



Invitation for Bid January 14, 2022

## **2022 Janitorial Supplies**

**Township High School District 113**

**Highland Park, IL**

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## INVITATION TO BID – 2022 Janitorial Supplies

Township High School District 113 is requesting bid proposals for the following described equipment as it pertains to the 2022 Janitorial Supplies Bid. Bidders are invited to submit bids in conformance with the requirements hereinafter stipulated.

**SPECIFICATIONS:** Township High School District 113 (District) is requesting bids from qualified vendors to provide janitorial supplies, which include paper products, soaps, dispensers and replacements, on an “as needed” basis.

**BID OPENING:** All bids must be received by 3:00 p.m., local time, February 4, 2022 addressed to Pete Nedza, Procurement Manager, Township High School District 113, 1040 Park Avenue West, Highland Park, IL 60035. Bids received after this date and time will not be accepted. In conformance with the terms and conditions of these specifications including the Invitation to Bid and other documentary forms therewith, the vendor hereby proposes, offers and agrees if this bid is accepted to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

**BID SUBMITTAL:** Bidder must submit the original and one copy of the completed bid form with all spaces filled in, executed by the bidder, and submitted in a sealed envelope clearly marked 2022 Janitorial Supplies.

**CONTRACT AWARD:** Contract award is expected to be assigned tentatively set for March 2022

**REJECTION OF BIDS:** The Board of Education reserves the right to reject any and all bids and to waive informalities and any and all irregularities in bidding procedures and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final.

## PRODUCT REQUIREMENTS & SPECIAL CONDITIONS

- ❖ All janitorial products are per the descriptions shown on the attached Excel spreadsheet.
- ❖ All substitutes or equivalents must be approved by District personnel. Any changes to the agreed upon products during the course of this contract period must also be approved by District personnel, before substitutes are supplied.
- ❖ The quantity required under the specifications are approximate only and is subject to increase or decrease during the term of this contract. The approximate quantities are based on past history and anticipated future requirements.
- ❖ On hand delivery requirements. The awarded vendor is required to keep an adequate supply of items on hand at all times. After a **“Call for Release”** is made, delivery must be received by the District within five (5) working days.
- ❖ All the amounts shown are estimated and are NOT to be delivered all at once. Multiple deliveries will be made in the course of the contract for the fiscal year, and therefore the bidders must price accordingly.
- ❖ All bidders must quote delivered prices, FOB: DESTINATION.

## GENERAL PROVISIONS

1. **TERM “DISTRICT”**. The term “District” as used throughout these documents will mean Township High School District 113, IL
2. **PREPARATION OF FORM**. Bid proposals shall be submitted on the forms provided by the District. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.
3. **EXECUTION OF THE BID PROPOSAL**. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.
4. **BID DUE DATE**. The bid submission must arrive in the District Procurement on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.
5. **BID OPENING**. Bids shall be opened publicly in the presence of one or more witnesses at the time and place stated in the public notice. The amount of each bid, the bidder's name and such other relevant information as the Purchasing Manager deems appropriate shall be recorded.
6. **LATE BIDS**. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned,

unopened, to the bidder.

**7. RECEIPT OF TIE BIDS.** In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements

**8. CONDITIONS AND PACKAGING.** Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

**9. FREIGHT/SHIPPING/HANDLING CHARGES.** All freight, shipping, and handling charges shall be included in the bid price. The District will pay no additional charges.

**10. ADDENDA AND INTERPRETATIONS.** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. **It is the bidder's responsibility to ensure that they have received all addenda.**

**11. BID EVALUATION.** Bids shall be evaluated based on requirements set forth in the Invitation for Bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation cost, and total or life-cycle costs. The specifications presented in the Invitation for Bids shall represent the evaluation criteria. No other criteria may be used to evaluate bids.

**12. TIME FOR CONSIDERATION.** Bids must remain in effect for at least sixty (60) days after date of receipt to allow for evaluation.

**13. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS.** Bidders may be disqualified, and rejection of bid proposals may be recommended by the District for any (but not limited) to the following reasons:

- Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
- Any irregularities contrary to the General Provisions or bid specifications.
- Unbalanced unit price or extensions.
- Unbalanced value of items.
- Failure to use the proper forms furnished by the District

**The District reserves the right to waive any minor informality or irregularity. The District reserves the right to reject any and all bids.**

**14. BRAND NAMES "OR EQUAL".** Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the District. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications

will be considered. Determination of equivalency shall rest solely with the District. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

**15. DISCOUNTS.** Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

**16. TAXES.** The District is exempt from State Retail Tax and Federal Excise Tax. Illinois Tax Exemption No. E99956276

**17. FEDERAL, STATE AND LOCAL LAWS.** All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

**18. BID INCLUSIONS.** When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously does not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

**19. NON-COLLUSION.** By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the District's bid list for one full year and any current orders will be canceled.

**20. INDEMNITY.** The successful bidder agrees, by entering into this contract, to defend, indemnify and hold the District harmless from any and all causes of action or claims of damages arising out or under this contract.

**21. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT.** During the evaluation of bids, the District reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

**22. CANCELLATION PROVISIONS.** An Invitation for Bid, Request for Proposal, or other solicitation may be canceled, or any or all bids, proposals or responses rejected in whole or in part, at the discretion of the District for any reason whatsoever. The reasons for the cancellation shall be sent to all businesses solicited or that responded. The notice shall identify the solicitation, give the reasons for the cancellation, and when appropriate state that an opportunity will be given to compete on any re-solicitation or similar procurement in the future. Reasons for rejection will be provided to unsuccessful bidders or offerors.

**23. QUESTIONS:** Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday- Friday) prior to receipt date. Questions received less than five

working days prior to receipt date will not be considered.

**24. PAYMENT TERMS:** The District works under a purchase order system. The District's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

## **BID FORM**

Bid Items and bid related questions are found in the Excel sheet called "Township HS District 113 -2022 Janitorial Supplies RFP.xlsx. If another format is needed, please contact Pete Nedza: [pnedza@dist113.org](mailto:pnedza@dist113.org) or 224-765-1023.

You submission must include printed copies of both the "**Market basket**" tab and the "**Questions**" tab.



## **CERTIFICATIONS BY BIDDER**

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

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Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that the Bidder/Proposal Submitter is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with legislation in Instructions to Bidders/Proposal Submitters.

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Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that having submitted a bid proposal to the District that same Bidder has a written sexual harassment policy in place and is in compliance with Illinois Human Rights Public Act 87-1257.

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Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies they have read, understands, and agrees that acceptance by the District of the Bidder's offer by issuance of a Purchase Order (specifications and bidding conditions contained therein) will create a binding contract.

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Name of Bidding Company

Bid Submitted By

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Address

Printed Name

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Email Address

Title

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Telephone Number

Date

## **BIDDERS CHECK LIST**

You bid should contain:

- Printed copies of both the “**Market basket**” tab and the “**Questions**” tab.
- Signed Certifications By Bidder