



May 22, 2026

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

ADDENDUM #3

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. Can you confirm that the district's estimated usage of items 4 (colored paper) and 5 (cardstock) is in reams?

Yes, estimated usage is in reams based on 2025-2026 purchases.

2. On the Product List on page 17, number 2 states "Item numbers 2 through 5 will be ordered and delivered by the full case..." On the Pricing sheet on page 18, number 3 indicates items 2, 3, 4, or 5 can be ordered EITHER by the ream or case. Will the district place less than full cases of items 2, 3, 4, or 5?

Yes for item 5, cardstock, but typically not for items 1, 2, 3, or 4. Specifications are generally clarified with the vendor who is awarded the bid. Typically a small order fee is expected for any orders that do not accompany 40 cases of item 1, 8 1/2" x 11" Multipurpose White Copy Paper.

3. Do all locations require a lift gate to lower the delivery to the ground?

All require a lift gate except for Walter R. Sundling Middle School, which has a dock.

4. At delivery locations requiring a straight or box truck, is that requirement due to zoning restrictions or due to the delivery space requirements?

Restrictions are due to the delivery space requirements.

It is the vendor's responsibility to check the [CCSD15 Bids and RFPs page](http://www.ccsd15.net/bids), 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 #3 and include it with your bid.

Category	Company Info
Company	
Signature	
Printed Name	
Date	