

Firm Name: \_\_\_\_\_

**BID # 15-2056**

I

**CALL FOR BIDS**

**INSTRUCTIONS AND SPECIFICATIONS  
FOR**

**PAPER PRODUCTS AND CLEANING SUPPLIES**

The County of Winnebago will receive sealed bids in the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101 until **10:00 A.M., December 21, 2015**.

A public opening and reading will be held at this date and time.

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“PAPER AND CLEANING PRODUCTS”  
10:00 A.M. December 21, 2015**

The County of Winnebago reserves the right to accept or reject any and all bids, or to waive technicalities, or to accept any item of any bid. Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101; Telephone: (815) 319-4380; Fax: (815) 319-4381; E-Mail RGray@WinCoIL.us.

The documents constituting component parts of the Bid Form are the following:

- I. Call for Bids
- II. Requirements for Bidding and Instructions to Bidders
- III. Information Sheet
- IV. Detailed Specifications
- V. Bid Forms

Legal Advertisement for Bids published in the Rockford Register Star on December 4, 2015 or our website <http://wincoil.us/departments/purchasing-facilities/open-bids-and-proposals/>.

## II REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS

### **PREPARATION OF BID OR PROPOSAL**

The Bidder must submit a bid or proposal on the forms furnished by the Purchasing Department. All blank spaces on the bid or proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

### **TAXES NOT APPLICABLE**

The County of Winnebago as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9992-3963-07.

### **PROMPT PAYMENT ACT**

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

### **FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

### **WITHDRAWAL OF BIDS OR PROPOSALS**

Any Bidder may withdraw their bid or proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids or proposals by signing a request therefore. However, no Bidder shall withdraw or cancel his bid or proposal for a period of sixty (60) days after said advertised closing time for the receipt of bids or proposals; the successful Bidder shall not withdraw or cancel their bid or proposal after having been notified by the Director of Purchasing that said bid or proposal has been accepted by the County Board.

### **CATALOGS**

Each Bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

### **CANCELLATION**

The County of Winnebago reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

### **COST OF BID OR PROPOSAL**

Expenses incurred in the preparation of proposals in response to this bid or proposal is the Bidder's sole responsibility.

**II**  
**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**  
(CONTINUED)

**USE OF TRADE NAMES**

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the Bidder proposes to furnish the item identified. If the Bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The County shall be the sole determiner of the equality of the substitute offered.

**DELIVERIES**

All materials shipped to the County of Winnebago must be shipped F.O.B. designated location, County of Winnebago, Rockford, Illinois.

**DEVIATIONS, EXCEPTIONS OR ALTERNATES**

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on Bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the Bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal. If deviations, exceptions or alternates are submitted, it is the Winnebago County Purchasing Director's sole and final decision whether specifications have been met and will be considered for award.

**CASH DISCOUNTS**

In determination of award, cash discounts will only be considered when all other conditions are equal.

**ORDERING**

Purchase orders shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.

**COMPLIANCE WITH LAWS**

All services, work and materials must comply with all Federal and State laws, County Ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. In the event Federal or State funds are being used to fund this contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

**PREVAILING WAGE**

All Bidders must bid prevailing wages. The successful Bidder will be required to provide certified payroll records on a monthly basis according to Illinois Act 820 ILCS §130/5.

**II**  
**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**  
**(CONTINUED)**

**SUBSTANCE ABUSE PREVENTION**

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written Substance Abuse Prevention Program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their Subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with subject of the Act, and will attach the Substance Abuse Prevention Program that meets or exceeds the requirements of Public Act 95-0635.

**BID PROTEST**

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 30 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Purchasing Director will respond to the protest within 30 calendar days.

**DISPUTES**

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Purchasing Director, or authorized representative shall be final and binding to all parties.

**ENTIRE AGREEMENT**

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request for Bid, except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

**NON-DISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

**II**  
**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**  
**(CONTINUED)**

**NON-COLLUSION**

The Bidder, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

**NON-BARRED BIDDING**

The Bidder, by submission of this Bid/Proposal, certifies that it is not barred from bidding as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Bidder, by submission of this Bid/Proposal or acceptance of this contract, certifies that neither it, nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder/Offeror/Contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Additionally, for all new contractors and vendors to be paid, the Purchasing Office will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

**ILLINOIS PREFERENCE ACT**

Any company bidding certifies that 90% of their workforce are Illinois residents when the unemployment rate exceeds 5% as is required by Illinois House Bill 6349. By signing this bid form, Bidder certifies that it will comply with the requirements of Illinois House Bill 6349, and that should it fail to do so, agrees to indemnify Winnebago County for any penalties assessed against it for non-compliance for failure to comply with its requirements.

*The Bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".*

### III INFORMATION SHEET

Winnebago County, and the Winnebago County Forest Preserve, referenced as “the County”, will receive sealed Bids for paper products, liners, cleaning chemicals and miscellaneous items.

#### **Locations**

The County has several different locations that will require shipments. All entities associated with the County or Forest Preserve are included with this Bid Specification. All locations may require product shipped directly to the specific facility.

#### **Ordering and Inventory**

Ordering will be handled through purchase orders issued through the Purchasing Department. Orders will be placed on an “as needed” basis. The County does not have the facilities to store inventory. All bidders must maintain adequate inventories to allow for just-in-time ordering.

#### **Price**

All prices quoted shall be firm and fixed.

#### **Term**

The term of this Bid/Proposal will be for one-year, with two one-year options. It is the intent of the County to have a three-year commitment, but will require an annual review by both parties.

Any questions may be directed to: Roman Gray, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101; Telephone (815) 319-4380; Fax (815) 319-4381; Email: RGray@WinColl.us.

**IV  
DETAILED SPECIFICATIONS**

**SCOPE**

The Detailed Specifications listed are what are currently purchased by the County. Paper towels are brown recycle paper. Toilet paper is broken out by single and double ply sheets. Quantities provided are no guarantee of what will be purchased.

**PAPER**

CURRENT SKU	Product	Description	# Per Case	Totals
821-11475	TOILET PAPER	1 ply/1000 sheets	96 CS	1,637
12350-832	TOILET PAPER	2 ply/500 sheets	96 CS	952
21000-611	TOWEL C-FOLD - WHITE	16 pk	2400 CS	847
30400-208	TOWEL ROLL - BROWN	800'	6 CS	644
30700-208	TOWEL ROLL - BROWN	800'	6 CS	634
442782	TISSUE FACIAL	100/box	30 CS	381
19800-122	TOILET PAPER, JUMBO	2 ply	12 CS	174
3EB46	PAPER TOWEL ROLL, ENMOTION	1 PLY/10"X800'	6 CS	133
30800-785	TOWEL KITCHEN ROLL		30 CS	39
SCT-01249	8" x 600' WHITE ROLL TOWEL	2" core	6 CS	28
21250-511x	TOWEL MULTI-FOLD WHITE		4000 CS	16

**LINERS**

CURRENT SKU	Product	Description	# Per Case	Totals
PS385812	LINER 38X58 BLACK	60 gal 1.2 mil	100 CS	832
HRC40XB	LINER 33 x 40 BLACK HIGH DENSITY		250 CS	573
PS2424	LINER 24 x 23 BLACK	10 gal .35 mil	1000 CS	269
HOS SANISAC	SANI-SAC WAX LINERS		500 CS	38
HXR24	LINER 24 x 23 RED BIO HAZARD		1 EA	18
BTG-50XH	LINER 46 x 50 BLACK	50 gal 1.35 mil	100 CS	12
PS101505C	LINER 24 x 33 BLACK	15 gal 8 mic	1000 CS	12
PS33340BIO	LINER RED BIO HAZARD BAG	33 gal 1.2 mil	200 CS	11

**CHEMICALS**

CURRENT SKU	Product	Description	# Per Case	Totals
CLO-30423	CLOROX PRO QUAT ALL PURP	128 oz	2 CS	482
5063-FL1000	SOAP STYLE FOAM ANTI BACTERIAL	1000 ml	6 CS	101
H2-118-04B	H2OR 118 CONCENTRATE	1 gal	4 CS	75
CLO-30421	GREEN WORKS GEN BATHROOM	128 oz	2 CS	65
CLO-68970	HEALTHCARE GERMICIDAL S W/BLEACH	32 oz	6 CS	50
SP.CLO-30827	REFILL HEALTHCARE CLORO HYDRO PROX WIPES		2 CS	41
CLO-30419	GREEN WORKS GEN PURP CLEANER	128 oz	2 CS	41
CLO-30827	REFILL HEALTHCARE CLOROX HYDRO PROX WIPES		12 CS	32
SB-7868S2	SOLID GREEN DFE ALK LAU DETERGENT	6 lb	2 CS	32

SP.GOJO-2156-08	NXT PURELL SANITIZER	1000 ml	10 CS	<b>23</b>
CLO-30824	REFILL HEALTHCARE CLOROX HYDRO PROX WIPES	95 ct	6 CS	<b>22</b>
RPB416110	CITRUS DISINFECTANT SPRAY	Aerosol	12 CS	<b>20</b>
SB-7761S2	SOLID GREEN OXYGINATED	5.5 lb	2 CS	<b>17</b>
5065-FL1000	SOAP STYLE FOAM HAIR & BODY	1000 ml	6 CS	<b>17</b>
017512-00	KLING 9% TOILET BOWL CLEANER	Quart	12 CS	<b>12</b>

## MISCELLANEOUS

CURRENT SKU	Product	Description	# Per Case	Totals
SP.SWI-RR50	ROADRUNNER ICEMELT	50 lb bag	1 EA	<b>4,450</b>
HS-MT4	MAXITHINS MAXI PADS #4	4x3x1, Soft 'N Thin	250 CS	<b>300</b>
SP.SWI-TM50	TRACTION MELT	50 lb bag	1 EA	<b>250</b>
SWI-IS50BL	INDUSTRIAL STRENGTH BLUE ICEMELT	50 lb bag	1 EA	<b>150</b>
FHP54338	DISPENSER ROLL TOWEL PUSH PADDLE	Dispenser	1 EA	<b>36</b>
4602441	MOP HANDLE WOOD/FIBERGLASS 60IN SIDE GATE		1 EA	<b>36</b>
GOJO-8805-03	ADX PURELL ADV SANTIZER	1200 ml	4 CS	<b>24</b>
FW-545-12	FRESHWAVE GEL	8 oz	12 CS	<b>23</b>



**V**  
**BID FORM**

**TO:** Roman Gray, Director of Purchasing  
C/O County Board of the County of Winnebago  
404 Elm Street, Room 202  
Rockford, Illinois 61101

**DATE:** \_\_\_\_\_

The undersigned declares they have carefully examined the Requirements, Information Sheet, Detailed Specifications and Bid Form. In addition, declares that this Bid/Proposal is made without any connection with any person making another Bid/Proposal, that the Bid/Proposal is in all respects fair and without collusion or fraud, that no member of the Winnebago County Board or other officer of the County, or any person in the employ of the County is directly or indirectly interested in this Bid/Proposal, or in any portion of the profits thereof.

**PAPER**

	DESCRIPTION	# PER CASE	PRICE PER CASE
TOILET PAPER – 1 ply			\$
TOILET PAPER – 2 ply			\$
TOWEL C-FOLD - WHITE			\$
TOWEL ROLL - BROWN			\$
TISSUE FACIAL			\$
TOILET PAPER, JUMBO – 2 ply			\$
PAPER TOWEL ROLL, ENMOTION – 1 ply			\$
TOWEL KITCHEN ROLL			\$
8" x 600' WHITE ROLL TOWEL – 2" core			\$
TOWEL MULTI-FOLD WHITE			\$

**LINERS**

	DESCRIPTION	# PER CASE	PRICE PER CASE
LINER 38 x 58 BLACK			\$
LINER 33 x 40 BLACK HIGH DENSITY			\$
LINER 24 x 23 BLACK			\$
SANI-SAC WAX LINERS			\$
LINER 24 x 23 RED BIO HAZARD			\$
LINER 46 x 50 BLACK			\$
LINER 24 x 33 BLACK			\$
LINER RED BIO HAZARD BAG			\$

**V**  
**BID FORM**  
(CONTINUED)

15-2056  
**PAPER PRODUCTS and CLEANING SUPPLIES**

**CHEMICALS**

	DESCRIPTION	# PER CASE	PRICE PER CASE
CLOROX PRO QUAT ALL PURP			\$
SOAP STYLE FOAM ANTI BACTERIAL			\$
H2OR 118 CONCENTRATE			\$
GREEN WORKS GEN BATHROOM			\$
HEALTHCARE GERMICIDAL S W/BLEACH			\$
REFILL HEALTHCARE CLORO HYDRO PROX WIPES			\$
GREEN WORKS GEN PURP CLEANER			\$
SOLID GREEN DFE ALK LAU DETERGENT			\$
NXT PURELL SANITIZER			\$
CITRUS DISINFECTANT SPRAY			\$
SOLID GREEN OXYGINATED			\$
SOAP STYLE FOAM HAIR & BODY			\$
KLING 9% TOILET BOWL CLEANER			\$

**MISCELLANEOUS**

	DESCRIPTION	# PER CASE	PRICE PER CASE
ROADRUNNER ICEMELT			\$
MAXITHINS MAXI PADS #4			\$
TRACTION MELT			\$
INDUSTRIAL STRENGTH BLUE ICEMELT			\$
DISPENSER ROLL TOWEL PUSH PADDLE			\$
MOP HANDLE WOOD/FIBERGLASS 60IN SIDE GATE			\$
ADX PURELL ADV SANTIZER			\$
FRESHWAVE GEL			\$

Received Addendum: \_\_\_\_\_ of \_\_\_\_\_ .

V  
BID FORM  
(CONTINUED)

**Company Information:**

Female Business Enterprise (FBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise (SBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Minority Business Enterprise (MBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, check the following boxes that apply:

Black/African American	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
Native American or Alaskan Native	<input type="checkbox"/>	Asian American	<input type="checkbox"/>

Total Annual Sales: \$ \_\_\_\_\_

Type of Organization:

Individual  Partnership  Corporation  Other

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT/TYPE SIGNATURE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

FEIN NUMBER \_\_\_\_\_