



JOLIET JUNIOR COLLEGE

1901

JOLIET JUNIOR COLLEGE DISTRICT #525

(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **CHEF UNIFORMS** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District #525
Director of Business & Auxiliary Services, H1019
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **MARCH 24, 2010**

FAXES ARE NOT ACCEPTABLE

TIME: **2:00PM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, H1019, plainly marked, with the Bidder's Name and Address and the notation:

BID: **CHEF UNIFORMS**

PRE-BID MEETING: NOT REQUIRED

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless

otherwise noted.

TAX EXEMPTION:

Joliet Junior College District #525 is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College District #525 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. 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.
3. 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 ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at

B10016

its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: NOT REQUIRED

PAYMENTS:

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

INSURANCE: NOT REQUIRED

PERFORMANCE BONDS: NOT REQUIRED

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED

SUBCONTRACTORS:

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: NOT REQUIRED

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

OTHER:

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

BID QUANTITIES:

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

B10016

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

CHANGES TO CONTRACT AFTER BID AWARD:

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College District #525, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.



Judy L. Mitchell
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.ijc.edu/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@ijc.edu

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431

**JOLIET JUNIOR COLLEGE
SPECIFICATIONS FOR CHEF UNIFORMS**

COATS

Bid should include pricing for approximately 375 coats to be ordered during the school year.

Approximate order for Fall 2010: Quantity 225

Approximate order for Spring 2011: Quantity 150

1. White dbl-breasted chef coat 65/35 poly-cotton blend. **Coat must have drop shoulder and yoke**
2. **Simulated nylon cloth knot button** – white, **MANDATORY. (Absolutely no cloth or flat standard button will be accepted)**
3. Long sleeve, must be hemmed and top stitched
4. Arm and shoulder seams to be double stitched w/top stitching
5. No breast pocket
6. Thermometer pocket on left shoulder sleeve, must be top stitched
7. School logo embroidered on left breast – bid to include any setup charges for school logo and stitching on a 3.5” four (4) color logo. EMBROIDERED LOGO MUST BE COLORFAST
NO PATCHES ACCEPTED
8. Embroidery must be done “in-house” no outsourcing of embroidery
9. Button & button-hole facings must be stitched to jacket and top stitched
10. Delivery must be within (7) seven business days of online order
11. Jackets must arrive completed with logo on left breast
12. Sizes are as follows: XS/SM/REG/LARGE/XL/1X/2X/3X/4X/5X
13. Must have chef coats in “ladies cut” offered at same quote price as traditional coat in sizes xs-1x
14. Awarded vendor must provide samples in all sizes for both men and women coats for student to try on for sizing
15. Awarded vendor must provide samples in all sizes for students to try on for sizing

PANTS

Bid should include pricing for approximately 300 pants to be ordered during the school year.

Approximate order for Fall 2010: Quantity 150

Approximate order for Spring 2011: Quantity 150

1. Black/white hounds tooth, printed small checks
2. Drawstring w/elastic waist. Drawstring is to be on the inside of the front part of waistband. Belt loops also if possible but not required.
3. 65/35 poly-cotton blend
4. Traditional styling – straight leg, not baggy or severely tapered, must be hemmed, no elastic on leg
5. Must be double stitched or have finished seams
6. Two (2) side pockets
7. Two (2) rear patch pockets
8. No zippered flies or fly placket
9. Delivery must be within (7) seven business days of online order
10. Sizes are as follows: XS/SM/REG/LARGE/XL/1X/2X/3X/4X/5X

**JOLIET JUNIOR COLLEGE
SPECIFICATIONS FOR CHEF UNIFORMS**

SKULL CAP

Bid should include pricing for approximately 300 hats to be ordered during the school year.

Approximate order for Fall 2010: Quantity 150

Approximate order for Spring 2011: Quantity 150

1. White PB skull cap

2. White pill box flat top style chef hat – no mesh on top
3. MUST be made with QC 200 stain resistant
4. 65/35 cotton-poly blend
5. Elastic on back of hat for easy fit. **Size range must cover Regular / XL / 1X**
6. Delivery must be within (7) seven business days of online purchase

APRONS

Bid should include pricing for approximately 300 aprons to be ordered during the school year.

Approximate order for Fall 2010: Quantity 150

Approximate order for Spring 2011: Quantity 150

1. White
2. 2-sided apron
3. Tie at waist, must have extra long self tie
4. Poly-Cotton Blend, 65/35
5. Must arrive completed and packed in master pack of 6 aprons per pack.
6. Delivery must be within (7) seven business days of online purchase

CLOGS (optional purchase)

Bids should include pricing for chef clogs to be ordered during the school year. Approximate order is not available as clogs will not be mandatory for students to purchase.

1. Black
2. Sizes: Small /Medium/Large/Extra Large
3. Delivery must be within (7) seven days of online purchase

SPONSERSHIP

Bid award includes sponsorship of 3 competition teams with pants, coats, apron & skull cap.

Approximately # of pants/coats for teams: 18 including 5 instructors for following teams.

1. Hot Foods Teams – 2 each
 2. Knowledge Bowl Team – 1 each
-
- Student coats should be identical coats as student coats specified above with the addition of student names embroidered on each coat and ACF logo embroidered on right sleeve
 - Instructor coats will be Egyptian cotton coats with black piping, and the following embroidered on coats: logo, instructor name & certifications, American flags on left & right collar. Right sleeve to have ACF logo embroidered.

B10016

ONLINE ORDERING

Vendor must be able to provide online orders for students. Students will order online directly from vendor with delivery of uniforms shipped to their home within 7 business days. Shipping charges must be included with your bid

A COPY OF THE EMBROIDERY ARTWORK IS ENCLOSED.

PLEASE SUBMIT SAMPLE PRODUCT OF COAT, PANT, CAP AND APRON WITH YOUR BID

**JOLIET JUNIOR COLLEGE
REQUEST FOR BID
Chef Uniforms**

Bid award will be at the April 2010 Board Meeting. Prices must be held firm for one year from date of bid award. The quantities listed below are an estimate; the College will not be held liable to purchase specified quantities.

Fall Semester 2010 order to be placed approximately Aug/Sept of 2010; Spring semester 2011 order to be placed approximately Oct/Nov of 2010. EXACT QUANTITIES WILL NOT BE KNOWN UNTIL SUCH TIME. Students will order online with delivery of Chef Uniforms shipped to their home within 7 business days.

NOTE EXACT SPECIFICATIONS ABOVE:

ITEM	QNTY	DESCRIPTION	UNIT COST	TOTAL COST	SIZE
1)	375 Each	WHITE DBL-BRSTED CHEF COAT 65/35 POLY-COTTON BLEND. SIMULATED NLYON CLOTH BUTTON. LONG SLEEVE; NO BREAST POCKET; THERMOMETER POCKET ON LEFT SHOULDER SLEEVE; SCHOOL LOGO EMBROIDERED ON LEFT BREAST <u>PER ATTACHED</u> SIZES: XS/SM/REG/LG/XL/1X/ 2X/3X/4X/5X	\$ _____	\$ _____	_____
		ADDITIONAL COST FOR LARGER SIZES	\$ _____	\$ _____	_____
			\$ _____	\$ _____	_____
2)	300 Each	BLACK/WHITE HOUNDSTOOTH W/DRAWSTRING PANTS ELASTIC WAIST 65/35 POLY-COTTON BLEND TRADITIONAL STYLING STRAIGHT LEGS - NOT BAGGY OR SEVERELY TAPERED STYLING SIZES: XS/SM/REG/LARGE XL/1X/2X/3X/4X	\$ _____	\$ _____	_____

**JOLIET JUNIOR COLLEGE
REQUEST FOR BID
Chef Uniforms**

ITEM	QNTY	DESCRIPTION	UNIT COST	TOTAL	SIZE
		ADDITIONAL COST FOR LARGER SIZES	\$ _____	\$ _____	_____
			\$ _____	\$ _____	_____
3)	300 Each	WHITE PB SKULL CAPS PILL BOX FLAT TOP STYLE ELASTIC ON BACK – SOLID TOP NO MESH SIZE REG/XL/1X 65/35 POLY-COTTON BLEND MADE W/QC 200 STAIN RESISTANT	\$ _____	\$ _____	_____
4)	300 Each	WHITE 2-SIDED APRONS 65/35 POLY-COTTON BLEND TIE AT WAIST	\$ _____	\$ _____	_____
5)	Each	Chef Clogs (optional purchase) Color: Black Size: SM/Med/LG/XL	\$ _____	\$ _____	_____
6)	Shipping	Shipping charges will apply to individual orders to student address	\$ _____	\$ _____	_____

_____			_____	
FIRM			SIGNATURE	
_____			_____	
ADDRESS			PRINTED NAME	
_____			_____	
CITY	STATE	ZIP	DATE	PHONE NO.

E-mail				

BID INFORMATION CAN BE VIEWED AT WWW.JJC.EDU/info/purchasing

