

FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

1000 West Green Street - Bensenville, Illinois 60106-2099

Phone: 630-860-6256 - Fax: 630-860-8627

www.fenton100.org

April 2, 2018

Dear Vendors:

This is to solicit your sealed bid to provide Copy Paper to the Bensenville Paper Purchasing Cooperative. Cooperative members include: Fenton High School District 100, Bensenville Park District, Village of Bensenville and the Bensenville Library. Paper is to be delivered to each respective site as noted in the Schedule of Proposals.

Included is the schedule of proposals for the Bensenville Paper Purchasing Cooperative, along with the two "Certification Sheets". Print and complete in detail, sign, and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a sealed envelope **clearly marked, "Sealed Bid – Copy Paper"**.

The Fenton Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of the Purchasing Cooperative.

Bids are due on or before **Wednesday, April 18, 2018 @ 2:00 p.m.** and will be opened and publicly read in the Business Office, Board of Education, 1000 West Green Street, Bensenville, Illinois 60106. It is expected that the Fenton Board of Education will take action on the copy paper bid at its meeting on April 25, 2018.

If you have any questions regarding this bid, please contact me at 630-860-6256.

Sincerely,

Bruce Martin
Chief School Business Officer

Encl: Instructions to Bidders
Schedule of Proposals
Certification Sheets (3)

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

PROJECT: To Furnish and Deliver Copy Paper for the Bensenville Paper Purchasing Cooperative.

INSTRUCTIONS TO BIDDERS

Sealed proposals will be received in the Business Office for the Board of Education, Fenton Community High School District 100 at the place and date as follows:

Business Office
Board of Education
Fenton Community High School District 100
1000 West Green Street
Bensenville, Illinois 60106

Due Date: Wednesday, April 18, 2018 @ 2:00 p.m. at which time the bids will be opened and publicly read.

Any proposals received after the time and date specified may be too late to be considered. Specifications as may be required for these items are enclosed herewith.

Proposals shall be made on the items as listed in the "Schedule of Proposals". Prices quoted shall be guaranteed for a period of ninety (90) days after the date of the proposal. Purchase orders will be generated by each member of the cooperative and will be awarded based on individual item unit prices.

Proposals shall be submitted on forms to be provided by the Owner and completed in full. The sealed envelope containing your bid should be plainly marked: "**SEALED BID - COPY PAPER**". The Owner reserves the right to reject any or all bids, to waive minor informalities in any bid, or to make award in the best interest of the Bensenville Paper Purchasing Cooperative.

Should the bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Owner who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Any reference to specified manufacturers denotes specific items preferred. However, you may quote on alternate items of equal or better quality. In any case, be certain to include proper description, Brand Name of the item and supporting literature as appropriate. **Exception: No alternate material will be accepted where "No Substitute" appears on the proposal sheet.**

Quantities shown are reasonable estimates. The Bensenville Paper Purchasing Cooperative reserves the right to adjust quantities plus or minus 10% in its best interest at the time of contract award without a change in unit prices quoted.

The items on this bid are budgeted for use during the 2018-2019 school year, and invoices will not be paid until after July 9, 2018.

Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the Owner or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Owner or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery:

Your bid price must be a delivered price, F.O.B. the Cooperative's destination, with all transportation and handling charges paid by the bidder. Delivery is to be made to the following four locations between the hours of 7:30 a.m. and 3:00 p.m. on regularly scheduled working days:

Fenton Community High School 100
1000 West Green Street
Bensenville, IL 60106

Bensenville Park District
1000 W. Wood Street
Bensenville, IL 60106

Village of Bensenville
12 S. Center Street
Bensenville, IL 60106

Rejection and Cancellation:

The Owner reserves its rights to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Owner to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by the Seller, the Owner may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein. **All goods shall be new and the best and latest model of their respective kinds, without flaws or defects of any kind and shall carry the manufacturer's guarantee covering any defects of material or workmanship.** Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. The Owner will accept no goods containing asbestos.

Waivers:

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax:

The Owner is exempt from paying Illinois Use tax, Illinois Retailer's Occupation tax, Federal Excise taxes, and any federal transportation tax.

Split Awards:

Every attempt will be made to award orders on an overall low bid basis. However, the right is reserved to split the award if it is in the best interest of the Owner. If a split award is not acceptable to the Bidder, it must be so stated in the bid.

Certification:

A. Bidders must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

B. Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

PROJECT: To Furnish and Deliver Copy Paper for the Bensenville Paper Purchasing Cooperative

SCHEDULE OF PROPOSALS

SECTION I: All items under Section I are to be delivered to Fenton Community High School, 1000 West Green Street, Bensenville, IL 60106.

Virgin Xerographic Paper (10 reams per case)

Item #1

520 cases – Virgin White; 8½" x 11", 20# \$_____ per case \$_____ total

Minimum Brightness 92

Type 2 Bond or better

Smoothness 150-160

Caliper 3.9 – 4.0

Opacity 88-90

Specify Brand: _____

Item #2

222 cases – Virgin Colored; 8-1/2" x11"; 20# - Please advise available colors

Type 2 Bond or better

Caliper 3.9 – 4.0 \$_____ per case \$_____ total

Opacity 88-90

Mixed colors

Specify Brand: _____

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

SECTION II: All items under Section II are to be delivered to Bensenville Park District, 1000 W. Wood Street, Bensenville, IL 60106.

Item #3

50 cases – Virgin White; 8½" x 11", 20# \$_____ per case \$_____ total
Minimum Brightness 92
Type 2 Bond or better Specify Brand: _____
Smoothness 150-160
Caliper 3.9 – 4.0
Opacity 88-90

Item #4

14 cases – Virgin Colored; 8-1/2" x11"; 20# - Please advise available colors
Type 2 Bond or better
Caliper 3.9 – 4.0 \$_____ per case \$_____ total
Opacity 88-90
Mixed colors Specify Brand: _____

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

SECTION III: All items under Section III are to be delivered to Bensenville Public Library, 1000 W. Wood Street, Bensenville, IL 60106 *(not participating this year)*.

Item #5

000 cases – Virgin White; 8½" x 11", 20# \$_____ per case \$_____ total
Minimum Brightness 92
Type 2 Bond or better Specify Brand: _____
Smoothness 150-160
Caliper 3.9 – 4.0
Opacity 88-90

Item #6

000 cases – Virgin Colored; 8-1/2" x11"; 20# - Please advise available colors
Type 2 Bond or better
Caliper 3.9 – 4.0 \$_____ per case \$_____ total
Opacity 88-90
Mixed colors Specify Brand: _____

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

SECTION IV: All items under Section IV are to be delivered to Village of Bensenville, 12 S. Center Street, Bensenville, IL 60106.

Item #7

177 cases – Virgin White; 8½" x 11", 20# \$_____ per case \$_____ total
Minimum Brightness 92
Type 2 Bond or better Specify Brand: _____
Smoothness 150-160
Caliper 3.9 – 4.0
Opacity 88-90

Item #8

000 cases – Virgin Colored; 8-1/2" x11"; 20# - Please advise available colors
Type 2 Bond or better
Caliper 3.9 – 4.0 \$_____ per case \$_____ total
Opacity 88-90
Mixed colors Specify Brand: _____

The signature below indicates that the bidder has read, understands and will comply with the bid documents.

Bids are due on or before Wednesday, April 18, 2018 @ 2:00 p.m. local time.

Date: _____ Name of Company: _____

By: _____
(Print or Type) Title

Phone: _____ Signature

Fax: _____

Email Address: _____ Address: _____

- For purposes of state reporting only, checking this box certifies that this business is minority owned, female owned, owned by person with disabilities or locally owned.

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

CERTIFICATION I

PROJECT: To Furnish and Deliver Copy Paper for the Bensenville Paper Purchasing Cooperative.

CERTIFICATE OF ELIGIBILITY TO BID

As a duly authorized agent of the company and having executed a contract with Fenton Community High School District 100/Bensenville Paper Purchasing Cooperative, I do hereby certify that we are not barred from responding to this contract/project as a result of a conviction under Article 33E of the *Criminal Code of 1961* for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____
(Print or Type)

(Title)

Signature: _____

Phone: _____

Date: _____

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

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

CERTIFICATION II

PROJECT: To Furnish and Deliver Copy Paper for the Bensenville Paper Purchasing Cooperative.

[Vendors with 25 or More Employees]

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

- This certifies that we have less than 25 employees.

- This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Vendor]

By: _____
Authorized Agent of Vendor

Title: _____

Date: _____

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

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.

**BOARD OF EDUCATION
FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
BENSENVILLE, ILLINOIS**

CERTIFICATION III

PROJECT: To Furnish and Deliver Copy Paper for the Bensenville Paper Purchasing Cooperative.

CERTIFICATE OF COMPLIANCE WITH SEXUAL HARASSMENT POLICY

I hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, as amended (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at the minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under state law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

_____ [Vendor]

By: _____
Authorized Agent of Vendor

Title: _____

Date: _____

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

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.