



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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E. klynn@willcounty.gov

County Office Building
302 N. Chicago Street
Joliet, IL 60432

February 18, 2025

To Whom It May Concern:

You are invited to submit your bid to provide Miscellaneous Housekeeping Supplies for the Sunny Hill Nursing Home of Will County, 421 Doris Ave., Joliet, IL. 60433. The contract period will commence May 1, 2025, through and including April 30, 2026, with two (2) one (1) year optional renewals, at the discretion of Will County.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer must accompany your bid, or it will not be considered.

Bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL. 60432, not later **than 2:30 P.M., "as so indicated by the time stamp clock of Will County", Thursday, March 13, 2025.**

Bids will be publicly opened and read by the Will County Executive or her representative at **2:35 P.M., Thursday, March 13, 2025,** at the same location.

The bidder acknowledges the right of the County of Will to reject any and all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this bid, please contact Kevin Lynn, in writing at klynn@willcounty.gov We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

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

SEALED BIDS TO PROVIDE MISCELLANEOUS HOUSEKEEPING SUPPLIES FOR THE SUNNY HILL NURSING HOME OF WILL COUNTY, JOLIET, IL WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 2:30 P.M., THURSDAY, MARCH 13, 2025.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT 2:35 P.M., THURSDAY, MARCH 13, 2025, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL., 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcounty.gov AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432, (815) 740-4712 OR purchasing@willcounty.gov.

THE TENDERING OF A BID TO THE COUNTY SHALL ACT AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT

**INSTRUCTIONS TO BIDDERS
MISC HOUSEKEEPING SUPPLIES FOR THE
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

GENERAL SPECIFICATIONS

Sealed Bids are invited to provide Miscellaneous Housekeeping Supplies for the Sunny Hill Nursing Home of Will County, Joliet, IL. The contract period will commence May 1, 2025, through and including April 30, 2026, with two (2) one (1) year optional renewals, at the discretion of Will County.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:30 P.M., Thursday, March 13, 2025, "as so indicated by the time stamp clock of Will County"**.

BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Bids will be publicly opened and read aloud by the Will County Executive or her representative at **2:35 P.M., Thursday, March 13, 2025** at the Will County Office Building, 302 N. Chicago St., 2nd Floor, Joliet, IL. 60432.

Bids must be made in accordance with the instructions contained herein.

Bid Forms shall be completely filled out and shall not be detached from this package. **The complete set of Contract Documents shall be submitted with this proposal.** All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the Bidder's name and Address and the notation:

SEALED BID: 2025-28 Misc Housekeeping Supplies

BID DUE: Thursday, March 13, 2025, 2:30 P.M.

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF BIDS: The signature on bid documents shall be that of an authorized representative of said Company. An officer or agent of the offering vendor who is empowered to contractually bind the vendor shall sign the bid and any amendments or clarifications to the bid.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL, TWO COPIES, CLEARLY MARKED AND ONE ELECTRONIC COPY (ON AN ELECTRONIC STORAGE DEVICE)**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be posted on the Demand Star website for those who received bid documents via the internet and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn in writing at klynn@willcounty.gov After sealed bids are received, the Bidder will make no allowance for oversight.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

CONTRACT DURATION:

The contract is to commence May 1, 2025, through and including April 30, 2026, with two (2) one (1) year optional renewals, at the discretion of Will County. The renewals are for a one-year contract period that will not exceed the percentage of increase you enter on the attached bid form.

NO BIDS:

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

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. **This form must be filled out, signed and returned with your sealed bid package or it will not be accepted.**

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

BID SECURITY:

A 10 % Bid Bond or Cashier's Check made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.**

The bid bond or cashier's check of the successful bidder **shall be retained** by the County of Will until bid is approved by the County. The bid bond will be returned upon completion of contract. The Bid bond or cashier's check of the unsuccessful bidder(s) will be returned after award of the contract has been made.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems that have been unsuccessful.

PRICES & QUANTITIES:

Prices shall remain in effect throughout the Contract Period, which is for a (12) Twelve-month period, from May 1, 2025, through and including April 30, 2026, with two (2) one (1) year optional renewals, at the discretion of Will County.

Quantities are based on last year's usage and are approximate figures; actual quantities may vary based on resident census and population need. All prices must include any freight and/or shipping charges.

If the County extends the optional renewal for year(s) two and/or three, and no percent of increase has been listed on the bid form, the original first year rates shall apply.

SUBSTITUTIONS:

1. Each bidder represents that its bid is based upon the materials and equipment described in the bidding documents.
2. Any vendor bidding on equal product must specify **Brand Name, Model Number**, and supply specifications of product including pack size and case count. The Sunny Hill Nursing Home Administrator shall judge whether an article shall be deemed to be equal. Brand names that may be mentioned in the specifications are used only as a reference to the type and quality of materials or equipment desired.

ALTERNATE BIDS:

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

CLAUSES:

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

SAMPLES:

Bidder **must** submit samples of all products for evaluation before award of any item. Samples are required on all items vendors are bidding on, regardless of the manufacturer. If you are submitting alternate bids, you **must** supply samples of the alternate items as well. Samples for alternate bids must be packaged together and labeled as such. If a manufacturer will be supplying the samples it must be **clearly marked as a sample for bid 2025-28 – SHNH Housekeeping Supplies** and reference the vendor it is being sent for. **ANY VENDOR THAT FAILS TO SUPPLY SAMPLES WILL NOT BE CONSIDERED.**

Samples **must** be received on or before **Friday, March 7, 2025, by 3:00 P.M.**

**SAMPLES MUST BE SENT DIRECTLY TO THE
FACILITY AT THE ADDRESS BELOW:**

**SUNNY HILL NURSING HOME OF WILL COUNTY
421 DORIS AVE
ATTN: EDDIE BRADLEY
JOLIET, IL 60433**

DELIVERY:

Delivery of product will be made to the Receiving Door of the Sunny Hill Nursing Home of Will County. **There is no dock and the driver must be prepared to take the cartons off the back of the truck; shipments on skids will not be accepted for that reason.** Delivery address is 421 Doris Avenue, Joliet, IL. 60433. All prices contained in the bid must reflect delivery in this manner. The County shall not be responsible for any costs associated with shipping or delivery.

All shipments must be shipped **freight pre-paid**; deliveries are made via Common Carrier with the bill marked for Collect Shipment will not comply with this bid and it will be REFUSED. If this should occur and if any additional charges are incurred due to a Collect shipment it will be the responsibility of the Vendor to resolve any differences with the Freight Company.

PAYMENT:

The successful Bidder shall submit an invoice for payment to the Nursing Home after each delivery. Payment will be made in conformance with the Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending

the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

EVALUATION CRITERIA:

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

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

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

AWARDING OF BID:

The bidder acknowledges the following: (a) this advertisement for bids may be canceled for good cause when in the best interests of the County, (b) the County retains the right to reject any and all bids in whole or in part for good cause when in the best interests of the County, and (c) the County retains the right to reject any and all bids in whole or in part not in compliance with the advertisement for bids, to waive any non-material informalities or irregularities for any bid received, to accept the lowest responsible, responsive bid after all bids have been examined and evaluated, and to determine not to proceed to contract on any particular bid. The bid is expected to be awarded by March 31, 2025. **This bid may be awarded in whole or in part, by line item.**

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. Bid Bond or Cashier's Check
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** Bid Form
4. **Signed** Receipt of Addenda Form
5. **Samples** submitted to Sunny Hill Nursing Home on or before March 7, 2025.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

HOUSEKEEPING PRODUCT SPECIFICATIONS

ITEM #	DESCRIPTION
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1. TOILET PAPER:	
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	Biodegradable, soft Dimension of sheet: 4" x 3.75" Ply: 2 Color: white # of sheets on roll: 500 sheet size 114mm x 87mm How packaged: 96 individually wrapped rolls per case Perforated sheets Cored roll Present Usage of current product yearly: 180 cases Price per roll Extended cost of 17280 rolls
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2. MULTIFOLD HAND TOWELS:	
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	Designed primarily for hand drying in washroom settings Appropriate dispenser information: High quality, embossed Ply: 1, Size: 9.125" x 9.5" # of towels in single package: 250 How packaged in case: 16 packages per case Color: Natural Present Usage of current product yearly: 600 cases Price per pack Extended cost of 9,600 packs
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3. FACIAL TISSUES:	
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	For use by our residents and staff Absorbent, soft and strong Ply: 2 Color: White # of tissues in box: 100 How packaged in case: 30 boxes per case Present Usage of current product yearly: 200 cases Price per box Extended cost of 6,000 boxes
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4. PAPER CUPS:	
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	5 oz (148 mil) Drinking flat bottom Color: Print # in case: 30/100 (30 cups/sleeve - 100 sleeves /case) Present usage of current product yearly: 24 cases Price per case Extended cost of 24 cases
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5. CAN LINERS:	
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	40" X 46" – Low Density: 1.2 mil (40-45 gal) Color: Clear How many in a case: 100 Present Usage of current product yearly: 600 cases Price per case Extended cost of 600 cases
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6. CAN LINERS:

30" X 47" – 1.6 mil. (20 gal)
Color: Clear
How many in a case: 100
Present Usage of current product yearly: 480 cases
Price per case
Extended cost of 480 cases

7. CAN LINERS:

30" X 37": 13 MIC density
Color: Clear
How many in a case: 1000
Present Usage of current product yearly: 480 cases
Price per case
Extended cost of 480 cases

8. CAN LINERS:

24"x33", High density 6 mil.
Color: Red
per case: 250
Present usage of current product yearly: 30 cases
Price per case
Extended cost of 30 cases

9. CAN LINERS:

40" X 46" Low Density .70 MIL
Color: YELLOW
per case: 125
Present usage of current product yearly: 75 cases
Price per case
Extended cost of 75 cases



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Housekeeping Supplies

#2025-28

COMPANY NAME

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

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

EMAIL _____

THIS IS NOT AN ORDER

Agency Name and **SUNNY HILL NURSING HOME OF WILL COUNTY,**

Delivery Address: 421 DORIS AVENUE, JOLIET, IL 60433

For additional

information contact: **KEVIN LYNN, PURCHASING DIRECTOR** klynn@willcounty.gov

YOU MUST LIST ON THE LINE BELOW EACH DESCRIPTION YOUR PRODUCT INFORMATION.

I.E. Brand & Part #, Qty per Pkg and Case Count

Quantities are based on last year's usage and could vary depending on individual resident usage and facility census. This bid may be awarded in whole or in part, by line item.

Submittal Checklist:

- ☐ Bid Bond or Cashier's Check
- ☐ Signed Prime Contractor Certification Form
- ☐ Signed Bid Form
- ☐ Signed Receipt of Addenda Form
- ☐ Samples Submitted to Sunny Hill Nursing Home by Friday, March 7, 2025, 3:00 PM

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#1	TOILET PAPER	1	ROLL		17,280 ROLL	
#2	MULTIFOLD HAND TOWELS	1	PACK		9,600 PACK	
#3	FACIAL TISSUES	1	BOX		6,000 BOX	
#4	PAPER CUPS 5 OZ	1	CASE		24 CASE	
#5	CAN LINERS 40" X 46" CLEAR	1	CASE		600 CASE	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#6	CAN LINERS 30" X 47" CLEAR	1	CASE		480 CASE	
#7	CAN LINERS 30" X 37" CLEAR	1	CASE		480 CASE	
#8	CAN LINERS 24" X 33" RED	1	CASE		30 CASE	
#9	CAN LINERS 40" X 46" YELLOW	1	CASE		75 CASE	
Lead Time A.R.O. _____ Days						
Grand Total for year one: _____ \$						
GRAND TOTAL FOR YEAR ONE IN WRITTEN WORDS BELOW:						
Optional Year two (2) Percentage Increase						%
Optional Year three (3) Percentage Increase						%
Additional Percentage Discount if awarded in its entirety						%

Signed By: _____

Title: _____

Approved by: _____

Maggie McDowell, SUNNY HILL NURSING HOME OF WILL COUNTY ADMINISTRATOR



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

SHNH Housekeeping Supplies

#2025-28

Name _____ F.E.I.N> # _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name: _____

For additional information contact Kevin Lynn Purchasing Director klynn@willcounty.gov

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

Vendor Return Address:

SEALED BID DOCUMENT

BID #: 2025-28

DUE DATE: 3/13/2025

DUE: 2:30 P.M.

DESCRIPTION: SHNH Housekeeping Products

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

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

LATE BIDS CANNOT BE ACCEPTED!