



# WINNEBAGO COUNTY

— ILLINOIS —

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County Administration Building  
404 Elm Street  
Rockford, Illinois 61101

Purchasing Department  
Phone: 815-319-4380  
Fax: 815-319-4381

September 18, 2025

## ADDENDUM ONE

### PAPER AND CHEMICAL PRODUCTS

#### INVITATION FOR BID #25B-2439

All bid requirements and information have can be found at [www.wincoil.gov/purchasing](http://www.wincoil.gov/purchasing)

1. May I have the previous bid tabulations & itemized award report, including any price adjustments? **See Question 1 Exhibit A at end of Addendum.**
  2. Do any of the 8 locations have loading dock and/or forklifts? **Yes**
  3. Regarding the trash liners, please provide detailed specifications, to include gauge and case count, for each item. **see pricing sheet**
  4. Regarding the paper products:
    - a. Toilet paper, 1 ply & 2 ply – are you looking for household size rolls? **Yes**
    - b. Towel roll – brown: what is the towel length? **800ft**
    - c. Toilet paper jumbo, 2 ply: what is the length of this tissue? **1000 foot**
  5. Will this be awarded line by line, by category or this is a 1 winner take all bid? **No multiple bidders will be awarded for all items.**
  6. Do we need to bid on each item to be considered? **Vendors may bid on any or all items.**
  7. What is the budget for this bid? **We do not have a firm budget.**
  8. Can we have the previous bid tabulation and awarded vendors list?  
**Please see Question 1 Exhibit A.**
  9. How often will orders be placed? Weekly, monthly etc.? **Monthly or as needed.**
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10. What are your current pricing and product brands for this bid? **Brand is Bedford for paper towel and toilet paper**
11. Do you require samples? **No**
12. Can you specify anticipated order quantities for the line items? **No, it varies**
13. Do you accept minimum orders? **yes**
14. What lead time is acceptable? **5 days**
15. Can you kindly provide last 12-month quantity ordered per item? **Varies from Department to Department**
16. Can you please provide more details for the lines, i.e., bags per case, gauge, case weight etc.? **see pricing sheet**
17. I notice that you have multiple ice melts listed on the bid. Will Winnebago County consider similar alternatives to each ice melt listed? If so, does the SDS and sell sheet for each item need to be included in the bid packet? **Yes as long as it is Cement safe**
18. What is the expected turnaround time from the time the order is placed until delivered that Winnebago County requires? **5 days**
19. What are the delivery points for ice melt to be delivered to? **Courthouse - 400 W State st, CJC – 650 W State St, and RBNH – 4401 N Main**
20. Does each delivery point have equipment to unload? Or does the winning bidder need to have equipment to unload? **Forklifts are available.**
21. Price adjustment  
Are price adjustments from year to year only based off the Consumer price index for all urban consumers? Or does a letter from both the successful holder of the contract and ice melt manufacturer stating a price increase due to inflation count as a valid form? **Yes, a letter from both would be needed.**

## 22. Contract Term- Renewal Clause

"Contract stipulates a life of a four (4) year term. However, County reserves the right to renew contract two (2) times in two (2) one-year increments"

### **CONTRACT TERM**

**Yes, I see the statement in the Renewals and Extension section of the contract: WE are doing a two years term with two renewals with percentage increases. Please see pricing sheet.**

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23. Can there be pricing adjustments during the renewal period of the agreement, due to manufacture price increases?

Yes, there can be pricing adjustments. We will ask for pricing adjustments by percentage each year 3-4 to be forecasted in the pricing sheet of the bid. This will need to be stated prior to the contract expiration so we can determine to renew.

24. 1.6 Submission of Bids. The County only accepts “hard copies” of a bid. No email or fax bids. Can those be sent via FedEx or UPS overnight services or in person? Some companies will only accept hard copies through USPS. Yes, you may use FedEx or UPS overnight and the submittal may be delivered in person to 404 Elm Street, Room 202, Rockford IL 61101

25. “Required evidence of bidder’s qualifications and experience?” What type of evidence are you looking for? WE are looking for reference of other companies who are your customers. See Reference section of the bid.

26. Will County allow substitutes of items that are similar in product ingredients, pricing and quantity? In particular, if County does not specify “no substitutes”? Yes, other than the 1ply toilet paper for the Jail. This cannot be substituted

27. Paper towels are brown recycle paper? YES

28. What towel is this referencing?

Is “Towel, Roll, White 6-800” duplicate to “8” x 600’ WHITE ROLL TOWEL” No

29. Are you able to provide any usage or more details spec sheets for these items? Usage varies by location and various departments ordering.

30. Can we please get a full address list of all 14 shipping locations. We have 8 delivery locations please the locations below.

424 N Springfield – HWY      5350 Northrock Dr – JDC      4511 N Main - 911

650 W state St – CJC      4517 N Main – AS

555 North Court – WCHD      4401 N Main – RBNH

(6 buildings will be delivered to 1 address) 400 W state st – CH, Admin, JJC, 526,PSB, Memorial Hall

**END OF ADDENDUM ONE**

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