

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04282016
COPY PAPER

Summary

McHenry County College requests proposals from companies to provide Copy Paper for MCC.

Date Issued:	April 14, 2016
Service Requested:	Copy Paper
IFB Closing Date/Time:	April 28, 2016 – 10:00 A.M.
IFB Contact:	Jennifer Jones, Director for Business Services JJONES@MCHENRY.EDU

Proposals must be sealed and delivered to the attention of Jennifer Jones, Director for Business Services, McHenry County College, 8900 US Highway 14, Crystal Lake, IL 60012 on or before April 28, 2016, 10:00A.M.CST.

All late proposals will be rejected.

All proposals must be signed by a duly authorized representative of the firm.

All unsigned proposals will be automatically rejected.

SPECIAL NOTE: This Invitation for Bids (IFB) does not obligate McHenry County College (MCC) or its Board of Trustees to award a contract or complete the proposed project, and each reserves the right to cancel this IFB if it is considered to be in its best interest. Bids must be clear and concise. Bids that are difficult to follow or that do not conform to the IFB format or binding specifications, may be rejected. Responding vendors must include the required information called for in this IFB. MCC reserves the right to reject a bid if required information is not provided or is not organized as directed. MCC also reserves the right to change the evaluation criteria or any other provision in this IFB by posting notice of the change(s) on MCC's IFB website, www.mchenry.edu/bid. For this IFB, posting on the captioned website above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.

McHenry County College administration will competitively evaluate all qualified bids and present a recommendation to enter into an agreement with the Board of Trustees at the May 26, 2016 Board meeting.

We appreciate your interest in McHenry County College and look forward to your response.



INVITATION FOR BIDS

Copy Paper

IFB04282016

Issue Date: April 14, 2016

IFB Response Deadline: April 28, 2016

McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012-2761
Telephone: (815) 455-3700

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1.0 GENERAL REQUIREMENTS

1.1 Introduction: McHenry County College (hereinafter “MCC”) is inviting responsible Vendors (hereinafter “Bidder” or “Contractor”) to submit bids for **Copy Paper**. A more complete description of the supplies and/or services sought is provided in the Bid Specifications section of the IFB. If you are interested and able to meet these requirements, we would appreciate and welcome a bid. This IFB will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of bid samples, descriptive literature, technical data, references, licenses, or other information or material.

Unsolicited bid samples or descriptive literature however, are submitted at the vendor’s risk, may not be examined or tested, will not be deemed to vary any of the provisions of the IFB, and may not be utilized by the vendor to contest a decision or understanding with MCC.

1.2 Background: McHenry County College (MCC) is a community college offering pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. McHenry County College serves one of the fastest growing counties in Illinois. MCC is located forty-five miles northwest of downtown Chicago, the college is committed to providing high quality, need-based educational and training opportunities to adult residents of Community College District 528. Nearly 250,000 residents live within the MCC district boundaries. The campus is located at 8900 U.S. Highway 14, Crystal Lake, IL 60012.

1.3 Contact Information: The contact, identified below, is the sole point of contact regarding the IFB from the date of issuance until selection of the successful vendor.

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

1.4 Minimum Bidder Qualifications: The following minimum qualifications must be met by each bidder:

- a. The Bidder shall have had a minimum of three (3) years, previous experience and possess manpower and equipment, financial resources, and an organization as herein specified to perform the type, magnitude, and quality of work specified.

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1.5 Key Event Dates: The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues IFB listed at www.mchenry.edu/bid	April 14, 2016
Last day for vendors questions via email jjones@mchenry.edu	April 21, 2016
Response to vendor questions will be listed by addendum at www.mchenry.edu/bid	April 22, 2016
Bid End Date	April 28, 2016
Recommendation to Board of Trustees	May 26, 2016
Notification of Award	May 31, 2016
Contract Start Date	July 1, 2016.
Project Manager Contact	Stephanie Stoklosa Duplicating Center Coordinator 815-455-8798

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2.0 BID SUBMISSION

- 2.1 Examination of Solicitation Documents and Explanation to Bidders.** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Procurement Officer via email. The bidder making such request will be solely responsible for its timely receipt by the Procurement Officer. Replies to such notices may be made in the form of an addendum to the solicitation.
- 2.2 Submission:** The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope and nature of the project requirements. **Faxed Bids ARE NOT acceptable.**
- 2.3 Interpretation or Representations.** MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
- 2.4 IFB Questions and Clarifications:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum.
- 2.5 Addendum:** The only method by which any requirement of this solicitation may be modified is by written addendum. If an addendum to the bid document is a result of a pre-bid conference, MCC will e-mail the addendum within a reasonable time following the conference. MCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Any addendum will be posted to MCC's website at www.mchenry.edu/bid. The addendum shall be acknowledged by signature and included in your bid submission.
- 2.6 Bid Preparation Costs.** The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The University is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
- 2.7 Cancellation of IFB:** If the Director of Business Services determines that it is in MCC's best interest, he/she reserves the right to do any of the following
- Cancel this IFB
 - Modify this IFB in writing as needed
 - Reject any or all proposals received in bid to this IFB.

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- 2.8 Accuracy/ Withdrawal of Proposals Prior to Bid Opening:** Bids may be withdrawn in writing any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the Bid without the prior written approval of the Director of Business Services of McHenry County College.
- 2.9 Taxes:** MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.
- 2.10 Evaluation:** In evaluating the bids submitted, MCC will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this bid will be made to that vendor whose offer conforms to the bid and it is determined to be the most advantageous, or "best value" to MCC, in the sole judgment of MCC. The selection process will include, but not be limited to, the following considerations:
1. The quality and range of products and services the firm proposes to provide.
 2. The ability to provide product and service in an expedient and efficient manner.
 3. The firm's overall experience, reputation, expertise, stability, and financial responsibility.
 4. The experience and qualifications of the staff that will be assigned to service MCC's account.
 5. The provider's ability to assist MCC in meeting the overall goals of bid.
 6. The bidder's past relationship with MCC, if any.
 7. Any other relevant factor that a business entity would consider in selecting a vendor.
- 2.11 Award of Contract:** MCC reserves the right to reject any or all prices or bids submitted, waive irregularities, and to accept that bid which is considered to be in the best interest of the College. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the bid has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the bid. Submit complete specifications for any substitute offered. In the event two bidders have submitted equal values for items listed, the in-district bidder will be given preference, everything else being equal.

The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. This bid will be awarded in its entirety to one vendor. We reserve the right to make moderate quantity alterations to conform to budget limitations.

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3.0 INSTRUCTION TO BIDDERS

Read the following instructions carefully before submitting any bid. Failure to follow these instructions and the rules may result in the rejection of your bid. MCC reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any bidder regarding a bid.

3.1 Bid Format and Content: In order for MCC to evaluate bids fairly and completely, bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order for a bid to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the bid.

1. **Cover Letter.** The cover letter must confirm that the **bidder understands all the terms and conditions contained in this IFB and will comply with all the provisions of this IFB.** Further, that should the contract be awarded to your company, you would be prepared to begin services upon contract approval from MCC. The cover letter must include the full contact information of the person(s) MCC shall contact regarding the bid. A bidder representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether or not subcontractors will be used.
2. **Experience & Operational Plan.** Bidders must describe their capabilities to provide the services requested in this IFB by providing the following:
 - A description of Bidder's experience in supplying and delivering Copy Paper.
 - Staffing and operational plan for this contract, including use of any subcontractors and description of equipment to be used.
3. **Pricing.** Bidder shall submit on the bid submission form, prices for each item listed for Copy Paper.

3.2 Packaging of Response: Please submit one original bid, one copy, and a copy on flash drive. The bid documents, must be submitted by mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

- Bidder's complete name and address
- Solicitation Number
- Bid Due Date and Time
- Bid for Copy Paper
- Sealed Bid

3.3 Late Bids. *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

3.4 Bidder's Signature. The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in

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response to this IFB guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.

- 3.5 Bid Opening:** MCC will open all bids that are submitted in a proper and timely manner submission, and will record the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late.
- 3.7 Responders' Costs:** The cost of developing a bid for this IFB belongs solely to the bidder and may not be charged to MCC.
- 3.8 Contract Terms:** The contract term is for three (3) years, July 1, 2016 thru June 30, 2019, with an option for two yearly renewals thereafter.

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4.0 GENERAL TERMS AND CONDITIONS

- 4.1 Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.
- 4.2 Purchase:** After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
- 4.3 Right to Cancel:** MCC may cancel contracts resulting from this IFB at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
- 4.4 Proprietary Information:** Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
- 4.5 Negotiation:** MCC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of MCC.
- 4.6 Retention of Documentation:** All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MCC.
- 4.7 Insurance Requirements:** If fabrication, construction, installation, service or other work is specified to be conducted on MCC's premises, supplier shall maintain in force during the period of such work the following coverage's: (a) worker's compensation, as required by the laws of the State of Illinois; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. **The successful bidder shall provide a certificate of insurance naming McHenry County College as additional insured.**
- 4.8 Indemnification:** The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.
- 4.9 Substitutes to Specifications:** Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with this bid document. A demonstration may be requested. Submit complete specifications for any

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substitute offered. Your bid should be made on the Bid Submission Form (Attachment A), and any explanation regarding your bid should be attached. A complete disqualification could result without these reference materials attached. Indicate warranty specifications that apply to the items included in your bid.

4.10 Disclosure: Contractors shall note any and all relationships that might be a conflict of interest and include such information with the bid.

4.11 Terms of Payment: MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.

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ATTACHMENT C
CONTRACTOR CERTIFICATION
Illinois Revised Statute 1987
Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name _____

By * _____

Address _____

City/State/ZIP _____

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PRE-BID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once an INVITATION FOR BID for a particular contract is released, MCC cannot respond to individual inquires from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

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6.0 REFERRAL LIST

List four companies, schools preferred, to whom your company has sold and installed comparable products within the last three years:

1. NAME: _____
ADDRESS: _____

PHONE: _____

2. NAME: _____
ADDRESS: _____

PHONE: _____

3. NAME: _____
ADDRESS: _____

PHONE: _____

4. NAME: _____
ADDRESS: _____

PHONE: _____

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Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requestor's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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7.0 BID SPECIFICATIONS

- 7.1 McHenry County College is seeking the acquisition of listed paper stock supplies for three years with optional yearly renewals. The College is targeting a high quality paper that offers the best function and compatibility with the College's copier, printer, laser and ink jet operations. The current paper in use is Flambeau River Papers, 20#, White 92 Bright/30% PCW. The successful bidder will supply all materials and perform all labor necessary to complete the project based on the specifications listed below. All pricing shall be listed and submitted on the Bid Submission Form.
- 7.2 Price will include all costs for delivery of the goods and/or performance of services at the specified department. Unless otherwise noted, prices shall include delivery and transportation charges fully pre-paid F.O.B. destination. No extra charges for packaging or packages will be allowed.
- 7.3 Costs associated with every aspect of labor, materials, and service necessary to provide the goods and/or services as specified herein must be included in the bid. The College will not be responsible for any costs incurred by the vendor that are not included in the bid.
- 7.4 Standard delivery interval required for orders is five (5) business days from receipt of order. Failure to adhere to this requirement may result in loss of contract.
- 7.5 The initial term of the contract will be from July 1, 2016 through June 30, 2019. Prices quoted are to remain firm for the term of the contract. However, during the term of this contract, price decreases at the mill level that are passed on to the vendor must also be passed on to the College.
- 7.6 Price Increases – Changes in price for subsequent years, must be submitted no less than ninety (90) days prior to the expiration of the current contract year. Price increases must be accompanied by complete and specific documentation to justify the need for a change. MCC reserves the right to accept, reject, or negotiate any change, whichever is in the best interest of MCC. If parties are unable to agree on cost, MCC will solicit bids from other vendors to compare costs and secure best pricing.
- 7.7 If request for price increases are not received within the ninety (90) day period, the contract will be automatically renewed and the previous years prices remain in affect for the new year. Requests for discount reductions may be a factor in contract renewal.
- 7.8 Price Decreases – Notification of price decreases may be submitted to MCC for consideration at any time during the contract period, and will become effective immediately.

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8.0 SCOPE OF WORK

- 8.1 MCC will evaluate the paper based on cost, quality, performance, and references. The vendor will be evaluated based on history and references, delivery time accuracy, and financial standing.
- 8.2 The attached paper quantity and pricing sheet will list in 650 case of Flambeau River Papers, bright white paper and other listed color papers. The College will award the 650 Recycled White Paper cases to one vendor but may award the remaining paper to another vendor if it is in the best interest of the College to do so. All costs must be included
- 8.3 Due to a lack of warehouse facilities at MCC, it is necessary to have a Blanket Purchase Order for the entire amount and to have paper delivered to the college on an as needed basis. The first shipment would be immediately following award of this bid. This first shipment will include 160 cases of the recycled white paper. Any additional warehouse or delivery fees for meeting this obligation needs to be communicated in this bid in the cost per case price. **No additional payments will be authorized by MCC for these deliveries and storage unless it is stated and agreed to by award to vendor of this bid.**
- 8.4 The reason we are specifying Flambeau River Papers is because of extensive testing of recycled brands. We are very concerned with the paper dust generated from recycled paper on our high-speed machines. Our specifications for quality type paper is for the reasons due to the high quality, low dust and trouble free capability of the paper. The laser paper proposed must be guaranteed to be used with ink jets, high-speed copiers and plain paper faxes. The college printing operations desires either this paper or a brand of similar or higher quality be acquired. If an alternate brand is bid, please provide the college with two cases to be tested for quality comparison as well as detailed specification sheets on the brand at the pre-bid meeting. It will be McHenry County College's personnel that will determine the equivalency of paper quality based on use with the college printers and copiers.
- 8.5 All bidders must complete the Bid Submission Form. Prices must be firm for one year.
- 8.6 The name of the manufacturer is used in the specifications for the purpose of establishing quality and design, not for the purpose of limiting competition.
- 8.7 Complete specifications for any substitute paper offered must accompany bid for consideration.**
- 8.8 Unless we are advised to the contrary, it is understood that the bid has been submitted in strict accordance with specifications. Any explanation regarding the items listed should be delivered with the bid.
- 8.9 Indicate warranty specifications that apply to the items included in your bid.

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- 8.10 The College will award the 650 Recycled White Paper cases to one vendor but may award the remaining paper to another vendor if it is in the best interest of the College to do so. We reserve the right to make moderate quantity alterations to conform to budget limitations.
- 8.11 Quotations should include all packing and shipping costs: F.O.B. Destination, Crystal Lake, Illinois.**
- 8.12 Consideration will be given to alternatives if they are a standard manufactured item as evidenced by literature and specifications enclosed with this bid document. A demonstration may be requested.
- 8.13 In the event two vendors have submitted equal values for items listed, the in-district vendor will be given preference, everything else being equal.

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9.0 ATTACHMENT A-BID SUBMISSION FORM

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

- | | | |
|---|--|------------------------------|
| <input type="checkbox"/> The Owner/Sole Proprietor | <input type="checkbox"/> Member of the Partnership | |
| <input type="checkbox"/> Officer of the Corporation | <input type="checkbox"/> Member of the Joint Venture | |
| <input type="checkbox"/> WBE | <input type="checkbox"/> MBE | <input type="checkbox"/> DBE |

Company: _____ FEIN _____

Address: _____

Contact Person: _____

Email Address: _____ Telephone: _____ Fax: _____

Name _____ Title _____
(Print) (Print)

Signature _____ Date _____

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July 1, 2016 - June 30, 2019							
Size	Item Description	Weight	Color	Quantity/Year	Cost/Case	Total Cost	Substitute
8.5 x 11	Currently using Flambeau River Papers Recycled Xerographic or Equivalent	20#	White 92 Bright/ 30% PCW	650 cases			
8.5 x 14	Xerographic Bright White	20#	White	5 cases			
11 x 17	Xerographic Bright White	20#	White	6 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Blue	7 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Buff	1 case			
8.5 x 11	Hammermill Colors or Equivalent	20#	Crème	6 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Goldenrod	5 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Gray	1 case			
8.5 x 11	Hammermill Colors or Equivalent	20#	Green	7 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Orchid	7 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Pink	5 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Salmon	2 cases			
8.5 x 11	Hammermill Colors or Equivalent	20#	Tan	1 case			
8.5 x 11	Hammermill Colors or Equivalent	20#	Yellow	10 cases			
8.5 x 11	Domtar Lynx Digital or Equivalent	65# Cover	White	5 cases			
8.5 x 11	Domtar Earth Choice Opaque or Equivalent	65# Cover	Yellow	3 cases			
8.5 x 11	Hammermill Color Copy Digital	28#	White	6 cases			
8.5 x 11	Hammermill Color Copy Digital	32#	White	20 cases			
11 x 17	Hammermill Color Copy Digital	32#	White	3 cases			
8.5 x 11	Hammermill Color Copy Digital Cover	60# Cover	White	6 cases			
11 x 17	Hammermill Color Copy Digital Cover	60# Cover	White	3 cases			
					TOTAL BID AMOUNT \$ _____		