



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

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

June 24, 2014

To Whom It May Concern:

You are invited to submit your sealed bid to provide Diabetic Glucose Monitoring supplies for Sunny Hill Nursing Home, 421 Doris Ave., Joliet, IL. 60433. The contract period will commence September 1, 2014 through August 31, 2015 with two (2) one (1) year optional renewals.

Specifications are attached hereto and are considered part of the SEALED BID package.

A 10% bid Bond or Cashiers Check made payable to the Will County Treasurer MUST accompany your sealed bid, or it will not be considered. Money Orders or Company checks will not be accepted.

Sealed 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", Wednesday, July 16, 2014.**

Bids will be publicly opened and read by the Will County Executive or his representative at **10:10 A.M., Wednesday, July 16, 2014** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please contact Rita Weiss, Purchasing Director at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,

Rita Weiss

Rita Weiss,
Purchasing Director

RW/mmf

**ADVERTISEMENT OF BID
DIABETIC SUPPLIES FOR
SUNNY HILL NURSING HOME
JOLIET, IL.**

SEALED BIDS TO PROVIDE DIABETIC SUPPLIES FOR SUNNY HILL NURSING HOME, 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., WEDNESDAY, JULY 16, 2014.

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 10:10 A.M., WEDNESDAY, JULY 16, 2014, 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 AND www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR EMAIL purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

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

**INSTRUCTIONS TO BIDDERS
DIABETIC SUPPLIES FOR
SUNNY HILL NURSING HOME
JOLIET, IL.**

GENERAL SPECIFICATIONS:

Sealed Bids are invited to provide Diabetic Supplies for Sunny Hill Nursing Home, Joliet, IL. The contract period will commence September 1, 2014 through August 31, 2015 with two (2) one (1) year optional renewals.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL. 60432, **not later than 10:00 A.M.**, Wednesday, July 16, 2014. **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **10:10 A.M., Wednesday, July 16, 2014** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Conference Room B, Joliet, IL. 60432.

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

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.**

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

SEALED BID: **2014-11 DIABETIC SUPPLIES**

BIDS DUE: **Wednesday, July 16, 2014 - 10:00 A.M.**

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

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

SIGNATURE OF BIDS:

The signature on bid documents shall be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making and signing 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 sixty (60) 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 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 will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director. After sealed bids are received, the bidder will make no allowance for oversight.

The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to Rita Weiss, in writing at rweiss@willcountyvillinois.com. After bids are received, no allowance will be made for oversight by the Bidder.

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 September 1, 2014 and extend through August 31, 2015.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" or send email indicating same to rweiss@willcountyvillinois.com, to retain your company's on our bidder list.

DELIVERY:

Vendor's driver must make delivery of the Diabetic Supplies inside the Nursing Storeroom.

SUBSTITUTIONS:

1. Each bidder represents that their bid is based upon the materials and equipment described in the bidding documents.
2. Each bidder shall enclose literature with their bid for a more accurate evaluation of the bid and these specifications.
3. Any dealer bidding on equal product must specify brand name, model number, and supply specifications of product. The Sunny Hill Nursing Home Director or their representatives shall judge whether an article shall be deemed to be equal.
4. Bids will be considered on equipment or material complying substantially with specifications provided, each deviation is stated and the substitution is described, including technical data when applicable, in a letter attached to the bid. **The Nursing Home Director or their representative reserves the right to determine as to whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the using department.** 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.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form must be filled out 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 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 of the unsuccessful bidder will be returned after the contract has been awarded by the County Board. The bid bond or cashier's check of the successful bidder shall be retained by the County of Will as surety that they will fulfill their obligations throughout the length of the contract. The check or bond will be returned upon satisfactory completion of contract.

NON-DISCRIMINATION:

The Vendor 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 775 ILCS 10/1.

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 any unpaid balance due the successful bidder any increase in cost to the county as a result of said 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.

PRICES & QUANTITIES:

Prices quoted for the Original Contract Period of twelve (12) months, from September 1, 2014 through August 31, 2015 and prices quoted for any subsequent renewals subject to County Board approval shall remain in effect throughout the respective Contract Periods. Consideration will be given to the bidder that offers an additional percentage discount if awarded the bid in its entirety and is found to be low bidder overall. Quantities are based on last year's usage and are approximate figures. Quantities for new contract year(s) may vary.

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.

CHOICE OF LAW AND VENUE:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

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. 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 timeframes 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. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

Due to economical reasons this bid may be awarded in whole or in part split between bidders who have the lowest prices by line item. However, as stated above consideration will be given to the bidder that offers an additional percentage discount if awarded the bid in its entirety and is found to be low bidder overall.

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 award will be based on the lowest responsible bid for the totals of the initial 12-month contract period and the two (2) optional one (1) year contracts. The bid is expected to be awarded at the August 21, 2014 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. **ONE COMPLETE ORIGINAL** and **TWO COMPLETE COPIES** of the Bid marked accordingly.
2. 10% Bid Bond or Cashier's Check
3. **Signed** Prime Contractor Certification
4. **Signed** and completed Bid Form
5. **Signed** and completed Receipt of Addenda Form

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of contractor

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 contractor

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 noncollusive 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.

Diabetic Supplies Bid Items

DIABETIC GLUCOSE MONITORING SUPPLIES

ITEM

1: BLOOD, TRUE TRACK TEST STRIPS

- Vendor will provide and maintain a minimum of eighty (80) Blood Glucose Meter Kits at the facility. Kits contain: meter, check strip, battery, instruction manual, reference guide, log book and carrying case.
- Vendor will also provide Hi/Low Solutions are required
- Cost of Blood Glucose Meter Kit and Hi/Low Central Solution is to be contained in the price of the blood test strips
- Blood test strips must be compatible with blood glucose meter
- Moisture-proof, light protected container
- For use with fresh capillary whole blood only
- Pulls sample blood quickly for easier blood application
- Size is 1 micro liter
- Test Time is 10 seconds

Packaging: 50 strips per box; 20 boxes per case (Packaging is based on current use)

Usage: 60,000 EA (5 cases, 100 boxes or 5000 single strips per month)

2: LANCETS, BLOOD

- Pressure-Activated Safety Lancets
- Disposable single use
- Sterile
- Pain-free sampling
- Low-flow with less traumatic type point or lancet
- Built-in needle, 26 gauge
- Twist-off protection cap
- Depth Setting: 1.8mm
- Ideal for capillary blood samples
- Latex Free

Packaging: 200 to a box; (Packaging is based on current use)

Usage: 57,600 EA (24 boxes per month or 4800 single lancets per month)

Date Mailed: 6-24-14
 Due: 7-16-14, 10:00 A.M.
 Open: 7-16-14, 10:10 A.M.

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

CONTRACT FOR
SHNH #2014-11
DIABETIC SUPPLIES

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

Please check one

CONTACT _____ EMAIL: _____

Minority Vendor
 yes _____ no _____

PHONE _____ FAX _____ FEIN # _____

THIS IS NOT AN ORDER

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

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

****PLEASE PROVIDE THE BRAND, PART NO. AND YOUR COMPANY'S PACKAGING AND CASE COUNT. PLEASE USE THE LINE BELOW EACH ITEM TO FILL IN YOUR OWN INFORMATION.****

ITEM #	DESCRIPTION	QTY	UNIT COST	EXTENDED
#1	BLOOD TRUE TRACK TEST STRIPS, PER SPECIFICATIONS	60,000 ea	\$	\$
#2	LANCETS, BLOOD, PER SPECIFICATIONS	57,600 ea	\$	\$
Grand Total for One (1) Contract Year			\$	
Grand Total for One (1) Year in Written Words:				
Lead Time _____ ARO (after receipt of order)				
Optional Year two (2) Percentage Increase & Grand Total		%	\$	
Optional Year three (3) Percentage Increase & Grand Total		%	\$	
Additional Percentage Discount if awarded in its entirety		%		
Grand Total for All 3 Contract Years			\$	
Grand Total for All 3 Years in Written Words:				
Additional Comments:				

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

Signed By: _____ **Title:** _____

Approved by: _____ **Karen Sorbero, S.H.N.H. Administrator**

Date Mailed: 6-24-14
Due: 7-16-14, 10:00 A.M.
Open: 7-16-14, 10:10 A.M.

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

CONTRACT FOR
SHNH #2014-11
DIABETIC SUPPLIES

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

Please check one

CONTACT _____ EMAIL: _____

Minority Vendor
yes _____ no _____

PHONE _____ FAX _____ FEIN # _____

THIS IS NOT AN ORDER

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

For Additional information contact: **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.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 _____

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 _____

LATE BIDS CANNOT BE ACCEPTED!

<u>Vendor Name (From):</u>	
<u>SEALED BID DOCUMENT</u>	
BID #:	2014-11
DUE DATE:	07-16-14
DUE:	10:00 A.M.
DESCRIPTION:	SHNH Diabetic Supplies
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!