

AGENDA
SPECIAL FINANCE COMMITTEE
Village of Hoffman Estates
November 19, 2018

7:00 p.m. – Board Room

Members:	Gary Pilafas, Chairperson	Karen Mills, Trustee
	Anna Newell, Vice Chairperson	Gary Stanton, Trustee
	Michael Gaeta, Trustee	Karen Arnet, Trustee
		William McLeod, Mayor

I. Roll Call

NEW BUSINESS

1. Request authorization to lease the following equipment from Proven IT (low bidder):
 - a. One (1) Canon 8505 high volume, black and white printer/copier for an annual lease price of \$5,148.00;
 - b. One (1) Canon 7565 high volume, digital color copier/printer/scanner for an annual lease price of \$5,160.00;
 - c. Three (3) Canon 5550i digital color copier/printer/scanners for an annual lease price of \$1,608.00 each; and
 - d. Enter into a five-year photocopier maintenance agreement for all five machines with Proven IT for a per copy charge not to exceed \$0.00275 for black & white copies, and \$0.0275 for color copies.

II. Adjournment

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office.

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Lease of new Village Hall Copiers & Maintenance Agreement

MEETING DATE: November 19, 2018

COMMITTEE: Special Finance

FROM: Rachel Musiala, Director of Finance

PURPOSE: To request authorization to lease the following equipment from Proven IT (low bidder):

- a) One (1) Canon 8505 high volume, black and white printer/copier for an annual lease price of \$5,148.00;
- b) One (1) Canon 7565 high volume, digital color copier/printer/scanner for an annual lease price of \$5,160.00;
- c) Three (3) Canon 5550i digital color copier/printer/scanners for an annual lease price of \$1,608.00 each; and
- d) Enter into a five-year photocopier maintenance agreement for all five machines with Proven IT for a per copy charge not to exceed \$0.00275 for black & white copies, and \$0.0275 for color copies.

BACKGROUND: This purchase would replace the following machines currently at Village Hall:

1. A Xerox D110 black and white digital copier/printer/scanner purchased in December, 2013 as a new unit. The copier is located in the 1st floor office services room. It is used by all Village departments and currently averages 18,500 copies per month.
2. A Xerox C560 color digital copier/printer/scanner purchased in December, 2013 as a new unit. The copier is located in the 2nd floor office services room. It is used by various Village departments and currently averages 7,900 copies per month.
3. A Xerox C560 color digital copier/printer/scanner purchased in December, 2013 as a new unit. The copier is located in the 1st floor office services room. It is used by all Village departments and currently averages 22,900 copies per month.
4. A Xerox W7855 color copier purchased in December, 2013 as a new unit. The copier is located in the Human Resources Management (HRM) Department at Village Hall. It is only used by the HRM Department due to the need of printing

confidential information and currently averages 3,100 copies per month.

The Village expects a five-year life cycle for its copy machine equipment. All of the machines being replaced are approaching this life cycle. The two high volume machines are out of service several times a month for repairs and maintenance. These service failures have had a negative impact on production. Additionally, HRM has stated they would like to upgrade their current machine to have more features, such as hole-punch capabilities. Health & Human Services put in the FY2018 budget to purchase a new printer, so with this bid, they are in line to receive their own high quality machine. It is cost effective to keep all the machines on the same replacement cycle.

DISCUSSION:

Before beginning the request for bid process, staff from the Finance department and the Information Systems department got together to discuss our options. It was decided that the lease option might be ideal due to the short lifespan of the technology as well as the maintenance being included.

A request for bid was sent out on September 6, 2018. Eight (8) bids were opened September 28, 2018:

Vendor	Total Annual Lease	Total Est. Charge/Copy	Total Annual Cost
Proven IT	\$15,132.00	\$6,925.22	\$22,057.22
Impact	\$15,216.48	\$7,178.43	\$22,394.91
Imagetec	\$10,419.00	\$12,138.53	\$22,557.53
DesPlaines Office Equipment	\$18,132.00	\$6,779.92	\$24,911.92
Canon	\$13,236.00	\$12,050.48	\$25,286.48
ISBS	\$18,470.04	\$9,198.56	\$27,668.60
Konica Minolta	\$20,381.28	\$9,234.83	\$29,616.11
Copier1.com	\$13,571.28	\$27,550.50	\$41,121.78

The lowest bid, Proven IT, provided a product demonstration for Finance and Information Systems staff. Staff was given a full tour of the production warehouse, shown and tested the same model equipment we would be leasing, and discussed the Village's proposal. Staff was impressed with each machine's features, speed, and quality of output. After positive reference checks, the Village determined to move forward with the lowest bidder, Proven IT.

FINANCIAL IMPACT:

The Village budgeted \$20,000 in FY2018 in the Capital Vehicle & Equipment Fund for these units, so this purchase will be under budget. The annual maintenance will include a per copy charge, as detailed below. The proposed rates are roughly 50% less than what the Village currently pays for per copy charges.

Machine	Annual Lease Charge	Black & White Per Copy Charge	Color Per Copy Charge
Canon 8505	\$5,148.00	\$0.00275	N/A
Canon 7565	\$5,160.00	\$0.00275	\$0.0275
Canon 5550i	\$1,608.00	\$0.00275	\$0.0275
Canon 5550i	\$1,608.00	\$0.00275	\$0.0275
Canon 5550i	\$1,608.00	\$0.00275	\$0.0275
Total lease Charge	\$15,132.00		

RECOMMENDATION: To request authorization to lease the following equipment from Proven IT (low bidder):

- a) One (1) Canon 8505 high volume, black and white printer/copier for an annual lease price of \$5,148.00;
- b) One (1) Canon 7565 high volume, digital color copier/printer/scanner for an annual lease price of \$5,160.00;
- c) Three (3) Canon 5550i digital color copier/printer/scanners for an annual lease price of \$1,608.00 each; and
- d) Enter into a five-year photocopier maintenance agreement for all five machines with Proven IT for a per copy charge not to exceed \$0.00275 for black & white copies, and \$0.0275 for color copies.

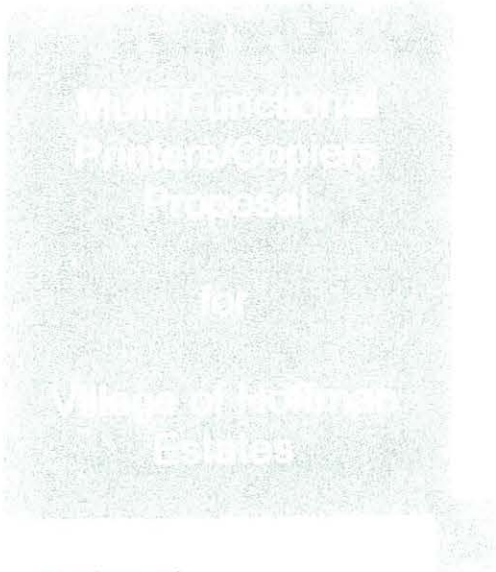
ATTACHMENTS

Company:		Proven IT			Impact		
Machine Manufacturer:		Canon			Konica Minolta		
Items		Unit Price	Total	Annual	Unit Price	Total	Annual
High Volume, Black & White (1st FL)		Canon 8505			AccurioPress 6120		
110 copier per minute	Monthly Lease		\$ 429.00	\$ 5,148.00		\$ 367.97	\$ 4,415.64
	Copy per Image: & White	\$ 0.00275		\$ 518.93	\$ 0.0025		\$ 462.32
	Copies per minute	110 cpm			120 cpm		
				\$ 5,666.93			\$ 4,877.96
Color Digital Copier/Printer/Scanner (1st FL)		Canon 7565			AccurioPress C3070		
60 copies per minute	Monthly Lease		\$ 430.00	\$ 5,160.00		\$ 656.53	\$ 7,878.36
	Copy per Image: & White	\$ 0.00275		\$ 330.73	\$ 0.0051		\$ 613.35
	Color	\$ 0.0275		\$ 3,704.58	\$ 0.0215		\$ 2,896.31
	Copies per minute	65 cpm B&W; 60 cpm color			80 cpm B&W; 70 cpm color		
	GBC Punch Unit	Included					
				\$ 9,195.31			\$ 11,388.01
Color Digital Copier/Printer/Scanner (HHS & HRM)		Canon 5550i			HP 67560z		
50 copies per minute	Monthly Lease		\$ 110.00	\$ 2,640.00		\$ 81.18	\$ 1,948.32
	Copy per Image: & White	\$ 0.0028		\$ 171.14	\$ 0.0081		\$ 500.97
	Color	\$ 0.0275		\$ 776.49	\$ 0.0308		\$ 869.67
	Copies per minute	55 cpm			60 cpm		
	Hole Punch		\$ 24.00	\$ 576.00			\$ -
				\$ 4,163.63			\$ 3,318.96
Color Digital Copier/Printer/Scanner (2nd FL)		Canon 5550i			HP 67560z		
50 copies per minute	Monthly Lease		\$ 110.00	\$ 1,320.00		\$ 81.18	\$ 974.16
	Copy per Image: & White	\$ 0.00275		\$ 133.72	\$ 0.0081		\$ 391.42
	Color	\$ 0.0275		\$ 1,289.64	\$ 0.0308		\$ 1,444.40
	Copies per minute	55 cpm			60 cpm		
	Hole Punch		\$ 24.00	\$ 288.00			\$ -
				\$ 3,031.36			\$ 2,809.98
	Total Bid w/charge per copy			\$ 22,057.22			\$ 22,394.91
	Total Bid w/o charge per copy			\$ 15,132.00			\$ 15,216.48
	Total charge per copy			\$ 6,925.22			\$ 7,178.43

Company:		Imagetec			Des Plaines Office Equipment		
Machine Manufacturer:		Konica Minolta			Sharp		
Items		Unit Price	Total	Annual	Unit Price	Total	Annual
High Volume, Black & White (1st FL)		AccurioPress 6120			Sharp M1205		
110 copier per minute	Monthly Lease		\$ 378.50	\$ 4,542.00		\$ 491.00	\$ 5,892.00
	Copy per Image: & White	\$ 0.0076		\$ 1,434.12	\$ 0.0040		\$ 754.80
	Copies per minute	120 cpm			120 cpm		
				\$ 5,976.12			\$ 7,150.80
Color Digital Copier/Printer/Scanner (1st FL)		KM C659			Sharp 6580		
60 copies per minute	Monthly Lease		\$ 181.50	\$ 2,178.00		\$ 334.00	\$ 4,008.00
	Copy per Image: & White	\$ 0.0095		\$ 1,142.51	\$ 0.0060		\$ 721.58
	Color	\$ 0.0410		\$ 5,523.19	\$ 0.0049		\$ 660.09
	Copies per minute		65 cpm			65 cpm	
	GBC Punch Unit					\$ 167.00	\$ 2,004.00
				\$ 8,843.70			\$ 7,897.67
Color Digital Copier/Printer/Scanner (HHS & HRM)		KM C558			Sharp MX-5070		
50 copies per minute	Monthly Lease		\$ 102.75	\$ 2,466.00		\$ 136.00	\$ 3,264.00
	Copy per Image: & White	\$ 0.0100		\$ 622.32	\$ 0.0080		\$ 497.86
	Color	\$ 0.0390		\$ 1,101.20	\$ 0.0500		\$ 1,411.80
	Copies per minute	55 cpm			50 cpm		
	Hole Punch			\$ -		\$ 9.00	\$ 216.00
				\$ 4,189.52			\$ 5,389.66
Color Digital Copier/Printer/Scanner (2nd FL)		KM C558			Sharp MX-5070		
50 copies per minute	Monthly Lease		\$ 102.75	\$ 1,233.00		\$ 136.00	\$ 1,632.00
	Copy per Image: & White	\$ 0.0100		\$ 486.24	\$ 0.0080		\$ 388.99
	Color	\$ 0.0390		\$ 1,828.94	\$ 0.0500		\$ 2,344.80
	Copies per minute	55 cpm			50 cpm		
	Hole Punch			\$ -		\$ 9.00	\$ 108.00
				\$ 3,548.18			\$ 4,473.79
	Total Bid w/charge per copy			\$ 22,557.53			\$ 24,911.92
	Total Bid w/o charge per copy			\$ 10,419.00			\$ 18,132.00
	Total charge per copy			\$ 12,138.53			\$ 6,779.92

Company:		Canon			Image Systems & Business Solutions Inc (ISBS)		
Machine Manufacturer:		Canon			Savin (RICOH)		
Items		Unit Price	Total	Annual	Unit Price	Total	Annual
High Volume, Black & White (1st FL)		ImagePress Adv 8505ill			Savin Pro 8210s		
110 copier per minute	Monthly Lease		\$ 430.00	\$ 5,160.00		\$ 397.09	\$ 4,765.08
	Copy per Image: & White	\$ 0.0045		\$ 849.15	\$ 0.0032		\$ 603.84
	Copies per minute	105 cpm			111 cpm		
				\$ 7,233.15			\$ 7,390.68
Color Digital Copier/Printer/Scanner (1st FL)		Image Runner Adv C5560ill			Savin MP C6503		
60 copies per minute	Monthly Lease		\$ 180.00	\$ 2,160.00		\$ 246.96	\$ 2,963.52
	Copy per Image: & White	\$ 0.0067		\$ 805.77	\$ 0.0055		\$ 661.45
	Color	\$ 0.0460		\$ 6,196.75	\$ 0.0349		\$ 4,701.45
	Copies per minute		60 cpm			65 cpm	
	GBC Punch Unit	N/A		\$ -		\$ 122.51	\$ 1,470.12
				\$ 9,570.52			\$ 11,416.06
Color Digital Copier/Printer/Scanner (HHS & HRM)		Image Runner Adv C5550ill			Savin MP C6004EX		
50 copies per minute	Monthly Lease		\$ 110.00	\$ 2,640.00		\$ 137.09	\$ 3,290.16
	Copy per Image: & White	\$ 0.0067		\$ 416.95	\$ 0.0055		\$ 342.28
	Color	\$ 0.0460		\$ 1,298.86	\$ 0.0349		\$ 985.44
	Copies per minute	50 cpm			60 cpm		
	Hole Punch		\$ 9.00	\$ 216.00		\$ 19.30	\$ 463.20
				\$ 4,571.81			\$ 5,081.07
Color Digital Copier/Printer/Scanner (2nd FL)		Image Runner Adv C5550ill			Savin MP C6004EX		
50 copies per minute	Monthly Lease		\$ 110.00	\$ 1,320.00		\$ 137.09	\$ 1,645.08
	Copy per Image: & White	\$ 0.0067		\$ 325.78	\$ 0.0055		\$ 267.43
	Color	\$ 0.0460		\$ 2,157.22	\$ 0.0349		\$ 1,636.67
	Copies per minute	50 cpm			60 cpm		
	Hole Punch		\$ 9.00	\$ 108.00		\$ 19.30	\$ 231.60
				\$ 3,911.00			\$ 3,780.78
	Total Bid w/charge per copy			\$ 25,286.48			\$ 27,668.60
	Total Bid w/o charge per copy			\$ 13,236.00			\$ 18,470.04
	Total charge per copy			\$ 12,050.48			\$ 9,198.56

Company: Machine Manufacturer:		Konica Minolta			Copier1.com		
		Konica Minolta			Toshiba		
Items		Unit Price	Total	Annual	Unit Price	Total	Annual
High Volume, Black & White (1st FL)		AccurioPress 6120			KM Pro 1100		
110 copier per minute	Monthly Lease		\$ 461.42	\$ 5,537.04		\$ 467.63	\$ 5,611.56
	Copy per Image: & White	\$ 0.0035		\$ 660.45	\$ 0.0600		\$ 11,322.00
	Copies per minute	120 cpm			100 cpm		
				\$ 6,197.49			\$ 16,933.56
Color Digital Copier/Printer/Scanner (1st FL)		AccurioPress C3070			Toshiba e-Studio 6506AC		
60 copies per minute	Monthly Lease		\$ 721.65	\$ 8,659.80		\$ 290.02	\$ 3,480.24
	Copy per Image: & White	\$ 0.0070		\$ 841.85	\$ 0.0600		\$ 7,215.84
	Color	\$ 0.0350		\$ 4,714.92	\$ 0.0600		\$ 8,082.72
	Copies per minute	80 cpm B&W; 70 cpm color			75 cpm B&W; 65 cpm color		
	GBC Punch Unit	Included					\$ -
				\$ 14,216.57			\$ 18,778.80
Color Digital Copier/Printer/Scanner (HHS & HRM)		Bixhub C558			Toshiba e-Studio 5018a		
50 copies per minute	Monthly Lease		\$ 171.79	\$ 4,122.96		\$ 124.43	\$ 2,986.32
	Copy per Image: & White	\$ 0.0035		\$ 217.81	\$ 0.0050		\$ 311.16
	Color	\$ 0.0350		\$ 988.26	\$ 0.0050		\$ 141.18
	Copies per minute	55 cpm			50 cpm		
	Hole Punch	Optional		\$ -	461.38		\$ -
				\$ 5,329.03			\$ 3,438.66
Color Digital Copier/Printer/Scanner (2nd FL)		Bixhub C558			Toshiba e-Studio 5018a		
50 copies per minute	Monthly Lease		\$ 171.79	\$ 2,061.48		\$ 124.43	\$ 1,493.16
	Copy per Image: & White	\$ 0.0035		\$ 170.18	\$ 0.0050		\$ 243.12
	Color	\$ 0.0350		\$ 1,641.36	\$ 0.0050		\$ 234.48
	Copies per minute	55 cpm			50 cpm		
	Hole Punch	Optional		\$ -	461.38		\$ -
				\$ 3,873.02			\$ 1,970.76
	Total Bid w/charge per copy			\$ 29,616.11			\$ 41,121.78
	Total Bid w/o charge per copy			\$ 20,381.28			\$ 13,571.28
	Total charge per copy			\$ 9,234.83			\$ 27,550.50



Tim Swiderek
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Jeff Phillips
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September 27, 2018

Mr. Anthony Fashoda
Village of Hoffman Estates,
Hoffman Estates, IL 60169

Subject: Copiers Proposal

Dear Mr. Fashoda,

Proven IT is pleased to submit the enclosed the Copiers Proposal to the Village of Hoffman Estates in response to a Request for Proposal (RFP).

We understand that you are currently utilizing multiple systems throughout the village now and intend to replace some those devices. Proven has read your request in detail and we recognize your goal is a cohesive multifunctional printing solution. One that provides low maintenance, but high functionality. The Proven Solution will provide you years of satisfaction and address your goals while benefiting from reliable benchmark service levels with little or no downtime. Proven is committed to its clients, vendors, the community and its employees. It is through this on-going commitment that we have grown at a rate of 358% over the past 5 years and have been recognized as one of the best places to work by Chicago Tribune.

If you have any questions or require additional information, please do not hesitate to contact me. We look forward to hearing from you and reviewing our solution in detail.

Sincerely,

Tim Swiderek
Director of Sales
773.960.8126

TABLE OF CONTENTS

Contents

SECTION I: Vendor Leadership Team and COntacts	2
Section II: Vendor Profile	3
The Proven IT Solution	3
Who we are	3
Mission Statement	3
Environmental Initiatives	4
Proposal Highlights & Service Excellence.....	5
The Proven Advantage	6
Our Commitment to the RFP Process	6
Section III: Professional References	7
Section IV: Project Plan & Methodology	8
Our Proven Methodology.....	8
Section V: Cost.....	10
Section VI: Benefits of the Solution	11

SECTION I: VENDOR LEADERSHIP TEAM AND CONTACTS

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JEFF JOHNSON (708) 407-2904

VICE PRESIDENT/PARTNER

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SECTION II: VENDOR PROFILE

THE PROVEN IT SOLUTION

Proven IT (Proven) has carefully reviewed the requirements of the RFP and all information provided by the Village of Hoffman Estates throughout the RFP process. This proposal is the result of our analysis of that information and defines our approach to the requested services. We are confident that the Proven advantage will be evident.

WHO WE ARE

The objective of Proven IT is to provide office technology, document management, and other managed services to our clients. We are proud to be locally owned and operated with nine locations throughout Chicagoland, and are committed to excellence in service to our customers and supporting our community.

We have 9 locations throughout Chicago and a local presence of in Schaumburg, IL. With the operational ability of a local dispatch, call center, local parts department, complete service training and setup facility, and administrative staff along with a state-of-the-art showroom.

Proven IT offers sales, service and support, as well as the highest performing line of products by Xerox, Toshiba and Canon. By understanding the unique needs of our customers, we help them succeed in their business ventures. On top of this, we deliver systems and services that are designed to increase the efficiency, reduce costs, and improve the document workflow of the offices we work with.

MISSION STATEMENT

Our mission is to dedicate ourselves in providing our customers, employees, and community with the highest level of service possible by focusing on the following objectives:

- Commit to excellence and professionalism in servicing our customers and supporting our community.
- Help our customers succeed by understanding their unique document management needs.
- Flexible programs to meet the changing needs of your Village.

ENVIRONMENTAL INITIATIVES

Proven recognizes the burden that business activities can place on the environment. We strive to maintain a clear vision in pursuing a harmonious balance between economic development and environmental preservation. Our systems operate under the following strict, worldwide environmental preservation measures.

- Ozone layer protection
- Waste reduction
- Energy and resource conservation

Furthermore, Proven's policy to provide products and technologies can actively alleviate existing environmental problems.



PROPOSAL HIGHLIGHTS & SERVICE EXCELLENCE

Our proposed solution includes the following components:

- An all-inclusive proposal for a customized Solution
- Cost per impression for service and supplies billed quarterly
 - no minimum monthly commitment
 - no escalation over the 5 year term of our agreement
- 3 Hour Service Response Time Guarantee
- FM Audit to monitor toner levels and equipment errors remotely
- On-going Quarterly reviews to be proactive and completely engaged in our partnership with the Village of Hoffman Estates
- The Techs assigned to the Village will have Hot 100 parts inventory tailored for equipment on site, leading to quicker resolution when issues arise. Anyone can guarantee response time, but if it requires a second visit a day or two later, the efficiencies are lost.
- Proven will provide an unlimited amount of personalized training throughout the duration of the contract.
- All technicians are audited on their calls at a minimum of two times per month. These audits are in place to ensure that the technicians are going through the quality call process on each and every one of their calls.
- Proven IT offers a same day loaner policy if necessary. If for some reason a machine can't be fixed that day, Proven will bring a similar machine the same day or first thing the following day for the customers use.
- Proven IT will hand deliver toner in the case of emergencies.
- Proven IT employs a committed staff of sales and service employees that are more than willing to help in any way they can.
- Proven IT is the largest Laserfiche VAR in the State of Illinois, and in the top 15 in the country. We have a very strong understanding of integrating many different types of hardware with Laserfiche solutions, specifically Xerox, Canon, Toshiba, and many other desktop scanners. the MFP interface to allow for indexing at the device.

THE PROVEN ADVANTAGE

At Proven IT, we are dedicated to providing our customers and clients with the highest level of service and equipment. Due to our commitment of providing superior service, we have been recognized by a number of our partners for the work we do. Proven is the proud recipient of numerous awards, honors, and certifications.

- Member of Pros Elite- Proven is the only company in the State of Illinois to achieve the Award of Pro'S Elite 100 for quality of services in the industry. This award cannot be bought like so many that dealers brag about. We earned this highly coveted award by sustaining customer uptime, and reducing repeat service calls
- 2014 "Fast Fifty Award" Crain's Chicago Business
- 2015 "Fast Fifty Award" Crain's Chicago Business
- 2016 "Fast Fifty Award" Crain's Chicago Business
- 2017 "Fast Fifty Award" Crain's Chicago Business
- 2015 Nominee "Employer Support Freedom Award" Employer Support of the Guard & Reserve
- 2015 Smart Business Family Business Achievement Award
- 2017 Inc. Magazine's 5000 List of Fastest Growing Private Companies in America
- 2017 Chicago Tribune's Top Workplace

- 2016 Inc. Magazine's 5000 List of Fastest Growing Private Companies in America
- 2016 Chicago Tribune's Top Workplace

We strive to continue to focus on providing the finest service to our customers, and are dedicated to going above and beyond what is expected to achieve the best results for our customers.

OUR COMMITMENT TO THE RFP PROCESS

Proven is honored to be considered a potential partner for the Village of Hoffman Estates. We understand and appreciate the foundation on which the Village's reputation has been built and understand the need to choose a provider in a timely manner, after careful consideration. We also understand that proposals often raise as many questions as they answer. The success of our consultative approach is based on our commitment to match the most appropriate and cost-effective solution to each customer's specific business needs. Therefore, we look forward to the opportunity to address any questions the Village of Hoffman Estates may have and to present our solution.

SECTION III: PROFESSIONAL REFERENCES

Village of Schaumburg 30 + Devices 101 Schaumburg Ct, Schaumburg, IL 60193

Barrington School District 220 310 James St, Barrington, IL 60010
300+ Devices

Society of Actuaries 475 N Martingale Rd. Schaumburg, IL 60173
20+ Devices

University of Chicago 6019 S. Kimball Ave. Chicago, IL 60637
662+Devices



Pros Elite 100

Steve Rolla

410-446-3032

Steve.rolla@beipros.com

Notes on Steve: He works for an industry firm that measures service excellence and standards. He knows what Proven has done to earn the Pros Elite Status and maintain the award as "One of 100" dealers across the United States

SECTION IV: PROJECT PLAN & METHODOLOGY

<i>Date (estimated)</i>	<i>Event</i>
<i>Oct 1st</i>	<i>Onsite Demo</i>
<i>Oct 22nd</i>	<i>Presentation</i>
<i>Nov 5th</i>	<i>Board Approval</i>
<i>Nov 6th</i>	<i>Contract Implementation</i>
<i>Nov 7th</i>	<i>Delivery, Placement and Removal of Old Equipment</i>
<i>Week of Nov 8th</i>	<i>Training</i>
<i>Week of Nov 12th</i>	<i>Follow up Training, Questions.</i>
<i>Week of Jan 28th</i>	<i>Quarterly Review</i>

OUR PROVEN METHODOLOGY

- Proven first step as a partner of the Village is our **discovery and reporting** phase. We monitor our partners with an integrated reporting tool to help collect statistical data for the village. We take into account three important key areas as a focus; people, process, and their technology.
- We use this extensive reporting and review process in order to help **analyze and predict** what will happen for proper budgeting and a cohesive plan that is co-authored along with the village.
- In order to make recommendations for this proposal process, we have used the village's average monthly volume, age and date of introduction for their current model, along with the recommended monthly volumes and max duty cycles to create a plan of action for a technology refresh. We focused on the data provided by the RFP in combination with the appropriate benchmarks in the estimated life of the current equipment
- In alignment with industry leading, third part statistical data, we have compiled four different proposals to provide the village with the ability to see our recommendations and make the best decision aligned with both their culture, environment, and budget. This is a perfect example of the flexibility that Proven's data driven methodology provides all of its partners.

SECTION V: COST

- *Lease Price*
- *Cost of print/copy charges.*
- *List of services provided.*

Please see attached Bid Worksheets

SECTION VI: BENEFITS OF THE SOLUTION

Proven's Unique Advantages:

- Flexibility in product offering of the industry's top three lines: Xerox, Toshiba and Canon, combined with award winning service*(Pros Elite) measured by a third party for consistent results. We can service any combination of your existing machines and this provides the village with the ultimate flexibility.
- A local based, current resident of the Village of Schaumburg- a real partnership within the community
- The largest VAR in the state of Illinois of Laserfiche –which provides us the unique ability to seamlessly integrate and solve problems with the village's existing infrastructure.
- Proven IT is a full fledge managed IT company. We provide our clients with the ability to solve problems outside the typical scope of printers and copiers, which often times can be the needed solution to the problem. We have in needed infrastructure to assist with projects in regards to servers, firewalls, switches, and virtually all technology
- Proven IT will provide onsite training for the village staff. We can offer unique times for training to ensure that the new solution is properly utilized by the entire village. If the need for training arises at any time during the contract duration, we will provide it at no charge.
- Proven IT is a unique one stop shop for all of you needs. We are an authorized partner with Xerox, Toshiba, Canon, Laserfiche, and HP which allows us to complement your existing infrastructure and refresh when needed.

RETURN WITH BID

VILLAGE OF HOFFMAN ESTATES
OFFICE EQUIPMENT PROPOSAL FORM

COMPANY INFORMATION

Name of Company:	Proven IT
Address:	1900 E Golf Rd Schaumburg Il
Phone Number:	847-997-0754
Date of Submittal:	9/28/2018

REFERENCES

Bidder shall provide as many customer references as possible for work/equipment IDENTICAL to that which bidder has proposed within this call for bids.

ORGANIZATION	Village of Schaumburg
ADDRESS	101 Schaumburg Ct.,
CITY, STATE, ZIP	Schaumburg, IL. 60193
PHONE NUMBER	773.702.5463
CONTACT PERSON	Joe Hirjak
DATE OF SALE	1/2017

ORGANIZATION	Barrington 220 School District
ADDRESS	310 E. James St.
CITY, STATE, ZIP	Barrington, IL. 60010
PHONE NUMBER	847.847.3563
CONTACT PERSON	Russell A Vander Mey
DATE OF SALE	7/17

ORGANIZATION	Society of Actuaries
ADDRESS	475 N Martingale Rd.
CITY, STATE, ZIP	Schaumburg, IL. 60173
PHONE NUMBER	847.706.3620
CONTACT PERSON	Tiffany Berger

RETURN WITH BID IN SEPARATE SEALED ENVELOPE		
VILLAGE OF HOFFMAN ESTATES		
PRICING INFORMATION		
1. HIGH VOLUME, BLACK AND WHITE DIGITAL COPIER/NETWORK PRINTER/ COLOR SCANNER		
<i>The Village will be leasing this type of unit</i>		
PRICING INFORMATION		
	5-Year Lease	Annual Maintenance
Standard Features (please provide list of standard features)	\$429 per month. Standard features include minimum specs per bid	.00275 B/W
Additional Options (if not a standard feature):		
Network Connectivity (printing)	Included	
Scanning (specify if color or black/white)	Included	
Additional Paper Capacity (list specifics)	High capacity feeder	
Hole Punch	Included	
GBC Punch Unit	Optional	
Cover Interposer	Included	
Pass code protection on print jobs	Included	
Key card access restrictions	Included	
Other Options Available:	All required in bid	
	Canon 8505 w/ Booklet Maker	
On-site Training of Village staff	Yes	
Price or Credit for removal of old unit	Proven removes at no cost	
TOTAL	\$429	
CONTACT INFORMATION		
Printed Contact Name:	Jeff Phillips	
Title:	Senior Account Executive	
Phone Number:		
Authorized Signature:		
Date of Submittal:		
Return this form, completed and in a separate sealed envelope, with your proposal		

RETURN WITH BID IN SEPARATE SEALED ENVELOPE		
VILLAGE OF HOFFMAN ESTATES		
PRICING INFORMATION		
2. COLOR DIGITAL COPIER/PRINTER/SCANNER		
<i>The Village will be leasing this type of unit</i>		
PRICING INFORMATION		
	5-Year Lease	Annual Maintenance
Standard Features (please provide list of standard features)	\$430 per month. Standard features include minimum specs per bid	.00275 B/W .0275 Color
Additional Options (if not a standard feature):		
Network Connectivity (printing)	Included	
Scanning (specify if color or black/white)	Included	
Additional Paper Capacity (list specifics)	High Capacity Feeder	
Hole Punch	Included	
GBC Punch Unit	Included	
Cover Interposer	Included	
Pass code protection on print jobs	Included	
Key card access restrictions	Included	
Other Options Available:	All required in bid	
	C7565 w/ Booklet Maker,	
	GBC Professional Puncher	
On-site Training of Village staff	Yes	
Price or Credit for removal of old unit	Proven removes at no cost	
TOTAL	\$430	
CONTACT INFORMATION		
Printed Contact Name:	Jeff Phillips	
Title:	Senior Account Executive	
Phone Number:		
Authorized Signature:		
Date of Submittal:		
Return this form, completed and in a separate sealed envelope, with your proposal		

RETURN WITH BID IN SEPARATE SEALED ENVELOPE		
VILLAGE OF HOFFMAN ESTATES		
PRICING INFORMATION		
3. BLACK AND WHITE COPIER		
<i>The Village will be leasing this type of unit</i>		
PRICING INFORMATION		
	5-Year Lease	Annual Maintenance
Standard Features (please provide list of standard features)	\$85 per month. Standard features include minimum specs per bid	.00275 b/w
Additional Options (if not a standard feature):		
Network Connectivity (printing)	Included	
Scanning (specify if color or black/white)	Included	
Additional Paper Capacity (list specifics)	Optional	
Hole Punch	Optional	
GBC Punch Unit	Optional	
Cover Interposer	Included	
Pass code protection on print jobs	Included	
Key card access restrictions	Included	
Other Options Available:	All required in bid	
	Canon 4551i	
On-site Training of Village staff	Yes	
Price or Credit for removal of old unit	Proven removes at no cost	
TOTAL	\$85	
CONTACT INFORMATION		
Printed Contact Name:	Jeff Phillips	
Title:	Senior Account Executive	
Phone Number:		
Authorized Signature:		
Date of Submittal:		
Return this form, completed and in a separate sealed envelope, with your proposal		

RETURN WITH BID IN SEPARATE SEALED ENVELOPE		
VILLAGE OF HOFFMAN ESTATES		
PRICING INFORMATION		
4. COLOR DIGITAL COPIER/PRINTER/SCANNER		
<i>The Village will be leasing this type of unit</i>		
PRICING INFORMATION		
	5-Year Lease	Annual Maintenance
Standard Features (please provide list of standard features)	\$110 per month. Standard features include minimum specs per bid.	.00275 B/W .0275 Color
Additional Options (if not a standard feature):		
Network Connectivity (printing)	Included	
Scanning (specify if color or black/white)	Included	
Additional Paper Capacity (list specifics)	Included	
Hole Punch	Optional	
GBC Punch Unit		
Cover Interposer	Included	
Pass code protection on print jobs	Included	
Key card access restrictions	Included	
Other Options Available:		
	Canon C5550i	
On-site Training of Village staff	Yes	
Price or Credit for removal of old unit	Proven removes at no cost	
TOTAL	\$110	
CONTACT INFORMATION		
Printed Contact Name:	Jeff Phillips	
Title:	Senior Account Executive	
Phone Number:		
Authorized Signature:		
Date of Submittal:		
Return this form, completed and in a separate sealed envelope, with your proposal		

RETURN WITH BID IN SEPARATE SEALED ENVELOPE		
VILLAGE OF HOFFMAN ESTATES		
PRICING INFORMATION		
5. COLOR DIGITAL COPIER/PRINTER/SCANNER		
<i>The Village will be leasing this type of unit</i>		
PRICING INFORMATION		
	5-Year Lease	Annual Maintenance
Standard Features (please provide list of standard features)	\$110 per month. Standard features include minimum specs per bid.	.00275 B/W .0275 Color
Additional Options (if not a standard feature):		
Network Connectivity (printing)	Included	
Scanning (specify if color or black/white)	Included	
Additional Paper Capacity (list specifics)	Included	
Hole Punch	Optional	
GBC Punch Unit		
Cover Interposer	Included	
Pass code protection on print jobs	Included	
Key card access restrictions	Included	
Other Options Available:		
	Canon C5550i	
On-site Training of Village staff	Yes	
Price or Credit for removal of old unit	Proven removes at no cost	
TOTAL	\$110	
CONTACT INFORMATION		
Printed Contact Name:	Jeff Phillips	
Title:	Senior Account Executive	
Phone Number:		
Authorized Signature:		
Date of Submittal:		
Return this form, completed and in a separate sealed envelope, with your proposal		

RETURN WITH BID

Note: THIS FORM MUST BE NOTARIZED

VILLAGE OF HOFFMAN ESTATES
BID CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE

I, hereby certify that PROVEN IT
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E, Public Contracts of the Illinois Criminal Code.

Signed: [Signature]

Attest: [Signature]
Notary Public

Title: EX VICE PRESIDENT

Commission expiry: 5/9/2022

Date: 9/27/2018

Date: 9/27/2018



Proven Business Systems

Bidders Firm Name

BY:

Signed Name and Title

18450 Crossing Dr, suite D

Bidders Address

Jeff Phillips, Senior Account Exec

Print Name and Title

Tinley Park, IL 60487

City, State, Zip Code

847 997 0754

Telephone Number

Fax Number

JPhillips@Provenit.com

Email Address