

# **Request for Proposals Kankakee School District 111**

## *Multi-Function Copiers and Printers*

### **Background**

**Kankakee School District 111** seeks proposals to replace owned multi-function copiers and printers and service newer owned multi-function copiers and printers.

**Issue Date: March 18, 2025**

**Due Date: April 18, 2025**

**April 18, 2025** - Recommended copiers and printers of equivalent or better specifications to replace devices.

**April 18, 2025**- Final Maintenance Pricing based on actual usage or unlimited usage for all recommended devices and existing devices listed in Exhibit 2.

Proposals received after the due date will not be considered.

### **Guidelines & Mandatory Requirements for Proposals**

The purpose of this RFP is to obtain quotes for multi-function copier and printer equipment and maintenance services.

Kankakee School District 111 reserves the right to change the RFP schedule or issue amendments to the RFP at any time. Kankakee School District 111 also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of

information from any vendor or to request supplemental material deemed necessary to assign in the evaluation of any proposal.

At least 5 references should be submitted by each responder. Evaluation of responses will be conducted by Kankakee School District 111 and will include evaluation of references, specifications for equipment proposed, price, service and other criteria.

## **Equipment Description and Services Desired**

Throughout the remainder of this RFP, the respondents to this RFP shall be referred to as “responder”.

### **A. Equipment:**

All digital copiers/printers shall be newly manufactured with no used or refurbished parts. All proposed equipment shall have at a minimum equal or better specifications, to the equipment it is replacing. All proposed equipment shall, at a minimum meet the following requirements:

1. All equipment shall be Canon.
2. Exhibit A is a listing of all copiers/printers that Kankakee School District 111 is requesting be replaced.
3. Exhibit B is a listing of all copiers/printers that Kankakee School District 111 is requesting to continue to be serviced for the duration of the recommended new copiers/printers lease. If responder is unable to service existing machines in Exhibit 2, please indicate so in the response and include recommended replacement devices of equal or better specifications and features to be leased and serviced through term
4. All digital copiers/printers shall be able to produce double-sided prints/copies.
5. All copiers/printers should be able to print on white and color paper.

6. All copiers that indicate stapling in Exhibit 1, must include feature or any additional equipment for stapling capability.
7. All copiers that indicate fax in Exhibit 1, must include feature or additional equipment needed.
8. All copiers shall have a high-capacity paper tray.
9. All copiers/printers shall possess an automated document feeder.
10. All copiers shall have the ability of restricting user access by the use of secure print feature.
11. All digital copiers shall be able to scan to email using pdf format.
12. All digital copiers that are noted in Exhibit A as having the fax feature, must be able to provide facsimile transmission.
13. Delivery, installation and testing of all equipment shall occur between **June 12<sup>th</sup>, 2025 and August 1<sup>st</sup>, 2025.**
14. All copiers/printers must be compatible and supported with Districts' Printer cloud-based, centralized, print management system, PrinterLogic.
15. The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.

## **B. Networking:**

All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol and meeting the following requirements:

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps.; depending upon location.

2. Networked digital copiers/printers shall allow printing from any desktop computer, laptop, or Chromebook (Macintosh, Windows, Chrome) that is joined to the Districts' network domain and within the Districts' networks.
3. Upon being properly authenticated to the networked digital copier/printer, each device shall be able to be managed over the network using a browser.

## **C. Maintenance/Support Services**

All responders are responsible for providing maintenance and support on the provided equipment replacing the devices in Exhibit A and the existing (or recommended replacement) devices in Exhibit B. All proposed maintenance/support agreements shall at a minimum meet the following requirements:

1. All supplies used throughout term of service must be genuine manufacturer supplies for MFP devices
2. Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 8:00 a.m. to 4:00 p.m. Central, excluding legal holidays.
3. Responder shall provide web-based ticketing system for District to submit service and supply requests
4. The Responder shall provide an 8-hour response to service calls.
5. Poor performing and/or problematic copier/printer units will be replaced, at no additional cost to the District, with new similar equipment repaired to manufacturer's specifications and/or repaired to District's satisfaction.
6. Initial training of each school's personnel shall be conducted upon equipment installation and at no cost to the District.

## Price Requirements/Leasing

1. Responders shall provide price based on lease with fair market value (FMV) option at lease termination.
2. **The equipment lease and service pricing shall be based on a 36, 48, and 60-month term beginning July 1, 2025, or upon delivery and installation of equipment**
3. The monthly equipment lease payment shall be structured as a base equipment lease payment with no additional charge per print.
4. The maintenance agreement shall be structured as a cost by actual use per device or unlimited option for the entire fleet
5. The lease and maintenance agreement price shall be fixed for the term of the contract.
6. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.
7. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (including staples, but excluding paper).
8. If respondent is unable to service existing machines in Exhibit 2, please indicate so in the response and include recommended replacement devices to be leased and serviced through the proposed term.
9. No cost to scan
10. No escalation fees to lease or service agreements at any time during term
11. Disposal or purchase of replaced equipment must be included

# Submission Information and Important Dates

## Contact Person & Questions

Upon release of this RFP, all questions and other communications concerning this proposal request should be directed to the District contact listed below in writing via email. Unauthorized contact regarding this RFP may result in disqualification. The vendor should rely only on written statements issued by the District contact. If a walk through of the District to examine existing devices is desired, please contact Daniel Dannenberg via email to schedule.

Daniel Dannenberg – Technology Supervisor  
RFP for Copiers/Printers  
Kankakee School District 111  
240 Warren Ave  
Kankakee, IL 60901  
[Daniel-dannenberg@ksd111.org](mailto:Daniel-dannenberg@ksd111.org)

## Proposal Submission

Applicants are expected to submit an electronic (PDF) copy via email and 1 printed copy to Daniel Dannenberg at the email address listed above marked clearly “RFP for Copier/Printers”. Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile transmitted proposals will not be considered. All proposals will become the property of the District and will not be returned.

## Deadline (Date and Time) Proposals are Due

**On or before 4:00 p.m. on April 18, 2025. *Submissions received after this time will be rejected. The submitting company assumes the risk of any delay in the mail or in the handling of the mail.***

## Decision

The District shall be the judge of the acceptability of the proposed system and the system’s conformance with the specifications provided in the attached RFP.

# **Exhibit 1**

([Click Here](#))

# **Exhibit 2**

([Click Here](#))