

# ***INVITATION FOR BID***



***EAST AURORA***  
*SCHOOL DISTRICT 131*

## **#2022-1 STATIONERY SERVICES**

Bid Due: November 18, 2021  
East Aurora School District 131  
Administrative Center  
310 Seminary Ave.  
Aurora, IL 60505

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**BID INVITATION**

The Board of Education for the Aurora East School District # 131 will receive sealed BIDs for Stationery Services as described herein and subject to the conditions hereinafter stipulated until November 18 at 10 a.m. at which time they will be publicly opened and read aloud. BIDS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED. The Board of Education does not accept or assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been received by The School District before the deadline. Bids received after the time specified in this BID Invitation will not be considered.

Specifications may be secured at [www.d131.org/business-office/bidding/](http://www.d131.org/business-office/bidding/) .

All BIDs are to be enclosed in a sealed envelope clearly marked as follows: "BID #2022-1 - Stationery Services," and should be delivered to:

Attention: Dr. Ann Williams, Chief Financial Officer  
Aurora East School District 131  
Administrative Center  
310 Seminary Ave  
Aurora, IL 60505

For information regarding the BID specification or opening please contact Ana Anguiano at [bids@d131.org](mailto:bids@d131.org).

The Board of Education reserves the right to reject any or all bids in whole or in part or to accept that which is in the best interest of the Aurora East School District #131. Award of Contract shall be based on the fees charged, experience, reputation, and the financial stability of the contractor as well as strict compliance with the format, terms and conditions of this bid. A contract will be awarded only after a formal notice is given to a vendor as determined by the Board of Education. The Board of Education reserves the right to waive any and all formalities.

## BACKGROUND

### **A. EAST AURORA SCHOOL DISTRICT 131**

East Aurora School District 131 is located in Kane County, approx. 40 miles west of Chicago and serves the portions of the City of Aurora and the Village of Montgomery. The District was organized in 1898 and serves grades K-12. The District operates 2 pre-schools (child development centers), 1 STEAM (grades K-2), 12 elementary schools, 1 Magnet (grades 3-8), 3 middle schools and 2 high schools (one extension high school), and 2 affiliated schools.

District 131 has a Five-year Strategic Plan which states the following:

**Our Mission:** To educate and empower all students to reach their full potential.

**Our Vision:** Our graduates will be confident and productive global citizens committed to improving their community.

**Strategic Goal #1, Equity:** East Aurora School District 131 will meet the diverse needs of all students by ensuring a safe and inclusive learning environment.

**Strategic Goal #2, Operational Excellence:** East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.

**Strategic Goal #3, Collaborative Leadership:** East Aurora School District 131 will engage in the continuous cycle of improvement through collaborative, student-focused, and data driven leadership teams who will monitor and communicate at all levels.

**Strategic Goal #4, Student Achievement:** East Aurora School District 131 will ensure the academic success of all students by closing the opportunity gap.

### **B. PROCUREMENT SCHEDULE**

The schedule for procurement is as follows:

October 28, 2021	Public Notice Issued
November 08, 2021	Deadline for Questions
November 18, 2021	Bid Opening
December 20, 2021	Recommendation to Award Contract

## INFORMATION FOR BIDDERS

### SECTION I

#### 1. NOTICE:

Notice is hereby given that sealed bids for all material outlined on the attached listing for School District #131, Aurora, Illinois shall be received at the Office of the Assistant Superintendent for Finance, 310 Seminary Ave, Aurora, IL 60505, on or before November 18, 2021 at 10 am, at which time they will be opened and read aloud. BIDS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the School District before the specified deadline. Bids received after the time specified in the Invitation to Bid will not be considered.

#### 2. BID DOCUMENTS:

Bidding Documents consist of Instructions to Bidders, Specifications and Bid Forms and may be obtained after 10 a.m. on October 28, 2021 or on our website, [www.d131.org/business-office/bidding/](http://www.d131.org/business-office/bidding/).

Bidders shall carefully examine the entire contents of Bidding Documents to become thoroughly familiar with all requirements. The submission of a bid will constitute an inconvertible representation by the bidder that the Bidding Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions.

A complete set of Bidding Documents shall be used in preparing bids. Owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

The School District, in making copies of Bidding Documents available on the above terms, does so for the purpose of obtaining bids on the work and does not confer a license or grant for any other use.

#### 3. SUBMISSION OF BID:

Bids shall be complete and properly executed, and when required, accompanied by proper bid security. Bids shall be submitted on the Bid Form included in this packet. Bids containing clauses, phrases or other alterations which modify the enclosed Bid Form shall be cause for rejection. Bids shall be signed with the name typed below the signature. Where bidder is a corporation, bids must be signed with the legal name of the corporation followed by name of the State of Incorporation and legal signature of an officer authorized to bind the corporation to a contract.

Submit bids in an opaque, sealed envelope. Identify the envelope with: (1) project name, (2) owner's name and address, (3) name of bidder, (4) type of bid, and (5) BID ENCLOSED. Bids may not be modified after submittal. Bidders may withdraw bids at any time before bid opening, but any resubmission must be received by the bid opening.

4. EXAMINATION OF SPECIFICATIONS:

Each bidder shall acquaint himself with the conditions as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to his bid.

5. ADDENDA:

Should a bidder find, during the examination of the Bidding Documents, any discrepancies, omissions, ambiguities, or conflicts in or among the Bidding Documents, or should he be in doubt as to their meaning, he shall at once bring the questions to the attention of the School District for answer and interpretation. The School District will review the questions, and where information sought is not clearly shown on the Bidding Documents or specified, the District will make an addendum to all bidders of record in which the interpretation will be made. The School District will make no interpretations orally and only instructions in writing will be deemed valid. The School District will not be responsible for any oral instructions. **All questions must be submitted in writing before 4 p.m. on Monday, November 8th, 2021 so necessary addenda can be delivered.** Questions may be submitted via email at [bids@d131.org](mailto:bids@d131.org). All bidders must supply an email address for the delivery of any addenda. It is the responsibility of the bidders to be certain they have received the issued addenda.

6. QUALIFICATIONS OF BIDDER:

- a) The successful bidder must agree to assist East Aurora School District 131 staff in evaluating the efficiency and effectiveness of resource allocation.
- b) School District #131 may take such investigations as deemed necessary to determine the ability of the bidder to perform the work.

7. DELIVERY OF MATERIALS:

- a) Delivery of supplies will be drop-shipped to the addresses indicated on the purchase orders.
- b) All deliveries of supplies will be unloaded and delivered by the bidder's staff or freight company's staff.

- c) All orders must be acknowledged with an order confirmation within 48 business hours upon receipt of purchase order.

8. The bidder shall furnish all materials and labor required to complete the bid specifications to owner's satisfaction. The bid amount shall include freight and/or cartage for any delivery.

9. The bidder shall furnish the District with three (3) references, indicating the company/entity name, address, phone number and contact person.

10. OWNER'S RIGHT TO REJECT BIDS:

The Board of Education of School District #131, reserves the right to reject any or all bids, and to waive any informalities, or irregularities in bidding, and to award the contract in the best interest of the district. Any such decision shall be considered final. Owner further reserves the right to disregard all non-conforming, non-responsive or conditional bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

It is the intent of the School District to award a contract to the lowest responsible, responsive bidder meeting specifications which is in the best interest of the School District as determined by the Board of Education. While the financial responsibility of the bidder is a significant concern, the board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the service will be provided, or project will be completed in accordance with proposed contract documents.

11. COMMUNICATIONS

All communications, requests, questions, and so forth, shall be addressed to Ana Anguiano at [bids@d131.org](mailto:bids@d131.org).

12. QUOTATIONS AND BIDS

The contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1962.

13. EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the contractor agrees to the following:

- a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability

unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.

The contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. Such action will 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 by the contractor setting for the provisions of the nondiscrimination clause.

Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended from time to time, and that the contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment, which shall prohibit discrimination against any employee or applicant for employment on any of the grounds set forth above. Contractors and all subcontractors shall comply with all requirements of the Act and of the rules of the Illinois Department of Human Rights with regard to posting information on employee's rights under the Act.

- b) The contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.
- c) The contractor will cause the foregoing provisions to be inserted in all Sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing

provisions shall not apply to contracts or sub-contractors for standard commercial supplies or raw materials.

- d) In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions; special conditions, if any, shall prevail over these general conditions; and drawings and specifications shall prevail over general and special conditions.

14. SEXUAL HARASSMENT POLICY:

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, 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) The contractor/subcontractor's internal complaint process, including penalties;
- (5) The legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) Directions on how to contact the Department and the Commission; and
- (7) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the owner on request.

15. INSURANCE:

The successful bidder shall also provide owner with a certificate of insurance for the amount specified as follows, and such certificate or certificates shall be delivered to the owner prior to the date for commencement of the work as set forth in the contract:

- a) Compensation Insurance

Workman's compensation insurance with limits as prescribed by the laws of the State of Illinois and employer's liability insurance with minimum limits of \$100,000.

16. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the owner, their officers, employees, servants and agents, from and against all claims, actions, suites, judgments, costs, losses, expenses



and liabilities of whatsoever kind or nature including legal fees incurred by owner arising out of:

- a) Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- b) Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof: Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract

17. Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to the items listed for bidding will be entertained from either party.

18. Bidders shall not include taxes in their quotations, which school districts are not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

19. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.

20. 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 section 33E-4 (Bid Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

21. 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 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 (30 ILCS 1 et seq.).

Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

22. The successful bidder must enter into the agreement in the form included in the Bid Document.

23. DEPARTMENT OF LABOR STANDARDS:

U.S. Department of Labor and Illinois Department of Labor standards shall apply to this work, including, but not limited to, Equal Employment Opportunity requirements, the "Illinois Prevailing Wage Act" (820 ILCS 130/0.01 et. seq.), the "Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et. seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) and the Illinois Drug Free Workplace Act (30 ILCS 580/1) as much as if bound to or repeated in the contract General Conditions.

The successful qualifiers, as mandated by the Prevailing Wage Act, must submit with all invoices and or pay requests a monthly certified payroll to District 131, accompanied by a certification that the records are true and accurate, the hourly rate paid to each worker is no less than the applicable prevailing wage and that the contractor is aware that knowingly filing a false certified payroll is a Class B misdemeanor.

Also, in accordance with the Prevailing Wage Act any contractor or sub-contractor, or agent or representative thereof, doing public work who neglects to keep, or cause to be kept, an accurate record of the names, occupation and actual wages paid to each laborer, worker and mechanic employed by him, in connection with the public work, or who refuses to allow access to same at any reasonable hour to any person authorized to inspect same under this Act is guilty of a Class A misdemeanor, which has a penalty of imprisonment of up to one year.

24. CRIMINAL BACKGROUND CHECKS:

In accordance with section 10-21.9 of the Illinois School Code, School District 131, in conjunction with the Illinois Department of Law Enforcement, is required to

obtain a criminal background check for all employees working on school grounds.

As a condition for any employee of the successful qualifiers performing services on any school grounds, the successful qualifiers must submit a list of such employees, with the information required to be submitted to the Department of Law Enforcement, and a signed consent from each such employee authorizing the investigation. Suppliers agree to execute any forms or documents required for this purpose.

25. The successful bidder shall, as contemplated by Section 10-20.40 of the Illinois School Code, certify to District 131:

- a) Whether the bidder is certified by a certifying agency in the State of Illinois as (or eligible to be certified as) a minority owned business, a female owned business, or a business owned by a person or persons with disabilities as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/1 et.seq.); and
- b) Whether the bidder is a locally owned business.

For purposes of compliance with this section a "locally owned business" means a business concern where the management or daily business operations are located within a 10-mile radius of the Administrative Offices of District 131.

SECTION II

BIDDER'S NAME: \_\_\_\_\_

BIDDER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BIDDER'S TELEPHONE NUMBER: \_\_\_\_\_

BIDDER'S FAX NUMBER: \_\_\_\_\_

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

**SPECIFICATIONS AND BID FORM FOR:**  
 2022-1 Stationery Services

**TERM OF CONTRACT:**

The term of the contract shall begin January 1st, 2021 and remain through June 30, 2023. If all conditions are met during this period, the School District shall have the option to extend the same for two (2) additional years by a written amendment with the contractor specifying any change in the contract prices as contained in these specifications. The Board of Education reserves the right to terminate the Contract for convenience upon 90 days prior written notice, in whole or in part at any time, when in the best interest of the School District without penalty recourse.

**USAGE:**

*Usage for the 2019-20 school year is as follows:*

*\*Due to the COVID-19 pandemic, the usage for school year 2020-21 would not reflect an accurate usage same as prior school years.*

#10 non-Window Envelope Black and White	45,750
#10 non-Window Envelope Black and Red	10,000
#10 Window Envelope Black and White	11,250
#10 Window Envelope Black and Red	10,000
#10 'To the Parents of' non-Window Envelope Black and White	49,250
Elementary School Report Card Envelope Printed in English and Spanish Black and White	4,500
Middle School/High School Report Card Envelope Black & White	10,500
Student Permanent Record Folder - White	1,000
Student Temporary Record Folder - Green	1,000
Health Record Folder	1,000
'Thank you' Note Cards & Envelopes Black and Red	1,000

Letterhead Black and Red	2,500
Registration Fees Form (Middle School) 3-Part NCR Black ink Dimensions 8.5" X 5.5"	5,000
Business Cards	36,000

ITEM SPECIFICATIONS:

*\*Totals provided are for the 2019-2020 school year. Amounts actually ordered may vary. Prices will stand firm for the remainder of the contract through June 30, 2023.*

*\*Pictures of Samples are provided on Attachment B.*

- **#10 non-Window Envelope**
  - Color: Black and White
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope
- **#10 non-Window Envelope**
  - Color: Black and Red
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope
- **#10 Window Envelope**
  - Color: Black and White
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope
- **#10 Window Envelope**
  - Color: Black and Red
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope
- **#10 Window Envelope - Secure**
  - Color: Black and Red
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope

- **#10 'To the Parents of'**
  - non-Window Envelope
  - Color: Black and White
  - Dimensions: 4 1/8" X 9 1/2"
  - Printed in English and Spanish
  - White Wove Envelope
- **#10 Elementary School Report Card Envelope**
  - Printed in English and Spanish
  - Dimensions: 4 1/8" X 9 1/2"
  - Front Copy Printed Black Ink
- **#10 Middle School/High School Report Card Envelope**
  - Color: Black and White
  - Dimensions: 4 1/8" X 9 1/2"
  - White Wove Envelope
- **Student Permanent Record Folder**
  - Color: White
  - 12 X 18 Folder Printed 2 Sided Black Ink on 110 #Manila Index
- **Student Temporary Record Folder**
  - Color: Green
  - 12 X 18 Folder Printed 2 Sided Black Ink on 110 #Manila Index
- **Health Record Folder**
  - 12 X 18 Folder Printed 2 Sided Black Ink on 110 #Manila Index
- **Postcards**
  - Colors vary
  - Dimensions: 4"X6"
  - Printed on 12pt. C1S Stock
- **"Thank You" Note Cards with Envelopes**
  - Color: Black and Red
  - Dimensions: 5.4" X 4.25"
  - Printed on 12pt. C1S Stock
- **Letterhead**
  - Black and Red
  - Dimensions: 8.5" X 11"
  - Address and logo varies upon location
  - Paper quality: 100 GSM
- **Registration Fees Form (Middle School)**
  - 3-Part NCR Black Ink
  - Dimensions: 8.5"X 5.5"

- **Business Cards**
  - Color: Black and Red
  - 14pt. uncoated stock

\*Addresses on envelopes varies upon location

\*Elementary School Report Card Envelopes should not include a school specific address; envelopes should read as follows:

(English) - **East Aurora School District #131**

**Aurora, IL 60505**

(Spanish)- **Escuelas Públicas de Aurora (Este)**

**Distrito #131**

**Aurora, IL 60505**

#### SIGNATURE ON BIDS:

All signatures on bid documents shall be that of an authorized representative of said company. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.

Each bidder, by making his/her bid, represents that he/she has read and understands the bidding documents.

Bidder must include Contractors Certification with sealed bid. Contractors Certification must be signed by Contractor and Notary Public.

#### BIDDING PROCEDURE:

The bid will be awarded on the basis of the lowest and best bid from the most responsive and responsible bidder, which meets specifications. Consideration is given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms, service and past performance of the vendor. The contract documents consist of the contract, any written amendment to the contract, the Bid Specifications and any addenda thereto, the completed Bid form, Instructions to Bidders, Notice Inviting Bids, and Bid Bond (if any).

A responsive bidder is defined as a person or firm, which has submitted a bid, which conforms in all material respects to the invitation to the bid.



A responsible or qualified bidder means a person or firm with the capability, in all respects, to perform fully the contract requirements and the integrity and reliability to assure good faith performance.

Failure to provide information to determine responsibility in response to a condition of a bid requiring information may be cause for such bid to be rejected.

No bid shall be modified, withdrawn or canceled for ninety (90) days after the bid opening without the consent of the Board of Education.

Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by School District 131 to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents.

Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, no later than ten (10) days prior to bid due date, notify School District 131 who will, if necessary, send written addendum to all bidders. School District 131 will not be responsible for any oral instructions. All inquiries shall be directed to the Asst. Superintendent of Finance. After bids are received, no allowance will be made for oversight by bidder.

#### BID WITHDRAWAL:

A bidder may withdraw a bid by letter, telegram, facsimile, or in person before the designated time for opening bids. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids.

#### SUBSTITUTIONS:

Any bid substitutes shall include a complete and accurate description of the substitute. Bidders will be requested to furnish a sample of alternate product.

#### PRICES and PAYMENT:

Prices for any and all products and/or services will be at the prices set out in Bid. The prices indicated on the Bid Tabulation Pages shall not be increased for the duration of this Contract.

Price increases for Year 2 and beyond cannot exceed The Consumer Price Index for Urban Consumers – ALL annual rate for December of the previous calendar year.

A price increase will be considered by the Board of Education when the Bidder can show cause substantiating the need for an increase and will be allowed only at the Board of Education's sole discretion.

Payment will be made only after correct presentation of claim forms or invoices as may be required and in accordance with the Illinois Local Government Prompt Payment Act [50 ILCS 505/1].

Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

#### REJECTION/ACCEPTANCE OF BIDS:

The bidder acknowledges the right of School District 131 to reject any and all bids and to waive informality or irregularity in any bid received. The Board of Education reserves the right to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of School District 131 to reject a bid if the bidder failed to furnish the data required by the bid documents, or if the bid is in any way incomplete or irregular.

### SECTION III

#### **CONTRACTORS CERTIFICATION**

\_\_\_\_\_, as part of its bid on a contract  
(Name of contractor)

for \_\_\_\_\_ to \_\_\_\_\_,  
(General description of item(s) bid on) (Name of governmental body)

hereby certifies that said contractor is not barred from bidding on the  
aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4  
of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: \_\_\_\_\_  
(Authorized Agent of Contractor)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

#### **CERTIFICATE REGARDING EQUAL EMPLOYEMENT OPPORTUNITY**

The undersigned hereby certifies that the Bidder is in compliance with the Equal  
Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print): \_\_\_\_\_

Submitted by (Signature): \_\_\_\_\_

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

### SECTION III

#### **CERTIFICATE REGARDING SEXUAL HARRASSMENT POLICY**

The undersigned hereby certifies that having submitted in bid proposal to School District 131 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (Please Print): \_\_\_\_\_

Submitted by (Signature): \_\_\_\_\_

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

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

The undersigned, which has 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 the Bidder 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.

Name of Bidder (Please Print): \_\_\_\_\_

Submitted by (Signature): \_\_\_\_\_

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

### SECTION III

#### **CERTIFICATE OF ELIGIBILITY TO BID**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print): \_\_\_\_\_

Submitted by (Signature): \_\_\_\_\_

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

#### **ACKNOWLEDGEMENT OF SUBMISSION**

The undersigned hereby certifies he has read, understands, and agrees that acceptance by East Aurora School District 131 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Name of Bidder (Please Print): \_\_\_\_\_

Submitted by (Signature): \_\_\_\_\_

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

REFERENCES:

LIST BELOW THE LAST THREE (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH  
YOU HAVE PROVIDED COMPARABLE SERVICES.

---

1. ORGANIZATION:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
CITY, STATE, and ZIP CODE:

\_\_\_\_\_  
TELEPHONE NUMBER:

\_\_\_\_\_  
CONTACT PERSON:

\_\_\_\_\_  
DATE OF SERVICES:

\_\_\_\_\_  
DOLLAR AMOUNT OF THE JOB:

\_\_\_\_\_

2. ORGANIZATION:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
CITY, STATE, and ZIP CODE:

\_\_\_\_\_  
TELEPHONE NUMBER:

\_\_\_\_\_  
CONTACT PERSON:

\_\_\_\_\_  
DATE OF SERVICES:

\_\_\_\_\_  
DOLLAR AMOUNT OF THE JOB:

\_\_\_\_\_

3. ORGANIZATION:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
CITY, STATE, and ZIP CODE:

\_\_\_\_\_  
TELEPHONE NUMBER:

\_\_\_\_\_  
CONTACT PERSON:

\_\_\_\_\_  
DATE OF SERVICES:

\_\_\_\_\_  
DOLLAR AMOUNT OF THE JOB:

\_\_\_\_\_

RECEIPT OF ADDENDA:

The undersigned acknowledges receipt of Addenda as listed below and represents that any additions to, modifications to, or deletions from the work specified, as called for in these Addenda, are included in the base bid and/or the alternates.

**ADDENDUM NUMBER**

**DATE**

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WE, THE UNDERSIGNED, SUBMIT THE ABOVE PRICE QUOTATIONS AS FIRM BIDS TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT FOR FINANCE, EAST AURORA SCHOOL DISTRICT 131 WITH THE UNDERSTANDING THAT SAID DISTRICT BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS. QUOTATIONS SHALL INCLUDE FREIGHT OR



**EXHIBIT I: BID FORM**

ITEM DESCRIPTION	ITEM COST	
#10 non-Window Envelope Black and White  <b>Sample A</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
#10 non-Window Envelope Black and Red  <b>Sample A</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
#10 Window Envelope Black and White  <b>Sample B</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
#10 Window Envelope Black and Red  <b>Sample B</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
#10 Window Envelope - Secure Black and Red  <b>Sample B</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
#10 'To The Parents Of' non-Window Envelope Black and White  <b>Sample C</b>  (Address varies upon location)	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$
Elementary School Report Card Envelope Printed in English and Spanish Black and White  <b>Sample D &amp; E</b>	Cost per 250	\$
	Cost per 500	\$
	Cost per 1,000	\$
	Cost per 2,500	\$
	Cost per 5,000	\$
	Cost per 10,000	\$

ITEM DESCRIPTION	ITEM COST
Middle School/High School Report Card Envelope Black and White	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
	Cost per 2,500 \$
<b>Sample F</b>	Cost per 5,000 \$
(Address varies upon location)	Cost per 10,000 \$
Student Permanent Record Folder-White	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
<b>Sample G</b>	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
Student Temporary Record Folder-Green	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
<b>Sample H</b>	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
Health Record Folder	Cost per 250 \$
	Cost per 500 \$
<b>Sample I</b>	Cost per 1,000 \$
	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
Postcards Colors vary	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
"Thank you" Note Cards & Envelopes Black and Red	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
<b>Sample J</b>	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
Letterhead Black and Red	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
<b>Sample K</b>	Cost per 2,500 \$
	Cost per 5,000 \$
(Address varies upon location)	Cost per 10,000 \$

ITEM DESCRIPTION	ITEM COST
<i>Registration Fees Form (Middle School) 3-Part NCR Black Ink Dimensions: 8.5" 5.5"</i> <b>Sample L</b>	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$
<i>Business Cards</i> <b>Sample M</b>	Cost per 250 \$
	Cost per 500 \$
	Cost per 1,000 \$
	Cost per 2,500 \$
	Cost per 5,000 \$
	Cost per 10,000 \$

**ATTACHMENT A: FACILITY LOCATIONS**

Administrative Center	310 Seminary Ave., Aurora, IL 60505
Allen Elementary School	700 S. Farnsworth Ave., Aurora, IL 60505
Bardwell Elementary School	550 S. Lincoln Ave., Aurora, IL 60505
Beaupre Elementary School	954 E. Benton St., Aurora, IL 60505
Benavides Kindergarten Center	250 E. Indian Trail, Aurora, IL 60505
Brady Elementary School	600 Columbia St., Aurora, IL 60505
Buildings & Grounds Service Center	411 Hill Ave., Aurora, IL 60505
Child Service Center	1480 Reckinger Rd., Aurora, IL 60505
Cowherd Middle School	441 N. Farnsworth Ave., Aurora, IL 60505
Dieterich Elementary School	1141 Jackson St., Aurora, IL 60505
Early Childhood Center	278 Indian Trail, Aurora, IL 60505
East Aurora Excel Academy	280 E Indian Trail, Aurora, IL 60505
East Aurora Extension	1685 N. Farnsworth Ave., Aurora, IL 60505
East Aurora High School	500 Tomcat Ln., Aurora, IL 60505
Fred Rogers Magnet Academy	157 N. Root St., Aurora, IL 60505
Gates Elementary School	800 Seventh Ave., Aurora, IL 60505
Hermes Elementary School	1000 Jungles Ave., Aurora, IL 60505
Johnson Elementary School	1934 Liberty St., Aurora, IL 60505
Krug Elementary School	240 Melrose Ave., Aurora, IL 60505
O'Donnell Elementary School	1640 Reckinger Rd., Aurora, IL 60505
Oak Park Elementary School	1200 Front St., Aurora, IL 60505
Rollins Elementary School	950 Kane St., Aurora, IL 60505
Simmons Middle School	1130 Sheffer Rd., Aurora, IL 60505
Waldo Middle School	56 Jackson St., Aurora, IL 60505

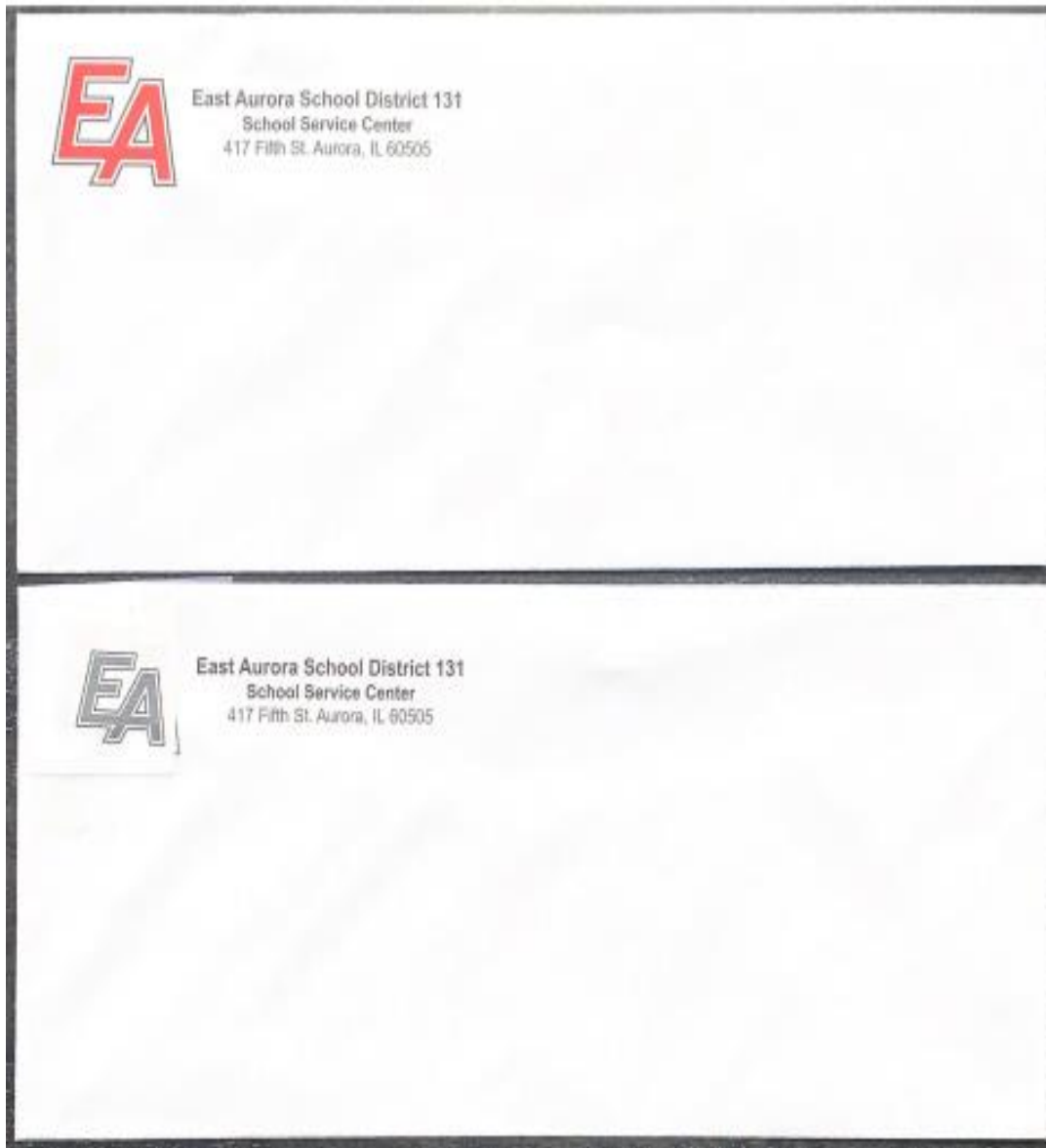
**ATTACHMENT B: SAMPLES**

**Sample A**

#10 non-Window Envelope

Dimensions: 4 1/8" X 9 1/2"

White Wove Envelope

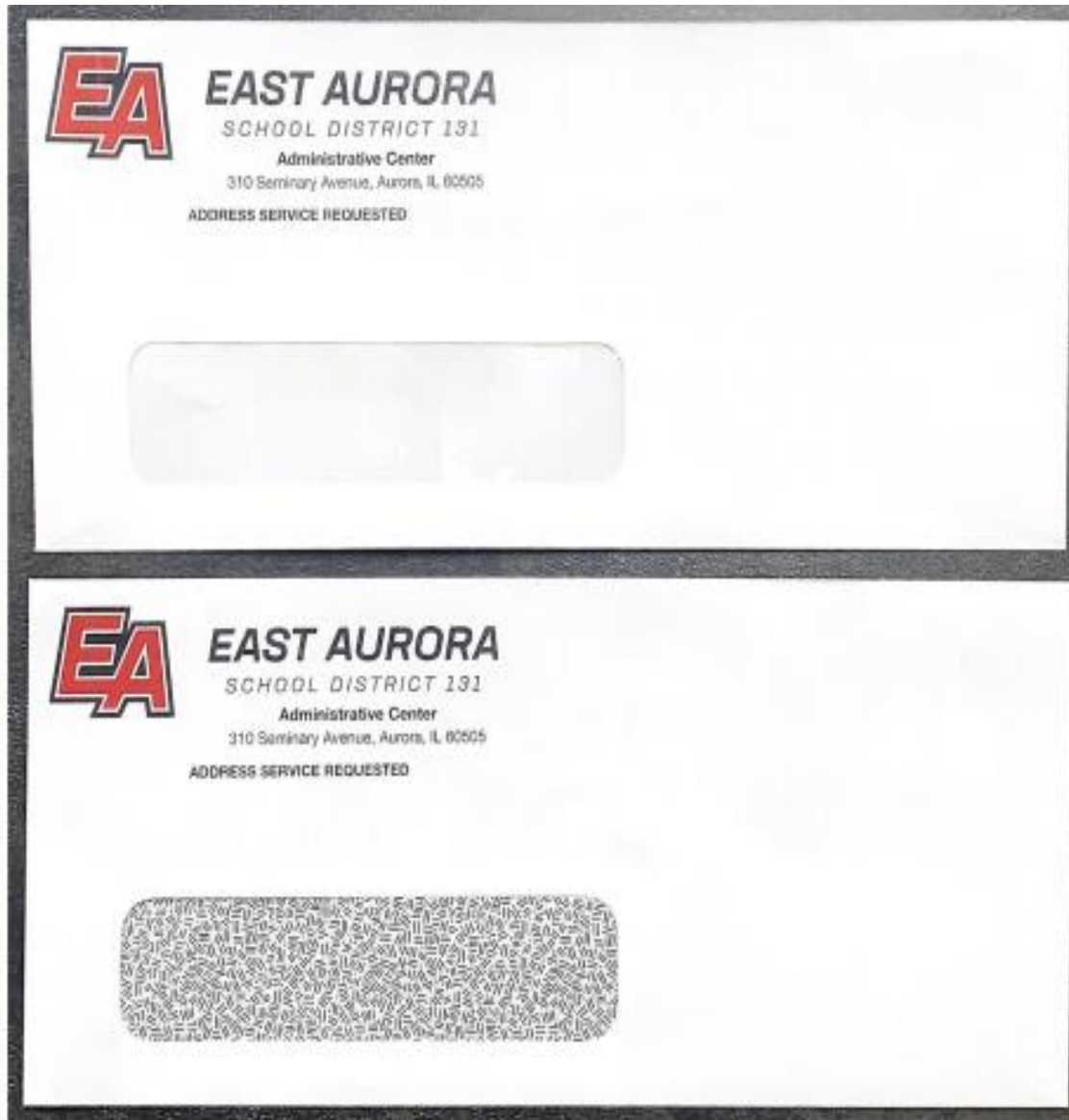


**Sample B**

#10 Non-Window Envelope

Dimensions: 4 1/8" X 9 1/2"

White Wove Envelope



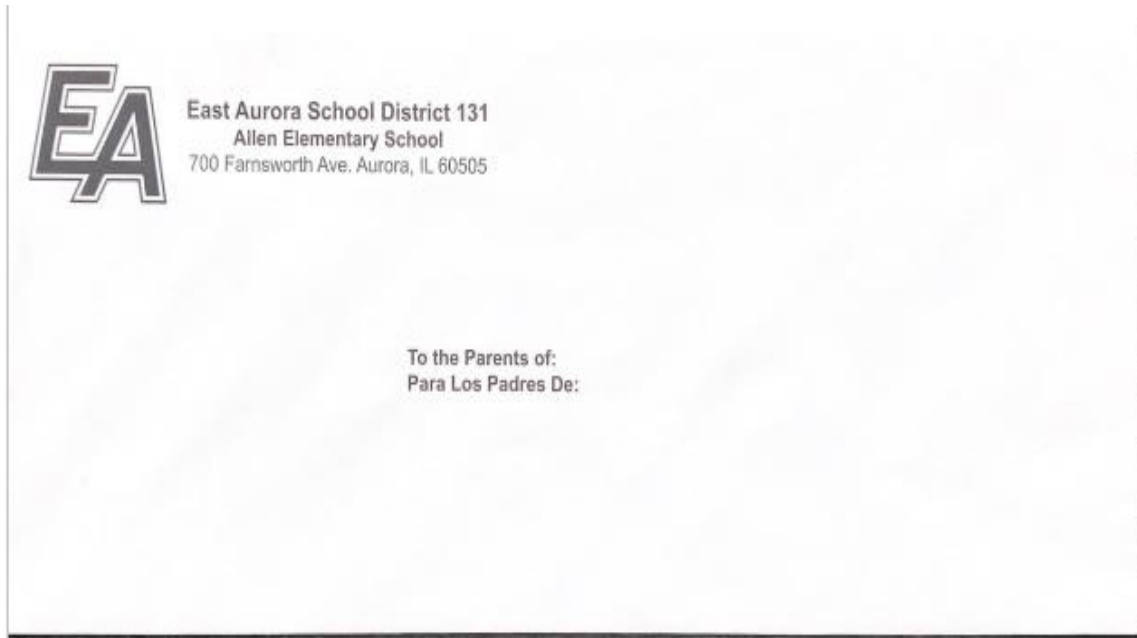
**Sample C**

#10 'To the Parents of'

Printed in English and Spanish

Dimensions: 4 1/8" X 9 1/2"

White Wove Envelope



## Sample D & E

#10 Elementary School Report Card Envelope

Printed in English and Spanish

Dimensions: 4 1/8" X 9 1/2"

Front Copy Printed on Black Ink

<b>ESCUELAS PUBLICAS DE AURORA (ESTE)</b> Distrito #131 Aurora, Illinois 60505		Nombre del Estudiante _____ (Apellido) (Primero) (Medio)	
<b>REPORTE DE PROGRESO</b>		Escuela Elemental _____	
De _____ - Para _____			
<p><b>Padre o Guardián:</b>          Usted debe de quedarse con el Reporte de Progreso aquí incluido. Le mandaremos una forma nueva al fin de cada periodo escolar. Por favor firme este sobre cada vez que recibe un reporte las tres primeras veces y devuélvalo a la escuela lo más pronto posible. Su firma aquí abajo únicamente nos indica que usted examinó el reporte y no quiere decir que usted está de acuerdo o no.</p>			
<b>Primer Periodo</b> Firma del Padre/Madre _____	El Maestro(a) desea una Conferencia <input type="checkbox"/>	El Padre desea una Conferencia <input type="checkbox"/>	
<b>Segundo Periodo</b> Firma del Padre/Madre _____	El Maestro(a) desea una Conferencia <input type="checkbox"/>	El Padre desea una Conferencia <input type="checkbox"/>	
<b>Tercer Periodo</b> Firma del Padre/Madre _____	El Maestro(a) desea una Conferencia <input type="checkbox"/>	El Padre desea una Conferencia <input type="checkbox"/>	

<b>AURORA PUBLIC SCHOOLS (EAST)</b> DISTRICT # 131 AURORA, ILLINOIS 60505		Student's Name _____ LAST FIRST MIDDLE	
<b>STUDENT PROGRESS REPORT</b>		Elementary School _____	
FROM _____ - TO _____			
<p><b>Parent or Guardian:</b>          You may keep the enclosed Progress Report for your records. We will send you a new form each report period. Please sign this envelope each of the three periods, and return it to school as soon as possible. Your signature below indicates that you have examined the report, not that you approve or disapprove.</p>			
<b>FIRST REPORT PERIOD</b> Parent's Signature _____	Teacher wishes Conference <input type="checkbox"/>	Parent wishes Conference <input type="checkbox"/>	
<b>SECOND REPORT PERIOD</b> Parent's Signature _____	Teacher wishes Conference <input type="checkbox"/>	Parent wishes Conference <input type="checkbox"/>	
<b>THIRD REPORT PERIOD</b> Parent's Signature _____	Teacher wishes Conference <input type="checkbox"/>	Parent wishes Conference <input type="checkbox"/>	



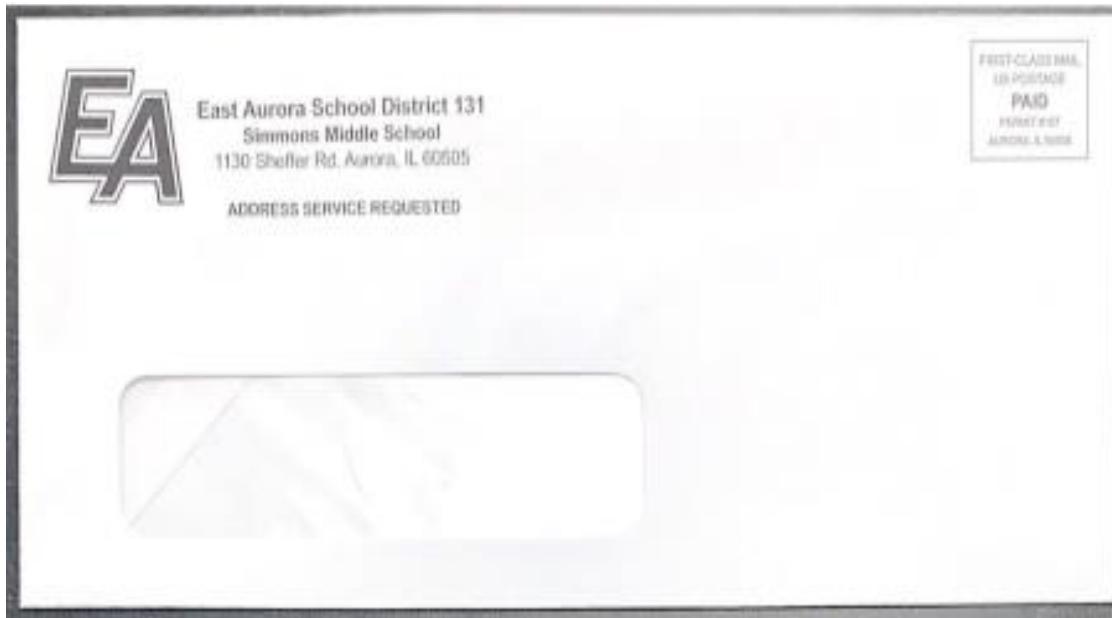
**Sample F**

#10 Middle School/High School Report Card Envelope

Color: Black and White

Dimensions: 4 1/8" X 9 1/2"

White Wove Envelope





## ***EAST AURORA***

### Sample G

# Student Permanent Record Folder

Color: White

12 X 18 Folder Printed 2 Sided Black Ink on 110 #Manila Index

[illegible]

## Student Temporary Record Folder

12 X 18 Folder Printed 2 Sided Black Ink on 110 #Manila Index

[illegible]

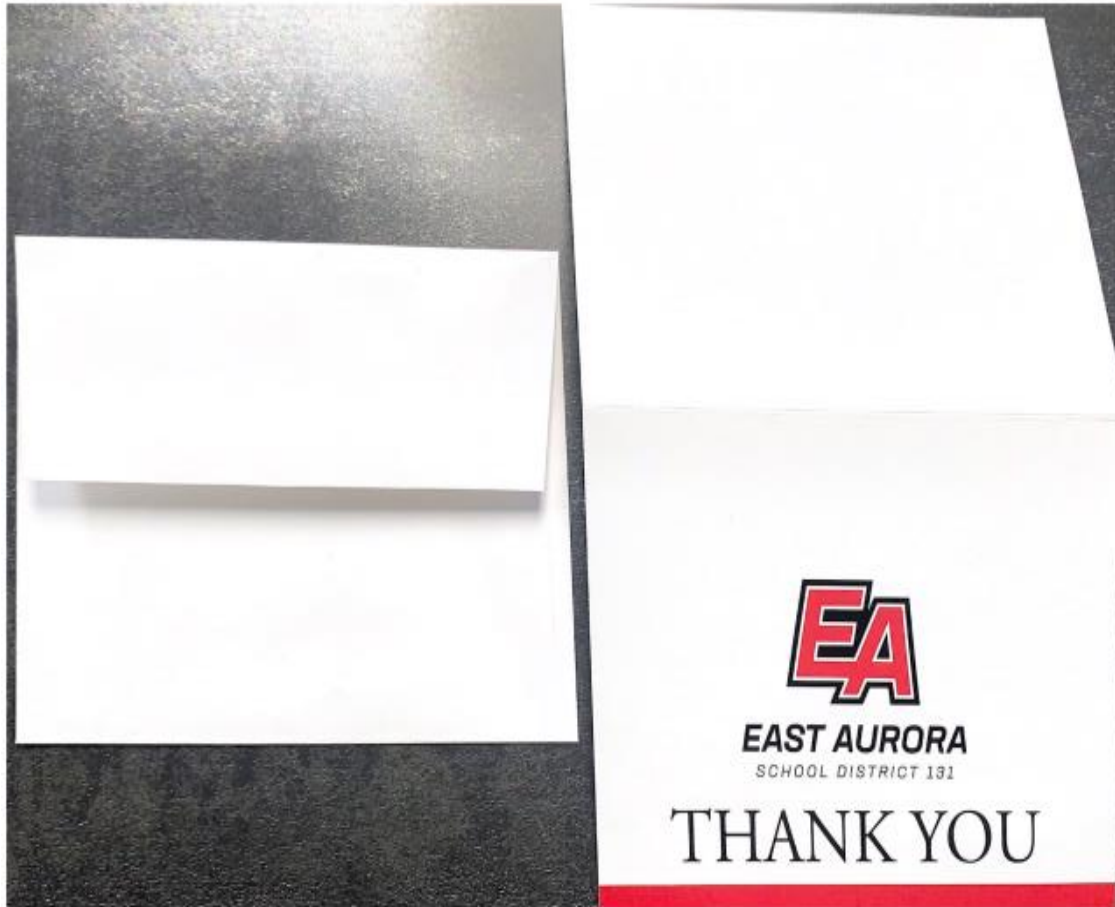


**Sample J**

"Thank You" Note Cards with Envelopes

Dimensions: 5.4" X 4.25"

Printed on 12pt. C1S Stock

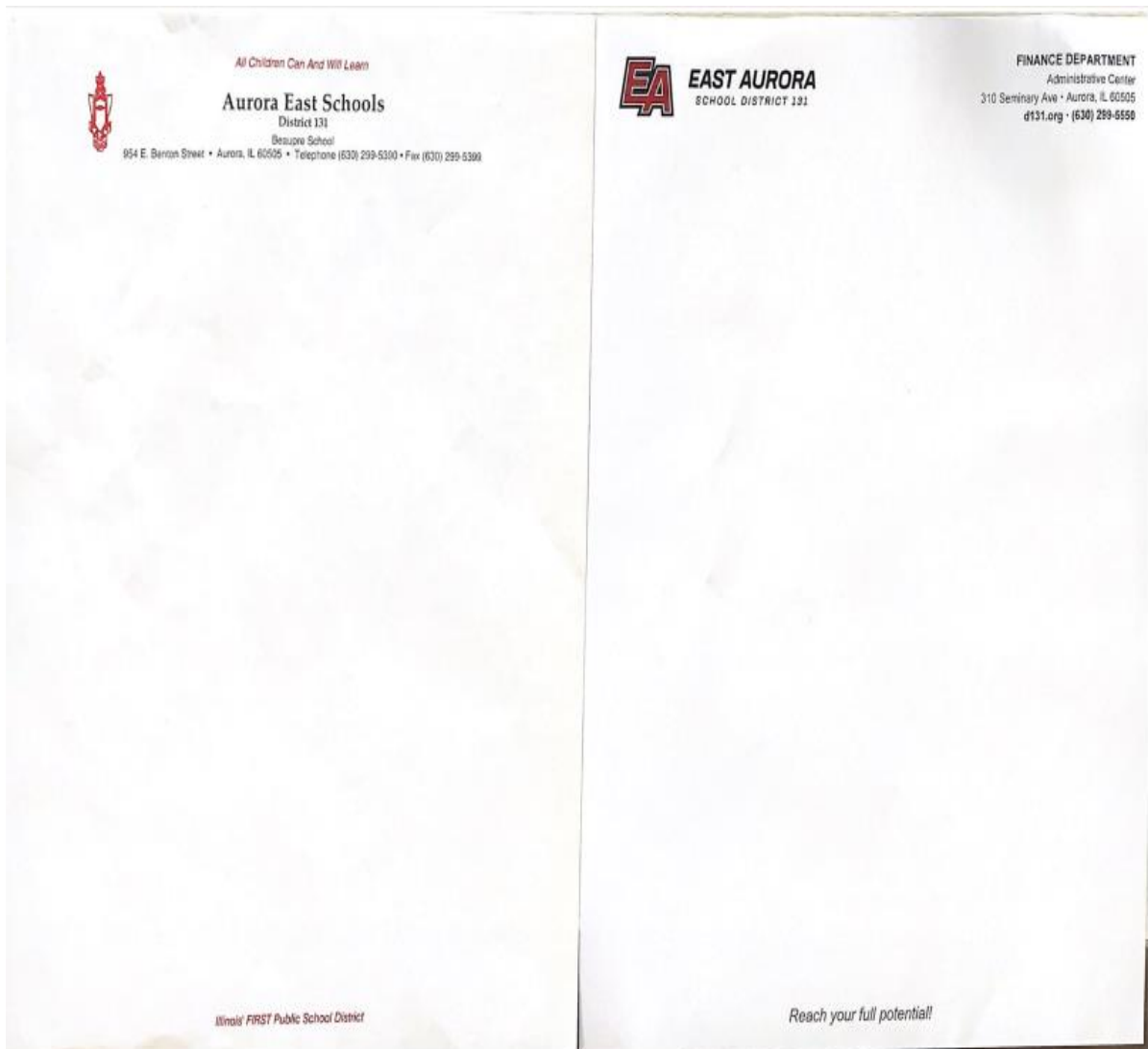


**Sample K**

Logo & Address varies upon location

Dimensions: 8.5" X 11"

Paper quality: 100 GSM



### Sample L

Registration Fees Form (Middle School)


3- Part NCR Black Ink

Dimensions: 8.5"X 5.5"

<b>DISTRICT 131 MIDDLE SCHOOL</b>		
<b>SCHOOL FEES</b>		
DATE _____		
STUDENT NAME _____		SCHOOL YEAR _____
ID# _____	AMOUNT PAID \$ _____	
<u>6<sup>TH</sup> GRADE</u>	<u>7<sup>TH</sup> GRADE</u>	<u>8<sup>TH</sup> GRADE</u>
Book Fee _____	Book Fee _____	Book Fee _____
Art Fee _____	Art Fee _____	Art Fee _____
Tech Fee _____	Tech Fee _____	Tech Fee _____
F.A.C.S. _____	F.A.C.S. _____	*F.A.C.S. _____
	Drama _____	Drama _____
	Foreign Language _____	Foreign Language _____
<u>OTHER FEES</u>		
Gym Suit _____		
Sports Fee _____		
Yearbook _____		
**Family and Consumer Sciences**		
<u>ADDITIONAL FEES</u>		
		_____ \$ _____
		_____
Paid by Check# _____ Cash _____ Money Order _____ Rec'd by _____		

### Sample M

Business cards printed color red and black on 14pt. uncoated stock

	<b>EAST AURORA</b> SCHOOL DISTRICT 131
<b>Dr. Ann C. Williams, SFO</b> Chief Financial Officer	
McKnight School Service Center 417 Fifth Street Aurora, IL 60505 E-Mail: awilliams@d131.org	Main: 630/299-5550 Fax: 630/299-5500 Web: www.d131.org

