



**DuPage County**  
ROBERT J.  
SHILLERSTROM  
COUNTY BOARD  
CHAIRMAN

**COUNTY OF DU PAGE, ILLINOIS**  
**PROCUREMENT SERVICES DIVISION**  
**421 North County Farm Road, Room 3-400**  
**Wheaton, IL 60187-3978**

**TX: (630) 407-6200**

**FX: (630) 407-6201**

<b>REQUEST FOR PROPOSAL:</b>	#P11-004	<b>PROPOSAL ISSUED:</b>	05/16/11
<b>PROPOSAL DESCRIPTION:</b>	<b>SLIP RESISTANT SHOES FOR DESIGNATED DUPAGE COUNTY CONVALESCENT CENTER EMPLOYEES</b>		
<b>PROPOSAL OPENING DATE:</b>	05/31/11	<b>PROPOSAL OPENING TIME:</b>	2:00 P.M.

PROPOSAL RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC PROPOSAL RECEIVING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE PUBLICLY RECEIVED AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE PROPOSALS WILL NOT BE CONSIDERED.

To All Prospective Offerors:

You are hereby invited to submit your proposal to provide Men's and Women's Slip Resistant Shoes, for designated DuPage County Convalescent Center employees.

All Proposals are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all Proposals received and waive all technicalities.

All Proposals must be received in a sealed envelope, which has (1) your name and address in the UPPER left corner, and (2) the bottom portion of the attached label affixed to the LOWER left corner.

**PROPOSALS MUST BE RECEIVED IN THE PURCHASING DIVISION, 421 NORTH COUNTY FARM ROAD, WHEATON, ILLINOIS, 60187-3978, NO LATER THAN 2:00 P. M. LOCAL TIME, ON THE PUBLIC PROPOSAL OPENING DATE OF MAY 31, 2011.**

Any communication regarding this invitation between the date of issue and date of award is required to go through the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor). <b>Unauthorized contact with other DuPage County staff is strictly forbidden.</b>			
BUYER:	MARIA C. CALAMIA, CPPB	PHONE:	(630) 407-6182
EMAIL:	mcalamia@dupageco.org		

Proposals must be delivered and time stamped, prior to the public Proposal receiving date and time, to:	DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978
---	--

Web Page Specifications follow but are intended only for general information purposes. The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. It is recommended that interested Offerors obtain a hard copy of the specifications from Procurement Services at (630) 407-6190. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

FULL NAME OF OFFEROR:	
PROPOSAL CONTACT PERSON:	
TELEPHONE NUMBER	

**FACSIMILE AND/OR E-MAIL TRANSMITTED PROPOSALS WILL NOT BE ACCEPTED**

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### **PROPOSAL REQUIREMENTS:**

All proposals must be submitted on the blank proposal form furnished with these contract documents and shall conform to the terms and conditions set forth in the documents of the contract, contained herein. Please make and retain a copy of this proposal for your records. Offerors must sign, in ink, the proposal form and all other documents where indicated. Unsigned proposals will not be read.

The Offeror shall furnish with the proposal, one sets of all available literature pertaining to the shoes to be furnished under the proposal. All shoes must have "slip resistant" or "SR" marking on the soles to be considered. This limited description is only for the purpose of setting a standard of performance, quality, composition and construction.

Offeror shall acknowledge receipt of each addendum issued in the space provided on the proposal form.

The total price quoted by the Offeror must be the total cost delivered to the location(s) stated in this Request for Proposal. Offeror must come out to the DuPage County Convalescent Center location at least three times to accommodate various shift workers who must be measured. Offeror must not qualify his proposal by stating an F.O.B. location other than such stated location.

Offerors submitting items of equal specifications may be requested to provide a sample of the shoes they intend to supply for testing. The Procurement Services Manager of DuPage County shall be the sole judge to determine whether or not a substitute item is actually equal to the item identified in the specifications and the Procurement Services Manager's decision will be final and binding.

The County of DuPage reserves the right to approve any shoes the Offeror proposes to furnish which contains variations from specification requirements but which may substantially comply.

### **DEVIATIONS AND EXCEPTIONS:**

Deviations and exceptions shall be described fully, on the Offeror's letterhead, signed, and attached to the Proposal Form. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Offeror shall be held liable. Offerors are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their proposal.

### **EXAMINATION BY OFFEROR:**

The Offeror shall, before submitting his proposal, carefully examine the proposal, specifications and contract documents. If his proposal is accepted, he will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions.

### **FACSIMILE/E-MAIL TRANSMITTALS:**

Facsimile and/or e-mail transmitted Proposals will not be accepted by the County of DuPage. In addition, the County of DuPage will not transmit facsimile proposal specifications to the Offeror.

### **INTERPRETATION OF CONTRACT DOCUMENTS:**

If a potential Offeror is uncertain as to the meaning of any part of the specifications or other contract documents, the Offeror is expected to contact the Procurement Services Division.

### **PREPARATION OF PROPOSALS:**

If the Offeror is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.

If the Offeror is a partnership, all partners shall execute the proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Services Manager shall be submitted.

If the Offeror is a sole proprietor, the owner shall execute the proposal.

---

## COUNTY OF DUPAGE

A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

### **SUBMISSION OF PROPOSALS:**

All Proposals must be received in sealed envelopes that have (1) your name and address in the UPPER left corner, (2) the attached label filled in and pasted on the LOWER left corner.

Proposals mailed "EXPRESS MAIL" must have proposal number and due date on the outside of the EXPRESS MAIL envelope.

The Offeror shall be responsible for delivery of proposals to the Procurement Services Division before the date and hour set for the opening of Proposals. Late Proposals will not be considered and will be returned unopened.

If your firm declines to submit a Proposal for this invitation, but desires to remain on the County of DuPage Offerors' list for future invitations, please submit in a sealed envelope or fax (630) 407-6201, a letter stating why you are declining to participate. Mark envelope "NO PROPOSAL" and attach label to the front of the envelope; and return no later than the PROPOSAL opening date specified.

### **CONTRACT DOCUMENT COMPONENT PARTS:**

The contract documents herein named include all of the following component parts, all of which are fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached:

- 1) Title Page
- 2) Instructions for Submitting Proposals
- 3) General Conditions
- 4) Special Conditions
- 5) Proposal Form
- 6) Any and all addenda to the foregoing,

All documents are or will be on file in the office of the Procurement Services Division, DuPage Center, 421 North County Farm Road, Room 3-400, Wheaton, Illinois 60187-3978.

***END OF INSTRUCTIONS FOR SUBMITTING PROPOSALS***

---

## COUNTY OF DUPAGE

### **GENERAL CONDITIONS**

#### **ADDENDUM AND SUPPLEMENT TO REQUEST:**

If it becomes necessary to revise any part of this request or if additional data is necessary to enable the exact interpretation of provisions of this request, revisions will be provided to all Contractors who receive the initial proposal.

#### **CHANGES:**

All changes to this Proposal Document shall be amended in written form (Addenda). The Procurement Services Division prior to the scheduled proposal receipt date shall issue such amendments.

The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the successful Contractor.

The Procurement Services Division shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change. No claim based on oral changes will be allowed.

#### **CONTRACTOR PERFORMANCE:**

The *Proposal packet*, contract specifications and attached exhibits shall together constitute the Contract. The Contractor hereby asserts that it has read the specifications, and that it is thoroughly informed and familiar as to their contents and requirements. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of this Contract shall be to the satisfaction of the County.

#### **DISCLAIMER:**

##### **RESERVED BY OWNER**

The County of DuPage reserves the right to reject any or all Proposals failing to meet the County's specifications or requirements and to waive technicalities. If in the County of DuPage's opinion, the lowest proposal is not the most favored proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of DuPage. In determining the most favored Proposal, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, their suitability to the requirements of the County and the delivery terms. Pricing will be a consideration BUT NOT the sole and/or main factor in evaluation of the Proposals. Intangible factors, such as the Contractor's reputation and past performance, will also be weighed.

The Contractor's failure to meet the mandatory requirements will result in the disqualification of the Contractor's proposal from further considerations.

The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements.

Submission of a proposal confers no rights on the Contractor to a selection or to a subsequent contract. This Request For Proposal process is for the County's benefit only and is intended to provide the County with competitive information to assist in selection of services. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made to favor the County.

#### **DRUG FREE WORKPLACE:**

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in Public Act 86-1459.

**EXECUTION OF THIS DOCUMENT:**

If circumstances beyond the Contractor's control prohibit a timely execution of this contract, prior written approval must be requested by the Contractor and receive approval from the County of DuPage for an extension to the delivery date.

**FORCE MAJEURE:**

The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e. droughts, floods, sever weather phenomena, etc.

**HOLDING OF PROPOSALS:**

Contractor may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of proposals. However, no Contractor shall withdraw or cancel his proposal for a period of ninety (90) calendar days after said closing time for the receipt of proposals.

**LAW GOVERNING:**

All State of Illinois and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

**MSDS:**

When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law. Material Safety Data Sheets, upon award of Contract, shall be submitted to the County Procurement Services Division.

**MISCELLANEOUS REQUIREMENTS:**

The County will not be responsible for any expenses incurred by the Contractor in preparing and submitting a proposal. All Proposals shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title of interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the County.

**NON-DISCRIMINATING:**

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

**NON-EXCLUSIVITY:**

Nothing herein is intended nor shall it be construed as creating any exclusive arrangement with Vendor.

**PATENTS:**

Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings against buyer, in which County of DuPage, and of Contractor's suppliers, contractors, distributors or dealers, or the users of any of Contractor's products are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against County of DuPage therein.

**PAYMENT:**

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all approved invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act".

---

## COUNTY OF DUPAGE

**PROTEST:**

Any protest concerning the award of a contract shall be decided by the Procurement Services Manager. Protests shall be made in writing to the Office of Procurement Services and shall be filed within 10 days of issuance of award notification. A protest is considered filed when received by the Office of Procurement Services. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Services Manager will respond to the written protest within 7 days. The Procurement Services Manager's decision relative to the protest shall be final.

**TAX:**

The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. Tax exemption number is E9997-4551-06. A copy of our exemption letter is available upon written request.

**TERMS/CANCELLATION AND DAMAGES:**

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the County because of the Contractor's breach terminates this Contract, the County shall have the right to purchase equipment elsewhere and to charge the Contractor with any additional cost incurred.

Notwithstanding the above, the Contractor shall not be relieved of any liability to the County of DuPage for damages sustained by the County of DuPage by virtue of any breach of this contract by the Contractor and the County of DuPage may withhold any payments to the Contractor until such time as the amount of such damages due the County of DuPage from the Contractor shall be determined.

**TRANSFER OF OWNERSHIP OR ASSIGNMENT:**

The terms and conditions of this contract shall be binding upon and shall enure to the benefit of the parties hereto and their respective successors and assigns.

Prior to any sales or assignments the County of DuPage must be notified and approve same in writing. The County of DuPage shall have right of first refusal.

## **END OF GENERAL CONDITIONS**

---

## COUNTY OF DUPAGE

### SPECIAL CONDITIONS

**ACCOUNT REPRESENTATIVE:**

A qualified account representative shall be available to the DuPage County Convalescent Center to assist in sizing, ordering and handling service problems and expediting all orders placed in a timely manner.

**BILLING & PAYMENTS:**

The County of DuPage shall make payments for the Vendor's original invoices. Vendor will be required to submit an invoice listing the employee name, style or stock of shoe purchased and the amount invoiced. Only slip resistant shoes approved by our Safety Risk Manager will be reimbursed to the vendor.

**DELIVERY REQUIREMENTS:**

Vendor must be capable of providing samples of shoes meeting specifications and must have the ability to come out to the DuPage County Convalescent Center, 400 N. County Farm Road, Wheaton, Illinois, 60187 to measure employees on various shifts at no extra charge.

All men's and women's shoes provided must have "slip resistant" or "SR" marking on soles to be considered. Please include any manufacturer's literature for review by Risk Management Coordinator.

The Contractor shall be required to maintain, or have available, an inventory sufficient to provide the required shoes within a reasonable amount of time. Designated employees shall be given the opportunity to choose a slip resistant style appropriate for their occupation at the DuPage County Convalescent Center.

All items shall be proposed F.O.B. destination. The term F.O.B. destination shall mean: delivered to the DuPage County Convalescent Center, 400 N. County Farm Road, Wheaton, IL 60187, with all charges for transportation and delivery paid by the Contractor. Under no circumstances will the County of DuPage be liable for additional delivery charges.

**ESTIMATED EXPENDITURES AND QUANTITIES:**

Currently there are 418 employees who would be eligible to receive one (1) pair of slip resistant shoes. We estimated our expenditures to be approximately \$30,000.00.

**MEETINGS:**

Vendor may be required to attend a pre-award meeting for clarifications, demonstrations and presentations.

**QUANTITIES:**

The County of DuPage reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the DuPage County Convalescent Center.

Should any changes in quantities be made, the Contractor shall furnish the shoes required as increased or decreased at the contract unit price. If the contract quantities are changed or if the contract expires or is cancelled, no allowance to the Contractor will be made for any change in anticipated profits, nor shall changes be considered as waiving or invalidating any condition or provision of this contract.

**RENEWALS & EXTENSIONS:**

The contract may be subject to three (3) additional twelve (12) month renewal periods provided there is not change in terms, conditions, specifications, and prices and provided that such renewals are mutually agreed to by both parties. **In no event shall the term plus renewals exceed four (4) years.**

**VENDOR QUALIFICATIONS:**

Vendor will provide a general history, description and status of their Company.

### END OF SPECIAL CONDITIONS

---

## COUNTY OF DUPAGE

### INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful bidder shall, within thirty (30) calendar days of said notice, furnish to the Purchasing Agent a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. **Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the County of DuPage thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Detentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	500,000.00
B. Each Employee-disease	500,000.00
C. Policy Aggregate-disease	500,000.00
3. Commercial General Liability	
A. Per Occurrence	1,000,000.00
B. General Aggregate	
1. General Aggregate- Per project	1,000,000.00
2. General Aggregate - Products/ Completed Operations	1,000,000.00
4. Personal and Advertising Injury	1,000,000.00
Each Occurrence	1,000,000.00
5. Fire and Legal Liability (any one fire)	50,000.00
6. Medical Expense (any one person)	5,000.00
7. Umbrella Excess Liability (over primary)	1,000,000.00
Retention for Self-Insured Hazards (each occurrence)	1,000,000.00
8. Business Auto Liability	1,000,000.00

NOTE: A) It is the responsibility of Contractor to provide a copy of this PROPOSAL to their insurance carrier.  
B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.  
C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to:

---

## COUNTY OF DUPAGE

**DuPage County Procurement Services Division**  
**Glenda Vasak, Buyer**  
**421 North County Farm Road**  
**Wheaton, IL 60187-3978**

**TX: (630) 407-6190**  
**FX: (630) 407-6201**

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

**CHANGES IN INSURANCE COVERAGE:**

The Contractor shall notify the County of changes in insurance coverage in writing within 30 days.

**INSURANCE RATING:**

All of the above-specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

**SURVIVAL OF INDEMNIFICATION:**

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

**NOTICE OF LAWSUIT:**

Within 60 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

**CHOICE OF LEGAL COUNSEL:**

The Contractor shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney.

**RIGHTS RETAINED:**

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

## END OF INSURANCE REQUIREMENTS

---

COUNTY OF DUPAGE

PROPOSAL FORM  
PROCUREMENT SERVICES DIVISION  
PROPOSAL #P11-004

SLIP RESISTANT SHOES FOR DESIGNATED DUPAGE COUNTY CONVALESCENT CENTER EMPLOYEES

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	
Main Business Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
PROPOSAL Contact Person	

TO: The DuPage County Procurement Services Division

The undersigned, being duly sworn, certifies that he is:

the Owner/Sole Proprietor     a Member of the Partnership     an Officer of the Corporation     a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

\_\_\_\_\_  
(President or Partner)

\_\_\_\_\_  
(Vice-President or Partner)

\_\_\_\_\_  
(Secretary or Partner)

\_\_\_\_\_  
(Treasurer or Partner)

Further, as Contractor, declares that the only person or parties interested in this PROPOSAL as principals are those named herein; that this PROPOSAL is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Services Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the Contractor proposes and agrees, if this PROPOSAL is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate. Further, the undersigned certifies that the Offeror is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating.

The affiant deposes and says that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this PROPOSAL, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Attach a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Finally, the Contractor agrees to do all other things required of the Contractor by the contract documents, and that he will take in full payment therefore the sums set forth in the proposal schedule.

Signature of Offeror authorizes the County of DuPage to verify business references.

**COUNTY OF DUPAGE**

**CONTRACT ADMINISTRATION INFORMATION:**

<b>CORRESPONDENCE TO CONTRACTOR:</b>		<b>REMIT TO CONTRACTOR:</b>	
NAME		NAME	
CONTACT		CONTACT	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
TX		TX	
FX		FX	
EMAIL		EMAIL	
<b>COUNTY BILL TO INFORMATION:</b>		<b>COUNTY SHIP TO INFORMATION:</b>	
DuPage County Finance Department Attn: Patrick Genovese, Risk Management Coordinator 421 North County Farm Road Wheaton, IL 60187 TX: 630-407-6124		DuPage County Convalescent Center Attn: Jen Ulmer 400 North County Farm Road Wheaton, IL 60187 TX: 630-784-4202	

**ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DELIVERED (FREIGHT INCLUDED IN PRICE).**

<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
118 pair*	Slip Resistant Shoes (State Brands & Styles Available for Men)	\$	\$
300 pair*	Slip Resistant Shoes (State Brands & Styles Available for Women)	\$	\$
<b>Total</b>			<b>\$</b>

\*These are estimates only and are for the purpose of determining an anticipated total expenditure. Quantities may be adjusted to accommodate the actual needs of the DuPage County Convalescent Center employees.

The Contractor agrees to provide the equipment, service and supplies described above and in the contract specifications under the conditions outlined in attached documents above.

**X** \_\_\_\_\_  
(Signature and Title)

**CORPORATE SEAL**  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 2009

\_\_\_\_\_  
(Notary Public) My Commission Expires \_\_\_\_\_

# **LATE PROPOSALS CANNOT BE ACCEPTED!**

## **SEALED PROPOSAL**

**INVITATION #:** P11-004

**OPENING DATE:** 05/31/11

**OPENING TIME:** 2:00 P.M.

**DESCRIPTION:** SLIP RESISTANT SHOES FOR DESIGNATED DUPAGE  
COUNTY CONVALESCENT CENTER EMPLOYEES

**DATED MATERIAL-DELIVER IMMEDIATELY**

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

# **LATE PROPOSALS CANNOT BE ACCEPTED!**