



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:

School Supplies 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 11:00 a.m.**

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

School Supplies 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 11:00 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

School Supplies Bid

2020 - 2021

BIDS ARE DUE by Monday, May 11th, 2020, at 2:00 p.m.
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Alternative brands or quantities can be included.

Note: Most quantities listed are based on items being provided as "each".

Storage Bags

Qty	Measurement	Description	Unit Cost	Total	Brand Name
28	Box	2 Gallon Storage Bags, Box of 100			
379	Box	Gallon Storage Bags (Must measure 10 9/16 x 11 in. Please include sample with bid), Box of 250			
256	Box	Quart Storage Bags, Box of 500			
150	Box	Sandwich Storage Bags, Box of 500			

School Supplies

Qty	Measurement	Description	Unit Cost	Total	Brand Name
52,568	Each	Elmer's White Glue Stick .74 oz.			
7,876	Set	Crayola Fine Tip Markers, Set of 8			
6,277	Set	Crayola Broad Tip Markers, Set Set of 8			
7,876	Set	Crayola Colored Pencils - Set of 12			
15,467	Box	Dixon-Ticonderoga #2 Pencil w/eraser, Box of 12			
1,087	Set	Water Paints - 8 color oval, Prang only			
4,981	Box	Crayola Crayons, 24 Count Box			
9,962	Each	Med Beveled Pink Erasers, Pack of 2 or Box of 12			
120	Each	Latex-Free Erasers, Box of 12 or Pack of 2			
13,578	Box or Each	Yellow Highlighter, Box of 12 or Each			
30,367	Box, Pk, or Each	Dry Erase Markers, Bullet Tip, Black (Expo or ARTEZA brand) Box of 12, Pack of 4, or Each			
30,367	Box, Pk, or Each	Dry Erase Markers, Fine Tip, Black (Expo or ARTEZA brand) Box of 12, Pack of 4, or Each			
120	Each	Scissors, 7 in. Pointed Tip, Left-Handed			

Qty	Measurement	Description	Unit Cost	Total	Brand Name
120	Each	Scissors - 5 in. Pointed Tip, Left-Handed			

2,414	Each	Scissors - 5 in - Pointed Tip			
2,567	Each	Scissors - 7 in - Pointed Tip			
5,134	Box, Pk. or Each	Sharpie - Fine Point - Black (Pack of 2, Box of 12, or Each)			
5,220	Box, Pk. or Each	Sharpie - Ultra Fine Point - Black (Pack of 2, Box of 12, or Each)			
	Pack	Ballpoint Stick Pens - Medium Point - Blue (Bic)			
2,610	Pack	Ballpoint Stick Pens - Medium Point - Black (Bic)			
2,610	Pack	Ballpoint Stick Pens - Medium Point - Red (Bic)			
2,610	Pack	3 x 5 White Ruled Index Cards (pack of 100)			
2,610	Pack	4 x 6 White Ruled Index Cards (pack of 100)			

Alternative Items

Qty	Measurement	Description	Unit Cost	Total	Brand Name

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Company Name: _____

Signed by: _____

Printed Name: _____

Title: _____

Date: _____