



125 Tower Drive | Burr Ridge IL 60527 | 630.734.5000 | Fax: 630.734.5050 | railslibraries.org

Reaching Across Illinois Library System (RAILS) will accept sealed bids for the following proposal on printing.

EXECUTIVE SUMMARY

RAILS is headquartered in Burr Ridge, IL and currently serves over 100 full-time employees in five locations across northern and western Illinois. RAILS is soliciting proposals for a multi-site printing solution and has developed some base guidelines. The selected vendor will be our primary source for the following:

- Enterprise class printers and copiers across all RAILS sites.
- Installation, configuration and training services for selected equipment and software.
- Maintenance, repair, toner and support of purchased and installed equipment, as well as software updates.

Sealed proposals are due no later than 1:00pm, September 1st, 2025. Sealed proposals by mail should be sent to:

Printing Proposal 2025

125 Tower Drive
Burr Ridge IL 60527

Or submitted electronically via email to it@railslibraries.org with subject "Printing Proposal 2025"

Proposals must include itemized costs as well as a total cost and shipping (if any). RAILS is not responsible nor should be billed for any vendor costs for travel, lodging or meals during design, implementation or support during this printing engagement.

Proposal documents, information, and answers to questions may be obtained by contacting it@railslibraries.org

Sealed proposals will be opened on September 1st, 2025, 2:00pm at 125 Tower Drive, Burr Ridge IL 60527.

RAILS reserves the right to reject all bids or to waive any or all technicalities in any proposals in its best interest. Vendors shall note that a response to this RFP does not commit RAILS to any course of action resulting from its receipt. This document shall not be construed as a contract between the parties and no communication shall create such a contract with respect to the products or services specified in this RFP. RAILS will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price proposal. Additionally, this RFP does not commit RAILS to any specific course of action. RAILS reserves the right to not select any vendor or purchase any goods and services resulting from this RFP.

Vendor Information

- The vendor must include the company name, website, company contact with address, telephone and numbers, and brief vendor profile and stability.
- Describe your company's history, size, and stability in terms that most meaningfully communicates its ability to support RAILS requirements on a continuing basis.

References

In addition to the information highlighted below, the vendor must include three references in designing and installing a printing solution of similar size and complexity. Preferred references are in a government, library or learning environment. Include the size of the project, a brief overview of the project, and contact information for each reference.

Solution Scope

This section details our needs and expectations for a unified printing solution. If a company would like to submit multiple primary manufacturer solutions, a separate proposal for each solution type should be submitted.

Please describe if solution offers additional benefits, features and/or functionality not specifically described. Please specify if solution does not address or support an area listed.

Please provide cost options for 3 and 5 year terms (total and monthly payments), specifying if the contract is for lease or ownership of equipment. If lease, specify end terms (return of equipment, end purchase price, etc.). Also include information on end-of-term renewal options (month to month, annual, etc.).

Proposals should include pricing for all service, support, and maintenance of equipment, including all consumables (toner, staples, etc.) except paper products. All firmware updates for the printers must be included at no additional cost for the life of the contract.

On-site support to all RAILS locations must be available. Please provide costs for support response within standard weekday business hours (after hour or 24 hour support not required) for the following:

- 4 hour service response
- Next Business Day (NBD) service response

RAILS utilizes Microsoft Office 365/Outlook environment, Windows 11 and MacOS and an assorted mix of Android and Apple mobile devices (smartphones and tablets). Ability to print from mobile devices (while on RAILS network) would be a welcome option but not a requirement.

Each building requires one or more multifunction device(s) (copy, scan and print).

RAILS currently utilizes secure printing via Papercut connected printers and HID Prox cards, that hold a print job until it is released by the user logging into the printer with their card at any RAILS location. HID Prox card usage must be supported by the new system.

A summary of print volumes per device has been provided to help the vendor guide equipment sizing options. Please contact RAILS IT at it@railslibraries.org for more information.

RAILS is looking to standardize all multifunction printing models across the organization. We will not accept bids that include different models of multifunction printing devices.

RAILS Locations and Existing Setup

RAILS is composed of its administrative headquarters and four additional regional service centers.

Each site has one or more existing HP 3015dn printer(s) that must be supported and serviced by the winning vendor. Exact quantity at locations listed below.

RAILS Administrative Headquarters and Burr Ridge Service Center

125 Tower Drive
Burr Ridge, IL 60527
Qty 2: HP 3015dn

Coal Valley Service Center

220 W. 23rd Avenue
Coal Valley, IL 61240
Qty 1: HP 3015dn

East Peoria Service Center

715 Sabrina Drive
East Peoria, IL 61611
Qty 1: HP 3015dn

Rockford Service Center

4717 Colt Road
Rockford, IL 61109
Qty 1: HP 3015dn

Bolingbrook Service Center

1000 West Crossroads Pkwy
Bolingbrook, IL 60490
Qty 2: HP 3015dn

Integration Components

- Papercut MF

Usage Statistics – 1 year of printing data used across all locations.

Meter Type	Average Monthly Volume
B&W Copier	7.484
CLR Copier	6.738
B&W Printer (HP 3015dn)	835

Current costs per Copy

Mono \$0.00472

Color \$0.04719

Equipment Requirements by Location

Burr Ridge Headquarters

Qty 2: Color network multi-function (print, copy, scan) printer with minimum of 24ppm. This device should have Find-Me Printing, Secure Print Release, multiple drawers for multi-paper types, 3 hole punch, and stapling. Minimum of at least two output trays, preferably three with the ability to assign destination based on job type.

Qty 1: MICR Toner printer for secure check printing. This device is for printing checks locally and should not be network connected. Toner supplied by the winning vendor. 2300 checks per year on average.

Coal Valley Service Center

Qty 1: Color network multi-function (print, copy, scan) printer with minimum of 24ppm. This device should have Find-Me Printing, Secure Print Release, multiple drawers for multi-paper types, 3 hole punch, and stapling. Minimum of at least two output trays, preferably three with the ability to assign destination based on job type.

East Peoria Service Center

Qty 1: Color network multi-function (print, copy, scan) printer with minimum of 24ppm. This device should have Find-Me Printing, Secure Print Release, multiple drawers for multi-paper types, 3 hole punch, and stapling. Minimum of at least two output trays, preferably three with the ability to assign destination based on job type.

Rockford Service Center

Qty 1: Color network multi-function (print, copy, scan) printer with minimum of 24ppm. This device should have Find-Me Printing, Secure Print Release, multiple drawers for multi-paper types, 3 hole punch, and stapling. Minimum of at least two output trays, preferably three with the ability to assign destination based on job type.

Bolingbrook Service Center

Qty 1: Color network multi-function (print, copy, scan) printer with minimum of 24ppm. This device should have Find-Me Printing, Secure Print Release, multiple drawers for multi-paper types, 3 hole punch, and stapling. Minimum of at least two output trays, preferably three with the ability to assign destination based on job type.

Design and Equipment Considerations

The Burr Ridge facility contains the RAILS IT data center and is the location for any support servers. RAILS operates Linux and Microsoft servers in a virtualized environment. Please contact RAILS IT at it@railslibraries.org for any necessary specifications for support server needs.

Deployment and Installation

It is understood that deployment timing depends on equipment availability and winning vendor's project planning. RAILS will work with winning vendor to will develop an appropriate deployment plan. However, the project must be completed before September 30th, 2025.

Winning vendor shall provide setup and configuration of all equipment. RAILS IT staff will be on hand for Active Directory, Office 365, IT support and knowledge transfer. RAILS will provide necessary patch cables, power, and appropriate installation space for hardware.

Training

Include in proposal training documentation and two training sessions at Burr Ridge. One session for advanced network administration (RAILS IT staff) and a second class for end user basics; a "train the trainer" session. Indicate if any recorded or online training is available.

Project Planning and Documentation

The winning vendor will provide project planning, scope of work and deliverable documentation for project.