



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 **Paper Supplies**.

The enclosed bid form(s) **must** 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 **"SEALED BID FOR PAPER SUPPLIES- May 1, 2020 at 2:30 PM."** 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

TABLE OF CONTENTS

Bidding Instructions	Page 3
Bidding Terms & Conditions	Page 6
Bidding Check List & Forms	Page 9
Bid Specifications	Page 20
Bid Results 2019-2020	Page 21

Submittals

Submittal Checklist

- ☐ Bid Proposal
- ☐ Sample of **paper if “equivalent”**
- ☐ Non-Collusion Affidavit
- ☐ Illinois Drug-Free Work Place Act
- ☐ Certification Regarding Sexual Harassment
- ☐ Certification Regarding Debarment
- ☐ Minority and Women Owned Business Concern Representation
- ☐ Certificate Regarding Prevailing Wages and Equal Employment Opportunities
- ☐ Reference Sheet
- ☐ Statement of No Interest Proposal

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 **Paper Supplies 2020-2021**. Bids must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before **2:30 PM May 1, 2020**. Unsigned or late bids will not be considered.

BIDDING INSTRUCTIONS

1. 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 PAPER SUPPLIES MAY 1, 2020 - 2:30 PM."** Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.
2. The District does not assume the responsibility for **delayed postal deliveries** and **does not** 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. Signatures shall be executed by a principal 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 **prior** 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 eliminate the bid from consideration.** 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 (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).
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 consignee 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 Jim Kucharczyk, Stock Manager" **contact Jim Kucharczyk 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 must 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.

BIDDING TERMS & CONDITIONS

1. 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.
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. Commercial General Liability: 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. Business and Vehicular Liability: 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. Property Insurance: 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. Worker's Compensation

- | | |
|--------------------------|---------------------------------|
| a. State: | Statutory |
| b. 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 **Paper if used "or equivalent"**
- ☐ 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)

CICERO SCHOOL DISTRICT 99

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

VENDOR CERTIFICATIONS

ILLINOIS DRUG-FREE WORKPLACE ACT

Business Name: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned contractor hereby certifies (check the one that applies):

_____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

_____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) that the bidder 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 certify that the bidder is not eligible for award of this contract by reason of debarment for a violation 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

CICERO SCHOOL DISTRICT 99

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.

Firm Name: _____

Address: _____

Signature of Officer

Title: _____

Subscribed and sworn to

Before me this _____ day

of _____, 20__

Notary Public

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.
 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 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)

CICERO SCHOOL DISTRICT 99

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 of 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 MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.

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) ☐ Asian-Indian (ASIAI)
 American American

☐ Other _____
(Please Identify) ☐ Female Owned (F)

Company Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Fax# _____ FEIN# _____

Signature of Company Official _____

Title _____ Date _____

CICERO SCHOOL DISTRICT 99

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: _____

By: _____
(Authorized Agent of Firm)

Title

Subscribed and sworn to

Before me this _____ day

of _____, 20_____

Notary Public

CICERO SCHOOL DISTRICT 99

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 # _____

Length of time service has been provided _____

Summary of project/services:

2. Name _____
 Address _____

 Contact Person _____
 Telephone # _____

Length of time service has been provided _____

Summary of project/services:

3. Name _____
 Address _____

 Contact Person _____
 Telephone # _____

Length of time service has been provided _____

Summary of project/services:

CICERO SCHOOL DISTRICT 99

STATEMENT OF NO INTEREST

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

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.

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

Proposal Name: _____

We are unable to submit a proposal for this work due to the following:

____ Too busy at this time ____ Unable to meet specifications

____ Bond requirement ____ Not engaged in this type work

____ Insurance requirement ____ Site location too distant

____ Length of time required to obtain payment

____ Project is ____ too large ____ too small

____ Remove us from your bidder's list for this commodity/service

____ Other (specify below)

____ Do you wish to be considered in the future for similar projects? ____ Yes ____ No

REMARKS:

Signature: _____

Name & Title: _____

Firm: _____

Phone: _____

Fax: _____

E-mail: _____

Address:

_____	_____	_____	_____
Street Address	City	State	Zip-Code

Date: _____

Return to: MeriAnn Besonen
Executive Director of Business Affairs/CSBO
Cicero School District 99
5110 W, 24th Street
Cicero, IL 60804

Scope of Work – PAPER BID

The District is ordering paper for the entire year for all of its 18 schools and locations. We anticipate ordering paper approximately four (4) times during the year for a total of the amount in the bid specifications. The first delivery should be to our district no later than June 30, 2020.

BID SPECIFICATIONS – PAPER BID:

In this document page 20 is a copy of the excel spread sheet that will be used for the bid response. In the email with this bid document you have received an excel spreadsheet. Please respond on the spreadsheet. The spreadsheet is protected, you can only enter information in the cells highlighted in green.

Please print the excel spreadsheet out to include as part of your sealed bid. Also include an electronic copy of the spreadsheet on a stick or digital format in the sealed bid envelope.

CICERO SCHOOL DISTRICT 99

BID PROPOSAL – PAPER BID

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 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 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
2020-2021 PAPER BID**



Bidder

ITEM NO.	QUANTITY # Reams	ITEM / DESCRIPTION	SIZE	COLOR	UNIT COST	EXTENDED TOTAL	COMMENTS
1	25,200 reams	Item 1 must be HAMMERMILL 162008 - No Substitutions 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	250 reams	Premium grade color 20# copy paper suitable for high-speed copiers and laser printers. 500 sheets per package HAMMERMILL 103382 - No Substitutions	8-1/2" x 11"	Pink	\$ - ream	\$ -	
	250 reams	HAMMERMILL 103309 - No Substitutions	8-1/2" x 11"	Blue	\$ - ream	\$ -	
	600 reams	HAMMERMILL 103366 - No Substitutions	8-1/2" x 11"	Green	\$ - ream	\$ -	
	350 reams	HAMMERMILL 103341 - No Substitutions	8-1/2" x 11"	Canary	\$ - ream	\$ -	
	200 reams	HAMMERMILL 103168 - No Substitutions	8-1/2" x 11"	Goldenrod	\$ - ream	\$ -	
	230 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Red	\$ - ream	\$ -	
	260 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Yellow	\$ - ream	\$ -	
	310 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Green	\$ - ream	\$ -	
	300 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Orange	\$ - ream	\$ -	
	230 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Pink	\$ - ream	\$ -	
3	100 reams	Item 3 must be XEROX 3R2051 or HAMMERMILL 162016 only - No Substitutions 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	30 reams	Item 3 must be XEROX 30R2047RM or HAMMERMILL 105023 only - No Substitutions White multi-purpose 20# virgin copier paper Must average at least 88% opacity 92% Brightness 4.7 Moisture Content	11" x 17"	White	\$ - ream	\$ -	

**CICERO SCHOOL DISTRICT 99
2019-2020 PAPER BID SUMMARY**

					Veritiv Operating Company		Midland Paper	
ITEM NO.	QUANTITY # Reams	ITEM / DESCRIPTION	SIZE	COLOR	UNIT COST	EXTENDED TOTAL	UNIT COST	EXTENDED TOTAL
1	25,200 reams	Item 1 must be HAMMERMILL 162008 - No Substitutions 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	\$ 3.49 ream	\$ 87,948.00	NO BID ream	\$ -
2	250 reams	Premium grade color 20# copy paper suitable for high-speed copiers and laser printers. 500 sheets per package HAMMERMILL 103382 - No Substitutions	8-1/2" x 11"	Pink	\$ 4.20 ream	\$ 1,050.00	NO BID ream	\$ -
	250 reams	HAMMERMILL 103309 - No Substitutions	8-1/2" x 11"	Blue	\$ 4.20 ream	\$ 1,050.00	NO BID ream	\$ -
	600 reams	HAMMERMILL 103366 - No Substitutions	8-1/2" x 11"	Green	\$ 4.20 ream	\$ 2,520.00	NO BID ream	\$ -
	350 reams	HAMMERMILL 103341 - No Substitutions	8-1/2" x 11"	Canary	\$ 4.20 ream	\$ 1,470.00	NO BID ream	\$ -
	200 reams	HAMMERMILL 103168 - No Substitutions	8-1/2" x 11"	Goldenrod	\$ 4.20 ream	\$ 840.00	NO BID ream	\$ -
	230 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Red	\$ 6.55 ream	\$ 1,506.50	NO BID ream	\$ -
	260 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Yellow	\$ 6.55 ream	\$ 1,703.00	NO BID ream	\$ -
	310 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Green	\$ 6.55 ream	\$ 2,030.50	NO BID ream	\$ -
	300 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Orange	\$ 6.55 ream	\$ 1,965.00	NO BID ream	\$ -
	230 reams	60# weight Wausau paper - No Substitutions	8-1/2" x 11"	Fluorescent Pink	\$ 6.55 ream	\$ 1,506.50	NO BID ream	\$ -
3	100 reams	Item 3 must be XEROX 3R2051 or HAMMERMILL 162016 only - No Substitutions 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	\$ 5.30 ream	\$ 530.00	NO BID ream	\$ -
4	30 reams	Item 3 must be XEROX 30R2047RM or HAMMERMILL 105023 only - No Substitutions White multi-purpose 20# virgin copier paper Must average at least 88% opacity 92% Brightness 4.7 Moisture Content	11" x 17"	White	\$ 8.30 ream	\$ 249.00	NO BID ream	\$ -
						\$ 104,368.50	\$ -	