letter
- Executive Summary
- Vendor Background
- Proposed Work Plan, Transition Plan and Project Narrative
- Respondent's Qualifications and Experience
 - # of Technicians in 30 Mile Radius
 - Contactable Reference list for the following
 - Service
 - Proposed Equipment
 - Printer Management and Cost Recovery Software
- Respondents Project Personnel and Organization Information
- Maintenance Agreement
- Cost Proposal

Table of Contents

The respondent must indicate the sections and page numbers of the information included.

Transmittal Letter

The respondent must submit with its proposal a one-page transmittal letter that identifies the entity submitting the proposal and includes a commitment by that entity to provide the service required by the DISTRICT. The transmittal letter must state the vendor's pricing effective period. The transmittal letter must also state acceptance of content terms and exceptions, if any, must be specifically stated. A person legally authorized to bind the respondent to the representations in the response must sign the transmittal letter.

Vendor Background

The respondent must provide the following information:

- Name and address of business entity submitting the Proposal
- Type of business entity (i.e. corporation, partnership, broker/dealer)
- State of Incorporation or organization place of business
- Name, address, business telephone number of respondent's principal contact person regarding this contract.
- Statement regarding the financial stability of the respondent, including the ability of the respondent to perform the requisite services and their ability to meet the January 1, 2027, start-up date for all equipment to be at MTHS and operational.

Respondent's Qualifications and Experience

The respondent must include a detailed overview of the respondent's experience providing the proposed services. The overview must discuss the respondent's years of experience in providing the proposed services and the number of clients served. The overview must include a list of at least five (5) clients currently using similar proposed services. For each client, the respondent must include the following:

- Client Name
- Client contact person, title, address, telephone number and email address.
- Description of reference i.e. Equipment, Service or Software (Must be a minimum of one (1) for each category)
- Description of results achieved.

The respondent must provide a service and performance plan that outlines and supports their proposals to provide staffing, equipment, maintenance, software, and supplies to the school district. This plan will also include an implementation plan, training schedule, and delivery schedule. This plan should contain a list of commitments and expectations not only for the vendor but the school district. The district expects the vendor will provide similar working examples of plans in place at other K-12 clients.

The respondent must briefly state why it believes its proposed services best meet the DISTRICT's objectives and RFP requirements. The respondent also must concisely describe any additional features, aspects or advantages of its products or services in any relevant area not-covered elsewhere in the proposal.

The respondent must provide all of the information requested in the RFP. Failure to provide complete responses to any or all of these questions or requests for information may result in such proposal being disqualified.

Respondent Project Personnel and Organizational Information

The proposal must identify all key personnel who are to be part of the proposed team and detail their experience.

The respondent must provide an organizational chart covering the service offered in its proposal, indicating lines of authority, names, titles and functions of individuals assigned. The respondent must assign and identify in the proposal a contact person for the service and provide the person's name, office telephone and email.

The respondent must provide the year in which it was founded and indicate the year it began providing the requested services. The respondent must also provide the year in which it became an Authorized Dealer/Re-Seller of the proposed MFP's.

The respondent must discuss how it will stay committed to the DISTRICT and how it will provide on-going support and growth throughout the contract.

Exhibit D
EXISTING FLEET OF
COPIERS AND PRINTERS

LOCATION	DEVICE TYPE
LIBRARY	M501, BROTHER MFC-J880DW, VERSALINK B7035
SUPT. OFF.	ATLTALINK C8145, SAMSUNG M3320ND, XEROX B230
DR. JEWEL	HP 1018
NURSE	SAMSUNG M3320DW
GUIDANCE OFF.	VERSALINK B405, M3320ND, M3320ND, M3320ND, BROTHER HL 2203, BROTHER HL 2203
SOUTH STAFF ROOM	HP DESIGNJET T650, PRIMELINK B9100, PRIMELINK B9100
MAIN OFFICE	ALTALINK C8045, LASERJET M404DN, SAMSUNG M3320ND, SAMSUNG M3320DW, SAMSUNG M3320ND, VERSALINK B405, SAMSUNG M3320ND, SAMSUNG M3320ND, LASERJET ENTERPRISE M406, LASERJET PRO M102W
KELLY WILLARD	HP 1020
AUD. OFF.	HP CP2025
116	LASERJET M404DW
117	HP 1020
118	HP 1020
119	HP 1020
120	HP 1020
140	HP 1020
142	HP 1018
144	HP 1020
143	HP 1020
145	HP 1020
130	HP 1018
131	HP 1020
134	HP 1020
FOODS	CP3505N
MAC LAB	MBM CORP. 307A AUTO. FOLDER, EPSON WF-7010, CANON PRO-200, PHAZER 7800, HP LASERJET 5200 TN
AUTO SHOP	HP 1020, HP 1020
BAND ROOM	HP 1020, HP 1020
306	PRO XPRESS M3820DW
305	PRO XPRESS M3820DW
301	DESIGNJET T630, RICOH AP610N

NORTH STAFF	B9100
STALTER	SAMSUN C480FW
CHOIR	HP 1020
ARC	LASERJET M404N
237	HP 1020
234	HP LASERJET P3015
232	HP 1018
233	SAMSUNG XPRESS C1810W
231	EPSON ET-2850
230	EPSON WORKFORCE WF-7310
240	HP LAZERJET P1606DN
242	HP 1020
243	HP 1020
244	SAMSUNG 3320DW
245	HP 1018
225	SAMSUNG 3320ND
224	LASERJET 243N, HP1020
220	HP 1020
218	BROTHER HL2230
217	M404DN
216	BROTHER MFC-J430W
213	HP 1020
211	XEROX WORKCENTER 3615, XEROX C230, HP M404DN
210	BROTHER HL-2230
209	HP 1018
208	HP 1020
207	HP 1020
206	HP 1020
205	HP 1020
204	HP 1020
203	HP 1020
202	HP 1020
TECH OFF.	COLOR LASERJET PRO M454DN
MAINT. OFF	HP1020, VERSALINK B7035

Summary: Copier and Printer Model Inventory

Please provide the monthly charge per device. District reserves the right to remove a device from use and have the cost deducted from the next month's charge. Likewise, the district reserves the right to add an additional device and have the next month's charge reflect the most similar model number below as mutually determined by the district and vendor.

Device and Current Quantity	Cost Per Month / Per Device
ALTALINK C8045 [1]	
ALTALINK C8145 [1]	
BROTHER HL 2203 [2]	
BROTHER HL-2230 [2]	
BROTHER MFC-J430W [1]	
BROTHER MFC-J880DW [1]	
CANON PRO-200 [1]	
COLOR LASERJET PRO M454DN [1]	
CP3505N [1]	
DESIGNJET T630 [1]	
EPSON ET-2850 [1]	
EPSON WF-7010 [1]	
EPSON WORKFORCE WF-7310 [1]	
HP 1018 [4]	
HP 1020 [28]	
HP CP2025 [1]	
HP DESIGNJET T650 [1]	
HP LASERJET 5200 TN [1]	
HP LASERJET P1606DN [1]	
HP LASERJET P3015 [1]	
HP M404DN [1]	
LASERJET 243 N [1]	
LASERJET ENTERPRISE M406 [1]	
LASERJET M404DN [1]	
LASERJET M404DW [1]	
LASERJET M404N [2]	
LASERJET PRO M102W [1]	
M404DN [1]	
M501 [1]	
MBM CORP. 307A AUTO. FOLDER [1]	
PHAZER 7800 [1]	
PRIMELINK B9100 [3]	
PRO XPRESS M3820DW [2]	
RICOH AP610N [1]	
SAMSUNG 3320DW [1]	
SAMSUNG 3320ND [1]	
SAMSUNG C480FW [1]	
SAMSUNG M3320DW [2]	
SAMSUNG M3320ND [7]	
SAMSUNG XPRESS C1810W [1]	
VERSALINK B405 [2]	

VERSALINK B7035 [1]	
XEROX B230 [2]	
XEROX C230 [1]	
XEROX WORKCENTER 3615 [1]	

EXHIBIT E

COST PROPOSAL

Cost Proposal

All respondents must utilize the format below. Each respondent must include all proposed costs for its performance under this contract. Cost must include all delivery and set up of equipment, training and network installation. Respondent must provide all personnel and other resources required to complete the contract. Respondent is solely responsible for all start-up and transit expense. Any cost that cannot be determined, based on the available information, should be indicated and explained.

Respondent must provide a LOCKED contract pricing for a period of 41 months. Respondent must provide pricing for pooling of all black & white and color volumes throughout the DISTRICT and annual reconciliation of all copy usage. DISTRICT will make award based on best value incorporating factors such as, but not limited to, cost, references, local support and vendor's experience.

It is recognized that document management technology and related services will undergo significant changes over the contract period. It is the intent of DISTRICT to always provide the most current technology and services at the best possible price. DISTRICT reserves the right to consider factors other than cost in analyzing and awarding this RFP in order to provide the service that will meet the DISTRICT's needs.

End-of-Lease Provisions

At the expiration of the 41-month lease agreement:

- The DISTRICT shall have no further financial obligation for the leased equipment.
- The vendor shall be fully responsible for de-installing, data sanitization and wiping, packing, picking up, and shipping all leased equipment from the DISTRICT's facility at zero additional charge.

_____ (VENDOR NAME)

Monthly Lease Payment for Total Solution: \$ _____

(3) 70+ ppm high volume B&W Digital MFDs
(2) 45+ ppm B&W Digital MFDs
(2) 45+ ppm Color Digital MFDs
Printer Management & Cost Recovery Software (*PaperCut MF*)

Monthly Service & Supply Cost \$ _____

To include 2,250,000 B&W images annually
To include 22,000 Color images annually

Black & White Overage rate (including toner, supplies) \$ _____

Color Overage rate (including toner, supplies) \$ _____

Monthly Service and Supply Cost for All other Exhibit D Devices \$ _____

Fixed Cost over contract life of required staples \$ _____

(District reserves the right to purchase staples through another vendor during the life of the contract)

Current shipping charges for supplies to the DISTRICT \$ _____

Impressions to be included in monthly payment and reconciled annually.

Does Proposed Equipment meet ALL of the specifications?

Mandatory Legal & Contractual Clauses

- 1. Non-Appropriation of Funds:** In accordance with Illinois law, any contract resulting from this RFP is contingent upon the annual appropriation of funds by the Board of Education. If sufficient funds are not appropriated to sustain the lease or service in any fiscal year, the DISTRICT may terminate the agreement without penalty by giving thirty (30) days' written notice to the vendor.
- 2. Termination for Convenience:** The DISTRICT reserves the right to terminate the agreement, with or without cause, upon sixty (60) days' written notice to the vendor.
- 3. Termination for Cause / Breach:** If the vendor fails to perform any material term or condition of the contract, the DISTRICT will provide written notice of default. If the vendor fails to remedy the default within thirty (30) calendar days, the DISTRICT may terminate the contract immediately without penalty or early termination fees.
- 4. Data Security & Hard Drive Disposal:** All MFPs must incorporate hard drive encryption and automatic overwrite features complying with DoD standards. Upon lease expiration or machine replacement, the vendor must provide a certified sanitization/erasure certificate or deliver the removed internal hard drives directly to the DISTRICT's IT department.

Proposal Evaluation & Submission Guidelines

Evaluation Criteria

Proposals will be evaluated by an administrative team using a 100-point weighted scale:

Criteria	Weight
Total Cost of Ownership (Lease payments, included clicks, overages)	60 Points
Technical Capabilities & Quality (Hardware specs, interface, feature set)	15 Points
Service & Support Commitments (SLA response time, technician coverage, loaner program)	10 Points
Vendor Qualifications & References (Experience with Illinois K-12 public schools)	10 Points
Software Capabilities (PaperCut MF integration & cost recovery solutions)	5 Points