



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

August 29, 2025

To Whom It May Concern:

You are invited to submit your sealed bid for the Elevator Maintenance of Various Buildings Within Will County.

Complete bid specifications are included, **which will act as the contract and must be filled out and returned as such.**

A pre-bid meeting is scheduled for 10:00 A.M., on Tuesday, September 16, 2025, at 304 Scott St. Joliet, IL 60432.

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. Money Orders or Company checks will not be accepted.

Sealed bids will be received in the purchasing department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **DUE NOT LATER THAN 2:00 P.M., "AS SO INDICATED BY THE TIME STAMP CLOCK OF WILL COUNTY", THURSDAY, SEPTEMBER 25, 2025.**

Bids will be publicly opened and read by the Will County Executive or her Representative at **2:05 P.M., THURSDAY, SEPTEMBER 25, 2025**, at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL. 60432. You are welcome to attend the meeting.

Should you have any questions regarding this bid, please contact the Will County Purchasing Department, in writing at purchasing@willcounty.gov.

We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
ELEVATOR MAINTENANCE CONTRACT
VARIOUS WILL COUNTY OFFICE BUILDINGS**

SEALED BIDS FOR THE ELEVATOR MAINTENANCE OF VARIOUS BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **2:00 P.M., THURSDAY, SEPTEMBER 25, 2025.**

A PRE-BID CONFERENCE WILL BE HELD ON **TUESDAY, SEPTEMBER 16, 2025, AT 10:00 A.M.** AT 304 SCOTT STREET, JOLIET, IL, 60432.

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT **2:05 P.M., THURSDAY, SEPTEMBER 25, 2025,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, JOLIET, IL, 60432.

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

THE TENDERING OF A BID SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED.

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

**INSTRUCTIONS TO BIDDERS
ELEVATOR MAINTENANCE CONTRACTS
VARIOUS WILL COUNTY BUILDINGS**

You are invited to submit your sealed bid for the Elevator Maintenance Contract Will County Various Buildings. The contract is a twelve (12) month period beginning December 1, 2025, through and including November 30, 2026, with two (2) one (1) year renewal options at the costs provided per building on Bid Form for each 12-month period. The County of Will may provide notice at any time prior to each renewal period. Notices of renewal must be signed by both parties.

A. PRE-BID CONFERENCE:

A **Pre-bid Conference** for all interested Bidders will be held on **Tuesday, September 16, 2025, at 10:00 A.M.**, at 304 Scott St., Joliet, IL, 60432, to satisfy yourself fully as to all the existing conditions under which you will be obliged to work. No allowance will be made subsequently, in this condition, on behalf of any Bidder for any error or negligence on bidder's part. If you do not attend this meeting, you will not be permitted to bid. **No exceptions will be made.**

B. SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 2:00 P.M., Thursday, September 25, 2025.** Bids received after this time will not be accepted.

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **2:05 PM, Thursday, September 25, 2025** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL, 60432.

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

Bid forms shall be completely filled out either typewritten or in ink. The **complete set of contract documents must be submitted** with the proposal, with **One original, two copies and one digital copy on an electronic storage device. Bids who fail to include one original, two copies and one digital copy on an electronic storage device will be deemed non-responsive and rejected.**

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

SEALED BID: WC ELEVATOR MAINTENANCE CONTRACT
BIDS DUE: THURSDAY, SEPTEMBER 25, 2025 - 2:00 P.M.

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

C. SIGNATURE OF BIDS:

The **signature on bid documents must** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a contract shall sign the proposal and any clarifications to that proposal.

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 will be rejected.**

D. 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 should be based on the first year's service only for all ten (10) buildings. The unsuccessful bidders' checks will be returned after the County has awarded the bid. The bid bond or cashier's check of the successful bidder will be returned after being replaced with their performance bond.

E. PERFORMANCE BOND:

A Performance Bond for the amount of the Contract, based on the first Contract period will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If it is difficult to acquire a Performance Bond by the time of the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed. For each option year, the successful bidder shall obtain a performance bond for the term of the option and the performance bond shall be based on the option period.

F. PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form must be filled out and returned with your sealed bid package or the bid package **will not be accepted and shall be non-conforming and shall be rejected.**

G. BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **one original, two copies and one digital copy on an electronic storage device,** in accordance with the Instructions to bidders. **Any bid packages not containing one original, two copies and one digital copy on an electronic storage device. Bids who fail to include one original, two copies and one digital copy on an electronic storage device will be deemed non-responsive and rejected.** The entirety of the bid package is considered the terms of this agreement.
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 days (90) days after the time designated for the receipt of bids in the Advertisement for bids. This duration is in place in case selected contractor fails to perform in the first month of December 2025.
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 attending the pre-bid conference. 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. **If the signed receipt of Addenda form is not included in the bid package and contract (EVEN IF NO ADDENDA ITEMS), the bid package and contract shall be non-conforming and shall be rejected.**
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 five (5) 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 will not be responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department, in writing at

purchasing@willcounty.gov. After sealed bids are received, the bidder will make no allowance for oversight.

H. TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

I. 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.

J. CONTRACT DURATION:

The Contract is to commence December 1, 2025, and extend through November 30, 2026 with two (2) one (1) year renewal options.

K. REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all bids received.

L. 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 any unpaid balance due the successful bidder any increase in cost to the county as a result of said 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.

M. 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 775 ILCS 10/1.

N. EQUAL EMPLOYMENT OPPORTUNITY:

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750

O. PAYMENT PERIOD:

Quarterly billing to the Will County Building Maintenance Department should begin on the 30th day of the month after commencement. Payment to the Contractor by the County shall be made in equal installments pursuant to the Local Government Prompt Payment Act.

P. RISK OF LOSS:

The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

Q. TYPES OF INSURANCE:

1. **Worker's compensation insurance.** The Contractor shall procure worker's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. **Contractor's comprehensive general liability and property damage insurance.** Contractor's comprehensive general and property damage insurance shall be in an amount not less than

\$500,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.

3. **County's protective liability insurance.** The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill.60432.

R. PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

S. TAXES:

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

T. CHOICE OF LAW AND VENUE:

The bid and this agreement shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any cause of action related to this bid or agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

U. RIGHT OF THE COUNTY TO TERMINATE CONTRACT:

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10

days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.

3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the services required shall be cause for termination.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually and satisfactorily performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move.

V. 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*et seq.*) 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. 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 timeframes 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. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

W. ADVERTISEMENTS:

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County of Will.

X. TRIAL PERIOD:

The successful bidder will be awarded the contract based on a 90-day trial period. If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

Y. AWARDING OF BID:

The bid is expected to be awarded by October 31, 2025.

Z. SUBMITTAL SUMMARY REQUIREMENTS:

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered. **Any bid not containing items 1-6 below shall be non-conforming and shall be rejected:**

1. 10% Bid Bond or Cashier's Check
2. Certificates of Insurance
3. **Signed** Copy of Prime Contractor Certification
4. **Signed** Bid Form
5. **Signed** Receipt of Addenda Form
6. One original and two copies of entire Bid Package.
7. Completed Reference Form

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of Company

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 noncollusive 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.

Elevator Maintenance – Will County

Building Names:

Miscellaneous Facilities/Locations

EQUIPMENT DESCRIPTION

Reference Appendix A

Elevator service contractor agrees that they will provide the following services:

- Preventive maintenance program performed in accordance with a maintenance schedule for the Will County Facilities specific to the County's equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt service calls and callback coverage
- Safety testing
- Responsive communication

Preventative Maintenance Program

Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to the County's equipment located at the various locations. Service Contractor agrees to furnish maintenance personnel for on-site, routine, regular preventive maintenance.

Examine, Lubricate, Adjust, Repair and Replace Covered Components

Service Contractor will on a monthly basis examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below:

Hydraulic Elevators

Basic components: Controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; packing, drive belts, strainers, functional components of car and corridor operating stations, hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, switches, door protection devices, and alarm bells.

Major components: Exposed piping in the Machine Room & hoist way, motor, PC boards, pump unit, solid state devices, contactors, and valve rebuilds.

Traction Elevators

Basic components: Selector motors; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; functional components of car and corridor operating stations; hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, overspeed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

Major components: Hoist motors, hoist ropes, bearings for machine and sheaves, machine brake, motor generators, PC boards, sheave & sheave assemblies, solid state devices, compensation ropes and chains, and contactors.

Cleaning

Service Contractor will periodically clean the machine room, car top, and pit of debris related to work in these areas.

Testing of Safety Devices

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	Pressure/Relief Valve	Annually
Traction	No Load	Annually
Traction/Hydraulic	Full Load	Every 5 years

Service Contractors testing responsibilities do not include fees or charges imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the equipment including observation of testing by 3rd parties. Inspection fees will be paid by Will County.

Callbacks

Service Contractor will respond to callbacks to restore the elevator(s) to a safe condition during regular working hours within an average of four (4) hours of notification, and during overtime hours within an average of 12 hours of notification, unless prevented from doing so by causes beyond Service Contractors control. Regular working hours are defined as between 7:00 AM and 5:00 PM.

Service Contractor will perform the services during our regular working hours of regular working days. The services include 24-hour emergency minor adjustment callbacks. A request for service will be considered an “emergency minor adjustment callback” if it is to correct a malfunction or adjust the equipment and requires immediate attention (either due to a passenger entrapment, loss of access to a floor, or complete loss of elevator service) and is not caused by misuse, abuse or other factors. All work, except as otherwise noted in this Agreement, including unlimited call-back service, shall be performed during the building’s regular hours.

The County, at its option, may request callback or normal service within the scope of this Agreement at no additional cost during regular hours. Emergency service or callback service requested prior to 4:30 PM but answered after 5:00 PM shall be considered a regular callback. During the regular hours identified herein, Service Contractor shall arrive at the identified location in response to passenger entrapment calls within sixty minutes from time of notification by the County.

Maintenance Hours and Procedures

Service Contractor shall provide adequate and dedicated personnel suitable to the County for preventative maintenance. These hours shall not include time expended for callbacks, repair work, tests, or billable work. Time spent assisting the County in performing tests of Firefighter's Emergency Operation or Standby Power Operation,

and time spent accompanying the County or their Elevator Consultant in making tests, inspections, or reviews.

Service Contractor Employee(s) Shall:

- Upon arrival and departure all personnel must register in the logbook maintained at the location. In addition, the County may require Service Contractor employees to check in with designated personnel each time they enter the building.
- The site maintenance logbook shall indicate the name of person or persons, time of arrival, purpose of visit, i.e., callback, preventive maintenance, scheduled repair, Supervisor's inspection, etc., and a brief description of work accomplished, including car and/or group designation, elevator, and time of departure.
- When departing the property, Contractor's personnel shall sign the maintenance logbook.
- In addition, the Service Contractor employees who perform billable work shall leave time tickets after each visit when leaving the property.

Quarterly, Service Contractor shall meet with the County. The scope of this meeting shall include:

- A review of the previous quarter's callbacks
- A review of maintenance, including work performed, progress on any deficiency lists or other programs, and scheduled work requiring removal of elevators from service
- A review of any reported complaints
- Such other elevator-related items as may be appropriate
- A review of on-site spare equipment or parts for the elevators
- A review of maintenance hours
- If requested by the County, Service Contractor shall provide a monthly list of callbacks for review by the County prior to the quarterly meetings.

Contractor's Services

Services shall include all labor, transportation, supplies, materials, parts, tools, scaffolding, machinery, hoists, employee safety equipment, equipment, lubricants, supervision and all other work and materials expressly required under this Agreement, or reasonably inferred, whether or not expressly stated herein.

Service Contractor shall submit a written Maintenance Control Program (MCP), specifically designed for the County's equipment and defining its planned preventive maintenance procedures to facilitate this Agreement's intent and Services for all equipment included under this Agreement. Routine maintenance procedures shall

include any unique or product-specific procedures or methods required to inspect or test the equipment, including statutory and other required equipment tests. In addition, the MCP shall identify required weekly, bi-weekly, monthly, quarterly, annual, or other maintenance frequencies.

Service Contractor shall maintain preventive maintenance history and testing logs in accordance with the MCP either in the machine room, building management office, or electronically within unit computer control system. Data shall be accessible by the County via data always provided in editable worksheet and hard copy printout. Log or electronic printout shall include all entries for routine preventive maintenance, repairs, tests, callbacks, and the inspection. Entries shall include date work is completed, Mechanic's or Supervisor's name, brief description of work completed, including unit number and number of units serviced, repaired or inspected, and the approximate time required for work excluding travel time. to and from the courthouse.

The County shall be allowed to inspect and copy logbook or electronic printout and maintenance history and schedule at any time.

Service Contractor shall coordinate and follow the directives of the County with respect to scheduling services and any deliveries hereunder or at a time or times further specified in other provisions of this agreement.

Service Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with services, and comply with all applicable safety laws. Service Contractor shall take all reasonable precautions for the safety of the County, the County's employees, Service Contractor's employees, and other persons on or about County Facilities.

Service Contractor shall repair, to the satisfaction of the County, any damage to County properties and adjacent areas caused by performance of Services.

Compliance With Laws

Service Contractor agrees to comply with all current laws, codes, rules, and regulations set forth by appropriate authorities having jurisdiction in the locations where services are performed. In the event of differing testing requirements between this Agreement and local codes or ordinances, the more stringent requirement shall prevail.

Service Contractor must complete all code-mandated testing and work tasks as required. Third party witnessing fees for the inspection company are excluded from this agreement and will be proposed on an annual basis.

Contractor's Employees

This Agreement is not one of agency, partnership, master-servant, or joint employer, but one with Service Contractor engaged in the business of providing services hereunder as an independent contractor. Service Contractor shall have sole responsibility for the means, methods, techniques, procedures, and safety precautions in connection with performance of services.

Service Contractor shall be responsible for the supervision and execution of services by its employees. An onsite condition review shall be conducted by the designated Supervisor from Service Contractor on an annual basis to ensure that all services hereunder are performed properly. Service Contractor shall designate its Supervisor and inform the County of the person responsible for execution of services, and Supervisor shall have the authority to act as Service Contractor's agent. Supervisor shall notify the County of site inspection and provide the County with a written summary of findings within ten working days after completion of site review.

Service Contractor agrees that its employees are properly qualified and will use reasonable care in the performance of services. Service Contractor agrees that all work shall be performed by, and under the supervision of, skilled, experienced elevator service and repair persons directly trained, employed, and supervised by Service Contractor. Any and all employees performing work under this Agreement shall be satisfactory to the County. The County shall be given at least thirty days' notice prior to making changes to site- specific mechanic/employees.

If the County, in the County's sole opinion, determines, for any reason, that the qualifications, actions, or conduct of any particular Service Contractor employee has violated this Agreement by performing unsatisfactory services, interfering with operation of the courthouse, bothering or annoying any occupants, visitors, or other contractors, at the courthouse, or that such actions or conduct is otherwise detrimental to the County, then upon the County's notice, Service Contractor shall immediately provide qualified replacement persons.

Service Contractor shall not engage any subcontractors or other parties to perform services unless first approved in writing by the County. The County's acceptance of subcontractors or other parties shall not relieve, release, or affect in any manner any of Service Contractor's duties, liabilities, or obligations hereunder, and Service Contractor shall at all times be and remain fully liable hereunder.

Service Contractor's employees are required to wear standard matched uniforms with a company logo. Each employee shall be required to have on their person a company ID card for identification as a current company employee.

Removal Of Units From Service

Removal of elevators from service during peak hours shall be coordinated with and approved by the County. Removal of elevators for routine maintenance during off-peak hours is expected, but notification to and coordination with the County shall be provided.

The County's Right to Inspect and Require Work

The County reserves the right to make, or cause to be made, inspections and tests whenever it deems advisable or necessary to ascertain that the requirements of this agreement are being fulfilled. Service Contractor agrees to furnish personnel to accompany the County and/or its representatives during such inspections. Deficiencies noted shall be submitted in writing to the Service Contractor, who shall, promptly (within ten days unless otherwise agreed), correct deficiencies covered under these terms of this agreement at its expense.

If Service Contractor fails to perform the work required by the terms of this agreement in a diligent and satisfactory manner, the County, after thirty days' written notice, to Service Contractor listing the deficiencies or failures to perform, may perform or cause to be performed all or any part of the work required hereunder. Service Contractor agrees that it shall reimburse the County for any expense incurred thereto, or the County, at its election, may deduct such expenses from any sum owed to Service Contractor. The waiver by the County of a breach of any provision of this Agreement by Service Contractor shall not operate or be construed as a waiver of any subsequent breach by Service Contractor.

In the event Service Contractor disputes a listing of deficiencies or failures to perform, in whole or in part, and the parties cannot resolve the dispute, a qualified Elevator Consultant acceptable to both parties may be retained by Service Contractor to conduct a non-binding mediation of any disputes, and the County and Service Contractor shall split the Consultant's fees equally.

A qualified vertical transportation consultant may be retained by the County to perform audit of services and mediate disputes.

Removal of Parts

No parts or components required for the performance of services on the vertical transportation equipment or required for its operation may be removed from the site without approval from the County. This does not include renewal parts stocked on the job by Service Contractor but does include parts and components that were installed with and are a part of the elevator installation, and parts delivered to the property and paid for by the County, which shall remain its sole property until installed on the equipment.

Machine Rooms

Service Contractor shall place and keep in the machine rooms Underwriter's Laboratory rated metal parts cabinets. No open storage of parts or supplies shall be permitted, Machine rooms and parts cabinets shall be kept clean and neat at all times. Floors shall be maintained clean and free of dirt, debris, carbon dust, rags, parts, or other items.

Wiring Diagrams

Wiring diagrams shall be kept neatly folded and stored, except where mounted on boards, and shall be copied and replaced by Service Contractor if damaged or unreadable.

For each elevator, Service Contractor shall maintain the complete set of straight-line wiring diagrams, showing "As-Built" conditions and any changes or modifications to circuits resulting from control modifications, parts replacement, or equipment upgrades. This includes all manuals supplied by a third-party controller manufacturer or as part of a non-proprietary specification requirement for a modernization or new installation. The County may reproduce these original or modified as-built drawings, manuals, and shall retain sole possession of this set of drawings or books in the event that the contract is terminated, or if the County's set of drawings or manuals cannot be located at that time.

Special Conditions

Should Service Contractor require remote monitoring of the equipment to facilitate its maintenance program, all related installation and maintenance costs shall be at Service Contractor's expense.

Local inspection fees with regard to operation of equipment covered by this agreement shall be paid by the County. Fees for re-inspection due to Service Contractor's failure to expeditiously eliminate deficiencies covered by services shall be paid by Service Contractor.

The County may provide information to enable Service Contractor to render services hereunder, or Service Contractor may learn information about the facilities or develop such information from the County.

Service Contractor agrees:

To treat, and to obligate Service Contractor's employees, subcontractors, and suppliers to treat as confidential all such information whether or not identified by the County as confidential. Not to disclose any such information or make available any reports, recommendations and/or conclusions which Service Contractor may make on behalf of the County to any person, firm or corporation or use the same in any manner, whatsoever, without first obtaining the County's written approval, except to the extent necessary in connection with performing services or when required by law.

Service Contractor shall not, in the course of performance of this agreement, or thereafter, use or permit the use of the County's name or the name of any affiliate of the County, or the name, address or any picture or likeness of or reference to the courthouse in any advertising, promotional or other materials prepared by or on behalf of Service Contractor without the prior written approval of the County, as applicable.

The County's Responsibilities

Provide clear, safe, and convenient access to all facilities and to elevator equipment rooms and pits.

Maintain car lighting, telephone lines to controller terminals, equipment room electrical switch gear, and electrical feeders to elevator controllers and Firefighters' Control Room.

Maintain equipment room heating and air conditioning systems. Temperature range 60°-90° F, non-condensing.

Maintain fire alarm initiating devices in elevators, lobbies, machine rooms, hoistways, etc.

Prohibit storage of materials, equipment, or supplies in elevator equipment rooms and obstruction of equipment room access corridors and doors.

Maintain standby power generator systems and related switch gear and feeders.

Maintain equipment rooms, hoist ways, and pits in a code-compliant and dry condition.

Coordinate with Service Contractor in regard to the County's required equipment retrofits, such as elevator security systems, new car interior finishes, car interior CCTV systems, etc.

During building construction and/or retrofit, make provisions to limit infiltration of dust and debris into elevator equipment and equipment spaces.

Contract Term

The term of this agreement is a one (1) year term with options to extend for two one (1) year period, beginning on December 1, 2025. If contract is not renewed after the initial term, work shall continue at third year pricing, on a monthly basis, until new agreement or extension is executed. This agreement shall be subject to termination as listed below:

If Service Contractor violates any provision or fails to properly perform services required by this Agreement on any unit, the County shall advise Service Contractor of deficiencies and shall allow Service Contractor thirty (30) working days unless otherwise agreed, to correct deficiencies at Service Contractor's expense and to the County's sole satisfaction. If Service Contractor fails to comply or remedy in the allotted time, the County shall have right to cancel Agreement immediately with written notice to Service Contractor.

The County, after an additional thirty (30) calendar days' written notice to Service Contractor, may perform or cause to be performed all or any part of Services and Service Contractor agrees that it shall reimburse the County for any expenses incurred. The County may deduct said expense from any sum owing Service Contractor.

The waiver by the County of a breach of any provision of this Agreement by Service Contractor shall not be construed as a waiver of any subsequent breach by Service Contractor.

The County may modernize all or a portion of vertical transportation units during the term of this agreement. Modernization is any "Alteration" as defined by Code. Any modernization may or will be competitively bid and if the successful bidder is not Service Contractor, then Service Contractor agrees that this contract may be cancelled at the sole discretion of the County. The County is under no obligation to be included as a Service Contractor in the bidding process.

If this Agreement Is Cancelled:

Service Contractor agrees to act reasonably necessary to cause an orderly transition of services to another contractor without detriment to rights of the County or to continued operation of the facilities including, but not limited to, refraining from any interference or disruption of occupants or other contractors.

Service Contractor shall immediately deliver to the County, all reports, records, as-built wiring diagrams, and other materials and documentation related to and required to facilitate services required by this Agreement.

APPENDIX "A"
SPECIFICATIONS FOR ELEVATOR MAINTENANCE
ALL ELEVATORS LOCATED IN JOLIET, IL, FOR
WILL COUNTY BUILDINGS LISTED BELOW

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

- Westinghouse Geared Freight Serves (3) three landings
- Otis Smart-Rise Hydraulic Passenger Serves (3) three landings

Public Safety Complex, 16911 W. Laraway Road, Joliet, IL 60433

- ThyssenKrupp Hydraulic Passenger Serves (2) two landings
- ThyssenKrupp Hydraulic Passenger Serves (2) two landings

Sunny Hill Nursing Home, 421 Doris Avenue, Joliet, IL 60433

- Smart-Rise Hydraulic Service Elevator Serves (3) three landings
- Smart-Rise Hydraulic Passenger Serves (2) two landings
- M.C.E. Hydraulic Passenger Serves (2) two landings

Will County Court Annex, 57 N Ottawa Street, Joliet, IL 60432

- Smart-Rise Geared Serves (6) six landings
- Smart-Rise Geared Serves (6) six landings
- Otis Geared Freight Serves (5) five landings
- Swift Futura Geared Serves (7) seven landings
- Swift Futura Geared Serves (8) eight landings

River Valley Juvenile Detention Center, 3200 W. McDonough, Joliet, IL 60435

- Virginia Controller Hydraulic Passenger Serves (2) two landings
- Virginia Controller Hydraulic Passenger Serves (2) two landings
- Virginia Controller Hydraulic Passenger Serves (2) two landings

Will County Adult Detention Facility, 95 South Chicago Street Joliet, IL 60436

- Westinghouse Hydraulic Passenger Serves (2) two landings
- Smart-Rise Hydraulic Passenger Serves (3) three landings
- MCE Hydraulic Passenger Serves (2) two landings
- MCE Hydraulic Passenger Serves (2) two landings
- MCE Hydraulic Passenger Serves (4) four landings
- MCE Hydraulic Passenger Serves (4) four landings

Health Department, 501 Ella Ave., Joliet, IL 60433

- ThyssenKrupp Hydraulic Passenger Serves (2) two landings

Will County Community Health Center, 1106 Neal Ave., Joliet, IL 60433

- Otis Hydraulic Passenger Serves (2) two landings

Children's Advocacy Center, 1206 Cedarwood Dr., Crest Hill, IL 60403

- Virginia Controller Hydraulic Passenger Serves (3) three landings

Veteran's Assistance Commission, 1300 Copperfield Ave., Joliet, IL 60432

- Otis Hydraulic Passenger (2500 lb.) Serves (4) four landings
- Otis Hydraulic Passenger (2500 lb.) Serves (4) four landings
- Otis Hydraulic Passenger (5000 lb.) Serves (2) two landings



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

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 the Will County Purchasing Department at purchasing@willcounty.gov

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

WILL COUNTY OFFICE BUILDING, 302 NO. CHICAGO STREET, JOLIET, IL 60432

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	<i>ANNUAL COST</i>
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

PUBLIC SAFETY COMPLEX, 16911 WEST LARAWAY ROAD, JOLIET, IL 60433

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

SUNNY HILL NURSING HOME, 421 DORIS AVENUE, JOLIET, IL 60433

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

WILL COUNTY COURT ANNEX (EMCO), 57 NO. OTTAWA STREET, JOLIET, IL 60432

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

RIVER VALLEY JUVENILE DETENTION CENTER, 3200 WEST McDONOUGH, JOLIET, IL 60435

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

WILL COUNTY ADULT DETENTION FACILITY, 95 SOUTH CHICAGO STREET, JOLIET, IL 60436

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

WILL COUNTY HEALTH DEPARTMENT, 501 ELLA AVENUE, JOLIET, IL 60433

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$
<p>TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.</p> <p>YEAR ONE _____</p> <p>YEAR TWO _____</p> <p>YEAR THREE _____</p> <p>RESPONSE TIME AFTER SERVICE CALL IS MADE _____</p>			



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

WILL COUNTY COMMUNITY HEALTH CENTER, 1106 NEAL AVENUE, JOLIET, IL 60433

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

CHILDREN'S ADVOCACY CENTER, 1206 CEDARWOOD DR., CREST HILL, IL 60403

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Elevator Maintenance

#2026-33

VETERAN'S ASSISTANCE COMMISSION, 1300 COPPERFIELD AVE., JOLIET 60432

	<i>DESCRIPTION</i>	QUARTERLY UNIT COST	EXTENDED COST
	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	\$
	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

RESPONSE TIME AFTER SERVICE CALL IS MADE _____

Bid Submittal Checklist: please ensure all required documents are included and completed.

- ___ 10% Bid Bond or Cashier's Check
- ___ Certificates of Insurance
- ___ **Signed** Copy of Prime Contractor Certification
- ___ **Signed** Bid Form
- ___ **Signed** Receipt of Addenda Form
- ___ One original, two copies and one electronic copy of entire Bid Package.
- ___ Completed Reference Form

Signed By: _____

Title: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

Elevator Maintenance

#2026-33

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Elevator Maintenance

#2026-33

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 the Will County Purchasing Department at purchasing@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!

<u>SEALED BID DOCUMENT</u>	
<u>Vendor Return Address:</u> 	
BID #:	2026-33
DUE DATE:	9/25/2025
DUE:	2:00 P.M.
DESCRIPTION:	Elevator Maintenance Bid
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!