

BREMEN HIGH SCHOOL DISTRICT #228

BID SPECIFICATIONS FOR

PAPER

Name of Company submitting bid

Address

City

State

Zip

Telephone

Date

Authorized Signature and position of person submitting bid

Print name of person submitting bid

Sealed bids, clearly marked "Paper Bid" on the envelope will be accepted at the office of Bremen Community High School District #228 Administrative Center, 15233 Pulaski Road, Midlothian, IL 60445, until 2:00 pm on Thursday, September 1, 2022.

Per the attached instructions and specifications.

INSTRUCTIONS TO BIDDERS:

1. Your bid must be made on this form and is to be submitted no later than 2:00 pm on Thursday, September 1, 2022.
2. Sign, date, and return the original; retain a duplicate for your files.
3. Sign, date and return the enclosed *CERTIFICATE OF ELIGIBILITY TO BID* form and the *CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT* form with your bid.
4. Bremen High School District #228 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Exemption certificates will be furnished on request.
5. Prices quoted shall include all charges for packing, transportation, insurance and delivery to the five school sites as indicated:

15203 Pulaski Road, Midlothian, IL 60445 - Bremen H. S.
6111 W. 175th St., Tinley Park, IL 60477 - Tinley Park H. S.
17401 S. Pulaski Road, Country Club Hills, IL 60478 - Hillcrest H. S.
15201 S. Central Avenue, Oak Forest, IL 60452 - Oak Forest H. S.
15233 S. Pulaski Road, Midlothian, IL 60445 - Administrative Center

****Shipping to all five buildings should include a hydraulic tailgate and a pallet jack.***

All bids shall be submitted without modification or reservations on the accompanying schedule of items and bid form with each space properly filled in.

Any explanation or statement which the supplier wishes to make must be placed in the same envelope and attached to the bid. Unless the supplier so indicates, it is understood that the prices are in strict accordance with the specifications and schedule, and reflect no substitutions.

DELIVERY: PLEASE NOTE SPECIFICATION OF DELIVERY OF WHITE PAPER

Delivery should be made by Thursday, September 8, 2022. Equipment and supplies described herein are to be delivered to one or more of the four high schools and/or the Administrative Center.

RESERVATION OF RIGHTS:

The Board of Education reserves the right to reject any or all price bids, to waive irregularities, and to accept that price which is considered to be in the best interest of the school. Any such decision shall be considered final and not subject to recourse.

PERIOD OF FIRM QUOTATION:

All prices quoted will be considered to be firm for a period of ninety (90) days, or longer, from the date submitted.

AWARD OF ORDERS:

The Board of Education will award the entire bid to a single vendor. Only complete bids for the entire order will be considered. Split bids will not be considered since most vendors will bid based on the volume generated by the complete order.

CERTIFICATE OF ELIGIBILITY TO BID

_____ (Contractor), pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

(Name of Contractor)

Date: _____

By: _____
Title

Authorized Signature

(Contractors With 25 or More Employees)

(Please submit marked "N/A" if you have fewer than 25 employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Contractor), having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Ill.Rev.Stat., ch.127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that, (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By: _____
Authorized Agent of Contractor

Date: _____

PAPER BID ORDER FORM

Date: 08/19/22

School: Hillcrest High School

Requester: Ron Towner/Sade Donald

QUANTITY	DESCRIPTION*	COLOR	UNIT PRICE	TOTAL
1,600	8 ½ X 11, #20 Bond paper	White	Ream	
	8 x ½ x 14, #20 Bond paper	White		
	11 x 17 #20 Bond paper	White		
	ESTIMATED COST		TOTAL	

All Bond Paper must be guaranteed by the vendor to run successfully on District 228 copier and multi-lith equipment. (Clay content must not exceed limits that would prevent use on copiers.) New legislation requires the use of some recycled paper. Please place an "R" next to any bid items that are recycled. Please bid recycled products whenever they meet bid specifications and are priced competitively.

***Shipping to the all locations should include a hydraulic tailgate and a pallet jack.**

PAPER BID ORDER FORM

Date:
School:
Requester:

8/17/22
Tinley Park High School
Randy Couwenhoven

QUANTITY	DESCRIPTION*	COLOR	UNIT PRICE	TOTAL
1,600	8 ½ X 11, #20 Bond paper	White	Ream	
	8 x ½ x 14, #20 Bond paper	White		
	11 x 17 #20 Bond paper	White		
	ESTIMATED COST		TOTAL	

All Bond Paper must be guaranteed by the vendor to run successfully on District 228 copier and multi-lith equipment. (Clay content must not exceed limits that would prevent use on copiers.) New legislation requires the use of some recycled paper. Please place an "R" next to any bid items that are recycled. Please bid recycled products whenever they meet bid specifications and are priced competitively.

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PAPER BID ORDER FORM

Date: 8/18/22

School: Oak Forest HS

Requester: Janet Kentner

QUANTITY	DESCRIPTION*	COLOR	UNIT PRICE	TOTAL
3500	8 ½ X 11, #20 Bond paper	White	Ream	
	8 x ½ x 14, #20 Bond paper	White		
	11 x 17 #20 Bond paper	White		
	ESTIMATED COST		TOTAL	

All Bond Paper must be guaranteed by the vendor to run successfully on District 228 copier and multi-lith equipment. (Clay content must not exceed limits that would prevent use on copiers.) New legislation requires the use of some recycled paper. Please place an "R" next to any bid items that are recycled. Please bid recycled products whenever they meet bid specifications and are priced competitively.

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