



CRYSTAL LAKE ELEMENTARY DISTRICT #47

300 Commerce Drive, Crystal Lake, Illinois 60014 (815) 788-5000

www.d47.org

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Invitation to Bid

Crystal Lake School District #47 is accepting sealed bids for:

Copy Paper & Laminating Film for School Year 2026 - 2027

Submit your bid to the attention of:

Crystal Lake School District #47
300 Commerce Drive
Crystal Lake, IL 60014

Attn: Janna Tharp
Purchasing Specialist

Bids must be received no later than Thursday, April 23rd, 2026, at 10:00 a.m.

Your bid must be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

Copy Paper and Laminating Film Bid

Educational Excellence for All Students is Our Passion and Commitment.

Instructions to Bidders

General

- A. Bid shall be submitted in an envelope properly marked with the title of the bid, date and time of opening.
- B. Seal and deliver to Crystal Lake Elementary School District #47, 300 Commerce Drive, Crystal Lake IL on or before Thursday, April 23rd, 2026 at 10:00 a.m.
- C. All bids must be made and submitted on the attached form(s).
- D. Unsigned or late bids will not be considered.
- E. Crystal Lake Elementary School District #47 is not subject to Federal Tax or Illinois Retailers Tax. Tax Exempt Certificate will be provided upon request.
- F. Prices quoted must include all charges for packing, transportation, and delivery to the location designated on the bid.
- G. Prices quoted must be final pricing, inclusive of any additional discount. Any additional discount must allow for 60 day payment terms as allowed by the State of Illinois.
- H. Bids will not be accepted by email, telephone or fax.
- I. Bid will be awarded in whole or in part to the lowest responsible and responsive bidder(s).
- J. The Board of Education reserves the right to reject any or all bid(s) if it is determined that the bidder is not properly qualified to carry out the obligations of the contract.

Withdrawal of Bids

Bids may be withdrawn by letter, fax, or in person, prior to the time and date established for the opening of the bid.

Delivery and Delivery Points

The successful bidder must deliver the order to:

**221 Liberty Road
Crystal Lake, IL 60014**

**Community Consolidated School Dist. #47
300 Commerce Drive
Crystal Lake, Illinois 60014**

COPY PAPER and LAMINATING FILM BID 2026 - 2027

WHITE COPY PAPER SHOULD BE DELIVERED IN TWO SHIPMENTS. THE FIRST HALF OF THE ORDER SHOULD BE DELIVERED BETWEEN JULY 7th AND JULY 14th, 2026 WITH THE REMAINDER DELIVERED BETWEEN JANUARY 5th AND JANUARY 12th, 2027. COLORED COPY PAPER AND LAMINATING FILM CAN BE DELIVERED IN ONE SHIPMENT.

DUPLICATOR #20 COPIER PAPER

Cases	BID PRICE Per Case	TOTAL COST	BRAND
1656 White, 8 1/2" x 11" (Do not bid Natural Choice)			
9 Blue, 8 1/2" x 11"			
4 Goldenrod 8 1/2" x 11"			
1 Cosmic Orange 8 1/2" x 11" Astro Bright			
3 Solar Yellow 8 1/2" x 11" Astro Bright			

Rolls Laminating Film

102	1" Core 25" x 500' 1.5 mil CR		
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ALL PRICES MUST BE F.O.B. 221 LIBERTY ROAD, CRYSTAL LAKE, IL 60014. THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR ANY PART OF A BID.

BID OPENING Thursday, April 23rd, 2026, at 10:00 a.m.

COMPANY _____ PHONE# _____

ADDRESS _____ DATE: _____

AUTHORIZED SIGNATURE _____