

**REQUEST FOR BID
CUSTODIAL SUPPLIES**

May 31, 2018

Please quote us your net cost on the following: custodial supplies. Sealed bids will be received up to the hour of 10:00 AM on June 20, 2018, in room 2115. Bids will be opened at that time in the Board Room, 15800 South State Street, South Holland, Illinois. This is a public bid opening.

Don Manning
President

BID CONDITIONS

- a. Only sealed bids will be accepted. **The envelope must be clearly marked to indicate it contains a bid, as well as the bid title and opening date and should be sent separately from samples. All bids should be sent to the attention of Laurie Czulno, Purchasing Coordinator.** Facsimiles will not be accepted. The results of the bid will be posted on line at www.ssc.edu/purchasing after the bid is awarded. We estimate, but do not guarantee, the bid(s) will be awarded at the July 12, 2018 Board of Trustees meeting.
- b. Bid prices must be good for 1 year.
- c. The College reserves the right to reject

any and all bids and retains the right to waive any and all bid formalities.

- d. The responsibility of the Bidders will be considered in making awards.
- e. Bids must include delivery and/or freight charges.

VENDOR CONDITIONS

- a. Deliveries must be made as follows: Poly-liners ½ delivered as soon as possible after the bid is awarded, balance to be delivered in January; paper products ¼ shipment as soon as possible after the bid is awarded, balance in ¼ increments every 3 months thereafter. Chemicals ship ½ as soon as possible after the bid is awarded, balance as requested. Ice Melt as requested. Please call at least 24 hours prior to delivery.
- b. The contract may be terminated by the College in its sole discretion in the event the contractor fails to provide appropriate materials, or for any other material breach of these bid terms and specifications.

SPECIAL CONDITIONS

- a. Substitutions: The vendor may bid substitute items, unless otherwise specified. If a substitute item is bid, **the bid must indicate substitutes** and samples of that item must be received prior to the bid opening. The College reserves the right to judge comparability of materials and/or service.
- b. **Samples are required on all poly-liners, paper products and urinal screens. All samples must be in our possession at or before the time of the bid opening for bid to be considered.**

VENDOR CERTIFICATIONS

- a. Vendor is not barred from bidding on this project as a

result of a violation of either 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/34E-4 (bid rotating).

- b. Vendor agrees to comply with all related applicable state and federal laws in the performance of this contract.
- c. Vendor agrees to comply with all related laws and regulations including S 6.1 of Public Contracts Section of Rules and Regulation of the Illinois Department of Human Rights.

COMPANY HISTORY AND REFERENCES

- a. How many years has your company been in business under your current name? _____
- b. Has your company done any previous work for the College within the last five years? _____
If so, when? _____
- c. List three references for which you have provided similar materials:

1.	_____	_____	_____
	company	contact person	phone
2.	_____	_____	_____
	company	contact person	phone
3.	_____	_____	_____
	company	contact person	phone

PAYMENT PROCEDURES

- a. Invoices should be mailed to Business and Accounting Services, SOUTH SUBURBAN COLLEGE, 15800 S. State Street, South Holland, Illinois 60473 and must be approved by the Board of Trustees.

- b. Payment will be approved upon satisfactory delivery of goods, as determined by the college.
- c. Payments are generally transmitted within four to six weeks after the College receives an invoice.

QUESTIONS

- a. Questions regarding the bid process should be directed to Laurie Czulno, (708) 210-5757.
- b. Questions regarding the specifications for custodial supplies should be directed to Mike Garth, (708) 596-2000 ext. 2484.

SPECIFICATIONS

Description	Qty.	Unit Price	Total Cost
<u>POLY-LINERS</u>			
Poly-liner 40x 46 100 p/cs Black, thickness 1.7 mil	200 cs	\$ _____	\$ _____
Poly-liner 33x39 100 p/cs Black, thickness 1 mil	200 cs	\$ _____	\$ _____
Poly-liner 24x32 500 p/cs Gray, thickness .35 mil	150 cs	\$ _____	\$ _____
Poly-liners 42x46 1.7 mil Gray, 200p/cs	100 cs	\$ _____	\$ _____

PAPER PRODUCTS

Jumbo Jr.toilet tissue,
2 - ply 3.8" x 1000'
p/roll 12 p/cs 400 cs \$ _____ \$ _____

Natural Roll Towels
800' p/roll 8" wide 6 p/cs 400 cs \$ _____ \$ _____

Multi-fold brown paper towels
4,000 p/cs 80 cs \$ _____ \$ _____

CHEMICALS

Lotionized hand soap
w/antibacterial agent PCMX pink
55 gal. drum w/pump for
each drum **unscented** 1 dr \$ _____ \$ _____

Nyco Uno Disinfectant
55 gal. drum w/pump for
each drum 1 dr \$ _____ \$ _____

Nyco Balance NC Neutral
Floor Cleaner
55 gal. drum w/pump for
each drum 1 dr \$ _____ \$ _____

Sea Shell Flat Urinal Screens
Melon Mania 10 p/c 90 dz \$ _____ \$ _____

ICE MELT

Mountain Organic Ice Melt
45 pound bags 300 bgs \$ _____ \$ _____

NO SUBSTITUTES

Bidders are advised to review all conditions, requirements, quantities and descriptions set forth in the bid specifications prior to submitting their bids to ensure that all bids have been verified for completeness and accuracy.

The College will strictly enforce compliance with the terms of all bids accepted by the College.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____

NAME: _____
(please print)

PHONE: _____

FAX: _____