

**VILLAGE OF GLENDALE HEIGHTS  
REQUEST FOR PROPOSALS  
COPIER/PRINTER SYSTEMS**

The Village of Glendale Heights is soliciting proposals from qualified Vendors for the operational lease/maintenance of fifteen (15) Digital Copier/Printer Systems. The copiers shall be located in various buildings and departments within the Village of Glendale Heights, IL.

Vendors interested in submitting proposals must comply with the requirements set forth in this Request for Proposals (RFP). Proposal must be received by **Wednesday July 30, 2025, 11:00 a.m.**, local time prevailing, on and addressed to:

Darcie Garza, CPPB  
Village of Glendale Heights  
300 Civic Center Plaza  
Glendale Heights, IL 60139

**Bidders must be registered and in Good Standing with the State of Illinois Secretary of State to conduct business in the State of Illinois at the time of the RFP opening to be considered for this RFP award.**

Vendors are responsible for ensuring their proposals are received by the Purchasing Division Finance Department personnel prior to the submission deadline. Proposals received after the submission deadline will not be accepted and returned unopened to the firm. A label to affix to the outermost packaging of your submittal is located on the last page of this document.

Hand carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 am and 4:30 pm, local time Monday through Friday, excluding holidays observed by the Village.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, etc.) at the aforementioned time and date shall not receive consideration and shall be returned unopened.

A Review Committee comprised of Village personnel will evaluate proposals. During the evaluation process, the Review Committee reserves the right, whenever it may serve the Village's best interest, to request additional information or clarifications from vendors, or to allow for corrections of errors or omissions.

There is no express or implied obligation for the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted, to retain all proposals submitted, and to use any ideas in a proposal or interview regardless of whether the proposing firm is selected.

Submitting a proposal to the Village indicates acceptance by the proposer of the conditions contained in this RFP. Proposers are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois State Statutes.

It is the responsibility of all vendors to thoroughly examine and be familiar with the specifications of this Request for Proposal. Failure of any vendor to fully examine this Request for Proposal shall in no way relieve any vendor of any obligations with respect to this Proposal or the resultant agreement.

All proposals shall remain valid for 120 days from the proposal due date.