

**COUNTY OF UNION, ILLINOIS**

REQUEST FOR PROPOSALS

FOR

**COPYING & PRINTING SOLUTIONS FOR  
UNION COUNTY CLERK'S OFFICE**

Issue Date: March 23, 2021

Submittal Date: April 7, 2021

Contact Person:  
Angie Johnson, County Administrator

Union County Courthouse  
309 West Market Street  
Jonesboro, IL 62952  
Telephone; 618-833-8276  
Email: [ajohnson@unioncountyil.gov](mailto:ajohnson@unioncountyil.gov)

**COPYING & PRINTING SOLUTIONS FOR  
UNION COUNTY GOVERNMENT OFFICES**

## **OVERVIEW**

The County of Union, Illinois (the "County") is seeking sealed proposals from vendors capable of providing copier and printing equipment as well as support and maintenance. Lease agreement should be provided as one document for the monthly cost of the unit with the option for buyout at the end of the term.

Second document should outline the cost of the maintenance agreement with details of what is covered. (i.e.: service calls, toner, etc.)

Questions regarding this RFP may be directed to the Union County Board Administrator Angie Johnson at [ajohnson@unioncountyil.gov](mailto:ajohnson@unioncountyil.gov).

Sealed proposals will be received by the County until 4:00PM April 7, 2021 by the Office of the Union County Clerk. Sealed proposals will be opened and read publicly in the Community Room of the Union County Courthouse at 9:00AM on April 8, 2021. Proposals will be discussed publicly at the regular meeting of the Board of Commissioners on April 9, 2021. At this time the Commissioners will select a proposal and empower the Union County Administrator to negotiate the final terms of an agreement to be signed by the County Board Chairman.

*The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.*

## **SCOPE OF SERVICE**

### **UNION COUNTY CLERK'S OFFICE**

Proposed lease costs should be inclusive of all hardware, parts. Please specify term of lease, cost per month and end of term options.

Maintenance agreement costs including parts, travel, service including or excluding the cost of consumables i.e.: toner, drums, etc. need to be specified on a separate sheet. It is understood the cost of paper is excluded. Also include maintenance pricing for desktop printers if leased and if purchased outright.

### **PRINTER/COPIER**

The following is a list of minimum specifications that are expected for Union County Clerk's Office Copier- (current use: approximately 36,000 black & white and 9,000 color per year)

The mainframe must have the following features:

#### **COPY**

Minimum 35 PPM Black & White & Full Color

#### **NETWORK**

Network/OS: Windows XP/Vista/7 & 8, Netware 6.5, Unix, Mac OS Xv. 10.5 or later, etc.

**SCANNER**

Scanner Resolution: Black & White & Full Color scanning

Scan Modes: Scan to Email , Scan to Folder, Scan to Media (USB/SD card)

**FAX - Sending and Receiving FAX**

Auto Dialing: Quick/Speed Dial Numbers, Group Dial Numbers

**SECURITY**

Security Features: Data Overwrite Security System (DOSS), HDD Encryption.

**ACCESSORIES**

Minimum of three paper drawers capable of holding paper sizes 8½x11 and 11x17. In addition, provide an estimate for a four drawer machine.

**EXTENT OF LEASE AGREEMENT**

Option to lease for 5-year term with end of lease at Fair Market Value

Option to lease for 5-year term with end of lease at \$1.00 Out

Anticipated response time for remote repairs & on-site repairs

Initial configuration and training of staff

Certified destruction of any hard drives at the end of any lease term including the cost for a new hard drive.

Fixed pricing throughout the terms of any agreement

**GENERAL TERMS AND CONDITIONS***General Condition*

This is not an offer to contract. Acceptance of a proposal does not commit the County to award a contract nor does it limit the County's right to negotiate.

*General Information*

Your company's proposal should include the price, terms and conditions under which you are willing to provide copying and printing solutions. The County anticipates that, based on its review and evaluation of proposals received pursuant to this RFP, it will select a proposal and execute a contract pursuant to which the proposer will render the services to the County, in accordance with the terms and conditions set forth in the contract and this RFP.

*Right of Rejection*

The County reserves the right to accept or reject all responses to this RFP. The County also reserves the right to enter into discussions with one or more qualified proposers at the same time.

*Codes & Regulations*

Proposer must comply with all applicable State and Federal Laws.

*Indemnification*

The supplier shall agree to indemnify and hold harmless the County and the County's officers and

employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting in whole or in part from the acts, errors, omissions or negligence of the supplier and/or supplier's employees or agents. The duty to indemnify shall survive the expiration of the contract.

#### *Disclosure*

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

### **METHOD OF PROPSAL SUBMISSION**

Sealed proposals are due and must be received no later than 4:00PM on Wednesday April 7, 2021 at the following address:

Office of the Union County Clerk  
309 West Market Street Room 116  
Jonesboro, IL 62952

Proposals should be delivered in a sealed envelope to the previously stated address and clearly marked on the outside of the envelope the following information:

### **PROPOSAL FOR COPYING AND PRINTING SOLUTIONS**

#### **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified below:

1. Letter of Transmittal
  - a. Briefly state the vendor understanding of the scope of services to be provided.
  - b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address and telephone numbers.
2. Profile of the Vendor
  - a. Please provide a brief overview of your company. Describe the organization and business strategy of your company.
3. Submit Draft Agreements
  - a. Include a draft contract containing the terms and conditions. State exceptions, if any, to the requirements contained herein. It should be as near to an executable contract as is reasonably possible.
4. Minimum of three (3) References
5. Proposed Pricing
  - a. Should cover the various options listed in the Scope of Services section.

#### **ADDITIONAL REQUIREMENTS**

1. All services will appear on a single monthly invoice
2. All payments will be subject to Net-60 terms per the Local Government Prompt Payment Act (50 ILCS 505/)

## **OPENING AND SELECTION OF PROPOSAL**

Proposals will be opened by the Union County Administrator or Chairman of the County Board at 9:00AM on April 8, 2021 in the Community Room of the Union County Courthouse.

## **EVALUATION CRITERIA**

In determining the most favorable proposal the County shall consider the following:

1. Terms of services to be provided and materials to be used
2. Pricing
3. Timeline for completion/installation
4. References
5. Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County
6. Any other information and/or factors that the County considers relevant.
7. Vendor should be able to quote a response time for service if repairs are required.

## **TIMELINE**

Release of RFP	Tuesday, March 23, 2021
Proposals Due	Wednesday, April 7, 2021
Opening of Proposals	Thursday, April 8, 2021
Proposal Selected	Friday, April 9, 2021

The County reserves the right to modify this schedule if the County determines such modifications are necessary.