ILLINOIS CENTRAL COLLEGE
Purchasing Department L120
1 College Drive
East Peoria, Illinois 61635-0001
(309) 694-5438

INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: CUT SHEET PAPER BID

BID OPENING DATE: Monday, November 2, 2026 at 10:00 A.M. local time

INSTRUCTIONS TO BIDDER

1. General

   The Board of Trustees of Illinois Central College invites you to submit a bid proposal for CUT SHEET PAPER. Bid proposals and paper samples are due in the Purchasing Department of Illinois Central College, East Peoria, Illinois at 10:00 A.M. CDST on Monday, November 2, 2026.

2. Submitting Your Bid & Paper Samples

   Bids can be submitted one of two ways.

   1.) **Via e-mailing;** purchasing@icc.edu. E-mail subject line: "CUT SHEET PAPER BID" High importance. A receipt confirmation will be returned.

   2.) **Via BidNet;** https://www.bidnetdirect.com/illinois/illinoiscentralcollege

   Paper Samples must be delivered via courier to the address listed in Section 15.

3. Specifications

   These specifications as prepared by Illinois Central College are attached and complete. Bidders must be in compliance with these specifications:

   a) identify, for each item, the brand of paper being bid. Please also provide paper samples to the address listed Section 15.

   b) price paper in package quantities as identified

   Questions or concerns regarding item specifications should be addressed to the attention of the Bookstore Manager Lee Ann Potts at (309) 694-8484 or e-mail lpotts@icc.edu.

4. Firm Prices

   All prices are to be F.O.B. Illinois Central College, East Peoria, Illinois.

   Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College. ***All prices will include transportation and shipping to the East Peoria, IL campus.***

5. Award

   The award of the contract, if it's awarded, will be to the lowest responsible bidder for all paper products and vendors will be notified of award via e-mail after the Board of Trustee meeting on November 19, 2026. Purchase orders will be sent to the awardee on or after November 20, 2026.

6. Payment

   Payment will be made in accordance with the policies and procedures of the Illinois Community College Act and the Board of Trustees of Illinois Central College. Payment will be made in approximately forty-five (45) days following delivery and acceptance of merchandise by the College.

7. Bid Proposal Form

   Bid proposal form is included in the contract documents. The bid price of each item on the form must be stated as a unit price and extended for a total cost; in case of conflict, the unit price will take precedence.

   The Bid Proposal Form is included in the bid documents and is in a fillable Adobe format. Bid proposal forms must be completed by typewriter or computer. Handwritten prices are sometimes difficult to read and therefore will not be accepted.

   All bids must be signed. Unsigned bids will not be considered. All names must be typed or printed below the signature to ensure legibility.

8. Changes, Alterations and Erasures

   All changes, alterations and erasures made by the bidder prior to submission of the bid must be initialed by the bidder in ink alongside such change, alteration or erasure.

9. Tax Exempt Status

   Illinois Central College is exempt from Federal, State, and Municipal taxes. Our tax exemption identification number is E9993-0293-07.

10. Tie Bids

    In the event of a tie bid between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the earliest received stamp.

11. Affirmative Action

    In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

12. Terms and Conditions

The terms and conditions as prepared by Illinois Central College are attached and complete. Bidders are required to adhere to the terms and conditions as set forth in the documents. Any questions regarding these terms and conditions should be directed to the attention of the Purchasing Coordinator.

13. Recycled Products

Illinois Central College is committed to the use of recycled products whenever economically and ecologically practical. We encourage any introduction of new market products through the bidding process which lend themselves to the reclamation process.

14. Delivery

Delivery arrangements will be coordinated between Illinois Central College and the successful vendor(s). If vendor has concerns fulfilling the order by date requested, please indicate that in the bid documents.

All merchandise must be delivered through the College's Receiving Department. Delivery should be in full (one-time delivery) upon receipt of purchase order to successful vendor. All shipping/handling/delivery fees will be included in the bidder's price. The storage building in which paper will be delivered contains a loading dock that can accommodate a 53' trailer and college personnel will be responsible for unloading the trailer via pallet jack or forklift.

15. Testing, Evaluation, and Paper Samples

Any paper being bid must be available to Illinois Central College for copier testing. Please include 15 sheets of sample paper with the completed bid form. If paper is not available for testing, adequate evaluation will not be possible and will be cause for non-consideration with respect to this award. Inferior paper or paper that does not perform well during testing and evaluation will not be accepted.

Paper samples should be mailed to:

Illinois Central College
Attention: Purchasing Department
1 College Drive
East Peoria, IL 61635

Paper samples are due at the time of bid opening, November 2, 2026 at 10:00AM.

BID PROPOSAL FORM

Award will be made for either Item 1 or Alternate 1A. Delivery charges must be included in your pricing. Acceptable independent 3rd party organization certifications include but are not limited to: FSC (Forest Stewardship Council), SFI (Sustainable Forest Initiative), and/or Green Seal.

***Specify brand being bid. Include 15 sheets of sample paper with the completed bid form; additional samples may be requested.**

Item	Qty	Unit	Description	Unit Price	Total Cost
1.	800	Case	8 ½" X 11" white unwatermarked No. 4 Bond being bid for offset duplicating, xerographic copying, and laser printing. Basis Weight 20, Opacity Target 88, Brightness 92. **Must be an environmentally preferred product certified by an independent 3rd party organization.** ICC Stock #B002 *brand: _____	$_____	$_____
Alternate bids to Item 9:					
1A.	800	Case	8 ½" X 11" white unwatermarked No. 4 Bond being bid for offset duplicating, xerographic copying, and laser printing. Basis Weight 20, Opacity Target 88, Brightness 92. **Must be recycled processed chlorine-free (PCF) with at least 30% post consumer content.** ICC Stock #B002 *brand:_____	$_____	$_____

Estimated Delivery Date if vendor receives Purchase Order by November 25, 2026: _____

Signature of Company Official

_____
Name of Company Official

_____
E-mail Address of Company Official

_____
Title of Company Official

_____
Date

CERTIFICATION FORM

By signing this required form, the undersigned agrees that said bidder is responsible as defined below. Minority-owned, female-owned, and person with disability-owned businesses are encouraged to apply.

NOTE: THIS INFORMATION WILL BE USED AS A CRITERIA IN THE EVALUATION OF VENDORS. *FAILURE TO COMPLY WITH ANY OF THE BELOW MAY RESULT IN DISQUALIFICATION OF YOUR BID.*

-The contractor/bidder certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Yes☐ No☐

-Bidder is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person-with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, what Agency? E.G. Illinois Department of Central Management Services (CMS)…

Yes☐ No☐ Certifying Agency_____

-Bidding company, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) 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 certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Yes☐ No☐ N/A☐

The Undersigned states that the signature of the person on the signature page is the signature of a person who is authorized to sign the bid proposal. Such proposal is genuine and bidder has not directly, or indirectly, conspired, combined or agreed with any other person, officers, agents or committee of any entity to prevent free competition in the letting of the contract for the work covered by aforesaid proposal, or to fix the bid price or any item or factor thereof, or to induce any person not to enter into such competition.

THIS FORM **MUST** BE RETURNED WITH YOUR BID

_____
Signature of Company Official

_____
Title of Company Official

_____
Date