



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

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

February 5, 2016

To Whom It May Concern:

You are invited to submit your bid to provide Miscellaneous Housekeeping Supplies for the Sunny Hill Nursing Home of Will County, 421 Doris Ave., Joliet, IL. 60433. The contract period will commence May 1, 2016 through and including April 30, 2017, with two (2) one (1) year optional renewals, at the discretion of Will County.

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 9:00 A.M., “as so indicated by the time stamp clock of Will County”, Thursday, February 25, 2016.**

Bids will be publicly opened and read by the Will County Executive or his representative at **9:10 A.M., Thursday, February 25, 2016** 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

Rita Weiss
Purchasing Director

RW/em

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

SEALED BIDS TO PROVIDE MISCELLANEOUS HOUSEKEEPING SUPPLIES 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 9:00 A.M., THURSDAY, FEBRUARY 25, 2016.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 9:10 A.M., THURSDAY, FEBRUARY 25, 2016, 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 ACT 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 HOUSEKEEPING SUPPLIES FOR THE
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

GENERAL SPECIFICATIONS

Sealed Bids are invited to provide Miscellaneous Housekeeping Supplies for the Sunny Hill Nursing Home of Will County, Joliet, IL. The contract period will commence May 1, 2016 through and including April 30, 2017, with two (2) one (1) year optional renewals, at the discretion of Will County.

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 9:00 A.M., Thursday, February 25, 2016, “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 **9:10 A.M., Thursday, February 25, 2016** 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 package. **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: 2016-28 MISC HOUSEKEEPING SUPPLIES

BID DUE: Thursday, February 25, 2016, 9:00 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 May 1, 2016 through and including April 30, 2017 with two (2) one (1) year optional renewals, at the discretion of Will County. The renewals are for a one-year contract period that will not exceed the percentage of increase you enter on the attached bid form. The renewal will require County Board approval.

NO BIDS:

Those who wish not to bid on this project please return your bid plainly marked "**NO BID**" or send email indicating "**NO BID**" to retain your company's name on the bidder list. If you choose not to reply your company name will be removed and no future bids will be sent.

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 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 successful bidder **shall be retained** by the County of Will until bid is approved by County Board. The bid bond will be returned with award letter, copy of resolution of award and counter-signed copy of bid form (contract). The Bid bond or cashier's check of the unsuccessful bidder(s) will be returned after award of the contract has been 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 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 May 1, 2016 through and including April 30, 2017, with two (2) one (1) year optional renewals, at the discretion of Will County.

Quantities are based on last year's usage and are approximate figures; actual quantities may vary based on resident census and population need. 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 shall apply.

SUBSTITUTIONS:

1. Each bidder represents that its bid is based upon the materials and equipment described in the bidding documents.
2. Any vendor bidding on equal product must specify **Brand Name, Model Number**, and supply specifications of product including pack size and case count. The Sunny Hill Nursing Home Administrator 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.

ALTERNATE BIDS:

Vendor must submit a complete bid form for each alternate bid(s), labeled as alternate on each page and the grand total for each bid(s) must be filled in completely. If alternate bids are not clearly marked and totaled separately, the alternate bid(s) will not be considered.

CLAUSES:

Any vendor that inserts any clauses into their bid package would be cause for rejection. The County of Will will not accept any clauses added to the contract as set forth in the bid documents.

SAMPLES:

Bidder **must** submit samples of all products for evaluation before award of any item. Samples are required on all items vendors are bidding on, regardless of the manufacturer. If you are submitting alternate bids, you **must** supply samples of the alternate items as well. Samples for alternate bids must be packaged together and labeled as such. If a manufacturer will be supplying the samples it must be **clearly marked as a sample for bid 2016-28 – SHNH Housekeeping Supplies** and reference the vendor it is being sent for. **ANY VENDOR THAT FAILS TO SUPPLY SAMPLES WILL NOT BE CONSIDERED.**

Samples **must** be received on or before February 25, 2016 at 9:00 AM.

**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. 60433. All prices contained in the bid must reflect delivery in this manner. The County shall not be responsible for any costs associated with shipping or delivery.

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.

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.

EVALUATION CRITERIA:

Because of the limited amount of storage space available at the Sunny Hill Nursing Home of Will County, the following factors will be considered when determining the lowest responsible, responsive bid.

- Pack size
- Lead Time
- Vendors ability to provide items as described or comparable as requested in specs
- Quality of samples

Vendors are expected to organize their bids in such a manner as to facilitate the evaluation process. Bids deemed non-responsive will be eliminated from further consideration. All vendor bids will be reviewed for compliance with the mandatory requirements stated within the bid. The Nursing Home Administrator may contact the vendor for clarification of the vendor's response.

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 April 21, 2016 meeting of the Will County Board. **This bid may be awarded in whole or in part, by line item.**

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 February 25, 2016.**

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.

HOUSEKEEPING PRODUCT 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
Price per roll
Extended cost of 24,000 rolls

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
Price per pack
Extended cost of 1,280 packs

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
Price per box
Extended cost of 1,800 boxes

4. PAPER CUPS:

5 oz (148 mil)
Drinking flat bottom
Color: Print
in case: 30/100 (30 cups/sleeve - 100 sleeves /case)
Present usage of current product yearly: 24 cases
Price per case
Extended cost of 24 cases

5. 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: 1,400 cases
Price per case
Extended cost of 1,400 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
Price per case
Extended cost of 240 cases

7. CAN LINERS:

30" X 37": 13 MIC density
Color: Clear
How many in case: 1000
Present Usage of current product yearly: 180 cases
Price per case
Extended cost of 180 cases

8. CAN LINERS:

24"x33", High density 6 mil.
Color: Red
per case: 250
Present usage of current product yearly: 50 cases
Price per case
Extended cost of 50 cases

9. CAN LINERS:

40" X 46" Low Density .70 MIL
Color: RED
per case: 125
Present usage of current product yearly: 150 cases
Price per case
Extended cost of 150 cases

Date Mailed: 2-5-16
Due: 2-25-16, 9:00 A.M.
Open: 2-25-16, 9:10 A.M.

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

**CONTRACT FOR
 SHNH #2016-28
 MISC HOUSEKEEPING
 PRODUCTS**

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

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

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

EMAIL _____

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@willcountyvillinois.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	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#1	TOILET PAPER	1	ROLL		24,000 ROLL	
#2	MULTIFOLD HAND TOWELS	1	PACK		1,280 PACK	
#3	FACIAL TISSUES	1	BOX		1,800 BOX	
#4	PAPER CUPS 5 OZ	1	CASE		24 CASE	
#5	CAN LINERS 40" X 46" CLEAR	1	CASE		1,400 CASE	
#6	CAN LINERS 30" X 47" CLEAR	1	CASE		240 CASE	
#7	CAN LINERS 30" X 37" CLEAR	1	CASE		180 CASE	
#8	CAN LINERS 24" X 33" RED	1	CASE		50 CASE	

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#9	CAN LINERS 40" X 46" RED	1	CASE		150 CASE	
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

CONTRACT FOR
SHNH #2016-28
MISC HOUSEKEEPING
PRODUCTS

Date Mailed: 2-5-16
Due: 2-25-16, 9:00 A.M.
Open: 2-25-16, 9:10 A.M.

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

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
CONTACT _____ F.E.I.N. # _____
EMAIL _____

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 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!

Vendor Return Address:

SEALED BID DOCUMENT

BID #: 2016-28

DUE DATE: 2/25/16

DUE: 9:00 A.M.

DESCRIPTION: SHNH Housekeeping 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!