

Instructions to Bidders

1. Preparation of Proposal

- A. Bidder shall prepare proposal on the **Bid Sheet/Quantities** form. Unless otherwise stated, form must be completed in its entirety (no blank spaces). Brand names must be entered for each item. Appropriate unit price must be stated for each item, either typed or handwritten clearly in ink, in figures.
- B. Bids shall not be modified. Oral, telephonic, or faxed bids or revisions to bids will not be accepted. The term “bidder” as used in these documents refers to a corporation, firm, or company and does not refer to an individual unless that individual is the sole proprietor of said company. The word “he” when used in these instructions means bidder and not the person who may sign on behalf of the bidder. References and/or qualification statements may be required at the discretion of the Lee/Ogle Regional Office of Education.

2. Submission/Withdrawal of Proposal

- A. All prospective bidders shall submit sealed proposals. When proposals are sent by U.S. mail or other shipment method to the Lee/Ogle Regional Office of Education, 7772 Clinton St., Dixon, IL 61021, the bidder shall be responsible for delivery to the Regional Office before the advertised date and hour of bid opening. If mail or other means of delivery is delayed beyond the date and hour set for bid opening, proposals thus delayed will not be considered and will be returned unopened.
- B. Bidders may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of bids. However, no bidder shall withdraw or cancel his proposal for a period of thirty (30) calendar days after said closing time for the receipt of proposals, nor shall the successful bidder withdraw, cancel or modify his proposal after having been notified by the Lee/Ogle Regional Office of Education that said proposal has been accepted.

3. Consideration/Acceptance of Proposal

- A. The Lee/Ogle Regional Office of Education reserves the right to reject any proposal and to disregard informalities and irregularities in the bids and bidding when, in its opinion, the best interest of the Regional Office will be served. Contracts shall be awarded to the bidder who best meets specifications as determined by the Lee/Ogle Regional Office of Education.
- B. The Lee/Ogle Regional Office of Education will accept in writing or reject proposals within thirty (30) days from the date of opening bids. The proposal is contained in these contract documents and must not be detached herefrom by any bidder when submitting a proposal.

4. Interpretation of Contract Documents

- A. Bids Deemed Final
All bids shall be deemed final, conclusive, and irrevocable. No bid shall be subject to correction or amendment for any error or miscalculation. No bid shall be

withdrawn without the consent of the Lee/Ogle Regional Office of Education for a period of thirty (30) days after scheduled closing time for receipt of proposals.

- B. Purchase Orders. Participating entities will submit Purchase Orders to the vendor through the Regional Office of Education in a timely manner.
- C. Prices and Invoicing. Prices quoted shall be net 30 days. Discounts for prompt payment of invoices may be offered by bidders and will be considered in making awards. Terms should indicate acceptance of this arrangement. Invoicing will occur only after deliveries have been received. Invoices will be received by the Regional Office and forwarded to participants.
- D. Questions
Questions should be addressed to the Lee/Ogle Regional Office of Education.

5. Notices

- A. All communications herein provided for shall be in writing, delivered personally, or mailed first class or other method of shipment, postage prepaid, to the Lee/Ogle Regional Office of Education, 7772 Clinton St., Dixon, IL 61021.

6. General Conditions

A. Delivery

Paper shall be delivered as specified on **Bid Sheet/Quantities** during the period commencing **July 1, 2008 through July 31, 2008**. Drop shipments using trucks with lift gates shall be made to delivery points/cities as indicated in **Specifications /Delivery Information**. Notice of deliveries shall be given to each delivery contact person **a minimum of 24 hours prior to delivery** so that storage space and personnel may be available for receipt of material.

B. Examination by Bidder

Bidder shall, before submitting his bid, carefully examine the proposal, specifications, and contract documents. He shall inspect, in detail, the delivery sites specified and familiarize himself with all local conditions affecting the contract. If his bid is accepted, he will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions. The Lee/Ogle Regional Office of Education will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

C. Samples

Each bidder must submit at least one (1) ream of white 8½ x 11 copy paper with their bid to be tested for run quality. Bidders should submit a color chart for colored paper. All bidders must submit specifications for the brand of copy paper being bid. When submitting recycled sample, clearly mark "Recycled Paper" on the wrapper.

D. References

Each bidder shall include a list of references that can be contacted by the Lee/Ogle Regional Office of Education.