



100 Parkers Mill, Oswego, IL 60543
(630) 554-3618 / Fax: (630) 554-3306
Website: [http://www.oswegoil.org](http://www.oswego.il.org)

PRINT MANAGEMENT SERVICES

REQUEST FOR PROPOSALS

JUNE 7, 2011

PROPOSALS DUE

JUNE 24, 2011 4:30 p.m. (CST)

REQUEST FOR PROPOSAL PRINT MANAGEMENT SERVICES

The Village of Oswego is seeking proposals for the servicing, managing and leasing of copier machines and desktop printers at Village facilities. The Village will make one award for the entire service package and will make such award in the manner it deems to be in its best interests, considering price, print management concepts and references. Contract period is for four (4) years with a renewal, at the Village's option, of up to four (4) years. The proposal should include any price increases over the initial four (4) year contract, and price increases for the four (4) year renewal. Either party may cancel this contract with 90 days written notice.

Background

The Village of Oswego currently has 110 full time equivalent positions consisting of 106 full time employees. The Village has three networked facilities consisting of Village Hall, Oswego Public Works Facility and the Oswego Police Station. Currently, the Village owns all of the copy machines and desktop printers used by staff on a regular basis. Many of the current devices have or will be reaching the end of its useful life very soon. The Village currently has a maintenance contract for the copy machines but does not have any maintenance contract for the office print devices.

General Information

The objective of this proposal request is to reduce the number of office printers currently deployed, reduce the energy consumption and improve the print quality, speed, and reliability of the copy machines and print devices. Proposals should provide solutions utilizing a leasing program and also purchase program for the print devices and maintenance on all devices.

The Village currently has the following list of print devices which are all owned by the Village. (See attachment A). Print volumes for the copier machines are estimated on attachment A. Approximately, 6,000 pages in total per month are printed on the desktop printers. The print devices are distributed throughout the facilities as shown on the attached floor plans for the Village Hall and Public Works facilities. The Police Department print devices are located throughout the building on two different floors (floor plan not included).

Scope of Services

The Village is soliciting proposals for the purchase/lease of minimally 4 copy machines and the maintenance of copy machines and office printers. All copy machines should be capable of color copying, scanning, email, faxing and printing documents. Maintenance for the copiers and office printers should be inclusive of parts, toner and labor for repairs. The Village currently has 8 copiers and 30 individual office printers. Proposers should review the floor plans and print devices and determine the optimal arrangement for managing these devices, the size of the devices and the number of devices the Village should utilize. Consolidation to improve workflow is welcomed.

Proposal Submission

To be considered, all proposers must submit two copies of the proposal no later than 4:30 p.m. on June 24, 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. 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.

Term of Engagement

A contract between the Village of Oswego and the successful bidder for print management services herein described shall expire on April 30, 2015. 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 four-year contracts with the successful bidder forgoing a subsequent bid process. This is at the sole discretion and approval of the Village of Oswego.

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

Describe the experience of the firm 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 worksheet). The proposers grant the Village permission to contact said references and ask questions regarding prior work performance. Please also include a full list of all of your current municipal clients.

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

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 evidenced by their proposal.
5. References supplied as detailed in this request
6. Total annual cost of the print management plan
7. Creativity of proposed print management plan
8. Stability and quality of products proposed
9. Recommendation on purchase versus lease option for overall print management plan

Final Selection

The Village of Oswego will select a firm based upon the evaluation criteria as well as potential meetings with the finalists. The Village anticipates selecting a firm to complete the project at the July 19, 2011 Village Board meeting.

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.

CONTACT INFORMATION

Printed Contact Name:	
Title:	
Phone Number:	
Authorized Signature:	
Date of Submittal:	

Return this form, completed and in a separate sealed envelope, with your proposal

REFERENCES

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT _____

PERSON _____

DATE OF _____

PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT _____

PERSON _____

DATE OF _____

PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT _____

PERSON _____

DATE OF _____

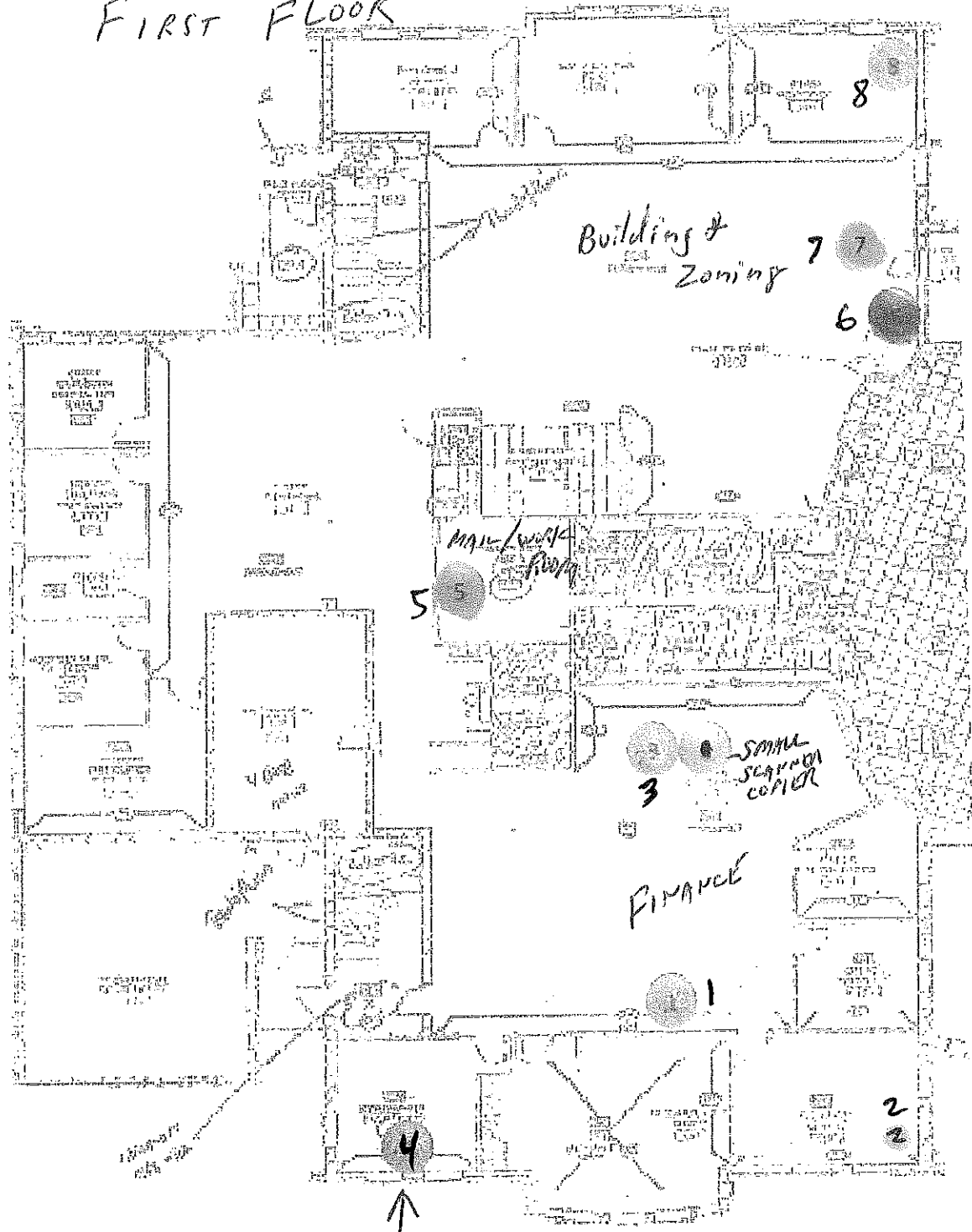
PROJECT _____

Village of Oswego
June 6, 2011
Copier/Printer Inventory

	Facility	Floor	Location	Floor plan #	Model	Annual Volume	
						B&W	Color
Copy Machines							
	<u>Village Hall</u>						
		1	Mail room	5	Aficio MP C6000	10,288	1,460
		1	Building & zoning	6	Aficio 2045e	4,972	
		2	Community Development	11	Aficio 551	2,567	
		2	Public Works Admin	17	Aficio 2022 sp	2,032	
		2	Village Clerk/Adm	19	Aficio 410N	2,688	
	<u>Public Works</u>	1	Main Office	10	Aficio MP 161	2,000	
	<u>Police Department</u>	1	Records area		Aficio 2238C	17,472	1,388
			Investigations		Xerox 5626		
Office Printers							
<u>Networked</u>	<u>Village Hall</u>						
		1	Accounts payable	1	HP 2300		
		1	cash receipts	3	Aficio AP 410N		
<u>Non-networked</u>	<u>Village Hall</u>						
		1	Finance Director	2	HP Deskjet 6940		
		1	Community Relations	4	Aficio SP C410DN		
		1	Building & zoning manager	8	HP 2300		
		2	Village Clerk	20	HP 1200		
		2	Village President	22	HP 1200		
		2	Village Administrator	21	HP 1100		
		2	Deputy clerk	23	HP 2200		
		2	HR Director	9	HP 2200		
		2	HR Assistant	10	Aficio AP410N		
		2	Community Dev Director	14	HP Deskjet 4260		
		2	Planner	15	HP Deskjet 6940		
		2	Public works admin	24	HP Deskjet 6940		
		2	Public Works Director	18	HP 1100		
		2	Public Works Admin	25	Canon Pixma IP 4200		
		2	Community Development	13	Brother -fax only		
	<u>Police</u>		Command area		HP 2300		
			Records area		HP P3005		
			Detectives		HP 4600		
			Report room		HP P2035n		
			Traffic unit		HP P1606dn		
	<u>Public Works</u>						
		1	General offices		Canon Pixma ip4200		
		1	General offices		Epson stylus C88Plus		
		1	General offices		HP Deskjet D4360		
		1	General offices		Canon Pixma ip4200		
		1	General offices		HP Deskjet 932C		
		1	General offices	8	Brother HL 5140		
		1	General offices		Epson stylus C88Plus		
		1	General offices		HP Deskjet 6940		

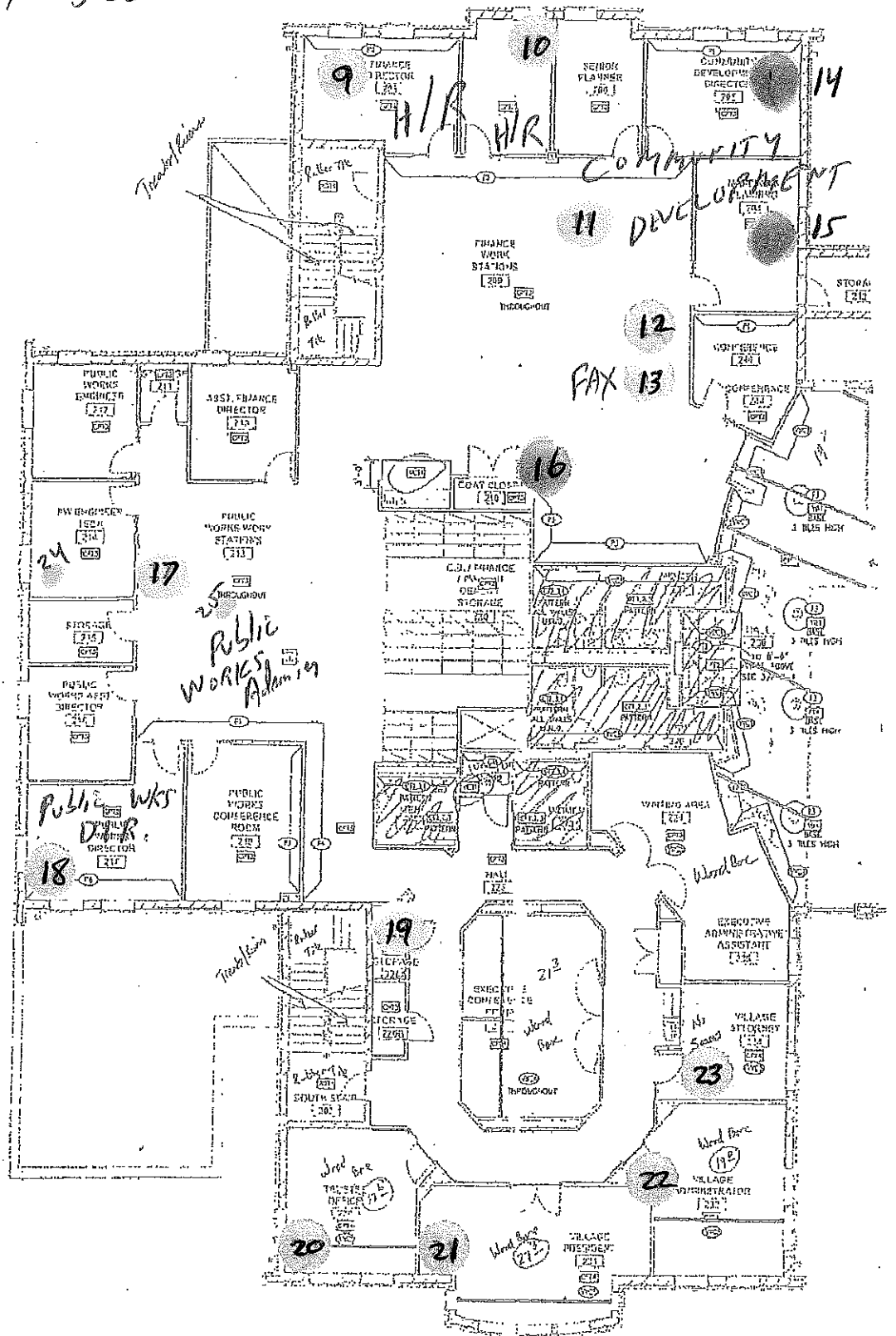


Village Hall FIRST FLOOR



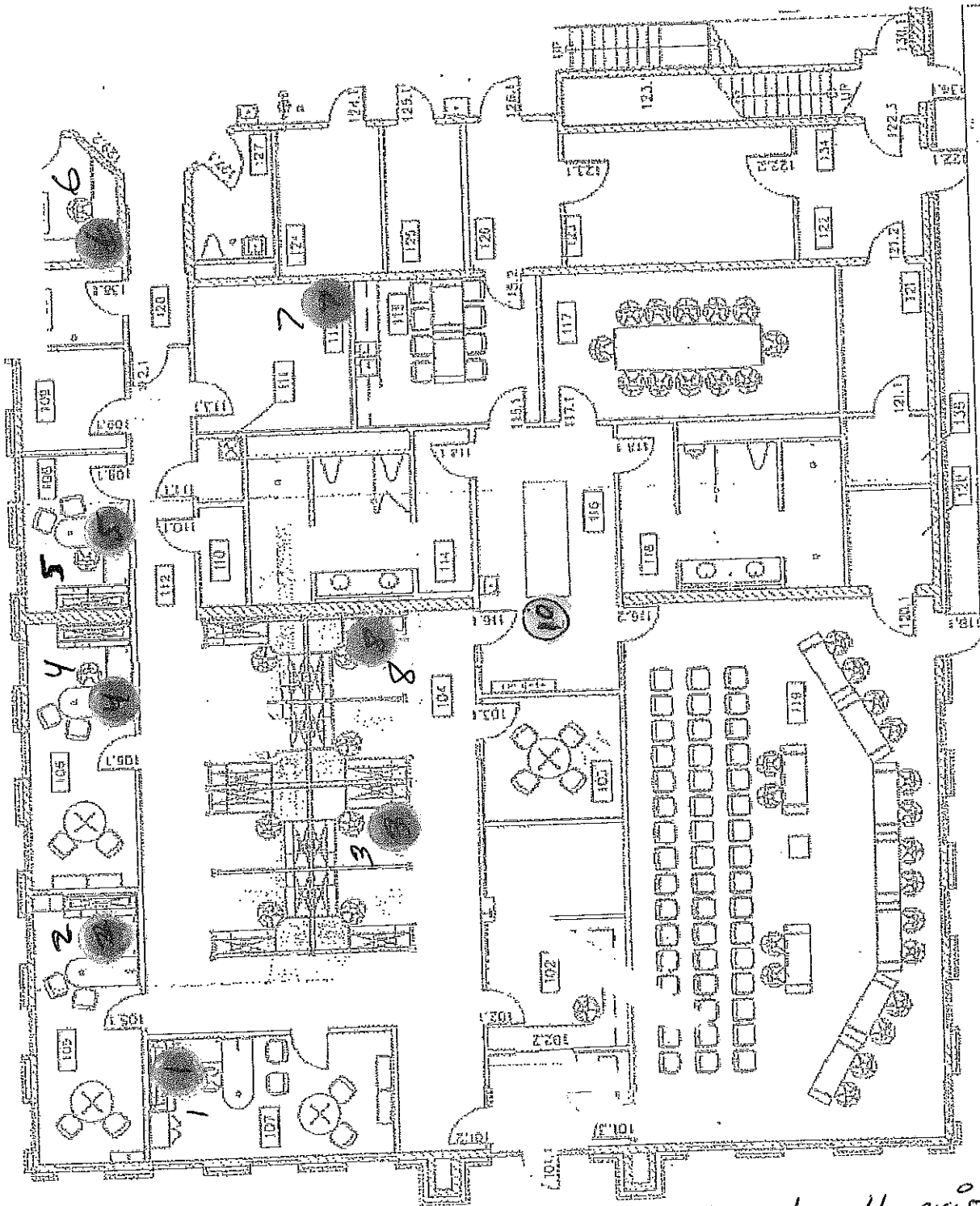
Community Relations

Village Hall - Second Floor



Administration

Public Works Facility



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