

INVITATION TO BID
AND
SPECIFICATIONS
FOR

2014/15 Office Supplies

CITY OF ST. CHARLES
ILLINOIS
2014

SPECIFICATION #140303
BID OPENING: March 3, 2014

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SPECIFICATION #140303

BID OPENING : March 3, 2014

SECTION I

NOTICE TO BIDDERS

Sealed bids will be received at the Office of the Purchasing Manager, Two East Main Street, St. Charles, Illinois, **no later than 10:00 a.m., Monday, March 3, 2014,** for 2014/15 Office Supplies.

Bids will be opened publicly and read aloud in the Council Chambers at 10:00 a.m., Monday, March 3, 2014. Bids will be evaluated, with results ready after Monday, March 3, 2014.

Specifications and bidder information may be obtained at the Office of the Purchasing Manager, City of St. Charles, 200 Devereaux Way, St. Charles, Illinois.

All sealed envelopes must be clearly marked for which proposal they pertain to.

CITY OF ST. CHARLES
Mike Shortall
Inventory Control & Purchasing Manager

MWS:cjb

bid information/Bidstart offc supplies

SECTION II
INFORMATION TO BIDDERS

1. **GENERAL CONDITIONS:**

- A. Bids shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word "Bid", and the name of the project or subject of the bid. (Sec. 2.33.200A of the St. Charles Municipal Code). The outer envelope shall be addressed "Purchasing Manager, City of St. Charles, Two East Main Street, St. Charles, IL 60174." Include a return address on both envelopes. Bids received after the specified time and date will be returned unopened. Bids shall be on City of St. Charles bid form and shall be returned attached to the original specification sheets. Copies are not acceptable. **All bids submitted are binding for sixty (60) calendar days following the date of the bid opening.**
- B. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company. One bid per bidder is allowed.
- C. The award of bids shall be made, after determination of the successful bidder by the City Council, by issuance of a City purchase order from the City of St. Charles purchasing manager to the successful bidder.
- D. The City of St. Charles reserves the right to waive minor specification deviations and reject any or all bids, and to accept the bid, which is in the opinion of the City Council, the lowest conforming bid from a responsible bidder as defined by state law and Sec. 2.33.230 of the St. Charles Municipal Code.
- E. All bids must be quoted on the basis of delivery to the City storeroom, 200 Devereaux Way in St. Charles, IL. The price shall be stated in units and bids made on each item separately. In case of conflict, the unit price shall govern. The City reserves the right to award the bid in aggregate or on individual items.
- F. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder.
- G. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder. The City of St. Charles is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

The Illinois Department of Revenue tax exempt form can be obtained through the City of St. Charles Office of Purchasing.

The winning bidder will be required to complete the requested information included on this form. It is the purpose of this document to allow the winning bidder to purchase items for the bid project, tax free. It is the intent that the contractor will include the savings into the bid or quote.

Contractors will be responsible for utilizing this tax exempt form in a legal and responsible way. The contractor must sign a certification that the tax exempt form will be solely used for the purpose stated above. Abuse of the City's tax exempt status to avoid sales tax liability on other contractor purchases shall not be tolerated and may disqualify the contractor from being awarded future City contracts or business.

- H. If applicable, material is to be delivered on a flatbed trailer and ready to be unloaded from the side of the trailer without driving a forklift onto the trailer. Advance notice of 48 hours is required by calling 630-377-4421. Deliveries can be made to the City between the hours of 7:00 a.m. - noon and 12:30 p.m. - 3:30 p.m.
- I. Each bidder shall make an accurate statement in the proposal of the smallest number of calendar days in which delivery can be made after placement of the order.
- J. Any firm bidding this/these unit(s) must have a full service shop which includes parts and service mechanics capable of making any adjustments or repairs as may be required. The firm must also have service truck capabilities.
- K. Materials will be paid within 30 days of receipt/acceptance of same and receipt of invoice, or if a discount is allowed and is advantageous to the City, within five (5) days of receipt/acceptance of same and receipt of the invoice. Bids will be evaluated on both thirty (30) day and discount pricing.

REQUIRED _____ NOT REQUIRED _____

- L. Travel time (incl. on-site repairs and/or pick up and delivery) is included within the labor or service warranty.

REQUIRED _____ NOT REQUIRED _____

2. **MATERIALS:**

Only new, unused, first quality material and/or equipment shall be offered by the bidder.

3. **BID RESULTS:**
The bidder must supply a self-addressed, stamped envelope for obtaining bid results. **NO** bid results will be given by telephone.

4. **ADDENDUM**
Any interpretation of the specifications will be mailed to each bidder receiving a set of the bid documents. Bidders shall acknowledge receipt of such addendum by returning the addendum form.

5. **BID DEPOSIT**
A 10% bid deposit (certified check, cashier's check, or bank draft) or bid bond is required to accompany this bid. Failure to do so will eliminate the bid.

REQUIRED _____ NOT REQUIRED _____ ✓

6. **PERFORMANCE BOND**
A performance bond in the amount of 100% of the bid submitted is required within ten (10) calendar days of acceptance of the bidder's proposal by the City.

The performance bond of the successful bidder shall have a minimum "A" rating as defined in Best's Key Rating Guide, be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois. The performance bond shall cover payment for all labor and material, and insure completion of the project. The bidder will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the bidder's failure to comply and perform the work and complete the contract in accordance with the specifications.

The performance bond shall be in conformance with the requirements of the Illinois Act in relation to bonds of bidders entering into contracts for public construction. (Illinois Compiled Statutes Ch. 30, Sec. 550/1, et seq.)

REQUIRED _____ NOT REQUIRED _____ ✓

7. **GENERAL GUARANTY**
The bidder agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article, or

appliance furnished or used in the performance of the contract in which the bidder is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

8. **ASSIGNMENT**

Assignment of this contract or any part thereof, or any funds to be received thereunder by the bidder shall be subject to the approval of the City of St. Charles.

9. **DEFAULT**

The contract may be cancelled or annulled by the purchasing manager in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. An award may be made to the next lowest bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting bidder (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. The bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the bidder to deliver materials or services within the time stipulated on his or her bid, unless extended in writing by the purchasing manager, shall constitute contract default.

10. **INSURANCE**

Detailed insurance requirements are included under City of St. Charles Insurance Requirements for Bidders.

The bidder **shall** secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the bidder's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The bidder shall furnish Certificates of Insurance to the City before starting construction or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation without 30 days written prior notice to the City. In case of insurance cancellation, bidder shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACCORD 25-S form, with the cancellation clause revised and revisions initialed. An example is enclosed.

REQUIRED NOT REQUIRED

For this specific project, the City of St. Charles is requiring a liability umbrella of \$ 5,000,000 (aggregate for this project).

REQUIRED _____ NOT REQUIRED _____ ✓

11. **CERTIFICATE OF COMPLIANCE**

All bidders are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the bid.

12. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

13. **PREVAILING WAGE RATE**

To the extent as required by law, contractors shall comply with the Illinois Prevailing Wage Act, 820 ILCS 130/.01 (the "Act") and the current City of St. Charles Ordinance with rates to be paid, in effect at the time work is performed in the County where the work is performed. The successful bidder is responsible for posting and issuing current rates to its employees and subcontractors. Current rates are available through the Illinois Department of Labor's website at <http://labor.illinois.labor.gov/>.

The successful bidder and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the City of St. Charles. The certified payroll shall consist of records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number (when available), the last four digits of the worker's social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the bidder or subcontractor which avers that:

- A. Such records are true and accurate;
- B. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
- C. The bidder or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

The City of St. Charles is required to keep the certification records submitted for a period of not less than five years. Furthermore, these records, except an

employee's address, telephone number, and social security number, shall be made available in accordance with the Freedom of Information Act.

14. **EXECUTION OF CONTRACT, INSURANCE AND PERFORMANCE BOND**

The successful bidder, within ten (10) business days after acceptance of the bidder's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance bond when required by the bid documents. In the event that the bidder fails to furnish required documents, insurance, and performance bond within ten (10) business days after acceptance of the bidder's offer by the City, then the City's acceptance of the offer shall automatically terminate, and the bid deposit of the bidder shall be retained by the City as reimbursement for administrative costs.

15. **RELEASE OF BID DEPOSITS**

Within a reasonable time after the bid opening, bid deposits of all except the three lowest responsible bidders will be released. The remaining deposits will be released after the successful bidder has executed the contract documents and furnished evidence of the insurance and bonds required by the bid documents.

16. **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Charles is an equal opportunity employer, and all bidders are required to be equal opportunity bidders as defined by all applicable state and federal laws and regulations.

17. **VETERANS PREFERENCE**

The City of St. Charles, per Illinois Compiled Statutes Ch. 330, par. 55/1-55/3, gives preference to veterans for public works contracts, should a tie bid arise between local OR non-local bidders.

18. **CERTIFICATE OF NON-DISQUALIFICATION**

All bidders are required to submit a completed Certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11.

19. **PROVISIONS OF ST. CHARLES MUNICIPAL CODE**

All bids and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract, and which are incorporated herein by reference.

20. **SURVIVAL**

The provisions hereof shall survive and shall not merge with the resulting purchase order or contract awarded to the successful bidder, but shall be additional terms thereof; and the submission of a bid shall be deemed as acceptance of these terms.

21. **CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**
All bidders are required to submit a completed Certificate of Compliance with Safety Standards (attached).
22. **CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE ILLINOIS HUMAN RIGHTS ACT**
All bidders are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).
23. **WAIVERS OF MECHANICS LIEN**
- A. With each application for payment, submit waivers of mechanics liens from the bidder, subcontractors, and suppliers for the construction period covered by the current application. Payment will not be released until the bidder has supplied the City with the waiver of liens.
1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. The City reserves the right to designate which entries involved in the work must submit waivers.
 4. Waiver Delays: submit each application for payment with the bidder's waiver of mechanics lien for the period of construction covered by the application.
- A. Initial application for payment: administrative actions and submittals, that must precede or coincide with submittal of the first application for payment, include the following:
1. List of subcontractors.
 2. List of principal suppliers and fabricators.
 3. Schedule of values.

REQUIRED _____

NOT REQUIRED _____

**CERTIFICATE OF COMPLIANCE OF
ILLINOIS COMPILED STATUTES, CH. 65, SEC. 11-42.1-1**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that _____
_____ (bidder) is not currently delinquent in the payment of any tax administered by or owed to the Illinois Department of Revenue, or otherwise in default upon any such tax as defined under Ch. 65, Sec. 11-42.1-1, Illinois Compiled Statutes.

Name of Bidder

By: _____

State of _____),

ss.

County of _____)

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

Notary Public

**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that _____
_____ (bidder) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

Name of Bidder

By: _____

State of _____),

ss.

County of _____)

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

Notary Public

Bid: Please list 2014/15 Prices Incl. Delivery to City of St. Charles: Main Office
Supply Room, 2 E. Main Street; &/or Receiving, 200 Devereaux Way

Post it Notes			
<i>Description</i>	<i>Stock #</i>	<i>Unit of Measure (UOM)</i>	<i>'14/15 Quote</i>
1.5 x 2 post it notes	MMM-653-9 or Highland or Universal	Pad/ Dozen	\$
3 x 3 Post it notes	MMM-654-9 or Highland or Universal	Pad/ Dozen	
3 x 5 Post it notes	MMM-655-9 or Highland or Universal	Pad/ Dozen	
Rubberbands, Staples, Paperclips, Tape, Binder Clips			
<i>Description</i>	<i>Stock #</i>	<i>UOM</i>	
# 12 Rubberbands	UNV-00412	Box/Pkg.	
# 18 Rubberbands	UNV-00418	Box/Pkg.	
# 32 Rubberbands	UNV-00432	Box/Pkg.	
# 64 Rubberbands	UNV-00464	Box/Pkg.	
Standard Staples	SWI-35108	Box	
Standard Staples	UNV-79000	Box	
Standard Paper Clips	UNV-72210	Box/Dozen	
Jumbo Paper Clips	UNV-72220	Box/Dozen	
¾ Scotch Tape	MMM-6200-3412	Roll/Dozen	
¾ Scotch Tape	UNV-83436	Roll/Dozen	
Small Binder Clips	UNV-10200	Box/ Dozen	
Med. Binder Clips	UNV-10210	Box/ Dozen	
Large Binder Clips	UNV-10220	Box/ Dozen	
Correction Tape	BIC-WOTAP10	Ea.	
Pens, Markers, Pencils			
<i>Description</i>	<i>Stock #</i>	<i>UOM</i>	
Bic Blue Fine	BIC-GSFG11BEor comparable	Dozen	
Bic Black Fine	BIC-GSFG11BK or comparable	Dozen	
Bic Red Fine	BIC-GSFG11RD or comparable	Dozen	
Bic Blue Medium	BIC-GSMG11BE or comparable	Dozen	
Bic Black Medium	BIC-GSMG11BK or comparable	Dozen	
Bic Red Medium	BIC-GSMG11RD or comparable	Dozen	

			<i>'14/15 Quote</i>	
Uniball Fine Black	SAN60101 or comparable	Dozen		
Uniball Fine Red	SAN60102 or comparable	Dozen		
Uniball Fine Blue	SAN60103 or comparable	Dozen		
Uniball Fine Green	SAN60104 or comparable	Dozen		
Red Marker, Bullet Tip	AVE-08887	Dozen		
Black Marker	AVE-08888	Dozen		
Yellow Highlighter	SAN-25005 or comparable	Dozen		
Black Laundry Pen	SAN-31101	Dozen/ Ea.		
#2 Pencils	UNV-55400	Dozen		
Red Pencils	SAN-20045	Dozen		
File Folders, Hanging Folders, Expanding Folders				
<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		
Letter Manila reinf.-top	SMD10334	Box		
Letter Manila reinf.-top	UNV-16113 or comparable	Box		
Legal Manila reinf.-top	SMD15334	Box		
Hanging Letter	SMD64035	Box		
Hanging Letter	UNV-14115	Box		
Hanging Legal	SMD64135	Box		
3.5" Expanding Letter	UNV-15343	Box		
3.5" Expanding Letter	Comparable	Box		
3.5" Expanding Legal	SMD74224	Box		
Folder Labels White	AVE-2181	Box		
Binders				
<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		
1" Black	UNV-31401	Dozen/ Ea.		
1" Red	UNV-31403	Dozen/ Ea.		
2" Black	UNV-34401	Dozen/ Ea.		
2" Red	UNV-34403	Dozen/ Ea.		
Envelopes				
<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		<i>'14/15 Quote</i>
6 x 9 Catalog	WEV C0649	Box		
9.5 x 12.5 Catalog/Clasp	WEV C0679 or comparable	Box		

10 x 15 Clasp	WEV C0998	Box		
10 x 15 Clasp	UNV 32568	Box		
12 x 15.5 Clasp	WEV C0910	Box		
12 x 15.5 Clasp	UNV 35270	Box		
# 10 Regular	M1-35210	Box		
# 10 Regular	UNV-35210	Box		
Interdepartmental	UNV-63568 or comparable	Box		

Pads of Paper

<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		<i>'14/5 Quote</i>
5 x 8 Jr. Legal Pads-Canary	UNV-46200	Dozen		
Letter Size Legal-Canary	UNV-10630	Dozen		
Letter Size Legal-White	UNV-20630	Dozen		
Small Spiral Notebooks	RED-31120	Each/Case		
Steno Book	UNV-86920 or comparable	Dozen/ Ea.		

Correction Fluid

<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		
White Quick dry	PAP-564-01 or comparable	Dozen		
Pen and Ink	PAP-747-0115 or comparable	Each/ Dozen		

Miscellaneous

<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		
Glue Sticks	UNV 75749 or clear/purple comparable	Box/ Ea.		
Bankers Boxes	00703	Carton of 12		
Sortquick	Lee-10134	Each		
Scissors	ACM-10703 or comparable	Each		
Acco Fastners	UNV-81002	Box		
Calculator Rolls	UNV-35710	Case/Ctn.		
Calculator Ribbon	DPSR3027	Each		
Time Clock Ribbon	ACP-70001	Each		
Time Clock Ribbon	20-0106-002	Each		
Staple Removers (bite)	UNV-00700	Each		
Staple Removers (stick)	SWI-38121	Each		
UNV-112**	Multi-use paper 8.5 x 11 colors	Ream/Carton		
UNV-24200	8.5 x 14 Multi-use paper	Carton		

Other

<i>Description</i>	<i>Stock #</i>	<i>UOM</i>		<i>'14/5 Quote</i>
Magnetic Pins	QRT-MPPC	Package		
Asst. "sign here" Flags	MMM-684-SH	Pkg.		

½” Label Tape	BRT-TZ-231	Pkg.		
½” Label Tape	BRT-TZE-241			
Hole Reinforcements	UNV-37102	Pkg.		
HP 45 Blk. inkjet Cartridge	Remanufactured HEW-51645A or comparable	Ea.		
Tri color Cartridges	Remanufactured HEW-C1823D or comparable	Ea.		
Printer Cartridge	BRT-TN350	Ea.		

NOTES: This is Not an all-inclusive list. If you wish to quote generic supplies, please indicate separately. The lowest responsive, responsible bidder will be determined. **Please indicate % Discount on Catalog items.**

All prices include delivery to the two noted buildings. No delivery charge or fuel surcharges allowed. Delivery is to be the next business day after receipt of order.

MWS:cjb

SECTION IV

PROPOSAL FORM

I propose to furnish the City of St. Charles 2014/15 Office Supplies described in the preceding section, in accordance with the attached conditions and specifications for the unit cost of \$ N/A /EA.

TOTAL COST \$ N/A

UNIT COST IF CITY PAYS WITHIN 5 DAYS UPON RECEIPT/ACCEPTANCE
\$ NOT APPLICABLE /EA

TOTAL COST (IF PAID WITHIN 5 DAYS): \$ NOT APPLICABLE /EA

ALL PRICES ARE FIRM WITH NO ESCALATOR.

By submission of this bid I certify that the bid has been arrived at independently and has been submitted without collusion with any vendor of materials, supplies, or equipment of the type described in the preceding section.

MANUFACTURER/MODEL #: _____

COMPANY

ADDRESS

CITY, STATE, ZIP

TELEPHONE

SIGNATURE OF AUTHORIZED AGENT

PRINTED NAME OF AUTHORIZED AGENT

MWS:cjb

bid information/Bidstart offc supplies