

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21

999 West Dundee Road, Wheeling, Illinois 60090



**Invitation to Bid
Art Supply Bid #1904**

Bid Opening May 6, 2019



Community Consolidated School District 21

999 West Dundee Road • Wheeling, Illinois 60090
847.537.8270
www.ccsd21.org

Dr. Michael Connelly, Superintendent

Board of Education

Phil Pritzker, *President* • Staci Allan, *Vice President* • Debbi McAtee, *Secretary*
Arlen S. Gould • Bill Harrison • Jessica Riddick • Jennifer Tani

April 12, 2019

Dear Vendor:

The Board of Education of Community Consolidated School District 21 is soliciting sealed bids for Art Supplies for the 2019-2020 school year. The purpose of this transmittal is to invite you to bid on the project and provide you with the necessary instructions, specifications and reply forms.

Included are the "General Conditions & Instructions to Bidders", five (5) "Affidavit/Certification Sheets", "Project Specifications", Contractor Questionnaire, a "Vendor Information Sheet" and Bid Reply Sheets. Where required, each should be completed in detail, signed, notarized, and returned in a sealed envelope **clearly** marked, "**SEALED BID - Art Supply Bid #1904**".

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interests of this school district.

Bids are due on or before Monday, May 6, 2019 at 1:30 P.M. (CST) and will be opened and publicly read at that time or shortly thereafter in the Gill Administration Center, 999 West Dundee Road, Wheeling, Illinois 60090.

If you have any questions regarding this bid, please contact me at (847) 520-2773.

Sincerely,

Dan Oberg
Director of Business Services
CCSD21

Attachment: General Conditions & Instructions to Bidders
 Affidavit and Certification Sheets (5)
 Project Specifications and Bid Reply Sheets
 Contractor Questionnaire
 Vendor Information Sheet

Invitation to Bid For:

Art Supply Bid #1904

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

I. GENERAL

- A. Bid shall be submitted in an envelope plainly marked with the title of the bid, and date and time of opening.
- B. Bid shall be sealed and delivered to the Business Office on or before the time scheduled for the opening. Late bids will not be considered.
- C. The bid shall contain the full name of the bidder and be signed by an authorized company representative who is legally qualified to sign such documents. Where required, each page of this bid must be signed.
- D. Unsigned bids will not be considered.
- E. Community Consolidated School District 21 is not subject to Federal Excise Tax or Illinois Retailer Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, delivery to the school building and assembly as designated on the bid.
- G. Correspondence shall be addressed to the Business Office.
- H. Bids are available for inspection in the Business Office by appointment after award of orders.
- I. Oral, telephone, telegraphic or facsimile transmitted bids will not be accepted.

II. ERRORS AND OMISSIONS

All bids shall be submitted on the forms provided with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, (s)he shall advise the Director of Business Services who will issue the necessary clarification to all prospective bidders by means of addendum.

III. FIRM BID

All bids will be considered to be firm for the period July 1, 2019 through June 30, 2020.

IV. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, fax, or in person prior to the time and date established for the opening of bids.

V. INVESTIGATION OF BIDDERS

- A. The Business Office will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to that included in this bid.
- B. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the Contract.

VI. MODIFICATION

These documents shall constitute the entire agreement between the parties upon award of the contract. No change in, addition, or waiver of terms, conditions, and specifications shall be binding on the Board of Education unless approved in writing by the Board. Any change, addition, or amendment of the terms shall be tendered in the bid envelope with an explanation of the proposed change.

VII. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the district. Any such decision shall be considered final.

VIII. COMPLIANCE WITH LEGISLATION

- A. It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay, where applicable, to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type or workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor.
- B. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act (Chapter 68, 1-101, et seq., Ill. Rev. Stat.) and further that (s)he will comply with all provisions of the Illinois Human Rights Act including, but not limited to, rules and regulation of the Illinois Human Rights Act.
- C. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act. Every party to a public contract and every eligible bidder must have a written sexual harassment policy 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's internal complaint process including penalties;
 - 5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
 - 6. Directions on how to contact the Department and Commission; and
 - 7. Protection against retaliation as provided by Section 6-101 of the Human Rights Act. The contractor must provide a copy of such written policy to the Department of Human Rights upon request.

IX. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained therein.

X. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. The work shall be performed and/or materials supplied in accordance with the specifications as indicated in the Bid Specifications.

XI. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract (whether or not Federal funds are involved) the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. Such action shall include by 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.
- B. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- C. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.
- D. The contractor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations and orders.

- E. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

- F. The contractor shall include the provisions of paragraph A through D in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to 204 Executive Order No 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

XII. COMPLETION DELIVERY TIME

Delivery must be made as specified on the dates indicated in the Bid Specifications. All prices must be quoted F.O.B. destination. Shipments shall become property of consignee after delivery and acceptance.

XIII. EVALUATION & AWARD OF BID

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different Bidders or all items to a single Bidder unless otherwise noted on bid specifications.

The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

XIV. ASBESTOS MATERIALS

Any materials used in this project shall be asbestos free and shall not contain “asbestos containing building materials” as defined by Federal Regulations A.H.E.R.A., EPA, and Illinois Department of Public Health.

XV. INSURANCE REQUIREMENTS

All insurance coverage shall be provided by Illinois insurance company policyholder ratings no lower than “A” and financial ratings not lower than “V” in the Best’s Insurance Guide latest edition in effect as of the date of the contract. The insurance carrier must give the School District thirty (30) day notice of cancellation. Community Consolidated School District No, 21 must be named as additional insured.

XVI. DELIVERY POINTS

Delivery points shall be made to the following addresses when specific locations are not indicated in the bid specification section of this document:

Cooper Middle School 1050 W. Plum Grove Cir Buffalo Grove, IL 60089	Holmes Middle School 221 S. Wolf Road Wheeling, IL 60090	London Middle School 1001 W. Dundee Road Wheeling, IL 60090
District Office 999 W. Dundee Road Wheeling, IL 60090	Field School 51 St. Armand Lane Wheeling, IL 60090	Longfellow School 501 S. Arlington Hts. Road Buffalo Grove, IL 60089
Tarkington School 310 Scott Street Wheeling, IL 60090	Hawthorne School 200 Glendale Street Wheeling, IL 60090	Frost School 1805 Aspen Drive Mt. Prospect, IL 60056
Poe School 2800 N. Highland Avenue Arlington Hts., IL 60004	Twain School 515 Merle Lane Wheeling, IL 60090	Kilmer School 655 Golfview Terrace Buffalo Grove, IL 60089
Riley School 1209 E. Burr Oak Drive Arlington Hts., IL 60004	Whitman School 133 S. Wille Avenue Wheeling, IL 60090	

XVII. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not you are bidding all items must be entered in the appropriate section of the Bid Form before signing and submitting your bid.

XVIII. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, action suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason or 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 or use thereof.
- C. Caused in whole or part by any act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any to them regardless of whether or not it is caused by a part to be indemnified hereunder.
- D. Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
- E. 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.

XIX. DEFECTIVE WORKMANSHIP

The Contractor agrees to protect the District against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transport or delivery.

XX. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the bidder's risk of untimely receipt by the school district. **Bids submitted by facsimile or via e-mail will not be considered.**

XXI. DRUG FREE WORKPLACE

The Illinois Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.311) applies to this contract and it is necessary to comply with the provisions of the "Act" if the contractor is a corporation, partnership, or other entity (including a sole proprietorship), which has 25 or more employees. By submission of a bid to be considered for award and by execution of the contract in an amount of \$5,000 or more, the contractor certifies that it will provide a drug free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace; specifying the actions that will be taken against employees for violations of such prohibition; and notifying the employee, that, as a condition of employment on such contract the employer shall abide by the terms of the statement, and notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B. Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the contractor's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations.
- C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
- D. Notifying the Department within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

- E. Imposing or requiring, within thirty (30) days after receiving notice from an employee of a conviction or actual notice of such a conviction, an appropriate personnel action, up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

- G. Making a good faith effort to continue to maintain a drug free workplace.

XXII. SAFETY DATA SHEETS

Safety Data Sheets (SDS) must be included with the bid for all applicable products. All products quoted must be non-toxic and latex free.

XXIII. NON-COLLUSION AFFIDAVIT

State Of Illinois

)
) **SS.**
)

Cook County

The undersigned bidder or agent, being duly sworn, on oath that (s)he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

(S)He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder or Agent
For _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires:_____

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

The Vendor certifies that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Vendor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color sex, national origin, ancestry, age, marital status, or physical or mental handicap. Such action shall include, but not limited to, the following; employment, upgrading, demotion or transfer; recruitment of recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Vendor further certifies that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

The Vendor further certifies that it shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

VENDOR:

By: _____

Its Duly Authorized Representative

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF BIDDER ELIGIBILITY

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 for rigging or bid rotation.

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

_____, as part of its bid certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

Name: _____ Firm _____

By: _____

Authorized Agent of Contractor

Title: _____

SUBSCRIBED and SWORN TO before me

This ___ day of _____, 20__.

NOTARY PUBLIC

VENDOR'S CERTIFICATIONS

Illinois Drug-Free Workplace Act

Business Name: _____ Date: _____, 20__

Business Address: _____

Telephone: _____

Fax: _____

The undersigned contractor hereby certifies (check the one that applies):

____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) 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 and further certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

BY:

(Signature)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

ATTEST:

(If a corporation)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

Date

SUBSCRIBED and SWORN TO before me

This ____ day of _____, 20__

NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH 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 the 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) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation.

By: _____
Authorized Agent

Date: _____

SUBSCRIBED and SWORN TO before me
This _____ day of _____, 20____

NOTARY PUBLIC

ART SUPPLY BID #1904 SPECIFICATIONS

I. INVITATION TO BID:

The Board of Education of Community Consolidated School District 21, Wheeling, Illinois seeks bids from potential suppliers for Art Supplies.

Sealed proposals for the items described herein will be received at the District Office of Community Consolidated School District 21, Attention: Mr. Dan Oberg, Director of Business Services, 999 West Dundee Road, Wheeling, Illinois 60090 until 1:30 P.M. (CST) on Monday, May 6, 2019. Bid opening will be shortly after.

Quantities on the Bid Reply Sheets represent approximate annual purchases. Purchase order may be placed for any quantity or combination of products.

II. FURTHER INFORMATION:

Further information may be obtained from the Community Consolidated School District 21 Office. Please call (847) 520-2773.

III. REJECTION OF BIDS:

The School Board reserves the right to reject any and all proposals and waive all irregularities. (See General Conditions Section VII and XIII)

IV. BID AWARD:

It is anticipated that the Community Consolidated School District 21 Board of Education will award the bid at the next regular Board Meeting.

V. BID SPECIFICATIONS:

Each bidder must meet the following bid specifications:

Provide prices, which include all shipping/delivery charges, for the listed items found on the separate Bid Reply Sheets [Bid Reply Sheets - Art Supplies Bid #1904](#) for delivery to the address noted below or to the district schools as noted on the purchase order request.

Community Consolidated School District 21
999 West Dundee Road
Wheeling, IL 60090

BID #1904

ART SUPPLY

May 6, 2019

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21

CONTRACTOR QUESTIONNAIRE

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and 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” for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their bid responses.

Is Your Company a Locally Owned Business YES _____ NO _____ as it relates to this School District? For purposes of this questionnaire, “Locally Owned” means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

Definition of Ownership: “Minority owned business, female owned business, and business owned by a person with a disability” means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

Is Your Company a Minority Owned Business? YES _____ NO _____ “Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

Is Your Company a Female Owned Business? YES _____ NO _____ “Female” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

Contractor Questionnaire (cont.)

Is Your Company a Business Owned By Persons with Disabilities? YES _____ NO _____ "Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

COMPANY NAME _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

ADDRESS OF COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

DATE _____

VENDOR INFORMATION SHEET

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return Bid in Sealed Envelope Marked: Art Supply Bid #1904

Addressed to: Mr. Dan Oberg, Director of Business Services
Community Consolidated School District 21
999 West Dundee Road
Wheeling, Illinois 60090

All Bids Due: 1:30 P.M. (CST) – May 6, 2019

Submittal Checklist

Remember to submit the following items with your bid. Pages numbered 11 thru 15 must be signed and notarized.

- Page 11 Non-Collusion Affidavit
- Page 12 Certificate of Non-Discrimination.
- Page 13 Certification of Bidder Eligibility signed.
- Page 14 Vendor's Certifications for Illinois Drug Free Workplace Act signed by representative and Attest.
- Page 15 Certificate of Compliance With Illinois Human Rights Act.
- Page 16 Bid Specifications and Bid Reply Sheets Link [Bid Reply Sheets - Art Supplies Bid #1904](#)
- Pages 17-18 Contractor Questionnaire
- Page 19 Vendor Information Sheet completed.

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
1		5	pkg	3 1/4 oz. Art Utility Cups - 250/pkg		
2		3	pkg	3 1/4 oz. Lids for Art Utility Cups - 125/pkg		
3		2	pkg	3D-O's - 400/pkg		
4		9	pack	Sharpie Ultra Fine Marker Assorted Colors 36/pack NO SUBSTITUTES		
5		8	canister	Brushes Gold Nylon Canister 72 brushes for watercolor		
6		7	canister	Brushes Dynasty Fine Sapphire Synthetic Flat Brush 72/set		
7		30	each	Brush Watercolor Large Handle SZ4		
8		18	box	Clay Modeling, Asst. 4-25lb/box DIX00740		
9		51	carton	Clay, White Talc, 50 lb. carton		
10		4	bag	Cotton Balls Med 2000/bag		
11		50	classpack	Crayola Broad Tip Markers Assorted Classpack 256 count NO SUBSTITUTES		
12		142	each	Crayola Watercolors Washable Oval Set of 8 NO SUBSTITUTES		
13		30	box	Eraser Gum Art 2x1x1/2 - 12/box		
14		10	each	Elmer Art Paste (Mache) NO SUBSTITUTES		
15		98	each	Glue Sticks White .74 oz.		
16		510	each	Glue Sticks White 1.3 oz		
17		144	each	Glue Stick Purple 1.3 oz.		
18		84	each	Glue Washable 8 oz.		
19		8	each	Glue White Washable Gallon		
20		4	each	Kemper Wire Clay Cutter NO SUBSTITUTES		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
21		4	each	Knife Alvin Premium Utility		
22		48	set	Markers Mr. Sketch Scented Set of 12 Assorted		
23		4	pack	Paint Pipettes 25/pack		
24		8	ream	Paper Drawing White Sulphite 50 lb. ream 500 shts 12in x 18in size		
25		3	pack	Paper Fadeless Assorted 60 sheets 12in x 18in		
26		4	each	Pencil Hand Sharpener, One Hole		
27		12	pack	Prang Colored Pencil 50/pack - 3.3mm core NO SUBSTITUTES		
28		24	set	Prang, Watercolors, 16 colors, NO SUBSTITUTES		
29		24	each	Safe-T Compass		
30		362	each	Sharpie Fine Point Black NO SUBSTITUTES		
31		45	each	Sharpie Super Marker Black NO SUBSTITUTES		
32		8	each	Stamp Pad Black 3 in x 4 in		
33		5	each	Stamp Pad Blue 3 in x 4 in		
34		5	each	Stamp Pad Red 3 3/4 in x 5 in		
35		13	pkg	Stick Economy Craft pkg of 1000		
36		1	pkg	Sticks Craft Jumbo Colored 500/pkg		
37		40	pack	Tagboard 18 in x 24 in 125lb White 100/pk		
38		22	set	Tempera Cakes Small Jack Richeson 9/set NO SUBSTITUTES		
39		10	set	Paint, Crayola, Watercolor, Washable, 8 color with Brush - CYO530525 - NO SUBSTITUTES		
40		55	quart	Tempera Paint Crayola Artista II, Yellow NO SUBSTITUTES		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
41		52	quart	Tempera Paint Crayola Artista II, Red NO SUBSTITUTES		
42		54	quart	Tempera Paint Crayola Artista II, Blue NO SUBSTITUTES		
43		59	quart	Tempera Paint Crayola Artista II, White NO SUBSTITUTES		
44		36	quart	Tempera Paint Crayola Artista II, Black NO SUBSTITUTES		
45		34	quart	Tempera Paint Crayola Artista II, Brown NO SUBSTITUTES		
46		44	quart	Tempera Paint Crayola Artista II, Violet NO SUBSTITUTES		
47		2	pint	Tempera Metallic Colors Gold		
48		6	pint	Tempera Metallic Colors Silver		
49		5	pint	Tempera Metallic Colors Treasure Gold		
50		1	pint	Tempera Paint Crayola Artista II, White, NO SUBSTITUTES		
51		7	pint	Tempera Paint Crayola Artista II, Violet NO SUBSTITUTES		
52		49	pint	Tempera Paint Crayola Artista II, Green NO SUBSTITUTES		
53		3	pint	Tempera Paint Crayola Artista II, Turquoise NO SUBSTITUTES		
54		1	pint	Tempera Paint Crayola Artista II, Blue NO SUBSTITUTES		
55		1	pint	Tempera Paint Crayola Artista II, Black NO SUBSTITUTES		
56		1	pint	Tempera Paint Crayola Artista II, Brown NO SUBSTITUTES		
57		16	pint	Tempera Paint Crayola Artista II, Orange NO SUBSTITUTES		
58		32	pack	Tissue Spectra 20in x 30in STD Colors 110/pk		
59		110	pkg	Lilac Construction Paper 12in x 18in Sunworks 50 shts/pkg		
60		158	pkg	Bright Blue Construction Paper 12in x 18in Sunworks 50 shts/pkg		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
61		484	pkg	Bright White Construction Paper 12in x 18in Sunworks 50 shts/pkg		
62		260	pkg	Yellow Construction Paper 12in x 18in Sunworks 50 shts/pkg		
63		274	pkg	Black Construction Paper 12in x 18in Sunworks 50 shts/pkg		
64		158	pkg	Dark Blue Construction Paper 12in x 18in Sunworks 50 shts/pkg		
65		242	pkg	Holiday Green Construction Paper 12in x 18in Sunworks 50 shts/pkg		
66		73	pkg	Sky Blue Construction Paper 12in x 18in Sunworks 50 shts/pkg		
67		206	pkg	Red Construction Paper 12in x 18in Sunworks 50 shts/pkg		
68		136	pkg	Pink Construction Paper 12in x 18in Sunworks 50 shts/pkg		
69		186	pkg	Orange Construction Paper 12in x 18in Sunworks 50 shts/pkg		
70		125	pkg	Brown Construction Paper 12in x 18in Sunworks 50 shts/pkg		
71		110	pkg	Violet Construction Paper 12in x 18in Sunworks 50 shts/pkg		
72		36	pkg	Turquoise Construction Paper 12in x 18in Sunworks 50 shts/pkg		
73		122	pkg	Holiday Red Construction Paper 12in x 18in Sunworks 50 shts/pkg		
74		35	pkg	Royal Blue Construction Paper 12in x 18in Sunworks 50 shts/pkg		
75		62	pkg	Assorted Construction Paper 12in x 18in Sunworks 50 shts/pkg		
76		81	pkg	Magenta Construction Paper 12in x 18in Sunworks 50 shts/pkg		
77		27	pkg	Gray Construction Paper 12in x 18in Sunworks 50 shts/pkg		
78		36	pkg	Light Green Construction Paper 12in x 18in Sunworks 50 shts/pkg		
79		12	pkg	Lime Construction Paper 12in x 18in Sunworks 50 shts/pkg		
80		11	sheet	Paper, Strathmore Watercolor 22in x 30in 140 lb NO SUBSTITUTES		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
81		2	pound	Yarn Caron Acrylic White		
82		2	skein	Yarn Red Heart Classic, Eggshell		
83		14	skein	Yarn Red Heart Classic, Yellow		
84		14	skein	Yarn Red Heart Classic, Orange		
85		5	skein	Yarn Red Heart Classic, Tangerine		
86		12	skein	Yarn Red Heart Classic, Lavender		
87		11	skein	Yarn Red Heart Classic, Honeygold		
88		2	skein	Yarn Red Heart Classic, Mid Brown		
89		13	skein	Yarn Red Heart Classic, Emerald Green		
90		12	skein	Yarn Red Heart Classic, Green Mist		
91		15	skein	Yarn Red Heart Classic, Pink		
92		7	skein	Yarn Red Heart Classic, Blue Jewel		
93		7	skein	Yarn Red Heart Classic, Skipper Blue		
94		4	skein	Yarn Red Heart Classic, Jockey Red		
95		18	skein	Yarn Red Heart Classic, Cherry		
96		4	skein	Yarn Red Heart Classic, Purple		
97		40	each	School Smart Loop Scissors, 8 Inches, Must be suitable for children ages 3 to 5		
98		16	each	Bright Giant Ink Pads washable, orange, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
99		16	each	Bright Giant Ink Pads washable, green, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
100		16	each	Bright Giant Ink Pads washable, red, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
101		16	each	Bright Giant Ink Pads washable, purple, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
102		16	each	Bright Giant Ink Pads washable, blue, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
103		15	set	Washable Tempera Paint Block Set of 6, 1 each of green, black, blue, red, white, yellow, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
104		20	set	Liquid Watercolors Set of 8, 1 each of purple, black, brown, green, red, blue, orange, yellow, Must be suitable for children ages 3 to 5. Allergen Information: Does not contain corn, dairy/casein, egg, gelatin, gluten, latex, nuts, soy or wheat		
105		20	each	Fiskars Pre-School Spring Action Scissors		
106		20	each	Sandstastik Play Sand - 25 lbs., 100% natural white sand, NO SUBSTITUTES		
107		8	pack	Washable Fine Tip Marker Classroom Pack		
108		50	each	Safety scissors, Must be suitable for children ages 3 to 5		
109		10	each	Fiskars Pre-School Spring Action Scissors, Spring scissors, Must be suitable for children ages 3 to 5		
110		8	pack	Kwik Stix Tempera Painters, Class pack		
111		10	set	Dot Art Painters (aka bingo dabbers), Set of six: red, orange, green, blue, purple and yellow, Must be suitable for children ages 3 to 5		
112		10	pack	Craft tape pack, 1/2 inch package of 8: yellow, red, orange, green, black, white, blue and purple		

Art Supplies Bid #1904 Specifications

ITEM NO	PRODUCT NUMBER	QTY	UOM	ITEM SPECIFICATIONS	PRICE	TOTAL BID
113		10	pack	Wikki stix- waxed yarn, 6 inch sticks 450 per pack		
114		10	set	Triangular colored pencils, Thick pencil with triangular shaped shaft set of 12 colors, triangular shaped shaft to teach children a proper grip		
115		10	set	Squish and squeeze sensory bead (non hardening modeling foam), sticky beads modeling materials also known as incredible foam dough, 12 blocks of foam in 6 colors		
116		10	set	Dough (playdoh or colorations classic dough or other, Big tubs of red, yellow orange green blue and purple		
117		100	each	Elmer's glue washable 4 oz, NO SUBSTITUTES		
118		100	each	Washable Elmer's Disappearing Purple School Glue Sticks 1.4 oz , NO SUBSTITUTES		
119		10	box	Standard crayon Class pack, box of 800 (100 of 8 colors)		
120		10	box	Puffy pipe stems (pipe cleaners), box of 100 12 inch		
121		10		Pom pons, 300 of assorted sizes		
122		5	set	Googly eyes, set of 100 assorted sizes		
123		5		Collage Beads, 1 pound		
124		10	set	Glitter Jumbo jars, set of 6 colors		
				TOTAL ALL ITEMS		