

LEGAL NOTICE COPIER LEASE AGREEMENT

The Board of Education, Maywood-Melrose Park-Broadview School District 89, Melrose Park, Illinois, County of Cook will accept sealed bids for Copier Lease Agreement. A Bid Packet containing the bid specifications is available at the Maywood-Melrose Park-Broadview District 89 Administrative Office located at 906 Walton Street in Melrose Park, Illinois (60160) or online at www.maywood89.org

Bids are due in the Maywood-Melrose Park-Broadview Office, 906 Walton Street in Melrose Park, Illinois (60160) on or before **10:00 a.m., on March 17, 2020.**

Bids shall be submitted in a sealed opaque envelope clearly marked Copier Lease Agreement with your company name and addressed to:

James Vreeland
Business Manager
Maywood-Melrose Park-Broadview School District 89
906 Walton Street
Melrose Park, IL, 60160

Bids from all companies will be opened to determine whether they meet bid specifications in the Maywood-Melrose Park-Broadview District 89 Administrative Office located at 906 Walton Street in Melrose Park, Illinois (60160) at 10:00 am on March 17, 2020. The Board of Education reserves the right to accept or reject any portion of and/ or total proposal. Vendors must comply with the provisions of the Employment of Illinois Workers on Public Works Act, 30ILCS 570/0.01 et seq.; the Drug Free Workplace Act, as amended 30 ILCS 580/1 et seq.; Illinois Criminal Code, 720 ILCS 5/33E-11; the Human Rights Act, 775 ILCS 5/1-101, et seq.; and the Prevailing Wage Act, 820 ILCS 130/0.1, et seq.; the Veterans Preference Act, 330 ILCS 55/0.01 et seq.; but nothing herein shall require the application of those Acts unless required by state law.

Sally Casillas
Secretary, Board of Education

**MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89
906 WALTON STREET
MELROSE PARK, IL 60160**

**Phone: (708) 450-2460
FAX: (708) 410-1717**

Sealed bids will be accepted for:

Copier Lease Agreement

SUBMIT YOUR SEALED BIDS TO THE ATTENTION OF:

James Vreeland, Business Manager

AT THE ABOVE ADDRESS NO LATER THAN

10:00 a.m., March 17, 2020,

BIDS WILL BE OPENED AT 10:00 a.m., Tuesday, March 17, 2020

**YOUR BID MUST BE SUBMITTED IN A SEALED OPAQUE ENVELOPE CLEARLY
MARKED WITH YOUR COMPANY NAME AND THE FOLLOWING INFORMATION:**

COPIER LEASE AGREEMENT

Please complete the following:

Company Name

Street Address

City, State, and Zip Code

Telephone Number (**Including area code**)

SCOPE OF WORK

The following services will be required in this proposal for all locations in the District. Delivery, installation and setup of all Copiers at 12 buildings on August 7, 2020, or another mutually agreeable date.

Each location will need scan to email, network setup, HID card access, and copy limits.

Current software being used is Papercut Follow and must be included in proposal. All Copier quantities will remain the same and all copiers must have color printing capability and staples.

Please include any software required for the following setup. The following is a breakdown for each location with what is needed. Currently, the District is using Sharp copiers and will consider any comparable manufacturer and equipment.

906 Walton (District Office): 6 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 3- Sharp MX-M365N model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Irving Middle School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Stevenson Middle School: 4 Copiers

- 3- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Jane Addams School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Lincoln School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Melrose Park School: 4 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent
- 1- **HP Color LaserJet Flow E87660** model copiers or equivalent

Emerson School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Garfield School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Washington Dual Language Academy: 3 Copiers

- 1- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent
- 1- **HP Color LaserJet Flow E87660** model copiers or equivalent

Van Buren Building: 1 Copier

- 1- Sharp MX-M365N model copiers or equivalent

8th Ave Building: 1 Copier

- 1- Sharp MX-M365N model copiers or equivalent

Roosevelt School: 3 Copiers

- 2- Sharp MX-M905 model copiers or equivalent
- 1- Sharp MX-4070N model copiers or equivalent

Please include the following in your proposal:

- All copiers and HP laser printers to the maintenance and service agreement and training for all staff. Estimate of 50 HP laser printers
- Cost per print for color and black white
- Papercut Follow software (3 year)
- All copiers will need color printing capability
- Three references with prior school experience.

The District is seeking a three-year contract. Any subsequent equipment additions during the term of the contract shall not extend the length of the existing contract.

QUESTIONS SHOULD BE DIRECTED IN WRITING TO DAVID DELGADO AT:

david.delgado@maywood89.org

CERTIFICATE OF ELIGIBILITY TO BID

_____ (vendor/contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-11), 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 (720ILCS 5/33E-3) 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 (720ILCS 5/33E-4).

Vendor/Contractor

By: _____
Print or Type

Signature

Title

Date

(Vendors/Contractors with 25 or More Employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (vendor/contractor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/3) that (he, she, it) 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*, as amended, (30 ILCS 580/1 et. seq.), and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et. seq.).

Vendor/Contractor

By: _____
Signature

Title

Date

(Individual Vendor/Contractor)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____(Individual Vendor/Contractor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/4) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of disbarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et. seq.).

Individual Vendor/Contractor

By: _____
Signature

Date

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____ (Vendor/Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act*, as amended (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at the minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Vendor/Contractor

By: _____
Signature

Title

Date

**CERTIFICATE REGARDING
BAN ON SMOKING**

_____ (vendor/contractor),
pursuant to Maywood-Melrose Park-Broadview School District 89 Board of Education
Policy No. 437 and the *Goals 2000: Educate America Act (Public Law 103-227)*, hereby
certifies that (his, her, its) employees and any sub-contractors will abide by the ban on
smoking in all school buildings and on all school grounds in the Maywood-Melrose Park-
Broadview School District 89.

Vendor/Contractor

By: _____
Signature

Title

Date

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

BID FORM
COPIER LEASE AGREEMENT

TO: Maywood-Melrose Park-Broadview School District 89
906 Walton Street
Melrose Park, IL 60160

FROM: _____
(Name of Bidder)

TOTAL PRICE FOR ITEMS BID: \$ _____

I have examined the specifications and instructions included herein and agree, provided a contract on behalf of the firm named below is awarded within 30 days of bid due date, that the firm named below shall provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I understand that no claim for relief because of errors or omissions in bidding will be considered and that both I and the firm named below will be held strictly to the proposal(s) as submitted

Firm Name

Signature

Address

Print Name

City, State & Zip Code

Title

Telephone Number

Date