

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
8601 W. Roosevelt Road
Forest Park, IL 60130
708-338-5956

Subject: Office Supplies Bid

June 14, 2017

Attention Bidders:

The Board of Education of Proviso Township High Schools District 209 is accepting sealed bids for office supplies. Bid instructions and specifications are enclosed.

Bids are due June 26, 2017 at 10:30 a.m. Bids will be publicly opened at 10:45 a.m. You will be notified as soon as a decision has been reached. Forward all bids to: The Business Office, Proviso Township High Schools District 209, 8601 W. Roosevelt Road, Forest Park, Illinois 60130.

The Board of Education will accept only bids that are clearly marked “**Office Supplies Bid**” on the outside of the envelope. For additional information regarding the bid, please e-mail: cwhite@pths209.org

Sincerely,

Sharon Palmer
Director of Accounting

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
8601 WEST ROOSEVELT ROAD
FOREST PARK, IL 60130-2532
(708) 338-5956

SUBMIT YOUR BID TO THE ATTENTION OF:

Charlotte White
Business Office
Proviso Township High Schools District 209
8601 West Roosevelt Rd.
Forest Park, IL 60130-2532

Office Supplies Bid

AT THE ABOVE ADDRESS NOT LATER THAN:

Monday, June 26, 2017 – 10:30 a.m.

YOUR BID MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY MARKED WITH YOUR COMPANY NAME AND THE FOLLOWING INFORMATION

Office Supplies Bid
Bid Number: 6262017

Please complete the following:

Company Name

Contact Person

Street Address

City, State, Zip Code

Telephone Number

Fax Number

Contact Person's Email Address

SECTION I:

General Information

- A. Bid shall be submitted in an envelope properly marked with the title of bid and bid number.
- B. Seal and deliver your bid to the Business Office on or before the time scheduled for the opening.
- C. Your bid shall be made on the form provided.
- D. Unsigned or late bids will not be considered.
- E. Proviso Township High School District 209 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the bid.
- G. Correspondence shall be addressed to the Business Office.
- H. Bids are available for inspection in the Business Office after award of orders.
- I. A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing issuance of contracts in the State of Illinois, including the rules and regulations of the *Illinois Human Rights Act*, as well as local regulations and laws. Each bidder shall be required to comply with all applicable provisions of the “Wages of Employees on Public Works Act” (Prevailing Wage Act, Ill. Stat. 48, Section 39s-1 et. seq.) and with all applicable provisions of the “Preference to citizens on Public Work Projects Act” (Ill. Rev. Stat. 48, Section 269, et. seq.). If during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractor shall protect, defend, indemnify and hold owner harmless for any claims or demands made as a result of contractor’s failure to comply with this paragraph.
- J. Bid price to remain firm for ninety (90) days from date of bid opening.

- K. Each bid must be accompanied by a Certificate of Eligibility to Bid, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Criminal Code of 1961 or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The Certificate of Eligibility to Bid form is included within the bid documents. No bid will be considered responsive unless accompanied by a signed Certificate of Eligibility to Bid.

- L. Each bid from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. Each bid from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The Certificates of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid will be considered responsive where applicable. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made a false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

- M. Each bid must be accompanied by a certificate regarding a sexual harassment policy certifying that the bidder has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the Illinois Human Rights Act and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; states that anyone filing a complaint will be protected against retaliation.

1. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in bidding will be considered and Bidders will be held strictly to the proposals as submitted. Should a Bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, he shall advise the Business Manager, or the District's designee, who will issue the necessary clarifications to all prospective Bidders by means of addenda.

2. WITHDRAWAL OF BIDS

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

3. INVESTIGATION OF BIDDERS

- A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of services, or supplies similar to that included in his bid.
- B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the contract.

4. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids, to waive irregularities, and to accept the bid, which is, considered to be in the best interests of the District. Any such decision shall be considered final.

5. EXCEPTIONS

Any exceptions to these conditions or deviations from written specifications must be in writing and attached to the bid form.

6. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

7. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to

employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by Law.
- G. The Contractor shall include the provisions of paragraphs (A) through (F) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agent may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

8. COMPLETION DELIVERY TIME

If delivery time will exceed thirty days after receipt of a purchase order, state the delivery time by the respective item in the “Description” column.

9. EVALUATIONS

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (4) a bidder is not a responsible bidder and should be disregarded, and (5) what exceptions or deviations from written specifications will be accepted.

10. PUBLIC BID OPENING

Bidders and other interested parties are cordially invited to be present at the public bid opening to be held at the school district. Bids will be publicly opened and bid results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all bids. Bid awards will be officially made at a subsequent meeting of the Board of Education.

SECTION II: SPECIFICATIONS

Universal economy stapler	1 each	\$
Avery 5160 Labels	1 box	\$
3M Post it notes 3x3	1 each	\$
Universal Paper clips jumbo	1 dozen	\$
Universal Paper clips medium	1 dozen	\$
Universal binder clips small	1 dozen	\$
Universal Binder clips medium	1 dozen	\$
Universal 9x12 envelopes	100/box self-adhesive	\$
Universal 10x13 envelopes	100/box self-adhesive	\$
Pendaflex colored hanging folders letter	25 box	\$
Pendaflex Interior File Folders	100 box 1/3 assorted letter	\$
Universal Letter file folders	100 box 1/3 assorted letter	\$
Universal red rope expanding file pockets legal #15363	10 box/5 ¼"	\$
Universal red rope expanding file pockets letter #15262	10 box 5 ¼"	\$
Universal Permanent glue stick UNV-75750	12 pack 0.74oz	\$
Universal 8 inch scissors	1 each	\$
Scotch magic tape #810	10 rolls	\$
3M post-it notes #655-5UC 3x5	1 each/500 count	\$
Mirando Black Warrior Pencil	1 dozen	\$
Bic round Stic Ballpoint Pen	1 dozen	\$
Crista Xtra bold Ballpoint Pen	1 dozen	\$
Post-it notes #660-3AU 4x6	1 each/300 count	\$
Universal staple remover	1 each UNV-00700	\$
Universal staples #UNV79000	1 each	\$
		\$

BID NO. 6262017

SECTION III: DELIVERY POINTS

Service points for purposes of this bid shall be the following location(s) designated by an “X” in the left column:

<u> x </u>	PROVISO EAST HIGH SCHOOL 807 S. FIRST AVENUE MAYWOOD, IL 60153
<u> x </u>	PROVISO WEST HIGH SCHOOL 4701 W. HARRISON STREET HILLSIDE, IL 60162
<u> x </u>	PROVISO MATH AND SCIENCE ACADEMY 8601 W. ROOSEVELT ROAD FOREST PARK, IL 60130

BID NO. 6262017

COURTESY NO BID RESPONSE QUESTIONNAIRE

If you are not submitting a price on this bid, Proviso Township High School District 209 would like your input as to why you are not bidding. Please indicate your reason and return by bid due date to:

Proviso Township High Schools
Business Office
8601 West Roosevelt Road
Forest Park, IL 60130-2532
Attention: Charlotte White
(708) 338-5956

Please mark the outside of the envelope “No Bid.” Thank you.

- Previous commitments, too busy
- Too small a job/order
- Too large a job/order
- Our firm not suited for this type of work
- Do not like to bid
- Could not schedule site examination
- Do not want to be bonded for this job
- Other _____

Firm Name

Contact Person Title

Address City, State, Zip Code

BID NO. 6262017

BID FORM

TO: Business Office
Proviso Township High Schools
8601 West Roosevelt Road
Forest Park, IL 60130-2532

FROM:

(Name of Bidder)

BASE PRICE \$ _____

TOTAL BID \$ _____

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Name Signature

Title Email Address

Company Address City, State, Zip Code

Telephone Number Date

Fax Number

If NO BID is your response, please see
COURTESY NO BID Response Questionnaire

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor/vendor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor 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, officers, or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Contractor/Vendor

By: _____
Print or Type

Signature

Title

Date

(Individual Vendor)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Individual Vendor

By: _____
Signature

Date

(Vendors With 25 or More Employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, 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 (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Vendor

By: _____
Signature

Title

Date

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Vendor

By: _____
Signature

Title

Date