



May 14, 2026

Notice to Respondents - Addendum to Bid #26-023 Multipurpose Paper

ADDENDUM #1

Community Consolidated School District 15 has an addendum regarding Bid #26-023 Multipurpose Paper. Indicated below are inquiries from various vendors regarding the bid and the District's responses. The addendum is posted for the benefit of all participating parties.

Some questions may be duplicates; therefore, only appropriate responses will be posted here. Any content referring to Vendors/Manufacturers has been removed to ensure confidentiality.

Vendor Questions:

- 1. Is it possible to deliver all paper for the entire district to one central location and to work with one central person?**

No, as needed, each site orders specifically what they need via a Purchase Order sent to the vendor via email.

- 2. In specifications, page 4, line 7, it states that no minimum order requirements may be made by a bidder. Will we be required to deliver a case of paper upon request? Instead, can we set a minimum order amount, such as a pallet?**

A pallet of paper is generally the minimum order. If less than a pallet is needed, a "small order fee" can apply to the order.

It is the vendor's responsibility to check the [CCSD15 Bids and RFPs page, www.ccsd15.net/bids](http://www.ccsd15.net/bids), to see if any additional addenda are issued regarding this bid. Addenda may be issued up until 24 hours prior to the bid due date on Friday, May 29, 2026, at 11:30 a.m. CDT. Please sign Addendum #1 and include it with your bid.

Category	Company Info
Company	
Signature	
Printed Name	
Date	