



CRYSTAL LAKE ELEMENTARY DISTRICT #47

300 Commerce Drive, Crystal Lake, Illinois 60014 (815) 788-5000

www.d47.org

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Invitation to Bid

Crystal Lake School District #47 is accepting sealed bids for:

Copy Paper and Laminating Film for School Year 2020–2021

Submit your bid to the attention of:

Crystal Lake School District #47
221 Liberty Road
Crystal Lake, IL 60014

Attn: Janna Tharp
Purchasing Specialist

Bids must be received no later than Monday, May 11th, 2020 at 2:00 p.m.

***Due to COVID-19: Bid Opening will be held via Zoom on Tuesday, May 12th, 2020, at 10:00 a.m.**

Your bid must be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

Copy Paper Bid

Educational Excellence for All Students is Our Passion and Commitment.

Instructions to Bidders

General

- A. Bid shall be submitted in an envelope properly marked with the title of the bid, date and time of opening.
- B. Seal and deliver to Crystal Lake Elementary School District #47 Warehouse Building, 221 Liberty Road, Crystal Lake IL on or before Monday, May 11th, 2020, at 2:00 p.m. Due to COVID 19, bid opening will be held via Zoom on Tuesday, May 12th, 2020, at 10:00 a.m. If you wish to participate, please register by sending contact information to jtharp@d47.org, to receive updated information and an invitation to the virtual bid opening. Participation in the virtual opening is not required for consideration of your bid.
- C. All bids must be made and submitted on the attached form(s).
- D. Unsigned or late bids will not be considered.
- E. Crystal Lake Elementary School District #47 is not subject to Federal Tax or Illinois Retailers Tax. Tax Exempt Certificate will be provided upon request.
- F. Prices quoted must include all charges for packing, transportation, and delivery to the location designated on the bid.
- G. Prices quoted must be final pricing, inclusive of any additional discount. Any additional discount must allow for 60 day payment terms as allowed by the State of Illinois.
- H. Bids will not be accepted by email, telephone or fax.
- I. Bid will be awarded in whole or in part to the lowest responsible and responsive bidder(s).
- J. The Board of Education reserves the right to reject any or all bid(s) if it is determined that the bidder is not properly qualified to carry out the obligations of the contract.

Firm Bid

All bids will be considered to be firm through December 31st, 2020 for orders placed after the initial order.

Withdrawal of Bids

Bids may be withdrawn by letter, fax or in person prior to the time and date established for the opening of the bid.

Delivery and Delivery Points

The successful bidder must deliver the order to:

**221 Liberty Road
Crystal Lake, IL 60014**

The bid price must be a delivered price, F.O.B. Crystal Lake, IL with all transportation and handling charges paid by the bidder.

**Community Consolidated School Dist. #47
300 Commerce Drive
Crystal Lake, Illinois 60014**

COPIER PAPER BID 2020 - 2021

ALL ITEMS ARE TO BE DELIVERED IN TWO SHIPMENTS. THE FIRST HALF OF THE ORDER IS TO BE DELIVERED BETWEEN JULY 15th AND JULY 23rd, 2020. THE SECOND HALF IS TO BE DELIVERED BETWEEN JANUARY 5th AND JANUARY 13th, 2021.

DUPLICATOR #20 COPIER PAPER

Cases		BID PRICE Per Case	TOTAL COST	BRAND
1652	White, 8 1/2" x 11" 30% Post Consumer Content			
13	Blue, 8 1/2" x 11"			
4	Buff, 8 1/2" x 11"			
12	Pink, 8 1/2" x 11"			
10	Green, 8 1/2" x 11"			
6	Golden Rod 8 1/2" x 11"			
12	Canary, 8 1/2" x 11"			
8	Salmon, 8 1/2 x 11			
8	Lavender, 8 1/2 x 11			
1	Gray Parchment			
3	White 8 1/2" x 14" (Legal)			
6	White 11" x 17" 60/24#			
7	Cosmic Orange 8 1/2" x 11" Astro Bright			
11	Solar Yellow 8 1/2" x 11" Astro Bright			
9	Lunar Blue 8 1/2" x 11" Astro Bright			
4	Gamma Green 8 1/2" x 11" Astro Bright			
5	Planetary Purple 8 1/2" x 11" Astro Bright			
9	Pulsar Pink 8 1/2" x 11" Astro Bright			
4	Rocket Red 8 1/2" x 11" Astro Bright			
8	Terra Green 8 1/2" x 11" Astro Bright			

480	OFFSET, White, 8 1/2" x 11" 60# Williamsburg Plus, NO SUBSTITUTIONS			
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Pk of 2 Laminating Film

83	1" Core 25" x 500' 1.5 mil CR			
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ALL PRICES MUST BE F.O.B. 221 LIBERTY ROAD, CRYSTAL LAKE, IL 60014. THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR ANY PART OF A BID.

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COMPANY _____ PHONE# _____

ADDRESS _____ DATE: _____

AUTHORIZED SIGNATURE _____

The following items are to be delivered through out the year as needed.
Delivery is to be no later than ONE WEEK from the order being placed.
The district requires that the prices quoted be firm until June 30, 2021.

	<u>Price Per Case</u>
Estimated yearly usage:	
65 Cases - Astrobrights 8 1/2" X 11" (24/60 lb)	_____
80 Cases - Pastel Copier Paper 8 1/2" X 11" (24/60 lb.)	_____
8 Cases - Salmon/Buff 8 1/2" x 11" (50 lb.)	_____
28 Cases- Exact Index Card Stock 8 1/2" X 11" White 110#	_____
25 Cases - Exact Index Card Stock 8 1/2 X 11 - Colored 110#	_____

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