

# **Naperville Public Library**

## **Request for Qualification for Multi-Function Printers with Proof of Concept Participation for the Library Facilities**

### **Submission Date/Time:**

Friday, June 25, 2021  
10:00 A.M. CST

### **Place:**

Nichols Library  
Office of the Director  
200 W. Jefferson Ave.  
Naperville, IL 60540-5374

May 27, 2021

Dear Prospective Bidder:

The Naperville Public Library is pleased to invite you to submit a sealed proposal for:

**Proof of Participation for Multi-Function Printers** for their Library facilities of the Naperville Public Library.

RFQ Opening: Friday, June 25, 2021, 10 a.m. CST

The proposal is to include several parts. Part 1 is for review of the qualifications of the MFP firm. If recommended, then there will be a 45-to-60-day internal on-site trial for a Proof of Concept (POC) of the firms proposed MFP equipment to test reliability with necessary software interfacing and services provided.

Part 2 will be the review of the company from the POC trial period to determine if the company and the equipment is qualified for the needs of the Library.

Part 3: if the firm is deemed qualified, then it will be requested to provide the necessary pricing in the Request for Pricing process for the necessary equipment and maintenance.

The RFQ is available on the Library's website: [www.naperville-lib.org](http://www.naperville-lib.org)

Please note the deliverables as specified in the Submittal Requirements of the RFQ.

The proposals will be reviewed and evaluated based on the criteria listed herein.

We sincerely hope that you take the time to review the specifications and submit a proposal. If you need additional information, please submit your question in writing to the Library, either by fax at 630-961-4119 or by email to [jscheuerman@naperville-lib.org](mailto:jscheuerman@naperville-lib.org) by 12:00 PM on June 18, 2021. The Library will post responses on our website [www.naperville-lib.org](http://www.naperville-lib.org) in the form of an addendum by end of day Monday, June 21, 2021.

Sincerely,

Jeffrey Scheuerman  
Finance Manager

**Request for Qualifications**  
**MFP/MFD Requirements (Scope)**  
**Naperville Public Library**

The Naperville Public Library (NPL) is seeking a qualified Multi-Function Printer (MFP) firm for a trial of their equipment. NPL is requesting a **Proof of Concept**, aka demonstration or test unit, for replacement of 8 Multi-Function Printers at three locations to replace the Library owned equipment listed below. An additional unit will be added to this fleet for a total of 9 MFPs as part of the final contract. A standard model MFP is required for all locations and a 45-to-60-day Proof of Concept (POC) trial is requested from each approved vendor who has responded to the Library's RFQ who qualifies. Additionally, NPL will require managed print services and maintenance for 46 stand-alone workgroup printers throughout three locations as part of the Request for Pricing process that will follow completion of the RFQ and Proof of Concept process who is approved to continue.

**SUBMITTAL REQUIREMENTS**

Applicants must submit responses to the following:

Send written material to IT Manager Charles Kapachinski 200 W. Jefferson Ave., Naperville, IL 60540-5374. Submittals must be received before 10:00 a.m., June 25, 2021.

1) Outline for Qualifications

Please provide the following information:

- a) Firm Name/Address
- b) General history of the firm including, but not limited to:
  - i) Number of years in business
  - ii) Type of ownership, and name(s) of owners
  - iii) Type of organization
  - iv) Professional affiliations
  - v) Amounts and kinds of professional insurance carried
- c) Personnel in your present organization
  - i) Who in your organization will be assigned to the project?

2) Integration with print software and coin towers

3) Past Performance

- a) Indicate libraries your firm currently has in progress.

4) Supplemental Information

- a) Please provide other pertinent information that qualifies your firm for the proposed project.

5) References

- a) Provide library project five references. Include contact name, title, phone number and address for each contact firm.

6) Please provide four copies of the written submissions, plus one electronic copy.

## **QUALIFIERS FOR PROOF of CONCEPT PHASE PARTICIPATION**

The following criteria will be used to evaluate each firm's qualifications:

1. Experience-minimum of ten years
2. Services provided
  - a. Sales
  - b. Maintenance
  - c. Real time monitoring of print activity and maintenance notifications
3. Integration of Paper Cut Software-minimum of five years
4. Preferred experience with coin towers
5. Certificate of Insurance

## **PROOF of CONCEPT EVALUATION CRITERIA**

The following criteria will be used to evaluate each firm's qualifications. The criteria weight is indicated below:

- 1) Deployment and Training (40%)
  - a) Integration with print software and coin towers.
- 2) Performance reliability during POC (20%)
- 3) Customer Support during POC (20%)
- 4) User Experience (20%)

**Request for Qualification**  
**for Multi-Function Printers (MFP)**  
**With Proof of Concept Participation**

**PROJECT TIMELINE**

<b><u>Activity</u></b>	<b><u>Date</u></b>
Issue RFQ for MFP Proof of Content (POC)	6/4/2021
Questions from Firms (no later than 12:00 P.M.)	6/18/2021
Addendum posted	6/21/2021
Proposals due no later than 10:00 A.M.	6/25/2021
MFP firms selected for Proof of Content Participation	7/9/2021
Installation of Equipment (no later)	8/2/2021
POC Trial Ends	9/30/12021
MFP firms selected for Request for Pricing Submission	10/11/2021

**Equipment Models for Replacement:**

Canon Image Runner 2525, Quantity 3

Canon Image Runner C2225, Quantity 5

Nichols Library-3 MFPs required

Naper Blvd Library-3 MFPs Required

95<sup>th</sup> Street Library-3 MFPs Required

**Service Levels:** 4-hour on-site response time. Temporary replacement unit to be provided after 48 hours of continuous service disruption.

**Print/Copy Output Speed:** Monochrome: 35-45ppm/Color: 25-35 ppm (Minimum).

**Paper Tray Configuration:** Minimum of 3 trays that can accommodate 8 ½x11, 8.5x14, 11x17 simultaneously. A high-capacity tray is desired for 8 ½ x11 paper.

**Paper Weights:** Single sided 20 lb. bond to 130 lb./Two-sided printing 20 lb. to 98 lb.

**Paper Types:** Plain paper, Card stock, Pre-punched, Letterhead, Recycled, Pre-printed Transparencies, Labels, Envelopes, Custom, Lightweight card stock, Heavyweight card stock, Extra heavyweight card stock, Lightweight glossy card stock, Glossy card stock, Heavyweight glossy card stock.

**Modem Card:** Not required.

**Three-Hole Punch:** Not required.

**Scanner File Types:** Single Tiff, Multi Tiff, searchable PDF, JPEG.

**Print Drivers required:** Both PCL and PS Drivers must be supplied in advance of installation of the devices to the Library IT staff.

**Print Management Capability:** All devices must be compatible with and supported by PaperCut Print Management software. The ability to reroute print jobs to other MFPs is a critical success factor as is the ability to recover crashed/failed print jobs.

**Payment Kiosk Integration:** All devices must be compatible with and supported by (Today's Business Solutions, Inc.) TBS9900 Series Payment Kiosks.

**Misc. Features:** Duplex Copying/Printing, Enlargement and Reduction capabilities, Automatic Document Feeder, Secure Print capability, ID Card Copy.

**Configuration Settings:** Automatic hard drive wipe after each use, default to monochrome printing/copying, disable hibernation/power-saving mode.

**Maintenance Requirements:** Real-time monitoring by the support vendor with just in time delivery of supplies.

**POC Installation:**

The contractor must deliver and install the proposed device to the assigned testing location. The contractor will be responsible for all costs of delivery and installation of the device. NPL will provide coordination between our print management and payment kiosk vendor for integration during the POC period.

**Training:**

Training must be included in the POC on the day of deployment.

**Naperville Public Library Locations:**

Nichols Library  
200 W. Jefferson Ave.  
Naperville, IL. 60540

Naper Blvd Library  
2035 S. Naper Blvd.  
Naperville, IL. 60565

95<sup>th</sup> Street Library  
3015 Cedar Glade Dr.  
Naperville, IL. 60564

**Naperville Public Library**  
**Multi-Function Printer Average Click Count**

	Copiers <u>B&amp;W</u>	Copiers <u>Color</u>
	<b>1,251,710</b>	<b>194,640</b>
<b>Monthly</b>	<b>50,068</b>	<b>7,786</b>
<b>Annually</b>	<b>600,821</b>	<b>93,427</b>

<b><u>NBL</u></b>		
	<b>Monthly <u>BW</u></b>	<b>Monthly <u>Color</u></b>
<b>GT TAG</b>		
244401	3,507	NA
244400	9,304	1,530
<b>Total</b>		
<b>Monthly</b>	<b>12,812</b>	<b>1,530</b>

<b><u>Nichols</u></b>		
	<b>Monthly- <u>BW</u></b>	<b>Monthly <u>Color</u></b>
<b>GT TAG</b>		
244433	2,053	
244399	13,266	1,542
244398	4,206	1,735
<b>Total</b>		
<b>Monthly</b>	<b>19,525</b>	<b>3,277</b>

<b><u>NSL</u></b>		
	<b>Monthly <u>BW</u></b>	<b>Monthly <u>Color</u></b>
<b>GT TAG</b>		
244432	11,617	1,987
244402	2,965	NA
244397	2,701	859
<b>Total</b>		
<b>Monthly</b>	<b>17,283</b>	<b>2,846</b>