



Request for Proposal: Business Network Copier/Printer/Scanner/Fax

February 19, 2021

The Washington Park District is requesting proposals to replace a network printer/copier/scanner for the Administration Offices located at 105 South Spruce St.

The purpose of this RFP is to solicit proposals from vendors who wish to provide us with a printer/copier/scanner/fax solution to meet the needs of the Washington Park District.

The following is the list of specifications necessary to meet or exceed the work load the Park District currently experiences and the growth it expects to see over the next five years:

Multifunction Device that Copies, Prints, Faxes, Scans with the following specifications:

- 45 pages per minute Black & White output
- 45 pages per minute Color output
- 130 Sheet Single Pass Dual Scan Document Feed
- Scan up to 80 images per minute b/w and color (simplex) / up to 133 images per minute b/w and color (duplex)
- B/W and Color Scan to Network, Folder, and Email. Scan to SMB or FTP, Searchable PDF, JPEG, TIFF
- Minimum 250 GB HDD/1.2 GHz Dual-core / 2 GB system plus 1 GB page memory
- 1200x1200 dpi resolution 8-bit color
- One pass Duplexing from Document Feeder
- 250 GB Hard Disc Drive
- 100 Sheet Smart Bypass 16 lb. bond to 110lb. cover / 60 to 300 gsm
- Auto Tray Switching
- Proof Copy, Separate Scan, User Boxes
- 1 Line Walk up Fax, includes LAN Fax and Fax forward to email
- Book Copy & Separate Scan
- 2-520 sheet Universal paper trays 16 lb. bond to 140 lb. index / 60 to 256 gsm
- 1 -Large capacity paper drawer (2,000 sheet capacity or more) 16 lb. bond to 140 lb. index / 60 to 256 gsm
- At least 1 paper tray will feed up to 12 x 18 paper
- Reduce & Enlarge 25% to 400% Zoom
- USB interface (scan to, print from thumb drive) supports PDF, JPEG, TIFF, PS, PCL
- Finisher - Multi-position single/dual 50-sheet variable length stapling. Stacking Tray: 2,000 sheets unstapled or 1,000 sheets single stapled or 750 sheets dual stapled (8.5 x 11 in. / A4)
- Optional Finisher: Please provide cost (monthly) for finisher with saddle stitch capabilities with each lease/proposal option.

Monthly Average Print Volume: 8,000 (BW) 400 (Color)



Your fee should include the following assumptions:

- We are asking for three lease options to consider.
 - Fair Market Value Equipment Lease fee/month for 60 month term
 - Equipment lease fee/month for a \$1 buyout at the end of the 60 month lease term
 - 60 month lease paying only per click rates throughout entire lease (all maintenance and consumables included)
- Pricing is fixed for the entire term of the agreement/no escalations, lease, supplies, maintenance increases
- Maintenance fee/month if applicable
- Machine should be brand new
- Return of equipment at end of lease should be included
- Cost per print includes all maintenance and supplies except for staples and paper
- Price per BW Copy/Print 8.5 x 11 billed the same as 11 x 17
- Price per Color/Print 8.5 x 11 billed the same as 11 x 17
- Other miscellaneous fees or exclusions, please explain.
- If you don't meet the above please explain your pricing in a the exceptions area of this RFP (next page).

Include in formal proposal if possible:

1. Machine Brochure w/Specifications
2. Maintenance Service Brochure
3. Lease Agreement with all terms and conditions
4. Completed RFP with pricing

Feel free to include any other information regarding the company, service or machine that may assist in the selection.

The Washington Park District Board of Commissioners reserves the right to approve or deny any proposal.

Proposals should be submitted by March 10, 2021 at 5:00PM. Proposals can be mailed or delivered to:

Washington Park District
105 S. Spruce St.
Washington IL 61571

They may also be emailed to: btibbs@washingtonparkdistrict.com
If you have any questions you may contact Brian Tibbs 309-444-9413.

Please email prior to submitting a proposal, so that any addendums may be communicated



with you.

Please provide 2 recent local references that we can call.

1. _____ Business name

_____ Contact name _____ number

2. . _____ Business name

_____ Contact name _____ number

Equipment Monthly Fair Market Value Lease	Maintenance Monthly Fee	Consumable Supplies included	Black & White Cost Per Page 8.5 x 11 and 11 x 17	Color Cost Per Page 8.5 x 11 and 11 x 17, 12 x 18	Other Misc. Fees or Exclusions/Notes	Optional Finisher with saddle stitch capabilities (cost per month)

Equipment Monthly Lease with \$1 buyout at end of term	Maintenance Monthly Fee	Consumable Supplies included	Black & White Cost Per Page 8.5 x 11 and 11 x 17	Color Cost Per Page 8.5 x 11 and 11 x 17, 12 x 18	Other Misc. Fees or Exclusions/Notes	Optional Finisher with saddle stitch capabilities (cost per month)

Cost per click lease for 60 month term	Maintenance Monthly Fee included	Consumable Supplies included	Black & White Cost Per Page 8.5 x 11 and 11 x 17	Color Cost Per Page 8.5 x 11 and 11 x 17, 12 x 18	Optional Finisher with saddle stitch capabilities (cost per month)
XXXX	XXXX	XXXX			

Please list any areas in the specifications or pricing that differ from what has been requested in the RFP.