

**BOARD OF EDUCATION OF  
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301,  
DEKALB AND KANE COUNTIES, ILLINOIS**

**REQUEST FOR BIDS FOR  
FOR COPY PAPER PRODUCTS**

**May 20, 2026**

**ADVERTISEMENT FOR BIDS**  
**FOR COPY PAPER PRODUCTS**

The Board of Education of Central Community Unit School District 301 is requesting sealed bid proposals for Copy Paper Products.

Specifications and bid proposal forms are available at the Administration Office located at 275 South Street, Burlington, IL 60109 and can be obtained on weekdays between 8:00 a.m. and 3:00 p.m. CST in person or by calling (847) 464-6005. Bids will be accepted until **1:00 p.m. CST on Tuesday, June 2, 2026**. Sealed bids should be sent to Daina Pflug, Business Manager, Central School District 301, PO Box 396, Burlington, Illinois 60109. Please clearly mark the sealed bid: **“Copy Paper Products”**.

Facsimile and electronic bids will not be accepted. Bidders are responsible for ensuring timely delivery of their bids; no late bids will be accepted. Bids will be opened and read aloud at the Administration Office located at 275 South Street, Burlington, IL 60109, at 1:01 p.m. CST on June 2, 2026.

All bids must be submitted on the forms provided and shall contain no qualifications or interlineations. Contractors/vendors may bid on any of all areas in said bid. Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board of Education reserves the right to accept and/or reject any or all bids, to waive any irregularities in bidding procedures and to make all decisions in the best interests of the school district.

Mr. Ryan Wasson, President  
Board of Education  
Central Community Unit School District 301

Mr. Scott Mrkvicka, Secretary  
Board of Education  
Central Community Unit School District 301

**BID SUBMISSION FORM**  
**FOR COPY PAPER PRODUCTS**

**Bid Submission Date:**                      **1:00 p.m. CDT on Tuesday June 2, 2026**

**Date and Time of Bid Opening:**      **1:00 p.m. CDT on Tuesday June 2, 2026**

The Board of Education of Central Community Unit School District No. 301 is seeking bids for the paper products outlined below, and in such qualities as outlined below. Each ream must be poly laminated, moisture proof wrapped, and each pallet shall be shrink-wrapped.

Description	Unit Price	Quantity	Total Price
20 lb. multi-purpose - 8 1/2 X 11 * White <b>(One sample ream of this product must be provided with the bid)</b>		1350	
20 lb. multi-purpose - 8 1/2 X 11 Blue		11	
20 lb. multi-purpose - 8 1/2 X 11 Buff		2	
20 lb. multi-purpose - 8 1/2 X 11 Canary		16	
20 lb. multi-purpose - 8 1/2 X 11 Orange/Pumpkin		12	
20 lb. multi-purpose - 8 1/2 X 11 Green		12	
20 lb. multi-purpose - 8 1/2 X 11 Orchid/Lavender		16	
20 lb. multi-purpose - 8 1/2 X 11 Pink		12	
20 lb. multi-purpose - 8 1/2 X 11 Cherry		6	
20 lb. multi-purpose - 8 1/2 X 11 Gray		4	
20 lb. multi-purpose - 8 1/2 X 11 Bright Lime Green		10	
20 lb. multi-purpose - 8 1/2 X 11 Bright Orange		0	
20 lb. multi-purpose - 8 1/2 X 11 Bright Blue		7	
20 lb. multi-purpose - 8 1/2 X 11 Bright Yellow		7	
20 lb. multi-purpose - 8 1/2 X 11 Bright Red		1	
20 lb. multi-purpose - 8 1/2 X 11 Bright Purple		6	
20 lb. multi-purpose - 8 1/2 X 14 White		7	
20 lb. multi-purpose - 11 X 17 White		14	
67 lb. card stock - White		40	
		Total:	\$

Brand of Paper: \_\_\_\_\_

Earliest Guaranteed Delivery Date (no later than August 1, 2026): \_\_\_\_\_

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 2012* (720 ILCS §§ 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

By: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Its: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

State: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2026.**

**Notary Public:**

\_\_\_\_\_

## **BID CONDITIONS**

### **1. DEFINITIONS**

- 1.1 “BOARD” or “SCHOOL DISTRICT”: The Board of Education of Central Community Unit School District 301, DeKalb and Kane County, Illinois.
- 1.2 “BID DOCUMENTS” include:
- I. Advertisement
  - II. Bid Submission Form
  - III. Bid Conditions
  - IV. Paper Distribution Sites
  - V. Qualification Statement
  - VI. Addenda, if any
- 1.3 “SELLER” or “CONTRACTOR”: The successful bidder.

### **2. FORM OF BID**

- 2.1 Bid Submission: The Bid Submission Form, the Qualification Statement, and the sample ream must be submitted to the Administrative Office at 275 South Street, Burlington, Illinois 60109, no later than the date and time set forth on the Bid Submission Form. The bid must be submitted in a sealed envelope addressed to Daina Pflug, Business Manager, and labeled “Copy Paper Products”. The name, address, and phone number and a contact must be listed on the outside of the bid. The sealed bid must be submitted on the forms provided.
- 2.2 Alternate Bids: Alternate bids shall not be considered unless requested by the Board. An alternate bid shall not become a part of the Contract unless approved by the Board in writing upon the award of the bid.
- 2.3 Delivered Price: Your bid price must be a delivered price, to the schools listed on the Paper Distribution Sites included herein. Such price must include all packing, delivery, transportation, and handling charges. Prices must include cost to deliver with a lift gate and pallet jack at each location. The bid price must be firm for at least thirty (30) calendar days after the latest date for submission of bids.
- 2.4 Unit and Total Prices: The price for the units should be clearly shown for each separate item in the space provided on the Bid Submission Form.
- 2.5 Qualification: The bidder shall submit with the Bid Submission Form a fully completed and executed Qualification Statement on the form contained in the Bid Documents.

- 2.6 Contract: After award, the Contractor shall execute a contract, upon request, as prepared by the School District's legal counsel. Such contract may be renewed for up to four (4) additional one-year periods thereafter upon mutual written agreement. In such event, the unit prices may not increase by more than three percent (3%) in a given year. The designated distribution sites may change, as determined by the School District. Delivery shall occur no later than August 1 of each year.

### **3. WITHDRAWAL, CANCELLATION, OR MODIFICATION OF BID**

- 3.1 Withdrawal, Cancellation, or Modification of Bids: A bidder may withdraw a bid at any time prior to the time specified in the Bid Documents as the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid. However, no bidder shall withdraw, cancel or modify a bid for a period of thirty (30) calendar days after said closing time for the receipt of bids, nor shall the successful bidder withdraw, cancel or modify a bid after having been notified that said bid has been accepted by the Board. Any bidder that withdraws, cancels or modifies a bid within said thirty (30) day period shall forfeit the Bid Deposit.
- 3.2 Late Bids: Bids received after the time specified in the Bid Documents will not be considered.

### **4. BIDDER REPRESENTATIONS**

- 4.1 Complete Understanding: Each bidder warrants and represents that he or she has read and understands the Bid Documents.
- 4.2 Specifications: Each bidder warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents.
- 4.3 Authorized Representative: Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the bid.
- 4.4 Bid Rigging and Bid Rotating: As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing this Contract, the Contractor certifies that it is not barred from contracting with any unit of State of Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Contract void. The Contractor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq*. If applicable, the Contractor shall collect and remit Illinois Use Tax on all

sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether the Contractor is a retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

## 5. **AWARD**

- 5.1 **Award of Bids**: Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board reserves the right to award the entire bid to one bidder or to multiple bidders on an item-by-item basis.
- 5.2 **Bid Reservation**: The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding.
- 5.3 **Interpretation of Bid Documents**: If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Daina Pflug, Business Manager, a written request for an interpretation, at [daina.pflug@central301.net](mailto:daina.pflug@central301.net). The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Daina Pflug, Business Manager. A copy of such addendum will be emailed to each person who has requested that Ms. Pflug send them copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

## 6. **QUALITY OF WORK/CONDITION OF GOODS**

- 6.1 **Title and Risk of Loss**: Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.
- 6.2 **Inspection**: All material shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or which fail to meet the requirements contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection.

As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

- 6.3 Payment and Price: Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or a failure to meet the specifications contained herein.
- 6.4 Warranties: The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of acceptance.

## 7. DELIVERY

- 7.1 Shipping Instructions: Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.
- 7.2 Deliveries/Time: Time is of the essence. Deliveries shall be made to the receiving areas or designated installation sites, no later than August 1, 2026. Contractor will coordinate with Dan Polowy, Director of Buildings and Grounds at (847) 464-6050 to confirm and receive approval for delivery date and times.
- 7.3 Rejection and Cancellation: The Board reserves the right to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the Bid Documents. Acceptance of any part of the goods covered by the Bid Documents shall not obligate the Board to accept future shipments nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the

benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

## 8. MISCELLANEOUS

- 8.1 Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.
- 8.2 Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Bid Documents unless specifically set forth in writing.
- 8.3 Default: If any bidder fails to fulfill any or all terms and conditions of the Bid Documents, said bidder shall be declared to be in default, shall forfeit the Bid Deposit, and shall be subject to any and all other remedies available to the Board.
- 8.4 Compliance with Applicable Law: The bidder shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et seq.*) in performing under the Bid Documents.
- 8.5 Assignment: The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.
- 8.6 Insurance: The Contractor shall procure and maintain at its own cost and expense (1) comprehensive general liability on an occurrence basis to insure all loss (including, but not limited to, attorney's fees and costs), claims, demands, or actions for damage to property, or bodily and personal injury to or death of any one or more persons in the minimum amount of \$2,000,000 per occurrence and in the aggregate, (2) worker's compensation coverage in the minimum statutory amounts, and (3) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage. Upon request, the Contractor shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance.

- 8.7 Indemnification: The bidder shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the bidder; and (2) any breach by the bidder of the Bid Documents.
- 8.8 Freedom of Information Act Compliance: The Board is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. (“FOIA”), and any and all information submitted by the Contractor to the Board may be subject to disclosure to third parties in accordance with FOIA. If the Contractor requests that the Board withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the Contractor must notify the Board of such request at the time such information is submitted to the Board, along with a statement that disclosure of such information will cause competitive harm to the Contractor, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the Contractor at the time of submission to the Board will be presumed to be open to public inspection. The Contractor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from the Contractor in accordance with Section 7(1)(g), the Board reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request. The Contractor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the Board, the Contractor agrees to cooperate with the Board, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the Board that directly relate to the governmental function that the Contractor has been engaged to perform on behalf of the Board.

**PAPER DISTRIBUTION SITES**

**Country Trails Elementary (CT)**

3701 Highland Woods Blvd  
Elgin, IL 60134  
(847) 717-8000

**Howard B. Thomas Grade School (HBT)**

44W575 Plato Road  
Burlington, IL 60109  
(847) 464-6008

**Lily Lake Grade School (LL)**

5N720 Route 47  
Maple Park, IL 60151  
(847) 464-6011

**Prairie View Grade School (PV)**

10N630 Nesler Rd.  
Elgin, IL 60124  
(847) 464-6014

**Central Middle School (CMS)**

44W303 Plato Road  
Burlington, IL 60109  
(847) 464-6000

**Prairie Knolls Middle School (PK)**

225 Nesler Rd.  
Elgin, IL 60124  
(847) 717-8100

**Central High School (CHS)**

44W625 Plato Road  
Burlington, IL 60109  
(847) 464-6030

## QUALIFICATION STATEMENT

A. List at least two (2) material suppliers with whom you are currently doing business and have been for at least one (1) year:

1. Name:

Address:

2. Name:

Address:

B. List at least two (3) contracts of approximately the same size and type completed:

1. Name of Project:

Address of Job:

Contact and Telephone No.:

2. Name of Project:

Address of Job:

Contact and Telephone No.:

C. How many years has your organization been in business:

D. Have you ever failed to complete any contract awarded to you within the last three years?

If yes, note when, where, and why:

E. Vendor Reporting Information:

1. Please indicate if your organization qualifies for any of the following categories, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. (select all that apply):

Minority-owned

Women-owned

Veteran-owned

None of the above (if selected, skip questions 2 and 3)

2. If you selected any of the above categories, does your organization hold certifications for the above categories (please list all certifications) or is your organization self-certifying? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If your organization self-certifies, does your organization qualify as a small business under federal Small Business Administration Standards? \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

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