

**INVITATION FOR BID**

**FOR**

**LEASE OF COPIERS AND  
FAX MACHINES**

**OFFICE OF THE SPECIAL DEPUTY**

**OCTOBER 9, 2009**

## **INVITATION FOR BID (IFB)**

### **Lease of Copiers and Fax Machines**

#### **Purpose of Invitation:**

To obtain quotes for both a 36 and 60 month lease for new copier and fax equipment.

#### **Bids:**

- Your bid must state that is good for 60 days after the bid opening date.
- Your bid must show pricing for both 36 month and 60 month lease terms.
- Your bid must indicate it is based upon 65,000 copies per month in the monthly lease cost.
- Your bid must include detailed pricing for maintenance and supplies.
- Your bid must include your plan, including cost, for the removal of the old machines and the installation of the new machines.
- Your bid should must include your plan for user and key operator training sessions.
- Your bid must include at least 3 references, with contact information.

#### **Copier/Fax Needs:**

- Currently, we have a Canon IR 8500 and 2 Canon IR 6020 copiers.
- We are looking to replace the Canon IR 8500 with a copier of comparable speed that includes both E-copy and a 3-hole punch.
- We are looking to replace 1 of the Canon IR 6020 with a copier of comparable speed.
- We are looking to replace the other Canon IR 6020 with a color copier of comparable speed.
- Currently, we have 3 Canon 710 fax machines.
- We are looking for pricing for the following two alternatives:
  - (a) Pricing for 3 fax machines comparable to the Canon 710; and
  - (b) Pricing for having fax boards on the 3 copiers and 1 multi-function fax/skan machine
- All machines must have an application or device included on the machine that provides the ability to run month usage reports.
- All machines should include a stapling finisher.

### **Submission of Bids:**

- All bids should either be emailed to [jyniguez@osdchi.com](mailto:jyniguez@osdchi.com) or mailed to
  - Office of the Special Deputy Receiver
  - 222 Merchandise Mart Plaza, Suite 1450
  - Chicago, IL 60654
  - Attn: Jennifer Yniguez
- All bids must be actually received by 4:30p.m., Chicago time, on Friday, October 23, 2009.
- **Late bids will be rejected without being reviewed.**
- Bids will be opened on Monday, October 26, 2009.
- Bid evaluation will be completed by Wednesday, October 28, 2009.
- Notification to winning bidder will be made no later than Friday, October 30, 2009

### **Standard Terms and Conditions:**

The OSD recognizes that although it is a private not-for-profit corporation organized under the laws of the State of Illinois, its activities are assigned by the Illinois Director of Insurance when acting in the capacity of statutory and court-affirmed Receiver in insurance companies. The OSD further recognizes that its representation of the Director of Insurance, as Receiver, arises from the powers of attorney given by the Director to the Special Deputy who also fills the positions of President and Chief Executive Office of the OSD. Accordingly, it is the policy of the OSD not to contract with any person or entity that is in violation of the laws of the State of Illinois or is barred from contracting with the Illinois Department of Insurance, under Illinois Public Act 095-0971, or otherwise. OSD Invitations for BID and resulting contracts shall require purchaser compliance with state law.

This IFB does not commit the OSD to select an Awardee or enter into a contract with any bidding party. The OSD reserves the right to rescind or revoke this IFB prior to the execution of a contract with the Awardee. The OSD may in its sole discretion: reject a bid if it is non-responsive or non-compliant with the requirements set forth in this IFB; or waive minor discrepancies in any bid. All materials submitted in response to this IFB shall become the property of the OSD and will not be returned.

**All questions should be directed to Jennifer Yniguez at 312.836.9527 or via email at [jyniguez@osdchi.com](mailto:jyniguez@osdchi.com).**