SOUTH CENTRAL ILLINOIS MASS TRANSIT DISTRICT
1616 E. McCord Street
Centralia, IL 62801
(618) 532-8076

INVITATION FOR BIDS (IFB)

DOCUMENT SYSTEMS

IFB #2021-DOCSYS

DUE THURSDAY MAY 20, 2021
11:00 A.M. (Central Time)
ATTENTION: INTERESTED SUPPLIERS

The terms and conditions of this IFB shall conform to the Illinois Department of Transportation Rules, Regulations and Statutory Requirements.

Please read this IFB carefully and completely. Failure to follow instructions, or failure to submit the required information and/or documents, may result in rejection of the bid in its entirety.
IMMEDIATE NOTIFICATION TO THE SOUTH CENTRAL ILLINOIS MASS TRANSIT DISTRICT IS REQUIRED to ensure that every interested bidder receives subsequent updates, amendments, interpretations, and/or any addenda issued for this IFB. Failure to acknowledge subsequent updates, amendments, interpretations, and/or addenda requirements may result in a rejection of the bid. See SECTION V - ACKNOWLEDGEMENT OF UPDATES, AMENDMENTS, INTERPRETATIONS, AND / OR ADDENDA form that must be completed and submitted with the bid that you provide to the South Central IL Mass Transit District.

Date        APRIL 21 2021
To:         INTERESTED VENDOR
Subject:    DOCUMENT SYSTEMS

To Whom It May Concern:
Find the Invitation for Bids below. If you download this IFB from the South Central Illinois Mass Transit District website, please NOTIFY Vicki Clift, 1616 E. McCord Street, Centralia, IL 62801, via email vclift@southcentraltransit.org, or fax (618) 532-8078 as soon as possible with your complete contact information as follows:

Name of Interested Supplier’s Firm _____________________________________________
Name of Contact Person _______________________________________________________
Title of Contact Person _______________________________________________________
Street Address/PO Box _________________________________________________________
City, State, Zip _______________________________________________________________
Telephone number _____________________________________________________________
Fax number _________________________________________________________________
E-Mail Address (MANDATORY) ________________________________________________
Website Address _____________________________________________________________
Date of Download _____________________________________________________________

Thank you for your interest. We look forward to receiving your bid.

Sincerely,

Vicki Clift
Director of Finance
LEGAL NOTICE

INVITATION FOR BID / IFB #2021-DOCSYS

The South Central Illinois Mass Transit District (SCT) is soliciting bids from qualified companies for the supply of DOCUMENT SYSTEMS. The bid will be evaluated on the lowest price given that meets the specifications.

SEALED BIDS WILL BE RECEIVED AT THE SOUTH CENTRAL IL MASS TRANSIT DISTRICT OFFICE AT 1616 EAST MCCORD STREET, CENTRALIA, IL 62801, IN A SEALED ENVELOPE MARKED “IFB #2021-DOCSYS” NO LATER THAN 11:00 A.M. (CENTRAL STANDARD TIME) ON THURSDAY, MAY 20, 2021. BIDS WILL BE OPENED AT 12:00 NOON ON THURSDAY, MAY 20 2021, DURING SCT’S BUDGET/FINANCE COMMITTEE MEETING, TO BE HELD AT 100 NORTH LOCUST STREET, CENTRALIA, IL.

IFB documents containing specifications may be obtained from SCT on or after Wednesday, APRIL 21 2021, at the SCT office located at 1616 E. McCord Street, Centralia, IL 62801, or by downloading the IFB from SCT’s website (www.southcentraltransit.org). Interested firms may also call 618-436-3012 to arrange for mailing.

Disadvantaged Business Enterprises (DBEs) are encouraged to submit bids and will not be subjected to discrimination on the basis of race, color, sex, national origin or disability in consideration for an award.

Any contract or purchase order resulting from these Bids is subject to financial assistance contracts between the South Central IL Mass Transit District and the Illinois Department of Transportation. This project is funded, in full or in part, by the Illinois Department of Transportation, Division of Public and Intermodal Transportation.

The successful bidder will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Bidders must register and possess a valid public contracts eligible bidder number from the Illinois Department of Human Services (IDHR) in order for a bid to be considered.

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids. Acceptance of any bid is subject to concurrence by the Illinois Department of Transportation and the SCT Board of Directors.

The contract(s) will be awarded to the lowest responsive, responsible bidder(s) meeting specifications contingent upon approval by the Illinois Department of Transportation.
### SCHEDULE FOR SUBMISSION OF BIDS
FOR
DOCUMENT SYSTEMS

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>APRIL 21, 2021</td>
<td>Issue Legal Notice / Invitation for Bids</td>
</tr>
<tr>
<td>APRIL 30, 2021</td>
<td>Last day for bidders to submit written questions or request clarifications</td>
</tr>
<tr>
<td>MAY 7, 2021</td>
<td>Last day for SCT to respond to bidder’s written questions or request for clarifications</td>
</tr>
<tr>
<td>MAY 20, 2021</td>
<td><strong>Bids are due no later than 11:00 a.m. Central Time</strong></td>
</tr>
<tr>
<td>MAY 27, 2021</td>
<td>SCT Board of Directors to approve bid award. SCT, barring any unforeseen delays, will make an award within sixty (60) calendar days after the bid opening.</td>
</tr>
<tr>
<td>AUGUST 25, 2021</td>
<td>Notice of Award. Barring any unforeseen delays, SCT shall issue the notice no more than 30 days after award.</td>
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SECTION I
SCOPE OF WORK AND TERMS

1. GENERAL INFORMATION

NOTICE: Facsimile, electronic and/or digital bid submittals will NOT be accepted.

The South Central Illinois Mass Transit District (SCT) is soliciting bids from qualified companies for the supply of DOCUMENT SYSTEMS as outlined in Section IV. The bid will be evaluated based on the lowest Responsive and Responsible bid meeting specifications. SCT reserves the right to increase or decrease the number of items purchased due to available funding.

Bids that do not conform to the procedures, format or content requirements written into this IFB shall be deemed nonresponsive and may be disqualified. SCT reserves the right to accept or reject any bids, all bids or any part of any bid.

Contact Information:
South Central IL Mass Transit District
Attn: Vicki Clift
1616 E. McCord Street
P.O. Drawer N
Centralia, IL 62801
(618) 532-8076 (telephone)
(618) 532-8078 (fax)
vclift@southcentraltransit.org

For questions about the solicitation, contact Vicki Clift at the above location. Questions and/or clarification requests MUST be sent in writing no later than the date shown on the Bid Schedule. The response to these questions and/or clarification requests will be sent to ALL interested firms no later than the date shown on the Bid Schedule.

Any supplier wishing to submit a bid for equipment under this solicitation must be registered with the Illinois Department of Human Rights (IDHR) and supply their IDHR number on the bid forms contained in this package. For information concerning eligibility please refer to http://www.illinois.gov/dhr/PublicContracts/Pages/default.aspx

SCT is a local government and is a tax-exempt entity. Its FEIN number is 37-1301939 and its tax-exempt number is E9959-3912.

2. DEFINITIONS
Words and terms shall be given their ordinary and usual meanings. Where used in the IFB and/or purchase order / contract documents, the following words and terms shall have the meanings indicated.

_Acceptance / Accepted_ Written documentation of SCT’s determination that the Contractor’s work has been completed in accordance with the IFB, purchase order / contract.

_Addendum / Addenda_ Written additions, deletions, clarification, interpretations, modifications, or corrections to the solicitation documents issued by SCT during the
solicitation period and prior to contract award.

**Bidder / Offeror**
Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a bid to perform or provide the specified goods or services.

**Contractor**
Contractor shall mean a person or entity who, as part of an independent business, becomes obligated to provide goods and/or services for a price

**SCT**
South Central Illinois Mass Transit District

**Responsive**
Responsive means that the Bidder has complied in every way with all requirements of the IFB. A responsive determination does not allow for discussion with Bidders. When the bid is received, it is either responsive or non-responsive based upon its own merit.

**Responsible**
Responsible means that the Bidder is capable of successfully performing under the terms and conditions specified in the IFB and the resulting purchase order / contract.

**Work**
Everything to be provided and performed for the fulfillment of the purchase order / contract and shall include all goods and services specified under this IFB, including contract amendments and settlements.

3. **SCOPE OF WORK**
The South Central Illinois Mass Transit District (SCT) is soliciting bids from qualified companies for the supply of DOCUMENT SYSTEMS. Specifications outlined in Section IV. The purchase order / contract shall be firm, fixed price for each item. The bid will be evaluated based on the lowest Responsive and Responsible bid meeting specifications. SCT reserves the right to increase or decrease the number of items purchased due to available funding.

4. **APPROVED EQUAL**
Unless the term “no substitute” is used, SCT’s reference to a brand name, manufacturer, make, or catalogue designation in describing an item in this IFB does not restrict the Bidder to that brand or model, etc. SCT may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, the Bidder is required to furnish the exact item described unless an “approved equal” has been approved and is clearly noted and described in the bid.

5. **WARRANTY**
No less than the manufacturer’s most favorable warranty offered to commercial customers in the normal course of business shall apply. A copy of such warranty shall be furnished to SCT upon delivery of product(s). The warranty SHALL NOT begin until product(s) has been received, inspected, tested and accepted by SCT.

The warranty, with respect to replaced products and services or parts thereof, shall be equal in duration to the terms of the original warranty and shall run from the date of delivery and acceptance of the corrected or replaced product or service or parts thereof.
6. **BID OPENING AND AWARD OF CONTRACT**
Bids will be opened publicly at the date and time specified in the Schedule, however there will be no immediate award of the purchase agreement. Bid summaries may be made available to Bidders after the bid award date upon request. Award will be made to the lowest responsive and responsible Bidder selected from among those who submit valid bids in response to the IFB.

7. **METHOD OF PAYMENT**
The Contractor shall submit an invoice for payment at the time of delivery, but no later than 30 days after delivery. Payment will be made within 30 days of SCT’s acceptance of the equipment. SCT shall notify the Contractor within ten (10) working days after delivery of the acceptance or non-acceptance of the equipment. Upon acceptance of the equipment and receipt of the invoice, the invoice shall be paid within two (2) weeks. The maximum compensation to be paid shall be the bid amount, plus or minus changes approved by SCT.

8. **ADVANCE PAYMENT PROHIBITED**
No advance payment shall be made for the work furnished by Contractor pursuant to this Contract.

9. **CONTRACT PERIOD**
The contract(s) resulting from this IFB shall begin at the time of award notification(s) and all equipment procured through this solicitation shall be delivered no later than SEPTEMBER 30, 2021.

10. **DELIVERY / INSTALLATION SCHEDULE**
The DOCUMENT SYSTEMS purchased through this IFB will be used in SCT’s offices. The items may be delivered to the installation locations as follows:

- 4 @ 1616 E. McCord Street, Centralia, IL 62801
- 2 @ 12778 Drive-In Road, Breese, IL 62230
- 1 @ 915 W Hwy 50, O'Fallon, Illinois 62269
- 1 @ 854 E Olive Street, Du Quoin, IL 62832
- 1 @ 709 N Bryan Street, West Frankfort, IL 62896
- 1 @ 15178 IL-37, Mt Vernon, IL 62864

Delivery location and time shall be coordinated with the Director of Information Technology and shall occur between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday. No equipment will be accepted unless complete with the following documents:

A. Bill of Sale

B. Owner’s Manual

C. Warranty Certificate if not included in Owner’s Manual

D. Parts and Maintenance/Service Manual

11. **ASSUMPTION OF RISK OF LOSS**
The Contractor shall assume all risk of loss of any equipment delivered in unsatisfactory condition to SCT property and pursue remediation with the shipper.
12. COST OF BIDS
SCT is not liable for any costs incurred by Bidders in the preparation, presentation, testing, or negotiation of Bids submitted in response to this solicitation.

13. INDEMNIFICATION
The Bidder agrees to indemnify and hold harmless SCT, its directors, officers, agents and employees from and against all liabilities, demands, claims, damages, suits or judgments, including attorneys’ fees and other costs and expenses incident thereto because of harm, injury or death to persons or loss, damage or destruction to property, including the property of SCT, the Bidder and third persons, resulting from a breach of contract or the negligence of the Bidder or its directors, officers, agents or employees while such person is acting within the scope of this purchase agreement.

14. ASSIGNMENT
Neither the agreement in total nor any portion of the agreement between the Bidder and SCT may be assigned to any other firm by the Bidder without prior approval by SCT.

15. AWARD
Award of this purchase agreement is contingent upon approval by the SCT Board of Directors and/or the Illinois Department of Transportation. No additional purchase agreement terms and/or conditions may be added by the Bidder to its response.

This purchase agreement shall supersede all previous communications, representations or agreements, either oral or written, between parties. The purchase agreement should not be construed in favor of or against any party. The delivery period, as affirmed in the awarded purchase agreement may be amended, modified or terminated ONLY in writing, signed by each of the parties hereto.

16. BASIS OF AWARD
Each Bidder will submit a BEST AND FINAL PRICE for the equipment described herein. The award of a firm, fixed price purchase agreement(s) shall be made ONLY to the lowest responsive and responsible bidder(s).

17. LACK OF FUNDS
If expected or actual funding is withdrawn, reduced, or limited in any way prior to the completion of this Contract or in any amendment hereto, SCT may, upon written notice to Contractor, terminate this Contract in whole or in part. Such termination shall be in accordance with SCT’s rights to terminate for convenience or default.

18. PROTEST PROCEDURES
Protests must be filed in writing within five (5) working days of the award notification. All protests must contain the following information: 1) Name of protester; 2) Solicitation number; 3) Statement of grounds for protest; 4) all supporting documentation. All protest documents should be sent to the Managing Director at SCT, 1616 E. McCord Street, Centralia, IL 62801.

The Managing Director will review the Bidder’s protest and make a determination. The protesting Bidder as well as all other registered Bidders will be notified by certified mail of the Managing Director’s decision within five (5) working days of receipt of the protest.

If the protesting Bidder wishes to appeal the Managing Director’s decision, he/she must file an appeal in writing to the Chairman of the Board of Directors at the address given above within five (5) working days of receipt of the protest.
days of initial decision. The Board of Directors will make a determination on the appeal at its first regularly scheduled meeting following the receipt of the appeal.

The Illinois Department of Transportation will entertain a protest of this final decision only under the following three conditions: 1) if the grantee failed to have or to follow its protest procedures; 2) if the grantee failed to review a complaint or protest; and 3) if data becomes available that was not previously known, or there has been an error of law or regulation.

These protest procedures will be followed unless the individual specifications/bid package indicates otherwise.

SECTION II
BID SUBMISSION INSTRUCTIONS

The Bidder is asked to submit one (1) original and one (1) copy of bid package in a SEALED ENVELOPE with the name and address of Bidder clearly visible. BIDS SHALL NOT BE SUBMITTED BY FACSIMILIE OR OTHER ELECTRONIC TRANSMISSION.

Bids shall be received at SCT’s main office located at 1616 E. McCord Street, Centralia, IL 62801, no later than Thursday, MAY 20, 2021, at 11:00 a.m. Central Time. Bids received after this date and time will be returned unopened and shall not be considered for award. The bids will be publicly opened during the SCT Budget / Finance Committee meeting to be held at 12:00 noon on Thursday, MAY 27, 2021, at the SCT Transportation Center, 100 N. Locust Street, Centralia, IL, 62801.

Both the SEALED bid envelope and the mailing envelope shall be clearly marked as follows:

IFB #2021-DOCSYS
Attn: Vicki Clift

SCT shall NOT be responsible for the unintentional premature opening of a bid that has not been properly addressed and identified per the instructions included with this IFB.

SECTION III
DISTRICT AND STATE CLAUSES

STATE OF ILLINOIS REQUIRED CLAUSES

1. COMPLETE SCOPE
   The South Central Illinois Mass Transit District (SCT) is soliciting bids from qualified companies for the supply of DOCUMENT SYSTEMS. Specifications outlined in Section IV. The purchase order / contract shall be firm, fixed price for each item. The bid will be evaluated based on the lowest Responsive and Responsible bid meeting specifications. SCT reserves the right to increase or decrease the number of items purchased due to available funding.

2. TERMINATION
SCT may terminate this contract for convenience, in whole or in part, at any time by the provision of written notice to the Contractor. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid the Contractor. If the Contractor has any property in its possession belonging to SCT, the Contractor will account for the same, and dispose of it in the manner the SCT directs.

3. **LOBBYING**
Contractors that apply or bid for an award exceeding $100,000 must file the required Byrd Anti-Lobbying Amendment certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other contract award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Pursuant to Federal regulations, the Contractors are required to have all subcontractors providing more than $100,000.00 in services or materials to also complete this certification and include it with any Bid/Proposal submittal. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

4. **METHOD OF PAYMENT**
The Contractor shall submit an invoice for payment at the time of delivery, but no later than 30 days after delivery. Payment will be made within 30 days of SCT’s acceptance of the equipment. SCT shall notify the Contractor within ten (10) working days after delivery of the acceptance or non-acceptance of the equipment. Upon acceptance of the equipment and receipt of the invoice, the invoice shall be paid within two (2) weeks. The maximum compensation to be paid shall be the bid amount, plus or minus changes approved by SCT.

5. **CONTRACT PERIOD**
The contract(s) resulting from this IFB shall begin at the time of award notification(s) and all equipment procured through this solicitation shall be delivered no later than SEPTEMBER 30, 2021.

6. **FINANCIAL ASSISTANCE ACKNOWLEDGEMENT**
Contracts resulting from procurement solicitations are subject to financial assistance agreements between SCT, the Illinois Department of Transportation, and/or the United States Department of Transportation.

7. **PROHIBITED INTEREST OF LOCAL OFFICIAL**
No member, or officer, or employee of SCT, or local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

8. **CONTRACT CHANGES**
Any proposed change in this contract shall be submitted to SCT for its prior approval.

9. **SUBCONTRACTS**
The Contractor shall not enter into any sub-contracts or agreements or start any work by the work forces of a subcontractor or use any materials from the stores of a subcontractor, with respect to this acquisition Project and any subsequent contracts, without the prior concurrence of SCT. All such subcontracts and agreements shall be approved by SCT.

10. VENDOR REGISTRATION WITH ILLINOIS DEPARTMENT OF HUMAN RIGHTS
Vendor must provide proof of Registration with the Illinois Department of Human Rights.

11. ASSIGNMENT
The Contractor shall not assign its performance of any portion of the specified services under any subsequent contract or agreement without the advance written consent of SCT. It is hereby understood and agreed; that said consent must be sought in writing not less than ten (10) calendar days prior to the date of any proposed assignment. SCT reserves the right to accept or reject any such assignment, although SCT acceptance shall not be unreasonably withheld. Acceptance of subcontractor's is contingent upon each subcontractor's ability to comply with the applicable terms, conditions, and clauses, particularly the assurances, contained in any subsequent contract or agreement.

12. RETENTION OF RECORDS
The Contractor shall comply with 49 U.S.C. § 5325(g), and federal access to records requirements as set forth in the applicable U.S. DOT Common Rules. Contractor is to maintain verifiable records which include all Project eligible costs incurred while completing those tasks contained in any contracted Scope of Work. The Contractor shall retain all books, records, documents, and other material relevant to any subsequent contract or agreement for a period of five (5) calendar years following SCT’s final payment and all other pending matters are closed. If any litigation, claim, negotiation, audit, or other action involving any contract or agreement for a Project's records has been initiated prior to the expiration of the five-year period, the Contractor shall retain the appropriate records of the Project for the five-year period immediately following completion of the action and resolution of all issues arising from it. The Contractor agrees that SCT or its designee shall have full access and the right to examine any of said records at all reasonable times during said period.

13. GOVERNMENT INSPECTION
The Contractor shall permit the authorized representatives of SCT, such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third-party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by SCT, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

14. INSURANCE
The Contractor and his subcontractors shall maintain Workmen's Compensation, Public Liability, Property Damage, and Vehicle Liability Insurance in amounts and on terms satisfactory to SCT and any specific insurance requirements noted in a procurement solicitation.
At a minimum, the following insurance requirements shall be met by the Contractor. When applicable, more stringent or revised insurance requirements may be required. The selected Contractor shall obtain and keep in force, at its own expense, during the full term of any subsequent contract or agreement the following insurance coverage:

1. **Statutory Workers' Compensation and Employer's Liability Insurance** - All employees of the Contractor performing work under any Contract or Agreement for this Project shall be insured in the statutory amount required to comply with the laws of the State of Illinois, or their respective State of incorporation, as appropriate.

2. **Comprehensive Vehicle Liability Insurance** - All vehicles used in conjunction with the performance of any Project Agreement, whether owned, non-owned, leased, or hired shall be insured; limits for bodily injury or death shall not be less than Five Hundred Thousand and Zero One-Hundredths Dollars ($500,000.00) per person and One Million and Zero One-Hundredths Dollars ($1,000,000.00) per occurrence, and property damage limits of not less than Five Hundred Thousand and Zero One-Hundredths Dollars ($500,000.00); or as an alternative, not less than One Million and Zero One-Hundredths Dollars ($1,000,000.00) combined single-limit coverage.

3. **Comprehensive General Liability Insurance** - When applicable, the Contractor shall maintain this insurance with limits for bodily injury or death of not less than Five Hundred Thousand and Zero One-hundredths Dollars ($500,000.00) per incident, and One Million and Zero One-hundredths Dollars ($1,000,000.00) aggregate. This insurance coverage must cover at least the following types of coverage:
   
   A. Operations - Premises Liability;
   B. Independent Contractor's Liability;
   C. Broad Form Contractual Liability, covering the Contractor's obligations under any contract or agreement for the Project;
   D. Products Liability;
   E. Completed Operations Liability;
   F. Personal Injury Liability, including claims arising from employees of the contractor; and
   G. Broad Form Property Damage Liability.

4. **Umbrella Liability Insurance of not-less-than One Million Dollars ($1,000,000.00).** All such insurance, when required, shall be provided by insurance companies having a Best's rating of not less than A+XII, as shown in the most current issue of Best's Key Rating Guide, Property - Casualty.

The Contractor shall indemnify and hold SCT harmless against any direct or indirect damages that shall be suffered or claimed for injuries to persons or property during the performance of the work described in any subsequent contract or agreement for this Project. Notwithstanding, SCT reserves all claims or rights of action against the Contractor as may be required in the best interests of SCT.

SCT shall be named specifically as an additionally insured party for that insurance coverage required for a given Project procurement. A Certificate of Insurance with SCT listed as an additionally insured party shall be provided within ten (10) calendar days following the execution of a contract or agreement. The Contractor's insurer shall agree to give SCT a
minimum of ten (10) calendar days advance written notice of a cancellation of insurance or a reduction in coverage below the limits set forth in the contract or herein. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from liabilities in excess of such coverage.

The Contractor and all its insurers shall waive all rights of recovery or subrogation against SCT and their insurance companies. Both parties agree to provide prompt notice in writing of the institution of any suit or proceeding and permit defense of the same, and will provide all needed information and assistance to enable either party to do so. The Contractor shall give immediate notice to SCT of any suit, claim, or action filed which arises out of the performance of any contract or agreement. Copies of all pertinent papers shall be supplied to the appropriate party immediately.

When applicable, the Contractor shall require its subcontractors to obtain an amount of insurance coverage which is deemed adequate by the Contractor, for their levels of Project participation. The Contractor shall be liable to the extent that any subcontractor insurance coverage is inadequate. Subcontractors shall submit insurance certificates evidencing coverage, prior to any commencement of work. SCT reserves the right to inspect Contractor and Subcontractor insurance policies, in regard to insurance requirements, prior to the commencement of any work.
SECTION IV
TECHNICAL SPECIFICATIONS & VENDOR REQUIREMENTS

All equipment shall be new and unused, and the latest model offered. Training for the equipment shall be included in the cost. Following are the minimum specifications for the requested equipment. If a requirement cannot be met, please provide an explanation. Equipment will be installed in Breese, Centralia, Du Quoin, Mt. Vernon, O’Fallon, and West Frankfort.

SCT is a long-time user of Sharp Document Systems. Employees are familiar with the Sharp Environment. For these reasons, the requested equipment shall be for a quantity of TEN (10) Sharp MX-3051’s.

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<tr>
<th>Quantity</th>
<th>Make/Model</th>
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<tbody>
<tr>
<td>10</td>
<td>Sharp MX-3051</td>
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</table>

Please include available optional components and associated costs. Once the lowest, responsive, responsible bidder meeting specifications has been selected, SCT reserves the right to choose optional components in mixed combinations best suited to the installation environment and general use purpose. For example, SCT may elect to add an additional paper tray to all units, while adding a mixed combination of stapling, faxing, cabinet, 3-hole punch, wireless, and right-side exit tray to some units.

SCT wishes to purchase the equipment and have a per copy cost for supplies/maintenance. Please include that per copy cost and/or any additional charges.

**Vendor Service/Support Solution**

Vendor must have history of selling and supporting the proposed Document systems for a minimum period of 3 years. Vendor must identify a minimum of 3 trained local support technicians in the bid response.

Loaner systems must be available in the event of extended downtime during the warranty period if required by the customer.

Vendor must guarantee **4-hour** on-site response time to service calls.

Third-party service and support is not acceptable. Vendor organization must be factory authorized and trained to support all aspects of the Document systems being proposed.

The vendor shall be responsible for the delivery and installation or proposed systems.

Vendor to provide help desk support line phone numbers and hours of operation.
Detail the manufacturer’s warranty associated with the above components. List or describe how any warranty service associated with the proposed solution will be handled during this warranty period.

Provide a detailed description of Preventive Maintenance coverage after the manufacturer’s warranty expires. Include extended warranty terms, hours of coverage, and materials provided during extended warranty period.

Who should be contacted in the case of equipment failure? Please provide location from which the support technicians will be dispatched. What is your guaranteed on-site response time to all calls?

List a minimum of 2 local references that are utilizing the proposed systems. Include phone numbers and contact names.
SECTION V
SIGNATURE PAGE / ACKNOWLEDGEMENT OF ADDENDA

THE UNDERSIGNED agrees to be bound by all applicable state laws and regulations, the accompanying specifications and the SCT’s policies and procedures. And further agrees to be bound by amendments to the same.

THE UNDERSIGNED, by submitting a Bid, represents that:

a. the submitting Bidder/Vendor has read and understands the requirements of the IFB and agrees to comply with all state rules and regulations applicable to this IFB.

b. Failure to comply with any terms of the Invitation for Bids may disqualify the Submitting Bidder/Vendor as non-responsive.

THE UNDERSIGNED certifies that this bid has been derived independently and is submitted in the spirit of free and open competition, without limiting characteristics or influence.

THE UNDERSIGNED certifies that all addenda to this Invitation for Bids have been received and duly considered, with evidence of receipt as follows:

Addendum No. ___________________________________ Dated _____________________

Addendum No. ___________________________________ Dated _____________________

Addendum No.                                                                        Dated_____________________

WE, THEREFORE, OFFER AND MAKE THIS BID TO SUPPLY DOCUMENT SYSTEMS:

Name of Individual / Interested bidder

Address, City, State, Zipcode

Telephone Number                                    Fax Number

Email Address                                           Federal Tax ID Number (FEIN)

Signature of Authorized Official                      IL Dept of Human Rights number

Printed Name of Authorized Official
By signing below, Bidder certifies that the product to be supplied meets or exceeds the specifications provided by SCT. Bidder agrees to all terms, conditions, and clauses in the IFB, which is incorporated herein by reference. Conditional bids will NOT be accepted. The purchase order, and all referenced inclusions, shall constitute the entire understanding and there shall be no representations, promises, terms, conditions, obligations, warranties or undertakings made other than as set forth in the purchase order and its inclusions.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PER UNIT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARP – MX3051</td>
<td>$</td>
</tr>
<tr>
<td>OPTIONAL COMPONENTS</td>
<td>$ ATTACH SEPARATE COST SHEET</td>
</tr>
</tbody>
</table>

Delivery timeline from date of acceptance: _____________________________________

Warranty on Equipment: ____________________________________________________

The Bidder may attach separate sheet(s) to this form in order to better explain the pricing, warranties, and/or to demonstrate compliance with specifications.

Is Company a Certified Disadvantaged Business Enterprise? _____Yes _____No

If yes, in what state certified? _______________________________________________

Company Name ___________________________ Company Address ___________________________

Telephone/Fax ___________________________ Email (for notification purposes only) ______________ 

Authorized Representative’s Name/Title ___________________________ Authorized Representative’s Signature ___________________________

Date ___________________________ IL Dept. of Human Rights # ___________________________