Sealed bids are invited for MULTI-PURPOSE PAPER pursuant to specifications

INSTRUCTIONS TO BIDDERS

BIDS:
Bids will be received and publicly read aloud by the Illinois Valley Community College, District #513, Oglesby, LaSalle County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Illinois Valley Community College
Pat Reed, Director of Purchasing
815 North Orlando Smith Avenue
Oglesby, Illinois 61348
Room C-342

DUE DATE: March 23, 2009

TIME: 2:00 P.M.

Bids received after this time will not be accepted.

Bids must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked with the bidder’s name and address and the notation:

BID: MULTI-PURPOSE PAPER

DELIVERY:
All prices must be quoted F.O.B. Illinois Valley Community College, 513 N. Orlando Smith Avenue, Oglesby, Illinois 61348 unless otherwise noted.

W-9 FORM:
Complete the W-9 form enclosed and return with your bid.

CERTIFICATION FORM:
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

TAX EXEMPTION:
Illinois Valley Community College, District 513, is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:
Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company.

Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.
BIDDING PROCEDURES:
1. No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the Purchasing Director who will, if necessary, send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After bids are received, no allowance will be made for oversight by bidder. **If a bidder downloaded the bid document from our website, the bidder is responsible for checking back to the website for any addenda that may have been issued.**

REJECTION OF BIDS:
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity in any bid received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a bid if the bid is in any way incomplete or irregular. The College Board may also award at its discretion, only certain items bid. The College Board also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder when investigation show that bidder is not in a position to perform the contract.

ACKNOWLEDGEMENT OF ADDENDA:
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.**

CLERICAL ERRORS:
If applicable, all errors in price extensions will be corrected by Illinois Valley Community College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at “lot”, and award determination made on the basis of total price submitted.

BID SECURITY: N/A

INSURANCE: N/A

PERFORMANCE BONDS: N/A

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the bid requirements. Illinois Valley Community College reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.
PREVAILING WAGE RATE: N/A

BID QUANTITIES:
The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

GENERAL:
1. Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates.

2. The vendor shall agree to save and hold harmless the Illinois Valley Community College District 315, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

______________________
Pat Reed
Director of Purchasing

ILLINOIS VALLEY COMMUNITY COLLEGE #513
Purchasing Department
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
BID FORM

ILLINOIS VALLEY COMMUNITY COLLEGE

Multi-Purpose Paper

You are invited to submit a bid for multi-purpose paper. Delivery charges must be included in your pricing. Please include one (1) ream as a sample paper. Additional samples may be requested. All bids should be from the vendor’s highest quality paper. Inferior paper will not be accepted. The cost bid per carton must remain firm.

Vendor must guarantee the paper provided will run satisfactorily in Canon ir2018, ir3225, ir5050, and ir7095. If it does not, the vendor must accept the return of the paper and credit given at the bid price.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>880 Cartons</td>
<td>20 lb 8-1/2” x 11” WHITE, min. of 92 brightness; packaged 10 reams per carton; 500 sheets per ream. (To be delivered in one shipment) BRAND:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>80 Cartons</td>
<td>20 lb, 8-1/2” x 11” VARIOUS COLORS, smooth finish, packaged 10 reams per carton; 500 sheets per ream. BRAND:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>40 Cartons</td>
<td>24 lb, 8-1/2” x 11”, WHITE, min. 96 brightness; packaged 10 reams per carton; 500 sheets per ream. BRAND:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>30 Cartons</td>
<td>90 lb, 8-1/2” x 11” VARIOUS COLORS, smooth finish; packaged in 10 reams per carton; 250 sheets per ream. BRAND:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

_________________________________  ______________________________
Firm                                              Signature

_________________________________
Address

_________________________________
City        State        Zip

_________________________________
Phone

_________________________________
Fax

_________________________________
E-Mail
COURTESY “NO BID” RESPONSE

MULTI-PURPOSE PAPER

If your company decides not to submit a bid, Illinois Valley Community College would appreciate your input as to why you are not participating. Please indicate your reason and return this form to our office prior to the bid due date.

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

Vendor / Contractor Name: ____________________________________________

Reason: _______________________________________________________________

_____________________________________________________________________

________________________________________
Date

_____________________________________
Signature
Request for Taxpayer Identification Number and Certification

Use of Form

Multi-Purpose Paper – PR09-B09

W-9

Department of the Treasury
Internal Revenue Service

Print or type the following information on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other

Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

See Specific Instructions on page 2.

List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply.

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,