

*West Chicago
School District 33
et.al*



*Invitation for bid for
“Copy Paper and Related Materials for
School Year 2023-2024”*

West Chicago Elementary School District 33,
Winfield School District 34, Benjamin School District 25

West Chicago Elementary School District 33, Winfield School District 34, Benjamin School District 25
312 E. Forest Avenue
West Chicago, IL 60185
630.293.6000

West Chicago Elementary School District 33, et. al. are interested in obtaining bids based on the attached bid list for copy paper and other materials for the school year 2023-2024.

All bids are to **include shipping/delivery charges**. Bids on items other than those specified must be of equal or better quality. The buyer has the right to determine whether the substituted item is of equal or better quality.

The Board of Education reserves the right to reject any, all, or a portion of any bid. The Board of Education reserves the right to award any portion of the bid to a number of bidders. Please bid each item as if it were the only part of the bid you might receive.

All items on the bid form are to be considered by the U.O.M. as indicated on the bid form (Part H). Bidder is required to indicate the number of units per case in the space provided on the form. Please fill out the enclosed form completely. No alterations to the form can be made and only original forms will be accepted. Any incomplete forms will be rejected.

A sample (where appropriate) for each School District must be included with your bid documents. Bids may be rejected if samples are not included.

Only completed forms furnished by the District will be accepted!
Do not retype nor make alterations to these forms for bidding!

The form must contain an original corporate officer's signature. That signature implies that all conditions and specifications have been read in full and that the bidder is willing to comply.

Please send bids to the District Business Office at 312 E. Forest Avenue, West Chicago, IL 60185. Bids must be received by Tuesday June 13, 2023 no later than 10:00 a.m., at which time they will be opened and read aloud. Each sealed bid envelope must be clearly marked **"Copy Paper Bid 2023-2024."**

Karen Apostoli
Director of Business & Operations

I have read all the conditions and requirements on this page and understand it all. I am willing to comply with all the requirements stated herein.

Name of Company (Print or type)

Company Officer's Name (Print or type)

Title

Signature of Company Officer

Date

Email

Telephone Number

Fax Number

Complete Address (City, State, Zip)

*West Chicago Elementary School
District 33, et. al
West Chicago, IL 60185*

2023-2024 Copy Paper and Related Materials Bid Specifications

1. Bid Documents

The bid documents include:

- A. General Bid Conditions
- B. Bid Specifications
- C. Delivery Sites and Estimated Dates
- D. Certificate of Eligibility to Contract
- E. Certificate of Compliance with Illinois Drug-Free Act
- F. Noncollusion Affidavit
- G. Sexual Harassment Policy
- H. Bid Form(s)

2. Modification

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

3. Bid Submission and Due Date

The necessary bid proposal forms shall be submitted at the offices of West Chicago School District 33 Board of Education located at 312 E. Forest Avenue, West Chicago, IL 60185. The sealed bid must be submitted on the original forms provided and are due no later than 10:00 a.m. on Tuesday June 13, 2023. Each bid must be clearly marked on the sealed envelope "Copy Paper Bid 2023-2024".

4. Products

All items on the Bid Form are to be considered by the specific description and U.O.M. as indicated on the bid form (Part H). Bidder is required to indicate the number of units per case in the space provided on the form. No substitutions will be accepted.

Products of faulty quality or not in compliance with the required specifications will be returned at the vendor's expense. Please fill out the indicated form completely. Only original forms furnished by the District will be accepted, no alterations to the original form will be accepted. Incomplete forms will be rejected.

5. Deliveries

All quotations must be F.O.B. West Chicago Elementary School District 33. Pricing must include lift gate inside delivery to expedite receipt of delivery. Each School District will submit its own purchase orders once the bid has been awarded and each school district requires different delivery needs, dates and addresses during the school year (please see part C). The bid price must include the delivery cost for all shipments. A purchase order per school district will be created to indicate items per delivery. Winning bid will receive delivery schedule for quarterly shipments on purchase order. All deliveries must be made according to the purchase orders from each district and according to the individual times and dates indicated on the purchase orders.

Vendors are responsible for notifying any transport firm about delivery dates and times. School personnel are authorized to refuse any deliveries if arrival is during a prohibited time. Delivery firm must make arrangements through a phone call 48 hours in advance (see Part C for contact information).

6. Invoicing/Billing

Vendor is responsible for invoicing/billing each school district individually according to their purchase orders submitted based on the bid. District addresses and contact information are included in Part C.

7. Bid Deposit

When required in the advertisement, the proposal shall be accompanied by cash, cashier's check or certified check in the amount shown in the advertisement. Compliance with the provision herewith will be determined in all cases by the Director of Business & Operations and his/her determination will be final.

A certified or cashier's check shall be drawn on a responsible bank doing business in the United States and shall be made payable to the order of West Chicago School District 33.

Any proposal submitted without being accompanied by any of the foregoing, when required, may be considered informal and may be rejected. Any proposal accompanied by a bid deposit not properly executed in the opinion of the Director of Business & Operations may be rejected.

8. Withdrawal of Proposals

Bidders may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no bidder shall withdraw or cancel his proposal for a period of sixty (60) calendar days after advertised closing time for the receipt of proposals, nor shall the successful bidder withdraw or cancel or modify his proposal after having been notified by the Director of Business & Operations for that said proposal has been accepted by the Board.

9. Change or Withdrawal of Bids

A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of bids.

10. Late Bids

Bids received after the time specified in the invitation to bid will not be considered and returned unopened to the vendor.

11. Award of Bid

Bids shall be awarded to the lowest responsible bidder except where other considerations cause another bid to be more favorable in the best interests of the Board(s).

12. Bid Reservations

The Board reserves the right to reject any and all bids or any part thereof to waive immaterial technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the Board after all bids have been examined and evaluated.

13. 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.

14. Taxes

West Chicago Elementary School District 33 et. al are exempt from Illinois Retailers' Occupational Tax and Federal Excise taxes. Each District's tax exempt number will be provided with the initial purchase order.

15. Other Conditions or Provisions

14.1 Contractors must assure that all persons employed by contractors, and all applicants for such employment, will not be discriminated against because of their race, creed, color, sex, handicap or national origin. Contractor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

14.2 It is hereby stipulated that all laborers, workers and mechanics performing work under the contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board of Education, and that Contractors and all Subcontractors shall in all other respects comply with the Prevailing Wage Act, Ill. Rev. Stat. 1985, ch. 48, par. 39S-1, et seq. in carrying out work under the contract.

14.3 The Contractor shall certify that he or she is not barred from contracting with any unit of state or local government by reason of any violation of a bid-rigging or bid-rotating statute on the form attached (Part F).

14.4 Any Contractor or Subcontractor with 25 or more employees entering into a contract of \$5,000 or more shall further certify that he or she shall provide a drug-free workplace on the form attached (Part G).

West Chicago School District 33



48 hour notice required prior to delivery
Call 630.293.6000 x 1211
Lift gate truck required
Inside delivery required

Delivery Addresses for West Chicago School District 33

CURRIER SCHOOL

800 Gary's Mill Road
West Chicago, IL 60185
630.293.6600

INDIAN KNOLL SCHOOL

0N645 Indian Knoll Road
West Chicago, IL 60185
630.293.6020

TURNER SCHOOL

750 Ingaltan Avenue
West Chicago, IL 60185
630.293.6050

LEMAN MIDDLE SCHOOL

238 E. Hazel Street
West Chicago, IL 60185
630.293.6060

GARY SCHOOL

130 E. Forest Avenue
West Chicago, IL 60185
630.293.6010

PIONEER SCHOOL

615 Kenwood Avenue
West Chicago, IL 60185
630.293.6040

WEGNER SCHOOL

1180 Marcella Lane
West Chicago, IL 60185
630.293.6400

ESC Building

312 E. Forest Ave.
West Chicago, IL 60185
630.293.6000

Send Invoices for West Chicago School District 33 to:

West Chicago School District 33
Accounts Payable
312 E. Forest Avenue
West Chicago, IL 60185

Preferably by email to: accountspayable@wego33.org

JOINT COPY PAPER BID – SCHOOL YEAR 2023-2024

WINFIELD SCHOOL DISTRICT 34

Winfield School District 34

48 hour notice required prior to delivery
Call 630.909.4904
Lift gate truck required
Inside delivery required

Delivery address for Winfield School District 34

Winfield School District 34
0S150 Park Street
Winfield, IL 60190

Send Invoices for Winfield School District 34 to:

Winfield School District 34
Accounts Payable
0S150 Park Street
Winfield, IL 60190

JOINT COPY PAPER BID – SCHOOL YEAR 2023-2024



48 hour notice required prior to delivery
Call 630.876.7800
Lift gate truck required
Inside delivery required

Delivery addresses for Benjamin District 25

Evergreen Elementary School
1041 Evergreen Drive
Carol Stream, IL 60188

Benjamin Middle School
28W300 St. Charles Road
West Chicago, IL 60185

Send Invoices for Benjamin School District 25 to

Benjamin School District 25
Attn: Natalie Principe
28W250 St. Charles Road
West Chicago, IL 60185

WEST CHICAGO SCHOOL DISTRICT 33, et. al.

West Chicago, Illinois

CERTIFICATE OF ELIGIBILITY TO CONTRACT

_____(Vendor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, 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; that neither (he, she, it) nor any of (his, her, its) partners officers or owners has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal code of 1961 as amended; and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

Date

Vendor

SUBSCRIBED AND SWORN TO before me

This _____ day of _____, 20_____.

(Official Seal)

NOTARY PUBLIC

My Commission Expires _____

WEST CHICAGO SCHOOL DISTRICT 33
Et. al
West Chicago, Illinois

CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

_____, (Vendor), does hereby certify pursuant to
Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313)
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.

Date: _____ Vendor: _____

SUBSCRIBED and SWORN TO before me

This _____ day _____ of 20 ____.

(Official Seal)

NOTARY PUBLIC

My commission expires _____

WEST CHICAGO SCHOOL DISTRICT 33
Et. al

NON-COLLUSION AFFIDAVIT

PROJECT: _____

The following bidder _____

Swears on their oath that they have not in any way, directly or indirectly entered into any arrangement or agreement with any other bidder, or with any Administrator or Member of the Board of Education of West Chicago Elementary School District 33 Et. al in order to lessen or restrain free competition in the acceptance of this contract.

The undersigned acknowledges and agrees to comply with all terms, conditions and specifications contained herein unless otherwise noted and explained.

Authorized Signature

Title

Date

VENDOR INFORMATION

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Web Site: _____

WEST CHICAGO SCHOOL DISTRICT 33
Et. al

CERTIFICATE OF WRITTEN SEXUAL HARRASSMENT POLICY

The bidder must certify, pursuant to Section 2-105 of the *Illinois Human Rights Act*, that (s)he has a written Sexual Harassment Policy in place that shall include, at a minimum, the following information:

- I. The illegality of sexual harassment;
- II. The definition of sexual harassment under State law;
- III. A description of sexual harassment, utilizing examples;
- IV. The contractors internal complaint process including penalties;
- V. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
- VI. Directions on how to contact the Department and Commission;
- VII. Protection against retaliation as provided by Section 6-101 of the Human Rights Act.

Finally, the contractor must provide a copy of such written policy to the Department of Human Rights upon request.

COPY PAPER AND RELATED MATERIALS BID FORM

WEST CHICAGO SCHOOL DISTRICT 33 et. al.

SCHOOL YEAR 2023 - 2024

LINE	ITEM DESCRIPTION	D33	D34	D25	BID TOTAL	UNITS PER CASE	PRICE EACH CASE	EXTENDED PRICE
WHITE COPY PAPER ASSORTED SIZES								
1	8.5 x 11 WHITE 20lb. 92% BRIGHTNESS	2280	120	190	2590			
2	8.5 x 14 WHITE (LEGAL)	7			7			
3	8.5 x 11 WHITE (3 HOLE PUNCH)	3			3			
4	8.5 x 11 110# EXACT INDEX STOCK	0			0			
5	11 x 14 WHITE	2			2			
6	11 x 17 WHITE 20 LB.	6			6			
ASSORTED COLOR PAPER - SIZE 8.5 x 11 20 LB.								
7	BLUE	21		2	23			
8	GREEN	13		7	20			
9	CANARY	13		2	15			
10	GOLDENROD	2			2			
11	PINK	11		3	14			
12	LAVENDER	4			4			
13	IVORY	3		1	4			
14	PUMPKIN	11		5	16			
15	CHERRY	3			3			
16	BUFF	3			3			
17	GARDEN GREEN	10		1	11			
18	FIREWORX	1		1	2			
19	EMERALD THUNDER	7			7			
20	ROMAN CANDLE	0			0			
21	ASTRO BRIGHT RE-ENTRY RED	6		1	7			
22	REPORT - WHITE	0			0			
23	TURQUOISE	3			3			

COPY PAPER AND RELATED MATERIALS BID FORM

WEST CHICAGO SCHOOL DISTRICT 33 et. al.

SCHOOL YEAR 2023 - 2024

Company Name _____

LINE	ITEM DESCRIPTION	D33	D34	D25	BID TOTAL	UNITS PER CASE	PRICE EACH CASE	EXTENDED PRICE
24	GRAY	5		5	10			
25	TAN	2			2			
26	RED	4			4			
27	ORCHID	2		3	5			
28	SALMON	2			2			
29	BRIGHT ORANGE	4			4			
30	GOLD	0		1	1			
ASSORTED CARD STOCK								
31	WHITE 110 LB.	52	6		58			
32	BLUE 110 LB.	9			9			
33	CANARY 90 LB. EXACT INDEX	0			0			
34	IVORY 110 LB.	6			6			
35	ASSORTMENT OF COLORS 110 LB.	1			1			
36	90 LB. EXACT INDEX - GREEN	12			12			
37	90 LB. EXACT INDEX -BLUE	7			7			
38	90 LB. EXACT INDEX - CHERRY	11			11			
39	90 LB. EXACT INDEX - CANARY	10			10			
40	90 LB. EXACT INDEX - ORCHID	8			8			
41	90 LB. EXACT INDEX - IVORY	10			10			
ASSORTED CONSTRUCTION PAPER - SIZE 9 x 12 - 50 SHEETS PER PACK								
42	WHITE	7	1		8			
43	BLACK	3	1		4			
44	BLUE	7	1		8			
45	LIGHT BLUE	7			7			
46	RED	7	1		8			

COPY PAPER AND RELATED MATERIALS BID FORM

WEST CHICAGO SCHOOL DISTRICT 33 et. al.

SCHOOL YEAR 2023 - 2024

Company Name _____

LINE	ITEM DESCRIPTION	D33	D34	D25	BID TOTAL	UNITS PER CASE	PRICE EACH CASE	EXTENDED PRICE
47	ORANGE	7	1		8			
48	BROWN	3	1		4			
49	GREEN	7	1		8			
50	PINK	3	1		4			
51	PURPLE	3	1		4			
52	YELLOW	7			7			
ASSORTED CONSTRUCTION PAPER - SIZE 12 x 18, 50 SHEETS PER PACK								
53	PURPLE	0	1		1			
54	DARK GREEN	5	1		6			
55	GRAY	1	1		2			
56	SALMON	0	1		1			
57	LILAC	4			4			
58	BROWN	4	1		5			
59	PINK	4	1		5			
60	YELLOW	4	1		5			
61	RED	4	1		5			
62	BLUE	4	1		5			
63	SKY BLUE	4	1		5			
64	BLACK	4	1		5			
65	WHITE	4	1		5			
ASSORTED ART ROLLS - SIZE 36" x 1000'								
66	YELLOW	13			13			
67	BLACK	12			12			
68	WHITE	10			10			
69	LIGHT GREEN	5			5			

COPY PAPER AND RELATED MATERIALS BID FORM

WEST CHICAGO SCHOOL DISTRICT 33 et. al.

SCHOOL YEAR 2023 - 2024

LINE	ITEM DESCRIPTION	D33	D34	D25	BID TOTAL	UNITS PER CASE	PRICE EACH CASE	EXTENDED PRICE
70	GREEN	7			7			
71	PINK	7			7			
72	BROWN	5			5			
73	RED	4			4			
74	SKY BLUE	9			9			
75	BLUE	7			7			
76	PURPLE	9			9			
77	ORANGE	12			12			
LAMINATING FILM ROLL - GBC® Nap-Lam® I ROLL FILM 1" Poly-In Core, 1.5 Mil, 25" x 500', 2 Pack								
78	LAMINATING FILM - GBC EZload, 25/500 1.5 mil	100	6		106			

Original documents must be printed and submitted - No alterations, photocopies, faxes, electronic copies, or other types of forms will be accepted. Bidder will be disqualified if this original bid form is not submitted.

Company Name