



100 Parkers Mill, Oswego, IL 60543
(630) 554-3618 / Fax: (630) 554-3306
Website: <http://www.oswegoil.org>

Village of Oswego, Illinois
Request for Proposals
Office Supplies

General Information

The Village of Oswego is soliciting proposals from qualified firms for the purpose of supplying office supplies to the Village. The Village annually spends approximately \$25,000 on various office supplies including paper for the copy machines and printers. We currently utilize multiple vendors to get the lowest price on all items purchased.

The Village wishes to consolidate all of the purchases to a sole vendor who has the capability for on-line ordering, next day delivery and acceptance of payment via credit card. The Village also desires to reduce costs by ordering through only one source.

Included is a schedule of various supplies purchased over the past year and the quantities ordered. This listing is not meant to be all inclusive and by no means suggest these are the only supplies which will be ordered going forward.

All proposals must use the Village office supply listing in submitting their proposal and also return the Total Cost Summary (page 5) at a minimum. Proposers should also supply at least three references of current clients as well as a listing of clients lost in the past two years.

To be considered, all proposers must submit two copies of the proposal (only one copy if delivered via email) no later than 4:00 p.m. on April 15, 2011 to:

Mark G. Horton
Finance Director
Village of Oswego
100 Parkers Mill
Oswego, IL 60543
mhorton@oswegoil.org

There is no expressed or implied obligation for the Village of Oswego to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process and after proposals have been received, the Village reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. Any requests for clarification of this RFP before submission of a response may be submitted via email mhorton@oswegoil.org or in writing to Mark G. Horton at the address listed on page one.

The Village of Oswego reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Oswego and the firm selected.

Term of Engagement

A contract between the Village of Oswego and the successful bidder for the supplying of office supplies herein described shall expire on April 30, 2014. This contract shall be subject to annual review by the Village of Oswego, the satisfactory negotiation of terms, including a price acceptable to both the Village of Oswego and the selected firm, and the concurrence of the Village Board. This agreement shall not be assigned or transferred without the approval of the Village of Oswego.

The Village of Oswego may enter into successive three-year contracts with the successful bidder without redoing the bidding process. This is at the sole discretion and approval of the Village of Oswego.

The Village of Oswego prides itself on being a green community and expects that the successful bidder will provide a proposal that details its commitment to the environment and offers its methods on how its services will respect and work with Oswego's vision.

Principal Contact

The principal contact that will coordinate the assistance to be provided by the Village of Oswego to the bidders will be Mark G. Horton, Finance Director, 630-554-3618.

Firm Qualifications and Experience

The proposal should state the size of the firm, the location of the main distribution facility and the individual or individuals responsible for resolving any issues which arise in the course of doing business with the firm.

Manner of Payment

The Village of Oswego follows the Illinois "Prompt Payment Act" established by Illinois State Statutes (50 ILCS 505/1 et seq.) and, as such, the Village Board approves invoices within thirty (30) days after receipt of the invoice and sends payment within thirty (30) days after the invoice has been approved by the Village Board.

EVALUATION CRITERIA

Mandatory Elements

1. The vendor is licensed to distribute in the State of Illinois.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Oswego.
3. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
4. The firm has an understanding of the specific needs of the Village of Oswego as it relates to the services provided.
5. References supplied as detailed in this request
6. Total annual cost of supplies and detailed cost of Village supply list
7. Ease of ordering/delivery of ordered items/timeliness of delivery

Conditions

Bidders are advised to become familiar with all conditions, instructions and specifications governing this request for proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or request additional compensation.

Village Ordinances

The contractor will strictly comply with all ordinances of the Village of Oswego and laws of the State of Illinois.

Final Selection

The Village of Oswego will select a firm based upon the evaluation criteria. It is anticipated that a contract will be awarded by June 7, 2011.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Oswego and the firm selected. The Village of Oswego reserves the right without prejudice to reject any or all proposals.

Termination of Contract

The Village reserves the right to terminate the whole or any part of this contract at any time, with or without notice, if deemed in the Village of Oswego's best interests.

Completion of Proposal

The following may be used as a checklist in determining the completeness of the proposal to be submitted:

1. Letter of Transmittal (not to exceed two (2) pages) which bears the signature of an authorized representative of the firm and designates the names of individuals authorized to negotiate with the Village on this contract.
2. Qualifications of the firm. Provide a general description of your firm's organization, experience, and services
3. References. Provide a list of current clients, specifically including any municipal clients. Include length of service, and name and telephone of contact persons.
4. Cost proposal. A detailed breakdown is to be included in the completion of attachment A.

**VILLAGE OF OSWEGO
REQUEST FOR PROPOSAL
OFFICE SUPPLIES
TOTAL COST SUMMARY**

DUE: 4:00 P.M. APRIL 20, 2011

Firm Submitting Proposal:

Total annual costs as calculated on Attachment A: \$ _____

Signature of Authorized Representative

Name of Authorized Representative

Title

Date: _____