



DuPage County Procurement Services Division

421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187-3978

Phone: (630) 407-6200 Fax: (630) 407-6201
General Email: purchasing@dupageco.org

INVITATION TO BID:	#13-253	BID ISSUE DATE:	10/08/13
BID DESCRIPTION:	Furnish & Deliver Housekeeping Supplies & Cleaning Chemicals		
BID OPENING DATE:	10/23/13	BID OPENING TIME:	1:30 p.m.
SUBMIT 1 ORIGINAL PLUS 2 COPIES		BOND REQUIRED: None	

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE BIDS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE BIDDERS:

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

The original bid and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label filled in and pasted on the lower left corner.

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

Bids must be delivered and time stamped, prior to the public bid opening date and time, to:	DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978
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Any communication regarding this invitation between the date of issue and date of award is required to go through the Bid Coordinator or the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor).

Unauthorized contact with other DuPage County staff or officers is strictly forbidden.

BUYER:	Maria C. Calamia, CPPB	PHONE:	(630) 407-6182
EMAIL:	mcalamia@DuPageCo.org		
BID COORDINATOR:	Glenda Vasak	PHONE:	(630) 407-6190
EMAIL:	Glenda.Vasak@DuPageCo.org		

FULL NAME OF BIDDER	
BID CONTACT PERSON	
TELEPHONE NUMBER	

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

PLEASE NOTE: Our bid documents have changed; please review carefully.

COUNTY OF DU PAGE, ILLINOIS

PROJECT INFORMATION

PROJECT NAME:	Housekeeping Supplies & Cleaning Chemicals
USER DEPARTMENT:	Facilities Management & Convalescent Center

EVENT:	LOCATION:	DATE:	TIME:
Deadline for Exceptions to Bid Language and Specification Inquiries.	Must be submitted in writing to: BidInformation@DuPageCo.Org	10/15/13	1:30 p.m.
Response to Inquiries	Via E-mail	10/16/13	1:30 p.m.
Bidder's Proposal Due	Procurement Services, Room 3-400	10/23/13	1:30 p.m.

√	SUBMITTAL CHECKLIST (BID PACKET SHOULD BE RETURNED IN ITS ENTIRETY)
	ORIGINAL BID
	TWO (2) COPIES
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL PRICING (INCLUDING UNIT PRICES, WHERE REQUIRED)
	CERTIFICATION/PROPOSAL SIGNATURE AFFIDAVIT PAGE, COMPLETED, WITH SEAL (IF CORPORATION) NOTARY PUBLIC AND AUTHORIZED SIGNATURE
	JOINT PURCHASING SECTION, COMPLETED
	BID SECURITY (IF APPLICABLE)
	WARRANTY INFORMATION
	CERTIFIED TRANSCRIPT OF PAYROLL SAMPLE (IF NOT USING STATE FORM)
	COMPLETED VENDOR ETHICS DISCLOSURE FORM (SIGNED)
	COMPLETED IRS-Form W-9

INSTRUCTIONS TO BIDDERS

ON-LINE NOTIFICATION OF SPECIFICATIONS:

This document is available over the Internet at www.DemandStar.com, as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html.

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at www.DemandStar.com. Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. 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.

ON-LINE PROVIDER DISCLAIMER:

DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

BID REQUIREMENTS:

All bids must be submitted on the blank bid form furnished with these contract documents and shall conform to the terms and conditions set forth in this Invitation to Bid (the ITB). Please make and retain a copy of your Response (Bid) for your records. The bid must be enclosed in a sealed envelope bearing the bid number and the printed title of the bid. Bidders must sign, in ink, the bid form where indicated and have the signature notarized. **Unsigned bids will not be read.**

Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

ALTERNATE/EQUAL BIDS:

The specifications cannot cover precisely, all minute details of the equipment required. Therefore, for purposes of establishing a standard of quality, the items listed in the specification may state brand names, manufacturer's models, numbers, et cetera. The County of DuPage, for cost effective measures, standardizes on specific items; those bids will contain the language "NO SUBSTITUTIONS," and any alternative will not be considered. A generic or alternate brand product of equal specifications may be proposed as an alternative for the item identified unless "NO SUBSTITUTIONS" is indicated. However, in bidding the alternate item, the bidder must also attach manufacturer's printed specifications and literature.

Bidders submitting alternate items, of equal specifications, may be requested to provide samples of the item they intend to supply for testing. The Procurement Manager of DuPage County shall be the sole judge to determine whether the alternate item is actually equal to the item identified in the specifications and the Procurement Manager's decision will be final and binding.

Bidders are encouraged to submit cost-saving/value-added alternate bid pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the bid pricing as specified, allowing for clear evaluation and value-analysis by the County.

The County recognizes the expertise provided by many bidders and encourages creativity in bidding. Alternates may be considered if the bid submitted clearly indicates what will be furnished and how it will benefit the County. Alternates will be compared to the lowest responsive, responsible bid as specified.

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COMPETITION INTENDED:

It is the County's intent that this Invitation to Bid (ITB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Buyer not later than seven (7) days prior to the date set for bids to close.

DEVIATIONS:

The County of DuPage reserves the right to approve any material the Bidder proposes to furnish which contains deviations from specification requirements but which may substantially comply. If there is any deviation in the pack, source, quality, etc., of an item bid, from that prescribed in the specifications, Bidder must rule out the appropriate line in the specifications and clearly indicate the correction. Prices will be converted by the County to accommodate accepted deviations.

DISCIPLINE:

Nothing herein shall be construed to imply that the County of DuPage is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines

EXCEPTIONS:

Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Bidder's letterhead and signed; exceptions must reference the bid number and the specification, contract term or other portion of the Invitation to Bid which is being excepted. If the Bidder wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Bidder agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the bid.

EXAMINATION BY BIDDER:

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

Unless otherwise provided in the SPECIAL CONDITIONS, when the specifications include information pertaining to preliminary investigations made by the County, such information represents only the opinion of the County of DuPage as to the location, character or quantity of the materials encountered. That information is only included for the convenience of the Contractor. The County of DuPage does not warrant the accuracy or the sufficiency of the information and assumes no responsibility therefore.

ELECTRONIC TRANSMITTALS:

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

INTERPRETATION OF CONTRACT DOCUMENTS:

If a potential Bidder is uncertain as to the meaning of any part of the specifications or this ITB, the bidder is expected to contact the Procurement Services Division up to the deadline listed on the Project Information page for Exceptions to Bids.

PREPARATION OF BIDS:

The Bidder shall return his bid on the attached bid forms. It must be returned with all pages intact. Please make and retain a copy of the signed bid for your records. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specification, shall be correctly filled in. Either a unit price or a lump sum price, or both as the case may be, shall be stated for each and every item, either typed in or printed in ink, in figures, and if required in words. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

When a bid consists of a number of items, prices must be submitted for all items unless otherwise directed in the Special Conditions.

Where unit prices are to be bid, and/or where bids are to be made on more than one item, the Bidder shall extend the unit price(s) bid in the places provided on the pricing pages for the approximate quantities, shall

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compute the total amount of the bid and shall indicate same on the proposal pricing page. The Bidder must bid in accordance with the unit(s) of measure called for unless deviation procedure is followed. All extensions and total sums are subject to verification by the County and the correct extensions and sums will be used in the comparison of bids. If a discrepancy exists between the unit prices and totals, the unit prices shall prevail. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail. Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award. The quantities for all items on which bids are to be received on a unit price basis, will not be used in establishing final payment due the Contractor. Bids will be compared on the basis of number of units stated in the Bid Pricing Section. Contract payment for unit price items will be based on the actual number of units delivered.

In certain cases, amounts are to be shown in both words and figures. When discrepancies occur between the "Written in Words" and the "In Figures" amounts for the total lump sum bid amount, the "Written in Words" shall govern.

Bidders are warned against making any erasures or alterations of any kind, and bids that contain omissions, erasures, conditions, or alterations may be rejected. The bidder must fill in all blanks. Use "N/A" or "None" where applicable.

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

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

If the Bidder is a sole proprietor, the owner shall execute the bid.

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 et seq.

SUBMISSION OF BIDS:

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

All bids must be received in sealed envelopes that have your name and address in the UPPER left corner and the attached label filled in and pasted on the LOWER left corner.

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

You must allow sufficient time for processing through the County's internal mailroom system.

PROPRIETARY INFORMATION:

Under the Illinois Freedom of Information Act, all records in the possession of DuPage County are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exemption is "[t]rade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested." 5 ILCS 140/7(1)(g). The county will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an unredacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

CONTRACT AWARD INFORMATION:

The successful bidder will be asked to sign a contract agreement (sample attached).

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If the bidder wishes to propose terms and conditions or alternative paperwork he must do so as an exception (see EXCEPTIONS above).

Award notification will be sent to the vendor receiving the award via mail or fax. Award status can be viewed at www.DemandStar.com.

Response summaries will be available over the Internet at www.DemandStar.com. This summary information will include bids that were delivered by the required bid opening date and time.

The above bid status information can also be obtained by contacting the Bid Coordinator at (630) 407-6190.

END OF INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS

ADDENDUM AND SUPPLEMENT TO INVITATION TO BID (ITB):

If it becomes necessary or advisable to revise any part of this ITB or if additional data is necessary to enable the exact interpretation of provisions of this ITB, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Bid conference, the revisions will be provided only to those Contractors who will have attended the Pre-Bid conference.

Addendum information is available over the Internet at www.DemandStar.com. Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

APPLICABLE CODES AND ORDINANCES:

Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

CHANGES:

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.

Illinois law requires that changes in excess of \$10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. 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.

COMMENCEMENT OF WORK:

The successful Contractor must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

COMMUNICATIONS:

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with the County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the Bidder's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

CONTRACTOR PERFORMANCE:

The Instructions to Bidders, Bid Form, General Conditions, Special Conditions, contract specifications and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.

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DISCIPLINE:

Nothing herein shall be construed to imply that the County of DuPage is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines.

DRUG FREE WORKPLACE:

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

ENDORSEMENTS:

Contractor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.

F.O.B.:

All goods are to be shipped prepaid, F.O.B. delivered and installed. The total price quoted by the Bidder must be the total cost delivered to the location(s) stated. Bidder must not qualify his bid by stating a F.O.B. location other than such stated location(s). Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Contractor's risk and expense, be returned to Contractor. Unauthorized shipments are subject to rejection and return at Contractor's expense.

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, severe weather phenomena, et cetera.

HOLDING OF BIDS:

Bidder may withdraw the bid at any time prior to the time specified as the closing time for the receipt of bids. However, no Bidder shall withdraw or cancel the bid for a period of ninety (90) calendar days after said closing time for the receipt of bids. Unauthorized withdrawal may result in forfeiture of the bid bond, or if no bid bond is required, the withdrawing Bidder shall pay the sum of \$1,000.00 as liquidated damages for the County's loss in re-bidding.

INDEMNITY:

The Contractor shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

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LAW GOVERNING:

The ITB and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.

LIENS, CLAIMS, AND ENCUMBRANCES:

Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

LOBBYIST REGISTRATION:

Bidder shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.

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, 820 ILCS 220/0.01 and 820 ILCS 225/0.1. 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 Bid. All Bids 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.

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.

PATENTS:

Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees 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 the County of DuPage, its Officers, agents or employees 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 invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and **any statute of limitations to the contrary is hereby waived.**

PROTEST:

No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening.

Any protest concerning the award of a contract shall be decided by the Procurement Manager. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and address of the protestor, the ITB number, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final.

Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

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RESERVATION OF RIGHTS:

The County of DuPage reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of DuPage's opinion, the lowest bid is not the most responsible bid, 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 lowest responsible bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Bidder's failure to meet the mandatory requirements of the ITB will result in the disqualification of the bid from further consideration. The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised ITB.

Submission of a bid confers no rights on the Contractor to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.

TAX:

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

TERMINATION, CANCELLATION AND DAMAGES:

This contract may be terminated upon mutual agreement of both parties. The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency situation, as determined in the County's sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

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.

VENUE:

By submitting a response, bidder agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

WARRANTY:

Complete warranty information detailing period and coverage must be submitted.

END OF GENERAL CONDITIONS

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SPECIAL CONDITIONS

ACCURACY DISCLAIMER:

The Contractor shall thoroughly acquaint himself with the sites for the proposed bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

CONTRACTOR ORIENTATION:

All contracted staff and any staff of sub-contractors assigned to perform work on the premises will be required to attend a Contractor Orientation session covering relevant policies, procedures and protocol of the DuPage Convalescent Center prior to the commencement of work.

CRIMINAL BACKGROUND CHECK:

All contracted staff and any staff of sub-contractors assigned to perform work on the premises will be subject to a review of their criminal history record information through the Illinois State Police in accordance with the Uniform Conviction Information Act (UCIA), specifically to identify any disqualifying offenses as defined in Healthcare Worker Background Check Code (77Ill. Adm. Code 955).

DELIVERY REQUIREMENTS CONVALESCENT CENTER:

All deliveries shall be made Monday through Friday between the hours of 7:00 a.m. and 2:00 p.m. at Door #15. Deliveries are anticipated on a weekly basis. Orders will be placed five (5) working days in advance of the due date. Seller will notify Buyer before making any changes or substitutions of materials or quantities specified with cost of cover to be paid by Seller.

All items shall be bid F.O.B. destination. The term F.O.B. Destination shall mean: delivered to the DuPage County Convalescent Center Environmental Services, 400 N. County Farm Road, Wheaton, IL 60187, with all charges for transportation and unloading and inside delivery paid by the Contractor. The Contractor shall have a truck with a lift gate, as no loading dock is available at this facility for deliveries. Under no circumstances will the County be liable for additional delivery charges. There will be no minimum order requirements to qualify for free delivery. Any claim for loss or damage shall be between the Contractor and the carriers.

SHIPPING AND BILLING INFORMATION:

BILL TO ADDRESS:	SHIP TO ADDRESS:
DuPage County Convalescent Center Attn: Ellen Dokters 400 North County Farm Road Wheaton, IL 60187 TX: (630) 784-4219	DuPage County Convalescent Center Attn: Vinit Patel 400 North County Farm Road Wheaton, IL 60187 TX: (630) 784-4273

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

DELIVERY REQUIREMENTS FACILITIES MANAGEMENT:

All deliveries shall be made Monday through Friday between the hours of 7:00 a.m. and 2:00 p.m. at loading dock. Deliveries are anticipated on a weekly basis. Orders will be placed five (5) working days in advance of the due date. Seller will notify Buyer before making any changes or substitutions of materials or quantities specified with cost of cover to be paid by Seller.

All items shall be bid F.O.B. destination. The term F.O.B. Destination shall mean: delivered to DuPage County JTK Administration Building loading dock, 421 N. County Farm Road, Wheaton, IL 60187, with all charges for transportation and delivery paid by the Contractor. Under no circumstances will the County be liable for additional delivery charges. There will be no minimum order requirements to qualify for free delivery. Any claim for loss or damage shall be between the Contractor and the carriers.

SHIPPING AND BILLING INFORMATION:

BILL TO ADDRESS:	SHIP TO ADDRESS:
DuPage County Convalescent Center Attn: Kathy MacLennan 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700	DuPage County Convalescent Center Attn: Valentina Lane 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700

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

COUNTY OF DU PAGE, ILLINOIS

DEMONSTRATION:

Pre-demonstration of unit may be required to determine suitability for our needs.

HIPAA CONFIDENTIALITY AGREEMENT:

The DuPage Convalescent Center has a legal and ethical responsibility under the Health Insurance Portability and Accountability Act ("HIPAA") to safeguard the privacy of all patients and to protect the confidentiality of their Protected Health Information. In the course of working at the DuPage County Convalescent Center, the successful vendor and/or its employees may come into possession of Protected Health Information or other confidential patient information, even though patient services are not part of the successful Vendor's assigned duties. Therefore, the successful vendor shall be required, before start of work to sign the Counties *Confidentiality Agreement for Vendors who are not Business Associates, provided by the Convalescent Center.*

INSPECTIONS:

The County reserves the right to visit and inspect the premises and operation of any Contractor.

JOINT PURCHASING:

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES _____ NO _____

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

LITERATURE:

Contractor must supply with their bid latest printed specifications and advertising literature on the equipment they propose to furnish.

MEETINGS:

PRE-AWARD: Bidder may be required to attend a pre-award meeting for clarifications, demonstrations, presentations; this meeting will be set with the Bidder prior to award of the contract.

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 County of DuPage.

The Contractor shall furnish the supplies 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 the contract.

All quantities shown are ESTIMATES ONLY of anticipated volume for the one-year period. Quantities represent total usage and not order lot quantities. Orders will be placed on an "AS-NEEDED" basis, with quantities specified at time of order placement.

RECORDS:

Contractor shall make available and retain all records and cost information related to this contract for a period of two years beyond the contract expiration date.

COUNTY OF DU PAGE, ILLINOIS

RENEWAL & EXTENSION:

The contract may be subject to three (3) additional twelve (12) month renewal periods provided there is no change in the 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.**

REPORT OF CONTRACT PURCHASES (CONVALESCENT CENTER):

The Contractor shall furnish a monthly report of purchases made from the contract by the fifteenth (15) of the month following. Preferably this report will be submitted in a Microsoft Excel format via electronic/e-mail transmission to vinit.patel@dupageco.org. The report is to be submitted to DuPage County Convalescent Center Environmental Services, 400 N. County Farm Road, Wheaton, IL 60187, and shall include the contract number, title, effective dates, contractor's name, and the following information:

<u>Item #</u>	<u>Item Description</u>	<u>Total Qty. Delivered</u>	<u>Item Price</u>	<u>Total \$</u>
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Failure to submit the required reports may be cause for disqualification of the Contractor for future contracts.

REPORT OF CONTRACT PURCHASES (FACILITIES MANAGEMENT):

The Contractor shall furnish a monthly report of purchases made from the contract by the fifteenth (15) of the month following. Preferably this report will be submitted in a Microsoft Excel format via electronic/e-mail transmission to Kathy.maclennan@dupageco.org. The report is to be submitted to DuPage County Facilities Management, 421 N. County Farm Road, Wheaton, IL 60187, and shall include the contract number, title, effective dates, contractor's name, and the following information:

<u>Item #</u>	<u>Item Description</u>	<u>Total Qty. Delivered</u>	<u>Item Price</u>	<u>Total \$</u>
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Failure to submit the required reports may be cause for disqualification of the Contractor for future contracts.

SERVICE:

Location of nearest service facility must be stated. A condition of the bid is that a representative of the successful Contractor must be available to review and expedite all back orders.

SPLIT BIDS:

Contractors may bid on one or more categories. The County of DuPage reserves the right to award by total bid, by single item or by any combination of items, in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage.

SUBCONTRACTORS:

No Subcontractors shall be used.

VENDOR QUALIFICATIONS:

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

END OF SPECIAL CONDITIONS

COUNTY OF DU PAGE, ILLINOIS

BID #13-253**HOUSEKEEPING SUPPLIES & CLEANING CHEMICALS
SPECIFICATIONS**

This bid is to furnish and deliver Housekeeping Supplies and Cleaning Chemicals for the DuPage County Convalescent Center Environmental Services, located at 400 N. County Farm Road, Wheaton, IL 60187 and the DuPage County Facilities Management Department, located at 421 N. County Farm Road, Wheaton, IL 60187 for a one-year period. The estimated value for a one (1) year period is approximately \$19,000.00 for both Housekeeping Supplies (Section 1) and Cleaning Chemicals (Section 2) of the Convalescent Center and \$45,000.00 for Janitorial Supplies (Section 3 and 4) of the Facilities Management Department.

Substitutions for the brand names and manufacturer numbers listed below are acceptable except where indicated and will be considered. If you are not supplying the brand name specified, please provide the brand name and manufacturer number you will be supplying in the space provided below each item description.

Pricing on the following pages shall be for quantities listed. If Bidder's packaging quantities differ from those listed, it shall be the Bidder's responsibility to convert their pricing to reflect those packaging quantities requested on the County listing. Contractor shall submit firm fixed pricing for the twelve-month contract period.

Section 1 – Housekeeping Supplies Convalescent Center**Category 1 – Floor Care Products (Rubbermaid, UNE, Unger, Impact, Proline, Windsor)**

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
360 each	#RCP-J153 (Rubbermaid) 24" x 5" looped end dust mop (blue) NO SUBSTITUTIONS	each	\$ /ea	\$
60 each	#RCP-J853 (Rubbermaid) 24" x 5" Microfiber looped end dust mop (green) NO SUBSTITUTIONS	each	\$ /ea	\$
20 cases	#UNS1400L (UNE) Looped wet mop w/5" vinyl mesh headband (large) NO SUBSTITUTIONS	12/case	\$ /cs	\$
30 cases	#UNS 1400M (UNE) Looped wet mop w/5" vinyl mesh headband (medium) NO SUBSTITUTIONS	12/case	\$ /cs	\$
36 each	#M136 (Rubbermaid) Snap-on dust mop handles (vinyl covered wood) 60" NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#M253 (Rubbermaid) Snap-on wire dust mop frames (corrosion- resistant, powder-coated, heavy-duty metal frame) NO SUBSTITUTIONS	each	\$ /ea	\$
12 each	#RCP H236 (Rubbermaid) Plastic jaws firmly grip mop head, allows quick mop changes, ideal for 5" wide headband mops NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#609 (UNE) 60" spring grip wet mop handle (rust-resistant, zink-plated 1/4" wire, 1 1/8" diameter x 60 double lacquered ramon wood handle NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#1X-215 (Royce Rolls) Stainless steel XX base double tank mop unit NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#T410 (Rubbermaid) Flexible head overhead dusting tool, flexible head with 60" aluminum handle NO SUBSTITUTIONS	each	\$ /ea	\$

COUNTY OF DU PAGE, ILLINOIS

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
48 each	#T499 (Rubbermaid) Dust mitt off-floor dusting tool, cotton NO SUBSTITUTIONS	each	\$ /ea	\$
24 each	#UNS552 (UNE) Floor finish looped wet mop w/5" vinyl mesh band NO SUBSTITUTIONS	12/case	\$ /cs	\$
5 each	#BST 10-499 (Rubbermaid) Quick change utility knife, retractable blade NO SUBSTITUTIONS	each	\$ /ea	\$
2 dozen	#IMP8225L (Impact) Chemical resistant long-sleeve nitrile rubber gloves, 18" sleeve with 22mil thickness green nitrile gloves NO SUBSTITUTIONS	12/case	\$ /cs	\$
1 dozen	#Q620 GRE (Rubbermaid) Microfiber cleaning cloths NO SUBSTITUTIONS	12/case	\$ /cs	\$
1 each	#Q050 (Rubbermaid) 18" microfiber finish starter kit NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#RCP 9B72 GRE (Rubbermaid) Wash brush, 2 3/4" wide x 10" long NO SUBSTITUTIONS	each	\$ /ea	\$
4 each	#RCP 6355 (Rubbermaid) Aluminum handle with plastic threaded end, 1 1/8" diameter, 57" overall length NO SUBSTITUTIONS	each	\$ /ea	\$
5 each	#RCP 6385 GRA (Rubbermaid) Angled broom NO SUBSTITUTIONS	each	\$ /ea	\$
12 each	#RCP 2543 GRA (Rubbermaid) Fire-resistant fiberglass wastebaskets NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#RCPSO8SSSPL (Rubbermaid) Half round container, stainless steel NO SUBSTITUTIONS	each	\$ /ea	\$
5 each	#RCP 6145 BEI (Rubbermaid) Fire-safe plastic step on receptacles, 18 gallon NO SUBSTITUTIONS	each	\$ /ea	\$
5 each	#RCP 6144 BEI (Rubbermaid) Fire-safe plastic step on receptacles, 12 gallon NO SUBSTITUTIONS	each	\$ /ea	\$
2 packs	#HNT 10-X492 (Rubbermaid) Replacement blades for category 6 knife above NO SUBSTITUTIONS	15/pack	\$ /pk	\$
5 each	#UNGSR50 (Unger) Safety scraper NO SUBSTITUTIONS	each	\$ /ea	\$
10 packs	#UNGSRB10 (Unger) Replacement blades for above item NO SUBSTITUTIONS	10/pack	\$ /pk	\$
15 each	#UNGLH12C (Unger) 48" Aluminum scraper NO SUBSTITUTIONS	each	\$ /ea	\$
20 packs	#UNGRB10C (Unger) 4" replacement blades for above item NO SUBSTITUTIONS	pack	\$ /pk	\$
36 each	#RCP-9H16 (Rubbermaid) Scraper with 1.5" wide blade NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#BRU5408 (Proline) Black polypropylene counter brushes NO SUBSTITUTIONS	each	\$ /ea	\$

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QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
36 each	#RCP-6374 (Rubbermaid) Lobby brooms 7.5" 1 x 2 W x 35" NO SUBSTITUTIONS	each	\$ /ea	\$
12 each	#RCP-6112 (Rubbermaid) Wet-floor sign, bright yellow, folding, plastic NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#DRK 91351 (Diversey) John Diversey O'Cedar maxi-angler broom NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#RCP9B09BLA (Rubbermaid) Push brooms, 24" w/threaded handle NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#RCP6355GRA (Rubbermaid) Aluminum handle with plastic treated end, 1 1/8" diameter, overall length 57" NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#RCP-2005 (Rubbermaid) Plastic 8" face flagged bristle dust pans NO SUBSTITUTIONS	each	\$ /ea	\$
24 each	#UNG SR040 (Unger) Safety scraper NO SUBSTITUTIONS	each	\$ /ea	\$
12 each	#RCP2543BLA (Rubbermaid) Fire resistant fiber glass wastebaskets NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#BRU PPP20 Proline pad holder for Clark #01400A NO SUBSTITUTIONS	each	\$ /ea	\$
36 each	#RCP-2531 (Rubbermaid) Plastic upright lobby dust pans NO SUBSTITUTIONS	each	\$ /ea	\$
200 each	#160 (UNE) Toilet bowl mops, 4.5" NO SUBSTITUTIONS	each	\$ /ea	\$
48 each	#24 (UNE) Plastic spray bottles, 24 oz capacity NO SUBSTITUTIONS	each	\$ /ea	\$
48 each	#5810-8 (UNE) 8 1/8" contour trigger sprayer to fit above bottle NO SUBSTITUTIONS	each	\$ /ea	\$
3 each	#566 (Davidson) Step ladder, ANSI type III, 6" NO SUBSTITUTIONS	each	\$ /ea	\$
3 each	#RLF1963VI (RL Flomaster) Pump up commercial grade pressure sprayer NO SUBSTITUTIONS	each	\$ /ea	\$
3 each	#RLF1973 (RL FLomaster) Polyethylene tank, 3 gallon capacity NO SUBSTITUTIONS	each	\$ /ea	\$
20 packs	#W5300 (winsor) Vacuum bags NO SUBSTITUTIONS	10/pack	\$ /pk	\$
1 each	#UNG FE60 (UNGER) Aquadozer heavy duty floor squeegee NO SUBSTITUTIONS	each	\$ /ea	\$
15 each	#SAN R260XC (SAN JAMAR) Locking Standard Bath Tissue Dispensers NO SUBSTITUTIONS	each	\$ /ea	\$
5 each	#RCP 7822 BEI (RUBBERMAID) Slim Jim Wall Mount Trash Container NO SUBSTITUTIONS	each	\$ /ea	\$
Total Bid Category 1 – Floor Care Products (Rubbermaid, UNE, Unger, Impact, Proline, Windsor)				\$

COUNTY OF DU PAGE, ILLINOIS

Category 2 – Unger or Alternate Equal Window Cleaning Products

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
1 each	#UNGMPSS (Unger) Universal window cleaning kit NO SUBSTITUTIONS	each	\$ /ea	\$
4 each	#UNG GS30 (Unger) Replacement squeegee 12" NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#UNG GS45 (Unger) Replacement squeegee 14" NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#UNG PR 40 (Unger) Replacement squeegee 16" NO SUBSTITUTIONS	each	\$ /ea	\$
2 each	#UNGWC45U (Unger) Strip washer with handle 14" NO SUBSTITUTIONS	each	\$ /ea	\$
4 each	#UNG PR30 (Unger) 12" squeegee NO SUBSTITUTIONS	each	\$ /ea	\$
4 each	#UNG PR35 (Unger) 14" squeegee NO SUBSTITUTIONS	each	\$ /ea	\$
Total Bid Category 2 – Unger or Alternate Equal Window Cleaning Products				\$

Category 3 – 3M Commercial Products

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
20 cases	3M-08382 20" black stripping pads NO SUBSTITUTIONS	5/case	\$ /cs	\$
20 cases	3M-08395 20" red buffing pads NO SUBSTITUTIONS	5/case	\$ /cs	\$
30 cases	3M-08484 20" white buffing pads NO SUBSTITUTIONS	5/case	\$ /cs	\$
20 cases	3M-08388 13" red buffing pads NO SUBSTITUTIONS	5/case	\$ /cs	\$
20 cases	3M-08477 13" white buffing pads NO SUBSTITUTIONS	5/case	\$ /cs	\$
5 cases	#MCO 08405 (3M) 12" blue cleaning pad NO SUBSTITUTIONS	5/case	\$ /cs	\$
5 cases	#MCO 08413 (3M) 20" blue cleaning pad NO SUBSTITUTIONS	5/case	\$ /cs	\$
5 cases	#MCO 19008 (3M) 20" ten burnishing pad NO SUBSTITUTIONS	5/case	\$ /cs	\$
10 cases	#59065 (3M) Red pads 14 x 28 NO SUBSTITUTIONS	5/case	\$ /cs	\$

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QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
10 cases	#02498 (3M) Maroon surface prep pads 14 x 28 NO SUBSTITUTIONS	10/case	\$ /cs	\$
1 case	#30794A (Clark) Clark 2-sided Velcro pad 14 x 28 NO SUBSTITUTIONS	10/case	\$ /cs	\$
20 cases	3M-86 Scotch-Brite heavy duty commercial scouring pads NO SUBSTITUTIONS	36/case	\$ /cs	\$
5 cases	3M- 4004cc Scotch-brite easy erasing pad NO SUBSTITUTIONS	12/case	\$ /cs	\$
5 cases	74 (3M) Scotch-brite medium duty scrub sponges 3.5 x 6.1d x 0.7h NO SUBSTITUTIONS	20/case	\$ /cs	\$
2 cases	3M-8541 brown doodle bug pads NO SUBSTITUTIONS	20/case	\$ /cs	\$
2 cases	3M-8550 black doodle bug pads NO SUBSTITUTIONS	40/case	\$ /cs	\$
6 each	3M-6472 doodle bug pad holder NO SUBSTITUTIONS	each	\$ /ea	\$
6 each	3M-6472 Doodle bug pads NO SUBSTITUTIONS	5/box	\$ /bx	\$
2 each	#RCP P269 (Rubbermaid) Rotary yarn bonnets with scrub strips NO SUBSTITUTIONS	each	\$ /ea	\$
8 cases	#BAG SK1657 (Kraft) Brown paper bags (brown kraft with square bottom 12W 7D X 17H) NO SUBSTITUTIONS	500/case	\$ /cs	\$
8 cases	#BAG GX8 (Kraft) Brown paper bags (brown kraft with square bottom NO SUBSTITUTIONS	1000/bundle	\$ /bdl	\$
Total Bid Category 3 - 3M Commercial Products				\$

SECTION 1 – HOUSEKEEPING SUPPLIES CONVALESCENT CENTER
Category Totals

Category 1 – Rubbermaid, UNE, Unger, Floor Care Products	\$
Category 2 – Unger Window Cleaning Products	\$
Category 3 – 3M Commercial Products	\$
Total Section 1 – Housekeeping Supplies	\$

COUNTY OF DU PAGE, ILLINOIS

Section 2 – Cleaning Chemicals Convalescent Center

Category 1 – Johnson Diversey, Clorox Brand Products

QTY	DESCRIPTION	UNIT PKG	CASE COST	MFG DILUTION RATE	CS YIELD/ USE GALLONS	UNIT PRICE	EXTENSION
1,100 gallons	#5269324 Tride III acid free bathroom cleaner EPA registered, hospital grade NO SUBSTITUTIONS	Case (2–1.5 gallon)				\$ /gal	\$
208 gallons	#5271310 Glance glass cleaner #2 NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
2,700 gallons	#3318102 general purpose cleaner #20 NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
1,500 gallons	#4278150 deodorizer/air freshener #7 NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
10,000 gallons	#5271361 Oxivir Five 16 EPA registered disinfectant cleaner NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
800 gallons	#4369150 Extraction carpet extraction #15 NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
2,000 gallons	#4321150 Blast non-solvent cleaner/degreaser NO SUBSTITUTIONS	Case (2 – 1.5 gallon)				\$ /gal	\$
2,500 gallons	#3323981 Raindance Natural floor cleaner NO SUBSTITUTIONS	Case (5 gallons)				\$ /gal	\$
6 unit	Locked command center for 4 product system The ultimate dilution control system NO SUBSTITUTIONS	Each				\$ /ea	\$
24 gallons	Locked Command Center for single-products satellite system The Ultimate Dilution Control System NO SUBSTITUTIONS	gallon				\$ /gal	\$
4 cases	#CLO 68967 Dispatch Disinfectant cleaner with bleach NO SUBSTITUTIONS	Case (8-22 oz)				\$ /cs	\$
10 cases	#CLO 68973 Dispatch Disinfectant cleaner with bleach (refill) NO SUBSTITUTIONS	Case (6-64 oz)				\$ /cs	\$
35 cases	#CLOR 30577 Germicidal Wipes Clorox germicidal wipes NO SUBSTITUTIONS	6/case	_____	_____	_____	\$ /cs	\$
Total Category 1 – Johnson Diversey, Clorox Commercial Products							\$

COUNTY OF DU PAGE, ILLINOIS

Category 2 – Johnson Diversey Hard Floor Sealer/Finish Commercial Products

QTY	DESCRIPTION	UNIT PKG	UNIT PRICE	EXTENSION
200 gallons	#5104829 Highnoon Floor finish NO SUBSTITUTIONS	Case (5 gallons)	\$ /gal	\$
20 gallons	#5104837 Iron Stone Floor sealers NO SUBSTITUTIONS	Case (5 gallons)	\$ /gal	\$
84 quarts	#ES90-6 Clean Cut Floor stripper NO SUBSTITUTIONS	Case (6 quarts)	\$ /qt	\$
72 cans	#A806-20 Baseboard stripper (aerosol) NO SUBSTITUTIONS	Case (12-23 ounce)	\$ /can	\$
260 gallons	#4033110 Speedtrack Mop on restorer NO SUBSTITUTIONS	Case (2 – 1.5 gallon)	\$ /cs	\$
3 cases	#4027320 Over Drive Spray buff NO SUBSTITUTIONS	Case (12 quarts)	\$ /cs	\$
Total Category 2 –Johnson Diversey Hard Floor Sealer/Finish Commercial Products				\$

Category 3 – Bathroom Care Diversey, Clorox, 3M and Big D Commercial Products

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
5 cases	#DRK 90157 Vanish Thick liquid heavy duty ready-to-use bowl cleaner NO SUBSTITUTIONS	32 oz bottles (12 bottles/case)	\$ /qt	\$
2 cases	#CLO 00031 Clorox Non-acid toilet bowl cleaner with bleach NO SUBSTITUTIONS	Case (8-32 oz)	\$ /cs	\$
5 cases	#BGD 505 Bio-D Enzyme cleaner NO SUBSTITUTIONS	Case (12 quarts)	\$ /qt	\$
2 cases	#MCO 34763 3M Crème Cleaner NO SUBSTITUTIONS	Case (12 quarts)	\$ /qt	\$
6 cases	#KRY PBS Para urinal screen with deodorizer block, cherry fragrance NO SUBSTITUTIONS	12/case	\$ /cs	\$
6 cases	#SMP 50128 Simple Green Lime scale remover NO SUBSTITUTIONS	Case (4 gallons)	\$ /cs	\$
1 case	#BGD 341 Bio-D Odor control fogger NO SUBSTITUTIONS	Case (6 gallons)	\$ /cs	\$
1 case	#JWP 13888 Diversey Johnson Paint, Oil and Grease Remover NO SUBSTITUTIONS	Case (6 gallons)	\$ /cs	\$
Total Category 3 – Bathroom Care Diversey, Clorox, 3M and Big D Commercial Products				\$

COUNTY OF DU PAGE, ILLINOIS

Category 4 – Furniture Care Amrep, Simple Green, Johnson Diversey Commercial Products

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
4 cases	#AMR A146-20 (Amrep) Stainless steel cleaner and polish (oil based) NO SUBSTITUTIONS	Case (12-20 ounce)	\$ /can	\$
4 cases	#MCO 14002 (Simple Green) Stainless steel one-step cleaner and polish NO SUBSTITUTIONS	Case (12-32 ounce)	\$ /case	\$
2 cases	#AMR A122-20 (Amrep) Glass cleaner (aerosol) use indoors/outdoor and on hot or cold surfaces NO SUBSTITUTIONS	Case (12-20 ounce)	\$ /case	\$
60 cans	#Jan 96291 (Johnson Diversey) Furniture polish (no wax aerosol) NO SUBSTITUTIONS	Case (12-19 ounce)	\$ /can	\$
36 cans	#AMR A135-20 Misty Furniture polish NO SUBSTITUTIONS	Case (12-19 ounce)	\$ /can	\$
Total Category 4 – Furniture Care Amrep, Simple Green, Johnson Diversey Commercial Products				\$

Category 5 – Carpet Care Host Extra, Diversey, 3M Commercial Products

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
24 pails	#4830H Dry carpet cleaning chemicals NO SUBSTITUTIONS	Pail (30 pounds)	\$ /pail	\$
8 pails	#412SJ Dry carpet cleaning chemicals NO SUBSTITUTIONS	Pail (12 pounds)	\$ /pail	\$
5 cases	#C1630 Host prep-dry carpet cleaning chemicals NO SUBSTITUTIONS	Case (12 bottles)	\$ /cs	\$
5 cases	#CDC 5175400 OxiClean versatile stain remover NO SUBSTITUTIONS	4/case	\$ /cs	\$
1 case	#C1802 Upholstery cleaning foam NO SUBSTITUTIONS	Case (12 bottles)	\$ /cs	\$
48 cans	#DRK 94350 Carpet spot and stain remover NO SUBSTITUTIONS	Case (12 quarts)	\$ /can	\$
2 cases	#DRK Speedball 2000 Power cleaner NO SUBSTITUTIONS	6/case (6-32-oz.)	\$ /cs	\$
3 cases	Goo D-solv-r Specially formulated to eliminate sticky, gooey, tacky residues NO SUBSTITUTIONS	Case (6-16-oz.)	\$ /cs	\$
1 case	#34854 (3M) 3M liquid gum remover NO SUBSTITUTIONS	6 qts/case	\$ /cs	\$
1 case	#3251 Hepicide (for body/blood fluid cleanup) NO SUBSTITUTIONS	12 qts.case	\$ /cs	\$
Total Category 5 – Carpet Care Host Extra, Diversey, 3M Commercial Products				\$

COUNTY OF DU PAGE, ILLINOIS

Category 6 – Odor Control Airkem, Micro Ultra, Freshwave IAQ Commercial Products or Alternate Equal

QTY	DESCRIPTION	UNIT PKG	CASE COST	MFG DILUTION RATE	CS YIELD/ USE GALLONS	UNIT PRICE	EXTENSION
26 Cases	#304 Solid odor counterant NO SUBSTITUTIONS	Case (12-14oz. tubes)		_____	_____	\$ /cs	\$
12 Each	Air fresh lv Dispensers for above units NO SUBSTITUTIONS	each		_____	_____	\$ /ea	\$
18 cases	#401249 Concentrated metered aerosol dispenser automatic air fresheners for current units OR _____	Case (12-1.8 oz. cans)		_____	_____	\$ /cs	\$
18 each	#TMS1041TM1 Dispensers for above units OR _____	each		_____	_____	\$ /ea	\$
1 case	#FW553 Freshwave IAQ Natural odor eliminator NO SUBSTITUTIONS	12/case		_____	_____	\$ /cs	\$
2 cases	#FRS 6-14 SS (Fresh Products) Super-sorb liquid spill absorbent OR _____	Case 6/case		_____	_____	\$ /cs	\$
Total Category 6 – Odor Control Airkem, Micro Ultra, Freshwave IAQ Commercial Products or Alternate Equal							\$

SECTION 2 – CLEANING CHEMICALS CONVALESCENT CENTER

Category Totals

Category 1 Johnson Diversey, Clorox Brand Products or Alternate Equal	\$
Category 2 Johnson Diversey Hard Floor Sealer/Finish Commercial Products or Alternate Equal	\$
Category 3 Bathroom Care 3M, Johnson Diversey, Clorox, Big D	\$
Category 4 Furniture Care Amrep, Simple Green, Johnson Diversey, 3M	\$
Category 5 Carpet Care Host Extra, Diversey, 3M Commercial Products	\$
Category 6 Odor Control Airkem, Micro Ultra, Freshwave IAQ Commercial Products or Alternate Equal	\$
Total Section 2 – Cleaning Chemicals	\$

Total Section 1 Housekeeping Supplies	\$
Total Section 2 Cleaning Chemicals	\$
TOTAL CONVALESCENT CENTER	\$

COUNTY OF DU PAGE, ILLINOIS

BID AWARD CRITERIA:

The Convalescent Center intends to select a supplier that can satisfy its needs for housekeeping supplies and cleaning chemicals. The bidder shall have specific experience supplying similar product, on a satisfactory basis, to other customers with similar volume.

The Convalescent Center reserves the right to consider bid prices, the references and successful services history, qualifications and other related factors in the award decision. The Convalescent Center reserves the right to request additional information subsequent to the award date for evaluation purposes.

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME		NAME	
CONTACT		CONTACT	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
TX		TX	
FX		FX	
EMAIL		EMAIL	
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Convalescent Center Attn: Ellen Dokters 400 North County Farm Road Wheaton, IL 60187 TX: (630) 784-4219		DuPage County Convalescent Center Attn: Vinit Patel 400 North County Farm Road Wheaton, IL 60187 TX: (630) 784-4273	

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

COUNTY OF DU PAGE, ILLINOIS

Section 3 Janitorial Supplies Facilities Management

Category 1 – Diversey Johnson Products – No Substitutions (former Butchers products)

QTY	DESCRIPTION	UNIT PKG	CASE COST	MFG DILUTION RATE	CS YIELD/ USE GALLONS	UNIT PRICE	EXTENSION
20 gallons	*#5271416 Virex Disinfectant Cleaner (NO SUBSTITUTIONS)	Case (2 – 1.5 gals)	\$	_____	_____	\$ /gal	\$
20 gallons	*#5271310 Glance N/A Glass Cleaner (NO SUBSTITUTIONS)	Case (2 – 1.5 gals)	\$	_____	_____	\$ /gal	\$
30 gallons	*#5271230 Crew Bathroom Cleaner and Scale Remover (NO SUBSTITUTIONS)	Case (2 – 1.5 gals)	\$	_____	_____	\$ /gal	\$
20 gallons	*#5271361 Oxivir Five 16 Disinfectant Cleaner 5 minute kill time (NO SUBSTITUTIONS)	Case (2 1.5 gal)	\$	_____	_____	\$ /gal	\$
20 gallons	*#5271213 Alpha HP Multi Surface Cleaner (NO SUBSTITUTIONS)	Case (2 – 1.5 gals)	\$	_____	_____	\$ /gal	\$
20 gallons	#3323981 Raindance Neutral Floor Cleaner (NO SUBSTITUTIONS)	Case (2 – 1.5 gals)	\$	_____	_____	\$ /gal	\$
30 gallons	#5104829 High Noon Floor Finish (NO SUBSTITUTIONS)	Pail (5 gal)	\$	_____	_____	\$ /gal	\$
20 gallons	#5104837 Ironstone Floor Sealer (high shine- burnish) (NO SUBSTITUTIONS)	Pail (5 gal)	\$	_____	_____	\$ /gal	\$
9 gallons	#ES-90-6 Nuance Solutions Clean Cut Floor Stripper (NO SUBSTITUTIONS)	6 qts/cs (1.5 gal)	\$	_____	_____	\$ /gal	\$
5 cases	#04116 Snapback Spray Buff (NO SUBSTITUTIONS)	4x1 gal/cs	\$	_____	_____	\$ /gal	\$
5 cases	#4033110 Speedtrack Restorer (NO SUBSTITUTIONS)	4x1 gal/cs	\$	_____	_____	\$ /gal	\$
10 gallons	#5105047 Vectra Floor Finish (low burnish) (NO SUBSTITUTIONS)	5 gal/pail	\$	_____	_____	\$ /gal	\$
Total Category 1 - Diversey Johnson Products – No Substitutions							\$

*These items are dispensed through a proportioner into quart bottles to make chemical “Ready to Use”. Bid must include proportioner and proportioner semi-annual maintenance to ensure proper dilution of chemical to water (initial check and six months later).

*These items are placed in quart spray bottles; we will require 100 labels per product to place on spray bottles (in red).

*These are new products; bid must include in-service training on proper usage.

COUNTY OF DU PAGE, ILLINOIS

Category 2: Unger Products – No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
60 each	#ST30B Microfiber Wet Mops – BLUE (NO SUBSTITUTIONS)	Each	\$ /each	\$
12 each	#MM40B-BLUE Microfiber pads-smart mop (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	#SM40G Microfiber pad holder (NO SUBSTITUTIONS)	Each	\$ /each	\$
12 each	#DP90G Microfiber dust mop 36” (NO SUBSTITUTIONS)	Each	\$ /each	\$
12 each	#DP12G Microfiber dust mop 48” (NO SUBSTITUTIONS)	Each	\$ /each	\$
36 each	#DP60G Microfiber dust mop 24” (NO SUBSTITUTIONS)	Each	\$ /each	\$
24 each	#UNG SR040 Safety Scraper (NO SUBSTITUTIONS)	Each	\$ /each	\$
1 each	#UNG SR50 Safety Scraper (NO SUBSTITUTIONS)	Each	\$ /each	\$
1 each	#UNG SRB10 Replacement Blade for UNGSR50 (NO SUBSTITUTIONS)	Each	\$ /each	\$
1 each	#UNG LH12C 48” Aluminum Scraper (NO SUBSTITUTIONS)	Each	\$ /each	\$
1 each	#UNG RB10C Replacement Blade for UNGLH12C (NO SUBSTITUTIONS)	Each	\$ /each	\$
3 each	#UNG MPSS Universal Window Cleaning Kit (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	#UNG GS30 Replacement Squeegee 12” (NO SUBSTITUTIONS)	Each	\$ /each	\$
2 each	#UNG GS45 Replacement Squeegee 14” (NO SUBSTITUTIONS)	Each	\$ /each	\$
2 each	#UNG PR40 Replacement Squeegee 16” (NO SUBSTITUTIONS)	Each	\$ /each	\$
3 each	#UNG WC45U Strip Washer w/handle 14” (NO SUBSTITUTIONS)	Each	\$ /each	\$
Total Category 2 – Unger Products – No Substitution				\$

COUNTY OF DU PAGE, ILLINOIS

Category 3: Rubbermaid Products – No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
12 each	RCP6194STL Floor Bucket & Strainer Combo (housekeeper cart area) (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	FGQ90088 - Yellow Wall Washing Bucket/Strainer (NO SUBSTITUTIONS)	Each	\$ /each	\$
24 each	RCP6374 Lobby Broom (NO SUBSTITUTIONS)	Each	\$ /each	\$
24 each	RCP2531 Lobby Dust Pan w/handle (NO SUBSTITUTIONS)	Each	\$ /each	\$
48 each	#360Flex Lambswool Dusters (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	Q850 Microfiber Flat Wand Duster (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 cases	Q851 Microfiber Replacement Sleeve for above (NO SUBSTITUTIONS)	Each	\$ /each	\$
2 cases	RCPQ805 Nylon Flat Finish Mop (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	T410 Flexible head overhead dusting tool, flexible head with 60" aluminum handle (NO SUBSTITUTIONS)	Each	\$ /each	\$
5 each	BST 10-499 Quick change utility knife, retractable blade (NO SUBSTITUTIONS)	Each	\$ /each	\$
6 each	RCP-9H16 Scraper with 1.5" wide blade (NO SUBSTITUTIONS)	Each	\$ /each	\$
2 each	RCP6173-88BLA Housekeeping Cart – Black (NO SUBSTITUTIONS)	Each	\$ /each	\$
20 each	FG618300 YEL Replacement Bag for Cart w/zipper (NO SUBSTITUTIONS)	Each	\$ /each	\$
1 each	FG617000 BLA Locking Door Kit for Housekeeping Cart (NO SUBSTITUTIONS)	Each	\$ /each	\$
Total Category 3 – Rubbermaid Products – No Substitution				\$

COUNTY OF DU PAGE, ILLINOIS

Category 4: Murphy Oil Soap Products – No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
12 qts/cs	MUR01185 Ready to use Spray Bottles (NO SUBSTITUTIONS)	quart	\$ /case	\$
3 cases	MUR01103 Ready to Dilute Concentrate (NO SUBSTITUTIONS)	4 gal/cs	\$ /case	\$
Total Category 4 – Murphy Oil Soap Products – No Substitution				\$

Category 5: 3M Products – No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
6 cases	#34854 3M Liquid Gum Remover (NO SUBSTITUTIONS)	case	\$ /case	\$
10 cases	MC034763 3M Crème Cleaner (NO SUBSTITUTIONS)	12 qtsl/cs	\$ /case	\$
2 each	#55433 Floor Refinishing Kits (NO SUBSTITUTIONS)	Each	\$ /each	\$
2 packs	#55440 Reusable Pouches for 55433 (NO SUBSTITUTIONS)	Pack/5	\$ /pack	\$
2 packs	#55434 Applicator Pads for 55433 (NO SUBSTITUTIONS)	Pack/10	\$ /pack	\$
5 cases	#4004cc Scotch-Brite Easy Erasing Pad (NO SUBSTITUTIONS)	36/case	\$ /case	\$
5 cases	#02498 Maroon Surface Prep Pad 14 x 28 (NO SUBSTITUTIONS)	10/case	\$ /case	\$
5 cases	#MCO 19008 20" Ten Burnishing Pad (NO SUBSTITUTIONS)	5/case	\$ /case	\$
5 cases	#08484 20" White Buffing Pad (NO SUBSTITUTIONS)	5/case	\$ /case	\$
Total Category 5 – 3M Products – No Substitution				\$

Category 6: – Pro Team Products (Coach Model CM300) - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
4 pkgs	Pro Team disposable Vacuum Bags for Back Pack (above) #100331 (NO SUBSTITUTIONS)	10/package	\$ /pkg	\$
36 each	Micro Filters for above Back Pack #100343 (NO SUBSTITUTIONS)	Each	\$ /each	\$
Total Category 6 – Pro Team Products – No Substitution				\$

COUNTY OF DU PAGE, ILLINOIS

Category 7: – Windsor Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
10 each	SRS12 Vacuum Cleaner (NO SUBSTITUTIONS)	each	\$ /each	\$
Total Category 7 – Windsor Products – No Substitution				\$

Category 8: – Spartan Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
3 cases	3251 Hepicide (for Body/Blood Fluid Cleanup) (NO SUBSTITUTIONS)	12 qts/cs	\$ /case	\$
Total Category 8 – Spartan Products – No Substitution				\$

Category 9: – Majestic Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
10 each	MAJC06001 Majestic Intensive Tile and Grout Cleaner (NO SUBSTITUTIONS)	Gal/each	\$ /each	\$
Total Category 9– Majestic Products – No Substitution				\$

Category 10: – GOJO Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
100 cases	1807-04 GoJo Soap – Pink Hand (NO SUBSTITUTIONS)	4 gal/cs	\$ /case	\$
30 cases	9652-12 Purell Hand Sanitizer (NO SUBSTITUTIONS)	8 oz pump /12 cs	\$ /case	\$
Total Category 10– GOJO Products – No Substitution				\$

Category 11: – NaceCare Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
1 each	JS1600C Portable Steam Cleaner (NO SUBSTITUTIONS)	each	\$ /each	\$
1 each	Cart/Attachments for above (NO SUBSTITUTIONS)	Each	\$ /each	\$
Total Category 11– NaceCare Products – No Substitution				\$

Category 12: – WOW Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
10 cases	6-04893-1101-5 WOW Stainless Steel Protectant & Cleaner (NO SUBSTITUTIONS)	6-16 oz Bottles/cs	\$ /case	\$
Total Category 12– WOW Products – No Substitution				\$

COUNTY OF DU PAGE, ILLINOIS

Category 13: – Clorox Products - No Substitution

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
4 cases	#CLO 68967 Dispatch Disinfectant Cleaner w/bleach (NO SUBSTITUTIONS)	8-22 oz Bottles/case	\$ /case	\$
Total Category 13– Clorox Products – No Substitution				\$

SECTION 3 – JANITORIAL SUPPLIES FACILITIES MANAGEMENT
Category Totals (No Substitutions)

Category 1 Diversey Johnson Products (former Butchers products) NO SUBSTITUTIONS	\$
Category 2 Unger Products NO SUBSTITUTIONS	\$
Category 3 Rubbermaid Products NO SUBSTITUTIONS	\$
Category 4 Murphy Oil Soap Products NO SUBSTITUTIONS	\$
Category 5 3M Products NO SUBSTITUTIONS	\$
Category 6 Pro Team Products NO SUBSTITUTIONS	\$
Category 7 Windsor Products NO SUBSTITUTIONS	\$
Category 8 Spartan Products NO SUBSTITUTIONS	\$
Category 9 Majestic Products NO SUBSTITUTIONS	\$
Category 10 GOJO Products NO SUBSTITUTIONS	\$
Category 11 NaceCare Products NO SUBSTITUTIONS	\$
Category 12 WOW Products NO SUBSTITUTIONS	\$
Category 13 Clorox Products NO SUBSTITUTIONS	\$
Total Section 3 – Janitorial Supplies	\$

COUNTY OF DU PAGE, ILLINOIS

Section 4 – Janitorial Supplies Substitutions Allowed
(fill in blank with product name and number quoted)

Category 1: – Ansell Products – Substitutions Allowed

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
100 boxes	ANS34725S Disposable Gloves – small OR _____	100 each/box	\$ /box	\$
200 boxes	ANS34725M Disposable Gloves – medium OR _____	100 each/box	\$ /box	\$
400 boxes	ANS34725L Disposable Gloves – large OR _____	100 each/box	\$ /box	\$
100 boxes	ANS34725XL Disposable Gloves – extra large OR _____	100 each/box	\$ /box	\$
Total Category 1– Ansell Products – Substitutions Allowed				\$

Category 2: – Hospital Specialty Products – Substitutions Allowed

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
2 cases	HOS TAMPAX Tampons OR _____	500/case	\$ /case	\$
2 cases	HOS-MT4 Maxi Pads OR _____	250/case	\$ /case	\$
2 cases	HOS 260 Waxed disposable sanitary bags OR _____	500/case	\$ /case	\$
60 cases	Toilet seat covers Half Fold OR _____	250/pkg 20 pkg/case	\$ /box	\$
10 each	#1102 – White Impact Products Safe Use Plastic Sanitary Napkin Receptacle (may substitute-unit empties from the bottom) OR _____	1/each	\$ /each	\$
Total Category 2– Hospital Specialty Products – Substitutions Allowed				\$

Category 3: – Dial Corporation Products – Substitutions Allowed

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
15 cases	DIA08402 Purex Laundry Detergent (for mops/rags) OR _____	2-300 ounce bottles/case	\$ /case	\$
Total Category 3– Dial Corporation Products – Substitutions Allowed				\$

COUNTY OF DU PAGE, ILLINOIS

Category 4: – UNE Products – Substitutions Allowed

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
200 each	#160 Toilet Bowl Mops, 4.5" OR _____	Each	\$ /each	\$
48 each	#36 Plastic Spray Bottle 36 oz capacity OR _____	Each	\$ /each	\$
48 each	Contour Trigger Sprayer To fit #36 spray bottle OR _____	Each	\$ /each	\$
Total Category 4– UNE Products – Substitutions Allowed				\$

Category 5: – Simple Green Products – Substitutions Allowed

QUANTITY	DESCRIPTION	UNIT PACKAGING	UNIT PRICE	EXTENSION
4 cases	#SMP 50128 Lime Scale Remover OR _____	4 gallon/case	\$ /case	\$
Total Category 5– Simple Green Products – Substitutions Allowed				\$

SECTION 4 – JANITORIAL SUPPLIES FACILITIES MANAGEMENT
Category Totals (Substitutions Allowed)

Category 1 Ansell Products or Alternate Equal	\$
Category 2 Hospital Specialty Products or Alternate Equal	\$
Category 3 Dial Corporation Products or Alternate Equal	\$
Category 4 UNE Products or Alternate Equal	\$
Category 5 Simple Green Products or Alternate Equal	\$
Total Section 4 Housekeeping Supplies	\$
TOTAL FACILITIES MANAGEMENT	\$

COUNTY OF DU PAGE, ILLINOIS

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME		NAME	
CONTACT		CONTACT	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
TX		TX	
FX		FX	
EMAIL		EMAIL	
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management Attn: Fay Clark 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700		DuPage County Facilities Management Attn: Valentina Lane 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700	

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

COUNTY OF DU PAGE, ILLINOIS

**BID FORM
PROCUREMENT SERVICES DIVISION
BID #13-253**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	
Main Business Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
Bid Contact Person	
Email Address	

TO: The DuPage County Procurement Services Division

The undersigned 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 Bidder 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, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid 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 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 undersigned proposes and agrees, if this bid 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 Bidder 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 Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder 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 or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, 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

COUNTY OF DU PAGE, ILLINOIS

Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the bidder certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

BID AWARD CRITERIA:

Contractors may bid on one or more categories. The County reserves the right to award by total bid, by single item or by any combination of items, in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage.

The Convalescent Center intends to select a supplier that can satisfy its needs for housekeeping supplies and cleaning chemicals. The bidder shall have specific experience supplying similar product, on a satisfactory basis, to other customers with similar volume.

The Convalescent Center reserves the right to consider bid prices, the references and successful services history, qualifications and other related factors in the award decision. The Convalescent Center reserves the right to request additional information subsequent to the award date for evaluation purposes.

Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award (see PREPARATION OF BIDS section).

Total Section 1 – Housekeeping Supplies Convalescent Center	\$
Total Section 2 – Cleaning Chemicals Convalescent Center	\$
Total Section 3 – Janitorial Supplies Facilities Management (no substitutions allowed)	\$
Total Section 4 – Janitorial Supplies Facilities Management (substitutions allowed)	\$

TOTAL BID AMOUNT: \$ _____
Total (in figures)
_____ Dollars and _____ Cents.
(Print or Type)

The Contractor agrees to provide the equipment, service and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form (subject to unit quantity adjustments based upon actual usage).

X _____
(Signature and Title)

CORPORATE SEAL
(If available)

BID MUST BE SIGNED AND NOTARIZED FOR CONSIDERATION

Subscribed and sworn to before me this _____ day of _____ AD, 20____

_____ My Commission Expires: _____
(Notary Public)

VENDOR ETHICS DISCLOSURE

The Vendor Ethics Disclosure Statement can be found on the next page and on the County's Internet site under Contractor Forms in the Procurement section. The most current version of the form should always be utilized. There is also another form for additional pages; all pages are Adobe fillable forms.

Continuing Disclosure: It is the contractor/vendor's responsibility to update contribution information on an ongoing basis during the life of the contract. The vendor is required to submit an updated Ethics Disclosure Statement to the user department, any time contributions are made to the Chairman or County Board Members subsequent to the most recent authorized contract action.

Failure to Comply: Failure to provide the requested information will at minimum delay awarding of the contract and could result in the selected vendor being disqualified as non-responsive and non-responsible.

Providing fraudulent information on the Vendor Ethics Disclosure Statement may result in a Class 3 Felony.

Contribution: A gift, subscription, dues, loan, advance or deposit of money or anything of value, including services, knowingly received in connection with the nomination for election or election of any person to County office.

Multi-year contracts: Those contracts with a duration greater than 12 months require annual updates, to be filed by the vendor with the user department, and forwarded to Procurement. The reporting period should be the current and previous calendar years.

Prohibited Source: Any person or entity who (i) is seeking official action by the Chairman, County Board member or in the case of an employee, by the employee or by the Chairman or County Board member, or another employee directing that employee; (ii) does business or seeks to do business with the Chairman, County Board member or employee (iii) conducts activities regulated by the Chairman, County Board member or employee (iv) has interests that may be substantially affected by the performance or non-performance of the official duties of the Chairman, County Board member or employee (v) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or the DuPage County Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its member or serves on its board of directors (vi) is a Political Action Committee to which a prohibited source has contributed.

COUNTY OF DU PAGE, ILLINOIS



Required Vendor Ethics Disclosure Statement

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess **\$25,000**, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page __ (#) of __ (total pages).

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name

Title

Date

Page 1 of

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

COUNTY OF DU PAGE, ILLINOIS

Form W-9 <small>(Rev. December 2011) Department of the Treasury Internal Revenue Service</small>	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																						
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)																																																							
	Business name/disregarded entity name, if different from above																																																							
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____																																																							
	<input type="checkbox"/> Exempt payee																																																							
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																																						
City, state, and ZIP code																																																								
List account number(s) here (optional)																																																								
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> </tr> <tr> <td colspan="9" style="text-align: center;">- - -</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 3.33%;"></td> <td style="width: 33.33%; height: 20px;"></td> </tr> <tr> <td colspan="9" style="text-align: center;">- - -</td> </tr> </table>			Social security number																		- - -									Employer identification number																		- - -								
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.																																																								
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																						
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.																																																								
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.																																																								

Cat. No. 10231X

Form **W-9** (Rev. 12-2011)

Please submit completed W-9 form with your bid proposal

COUNTY OF DU PAGE, ILLINOIS

REFERENCES

The bidder must list four (4) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material or services for a period of not less than six (6) months. Additional references may be required. If bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

STATE THE NUMBER OF YEARS IN BUSINESS:	
STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:	

NO-BID RESPONSE

13-253

Housekeeping Supplies & Cleaning Chemicals

In the event that your organization chooses not to submit a proposal for this solicitation the DuPage County Procurement Services Division is interested in the reasons why offerors have chosen not to submit proposals in order to better serve the taxpayers of DuPage County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of proposal.
- ☐ Other (please specify):

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your responses to:

DuPage County Procurement Services
421 N. County Farm Road
Room 3-400
Wheaton, IL 60187
Email: BidInformation@DuPageCo.Org

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID PROPOSAL

INVITATION #: 13-253
OPENING DATE: 10/23/13
OPENING TIME: 1:30 P.M.
DESCRIPTION: Housekeeping Supplies & Cleaning Chemicals

DATED MATERIAL-
DELIVER IMMEDIATELY

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

LATE BIDS CANNOT BE ACCEPTED!