

INVITATION TO BID

Submit your bids to the attention of:

Mrs. Risa Hanson
Chief Financial Officer
Community Unit School District 200
227 W. Judd Street
Woodstock, IL 60098
815-338-8204

Bids must be received at the above address no later than: **Tuesday, April 11, 2017 at 9:00 a.m.**

Your bid MUST be submitted in a sealed envelope clearly marked:

Bid Number _____ **2018-01**

Bid Name _____ **Copier Paper & Envelopes**

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Instructions to Bidders

1. General

- a. Bids shall be submitted in an envelope properly marked with the title of the bid, and date and time of opening.
- b. Seal and deliver to the Business Office on or before the time scheduled for the opening.
- c. All bids shall be made on the Bid Form enclosed herein.
- d. Unsigned or late bids will not be considered
- e. Community Unit School District 200 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Thus all bids must exclude these costs from the final bid amount.
- f. Prices quoted shall include all charges for packing, transportation and delivery to the School Building or District Office as designated on the bid.
- g. Correspondence shall be addressed to the Chief Financial Officer.
- h. Bids are available for inspection in the Business Office by appointment after the award of orders.
- i. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted. The use of District transmission equipment by Bidders is prohibited.
- j. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Superintendent or designee a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Superintendent or designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

2. Errors and Omissions

All proposals shall be submitted with each space properly completed. If an informational request is not applicable to your bid, insert into the form "NA." The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should bidders find any discrepancies in, or omissions from, and of the documents, or be in doubt as to their meanings, they shall advise the Chief Financial Officer who will issue the necessary clarifications to all prospective Bidders by means of addenda.

3. Firm Bid

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids and may not be withdrawn after bid opening.

4. Withdrawal of Bids

Bids may be withdrawn by letter, fax, or in person prior to the time and date established for the opening of bids. A withdrawn bid may be resubmitted in accordance with these instructions to bidders.

5. Investigation of Bidders

- a. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.
- b. The Board of Education reserves the right to reject any bid if it is determined, in the sole opinion of the Board that the Bidder is not properly qualified to carry out the obligations of the contract.
- c. The bidder shall submit with the Bid Proposal a fully completed and executed Qualification Statement on the form contained in the Bid Documents.

6. Reservation of Right by the Institution

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept the lowest responsible Bidder, considering conformity with specifications, terms of delivery, quality, and serviceability. All items shall be new unless otherwise specified.

7. Compliance with Legislation

- a. It shall be mandatory upon the Contractor(s) to whom the contract for public works is awarded and upon any subcontractor thereof to pay to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workman or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.
- b. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission

8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. Equal Employment Opportunity

During the performance of the contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Contractor will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex or national origin.

- c. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his/her books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations and orders.
- d. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- e. The Contractor shall include the provisions of paragraphs a. through d. in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Sec. 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by the respective items in the "Description" column. All prices must be quoted F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single Bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) a Bidder is not a responsible Bidder and should be disregarded, and (3) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors the unit cost(s) listed will prevail and be considered accurate.

13. Delivery Points

Deliveries shall be made to the following sites listed in the bid specifications. See map and directions for each of the sites.

14. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the Bid Form before signing and submitting the bid.

15. Hold Harmless and Indemnification

The Contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- a. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the Contractor under this Contract or by reason of anything to be supplied by the Contractor pursuant to this Contract.
- b. Bodily injury, including death, to any person or persons (including Contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:
 - Caused in whole or in part by an act, error or omissions by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
 - Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.
- c. Bidder and each subcontractor of the bidder agrees to assume the entire liability for all personal injury claims suffered by their own employees allegedly injured on the project; waive any limitation of liability defense based upon the *Workers' Compensation Act*, court interpretations of said Act or otherwise; and agree to contribute to, indemnify and defend Owner and its individual Board members, agents, employees and consultants ("Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitees' own negligence. Bidder shall cause this indemnification requirement to be incorporated into all of its subcontractor contracts.

16. Late Bids

Bids received after the time specified in the invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of bids is prohibited.

17. Recycled Products

District 200 supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

18. Warranties

The Bidder makes the following warranties to the Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Bidder agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope give to the Board by the Bidder. The Bidder shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of delivery, unless the Project Bid Specifications require a greater warranty period.

19. Public Notice

**PUBLIC NOTICE
LEGAL NOTICE
INVITATION TO BID**

The Board of Education, Woodstock Community Unit School District No. 200 will receive sealed bids until 9:00 a.m. prevailing time on Tuesday, April 11, 2017, for copier paper and envelopes for the 2017-2018 school year.

All bidders are required to execute a Certificate of Eligibility to Bid pursuant to Section 33E-11, 33E-3 and 33E-4 of the Illinois Criminal Code of 1961 as amended.

Bid specifications and forms can be obtained from the District 200 website at www.woodstockschoools.org and questions can be answered by Jennie Haulotte at 815-338-8204.

The Board of Education reserves the right to award the contract in accordance with its best interest and to waive any informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids.

No bidder may withdraw his bid within 30 days after the actual date of the bid opening.

Bids will be opened on Tuesday, April 11, 2017 at 9:00 a.m. prevailing time and read aloud in the Woodstock Community Unit School District No. 200 Business Services Office at 227 W. Judd Street, Woodstock, Illinois, 60098, by Risa L. Hanson, Chief Financial Officer.

20. Non-Collusion Affidavit

STATE OF ILLINOIS

SS:

MCHENRY COUNTY

The undersigned Bidder or agent, being duly sworn, on oath says that he has not, nor has any other member representative, nor agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

(Bidder or Agent)

FOR _____
(Firm or Corporation)

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

(Notary Public)

BID NUMBER _____ 2018-01

21. Certification

The bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal code of 1961, as amended.

(Signature)

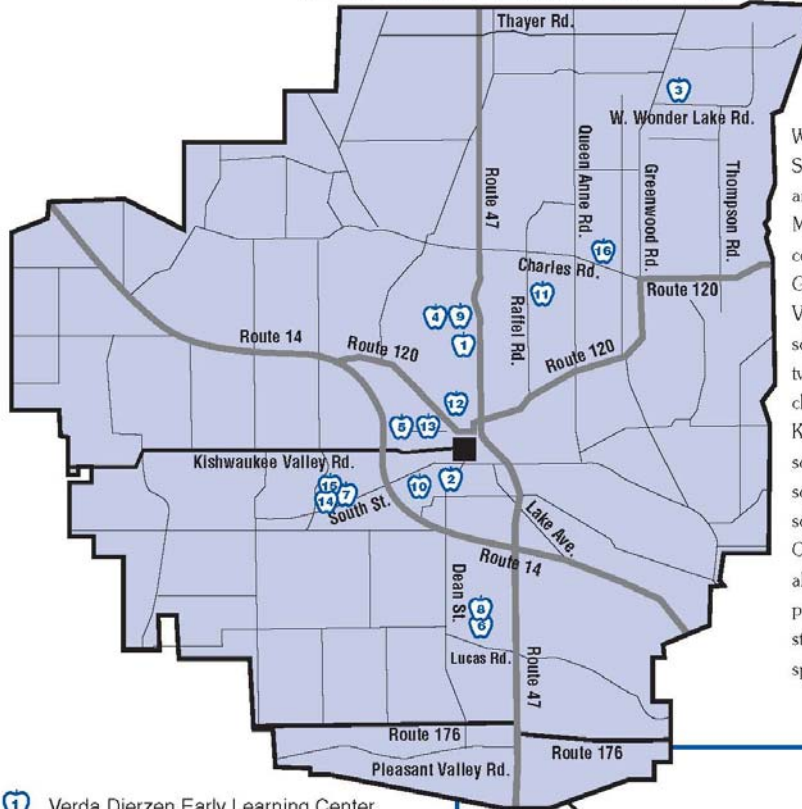
22. Sexual Harassment Clause

Each Bidder must certify that it has complied with the requirement of section §2-105 Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The Board of Education states that it is in compliance with said law.

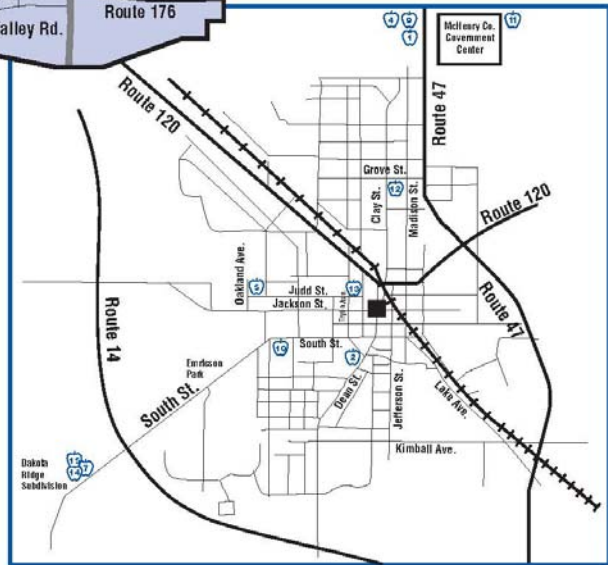
(Signature)

Woodstock Community Unit School District 200



Woodstock Community Unit School District 200 encompasses an area of 110 square miles in McHenry County and serves the communities of Woodstock, Greenwood, and parts of Bull Valley and Wonder Lake. The school district currently operates twelve schools including an early childhood center (PreKindergarten/ Kindergarten), six elementary schools (grades 1-5), two middle schools (grades 6-8), two high schools (grades 9-12), and the Clay Academy which offers an alternative and a therapeutic program for special education students in grades 3-12 who have specific needs.

- 1 Verda Dierzen Early Learning Center
- 2 Dean Street Elementary School
- 3 Greenwood Elementary School
- 4 Mary Endres Elementary School
- 5 Olson Elementary School
- 6 Prairiewood Elementary School
- 7 Westwood Elementary School
- 8 Creekside Middle School
- 9 Northwood Middle School
- 10 Woodstock High School
- 11 Woodstock North High School
- 12 Clay Academy
- 13 District 200 Administrative Services Center
- 14 District 200 Buildings & Grounds
- 15 District 200 Food Services
- 16 District 200 Transportation Center



District 200 Map and Directions

VERDA DIERZEN EARLY LEARNING CENTER

(815) 338-8883
2045 N. Seminary Avenue • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for one mile to the stoplight, which is Russel Court. The school is the first building on the left of the intersection across from the McHenry County Government Center.

DEAN STREET ELEMENTARY SCHOOL

(815) 338-1133
600 Dean Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean Street. Turn right on Dean Street and go 3/4 mile. The school is on the left hand side on the corner of Dean Street and Forest Avenue.

GREENWOOD ELEMENTARY SCHOOL

(815) 648-2606
4618 Greenwood Road • Woodstock, IL 60098

Directions: From the intersection of Route 120 (McHenry Ave.) and Route 47, follow Route 120 east for 4 miles to Greenwood Road. Continue straight onto Greenwood Rd. and go approximately 3 miles. The entrance to the school is located just past Wonder Lake Road on the right hand side.

MARY ENDRES ELEMENTARY SCHOOL

(815) 337-8177
2181 N. Seminary Avenue • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for one mile. Go past the stoplight, which is Russel Ct. and turn left at the first driveway (Northwood Middle School). Follow the driveway straight back instead of turning into Northwood. Mary Endres Elementary School is located directly behind Northwood Middle School.

OLSON ELEMENTARY SCHOOL

(815) 338-0473
720 West Judd Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean St. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go two blocks to Tryon Street. Turn right on Tryon and go 3 blocks to Judd Street. Turn left on Judd Street and go approximately 1/4 mile until it ends. The entrance to the school's parking lot is directly on the right off of Oakland Avenue.

PRAIRIEWOOD ELEMENTARY SCHOOL

(815) 337-5300
3215 Hercules Road • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Dean Street, go 1 1/2 miles south on Dean Street to Hercules Road. Turn left and go approximately 1/2 mile to the second driveway to the building which is on the right. The facility also houses Creekside Middle School. The entrance to Prairiewood is at the south (far) side.

WESTWOOD ELEMENTARY SCHOOL

(815) 337-8173
14124 West South Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean Street. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go 1 1/2 miles. The school is on the right hand side.

CREEKSIDE MIDDLE SCHOOL

(815) 337-5200
3201 Hercules Road • Woodstock, IL 60098

Directions: Same as Prairiewood Elementary School. The entrance to Creekside is on the north side of the facility nearest the driveway.

NORTHWOOD MIDDLE SCHOOL

(815) 338-4900
2121 N. Seminary Avenue • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for one mile. Go past the stop light at Russel Ct. and turn left at the first driveway into the parking lot of the school.

WOODSTOCK HIGH SCHOOL

(815) 338-4370
501 West South Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean St. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go 4 blocks. The school is on the left hand side on the corner of South and Putnam Streets.

WOODSTOCK NORTH HIGH SCHOOL

(815) 334-2100
3000 Raffel Road • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for approximately one mile. Go one block past the stoplight (Russel Court) and turn right on Ware Road. Take Ware Road to Raffel Road and turn left on Raffel Road. The school is located on the right hand side of Raffel Road.

CLAY ACADEMY

(815) 337-2529
112 Grove Street • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for one block to Grove Street. Turn left (west) on Grove Street and go two blocks to Clay Street. The school is located on the left hand side on the corner of Grove and Clay Streets.

DISTRICT 200 ADMINISTRATIVE SERVICES CENTER

(815) 338-8200
227 W. Judd St. • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean St. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go two blocks to Tryon Street. Turn right on Tryon and go 3 blocks to Judd Street. The building is on the right on the southeast corner of Judd and Tryon Streets.

DISTRICT 200 BUILDINGS & GROUNDS

(815) 338-3397
14126 W. South Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean Street. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go 1 1/2 miles. The entrance to the Buildings & Grounds department is located immediately beyond Westwood Elementary School on the right and is the building closest to the street.

DISTRICT 200 FOOD SERVICES

(815) 338-8166
14126 W. South Street • Woodstock, IL 60098

Directions: From the intersection of Route 14 and Route 47, go west on Route 14 to the first stoplight, which is Dean Street. Turn right on Dean Street and go one mile to South Street. Turn left on South Street and go 1 1/2 miles. The Food Services department is located on the right immediately past the entrance to Westwood Elementary School and shares the same location as the Buildings and Grounds department. The Food Services department is the second building from the street.

DISTRICT 200 TRANSPORTATION CENTER

(815) 338-4777
11401 Charles Rd. • Woodstock, IL 60098

Directions: From the intersection of Route 120 and Route 47, go north on Route 47 for approximately 3 miles to Charles Rd. Turn right onto Charles Rd. and go one mile to the Transportation Center which is on the right hand side of the road.

BID NO.: 2018-01

BID FORM

To: Risa Hanson, Chief Financial Officer
Community Unit School District 200
227 W. Judd St.
Woodstock, Illinois 60098
815-338-8204

FROM: _____
(Name of Company)

FOR: Copier Paper and Envelopes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items and/or services or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Company Name

Signed

Address

Title

City, State & Zip Code

Date

Telephone Number

REMINDER: Your bid MUST be submitted in a sealed envelope with the bid number and bid name clearly marked on the outside.

* If NO BID is your response, see the opposite side of this Bid Form.

**BIDDERS ARE REQUIRED TO FURNISH WITH THEIR BID, AT NO CHARGE, A REAM SAMPLE OF
8 1/2" x 11" WHITE AND 8 1/2 x 11" ASTROBRIGHT PAPER AS BID BELOW**

BASE BID

DELIVERY TO BE MADE THE LAST WEEK IN JULY TO FIFTEEN LOCATIONS

<u>BID ITEM</u>	<u>U/M</u>	<u>CASE PRICE</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>
<u>COPIER PAPER/CARD STOCK (10 reams per case)</u>				
8 1/2" x 11" Copier paper 20 lb. - white	Cs.	_____	1649	_____
8 1/2" x 11" Copier paper 20 lb. - blue	Cs.	_____	17	_____
8 1/2" x 11" Copier paper 20 lb. - canary	Cs.	_____	27	_____
8 1/2" x 11" Copier paper 20 lb. - green	Cs.	_____	14	_____
8 1/2" x 11" Copier paper 20 lb. -orchid	Cs.	_____	13	_____
8 1/2" x 11" Copier paper 20 lb. - pink	Cs.	_____	14	_____
8 1/2" x 11" Copier paper 20 lb. - astrobright blue	Cs.	_____	14	_____
8 1/2" x 11" Copier paper 20 lb. - astrobright green	Cs.	_____	11	_____
8 1/2" x 11" Copier paper 20 lb. - astrobright orange	Cs.	_____	7	_____
8 1/2" x 11" Copier paper 20 lb. - astrobright yellow	Cs.	_____	10	_____
8 1/2" x 14" Copier paper 20 lb. - white	Cs.	_____	11	_____
11" x 17" Copier paper 20 lb. - white	Cs.	_____	4	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - white	Cs.	_____	18	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - blue	Cs.	_____	21	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - canary	Cs.	_____	16	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - green	Cs.	_____	11	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - pink	Cs.	_____	13	_____
8 1/2" x 11" Card Stock 67 lb. Vellum Bristol - gray	Cs.	_____	14	_____
<u>ENVELOPES (box of 500)</u>				
500 White #10 Window Envelopes	Box	_____	122	_____
500 White #10 Plain Envelopes (envelopes to have rounded flaps)	Box	_____	166	_____
			TOTAL	_____

ALL SUPPLIES ARE TO BE SHIPPED TO THE INDIVIDUAL LOCATIONS USING A TAILGATE DELIVERY, NO LOADING DOCKS ARE AVAILABLE. PLEASE CALL BEFORE SHIPPING TO MAKE ARRANGEMENTS 815-338-8204. The quantities to be delivered to each of eleven locations will be provided to the successful bidder at the time of order.

(THIS MUST BE SUBMITTED WITH BID ALONG WITH ONE REAM OF WHITE AND ONE REAM OF ASTROBRIGHT PAPER)

BIDDERS ARE REQUIRED TO FURNISH WITH THEIR BID, AT NO CHARGE, A REAM SAMPLE OF THE RECYCLED PAPER BID BELOW.

ALTERNATE BID 1

20# White Smooth Finish Bond Recycled Copy Paper containing a minimum of 30% post consumable with a minimum brightness of 82

DELIVERY TO BE MADE THE LAST WEEK IN JULY TO FIFTEEN LOCATIONS

<u>BID ITEM</u>	<u>U/M</u>	<u>CASE PRICE</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>
<u>COPIER SUPPLIES</u>				
<u>(10 reams per case)</u>				
8 1/2" x 11" Copier paper 20 lb. - white	Cs.	_____	1649	_____

(If this alternate is accepted, the other 8 1/2" x 11" white copier paper indicated in the base bid will not be ordered or may be reduced in quantity, see below.)

ALL SUPPLIES ARE TO BE SHIPPED TO THE INDIVIDUAL LOCATIONS USING A TAILGATE DELIVERY, NO LOADING DOCKS ARE AVAILABLE. PLEASE CALL BEFORE SHIPPING TO MAKE ARRANGEMENTS 815-338-8204.

Please indicate by checking "YES" or "NO" whether you are willing to split the quantity of paper being ordered between the virgin white paper in the base bid and the recycled paper in the alternate bid, at the same case price i.e. 67% virgin and 33% recycled paper or 50% virgin and 50% recycled paper.

___ YES ___ NO

(THIS MUST BE SUBMITTED WITH BID ALONG WITH ONE REAM OF RECYCLED PAPER)

Check List For Bidders

- 1. Have you carefully reviewed the specifications including "Instructions to Bidders?"
- 2. Have you properly completed all portions of the bid?
- 3. Have you signed the bid?
- 4. Have you furnished business references (if required)?
- 5. Have you verified your prices to be sure you have not made an error?
- 6. Have you indicated your total price for items bid on the Bid Form?
- 7. Is your bid sealed in the envelope provided?
- 8. Is the envelope clearly marked as required?
- 9. Have you made arrangements to submit samples if required?
- 10. Have you completed the Qualification Statement?