



**Plainfield Community Consolidated
School District 202**

We prepare learners for the future.

Rick Engstrom
Assistant Superintendent for Business and Operations
15732 Howard Street Plainfield, IL 60544
Office (815) 577-4046
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rengstro@psd202.org

February 26, 2018

REQUEST FOR
COPY PAPER BID:

For the five (5) fiscal years ending

June 30, 2019; June 30, 2020; June 30, 2021; June 30, 2022; June 30, 2023

Invitation to Bid - Copy Paper

The Board of Education of Plainfield Community Consolidated School District No. 202 is formally receiving proposals for the purchase of Copy Paper. Sealed bids are due **9:30 AM, WEDNESDAY, MARCH 7, 2018**. Bids are to be submitted to:

**Plainfield Community Consolidated School District 202
Rick Engstrom, Assistant Superintendent for Business and Operations
15732 South Howard Street
Plainfield, IL 60544**

Bids must be clearly marked: "**Copy Paper**". The bid opening will take place at the Plainfield Community Consolidated School District No. 202 Administration Center, 15732 Howard Street, Plainfield, Illinois, 60544, at the time stated above.

Attached are the following:

- | | |
|--|---------|
| 1. Exhibit A Bid Conditions | 7 Pages |
| 2. Exhibit B Specifications | 1 Page |
| 3. Exhibit C 2016-2017 usage | 1 Page |
| 4. Exhibit D Cost Sheet | 2 Pages |
| 5. Exhibit E Bid Signature | 1 Page |
| 6. Exhibit F Statement of Ethics | 1 Page |
| 7. Exhibit G Deviations | 1 Page |
| 8. Exhibit H Sexual Harassment Certification | 1 Page |
| 9. Exhibit I Certification of Eligibility to Enter into Public Contracts | 1 Page |
| 10. Exhibit J Student Safety | 1 Page |
| 11. Exhibit K Alcohol and Drug Free Workplace Certification | 1 Page |
| 12. Exhibit L References | 1 Page |

The District looks forward to your participation in this bid.

Sincerely,

Richard Engstrom, Assistant Superintendent for Business and Operations

Exhibit A

Plainfield Community Consolidated School District No. 202 is receiving sealed Invitation to Bid for the purchase and inside delivery of Copier paper. Copy paper must be listed in the Competitive Grade Finder suitable for use on Cannon, Dell, and Hewlett Packard printing devices and other like copier equipment.

The bid is for the fiscal years, July 1, 2018 – June 30, 2019, July 1, 2019 – June 30, 2020, July 1, 2020 – June 30, 2021. Mutually agreed upon extensions for July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023 will be accepted. Bidder should include a summary of the model for review.

CONDITIONS OF BIDDING

1. **PROPOSAL FORMS:** Bids shall be submitted only on the forms provided. The bidder shall submit two (2) copies plus one (1) original electronic proposal in a sealed envelope marked **“Copy Paper”**.
2. **LATE BIDS:** Formal bids, amendments thereto, or requests for withdrawal of bids received by the District after the time specified for bid opening will not be considered.
3. **WITHDRAWAL OF BIDS:** A written request for the withdrawal of a bid, or any part thereof, may be granted if the request is received by the District prior to the specified time of opening.
4. **COMPLETENESS:** All information required by the Invitation to Bid must be supplied to constitute a proper bid.
5. **BIDS BINDING SIXTY (60) DAYS:** Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid opening date, unless the bidder(s), upon the request of the District, agree to an extension.
6. **CONDITIONAL BIDS:** Qualified bids are subject to rejection in whole or in part.
7. **AUTHORITY TO ACT AS AGENT:** Upon request, the bidder will provide proof to the District that the signatory on the proposal form has the authority to bind the bidder to the price(s) quoted.
8. **ERRORS IN BIDS:** When an error is made in extending total prices the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve bidder. Erasures or changes in bids must be initialed.
9. **QUESTIONS RE: SPECIFICATIONS:** Questions, inquiries or notices concerning the substance of the contract documents must be submitted via email to Rick Engstrom, rengstro@psd202.org, no later than **4:00 pm, Thursday, March 1, 2018**.

Responses, if any, to questions, inquiries, or notices will have an addendum(s) published to all, **Friday, March 2, 2018** on the District website.

Bidders are responsible for informing themselves about all aspects of the work/supplies/equipment and the contract documents and for informing the District through a request for interpretation of any ambiguity, error, omission or discrepancy perceived by the bidder. Errors made by the bidder in completing and submitting a bid will not be a basis for withdrawal of or release from the bid once opened.

10. **RESPONSE TO INVITATIONS:** In the event you cannot submit a bid on our requirements, please return all forms with an explanation as to why you are unable to bid on these requirements.
11. **ADDENDA:** Addenda, questions, and inquiry responses will be published to all, **Friday, March 2, 2018** on the district website. Lack of knowledge of addenda will not be grounds for a vendor to withdraw a Request for Proposal, abet the Request for Proposal opening, or fail to enter into the contract after the award of the Request for Proposal

It is the responsibility of the bidder to determine whether the District has issued addenda. Lack of knowledge of addenda will not be grounds for a bidder to withdraw a bid after the bid opening or to fail to enter into the contract after the award of the bid.

The initial term of the contract is three (3) years beginning **July 1, 2018** and ending **June 30, 2021**. The District shall have the option to renew the contract for two (2) consecutive one (1) year periods under the same terms and conditions subject to appropriations of funds.

AWARD

1. **AWARD OR REJECTION OF BIDS:** The contract will be awarded to the lowest responsible and responsive bidder complying with all the provisions of the Invitation, provided that in the judgment of the District, the bid price is acceptable and in the best interests of the District. The District reserves the right to reject any or all bids received whenever such rejection is in the interest of the District.

Special consideration in awarding the contract will be given to the bidder who has the personnel, facilities, equipment, financial resources, and time to perform the services required under this contract.

Bid is not to include automatic renewals or extensions beyond the specified terms.

2. **NOTICE OF ACCEPTANCE:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder with the time for acceptance specified in the Invitation to Bid shall be deemed to result in a binding contract without further action by either party.

CONTRACT PROVISIONS

1. **SUBLETTING CONTRACT:** It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of its contract or its right, title or interest therein, or its power to execute such contract, to any other person, firm or corporation, without the previous written consent of the District, but in no case shall such consent relieve the Contractor from its obligation, or change the terms of the Contract.

2. **NON-DISCRIMINATION:** No Contractor who is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this contract. The Contractor and all subcontractors employed under the contract shall comply with all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-10).

3. **PREVAILING WAGE:** It is hereby stipulated that all laborers, workers and mechanics performing work under the Contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board of Education, and that Contractor and all Subcontractors and Sub-subcontractors shall in all other respects comply with the Prevailing Wage Law, Ill. Rev. Stat. 1985, Ch. 48, Section 39S-1 et. seq. in carrying out the work under the Contract.

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 wage of hourly wages. Contractor shall have the sole responsibility and duty to ensure that Contractor and all Subcontractors to each worker to whom a revised rate is applicable pay the revised prevailing rate of hourly wages. Revisions of the prevailing wages as set forth above shall not result in an increase in the bid sum.

4. **COLLUSIVE BIDDING:** The bidder certifies that its bid is made without any previous understanding, agreement or connection with any person, firm, or corporation, making bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

5. **IDENTICAL BIDDING - EXECUTIVE ORDER NO. 10946:** All identical bids submitted to the District as a result of advertised procurement for materials, supplies, equipment, or services exceeding \$2,500.00 in total amount shall, at the discretion of the District, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.

6. TAX EXEMPTION: The District is exempt from Federal, State, and Municipal taxes.
7. GRATUITY: No employee or its officers of the District is to be extended any form of gratuity in connection with the Invitation to Bid.
8. INSURANCE: The selected bidder shall provide proof of the following insurance to the District by Certificate of Insurance and must include a written requirement of a thirty (30) day cancellation or termination notice. The Certificate of Insurance shall state the Board of Education, its members, officers, elected officials, employees, and agents are additional insured under the policy or policies.

The insurance company, duly licensed by the State of Illinois, will provide primary coverage and will not be excess of any insurance that may be secured by the Board of Education per the below provisions. General Liability must include sexual abuse and misconduct coverage. The insurance company shall provide the Certificates of Insurance to the District within thirty (30) days of notification of selection and each subsequent school year of the contract.

a. Workmen’s Compensation Insurance	statutory limits
b. Third Party Bond per employee	\$2,500
c. Property Damage	\$250,000
d. Bodily Damage	\$500,000
e. General Liability	\$2,000,000

9. Indemnification: The Contractor shall indemnify, defend and hold harmless the School District and its Board, Board members, officers, employees, agents and volunteers, free from any claims, suits, actions, losses or expenses (including attorneys’ fees) which may arise from any accident, injury or death to any person or persons, or damage to any property in the course of any performance of the Contract or any misconduct by the Contractor or its officers, employees or agents.

The Contractor expressly understands and agrees that any performance bond or insurance protection required by these Bid Documents or the Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the School District and its Board members, officers, employees, agents and volunteers, as herein provided. The School District will not accept deviations from the indemnification language in this Section.

The Contractor’s obligations under this Section shall survive and continue following termination of the Contract. Appointment of counsel under the Contractor’s duty to defend shall be subject to the School District’s approval.

10. POLICY: The Vendor will ensure all employees or agents fully comply with District policies and regulations pertaining to restrictions that affect anyone on District owned property.

11. **SAFETY:** The vendor will not assign an employee or agent who is a child sex offender as defined in the Child Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law.
12. **DRUG and ALCHOLOL FREE WORKPLACE:** All District sites are drug and alcohol free workplaces. The vendor employees or agents will not possess/distribute/consume tobacco, alcohol, or any illegal or dangerous substance on District property.
13. **REFERENCES:** The vendor must provide three (3) references from schools of similar size and volume not to include Plainfield Community Consolidated School District 202.

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. The successful bidder(s) will be awarded a contract for the purchase and inside delivery of Copy paper for the Plainfield Community Consolidated School District No. 202 as specified on the bid cost sheet attached hereto and marked Exhibit D. Prices are to be quoted on a unit basis. The bid will be awarded to the lowest responsible and responsive bidder.
2. The submission of a bid by the Vendor will be construed as an indication that they are fully informed as to the extent and character of the supplies, materials, or equipment required and can furnish the same satisfactorily in compliance with the specifications.

CANCELLATION

In the event that the Vendor at any time fails to comply with any of the terms or conditions set forth in this agreement, or should the District determine that the Vendor is in any other way unfit, unqualified, or unable to perform, the District shall give ten (10) days notice in writing to the said Contractor. In the event the Vendor does not remedy such failures within ten (10) days from the receipt of such notice the agreement may be terminated.

Furthermore, if the District must contract the service of others because of failure of the Vendor to provide such services under this contract, the Vendor shall assume all costs incurred by the District.

CONTRACTOR NOT AN AGENT

The Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent contractor furnishing services for the District.

RESPONSIBILITY FOR EQUIPMENT/MATERIALS SHIPPED

The Contractor shall be responsible for the equipment or supplies covered by this contract until they are delivered and installed at the designated point, but the Contractor shall bear all risk on rejected equipment and supplies after notice of rejection. Rejected supplies or equipment must be removed by and at the expense of the Contractor promptly after notification of rejection.

Upon failure to do so within ten (10) days after date of notification, the District may return the rejected equipment or supplies to the Contractor at his risk and expense, or dispose of them as its own property.

INSPECTIONS

Inspection and acceptance of Paper will be made after delivery. Final inspection shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect or accept or reject materials or supplies shall not impose liability on the District for such materials or supplies as are not in accordance with the

specifications. All delivered and installed materials shall be accepted subject to inspection and physical count.

GENERAL GUARANTY

The Contractor agrees to:

- a. Save the District, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the District against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transport, delivery or installation.
- c. Pay for all permits, licenses and fees and file all notices and comply with all laws, ordinances, rules and regulations of the Village of Plainfield, Will County and the State of Illinois.

PLACING OF ORDERS

A purchase order will be executed and released by the District upon approval and award of bid by the Board of Education.

OTHER BID REQUIREMENTS

1. Base Rate: Vendors are to indicate total costs based on the materials/equipment/services to be provided.
2. Delivery: Inside delivery per Site Drop-Ship storage location as indicated on purchase order.
3. Complete Bid: The bid proposals presented must include all costs associated with purchase of the products indicated. The winning bidder will not be reimbursed beyond the amount indicated on the bid form(s).
4. Warranty: Describe warranty for each item.
5. Questions Regarding Bids: Any questions should be processed pursuant to the "CONDITIONS OF BIDDING".
6. Alternate Bids: Alternate Invitation to Bid will not be considered.
7. Awarding of Bid: Prices are to be quoted on a unit basis. Calculations will be computed on total price for all components based on the 2016-2017 usage provided in Exhibit C.
8. Quantities: Drop-Ship quantities are undetermined. 2016-2017 usage reflected in Exhibit C.

COPY PAPER BID SPECIFICATIONS: Drop-Ship

- 1) These specifications are for the **purchase** and **inside** delivery, to the individual Plainfield School District 202 thirty-four (34) sites, per **Exhibit C**, unassisted by District personnel.
- 2) White copy and color paper types must be listed in the Competitive Grade Finder as a 20 lb. Multi-purpose Premium No. 1 Xerographic paper, minimum 92% brightness.
- 3) All bidders must submit specifications for each brand of copy paper listed.
- 4) Prices are to be quoted on a unit basis including inside delivery.

The bid will be awarded to the lowest responsible and responsive bidder with the proven ability to satisfactorily perform its contract so that the service will be provided in accordance with the proposed contract documents.

A bidder may submit a one page summary/narrative of service qualifications that would outline their ability to complete the project.

- 5) Individual online ordering
- 6) Dedicated Customer Service Support person with direct telephone/e-mail for site assistance.
- 7) Twenty-four (24) – Forty-eight (48) hour in-house delivery to specified storage location.
- 8) Individual invoicing by purchase order.
- 9) Potential procurement, quantity undetermined.
 - White, 92 % brightness
 - 8.5 x 11, 20 lb = 10 reams per case, 500 sheets per ream
 - 8.5 x 14, 20 lb = 10 reams per case, 500 sheets per ream
 - 11 x17 = 10 reams per case, 500 sheets per ream
 - Color, various size, 20 lb = 10 reams per case, 500 sheets per ream
 - Card Stock, 8.5x11, minimum 67 lb or higher = 8 reams per case, 250 sheets per ream
- 10) Procurement period
 - Initial = July 1, 2018 –June 30, 2019
 - Year 2 = July 1, 2019 – June 30, 2020
 - Year 3 = July 1, 2020 – June 30, 2021
 - Optional two (2) 1 Year extensions upon mutual agreement = July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023

- 11) Alternate designated weekly day of week for all District delivery will be considered thereby indicating which day of week vendor will deliver. For example: Orders received by Tuesday 5:00 p.m. will be delivered on Thursday by 5:00 p.m.

Exhibit C

District Sites 2016-2017 Usage

School / Site	Address		White 8.5x11	Color 8.5x11	Legal 8.5x14	Ledger 11 x17	Card Stock
Bonnie McBeth Learning Center	15730 Howard Street	Plainfield 60544	80	13			12
Central Elementary	23723 Getson Ave.	Plainfield 60544	298	19		4	22
Charles Reed Elementary	2110 Clublands Parkway	Plainfield 60586	260	19			9
Creekside Elementary	13909 S. Budler Road	Plainfield 60544	160	54	2	2	21
Crystal Lawns Elementary	2544 Crystal Drive	Joliet 60435	150		1		
Eagle Pointe Elementary	24562 Norwood Drive	Plainfield 60585	300	15			
Elizabeth Eichelberger Elementary	12450 S. Essington Road	Plainfield 60585	300	14			
Freedom Elementary	15732 Howard Street	Plainfield 60544	340		1		
Grand Prairie Elementary	3300 Caton Farm Road	Joliet 60431	220	16			3
Lakewood Falls Elementary	14050 S. Budler Road	Plainfield 60544	215	19	4		
Liberty Elementary	1401 Essington Road	Bolingbrook 60490	260	24	2		3
Lincoln Elementary	14740 Meadow Lane	Plainfield 60544	320			2	
Meadow View Elementary	2501 Mirage Ave.	Plainfield 60586	155	17		1	1
Ridge Elementary	1900 Caton Ridge Drive	Plainfield 60586	260				
River View Elementary	2097 Bronk Road	Plainfield 60586	300				
Thomas Jefferson Elementary	15732 Howard Street	Plainfield 60544	260	7			
Walkers Grove Elementary	24810 W 135th Street	Plainfield 60585	220	11			
Wesmere Elementary	2001 Wesmere Parkway	Plainfield 60586	183	3	2		0
Aux Sable Middle	2001 Wildspring Parkway	Joliet 60435	290	40			5
Drauden Point Middle	1911 Drauden Road	Plainfield 60586	280	1			4
Heritage Grove Middle	12450 S Van Dyke Road	Plainfield 60585	320				
Indian Trail Middle	14723 S.Eastern Ave.	Plainfield 60544	200	4			
Ira Jones Middle	15320 Wallin Drive	Plainfield 60544	340				
John F Kennedy Middle	12450 S Van Dyke Road	Plainfield 60585	480				
Timber Ridge Middle	2101 Bronk Road	Plainfield 60586	360	20			
Plainfield Academy	305 W. Lockport Street	Plainfield 60544	80				
Plainfield High School Central Campus	24120 W. Fort Beggs Dr	Plainfield 60544	760	6			1
Plainfield East High School	12001 South Naperville Road	Plainfield 60585	660	15			3
Plainfield South High School	7800 W. Caton Farm Rd	Plainfield 60586	1089	16			40
Plainfield North High School	12005 S. 248th Avenue	Plainfield 60585	795	47		1	2
Administrative Center	15732 Howard Street	Plainfield 60585	80	21		1	
Technology Center	24101 Fort Beggs	Plainfield 60544	6	1	1	1	1
Eldred OMT Center	14812 Eastern Ave	Plainfield 60544	40	1		1	

Site Drop-Ship Cost Sheet

A. July 2018 – June 2019

Type	Brand Name	Package Unit	Case Cost
8.5 x11 white		500 sheets per ream	
8.5 x 14 white		500 sheets per ream	
11 x 17 white		500 sheets per ream	
8.5 x 11 color		500 sheets per ream	
8.5 x 14 color		500 sheets per ream	
11 x17 color		500 sheets per ream	
8.5 x 11 Card Stock, white		250 sheets per ream	
8.5 x 11 Card Stock, color		250 sheets per ream	

B. July 2019 – June 2020

Type	Brand Name	Package Unit	Case Cost
8.5 x11 white		500 sheets per ream	
8.5 x 14 white		500 sheets per ream	
11 x 17 white		500 sheets per ream	
8.5 x 11 color		500 sheets per ream	
8.5 x 14 color		500 sheets per ream	
11 x17 color		250 sheets per ream	
8.5 x 11 Card Stock, white		250 sheets per ream	
8.5 x 11 Card Stock, color		500 sheets per ream	

Site Drop-Ship Cost Sheet

C. July 2020 – June 2021

Type	Brand Name	Package Unit	Case Cost
8.5 x11 white		500 sheets per ream	
8.5 x 14 white		500 sheets per ream	
11 x 17 white		500 sheets per ream	
8.5 x 11 color		500 sheets per ream	
8.5 x 14 color		500 sheets per ream	
11 x17 color		500 sheets per ream	
8.5 x 11 Card Stock, white		250 sheets per ream	
8.5 x 11 Card Stock, color		250 sheets per ream	

D. Optional July 2021 – June 2022 dependent upon mutual agreement.

Type	Brand Name	Package Unit	Case Cost
8.5 x11 white		500 sheets per ream	
8.5 x 14 white		500 sheets per ream	
11 x 17 white		500 sheets per ream	
8.5 x 11 color		500 sheets per ream	
8.5 x 14 color		500 sheets per ream	
11 x17 color		500 sheets per ream	
8.5 x 11 Card Stock, white		250 sheets per ream	
8.5 x 11 Card Stock, color		250 sheets per ream	

E. Optional July 2022 – June 2023 dependent upon mutual agreement.

Type	Brand Name	Package Unit	Case Cost
8.5 x11 white		500 sheets per ream	
8.5 x 14 white		500 sheets per ream	
11 x 17 white		500 sheets per ream	
8.5 x 11 color		500 sheets per ream	
8.5 x 14 color		500 sheets per ream	
11 x17 color		500 sheets per ream	
8.5 x 11 Card Stock, white		250 sheets per ream	
8.5 x 11 Card Stock, color		250 sheets per ream	

Other Associated cost

Name of Firm

Signature

Title

Date

**PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 202
PURCHASE AND INSIDE DELIVERY OF COPY PAPER**

After having read all the bid conditions and specifications and understanding the same, I hereby submit the following bid for the purchase and inside delivery of copy paper for the Plainfield Community Consolidated School District No. 202 in accordance with said bid conditions and specifications.

NOTE: UNSIGNED BIDS WILL NOT BE ACCEPTED

The undersigned Contractor declares that he has examined and familiarized himself with the Invitation to Bid documents dated September 20, 2012. In making this proposal, the undersigned waives all right to plead any misunderstanding of the documents and agrees to perform all of the work required herein. If this bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quoted, at the price and times stated, and subject to all conditions recorded on this proposal.

Signature **Date**

Print Name / Title

Firm Name

Firm Address

City / State / Zip Code

Telephone: _____

Facsimile: _____

Email: _____

STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Bidder is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.

Name of Firm

Signature

Title

Date

DEVIATIONS FORM

In the event that the undersigned Bidder intends to deviate from the specifications, all such deviations are listed herein, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Bidder assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS

SUBMITTED FOR CONSIDERATION BY: _____
Firm

Signature and Title

SEXUAL HARASSMENT CERTIFICATION

_____, having submitted a bid for paper to Plainfield Community Consolidated School District No. 202, hereby certifies that said Contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

before me this _____

day of _____,

20_____.

Notary Public

My commission expires: _____

CERTIFICATION OF ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED

I, _____, being first duly sworn, certify and say that I am
_____, ("sole owner"/"partner"/"president"/or other
proper title) of _____,
the Prime Contractor submitting this bid and that the Prime Contractor is not barred from
contracting with any unit of state or local government as a result of a violation of either Section
33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-
rotating" of any State or of the United States.

Signature of person making certification

SUBSCRIBED AND SWORN TO

before me this _____
day of _____,
20_____.

Notary Public

My commission expires: _____

STUDENT SAFETY

_____, having submitted a Invitation to Bid for **Copy Paper Site Drop-Ship** to Plainfield Community Consolidated School District No. 202, hereby certifies that employees or agents having passed Criminal background investigation including a full Illinois State Police and Federal Bureau of Investigation check, in the performance of this contract as defined in the Child Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____

Alcohol and Drug Free Workplace Certification

_____, having submitted a Invitation to Bid for **Copy Paper Site Drop-Ship** to Plainfield Community Consolidated School District No. 202, hereby certifies that employees or agents will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract pursuant to the Illinois Drug Free Workplace Act and further certifies that Contractor is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

before me this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

SCHOOL DISTRICT REFERENCES

Provide three (3) Illinois School District References or like entities that using Drop-Ship services from your firm within the past five years of similar size and volume.

School District Name	
Contact Person/Phone Number	
Date	

School District Name	
Contact Person/Phone Number	
Date	

School District Name	
Contact Person/Phone Number	
Date	