

Summary

McHenry County College requests proposals from companies to provide Test Scanning Machines for the college, this may also include supplies and services for the machines.

Issued: January 6, 2011
Service Requested: Test Scanning Machines
RFP Closing Date/Time: January 20, 2011, 10:00 a.m. CST
RFP Contact: Jennifer Jones, Director for Business Services
JJONES@MCHENRY.EDU

Proposals must be sealed and delivered to the attention of Jennifer Jones, Director for Business Services, McHenry County College, 8900 US Highway 14, Crystal Lake, IL 60012 on or before January 20, 2011, 10:00 a.m. CST. There will not be a public bid opening.

All late proposals will be rejected.

All proposals must be signed by a duly authorized representative of the firm.

All unsigned proposals will be automatically rejected.

After review of the proposals, personal interviews will be scheduled during the week of January 31, 2011, with the finalists.

McHenry County College administration will competitively evaluate all qualified proposals and present a recommendation to enter into an agreement with the Board of Trustees at the February 21, 2011 Board meeting.

We appreciate your interest in McHenry County College and look forward to your response.

McHENRY COUNTY COLLEGE
REQUEST FOR PROPOSALS #01202011
TEST SCANNING MACHINE

REQUEST FOR PROPOSAL



Test Scanning Machine

RFP# 01202011

Issue Date: January 6, 2011

RFP Response Deadline: January 20, 2011

McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012-2761
Telephone: (815) 455-3700

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1.0 GENERAL REQUIREMENTS

1.1 Introduction: McHenry County College (hereinafter “MCC”) is inviting responsible Vendors (hereinafter “Bidder” or “Contractor”) to submit bids to provide *Test Scanning Equipment which may also include service and related supplies*. A more complete description of the supplies and/or services sought is provided in Section 7 (“Bid Specifications”) of the RFP. If you are interested and able to meet these requirements, we would appreciate and welcome a bid. This RFP will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of bid samples, descriptive literature, technical data, references, licenses, or other information or material.

Unsolicited bid samples or descriptive literature however, are submitted at the vendor’s risk, may not be examined or tested, will not be deemed to vary any of the provisions of the RFP, and may not be utilized by the vendor to contest a decision or understanding with MCC.

1.2 Background: McHenry County College (MCC) is a community college offering 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. McHenry County College serves one of the fastest growing counties in Illinois. MCC is located forty-five miles northwest of downtown Chicago, the college is committed to providing high quality, need-based educational and training opportunities to adult residents of Community College District 528. Nearly 250,000 residents live within the MCC district boundaries. The college has one campus. The campus is located at 8900 U.S. Highway 14, Crystal Lake, IL 60012.

1.3 Contact Information: The contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor. *The contact information also includes the address to submit bids and the location to attend informational meetings and to attend bid openings*

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

1.4 Contract Terms: The contract begins on the Effective Date affixed to the contract upon approval.

1.5 Minimum Bidder Qualifications: The Bidder shall have had a minimum of three (3) years, previous experience and possess manpower and equipment, financial resources, and an organization as herein specified to perform the type, magnitude, and quality of work specified.

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1.6 Informational/Site Visit: N/A

1.7 Key Event Dates: The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues RFP	January 6, 2011
Last day to send question/clarifications to jjones@mchenry.edu	January 12, 2011, 3:00 P.M. CST
Date Addendum (if any) Posted on www.mchenry.edu/bid	January 14, 2011
Bid Due Date	January 20, 2011, 10:00 A.M. CST
Reviewed by MCC Evaluation Team	January 20-21, 2011
Finalist Scheduled to Demonstrate at MCC	Week of January 31, 2011
Reviewed by Board of Trustees	February 21, 2011
Notification of Award	February 25, 2011
Contract Start Date	Upon MCC Contract approval and coordination with project manager
Project Manager Contact	Joan Flanagan 815-479-7884

2.0 BID SUBMISSION

2.1 Examination of Solicitation Documents and Explanation to Bidders. Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Procurement Officer via email. The bidder making such request will be solely responsible for its timely receipt by the Procurement Officer. Replies to such notices may be made in the form of an addendum to the solicitation.

2.2 Submission: The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope and nature of the project requirements. **Faxed Bids ARE NOT acceptable.**

2.3 Interpretation or Representations. MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

2.4 Addenda: The only method by which any requirement of this solicitation may be modified is by written addendum. Any addendum can be found on our website at www.mchenry.edu/bid. Such addendum shall be acknowledged by signature and included in your bid submission.

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- 2.5 Bid Preparation Costs.** The costs for developing and delivering responses to this RFP are entirely the responsibility of the bidder. The University is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
- 2.6 RFP Questions and Clarifications:** Official answers to questions will be provided via addendum. Bid addenda will be provided on MCC's website, www.mchenry.edu/bid.
- 2.7 Cancellation of RFP:** If the Director of Business Services determines that it is in MCC's best interest, he/she reserves the right to do any of the following
- Cancel this RFP
 - Modify this RFP in writing as needed
 - Reject any or all proposals received in bid to this RFP.
- 2.8 Accuracy/ Withdrawal of Proposals Prior to Bid Opening:** Bids may be withdrawn in writing any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the Bid without the prior written approval of the Director of Business Services of McHenry County College.
- 2.9 Taxes:** MCC 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, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.
- 2.10 Evaluation:** In evaluating the bids submitted, MCC will apply the "Best Value" standard in selecting the vendor 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 bid will be made to that vendor whose offer conforms to the bid and it is determined to be the most advantageous, or "best value" to MCC, in the sole judgment of MCC. The selection process will include, but not be limited to, the following considerations:
1. The quality and range of products and services the firm proposes to provide.
 2. The ability to provide product and service in an expedient and efficient manner.
 3. The firm's overall experience, reputation, expertise, stability, and financial responsibility.
 4. The experience and qualifications of the staff that will be assigned to service MCC's account.
 5. The provider's ability to assist MCC in meeting the overall goals of bid.
 6. The bidder's past relationship with MCC, if any.
 7. Any other relevant factor that a business entity would consider in selecting a vendor.
- 2.11 Award of Contract:** MCC reserves the right to reject any or all prices or bids submitted, waive irregularities, and to accept that bid which is considered to be in the best interest of the College. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the bid has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the bid. Submit complete specifications for any substitute offered.

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In the event two bidders have submitted equal values for items listed, the in-district bidder will be given preference, everything else being equal.

The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. This bid may be awarded to multiple vendors. We reserve the right to make moderate quantity alterations to conform to budget limitations.

3.0 INSTRUCTION TO BIDDERS: Read the following instructions carefully before submitting any bid. Failure to follow these instructions and the rules may result in the rejection of your bid. MCC reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any bidder regarding a bid.

3.1 Bid Format and Content: In order for MCC to evaluate bids fairly and completely, bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order for a bid to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the bid.

1. **Cover Letter.** The cover letter must confirm that the **bidder understands all the terms and conditions contained in this RFP and will comply with all the provisions of this RFP.** Further, that should the contract be awarded to your company, you would be prepared to begin services upon contract approval from MCC. The cover letter must include the full contact information of the person(s) MCC shall contact regarding the bid. A bidder representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether or not subcontractors will be used.
2. **Experience & Operational Plan.** Bidders must describe their capabilities to provide the services requested in this RFP by providing the following:
 - A description of Bidder's experience as required in this bid.
 - Staffing and operational plan for this contract, including use of any subcontractors and description of equipment to be used.
3. **Pricing.** Bidder shall submit on the bid submission form (Attachment A) price for each item listed.

3.2 Packaging of Response: Please submit (1) original and (2) copies of the bid. The bid documents, must be submitted by mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

- Bidder's complete name and address
- Solicitation Number
- Bid Due Date and Time
- Sealed Bid

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- 3.3 Late Bids.** *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.
- 3.4 Bidder's Signature.** The bid submission form (Attachment A) must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.
- 3.5 Submit Bids To:**
- McHenry County College
Attn: Jennifer Jones
Director of Business Support Services
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
- 3.6 Bid Opening:** MCC will open all bids that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late.
- 3.7 Responders' Costs:** The cost of developing a bid for this RFP belongs solely to the bidder and may not be charged to MCC.
- 3.8 Contract Terms:** The contract term begins on the effective date and work should be completed within 90 days.
- 3.9 Renewal:** N/A.

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4.0 GENERAL TERMS AND CONDITIONS

- 4.1 Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.
- 4.2 Purchase:** After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
- 4.3 Right to Cancel:** MCC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
- 4.4 Proprietary Information:** Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder 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 MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
- 4.5 Negotiation:** MCC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MCC 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 MCC.
- 4.6 Retention of Documentation:** All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MCC.
- 4.7 Insurance Requirements:** If fabrication, construction, installation, service or other work is specified to be conducted on MCC's premises, supplier shall maintain in force during the period of such work the following coverage's: (a) worker's compensation, as required by the laws of the State of Illinois; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. **The successful bidder shall provide a certificate of insurance naming McHenry County College as additional insured.**
- 4.8 Performance and Payment Bond (Public Works Related Projects Only):** For every project greater than Five Thousand Dollars (\$5,000) the proposal must be accompanied by a performance and payment bond not less than 10% of the bid, payable without condition to McHenry County College, which sum shall be forfeited in case the successful bidder fails to enter into a binding contract and provide a properly executed contract surety bond within 20 days after the date the contract is awarded by MCC. Any provisions contained within the bonds creating a condition precedent for Owner, or abrogating Owner's rights or remedies otherwise available in contract or law, are void.

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- 4.9 Indemnification:** The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs 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 Contractor.
- 4.10 Substitutes to Specifications:** Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with this bid document. A demonstration may be requested. Submit complete specifications for any substitute offered. Your bid should be made on the Bid Submission Form (Attachment A), and any explanation regarding your bid should be attached. A complete disqualification could result without these reference materials attached. Indicate warranty specifications that apply to the items included in your bid.
- 4.11 Disclosure:** Contractors shall note any and all relationships that might be a conflict of interest and include such information with the bid.
- 4.12 Terms of Payment:** MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.
- 4.13 Web Accessibility:** As required by Illinois Public Act 095-0307, all information technology, including electronic information, software, systems, and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/itaa>
- 4.14 Bidder's Certification:** The bidder certifies that the he/she is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.

Contractor/Vendor's Signature: _____

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5.0 EXCEPTIONS TO BID (PLEASE LIST BELOW, ATTACH SHEETS IF NECESSARY):

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6.0 REFERRAL LIST: List four companies, colleges/universities preferred, to whom your company has sold and installed comparable products within the last three years:

1. NAME: _____
ADDRESS: _____

PHONE: _____

2. NAME: _____
ADDRESS: _____

PHONE: _____

3. NAME: _____
ADDRESS: _____

PHONE: _____

4. NAME: _____
ADDRESS: _____

PHONE: _____

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7.0 BID SPECIFICATIONS: McHenry County College is inviting responsible Contractors to submit bids to supply *Test Scanning Machines*. This may also include service and supplies. The successful bidder will supply all materials and perform all labor necessary to complete the project based on the specifications listed below. All pricing shall be listed and submitted on the Bid Submission Form (Attachment A).

7.1 Features needed on six scanners (faculty offices)

- Generate item analysis reports
- Print overall percent correct on tests
- Print correct answer on tests
- Scan up to 50 questions per page (one side)
- Generate overall performance reports
- Reasonable cost for forms
- Reasonable purchase/lease cost for scanner
- Auto feed
- Quiet operation
- Export results to a PC
- Read X's or checks (rather than 'fill in bubble completely')
- Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test
- Scan paper of varying size and thickness
- Read ink (not just #2 pencil)
- Capture student ID up to 12 characters
- Store digitized images (written responses to essays etc.)
- Distinguish erasure from correct mark
- Read custom forms (user-created tests, surveys, etc.)

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7.2 Features needed in one scanner (Office of Institutional Research)

Generate item analysis reports

Print overall percent correct on tests

Print correct answer on tests

Scan up to 50 questions per page (one side)

Generate overall performance reports

Reasonable cost for forms

Reasonable purchase/lease cost for scanner

Auto feed

Quiet operation

Export results to a PC

Read X's or checks (rather than 'fill in bubble completely')

Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test

Scan paper of varying size and thickness

Read ink (not just #2 pencil)

Capture student ID up to 12 characters

Distinguish erasure from correct mark

Read custom forms (user-created tests, surveys, etc.)

*Ability to scan both sides of a page

*Ability to pre-print ID data (for example, class and section number, etc.) on answer sheets

*High speed (>65 pages per minute)

Digital storage of images **not** needed

* *Additional feature not needed in other areas*

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7.3 Features needed in one scanner (Testing Center)

Generate item analysis reports

Print overall percent correct on tests

Print correct answer on tests

*Scan up to 100 questions per page (one side)

Generate overall performance reports

Reasonable cost for forms

Reasonable purchase/lease cost for scanner

Auto feed

Quiet operation

Export results to a PC

Read X's or checks (rather than 'fill in bubble completely')

Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test

Scan paper of varying size and thickness

Read ink (not just #2 pencil)

Capture student ID up to 12 characters

Store digitized images (written responses to essays etc.)

Distinguish erasure from correct mark

* *Additional feature not needed in other areas*

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**8.0 ATTACHMENT A – 1 of 4
BID SUBMISSION FORM**

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by: _____

Signature: _____

Title: _____

- The Owner/
Sole Proprietor Member of the
Partnership Officer of the
Corporation Member of the
Joint Venture

Company: _____

Address: _____

Email Address: _____

Telephone: _____

Fax: _____

Date: _____

Contract Person: _____

FEIN: _____

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**ATTACHMENT A – 2 of 4
 BID SUBMISSION FORM**

Features needed on six scanners (faculty offices)

- Generate item analysis reports
- Print overall percent correct on tests
- Print correct answer on tests
- Scan up to 50 questions per page (one side)
- Generate overall performance reports
- Reasonable cost for forms
- Reasonable purchase/lease cost for scanner
- Auto feed
- Quiet operation
- Export results to a PC
- Read X's or checks (rather than 'fill in bubble completely')
- Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test
- Scan paper of varying size and thickness
- Read ink (not just #2 pencil)
- Capture student ID up to 12 characters
- Store digitized images (written responses to essays etc.)
- Distinguish erasure from correct mark
- Read custom forms (user-created tests, surveys, etc.)

	Lease Price	Purchase Price
Machine		
Shipping & Handling		
Volume Discounts		
Optional Maintenance Agreement		
---Ink Included		
----Forms Included		
Are we limited to certain forms		
Forms (if any) that cannot be used		
Is training provided		
TOTAL BID		

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**ATTACHMENT A – 3 of 4
 BID SUBMISSION FORM**

Features needed in one scanner (Office of Institutional Research)

- Generate item analysis reports
- Print overall percent correct on tests
- Print correct answer on tests
- Scan up to 50 questions per page (one side)
- Generate overall performance reports
- Reasonable cost for forms
- Reasonable purchase/lease cost for scanner
- Auto feed
- Quiet operation
- Export results to a PC
- Read X's or checks (rather than 'fill in bubble completely')
- Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test
- Scan paper of varying size and thickness
- Read ink (not just #2 pencil)
- Capture student ID up to 12 characters
- Distinguish erasure from correct mark
- Read custom forms (user-created tests, surveys, etc.)
- * Ability to scan both sides of a page
- * Ability to pre-print ID data (for example, class and section number, etc.) on answer sheets
- * High speed (>65 pages per minute)
- Digital storage of images **not** needed
- * *Additional feature not needed in other areas*

	Lease Price	Purchase Price
Machine		
Shipping & Handling		
Volume Discounts		
Optional Maintenance Agreement		
---Ink Included		
----Forms Included		
Are we limited to certain forms		
Forms (if any) that cannot be used		
Is training provided		
TOTAL BID		

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**ATTACHMENT A – 4 of 4
 BID SUBMISSION FORM**

Features needed in one scanner (Testing Center)

- Generate item analysis reports
 - Print overall percent correct on tests
 - Print correct answer on tests
 - * Scan up to 100 questions per page (one side)
 - Generate overall performance reports
 - Reasonable cost for forms
 - Reasonable purchase/lease cost for scanner
 - Auto feed
 - Quiet operation
 - Export results to a PC
 - Read X's or checks (rather than 'fill in bubble completely')
 - Combine a subjective score (e.g., essay, etc.) with score from multiple-choice test
 - Scan paper of varying size and thickness
 - Read ink (not just #2 pencil)
 - Capture student ID up to 12 characters
 - Store digitized images (written responses to essays etc.)
 - Distinguish erasure from correct mark
- * *Additional feature not needed in other areas*

	Lease Price	Purchase Price
Machine		
Shipping & Handling		
Volume Discounts		
Optional Maintenance Agreement		
---Ink Included		
----Forms Included		
Are we limited to certain forms		
Forms (if any) that cannot be used		
Is training provided		
TOTAL BID		