



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

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rweiss@willcountyillinois.com

September 11, 2013

To Whom It May Concern:

You are invited to submit your Bid, for a minimum initial purchase of six (6) digital copiers for various Will County Departments. Options must be listed for purchase and a 36-month lease with fixed option to purchase. The County will purchase or lease all equipment from one vendor; the bid will not be split between vendors. The County reserves the right to purchase or lease all equipment from one vendor. The contract shall be for a term of three (3) years and will commence on November 1, 2013 and extend through October 31, 2016. Complete bid specifications are attached.

Specifications are attached hereto and are considered part of the SEALED BID package.

A \$10,000.00 Bid Bond or Cashier's check made payable to the Will County Treasurer MUST accompany your Bid, or it will not be considered. Money Orders or Company checks will not be accepted.

Sealed bids will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago St., Joliet, IL, 60432, **due not later than 11:00 A.M., "as so indicated by the time stamp clock of Will County", Tuesday, September 24, 2013.**

Bids will be publicly opened and ready by the Will County Executive or his Representative, at **11:10 A. M., Tuesday, September 24, 2013,** at the Will County Office Building, 302 North Chicago Street, 2nd floor, Joliet, IL, 60432.

The County of Will reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please submit them in writing to Rita Weiss at rweiss@willcountyillinois.com.

We welcome your Bid.

Sincerely,

Rita Weiss,
Purchasing Director

RW/mmf

**ADVERTISEMENT OF BID
FOR THE PURCHASE OR LEASE CONTRACT OF
COPY MACHINES**

WILL COUNTY INVITES SEALED BIDS FOR A MINIMUM OF SIX DIGITAL COPIERS FOR VARIOUS WILL COUNTY DEPARTMENTS. OPTIONS MUST BE LISTED FOR PURCHASE AND FOR A 36-MONTH LEASE WITH FIXED OPTION TO PURCHASE. THE COUNTY WILL PURCHASE OR LEASE ALL EQUIPMENT FROM ONE VENDOR, THE BID WILL NOT BE SPLIT BETWEEN VENDORS. THE COUNTY RESERVES THE RIGHT TO PURCHASE AND/OR LEASE ALL EQUIPMENT FROM ONE VENDOR. THE CONTRACT SHALL BE FOR A TERM OF THREE (3) YEARS AND WILL COMMENCE ON NOVEMBER 1, 2013 AND EXTEND THROUGH OCTOBER 31, 2016.

SEALED BIDS WILL BE RECEIVED AT THE WILL COUNTY OFFICE BUILDING, 302 NORTH CHICAGO STREET, 2ND FLOOR PURCHASING DEPARTMENT, JOLIET, IL. 60432, UNTIL THE HOUR OF 11:00 A.M., **“AS SO INDICATED BY THE TIME STAMP CLOCK OF WILL COUNTY”**, **TUESDAY, SEPTEMBER 24, 2013.**

SEALED BIDS WILL BE PUBLICLY OPENED BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 11:10 A.M., **TUESDAY, SEPTEMBER 24, 2013.** AT THE WILL COUNTY OFFICE BUILDING, 302 NORTH CHICAGO STREET, 2ND FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING N. CHICAGO ST., JOLIET, IL 60432 (815) 740-4605 OR EMAIL purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH

INFORMATION FOR BIDDERS

You are invited to submit your sealed bid for **A MINIMUM PURCHASE OR LEASE OF SIX DIGITAL COPY MACHINES FOR VARIOUS COUNTY OFFICE LOCATIONS**. A minimum of six digital copy machines will be purchased and/or leased initially and the COUNTY may purchase and/or lease additional copy machines during the term of the contract. **Options must be listed for purchase and a 36-month lease with fixed option to purchase. The County will purchase or lease all equipment from one vendor; the bid will not be split between vendors. The County reserves the right to purchase and/or lease all equipment from one vendor.** The contract shall be for a term of three (3) years and will commence on November 1, 2013 and extend through October 31, 2016.

SEALED BIDS:

Bids will be received in the Purchasing Department, 2nd Floor of the Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432, **not later than 11:00 A.M., Tuesday, September 24, 2013.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **11:10 AM, Tuesday, September 24, 2013** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL. 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.** All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, **plainly marked**, with the bidder's name, address, and the notation:

SEALED BID: **COPY MACHINES**

BIDS DUE: **TUESDAY, SEPTEMBER 24, 2013 - 11:00 A.M.**

If the package is not properly marked it could delay delivery or cause the package to be delivered to the incorrect party, therefore, causing the bid to miss the bid opening. The bid will be rejected.

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. All bids must be prepared on the forms provided called **Bid Form**, clearly stating:
 - Manufacturer of the machines and networks
 - Model Numbers
 - Lead-time for each machine after receipt of order
 - Maintenance costs must include consumable supply costs excluding paper and staples. Maintenance for each machine must include cost of median number of copies per month; overage must be stated as specified under each machine's technical information.

Each bid is to be submitted in accordance with the Instructions to Bidders. **Literature for each machine must be included in the bid package.** Each Contractor must submit a bid for all equipment. We will not accept partial bids.

3. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
4. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for bids.
5. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
6. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the in writing to Rita Weiss at rweiss@willcountyillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.

SUBSTITUTIONS:

1. Each bidder represents that its bid is based upon the materials and equipment described in the bidding documents.
2. Each bidder shall enclose literature with its bid for a more accurate evaluation of the bid and these specifications.
3. All bidders must specify brand name, model number, and supply specifications of product. The Will County Records Management Department, with concurrence of the County Board, shall judge whether an article shall be deemed to be equal.
4. Bids will be considered on equipment or material complying substantially with specifications provided, each deviation is stated and the substitution is described, including technical data when applicable, in a letter attached to the bid. **The County Executive or his representative reserves the right to determine as to whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the department.** If brand names are mentioned in the specifications, use only as a reference to the type and quality of materials or equipment desired.

SIGNATURE OF BIDS:

The signature on bid documents shall be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making and signing his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

DETERMINATION OF LOWEST RESPONSIBLE BIDDER:

Determination of Lowest Responsible Bidder will be based upon combining

- Purchase or appropriate lease pricing
- Maintenance costs
- Overage charge

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

BID SECURITY:

A \$10,000.00 Bid Bond or Cashiers Check made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The unsuccessful bidders' bonds/ checks will be returned after the County Board has awarded the bid. The bid bond or cashiers check of the successful bidder will be returned after successful delivery of all items, or following completion of the contract.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" so your company's name stays on our bidder list. If you choose not to reply your name will be removed and no future bids will be sent to you.

SHIPPING AND DELIVERY:

All prices bid shall include delivery to a location anywhere in Will County.

UNCRATING AND SETTING IN PLACE REQUIRED:

Successful bidder shall deliver F.O.B. agency destination assemble, adjust and all equipment standard and supplemental, installed and the photocopy equipment made ready for continuous operation. The equipment must be fully functional upon installation completion.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime contractor certification form. The Prime Certification form **MUST** be completely filled out and signed and included with your bid package or it will be rejected.

TRAINING:

All training must be included in price. The successful Contractor will provide on site training as determined by the individual departments. This training will include but not be limited to the training of key operators in a closed setting. Training will continue until all operators are fully trained as measured by the Department official. Failure to provide on site trainer as requested by Staff will be a direct violation of this contract.

CONTRACT DURATION:

Contract period for the digital copiers will be three-years beginning November 1, 2013 and extend through October 31, 2016.

PRICES:

Prices for purchased/ leased equipment must remain firm for the length of the contract (36 months).

Maintenance Prices for purchased equipment must remain firm for three years.

After year three, price will not increase more than 5% annually, over previous year.

After lease expires, maintenance prices for leased equipment, annual increase will not increase more than 5% over previous year.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

PAYMENT:

Payments shall be made in conformance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, after all equipment has been successfully delivered, examined, completely installed and found to be in perfect condition. It will be the discretion of the County of Will to take advantage of or reject any Cash Terms offered for early payment.

Any discrepancies or corrections to any invoices must be presented to the County of Will within sixty (60) days of close of each fiscal year, November 30.

CHOICE OF LAW AND VENUE:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the

arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

The bidder acknowledges the right of the County of Will to accept the lowest responsible bid after all bids have been examined and evaluated. The bid is expected to be awarded at the October 17, 2013 meeting of the Will County Board. After which a letter of intent will be sent notifying the successful vendor of the award.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. Bid Bond or Cashier's Check
2. Signed Copy of Prime Contractor Certification
3. Signed Addenda Form
4. Signed Bid Form

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of contractor

is not barred from Contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of contractor Title

Signature Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453

GENERAL SPECIFICATIONS

Copier features, characteristics and operational requirements shall include the minimum specifications as provided for and outlined under each price page. Departments may choose to add or remove some accessories from the basic machine. All accessory pricing must be bid so that these items can be added or removed from the machine cost as necessary. They are included as additional features that may be beneficial to Will County. The bid prices submitted should also include installation costs.

All equipment and accessories shall be unused and new and in current production. Equipment accessories must be off the shelf commercial products. Any model that is announced by the manufacturer as discontinued on or before the bid due date will not be considered. All equipment and equipment options and add-ons will be original equipment manufacturer.

Specifications shown herein are minimums. Vendors must be able to equal or exceed these specifications. The determinations of whether or not a specification is indeed equal will be made at the sole discretion of Will County.

All vendors have certified that all products offered through this term contract are fully functional. The occurrence of any problems, which cannot be resolved quickly and satisfactorily, may result in the County removing the dysfunctional equipment from the term of contract and entitle the County to a full refund of all monies paid for the dysfunctional equipment. The county shall have final authority to deem a product compliant or not.

All Bids shall include:

1. All equipment must be provided by one manufacturer.
2. Power requirement: 120V, 20A. If 220V, Contractor must pay for rewiring to specified power.

MAINTENANCE PRICING FOR EQUIPMENT:

Maintenance prices (maintenance cost per copy x median volume and overage cost per copy) submitted with this bid shall remain firm for a five year period and will begin upon delivery, installation, and acceptance of the equipment by the department.

Maintenance prices shall include full coverage maintenance including preventive maintenance. All service calls and replacement of all defective worn parts and all supplies except paper.

Following the initial five year term, prices may not increase more than 5 percent. Please note: the cumulative increase from the base contract prices shall not exceed 5 percent after the sixth year and 10 percent after the seventh year.

Vendor must guarantee the ability to maintain this equipment in all aspects for a minimum of five years. After the five year maintenance price protection expires, charges for maintenance shall not exceed published general published general services administration (GSA) prices or the vendor's best published price.

*Maintenance will begin upon installation and acceptance of the equipment. Billing will be invoiced on the twentieth (20th) of each month.

MAINTENANCE POOL PRICING:

When more than one model is being purchased in a category, the median volume count will be pooled and no overage will be charged unless the total median copy allowance is over the total median limit. For example if two 25cpm machines are purchased and the median copy charge is based on 3,000 copies, as long as 6,000 copies are not exceeded on the two machines there would be no overage charge. Therefore one machine could have a count of 2,000 and the other 4,000 with no overage costs. This would apply to any category of machines when more than one model is purchased. In the 60 CPM machine category an overage charge would not apply unless all three machines exceeded 45,000 copies.

MAINTENANCE/SERVICE SPECIFICATIONS:

Satisfaction that they have the capabilities to meet the service requirements of the bid. Contractor shall maintain sufficient service facility and qualified personnel to service the equipment throughout the Will County area. It is the contractor's responsibility to guarantee service as explained below, for any location in the County over the life of the equipment.

All maintenance shall be performed by personnel trained and certified by the copier manufacturer. Equipment shall be maintained in accordance with factory published specifications. The awarded vendor agrees to keep the equipment in good working order and provide on-site maintenance support. In the event of a maintenance issue, the key employee will contact the contracted vendor to describe the problem. The contracted vendor will have one hour to return the telephone call and troubleshoot the problem, if it is determined by the key employee or the contracted vendor that an on-site visit is necessary, the contracted vendor will have four hours to be on-site making repairs. Failure to adhere to these time limitations shall be considered adequate cause for termination of the contract and the County may so terminate upon notice to the vendor in writing.

All equipment shall be returned to a fully functional and operational status within 48 hours. If it takes longer than 48 hours to return the equipment to a fully functional and operational status, the supplier will provide a loaner/replacement machine, which meets or exceeds the specifications of the product covered by the agreement. All loaner equipment will be placed at no additional cost to the county.

The contracted vendor will be responsible for maintaining a stock of routine replacement parts. Parts replaced under the maintenance agreement. The parts must be identical to the original equipment or manufacturer's recommended parts.

Contracted vendor will maintain a written log describing services performed for each call and/or inspection. Any additional charges above the maintenance must be pre-approved in writing by the department receiving service.

SUPPLIES:

Supplies for all digital photocopiers will be included in either the maintenance charge/overage charge (for purchased machines). Supplies include all toner, developer, dispersant and any other consumable supply that is necessary to operate the machine, excluding paper.

SERVICE:

Vendor shall respond to calls for service within four (4) working hours after notification. Working hours in general are defined as 8:30 am to 4:30 pm except Saturdays and Sundays.

TRADE-INS:

Trade-in status and potential trade-in options are described in each category. Negotiated trade-ins are at the option of the contractor and the purchaser and will be accepted only by mutual agreement. Trade-in values are to be subtracted from the new copy machines purchase price. There will be no removal fees for trade-in equipment.

SOFTWARE:

All digital photocopiers must be fully equipped with all necessary software. As long as a copy machine is on a maintenance contract, all future software upgrades to operate equipment or software as contracted for minor enhancements must be furnished and installed free of charge. All connectivity software must meet the minimum connectivity requirements.

DATA SECURITY: for Trade-ins where applicable:

Taken from page 10 of state contract no. 4016019 regarding data security:

Vendor shall be responsible for the clearing of all data and software on hard drives prior to the removal of equipment from **county** facilities by:

(I) overwriting: replacing previously stored data or information
On each drive or disk at least 10 times with a

Pre-determined pattern of meaningless information and

(II) Certifying in writing that the overwriting process has been
Completed by providing the following information:

- (1) The serial number of the equipment;
- (2) The name and version of the overwriting software used;
- (3) The name, date, and signature of the person performing the overwriting process.

Vendor shall submit to the County of Will for approval which Software vendor will use to complete this process.

Sanitizing software: DBAN/ **OTHER**

Manufacturer: Boot and Nuke Darik horn version: 2.0.0/ **OTHER**

In instances where a disk is not functional and/or the data cannot be removed by the process above, vendor shall identify the secondary data cleansing process that will be followed to provide equal or greater

NOTE: in instances where a disk is not functional enough to Conduct the overwrite process that disk drive may be removed from the MFP and delivered to the customer's security officer for disposition according to their requirements. Prior to device removal, vendor shall additionally be responsible for removing all configurations and data from the devices non-volatile storage and resetting the device back to factory defaults. An unsanitized disk should never be removed from government controlled premises without proper authorization. The vendor shall be responsible for any and all costs associated with the requirements above.

Copier, Digital, Networked, 40 PPM.

(Minimum purchase of 5)

For Purchase

7,500 copies per month

Machine Specifications:

- 1) 40 pages per minute copying/printing speed
- 2) Automatic reversing document feeder which will stack 100 originals
- 3) Fully automatic duplexing
- 4) Stand/cabinet or floor console
- 5) Must have a copy size range of 5.5" x 8.5" to 11" x 17"
- 6) Automatic reduction and enlargement
- 7) Enlargement and reduction modes minimum 25% to 400% in 1% increments
- 8) Must have at least paper drawers, holding a total a minimum of 3,000 sheets of 20lb. paper and an additional 100 sheet bypass or a 100 sheet multi-purpose tray.
- 9) Automatic paper selection.
- 10) Automatic magnification selection.
- 11) Automatic paper supply switching.
- 12) Load paper while operating
- 13) Provide scanning and printing options ranging at least 400 dpi minimum and 600 dpi maximum, with 256 gradations.
- 14) Must have a system memory of 1 GB or better.
- 15) Must have the ability to book copy.
- 16) Must have photo mode.
- 17) Must have at least 1,000 user codes
- 18) Job interrupts.
- 19) Quantity indicator up to 999.
- 20) Must have a finisher that will make 50 sheet sets with one and two place stapling ability, collated or uncollected. 1,000 sheet capacity. Minimum size of 5.5" x 8.5" to 11" x 17".

Connectivity:

- 21) Must connect to local area networks via 10/100 Ethernet. Must support Windows 2003, 2008 server support client. Personal computers must include: Windows XP, Vista and Windows 7 drivers for both 32 and 64 bit. Drivers must be included in the connectivity of the copier. Must support HP-PCL level 5 or 6 printer control language. Copier must be able to support PS and able to support input and output of current, standard PDF forms and be backward compatible with Adobe PDF language.
- 22) Lightweight directory access protocol (LDAP) supported.
- 23) Scanning must include scan-to-E-mail and scan-to-FTL

Optional Fax Specifications:

- 23) Must be able to scan at 400 dpi or better.
- 24) Have at least a 4 MB memory and the ability to store at least 300 pages in memory
- 25) Minimum 250 auto dials.

Power Cord - Type, size and prong configuration:

- 26) 110V, 3 prong cord.

Maintenance per month:

Overage:

COPIER, DIGITAL, NETWORKED, 40 PPM

Company _____

Machine Brand _____

Model Number _____

Representative's Signature _____

Outright Purchase Price per Unit _____

*Monthly Maintenance Charge for 7,500 copies per month: _____

Overage Charge: _____

Monthly Lease Price including for 7,500 copies per month: _____

36 Month Lease Dollar Buyout Price _____

Available Options

Fax Option _____

Whole Punch Unit _____

Other _____

*Monthly Maintenance must include labor and all consumable supplies excluding paper.

Trade-In:

- Savin 8025, current meter reading 270195
- Savin 7025, current meter reading 482775
- Savin 8025 SPF, current meter reading 317793
- Savin 4035, current meter reading 805000

Copier, Digital, Networked, 75 PPM.

(Minimum purchase of 1)

For Purchase

25,000 copies per month

Machine Specifications:

- 1) 75 pages per minute copying/printing speed
- 2) Automatic reversing document feeder which will stack 100 originals
- 3) Fully automatic duplexing
- 4) Stand/cabinet or floor console
- 5) Must have a copy size range of 5.5" x 8.5" to 11" x 17"
- 6) Automatic reduction and enlargement
- 7) Enlargement and reduction modes minimum 25% to 400% in 1% increments
- 8) Must have at least paper drawers, holding a total a minimum of 3,000 sheets of 20lb. paper and an additional 100 sheet bypass or a 100 sheet multi-purpose tray.
- 9) Automatic paper selection.
- 10) Automatic magnification selection.
- 11) Automatic paper supply switching.
- 12) Load paper while operating
- 13) Provide scanning and printing options ranging at least 400 dpi minimum and 600 dpi maximum, with 256 gradations.
- 14) Must have a system memory of 1 GB or better.
- 15) Must have the ability to book copy.
- 16) Must have photo mode.
- 17) Must have at least 1,000 user codes
- 18) Job interrupts.
- 19) Quantity indicator up to 999.
- 20) Must have a finisher that will make 50 sheet sets with one and two place stapling ability, collated or uncollected. 1,000 sheet capacity. Minimum size of 5.5" x 8.5" to 11" x 17".

Connectivity:

- 21) Must connect to local area networks via 10/100 Ethernet. Must support Windows 2003, 2008 server support client. Personal computers must include: Windows XP, Vista and Windows 7 drivers for both 32 and 64 bit. Drivers must be included in the connectivity of the copier. Must support HP-PCL level 5 or 6 printer control language. Copier must be able to support PS and able to support input and output of current, standard PDF forms and be backward compatible with Adobe PDF language.
- 22) Lightweight directory access protocol (LDAP) supported.
- 23) Scanning must include scan-to-E-mail and scan-to-FTL

Optional Fax Specifications:

- 23) Must be able to scan at 400 dpi or better.
- 24) Have at least a 4 MB memory and the ability to store at least 300 pages in memory
- 25) Minimum 250 auto dials.

Power Cord - Type, size and prong configuration:

- 26) 110V, 3 prong cord.

Maintenance per month:

Overage:

COPIER, DIGITAL, NETWORKED, 75 PPM

Company _____

Machine Brand _____

Model Number _____

Representative's Signature _____

Outright Purchase Price per Unit _____

*Monthly Maintenance Charge for median 25,000 copies per month:

Pooling 25,000 per month _____

Overage Charge 25,000: _____

Monthly Lease Price including 25,000 copies* _____

36 Month Lease Dollar Buyout Price _____

Available Options

Fax Option _____

Whole Punch Unit _____

Other _____

*Monthly Maintenance must include labor and all consumable supplies excluding paper.

Trade-In

Savin 8060, current meter reading 486783

Receipt of Addenda Form:

Date Mailed: 9-11-13
Due: 9-24-13, 11:00 A.M.
Open: 9-24-13, 11:10 A.M.

PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST
JOLIET, IL. 60432

CONTRACT FOR
DIGITAL COPIERS
2013-57 COPIER BID

NAME _____ F.E.I.N. # _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ Please check one:
CONTACT _____ Minority Vendor _____ yes _____ no
PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

SUBMIT BID FORM TO

Date Mailed: 9-11-13
Due: 9-24-13, 11:00 A.M.
Open: 9-24-13, 11:10 A.M.

**PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432**

**CONTRACT FOR
 DIGITAL COPIERS
 2013-57 COPIER BID**

The Bidder proposes to provide the Products and/or services in accordance with the specifications attached herein.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____

Please check one:

Minority Vendor yes no

FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address:	WILL COUNTY RECORDS MANAGEMENT DEPARTMENT, VARIOUS LOCATIONS, JOLIET, ILLINOIS
For Additional Information contact:	Michael Thompson, Records Management Director Rita Weiss, Purchasing Director, rweiss@willcountyillinois.com

MINIMUM QTY	DESCRIPTION	UNIT PRICE 36 MONTH CONTRACT
5	COPIER, DIGITAL, NETWORKED, STAND ALONE, 40 PPM Purchase	
	COPIER, DIGITAL, NETWORKED, STAND ALONE, 40 PPM Lease	
1	COPIER, DIGITAL, NETWORKED, STAND ALONE, 75 PPM Purchase	
	COPIER, DIGITAL, NETWORKED, STAND ALONE, 75 PPM Lease	
	LEAD TIME AFTER RECEIPT OF ORDER	

Signed By: _____

Place Corporate Seal Here

Title: _____

Will County reserves the right to accept or reject any bid.

LATE BIDS CANNOT BE ACCEPTED!

Vendor Name (From):

SEALED BID DOCUMENT

BID #: 2013-57
DUE DATE: 9/24/13
DUE: 11:00 A.M.
DESCRIPTION: Copier Bid

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!