



**OFFICE OF WILL COUNTY EXECUTIVE**  
**LAWRENCE M. WALSH**

Rita Weiss  
Purchasing Director

(815) 740-4605  
Fax (815) 740-4604  
[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

September 10, 2013

To Whom It May Concern:

You are invited to submit your sealed bid for the Cleaning Contract for eight (8) various Will County Buildings. This contract is for a (12) month period beginning December 1, 2013 through November 30, 2014, with two (2) one (1) year renewal options.

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.**

A **Mandatory Pre-bid** Conference will be held **2:00 P.M., Wednesday, September 18, 2013** beginning at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Floor, Reception Area, Joliet, IL, 60432.

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **11:00 A.M., Thursday, September 26, 2013.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **11:10 AM, Thursday, September 26, 2013** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> 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 submit them in writing to Rita Weiss, Purchasing Director, at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your bid.

Sincerely,

Rita Weiss  
Purchasing Director

RW/mmf

**ADVERTISEMENT OF BID  
CLEANING CONTRACT  
VARIOUS WILL COUNTY OFFICE BUILDINGS**

SEALED BIDS FOR THE CLEANING OF EIGHT (8) WILL COUNTY OFFICE BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **11:00 A.M., THURSDAY, SEPTEMBER 26, 2013.**

**A MANDATORY PRE-BID CONFERENCE** WILL BE HELD ON WEDNESDAY, SEPTEMBER 18, 2013, AT 2:00 P.M. BEGINNING AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL.

WILL COUNTY NOW APPLIES BASIC GREEN CLEAN STANDARDS TO ITS BID REQUIREMENTS AS A SOCIALLY RESPONSIBLE INITIATIVE IN LIGHT OF RECENT STATE MANDATES ON OTHER PUBLIC FACILITIES AND IN CONCERN FOR THE GENERAL HEALTH OF EMPLOYEES AND VISITORS. RECENT ADDITIONS OF ENVIRONMENTALLY SAFE PRODUCTS ARE AVAILABLE AT SIMILAR PRICES TO STANDARD CLEANING PRODUCTS. THEREFORE, REQUIRING CONTRACTORS TO BE GREEN CLEAN CERTIFIED AND TO USE GREEN CLEAN PRODUCTS WILL BE REQUIRED FOR ALL BIDS FOR JANITORIAL SERVICES FOR THE WILL COUNTY OFFICE BUILDINGS. **COPIES OF GREEN CLEAN CERTIFICATION MUST BE INCLUDED IN THE BID PACKAGE OR THIS BID WILL BE REJECTED.**

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT **11:10 AM, THURSDAY, SEPTEMBER 26, 2013**, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2<sup>ND</sup> FLOOR, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [www.willcountyillinois.com](http://www.willcountyillinois.com), [www.demandstar.com](http://www.demandstar.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](mailto: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  
CLEANING CONTRACT  
EIGHT (8) WILL COUNTY OFFICE BUILDINGS**

You are invited to submit your sealed bid for the Cleaning Contract at eight (8) various Will County Buildings. The contract is a twelve (12) month period beginning December 1, 2013 through November 30, 2014, with two (2) one year renewal options.

**PRE-BID CONFERENCE:**

A **Mandatory Pre-bid Conference** for all interested Bidders will be on **Wednesday, September 18, 2013, at 2:00 P.M.**, starting at The Will County Office Building, 302 N Chicago St., 2<sup>nd</sup> Floor, Joliet, IL 60432. At this time there will be a walk through the building. You will be expected to examine the premises and satisfy yourself fully as to all existing conditions under which you will be obliged to work. We will then walk through the remaining six buildings. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on his part. If you do not attend this meeting or arrive late, you will not be permitted to bid. No exceptions will be made.

**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 11:00 A.M., Thursday, September 26, 2013.** **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 **11:10 AM, Thursday, September 26, 2013** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Floor, 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.**

Bids 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:**                    **CLEANING CONTRACT**

**BIDS DUE:**                    **THURSDAY, SEPTEMBER 26, 2013 - 11:00 A.M.**

Bids 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 of 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 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.**

## **ADVERTISEMENTS:**

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County.

## **BID SECURITY:**

**A 10% Bid Bond or Cashiers 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 should be based on the first Contract period of the total of all eight (8) buildings. The unsuccessful bidders' checks will be returned after the County Board has awarded the bid. The bid bond or cashiers check of the successful bidder will be returned after being replaced with their performance bond.

## **PERFORMANCE BOND:**

A Performance Bond for the amount of the Contract, based on the first Contract period of the total of all eight (8) buildings, will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If it is difficult to acquire a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed.

## **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 in writing at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com). After sealed bids are received, the bidder will make no allowance for oversight.
6. The vacancy credit shall reduce the County's cost under the Contract. The vacancy credit shall be applicable when a space at any building becomes vacant.

**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.

**CONTRACT DURATION:**

The Contract is to commence December 1, 2013 and extend through November 30, 2014, with two (2) one-year renewal options.

**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.

**TRIAL PERIOD:**

The successful bidder will be awarded the Contract based on a **90-day trial period**. If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

**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.

**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 775 ILCS 10/1.

**PAYMENT PERIOD:**

Monthly billing to the Will County Building Maintenance Department should begin on the 30<sup>th</sup> day of the month after commencement. Payment to the Contractor by the County shall be made in equal monthly installments pursuant to the Local Government Prompt Payment Act. Any additional work not part of the Contract that Will County has requested to be done should be billed as a separate line item from the original monthly Contract amount. In the event that Contract would be delayed, the successful contractor will be notified by the County and the Contract will be adjusted.

## **INSURANCE:**

**RISK OF LOSS:** The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

## **TYPES OF INSURANCE:**

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$100,000.00 or \$500,000.00 combined single limit bodily injury and property damage.
3. County's protective liability insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

## **PROOF OF CARRIAGE OF INSURANCE:**

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

## **TAXES:**

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

## **CHOICE OF LAW AND VENUE:**

The bid and this agreement 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 agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

## **RIGHT OF THE COUNTY TO TERMINATE CONTRACT:**

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the cleaning services required shall be cause for termination.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for that building.

## **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, 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:**

The successful contractor will be awarded the Contract based on a **90-day trial period**. If the successful contractor does not comply with the specifications as written, that contractor will be dismissed from all duties, and the County will select the next lowest responsible contractor to complete the Contract. The bid is expected to be awarded at the October 17, 2013 meeting of the Will County Board. The resolution and Contract will not be signed until after the **90 day trial period** has passed and the successful Contractor has performed his or her duties as outlined in the specifications.

#### **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. Certificates of Insurance
3. Copies of Green Clean Certification
4. Signed Copy of Prime Contractor Certification
5. Reference Form
6. Signed Bid Form
7. Signed Receipt of Addenda Form

## CONTRACTORS REQUIREMENTS

To be qualified to bid, the contractor must have cleaning Contracts for work similar to that specified in this Contract. Contractor should submit at least three **(3) references** with their bid. Contractors may be requested to submit further information regarding their business to better evaluate their Contract bid. Any contractor may be required by the County to submit additional data to satisfy the County that such contractor is equipped and prepared to fulfill a Contract should a Contract be awarded to him. The County reserves the right to reject any and all bids that are non-responsive, to waive any non-material informalities in the bidding, and to accept the bid deemed most favorable to the interest of the County after all bids have been examined and evaluated.

The Contractor shall furnish all materials, labor, tools, cleaning equipment, transportation, insurance, and all other services necessary to complete the work as specified herein for the County of Will.

### **SECURITY:**

1. It is the responsibility of the Contractor to protect the properties of the County. The Contractor shall be responsible for closing doors and extinguishing all lights after he has completed an area.
2. Within a **30-day period** of commencing any work under this contract, **all employees of contractor who have access to any county building shall be fingerprinted**, at county's expense. Due to the sensitive nature of the work to be performed, County reserves the right to request Contractor to substitute employees or in the alternative, to reject Contractor's bid or to terminate said Contract.
3. At County's expense and upon reasonable notice to Contractor, County may require any employee, officer or agent of Contractor to submit to a polygraph examination to determine whether said employee, officer, director or agent of Contractor has been involved in any theft of property belonging to County or in obtaining or disseminating confidential information of County. If in the sole discretion of said polygraph examiner, said employee, officer, director or agent fails said polygraph examination, County may insist that said person be replaced or in the alternative, this Contract may be terminated.
4. If an employee of the Contractor is found by the County to be violating any security procedures, or found to be in neglect of his or her realm of responsibility, and/or found loitering in offices or unauthorized areas, the County or his staff has the right to have this person removed from the building, either permanently or until a meeting can be made with the Contractor to determine further disciplinary action.

## **REQUIREMENTS**

**Will County now applies basic Green Clean standards to its bid requirements as a socially responsible initiative in light of recent state mandates on other public facilities and in concern for the general health of employees and visitors.**

**Recent additions of environmentally safe products are available at similar prices to standard cleaning products. Therefore, requiring contractors to be Green Clean certified and to use Green Clean products will be required for all bids for janitorial services for the Will County Office Buildings.**

**Copies of Green Clean Certification must be included in the bid package or this bid will be rejected.**

1. The Contractor shall provide and schedule sufficient and competent supervisory night personnel to fully, competently, and timely perform all work required herein or that is necessary and convenient thereto so that the premises and all appurtenances thereto are maintained in a clean, neat condition satisfactory to the County or its assignee.
2. Contractor shall employ sufficient and competent supervisory personnel with proven performance records.
3. County may carefully interview Contractor's personnel, screened, reference-checked, and covered by bond and subject to a security clearance. They shall be able to verbally communicate in a common language with the County and tenants.
4. While on duty, all employees shall be cleanly and neatly dressed.
5. Contractor shall furnish the necessary, tested and approved implements, machinery, and cleaning supplies for the satisfactory performance of his services.
6. Contractor shall promptly report to engineer on duty any occurrences or situations requiring building management attention.
7. The Contractor insures that all employees and/or agents shall abide by all safety rules and regulations, which may be promulgated from time to time by either the County or Contractor as they pertain to the operations.
8. Contractor's personnel shall not disturb paper on desk, tables, or cabinets, and may use only pay telephones in the building.
9. Inspection shall be made once per month and then reviewed with Mike Miglorini, Maintenance Director, during the hours of 8:30 A.M. to 2:00 P.M.
10. Contractor's representative, a minimum of once per week during main servicing hours after checking in with engineer on duty in the dock area, using the logbook shall make scheduled visits.
11. The successful contractor shall pay all salaries, payroll and other taxes, fees, worker's compensation and other charges or insurance levied or required by any federal, state or local statutes relating to the employment of it's employees.
12. The Cost will be based on square footage.
13. The starting time shall be no sooner than 4:30 P.M.

## ALTERNATES

Alternates 1 & 2 may or may not be implemented for all buildings. However, we would like a price for the alternates listed below. You will find these alternates on the bid form for the Will County Executive Building.

1. Strip & wax hard surface floors
2. Carpet Cleaning

## SERVICES TO BE PROVIDED ON A DAILY BASIS

1. Clean all Restrooms
  - a) Toilet bowls, seats and urinals (inside & out), sanitary receptacles, sinks, stalls, mirrors, any fixtures, and floors (damp mopped) are to be cleaned with a germicidal disinfectant cleaner. Fill toilet tissue and paper towel dispensers, (supplied by County)
  - b) Empty all trash receptacles. **Replacement trash bag liners are to be provided by Contractor.**
  - c) Empty all sanitary receptacles; replace bags (supplied by County) when needed.
2. Clean & polish drinking fountains in building where present.
3. Carpeted areas vacuumed.
4. Dust mop all hard surface floors both in and out of office areas underneath any desks, tables or other office furniture in that area, and halls. Stairways as needed.
5. Damp mop hard surfaces to remove spills and soiled areas. Underneath desks, tables other office furniture in that area, entrances, and high traffic areas. Other areas cleaned on as needed basis.
6. Clean entrance metal and fingerprints on entrance glass.
7. Empty all trash and recycle containers-recycle paper must be kept separate from trash and disposed of in the recycle containers on the loading dock or other designated area.
8. Clean & polish inside walls and door (both exterior & interior) of the elevator, excluding the Executive Center Building.
9. **Clean kitchen area sink, counter, and wipe appliances off on 2nd floor adjacent to lunchroom. All kitchen/break areas in all of the locations will be wiped clean and must be wet mopped nightly.**

## BUILDING AREAS TO BE CLEANED:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 1. Entrance doors and glass    | 8. Restrooms                        |
| 2. Lobbies and Reception areas | 9. Hallways & stairs                |
| 3. Private Offices             | 10. Auditorium                      |
| 4. General Offices             | 11. Computer/copy rooms             |
| 5. County Board Room           | 12. Interior Glass (not windows)    |
| 6. Conference Rooms            | 13. Inside walls & door of elevator |
| 7. Lunchrooms                  |                                     |

**SERVICES TO BE PROVIDED PERIODICALLY, I.E. WEEKLY, MONTHLY ETC.**

1. Dusting of horizontal equipment.
  - a) Desks, file tops, chairs, tables & counter tops when clear of papers and/or other properties that shouldn't be disturbed.
  - b) Window sills, pictures, railings and blinds as needed
  - c) Wall & base board washing
  - d) Office doors, Interior & exterior
2. Buff all vinyl floor areas as needed.

All cleaning equipment and supplies are to be furnished by the Contractor. Paper products such as: toilet tissue and hand towels and hand soap will be the responsibility of the county offices.

# **CLEANING OF VARIOUS COUNTY BUILDINGS**

## **(1) COURT ANNEX – 57 N. Ottawa St., Joliet**

### **DAILY CLEANING**

***TOTAL – 71,765 sq. ft.- 7 Floors***

- Total square feet include hallways, bathrooms, elevators and stairwells.

## **(2) COUNTY ARCHIVES CENTER – 806 Nicholson St., Joliet**

### **DAILY CLEANING**

***TOTAL – 5,014 sq. ft. - 1 Floor***

- Records Management Office Area – 4,354 sq. ft.
- Lunch Room – 360 sq. ft.
- Front Office area – 300 sq. ft.

### **BI-WEEKLY CLEANING**

***TOTAL – 8,556 sq. ft. - 1 Floor***

- Records Management Vault – 4,300 sq. ft.
- Circuit Clerk's Vault – 4,256 sq. ft.

## **(3) COUNTY OFFICE BUILDING – 302 N. Chicago St., Joliet**

### **DAILY CLEANING**

***TOTAL – 54,000 sq. ft. - 3 Floors***

- Total square feet include hallways, bathrooms, elevators and stairwells.

## **(4) EXECUTIVE CENTER – Ottawa & Clinton Sts., Joliet**

### **DAILY CLEANING**

***TOTAL – 28,200 sq. ft. – 5 Floors***

- Land Use Dept. – 8,400 sq. ft.
- Public Defender – 9,800 sq. ft.
- VAC – 1,000 sq. ft.
- Recorder of Deeds – 9,000 sq. ft.

## **(5) STATE'S ATTORNEY'S BUILDING – 121 N. Chicago St., Joliet**

### **DAILY CLEANING:**

***TOTAL – 21,000 sq. ft. – 3 Floors***

- Total square feet include hallways, bathrooms, elevators and stairwells.

**(6) WILL COUNTY MORGUE – 1240 Caton Farm Road, Joliet**

**MONTHLY CLEANING:**

***TOTAL – 1,800 sq. ft. – 1 Floor***

- Exposed to Bio-Hazard environment
- All floors scrubbed and hard surfaces sanitized
- Monthly cleaning day to be scheduled with Coroner's staff

**(7) REGIONAL OFFICE OF EDUCATION – 702 W. Maple St., New Lenox**

**DAILY CLEANING:**

***TOTAL – 4,000 sq. ft. – 1 Floor***

- Total square feet include hallways and bathrooms.

**(8) EMERGENCY MANAGEMENT GARAGE – 16841 W. LARAWAY RD.,  
JOLIET**

**ONCE WEEKLY CLEANING:**

***TOTAL – 1,000 sq. ft. – 1 Floor***

- Total square feet include conference room and bathroom.

**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.

**Reference Form:  
Cleaning contract references**

Please provide at least three (3) references for which similar services have been rendered.

<b>COMPANY NAME AND ADDRESS</b>	<b>CONTACT PERSON</b>	<b>PHONE NUMBER AND EMAIL</b>

**SUBMIT BID FORM TO  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**ONE-YEAR CONTRACT FOR  
WILL COUNTY CLEANING OF VARIOUS  
COUNTY BUILDINGS  
2014-13 Will County Cleaning**

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

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**Please check one:**  
Minority Vendor  yes  no  
FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**WILL COUNTY ANNEX BUILDING**

**DELIVERY ADDRESS:** COURT ANNEX, 57 N. OTTAWA ST., JOLIET, IL 60432  
**FOR ADDITIONAL INFORMATION CONTACT:** RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountylvillinois.com

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
71,765	CLEANING OF ANNEX 57 N. OTTAWA ST. BUILDING, PER SPECIFICATIONS	\$ \$ \$	\$ \$ \$	\$ \$ \$
	Cost Per SQ FT			
	SQ FT Cost Per Mo.			
	71,765 sq ft Cost X12 months			

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
2<sup>ND</sup> YEAR \_\_\_\_\_  
3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
WILL COUNTY CLEANING OF VARIOUS  
COUNTY BUILDINGS  
2014-13 Will County Cleaning**

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

**Please check one:**

Minority Vendor  yes  no

FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**WILL COUNTY ARCHIVE CENTER**

**ARCHIVES, 806 NICHOLSON ST., JOLIET, IL 60435**

**RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**DELIVERY ADDRESS:**

**FOR ADDITIONAL INFORMATION CONTACT:**

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
5,014	CLEANING OF WILL COUNTY ARCHIVES CENTER, PER SPECIFICATIONS	Cost Per SQ FT SQ FT Cost Per Mo. 5,014 X Sq ft Cost X12 months	\$ \$ \$	\$ \$ \$
8,556	BI-WEEKLY CLEANING OF VAULT AREAS, RECORDS MGT & CIRCUIT CLERK	Cost Per SQ FT SQ FT Cost Per Mo. 8,556 X Sq ft Cost X12 months	\$ \$ \$	\$ \$ \$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_

2<sup>ND</sup> YEAR \_\_\_\_\_

3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**SUBMIT BID FORM TO  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
WILL COUNTY CLEANING OF VARIOUS  
COUNTY BUILDINGS  
2014-13 Will County Cleaning**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**  
Minority Vendor  yes  no  
FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY OFFICE BUILDING  
COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432  
**FOR ADDITIONAL INFORMATION CONTACT:** RITA WEISS, PURCHASING DIRECTOR, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
54,000	CLEANING OF COUNTY OFFICE BUILDING PER SPECIFICATIONS	\$ SQ FT Cost Per Mo. 54,000 X Sq ft Cost X12 months	\$ \$ \$	\$ \$ \$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
2<sup>ND</sup> YEAR \_\_\_\_\_  
3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT  
 COUNTY OF WILL  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
 WILL COUNTY CLEANING OF VARIOUS  
 COUNTY BUILDINGS  
 2014-13 Will County Cleaning**

NAME \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please check one:**

CONTACT \_\_\_\_\_

Minority Vendor  yes  no

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY EXECUTIVE CENTER  
 EXECUTIVE CENTER, OTTAWA & CLINTON STS. JOLIET, IL 60432  
**FOR ADDITIONAL INFORMATION CONTACT:** RITA WEISS, PURCHASING DIRECTOR, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

QTY	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
8,400	CLEANING OF EXECUTIVE CENTER BLDG, LAND USE DEPARTMENT, PER SPECIFICATIONS	Cost Per SQ FT SQ FT Cost Per Mo. 8,400 X Sq ft Cost X12 months	\$ \$ \$	\$ \$ \$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_

2<sup>ND</sup> YEAR \_\_\_\_\_

3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT  
 COUNTY OF WILL  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
 WILL COUNTY CLEANING OF VARIOUS  
 COUNTY BUILDINGS  
 2014-13 Will County Cleaning**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CONTACT \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 Minority Vendor  yes  no  
 FEIN # \_\_\_\_\_

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

**Please check one:**

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY EXECUTIVE CENTER  
**FOR ADDITIONAL INFORMATION CONTACT:** EXECUTIVE CENTER, OTTAWA & CLINTON STS. JOLIET, IL 60432  
 RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
9,800	CLEANING OF EXECUTIVE CENTER BLDG, PUBLIC DEFENDERS OFFICE PER SPECIFICATIONS	\$ SQ FT Cost Per Mo. 9,800 X Sq ft Cost X12 months	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
 2<sup>ND</sup> YEAR \_\_\_\_\_  
 3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT  
 COUNTY OF WILL  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
 WILL COUNTY CLEANING OF VARIOUS  
 COUNTY BUILDINGS  
 2014-13 Will County Cleaning**

NAME \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please check one:**

CONTACT \_\_\_\_\_

Minority Vendor  yes  no

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY EXECUTIVE CENTER  
**FOR ADDITIONAL INFORMATION CONTACT:** EXECUTIVE CENTER, OTTAWA & CLINTON STS. JOLIET, IL 60432  
RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
1,000	CLEANING OF EXECUTIVE CENTER BLDG, VAC OFFICE PER SPECIFICATIONS	\$ SQ FT Cost Per Mo. 1,000 X Sq ft Cost X12 months	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_

2<sup>ND</sup> YEAR \_\_\_\_\_

3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT  
 COUNTY OF WILL  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
 WILL COUNTY CLEANING OF VARIOUS  
 COUNTY BUILDINGS  
 2014-13 Will County Cleaning**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**  
 Minority Vendor  yes  no  
 FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY EXECUTIVE CENTER  
 EXECUTIVE CENTER, OTTAWA & CLINTON STS. JOLIET, IL 60432  
**FOR ADDITIONAL INFORMATION CONTACT:** RITA WEISS, PURCHASING DIRECTOR, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
9,000	CLEANING OF EXECUTIVE CENTER BLDG, REORDER OF DEEDS, PER SPECIFICATIONS	Cost Per SQ FT SQ FT Cost Per Mo. 9,000 X Sq ft Cost X12 months	\$ \$ \$	\$ \$ \$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_

2<sup>ND</sup> YEAR \_\_\_\_\_

3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT**  
**COUNTY OF WILL**  
**302 N. CHICAGO ST.**  
**JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR**  
**WILL COUNTY CLEANING OF VARIOUS**  
**COUNTY BUILDINGS**  
**2014-13 Will County Cleaning**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CONTACT \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**

Minority Vendor  yes  no  
 FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** **WILL COUNTY STATES ATTORNEY'S BUILDING**  
**FOR ADDITIONAL INFORMATION CONTACT:** **STATE'S ATTORNEY, 121 N. CHICAGO ST., JOLIET, IL 60432**  
**RITA WEISS, PURCHASING DIRECTOR, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)**

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
21,000	CLEANING OF STATES ATTORNEY'S BUILDING PER SPECIFICATIONS	\$	\$	\$
	Cost Per SQ FT	\$	\$	\$
	SQ FT Cost Per Mo.	\$	\$	\$
	21,000 X Sq ft Cost X12 months	\$	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
 2<sup>ND</sup> YEAR \_\_\_\_\_  
 3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT**  
**COUNTY OF WILL**  
**302 N. CHICAGO ST.**  
**JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR**  
**WILL COUNTY CLEANING OF VARIOUS**  
**COUNTY BUILDINGS**  
**2014-13 Will County Cleaning**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**

Minority Vendor  yes  no

FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** **WILL COUNTY CORONER MORGUE BUILDING**  
**MORGUE, 1240 CATON FARM RD., CREST HILL, IL 60435**  
**FOR ADDITIONAL INFORMATION CONTACT:** **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com**

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
1,800	CLEANING OF CORONER MORGUE, PER SPECIFICATIONS	\$	\$	\$
	Cost Per SQ FT	\$	\$	\$
	SQ FT Cost Per Mo.	\$	\$	\$
	1,800 X Sq ft Cost X12 months	\$	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1ST YEAR \_\_\_\_\_

2<sup>ND</sup> YEAR \_\_\_\_\_

3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT  
 COUNTY OF WILL  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
 WILL COUNTY CLEANING OF VARIOUS  
 COUNTY BUILDINGS  
 2014-13 Will County Cleaning**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CONTACT \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**  
 Minority Vendor  yes  no  
 FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** WILL COUNTY REGIONAL OFFICE OF EDUCATION  
 R.O.E., 702 W. MAPLE ST., NEW LENOX, IL 60451  
**FOR ADDITIONAL INFORMATION CONTACT:** RITA WEISS, PURCHASING DIRECTOR, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

QTY	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
4,000	CLEANING OF REGIONAL OFFICE OF EDUCATION PER SPECIFICATIONS	\$	\$	\$
	Cost Per SQ FT	\$	\$	\$
	SQ FT Cost Per Mo. 4,000 X Sq ft Cost X12 months	\$	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
 2<sup>ND</sup> YEAR \_\_\_\_\_  
 3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SUBMIT BID FORM TO**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

**PURCHASING DEPARTMENT**  
**COUNTY OF WILL**  
**302 N. CHICAGO ST.**  
**JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR**  
**WILL COUNTY CLEANING OF VARIOUS**  
**COUNTY BUILDINGS**  
**2014-13 Will County Cleaning**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CONTACT \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**

Minority Vendor  yes  no  
 FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**DELIVERY ADDRESS:** **WILL COUNTY EMERGENCY MANAGEMENT GARAGE**  
**FOR ADDITIONAL INFORMATION CONTACT:** **EMA, 16841 W. LARAWAY RD., JOLIET, IL 60433**  
**RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com**

QTY	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
1,000	CLEANING OF EMA GARAGE PER SPECIFICATIONS	Cost Per SQ FT \$	\$	\$
		SQ FT Cost Per Mo. \$	\$	\$
		1,000 X Sq ft Cost X12 months \$	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
 2<sup>ND</sup> YEAR \_\_\_\_\_  
 3<sup>RD</sup> YEAR \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SUBMIT BID FORM TO  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**ONE-YEAR CONTRACT FOR  
WILL COUNTY CLEANING OF VARIOUS  
COUNTY BUILDINGS  
2014-13 Will County Cleaning**

**Date Mailed:** 09-10-13  
**Due:** 09-26-13, 11:00 A.M.  
**Open:** 09-26-13, 11:10 AM

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

**Please check one:**

Minority Vendor  yes  no  
FEIN # \_\_\_\_\_

**THIS IS NOT AN ORDER**

**WILL COUNTY BUILDINGS**

**DELIVERY ADDRESS:**

**FOR ADDITIONAL INFORMATION CONTACT: RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyllinois.com**

QTY SFT	DESCRIPTION	1 <sup>ST</sup> YEAR SQ/FT COST & TOTAL	2 <sup>ND</sup> YEAR SQ/FT COST & TOTAL	3 <sup>RD</sup> YEAR SQ/FT COST & TOTAL
Alt #1	CARPET CLEANING	\$	\$	\$
Alt #2	STRIP & WAX FLOORS	\$	\$	\$
	VACANCY CREDIT PER SQUARE FOOT	\$	\$	\$

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

1<sup>ST</sup> YEAR \_\_\_\_\_  
2<sup>ND</sup> YEAR \_\_\_\_\_  
3<sup>RD</sup> YEAR \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

Receipt of Addenda Form:

Date Mailed: 09-10-13  
Due: 09-26-13, 11:00 A.M.  
Open: 09-26-13, 11:10 AM

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

ONE-YEAR CONTRACT FOR  
WILL COUNTY CLEANING OF VARIOUS  
COUNTY BUILDINGS  
2014-13 Will County Cleaning

NAME \_\_\_\_\_ F.E.I.N. # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Please check one:  
CONTACT \_\_\_\_\_ Minority Vendor \_\_\_\_\_ yes \_\_\_\_\_ no  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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>	
<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>BID #:</u></b>	2014-13
<b><u>DUE DATE:</u></b>	9/26/13
<b><u>DUE:</u></b>	11:00 A.M.
<b><u>DESCRIPTION:</u></b>	CO OFFICE BLDGS CLEANING
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2 <sup>ND</sup> 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!