



INVITATION TO BID

Arlington Heights School District 25 will be accepting sealed bids on approximately 1,500 cases of multipurpose copy paper for the 2025-2026 School Year.

Bid forms and specifications can be found on our District website under the Business Department/Bids.

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 1, 2025 at 10:00 A.M.
For mailing purposes, please address to:**

**Arlington Heights School District 25
Attn: 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

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



2025-2026 COPY PAPER BID SPECIFICATIONS

BID OPENING: May 1, 2025
TIME: 10:00 A.M.
ITEMS: Estimated 1,500 (+/-) Cases Multipurpose Paper
Delivery as needed to 10 different locations

Copy Bid Specifications:

- Size: 8.5" x 11"
- Color: White
- Weight: 20#
- Brightness: Minimum 92
- Packaging: 500 sheet/sealed ream – 10 reams/case in moisture resistant wrapper.
- Palletized: 40 cases per pallet – shrink wrapped with plastic.
- Only inside delivery will be accepted at all delivery locations.
- Must be suitable for use in high-speed production copiers, standard copiers and laser printers.
- Paper shall be free from lint wrinkles, waviness, folds, holes, tears, wrapper glue, damaged edges, and any scrapes of foreign materials and or other defects.

Bids must be received at the above address no later than the following date and time of the scheduled public bid opening: **May 1, 2025 @ 10:00 AM**

Vendor will bid on an approximate total of 1,500 (+/-) cases of white multipurpose copy paper.

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 **2025-2026 School Year (07/01/2025 – 06/30/2026).**

Arlington Heights School District 25 is exempt from Federal, State and Municipal Taxes.

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

Bid Response Sheet

Bid Opening is Thursday, May 1, 2025

Arlington Heights School District 25 will accept sealed bids for:

"MULTIPURPOSE COPY PAPER"

Proposed Bid Unit Cost/Case: \$ _____

Proposed Bid Total Cost (1500 cases): \$ _____

Quantities shown are estimates only and orders may be more or less depending on actual requirements.

Deliveries will be to the various buildings within the District, as indicated.

Company Name: _____

Address _____

City/Zip _____

Phone _____ Fax _____

Name of Authorized Official (*Signature*) _____

Name of Authorized Official (*Print*) _____

Email Address _____ Date _____

INSTRUCTIONS TO BIDDER

Bid Forms

Bid 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)".

Specifications

Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal, unless "no substitute" is specified. When offering alternates, they must be identified by brand name and catalog number, and manufacturer's literature must be included.

Samples

Bidders will be required to furnish no charge samples upon request.

F.O.B. Point

All Prices MUST BE QUOTED F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance.

Delivery Points

Deliveries will be to the various buildings within District 25, as indicated. There are no loading docks at any of the buildings. Copy paper will be palletized and include inside delivery.

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.

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.

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.

Quantities

When so indicated, quantities shown may be estimates only and orders may be more or less depending on actual requirements.

Exceptions

Any exceptions to these terms or conditions or deviations from written specifications must be shown in writing and attached to the bid form.

Tax Exemptions

Arlington Heights School District 25 is exempt from Federal, State, and Municipal taxes. Exemption certificates may be furnished upon request.

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 rigging or bid rotating under Article 33E of the Criminal Code of 1961 as amended.

10 Locations for Copy Paper – No loading docks

CLOSED ON FEDERAL HOLIDAYS

Delivery 8:00am-3:00pm

No appointment needed

1. **Dryden School – 847-398-4280 Micheline Porwit – mporwit@sd25.org**
722 S. Dryden Place, Arlington Heights, IL 60005
2. **Greenbrier School – 847-398-4272 Lisa Passmore – lpassmore@sd25.org**
2330 N. Verde Drive, Arlington Heights, IL 60004
3. **Ivy Hill School – 847-398-4275 Sheila Crowley – scrowley@sd25.org**
2211 N. Burke Drive, Arlington Heights, IL 60004
4. **Olive-Mary Stitt School – 847-398-4282 Ruth Crimmins– rcrimmins@sd25.org**
303 E. Olive Street, Arlington Heights, IL 60004
5. **Patton School – 847-398-4288 Corrine Hamilton – chamilton@sd25.org**
1616 N Patton Avenue, Arlington Heights, IL 60004
6. **Westgate School – 847-398-4292. Leah Bucheck – lbucheck@sd25.org**
500 South Dwyer Avenue, Arlington Heights, IL 60005
7. **Windsor School – 847-398-4297 Kathleen Avvisati – kavvisati@sd25.org**
1315 East Miner Street, Arlington Heights, IL 60004
8. **South Middle School – 847-398-4250 Susan Gavin – sgavin@sd25.org**
400 S. Highland Ave, Arlington Heights, IL 60005
9. **Thomas Middle School – 847-398-4260 George Ryan – gryan@sd25.org**
1430 North Belmont Ave, Arlington Heights, IL 60004
10. **Arlington Heights School District 25 – 847-758-4884 Karen Iovino – kiovino@sd25.org**
Administration Office
1200 S. Dunton Ave, Arlington Heights IL 60005