



DANVILLE COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 118
JACKSON BUILDING
FOOD SERVICE DEPARTMENT
ATTN: ZETTA PIGGOTT
516 N. JACKSON STREET, DANVILLE, ILLINOIS 61832
217-444-1070

INVITATION TO BID SPECIFICATIONS
FY26-FY29

The Board of Education, Danville Community Consolidated School District No. 118 request sealed bids for the following:

TOWEL SERVICE FY26-FY29

TO BE DELIVERED TO SCHOOLS

The Board of Education of Danville Community Consolidated School District No # 118 reserves the right to reject or accept any and all proposals and to waive informalities in bidding. The bidder affirms by his/her signature that the bidder does comply with all requirements of Civil Rights and Executive Orders governing nondiscrimination of employment. The competency and responsibility of all bidders will be taken into consideration.

This bid is to become a contract when accepted by the Board of Education, which content will include the invitation to bid and all other bid documents. The contract will be awarded to the lowest bidder whose products meet all specifications, terms, and conditions of this bid. Please refer to Page 2 for additional information regarding quality of products, specific brands, requested samples, and submitting complete product information.

The vendor certifies that the vendor is not barred from bidding on this contract as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the Criminal Code of 1961.

Attached Debarment Form must be signed and returned with bid.

**SEALED BIDS ARE DUE TO THE FOOD SERVICE DEPARTMENT, 516 N. JACKSON STREET, DANVILLE, IL
NO LATER THAN:**

Friday, September 19, 2025, AT 2:00 P.M CST

ANY BIDS RECEIVED AFTER THE DEADLINE CANNOT BE ACCEPTED.

THE ENVELOPE SHALL BE CLEARLY MARKED “FOOD SERVICE TOWEL BID” WITH THE NAME OF YOUR ORGANIZATION, ADDRESS AND CONTACT INFORMATION ON THE OUTER DELIVERED ENVELOPE. THE OUTER DELIVERED ENVELOPE MUST ALSO STATE “FOR MRS. ZETTA PIGGOTT, FOOD SERVICES SD118”. NO EMAILS WILL BE ACCEPTED.

SIGNATURE _____

TITLE _____

COMPANY _____

PHONE _____

QUALITY OF SERVICE:

A delivery schedule, workable for both the towel service company and the school district, will be agreed upon. A contract with the successful bidder may be terminated at any time during the school year should there be problems with the delivery schedule other than when caused by emergency situations. A list of delivery addresses and contact information is included with this bid.

AVAILABLE PRODUCT:

Any unreasonable shortages of the products ordered, or frequent substitutions may result in a termination of the contract with the successful bidder. Any substitutions must be approved by the Director of Food Service prior to delivery.

- DELIVERY TO EACH BUILDING
- DELIVERY ONE (1) DAY PER WEEK
- BACK UP DELIVERY DAY FOR SCHOOL CLOSINGS
- DELIVERY CONFIRMATION SHEET LEFT AT EACH SCHOOL UPON DELIVERY
- RECEIPT OF CREDIT/CREDIT MEMO PROVIDED AT THE TIME OF CREDIT
- WEEKLY BILLING
- 30 WORKING DAYS NOTICE PRIOR TO TERMINATION BY EITHER PARTY
- SERVICE DATES TO MATCH SCHOOL CALENDAR - "NO SERVICE WHEN SCHOOLS ARE CLOSED FOR EDUCATION"
- NO MINIMUM ORDER SIZE
- THREE (3) YEAR CONTRACT

PRODUCT

BIDDER MUST FURNISH A TYPED INVENTORY PRICE LIST INCLUDING PER ITEM

SPECIFICATIONS:

- White terry cloth towel with Grade A cleanliness
- Grill pads per school
- Towel Caddy
- Bags for soiled towels
- Cushioned rugs

School Locations

<u>School</u>	<u>Address</u>	<u>City and Zip</u>	<u>Manager</u>	<u>Phone</u>
Danville High School	202 E. Fairchild	Danville, 61832	Kitchen Manager	217-444-1600
Kenneth Bailey Academy	502 E. Main	Danville, 61832	Kitchen Manager	217-444-0309
North Ridge	1619 N. Jackson	Danville, 61832	Kitchen Manager	217-444-3407
South View	133 E. 9th Street	Danville, 61832	Kitchen Manager	217-444-1839
Edison	2101 N. Vermilion	Danville, 61832	Kitchen Manager	217-444-3355
Liberty	20 E. Liberty Lane	Danville, 61832	Kitchen Manager	217-444-3005
Mark Denman	930 Colfax	Danville, 61832	Kitchen Manager	217-444-3282
Meade Park	200 S. Kansas	Danville, 61832	Kitchen Manager	217-444-1955
Northeast	1330 E. English	Danville, 61832	Kitchen Manager	217-444-3079
Southwest	14794 Catlin-Tilton Rd.	Danville, 61834	Kitchen Manager	217-444-3543