

VILLAGE OF OAK PARK
REQUEST FOR BIDS

BID NO: 22-135
PROJECT NAME: 2023 Janitorial Paper Supplies
DATE ISSUED: 11/23/2022

The Village of Oak Park will receive bids for janitorial paper products and other misc. supplies listed on the Bid Form on the following page of this Request for Bids. If your company is interested in providing these supplies to the Village of Oak Park in 2023 and subsequent years, please complete the Bid Form and return it to the Village of Oak Park Public Works Department via e-mail: vics@oak-park.us; or via US Mail to the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. All prices listed shall be valid from 1/1/2023 through 12/31/2023. **Bids will be accepted until 11:00 a.m. local time, Friday, December 16th, 2022.**

Bidders must submit their bid on the form included in this Request for Bids.

Upon formal award to the successful Bidder, a Purchase Order will be issued to secure purchases throughout 2023 and the Bidder will enter into a Purchase Price Agreement with the Village of Oak Park. Supplier must be registered with the Illinois Secretary of State and be licensed to do business in the State of Illinois.

Agreement Renewal and Price Adjustment

The Village shall have the right to renew the Agreement for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same. The Village will allow the Bidder to increase or decrease the contract price for each annual renewal.

Upon written request from the Bidder, on or before October 20 of each year of the Agreement, the cost of the services provided under the Agreement may be adjusted as follows:

The contractor shall submit a request for adjustment to the Village based upon the average of the published monthly Index (as defined below) for the period October through September for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Chicago Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago-Naperville-Elgin, IL-IN-WI (all items, 1982-84 = 100).

Notwithstanding anything contained in this Request for Bids to the contrary, an annual adjustment shall not be greater than five percent (5.0%) of the previous year's cost for services provided under this Agreement in any year.

Any applicable adjustment shall take effect on January 1st.

The Village of Oak Park as a municipality pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore these taxes should be excluded from quotations.

The bid will be awarded in whole or in part to the responsible Bidder or Bidders whose bids, conforming to the request for bids, will be most advantageous to the Village; price and other factors considered.

The Board of Trustees reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Additional information is available at the Public Works Service Center 2nd floor office, Village of Oak Park, Illinois 60302, telephone (708) 358-5700, attention Vic Sabaliauskas, Building Maintenance Superintendent.

BID FORM

Village of Oak Park

2023 Janitorial Paper Product Supply Request for Bid

Date issued: 11/23/22

Bid Due Date: 12/16/2022 11:00 a.m.

The Village of Oak Park is seeking 2023 prices for janitorial paper products and other misc. supplies listed below. If your company is interested in providing these supplies to the Village of Oak Park in 2023 please complete this Bid Form and return to the Village of Oak Park Public Works Department via e-mail: vics@oak-park.us; or via mail to the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. **All prices listed shall be valid from 1/1/2023 through 12/31/2023. Bids are due by 11:00 a.m., Friday, December 16th, 2022.**

Please provide the following information:

Company Name: _____
 Company Address (city, state, zip): _____
 Company Contact Name (print): _____
 Company Contact Name (signature): _____
 Company Phone #: _____
 Company FAX #: _____
 Company E-mail address: _____
 M/W/DBE Status: _____

Unit Price Per Case		Paper Products Needed	Total Cost
		Size / Type Needed	
\$ -		2 ply toilet tissue (96 rolls per pkg or equivalent)	\$ -
\$ -		White kitchen roll paper towels (12 rolls per pkg or equivalent)	\$ -
\$ -		Brown roll towels 350 feet (12 Rolls per pkg or equivalent)	\$ -
TOTAL:			\$ -

Unit Price (list price as applicable)			Other Misc. Products Needed	Total Cost
Per Unit	Per Package	Per Case	Size / Type Needed	
\$ -	\$ -	\$ -	Anti-microbial soap 12/800 ml (or equivalent)	\$ -
\$ -	\$ -	\$ -	Dial Basics Hypoallergenic Hand Soap 4/1 Gal (or equivalent)	\$ -
\$ -	\$ -	\$ -	DER-8100 Lotion Soap 12/800 (or equivalent)	\$ -
\$ -	\$ -	\$ -	2000 ml Shower Soap & Shampoo (or equivalent)	\$ -
\$ -	\$ -	\$ -	Micro Conc. Clean 7 Fresh Purell Hand Sanitizer 12/12oz (or equiv.)	\$ -
\$ -	\$ -	\$ -	Standard Bleach	\$ -
TOTAL:				\$ -

Additional Information:

In order to ensure equality among bids, please provide pricing for your lowest-priced items. Supplier would be responsible for delivery and unloading of products. All deliveries would go to the lower level of the Public Works Center, 201 South Blvd. Oak Park, IL 60302.

Please provide any additional information that could be useful in determining a successful bid. Examples include:

Minimum order requirements _____
 Freight / delivery charges _____