



**CICERO SCHOOL DISTRICT 99**  
**5110 WEST 24TH STREET**  
**CICERO, ILLINOIS 60804**  
**(708) 863-4856**

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May 19, 2017

To Whom It May Concern:

Cicero School District 99 ("School District") is requesting sealed bids for **PAPER SUPPLIES** per the attached specifications. Bids must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before 10:00 a.m. on Tuesday, June 6, 2017. Bids will be opened publicly and read at that time.

Indicate on the face of the sealed envelope "**SEALED BID FOR 2017-2018 PAPER SUPPLIES – TUESDAY, JUNE 6, 2017 at 10:00 a.m.**" Unsigned or late proposals will not be considered.

Sincerely,

*Robert Holmes*

Robert Holmes  
Business Manager/CSBO



**CICERO SCHOOL DISTRICT 99**  
**5110 WEST 24TH STREET**  
**CICERO, ILLINOIS 60804**  
**(708) 863-4856**

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## **TABLE OF CONTENTS**

Bidding Instructions	Page 3
General Conditions	Page 5
Sample List	Page 7

## **SUBMITTALS**

Bid Acceptance	Page 8
Non-Collusion Affidavit	Page 9
Certification of Compliance with Illinois Human Rights Act	Page 10
Minority and Female Owned Business Concern Representation	Page 11
Certification Regarding Debarment	Page 12
Bid for Paper Supplies	



**CICERO SCHOOL DISTRICT 99**  
**5110 WEST 24TH STREET**  
**CICERO, ILLINOIS 60804**  
**(708) 863-4856**

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**REQUEST FOR SEALED BID FOR**  
**2017-2018 PAPER SUPPLIES**

Cicero School District 99 ("School District") is requesting sealed bids for **PAPER SUPPLIES** per the attached specifications. Bids must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before 10:00 a.m. on Tuesday, June 6, 2017. Unsigned or late bids will not be considered.

**BIDDING INSTRUCTIONS**

1. The bids shall be submitted only on the forms attached. The District will only provide/distribute the PDF version of the bid forms. The bids shall be in a sealed envelope, properly marked with the title: "**SEALED BID FOR 2017-2018 PAPER SUPPLIES – TUESDAY, JUNE 6, 2017 at 10:00 a.m.**" Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.
2. The School District cannot assume the responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a bid has been "received" by the School District before the specified deadline. The method of transmittal of the bid is at the contractor's risk of untimely receipt by the School District.
3. All bids shall be submitted with each space properly completed. Each vendor shall, before submitting a bid, carefully examine the Bidding Instructions and the General Conditions. No claim for relief because of errors or omissions in the bid will be considered, and vendors will be held strictly to the bids as submitted. Fill in the words "No Bid" in unused spaces for unit cost on the bid form. Should vendors find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the Business Manager/CSBO at (708) 863-4856, who will issue the necessary clarifications to all prospective vendors by means of addenda as may be appropriate.

4. Where the specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal (**unless specifically indicated that no substitutes will be accepted**). It is the intent of this specification to define essential minimum requirements as to the quality of material, construction, finish, and overall workmanship. Specified brand names shall not be construed as limiting consideration of alternate products. Samples maybe required upon request (see page 7). However, where "NO SUB" is listed on bid quotation form, no alternates will be accepted. Where there is a quantity of "0" indicated on an item you may bid on that item, but we might not purchase any of that item. **Vendors must bid on the quantities listed on the quotation forms.**
5. Each vendor submitting a bid on a make or model other than the item specified shall include with his/her proposal the brand name, manufacturing plant location, current catalog picture and detailed specifications on units bid. Failure to do so may eliminate that bid from consideration. The School District reserves the right to make the final determination as to the comparability of the specifications.
6. A vendor may withdraw or change a bid if written notice of the withdrawal or change is received by the School District before the bid due date. Once the bid due date has passed, vendors may not withdraw or cancel their bid.
7. Vendor shall specify brand name where none is indicated.
8. The School District reserves the right to request samples of products to determine comparability. **Mandatory** samples are required.
9. The School District reserves the right to review all bids submitted for a period of sixty (60) days after the bid due date, and by submitting a bid, the vendor agrees that the amount specified in his/her bid shall remain firm and in full force and effect for such sixty (60) day period. No vendor shall modify, withdraw, or cancel his/her bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.
10. The Board of Education reserves the right to reject any and all bids to waive any technicalities in the bid process and to award each item to different vendors or all items to a single vendor and to determine whether in the opinion of the Board of Education: (a) an equal or alternate is a satisfactory substitute, (b) a vendor is not a responsible bidder and should be disregarded and (c) what exceptions or deviations from written specifications will be accepted. The Business Office will authorize the release of purchase orders upon acceptance of

bids. In the event of pricing errors, the unit cost listed will prevail and be considered accurate.

11. All vendors submitting a bid are required to sign and notarize where applicable vendor certificates certifying:
  1. Non-Collusion Affidavit
  2. Certification of Compliance with Illinois Human Rights Act.
  3. Minority and Female-Owned Business Concern Representation.
  4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier covered Transactions.
12. Terms and discounts shall be stated on the space provided on the signature page (see page 8), if applicable.
13. All bid prices must include all packing, transportation, and other delivery costs.

#### **GENERAL CONDITIONS**

1. The Business Office will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost listed will prevail and be considered accurate.
2. The School District is exempt from paying Illinois Use Tax (Ill. Rev. State., ch.120, Para. 439.3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (Ill. Rev. Stat., ch. 120, Para. 441).
3. The School District is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, para. 4221).
4. All deliveries shall be F.O.B., District Service Center, 5835 W. Roosevelt Road, Cicero, Illinois 60804 unless otherwise stated. Label all deliveries "Attention: Jim Kucharczyk, Stock Manager." **Contact Jim Kucharczyk at (708) 780-4479 at least 24 hours prior to deliveries.**
5. Deliveries are to be received **AS SOON AS POSSIBLE**. All deliveries must be completed by Friday, July 28, 2017 or they may be subject to cancellation. Any/all semi-truck deliveries must be made in either a 40' or 48' tractor trailer, deliveries will not be accepted in a 53' truck.
6. Delivery ticket/packing slip must accompany each shipment. Purchase order number and vendor name must appear on each delivery ticket/packing and invoice. Each item ordered from the vendor must be placed in the package/container in a neat and orderly fashion. If items are not packaged properly, they may be returned to the vendor (at the vendor's expense), as per paragraph 16.

7. No minimum order requirements may be made by a vendor submitting a bid. The School District shall order its requirement of art supplies from the successful bidder. The School District reserves the right to place orders at quantity levels that the School District determines, in its sole discretion, are required. The School District expressly reserves the right to place orders at quantity levels that meet its requirements, including the right to place orders above or below the estimated quote quantity listed on the Bid Quotation Form included with this Bid Package.
8. The successful vendor agrees to indemnify, defend and hold harmless Cicero School District 99, its Board of Education, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful vendor.
9. All materials and goods provided by the successful bidder to the School District shall be subject to inspection by the School District. The School District reserves the right to return at the successful bidder's expense any part of all of a shipment not made in compliance to specifications or to the terms and conditions of this bid document.
10. Vendor has no right or authority to commit, bind or obligate the School District contractually or otherwise to any liability or agreement or to cause the School District to incur any obligation to any third party, without prior School District approval.
11. All goods, equipment, materials, and all labor furnished by the successful bidder and subcontractors, if applicable, shall comply with all applicable federal, state and local laws, regulations, rules, ordinances, statutes and codes relative thereto including, but not limited to, the Americans with Disabilities Act of 1990 as amended, Illinois Department of Labor (IDOL), United States Department of Labor (USDOL), the Human Rights Commission, the Illinois Department of Human Rights, EEOC, Environmental Laws (defined below), and all applicable Illinois laws, ordinances, or regulations (collectively, the "Laws").
12. The successful bidder agrees that its relationship with the School District and any contract entered into thereafter shall be construed, governed and enforced according to the laws of the State of Illinois, regardless of conflict of law principles. The exclusive venue for litigation between the successful bidder and the School District shall be Illinois.

**CICERO SCHOOL DISTRICT 99**  
**2017-2018 PAPER SUPPLIES BID**

**BID ACCEPTANCE**

We hereby agree to furnish the heretofore named articles as shown at the prices stated within the delivery time allotted and that quantity and quality will be in conformance with the specifications.

It is understood that if any purchase is awarded, delivery will be on or before Friday, July 28, 2017, otherwise order is subject to cancellation.

The signing of these quotation forms is construed as acceptance of all provisions contained herein.

Terms: \_\_\_\_\_

DISCOUNT, if any \_\_\_\_\_

PRICES WILL BE FIRM \_\_\_\_\_ days after receipt of order.

Authorized Rep.  
Name: \_\_\_\_\_  
Please print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ FEIN/Social Security #: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Website address: \_\_\_\_\_

Does the company have a current contract with the State of Illinois? Yes \_\_\_\_\_ No \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum). If all addendums are not acknowledged, the bid may be considered non-responsive.

<u>Addendum #</u>	<u>Dated</u>	<u>Addendum #</u>	<u>Dated</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CICERO SCHOOL DISTRICT 99**  
**2017-2018 PAPER SUPPLIES BID**

**NON-COLLUSION AFFIDAVIT**

**STATE OF ILLINOIS**

)  
) **SS**  
)

**COOK COUNTY**

The undersigned bidder or agent, being duly sworn, on oath that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no persons or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Vendor or Agent

For: \_\_\_\_\_  
Firm or Corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

**CERTIFICATION**

The bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended and that the bidder hereby certifies that it can enter into the contract provided herein and further acknowledges that the contract may be void if this certification is deemed false.

\_\_\_\_\_  
Signature



**CICERO SCHOOL DISTRICT 99**  
**2017-2018 PAPER SUPPLIES BID**

**CERTIFICATION OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT**

All successful contractors must comply with the provisions of the Illinois Human Act (ACT) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provisions require that the written Sexual Harassment policy included at a minimum the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under Illinois Law, (iii) a description of sexual harassment, utilizing examples; (iv) a Vendor's internal compliant process including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

Title: \_\_\_\_\_

Subscribed and sworn to

Before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**CICERO SCHOOL DISTRICT 99**  
**2017-2018 PAPER SUPPLIES BID**

**MINORITY AND FEMALE-OWNED BUSINESS CONCERN REPRESENTATION**

**Minority-Owned Business:** a minority-owned business concern means a business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having a least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

**Female-Owned Business:** a business that is at least 51 percent owned by a woman or women who also control and operate it.

“Control” in this referenced context means exercising the power to make policy decisions. “Operate” means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

**VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MANY RENDER THE OFFEROR’S BID UNACCEPTABLE.**

- A. Representation. The offeror represents that it is (     ), a minority-owned Business concern.
- B. Representation. The offeror represents that it is (     ), a female-owned Business concern.
- C. Representation. The offeror represents that it is (     ), a disabled-owned Business concern.

**Please Check Appropriate Boxes**

African American (AFRAM)     Caucasian (CAUC)                     Native American (NAAM)  
  
 Hispanic American (HISP)     Asian-Pacific (ASIAP)  
  American     Asian-Indian (ASIAI)  
  American  
 Other \_\_\_\_\_                                   Female Owned (F)  
  (Please Identify)

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax# \_\_\_\_\_ FEIN# \_\_\_\_\_

Signature of Company Official \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

ILLINOIS STATE BOARD OF EDUCATION  
**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**  
**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689. Debarment and Suspension, 7 CFR 3017 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733) and Part II of the November 26, 2003 Federal Register (pages 66533-66646). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into: and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

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Organization Name	PR/Award number or Project Name
Name and Title of Authorized Representative	

Signature/Date

**Instructions for Certification**

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transactions, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the "GSA Excluded parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ISBE 85-24 (11/05)

**CICERO SCHOOL DISTRICT 99  
 BID FOR PAPER SUPPLIES  
 For 2017-2018 School Year**

BID FROM: \_\_\_\_\_

ITEM NO.	QUANTITY	ITEM / DESCRIPTION	SIZE	COLOR	UNIT COST	TOTAL AMOUNT
1	30,000 reams	Item 1 must be HAMMERMILL 162008 no substitution White multi-purpose 20# virgin copier paper must average at least 88% opacity 92% Brightness 4.7 Moisture Content	8-1/2" x 11"	White	\$ ream	\$ -
2	350 reams	Premium grade color 20# copy paper suitable for high-speed copiers and laser printers. 500 sheets per package HAMMERMILL 103382 no substitution	8-1/2" x 11"	Pink	\$ ream	\$ -
	300 reams	HAMMERMILL 103309 no substitution		Blue	\$ ream	\$ -
	200 reams	HAMMERMILL 103366 no substitution		Green	\$ ream	\$ -
	400 reams	HAMMERMILL 103341 no substitution		Canary	\$ ream	\$ -
	400 reams	HAMMERMILL 103168 no substitution		Goldenrod	\$ ream	\$ -
	400 reams	60# weight Wausau paper no substitution		Fluorescent Red	\$ ream	\$ -
	400 reams	60# weight Wausau paper no substitution		Fluorescent Yellow	\$ ream	\$ -
	400 reams	60# weight Wausau paper no substitution		Fluorescent Green	\$ ream	\$ -
	300 reams	60# weight Wausau paper no substitution		Fluorescent Orange	\$ ream	\$ -
	200 reams	60# weight Wausau paper no substitution		Fluorescent Pink	\$ ream	\$ -
3	100 reams	Item 3 must be XEROX 3R2051 or HAMMERMILL 162016 only, no substitution White multi-purpose 20# virgin copier paper must average at least 88% opacity 92% Brightness 4.7 Moisture Content	8-1/2" x 14"	White	\$ ream	\$ -
4	100 reams	Item 4 must be XEROX 3R02641 OR HAMMERMILL 162032 only, no substitution 3 HOLE PUNCH White multi-purpose 20# virgin copier paper must average at least 88% opacity 92% Brightness 4.7 Moisture Content	8-1/2" x 11"	White	\$ ream	\$ -
5	300 reams	Item 5 must be XEROX 3R12425 only, no substitution	8-1/2" x 11"	3-Part Straight (W-C-P)	\$ ream	\$ -