



JOLIET JUNIOR COLLEGE
—1901—

REQUEST FOR PROPOSAL

#R11003

PRINT MANAGEMENT STRATEGY



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Joliet Junior College
Request for Proposal
PRINT MANAGEMENT STRATEGY

RFP Opening: MARCH 9, 2011 AT 2:00PM CDT

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,000 credit and 17,000 non-credit students attending classes on its main campus located within the city of Joliet, and its four extension campuses located in Romeoville, Morris, southeast and downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

I. SCOPE OF SERVICES

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from qualified vendors who can provide a print management solution for Joliet Junior College and its extended campuses.

Additional scope is discussed in the specification portion of this proposal.

II. RFP SCHEDULE

Date (2011)	Event
February 16, 2011	Vendors contacted via email / advertised



February 22, 2011 @ 3:00 pm Studio Conference Room J3016	Mandatory Pre-bid Meeting
February 25, 2011 end of day	Last date/time for submission of written questions via email to jmitchel@jjc.edu
March 2, 2011 end of day	Responses to questions emailed
March 9, 2011 2:00 pm	Proposals must be submitted to the Purchasing Department, Building H, Room 1018
March 10 th – March 11 th 2010	JJC Evaluation Team reviews proposal
Week of March 14 th – March 18 th 2010	Possible presentations by two top short-listed firms
April 2011 Board Meeting Approval	Notification of Award

III. INSTRUCTIONS TO VENDORS

Mandatory Pre-proposal Conference and Walk-through

A mandatory pre-proposal conference and walk through will be held on Tuesday, February 22, 2011 at 3:00 p.m. in Studio Conference Room J3016. Questions can be sent via email to Ms. Judy Mitchell, jmitchell@jjc.edu, Director of Business & Auxiliary Services on or before the end of business on February 25, 2011. All questions and answers will be published and provided to all potential vendors on March 2, 2011 end of business day.

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for **PRINT MANAGEMENT STRATEGY**, the opening date and time. An original and four (4) copies of the RFP shall be provided.

RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director Business and Auxiliary Services, 1215 Houbolt Rd., Joliet, IL 60431-8938.



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RFP's not submitted in the format as instructed by this RFP will not be accepted.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before March 9, 2011 AT 2:00 PM at the Purchasing Department, Building H, Room 1019, 1215 Houbolt Rd., Joliet, IL 60431-8938

INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.



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TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT:

Any contract, which results from this RFP, shall not exceed a period of one year from the date of the contract award.

GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall



share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

V. **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and four (4) copies of the proposal will be required. Each shall be submitted in a binder. The original copy should be so noted and signed



1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Questionnaire

7. Prices Responses

8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. Pro forma Contract

The terms and conditions included in the *Pro forma* Contract apply to any contract



resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

10. Bidder's Certification Statement

VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist JJC in meeting the overall goals and to reduce JJC administrative costs associated with the procurement process.
2. The quality and range of services the firm proposes to provide.
3. The extent to which the goods or services meet JJC needs.
4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
5. The vendor's past relationship with JJC, if any.
6. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Vendor's financial terms offered to JJC.
9. The total, long-term cost to JJC to acquire the vendor's goods and services.
10. Any other relevant factor that a private business entity would consider in selecting a supplier.

SCOPE OF WORK

Specifications required for print management solutions RFP:

1. Conduct an assessment of the College's printing, copy, and faxing environment in order to baseline College's current total cost of ownership. Deliverables must include baseline total cost of ownership, recommendations for future state strategy, and findings presentation to the Senior Leadership Team and/or Administrative Council.
 - a. TCO should include list of output devices and purchase price, lease and rental contracts, annual cost of consumables, and maintenance costs
 - b. Review of shipping and receiving costs as they relate to print management
2. Bidder must provide description of work including approach to conducting assessment.



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3. Bidder must identify which activities will be conducted onsite and which activities will be accomplished offsite.
4. Bidder must provide assessment timeline, identification of responsibilities and key roles, project assumptions and risks, and a draft project schedule.
5. Overall assessment must include printing, copying, faxing and the Print Services production operation.
6. Assessment must also include:
 - a. Recommendation(s) on printing work performed outside of institution that could be moved to Print Services organization
 - b. Analysis of Print Services capacity, utilization, demand, costs, and chargeback rates;
 - c. Analysis of forms currently ordered from outside institution
 - d. Review and recommendations on operations efficiency and processes;
 - e. Evaluation of current pay for print solution and student printing programs;
 - f. Opportunities for innovation
7. Develop recommendations for standardized processes. Process review must include:
 - a. Document production and delivery
 - b. Current activities and productivity
 - c. Mapping document workflow through entire production process
 - d. Interviewing key departments that use Print Services to gather requirements and identify key document types and attributes
8. Quantify impact of potential changes and improvements.
9. Describe how solutions strategy will support College's Master Plan and sustainability/green initiatives.
10. One paragraph description of what sets your organization apart from your competitors.
11. References from higher education institutions.

QUANTITY

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.



PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor. The cost proposal should contain:



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1018
1215 Houbolt Road
Joliet IL 60431