



# JOLIET JUNIOR COLLEGE

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**JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

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

**INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for **CITY CENTER CAMPUS FOOD SERVICE EQUIPMENT** 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, 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  
Illinois Community College District #525  
Director of Business & Auxiliary Services, Building A, Room 3102  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** **AUGUST 13, 2015**

**FAXES ARE NOT ACCEPTABLE**

**TIME:** **9:00 AM**

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, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **CITY CENTER CAMPUS FOOD SERVICE EQUIPMENT**

**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 is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College 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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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 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.

**SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**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**

**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:**

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.

**TERMINATION OF FUNDING:**

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

**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, 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.

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.

**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.



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Janice Reedus  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE  
ILLINOIS COMMUNITY 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.jjc.edu/info/purchasing>**

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:**  
**[purchasing@jjc.edu](mailto:purchasing@jjc.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.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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

Joliet Junior College  
Illinois Community College District #525  
Director of Business & Auxiliary Services, Building A, Room 3102  
1215 Houbolt Road  
Joliet IL 60431

**Joliet Junior College  
Request for Bid  
City Center Campus  
Food Service Equipment**

**SPECIFICATIONS:**

See drawings and project manual posted to [www.jjc.edu/business-auxiliary/purchasing](http://www.jjc.edu/business-auxiliary/purchasing) for detailed specifications.

**BIDDING INSTRUCTIONS:**

The Base Bid must be on equipment as specified for fair comparison of all bids. Information for equipment substitution requests must be provided on a separate sheet made up by the bidders, in a matching format.

The following pages contain a schedule of the various equipment items. All Manufacturer and Custom Fabricator names must be filled in by the Bidder.

The owner reserves the right to delete items from this proposal form for the full value shown. If necessary, adjustments to freight and shipping would be made after deleted items are determined.

ITEM NO. / DESCRIPTION	QTY	MANUFACTURER	PRICE, EACH	PRICE, TOTAL
2 Dry Storage Shelving				
5 Walk In Freezer Shelving				
6 Walk In Refrig. Shelving				
16 Storage Shelving				
23 St. St. Island Exhaust Hoods				
31 Secured Storage Shelving				
33 Ice Maker And Bin				
34 Griddle Top/Char Broiler/Oven				
36 Undercounter Dishwasher				
37 Six Burner Range				
38 St. St. Island Exhaust Hood				
41 Portable Pan Racks				
42 Portable St. St. Slicer Stand				
43 Slicer				
50 Fryer System				
51 St. St. Exhaust Hood				
73 Walk In Freezer Shelving				
74 Walk In Refrigerator Shelving				
75 Portable Pan Rack				
76 Dry Storage Shelving				
85 Ice Maker And Bin				
93 Storage Shelving				
114 St. St. Island Exhaust Hoods				
118 Portable Pan Rack				
119 Griddle Top/Charbroiler/Oven Base				
121 Six Burner Range W/ Oven Base				

ITEM NO. / DESCRIPTION	QTY	MANUFACTURER	PRICE, EACH	PRICE, TOTAL
122 St. St. Island Exhaust Hoods				
125 Portable Pan Rack				
126 St. St. Slicer Stand				
127 Slicer				
128 Undercounter Dishwasher				
129 Fryer System				
136 Fryer System				
138 St. St. Exhaust Hood				
141 Portable Pan Rack				
155 Ingredient Bins				
163 Undercounter Dishwasher				
164 Storage Shelving				
166 Dough Divider/Rounder				
170 Ice Cream Maker				
172 Portable Mixer Stand				
173 20 Qt. Mixer				
183 Six Burner Range/Oven Base				
184 Backshelf Broiler				
191 St. St. Exhaust Hood				
194 Portable Pan Racks				
196 Dunnage Racks				
197 Dry Storage Shelving				
200 Walk In Refrigerator Shelving				
201 Walk In Freezer Shelving				
203 Ingredient Bins				
204 Portion Scale				
209 Portable St. St. Mixer Stands				
210 20 Qt. Mixers				
218 7 Qt. Mixer				
222 Induction Cook Tops				
238 Ingredient Bins				
245 Undercounter Dishwasher				
247 Storage Shelving				
248 Dough Sheeter				
251 Ice Cream Maker				
258 Portable Pan Racks				
266 Six Burner Range				
267 Backshelf Broiler				
271 St. St. Exhaust Hood				
276 Dunnage Racks				
277 Dry Storage Shelving				
281 Ingredient Bins				
286 St. St. Portable Mixer Stand				
287 20 Qt. Mixer				
288 Ice Maker W/ Bin				

ITEM NO. / DESCRIPTION	QTY	MANUFACTURER	PRICE, EACH	PRICE, TOTAL
296 Portable Walk In Refrig. Shelving				
297 Portable Walk In Freezer Shelving				
298 7 Qt. Mixers				
303 Induction Cooktops				
313 Chocolate Tempering Machine				
314 7 Qt. Mixer				
322 Undercounter Dishwasher				
324 Storage Shelving				
325 Dry Storage Shelving				
326 Dry Storage Shelving				
327 Six Burner Range				
328 Candy Stove				
330 St. St. Exhaust Hood				
334 Portable Pan Racks				
335 Induction Cook Tops				
336 Microwave Ovens				
337 St. St. Air Brush Station				
402 Dry Storage Shelving				
403 Walk In Freezer Shelving				
404 Walk In Refrig. Shelving				
420 Flake Ice Maker W/ Bin				
421 Security Storage Shelving				
422 Undercounter Dishwasher				
432 Char Broiler W/ Cabinet Base				
433 Six Burner Range/Con Oven Base				
435 Two Burner Range/Cabinet Base				
436 Smoker				
437 St. St. Exhaust Hood				
440 St. St. Exhaust Hood				
443 Portable Pan Racks				
449 7 Qt. Mixers W/ Grinder Attachment				
466 Panini Grill				
470 Dry Storage Shelving				
473 Walk In Freezer Shelving				
474 Walk In Refrig. Shelving				
490 Vertical Rotisserie				
493 St. St. Exhaust Hood				
505 St. St. Exhaust Hood				
507 Microwave Oven				
511 Counter Top Ice Cream Maker				
512 Tray Return Carts				
518 7 Qt. Mixer				
528 Top Mounted Ice Maker				
533 Ice Maker W/ Bin				
535 St. St. Mixer Stand				

ITEM NO. / DESCRIPTION	QTY	MANUFACTURER	PRICE, EACH	PRICE, TOTAL
536 20 Qt. Mixer				
537 St. St. Slicer Stand				
538 Slicer				
548 St. St. Exhaust Hood				
552 Six Burner Range W/ Oven				
553 Fryer System				
554 Wok Range				
556 St. St. Exhaust Hood				
559 Security Storage Shelving				
563 Undercounter Dishwasher				
564 Dry Storage Shelving				
567 Walk In Freezer Shelving				
568 Portable Pan Racks				
569 Walk In Refrigerator Shelving				
571 Storage Shelving				
589 Ice Maker W/ Bin				
590 Portable Pan Racks				
599 St. St. Island Style Exhaust Hoods				
623 St. St. Exhaust Hood				
627 Portable Three Tier Carts				
629 Dry Storage Shelving				
631 Storage Shelving				
634 Undercounter Dishwasher				
665 Undercounter Single Door Wine Cooler				
669 Ventilated Ceiling				
671 Portable Heated Banquet Carts				
675 Six Burner Range/Oven Base				
676 St. St. Exhaust Hood				
684 Charbroiler				
690 Griddle Top Range/Oven Base				
691 St. St. Exhaust Hood				
698 Storage Shelving				
701 Walk In Refrigerator Shelving				
702 Walk In Freezer Shelving				
712 Queen Mary Carts				
721 St. St. Portable Mixer Stand				
722 20 Qt. Mixer				
724 Portable Pan Rack				
731 Ice Maker W/ Bin				
736 Portable Bussing Cart				
758 Counter Top Soup Well				
759 Heated Display Case				
785 Storage Shelving				
786 Ice Cream Maker				

ITEM NO. / DESCRIPTION	QTY	MANUFACTURER	PRICE, EACH	PRICE, TOTAL
793 Walk In Refrigerator Shelving				
794 Walk In Freezer Shelving				
795 Dry Storage Shelving				
799 Ice Maker W/ Bin				
804 Portable Pan Rack				
819 St. St. Portable Mixer Stand				
820 20 Qt. Mixer				
827 Drop In Induction / Cabinet Base				
832 St. St. Exhaust Hood				
834 Two Burner Induction Cook Tops				
838 Counter Pizza Dough Roller				
840 St. St. Island Exhaust Hood				
842 Panini Grill				
866 Backbar Refrigerator				
867 Backbar Dry Storage Cabinet				
868 Backbar Top And Cabinet				
869 Backbar Refrigerator				
879 Portable Soak Sinks				
892 Refrigerated Work Top Tables				
897 Security Shelving				
899 Wire Storage Shelving				
900 Dunnage Rack				
902 Portable Walk In Refrig Shelving				
908 Portable Pan Rack				
MARVEL Control System - Prod Lab 1				
MARVEL Control System - Prod Lab 2				
MARVEL Control System - Bakery 1				
MARVEL Control System - Bakery 2				
MARVEL Control System - Choc & Sugar Lab				
MARVEL Control System - Garde Manger				
MARVEL Control System - Student Servery				
MARVEL Control System - Competition Lab				
MARVEL Control System - Special Needs Lab				
MARVEL Control System - Ballroom Kitchen				
MARVEL Control System - A La Carte Kitchen				
Freights and Drop Ship Delivery				
<b>Total Base Bid</b>				

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Firm

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Authorized Signature

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Address

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Printed Signature

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City                      State                      Zip

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Date                      (      )  
Phone Number

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E-mail Address

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FAX

Bid results can be viewed at [www.jjc.edu/info/purchasing](http://www.jjc.edu/info/purchasing)

If your company is interested in receiving payment by e-check, please complete the electronic funds transfer authorization agreement available online at: [www.jjc.edu/financial-services/Pages/accounts-payable.aspx](http://www.jjc.edu/financial-services/Pages/accounts-payable.aspx). E-check questions can be directed to Joliet Junior College's Accounts Payable Department at 815-280-2260 or [accountspayable@jjc.edu](mailto:accountspayable@jjc.edu).