

REQUEST FOR PROPOSAL CRYSTAL LAKE PUBLIC LIBRARY

MULTI-FUNCTION PRINTERS - 36-MONTH LEASE

1. GENERAL INFORMATION

The Crystal Lake Public Library is interested in procuring four (4) multi-function printers, with a lease for 36 months: two (2) for the public areas of the library, one (1) for the staff mailroom, and one (1) for the Public Relations department.

2. DESCRIPTION, PURPOSE AND OBJECTIVES

Key features are divided into two categories: Needs and Wants, and are enumerated in the attached chart.

3. PROJECT TIMELINE & SUBMITTAL REQUIREMENTS

- A. Provide pricing for the monthly lease for each copier, as well as cost per copy for equipment that includes all of the Key Features: Needs. Include separate pricing for the Key Features: Wants options. The Crystal Lake Public Library is not subject to either state sales tax or federal excise tax.
- B. Address service in this proposal. If you do not provide service on the MFPs, please provide information on the company that does.
- C. References will be requested prior to a contract being awarded.
- D. The Library reserves the right to reject any or all proposals. It is the intent of the Library to award a contract to the company that best meets the requirements and needs of the Library. The contract will be awarded based on:
 - a. Price estimate (equipment; cost per copy; supplies)
 - b. Service (including frequency of preventative maintenance visits)
 - c. Cost of features that exceed minimum requirements
 - d. Availability of in-person showroom visit
 - e. Conditions of the operating lease
- E. Submit proposals to: Kriste Amherdt, Business Manager, Crystal Lake Public Library, 126 Paddock Street, Crystal Lake, IL 60014. Proposals must be received by 9:00 pm on Monday, 01/30/2023.

Crystal Lake Public Library
MFP Key Features Chart

Key Features: Needs	Mailroom MFP	PR Office MFP	Public MFPs (2)
Black & White	X	X	X
Color	X	X	X
Network capable	X	X	X
Works with PaperCut software			X
Fax	X		
30 ppm			X
55 ppm w/1200 x 1200 dpi	X	X	
Flexible paper handling system: 220 lb. index stock through paper trays and up to 140 lb. index through bypass tray	X	X	X
Touchscreen with keyboard	X	X	X
Scan	X	X	X
USB			X
Multi-sheet bypass tray	X	X	X
Reduce/Enlarge	X	X	X
Staple in any corner and collate	X	X	
Job priority setting	X	X	
User ID for color copies	X	X	
Ability to copy pale colors	X	X	
ID Copy Feature (both sides on one sheet)	X	X	X
4 drawers	X	X	
Letter (8.5 x 11, 2 x 500 sheets)	X	X	X
Legal (8.5 x 14)	X	X	X
Ledger (11 x 17)	X	X	
Reversing automatic document feeder	X	X	X
Ability to print double-sided copies for several hours	X	X	
Double-sided copies	X	X	X
Ability to manage print queue	X	X	
Ability to set print instructions from computer w/no additional set up at printer	X	X	
User-friendly troubleshooting instructions on screen	X	X	X
Ability to handle large two color job with high saturation		X	
Ability to erase previous user information for privacy			X
Ability to copy transparencies	X		X

Key Features: Wants			
Fax			X
3 hole punch	X		
Quiet copier with less beeping			X
PostScript Option (for accuracy in color match)	X		
Paper tray holds more than 1 ream	X		
Good interface with InDesign & Publisher		X	
accept card payment (<i>coin tower dependent</i>)			X