

March 10, 2017

BID: PAPER SUPPLIES  
Friday, MARCH 31, 2017  
9:00 A.M. Public Opening  
E.H. Mellon Administrative Center  
703 South New Street  
Champaign, Illinois 61820-5899

Dear Bidder:

The Board of Education of Champaign Community Unit School District #4 is inviting the submission of sealed bids for paper supplies. Specifications and bid forms are available at [www.champaignschools.org](http://www.champaignschools.org). All bids must be submitted on the bid forms, and all prices must be typed or written in ink. When mistakes are found in the multiplication or addition of unit prices against total prices, the unit price shall govern for all purposes. Prices shall be extended no farther than two places past the decimal. All shipments are to be F.O.B. to our Servicer (warehouse) located at 1400 North Hagan Drive, Champaign. DELIVERIES ARE TO BE TAILGATED. Bids shall remain open and valid and subject to acceptance for 90 days after opening.

Specifications are prepared with the intent of offering equal opportunity to all vendors. No oral interpretations will be given to any vendor as to the meaning of the specifications. Requests for clarification must be submitted in writing to the address above, faxed to the undersigned at (217) 351-3871, or emailed to [tammenbr@u4sd.org](mailto:tammenbr@u4sd.org). Clarification requests received less than five (5) working days (March 24, 2017) of the bid due date will not be considered. All questions and responses will be posted at: [www.champaignschools.org](http://www.champaignschools.org). All bids must be signed by an authorized official and notarized.

All bids are to be sealed and in the hands of the undersigned by the due date and time stated above, at which time bids will be publicly opened. There will be no bids accepted after said date and time. Your bid is to be submitted on the bid forms provided. The envelope containing your bid is to be sealed and marked in the lower left-hand corner: Sealed Bid: "PAPER SUPPLIES." **Bids will not be accepted by FAX or email.** Your representative is welcome to review bid results in our Business Office.

The Board of Education reserves the right to reject any or all bids, to accept the bids, or to waive any irregularities should it deem to be in the best interest of the Champaign School District to do so. Bid will be awarded "item by item" unless noted otherwise to the lowest responsible bidder meeting the specifications as determined by the Board of Education.

The schedule for payment of invoices is the second and fourth Friday of each month. The deadline for receipt of invoices to be included in either of these cycles is the Friday prior to the first and third Friday.

Sincerely,

Brittany Tammen  
Business Office