



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398
www.maine207.org

ADVERTISEMENT FOR BID

Maine Township High School District 207 will be accepting sealed bids for **Multipurpose Copy Paper**. The scheduled time for receiving bids as well as the public opening and reading of the bids is at 10:00 A.M. on May 4, 2026.

Bidding documents are on file at the Maine Township High School District 207 Business Office located at 1177 S. Dee Rd, Park Ridge, IL 60068, or they may be obtained at www.maine207.org, under the Business Office page, section for Bids and RFP's.

Board of Education
Maine Township High School District 207

Patricia Alvarez
Director of Fiscal Services

INSTRUCTIONS

GENERAL

- A. The Board of Education and Maine Township High School District 207 will receive sealed bids for Multipurpose Copy Paper-2 years, FY26-27 and FY27-28.
- B. To receive full consideration, proposal must contain the following documents properly completed and signed.
 - 1. Bid Form
 - 2. Certificate of Compliance with Illinois Drug-Free Act
 - 3. Certificate of Compliance with Illinois Human Rights Workplace Act
 - 4. Bidder Eligibility Certification and Non-Collusion Affidavit

PREPARATION OF BIDS

- A. Proposals to be entitled for consideration must be made in accordance with the following instructions.
 - 1. Submit one copy of bid on forms provided with all blank spaces for prices filled in, with ink pen, or typewritten.
 - 2. Submit proposal in an opaque, sealed envelope, addressed to:

Ms. Patricia Alvarez
Director of Fiscal Services
Maine Township High School District 207
1177 S. Dee Rd
Park Ridge, IL 60068

Mark the envelope:

BID FOR: Multipurpose Copy Paper w/Name of Vendor

- 3. Bids will be received until and read at 10:00 A.M., prevailing time on May 4, 2026, at the Business Office of Maine Township High School District Office, 1177 S. Dee Road, Park Ridge, IL 60068.
- 4. Bids received after this date and/or time will not be accepted.
- 5. Fill in all blank spaces for the proposal items with prices, or if not applicable, the words "No Bid."

6. Erasures or written memorandum on the Bid Form are prohibited.
7. The Base Bid and optional pricing shall appear only where called for in the Bid Form and shall not appear elsewhere in the proposal.
8. Samples must be provided within 48 hours of award.
9. The Owner reserves the right to reject any or all proposals or parts thereof at its sole discretion.
10. The Owner reserves the right to waive any or all irregularities or informalities.

BID WITHDRAWAL

Any Bidder may withdraw their bid prior to the scheduled closing time for receiving bids. All Bidders shall hold their bids open for a period of sixty (60) calendar days from the date of Bid Opening. The Owner and Bidders may agree to extend the period of irrevocability beyond the sixty-day (60) period.

DELIVERY

The successful bidder must deliver to the District's four schools as well as the Administration Center. Paper is to be delivered in pallets consisting of 40 cases or as single full cases.

- Maine East High School, 2601 W. Dempster Street, Park Ridge, IL 60068
- Maine South High School, 1111 S. Dee Road, Park Ridge, IL 60068
- Maine West High School, 1755 S. Wolf Road, Des Plaines, IL 60018
- Frost Academy, 1177 S. Dee Road, Park Ridge, IL 60068
- Administration Center, 1177 S. Dee Road, Park Ridge, IL 60068

QUANTITIES

Quantities are estimates only and actual quantities ordered may vary.

INTERPRETATION OF BIDDING DOCUMENTS

- A. Submit all questions regarding the Bidding Documents to the Owner. Replies will be issued to all Bidders of record in the form of an Addendum. Questions received less than five (5) days before the bid opening date will not be answered.

B. Substitutions

1. Substitutions for the items specified may be made by the Bidder only by submitting proposed substitutions on the Bid Form.
2. Requests received after bid opening will not be considered, except for the following conditions:
 - a) Product discontinued
 - b) Insufficient quantity. Except the following circumstances will not establish cause for substitution: Failure to award subcontract in sufficient time, or failure to place orders for products so as to ensure delivery without delaying work.

METHOD OF AWARD

The Board of Education of Maine Township District 207 reserves the right to accept or reject any and all bids.

- A. If the Owner should accept a Bid, the Owner will award it to the lowest responsive responsible, bona fide Bidder with full consideration given to Bidder's delivery schedule.

PROPOSAL REQUIREMENTS

- A. All Vendors' proposals shall be expressly based on the following items.
 1. Instructions to Bidders
 2. Bid Proposal Form
 3. Specifications
 4. List of all customers currently being supplied with comparable items for the last two years. List should include a contact person and telephone number.
- B. Any Contract resulting from the Bidding Documents will incorporate the terms and provisions of said documents. It is intended that these Bidding Documents shall prevail over conflicting terms and conditions of Contractor's proposal. Vendor's printed terms and conditions are **NOT** considered as exceptions to the Contract.

OTHER CERTIFICATIONS AND SUBMITTALS

- A. All Bidders must complete and sign the following certifications and submit them with their proposals.

FAILURE TO SUBMIT THE FOLLOWING MAY RESULT IN DISQUALIFICATION.

1. Bidder Eligibility Certification and Non-Collusion Affidavit
2. Certificate of Compliance with Illinois Human Rights Act
3. Certificate of Compliance with Illinois Drug-Free Workplace Act

EMPLOYMENT AND LABOR PROVISIONS

- A. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.
- B. Vendors / Contractors must conform to all Federal, State, Local, and OSHA regulations now in effect.

Maine Township High School District 207, 1177 South Dee Road Park Ridge, IL 60068

Name of Bidder: _____

Selection Process

Selection and award of this contract is anticipated to be made at the June 1, 2026, Board of Education Meeting.

Selection is based upon the following criteria:

1. Price (**Prices must remain fixed through June 30, 2028**)
2. Ability to meet schedule.

Contractual Agreement

The organization awarded this proposal will be issued purchase orders from Maine Township High School District 207.

Other

Maine Township High School District 207 is exempt from sales tax. Winning bidder will provide School District with copies of manifests from vendors indicating that product was purchased in a tax-exempt status.

Maine Township District 207 reserves the right to accept or reject any or all proposals, to waive irregularities and accept proposal that is in the best interest of the district.

Bidder is required to submit the following:

1. List of customers who have had similar service. List should include a contact person and telephone number.
2. Certificate of Compliance with Illinois Drug-Free Act
3. Certificate of Compliance with Illinois Human Rights Workplace Act
4. Bidder Eligibility Certification and Non-Collusion Affidavit

Signature of Seller, the official
Representative of the bidding Company

Date: _____

The Board of Education of Maine Township District 207, Illinois, reserves the right to accept or reject any and all bids and further reserves the right to award the bid to the lowest responsible bidder.

After sealed bids are opened, there will be no additions or deletions. Bidders in order to qualify must submit the information called for in these specifications in writing.

DATE

BIDDER - COMPANY

OFFICIAL STREET ADDRESS

CITY

TELEPHONE NUMBER

NAME OF BIDDER
(Printed or typed - name and title)

SIGNATURE

Where the bidder is a corporation,

Attest _____
SECRETARY SIGNATURE SEAL

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Contractor, having 25 employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the Contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certified, that [he, she, it] is not ineligible for award of this Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name:

By _____
(Authorized Agent of Contractor)

CERTIFICATE OF COMPLIANCE ILLINOIS HUMAN RIGHTS ACT

Contractor, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that [he, she, it] has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6101 of the Illinois Human Rights Act.

Firm Name:

By _____
(Authorized Agent of Contractor)

BIDDER ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public Contracts due to bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid on a Contract for
(Name of Contractor)

Multipurpose Copy Paper hereby certifies that said contractor is not barred from bidding on the aforementioned Contract because of a violation of either 720 ILCS 5/33E-3 or 5/33 E4.

The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified, and that it includes no understandings or agreements in restraint of trade.

Firm Name:

By _____
(Authorized Agent of Contractor)

_____ Title

Subscribed and sworn to before me this _____ day of _____, 2026.

Notary Public

BID FORM

PROJECT: Multipurpose Copy Paper

Please bid Wausau or better or Natural Choice. Brand Bid: _____

Copier Paper/Card Stock	Price \$ Per Case	Quantity	Total Price \$
8 ½ X 11 Copier Paper 20 Lb. – White Virgin (Minimum Brightness 92%)		820	
Recycled 8 ½ X 11 Copier Paper 20 Lb. (Minimum Brightness 92%)		1700	
11 X 17 Copier Paper 20 Lb. – White Virgin (Minimum Brightness 92%)		370	
8 ½ X 14 –White Virgin (Minimum Brightness 92%)		1	
8 ½ X 11 Copier Paper 20 Lb. - Color, Pastels		160	
11 X 17 Copier Paper 20 Lb. Color, Pastels		2	
8 ½ X 11 Copier Paper 20 Lb. - Color, Brights		68	
8 ½ X 11 Copier Paper 50 Lb. - Color, Brights		2	
8 ½ X 11 Card Stock 67 Lb. – Color, Pastels		46	
8 ½ X 11 Card Stock 65 Lb. – White		18	
8 ½ X 11 Card Stock 65 Lb. – Black		2	
8 ½ X 11 Card Stock 65 Lb. – Color, Brights		63	
11 X 17 Card Stock 65 Lb. – White		5	
NCR Padding & Adhesive			

Prices must remain fixed through June 30, 2028.

PRINTED NAME

DATE

SIGNATURE

TELEPHONE

TITLE

EMAIL

MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

In January 2008, the School Code was amended to add the requirement that "Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include:

- 1) the total number of all contracts awarded by the school district;
- 2) the total value of all contracts awarded;
- 3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- 4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses

Minority-Owned Business: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority owned enterprises.

Women-Owned Business: a business that is at least 51 percent owned by a woman or women who also control and operate it.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women-owned businesses.

PROPOSERS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.

YES

NO

Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency? If, Yes, please indicate which one: _____

Would you or your organization be eligible for the above certification if you applied for it?

Are you or your organization locally owned?

Firm Name

Authorized Signature

Date

Payee Information

**MAINE TOWSHIP HS DISTRICT 207 ACH
AUTHORIZATION FORM**

Vendor Name			
Address	City	ST	Zip
Accounting/ACH Contact Name*	Contact Phone	Contact E-mail Address	

***Person listed as Contact must be accessible via phone and/or email for verification purposes**

<input type="checkbox"/> Checking
<input type="checkbox"/> Savings

Name of Bank/Financial Institution*
Name of Account Holder (if different from vendor)
Address
Bank Routing Number:
Bank Account Number:
Phone Number:

***Provide at least ten (10) days written notice for any bank or account number changes**

Payee Authorization:

Print Name/Title	Authorization Signature	Date
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Fax completed form to Accounts Payable, ATTN: Sue Depner 847-696-3254.

Vendor number:	Date Entered:	Entered by:	Phone Verification:
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**VENDOR ACH PAYMENTS
FREQUENTLY ASKED
QUESTIONS**

Q. What is an ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits payment directly into your account at any financial institution. This replaces a paper check that is sent through the mail.

Q. Who is eligible for ACH Vendor Payment?

A. Any vendor that is currently being paid by check through the Accounts Payable Department.

Q. What do I need to do to get signed up?

A. Complete the ACH Vendor Payment Authorization Agreement. The form can be found at our website at www.maine207.org. Go to About, Business Office, Forms. Fax the signed agreement to [847-696-3254](tel:847-696-3254). Attn: Iliana Garcia-Accts Payable. If you have any questions, please call or e-mail us.

Q. How long will it take to update my preferred method of payment to direct deposit?

A. The *Vendor ACH Authorization Form (if complete)* will be processed within 10 business days of being received by the Accounts Payable department. Until the account setup is complete, payment will be made by check. Participants cannot request check payments while being setup in the ACH program. An email notification will be sent to the account contact to notify of the account set-up.

Q. How will I know that I'm getting paid?

A. Once a payment is processed, the person listed as ACH contact will receive an email notification of payment made. The financial institution will then process payment within 1-2 business days.

Q. What should I do if I change account numbers or financial institutions?

A. If you want to change your ACH electronic payment authorization, please complete a new *Vendor ACH Authorization Form*. Fax the change form to the number shown on the form.