
PURCHASING DEPARTMENT

May 8, 2024

To: Vendors of Record

The attached Specifications detail **Copy Paper** requirements for Community High School District 99. If you are interested in bidding, Specifications for this bid may be examined and downloaded electronically via buildingconnected.com. Please send email to kkucharski@csd99.org to receive electronic invitation after 3:00 PM on May 8, 2024.

Per Governor Pritzker Executive Order 2020-15 allowing school districts to communicate, respond to, and open bids electronically for school construction projects, bids for this project (**Copy Paper**) will be accepted via Building Connected and all bids must be uploaded to Building Connected on or before 9:00 am on May 22nd, 2024. Mailed or Emailed Bids will not be accepted. Bid pricing must be submitted using Excel spreadsheet in bid package. The Board of Education reserves the right to accept or reject any or all bids.

Bids will be opened and read by Community High School District 99 and the bid opening will be recorded. Only 1 full copy of the bid is required for electronic submission. Should anyone need instructions on how to upload their bid on Building Connected please reach out to Kristen Kucharski at 630-795-7142 or kkucharski@csd99.org.

All questions concerning this project or those concerning bidding requirements should be directed to: kkucharski@csd99.org. Questions must be received via email until 12:00 p.m. May 15, 2024.

Kristen Kucharski
Executive Assistant to Physical Plant & Operations

REQUEST FOR PROPOSAL

RECYCLED COPY PAPER

I. Information to Bidders

- A. Per Governor Pritzker Executive Order 2020-15 allowing school districts to communicate, respond to, and open bids electronically for school projects, bids for this project (**Copy Paper**) will be accepted via Building Connected and all bids must be uploaded to Building Connected on or before 9:00 am on May 22nd, 2024. Mailed or Emailed Bids will not be accepted. Bid pricing must be submitted using Excel spreadsheet in the bid package. The Board of Education reserves the right to accept or reject any or all bids.
- B. It is the intent that these Specifications admit to adequate competition. Bidders may quote equal or superior products. In this case, samples and manufacturers product information must be submitted with the bid proposal.
- C. Each bidder shall acquaint themselves with the Specifications so as to become completely familiar with the conditions pertinent to the work required. The failure of any bidder to exercise his/her privileges of the foregoing will in no way relieve the bidder from any obligation with respect to the bid.
- D. The Purchasing Office and/or Board of Education of Community High School District 99 reserves the right to reject any and all bids and to waive any informalities in bidding and to award a contract in the best interest of the District.
- E. No bid proposal may be withdrawn for a period of 60 days after the time set for opening bids.
- F. Award of Contract
Award of Contract will be based upon the lowest “Total Cost” bid submitted that meets specification and is in the best interest of the District. Pricing will remain in effect for the school year ending June 30, 2025.
- G. Title and Risk of Loss
Title to the goods herein described shall not pass until said goods have actually been received and accepted by the owner.
- H. Inspection
All products shall be subject to inspection and test by the owner. The owner reserves the right to reject all goods deemed defective or which fail to meet the Specifications contained

herein. Rejected goods will be removed at the Seller's expense. The Seller will bear all costs of inspection and all risk of loss.

I. Payment

No payments will be made for partial delivery. Payment shall not constitute acceptance if subsequent inspection discloses defects in material or workmanship or a failure to meet Specifications. Delivery is to be made after July 1, 2024. Invoices submitted at that time will be paid within 45 days. Discounts for earlier payment will be considered.

J. Compliance with Laws

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

K. State Tax

The Board is exempt from paying Illinois Use Tax (Ill. Rev. Stat. 1987, ch. 120, par. 439.3) and sales to the Board are exempt from Illinois Retailers Occupation Tax (Ill. Rev. Stat. 1987, ch. 120, par. 441). Our tax ID number is E9997-3049-07.

L. Discrepancies

Should a bidder find, during the examination of the contract documents or after his visit to the site, any discrepancies, omissions, ambiguities, or conflicts in or among the contract documents, or should he be in doubt as to their meaning, he shall at once bring the questions to the attention of the owner for answer and interpretation. The owner will review the question and where information sought is not clearly shown on the contract drawings or specified, will issue an addendum to all bidders in which the interpretation will be made. All addenda to bidders are to be incorporated in the bids and will become a part of the contract documents. No oral interpretation by the owner will be binding: only instructions in writing will be deemed valid. To receive consideration, requests for interpretation must be made no later than three (3) working days prior to the date set for receipt of bids.

M. Equal Employment Opportunity Agreement

All proposals are subject to the Equal Employment Opportunity clause of the Fair Employment Practices Commission

N. Communications

All communications, requests, and so forth, shall be emailed to Kristen Kucharski at kkucharski@csd99.org.

II. Specifications

A. The bid proposal form (BPF) details the types and sizes of each paper item. If substitutions are to be made, notice must be given on the bid form.

- B. Bid proposals will include cartage or freight for such delivery as follows:
1. One delivery date, July 2024 is required.
 2. Delivery shall be to the **District's three Downers Grove, Illinois, building sites**. The order will be placed on the truck in such a manner so that each District building will receive only their order and not be required to further separate paper products so as to subdivide for the other buildings.
- C. Quantities: the paper quantities as listed on the bid form are reasonable estimates. It is possible the final quantity ordered will be somewhat different. The vendor shall hold his unit prices for any such quantity changes, for a period of 90 days from award of contract.
- D. All paper shall be **Recycled multipurpose 20# xerographic copy paper minimum 92+ brightness** products unless otherwise noted.
- E. Samples of each paper product will be requested prior to the bid award. The owner reserves the right to accept or reject any or all bids based on the results of inspection of the samples provided.

Bid Proposal Form

TO: Board of Education
Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

FROM:

Name of Vendor

a) Individual ()

b) Partnership ()

c) Corporation ()

Street Address

City

State

Zip

Contact

Phone Number

Signature of Bid Preparer

Date

FOR: Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

In accordance with Contract Documents as prepared by:

Kristen Kucharski
Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

Bid Proposal Form

Bid Proposal Form

Contractor's Certification

Bid Proposal

_____, as part of its bid on a
Name of Contractor

contract for _____ to
General Description of item(s) bid on

contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

Authorized Agent of Contractor

Subscribed and sworn to before me this

_____ day of _____, 2024.

Notary Public

Bid Proposal Form

Bid Proposal Form

Contractor's Certification

Contract Execution

_____, having executed a contract for

Name of Contractor

_____ with

General Description of item(s) bid on

_____, hereby certifies that said

Name of Governmental Body

contractor is not barred from executing said contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

Authorized Agent of Contractor

Subscribed and sworn to before me this

_____ day of _____, 2024.

Notary Public

Bid Proposal Form

BID PROPOSAL FORM

The undersigned bidder, being familiar with the Contract Documents pertaining to said work, including Information to Bidders, the Bid Specifications, the Bid Proposal Form, and all authorized Addenda distributed by the owner, hereby proposes to furnish all labor, materials, supplies, tools, equipment and services necessary

to perform and complete, in a satisfactory and workmanlike manner, in accordance with said Contract Documents, all the work described herein.

Bidder hereby acknowledges the receipt of the following Addenda (if any) distributed by the owner:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

The quantities shown are based on the owner's best estimate of paper needs. The owner reserves the right to add to or deduct from any item herein set forth, or to delete in total, as its best interest may be served, in which case the "Base Bid Totals" will be altered in accordance with the unit prices submitted.

END OF BID FORM