

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

April 2, 2020

Dear Bidder:

The Board of Education ("Board of Education") of Cicero School District 99 (the "District"), Cicero, Illinois is requesting sealed bids for Art Supplies.

The enclosed bid form(s) <u>must</u> be used in submitting the sealed bids. The sealed bids will be received at the Administration Building, located at 5110 W. 24th Street, Cicero, Illinois, on or before May 1, 2020 at 2:30 PM at which time they will be publicly opened and read.

Indicate on the face of the sealed envelope <u>"SEALED BID FOR ART SUPPLIES- May 1, 2020 at 2:30PM."</u> Unsigned or late proposals will not be considered.

It is the intention of the Board of Education to award the bid at the May 20, 2020 regular meeting. The District may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to MeriAnn Besonen Executive Director of Business Affairs/CSBO, but the response may not be used as a condition to any bid being submitted.

Sincerely,

MeriAnn Besonen

MeriAnn Besonen
Executive Director of Business Affairs/CSBO

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

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CICERO SCHOOL DISTRICT 99 5110 WEST 24TH STREET CICERO, ILLINOIS 60804

(708) 863-4856

REQUEST FOR SEALED BIDS

Cicero School District 99 is requesting sealed bids for Art Supplies 2020-2021. Bids must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before 2:30PM May 1, 2020. Unsigned or late bids will not be considered.

BIDDING INSTRUCTIONS

- The bids must be submitted only on the forms attached. The bids shall be in a sealed envelope, properly marked with the title: "SEALED BID ART SUPPLIES May 1, 2020 2:30PM." Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.
- The District does not assume the responsibility for <u>delayed postal deliveries</u> and <u>does</u>
 <u>not</u> recognize postmarks as representing the fact that a bid has been "received" by the
 District before the specified deadline. The method of transmittal of the bid is solely the
 bidder's risk.
- 3. All bids shall be submitted with each space properly completed. No claim for relief because of errors or omissions in the bid will be considered, and bidders will be held strictly to the bids as submitted. Bids shall be executed by a principal of the bidder duly authorized to execute contracts. The bidder's name shall be fully stated. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the Executive Director of Business Affairs/CSBO, at (708) 863-4856 or mbesonen@cicd99.edu, no later than 4 p.m. April 16, 2020, who will issue the necessary clarifications to all prospective bidders by means of addenda, as may be appropriate.
- 4. Bids may be withdrawn by letter, telegram, or in person <u>prior</u> to the time and date established for the opening of bids.
- 5. Where the specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or an equivalent. It is the intent of this specification to define essential minimum requirements as to the quality of material, construction, finish, and overall workmanship. Where no brand is indicated, vendor shall specify a brand.
- 6. Each bidder submitting a bid on a brand other than those specified shall include with the bid a full listing of the features of the product, manufacturing plant location, current catalog picture and detailed specifications on the brand proposed. **Failure to do so may**

<u>eliminate the bid from consideration.</u> The District reserves the right to make the final determination, in its sole discretion, as to the comparability of the specifications.

- 7. Bidders must complete, date and sign the affidavits and certifications accompanying this bid document. Failure to do so may result in rejection of the bid. Bidders agree to comply with all pertinent statutes of the State of Illinois relative to employment in connection with public contracts including, but not limited to, the pertinent provisions of the Illinois Fair Employment Practices Act, as amended; and agree that no unfair employment practice as defined therein, be committed by the bidder, its subcontractor, suppliers of materials or services to the bidder or his subcontractors, or any labor organization furnishing skilled or unskilled labor to the bidder or his subcontractors.
- 8. The District may require, upon request, evidence as to the financial stability of a bidder. Upon request, the bidder shall provide the following information to the District within 48 hours:
 - A. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person(s).
 - B. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.
- 9. The School District reserves the right to request samples of products to determine comparability. Samples of items must be furnished free of charge to the School District. Individual samples must be labeled with the Bidder's name, bid number, item reference, manufacturer's brand name and number.
- 10. To the extent applicable, the successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.
- 11. 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 Bidder 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 Bidder 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.
- 12. The District, through its Executive Director of Business Affairs/CSBO, will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show financial data or other information the District deems necessary to evaluate the financial stability of the bidder.
- 13. The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bid 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) an early delivery date is entitled to more

consideration than price, (c) an earlier delivery date is to be disregarded because of the reputation of the vendor for not meeting delivery dates, (d) a vendor is not a responsible vendor and should be disregarded and (e) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the prices bid by the bidder will prevail and be considered accurate.

- 14. The District is exempt from paying Illinois Use Tax (III. Rev. State., ch. 120, Para. 439.3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (III. Rev. Stat., ch. 120, Para. 441).
- 15. The District is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, para. 4221).
- 16. Cicero School District 99 is Tobacco Free in all buildings and on its grounds. No employees of the successful bidder or any subcontractors may violate this provision.
- 17. All pricing shall be on an F.O.B. destination basis with cost of packing, transportation and delivery included in the price. Shipments shall become property of the District after delivery and acceptance.
- 18. All deliveries shall be F.O.B., District Service Center, 5835 W. Roosevelt Road, Cicero, Illinois 60804 unless otherwise stated. Label all deliveries "Attention Adriano Mazzulla, Stock Manager" contact Adriano at (708) 780-4479 at least 24 hours prior to deliveries.
- 19. Delivery tickets must accompany each shipment, if applicable. Purchase order number and vendor name <u>must</u> appear on each delivery ticket and invoice.
- 20. 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.
- 21. Delivery ticket/packing slip must accompany each shipment. Purchase order number and vendor name must appear on each delivery ticket/packing and invoice. All items must be delivered on skids. All deliveries will be unloaded off the back of the semi with a fork truck, no dock is available. Truck driver is responsible for bringing all skids to the rear of the truck for offloading.
- 22. As required by law, labor estimates for this project shall be based upon those prevailing wage assignments as indicated by the Illinois Department of Labor, appropriate trade, and municipality specification work shall be performed in Cook County.
- 23. The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

GENERAL TERMS & CONDITIONS

- All bids submitted shall be guaranteed for a period of not less than one year (365 days)
 from the date of bid opening and shall be considered firm price upon receipt of a District
 purchase order. Bidder shall fill in the words "NO BID" in unused spaces on the attached
 form.
- 2. The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.
- 3. The District reserves the right to return at, vendor's expense, any part or all of a shipment not in compliance to specifications or to the terms and conditions of this document. It is planned that deliveries be accomplished during normal business hours of the District from 7:30 a.m. to 3:00 p.m.
- 4. No minimum order requirements may be made by a bidder. The School District shall order its requirement 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. Last year's order is attached for your convenience.
- 5. The successful bidder shall purchase and maintain such insurance as will protect the successful bidder from claims set forth below which may arise out of, or result from, the successful bidder's operations under the contract whether the operations be by the bidder, by a subcontractor, or by anyone employed by them. Such insurance shall be acquired for and on behalf of the successful bidder in protecting the bidder from claims for damages for bodily injuries, including sickness or disease, death and for care and loss of services, as well as from claims for property damages, including loss of use, which may arise from operations under the contract, whether such operations be by the bidder or anyone directly or indirectly employed by him or her. The successful bidder shall carry the following insurance coverage and types at a minimum:
 - A. <u>Commercial General Liability</u>: Coverage shall have minimum limits of \$1,000,000 each occurrence, and \$3,000,000 aggregate combined single limit for bodily injury liability and property damage liability, with a \$5,000,000 umbrella. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability.
 - B. <u>Business and Vehicular Liability</u>: Coverage shall have minimum limits of \$1,000,000 per accident for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

C. <u>Property Insurance</u>: Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around District property. The coverage also should include off-site and in-transit liability.

D. <u>Worker's Compensation</u>

a. State: Statutoryb. Applicable Federal: Statutory

c. Employer's Liability: \$100,000 per Accident

\$500,000 Disease, Policy Limit \$100,000 Disease, Each Empl.

The successful bidder shall be responsible for all losses which fall under any deductibles on required insurance coverage.

If subcontractors are employed, the successful bidder shall procure and maintain bodily injury and property damage liability insurance for and on behalf of the bidder for claims and damages arising out of acts of subcontractors in the same amounts as required for claims and damages arising out of acts of the successful bidder.

- 6. The successful bidder shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, the District, its officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of any kind or nature including reasonable legal fees incurred by owner arising out of:
 - A. Any infringement (actual or claimed) of any intellectual property rights, including but not limited to, patents, copyrights or trade names by reason of any work performed or to be performed by the successful bidder or by reason of anything to be supplied by the successful bidder.
 - B. Bodily injury, including death, to any person or persons (including successful bidder's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:
 - -Caused in whole or in part by an act, error or omissions by the successful bidder or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
 - -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly by the successful bidder.
- 7. The successful contractor will comply with all applicable State and Federal laws as they relate to employee safety, including, but not limited to AHERA, OSHA, Confined Space Entry, Employee Right to Know, Respiratory Protection, NESHAP, Look out Tag Out, etc.

- 8. In the event a bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.
- 9. If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.
- 10. During the performance of the work contemplated herein (whether or not federal funds are involved) the bidder agrees as follows:
 - A. The bidder will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, as those terms are defined in the Illinois Human Rights Act, (775 ILCS 5/1-10 et. seq. (hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - B. Bidders will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

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

Submittal Checklist

Remember to submit the following items with your bid. Failure to do so may result in rejection of the bid.

Signed Bid Proposal with Federal Employee Identification or Social Security Number
Sample of any substitutions
Non-Collusion Affidavit signed and notarized
Vendor's Certification for Illinois Drug-Free Work Place Act Signed by Representative and Attester
Certification of Compliance with Illinois Human Rights Act
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Minority and Women Owned Business Concern Representation
Certificate Regarding Prevailing Wages and Equal Employment Opportunities
Reference Sheet
Statement of No Interest (if applicable)
Any necessary Literature or information (if applicable)

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

)) SS	
COOK COUNTY	
The undersigned bidder or agent, being duly sworn, on oath that member, representative, or agent of the firm, company, corporate him/her, entered into any combination, collusion or agreement of price to bid by anyone at such letting, nor to prevent any person anyone to refrain from bidding, and that this bid is made without without any agreement, understanding or combination with any bidding.	tion or partnership represented by with any person relative to the from bidding nor to induce at reference to any other bid and
He/she further says that no persons or persons, firms or corpora directly or indirectly, any rebate, fee, gift, commission or thing	
	Vendor or Agent
For:	Firm or Corporation
	1
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 bid a violation of either bid-rigging or bid-rotating provisions of Ai 1961, as amended, and that the bidder hereby certifies that it can be herein and further acknowledges that the contract may be void in	rticle 33E of the Criminal Code of an enter into the contract provided
$\overline{ ext{Sig}}$	nature

VENDOR CERTIFICATIONS

Business Name: Date:		
Address:		
Telephone:	Fax:	
ILLINOIS DRUG-FREE WORKPL	ACE ACT	
The undersigned contractor hereby c	ertifies (check the one that applies):	
·	ve (25) employees does hereby certify that it is not subject to of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).	
the Illinois Drug-Free Workp drug-free workplace for all e contract by complying with t and further certify that the bi	nore employees, does hereby certify pursuant to Section 3 of place Act (ILCS 127,132.313) that the bidder shall provide a mployees engaged in the performance of work under the he requirements of the Illinois Drug-Free Workplace Act dder is not eligible for award of this contract by reason of the Illinois Drug-Free Workplace Act.	
By:	Signature	
	Printed Name of Signer	
	Printed Title of Signer	
Attest:	If a corporation	
	Printed Name of Signer	
	Printed Title of Signer	
	Signature	
	Date	

CERTIFICATION OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights 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 include 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 complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

	Address:
	Signature of Officer
	Title:
Subscribed and sworn to	
Before me this day	
of, 20	
Notary Public	

Firm Name:

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, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). 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.

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.
- 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 transaction, 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 Government Wide System for Award Management Exclusions" (SAM Exclusions) at http://www.sam.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)

MINORITY, PERSON WITH DISABILITY-OWNED, AND FEMALE-OWNED BUSINESS CONCERN REPRESENTATION

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

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 which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more or the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability.

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

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 NOT RESPONSIVE.

A. Representation. The offer or represents that it is (), a minority-owned Business concern.

B. Representation. The offeror r	represents that it is (), a female-	-owned Business concern.
C. Representation. The offeror r	represents that it is (), a disable	d-owned Business concern.
Please Check Appropriate Box	res	
African American (AFRAM)	Caucasian (CAUC)	Native American (NAAM)
Hispanic American (HISP)	American	Asian-Indian (ASIAI) American
	Female Owned (F)	
(Please Identify) Company Name		_ Address
City	State	_ Zip
Phone	Fax#	_ FEIN#
Signature of Company Official _		
Title	Date	

PREVAILING WAGES & EQUAL EMPLOYMENT OPPORTUNITIES

The undersigned hereby certifies that the Firm listed below is in compliance with and intends to be in compliance with at all times Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e. *et. seq.*, the Public Works Employment Discrimination Act, 775 ILCS 10/0.01, *et. seq.*, the Illinois Human Rights Act, 775 ILCS 5/1-101, *et. seq.*, Fair Labor Standards Act of 1938, 29 U.S.C. §201, *et. seq.*, the Minimum Wage Law, 820 ILCS 105/1, *et. seq.* and the Prevailing Wage Act, 820 ILCS 130/0.01, *et. seq.*

Firm Name:

	Bv:	
	27	(Authorized Agent of Firm)
	Title	
Subscribed and sworn to		
Before me this	day	
of, 20)	
Notary Public		

REFERENCE SHEET

Please submit the names of accounts for whom you have provided services or similar services required herein.

1.	Name Address		
	Contact Person Telephone #		
Leng	gth of time service has be	een provided	
Sum	mary of project/services	3:	
2.	Name Address		
	Contact Person Telephone #		
Leng	gth of time service has be	een provided	
Sum	mary of project/services	s:	
3.	Name Address		
	Contact Person Telephone #		
Leng	gth of time service has be	een provided	
Sum	mary of project/services	s:	

STATEMENT OF NO INTEREST

NOTE: If you are unable to submit a proposal for this work, please complete and return this form immediately.

We, the undersigned, have declined to submit a proposal on:

The Business Office of Cicero School District 99 wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

	• •		
Proposal Name:			
We are unable to subn	nit a proposal for this work due	to the following:	
Too busy at this ti	me	Unable to meet specif	ications
Bond requirement	:	Not engaged in this ty	pe work
Insurance requirer	nent	Site location too dista	nt
Length of time req	uired to obtain payment		
Project is too	large too small		
Remove us from y	our bidder's list for this commod	dity/service	
Other (specify belo	ow)		
Do you wish to be	considered in the future for sim	ilar projects?YesNo	
REMARKS:			
Signature:			
Name & Title:			
Firm:			
Phone:			
Fax:			
E-mail:			
Address:			
Street Address	City	State	Zip-Code
Date:			
Return to:	MeriAnn Besonen Executive Director of Busines Cicero School District 99 5110 W, 24 th Street Cicero, IL 60804	ss Affairs/CSBO	

Scope of Work - Art Supply Bid 2020-2021

The District is ordering art supplies for all of its 16 schools made up of one (1) Jr. High and 15 Elementary schools. Please note one of the buildings is closed.

Orders for art supplies will have one order per building. The District will send purchase orders with the delivery instructions. Below is a list of the District's buildings.

SCHOOL AND BUILDING LOCATIONS

SCHOOL/BUILDING	PHONE #	ADDRESS
ADMNISTRATION	708-863-4856	5110 W. 24th Street
BUILDING		Cicero, IL 60804
BURNHAM	708-652-9577	1630 S. 59th Avenue
SCHOOL		Cicero, IL 60804
CICERO EAST	708-652-9440	2324 S. 49th Avenue
SCHOOL		Cicero, IL 60804
CICERO WEST	708-780-4487	4937 W. 23rd Street
SCHOOL		Cicero, IL 60804
COLUMBUS EAST	708-652-6085	3100 S. 54th Avenue
SCHOOL		Cicero, IL 60804
COLUMBUS WEST	708-780-4482	5425 W. 31st Street
SCHOOL		Cicero, IL 60804
DREXEL	708-652-5532	5407 W. 36th Street
SCHOOL		Cicero, IL 60804
GOODWIN	708-652-5500	2625 S. Austin Blvd.
SCHOOL		Cicero, IL 60804
LIBERTY	708-780-4475	4946 W. 13th Street
SCHOOL		Cicero, IL 60804
LINCOLN	708-652-8889	3545 S. 61st Avenue
SCHOOL		Cicero, IL 60804
McKINLEY	708-652-8890	5900 W. 14th Street
SCHOOL		Cicero, IL 60804
ROOSEVELT	708-652-7833	1500 S. 50th Avenue
SCHOOL		Cicero, IL 60804
SHERLOCK	708-652-8885	5347 W. 22nd Place
SCHOOL		Cicero, IL 60804
UNITY JR.*	708-863-8229	2115 S. 54th Avenue
HIGH SCHOOL		Cicero, IL 60804
WARREN PARK	708-863-2220	1225 S. 60th Court
SCHOOL		Cicero, IL 60804
WILSON	708-652-2252	2310 S. 57th Avenue
SCHOOL		Cicero, IL 60804
WOODBINE	708-652-8884	3003 S. 50th Court
SCHOOL		Cicero, IL 60804
DISTRICT	708-863-3774	5835 W. Roosevelt Road
SERVICE CENTER		Cicero, IL 60804
TRANSPORTATION	708-863-8926	1941 S. Laramie Avenue
CENTER		Cicero, IL 60804

^{*} Unity Jr. High School start at 8:00 a.m. The Elementary schools start at 8:40 a.m.

BID SPECIFICATIONS ART SUPLIES:

Included in this document is the list of the bid items. Included in the email you received an excel document. Please respond on the excel spreadsheet. Please return a paper copy and a saved copy on an electric devise. Include this in your bid response.

DO NOT EMAIL A COPY OF YOUR BID RESPONSE FORM. THIS IS A SEALED BID AND YOU MAY BE DISQUALIFIED FOR SENDING THE FORM.

For the items on the bid list that require samples, please send the samples to: Board of Education District 99 ATTN: Sofia Ceballos, 5110 West 24th Street, Cicero, IL 60804.

Any time you Substitute for any item on the list you MUST include a sample.

ITEM #	DESCRIPTION
	Glue – White, 16 oz. – Elmer's Only
	Erasers – Gum (Per Dozen)
	Brushes – flat Easel ¼" (Per Dozen)
	Drawing Paper – White 12" x 18" (ream) 40#
	Tissue 12" x 18" (PKG of 50)
	Tissue "Pomps" Assorted 6" x6" (PKG of 300)

MAKE SURE SAMPLES ARE PROPERLY MARKED TO INDICATE THAT THEY ARE COMING FROM YOUR COMPANY. THERE HAVE BEEN SAMPLES RECEIVED FROM COMPANIES IN THE PAST THAT HAVE NOT BEEN CLEARLY MARKED AS INSTRUCTED. IT IS IMPORTANT TO MATCH SAMPLES WITH VENDORS.

BID PROPOSAL – ART SUPPLIES

We hereby agree to furnish the heretofore named items as shown at the prices stated within the delivery time allotted and that quantity and quality will be in conformance with the stated specifications. The signing of this bid form is construed as acceptance of all provisions contained herein.

Authorized Rep. Name:	Please print										
Signature:		Date:									
Title:		E-mail Address:									
Name of Firm:											
Address:											
Phone Number:		FEIN/Social Secu	urity #:								
Fax Number:		Website address:									
Does the company	have a current contract with the Sta	ate of Illinois? Yes N	No								
	ADDENDA A	ACKNOWLEDGMENT									
	knowledges receipt of the following action acknowledged, the bid may be co		nd date appearing on each addendum).								
Addendum #	<u>Dated</u>	Addendum #	<u>Dated</u>								

BID QUOTE FORM – ART SUPPLIES

CICERO SCHOOL DISTRICT #99 Art Supplies Bidder Response Form 2020-2021

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ITEM / DESCRIPTION / SIZE / COLOR		BRAND ITEM#	QUANTITY	,	UNIT C	OST		TOTAL COST	COMMENTS
1 Tempera Tone Liquid 16 oz.	Black		21	ea	\$	-	ea	\$ -	
	Blue		36		\$	-	ea	\$ -	
	Brown		15	ea	\$	-	ea	\$ -	
	Salmon			ea	\$	-	ea	\$ -	
	Green		26	ea	\$	-	ea	\$ -	
	Orange		17	ea	\$	-	ea	\$ -	
	Pink		14	ea	\$	-	ea	\$ -	
	Red		35		\$	-	ea	\$ -	
	Violet		15	ea	\$	-	ea	\$ -	
	White		32	ea	\$	-	ea	\$ -	
	Yellow		27	ea	\$	-	ea	\$ -	
2 Construction 9 x 12 - Pkg. of 50 #40	Assorted		138	pk	\$	-	pk	\$ -	
	Black		134	pk	\$	-	pk	\$ -	
	Blue		136	pk	\$	-	pk	\$ -	
	Lt. Blue		71		\$	-	pk	\$ -	
	Brown		83	pk	\$	-	pk	\$ -	
	Salmon		53	pk	\$	-	pk	\$ -	
	Green		164	pk	\$	-	pk	\$ -	
	Lilac		56	pk	\$	-	pk	\$ -	
	Orange		124	•	\$	-	pk	\$ -	
	Pink		109	pk	\$	-	pk	\$ -	
	Red		176	pk	\$	-	pk	\$ -	
	Violet		74	pk	\$	-	pk	\$ -	
	White		139	pk	\$	-	pk	\$ -	
	Yellow		125	pk	\$	-	pk	\$ -	
	Lime		42	pk	\$	-	pk	\$ -	
	Tan		31	pk	\$	-	pk	\$ -	
3 Construction 12 x 18 - Pkg. of 50 #46	2 Assorted		84	pk	\$	-	pk	\$ -	
-	Black		66	pk	\$	-	pk	\$ -	
	Blue		48	pk	\$	-	pk	\$ -	
	Lt. Blue		25	pk	\$	-	pk	\$ -	
	Brown		21	pk	\$	-	pk	\$ -	
	Salmon		11	pk	\$	-	pk	\$ -	
	Green		63		\$	-	pk	\$ -	
	Lilac		Page 1 18	•	\$	-	pk	\$ -	
	Orange			pk	\$	-	pk	\$ -	

Pink 29 pk \$ - pk \$ - Red 79 pk \$ - pk \$ -	
Violet	
White 95 pk \$ - pk \$ -	
Yellow 40 pk \$ - pk \$ -	
Black 9 pk \$ - pk \$ -	
Blue	
Lt. Blue 4 pk \$ - pk \$ -	
Brown 3 pk \$ - pk \$ -	
Green 10 pk \$ - pk \$ -	
Orange 4 pk \$ - pk \$ -	
Pink 1 pk \$ - pk \$ -	
Red 12 pk \$ - pk \$ -	
White 30 pk \$ - pk \$ -	
Yellow 7 pk \$ - pk \$ -	
Lime 2 pk \$ - pk \$ -	
5 Yarns - skein Black 12 ea \$ - ea \$ -	
Blue 8 ea \$ - ea \$ -	
Brown 2 ea \$ - ea \$ -	
Green 8 ea \$ - ea \$ -	
Orange 7 ea \$ - ea \$ -	
Pink 8 ea \$ - ea \$ -	
Red 9 ea \$ - ea \$ -	
White 7 ea \$ - ea \$ -	
Yellow 2 ea \$ - ea \$ -	
6 Tissue 12 x 18 - Pkg. of 50 Assorted 35 pk \$ - pk \$ -	
Black 1 pk \$ - pk \$ -	
Lt. Blue 6 pk \$ - pk \$ -	
Green 9 pk \$ - pk \$ -	
Orange 6 pk \$ - pk \$ -	
Pink	
Red 10 pk \$ - pk \$ -	
White 6 pk \$ - pk \$ -	
Yellow 4 pk \$ - pk \$ -	
7 Tissue "Pomps" 6 x 6 - Pkg. of 300 64 pk \$ - pk \$ -	
8 Drawing Paper - Manila 12 x 18 ream 43 rm \$ - rm \$ -	
9 Drawing Paper - Manila 18 x 24 ream 7 rm \$ - rm \$ -	
10 Drawing Paper - White 12 x 18 ream 58 rm \$ - rm \$ -	
11 Poster Board - White 22 x 28 per sheet 1493 ea \$ - ea \$ -	
12 White Glue - (ELMER'S ONLY) 16 oz. 337 ea \$ - ea \$ -	
13 Flat Easel 1/4" - per dozen 26 doz \$ - doz \$ -	
14 Flat Easel 1/2" - per dozen Page 2 12 doz \$ - doz \$ -	
15 Round Pointed No. 7 - per dozen 8 doz \$ - doz \$ -	
16 Chalk - Colored - Box of 12 85 box \$ - box \$ -	

17	Clay - Model - 1 lb.	122	ea	\$ -	ea	\$ -	
18	Craft Sticks - per 1000	58	box	\$ =	box	\$ -	
19	Pipe Cleaners 12" Fluffy - per 100	154	pk	\$ -	pk	\$ -	
20	Needles - steel (large eye) per dozen	8	doz	\$ -	doz	\$ -	
21	Felt Squares 9 x 12 Asst. bright colors - 12/pkg.	68	pk	\$ -	pk	\$ -	
22	Scissors - Student 5" - FISKAR'S ONLY	449	ea	\$ -	ea	\$ -	
23	Bucket - 1 Gallon	18	ea	\$ -	ea	\$ -	
24	Sharpies - Black - NOT CHISEL - FINE POINT	529	ea	\$ -	ea	\$ -	
25	Chart Markers - Assorted/Scented 8/set	232	set	\$ -	set	\$ -	
26	Lunch Bags 6 x 12 x 3-3/4 Pkg. of 100	118	pk	\$ -	pk	\$ -	
27	Paint Trays - Large Well 6 hole	102	ea	\$ -	ea	\$ -	
28	Plastic Cups - Clear 5 1/2 oz. 25/pk	82	pk	\$ -	pk	\$ -	
29	Paper Plates - 8-3/4" Pkg. of 125	193	pk	\$ -	pk	\$ -	

CICERO SCHOOL DISTRICT #99 Bid Summary - Art Supplies 2019-2020

				BLICK	NASCO		Pyramid School		School Specialty		Standard Stationery		
ITE	EM / DESCRIPTION / SIZE / COLOR		QUANTIT	Υ	ART	Price	Extended	Price	Extended	Price	Extended	Price	Extended
1	Tempera Tone Liquid 16 oz.	Black	24	ea	NO BID	1.80	43.20	1.05	25.20	2.28	54.72	0.94	22.56
		Blue	29	ea	NO BID	1.80	52.20	1.05	30.45	2.28	66.12	0.94	27.26
		Brown	16	ea	NO BID	1.80	28.80	1.05	16.80	2.28	36.48	0.94	15.04
		Salmon	12	ea	NO BID	1.80	21.60	1.05	12.60	2.28	27.36	NO BID	NO BID
		Green	31	ea	NO BID	1.80	55.80	1.05	32.55	2.28	70.68	0.94	29.14
		Orange	19	ea	NO BID	1.80	34.20	1.05	19.95	2.28	43.32	0.94	17.86
		Pink	21	ea	NO BID	1.80	37.80	1.05	22.05	2.28	47.88	1.38	28.98
		Red	37	ea	NO BID	1.80	66.60	1.05	38.85	2.28	84.36	0.94	34.78
		Violet	18	ea	NO BID	1.80	32.40	1.05	18.90	2.28	41.04	0.94	16.92
		White	28	ea	NO BID	1.80	50.40	1.05	29.40	2.28	63.84	NO BID	NO BID
		Yellow	30	ea	NO BID	1.80	54.00	1.05	31.50	2.28	68.4	0.94	28.2
2	Construction 9 x 12 - Pkg. of 50 #40	Assorted	152	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	121.6	NO BID	NO BID
		Black	171	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	136.8	NO BID	NO BID
		Blue	184	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	147.2	NO BID	NO BID
		Lt. Blue	104	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	83.2	NO BID	NO BID
		Brown	117	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	93.6	NO BID	NO BID
		Salmon	66	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.22	80.52	NO BID	NO BID
		Green	208	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	166.4	NO BID	NO BID
		Lilac	70	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.22	85.4	NO BID	NO BID
		Orange	158	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	126.4	NO BID	NO BID
		Pink	139	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	111.2	NO BID	NO BID
		Red	251	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	200.8	NO BID	NO BID
		Violet	110	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	88	NO BID	NO BID
		White	209	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	167.2	NO BID	NO BID
		Yellow	164	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	131.2	NO BID	NO BID
		Lime	67	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.22	81.74	NO BID	NO BID
		Tan	63	pk	NO BID	NO BID	NO BID	NO BID	NO BID	0.80	50.4	NO BID	NO BID
3	Construction 12 x 18 - Pkg. of 50 #40	Assorted	95	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	145.35	NO BID	NO BID
		Black	68	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	104.04	NO BID	NO BID
		Blue	60	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	91.8	NO BID	NO BID
		Lt. Blue	34	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	52.02	NO BID	NO BID
		Violet		pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	36.72	NO BID	NO BID
		White	102	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	156.06	NO BID	NO BID
		Yellow	56	pk	NO BID	NO BID	NO BID	NO BID	NO BID	1.53	85.68	NO BID	NO BID
		Lime	17	pk	NO BID	NO BID	NO BID	NO BID	NO BID	2.65	45.05	NO BID	NO BID
		Tan	3	pk	N POPPER OF IN	NO BID	NO BID	NO BID	NO BID	1.53	4.59	NO BID	NO BID
4	Construction 18 x 24 - Pkg. of 50 #40	Assorted	51	pk	NO BID	NO BID	NO BID	NO BID	NO BID	3.50	178.5	NO BID	NO BID

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		Black			NO BID	NO BID	NO BID	NO BID	NO BID	3.50	45.5	NO BID	NO BID
		Blue		pk	NO BID	NO BID	NO BID	NO BID	NO BID	3.50	28	NO BID	NO BID
ļ		White			NO BID	NO BID	NO BID	NO BID	NO BID	3.50	112	NO BID	NO BID
1		Yellow			NO BID	NO BID	NO BID	NO BID	NO BID	3.50	17.5	NO BID	NO BID
		Lime			NO BID	NO BID	NO BID	NO BID	NO BID	5.50	5.5	NO BID	NO BID
5	Yarns - skein	Black		ea	NO BID	1.86	39.06	2.05	43.05	2.87	60.27	NO BID	NO BID
		Blue		ea	NO BID	1.86	24.18	2.05	26.65	2.87	37.31	NO BID	NO BID
		Brown		ea	NO BID	1.86	1.86	2.05	2.05	NO BID	NO BID	NO BID	NO BID
		Green		ea	NO BID	1.86	18.60	2.05	20.50	2.87	28.7	NO BID	NO BID
		Orange			NO BID	1.86	11.16	2.05	12.30	NO BID	NO BID	NO BID	NO BID
		Pink			NO BID	1.86	13.02	NO BID	NO BID	2.87	20.09	NO BID	NO BID
		Red	11	ea	NO BID	1.86	20.46	2.05	22.55	2.87	31.57	NO BID	NO BID
		White	15	ea	NO BID	1.86	27.90	2.05	30.75	2.87	43.05	NO BID	NO BID
		Yellow	4	ea	NO BID	1.86	7.44	2.05	8.20	2.87	11.48	NO BID	NO BID
6	Tissue 12 x 18 - Pkg. of 50	Assorted	62	pk	NO BID	2.52	156.24	2.60	161.2	2.25	139.5	NO BID	NO BID
		Blue	4	pk	NO BID	NO BID	NO BID	2.69	10.76	2.79	11.16	NO BID	NO BID
		White	8	pk	NO BID	NO BID	NO BID	2.69	21.52	2.79	22.32	NO BID	NO BID
7	Tissue "Pomps" 6 x 6 - Pkg. of 300		81	pk	NO BID	2.70	218.70	2.19	177.39	2.20	178.2	NO BID	NO BID
10	Drawing Paper - White 12 x 18 ream		67	rm	NO BID	NO BID	NO BID	NO BID	NO BID	10.53	705.51	NO BID	NO BID
11			1301	ea	NO BID	NO BID	NO BID	NO BID	NO BID	0.18	234.18	NO BID	NO BID
12	White Glue - (ELMER'S ONLY) 16 oz	<u>z</u> .	566	ea	NO BID	3.81	2156.46	3.38	1913.08	3.35	1896.1	NO BID	NO BID
13	Flat Easel 1/4" - per dozen		13	doz	NO BID	4.56	59.28	2.16	28.08	2.38	30.94	1.23	15.99
15	Round Pointed No. 7 - per dozen		8	doz	NO BID	NO BID	NO BID	2.76	22.08	1.62	12.96	1.28	10.24
16	Chalk - Colored - Box of 12		81	box	NO BID	0.49	39.69	0.30	24.30	0.24	19.44	NO BID	NO BID
17	Clay - Model - 1 lb.		203	ea	NO BID	1.51	306.53	1.09	221.27	1.08	219.24	NO BID	NO BID
18	Craft Sticks - per 1000		57	box	NO BID	3.40	193.80	3.59	204.63	3.68	209.76	NO BID	NO BID
19	Pipe Cleaners 12" Fluffy - per 100		155		NO BID	1.06	164.30	0.72	111.60	0.70	108.5	0.59	91.45
21	Felt Squares 9 x 12 Asst. bright color	s - 12/pka.	80	pk	NO BID	2.79	223.20	3.95	316.00	12.10	968.00	NO BID	NO BID
22	Scissors - Student 5" - FISKAR'S ON		716		NO BID	1.65	1181.40	1.36	973.76	1.38	988.08	NO BID	NO BID
23	Bucket - 1 Gallon			ea	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
24	Sharpies - Black - NOT CHISEL - FIN	IE POINT	100	_	NO BID	0.69	69.00	0.47	47.00	7.88	788.00	NO BID	NO BID
25	Chart Markers - Assorted/Scented	8/set		-	NO BID	3.92	1438.64	3.25	1192.75	7.71	2829.57	NO BID	NO BID
26	Lunch Bags 6 x 12 x 3-3/4 Pkg. of 10		141		NO BID	10.97	1546.77	NO BID	NO BID	6.30	888.3	NO BID	NO BID
27	Paint Trays - Large Well 6 hole	-	113		NO BID	1.37	154.81	NO BID	NO BID	0.71	80.23	NO BID	NO BID
28	Plastic Cups - Clear 5 1/2 oz.	25/pk		pk	NO BID	2.97	258.39	NO BID	NO BID	1.70	147.9	NO BID	NO BID
29	Paper Plates - 8-3/4" Pkg. of 125	_0/pix	211		NO BID	2.18	459.98	NO BID	NO BID	1.66	350.26	NO BID	NO BID
				14.,	NO BID	\$16	3.68		01.43		57.22		7.68
					BLICK	NAS	SCO	Pyramio	l School	School S	Specialty	Standard	Stationery