

THE MARQUARDT SCHOOLS, DISTRICT 15
1860 GLEN ELLYN ROAD
GLENDALE HEIGHTS, IL 60139
(630) 469-7615

PAPER SUPPLIES BID
DUE May 2, 2023

SUBMISSION OF PROPOSALS AND CLOSING DATE: Bids will be received in the Business Office, 1860 Glen Ellyn Road, Glendale Heights, IL 60139 on or before 2:00 p.m. Tuesday, May 2, 2023. The words "PAPER SUPPLIES BID" must be clearly visible on the face of the envelope. Proposals will be opened on May 2, 2023 beginning at 2:00 p.m. in the Conference Room located in the Administration Center at the above address.

IN CASE OF NO-QUOTATION: If you are unable to quote on this proposal, please so state on the first page of this proposal form and return it so that the Board may know you have had an opportunity to quote and that you will welcome receipt of similar proposals in the future.

CONDITIONS: The bid needs to include 8.5 x 11-20# 92 Bright #1 Xerographic Multi-purpose paper formulated for premium performance in printers, high speed copiers, and fax machines. The paper must be of domestic manufacture from a paper mill. Long grain, ream cut to feed smoothly through automatic feed equipment. The paper shall produce a clear legible copy on both sides and be free of curl, packed in moisture barrier paper with sealed reams of 500 sheets, 10 reams to a carton. Only Paper manufactured by the following mills will be accepted; Boise, Domtar, Georgia-Pacific, Glatfelter, and International Paper. The bidder must provide mill documentation that your paper is manufactured by one of these mills and guarantee that paper shipped under a private brand will be consistently from this mill if future deliveries are required.

PRICES QUOTED: The prices quoted must be gross prices, including such costs (when they apply) as packaging, transportation, and taxes, if any. No separate charges except those clearly recorded on this proposal form can, or will be, allowed.

The Board of Education is exempt from State Retail and Federal Taxes. State of Illinois Tax Exemption No. E9997-3308-05.

Each vendor must quote unit prices and extend totals where requested. In case of an error in extension the unit price shall govern.

CASH DISCOUNTS: The Board of Education may take advantage of any cash discount for prompt payment offered in this proposal. Discount terms will NOT be considered in determining the low quotation.

ACCEPTANCE OR REJECTION OF PROPOSALS: The Board of Education reserves the right to accept or reject any or all proposals or any portion of any proposal submitted.

AWARDING OF ORDERS: The Board of Education reserves the right to award an order, or orders, as it sees fit by selecting the lowest quotation on each article, or group of articles, or the lowest aggregate quotation. However, in addition to the quotation, the Board reserves the right to make an award based on its consideration of the quality of each article and the service, qualifications and responsibility of each bidder.

PROHIBITION OF DELEGATION OF PERFORMANCE: Neither party to the agreement shall delegate the performance of any obligation hereunder to any third person without the prior written consent of the other party hereto.

SAMPLES: Each bidder shall, if requested, submit samples of the articles offered which are truly representative, in all essential particulars, of the articles he will deliver if the Board accepts his bid.

SHIPPING: Delivery is to be made to

Marquardt School District No. 15
Facilities Service Building
1880 Glen Ellyn Road
Glendale Heights, IL 60139

Delivery is to be made in two shipments. Shipment one will consist of 320 cases of paper and will be delivered on **June 14, 2023**. Shipment two will consist of the remaining 280 cases of paper and should be made on **January 10, 2024**. **A truck with a lift gate and a motorized pallet mover is required for both deliveries. Delivery is to be made between the hours of 7:00 A.M & 1:00 P.M. Please call 630-254-8147 prior to delivery to ensure someone is in the building. In the event a delivery notification is not made by calling 630-254-8147 and the truck arrives without a lift gate and pallet mover, we reserve the right to refuse the delivery until the above conditions are met.**

PAYMENT: Payment will be made following Board of Education approval, after all items have been received.

By signing below, the contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

PRICES MUST BE RECORDED IN INK OR WITH TYPEWRITER. BIDDERS MUST EXTEND AND RECORD TOTAL PRICES. UNSIGNED BIDS WILL NOT BE ACCEPTED.

SIGNED FOR THE FIRM - TYPE NAME UNDER SIGNATURE

BY _____

FIRM NAME _____

ADDRESS _____

TITLE _____

CITY STATE ZIP

TELEPHONE _____

DATE _____

CASH DISCOUNT TERMS _____

MARQUARDT SCHOOL DISTRICT
 1860 GLEN ELLYN RD
 GLENDALE HEIGHTS IL 60139

PH: 630-469-7615
 FAX: 630-790-1650

XEROGRAPHIC PAPER SUPPLIES BID - 2023-2024

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Xerographic multipurpose Paper for High Speed Copiers, 20# 92 bright #1 Moisture Wrapped Ream, 8 1/2 x 11 500 sheets/ream, 10 reams per ctn. as per bid specs				
White	Carton	600	\$0.00	\$0.00
TOTAL BID				\$0.00

NOTE: A TRUCK WITH A LIFT GATE AND A MOTORIZED PALLET MOVER IS REQUIRED FOR DELIVERY.

PRICING MUST BE FIRM UNTIL END OF CONTRACT