

January 26, 2026

REQUEST FOR QUOTATION (“REQUEST”)- DUE DATE: FEBRUARY 19, 2026

The Village of Northbrook (“**Village**”) is accepting bids for “**15% liquid sodium hypochlorite**” for potable water treatment.

Responses Due: 10:00 A.M. on February 19, 2026 (bid opening to occur immediately afterward)

Duration: May 1, 2026 through April 30, 2027.

Scope: The preferred vendor (“**Vendor**”) shall provide the materials identified below:

15% liquid sodium hypochlorite supplied shall meet all specifications as identified in American Water Works Association (AWWA) Standard B300-10 and ANSI/NSF Standard 60 certification for use in potable water treatment. Estimated annual usage is approximately 200,000 pounds. ***All quantities are tentative, deliveries shall be 4,000 gallons or less. At the time of each order, a pre-arranged date and time shall be scheduled to accept delivery at Northbrook's unmanned Lake Front Pump Station, 1195 Sheridan Road, Glencoe, Illinois. Deliveries will only be accepted between the hours of 7:00 a.m. and 2:00 p.m. Monday – Friday, as ordered, as needed. Deliveries shall include a 500 ml sample and a Certificate of Analysis.***

Prices quoted shall include all delivery/transportation costs.

Note to Bidders: The Village reserves the right to increase or decrease quantities of Unit Price Items, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Request, and that all claims or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released by bidder.

Questions: Aaron Foley, Assistant Water Production Supervisor at (847) 664-4135

Item (“Materials”)		Estimated Quantity	Unit	Unit Price	Extended Price
1.	15 % LIQUID SODIUM HYPOCHLORITE	200,000	Pounds	\$ _____	\$ _____

Please remit quotation no later than 10:00 A.M. local time, February 19, 2026 to 655 Huehl Road, Northbrook, Illinois 60062, Attention: Jean Paul Soens, Management Analyst, (847) 664-4128. Clearly mark remitting quotation **"SEALED QUOTE – SODIUM HYPOCHLORITE"** and be sure quotation is signed by authorized representative. **NO FAXED OR EMAILED BIDS WILL BE ACCEPTED.** Bids shall be publicly read on Thursday, February 19, 2026 at 10:00 A.M. at 655 Huehl Road, Northbrook, IL.

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Vendor. The final award of a contract is in the sole discretion of the Village Board of Trustees. Issuance of this Request does not obligate the Village to pay any costs incurred by a Vendor in its submission of a bid or making any necessary studies or designs for the preparation of that bid, or for procuring or contracting for the services to be furnished under this Request.

The Village reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any bid submitted or in the request for quotation process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Vendors should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Vendor's bid by the Village, the successful Vendor's bid, together with Village's notification of acceptance, shall become the contract for the Materials. Final acceptance and approval of the contract will be at the discretion of the Village Board of Trustees.

VENDOR NAME	DATE
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ADDRESS

CONTACT PERSON	SIGNATURE
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PHONE	FAX
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E-MAIL

Terms and Conditions

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any Village employee to participate directly or indirectly in procurement when the employee knows that:

- The Village employee or any employee's family member* has financial interest pertaining to the procurement
- A business or organization in which the Village employee, or any employee's family member, has a financial interest pertaining to the procurement
- Any other person, business, or organization with which the Village employee or any employee's family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement
- Village Employees who violate this standard will be subject to discipline in accordance with applicable State, County and Village codes.
- Upon discovery of an actual or potential conflict of interest, a Village employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

*Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouse Village of Northbrook.

INSURANCE

Vendors **delivering** materials to a facility of the Village of Northbrook or its worksites shall meet the following requirements:

- A. Insurance.** If this Request is accepted, Vendor proposes and agrees, that Vendor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following the Village's acceptance of this Request. Such policies shall be in a form, and from companies, acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Vendor's duty to carry adequate insurance or on Vendor's liability for losses or damages under this Request. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the work or services on behalf of the Village are as follows:

1. Workers' Compensation and Employer's Liability with limits not be less than:

a.) Workers' Compensation: Statutory

b) Employer's Liability:

\$500,000 ea. accident-injury

\$500,000 ea. employee-disease

\$500,000 disease-policy

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Business Automobile Liability with a combined single limit of liability for bodily injury and property damage of not less \$1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.

3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence basis":

Coverages shall include:

- Broad Form Property Damage Endorsement.
- Independent Contractors.
- Personal Injury (with Employment Exclusion deleted).
- "X," "C," and "U" exclusions shall be limited.
- Contractual Liability.
- All employees shall be included as insureds.
- Contractual Liability shall specifically include the indemnification set forth below.

4. Umbrella Liability.

Limits shall not be less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for Worker's Compensation, Professional Liability and Business Automobile Liability.

Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions.)

6. Other Parties as Additional Insureds. In addition to the Owner, the following

parties shall be named as additional insureds on the following policies

Additional Insured

Policy or Policies

INDEMNIFICATION. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Vendor's performance.

PENALTIES. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's performance of, or failure to perform, the work or services contemplated in this Request or any part thereof.

NON-EXCLUSIVE BID: This bid may be awarded to multiple bidders and is non-exclusive.

INSPECTION/TESTING/REJECTION The Village shall have the right to inspect all or any part of the Materials and to reject all or any part of the Material that is, in the Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Request for Quotation and the Village, without limiting its other rights or remedies, may require correction or replacement at Vendor's cost, replace or cause to be replaced all Material necessary to complete or correct all or any part of the Material that is defective, damaged, or nonconforming and charge vendor with any excess cost incurred thereby, or cancel all or any part of any order or this Request for Quotations. Material so rejected may be returned or held at Bidder's expense and risk.

COMPLIANCE WITH LAWS Vendor agrees to be bound by all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.