



REQUEST FOR PROPOSALS

For

**MULTIFUNCTION
COPIER/SCANNER LEASE AND
SERVICE**

West Dundee, Illinois

DEADLINE 10:00 a.m. on

September 30, 2022

PUBLIC NOTICE

VILLAGE OF WEST DUNDEE, ILLINOIS

REQUEST FOR PROPOSALS

MULTIFUNCTION COPIER/SCANNER LEASE AND SERVICE

The Village of West Dundee, Kane County, Illinois, does hereby invite Proposals for the purpose of lease or rental of 7 multi-function copiers and associated maintenance services in the Village of West Dundee, IL.

Proposals will be received by the Village of West Dundee, 900 Angle Tarn, West Dundee, Illinois 60118, until September 30, 2022 by 10:00 am local time. Proposals shall be submitted in a sealed envelope marked with the phrase "Multifunction Copier/Scanner Lease and Service" the Proposing Firm's name and address. It is the responsibility of the Proposing Firm to meet the specified opening time; any Proposals not so received may be returned unopened at the discretion of the Village.

Proposals shall be prepared and submitted in accordance with the Instructions for Proposals and other Proposal documents available from the Village. Specifications may be obtained from the Office of the Village Clerk, 102 South Second Street, West Dundee, Illinois, or the Department of Public Works, 900 Angle Tarn, West Dundee, Illinois. Further information concerning this process may be obtained by contacting the Department of Public Works at (847) 551-3815.

The Village of West Dundee reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all Proposals and/or parts thereof, and to accept that Proposal which it deems most favorable to the Village.

By order of the President and Board of Trustees of the Village of West Dundee.



SCOPE OF WORK / SPECIFICATIONS FOR:

MULTIFUNCTION COPIER/SCANNER LEASE AND SERVICE

Village of West Dundee • 900 Angle Tarn, West Dundee, IL 60118

Project Contact: Mike Spiro

Office Phone: 847-586-5576 • **Email:** mspiرو@wdundee.org

Scope of Services

The Village of West Dundee is inviting qualified firms to submit qualifications and proposals for lease or rental of 7 multi-function copiers and associated maintenance services. It is the intent to deploy a fleet of smart copiers consisting of high-volume, medium-volume and low-volume units that offer a consistent user interface, allow for consolidation of single-purpose devices and are energy efficient and environmentally responsible.

Vendor Qualifications

Companies whose principal business has been the sales and servicing of multi-function copiers (MFP) of the size and type specified within this RFP for a period of no less than 4 years. They shall be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered. Written documentation of this authorization is required.

Proposal Requirements

The Proposing Firm will provide three (3) proposals, one (1) proposal for purchase of the copiers, and a separate proposal for forty-eight (48) and sixty (60) month lease options with a one dollar (\$1.00) buyout.

Copy Volume and Scanner

The following information is based on the current fleet of copiers that are in need of replacement. The speed and type of copier/scanner should be considered as part of any proposal for new equipment.

1. Public Safety 1 (Police)
 - a. 45 ppm BW
2. Public Safety 2
 - a. 45 ppm
3. Public Works

- a. 33 ppm
- 4. Village Hall
 - a. 45 ppm
- 5. East Dundee Fire District (Printer 1, Black & White)
 - a. 25 ppm
- 6. East Dundee Fire District (Printer 2, Color)
 - a. 25 ppm
- 7. Sleepy Hollow
 - a. 45 ppm

Vendors are encouraged to propose copiers that provide dual functionality, BW and color, when acquisition and operating costs are comparable to that of a BW unit.

General Requirements

Each device shall be capable of delivering the following minimum functionality:

1. Only new current production digital models will be accepted.
2. Integration with TCP/IP network print services (Windows) allowing for full control of all copier features through the print driver loaded on the client PC.
3. PCL 5 and PCL 6 for Windows 10 64-bit operating systems.
4. Integration with Windows Active Directory for purposes of user identification and email address lookup.
5. HDD Overwrite and Encryption Capable
6. Color Touch Screen Control Panel
7. Scan, Print, Copy Functionality Scanning up to 600 dpi (Up to 110 simplex/180 duplex ipm Scan, color 80 ipm)
8. Scan to email (SMTP) and scan to network file folder in PDF, JPG or TIFF format.
9. Scan in color regardless of the device's output capabilities.
10. Auto Duplex printing
11. 50 Sheet Multi-Position Stapler / Eco-Staple Function
12. Ability to Collocate
13. Hole Punch
14. 12x18 Max Paper Size
15. Thick Paper Print
16. Incrementally enlarge document up to 200% or better
17. Incrementally reduce document up to 50% or better
18. All machines shall use a 120-volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be accompanied by appropriate outlet receptacle at no charge to the Village, if necessary. Machines shall be U.L. approved, energy star qualified, and RoHS compliant.

Specific Requirements – Public Safety 1

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Color and Black & White printing
2. 220 Sheet Single Pass Document Feeder
3. 3,200 Sheet Paper Input Capacity

4. 1,500 Sheet Output Capacity
5. Up to 1200 dpi print
6. Minimum 2 GB RAM & 250 GB HDD

Specific Requirements – Public Safety 2

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Color and Black & White printing
2. 220 Sheet Single Pass Document Feeder
3. 3,200 Sheet Paper Input Capacity
4. 1,500 Sheet Output Capacity
5. Up to 1200 dpi print
6. Minimum 2 GB RAM & 250 GB HDD

Specific Requirements – Public Works

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Black & White printing
2. 50 Sheet Document Feeder
3. 1,200 Sheet Paper Input Capacity Standard
4. 500 Sheet Output Capacity
5. Up to 600 dpi resolution
6. Minimum 1 GB RAM & 120 GB HDD

Specific Requirements – Village Hall

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Color and Black & White printing
2. 220 Sheet Single Pass Document Feeder
3. 3,200 Sheet Paper Input Capacity
4. 1,500 Sheet Output Capacity
5. Up to 1200 dpi print
6. Minimum 2 GB RAM & 250 GB HDD

Specific Requirements – East Dundee Fire (Printer 1, Black & White)

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Black & White printing
2. 100 sheet document feeder
3. 250 sheet output capacity
4. 600 sheet input capacity

Specific Requirements – East Dundee Fire (Printer 2, Color)

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Color and Black & White printing
2. 220 Sheet Single Pass Document Feeder
3. 3,200 Sheet Paper Input Capacity
4. 1,500 Sheet Output Capacity
5. Up to 1200 dpi print
6. Minimum 2 GB RAM & 250 GB HDD

Specific Requirements – Sleepy Hollow

In addition to the general requirements listed above, each device shall be capable of delivering the following functionality:

1. Color & Black & White printing
2. 1500 sheet input capacity
3. 4,500 sheet output capacity
4. Minimum 2 GB RAM & 250 GB HDD

Service Level Agreement

Village operations rely on the functionality and availability of copiers and their efficiency is directly impinged by unscheduled down time. Units that “phone home” with key metrics, usage and trouble signals are preferred. The following service parameters shall be included in any proposal:

1. Repairs shall commence no less than 4 business hours from the time a trouble report is made either electronically or verbally.
2. Certified service and network technicians.
3. Remote diagnostics
4. Live service and support help desk for supplies and issues.

Usage Fees

Regular maintenance, repairs, troubleshooting, remedial support and toner, essentially everything but paper and staples and their shipping cost, shall be billed as a per page basis. Units capable of metering color and black (BW) usage are preferred. All usage fees shall be pooled across the fleet of devices and billed monthly on a single invoice inclusive of location usage counts.

Delivery

The Village will consider proposals that include delivery, setup, removal and shipping of the unit at the end of the lease. Delivery and installation of all copiers is to be made within 21 calendar days after receipt of an executed contract unless a longer period is authorized in writing. An e-copy of the setup, administration and operator’s manuals shall be available through the manufacturer’s or vendor’s website.

Freedom of Information Act (FOIA)

The Village is required to comply with freedom of information requests (FOIA) within three (3) business days of a record request. All contractors used by the Village may be in possession of records covered by this act and therefore will be required to provide the Village with those records upon request and within the time frame of the Act.

Inspection of the environment and existing equipment is available by appointment only. Please contact Mike Spiro at (847) 586-5576.

Questions must be received 5 days prior to the closing of this RFP. A response will be provided in the form of an addendum to the RFP on the Village website and via email to parties that have communicated their intent to respond to this RFP.



VILLAGE OF WEST DUNDEE

INSTRUCTIONS FOR PROPOSALS

The general rules and conditions, which follow apply to all Proposals requested and accepted by the Village of West Dundee unless otherwise specified in writing.

1. Invitation for Proposals

The Village intends to enter into a contract with a qualified and responsible firm for the provision of the product or service identified on the Request for Proposals, and accordingly is furnishing a set of specifications by which such a Proposal shall be evaluated. That set of specifications and all accompanying documents is also referred to as a "Proposal Package."

2. Proposal Documents

Any person or firm desiring to submit a Proposal for the product or service described in the identified Proposal Package shall submit Proposals following the applicable instructions and format of the documents of the Proposal Package as provided or stated therein.

3. Proposal Package

A typical Proposal Package consists of a) a Request for Proposals, b) Instructions for Proposals, c) Proposal Form, and d) Specifications. The Specifications may consist of documents and drawings, which will be identified. However, each prospective Proposal is hereby instructed to ensure that it has a reasonable opportunity to submit a complete Proposal. The Village hereby issues a disclaimer that this clause is not a substitute for the careful reading of and response to all documents by the Proposing Firm.

4. Investigation by Prospective Proposing Firms

It shall be the responsibility of the Proposing Firm to thoroughly read and understand the information, instructions, specifications, and requirements. Proposing Firms are expected to fully inform themselves as to the requirements for the provision of the specified goods or services before submitting Proposals. Failure to do so is at the risk of the Proposing Firm. No plea of error or plea of ignorance by the Proposing Firm of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposing Firm to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village. The submission of a Proposal means that the Proposing Firm has familiarized itself with all conditions, requirements, and specifications, and intends to comply with them (unless specifically noted otherwise in writing) without exception.

5. Proper Completion of Proposal Documents

Proposal documents must be signed by an officer or employee of the Proposing Firm having the authority to bind the company or firm by signature. All signatures must be properly done in ink in the proper spaces. If a corporation is submitting a Proposal, the signatures must be attested to by the Corporate Secretary or other authorized officer of the corporation.

All blanks on documents must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink.

6. Proposal Delivery Procedures

Sealed Proposals shall be delivered to the office of Public Works, Village of West Dundee, 900 Angle Tarn, West Dundee, IL 60118, by no later than September 30, 2022 by 10:00 am Sealed envelopes should be clearly labeled with "Multifunction Copier/Scanner Lease and Service" and include the following information: contact name and address; date and time of Proposal opening. If sent by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed to the Director of Public Works at the location stated in this paragraph.

Separate Proposals for multi-part purchases or projects shall be submitted, each clearly labeled as provided above.

Only one (1) Proposal need be submitted, which must be an original, unless the specifications require additional photocopies thereof.

Proposals received prior to the specified time of opening will be securely kept, unopened. The Director of Public Works or his/her designee, whose duty it is to open them, will announce when the specified time has arrived, and no Proposal received after September 30, 2022 at 10:00 am shall be considered. No responsibility shall be attached to the Director of Public Works, his/her designee, or the Village, for the premature opening or non-opening of a Proposal not properly addressed and identified, except as otherwise provided by law.

Proposals arriving after the specified time of opening, whether sent by mail, courier, or in person, may not be accepted. These Proposals may either be refused or will be returned unopened. It is the Proposing Firms' responsibility for timely delivery regardless of the methods used. Mailed Proposals which are delivered after the specified time of opening may not be accepted regardless of the postmarked date or time on the envelope.

Facsimile ("fax") machine transmitted Proposals are prohibited, nor will the Village transmit Proposal documents to prospective Proposing Firms by way of a facsimile machine, except for any addenda issued as more specifically provided for in Section 10 of this document and, if applicable, in the specifications.

7. Withdrawals and Declinations

A written request for the withdrawal of a Proposal may be granted if the request is received by the Director of Public Works or his/her designee prior to the specified time of opening. After the opening, the Proposing Firm cannot withdraw or cancel its Proposal for a period of sixty (60)

calendar days, and such Proposals will be binding during that time.

Prospective Proposing Firms that decline to submit a Proposal are requested to so notify the Village in writing, and to indicate if they would like their name to be kept on a future project list. However, this is not mandatory.

8. Non-Acceptance of Proposals

No Proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or who has failed to satisfactorily perform any previous contract with the Village.

9. Proposal Opening Procedures

The opening of all Proposals shall commence immediately after the stated delivery date and time deadline in the Request for Proposals, in the Public Works Conference Room, 900 Angle Tarn, West Dundee, Illinois and all prices shall be publicly read or posted. The opening and reading of all Proposals shall, however, be subject to the Village's rules regarding bonds and any other applicable regulations, as well as the requirements of this document. All prospective Proposing Firms and the public may attend the Proposal opening.

10. Proposal Review Procedures

After Proposal opening is completed, the Village will then take all Proposals under review. The Village will generally endeavor to complete its evaluation of Proposals and render a decision within sixty (60) days after the opening of Proposals. The Village may need to extend the decision deadline if the complexity of a project or product purchase warrants an extension. The Village will so inform the submitted Proposal Firms.

11. Competency of Proposing Firms

The opening and reading or posting of Proposals shall not be construed as acceptance by the Village of the Proposing Firms as being qualified, responsible candidates. The Village reserves the right to determine the competence, financial and operational capacity of Proposal firm. Upon request by the Village, the Proposing Firm shall furnish evidence as may be required by the Village to evaluate its ability and resources to accomplish the services or furnish the product required by the Specifications. The Village shall unequivocally be the sole and final judge of such competency, and its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

12. Pre-Proposal Meetings

If a Pre-Proposal Meeting will occur, the parameters under which it will be held will be listed in the Specifications.

13. Questions and Addenda

If upon review of the Proposal package, a prospective Proposing Firm has any questions; such questions must be put in writing and shall be directed to the staff person identified in the Specifications. The written questions, along with the Village's responses, shall be circulated to all known prospective Proposing Firms without identifying the party submitting the questions. The date and time cut-off for receipt of additional questions shall be as listed in the Specifications in order to adequately facilitate preparation of any addenda. No inquiry received after that time will be given consideration. Replies and/or addenda will be provided to all known prospective Proposing Firms by the date and time listed in the Specifications.

The same procedure applies if a Pre-Proposal Meeting occurs that is not mandatory. If a Pre-Proposal Meeting occurs that is mandatory, no addendum will be issued specifically from that forum.

Receipt of any addenda must be acknowledged in writing as part of the Proposal on the Proposal Form. Prospective Proposing Firms shall be responsible for ensuring that they have received any and all addenda. The Village shall not assume responsibility for the receipt by a prospective Proposing Firm of any addenda.

14. State of Illinois Requirements

The State of Illinois governs certain aspects of bidding as follows:

A. Interference with Public Contracting. Illinois State Statutes 720 ILCS 5/33E state that it is unlawful to participate in bid rigging and/or rotating, kickbacks, bribery, and other related interference with public contracts. The statutes require that a certification be submitted by a Proposing Firm specifically attesting to the provisions of Subsections 33E-3 and 33E-4.

B. Tax Delinquency. Illinois State Statutes 65 ILCS 5/11-42-1 state that it is unlawful to award a contract to any individual or entity that is delinquent in the payment of any tax administered by the State of Illinois Department of Revenue unless the individual or entity is contesting the amount and/or liability in accordance with the procedures established by the appropriate revenue act. The statutes require that a certification be submitted by a Proposing Firm attesting to Section 11.42.1-1.

C. Sexual Harassment. Illinois State Statutes 775 ILCS 5/2-105 requires that any party to a public contract must furnish evidence of adoption of a written policy on sexual harassment pursuant to the statute. The Village's interpretation of this statute is that such a policy does not have to be submitted with the Proposal, but the Proposing Firm must have one in order to receive a contract.

All prospective Proposing Firms are obligated to be aware of these requirements prior to deciding as to whether or not they will submit a Proposal.

For the convenience of Proposing Firms, a certification statement consolidating all of the above requirements has been prepared. The enclosed Certification Form must therefore be signed

and submitted in order for a Proposal to be considered. NOTE: IT IS NECESSARY THAT THIS BE DONE UNDER OATH. THEREFORE THIS FORM MUST BE NOTARIZED.

In addition, all other Federal and State Laws shall be observed where applicable, including but not limited to:

..Illinois Human Rights Act [775 ILCS 5/1-101 et seq.]

..Public Works Employment Discrimination Act [775 ILCS 10/0.01 et seq]

..Illinois Blacklist Trade Law [775 ILCS 15/1 et seq.]

This contract is not subject to Prevailing Wage Act [820 ILCS 130/0.01 et seq.]

15. Rejection; Waivers

The Village of West Dundee unequivocally reserves the sole right to reject any and all Proposals; waive formalities, technical deficiencies and irregularities; solicit new Proposals; or otherwise solicit Proposals or quotations if some other manner of negotiation better serves its interests. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

16. Alternates and Substitutes

The Village of West Dundee unequivocally reserves the sole right to accept or reject any and all alternates and to judge whether or not any alternate or substitute is of equivalent or better quality. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

17. Award of Contract

A. Authority of the Village: The Village Board shall have the authority to award contracts.

B. Lowest Responsible Proposal: A contract for the described product or service shall be awarded to the lowest responsible Proposing Firm whose Proposal will be on an overall basis most advantageous to and in the best interests of the Village of West Dundee to accept. In awarding the contract, in addition to price, the Village Board shall consider, including but not limited to, the following factors:

- 1) The ability, capacity, and skill of the firm to perform the contract and to provide the service or product required;
- 2) Whether the firm can perform the contract or provide the service or product promptly, or within the time specified, without delay or interference;
- 3) The character, integrity, reputation, judgment, experience and efficiency of the firm;

- 4) The quality of the performance of previous contracts, services, or products;
- 5) The previous and existing compliance by the firm with laws and ordinances relating to the contract, service, or product;
- 6) The sufficiency of the financial resources and ability of the firm to perform the contract, or provide the service or product;
- 7) The quality, availability, and adaptability of the supplies or contractual services that the particular use requires;
- 8) The quality of the service itself, or the quality and durability of the product itself;
- 9) The ability of the Proposing Firm to provide future maintenance and service for the use of the subject of the contract;
- 10) The number and scope of conditions attached to the Proposal by the firm;
and
- 11) Conformance to specifications.

Any or all of the above factors as well as price will be considered as elements of a responsible Proposal at the sole discretion of the Village. The Village Board's decision shall be final and not subject to recourse by any person, firm, or corporation.

18. Samples and Demonstrations

Evidence in and the like may be requested or required. If so, such will be listed in the Specifications. Such samples and demonstrations are to be furnished after the Proposal opening only upon the request of the Village unless otherwise stated in the Specifications.

19. Pricing and Taxes

Unit prices shall be shown as applicable for each unit on which there is a Proposal, and shall include all packing, crating, handling, freight, shipping, and delivery charges, as well as the cost of unloading at the destination unless otherwise stated in the specification. The Specifications will indicate the appropriate delivery address.

Prices shall not include any local, State, or Federal Taxes. The Village of West Dundee is exempt by law, from paying State Retailer's or Service Occupation Taxes, Federal Excise Taxes, and similar taxes.

Cash discounts will not be considered in determining the overall price in a Proposal, but may be used in an overall evaluation.

20. Errors in Proposals

When an error is made in extending total prices in a Proposal when a Proposal consists of both unit prices and totals, the unit Proposal price will govern. Otherwise, the firm is not relieved from errors in Proposal preparation.



PROPOSAL FORM

MULTIFUNCTION COPIER/SCANNER LEASE AND SERVICE

ONE ORIGINAL PROPOSAL SHALL BE SUBMITTED

Submit Proposals to:

Village of West Dundee
Mike Spiro
900 Angle Tarn
West Dundee, IL 60118

Proposals Deadline: September 30, 2022 by 10:00 am

Date: _____

Contact Name: _____

Official Mailing Address: _____

City/State/Zip Code: _____

Phone No. (include area code): _____

Fax No. (include area code): _____

Business Address (if different): _____

City/State/Zip Code: _____

1. The undersigned Proposing Firm proposes and agrees, if this Proposal is accepted, to enter into an Agreement with Owner in the form included in the Proposal Documents to furnish all labor, materials, tools, and services required for the Public Works Roof Replacement for the Village of West Dundee, Kane County, Illinois, all in accordance with the Proposal Documents and attached specifications.
2. Proposing Firm accepts all of the terms and conditions of the Advertisement for Proposals and Proposal Instructions without limitation. This Proposal will remain open

for 90 days after the date of Proposal opening or for such longer period of time that The Proposing Firm may agree to in writing upon request of Owner. The Proposing Firm will sign and submit the Agreement and other documents required by the Proposal Documents within 15 days after the date of Owner's Notice of Award.

3. In submitting this Proposal, The Proposing Firm represents, as set forth in the Agreement, that:
 - a. The Proposing Firm has examined copies of all the Proposal Documents.
 - b. The Proposing Firm is familiar with the nature and extent of the Proposal Documents, work, site, locality, and all local conditions and legal and regulatory requirements that in any manner may affect cost, progress, performance, or furnishing of the work, and has made such independent investigations as The Proposing Firm deems necessary.
 - c. The Proposing Firm has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions at or contiguous to the site which may affect cost, progress, or performance of the work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by The Proposing Firm, including applying the specific means, methods, techniques, sequences, and procedures of service expressly required by the Proposal Documents to be employed by The Proposing Firm, and safety precautions and programs incident thereto.
 - d. The Proposing Firm does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Proposal for performance of the work at the Proposal price and within the times and in accordance with the other terms and conditions of the Proposal Documents.
 - e. The Proposing Firm has correlated the information known to The Proposing Firm, information and observations obtained from visits to the site, specifications identified in the Proposal Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Proposal Documents.
 - f. The Proposing Firm has given the Village of West Dundee written notice of all conflicts, errors, ambiguities, or discrepancies that The Proposing Firm has

discovered in the Proposal Documents, and the written resolution thereof by the Village of West Dundee is acceptable to The Proposing Firm.

- g. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the work for which this Proposal is submitted.
- h. This Proposal is genuine and not made in the interest or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; The Proposing Firm has not directly or indirectly induced or solicited any other Proposing Firm to submit a false or sham Proposal; The Proposing Firm has not solicited or induced any person, firm, or a corporation to refrain from submitting a Proposal; and The Proposing Firm has not sought by collusion to obtain for itself any advantage over any other Proposing Firm or over Owner.
- i. By submission of the Proposal, The Proposing Firm certifies, and in the case of a Joint Proposal each party thereto certifies as to his own organization, that in connection with the Proposal:
 - i. The prices in the Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposing Firm or with any competitor.
 - ii. Unless otherwise required by law, the prices which have been quoted in the Proposal have not knowingly been disclosed by the Proposing Firm, prior to opening, directly, or indirectly to any other Proposing Firm or to any competitor.
 - iii. No attempt has been made or will be made by the Proposing Firm to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.
 - iv. The Proposing Firm is not barred from contracting with the Owner as a result of a violation.
- j. The Proposing Firm agrees that no less than the prevailing rate of wages as determined by the Department of Labor or determined by the court on review, shall be paid to all laborers, workmen, and mechanics performing work under this contract.

- k. The Proposing Firm complies with the provisions of the Employment of Illinois Workers on Public Works Act (30 ILCS 570/) as they may apply to this Project.
- 4. The Proposing Firm will provide three (3) proposals, one (1) proposal for purchase of the copiers, and a separate proposal for forty-eight (48) and sixty (60) month lease options with a one dollar (\$1.00) buyout.
- 5. The Proposing Firm agrees that the Work will begin as set forth in the Notice to Proceed and will be Substantially Completed within the time period established in the Specifications.
- 6. The person signing this Proposal certifies that: (Check applicable box)
 - a. He/She is the person in the Proposing Firm's organization responsible within that organization for the decision as to the prices being Proposal and that he/she has not participated, and will not participate, in any action contrary to that above; or
 - b. He/She is not the person in the Proposing Firm's organization responsible within that organization for the decision as to the prices being proposed but that he/she has been authorized to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to the above, and as their agent shall so certify; and shall also certify that he/she has not participated, and will not participate, in any action contrary to that above.

Respectfully submitted, signed, and sealed this ____ day of _____, 20_____.

Signed:

Where Proposing Firm is a corporation, add:

_____ Attest: _____
 Authorized Signature (Secretary or other authorized officer)

Date _____ (CORPORATE SEAL)

NOTE: The signed and notarized Proposal Certification Form must also be attached to this Proposal Form.

END OF PROPOSAL FORM

PROPOSAL CERTIFICATION FORM

The undersigned, being an authorized representative of the Proposing Firm, hereby certifies in accordance with Illinois State Statutes 720 ILCS 5/33E-11 that the Proposing Firm is not barred from submitting a Proposal for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Illinois State Statutes 720 ILCS 5/33E - "Public Contracts" concerning Proposal rigging, Proposal rotating, kickbacks, bribery, and other interference with public contracts.

The undersigned hereby also certifies that this Proposal is genuine and not collusive or sham; that said Proposing Firm has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposing Firm or person, to put in a sham Proposal or to refrain from submitting a Proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed price elements of said Proposal, or that of any other Proposing Firm, or to secure any advantage against any other Proposing Firm or any person interested in the proposed contract.

The undersigned hereby also certifies in accordance with Illinois State Statutes 65ILCS 5/11-42.1-1 that the Proposing Firm is not delinquent in the payment of any tax administered by the State of Illinois Department of Revenue, unless the amount and/or liability is being properly contested in accordance with the procedures established by the appropriate revenue act.

The undersigned hereby also certifies in accordance with Illinois State Statutes 775 ILCS 5/2-105 that the Proposing Firm has an adopted "Sexual Harassment Policy" consistent with the provisions of 775 ILCS 5/2-105.

Dated at _____

This ____ day of _____, 20____

By: _____
(Signature)

Its: _____
(Title)

_____, being duly sworn, deposes and say

that he/she is the _____ of _____

and that the statement above is true and correct.

Subscribed and sworn before me this ____ day of _____ 20____

Notary Public



VILLAGE OF WEST DUNDEE

CONTRACT

1. THIS AGREEMENT, made and concluded this _____ day of _____, 2022, between the VILLAGE OF WEST DUNDEE, acting by and through the Board of Trustees, known as the party of the first part, and _____, his/their executors, administrators, successors or assigns, known as the party of the second part.

2. WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the Specifications hereinafter described and in full compliance with this agreement and the requirements of the Director of Public Works under it.

3. And it is also understood and agreed that the Specifications hereto attached, for the _____, are all essential documents of this contract and are a part hereof.

4. IN WITNESS WHEREOF, The said parties have executed these presents on the date above mentioned.

Village of West Dundee

Attest: Mary Jo Pape Village Clerk

Joseph A. Cavallaro, Village Manager

For the Contractor

By _____
Attest: (Title)

President

REFERENCE SUBMITTAL

All Proposing Firms are required to furnish three (3) references for municipal clients who presently are using equipment and services similar to that proposed by the Proposing Firm.

Firm: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ / _____

Firm: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ / _____

Firm: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ / _____
