



## Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 [Purchasing@purchasing.wincoil.gov](mailto:Purchasing@purchasing.wincoil.gov)

REQUEST FOR PROPOSALS	23P-2268	ISSUE DATE	2/13/2023
RFP TITLE	LINEN AND LAUNDRY SERVICES		
RFP DUE DATE	3/13/2023	DUE TIME (CST)	11:00 AM
SUBMIT 5 PAPER COPIES, PLUS 1 MEMORY STICK		PERFORMANCE BOND REQUIRED	TBD (We reserve the right to request a Performance Bond)

The County of Winnebago, Illinois, hereby solicits qualified and interested firms to submit proposals for providing all services, supervision, labor and equipment necessary to provide Linen and Laundry Services at River Bluff Nursing Home.

Proposer's proposals must be delivered by the date and time listed under Schedule of Events to:

**Winnebago County Purchasing Department**  
404 Elm Street - Room 202  
Rockford, IL 61101

### OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

### CONTRACT TERM

The resulting contract agreement is for a two year agreement with three additional option years for a total of up to five (5) year term. Delays in the proposal process may result in an adjustment of the anticipated contract starting date and/or end date. We reserve the right to request a Performance Bond.

### CONTRACT ADMINISTRATION

The County of Winnebago will administer the contract. The successful Proposer will be required to submit invoices on a monthly basis and must document details upon request justifying the billing to include timesheets, as applicable.

### GENERAL REQUIREMENTS

This is a Request for Proposals. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

**SUBMISSION DATE AND TIME**

No later than 11:00 a.m. (CST) on March 13, 2023— Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

**There will be a MANDATORY PRE-PROPOSAL MEETING (On-Site or Via Zoom) at River Bluff Nursing Home- 4401 North Main Street, Rockford, IL 61103 in the Finch Room at 11:00 AM on February 22, 2023. Proposers will need to email [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) 48 hours ahead of time (by Monday, February 20<sup>th</sup> at 11:00 AM) and submit their contact information including phone number and email address so that we can provide you with a Zoom invitation if you will not be attending the Pre-Proposal Meeting in-person.**

**CONTACT PERSON:** Ann Johns, Director of Purchasing – [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

**SCHEDULE OF EVENTS**

2/13/2023	RFP Solicitation is made available on our website wincoil.gov and DemandStar.com
2/22/2023	Mandatory Pre-Proposal Meeting (on-site or via Zoom) 11:00 AM- Finch Room- River Bluff Nursing Home- 4401 N. Main Street, Rockford, IL 61103
2/27/2023	Questions emailed to <a href="mailto:purchasing@purchasing.wincoil.gov">purchasing@purchasing.wincoil.gov</a> by 9:00 AM
3/2/2023	Questions answered via Addendum sent and posted on website by 4:00 PM
3/13/2023	RFP submittals due by 11:00 AM

## **SECTION ONE: GENERAL CONDITIONS**

### **AMERICANS WITH DISABILITIES ACT**

The Proposer will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

### **CANCELLATION**

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Proposer to comply with terms, conditions and specifications of their awarded Contract.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, Contracts, and Subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their proposal response.

Additionally, for all new Proposer's and Proposer's to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Proposer be created in our accounting system.

### **COMPLIANCE WITH LAWS**

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful Proposer must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Proposer must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Proposer must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Proposal and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the Proposer/Composer will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Proposer, it reserves the right to reject any Proposal, cancel any Contract and pursue any other legal remedies deemed necessary.

### **COST OF THE PROPOSAL**

Expenses incurred in the preparation of Proposals in response to this RFP is the Proposer's sole

responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Proposals, providing additional information when requested by the County, or for participating in any selection interviews.

#### **DISPUTES**

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

#### **FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a Proposal will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

#### **INDEMNITY**

The Proposer shall, at all times, fully indemnify, hold harmless, and defend Winnebago County and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by the Proposer and its employees, or because of any act or omission, neglect or misconduct of the Proposer, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Proposer's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Proposer shall likewise be liable for the cost, fees and expenses incurred in Winnebago County's or the Proposer's defense of any such claims, actions, or suits. The Proposer shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

#### **NON-COLLUSION**

The Proposer, by its officers, agents or representatives present at the time of filing this RFP, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Proposer's, or with any public officer of the County of Winnebago, Illinois, whereby, the Proposer has not paid or is to pay to such Proposer or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Proposer(s). Whereby, no inducement of any form or character other than that which appears upon the face of the RFP will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said RFP or understanding of any kind whatsoever, with any person

whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this RFP.

**PROMPT PAYMENT ACT**

The Proposal should provide that all payments are subject to Local Governmental Prompt Payment Act.

**PROTEST**

Firms wishing to protest any RFP and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the RFP due date/opening. The notification should include the RFP number, the name of the firm protesting and the reason why the firm is protesting the RFP. The Director of Purchasing will respond to the protest within five (5) calendar days.

**RESERVATION OF RIGHTS**

Winnebago County reserves the right to reject any or all Proposals failing to meet the County specifications or requirements and to waive technicalities. If, in the County’s opinion, the lowest Proposal is not the most responsible Proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Proposer’s reputation and past performance, will also be weighed.

The Proposer’s failure to meet the mandatory requirements of the RFP will result in the disqualification of the Proposal from further consideration.

Winnebago County further reserves the right to reject all Proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.

Submission of a Proposal confers no rights on the Proposer to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County’s discretion and shall be made in the best interest of the County.

**TERMINATION, CANCELLATION AND DAMAGES**

The County may terminate based on the Proposer’s breach or default. Unless the breach or default creates an emergency, as determined in the County’s sole discretion, the Proposer shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Proposer’s breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Proposer any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Proposer under this Proposal or any unrelated Contract.

Winnebago County may terminate any Contract or agreement resulting from this RFP at any time for any reason by giving at least thirty (30) days’ notice in writing to awarded Proposer. If the Contract is terminated by the County as provided herein, the Proposer will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

**PROPOSER’S RESPONSIBILITY FOR SERVICES PROPOSED**

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposer’s to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

**WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by an authorized representative of the Proposer or by formal written notice prior to the final due date and time specified for Proposal submission. Submitted Proposals will become the property of the County of Winnebago after the Proposal submission deadline.

However, no Proposer shall withdraw or cancel their Proposal for a period of sixty (60) days after said advertised closing time for the receipt of Proposals; the successful Proposer shall not withdraw or cancel their Proposal after having been notified by the Director of Purchasing that said Proposal has been accepted by the County Board.

*The Proposer, by signing the Proposal Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Proposers".*

**END OF SECTION ONE: GENERAL CONDITIONS**

## SECTION TWO: INSTRUCTION TO PROPOSERS

### 1.1 INTRODUCTION/BACKGROUND

County of Winnebago is seeking proposals for Linen and Laundry Services for River Bluff Nursing Home.

### 1.2 COPIES OF RFP DOCUMENTS

- A. Only complete sets of RFP solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFP documents must be obtained on the County's website.
- C. Submitted Proposals MUST include all forms and requirements as called for in the Request for Proposals. Failure to include all necessary forms and licenses will result in a non-responsive proposal.

### 1.3 EXAMINATION OF RFP DOCUMENTS

- A. Each Proposer shall carefully examine the RFP and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) by the **Schedule of Events deadline**.

### 1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing by the date specified, in the Schedule of Events***, emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer MUST acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

### 1.5 GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

### 1.6 HOLD HARMLESS CLAUSE

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including

death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

### **1.7 PREPARATION OF PROPOSALS**

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature.

If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

### **1.8 SUBMISSION OF PROPOSALS**

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFP solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

### **1.9 REQUIRED COUNTY FORMS**

Proposer shall complete and execute the forms specified in the RFP (Proposal Signature Form, Business References, Vendor Registration Form, W-9 Form and Suspension and Debarment Certification Form); failure to provide executed documents may result in Proposer being determined to be not fully responsive to the RFP.

### **1.10 MODIFICATION OF PROPOSALS**

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Proposals and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified.

All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.



### **1.11 RESPONSIBILITY FOR PROPOSAL**

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

### **1.12 RECEIPT AND OPENING OF PROPOSALS**

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

### **1.13 NEGOTIATIONS**

The County MAY elect to negotiate a contract with the highest qualified firm(s) at compensation and for a term that the County determines in writing to be fair and reasonable. In making this decision, the County shall take into account the estimated value, scope and complexity and firm's nature of the services to be rendered. Also, consider how much subcontract the firm(s) will need to use for a project.

If the County is unable to negotiate a satisfactory contract with any of the top selected firms, the County may re-advertise the project.

### **1.14 AWARD OF CONTRACT**

- A. The County reserves the right to waive any informality in any proposal, or to re-advertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

### **1.15 MANDATORY PRE-PROPOSAL**

#### **Pre-Proposal Meetings and/or Inspections**

If identified in the issued solicitation, the County may conduct a mandatory or non-mandatory pre-proposal meeting and/or allow prospective vendors to inspect the location where the work will be performed. When applicable, the solicitation will identify whether a mandatory or a non-mandatory pre-proposal meeting and/or inspection will be held. The Director of Purchasing, or designee, is responsible for facilitating the mandatory or non-mandatory pre-proposal meeting. The Director of Purchasing, or designee will require that all attendees sign-in on a Pre-Proposal Meeting Sign-In Form and that form will be maintained as part of the solicitation file.

Open dialog from potential vendors and the County is encouraged during the pre-proposal meeting and/ or inspection as vendor questions may assist the County in identifying potential gaps in the solicitation and provide valuable information a vendor may need to submit an accurate proposal. Statements made by the Director of Purchasing or designee at a pre-proposal meeting

and/or inspection are not considered revisions or additions to the solicitation. Any changes made to the solicitation following a pre-proposal meeting must be made in writing and will act as an addendum to the original issued solicitation.

**1.16 CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS**

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
<b>Workers Compensation</b>	Statutory
<b>Employers Liability</b> A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	\$1,000,000 \$1,000,000 \$1,000,000
<b>Commercial General Liability</b> A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	\$2,000,000 \$2,000,000 \$2,000,000 \$2,000,000
<b>Business Auto Liability</b>	\$2,000,000
<b>General Umbrella Excess Liability</b>	\$2,000,000

Winnebago County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

**CHANGES IN INSURANCE COVERAGE:**

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer’s failure to provide and maintain the required insurance.

**END OF SECTION TWO: INTRODUCTION TO PROPOSERS**

## SECTION THREE: SCOPE OF WORK

### PROPOSAL INTENT

It is the intent of the County of Winnebago (County) to establish a new contract for laundry and linen services for River Bluff Nursing Home, a skilled nursing facility in Rockford, Illinois. There are four nursing wings, with an average census 150 residents. River Bluff does not have on-site laundry equipment. Vendor will be required to provide a sufficient amount of linen to service current “in-use” needs as well as a back-up reserve supply in the event of an emergency (450 sets or 3 times census amount).

Laundry service includes washing and drying as normally required in quality laundry service. All items shall only be treated with non-allergic soaps, detergents, bleaches or other chemicals to render the finished products clean. All laundry is to be processed with first quality work, with minimum wear and tear on the fabric.

### LINEN SERVICES

River Bluff Nursing Home requires the awarded vendor(s) to provide 48 hour turn-around services on all placed linen orders. Linen orders are placed three (3) days per week. Deliveries are expected on Monday, Wednesday and Friday, with Friday’s delivery being large enough to cover the weekend needs. Soiled linens are all located in the basement’s Soiled Linen Room.

- Vendor must supply both clean and soil linen carts or bins (carts preferred).
- Vendor must have a method of weighing the soiled carts, to determine the charges.
- Linens must be folded, prior to their return to the facility.
- Vendor must return clean linens on carts to the basement’s Clean Linen Area.

#### A. BULK LINEN SERVICES

Service pricing shall be the net price based on Clean Dry Weight per pound charged for linens and linen laundry service (see ordered items below), and shall include storage and delivery costs. Delivery shall be three days per week.

Listed below is the acceptable linen descriptions. Minor variations, may be accepted, if they do not affect quality or fabric requirement. **Please Attachment A- River Bluff Laundry and Linen Count.**

Adult Protector, Bib	Sheet, Flat -66” X 115”
Bag, Soil 29 x 43 (plastic)	Sheet, Contour (fitted)-36” X 84” X 6”
Reusable Wheelchair Pad 17”x20”	Blanket, Bath/Poncho
Mop, Micro Fiber 24”	Towel, Bath- Premium
Mop, Wet, Cotton - Large	Towel, Hand
Napkin, Polyester – Large- 20” X 20”	Wash Cloth

Pillow Case, White -Standard	Pad, Incontinent (10oz soaker)-Green/Blue
Rags (Bag) for kitchen- 5 lb. bundle	Microfiber Cleaning Cloths – Large Orange
Bulk Soiled Bags (55 gallons)	Thermal Blanket 2.5lbs 74” X 108”
Bar Towel 15” X 27”	Apron, Bib Style – Black
Sheet, Draw (54” X 72”)	Gown, Patient- Obese
Gown, Patient- Medium	

1. Detail your turnaround time and your method of providing Bulk Linen Services.

**B. AUTO LINEN REPLACEMENT CHARGE**

Auto linen replacement shall offset the linens lost during the term of the contract. The County will not be responsible for any additional charges incurred due to linen replacement. Vendor to replace worn linen after the useful life of item.

2. Describe your auto replacement services, in detail.

**LAUNDRY SERVICES**

Laundry service includes washing and drying, as normally required in quality laundry service. All items shall only be treated with non-allergic soaps, detergents, bleaches or other chemicals to render the finished products clean. All laundry is to be processed with first quality work, with minimum wear and tear on the fabric. The vendor will be responsible for damage or loss of personal laundry items caused by negligence of the vendor or their employees. The vendor shall reimburse the County for any piece of laundry damaged by neglect or carelessness in the laundering process.

**A. LAUNDRY SERVICES – Resident-Owned Personal Clothing**

Ownership of resident personal items shall remain with the County, however the vendor must take such measures, as reasonably required, to protect against loss by pilferage or destruction. Soiled laundry is staged in the basement’s Soiled Linen Room. River Bluff staff will label resident personal items, vendor to supply labels and machine as part of the contract.

- Resident laundry service pricing shall be the net price based on Clean Dry Weight per pound.
- Net price shall include storage and delivery services, three days per week.
- Expected turnaround time of three days or less.
- Vendor to provide four nylon, draw string bags for each resident’s soiled laundry.
- Vendors must have a method for separating clothing, based on each of the four nursing units.
- Vendor to supply labels and the machine to mark resident clothing.

### 3. Describe your method of separating the four nursing wing's resident's laundry

#### B. LAUNDRY SERVICES – County-Owned Miscellaneous Items

Ownership of miscellaneous items shall remain with the County, the vendor must take such measures, as reasonably required, to protect against loss by pilferage or destruction. The vendor shall reimburse the County for any piece of laundry damaged by neglect or carelessness in the laundering process. Soiled miscellaneous laundry items are located in the Soiled Linen Room.

- Pricing shall be per pound to launder miscellaneous County-owned items
- Miscellaneous items include the following:
  - ✓ Room divider privacy curtains
  - ✓ Table clothes 52" x 52"
  - ✓ Mechanical Lift slings (no drying allowed)
  - ✓ Window curtains

#### SAMPLES

Provide samples and photos of each product to be provided under Linen Services with your proposal response. The samples will not be returned.

#### VOLUME/ESTIMATED QUANTITY

The County does not guarantee any specific amount of linen or laundry service will be purchased pursuant to this contract, and shall not be held responsible for any deviation. This contract shall cover the County's requirements whether more or less than the estimated amount.

#### VALUE ADDED SERVICES

The County will consider *Value Added Services*. The County considers *Value Added Services* to be additional services (i.e. inventory management system) or certain specific business procedures offered by the vendor that, when utilized directly or indirectly, serve to increase the total value of the services proposed. The County invites vendors to include *Value Added Services* with their proposal by attaching additional pages in the proposal response under a page titled "**VALUE ADDED SERVICES**". *Value Added Services* must include specific information on proposed *Value Added Services* and present any potential costs savings.

#### DELIVERY, STORAGE, AND PORTABILITY

The successful Vendor will be required to provide and deliver clean linens and pickup soiled linens at the designated area located at the north side of the building near the loading dock at Lakeland Health Care Center at the agreed upon times and frequency. Delivery schedules shall be arranged to minimize the time soiled linen is stored at River Bluff Nursing Home. It is expected that the Vendor deliver clean linens to the standards specified in this bid on four swivel-wheeled carts. The four swivel-wheeled carts will be used to facilitate the portability of the linen while at River Bluff Nursing Home. The four swivel-wheeled carts will also serve to collect and transport the soiled linen.

The successful Vendor shall supply an appropriate quantity of four swivel-wheeled carts. The four swivel- wheeled carts are to have the following minimum features:

1. Easily cleaned and washable
2. Free rolling ball bearing casters for ease of movement when full.

3. Ability to label with contents description and weight of linen on four swivel-wheeled carts.
4. Successful vendor shall be responsible for all maintenance and upkeep of the four swivel-wheeled carts, including regular cleaning, wheel maintenance and replacement as required.
5. Four swivel-wheeled carts with clean linens shall be cleaned and disinfected prior to loading by vendor.

## **REFERENCES**

Vendor shall provide three references of recent clients with similar requirements as specified in this bid. Reference information shall include contact person, phone number and email address of a person that may be contacted.

## **QUARTERLY REPORTS**

The successful vendor shall furnish to the County with usage reports summarizing the ordering history for each area served during the previous quarterly, at no additional cost. The report, at a minimum, must include every item or service ordered during the period, its total quantities, and dollars by item/service and in total. The County reserves the right to request usage reports at any time, and request additional information, if required, when reviewing contract activity at no additional charge.

## **CONTRACT TERM**

This contract shall be in effect for a two (2) year period from the date of award. The County reserves the right to renew this contract for three (3) additional one (1) year periods, subject to acceptable performance by the vendor. At the end of any contract term, the County reserves the right to extend this contract for a period of up to one hundred-twenty (120) days for the purpose of getting a new contract in place. For any year beyond the initial two years, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

## **PRICING**

Vendor shall include in their proposal prices for each of the services as laid out in the solicitation.

Pricing shall be firm for the term of the contract. All services shall be furnished at proposed pricing and shall be without any additional charges, regardless of the amount or quantity of services.

## **PRICE ESCALATION/DE-ESCALATION**

Labor costs must be firm for the two years of the contract. Thereafter, pricing may be adjusted in accordance with the Consumer Price Index (CPI) 12-month percent change, by region, all items, not seasonally adjusted, for the Midwest Urban, published by the U.S. Bureau of Labor Statistics. The County will use the index average from the most recent quarter of the prior year to the current year or 4% of the previous year's cost, whichever is lower.

Notification of any requested increase is required in writing to the County from the Contractor a minimum of 60 days prior to the end of each contract year, after year two. The County reserves the right to accept or reject the request for a price increase and if appropriate, to utilize other resources in evaluating escalation requests.

The price increase shall be adjusted annually on and after the second anniversary equal to the

CPI change for the previous 12 months. "CPI" means the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average. All Items published by the U.S. Department of Labor, Bureau of Labor Statistics.

Vendor also has the option to include their pre-established prices for years: 3, 4 and 5.

### **VENDOR QUALIFICATIONS**

Vendor's responding to this bid must meet the following qualifications:

1. Possess a minimum of three years of verifiable experience in providing services to a long term care facility.
2. Provide three references and can demonstrate a reputation for timeliness and responsiveness.
3. Be licensed and incorporated to do business in the State of Illinois.
4. and all other line items as mutually agreed upon.
5. Provide all services customarily associated with linen and laundry services including washing, conditioning, flat work, ironing, folding and packaging on four wheeled carts.
6. Inspect all clean linens to ensure complete dryness, free of spots, stains, mold, and any items that require mending or replacement.
7. Maintain provision of high quality wrinkle free linens that are soft and breathable. Linens that are damaged, torn, with holes, or thin will not be considered acceptable.
8. Provide linen service three days per calendar week: Monday, Wednesday and Friday prior to 6:00 AM. This shall include service on holidays that fall on weekdays.
9. Provide four swivel wheeled soiled linen carts and four swivel wheeled clean linen carts to service County. Each clean linen carts shall be clearly labeled, in English with the contents, number of pieces and weight of clean linen.
10. Sort soiled linens at Vendor facility.
11. Clean soiled linens and laundry in equipment that agitates and use bleach solution to ensure clean, germ-free and odor free linens.
12. Provide credits for any items returned as unsatisfactorily cleaned or in poor condition.
13. Maintain extra stock and/or back-up service to ensure continuous service in the event of equipment failure or other production limitations and provide documentation of backup.
14. Provide twenty-five percent above par linens, on an as needed basis, with 24 hour notice.
15. Provide a one day back-up supply of all linen items at River Bluff Nursing Home.
16. Return any personal items mixed in with linens within 48 hours of pickup.
17. Allow facility to adjust par levels as needed.
18. Invoice for services based on the clean dry weight of linens.
19. Maintain provisions for emergency service to accommodate unexpected off-day/time (outside of normal delivery). The County shall strive to minimize or eliminate such off-day/time requests. Vendor shall establish provisions for emergency service to the County in the event of natural disasters, labor disruptions, equipment/transportation

failures or other events that may interrupt the agreed upon schedule of service delivery. In the event of such interruption or delay, the Vendor shall take whatever measures appropriate to obtain linen service for the County including, but not limited to, giving County permission to clean linens onsite or contract with another industry qualified linen service provider for needed services.

### **SUBCONTRACTING**

The County requires the service technicians proposed to be directly employed by the Contractor with the exception of when ancillary services are required. All subcontractors shall be held to the same insurance provisions as noted herein. Additionally, the subcontractor shall comply with all requirements as stated in this specification.

Contractor will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract of any portion therein, or its right, title or interest in, to any person and/or Vendor(s) without the written consent of the County. No subcontract shall, under any circumstances, relieve the contractor of liability and obligation under this contract. If Sub-Contractors are used, the County will consider the awarded vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such sub-Contractor arrangements.

The prime contractor shall be fully responsible for the acts, errors and omissions of the subcontractor.

The County reserves the right to reject the proposal if the subcontractors are determined to be unqualified or unacceptable. After a contract has been awarded, Contractor must obtain prior approval before using any subcontractors not previously identified in your proposal.

### **WORK/SITE RULES**

Vendor shall comply with the County's work/site rules. Vendor shall comply and accept exclusive responsibility for each individual employee while on County property.

### **BACKGROUND CHECKS**

Vendor shall ensure that employee background checks, consisting of criminal record searches and employment verification, are accomplished and that current records are provided upon request.

All contractor employees seeking access to River Bluff Nursing Home must pass a more detailed background check performed by the Winnebago County Sheriff's Office. Costs for this background check shall be borne by the County. Contractors shall provide a photocopy of each employee's driver's license (or other acceptable identification) at least five days prior to commencement of work.

### **QUALITY OF GOODS AND SERVICES**

The quality of goods delivered and the service provided shall meet acceptable industry standards. River Bluff Nursing Home shall have the right to terminate any agreement in the event the service provided does not meet the following agreed upon standards outlined in this solicitation:



- Timely Delivery
- Maintain levels
- Cleanliness of linens
- Quality Linens

The County will provide the Vendor written notice specifying the deficiencies in service. Should such deficiencies not be corrected within thirty days, the said agreement may be terminated at the option of the County.

#### **REJECTION**

All Work done and material furnished by the vendor are subject to acceptance by the County based on the conformity of the material and labor to these project specifications. In the event where the vendor or its subcontractor were to provide materials, and/or labor that does not conform to these project specifications and has not gained prior approval from the County, the material and/or labor will be subject to rejection. Rejected work or materials shall be replaced or redone at the expense of the vendor.

#### **DEFICIENCIES**

In the event that the County determines that there are deficiencies in the service work provided by the contractor under the contract, the County shall notify the contractor, in writing, as to the precise nature of any such deficiencies. Within thirty working days of receipt of such notice, the contractor shall take responsible steps to correct any deficiencies.

#### **END OF SCOPE OF WORK**

## EVALUATION CRITERIA

### CRITERIA OF AWARD

Evaluation of proposals will be performed by the County's selected Evaluation Committee. Proposals may not be considered, and may be rejected as non-responsive, unless the proposal includes or the following:

- A signed and fully completed response to the Request for Proposal including all references and point-by-point responses to the Scope of Work
- Samples of each linen piece
- Business References
- Pricing for a 2 year term
- Start-up services plan timeline for starting new services

### METHOD OF PROPOSAL EVALUATION

Award will be made to the vendor whose proposal is in the best interest of the County. Proposals will be evaluated by an Evaluation Committee according to the following criteria:

- Greatest financial benefit to the County: **40 Points**
- Detailed services provided by the vendor: **35 Points**
- Expertise and experience of vendor in providing laundry service and/or linens: **25 Points**

## END OF EVALUATION CRITERIA

NET PRICE BASED ON CLEAN DRY WEIGHT PER LB.

	1st - 2nd Year	3rd Year *	4th Year *	5th Year *
<b>1 Linen Service</b>				
<b>a. Bulk Linen Service</b>	\$ _____	\$ _____	\$ _____	\$ _____
Linen and Linen Laundry Service				
<b>b. Linen Auto Replacement</b>	\$ _____	\$ _____	\$ _____	\$ _____
Delivered Clean Linens Only				
<b>2 Resident Personal Clothing Laundry Service</b>	\$ _____	\$ _____	\$ _____	\$ _____
Resident Owned Laundry Service				
<b>3 Winnebago County Owned Linens</b>	\$ _____	\$ _____	\$ _____	\$ _____
(Curtains, Spreads, Small Rugs, Cover, etc.)				

*\* You may include a rate as shown above or the contract increase will be tied to the CPI.*

**SECTION FIVE: PROPOSAL SIGNATURE FORM**

<b>Name of Proposer</b>			
<b>Contact Person</b>			
<b>Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email(s)</b>			

**TO: Winnebago County Purchasing Department**

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR     
  MEMBER OF PARTNERSHIP     
  AN OFFICER OF CORPORATION     
  MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

**(Proposer, must list below any and all Addenda or your offer will be rejected, as non-responsive)**

**No(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ issued thereto;**

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2023**

**AUTHORIZED VENDOR NEGOTIATOR**

**Name and Title** \_\_\_\_\_

**Phone and Email** \_\_\_\_\_

**END OF SECTION FIVE: PROPOSAL SIGNATURE FORM**

**RETURN PROPOSAL LABEL**

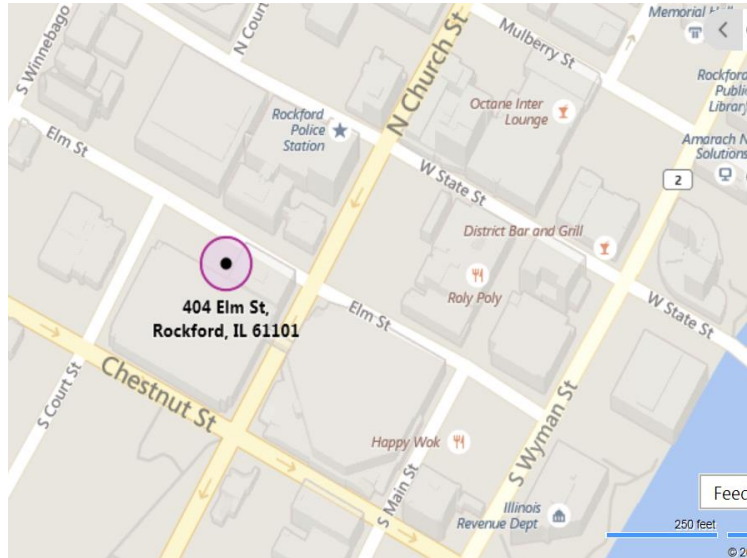


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**“LAUNDRY AND LINEN SERVICES”**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<p><b>PROPOSAL#</b> 23P-2268</p>	<p><b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b></p>
<p><b>PURCHASING DIRECTOR:</b> ANN JOHNS</p>	
<p><b>PROPOSAL NAME:</b> <b>LAUNDRY AND LINEN SERVICES</b></p>	
<p><b>PROPOSAL DUE DATE/TIME:</b> <b>3/13/2023 – 11:00 AM</b></p>	



# WINNEBAGO COUNTY

ILLINOIS

## VENDOR REGISTRATION FORM

Vendor (or Individual) Legal Name: \_\_\_\_\_

DBA/Alternative Vendor Name: \_\_\_\_\_

### ADDRESS(ES)

Physical

Remittance, if different from physical

Street 1

Street 2

City

State

ZIP

### CONTACT(S)

Sales Representative

Accounts Receivable

Name

Phone

Email

Web Address

### GENERAL INFORMATION

Scope of work to be performed or provided:

Services and/or  Goods

Other \_\_\_\_\_

If Services:  Legal  Medical  Rent/Landlord

Other \_\_\_\_\_

Do you have a current contract  Yes  No  N/A

Winnebago County Employee:  Yes or  No If yes:  Current or  Former Dept. \_\_\_\_\_

COUNTY Department/Person requesting your service or goods:

### CLASSIFICATION(S)

If applicable, check those boxes that apply:

(All Certifications must be included with this completed form)

Minority-Owned Business:  Certified  Self-Certified

Woman-Owned Business:  Certified  Self-Certified

Veteran-Owned Business:  Certified  Self-Certified

### SIGNATURE

You affirm the above information is true and correct. Electronic signatures will not be accepted.

Authorized Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### OFFICE USE ONLY

Approved by: \_\_\_\_\_

Assigned Vendor Number: \_\_\_\_\_

Verification Completed:  Sam.gov  OFAC  IRS TIN Match

W-9 Uploaded

Date Entered: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                      <input type="checkbox"/> C Corporation                      <input type="checkbox"/> S Corporation                      <input type="checkbox"/> Partnership                      <input type="checkbox"/> Trust/estate             </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____             </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other(seeinstructions)▶             </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
				-			-			
<b>OR</b>										
<b>Employer identification number</b>										
				-						

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# WINNEBAGO COUNTY

— ILLINOIS —

## SUSPENSION/DEBARMENT CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting response to this solicitation and signing this form, the Bidder/Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental entity, department or agency;
2. Have not within a three-year period preceding this solicitation been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding the signing of this certificate had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Bidder/Proposer is unable to certify to any of the statements in this certification, Bidder/Proposer shall attach an explanation to this certification.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Print) Name: \_\_\_\_\_ Title of Official: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**Purchasing Department** | 404 Elm St, Rm 202, Rockford, IL 61101 | [www.wincoil.us](http://www.wincoil.us)

Phone: (815) 319- 4380 | Email: [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)