



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

September 28, 2012

To Whom It May Concern:

You are invited to submit your bid to provide Miscellaneous Paper Products for the Sunny Hill Nursing Home of Will County, 421 Doris Ave., Joliet, IL. 60433. The contract period will commence December 1, 2012 and run through November 30, 2013, with two (2) one (1) year optional renewals.

A 10% Bid Bond or Cashiers Check made payable to the Will County Treasurer must accompany your bid, or it will not be considered.

Bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL. 60432, not later than **10:00 A.M., "as so indicated by the time stamp clock of Will County", Tuesday, October 16, 2012.**

Bids will be publicly opened and read by the Will County Executive or his representative at **10:10 A.M., Tuesday, October 16, 2012** at the same location.

The bidder acknowledges the right of the County of Will to reject any and all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this bid, please contact Rita Weiss, in writing at rweiss@willcountyillinois.com. We welcome your bid.

Sincerely,

Rita Weiss
Purchasing Director

RW/mmf

**ADVERTISEMENT OF BID
MISC PAPER PRODUCTS
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

SEALED BIDS TO PROVIDE MISCELLANEOUS PAPER PRODUCTS FOR THE SUNNY HILL NURSING HOME OF WILL COUNTY, JOLIET, IL., WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 10:00 A.M., TUESDAY, OCTOBER 16, 2012.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 10:10 A.M., TUESDAY, OCTOBER 16, 2012, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL., 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432, (815) 740-4605 OR purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH

**INSTRUCTIONS TO BIDDERS
MISC PAPER PRODUCTS FOR THE
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

GENERAL SPECIFICATIONS

Sealed Bids are invited to provide Miscellaneous Paper Products for the Sunny Hill Nursing Home of Will County, Joliet, IL. The contract period will commence December 1, 2012 and run through November 30, 2013, with two (2) one (1) year optional renewals.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 10:00 A.M., Tuesday, October 16, 2012, “as so indicated by the time stamp clock of Will County”**.

BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Bids will be publicly opened and read aloud by the Will County Executive or his representative at **10:10 A.M., Tuesday, October 16, 2012** at the Will County Office Building, 302 N. Chicago St., 2nd Floor, Joliet, IL. 60432.

Bids must be made in accordance with the instructions contained herein.

Bid Forms shall be completely filled out and shall not be detached from this binding. **The complete set of Contract Documents shall be submitted with this proposal.** All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the Bidder's name and Address and the notation:

SEALED BID: 2013-21 MISC PAPER PRODUCTS

TO BE OPENED: Tuesday, October 16, 2012, 10:10 A.M.

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF BIDS: The signature on bid documents shall be that of an authorized representative of said Company. An officer or agent of the offering vendor who is empowered to contractually bind the vendor shall sign the bid and any amendments or clarifications to the bid.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be posted on the Demand Star website for those who received bid documents via the internet and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at rweiss@willcountyillinois.com. After sealed bids are received, the Bidder will make no allowance for oversight.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

CONTRACT DURATION:

The contract is to commence December 1, 2012 through November 30, 2013, with two (2) one (1) year optional renewals. The renewals are for a one-year contract period that will be negotiated with the bidder not to exceed the percentage of increase you enter on the attached bid form. It will then be submitted to get full County Board approval.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" so your company's name stays on our bidder list. If you choose not to reply your name will be removed and no future bids will be automatically sent to you.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. **This form must be filled out, signed and returned with your sealed bid package or it will not be accepted.**

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

BID/PERFORMANCE SECURITY:

A 10 % Bid Bond or Cashier's Check made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The Bid bond or cashier's check will be returned to the unsuccessful bidder(s) after award of the contract has been made. The bid bond or cashier's check of the successful bidder **shall be retained** by the County of Will as a performance bond until completion of the contract and shall be held for the entire length of the contract. If the county chooses to renew for a second and/ or third year, we will retain the bond until the contract expires, after which it will be returned.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems that have been unsuccessful.

PRICES & QUANTITIES:

Prices shall remain in effect throughout the Contract Period, which is for a (12) Twelve-month period, from December 1, 2012 through November 30, 2013, with two (2) one (1) year optional renewals. Quantities are based on last year's usage and are approximate figures; actual quantities may vary. All prices must include any freight and/or shipping charges.

If County extends the optional renewal for year(s) two and/or three, and no percent of increase has been listed on the bid form, the original first year rates will apply.

SUBSTITUTIONS:

1. Each bidder represents that its bid is based upon the materials and equipment described in the bidding documents.
2. Any bidder bidding on equal product must specify **Brand Name, Model Number**, and supply specifications of product. Sunny Hill and the Purchasing Department shall judge whether an article shall be deemed to be equal. Brand names that may be mentioned in the specifications are used only as a reference to the type and quality of materials or equipment desired.

SAMPLES:

Bidder must submit samples of all products for evaluation before award of any item. Samples must be received on or before October 16, 2012.

**SAMPLES MUST BE SENT DIRECTLY TO THE
FACILITY AT THE ADDRESS BELOW:**

**SUNNY HILL NURSING HOME OF WILL COUNTY
421 DORIS AVE
ATTN: EDDIE BRADLEY
JOLIET, IL 60433**

DELIVERY:

Delivery of product will be made to the Receiving Door of the Sunny Hill Nursing Home of Will County. There is no dock and the driver must be prepared to take the cartons off the back of the truck; shipments on skids will not be accepted for that reason. Delivery address is 421 Doris Avenue, Joliet, IL. 60434.

All shipments must be shipped **freight pre-paid**; deliveries are made via Common Carrier with the bill marked for Collect Shipment will not comply with this bid and it will be REFUSED. If this should occur and if any additional charges are incurred due to a Collect shipment it will be the responsibility of the Vendor to resolve any differences with the Freight Company. If you have a minimum order requirement we need to follow for shipping purposes please note that on your bid form.

PAYMENT:

The successful Bidder shall submit an invoice for payment to the Nursing Home after each delivery. Payment will be made in conformance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor

will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

The bidder acknowledges the right of the County of Will to reject any bids in whole or in part not in compliance with the request for bids and the right to waive any non-material informalities or irregularities for any bid received and to accept the lowest responsible, responsive bid after all bids have been examined and evaluated. The bid is expected to be awarded at the November 15, 2012 meeting of the Will County Board.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. Bid Bond or Cashier's Check
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** Bid Form
4. **Signed** Receipt of Addenda Form
5. **Samples submitted to Sunny Hill Nursing Home on or before October 16, 2012**

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Bidder Title

Signature Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

PAPER PRODUCTS SPECIFICATIONS

ITEM #	DESCRIPTION
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1. TOILET PAPER:

Biodegradable, soft
Dimension of sheet: 4" x 3.75"
Ply: 2
Color: white
of sheets on roll: 500 sheet size 114mm x 87mm
How packaged: 96 individually wrapped rolls per case
Perforated sheets
Cored roll
Present Usage of current product yearly: 250 cases

2. MULTIFOLD HAND TOWELS:

Designed primarily for hand drying in washroom settings
Appropriate dispenser information:
High quality, embossed
Ply: 1, Size: 9.125" x 9.5"
of towels in single package: 250
How packaged in case: 16 packages per case
Color: Natural
Present Usage of current product yearly: 500 cases

3. FACIAL TISSUES:

For use by our residents and staff
Absorbent, soft and strong
Ply: 2
Color: White
of tissues in box: 100
How packaged in case: 30 boxes per case
Present Usage of current product yearly: 60 cases

4. CAN LINERS:

40" X 46" – Low Density: 13 mil (40-45 gal)
Color: Clear
How many in case: 100
Present Usage of current product yearly: 1400 cases

5. CAN LINERS:

24" x 24" –Density: 6 mil
Color: Clear
How many in case: 1000
Present Usage of current product yearly: 250 cases

6. CAN LINERS:

30" X 47" – 1.6 mil. (20 gal)
Color: Clear
How many in case: 100
Present Usage of current product yearly: 240 cases

7. CAN LINERS:
 - 24" X 33": 6 MIC density
 - Color: Clear
 - How many in case: 1000
 - Present Usage of current product yearly: 180 cases

8. STYROFOAM DINNER PLATES:
 - Size: 9"
 - Color: White
 - # in case: 4 packages of 125 plates each
 - Present usage of current product yearly: 28 cases

9. STYROFOAM CAKE PLATES:
 - Size: 6"
 - Color: White
 - # in case: 8 packages of 125 each
 - Present usage of current product yearly: 16 cases

10. CUTLERY SETS – DISPOSABLE:
 - Plastic knife, fork, spoon, napkin, salt, and pepper
 - Package in cellophane
 - Color: white
 - # in case: 250 sets
 - Present usage of current product yearly: 10 cases

11. DISPOSABLE FORKS:
 - Weight: Medium
 - Length: 5 and 7/8"
 - Color preferred: White
 - # in case: 1000 pieces
 - Present usage of current product yearly: 30 cases

12. DISPOSABLE SPOONS:
 - Weight: Medium
 - Length: 5 and 7/8"
 - Color preferred: White
 - # in case: 1000 pieces
 - Present usage of current product yearly: 30 cases

13. DISPOSABLE KNIVES:
 - Weight: Medium
 - Length: 6 and 1/3"
 - Color preferred: White
 - # in case: 1000 pieces
 - Present usage of current product yearly: 20 cases

14. DISPOSABLE LONG HANDLED SPOONS (Ice Tea):
 - Weight: Medium
 - Length: 8"
 - Color preferred: White
 - # in case: 1000 pieces
 - Present usage of current product yearly: 3 cases

15. CLEAR DRINKWARE (Root beer float cups):
Flexible plastic
Size: 9oz
Color: Clear
in case: 12 sleeves of 20 cups each
Present usage of current product yearly: 6 cases
16. CLEAR DRINKWARE (sip-n-easy/activities):
Clear strong plastic
Size: 9oz
in case: 6 sleeves of 100 cups each
Present usage of current product yearly: 6 cases
17. DISPOSABLE COFFEE MUGS:
Dimensions: 8oz
Color: Clear
in case: 24 sleeves of 8 cups each
Present usage of current product yearly: 12 cases
18. STYROFOAM CUPS:
8 oz.
Color: White
in case: 40 sleeves of 25 cups
Present usage of current product yearly: 12 cases
19. STYROFOAM CUP LIDS:
8.oz.
Color: White
in case: 10 sleeves of 100 lids
Present usage of current product yearly: 12 cases
20. STYROFOAM CUPS:
10 oz.
Color: White
in case: 40 sleeves of 25 cups
Present usage of current product yearly: 260 cases
21. PAPER CUPS:
5 oz (148 mil)
Drinking flat bottom
Color: Print
in case: 30/100 ct. per case
Present usage of current product yearly: 24 cases
22. DISPOSABLE DRINKING STRAWS:
Wrapped, elbow
Size: 7 and 3/4"
Color: White
in case: 12 boxes of 400 each
Present usage of current product yearly: 20 cases

23. DISPOSABLE BOWLS:
5oz.
Styrofoam
Color: White
in case: 20 sleeves of 50 bowls each
Present usage of current product yearly: 15 cases
24. DISPOSABLE BOWL LIDS:
Size: for 5oz., 8oz. and 12oz. bowls
Color: Translucent
in case: 10 sleeves of 100 lids each
Present usage of current product yearly: 15 cases
25. DISPOSABLE BOWLS:
8oz
Styrofoam
Color: White
in case: 20 sleeves of 50 bowls each
Present usage of current product yearly: 15 cases
26. DISPOSABLE BOWLS:
12oz
Styrofoam
Color: White
in case: 20 sleeves of 50 bowls each
Present usage of current product yearly: 8 cases
27. DISPOSABLE TRAYS:
Styrofoam, laminated, for serving
Color: White
Size: 14" x 18"
in case: 100
Present usage of current product yearly: 4 cases
28. DISPOSABLE PAPER BAG:
#8
Dimensions: 6 1/8" X 4" x 12 7/16"
Color: White
in case: 4 bales of 500 bags each
Present usage of current product yearly: 4 cases
29. DISPOSABLE PAPER BAG:
#4
Dimensions: 5 1/16" X 3 1/8" X 9 23/32"
Color: White
in case: 8 bales of 500 each
Present usage of current product yearly: 6 cases
30. DISPOSABLE PLASTIC CLEAR SANDWICH BAG:
Dimensions: 6 1/2" x 6" x 1 1/2" fold back
in case: 2 boxes of 1000 bags each
Present usage of current product yearly: 6

31. DISPOSABLE SILVERWARE BAG:
Dimensions: 3 ½" x 10 ¾" flip lock
Color: Clear plastic
in case: 1 box of 2000
Present usage of current product yearly: 18 boxes
32. PLASTIC BAG:
Density: Poly
Color: clear translucent
Dimensions: 18" x 24"
in case: 1 roll of 500
Present usage of current product yearly: 5 rolls
33. DISPOSABLE APRONS:
Disposable, embossed
Poly plastic apron in a dispenser box
Color: White
Medium weight
28" X 46"
in case: 1000 aprons
Present usage of current product yearly: 20 cases
34. ALUMINUM FOIL WITH CUTTER BOX:
Heavy duty
18" X 1000'
in case: 1 roll per box
Present usage of current product yearly: 10 boxes
35. FILM WRAP WITH CUTTER BOX:
Film wrap in cutter box with cutter guard protective edge
18" X 1000'
in case: 1 roll per box
Present usage of current product yearly: 12 boxes
36. TABLECLOTH ROLLS:
Plastic
Color: White
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls
37. TABLECLOTH ROLLS:
Plastic
Color: Navy Blue
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls
38. TABLECLOTH ROLLS:
Plastic
Color: Plum
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

39. TABLECLOTH ROLLS:

Plastic
Color: Hunter Green
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

40. TABLECLOTH ROLLS:

Plastic
Color: Pine Green
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

41. TABLECLOTH ROLLS:

Plastic
Color: Merlot
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

42. TABLECLOTH ROLLS:

Plastic
Color: Red
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

43. TABLECLOTH ROLLS:

Plastic
Color: Caribbean Blue
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

44. TABLECLOTH ROLLS:

Plastic
Color: English Rose
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

45. TABLECLOTH ROLLS:

Plastic
Color: Orange
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

46. TABLECLOTH ROLLS:

Plastic
Color: Yellow
40" X 100'
in case: 4 rolls
Present usage of current product yearly: 20 rolls

47. TABLECLOTH ROLLS:
Plastic
Color: Red Gingham
40" X 100"
in case: 4 rolls
Present usage of current product yearly: 20 rolls
48. BEVERAGE NAPKINS:
Color: Hunter Green
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 20 cases
49. BEVERAGE NAPKINS:
Color: Red
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 10 cases
50. BEVERAGE NAPKINS:
Color: Navy Blue
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 10 cases
51. BEVERAGE NAPKINS:
Color: Ivory
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 10 cases
52. BEVERAGE NAPKINS:
Color: Classic White
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 10 cases
53. BOUFFANT HAIR COVERING:
Color: White
in case: 10/100
Present usage of current product yearly: 10 cases
54. COFFEE STIRRER:
Plastic 7"
in case: 10
Present usage of current product yearly: 10 cases
55. BUN RACK COVER:
Clear High Density
52"x80"
per case: 50
Present usage of current product yearly: 10 cases

56. DINNER NAPKINS:
Color: Navy Blue
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 10 cases
57. DINNER NAPKINS:
Color: Hunter Green
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 20 cases
58. DINNER NAPKINS:
Color: Merlot
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 25 cases
59. DINNER NAPKINS:
Color: Red
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 50 cases
60. DINNER NAPKINS:
Color: Deluxe Ivory
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 50 cases
61. HOFFMASTER PLACEMAT:
10x14
Design: "Good Morning"
per case: 1000 ct.
Present usage of current product yearly: 50 cases
62. HOFFMASTER PLACEMAT:
10x14
Design: "Tuscany"
per case: 1000 ct.
Present usage of current product yearly: 40 cases
63. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Happy Birthday"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 5 cases
64. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Patriotic"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 3 cases

65. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Valentine"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
66. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "St. Patrick's Day"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
67. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Easter"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
68. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Father's Day"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
69. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Halloween"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
70. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Thanksgiving"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
71. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Happy New Year"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
72. WIPES:
Foodservice, Econ
per case: 200ct.
Present usage of current product yearly: 25 cases
73. TOWELETTE:
Wet Nap
per case: 10/100 ct.
Present usage of current product yearly: 20 cases

74. CAN LINERS:
24"x33", High density 6 mil.
Color: Red
per case: 250
Present usage of current product yearly: 50 cases
75. BAG:
Poly Re-closeable, 1 Gallon
per case: 250
Present usage of current product yearly: 10 cases
76. MEDICINE GRAD CUP:
1 oz. Plastic
per case: 25/200
Present usage of current product yearly: 20 cases
77. HOFFMASTER PLACEMAT:
10x14
Design: "Paisley"
per case: 1000 ct.
Present usage of current product yearly: 25 cases
78. CAMBRO LIDS:
Shoreline Mug Lid, 8 oz.
CLSM8B519
Present usage of current product yearly: 25 cases
79. CAMBRO LIDS:
Shoreline Soup Bowl Lid, 9 oz.
CLSB9190
Present usage of current product yearly: 25 cases
80. CAN LINERS:
40" X 46" Low Density .70 MIL
color: RED
per case: 125
Present usage of current product yearly: 150 cases
81. LATEX GLOVES FOR FOOD HANDLING:
Large, powder free
per case: 10/100 ct.
Present usage of current product yearly: 25 cases
82. LATEX GLOVES FOR FOOD HANDLING:
Medium, powder free
per case: 10/100 ct.
Present usage of current product yearly: 25 cases

TOILET PAPER HOLDERS

The toilet paper and paper towel dispensers Sunny Hill is currently using are as follows:

Toilet Tissue Dispenser, Chrome, Single roll holder, with spindle, recessed, 5-1/2" x 5-1/2" x 2"
Model No. 7402BD

Toilet Tissue Dispenser, Chrome, single roll holder, with spindle, attaches to wall
6" x 4-1/2" x 2-3/4", 20 gauge steel,
Model No. SAN R200XC

Toilet Tissue Dispenser, Chrome, double roll holder, with spindles, attaches to wall,
12-1/2" width x 5-3/4" depth x 8-1/2" height, gray see-through plastic cover
Model No. GPC521-02

PAPER TOWEL HOLDERS

Paper Towel cabinet, holds multi-fold paper towels) True-Fold, metal front, (break resistant plastic back); lockable, front face lock; 11-5/8" x 5" x 14-1/2", white finish Dispenser, wall-mounted.
Model No. SANT1905WH

Date Mailed: 9-28-12
 Due: 10-16-12, 10:00 A.M.
 Open: 10-16-12, 10:10 A.M.

**BID FORM
 COUNTY OF WILL
 PURCHASING DEPARTMENT
 302 N. CHICAGO ST.
 JOLIET, IL. 60432
 Will County Equal Opportunity Employer**

**CONTRACT FOR
 SHNH #2013-21
 MISC PAPER PRODUCTS**

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____

CONTACT _____ F.E.I.N. # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ **Please check one:**

EMAIL _____ Minority Vendor yes no

PHONE _____ FAX _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: SUNNY HILL NURSING HOME OF WILL COUNTY, 421 DORIS AVENUE, JOLIET, IL 60433

For additional information contact: RITA WEISS, PURCHASING rweiss@willcountyillinois.com

YOU MUST LIST ON THE LINE BELOW EACH DESCRIPTION YOUR PRODUCT INFORMATION.

I.E. Brand, Part #, Qty per Pkg and Case Count

Quantities are based on last year's usage and could vary depending on individual resident usage and facility census.

This bid may be awarded in whole or in part, by line item.

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#1	TOILET PAPER			
#2	MULTIFOLD HAND TOWELS			
#3	FACIAL TISSUES			
#4	CAN LINERS 40" X 46" CLEAR			
#5	CAN LINERS 24" X 24" CLEAR			
#6	CAN LINERS 30" X 47" CLEAR			
#7	CAN LINERS 24" X 33" RED			
#8	STYROFOAM DINNER PLATES 9"			
#9	STYROFOAM CAKE PLATES 6"			

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#10	CUTLERY SETS DISPOSABLE			
#11	DISPOSABLE FORKS MED WT			
#12	DISPOSABLE SPOONS MED WT			
#13	DISPOSABLE KNIVES MED WT			
#14	DISPOSABLE SPOONS ICE TEA			
#15	CLEAR DRINKWARE FLEXIBLE 9 OZ			
#16	CLEAR DRINKWARE STRONG 9 OZ			
#17	DISPOSABLE COFFEE MUGS 8OZ			
#18	STYROFOAM CUPS 8OZ			
#19	STYROFOAM CUP LIDS 8OZ.			
#20	STYROFOAM CUPS 10OZ			
#21	PAPER CUPS 5 OZ			
#22	DISPOSABLE DRINKING STRAWS			
#23	DISPOSABLE BOWLS 5 OZ			
#24	DISPOSABLE BOWL LIDS			
#25	DISPOSABLE BOWLS 8 OZ			
#26	DISPOSABLE BOWLS 12 OZ			

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#27	DISPOSABLE TRAYS WHITE			
#28	DISPOSABLE PAPER BAG #8			
#29	DISPOSABLE PAPER BAG #4			
#30	DISPOSABLE SANDWICH BAG			
#31	DISPOSABLE SILVERWARE BAG			
#32	PLASTIC BAG 18" X 24" CLEAR			
#33	DISPOSABLE APRONS MED WT			
#34	FOIL ROLL W/CUTTER BOX 18"X1000'			
#35	FILM WRAP W/CUTTER BOX 18"X1000'			
#36	TABLECLOTH ROLL WHITE			
#37	TABLECLOTH ROLL NAVY BLUE			
#38	TABLECLOTH ROLL PLUM			
#39	TABLECLOTH ROLL HUNTER GREEN			
#40	TABLECLOTH ROLL PINE GREEN			
#41	TABLECLOTH ROLL MERLOT			
#42	TABLECLOTH ROLL RED			
#43	TABLECLOTH ROLL CARIBBEAN BLUE			

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#44	TABLECLOTH ROLL ENGLISH ROSE			
#45	TABLECLOTH ROLL ORANGE			
#46	TABLECLOTH ROLL YELLOW			
#47	TABLECLOTH ROLL RED GINGHAM			
#48	BEVERAGE NAPKINS HUNTER GREEN			
#49	BEVERAGE NAPKINS RED			
#50	BEVERAGE NAPKINS NAVY BLUE			
#51	BEVERAGE NAPKINS IVORY			
#52	BEVERAGE NAPKINS CLASSIC WHITE			
#53	BOUFFANT HAIR COVERING WHITE			
#54	COFFEE STIRRER 7"			
#55	BUN RACK COVER 52" X 80"			
#56	DINNER NAPKINS NAVY BLUE			
#57	DINNER NAPKINS HUNTER GREEN			
#58	DINNER NAPKINS MERLOT			
#59	DINNER NAPKINS RED			
#60	DINNER NAPKINS DELUXE IVORY			

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#61	PLACEMAT GOOD MORNING			
#62	PLACEMAT TUSCANY			
#63	PLACEMAT COMBO HAPPY BIRTHDAY			
#64	PLACEMAT COMBO PATRIOTIC			
#65	PLACEMAT COMBO VALENTINE			
#66	PLACEMAT COMBO ST. PATRICK'S			
#67	PLACEMAT COMBO PACK EASTER			
#68	PLACEMAT COMBO FATHER'S DAY			
#69	PLACEMAT COMBO HALLOWEEN			
#70	PLACEMAT COMBO THANKSGIVING			
#71	PLACEMAT COMBO NEW YEAR			
#72	WIPES FOODSERVICE			
#73	TOWELETTE WET NAP			
#74	CAN LINERS 24" X 33" RED			
#75	BAG POLY, RECLOSEABLE			
#76	MEDICINE GRAD CUP 1OZ.			
#77	PLACEMAT PAISLEY			

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
#78	PLASTIC LID MUG 8OZ.			
#79	PLASTIC LID BOWL 9OZ.			
#80	CAN LINERS 40" X 46" RED			
#81	LATEX GLOVES LARGE			
#82	LATEX GLOVES MEDIUM			
	TOILET PAPER HOLDERS			
	PAPER TOWEL HOLDERS			
Lead Time A.R.O. _____ Days				
Grand Total for year one:			\$	
GRAND TOTAL FOR YEAR ONE IN WRITTEN WORDS BELOW:				
Optional Year two (2) Percentage Increase				
Optional Year three (3) Percentage Increase				
Additional Percentage Discount if awarded in its entirety				

Signed By: _____

Title: _____

Approved by: _____

KAREN SORBERO, SUNNY HILL NURSING HOME OF WILL COUNTY ADMINISTRATOR

RECEIPT OF ADDENDA FORM
COUNTY OF WILL
PURCHASING DEPARTMENT
302 N. CHICAGO ST.
JOLIET, IL. 60432

Date Mailed: 9-28-12
Due: 10-16-12, 10:00 A.M.
Open: 10-16-12, 10:10 A.M.

CONTRACT FOR
SHNH #2013-21
MISC PAPER PRODUCTS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Please check one:

CONTACT _____
no

Minority Vendor yes

PHONE _____ FAX _____ FEIN # _____

THIS IS NOT AN ORDER

Agency Name and **SUNNY HILL NURSING HOME OF WILL COUNTY,**

Delivery Address: **421 DORIS AVENUE, JOLIET, IL 60433**

For additional information contact: **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyllinois.com**

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

From:

SEALED BID DOCUMENT

BID #: 2013-21

DUE DATE: 10/16/12

DUE: 10:00 A.M.

DESCRIPTION: SHNH Misc. Paper Products

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!