

BOARD OF EDUCATION
DU PAGE HIGH SCHOOL DISTRICT 88
DU PAGE COUNTY, ILLINOIS

PROJECT: To Furnish and Deliver Custodial Supplies to Addison Trail High School and Willowbrook High School

INSTRUCTIONS TO BIDDERS

Sealed bids will be received at Addison Trail High School at the place and date as follows:

Board of Education
Attn: Director of Buildings & Grounds
DuPage High School District 88
Addison Trail High School
213 North Lombard Road
Addison, Illinois 60101

Due Date: **MONDAY, APRIL 22, 2013 at 1:30 p.m.** at which time the bids will be opened and publicly read.

Any bids received after the time and date specified may be too late to be considered. Specifications as may be required for these items are enclosed herewith.

Proposals shall be made on each individual item as listed in the "Schedule of Proposals". Prices quoted shall be guaranteed for a period of one hundred eighty (180) days after the date of the Board of Education's acceptance of the bids. Purchase orders will be awarded based on individual item unit prices.

Proposals shall be submitted on forms to be provided by the Owner and completed in full. The sealed envelope containing your bid should be plainly marked, "**SEALED BID - CUSTODIAL SUPPLIES**" and with your company name. The Owner reserves the right to reject any and all bids, to waive minor informalities in any bid, or to make award in the best interest of DuPage High School District 88.

If any discrepancies in, or omission from, any of the documents or doubt as to their meaning, Bidder shall advise the Owner who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Quantities shown are reasonable estimates. This Board of Education reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted and **without incurring minimum order charges**. Any reference to specified manufacturers denotes specific items preferred. However, you may bid on alternate items of equal or better quality. **In any case, be certain to include proper description, Brand Name of the item and supporting literature as appropriate.** Exception: **No alternate material will be accepted**

where “No Substitute” appears on the proposal sheet. Fill in all blank spaces on the bid sheet; failure to do so will disqualify your bid for the item.

Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the Owner or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Owner or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery:

Time is of the essence. Deliveries shall be made to the Owner's receiving area, between the hours of 7:30 a.m. and 3:00 p.m., no later than **MONDAY, JULY 29, 2013**. Any item not delivered by this date may, at the discretion of the Owner, be canceled from the Purchase Order, and bidder may be dropped from future bid lists. Your bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder. Delivery will be to two separate locations.

Rejection and Cancellation:

The Owner reserves its rights to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Owner to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by the Seller, the Owner may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein. All goods shall be new and the best and latest model of their respective kinds, without flaws or defects of any kind and shall carry the manufacturer's guarantee covering any defects of material or workmanship. Rejected goods shall be removed at the expense of the seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. The Owner will accept no goods containing asbestos.

Waivers:

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax:

The Owner is exempt from paying Illinois Use tax, Illinois Retailer's Occupation tax, Federal Excise taxes, and any federal transportation tax.

Certification:

- A. Bidders must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**
- B. Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act (Ill. Rev. Stat., Ch. 127, par. 132.313)*. A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

Material Safety Data Sheets (MSDS):

Successful bidder must supply MSDS sheets to the Owner, for any item which is bid which contains a toxic substance as defined by the Illinois Toxic Substance Disclosure Act to employees (Public Act 83-240). Such sheets shall be delivered to the Owner prior to delivery of material.

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company name: _____

date: _____

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ITEM NO.	ITEM DESCRIPTION	PACK	TOTAL	BID PRICE per UNIT
1	Bathroom Tissue Brand: National NO SUBSTITUTE ID# 832	96/case	460 cases	\$ _____ per case
2	Bleach, Janitor Strength Brand: _____ ID# _____	six 1 gal. /case	75 cases	\$ _____ per case
3	Broom, Counter - 8" Brand: _____ ID# _____	each	16 each	\$ _____ per each
4	Broom, Corn, Warehouse Heavy-Duty angle Brand: _____ ID# _____	each	18 each	\$ _____ per each
5	Buckets, Janitor - 14 qt. Brand: Rubbermaid/Brute OR EQUAL ID# 2614	each	24 each	\$ _____ per each
6	Can Liners, Polyethylene .70 mil 43 x 48, 2 ply, 55 gallon capacity Brand: _____ ID# B74920K	100/case	540 cases	\$ _____ per case
7	Can Liners, Polyethylene .9 mil 30 x 36, 20- 30 gallon capacity Brand: _____ ID# _____	250/case	92 cases	\$ _____ per case
8	Can Liners, Polyethylene .35 mil 22.5 x 24.5 7-10 gallon capacity Brand: _____ ID# _____	500/case	22 cases	\$ _____ per case

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ITEM NO.	ITEM DESCRIPTION	PACK	TOTAL	BID PRICE per UNIT
9	Disinfectant wipes 70/container or better Brand: _____ ID# _____	12 per case	150 cases	\$ _____ per case
10	Dust Mop Heads w/snaps Brand: _____ ID# 560	60"	8 dozen	\$ _____ per dozen
11	Flags, American, Classroom Size: 16" x 24" Brand: _____ ID# _____		20 each	\$ _____ per each
12	Floor Finish Brand: Johnson's Wax: Vectra NO SUBSTITUTE ID# _____	5 gallon containers	675 gallons	\$ _____ per gallon
13	Floor Sealer Brand: Johnson's Wax: Plaza NO SUBSTITUTE ID# _____	5 gallon containers	60 gallons	\$ _____ per gallon
14	Floor Stripper Brand: Johnson's Wax: Bravo NO SUBSTITUTE ID# _____	5 gallon containers	30 gallons	\$ _____ per gallon
15	Floor Pads, 14"x20" strip surface prep - BROWN Brand: 3M NO SUBSTITUTE ID# 51111 025901	10/case	30 cases	\$ _____ per case
16	Floor Pad Holder Brand: 3M InstaLok Doodlebug NO SUBSTITUTE ID# _____	each	12 each	\$ _____ per each

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17	Floor Machine Pads STRIP PAD - BROWN – 20" Brand: 3M NO SUBSTITUTE ID# _____	5 pads /case	16 cases	\$ _____ per case
18	Floor Machine Pads WHITE - 13" Brand: 3M NO SUBSTITUTE ID# _____	5 pads /case	6 cases	\$ _____ per case
19	Gloves, Disposable, without powder: LARGE Brand: PRO LINK Latex NO SUBSTITUTE ID# _____	100 gloves/box 10 boxes/case	40 cases	\$ _____ per case
20	Gloves, Disposable, without powder: EX-LARGE Brand: PRO LINK Latex NO SUBSTITUTE ID# _____	100 gloves/box 10 boxes/case	40 cases	\$ _____ per case
21	J-Fill GLASS CLEANER Brand: Johnson Diversey NO SUBSTITUTE ID# _____	2 - 84.5 oz containers /case	12 cases	\$ _____ per case
22	J-Fill Multi-Cleaner - Alpha PH Brand: Johnson Diversey NO SUBSTITUTE ID# _____	2 - 84.5 oz containers /case	6 cases	\$ _____ per case
23	J-Fill Neutral Cleaner - Stride Brand: Johnson Diversey NO SUBSTITUTE ID# _____	2 - 84.5 oz containers /case	6 cases	\$ _____ per case
24	J-Fill Dispenser for <u>2</u> products Brand: Johnson Diversey NO SUBSTITUTE ID# _____	each	3 each	\$ _____ per each
25	KAIBLOOEY restroom cleaner Brand: KaiblooeY NO SUBSTITUTE ID# _____	4 gallons /case	50 cases	\$ _____ per case

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ITEM NO.	ITEM DESCRIPTION	PACK	TOTAL		BID PRICE per UNIT		
26	Mop Bucket, 44 qt. with wringer Brand: Marino OR EQUAL ID# MA1232-40G	each	4	each	\$ _____	per	each
27	Neutralizer/Conditioner Concentrate Brand: Stearns NO SUBSTITUTE ID# _____	72-1 oz. pkg, /case	20	cases	\$ _____	per	case
28	Pencil Sharpeners Brand: Giant NO SUBSTITUTE ID# M3-AP806	each	72	each	\$ _____	per	each
29	Polish, Furniture & Wood Wipes 10x12 Brand: Claire OR EQUAL ID# C-974	25/tub, 6 tubs/cs	12	case	\$ _____	per	case
30	Roll Towels Brand: Bay West NO SUBSTITUTE ID# 208	Six 8" rolls /case	230	cases	\$ _____	per	case
31	Roll Towel 8" Dispenser Brand: Palmer NO SUBSTITUTE ID# 56701	each	4	each	\$ _____	per	each
32	Rubbermaid/Brute Container 55 gallon Brand: Rubbermaid/Brute ID# 2655	each	20	each	\$ _____	per	each
33	Sanitary Napkin Disposal Bags - 11 x 7 x 3-1/2 Kraft Brand: Kraft OR EQUAL ID# _____	500/case	20	cases	\$ _____	per	case
34	Sanitizer, Hand, foaming Brand: KUTOL NO SUBSTITUTE ID# 68809	4 gal/case	12	cases	\$ _____	per	case

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ITEM NO.	ITEM DESCRIPTION	PACK	TOTAL	BID PRICE per UNIT
35	Soap, Hand, Bag, foaming Brand: InoDerm NO SUBSTITUTE ID# 5080-FL1000	1,000 ml/bag 6 bags/case	20 cases	\$ _____ per case
36	Sponges, Scrubbing Brand: 3M Scotch-Brite NO SUBSTITUTE ID# 74	30/case	20 cases	\$ _____ per case
37	Sponges, MAGIC ERASER NO SUBSTITUTE Brand: Proctor & Gamble MR. CLEAN ID# PGS84925904	4 pads/box 6 boxes/case	30 cases	\$ _____ per case
38	Stainless Steel Cleaner/Polish Wipes Brand: _____ ID# _____	40/tub 6 tubs/case (240/case)	36 cases	\$ _____ per case
39	Tissue, facial, 2 ply Brand: _____ ID# _____	100/box 30 boxes/case	175 cases	\$ _____ per case
40	Urinal Screens with block Non-Para Brand: _____ ID# _____	12/case	80 cases	\$ _____ per case
41	Vacuum Brand: Panasonic NO SUBSTITUTE ID# MC-GG283		6 each	\$ _____ per each
42	Waste Cans: 21 quart round metal: Gray Brand: United OR EQUAL ID# BG-26		24 each	\$ _____ per each
43	Wet Mop Heads-Web Foot 100% Rayon 24 oz. for waxing Brand: _____ ID# _____		48 each	\$ _____ per each

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ITEM NO.	ITEM DESCRIPTION	PACK	TOTAL	BID PRICE per UNIT
44	Wet Mop Heads-Web Foot Blend/Rayon 32 oz. general purpose Brand: _____ ID# _____		60 each	\$ _____ per each
45	Wet Mop Handles - wood handles, plastic heads Brand: Rubbermaid Invader OR EQUAL ID# _____		24 each	\$ _____ per each

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Sealed bids are due on or before **MONDAY, APRIL 22, 2013 at 1:30 p.m.**, at which time the bids will be opened at Addison Trail High School, 213 North Lombard Road, Addison, Illinois 60101.

PLEASE NOTE: Bid results will be available at www.dupage88.net after approval by the Board of Education.

Date: _____

Company: _____

Address: _____

E-Mail Address: _____

Telephone: _____ FAX: _____

By: _____
(SIGNATURE)

(PLEASE TYPE OR PRINT NAME)

(TITLE)

For purposes of state reporting only, checking this box certifies that this business is minority owned, female owned, owned by person with disabilities or locally owned.

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CERTIFICATION I

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from responding to this contract/project as a result of a conviction under Article 33E of the *Criminal Code of 1961* for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____
(Print or Type) (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

SEAL

**NOTE: This form must be returned with your proposal.
Failure to do so shall disqualify your proposal.**

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CERTIFICATION II

[Vendors With 25 or More Employees]

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

- This certifies that we have less than 25 employees.

- This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* that [he,she,it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Vendor]

By _____
Authorized Agent of Vendor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal.
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