



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

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Fax (815) 740-4604
rweiss@willcountyillinois.com

September 20, 2017

To Whom It May Concern:

You are invited to submit your sealed bid for the purchase of various toner cartridges & printer maintenance contract for the Will County Purchasing Department. The contract will commence December 1, 2017 through November 30, 2018, with two (2) one (1) year optional renewals.

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

A 10% Bid Bond or Cashiers 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 9:00 A.M., "AS SO INDICATED BY THE TIME STAMP CLOCK OF WILL COUNTY", TUESDAY, OCTOBER 3, 2017.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **9:10 A.M., TUESDAY, OCTOBER 3, 2017**, at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL. 60432. You are welcome to attend the meeting.

The vendor acknowledges the right of the County of Will to reject any or all bids and to waive non-material informality or irregularity in any Bid received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this bid, please contact Rita Weiss in writing at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,

Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF BID
FOR THE PURCHASE OF
TONER CARTRIDGES & PRINTER MAINTENANCE**

SEALED BIDS ARE INVITED FOR THE PURCHASE OF VARIOUS TONER CARTRIDGES & PRINTER MAINTENANCE, FOR THE COUNTY OF WILL PURCHASING DEPARTMENT, JOLIET, ILLINOIS. BIDS WILL BE RECEIVED AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2ND FLOOR PURCHASING DEPARTMENT, JOLIET, IL. 60432, UNTIL THE HOUR OF 9:00 A.M., ON **TUESDAY, OCTOBER 3, 2017.**

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 9:10 A.M., **TUESDAY, OCTOBER 3, 2017,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2ND FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com AND www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432, OR FROM purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY 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 IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS
FOR RE-MANUFACTURED AND OEM
TONER CARTRIDGES AND PRINTER MAINTENANCE**

You are invited to submit your sealed bid for the purchase of various toner cartridges & printer maintenance for the Will County Purchasing Department. The contract is a twelve (12) month period beginning December 1, 2017 through November 30, 2018, with two (2) one year optional renewals.

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 9:00 A.M., TUESDAY, OCTOBER 3, 2017.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **9:10 AM, TUESDAY, OCTOBER 3, 2017** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Conference Room B, 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 and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL (CLEARLY MARKED), ONE COPY (CLEARLY MARKED) AND ONE ELECTRONIC COPY (CD OR FLASH DRIVE).**

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: **2018-22 VARIOUS TONER CARTRIDGES AND PRINTER
MAINTENANCE CONTRACT**

BIDS DUE: **TUESDAY, OCTOBER 3, 2017 - 9:00 A.M.**

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

SPECIFICATIONS:

Specifications are attached hereto and incorporated herein.

TAX EXEMPTION:

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

SIGNATURE OF BIDS:

The **signature on bid documents** shall be that of an authorized representative of bidder. An officer 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 its bid, represents that it has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL (CLEARLY MARKED), ONE COPY (CLEARLY MARKED) AND ONE ELECTRONIC COPY (CD OR FLASH DRIVE)**, in accordance with the Instructions to bidders.
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 its bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for bids.
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 received the bidding documents and will be available for inspection wherever issued. 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.
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 seven (7) 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 Purchasing Director. After sealed bids are received, the bidder will make no allowance for oversight.

SUBSTITUTIONS:

1. Each bidder represents that its bid is based upon the materials and equipment described in the bidding documents.
2. Each bidder should enclose literature with its bid for a more accurate evaluation of the bid and these specifications. Brand names that may be mentioned in the specifications are used only as a reference to the type and quality of materials or equipment desired. Any dealer bidding on equal product must specify the brand name, model number, and supply specifications of product. The Will County Purchasing department shall judge whether an article shall be deemed to be equal. The bidder must list the company's part number in place of the HP item number listed on the bid form. If the cartridge is not available as a remanufactured you should bid on a generic and/or OEM brand. The County requires the brand name, model number, yield and cost for each remanufactured, generic and OEM cartridge that bidder is bidding on, based on 5% page coverage. **THE COUNTY WILL ONLY ACCEPT OEM CARTRIDGES FOR ANY AND ALL INK/DESK OR OFFICE JET PRINTERS.**
3. Bids will be considered on equipment or material complying substantially with specifications provided each deviation is stated and the substitution is described, including technical date when applicable, in a letter attached to the bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all Bids for cause and to waive non-material informality or irregularity in any bid received.

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 or cashier's check will be returned to the unsuccessful bidder(s) after award of the contract has been made. The bid bond or cashier's check of the successful bidder **shall be retained** by the County of Will as a performance bond until completion of the contract, (the Bid Bond is held for the entire length of the contract. If the county chooses to renew for a second and/ or third year, we will retain the bond until the contract expires) after which it will be returned.

CONTRACT DURATION:

The Contract is to commence December 1, 2017 and extend through November 30, 2018, with two (2) one-year renewal options, if the County so chooses.

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.

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) 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, 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 time frames 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.

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.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems have been unsuccessful.

NON-DISCRIMINATION:

The bidder 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.

PRICES:

Prices shall remain firm for the length of the contract award December 1, 2017 through November 30, 2018. Quantities are based on last year's usage and are approximate figures. Quantities may vary.

If County extends the optional renewal for year(s) two and/or three, and no percent of increase has been listed on the bid form, the original first year rates shall apply.

REFERENCES:

Submit with your bid a minimum of three (3) references you've done business with in the past five (5) years. They must be references equivalent to the size of Will County who have or are currently using the equipment specified in your bid. They will be contacted and interviewed with regard to their overall satisfaction of product and your company's performance.

PRODUCT TESTING & SAMPLES:

You may be required to submit samples of your remanufactured or recycled product for better evaluation.
WE WILL ONLY ACCEPT OEM CARTRIDGES FOR ANY AND ALL INK/ DESK OR OFFICE JET PRINTERS.

PAYMENT:

The County prefers to pay for toner via Procurement card. If a vendor accepts credit card payment, any additional fees/charges must be incorporated into your prices listed on the bid form. Will County will not allow for adjustments in pricing once bids have been received. If a vendor does not accept credit card payment, the County will offer the option of payment by check or Direct Deposit/ ACH, at vendor's choice.

The County shall pay all invoices Net 30, pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is hereby waived.

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.

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 it will not be accepted.

NO BIDS:

Those who wish to not bid on this project please return your bid plainly marked "**NO BID**" so your company's name will be kept on the bid list. You may send email indicating your company's "**NO BID**". If you choose not to reply your name will be removed and no future bids will be sent to your company.

QUALIFIED CONTRACTOR:

Each bidder must meet the following criteria:

1. Have been in business for a minimum of five (5) years
2. Sold or been in the toner cartridge re-manufacturing business a minimum of three (3) years
3. Sold, serviced and cleaned printers for a minimum of three (3) years and employ technicians who will be responsible to handle all maintenance/repairs to printers
4. Have online order placement, approval and tracking (see ordering)
5. Have a dedicated account rep assigned to Will County with at least three (3) years of experience in the field

ORDERS AND ORDER PROCESSING:

The County of Will **requires** the ability place orders via the Internet rather than paper Purchase Orders.

In order to be considered for the toner contract, your company must be able to meet or exceed several minimum requirements:

Orders:

1. Have internet ordering capabilities, by Will County specific shopping list
2. Have tiered order approval
3. Have all users order history and approvals tied to Super user(s)
4. Have the ability to track orders from the website by ship to location, order number and order date
5. Have the ability to offer budgeting by department/county
6. Have the ability to view/ print invoices and statements from the website
7. Have a link to customer service through website

Order Processing:

1. **Process** orders received via website until 5:00 P.M.
2. Require no minimum order
3. Ability to maintain multiple ship to locations that must be included in our account, order and billing set-up
4. Orders are expected to be delivered the next day or 2-Day, unless the delay is due to a manufacturing problem beyond your control (notice of any such delay must be reported to the Purchasing Department immediately. It is the vendor's responsibility to reorder the product from proper reorder point to ensure timely delivery.)

SHIPMENT/ DELIVERY:

Orders will be delivered to each department/ship to directly. Deliveries to all offices must be made during the hours of 8:30 A.M. until 3:30 P.M. No exceptions for the Next Day or 2-Day delivery will be made for "Attempted Delivery" after the 3:30 P.M. cutoff.

All shipments must be **freight pre-paid**; if deliveries are made via Common Carrier and the bill is marked for Collect Shipment it will be REFUSED. If this should occur and if any additional charges are incurred due to a Collect shipment, it will be the responsibility of the Dealer to resolve any differences with the Freight Company.

AWARDING OF BID:

The bidder acknowledges the right of the County of Will to accept that bid, in whole or part, deemed to be the lowest responsible, responsive bid after all bids have been examined and evaluated. The bid is expected to be approved at the October 19, 2017 meeting of the Will County Board, after which award notice will be sent to all bidders.

SUBMITTAL REQUIREMENTS:

Each of the following Products shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. Bid Bond or Cashier's Check
2. Signed Copy of Prime Contractor Certification
3. References (equivalent to the size of Will County)
4. Signed and completed Bid Form

BID SPECIFICATIONS ON TONER CARTRIDGES

Toner cartridges for laser printers that are remanufactured and/or recycled **must** contain the minimum characteristics as listed below:

- Long life drums.
- Cartridges are sealed with special seal to avoid messy toner leakage during transit.
- Each cartridge must be factory-certified and print tested for reliability.
- 1-Year manufacturer's warranty against defects in materials and workmanship: **will not damage or void the printer warranty.**
- If the cartridge is not available as a remanufactured you should bid on a generic and/or OEM brand. We will need the brand name, model number, yield and cost for each remanufactured, generic and OEM cartridge that you are bidding on, based on 5% page coverage.
- Any cartridge that has a computer chip in it and/or has an expiration date must be sold to Will County with no less than one year for expiration to occur and be so stated on the package.
- Due to manufacturing and quality issues with many previous toners, recycled cartridges must be manufactured domestically, preferably in Illinois.
- For reliability purposes, we require that each cartridge be manufactured individually, not assembly line, and factory certified/print tested.

WE WILL ONLY ACCEPT OEM CARTRIDGES FOR ANY AND ALL INK/ DESK OR OFFICE JET PRINTERS.

Quantities are estimated based on our current year's usage. When there is an asterisk (*) next to the quantity, it represents that usage has not yet been established. It is either a new item that we are adding to our inventory or that we are not sure at this time what the usage will be for this item. Therefore, the quantity will be one (1).

The successful bidder agrees to add new products as needed by Will County, at comparable contract price, and to delete products no longer needed by Will County from contract price, with no penalty.

The successful bidder must recycle our used cartridges. Vendor **must pick them up** from the various County locations a minimum of once every two (2) weeks. The used cartridges will always be in one location at each office. Do not expect to receive an empty cartridge for every cartridge ordered.

Cartridges that are returned will be empty, unless defective. Once notified of a defective cartridge, vendor must send replacement immediately **at no charge** and defective cartridges will be returned. The box will be boldly marked "**DEFECTIVE**".

BID SPECIFICATIONS FOR PRINTER MAINTENANCE

With the purchase of printer cartridges, Will County will get unlimited service calls, labor and all parts to keep printers in top working order. The printers will be cleaned and checked once during the 12 month contract period. Listed below are the service requirements the successful vendor must comply to:

- Vendor will provide maintenance by their own company employees, not third party company.
- Vendor will inventory all printer equipment for departments using their cartridges within the first 6 months of the contract and supply the Purchasing Department with that inventory.
- All printers will get extended lifetime warranty for their equipment at no additional cost.
- The price of the cartridges includes unlimited service calls, labor and all parts to keep printer in top working condition.
- All service calls **must be** made within 24 hours of initial call. Normal hours for most offices are 8:30AM to 3:30PM.
- A maintenance checkup on each of the printers will be conducted within the first 6 months of the initial contract award. The check up will consist of a thorough cleaning and maintenance check to assure that all parts, wheels, gears, belts and/or other operable parts are in good working condition. Maintenance checks and cleanings during renewal periods can be completed during service calls.
- The only parts the vendor is not responsible for on the printers are the drum(s) and any computerized electronic parts (chips, boards and sensor), memory and/ or maintenance kits. Any parts with a billable cost must be **pre-approved by each department prior to ordering and/or installation.** (The maintenance kits are considered a consumable supply and billed directly to each department. The cost of these kits is not considered part of the maintenance portion of the bid.)

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.

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.

**FORM
SUBMIT BID TO:
COUNTY OF WILL
PURCHASING DEPARTMENT
302 N. CHICAGO ST.
JOLIET, IL. 60432**

Bid Let: 09-20-17
Due: 10-03-17, 9:00 A.M.
Open: 10-03-17, 9:10 A.M.

**CONTRACT FOR
#2018-22
VARIOUS TONERS &
PRINTER MAINTENANCE**

NAME _____ F.E.I.N. # _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

CONTACT _____
PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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**FORM
SUBMIT BID TO:
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Bid Let: 09-20-17
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**CONTRACT FOR
#2018-22
VARIOUS TONERS &
PRINTER MAINTENANCE**

NAME _____ F.E.I.N. # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

AUTHORIZED SIGNATURE: _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address:	COUNTY OF WILL, VARIOUS LOCATIONS
For additional Information contact:	RITA WEISS, PURCHASING DIRECTOR rweiss@willcountyillinois.com

***YOU MUST BID ON EVERY ITEM LISTED AND INCLUDE YIELD FOR EACH
NO RECYCLED CARTRIDGE ACCEPTED IF AREA IS SHADED***

EST QTY	MACHINE DESCRIPTION	PART #	YIELD	RECYCLED UNIT COST	EXTENDED COST RECYCLED	YIELD	OEM BRAND UNIT COST	EXTENDED COST FOR OEM BRAND
8	Brother HL 22XX/ MFC 7860/ DCP 706X/ IntelliFax 2840/ 2940 Series Toner (2,600 Yield) (OEM#TN45)	TN450						
10	Canon (CRG-120/720) imageCLASS D11XX/ MF6680 Series Toner (5,000 Yield) (OEM# 2617B001AA)	2617B001AA						
242	HP LaserJet P2035/ P2055 Series Black Toner (2300 Yield) (OEM# CE505A)	CE505A						
6	HP LaserJet P2055 Series High Yield Toner (6,500 Yield) (OEM# CE505X)	CE505X						
2	HP LaserJet 5Si/ 8000/ 8050 Series Toner (15,000 Yield) (OEM# C3909A)	C3909A						
7	HP LaserJet 1160/ 1320 Series Toner (2500 Yield) (OEM# Q5949A)	Q5949A						
2	HP LaserJet 1320/ 3390 Series High Yield Toner (6,000 Yield) (OEM# Q5949X)	Q5949X						
18	HP LaserJet 101X/ 102X/ 30XX/ M1319f Series Toner (2,000 Yield) (OEM# Q2612A)	Q2612A						
1	HP LaserJet 1300 Series High Yield Toner (4,000 Yield) (OEM# Q2613X)	Q2613X						
17	HP Color LaserJet CM1415 MFP/ CP1525nw Series Black Toner (2000 Yield) (OEM# CE320A)	CE320A						
11	HP Color LaserJet CM1415 MFP/ CP1525nw Series Cyan Toner (1300 Yield) (OEM# CE321A)	CE321A						

5	HP Color LaserJet 4600/ 4610/ 4650 Series Black Toner (9,000 Yield) (OEM# C9720A)	C9720A					
12	HP Color LaserJet CM1415 MFP/ CP1525nw Series Yellow Toner (1300 Yield) (OEM# CE322A)	CE322A					
12	HP Color LaserJet CM1415 MFP/ CP1525nw Series Magenta Toner (1300 Yield) (OEM# CE323A)	CE323A					
4	HP Color LaserJet M251/ M276 Series High Yield Black Toner (2,400 Yield) (OEM# CF210X)	CF210X					
2	HP Color LaserJet M251/ M276 Series Cyan Toner (1,800 Yield) (OEM# CF211A)	CF211A					
3	HP Color LaserJet 4600/ 4610/ 4650 Series Cyan Toner (8,000 Yield) (OEM# C9721A)	C9721A					
2	HP Color LaserJet M251/ M276 Series Yellow Toner (1,800 Yield) (OEM# CF212A)	CF212A					
2	HP Color LaserJet M251/ M276 Series Magenta Toner (1,800 Yield) (OEM# CF213A)	CF213A					
2	HP Color LaserJet 4600/ 4610/ 4650 Series Yellow Toner (8,000 Yield) (OEM# C9722A)	C9722A					
1	HP Brand LaserJet M402/ M426 Series Black Toner Cartridge (3,100 Yield) (OEM# CF226A)	CF226A					
24	HP Brand LaserJet M402/ M426 Series H/Y Black Toner Cartridge (9,000 Yield) (OEM# CF226X)	CF226X					
1	HP Color LaserJet 4600/ 4610/ 4650 Series Magenta Toner (8,000 Yield) (OEM# C9723A)	C9723A					
1	HP Color LaserJet 1600/ 260X/ CM101X Series Black Toner (2,500 Yield) (OEM# Q6000A)	Q6000A					
1	HP Color LaserJet 1600/ 260X/ CM101X Series Yellow Toner (2000 Yield) (OEM# Q6002A)	Q6002A					
1	HP Color LaserJet 1600/ 260X/ CM101X Series Magenta Toner (2000 Yield) (OEM# Q6003A)	Q6003A					
6	HP LaserJet 4000/ 4050 Series High Yield Toner (10000 Yield) (OEM# C4127X)	C4127X					
53	HP LaserJet Pro M113X/ M121X/ P1102 Series Toner (1600 Yield) (OEM# CE285A)	CE285A					
1	HP Color LaserJet 5500/ 5550 Series Cyan Toner (12,000 Yield) (OEM# C9731A)	C9731A					
1	HP Color LaserJet 5500/ 5550 Series Yellow Toner (12,000 Yield) (OEM# C9732A)	C9732A					
1	HP Color LaserJet 5500/ 5550 Series Magenta Toner (12,000 Yield) (OEM# C9733A)	C9733A					
4	HP Color LaserJet CM3530/ CP3525 Series High Yield Black Toner (10,500 Yield) (OEM# CE250X)	CE250X					
8	HP Color LaserJet CM3530/ CP3525 Series Cyan Toner (7,000 Yield) (OEM# CE251A)	CE251A					
6	HP LaserJet P3005/ M3027mfp/ M3035mfp Series High Yield Toner (13,000 Yield) (OEM# Q7551X)	Q7553X					
3	HP Color LaserJet CM3530/ CP3525 Series Yellow Toner (7,000 Yield) (OEM# CE252A)	CE252A					
3	HP Color LaserJet CM3530/ CP3525 Series Magenta Toner (7,000 Yield) (OEM# CE253A)	CE283A					
4	HP Color LaserJet M476 MFP Series High Yield Black Toner (4,400 Yield) (OEM# CF380X)	CF380X					
4	HP Color LaserJet M476 MFP Series Cyan Toner (2,700 Yield) (OEM# CF381A)	CF381A					
2	HP LaserJet 4200 Series Toner (12,000 Yield) (OEM# Q1338A)	Q1338A					
4	HP Color LaserJet M476 MFP Series Yellow Toner (2,700 Yield) (OEM# CF382A)	CF382A					

4	HP Color LaserJet M476 MFP Series Magenta Toner (2,700 Yield) (OEM# CF383A)	CF383A					
23	HP Color LaserJet M351/ M375/ M451/ M475 Series H/Y Black Toner (4,000 Yield) (OEM# CE410X)	CE410X					
19	HP Color LaserJet M351/ M375/ M451/ M475 Series Cyan Toner (2600 Yield) (OEM# CE411A)	CE411A					
21	HP Color LaserJet M351/ M375/ M451/ M475 Series Yellow Toner (2,600 Yield) (OEM# CE412A)	CE412A					
20	HP Color LaserJet M351/ M375/ M451/ M475 Series Magenta Toner (2,600 Yield) (OEM# CE413A)	CE413A					
11	HP LaserJet 4240/ 4250/ 4350 Series Toner (10000 Yield) (OEM# Q5942A)	Q5942A					
8	HP LaserJet 4250/ 4350 Series High Yield Toner (20,000 Yield) (OEM# Q5942X)	Q5942X					
4	HP LaserJet P1005/ P1006 Series Toner (1,500 Yield) (OEM# CB435A)	CB435A					
7	HP LaserJet M1522mfp/ P1505 Series Toner (2000 Yield) (OEM# CB436A)	CB436A					
3	HP Color LaserJet CM4540/ CP4025/ CP4525 Series Black Toner (8,500 Yield) (OEM# CE260A)	CE260A					
2	HP Color LaserJet CP4025/ CP4525 Series Yellow Toner (11,000 Yield) (OEM# CE262A)	CE262A					
5	HP LaserJet M4555/ M602/ M603 Series High Yield Toner (24,000 Yield) (OEM# CE390X)	CE390X					
15	HP Color LaserJet 4700 Series Black Toner (11000 Yield) (OEM# Q5950A)	Q5950A					
9	HP Color LaserJet 4700 Series Cyan Toner (10000 Yield) (OEM# Q5951A)	Q5951A					
6	HP Color LaserJet 4700 Series Yellow Toner (10000 Yield) (OEM# Q5952A)	Q5952A					
7	HP Color LaserJet 4700 Series Magenta Toner (10000 Yield) (OEM# Q5953A)	Q5953A					
11	HP Color LaserJet M551/ M575 Series High Yield Black Toner (11000 Yield) (OEM# CE400X)	CE400X					
11	HP Color LaserJet M551/ M575 Series Cyan Toner (6000 Yield) (OEM# CE401A)	CE411A					
11	HP Color LaserJet M551/ M575 Series Yellow Toner (6000 Yield) (OEM# CE402A)	CE412A					
11	HP Color LaserJet M551/ M575 Series Magenta Toner (6000 Yield) (OEM# CE403A)	CE413A					
25	HP Color LaserJet CM2320 MFP/ CP2025 Series Black Toner (3500 Yield) (OEM# CC530A)	CC530A					
16	HP Color LaserJet CM2320 MFP/ CP2025 Series Cyan Toner (2800 Yield) (OEM# CC531A)	CC531A					
1	HP LaserJet P2015/ M2727mfp Series High Yield Toner (7000 Yield) (OEM# Q7553X)	Q7553X					
14	HP Color LaserJet CM2320 MFP/ CP2025 Series Yellow Toner (2800 Yield) (OEM# CC532A)	CC532A					
15	HP Color LaserJet CM2320 MFP/ CP2025 Series Magenta Toner (2800 Yield) (OEM# CC533A)	CC533A					
3	HP Color LaserJet CM1312/ CP1215/ CP1518 Series	CB540A					

	Black Toner (2,200 Yield) (OEM# CB540A)						
5	HP Color LaserJet CM1312/ CP1215/ CP1518 Series Cyan Toner (1400 Yield) (OEM# CB541A)	CB541A					
5	HP Color LaserJet CM1312/ CP1215/ CP1518 Series Yellow Toner (1400 Yield) (OEM# CB542A)	CB542A					
5	HP Color LaserJet CM1312/ CP1215/ CP1518 Series Magenta Toner (1400 Yield) (OEM# CB543A)	CB543A					
48	HP LaserJet M525/ P3015 Series High Yield Toner (12500 Yield) (OEM# CE255X)	CE255X					
17	HP LaserJet P4014/ P4015/ P4515 Series Toner (10,000 Yield) (OEM# CC364A)	CC364A					
51	HP LaserJet P4015/ P4515 Series High Yield Toner (24000 Yield) (OEM# CC364X)	CC364X					
6	HP Color LaserJet 3600/ 3800/ CP3505 Series Black Toner (6000 Yield) (OEM# Q6470A)	Q6470A					
3	HP Color LaserJet 3600 Series Cyan Toner (4000 Yield) (OEM# Q6471A)	Q6471A					
2	HP Color LaserJet 3600 Series Yellow Toner (4,000 Yield) (OEM# Q6472A)	Q6472A					
1	HP Color LaserJet 3600 Series Magenta Toner (4,000 Yield) (OEM# Q6473A)	Q6473A					
21	HP LaserJet P1606/ M1536 MFP Series Toner (2100 Yield) (OEM# CE278A)	CE278A					
17	HP LaserJet M401/ M425 MFP Series High Yield Toner (6900 Yield) (OEM# CF280X)	CF280X					
1	HP Color LaserJet 3800/ CP3505 Series Magenta Toner (6,000 Yield) (OEM# Q7583A)	Q7583A					
44	HP LaserJet M605/ M606/ M630 H/Y Black Toner Cartridge (25000 Page Yield) (OEM# CF281X)	CF281X					
10	HP LaserJet Pro MFP M125/ M127/ M201/ M225 Series Toner (1500 Yield) (OEM# CF283A)	CF283A					
3	HP LaserJet Pro MFP M201/ M225 Series High Yield Black Toner (2,200 Yield) (OEM# CF283X)	CF283X					
5	HP LaserJet M4555 MFP/ M601/ M602/ M603 Series CE390A Extended Yield Toner (18,000 Yield)	CE390A					
1	HP LaserJet 2100/ 2200 Series Toner (5000 Yield) (OEM# C4906A)	C4906A					
6	HP LaserJet 4/ 4+/ 4M/ 4M+/ 5/ 5M/ 5N/ 5se (EX) Series Toner (6,800 Yield) (OEM# 92298A)	92298A					
3	Dell 1720/ Lexmark E250/ E35X/ E450 Series Toner (6000 Yield) (OEM# 310-8709/ E450A21A)	E450A21A					
1	Lexmark MS31X/ MS41X/ MS510/ MS610 Series High Yield Toner (5,000 Yield) (OEM# 50F1H00/ 50F0HA0)	50F1H00					
1	Lexmark T650/ T652/ T654/ T656 Series Toner (25,000 Yield) (OEM# T650H11A/ T650H21A)	T650H11A					
1	Dell P1700/ 1710/ Lexmark E240/ 33X Series Toner (6,000 Yield) (OEM # 310-5402/ 34035HA)	34035HA					
8	HP Brand #970XL Ink Black (9200 Yield) (OEM# CN625AM)	CN625AM					
8	HP Brand #971XL Ink Cyan (6600 Yield) (OEM# CN626AM)	CN626AM					
8	HP Brand #971XL Ink Yellow (6600 Yield) (OEM# CN628AM)	CN628AM					
8	HP Brand #971XL Ink Magenta (6600 Yield) (OEM# CN627AM)	CN627AN					
1	Xerox Phaser 3300MFP Print Cartridge High Capacity (8000 Yield)	106R01412					

1	Canon (CRG-119II) imageCLASS LBP6300/ LBP66XX/ MF58XX/ MF59XX High Yield Toner (6,400 Yield)	3480B001AA					
1	Canon (BCI-3eBK) MultiPASS C100/400/600F/700/730/750/755/760/780/F30/F50/LR 1 Enhanced Black Ink Ta	4479A003					
3	Canon (BCI-3eBk Twin Pack) BJC 3000/6000/i450/i550/i560/i850/i860/iP3000/iP4000/iP4 00R/iP5000/S400	4479A271					
1	Canon (BCI-6BK) MultiPASS 750/760/780 Black Ink Tank	4705A003					
2	Canon (BCI-6M) MultiPASS 750/760/780 Magenta Ink Tank	4707A003					
1	Canon (BCI-6Y) MultiPASS 750/760/780 Yellow Ink Tank	4708A003					
2	HP 45 Inkjet Print Cartridge Black (930 Yield)	51645A					
1	Epson MX FX RX 70/80/85/86/86e/90/850/870/880/LX 300/800/810 Black Fabric Ribbon	8750					
8	HP 62XL High Yield Black Original Ink Cartridge (600 Yield)	C2P05AN					
8	HP 62XL High Yield Tri-Color Original Ink Cartridge (415 Yield)	C2P07AN					
31	HP 934XL High Yield Black Original Ink Cartridge (1,000 Yield)	C2P23AN					
21	HP 935XL High Yield Cyan Original Ink Cartridge (825 Yield)	C2P24AN					
21	HP 935XL High Yield Magenta Original Ink Cartridge (825 Yield)	C2P25AN					
21	HP 935XL High Yield Yellow Original Ink Cartridge (825 Yield)	C2P26AN					
1	HP 11 Ink Cartridge Cyan (2350 Yield)	C4836A					
1	HP 11 Ink Cartridge Magenta (2000 Yield)	C4837A					
1	HP 11 Ink Cartridge Yellow (2550 Yield)	C4838A					
3	HP 78 Inkjet Print Cartridge Tri-Color (560 Yield)	C6578DN					
19	HP 56 Inkjet Print Cartridge Black (450 Yield)	C6656AN					
9	HP 57 Inkjet Print Cartridge Tri-Color (390 Yield)	C6657AN					
3	HP 95 (C8766WN) Tri-Color Original Ink Cartridge (330 Yield)	C8766WN					
37	HP 96 (C8767WN) Black Original Ink Cartridge (860 Yield)	C8767WN					
26	HP 96/ 97 Ink Combo Pack (Includes 1 Each of C8767WN and C9363WN)	C9353FN					
15	HP 97 (C9363WN) Tri-Color Original Ink Cartridge (560 Yield)	C9363WN					
3	HP 98 (C9364WN) Black Original Ink Cartridge (420 Yield)	C9364WN					

2	HP 88 XL Ink Cartridge, Cyan	C9391AN					
2	HP 88 XL Ink Cartridge, Magenta	C9392AN					
2	HP 88 XL Ink Cartridge, Yellow	C9393AN					
3	HP 88XL Ink, Black (2,450 Yield)	C9396AN					
1	HP Color LJ CM3530 MFP/ CP3525/ M551/ M575 Toner Collection Unit (36,000 Yield)	CE254A					
18	HP 26X (CF226X) LaserJet Pro M402 MFP M426 High Yield Black Original LaserJet Toner Cartridge (9	CF226X					
1	HP 87X LaserJet Enterprise M506/ M527 Series High Yield Black Toner Cartridge (18,000 Yield)	CF287X					
2	HP (201X) Color LaserJet Pro M252dw/ M277dw Series High Yield Black Toner (2,800 Yield)	CF400X					
2	HP (201X) Color LaserJet Pro M252dw/ M277dw Series High Yield Cyan Toner (2,300 Yield)	CF401X					
2	HP (201X) Color LaserJet Pro M252dw/ M277dw Series High Yield Yellow Toner (2,300 Yield)	CF402X					
2	HP (201X) Color LaserJet Pro M252dw/ M277dw Series High Yield Magenta Toner (2,300 Yield)	CF403X					
4	HP 410A (CF410A) Color LaserJet Pro M452, MFP M477 Black LaserJet Toner Cartridge (2,300 Yield)	CF410A					
26	HP 410X (CF410X) Color LaserJet Pro M452 MFP M477 High Yield Black Original LaserJet Toner Cartri	CF410X					
5	HP 411A Color LaserJet Enterprise M452/ M477 Series Cyan Toner Cartridge (2,300 Yield)	CF411A					
21	HP 410X (CF411X) Color LaserJet Pro M452 MFP M477 High Yield Cyan Original LaserJet Toner Cartrid	CF411X					
5	HP 412A Color LaserJet Enterprise M452/ M477 Series Yellow Toner Cartridge (2,300 Yield)	CF412A					
22	HP 410X (CF412X) Color LaserJet Pro M452 MFP M477 High Yield Yellow Original LaserJet Toner Cartr	CF412X					
4	HP 413A Color LaserJet Enterprise M452/ M477 Series Magenta Toner Cartridge (2,300 Yield)	CF413A					
22	HP 410X (CF413X) Color LaserJet Pro M452 MFP M477 High Yield Magenta Original LaserJet Toner Cart	CF413X					
14	HP 61XL Ink Cartridge, Black (480 Yield)	CH563WN					
14	HP 61XL Ink Cartridge, Tri-Color (330 Yield)	CH564WN					
1	HP 82 Ink Cartridge, Black (69 ml)	CH565A					
15	HP 950XL (CN045AN) High Yield Black Original Ink Cartridge (2300 Yield)	CN045AN					
10	HP 951XL (CN046AN) High Yield Cyan Original Ink Cartridge (1500 Yield)	CN046AN					
10	HP 951XL (CN047AN) High Yield Magenta Original Ink Cartridge (1500 Yield)	CN047AN					
9	HP 951XL Ink, Yellow (1,500 Yield)	CN048AN					
11	HP 932XL Ink, Black (1,000 Yield)	CN053AN					
6	HP 933XL (CN054AN) High Yield Cyan Original Ink Cartridge (825 Yield)	CN054AN					

5	HP 933XL (CN055AN) High Yield Magenta Original Ink Cartridge (825 Yield)	CN055AN						
5	HP 933XL (CN056AN) High Yield Yellow Original Ink Cartridge (825 Yield)	CN056AN						
2	HP 952 (F6U15AN) Black Original Ink Cartridge (1000 Yield)	F6U15AN						
6	HP 952XL (F6U19AN) High Yield Black Original Ink Cartridge (2000 Yield)	F6U19AN						
1	HP 63XL (F6U63AN) High Yield Tri-color Original Ink Cartridge (330 Yield)	F6U63AN						
1	HP 63XL (F6U64AN) High Yield Black Original Ink Cartridge (480 Yield)	F6U64AN						
3	HP 952 (L0S49AN) Cyan Original Ink Cartridge (700 Yield)	L0S49AN						
2	HP 952 (L0S52AN) Magenta Original Ink Cartridge (700 Yield)	L0S52AN						
2	HP 952 (L0S55AN) Yellow Original Ink Cartridge (700 Yield)	L0S55AN						
7	HP 952XL (L0S61AN) High Yield Cyan Original Ink Cartridge (1600 Yield)	L0S61AN						
6	HP 952XL (L0S64AN) High Yield Magenta Original Ink Cartridge (1600 Yield)	L0S64AN						
6	HP 952XL (L0S67AN) High Yield Yellow Original Ink Cartridge (1600 Yield)	L0S67AN						
1	Premium Brand Compatible (BCI-3eC/ BCI-6C) Enhanced Cyan Ink Tank	4480A003						
1	Epson Expression Photo XP-850/ 950 Black Ink Cartridge (240 Yield)	T277120						
1	Epson Expression Photo XP-850/ 950 Color Ink Multipack (360 x5 Yield)	T277920						
5	Epson Expression XP-530 Black Ink	T410020						
4	Epson Expression XP-530 Photo Black Ink	T410120						
9	Epson Expression XP-530 Cyan Ink	T410220						
10	Epson Expression XP-530 Magenta Ink	T410320						
8	Epson Expression XP-530 Yellow Ink	T410420						
2	HP 902XL (T6M02AN) Cyan Original Ink Cartridge (825 Yield)	T6M02AN						
2	HP 902XL (T6M06AN) Magenta Original Ink Cartridge (825 Yield)	T6M06AN						
2	HP 902XL (T6M10AN) Yellow Original Ink Cartridge (825 Yield)	T6M10AN						
2	HP 902XL (T6M14AN) Black Original Ink Cartridge (825 Yield)	T6M14AN						
1	Brother HL-3140CW/ 3170CDW/ MFC-9130CW/ 9330CDW Black Toner (2,500 Yield)	TN221BK						
TOTAL COST RECYCLED							TOTAL COST OEM	
							GRAND TOTAL FOR ONE YEAR	\$
TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.								

Optional Year two (2) Percentage Increase _____	Optional Year three (3) Percentage Increase _____
References:	
Have you included at least 3 references with your bid, equivalent to the size of Will County who have or are currently using the equipment specified in your bid?	
Qualified Contractor (please answer each question):	
How long in business?	
How long in business w/ re-manufactured cartridges?	
Do you use Domestic products for re-manufactured toner cartridges?	
Where are your recycled cartridges manufactured?	
Is each re-manufactured cartridge factory certified and print tested for reliability (not sample tested)?	
Is each re-manufactured cartridge made individually, not assembly-line?	
What is the value rate of your re-manufactured cartridges?	
If awarded the contract, will you assign a dedicated account rep for Will County?	
Are you willing to add new toners on contract at equal to or lower than competitive pricing?	
Are you able to provide toner and service for all printers as listed above (i.e. Dell, Lexmark, Xerox)?	
List printers not included for toner and service (i.e. Dell, Lexmark, Xerox)?	
Employ technicians as your own employees, not sub-contracted?	
Ordering/ Order Processing (please answer each question):	
Do you offer internet ordering, tiered approval and tracking?	
Does your website offer account order history?	
Does your website offer ability to track orders by ship to, order # and date?	
Does your website offer ability to control budget by department/ship to?	
Does your website offer ability to view/ print invoices and statements?	
Do you have access to customer service through your website?	
What is your cut-off time for order processing?	
Do you have a minimum order requirement?	
Do you offer desktop delivery by department/ship to?	
Do you have the ability to maintain multiple ship to locations for orders and billing?	
Do you offer next day or 2-day shipping/ delivery?	
Do you accept credit card payments?	
Do you accept Direct Deposit/ACH payments?	

LATE BIDS CANNOT BE ACCEPTED!

<u>SEALED BID DOCUMENT</u>	
Vendor Return Address:	
BID #:	2018-22
DUE DATE:	10/03/17
DUE:	9:00 A.M.
	Toners & Printer 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!