



Request for Proposal Copier Replacement and Maintenance

Issued by:

**Harvard CUSD 50
401 N. Division St.
Harvard, IL 60033**

**Melissa Geyman Sell
Chief Financial Officer
815.943.4022**

HarvardRFP@cusd50.org

Due Date: Thursday, May 2, 2024 at 1 pm

SECTION I

RFP SCHEDULE/CONTENTS

SCHEDULE

Notice placed in newspaper and on CUSD50 web site	April 5, 2024
Walk throughs available upon request/appointment	April 8-12, 2024
Questions regarding the bid due by date/time	April 18, 2024 at 11 AM
Issue addendum regarding questions (if necessary)	April 23, 2024
Proposal due to CUSD50	May 2, 2024 at 1 pm
Board Approval	June 2024
Contract Start Date	July 1, 2024

BID CONTENTS

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SECTION II

INSTRUCTIONS TO BIDDERS

1. Bids placed in a sealed envelope bearing the title of the bid and the name of the bidder, shall be addressed to Harvard CUSD 50 Attn: Melissa Geyman Sell 401 N. Division St. Harvard, IL 60033. **Bids shall be received on or before May 2, 2024, at 1:00 pm.** Bids received after this deadline, will not be considered and will be returned unopened.
2. The submission of a proposal by a contractor will be construed as an indication that it is fully informed as to the extent and character of the service and materials required and can offer the services and materials satisfactorily in compliance with the specifications. The items and criteria set forth herein are minimal standards and statements and shall be provided for in proposal submissions and contractual arrangements.
3. Please be informed that, should a contractor find discrepancies and omissions in the specifications or instructions, or should he be in doubt as to their true meaning, he shall at once notify the Chief Financial Officer. The Chief Financial Officer will in turn clarify such specifications and notify every person who has received specification documents as to the true interpretation thereof. The District shall not be held responsible for oral instructions to contractors. **All questions regarding this RFP are due by April 18, 2024, by 11 AM by email to HarvardRFP@cUSD50.org.**
4. The District reserves the right to accept or reject any or all proposals, and to waive technicalities, if deemed to be in the best interest of the District. Bids received after the bid deadline stipulated herein shall be returned to vendor unopened. **Contract award shall be made in accordance with 105 ILCS 5/10-20.21.**
5. Upon selection of a bid winner, contractor shall enter into a contract with the Board of Education of Harvard CUSD 50 in accordance with the specific provisions of the attached bid Specifications.
6. Each contractor, by submitting a bid, acknowledges the provisions of the attached Contract and does thereby agree to comply with all provisions of the Contract. No contractor shall make any changes to the wording of the Contract.
7. All bids shall be deemed final, conclusive, and irrevocable, and once opened no bid shall be subject to correction or amendment for any error or miscalculation.

No bid shall be withdrawn without the consent of the Board of Education of Harvard CUSD 50 after the scheduled closing time for the receipt of bids. All bids submitted must be valid for a minimum period of ninety (90) days after the date set for the bid opening.

8. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile or telegraphic bid or revision to a bid will be considered.
9. Contractors must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed will be entertained from either party.
10. Contractors shall not include taxes in their quotations which school Districts are not subject to; namely, Retailers Occupation Tax, (both State and Local) Sales Tax of any kind, Service Use Tax, and any other such applicable tax.
11. The Board may inquire as to the financial stability of the contractor and may request financial references. Such information shall be provided by the contractor within 48 hours.
12. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the contractor has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.
13. Each bid must be accompanied by a Certificate of Eligibility certifying that the contractor is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (bid Rigging) or section 33E-4 (bid Rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility.
14. Each bid from a company with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the Contractor shall not engage in the unlawful

manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the Contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate were applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the contractor has made false certification or that the contractor has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act. Each bid must be accompanied by a copy of the contractor's current drug and alcohol testing procedures which must be in strict compliance with State and Federal regulations.

15. Costs Incurred in Preparation of bids: All costs directly or indirectly related to preparation of a bid responding to this bid, any oral presentations required to supplement and/or clarify a bid, and any reasonable appearance which may be required by the District in connection with this Invitation to bid, shall be the sole responsibility of the contractor, and shall not be reimbursed in any manner by the District.
16. Ownership of bids: All materials submitted in response to this request become the property of the District. Selection or rejection of a bid does not affect this right.
17. All bids submitted will be retained by the District and not returned to contractors.
18. Contractors Inquiry Periods: An inquiry period is hereby firmly set for all interested contractors to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing and received by April 18, 2024 by 11 AM to HarvardRFP@cusd50.org. Inquiries shall not be entertained thereafter.
19. The District shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and our operations. The District reasonably expects and requires *responsible and interested contractors* to conduct their in-depth bid review and submit inquiries in a timely manner. The District shall only consider written and timely communications from contractors.
20. Inquiries shall be submitted in writing by an authorized representative of the contractor, clearly cross-referenced to the relevant bid section and page number. Only those inquiries received by the established deadline shall be

considered by the District. Answers to questions that change or substantially clarify the bid shall be issued by addendum and provided to all prospective contractors.

21. This public body is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the bidder to this public body is subject to disclosure to third parties in accordance with FOIA.
22. If the bidder intends for the public body to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the bidder must include with its bid submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the bidder at the time of bid submittal will be presumed to be open to public inspection. The bidder may be required to substantiate the basis for its claims at a later time.
23. Notwithstanding timely notice received from a bidder in accordance with Section 7(1)(g), the public body reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request

Inquiries concerning this bid may be delivered by e-mail to:

Attention: Melissa Geyman Sell

E-Mail: HarvardRFP@cusd50.org

SECTION III

SPECIFICATIONS

The goal of this process is to contract with one vendor for the installation, training and maintenance of copiers

1. The work will commence no sooner than July 1, 2024 and shall be complete no later than August 1, 2024.
2. Harvard CUSD 50 intends to contract with the qualified firm whose bid is deemed the most advantageous to the District.
3. Only those bids determined to meet all of the requirements listed in the **Award Criteria** of this bid packet will be given consideration.

Award Criteria

1. Cost
2. Relevant experience & resources of the organization
 - a. Number of years in the industry
 - b. Technology available to support/enhance operations
 - c. Training Materials
3. References and prior performance (provide at least four references with at least one reference of the same size and student population as Harvard School District)
4. Technical Service support for all products, procedures and equipment.
5. Price and Conformity to Plans and Specifications – While cost is a significant factor in considering the award, it is not the only factor and the award will not be based solely upon the lowest fees submitted. This facility reserves the right to accept other than the lowest price proposal.
6. Value added – Such as, but not limited to maintenance agreements, service staff and response time, and in-house services.

Guidelines & Mandatory Requirements for Proposals

Harvard CUSD 50 currently leases 13 high production RICOH machines, which will be rolling off lease on August 1, 2024. The district is seeking a vendor partner to:

- Replace all 13 high-production MFD copiers and add 1 new high-production MFD copier– provide installation and user training.
- Provide full-service maintenance for digital copiers.
- Provide integrated solutions for print awareness and print monitoring on all devices, both MFD copiers.
- Provide support for Paper Cut print management program.
- Provide quarterly reviews to adjust print pools and overages.
- The District's historical data indicates that each monochrome copier has been averaging around 24,000 per month.
- The district reserves the right to change the RFP schedule or issue amendments to the RFP at any time.

At least 4 references should be submitted by each responder. Evaluation of responses will be conducted by the district and will include evaluation of references, pages per minute for the equipment proposed, price, service, and other criteria.

Proposals must include two price proposals

1. An “all-in” monthly cost per piece of equipment including maintenance and lease price per specifications listed below.
2. A one time purchase price of each copier along with an “all-in” monthly cost per specifications listed below.

Responses must be submitted using Attachment C. To obtain an editable version of this form, please reach out to harvardrfp@cusd50.org.

Goals and Objectives

Successful responses will be able to demonstrate an ability to save the district time and money.

Objectives of the new equipment include:

- Right sizing the copier MFD's
- Each building will have one color copier with z fold capabilities.
- Successful training of District personnel to be more efficient and productive in printing.
- Reduction of the use of higher per copy cost desktop printers. This may include the use of behavior modification tools such as print awareness and print rules to improve cost savings.
- Establishment of a high level of quality service and response for repairs and maintenance.
- Seamless network integration.
- Follow Me type printing through Papercut setup for the copiers.

The district is looking to replace the following 13 copiers across 6 buildings. It will also be adding 1 copier to Jefferson School.

RICOH	School	Monthly Monochrome Average	Monthly Color Average	Other
New	Jefferson School			
7503SP	Jefferson School	36,878	0	
5055SP	Washington School	9,298	0	
6503SP	Junior High Workroom 1	38,902	0	
6503SP	Junior High Workroom 2	32,611	0	
6503SP	High School/2 nd Floor	28,187	0	
7503SP	High School-Breakroom 105	20,942	0	
7503SP	High School-Breakroom 104	32,332	0	
7503SP	Crosby School-Staff Lounge	35,800	0	
7503SP	Crosby School-2 nd Floor 3 rd grade	29,883	0	
9003SP	Crosby Main Office	4,306	1,461	Color
9003SP	Crosby 2 nd Floor 2 nd Grade	24,479	0	
4055SP	Admin/Mailroom-CAC	1,996	0	
6004EX	CAC District Office	3,134	6,400	Color

Equipment Description and Services Desired

All copiers must be newly manufactured; no used, demo, refurbished, or remanufactured products will be accepted.

- All digital copiers shall be capable of producing color and Black and White documents at a minimum of 60 ppm.
- All digital copiers shall have automatic document feeders and be capable of scanning in color.
- All digital copiers shall be capable of producing double-sided prints or copies.
- All copiers should have the capability of printing on sizes letter (8.5 X 11), legal (8.5 X 14), ledger (11 X 17), and on white or color paper.
- All digital copiers shall have stapler finisher capabilities.
- All digital copiers shall have three-hole punch capabilities.
- All digital copiers shall have a high-capacity paper tray.
- All digital copiers shall have a bypass tray for the purpose of printing on specialized stock.
- All digital copiers shall be capable of enlarging documents in preset increments.
- All digital copiers shall be capable of reducing documents in preset increments.
- All digital copiers shall have the capability of restricting user access using security codes and proximity card authentication.
- All digital copiers shall be able to interface with Active Directory and Papercut.
- All digital copiers shall be capable to scan to Email and folders using the PDF format.
- All equipment must be delivered new with new serial numbers and designation.
- All digital copiers must have remote meter monitoring.
- All digital copiers must have remote service monitoring with automatic alerts sent to the vendor for supplies replenishment and break/fix alerts.
- All software licensing must be included in pricing.

Upgrade Options: Optional price for color and z fold options on 6 copiers.

The successful vendor will erase all hard drives on the copiers to be removed.

The successful vendor will coordinate and return the old copiers to a location designated by the current leasing company.

Networking

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

- The network digital copiers will be connected to the district's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000Mbps.
- Networked digital copiers shall allow printing from any desktop computer (Apple or Windows) from within the districts' network.
- If device driver software is necessary for computers to gain access to the digital copier's functions, drivers for Apple and Windows shall be available and provide the same services to each platform.
- Upon being properly authenticated to the networked digital copier, each device shall be able to be managed over the network using a browser.
- The responder shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, surge protection, etc.
- Web based printer management software for centralized control of all devices will be provided to the district by the responder.
- All proposed equipment will be guaranteed to not interfere with any networked printing device of any kind currently installed within the district.
- All copiers will have the capability of allowing a user to determine what device a print job should print on after the job has been submitted, i.e., "Follow me" printing or something similar.
- All machines must have remote meter monitoring.

Consumable Supplies

The successful vendor will be responsible for inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.

- This shall cover all copiers included within this RFP
- Vendor is responsible for delivery of supplies to point of need
- Paper will be supplied by District 50
- Staples will be supplied by vendor
- Supply expectations:
 - All toner shall be OEM and shipped within sealed OEM packaging.
 - Unlimited toner
 - Consumable supplies shall meet original equipment manufacturers specifications and be OEM.
 - Vendor assumes all responsibility for hardware performance due to consumable supplies.
 - District 50 shall be in possession of at least, but not limited to, one (1) of each consumable product (i.e., toner, drums, waste cartridges, etc.) per device.
 - Vendor retains ownership of all consumables inventory.
 - Down time due to lack of consumable supplies will not be tolerated or accepted.
 - Device monitoring shall be required for proactive consumable supply shipment.

Maintenance/Support Services

The maintenance/service agreement shall commence upon delivery of the equipment.

Responder shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 am to 4:00 pm, excluding legal holidays.

Poor performing and/or problematic copier/MFD units will be replaced with new similar equipment and/or repaired to the district's satisfaction.

Initial training of the district's personnel shall be conducted upon equipment installation and at no cost to the district.

The successful vendor shall be responsible for all preventative maintenance, standard break/fix service and/or replacement of the digital copier MFD's for the contract term.

The successful vendor will provide an account administrator who will serve as a single point of contact for the district.

The successful vendor will provide the district with software for remote meter reading and service monitoring for all single use devices.

Hardware must meet specifications and minimum uptime requirements.

Preventative maintenance shall be scheduled, planned, and completed according to manufacturers' recommended service schedules.

Vendor shall exclusively utilize OEM parts and supplies.

Minimum service response expectations:

- Vendors shall respond to maintenance requests within 2 hours of request for service.
- Maintenance and repair calls shall be performed within 1 business day of request for service.
- The maximum allowable downtime for any one piece of equipment shall be not exceed 2 business days.

- Vendor assumes all responsibility for hardware performance due to service parts and/or components.
- Vendor will assume responsibility for proper disposal and recycling of all service parts.
- Vendor shall communicate with District 50's Technology Department as needed.
- A "loaner" machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 5 business days.
- Excluded from the requirements are delays resulting from acts of nature, accidents or extreme weather conditions.

Price Requirements/Leasing

Responders shall provide price based on lease with a fair market value (FMV) option at lease termination.

The equipment lease pricing shall be based on a 60-month term. You must provide a lease price as well as a purchase price.

The maintenance agreement shall be structured as a base service cost with an image allowance and charges for excess images.

The lease and maintenance agreement price shall be fixed for the term of the contract.

The district does not guarantee any specific monthly print volumes/copies for the length of the lease.

Maintenance agreement pricing shall include all maintenance, repairs, parts, and consumable supplies (including staples, but excluding paper) for all digital copiers, single use and MFD printers. Shipping of consumable supplies is to be included in this pricing.

SECTION V
Required Bid Forms

Certification (Proposal)

As a duly authorized agent of the company, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction under either Section 33E-3 or 33E-4 of the Illinois Criminal Code, 720 ILCS 5/33E-3 and E-4.

Company Name:

Address:

Date:

By:

Signature:

Title:

Phone:

Note: This form must be returned with your proposal. Failure to do so may disqualify your proposal.

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date: _____

Name of Contractor/Company

Street Address

City, State, Zip Code

Name of Officer (Typed)

Title of Officer

Signature of Officer

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being truly sworn, on oath states that he has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting; and has not prevented any person from bidding nor induced anyone to refrain from bidding; and that the undersigned's bid is made without reference to any other bid and without any other agreement, understanding or combination with any other person in reference to such bidding.

The undersigned further states that no person or persons, firms, or corporations has, have, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Subscribed and sworn to before me this__ day of_____20 .

My commission expires:

Date: _____ Notary Signature: _____

Drug-Free Workplace Certification

(Applicable to Contractors with 25 or more Employees)

The Bidder does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug- Free Workplace Act and, further certifies, that the Bidder is not ineligible for the award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Statement of Non-Discrimination

The following provisions are included in the bid and contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code, and bidder shall be required to comply with these provisions only if and to the extent they are applicable under the law.

As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("**Department**"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Contractor agrees as follows:

- (a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, marital status, sexual orientation, order of protection status, national origin or ancestry, age, citizenship, marital status, physical or mental disability unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- (b) That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (c) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, sexual orientation, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, or an unfavorable discharge from military service.

- (d) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
- (e) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- (f) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- (g) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails to refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Firm or Corporation Official

On behalf of:

Firm or Corporation

Date

SEXUAL HARASSMENT CLAUSE

Each bidder certifies that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act with respect to sexual harassment policies. The terms of the law, as applicable , are hereby incorporated into this contract.

The Board of Education of Harvard CUSD 50 states that it is in compliance with the law.

Firm or Corporation Official

On behalf of:

Firm or Corporation

CRIMINAL BACKGROUND CHECK CERTIFICATION

Contractor hereby represents, warrants and certifies that in accordance with Section 10-21.9 of the *Illinois School Code* efforts have been made to screen applicants and to perform background checks to ensure that Contractor's employees who will serve the District under this Contract have no prior criminal record that would render said persons as prohibited from working in a school setting, e.g., child molestation, pornography, etc. Contractor will also be and remain in compliance with current and future local, state, and federal laws and regulations regarding this matter.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications such forms authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 10-21.9 of the *Illinois School Code* and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated in Section 10-21.9. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no employee or applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the enumerated offenses set forth in Section 10-21.9 of the *Illinois School Code* , shall be employed thereby in any position that involves or may involve contact with the students of the School District.

This certification is executed on the date hereinafter indicated by the designated Contractor by its duly authorized officer.

Name of Contractor

Date

Contractor's Signature

Name and Title

ATTACHMENT A

FACILITY ADDRESSES

District Central Office		401 N. Division Street, Harvard, IL 60033
Washington	Preschool	305 S. Hutchinson Street, Harvard, IL 60033
Crosby Elementary	K-3 rd	401 Hereley Dr, Harvard, IL 60033
Jefferson Elementary	4 th -5 th	1200 N. Jefferson Street, Harvard, IL 60033
Harvard Junior High School	6 th -8 th	1301 Garfield Street, Harvard, IL 60033
Harvard High School	9-12 th	1103 N. Jefferson Street, Harvard, IL 60033

Attachment B

REFERENCES

Include a list of schools for which bidder has provided this product to (with contact information)

1. _____

Primary Contact Name: _____ Phone: _____

2. _____

Primary Contact Name: _____ Phone: _____

3. _____

Primary Contact Name: _____ Phone: _____

4. _____

Primary Contact Name: _____ Phone: _____

Years in Business: _____

Attachment C

PRICE PROPOSAL

Harvard CUSD 50 Copier Replacement and Maintenance Attachment C Price Proposal												
School	Required option	Brand	Model #	B & W monthly Image Allowance	B & W PPM	Color monthly Image Allowance	Color PPM	Lease Price		Purchase Price		
								Monthly Lease Price	All In Monthly Cost (lease & maintenance)	One time Purchahse price of copier	All In Monthly Cost (Maintenance)	
Washington School	Color and Z fold											
Jefferson School	Color and Z fold											
Jefferson School												
Crosby School-Staff Lounge												
Crosby School-2 nd Floor 3 rd grade												
Crosby Main Office	Color and Z fold											
Crosby 2 nd Floor 2 nd Grade												
Junior High Workroom 1	Color and Z fold											
Junior High Workroom 2												
High School/2 nd Floor												
High School-Breakroom 105	Color and Z fold											
High School-Breakroom 104												
Admin/Mailroom-CAC												
CAC District Office	Color and Z fold											
Total												
Prepared by:												
Company Name:												
Address:												
Phone number:												
Fax number:												
Date:												
Signature:												

To obtain an editable version of this form, please reach out to harvardrfp@cusd50.org.