



# JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

**(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938**

**INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **CUSTODIAL SUPPLIES** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

**PROPOSALS:**

Proposals will be received and publicly read aloud by the Joliet Junior College, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Joliet Junior College District  
Illinois Community College District #525  
Director of Business & Auxiliary Services, Building A, Room 3102  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** **MAY 22, 2013**

**FAXES ARE NOT ACCEPTABLE**

**TIME:** **3:00 PM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **CUSTODIAL SUPPLIES**

**PRE-BID MEETING: NOT REQUIRED**

**DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY: NOT REQUIRED**

**PAYMENTS:**

Certified Payroll: **NOT REQUIRED**  
Partial Lien Waivers: **NOT REQUIRED**  
Final Lien Waivers: **NOT REQUIRED**

**INSURANCE: NOT REQUIRED**

**LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

**SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to

register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED**

**SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE: NOT REQUIRED**

**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a

purchase order from the college. Failure to comply is the risk of that contractor.

**TERMINATION OF FUNDING:**

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.



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Janice Reedus  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**  
**<http://www.jjc.edu/info/purchasing>**

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:**  
**[purchasing@jjc.edu](mailto:purchasing@jjc.edu)**

JOLIET JUNIOR COLLEGE  
CUSTODIAL SUPPLIES  
SPECIFICATIONS

- This bid includes supplies for entire fiscal year 2014 from July 1, 2013 thru June 30, 2014.
- Facility Services will contact awarded vendor to place orders as need.
- Items #JJC 14, #JJC 15 and #JJC 25 - will be awarded to one vendor  
(low total cost of items listed above)
- Items #JJC 29, #JJC 29B and #JJC 43 will be awarded to one vendor (low total cost of items listed above)
- All items not listed above will be awarded per line item.
- Vendor must provide sample of item JJC 07, JJC 12, JJC 14, JJC 15 and JJC 25
- If bidding an equivalent product vendor must provide sample and include supporting literature with specifications.
- This bid will be presented at the June 18<sup>th</sup> board meeting for approval. Awarded vendors will be issued Blanket Purchase Order after 07/01/2014.

**JOLIET JUNIOR COLLEGE  
REQUEST FOR BID  
CUSTODIAL SUPPLIES**

<i>JJC Item # Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 07 UNIVERSAL ROLL TOWELS: 8 INCH X 800 FT, NATURAL WHITE COLOR; 6 ROLLS/CASE. PRODUCT MUST FIT UNIVERSAL ROLL TOWEL DISPENSER (GEORGIA-PACIFIC VISTA 54338). PRODUCT MUST BE GREEN SEAL CERTIFIED GS-01 FOR SANITARY PRODUCTS. VENDOR MUST SUPPLY: SAMPLE ROLL, GS-01 CERTIFICATION DOCUMENTATION, FIBER WEIGHT PER ROLL (EXCLUDING CENTER TUBE). MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 50 CASES UPON RECEIPT OF PURCHASE ORDER; REMAINING CASES TO BE SHIPPED IF/WHEN NEEDED UPON CALL. VENDOR MUST FURNISH 50 DISPENSERS (TRANSLUCENT SMOKE GEORGIA-PACIFIC VISTA 54338; NO SUBSTITUTIONS) UPON REQUEST AT NO ADDITIONAL CHARGE.	800	Case(s)	\$ _____	\$ _____

*Alternate  
Manufacturer* \_\_\_\_\_

*Alternate  
Quantity/pkg* \_\_\_\_\_

JJC 07 B PLEASE PROVIDE THE COST OF THE ADDITIONAL TRANSLUCENT SMOKE GEORGIA-PACIFIC VISTA DISPENSERS AFTER ALLOTTED 50 FOR JJC #07 HERE; UNIT COST ONLY		EA	\$ _____	\$ _____
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*Alternate  
Manufacturer* \_\_\_\_\_

*Alternate  
Quantity/pkg* \_\_\_\_\_

<i>JJC Item #</i>	<i>Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 12	JUMBO TOILET TISSUE 2-PLY; 1000 FT PER ROLL, 9 INCH ROLL, WHITE COLOR; 12 ROLLS/CASE. PRODUCT MUST FIT 9" JUMBO BATH TISSUE DISPENSER (SAN JAMAR RENAISSANCE). PRODUCT MUST BE GREEN SEAL CERTIFIED GS-01 FOR SANITARY PRODUCTS. VENDOR MUST SUPPLY: SAMPLE ROLL, GS-01 CERTIFICATION DOCUMENTATION, FIBER WEIGHT PER ROLL (EXCLUDING CENTER TUBE). MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 75 CASES UPON RECEIPT OF PURCHASE ORDER; REMAINING CASES TO BE SHIPPED IF/WHEN NEEDED UPON CALL. VENDOR MUST FURNISH 40 DISPENSERS (SAN JAMAR RENAISSANCE) UPON REQUEST AT NO ADDITIONAL CHARGE.	2000	Case(s)	\$ _____	\$ _____

*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 12 B	PLEASE PROVIDE COST OF ADDITIONAL SAN JAMAR RENAISSANCE DISPENSERS AFTER ALLOTTED 40 FOR JJC#12 HERE; UNIT COST ONLY		EA	\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

<i>JJC Item # Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 14 DEGRADE AWAY BAGS or EQUIVALENT, BLACK COLOR; MUST BE 100% DEGRADABLE AND MEET ASTM D6954-04 FOR DEGRADABLE PLASTICS. DA 39XH DEGRADABLE BAG 33"X39" HI/LO BLEND 100/CS. VENDOR MUST SUPPLY: SAMPLE, DEGRADABLE AND ASTM D6954-04 DOCUMENTATION, AND MICRON SPECIFICATIONS. MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 100 CASES UPON RECEIPT OF PO AND REMAINING CASES TO BE SHIPPED IF/WHEN NEEDED UPON CALL.	300	Case(s)	\$ _____	\$ _____

*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 15 DEGRADE AWAY BAGS or EQUIVALENT, BLACK COLOR; MUST BE 100% DEGRADABLE AND MEET ASTM D6954-04 FOR DEGRADABLE PLASTICS. DA 58XH DEGRADABLE BAG, 38"X58" HI/LO BLEND 100/CS. VENDOR MUST SUPPLY: SAMPLE, DEGRADABLE AND ASTM D6954-04 DOCUMENTATION, AND MIRCON SPECIFICATIONS. MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. DROP SHIP 50 CASES UPON RECEIPT OF PO, REMAINING TO BE SHIPPED IF/WHEN NEEDED UPON CALL.	500	Case(s)	\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

<i>JJC Item # Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 25 DEGRADE AWAY BAGS or EQUIVALENT, BLACK COLOR; 24" X 33"; 0.4 MIL/LOW DENSITY; (1000 BAGS/CASE). MUST BE 100% DEGRADABLE AND MEET ASTM D6954-04 FOR DEGRADABLE PLASTICS. VENDOR MUST SUPPLY SAMPLE, DEGRADABLE AND ASTM D6954-04 DOCUMENTATION, AND MICRON SPECIFICATIONS. MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 50 CASES UPON RECEIPT OF PO, REMAINDER TO BE SHIPPED IF/WHEN NEEDED UPON CALL.	300	Case(s)	\$ _____	\$ _____

*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 29 PRIME SOURCE TOUCH FREE LAVENDER FOAM SOAP REFILLS, #75004253; 2.-1.2L, 40.5 FL OZ - 2 PER BOX. SHIP 25 CASES UPON RECEIPT OF PO, REMAINDER TO BE SHIPPED IF/WHEN NEEDED UPON CALL. VENDOR MUST FURNISH 20 DISPENSERS AT NO ADDITIONAL COST UPON REQUEST. NO SUBSTITUTIONS.	150	Case(s)	\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 29 B PLEASE PROVIDE COST OF ADDITIONAL DISPENSERS AFTER ALLOTTED 20 FOR JJC#29 HERE; UNIT COST ONLY	0		\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

<i>JJC Item # Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 31 HAND SANITIZER TC #450030; 400ML 12 PER CASE. MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 25 CASES UPON RECEIPT OF PO, REMAINDER TO BE SHIPPED IF/WHEN NEEDED UPON CALL. VENDOR MUST FURNISH 75 (#750176 HAND SANITIZER DISPENSER) DISPENSERS AT NO ADDITIONAL COST UPON REQUEST. NO SUBSTITUTION.	400	Case(s)	\$ _____	\$ _____

*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 31 B PLEASE PROVIDE COST OF ADDITIONAL DISPENSERS AFTER ALLOTTED 75 FOR JJC #31 HERE; UNIT COST ONLY		EA	\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

JJC 43 LITE 'N FOAMY SUNFLOWER FRESH HAND HAIR & BODY WASH, SPARTAN CHEMICAL PART# 3305-04, 4 GALLONS PER CASE. MUST BE ABLE TO DELIVER PRODUCT WITHIN 4 BUSINESS DAYS. SHIP 10 CASES UPON RECEIPT OF PO, REMAINDER TO BE SHIPPED IF/WHEN NEEDED. VENDOR MUST FURNISH 25 DISPENSERS (LITE'n FOAMY DISPENSER, WHITE, WITH REFILLABLE BOTTLE) AT NO ADDITIONAL COST UPON REQUEST. NO SUBSTITUTION.	75	CS	\$ _____	\$ _____
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*Alternate Manufacturer* \_\_\_\_\_

*Alternate Quantity/pkg* \_\_\_\_\_

<i>JJC Item # Description</i>	<i>Quantity Requested</i>	<i>Unit of Issue</i>	<i>Unit Cost</i>	<i>Total Cost</i>
JJC 43B PLEASE PROVIDE COST OF ADDITIONAL DISPENSERS AFTER ALLOTTED 25 FOR JJC #43 HERE; UNIT COST ONLY	0		\$ _____	\$ _____
<i>Alternate Manufacturer</i> _____	<i>Alternate Quantity/pkg</i> _____			

**NOTES: NO SUBSTITUTIONS WILL BE ACCEPTED UNLESS A SAMPLE PRODUCT HAS BEEN PROVIDED. \*\*MANY ITEMS REQUEST SAMPLES--PLEASE NOTE MANUFACTURER IN YOUR SUBMITTAL AND INCLUDE SAMPLE(S) OR DELIVER TO BUSINESS AND AUXILIARY SERVICES BY DUE DATE\*\***

**SUBSTITUTIONS PERTAINING TO THE QUALITY STANDARDS OF A PRODUCT ARE SUBJECT TO APPROVAL OF THE CUSTODIAL SUPERINTENDENT.**

**PACKAGING MUST BE BID AS SPECIFIED.**

**THE COLLEGE WILL NOT BE HELD LIABLE TO PURCHASE SPECIFIED QUANTITIES. FOR ALL ITEMS, THE PRICES BID MUST REMAIN FIRM THRU 06/30/14. IF THE MANUFACTURER'S PRICE INCREASES, THE COLLEGE MUST BE GIVEN THE OPTION OF PURCHASING THE BALANCE DUE ON THE ORDER AT THE BID PRICE.**

*x* \_\_\_\_\_ *x* \_\_\_\_\_

**FIRM** **SIGNATURE**

*x* \_\_\_\_\_ *x* \_\_\_\_\_ *x* \_\_\_\_\_

**CITY** **STATE** **ZIP** **DATE** **PHONE**

*x* \_\_\_\_\_ *x* \_\_\_\_\_

**E-MAIL ADDRESS** **FAX**

**BID INFORMATION CAN BE FOUND AT THE FOLLOWING: [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)**