REQUEST FOR BID
MULTI-PURPOSE PAPER
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
BID # BID2020-B01

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for multi-purpose paper, pursuant to specifications.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-326, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 A.M. on August 13, 2019. Bids received after this time will not be accepted and will be returned to you unopened.

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject PROPOSAL: Multi-Purpose Paper – BID2020-B01.

Bids must be made in accordance with the instructions contained herein. Questions concerning this bid may be directed to the Purchasing Department at 815-224-0417. Bids shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the Bidder’s name and address. Submit all bids to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348

ACKNOWLEDGEMENT OF ADDENDA:
Signature of a company official on an 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.

BIDDING PROCEDURES:
No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College’s Board of Trustees.
Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, 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 the date established for receipt of bids.

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 omissions from documents, or should there be doubt as to the meaning, the bidder shall, at once, and in any event not later than ten (10) days prior to bid due date, notify the Director of Purchasing who will, if necessary, send a 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 an oversight by the bidder.

CLERICAL ERRORS:
If applicable, all errors in price extensions will be corrected by the 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.

SIGNATURE ON BIDS:
The College 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.

TAX EXEMPTION:
The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer’s Occupation Tax (Tax Exemption ID # E9995-5253-06)

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule

As deemed in the best interest of the College, the College reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received.

BID AWARD:
The successful contractor, and/or any contractor, shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of the contractor.
INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the bid requirements. The 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.

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.

EQUAL OPPORTUNITY EMPLOYMENT:
Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment of vacancies with the state’s job board: IllinoisJobLink.com.

SUPPLIER DIVERSITY:
The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

LAW GOVERNING:
Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

W-9 FORM:
Please complete the enclosed W-9 form and return with your bid.
You are invited to submit a bid for **MULTI-PURPOSE PAPER**. Paper must be certified by either the Forest Stewardship Council or the Rainforest Alliance. Please include 5 sheets as a sample paper; additional samples may be requested. All bids should be for the vendor’s highest quality paper. Inferior paper will not be accepted. The cost quoted per ream should remain firm. Please bid carton cost for delivery of all paper. Delivery charges must be included in your pricing. Delivery will be split into two (2) shipments. The first delivery will be for 440 cartons of the white 8 ½ x 11” paper and all other various cartons the week of November 4, 2019. The second shipment will be the other 440 cartons of white paper to be delivered approximately January 7, 2021 or sooner if needed. Please submit your sealed bid on this form no later than 10:00 a.m. on August 13, 2019.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Carton Cost</th>
<th>Total</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. *** 2 Shipments of 440 Cartons *** BRAND: $</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>20 Cartons</td>
<td>20 lb. 8-1/2” x 11” VARIOUS COLORS, smooth finish, packaged 10 reams per carton; 500 sheets per ream. Violet – 8 cases Blue - 12 cases BRAND: $</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>10 Cartons</td>
<td>90 lb. 8-1/2” x 11” INDEX (Card Stock), WHITE, smooth finish, packaged 10 reams per carton; 250 sheets per ream. BRAND: $</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>10 Cartons</td>
<td>20 lb. 11” x 17” WHITE, min. of 92 brightness; packaged 5 reams per carton; 500 sheets per ream. BRAND: $</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

Submitted By:

_____________________________________  _____________________________________
Company      Authorized Signature

_____________________________________  _____________________________________
Address       Printed Name

_____________________________________  _____________________________________
City  State  Zip   Phone

_____________________________________  _____________________________________
Fax  E-Mail

Date

Multi-Purpose Paper – Bid # BID2020-B01
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the bid titled: Multi-Purpose Paper - Bid # BID2020-B01

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348