



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

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College President

*Our Mission Is
to **Serve** our
Students and
the **Community**
Through Lifelong
Learning.*

REQUEST FOR PROPOSAL Satellite Copier

March 25, 2014

Please quote us your net cost on the following: satellite copiers on a cost per copy basis. Sealed proposals will be received up to the hour of 9 AM on April 22, 2014, in room 2115. Proposals will be opened at that time in the Board Room, 15800 South State Street, South Holland, Illinois. This is a public proposal opening.


Don Manning
President

PROPOSAL CONDITIONS

- a. Only sealed proposals will be accepted. The envelope must be clearly marked to indicate it contains a proposal, as well as the proposal title and opening date. Facsimiles will not be accepted. The results of the proposals will be posted on line at www.ssc.edu/purchasing after the contract is awarded. We estimate, but do not guarantee, the contract will be awarded at the May 8, 2014 Board of Trustees meeting.
- b. Proposals must be good for 90 calendar days.
- c. The College reserves the right to reject any and all proposals and retains the right to waive any and all document formalities.

- d. The responsibility of the vendor will be considered in making awards.
- e. There will be a **mandatory** pre-proposal meeting held on April 11, 2014 at 10:00 AM in the Board Room, located at 15800 S. State Street, South Holland, Illinois. Questions concerning the content of the project and procedural aspects of this proposal will be answered at this time. All vendors **must** attend this meeting for their proposal to be considered.

VENDOR CONDITIONS

- a. All deliveries and installations must be coordinated to ensure that there will be no break in the availability of copiers to departments. All units are to be delivered and operational no later than July 1, 2014.
- b. The contract may be terminated by the College in its sole discretion in the event the contractor fails to provide appropriate materials, or for any other material breach of these proposal terms and specifications.

SPECIAL CONDITIONS

- a. This contract will be for a period of sixty (60) months effective July 1, 2014 until June 30, 2019.
- b. Vendor must demonstrate that they have successfully provided this type of program to other similarly sized customers.
- c. Equipment must be new, digital technology with networking capabilities. Equipment and options needed are listed on the attached specification list. It is recommended that the successful contractor match or exceed existing equipment and options as much as possible. The College in conjunction with the contractor will make the final determination in regards to suitability of equipment and/or options.
- d. All original equipment and other equipment placed during the first thirty-six (36) months of this

contract must be new. Equipment placed during the last twenty-four (24) months of this contract may be either new or remanufactured.

- e. Contractor will provide four (4) hour response time on all service calls during normal working hours (8 AM to 5 PM) Monday through Friday. The service department phone number shall be clearly displayed on all units.
- f. All delivery and set-up charges must be included in your cost per copy charge.
- g. All new equipment placements and upgrades must be approved and coordinated through the Purchasing Department.
- h. A secure on-campus location will be provided for the storage of consumable supplies and parts. The contractor is responsible for maintaining proper inventory levels.
- i. Either party may cancel this contract with a ninety (90) day written notification of their intent.
- j. A spreadsheet of current equipment placement and volume for the period of July 1, 2010 - June 30, 2012 is included.
- k. During the term of this contract, it may become necessary to add additional equipment; the cost per copy and maintenance charges for this equipment will be the same as the original equipment and the lease of all equipment regardless of its date of placement shall terminate at the same time. Additionally, South Suburban College will not incur any costs or penalties if it becomes necessary to remove equipment.
- l. The equipment labeled "print card reader compatible" must be compatible with Pharos/Uniprint software and hardware currently in operation.
- m. The college estimates the annual use to be 3,500,000 total copies per year, but does not guarantee a minimum number of color copies per year.
- n. The contractor will be responsible for providing

3. _____
 company contact person phone

PAYMENT PROCEDURES

- a. Quarterly payment will be made to the vendor based upon 3,500,000 copies per year. Each payment will be for 875,000 copies. A final payment reconciling the account will be made in July of each year of the contract.
- b. Invoices should be mailed to Purchasing, SOUTH SUBURBAN COLLEGE, 15800 S. State Street, South Holland, Illinois 60473 and must be approved by the Board of Trustees.
- c. Payments are generally transmitted within four to six weeks after the College receives an invoice.

QUESTIONS

- a. Questions regarding this proposal should be directed to Laurie Czulno, (708) 210-5757.

					FY '11	FY '12	FY '13	Average Yearly	Average Monthly			
Department	Current PPM	Minimum Accessories	Currently Networked	Model	Total	Total	Total	Total	Total	Needed Changes	Proposed PPM	Proposed Accessories
FISHBOWL Printer	20	Print card reader compatible	Y	FS4020DN	122,013	114,460	40,737	92,403	7,700			
HOMEWORK LAB Printer	20	Print card reader compatible	Y	FS4020DN	31,683	31,826	66,737	43,415	3,618			
LIBRARY (PRINTER)	20	Print card reader compatible	Y	FS4020DN	112,977	148,796	111,062	124,278	10,357			
VP STUDENT SERVICES BW	22	ADF, duplex, collate, legal size, enlarge, COLOR		iRC1022i	4,120	6,436	6,128	5,561	463			
VP STUDENT SERVICES C	22			iRC1022i	734	1,296	2,731	1,587	132			
MEDICAL CODING	25	ADF, duplex		iR1025N	34,333	35,978	22,812	31,041	2,587	Staple		
TREASURER OFFICE	25	ADF		iR1025N	3,764	5,216	8,333	5,771	481			
PERF ARTS	25	ADF 11x 17		iR3225	38,369	33,600	30,471	34,147	2,846			
ADMIN SERV	25	ADF, collate		iR1025N	25,999	4,173	4,864	11,679	973			
POLICE	25	ADF, duplex		iR1025N	19,832	26,061	24,616	23,503	1,959	Network		
V.P. ADMINISTRATION	25	ADF duplex, enlarge		iR1025N	4,050	3,998	4,350	4,133	344			
GED DAY (COMM. ED)	25	ADF, duplex		iR3225	21,787	33,804	3,255	19,615	1,635	Staple		
HUMAN RESOURCES	25	ADF, duplex, collate, staple		iR3225	24,843	28,637	26,430	26,637	2,220			
BOOKSTORE	25	ADF, duplex		iR1025N	7,927	8,071	4,353	6,784	565			
PHYSICAL PLANT	25	ADF		iR1025N	985	912	1,104	1,000	83			
LIBRARY #1	25	ADF, print card reader compatible		iR3225	32,723	25,951	24,501	27,725	2,310			
LIBRARY #2	25	ADF, print card reader compatible		iR3225	22,204	24,832	20,093	22,376	1,865			
LIBRARY COUNTER	25	ADF, duplexd		iR1025N	15,864	24,844	23,656	21,455	1,788			
GYM	25	ADF		iR1025N	253	2,212	19,713	7,393	616			
READING LAB	25			iR1025N	2,954	1,233	16,992	7,060	588			
DISSABLED STDUENT SERV	25	ADF, duplex, collate, enlarge		iR3225	63,248	63,077	36,583	54,303	4,525			
ASSET TESTING	25			iR1025N	10,103	11,108	5,357	8,856	738	Duplex, Collate		
BUS & ACCT SERVICES	25	ADF, duplex, collate, enlarge		iR3225	14,410	10,215	29,482	18,036	1,503	Staple		
STUDENT LIFE	25	ADF, duplex,		iR1025N	12,513	9,058	9,579	10,383	865	Staple		
ADMISSION & RECURITMENT	25	ADF		iR1025N	16,001	30,864	9,625	18,830	1,569			
FINANCIAL AID BACK	25	ADF, duplex, collate, enlarge		iR3225	80,501	83,059	66,293	76,618	6,385			
FINANCIAL AID FRONT	25	ADF, duplex, collate, enlarge		iR3225	8,274	22,145	18,229	16,216	1,351			
COUNSELING	25	ADF, duplex, collate, staple, enlarge,		iR3225	26,680	20,451	60,261	35,797	2,983	Punch, Network Collate, Staple		
ENGINEERING	25	ADF, duplex		iR1025N	11,557	9,869	10,120	10,515	876			
PUBLICATIONS OFFICE	25			iR1025N	1,162	530	638	777	65			

Department	Current PPM	Minimum Accessories	Currently Networked	Model	FY '11 Total	FY '12 Total	FY '13 Total	Average Yearly Total	Average Monthly Total	Needed Changes	Proposed PPM	Proposed Accessories
JTPA	25	ADF, duplex		iR3225	10,246	4,395	14,698	9,780	815	Staple		
LEGAL STUDIES	25	ADF, duplex, collate Print card reader compatible		iR1025N	7,551	8,600	9,403	8,518	710	Staple		
NURSING LAB	25			iR3225	5,901	7,617	1,665	5,061	422			
NETWORK SYSTEMS	25			iR1025N	2,104	1,876	2,788	2,256	188			
INFO TECH	25	ADF, duplex, collating		iR1025N	2,511	3,057	3,551	3,040	253			
COMMUNITY ED.	25	ADF, staple, duplex, networked		iR3225	13,336	14,154	13,047	13,512	1,126			
CONTINUING ED	25	ADF, duplex, stapling		iR3225	50,186	34,977	22,004	35,722	2,977			
BCI/PROCUREMENT	25	ADF, duplex		iR1025N	1,502	2,281	6,981	3,588	299			
UCC	25	ADF Print card reader compatible	Y	iR1025N	7,942	7,787	8,392	8,040	670			
ADMIN. SERV UCC	25			iR3225	3,732	2,815	1,538	2,695	225			
CHILD CARE	25	ADF duplex		iR1025N	8,042	10,517	16,344	11,634	970			
CUST. SERVICES	25	ADF		iR1025N	12,786	12,243	12,364	12,464	1,039	Network		
UCC CENTER (COMM. ED)	25	ADF		iR1025N	7,698	22,640	31,120	20,486	1,707			
ESL	35	ADF, duplex, staple		iR3235	33,866	36,704	54,546	41,705	3,475			
RECORDS & REGISTRATION	35	ADF, duplex, staple		iR3235	23,800	20,049	19,734	21,194	1,766	Network		
COMMUNICATION & HUMM	35	ADF, duplex, sort, staple		iR3235	16,005	96,515	117,429	76,650	6,387			
BCI	35	ADF, staple, duplex, enlarge		iR3235	69,759	74,439	67,942	70,713	5,893	Network		
LIFE SCIENCE	50	ADF, duplex, staple, collate, hole punch	Y	iR5050N	326,080	459,307	470,185	418,524	34,877			
ART DEPARTMENT B/W	50	11/x 17, color		iRC2550	35,360	36,840	37,360	36,520	3,043			
ART DEPARTMENT C	50			iRC2550	11,537	14,679	13,431	13,216	1,101			
BUSINESS DEPT.	50	ADF, duplex, collate, staple, hole punch	Y	iR5050N	504,027	179,437	146,443	276,636	23,053			
ALLIED HEALTH	50	ADF, duplex, staple, collate, hole punch, legal	Y	iR5050N	640,626	236,177	123,822	333,542	27,795			
SOC/BEH	50	ADF, duplex, staple, hole punch, collate/sort		iR5050N	407,206	397,494	337,639	380,780	31,732	Network		
ENGLISH	50	ADF, duplex, sort, staple	Y	iR5050N	426,807	321,958	217,479	322,081	26,840			
NURSING	50	hole punch, collating/sorting, doc storage	Y	iR5050N	179,280	355,841	221,768	252,296	21,025			
PHYS/SCI/MATH	50	ADF, duplex, staple, collate, hole punch	Y	iR5050N	200,824	595,098	611,770	469,231	39,103			
UCC	50	collate, hole punch, legal, networked		iR5050N	103,985	109,316	92,548	101,950	8,496			
PRESIDENT	50	ADF, duplex, colate, staple, hole punch	Y	iR5050N	15,059	16,227	31,085	20,790	1,733	Color		
ED. SERV. B/W	80	ADF, duplex, collate, staple, scan, COLOR		iRC3080i	20,845	34,271	31,721	28,946	2,412	Fax		
ED. SERV. C	80		Y	iRC3080i	6,403	6,115	9,904	7,474	623			

Vendors are advised to review all conditions, requirements, quantities and descriptions set forth in these specifications prior to submitting their proposal to ensure that their document has been verified for completeness and accuracy.

The College will strictly enforce compliance with the terms of all proposals accepted by the College.

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

SIGNATURE: _____

NAME: _____
(please print)

PHONE: _____

Cost per B/W copy

(up to and including a total of 3,500,000 copies per year)

\$ _____

Cost per B/W copy

(over 3,500,000 copies per year)

\$ _____

Cost per color copy

(no minimum number of color copies per year guaranteed)

\$ _____

A list of proposed equipment, options and manufacturer's specification sheets must accompany your proposal.