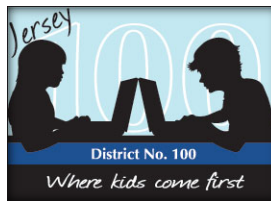


Brad Tuttle
Superintendent



Board of Education
Greg Brown, President
Stan Kary, Vice President
Julie Pohlman, Secretary
Dave Bryden
Josh Evans
Peggy Perdun
David Isringhausen

Jersey Community Unit District No. 100

100 Lincoln Ave. - Jerseyville, IL 62052
Phone: 618-498-5561 Fax: 618-498-5265

Paper Bid Specifications

Bid NO. 2019-5PAP

Paper Allotment Amount – 400 Cases

Quantity	Description	Price per case	Your catalog number
400 cases	8.5 x 11 inch (letter size), white, 20 lb, standard duplicating paper for use in ink jet printers and copy machines, 500 sheets per ream, 10 reams per case. We are bidding virgin paper.		

SPECIAL CONDITIONS THIS BID

1. The Board of Education reserves the right to reject any and all parts of your proposal because of quality or suitability as well as price and to waive any irregularities in the proposals.
2. A bid received after the described time and date of Public Bid opening will be returned to the bidder unopened.
3. Should a mistake be made on the reading of bids at the Public Bid opening it shall be reserved by Board of Education to determine whether this mistake was by the district or the bidder.
4. The deadline as stated for the receiving of bids is also the time for public openings. All vendors are welcome to attend these openings.
5. Although, price is a major consideration in the award of bids, this school district does not award on price alone. Also, to be considered will be the quality of product as judged by the district's past experience with products, service offered, warranties, long-range costs, deliver, and similar such items.
6. Generally, where specifications indicate a particular brand or manufacturer's catalog number it shall be understood to mean that or equal, unless "no substitutes" is specified. When offering alternates identify by brand name, catalog number, and include manufacturer's literature.
7. **All prices must be quoted F.O.B. destination. Shipment shall become the property of consignee after delivery and acceptance.**
8. Deliveries will be to Jersey Community Unit School District No. 100 Warehouse, 1110 State Hwy. 109, Jerseyville, Illinois 62052, unless otherwise specified.
9. When returning bid, please mark exterior of sealed envelope with Bid Number and Title.
10. Each carton is to have all district purchase order numbers stamped on the outside in a visible position. If a carton has materials relating to more than one purchase order all must be placed as above.
11. The Board of Education reserves the unrestricted right to waive informalities in any bid, or make award in its own best interest.
12. Quantities desired by the District are listed in the specifications. However, the district reserves the right to modify quantities finally purchased.
13. Bills will be paid only after the properly authorized school official has accepted the service or goods as complete per specifications. Vendor checks are sent following approval of bills by the Board of Education at their regular monthly meeting the third Thursday of each month. To assure payment, bills must be received by the Accounting office by the Friday preceding the regular Board of Education meeting.