



## **INVITATION TO BID**

**Arlington Heights School District 25 will be accepting sealed bids on approximately 2,300 cases of copy paper for the 2019-20 School Year.**

**Bid forms and specifications can be found on our District website under the Business tab.**

**Responses to this Request for Bid must be in a sealed envelope and marked with your company name and labeled "Copy Paper Bid".**

**The Bid Opening is on Thursday, May 2, 2019 at 10:00 A.M.  
For mailing purposes, please address to:**

**Arlington Heights School District 25  
Karen Iovino, Copy Paper Bid  
1200 S. Dunton Ave  
Arlington Heights IL 60005**

**For further information, please call Karen Iovino at 847-758-4884 or email [kiovino@sd25.org](mailto:kiovino@sd25.org)**

**Stacey Mallek  
Assistant Superintendent for Business, CSBO**

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 SOUTH DUNTON AVENUE, ARLINGTON HEIGHTS, ILLINOIS 60005**  
**Business Department**  
**Telephone: (847) 758-4884 Email: kiovino@sd25.org**

## **INVITATION TO BID**

Arlington Heights School District 25 will accept sealed bids for:  
**"MULTIPURPOSE COPY PAPER"**

Bids must be received at the above address no later than the following date and time of the scheduled public bid opening:  
**May 2, 2019 @ 10:00 AM**

**Please Read Instructions and Terms for Bidder Before Completing Form**

Vendor will bid on an approximate total of 2,300 (+/-) cases of white and colored multipurpose copy paper, which includes punched, un-punched, and card stock. *(See attached sheet.)*

All discounts must be reflected in net bid price. All prices must include shipping and delivery costs.

No bid showing a cash discount from total price will be considered.

**DELIVERY:** All paper will be delivered on an *as needed* basis to ten (10) locations.

Price per case should be effective for the entire **2019-2020 School Year (07/01/2019 – 06/30/2020)**.

**PLEASE SPECIFY IF YOU QUOTE FROM THE STATE OF ILLINOIS MASTER CONTRACT**

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25 IS EXEMPT FROM FEDERAL, STATE AND MUNICIPAL TAXES**

Delivery can be made within \_\_\_\_\_ days. 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 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:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2019-20 COPY PAPER BID

**BID OPENING:** May 2, 2019  
**TIME:** 10:00 A.M.  
**ITEMS:** Estimated 2,300 (+/-) Cases Multipurpose Paper  
 Delivery as needed to 10 different locations

Please bid Wausau or better. Brand Bid: \_\_\_\_\_

	<u>Unit/Case Price</u>	<u>Quantity</u>	<u>Total Price</u>
<b><u>Copier Paper/Card Stock</u></b>			
8 ½ x 11 Copier paper 20 lb. – white virgin	_____	2200	_____
8 ½ x 11 Copier paper 20 lb. – white, 3 hole punched	_____	10	_____
8 ½ x 11 Copier paper 20 lb. – color, pastels	_____	50	_____
8 ½ x 11 Copier paper 20 lb. – color, brights	_____	15	_____
8 ½ x 11 Card Stock 67 lb. – Vellum Bristol - white	_____	15	_____
8 ½ x 11 Card Stock 67 lb. – Vellum Bristol - color	_____	15	_____
		<b>Total</b>	_____

PRICES FIRM TO JUNE 30, 2020 OR \_\_\_\_\_

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**The vendor certifies that it 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 1962 as amended.**

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## INSTRUCTIONS TO BIDDER

1. Bid Forms: Bids must be submitted on the form provided. One copy is for bidder's file. Envelopes must be marked "Sealed Bid for (whatever commodity is being bid)"
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer's catalogue number, it shall be understood to mean that or equal, unless "no substitute" is specified. When offering alternates, brand name and catalog number must identify them, and manufacturer's literature must be included.
3. Samples: Bidders will be required to furnish no charge samples upon request.
4. F.O.B. point: All prices MUST BE QUOTED F.O.B DESTINATION. Shipments shall become property of consignee after delivery and acceptance.
5. Delivery Points: Deliveries will be to the various buildings within the District, as indicated. There are no loading docks at any location. *Inside Delivery* is required at ten (10) locations.
6. Delivery Schedule: Bids must specify delivery time. Unrealistically short or long delivery promises may cause bid to be disregarded. Order may be canceled without obligation if delivery requirements are not met.
7. 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) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (4) a bidder is not a responsible bidder and should be disregarded, and (5) what exceptions or deviations from written specifications will be accepted.
8. Prices: Prices, terms, and conditions must be firm for the entire school year, which runs from July to June unless otherwise agreed to by District 25 and bidder.
9. Quantities: When so indicated, quantities shown may be estimates only and orders may be more or less depending on actual requirements.
10. Exceptions: Any Exceptions to these terms or conditions or deviations from written specifications must be shown in writing and attached to the bid form.
11. Tax exemptions: Arlington Heights School District 25 is exempt from Federal, State, and Municipal taxes. Exemption certificates may be furnished upon request.
12. Criminal Code: The contractor/vendor certifies that it 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 as amended.



## **10 Locations for Copy Paper**

- 1. Dryden School – Diane Sprenger - [dsprenger@sd25.org](mailto:dsprenger@sd25.org)**  
722 S. Dryden Place, Arlington Heights, IL 60005
- 2. Greenbrier School – Amanda Spence– [aspence@sd25.org](mailto:aspence@sd25.org)**  
2330 N. Verde Drive, Arlington Heights, IL 60004
- 3. Ivy Hill School – Sheila Crowley – [scrowley@sd25.org](mailto:scrowley@sd25.org)**  
2211 N. Burke Drive, Arlington Heights, IL 60004
- 4. Olive-Mary Stitt School – Christine Kappelman – [ckappelman@sd25.org](mailto:ckappelman@sd25.org)**  
303 E. Olive Street, Arlington Heights, IL 60004
- 5. Patton School – Corrine Hamilton – [chamilton@sd25.org](mailto:chamilton@sd25.org)**  
1616 N Patton Avenue, Arlington Heights, IL 60004
- 6. Westgate School – Andrea Burger – [aburger@sd25.org](mailto:aburger@sd25.org)**  
500 South Dwyer Avenue, Arlington Heights, IL 60005
- 7. Windsor School – Fran Rozanski – [frozanski@sd25.org](mailto:frozanski@sd25.org)**  
315 East Miner Street, Arlington Heights, IL 60004
- 8. South Middle School – Susan Gavin – [sgavin@sd25.org](mailto:sgavin@sd25.org)**  
400 S. Highland Ave, Arlington Heights, IL 60005
- 9. Thomas Middle School – Michelle K. – [mkrzetowski@sd25.org](mailto:mkrzetowski@sd25.org)**  
1430 North Belmont Ave, Arlington Heights, IL 60004
- 10. Arlington Heights School District 25 – Karen Iovino – [kiovino@sd25.org](mailto:kiovino@sd25.org)**  
Administration Office  
1200 S. Dunton Ave, Arlington Heights IL 60005