Community HIGH SCHOOL District 99

PURCHASING DEPARTMENT

May 29, 2025

Dear Vendors:

This is to solicit your sealed bid to provide Copy Paper, to be delivered to Downers Grove North High School and Downers Grove South High School, as noted in the Bid Proposal Form.

Included is the Bid Proposal Form for Community High School District 99, along with the required "Certification Forms". Please print and complete in detail, sign and return one copy of the "Bid Proposal Form" and **all required "Certifications"** in a sealed envelope **clearly** marked, "**CHSD 99 Copy Paper".**

The 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 this school district.

Bids are due on or before ***Wednesday, June 11th at 8:00 AM (local time)***, and will be opened and publicly read at the Administrative Service Center, 6301 Springside Avenue, Downers Grove, IL 60516.

If you have any questions regarding this bid, please email Samantha Zea at szea@csd99.org.

Sincerely,

Travis McGuire

Travis McGuire
Assistant Superintendent For Learning Resources

Encl: Instructions to Bidders
Bid Proposal Form
Certification Forms (3)

COMMUNITY HIGH SCHOOL DISTRICT 99
DOWNERS GROVE, ILLINOIS

PROJECT: To Furnish and Deliver Copy Paper to Community High School District 99.

INSTRUCTIONS TO BIDDERS

Sealed bids will be received at the Administrative Service Center, Community High School District 99 at the place and date as follows:

Administrative Service Center
Community High School District 99
6301 Springside Ave
Downers Grove, Illinois 60516

Due Date: ***Wednesday, June 11th at 8:00 AM (local time)***, at which time the bids will be opened and publicly read.

Any bids received after the time and date specified will not be considered.

Bids shall be made on all of the items as listed in the "Bid Proposal Form" in order to be considered for awarding of the bid. Prices quoted shall be guaranteed for a period of ninety (90) days after the date of the proposal.

Bids shall be submitted on forms to be provided by Community High School 99 and completed in full. The sealed envelope containing your bid should be plainly marked: "**CHSD 99 Copy Paper**". The Board of Education reserves the right to reject any or all bids, to waive minor informalities in any bid, or to make an award in the best interest of Community High School District 99.

Award of Contract

Award of Contract will be based upon the lowest “Total Bid” amount submitted that meets specification and is in the best interest of the District. Pricing will remain in effect for the school year ending June 30, 2026.

Errors and Omissions:

All bids shall be submitted 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 bidding will be considered and Bidders will be held strictly to the bids as submitted.**

All bidders must satisfy themselves as to the intent of these specifications. Should a Bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, they shall advise the District who will issue the necessary clarifications to all prospective Bidders by means of addenda.

Withdrawal of Bids:

All bids shall be deemed final, conclusive and irrevocable, for at least 60 days after the date of the bid opening. Bids may be withdrawn in person, or by letter, facsimile transmission, and electronic mail or similar means, provided that the withdrawal is actually received by the party to whom bids are to be submitted prior to the time for the opening of bids. No bid shall be withdrawn after the scheduled closing time for the submission of bids without the consent of the Board.

Investigation of Bidders:

A. 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 the completed types of services included in their bid.

B. 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.

Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the Board of Education 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 Board of Education 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.

Payment

No payments will be made for partial delivery. Payment shall not constitute acceptance if subsequent inspection discloses defects in material or workmanship or a failure to meet Specifications. Delivery is to be made after July 1, 2025 and before July 24, 2025. Invoices submitted at that time will be paid within 45 days. Discounts for earlier payment will be considered.

Delivery:

Deliveries shall be made to the Downers Grove North High School and Downers Grove South High School receiving areas, Monday through Thursday between the hours of 8:00 a.m. and 2:00 p.m., no later than Thursday, July 24, 2025. Any item not delivered by this date may, at the discretion of the Board of Education, be canceled from the Purchase Order. Your bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder.

Reservation of Rights by the Board of Education

The Board of Education reserves the right to change quantities, reject any or all bids, to waive irregularities, and to accept the bid which in its sole and absolute discretion is considered to be in the best interests of the District. Any such decision shall be considered final.

The Board of Education further reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted. Quantities in this bid packet are reasonable estimates only.

Rejection and Cancellation:

The Board of Education 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 Board of Education 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 Board of Education 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, without flaws or defects of any kind. 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.

Waivers:

The Board of Education'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 Board of Education's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

Compliance with Laws:

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

State Tax:

The Board of Education is exempt from paying Illinois Use tax, Illinois Retailers Occupation tax, Federal Excise taxes, and any federal transportation tax.

Exceptions

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

Signature Constitutes Acceptance:

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

Certification:

I. Each bid must be accompanied by a ***Certificate of Eligibility to Bid***, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/33-E4 (bid rotating) of the *Illinois Criminal Code of 1961, as amended,* or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The Certificate of Eligibility to Bid form is included within the bid documents.
Failure to do so shall disqualify your bid.

II. Each bid from a **Vendor/Contractor** with 25 or more employees must be accompanied by a **Certificate of Compliance with the *Illinois Drug-Free Workplace Act*** 30 ILCS 580/1 *et. seq., as amended* certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. Each bid from an **Individual** must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act.* The Certificates of Compliance with the *Illinois Drug-Free Workplace Act* forms are included within the bid documents.
Failure to do so shall disqualify your bid.

III. Each bid must be accompanied by a ***Certificate Regarding A Sexual Harassment Policy*** certifying that the bidder has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the *Illinois Human Rights Act*, 775 ILCS 5/1 *et. seq., as amended* and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; and, states that anyone filing a complaint will be protected against retaliation. The Certificate Regarding Sexual Harassment Policy form is included with the bid documents.
Failure to do so shall disqualify your bid.

Bid Proposal Form

TO: Board of Education
Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

FROM:_____ a)Individual ( )
Name of Vendor

b)Partnership ( )

c)Corporation ( )

_____
Street Address

_____
City State Zip

_____
Contact

_____
Phone Number

_____
Email Address

_____
Signature of Bid Preparer Date

FOR: Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

In accordance with Contract Documents as prepared by:

Samantha Zea
Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

Bid Proposal Form

COMMUNITY HIGH SCHOOL DISTRICT 99

PROJECT: To Furnish and Deliver Copy Paper to Community High School District 99

Specifications

A. The bid proposal form (BPF) details the types and sizes of each paper item. If substitutions are to be made, notice must be noted on the bid form and include a sample in the sealed envelope containing your bid.

B. Bid proposals will include cartage or freight for such delivery as follows:
    1. One delivery date, Between July 1, 2025 and July 24, 2025 is required.
    2. Delivery shall be to the District's two high schools located in Downers Grove, Illinois, building sites. The order will be placed on the truck in such a manner so that each. District building will receive only their order and not be required to further separate paper products so as to subdivide for the other buildings.

C. Quantities: the paper quantities as listed on the bid form are reasonable estimates. It is possible the final quantity ordered will be somewhat different. The vendor shall hold his unit prices for any such quantity changes, for a period of 90 days from award of contract.

D. All paper shall be Recycled multipurpose 20# xerographic copy paper minimum 92+ brightness products unless otherwise noted

E. Samples of each paper product will be requested prior to the bid award. The owner reserves the right to accept or reject any or all bids based on the results of inspection of the samples provided.

Bid Proposal Form – Paper Pricing List

	D99 Needed Count		25-26			
			RECYCLED PAPER			
WHITE 20LB						
NATURAL CHOICE UNACCEPTABLE	Total boxes (5K sheets per box)	Total sheets	Quantity	Total sheets	Unit cost	Total cost
8 1/2 x 11	1,440	7,200,000				
11 x 17	8	40,000				
COLORED PAPER 20LB 81/2 X 11			Quantity	Total sheets	Unit cost	Total cost
Blue	11	55,000				
Canary	17	85,000				
Goldenrod	7	35,000				
Green	7	35,000				
Orchid	12	60,000				
Pink	9	45,000				
Salmon	8	40,000				
Tan	7	35,000				
COLORED PAPER 90LB 81/2 X 11			Quantity	Total sheets	Unit cost	Total cost
Blue	2	10,000				
Buff	6	30,000				
White Brite	10	50,000				
					Total Bid	

***Pricing is based on dock delivery to two locations. Customer will not be responsible for unloading**

with no driver assistance or additional equipment provided.

□ 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.

COMMUNITY HIGH SCHOOL DISTRICT 99

CERTIFICATION I
CERTIFICATE OF ELIGIBILITY TO BID

PROJECT: To Furnish and Deliver Copy Paper to Community High School District 99

Pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-11), hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-3) and that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961, as amended (720ILCS 5/33E-4).

Company Name: _____

Address: _____

_____

By:_____ _____
(Print or Type) (Title)

Signature: _____
(Authorized Officer of Vendor)

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

COMMUNITY HIGH SCHOOL DISTRICT 99

CERTIFICATION II
CERTIFICATE OF COMPLIANCE WITH *ILLINOIS DRUG-FREE WORKPLACE ACT*

PROJECT: To Furnish and Deliver Copy Paper to Community High School District 99 [Vendors with 25 or More Employees]

□ 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 Officer 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

COMMUNITY HIGH SCHOOL DISTRICT 99

CERTIFICATION III
CERTIFICATE OF COMPLIANCE WITH SEXUAL HARASSMENT POLICY

PROJECT: To Furnish and Deliver Copy Paper to Community High School District 99

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; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

_____ [Vendor]

By_____
Authorized Officer 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.