

**COMMUNITY HIGH
SCHOOL DISTRICT 94**

**326 Joliet Street, West Chicago, Illinois 60185
Entrance B**



**Invitation to Bid for
Copier Paper Bid # 24-04**

Bid Opening Friday, May 3, 2024



Community High School District 94

326 Joliet Street • West Chicago, Illinois 60185

630-876-6200

www.d94.org

Dr. Attila Weninger, Co-Superintendent

Mr. John Langton, Co-Superintendent

Board of Education

Bob Brown, *President* • Lynn Casey-Maher, *Vice President* • Rich Nagel, *Secretary*

Katherine Doremus • Penny Munoz • Gary Saake • Jovany Zuniga

April 19, 2024

Dear Vendor:

The Board of Education of Community High School District 94 is soliciting sealed bids to provide copier paper for FY 2024-2025. The successful bidder will provide and deliver the paper five times per school year. The purpose of this transmittal is to invite you to bid on the project and provide you with the necessary instructions, specifications and reply forms.

Included are the "General Conditions & Instructions to Bidders", six (6) "Affidavit/Certification Sheets", "Project Specifications", Contractor Questionnaire, a "Vendor Information Sheet" and Bid Reply Sheets. Where required, each should be completed in detail, signed, notarized, and returned in a sealed envelope **clearly** marked, "**SEALED BID - Copier Paper Bid # 24-04 Attention: Dan Oberg**".

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interests of this school district.

Bids are due on or before May 3, 2024 at 10:30 a.m. and will be opened and publicly read at that time or shortly thereafter at West Chicago Community High School, 326 Joliet Street, West Chicago, IL 60185. Please enter at **Entrance B** on the West side of the building.

If you have any questions regarding this bid, please contact me at (630) 876-6220.

Sincerely,

Daniel E Oberg

Dan Oberg

Director of Business Services

West Chicago Community High School District 94

Attachment: General Conditions & Instructions to Bidders
 Affidavit and Certification Sheets (6)
 Project Specifications and Bid Reply Sheets
 Contractor Questionnaire
 Vendor Information Sheet

Invitation to Bid For:

Copier Paper Bid # 24-04

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

I. GENERAL

Bids shall be submitted in a sealed envelope plainly marked with the title of the bid, and date and time of opening, and delivered to the Business Office on or before the time scheduled for the opening. Late bids will not be considered.

The bid shall contain the full name of the bidder and be signed by an authorized company representative who is legally qualified to sign such documents. Where required, each page of this bid must be signed. Unsigned bids will not be considered.

Community High School District 94 is not subject to Federal Excise Tax or Illinois Retailer Occupational Tax.

Prices quoted shall include all charges for packing, transportation, delivery to the school building and assembly as designated on the bid.

Correspondence shall be addressed to the Business Office.

Bids are available for inspection in the Business Office by appointment after award of orders.

Oral, telephone, telegraphic or facsimile transmitted bids will not be accepted.

II. ERRORS AND OMISSIONS:

All bids shall be submitted on the forms provided with each space properly completed. 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 bid as submitted. Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, (s)he shall advise the Director of Business Services who will issue the necessary clarification to all prospective bidders by means of addendum.

III. FIRM BID:

All bids will be considered to be firm for the period July 1, 2024 to June 30, 2025.

IV. 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.

V. INVESTIGATION OF BIDDERS:

The Business Office will make such an 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 that included in this bid.

The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the Contract.

VI. MODIFICATION:

These documents shall constitute the entire agreement between the parties upon award of the contract. No change in, addition, or waiver of terms, conditions, and specifications shall be binding on the Board of Education unless approved in writing by the Board. Any change, addition, or amendment of the terms shall be tendered in the bid envelope with an explanation of the proposed change.

VII. RESERVATION OF RIGHTS BY THE DISTRICT:

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the district. Any such decision shall be considered final.

VIII. COMPLIANCE WITH LEGISLATION:

It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay, where applicable, 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 workmen 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.

It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act (Chapter 68, 1-101, et seq., Ill. Rev. Stat.) and further that (s)he will comply with all provisions of the Illinois Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Act.

It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act.

Every party to a public contract and every eligible bidder must have a written sexual harassment policy that shall include, at a 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. The contractor's internal complaint process including penalties;
 5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
 6. Directions on how to contact the Department and Commission; and
 7. Protection against retaliation as provided by Section 6-101 of the Human Rights Act.
- The contractor must provide a copy of such written policy to the Department of Human Rights upon request.

IX. SIGNATURE CONSTITUTES ACCEPTANCE:

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

X. CONTRACTS:

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. The work shall be performed and/or materials supplied in accordance with the specifications as indicated in the Bid specifications.

XI. EQUAL EMPLOYMENT OPPORTUNITY:

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

The contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. 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 setting forth the provisions of this nondiscrimination clause.

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 race, creed, color, sex or national origin.

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 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.

In the event of the contractor's non-compliance 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 No. 11246 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.

The contractor shall include the provisions of the above paragraphs in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to 204 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.

XII. EVALUATION & AWARD OF BID:

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 specifications.

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.

XIII. ASBESTOS MATERIALS:

Any materials used in this project shall be asbestos free and shall not contain "asbestos containing building materials" as defined by Federal Regulations A.H.E.R.A., EPA, and the Illinois Department of Public Health.

XIV. INSURANCE REQUIREMENTS:

If applicable, all insurance coverage shall be provided by Illinois insurance company's policyholder ratings no lower than "A" and financial ratings not lower than "V" in the Best's Insurance Guide's latest edition in effect as of the date of the contract. The insurance carrier must give the School District thirty (30) day notice of cancellation. Community High School District 94 must be named as an additional insured on a Primary and Noncontributory Basis.

XV. DELIVERY POINTS:

Delivery must be made as specified on the dates indicated in the Bid specifications. All prices must be quoted F.O.B. destination. Shipments shall become the property of the consignee after delivery and acceptance. Delivery shall be made to: West Chicago Community High School, 326 Joliet Street, West Chicago, IL 60185. A delivery schedule will be sent upon award of the bid.

XVI. TOTAL PRICE FOR ALL ITEMS BID:

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

XVII. 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, action 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 or 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 or use thereof.

C. Caused in whole or part by any act, error or omission(s) by the contractor or any subcontractor or anyone directly or indirectly employed by any to them regardless of whether or not it is caused by a part to be indemnified hereunder.

D. 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.

E. 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.

XVIII. DEFECTIVE WORKMANSHIP:

The Contractor agrees to protect the District against latent defective material or workmanship and to repair or replace any damage or marring occasioned in transport or delivery.

XIX. 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. **Bids submitted by facsimile or via e-mail will not be considered.**

XX. DRUG FREE WORKPLACE:

The Illinois Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.311) applies to this contract and it is necessary to comply with the provisions of the "Act" if the contractor is a corporation, partnership, or other entity (including a sole proprietorship), which has 25 or more employees. By submission of a bid to be considered for award and by execution of the contract in an amount of \$5,000 or more, the contractor certifies that it will provide a drug free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace; specifying the actions that will be taken against employees for violations of such prohibition; and notifying the employee, that, as a condition of employment on such contract the employer shall abide by the terms of the statement, and notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

B. Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the contractor's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations.

C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.

D. Notifying the Department within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

E. Imposing or requiring, within thirty (30) days after receiving notice from an employee of a conviction or actual notice of such a conviction, an appropriate personnel action, up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

G. Making a good faith effort to continue to maintain a drug free workplace.

XXI. AFFIDAVIT/CERTIFICATION SHEETS

NON-COLLUSION AFFIDAVIT

State Of Illinois

)
) SS
)

DuPage County

The undersigned bidder or agent, being duly sworn, on oath that (s)he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to 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 any agreement, understanding or combination with any other person in reference to such bidding.

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

Business Name: _____ Date: _____, 2024

Business Address: _____

By: _____ Title: _____

(Authorized Agent of Bidder

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

The Bidder certifies that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Bidder shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color sex, national origin, ancestry, age, marital status, or physical or mental handicap. Such action shall include, but not limited to, the following; employment, upgrading, demotion or transfer; recruitment of recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Vendor further certifies that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

The Bidder further certifies that it shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

Business Name: _____ Date: _____, 2024

Business Address: _____

By: _____ Title: _____

(Authorized Agent of Bidder

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF BIDDER ELIGIBILITY

The undersigned hereby certifies that said Bidder is not barred from bidding on the aforementioned contract as a result of a violation of either the bid rigging or bid rotating provisions at Article 33E of the Criminal Code of 1961, as amended.

The following certification must be signed and submitted with the vendor's bid. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Business Name: _____ Date: _____, 2024

Business Address: _____

By: _____ Title: _____
(Authorized Agent of Bidder)

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATIONS ILLINOIS DRUG-FREE WORKPLACE ACT

Business Name: _____ Date: _____, 2024

Business Address: _____

Telephone: _____ Fax: _____

The undersigned contractor hereby certifies (check the one that applies):

_____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3).

_____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the bidder 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 certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By: _____ Title: _____

(Authorized Agent of Bidder

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at the minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation.

Business Name: _____ Date: _____, 2024

Business Address: _____

By: _____ Title: _____
(Authorized Agent of Bidder

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

**CERTIFICATION REGARDING
CRIMINAL BACKGROUND INVESTIGATIONS**

Bidder agrees that it shall not employ any person who has or may have direct, daily contract with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications a written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses therein. Contractor further agrees to submit with said authorization, payment for any costs and expenses associated with the criminal background investigation.

Bidder further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

Business Name: _____ Date: _____, 2024

Business Address: _____

By: _____ Title: _____
(Authorized Agent of Bidder)

Telephone: _____ Fax: _____

Subscribed and sworn to before me this _____ day of _____, 2024

My Commission Expires: _____

NOTARY PUBLIC

Copier Paper Bid # 24-04

SPECIFICATIONS

I. INVITATION TO BID:

The Board of Education of Community High School District 94, West Chicago, Illinois seeks bids from vendors for procurement of copier paper. Specifications of requested items are noted below.

Sealed proposals for the items described herein will be received at the District Office of Community High School District 94, located at West Chicago Community High School, Attention: Mr. Dan Oberg, Director of Business Services, 326 Joliet Street, West Chicago, Illinois 60185, Entrance B (on the West side of the building) until **10:30 a. m. on May 3, 2024**. Bid opening will be shortly after.

II. FURTHER INFORMATION:

Further information may be obtained from the Community High School District 94 Office. Please call (630) 876-6220.

III. REJECTION OF BIDS:

The School Board reserves the right to reject any and all proposals and waive all irregularities. (See General Conditions Section VII and XII)

IV. REFERENCES:

Three customer references will be provided by the bidder to the District prior to acceptance of the contract. At least one reference must be a school district.

V. BID AWARD:

It is anticipated that the Board of Education of Community High School District 94 will award the bid at the next regular Board Meeting. Bid pricing should be provided per item and extended to an annual contract amount.

VI. BID SPECIFICATIONS:

All items on the Bid Reply Sheet are to be considered by the specific description and U.O.M. as indicated on the Bid Reply Sheet.

Bidder is required to indicate the reams per case in the space provided on the form. Only original forms furnished by the District will be accepted, no alterations to the original form will be accepted. Incomplete forms will be rejected.

Specifications for line item 1 are as follows: Boise X9, 20 LB. paper, made in the U.S.A., long grain, 92% brightness, jam free paper. Since our duplicating machines are highly sensitive, no substitutions will be allowed.

Bid price must include all charges for packing, handling and transportation, delivered in five (5) separate shipments throughout the school year.

Delivery shipments are tentative dates:

- 280 cases Boise X9 August 1, 2024
- 280 cases Boise X9 October 3, 2024
- 280 cases Boise X9 January 6, 2025
- 280 cases Boise X9 March 6, 2025
- 244 cases Boise X9 May 1, 2025
- Colored paper and cardstock tentative delivery on August 1, 2024
- Delivery schedule will be sent to the bid winner via a Purchase Order
- The delivery and quantities listed are only “anticipated” and NOT guaranteed.

VII. Delivery Notice:

24 hour notice required to Sergio Espinoza at 630-876-6233 or sespinoza@d94.org
Monday thru Thursday - Morning Deliveries preferred. Between the hours of 8:00 A.M. and 1:00 P.M. only. Deliveries should be made at entrance R - Receiving dock at West Chicago Community High School, 326 Joliet Street, West Chicago, IL 60185

VIII. Invoices should be sent to:

Community High School District 94 – Administration Office, 326 Joliet Street, West Chicago, IL 60185 ATTENTION ACCOUNTS PAYABLE

See next page for bid reply sheet

COPY PAPER BID # 24-04 BID REPLY SHEET
COMMUNITY HIGH SCHOOL DISTRICT 94

ITEM DESCRIPTION	QUANTITY IN CASES	REAMS PER CASE	BID PRICE PER CASE	EXTENSION
WHITE BOISE X9 20 LB 8.5 X 11 92 BRIGHTNESS, (no substitutions)	1364			
WHITE 20 LB 11 X 17 LEDGER PAPER	1			
20 LB - ASSORTED COLOR PAPER 8.5 X 11				
LIGHT BLUE COLOR PAPER	7			
LIGHT GREEN COLOR PAPER	6			
LIGHT YELLOW COLOR PAPER	7			
LIGHT PINK COLOR PAPER	6			
90 LB - CARD STOCK / EXACT INDEX 8.5 X 11				
90 LB WHITE CARDSTOCK	6			
90 LB EXACT INDEX - LIGHT BLUE	6			
90 LB EXACT INDEX - LIGHT GREEN	5			
90 LB EXACT INDEX - LIGHT YELLOW	4			
90 LB EXACT INDEX - LIGHT PINK	4			
VENDOR INFORMATION				
VENDOR NAME:				
VENDOR ADDRESS:				
CITY/STATE/ZIP:				
CONTACT PERSON:	TITLE:			
PHONE NUMBER:	EMAIL ADDRESS:			

REFERENCES:

Each vendor must provide references from (3) similar projects completed specifically with copier paper. Local references preferred. References should include company name, contact name, address phone, fax and email address and contact information for the specific person who is knowledgeable about the Vendor's record and performance. References may be contacted for consultation and/or site visits at our discretion.

Name _____

Company _____

Address _____

City, State, Zip _____

Phone/Fax _____

Email _____

Name _____

Company _____

Address _____

City, State, Zip _____

Phone/Fax _____

Email _____

Name _____

Company _____

Address _____

City, State, Zip _____

Phone/Fax _____

Email _____

CONTRACTOR QUESTIONNAIRE

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to “minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses” for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their bid responses.

Is Your Company a Locally Owned Business YES _____ NO _____ as it relates to this School District? For purposes of this questionnaire, “Locally Owned” means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

Definition of Ownership: “Minority owned business, female owned business, and business owned by a person with a disability” means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

Is Your Company a Minority Owned Business? YES _____ NO _____ “Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

Is Your Company a Female Owned Business? YES _____ NO _____ “Female” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

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Copier Paper Bid

Is Your Company a Business Owned By Persons with Disabilities? YES _____ NO _____
"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

COMPANY NAME _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

ADDRESS OF COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

DATE _____

VENDOR INFORMATION SHEET

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return Bid in Sealed Envelope Marked: Copier Paper Bid # 24-04

Addressed to: Mr. Dan Oberg, Director of Business Services
Community High School District 94,
326 Joliet Street
West Chicago , Illinois 60185

All Bids Due: 10:30 A.M. – Friday, May 3, 2024

Submittal Checklist

Remember to submit the following items with your bid.

- Page 8 Non-Collusion Affidavit
- Page 9 Certificate of Non-Discrimination
- Page 10 Certification of Bidder Eligibility
- Page 11 Certifications for Illinois Drug Free Workplace Act
- Page 12 Certificate of Compliance With Illinois Human Rights Act
- Page 13 Criminal Background Investigations
- Pages 14-15 Bid Specifications
- Page 16 Bid Reply Sheet
- Page 17 References
- Pages 18-19 Contractor Questionnaire
- Page 20 Information Sheet completed