



**E.H. Mellon Administrative Center**

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703 South New Street  
Champaign, Illinois 61820-5818

Telephone: (217) 351-3800  
FAX: (217) 351-3871

March 12, 2018

BID: PAPER SUPPLIES  
Friday, APRIL 6, 2018  
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 [johnsonmi@u4sd.org](mailto:johnsonmi@u4sd.org). Clarification requests received less than five (5) working days (March 29, 2018) 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,

A handwritten signature in cursive script that reads 'Michele Johnson'.

Michele Johnson  
Director of Accounting Services

## **II. INSTRUCTIONS**

### **Bid Instructions**

Careful attention must be paid to all required items contained in this bid. Bids shall be submitted in accordance with the requirements of this bid. Please read the entire package before bidding. Failure to follow instructions in this bid could result in the disqualification of a respondent's bid.

### **Bid Content**

The entire set of documents constitutes the bid. The respondent must include all of the information described in this bid. Bids without all of this information will be disqualified; however, DISTRICT reserves the right, in its sole discretion, to waive minor technicalities and errors, in its best interest. All bids shall be submitted in a sealed envelope with "BID: PAPER SUPPLIES" description and opening date indicated on the outside of the envelope. All bids become the property of DISTRICT and will not be returned.

### **Compliance**

The bids will be evaluated for compliance with bid instructions. Noncompliance with significant instructions will be grounds for disqualification of bids, at DISTRICT'S discretion.

### **Right to Withdraw Bid**

A vendor may withdraw a bid at any time prior to the proposed opening.

### **Liability and Bid Delivery**

DISTRICT is not responsible for any costs incurred by a vendor in the preparation or delivery of bids. The vendor shall be responsible for the actual delivery of bids during business hours to the address indicated in the cover letter. Any bid received after the delivery deadline will be disqualified.

### **Rejection or Acceptance of Bids**

DISTRICT reserves the right to waive any irregularities in any bid, to reject any or all bids, and to accept the bid which, in the judgment of DISTRICT, is deemed the most advantageous for DISTRICT. Any bid which is incomplete, conditional, obscure, or which contains irregularities of any kind may be cause for rejection of the bid.

## **Clarification of Submittal**

DISTRICT reserves the right to obtain clarification of any point in a vendor submittal or to obtain additional information.

## **Summary**

If there are any bid questions or a clarification is needed, please contact Michele Johnson via email at johnsomi@u4sd.org. Again, questions/clarifications must be received by Thursday, March 29, 2018.

## **III: GENERAL CONDITIONS AND SPECIFICATIONS**

### **Prevailing Wages**

Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.), not less than the prevailing rate of wages as determined by the Illinois Department of Labor, DISTRICT or court on review shall be paid by the vendor/contractor to all laborers, workers and mechanics performing work pursuant to the bid specifications. All vendor's/contractor's bonds shall include a provision as will guarantee the faithful performance of all obligations under the Illinois Prevailing Wage Act.

### **FOIA**

As an independent Contractor of DISTRICT, records in the possession of the Vendor related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Vendor shall immediately provide DISTRICT with any such records requested by DISTRICT in order to timely respond to any FOIA request received by DISTRICT. [If the Vendor refuses to provide a record that is the subject of a FOIA request to DISTRICT and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes DISTRICT in any way, the Vendor shall reimburse DISTRICT for all costs, including attorneys' fees, incurred by DISTRICT related to the FOIA request and records at issue.](#)

### **Indemnity**

To the fullest extent permitted by law, vendor shall indemnify, save harmless, and defend DISTRICT, its Board, Board members, employees, agents, volunteers and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) or vendor's breach of this agreement that may arise out of or in connection with vendor's performance of the agreement.

To the fullest extent permitted by law, vendor will also defend, hold harmless and indemnify DISTRICT against any damages finally awarded or amounts paid in settlement as a result of any claim or threat of claim brought by a third party against DISTRICT to the extent based on an allegation that vendor's products infringe any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party.

## **Insurance**

The Vendor shall take all necessary precautions and exercise due caution so as not to damage the premises or properties of others. The Vendor's signature on the bid sheet certifies to DISTRICT that the Vendor has adequate insurance coverage for any vehicle that may be utilized in the delivery of products or materials on DISTRICT's property. The Vendor shall submit evidence, satisfactory to DISTRICT, that the Vendor has coverage of General Liability Insurance, Worker's Compensation Insurance, and Automobile Liability Insurance to the limits described below with companies licensed to do business in Illinois with an A.M. Best rating of A that is satisfactory to DISTRICT. The certificates of such insurance shall carry an endorsement to the effect that the Insurance Company will defend DISTRICT as a party in the event the successful vendor becomes a party to any litigation as a result of the activities of the Vendor, subcontractor, or any direct or indirect employee of same under the terms of this contract for injuries to property or person. Such policies shall name DISTRICT, its Board, Board members, employees, agents, and successors as an additional insured and provide that it is primary to, and not contributing with, any policy carried by Vendor covering the same loss with a waiver of subrogation in favor of DISTRICT.

- 1) **WORKER'S COMPENSATION**: Statutory Limits.
- 2) **VEHICULAR**: It is required that the successful Vendor present to DISTRICT, before commencing delivery under this Contract, a Certificate of Insurance covering all vehicles that may be utilized. Said insurance is to provide a \$1,000,000 combined single limit for bodily injury and property damage. All certificates shall indicate that the carrying company shall not cancel insurance coverage without giving Owner thirty (30) days written advance notification.
- 3) **LIABILITY**: It is required that the successful Vendor present to DISTRICT, before commencing delivery under this Contract, a Certificate of Insurance for which coverage is included for Vendor liability, contingent liability, contractual liability, and product liability. Bodily injury and property damage limits of \$1,000,000 occurrence and \$2,000,000 aggregate. Said Certificate shall indicate that the carrying company shall not cancel insurance coverage without giving DISTRICT thirty (30) days written advance notice.

## **Award of Contract**

Contract(s) will be awarded where they are in the best interest of DISTRICT. Furthermore, DISTRICT reserves the right to accept or reject bids based on the best interest of the DISTRICT. Bids will be awarded to the lowest responsible bidder meeting specifications as determined by the Board of Education.

## **Standard Contract Conditions**

- This contract shall be governed in all aspects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Illinois.
- Vendors shall comply with the Civil Rights Act of 1964, as amended, all applicable State and Federal nondiscrimination laws including but not limited to the Family and Medical Leave Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act and shall comply with the provisions of the Illinois Human Rights Act.

- Vendors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of it right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of DISTRICT.
- By submitting a bid the Vendor certifies that the Vendor is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.
- By submitting a bid, the Vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
- By submitting a bid, the Vendor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

### **Statement of Non-Discrimination**

The Illinois Human Rights Acts prohibits discrimination on the basis of: “race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.” It also prohibits sexual harassment and discrimination in employment on the basis of citizenship status. Contractor shall comply with all state, federal and local laws, rules and ordinances regarding non-discrimination.

### **Failure to Fulfill Contract**

When any Vendor fails to provide a service or product or provides a service or product which does not conform to the specifications, DISTRICT may, at its sole discretion, annul and set aside the contract entered into with said Vendor, either in whole or in part, and make and enter into a new contract for the same services or products in such manner as seems to DISTRICT to be to its best advantage. Any failure to furnish services or products by reason of the failure of the Vendor, as stated above, shall be a liability against such Vendor and its sureties. DISTRICT reserves the right to cancel, without penalty, any services or products which the successful Vendor may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Vendor provided satisfactory proof is furnished to DISTRICT if requested.

**Without Cause Termination**

DISTRICT may terminate its contract with the Vendor without cause after providing the Vendor with 30 days written notice.

CHAMPAIGN COMMUNITY SCHOOL DISTRICT NO. 4  
CHAMPAIGN, ILLINOIS

BID SPECIFICATIONS

“ART” PAPER SUPPLIES  
(2018-2019 SCHOOL YEAR)

**-----ALL DELIVERIES ARE TO BE TAILGATED-----**

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COMPANY

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
60 Each	P 03-020	CARDBOARD MELTON MOUNT: Cream/white 22” x 28” Dull surface; pebbled; 14 ply. Crescent quality Boards #1234 or acceptable brands from major manufacturers.			
400 Each	P 04-000	CARDBOARD POSTER BOARD: White on one side, 22” x 28” 6 ply Railroad Board.			

**ALL ITEMS ON THIS PAGE ARE TO BE BID ALL OR NONE  
(CONSTRUCTION PAPER)**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
		<u>ALL CONSTRUCTION PAPER LISTED BELOW MUST BE 12" X 18" .</u> 50 SHEETS PER PACKAGE; <b>FADE RESISTANT, 100% SULPHITE;</b> <b>PACON TRU RAY #76 BASIS</b> <b>NO SUBSTITUTE</b>			
200 Pkg.	P 06-010	ASSORTED COLORS, PACON			
475 Pkg.	P 06-020	BLACK, PACON 57SC			
250 Pkg.	P 06-030	MEDIUM BLUE, PACON 33SC			
125 Pkg.	P 06-040	DARK BROWN, PACON 50SC			
225 Pkg.	P 06-050	HOLIDAY GREEN, PACON 18SC			
200 Pkg.	P 06-060	LIGHT BLUE, PACON 21SC			
25 Pkg.	P 06-070	LIGHT GREEN, PACON 19SC			
25 Pkg.	P 06-080	LIGHT ORANGE, PACON 27SC			
75 Pkg.	P 06-100	LIGHT VIOLET, PACON 24SC			
125 Pkg.	P 06-120	ORANGE, PACON 3SC			
175 Pkg.	P06-130	PINK, PACON 14SC			
300 Pkg.	P 06-140	HOLIDAY RED, PACON 83SC			
125 Pkg.	P 06-160	TURQUOISE, PACON 8SC			
150 Pkg.	P 06-170	VIOLET, PACON 11SC			
650 Pkg.	P 06-180	WHITE, PACON 53SC			
300 Pkg.	P06-190	YELLOW, PACON 5SC			



QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
75 Reams	P 09-010	DRAWING PAPER (PLAIN): 12" X 18" Cream/Manila, ream wrapped, 50#. <u>Acceptable brands only:</u> B&J, Riverside, American or Pacon. <b>NO RECYCLED PAPER</b>			
10 Reams	P 09-020	DRAWING PAPER (PLAIN): 18" X 24" White, Ream wrapped 80#. <u>Acceptable brands only:</u> B&J, Riverside, American or Pacon. <b>NO RECYCLED PAPER</b>			
50 Pkg	P 14-000	TISSUE: Assorted Colors, 12" X 18". 50 sheets per package. Peacock Deluxe Tissue Assorted or Acceptable brands from major manufacturers. 25 pkgs/per box			

CHAMPAIGN COMMUNITY SCHOOL DISTRICT NO. 4  
CHAMPAIGN, ILLINOIS

BID SPECIFICATIONS

“CUSTODIAL” PAPER SUPPLIES  
(2018-2019 SCHOOL YEAR)

**-----DELIVERIES ARE TO BE TAILGATED-----**

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COMPANY

**ALL SHIPMENTS MUST BE SAME BRAND**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
400 Cases	P 35-000	<p>PAPER TOWELS: Multi-fold; crepe paper towels, approx. size 9 1/2” x 9 1/4”. <u>250 towels per package, 16 packages per case.</u> James River #990, Wisconsin Tissue, Fort Howard, or acceptable brands from major manufacturers.</p> <p><b><u>SAMPLE REQUIRED</u></b></p> <p><b><u>MUST BE IN COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY COMPREHENSIVE PROCUREMENT GUIDELINES FOR COMMERCIAL AND INDUSTRIAL SANITARY TISSUE.</u></b></p> <p><b><u>2 SHIPMENTS:</u></b></p> <p><b><u>1<sup>ST</sup> SHIPMENT - 200 CS. UPON RECEIPT OF PURCHASE ORDER</u></b></p> <p><b><u>2<sup>ND</sup> SHIPMENT - 200 CS. ON OR AROUND DEC. 3, 2018</u></b></p> <p><b><u>MUST BE DELIVERED ON PALLETS; WILL EXCHANGE WITH OUR PALLETS, IF NEEDED.</u></b></p>			

**ALL SHIPMENT MUST BE SAME BRAND**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
250 Cases	P 36-000	<p>TOILET TISSUE: White, two-ply, <b>Soft to touch</b>; wrapped, round, 500 sheets per roll, <b>SHEETS MUST BE 4.5" x 4.4"</b> - 96 rolls per case. Charmin, White Cloud, or equivalent brands from major manufacturers.</p> <p><b><u>SAMPLE REQUIRED</u></b></p> <p><b><u>MUST BE IN COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY COMPREHENSIVE PROCUREMENT GUIDELINES FOR COMMERCIAL AND INDUSTRIAL SANITARY TISSUE.</u></b></p> <p><b><u>IF CASE COUNT AND ROLL COUNT IS DIFFERENT THAN SPECS, PLEASE SPECIFY.</u></b></p> <p><b><u>2 SHIPMENTs:</u></b></p> <p><b><u>1<sup>st</sup> SHIPMENT - 125 CS. UPON RECEIPT OF PURCHASE ORDER</u></b></p> <p><b><u>2<sup>nd</sup> SHIPMENT – 125 CS. ON OR AROUND DEC. 3<sup>RD</sup>, 2018</u></b></p> <p><b><u>MUST BE DELIVERED ON PALLETS; WILL EXCHANGE WITH OUR PALLETS, IF NEEDED.</u></b></p>			

CHAMPAIGN COMMUNITY SCHOOL DISTRICT NO. 4  
CHAMPAIGN, ILLINOIS

BID SPECIFICATIONS

“PRINTING” PAPER SUPPLIES  
(2018-2019 SCHOOL YEAR)

**-----ALL DELIVERIES ARE TO BE TAILGATED-----**

					COMPANY	
QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE	
6,000 Cases	P 41-100	<p>BOND PAPER: WHITE; 20#; 8 1/2” x 11” <b>30% RECYCLED; XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand or Acceptable brands.</p> <p><b>SAMPLE REQUIRED</b></p> <p><b>3 SHIPMENTS:</b> Since each shipment will consist of more than one truck load it will not be necessary to all come the same day. Can be delivered within a week or two of each other.</p> <p><b><u>1<sup>ST</sup> SHIPMENT: 2,000 CS. UPON RECEIPT OF PURCHASE ORDER</u></b></p> <p><b><u>2<sup>ND</sup> SHIPMENT: 2,000 CS. ON OR AROUND SEPT. 10th , 2018</u></b></p> <p><b><u>3<sup>RD</sup> SHIPMENT: 2,000 CS. ON OR AROUND JAN. 7th, 2019</u></b></p> <p><b><u>MUST BE DELIVERED ON PALLETS; WILL EXCHANGE WITH OUR PALLETS, IF NEEDED.</u></b></p>				
600 Reams	P 46-010	<p>BOND PAPER: BLUE; 20#; 8 1/2” x 11”. <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers.</p>				
500 Reams	P 46-020	<p>BOND PAPER: CANARY; 20#; 8 1/2” x 11”. <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers.</p>				
300 Reams	P 46-030	<p>BOND PAPER: GOLDENROD; 20#; 8 1/2” x 11”. <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers.</p>				

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COMPANY

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
400 Reams	P 46-040	BOND PAPER: GREEN; 20#; 8 1/2" x 11". <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers			
500 Reams	P 46-050	BOND PAPER: PINK; 20#; 8 1/2" x 11". <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers			
20 Reams	P 46-060	BOND PAPER: GRAY; 20#; 8 1/2" X 11". <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, Champion or acceptable brands from major manufacturers.			
20 Reams	P 46-070	BOND PAPER: IVORY; 20#; 8 1/2" X 11". <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, Champion or acceptable brands from major manufacturers.			

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
400 Reams	P 49-002	NCR PAPER: 8 ½ x 11; 2-part Reverse; pre-collated. <b>Acceptable brands only:</b> 3-M, Scotchmark, Mead, Excell, or Superior.			
200 Reams	P 49-003	NCR PAPER: 8 ½ x 11; 3-part Reverse; pre-collated. <b>Acceptable brands only:</b> 3-M, Scotchmark, Mead, Excell, or Superior.			
200 Reams	P 49-004	NCR PAPER: 8 ½ x 11; 4-part Reverse; pre-collated. <b>Acceptable brands only:</b> 3-M, Scotchmark, Mead, Excell, or Superior.			
200 Reams	P 49-005	NCR PAPER: 8 ½ x 11; 5-part Reverse; pre-collated. <b>Acceptable brands only:</b> 3-M, Scotchmark, Mead, Excell, or Superior.			
140 Reams	P 49-100	BOND PAPER: SALMON; 20#; 8 1/2 x 11: Must be Xerographic quality. Fascopy, Hammermill, Mead, Arbor Brand, Champion or acceptable brands from major manufacturers.			
800 Reams	P 49-108	BOND PAPER: WHITE; 20#; 11" X 17" <b>XEROGRAPHIC QUALITY REQUIRED.</b> Fascopy, Hammermill, Mead, Arbor Brand, or acceptable brands from major manufacturers.			
20 Reams	P 49-401	INDEX PAPER: SALMON: 90#; 8 ½" x 11".			
80 Reams	P 49-402	INDEX PAPER: IVORY: 90#; 8 ½" x 11".			
60 Reams	P 49-403	INDEX PAPER: GREEN: 90#; 8 ½" x 11".			
460 Reams	P 49-405	INDEX PAPER: WHITE; 90#; 8 ½" x 11".			
80 Reams	P 49-406	INDEX PAPER: BLUE: 90#; 8 ½"x 11".			
80 Reams	P 49-407	INDEX PAPER: CANARY: 90#; 8 ½"x 11".			

CHAMPAIGN COMMUNITY SCHOOL DISTRICT NO. 4  
CHAMPAIGN, ILLINOIS

BID SPECIFICATIONS

“SPECIALTY” PAPER SUPPLIES  
(2018-2019 SCHOOL YEAR)

**-----ALL DELIVERIES ARE TO BE TAILGATED-----**

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COMPANY

**ALL ITEMS ON THIS PAGE ARE TO BE BID ALL OR NONE**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
10 Boxes	P 58-010	ENVELOPES: MANILA 6” x 9”; 28#, 100 per box. NO CLASP. Gummed flap open on 9” side. <b>Acceptable brands Only:</b> Brown Kraft, Mead, Pen Tab, Quality Park.			
40 Boxes	P 58-040	ENVELOPES: MANILA; 9” x 12” 28# 100 per box. NO CLASP Gummed flap open on 9” side. <b>Acceptable brands only:</b> Brown Kraft, Mead, Pen Tab, Quality Park.			
40 Boxes	P 58-050	ENVELOPES: MANILA; 10” x 13” 28# 100 per box. NO CLASP. <b>Acceptable brands only:</b> Brown Kraft, Mead, Pen Tab, Quality Park			

**ALL ITEMS ON THIS PAGE ARE TO BE BID ALL OR NONE**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
300 Boxes	P 59-020	ENVELOPES: White #10; Plain 24#; Executive Style “V”-shaped flap; 500 per box. <b>Acceptable brands only:</b> Mead, Penn Tab or Westvaco. <b>SAMPLE REQUIRED</b>			

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COMPANY

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
4800 Boxes	P 62-000	FACIAL TISSUES: 8 1/4" x 9"; two-ply; 100 tissues per box; 30 boxes per case. Kleenex, Puffs, or acceptable brands from major manufacturers.			
220 Boxes	P 63-010	FILE FOLDERS: 9 1/2" x 11 3/4"; Manila 1/3 cut; smooth finish; 11 pt. stock; bottom scored for expansion; cross-grained tag; 100 per box. Amfile, Oxford, Avery, Smead, Ampad, or acceptable brands from major manufacturers.			



**ALL ITEMS THIS PAGE ARE TO BE BID ALL OR NONE**

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
100 Pkgs.	P 65-020	INDEX CARDS: 4" x 6" Plain White 90# basis – 100 per package, 5 packages per box. <b>Acceptable brands only:</b> Oxford, Ampad, SCM, Mead or S&J - or approved substitute.			
360 Pkgs.	P 66-010	INDEX CARDS: 3" x 5"; Ruled white; 90#; 100 per package. <b>Acceptable brands only:</b> Oxford, Ampad, SCM, Mead, B & J. - or approved substitute			
100 Pkgs.	P 66-020	INDEX CARDS: 4" x 6"; Ruled white; 90#; 100 per package. <b>Acceptable brands only:</b> Oxford, Ampad, SCM, Mead, B & J. - or approved substitute.			

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<b>QUANT</b>	<b>OUR ITEM</b>	<b>DESCRIPTION</b>	<b>BRAND NAME</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
816 Rolls	P 81-000	TAPE: MASKING: 3/4" x 60-yard roll; crepe; general purpose. Mystik #6230 or acceptable brands from major manufacturers. 48 per case			
1440 Rolls	P 83-000	TAPE: TRANSPARENT: Clear; 1/2" x 1296"; nearly invisible; repairs quickly and cleanly. Non-coloring Matte finish; easy to mark or write on. Highland 3M #6200. <b><u>NO SUBSTITUTE</u></b> 144 per case			

CHAMPAIGN COMMUNITY SCHOOL DISTRICT NO. 4  
CHAMPAIGN, ILLINOIS

BID SPECIFICATIONS

“WRITING” PAPER SUPPLIES  
(2018-2019 SCHOOL YEAR)

**-----ALL DELIVERIES ARE TO BE TAILGATED-----**

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COMPANY

QUANT	OUR ITEM	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
80 Reams	P 91-010	THEME PAPER: 16# White; 8 1/2" x 11"; ruled 3/8" short way both sides with red marginal line; Sulfite Bond; smooth finish. <b>Acceptable brands only: B &amp; J or Pacon.</b>			
20 Reams	P 91-020	THEME PAPER: 16# Yellow; 8 1/2" x 11", ruled 3/8" short way both sides, w/red marginal line. <b>Acceptable brands only: B &amp; J or Pacon</b>			

**I. AFFIRMATIVE ACTION PROGRAM**

The Illinois Human Rights Acts prohibits: discrimination on the basis of: "race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations." It also prohibits sexual harassment and discrimination in employment on the basis of citizenship status.

**II. STATEMENT OF NON-DISCRIMINATION**

The undersigned, as part of our bid on a contract per the attached specifications, hereby certifies:

That the undersigned and all contractors or subcontractors will comply with all state and federal laws regarding nondiscrimination. Any person or firm who enters into a contract with the Board of Education of Champaign Community Unit School District No. 4 shall agree to refrain from unlawful discrimination in employment and shall undertake affirmative action when appropriate to assure equality of employment opportunity and eliminate the effects of past discrimination.

**III. CONTRACTOR'S CERTIFICATION**

The undersigned, as part of its bid to Champaign Community Unit School District No. 4 per attached specifications, hereby certifies that pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, that neither (he, she, it) or any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended, and that neither (he, she, it) nor any of (his, her, its) partners and officers has ever been convicted of the offense of bid-rigging under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

**The undersigned hereby certifies full knowledge, understanding and compliance with Sections I, II and III above:**

\_\_\_\_\_  
(Company) (Address / P O Box) (City / State / Zip)

\_\_\_\_\_  
(Signature, Authorized Agent) (Phone Number) (Date)

STATE OF \_\_\_\_\_,

COUNTY OF \_\_\_\_\_

**Subscribed and sworn to before me this**

\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_, Notary Public