



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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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 Dietary and Nursing 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 2:00 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 **2:05 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 DIETARY AND NURSING PRODUCTS
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

SEALED BIDS TO PROVIDE MISCELLANEOUS DIETARY AND NURSING 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 2:00 P.M., THURSDAY, MARCH 13, 2025.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT 2:05 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
DIETARY AND NURSING SUPPLIES FOR THE
SUNNY HILL NURSING HOME OF WILL COUNTY
JOLIET, IL.**

GENERAL SPECIFICATIONS

Sealed Bids are invited to provide Miscellaneous Dietary and Nursing 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 2:00 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 **2:05 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 binding. **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: 2025-29 MISC DIETARY AND NURSING SUPPLIES

BID DUE: Thursday, March 13, 2025, 2:00 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 the 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 will 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 2025-29 – SHNH Dietary & Nursing 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, 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. **This bid may be awarded in whole or in part, by line item. This bid is expected to be awarded by March 31, 2025.**

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.

DIETARY AND NURSING PRODUCTS SPECIFICATIONS

- | ITEM # | DESCRIPTION |
|--------|--|
| 1. | STYROFOAM CUPS:
16 oz
Color: White
in case: 40 sleeves of 25 cups
Present usage of current product yearly: 156 cases
Price per sleeves of 25 cups
Extended cost of 6240 sleeves |
| 2. | STYROFOAM CUP LIDS:
16 oz
Color: White
in case: 10 sleeves of 100 lids
Present usage of current product yearly: 156 cases
Price per sleeves of 100 lids
Extended cost of 1560 sleeves |
| 3. | STYROFOAM CUPS:
8 oz.
Color: White
in case: 40 sleeves of 25 cups
Present usage of current product yearly: 32 cases
Price per sleeve of 25 cups
Extended cost of 1,280 sleeves |
| 4. | STYROFOAM CUP LIDS:
8.oz.
Color: White
in case: 10 sleeves of 100 lids
Present usage of current product yearly: 10 cases
Price per sleeve of 100 lids
Extended cost of 100 sleeves |
| 5. | STYROFOAM SQUAT CUPS
4 oz.
Color: White
in case: 20 sleeves of 50 cups
Present usage of current product yearly: 5 cases
Price per sleeve 50 cups
Extended cost of 100 sleeves |
| 6. | STYROFOAM SQUAT CUP LIDS:
Non vented-Translucent
4.oz.
Color: White
in case: 10 sleeves of 100 lids
Present usage of current product yearly: 5 cases
Price per sleeve of 100 lids
Extended cost of 50 sleeves |
| 7. | CUTLERY SETS – DISPOSABLE:
Plastic knife, fork, spoon & napkin packaged in cellophane
Color: white
in case: 500 packs per case
Present usage of current product yearly: 5 cases
Price per case of 500 packs
Extended cost of 2,500 packs |

8. DISPOSABLE SPOONS:
 - Weight: Medium
 - Length: 5 and 7/8"
 - Color preferred: White
 - # in case: 1,000 pieces
 - Present usage of current product yearly: 170 cases
 - Price per case of 1,000
 - Extended cost of 170 cases

9. CLEAR DRINKWARE (sip-n-easy/activities):
 - Clear strong plastic
 - Size: 10oz
 - # in case: 6 sleeves of 100 cups each
 - Present usage of current product yearly: 6 cases
 - Price per sleeve
 - Extended cost of 36 sleeves

10. DISPOSABLE COFFEE MUGS:
 - Dimensions: 8oz
 - Color: Clear
 - # in case: 24 sleeves of 8 cups each
 - Present usage of current product yearly: 12 cases
 - Price per sleeve
 - Extended cost of 288 sleeves

11. DISPOSABLE DRINKING STRAWS:
 - Wrapped, elbow
 - Size: 7 and 3/4"
 - Color: White
 - # in case: 12 boxes of 400 each
 - Present usage of current product yearly: 20 cases
 - Price per box
 - Extended cost of 240 boxes

12. DISPOSABLE PAPER BAG:
 - #8
 - Dimensions: 6 1/8" X 4" x 12 7/16"
 - Color: White
 - # in case: 4 bales of 500 bags each
 - Present usage of current product yearly: 4 cases
 - Price per bale
 - Extended cost of 16 bales

13. DISPOSABLE PAPER BAG:
 - #4
 - Dimensions: 5 1/16" X 3 1/8" X 9 23/32"
 - Color: White
 - # in case: 8 bales of 500 each
 - Present usage of current product yearly: 6 cases
 - Price per bale
 - Extended cost of 48 bales

14. DISPOSABLE PLASTIC CLEAR SANDWICH BAG:
 - Dimensions: 6 1/2" x 6" x 1 1/2" fold back (7"x7")
 - # in case: 2 boxes of 1000 bags each
 - Present usage of current product yearly: 6
 - Price per box
 - Extended cost of 12 boxes

15. DISPOSABLE APRONS:
Disposable, embossed
Poly plastic apron in a dispenser box
Color: White
Medium weight
28" X 46"
in case: 100 aprons
Present usage of current product yearly: 50 cases
Price per case
Extended cost of 50 cases
16. ALUMINUM FOIL WITH CUTTER BOX:
Standard
18" X 1000'
in case: 1 roll per box
Present usage of current product yearly: 15 boxes
Price per box
Extended cost of 15 boxes
17. FILM WRAP WITH CUTTER BOX:
Film wrap in cutter box with cutter guard protective edge
18" X 2000'
in case: 1 roll per box
Present usage of current product yearly: 80 boxes
Price per box
Extended cost of 80 boxes
18. BEVERAGE NAPKINS:
Color: Hunter Green
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 10 cases
Price per pack
Extended cost of 200 packs
19. BEVERAGE NAPKINS:
Color: Red
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 9 cases
Price per pack
Extended cost of 110 packs
20. BEVERAGE NAPKINS:
Color: Navy Blue
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 20 cases
Price per pack
Extended cost of 240 packs
21. BEVERAGE NAPKINS:
Color: Ivory
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 9 cases
Price per pack
Extended cost of 110 packs

22. BEVERAGE NAPKINS:

Color: Classic White
¼ fold, 10"x10"
in case: 12 pkgs. of 50
Present usage of current product yearly: 8 cases
Price per pack
Extended cost of 100 packs

23. BOUFFANT HAIR COVERING:

Color: White
in case: 10 bags of 100 ea.
Present usage of current product yearly: 10 cases
Price per bag
Extended cost of 100 bags

24. BUN RACK COVER:

Clear High Density
52"x80"
per case: 50
Present usage of current product yearly: 10 cases
Price per case
Extended cost of 10 cases

25. DINNER NAPKINS:

Color: Navy Blue
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 150 cases
Price per pack
Extended cost of 1,800 packs

26. DINNER NAPKINS:

Color: Hunter Green
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 8 cases
Price per pack
Extended cost of 100 packs

27. DINNER NAPKINS:

Color: Yellow
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 100 cases
Price per pack
Extended cost of 1,200 packs

28. DINNER NAPKINS:

Color: Red
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 8 cases
Price per pack
Extended cost of 100 packs

29. DINNER NAPKINS:

Color: Ecru
1/8 fold, 15"x17", 2 ply
per case: 12 packages of 50
Present usage of current product yearly: 50 cases
Price per pack
Extended cost of 600 packs

30. DINNER NAPKINS:

Color: White
1/8 fold, 15"x17", 2 ply
per case: 28 packages of 100
Present usage of current product yearly: 5 cases
Price per pack
Extended cost of 140 packs

31. HOFFMASTER PLACEMAT:

10x14
Design: "Good Morning"
per case: 1000 ct.
Present usage of current product yearly: 60 cases
Price per case
Extended cost of 60 cases

32. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "Happy Birthday"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 2 cases
Price per case
Extended cost of 2 cases

33. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "Patriotic"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases

34. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "Valentine"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case

35. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "St. Patrick's Day"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case

36. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "Easter"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case

37. HOFFMASTER PLACEMAT COMBO PACK:

10x14
Theme: "Father's Day"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case

38. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Halloween"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case
39. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Thanksgiving"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case
40. HOFFMASTER PLACEMAT COMBO PACK:
10x14
Theme: "Happy New Year"
per case: 200 placemats and 200 napkins
Present usage of current product yearly: 1 case
Price per case
Extended cost of 1 case
41. HOFFMASTER PLACEMAT:
10x14
Design: Greek Key
per case: 1000 ct.
Present usage of current product yearly: 200 cases
Price per case
Extended cost of 200 cases
42. WIPES:
Foodservice, Pink Stripe
per case: 200ct.
Present usage of current product yearly: 190 cases
Price per case
Extended cost of 190 cases
43. TOWELETTE:
Wet Nap
per case: 10 packs of 100 towelettes
Present usage of current product yearly: 20 cases
Price per pack
Extended cost of 200 packs
44. BAG:
Poly Re-closeable, 1 Gallon
per case: 100 bags per box
Present usage of current product yearly: 60 boxes
Price per box
Extended cost of 60 boxes
45. CAMBRO LIDS:
Shoreline Mug Lid, 8 oz.
CLSM8B519
per case: 10 sleeves of 50 lids each
Present usage of current product yearly: 20 cases
Price per sleeve
Extended cost of 200 sleeves

46. CAMBRO LIDS:
Shoreline Soup Bowl Lid, 9 oz.
CLSB9190
per case: 10 sleeves of 100 bowls each
Present usage of current product yearly: 20 cases
Price per sleeve
Extended cost of 200 sleeves
47. VINYL GLOVES FOR FOOD HANDLING:
Large, powder free
per case: 10 boxes of 100 gloves
Present usage of current product yearly: 25 cases
Price per box
Extended cost of 250 boxes
48. VINYL GLOVES FOR FOOD HANDLING:
Medium, powder free
per case: 10 boxes of 100 gloves
Present usage of current product yearly: 35 cases
Price per box
Extended cost of 350 boxes
49. VINYL GLOVES FOR FOOD HANDLING:
Extra-large, powder free
per case: 10 boxes of 100 gloves
Present usage of current product yearly: 25 cases
Price per box
Extended cost of 250 boxes
50. DISPENSER EXPRESS NAPKINS:
Color: White
4.25" X 6.5" folded
per case: 12 packages of 500
Present usage of current product yearly: 13 cases
Price per pack
Extended cost of 160 packs
51. PLASTIC TUMBLERS:
5 oz.
Color: Clear
in case: 25 sleeves of 20 cups
Present usage of current product yearly: 12 cases
Price per sleeve
Extended cost of 240 sleeves
52. PLASTIC TUMBLERS:
9 oz.
CC9240
Color: Clear
in case: 12 sleeves of 20 cups
Present usage of current product yearly: 10 cases
Price per sleeve
Extended cost of 120 sleeves
53. PLASTIC TUMBLERS:
12 oz.
CC12240
Color: Clear
in case: 12 sleeves of 20 cups
Present usage of current product yearly: 10 cases
Price per sleeve
Extended cost of 120 sleeves

54. DISPOSABLE PLASTIC COFFEE MUGS:
CWM8192WSLVR
Dimensions: 8oz
Color: White w/Silver Band
in case: 24 sleeves of 8 cups each
Present usage of current product yearly: 4 cases
Price per sleeve
Extended cost of 96 sleeves
55. PLASTIC DINNER PLATES:
Size: 9"
Color: White w/Silver Band
in case: 10 packages of 12 plates each
Present usage of current product yearly: 8 cases
Price per pack
Extended cost of 80 packs
56. PLASTIC PLATES:
Size: 6"
Color: White W/Silver Band
in case: 10 packages of 15 each
Present usage of current product yearly: 10 cases
Price per pack
Extended cost of 100 packs
57. PLASTIC BOWL:
Size: 10 oz
Color: White W/Silver Band
in case: 10 packages of 15 each
Present usage of current product yearly: 10 cases
Price per pack
Extended cost of 100 packs
58. DISPOSABLE PLASTIC COFFEE MUGS:
CWM8192IPREM
Dimensions: 8oz
Color: Ivory w/Gold Band
in case: 24 sleeves of 8 cups each
Present usage of current product yearly: 4 cases
Price per sleeve
Extended cost of 96 sleeves
59. PLASTIC DINNER PLATES:
Size: 9"
Color: Ivory w/Gold Band
in case: 10 packages of 12 plates each
Present usage of current product yearly: 8 cases
Price per pack
Extended cost of 80 packs
60. PLASTIC PLATES:
Size: 6"
Color: Ivory w/Gold Band
in case: 10 packages of 15 each
Present usage of current product yearly: 10 cases
Price per pack
Extended cost of 100 packs

61. PLASTIC BOWL:
Size: 10 oz
Color: Ivory w/Gold Band
in case: 10 packages of 15 each
Present usage of current product yearly: 10 cases
Price per pack
Extended cost of 100 packs
62. PLASTIC FORKS:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/Black Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases
63. PLASTIC SPOON:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/Black Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases
64. PLASTIC KNIFE:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/Black Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases
65. PLASTIC FORKS:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/White Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases
66. PLASTIC SPOON:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/white Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases
67. PLASTIC KNIFE:
REFLECTIONS DUET
Length: 7 1/2"
Color preferred: Silver w/White Handle
in case: 480 pieces
Present usage of current product yearly: 3 cases
Price per case
Extended cost of 3 cases

68. PAPER CUPS:

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: 12 cases
Price per case
Extended cost of 12 cases

69. STYROFOAM DINNER PLATES – 3-COMPARTMENT:

Size: 9" (8 7/8)
Color: White
in case: 4 packages of 125 plates each
Present usage of current product yearly: 10 cases
Price per pack of 125 packs

70. STYROFOAM DINNER PLATES:

Size: 9" (8 7/8)
Color: White
in case: 4 packages of 125 plates each
Present usage of current product yearly: 25 cases
Price per pack of 125 packs
Extended cost of 100 packs
Extended cost of 40 packs

71. STYROFOAM CAKE PLATES:

Size: 6"
Color: White
in case: 8 packages of 125 each
Present usage of current product yearly: 12.5 cases
Price per pack of 125 plates
Extended cost of 100 packs

72. PAPER CUPS WITH BLACK LIDS & STRAWS, DISPOSABLE BPA FREE, INSULATED RIPPLE CUPS FOR HOT OR COLD DRINKS:

Size: 10oz
Color: Red
in case: 100
Present usage of current product yearly: 156 cases
Price per case:
Extended cost of 100 cases:

73. CLEAR PLASTIC BOWLS:

Size: 10oz
Color: Clear
in case: 200
Present usage of current product yearly: 60 cases
Price per case:
Extended cost of 100 cases:

74. CLEAR PLASTIC PLATES:

Size: 6"
Color: Clear
in case: 200
Present usage of current product yearly: 60 cases
Price per case:
Extended cost of 100 cases:

75. CLEAR PLASTIC PLATES:

Size: 9"

Color: Clear

in case: 200

Present usage of current product yearly: 60 cases

Price per case:

Extended cost of 100 cases:



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Dietary & Nursing Supplies

#2025-29

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

**Agency Name and
Delivery Address:**

**THIS IS NOT AN ORDER
SUNNY HILL NURSING HOME OF WILL COUNTY,
421 DORIS AVENUE, JOLIET, IL 60433**

For additional

information contact: KEVIN LYNN, PURCHASING 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
This bid may be awarded in whole or in part, by line item.**

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#1	STYROFOAM CUPS 16OZ	1	SLEEVE		6240 SLEEVE	
#2	STYROFOAM CUP LIDS 16OZ	1	SLEEVE		1560 SLEEVE	
#3	STYROFOAM CUPS 8OZ	1	SLEEVE		1,280 SLEEVE	
#4	STYROFOAM CUP LIDS 8OZ.	1	SLEEVE		100 SLEEVE	
#5	STYROFOAM SQUAT CUPS 4OZ	1	SLEEVE		100 SLEEVE	
#6	STYROFOAM SQUAT CUP LIDS 4OZ	1	SLEEVE		50 SLEEVE	
#7	CUTLERY SETS DISPOSABLE	1	PACK		2,500 PACK	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#8	DISPOSABLE SPOONS MED WT	1	CASE		170 CASE	
#9	CLEAR DRINKWARE STRONG 9 OZ	1	SLEEVE		36 SLEEVE	
#10	DISPOSABLE COFFEE MUGS 8OZ	1	SLEEVE		288 SLEEVE	
#11	DISPOSABLE DRINKING STRAWS	1	BOX		240 BOX	
#12	DISPOSABLE PAPER BAG #8	1	BALE		16 BALE	
#13	DISPOSABLE PAPER BAG #4	1	BALE		48 BALE	
#14	DISPOSABLE SANDWICH BAG	1	BOX		12 BOX	
#15	DISPOSABLE APRONS MED WT	1	CASE		50 CASE	
#16	FOIL ROLL W/CUTTER BOX 18"X1000'	1	BOX		15 BOX	
#17	FILM WRAP W/CUTTER BOX 18"X1000'	1	BOX		80 BOX	
#18	BEVERAGE NAPKINS HUNTER GREEN	1	PACK		200 PACK	
#19	BEVERAGE NAPKINS RED	1	PACK		110 PACK	
#20	BEVERAGE NAPKINS NAVY BLUE	1	PACK		240 PACK	
#21	BEVERAGE NAPKINS IVORY	1	PACK		110 PACK	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#22	BEVERAGE NAPKINS CLASSIC WHITE	1	PACK		100 PACK	
#23	BOUFFANT HAIR COVERING WHITE	1	BAG		100 BAG	
#24	BUN RACK COVER 52" X 80"	1	CASE		10 CASES	
#25	DINNER NAPKINS NAVY BLUE	1	PACK		1,800 PACK	
#26	DINNER NAPKINS HUNTER GREEN	1	PACK		100 PACK	
#27	DINNER NAPKINS YELLOW	1	PACK		1,200 PACK	
#28	DINNER NAPKINS RED	1	PACK		100 PACK	
#29	DINNER NAPKINS ECRU	1	PACK		600 PACK	
#30	DINNER NAPKINS WHITE	1	PACK		140 PACK	
#31	PLACEMAT GOOD MORNING	1	CASE		60 CASE	
#32	PLACEMAT COMBO HAPPY BIRTHDAY	1	CASE		2 CASE	
#33	PLACEMAT COMBO PATRIOTIC	1	CASE		3 CASE	
#34	PLACEMAT COMBO VALENTINE	1	CASE		1 CASE	
#35	PLACEMAT COMBO ST. PATRICK'S	1	CASE		1 CASE	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#36	PLACEMAT COMBO PACK EASTER	1	CASE		1 CASE	
#37	PLACEMAT COMBO FATHER'S DAY	1	CASE		1 CASE	
#38	PLACEMAT COMBO HALLOWEEN	1	CASE		1 CASE	
#39	PLACEMAT COMBO THANKSGIVING	1	CASE		1 CASE	
#40	PLACEMAT COMBO NEW YEAR	1	CASE		1 CASE	
#41	PLACEMAT BLUE GREEK KEY	1	CASE		200 CASE	
#42	WIPES FOODSERVICE, PINK STRIPE	1	CASE		190 CASE	
#43	TOWELETTE WET NAP	1	PACK		200 PACK	
#44	BAG POLY, RECLOSEABLE, 1 GALLON	1	BOX		60 BOX	
#45	CAMBRO LID MUG 8OZ.	1	SLEEVE		200 SLEEVE	
#46	CAMBRO LID BOWL 9OZ.	1	SLEEVE		200 SLEEVE	
#47	VINYL GLOVES LARGE	1	BOX		250 BOX	
#48	VINYL GLOVES MEDIUM	1	BOX		350 BOX	
#49	VINYL GLOVES X-LARGE	1	BOX		250 BOX	
#50	DISPENSER EXPRESS NAPKINS WHITE	1	PACK		160 PACK	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#51	PLASTIC TUMBLER CLEAR 5OZ	1	SLEEVE		240 SLEEVE	
#52	PLASTIC TUMBLER CLEAR 9OZ	1	SLEEVE		120 SLEEVE	
#53	PLASTIC TUMBLER CLEAR 12OZ	1	SLEEVE		120 SLEEVE	
#54	PLASTIC COFFEE MUG WHITE/SILVER 8OZ	1	SLEEVE		96 SLEEVE	
#55	PLASTIC DINNER PLATE WHITE/SILVER 9"	1	PACK		80 PACK	
#56	PLASTIC PLATE WHITE/SILVER 6"	1	PACK		100 PACK	
#57	PLASTIC BOWL WHITE/SILVER 10OZ	1	PACK		100 PACK	
#58	PLASTIC COFFEE MUG IVORY/GOLD 8OZ	1	SLEEVE		96 SLEEVE	
#59	PLASTIC DINNER PLATE IVORY/GOLD 9"	1	PACK		80 PACK	
#60	PLASTIC PLATE IVORY/GOLD 6"	1	PACK		100 PACK	
#61	PLASTIC BOWL IVORY/GOLD 10OZ	1	PACK		100 PACK	
#62	PLASTIC FORKS REFLECTIONS SILVER/ BLACK 7 1/2"	1	CASE		3 CASE	
#63	PLASTIC SPOONS REFLECTIONS SILVER/ BLACK 7 1/2"	1	CASE		3 CASE	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
#64	PLASTIC KNIVES REFLECTIONS SILVER/ BLACK 7 ½"	1	CASE		3 CASE	
#65	PLASTIC FORKS REFLECTIONS SILVER/ WHITE 7 ½"	1	CASE		3 CASE	
#66	PLASTIC SPOONS REFLECTIONS SILVER/ WHITE 7 ½"	1	CASE		3 CASE	
#67	PLASTIC KNIVES REFLECTIONS SILVER/ WHITE 7 ½"	1	CASE		3 CASE	
#68	PAPER CUPS PRINT 5 OZ.	1	SLEEVE		12 CASE	
#69	STYROFOAM DINNER PLATES 9" 3-COMPARTMENT	1	PACK		125 PACK	
#70	STYROFOAM DINNER PLATES 9"	1	PACK		40 PACK	
#71	STYROFOAM CAKE PLATES 6"	1	PACK		100 PACK	
#72	PAPER CUPS WITH BLACK LIDS & STRAWS	1	CASE		100 CASE	
#73	CLEAR PLASTIC BOWLS	1	CASE		100 CASE	
#74	CLEAR PLASTIC PLATES 6"	1	CASE		100 CASE	
#75	CLEAR PLASTIC PLATES 9"	1	CASE		100 CASE	



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

ITEM #	DESCRIPTION	QTY	PRICE PER	UNIT COST	EXTENDED QTY	EXTENDED COST
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: _____

Representative of Company

Title: _____

Approved by: _____

MARGARET McDOWELL , ADMINISTRATOR, SUNNY HILL NURSING HOME OF WILL COUNTY



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Dietary & Nursing Supplies

#2025-29

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 _____

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No. _____, dated _____, signed _____

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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 #: 2025-29

DUE DATE:

3/13/25

DUE: 2:00 P.M.

**DESCRIPTION: SHNH Dietary and Nursing
Supplies**

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!



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

No Bid Form

Please note: This form is only required if you are not bidding.

Solicitation Name/Number: _____

Reason for not bidding:

- | | |
|--|--|
| <input type="checkbox"/> Not enough time to respond | <input type="checkbox"/> Unable to compete |
| <input type="checkbox"/> Not Applicable to company | <input type="checkbox"/> No time to complete work |
| <input type="checkbox"/> Unable to obtain required insurance | <input type="checkbox"/> Unable to meet specs/requirements |
| <input type="checkbox"/> Unable to obtain required bonding | |
| <input type="checkbox"/> Other (please detail below) | |

Suggestions:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Please retain our information for future solicitations: Yes No