



Request for Proposals

Managed Print Services

**St. Charles Park District
101 S. Second Street
St. Charles, Illinois 60174**

2026

Request for Proposals - Managed Print Services

Introduction

The St. Charles Park District (“District”) is seeking proposals from qualified firms (“Vendor”) to provide managed print services, including lease of copy machines and related servicing.

Scope of Services

The District wishes to contract for multifunction copiers and network print management solutions for all District offices for a period of sixty (60) months beginning May 1, 2026 and ending April 30, 2031.

Currently there are 11 copier devices located across the District’s facilities. The chart in attached **Exhibit B** lists the current model and location along with the maximum page size necessary, stapler option, and built-in fax capability. Also included on Exhibit B are estimated monthly prints in black & white and color per device to assist with device sizing.

Proposals must include the following minimum requirements. Any proposed changes or deviations must be noted with proposed alternatives and requirements.

- Copy machine capabilities and requirements for proposals:
 - All devices installed and operational by May 15, 2026
 - All delivery, setup and installation charges for equipment
 - Average 32k copies/month (384,000 annually) as a shared allocation – Monthly averages 17k B&W and 15k Color
 - Pricing to include all toner
 - Automatic 2-sided printing – no reload of paper
 - All devices must be black & white and color capable
 - Secure print functionality based on user ID
 - 60 month equipment lease with included shared allocation
 - Additional devices may be added in the future co-termed with same contract end date
 - Per page overage rates for B&W and Color – overages reconciled semi-annually
- Service requirements for proposals:
 - Pricing to include all service including replacement parts, preventative maintenance, emergency calls, travel time, equipment modernization, and replacement guarantees
 - Customer portal to track service calls, meters and invoicing
 - Next day repair service
 - Automated meter reading
 - Automated service requests for faults
 - Centralized Management utility such as Uniflow
 - Two, 1 hour end-user training sessions within 2 weeks of new device installation, locations TBD

- One hour administration/management training

Proposal Format

Vendors must provide the following information:

- Description of services included;
- The Vendor's background including its history, relevant experience, and office location(s);
- Name, position, and experience of the technical lead or business manager;
- Relevant Vendor partnerships and / or certifications;
- Three references with contact name, position, address, telephone and email, including districts of a similar size to the District;
- Each proposal shall identify any litigation filed against the Vendor or its officers or directors or in which any of them was a party during the preceding ten (10) year period. Such identification must include the case name, jurisdiction, case/docket number, and a summary of the nature of the claims asserted; and
- Any additional supporting data which would help the District evaluate the Vendor's abilities, reputation, financial stability, and/or skills.

All of the above must accompany your proposal. If any item is omitted, or any one item does not meet the requirements listed, the proposal may be disqualified or disregarded, in the District's sole discretion. All proposals submitted must be valid for a minimum period of 60 days after the date set for submissions.

The signor of the proposal warrants and represents that he/she is the authorized representative of the Vendor and has the authority to bind the Vendor under the terms and conditions contained in this Request for Proposals and its exhibits. Signatures on the cover sheet of the proposal indicate acceptance of this Request for Proposals as outlined in the specification and instructions to Request for Proposal.

Selection Process

The District reserves the right to reject any and all proposals and to waive any informality or abnormality in any proposal. The District reserves the right to base its award of a contract to the best qualified candidate as reasonably determined by the District. A contract will be awarded to the Vendor who the District determines, in its sole discretion, best meets the specifications stated herein. Each Vendor should be careful to highlight and detail any technical features or benefits which exceed the minimum requirements set forth in this Request for Proposal. The successful candidate will be expected to enter into a contract for the project, which is acceptable to the District.

Upon selection of a Vendor, the parties shall enter into a contract, which shall incorporate the terms of this Request for Proposals by reference ("Contract"). The Vendor, by submitting a proposal in response to the Request for Proposals, acknowledges and agrees to comply with all other requirements, terms, provisions, and conditions as listed in this Request for Proposals and

the Additional Terms and Conditions attached as **Exhibit A** hereto. No Vendor shall make any changes to the wording of Additional Terms and Conditions.

Once the proposals have been opened by the District, such proposals shall not be modified in any way without the written approval of the District. All Vendors will be bound by any and all math calculations, misquotes, or mistakes or any kind. The submission of a proposal by a Vendor 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. Each Vendor warrants and represents that they have read and understand this Request for Proposals and its exhibits. The items and criteria set forth herein are minimal standards and statements, and shall be provided for in proposal submissions and contractual arrangements.

The District reserves the right to request further information and/or personal interviews with selected applicants. Formal Board approval is expected to take place in April of 2026 and contracted services are expected to begin in May of 2026. In all instances, the decision rendered by the Board shall be final and not subject to contest by the Vendors.

Submission Requirements

In order to be considered, you must submit your proposal by 5:00 pm on Friday, February 27, 2026, to the following address:

St. Charles Park District
Attn: Jeff Essig
8 North Ave
St. Charles, Illinois 60174

All proposals must be submitted in a sealed envelope which must be clearly labeled as “Proposal – Managed Print Services.”

Any questions regarding this Request for Proposals should be directed to:

Jeff Essig
IT Manager
630-513-4300
jessig@stcparks.org

Failure on the part of the Vendor to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of their proposal. Oral explanations or representations will not be binding.

Exhibit A

Additional Terms and Conditions

CONTRACT DOCUMENTS. The Request for Proposals and all exhibits, including these Additional Terms and Conditions, the Vendor's Proposal, and the signed Contract (collectively, the "Contract Documents") shall constitute the full and entire agreement for the services contemplated hereunder. The parties may enter into a separate financing lease upon mutual agreement. The terms of these Additional Terms and Conditions shall control over any conflicting terms in any referenced agreement or document.

TERMINATION. The District reserves the right to terminate the Contract with or without cause at any time during any contract period by giving the Vendor not less than thirty (30) calendar days' prior written notice. Furthermore, the District may immediately terminate the Contract if, upon seven (7) calendar days' written notice, Vendor fails to cure its breach of the Contract. In the event that the Contract is terminated, Vendor shall only be entitled to fees for services provided up to the date of termination. In no event shall Vendor be entitled to consequential or incidental damages or lost profits as a result of the termination of the Contract. Vendor shall return the copier hard drive intact at the conclusion of the contract period. All District data must be removed from any other components left in the machine at the conclusion of the contract term with a certified destruction document.

INDEMNIFICATION. Vendor shall indemnify and hold harmless the District, its Board and individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Vendor; and (2) any breach by the Vendor of the Contract Documents.

INSURANCE. Vendor shall procure and maintain at its own cost and expense (1) comprehensive general liability on an occurrence basis to insure all loss (including, but not limited to, attorney's fees and costs), claims, demands, or actions for damage to property, or bodily and personal injury to or death of any one or more persons in the minimum amount of \$2,000,000 per occurrence and in the aggregate, (2) umbrella or excessive liability coverage in a minimum amount of \$2,000,000 per occurrence and in the aggregate, (3) worker's compensation coverage in the minimum statutory amounts, and (4) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage. Vendor shall name the Indemnitees (as defined above) as additional insureds on all insurance policies required herein, with the exception of the worker's compensation insurance.

Vendor shall provide a certificate of insurance on a form acceptable to the District evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by Vendor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the District. If any of the insurance coverages are required to remain in force after final payment, all

additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.

All insurance required of Vendor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

INSPECTION. All material and workmanship shall be subject to inspection and test by the District. The District reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the specifications contained herein or Vendor's warranties (express or implied). Rejected goods shall be removed at the expense of Vendor, including transportation both ways, promptly after notification of rejection. As to rejected goods, Vendor shall bear all costs of inspection and all risk of loss. Upon rejection, Vendor shall immediately return full purchase price to the District. Payment by the District for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.

WARRANTIES. Vendor makes the following warranties to the District and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. Vendor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the District by Vendor. Vendor shall, at its sole cost and expense, promptly repair or replace to the District's complete satisfaction all goods/services received for the entire contract period.

COMPLIANCE WITH LAWS. Vendor shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et seq.*) in performing under the Contract Documents. As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing the Contract, Vendor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. Vendor agrees that if this certification is false, the District may declare the Contract void. Vendor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, Vendor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether Vendor is a retailer maintaining a place of business within this State" as defined in Section 2 of the Use Tax Act.

STATUS OF EMPLOYEES. Employees of the Vendor shall not be deemed to be employees of the District, but shall remain employees of Vendor. The District retains the sole right to exclude any employee of Vendor for any reason at any time from District property.

TAXES. The District is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.

FREEDOM OF INFORMATION ACT COMPLIANCE. The District is subject to the *Freedom of Information Act*, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by Vendor to the District may be subject to disclosure to third parties in accordance with FOIA. If Vendor requests that the District withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Vendor must notify the District of such request at the time such information is submitted to the District, along with a statement that disclosure of such information will cause competitive harm to Vendor, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by Vendor at the time of submission to the District will be presumed to be open to public inspection. Vendor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from Vendor in accordance with Section 7(1)(g), the District 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. Vendor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the District, Vendor agrees to cooperate with the District, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the District that directly relate to the governmental function that Vendor has been engaged to perform on behalf of the District.

ASSIGNMENT. Vendor shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the District.

WAIVERS. The failure of the District to demand strict performance on any one occasion shall not in any way affect, limit, or waive the District's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The District shall not have waived any rights under the Contract Documents unless specifically set forth in writing.

SURVIVAL. All provisions of the Contract Documents that are intended to survive the expiration or early termination of the Contract shall survive such expiration or early termination.

JURISDICTION AND VENUE. The Contract shall be governed by and construed in accordance with the internal laws of the State of Illinois, without reference to any conflicts of law provisions. Each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, any federal court or state court located in Kane County, Illinois.

Exhibit B

Current devices, locations and monthly duty estimates

<u>Address</u>	<u>Model</u>	<u>Stapler</u>	<u>Max Size</u>	<u>Fax</u>	<u>Est B&W</u>	<u>Est Color</u>
8 North Ave, Saint Charles	Canon – IR ADV DX C357iF	N	Legal	N	1600	2400
8 North Ave, Saint Charles	Canon – iR ADV DX C5760i	Y	11x17	N	4500	3000
8 North Ave, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	2700	3100
8 North Ave, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	800	1100
101 S 2nd St, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	400	900
101 S 2nd St, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	1500	1800
3795 Campton Hills Dr, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	1800	1800
37W755 Bolcum Rd, Saint Charles	Canon – iR ADV DX C3730i	Y	11x17	N	300	300
1400 Foundry St, Saint Charles	Canon – IR ADV DX C357iF	N	Legal	N	300	300
213 Walnut St, Saint Charles	Canon – IR ADV C3525i III	N	11x17	N	300	1000
1050 Dunham Rd, Saint Charles	Canon – IR ADV DX C257iF	N	Legal	N	1200	1600