City of Quincy, Illinois

REQUEST FOR BIDS

Solicitation:
One-time Purchase of
Granular Sodium Fluoride

Issue Date: 11/19/26

OPENING DATE AND TIME: Wednesday, December 2, 2026 @ 11:00 am

OPENING LOCATION: City Council Chambers
City Hall
730 Maine Street
Quincy, IL

Bids shall be submitted on the enclosed form and <u>mailed</u> to the attention of:

City of Quincy – Purchasing Department
730 Maine Street, Suite # 226
Quincy, Illinois 62301

In person bid deliveries may be left with the City Treasurer's Office located in the main lobby of Quincy City Hall, located at 730 Maine Street, Quincy, IL.

All bids shall be enclosed in a sealed envelope with the return address and the following clearly marked on the outside of the envelope:

"Bid For a One-time purchase of
Water Treatment Grade Granular Sodium Fluoride"

"Date: December 2, 2026, Time: 11:00 o'clock a.m."

All bid envelopes must be clearly marked with the above statement written on the outside of the bid packet. The City of Quincy assumes no responsibility for unmarked envelopes being considered for award. Only one (1) bid per envelope. Authorized company representative is required to sign in ink the bid signature form. Any bid not containing the bid signature form will be automatically rejected. It is requested that completed bids be either typewritten or handwritten in black ink only. Electronic or Facsimiles will not be considered. Bids received after the time the bids are due will not be considered for award and will be returned unopened. Subject to the conditions, provisions and the enclosed information, sealed bids will be received by the Purchasing Agent/Manager until the stated date and time and then publicly opened and read.

SECTION A GENERAL CONDITIONS OF INVITATION TO BID

1. PREPARATION OF BID

Bid will be prepared in accordance with the following:

(a) The enclosed Bid Proposal Form is to be used in submitting your bid.
(b) All information required by the Bid form shall be furnished.
(c) All bid prices submitted shall remain effective for a minimum period of sixty (60) days, unless otherwise stated.
(d) Unit prices shall be shown and where there is an error in extension of price, the unit price as shown shall govern. Lump sum total bid amount as submitted shall encompass all Contractor costs, incidental or otherwise, for providing and accomplishing the total work requirements as specified, complete and in accordance with the plans, specifications and the conditions and requirements of the contract and bidding documents.
(e) Bidders will not include federal taxes nor State of Illinois sales, excise, and use taxes in bid prices, as the City is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request.
(f) All documents should be prepared in a manner that is clearly legible and organized.
(g) The bid form must be either typewritten or handwritten in ink to show prices and notations. No erasures will be permitted. Errors must be crossed out and initialed by the person signing the bid. Signatures on bids must be by a principal, duly authorized to make contracts. No bid shall be altered or amended after the specified time for opening.
(h) When required, furnish samples, free of expense, prior to the opening of proposal. Label each sample with bidder's name and the item number. Should you wish the sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of bids.
(i) Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications and successful bidder will be held responsible. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the bid and not listed may be cause for rejection. Bidders offering substitute or equal items must provide information sufficient enough to determine acceptability of item offered.
(j) Upon requests, Bidders shall provide a list of at least three (3) similar projects performed by the contractor. Credentials and a list of references shall also be included.
(k) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
(l) Each bidder should carefully examine the Bid documents, including any amendments. Should the bidder identify any discrepancies, he shall notify the Purchasing Agent immediately. No allowance will be made for oversight or misunderstanding by the bidder after bids are received. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contact.
(m) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

2. DESCRIPTION OF PRODUCT OR SERVICES

(a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any product.
(b) Bidders are required to state exactly what they intend to furnish; otherwise they shall be required to furnish the product or services specified.
(c) Bidders will submit, with their bid, data necessary to evaluate the quality of product(s) or service(s) they are bidding.

3. REJECTION OF BID

(a) The City may reject a bid if:
   1. The bidder misstates or conceals any material fact in the bid.
   2. The bid does not strictly conform to the law or requirements of bid.
   3. The bid is conditional, except that the bidder may qualify his or her bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all products or services upon which the bid was invited.

(b) The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in 3(a) 3. The City may also waive any minor informalities or irregularities in any bid.

4. WITHDRAWAL OF BID

(a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.
(b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be made in writing to the Purchasing Agent.

5. LATE BID OR MODIFICATIONS

(a) Bids and modifications received after the time set for the bid submittal will not be considered.
(b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

6. BID INQUIRIES

Inquiries concerning this bid may be made to the

City of Quincy Purchasing Department
730 Maine Street
Quincy, Illinois 62301
(217) 228-4502

7. PUBLIC REVIEW AT BID OPENING

Bids will be opened immediately after the bid submittal date and time (11:00 AM) by the

City of Quincy Purchasing Department
City Hall Council Chambers
730 Maine Street
Quincy, Illinois 62301

The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening.

8. AWARD OF CONTRACT

In addition to price of the bid, the City may consider other factors, including those listed below, to determine the lowest responsible bidder.

(a) The contract will be awarded to the lowest responsible bidder whose bid, conforming to the Request for Bid, is most advantageous to the City of Quincy, price and other factors considered. For Request for Bid for Sale of Real Estate or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
(b) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
(c) Whether the bidder can perform the contract or provide the work promptly, or within the time specified without delay or interference.
(d) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
(e) The quality of the performance or previous contracts and work of the bidder.

(f) The previous and existing compliance by the bidder with laws and ordinances relating to the contract to work.
(g) The financial responsibility and resources of the bidder.
(h) The quality, availability, and adaptability of the supplies and laborers of the bidder for the particular requirements of the contractor work.
(i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
(j) The number and scope of any conditions attached to the bid.
(k) Such other factors or circumstances as may fairly and reasonably reflect on a bidder's ability or responsibility to perform the contract.
(l) Pricing shall remain valid for the entire term of the contract.
(m) Price increases will NOT be accepted and contract pricing shall remain valid during entire contract.

9. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Illinois apply to any purchase made under this Request for Bid. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Illinois Environment Protection Agency (IEPA), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.

10. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) or service(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

11. CONTRACTOR LICENSE REQUIREMENT

All contractors performing construction and related work in the City of Quincy must comply with our regulatory legislation, Laws of Illinois, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.

12. BID TABULATION INQUIRIES

Inquiries relating to the results of this bid, prior to the official bid award by the City of Quincy City Council may be made by visiting the City of Quincy Purchasing Office. If a tabulation of bids is desired, please inquiry with the City of Quincy Purchasing Department.

13. MATERIAL SAFETY DATA SHEETS REQUIREMENTS

If any chemicals, materials, or products containing toxic substances, as defined by Local, State or Federal Statutes are contained in the products purchased by the City as a result of this bid, the successful bidder shall provide a Material Safety Data Sheet at the time of each delivery.

14. ASBESTOS MATERIALS

If applicable to this bid - The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Illinois Environmental Protection Agency asbestos requirements. Additionally, if applicable, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

15. MULTIPLE COPIES

Unless otherwise specified, responses to an Invitation to Bid or Request for Proposal (RFP) should be submitted in duplicate.

16. VARIANCE FROM STANDARD TERMS & CONDITIONS

All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by bidders prior to submitting a bid on this requirement.

17. "OR EQUAL" DETERMINATION

Where bidding other than specified, the determination of equivalency will be the sole discretion of the City of Quincy and its personnel.

18. PAYMENT/INVOICES

The bidder must specify on the Bid Summary form exactly the company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original bid.

19. CANCELLATION

(a) The City of Quincy reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

(b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Quincy.

(c) In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the City.

(d) In addition to all other legal remedies available to the City, the City of Quincy reserves the right to cancel and obtain from another source, any items which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by the City of Quincy.

20. BIDDER CAPABILITY/REFERENCES

Prior to contract award, any bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references which will satisfy the City.

21. DELIVERY/CLAIMS

Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded at specified City of Quincy facilities. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

22. MATERIAL QUALITY

All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty- four (24) hours of notice to the Contractor at no charge to the City.

23. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail, emailed or fax) to the Purchasing Department and received not less than ten (10) days prior to the scheduled opening date, unless otherwise specified. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid/proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.

24. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS

The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the City. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws.

25. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid it must identify the term and the exception in its response to the Bid. Failure to do so may lead the City to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

26. NON-EXCLUSIVE CONTRACT

Award of this Contract shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the City's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

27. ADDITIONAL REQUIREMENTS

The City reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the City as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

28. ADD/DELETE LOCATION SERVICES

The City reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the City's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the City. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

29. CONTRACT EXTENSION

The City, through its Purchasing Agent, has the option and reserves the right to unilaterally extend the original contract term or any renewal term up to and not exceed a thirty (30) day period, at the same terms and conditions. Notice of the City's intent to renew shall be provided by the City in writing to the Contractor prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

30. BID PROTEST PROCEDURE

Protest of bidding procedures, specifications or bid awards shall be made in accordance with the following procedures.

Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the solicitation must be submitted in writing to the Director of Purchasing, 7 days prior to bid opening. Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the bid opening or contents of submitted bids must be submitted in writing to the Director of Purchasing, within 3 days of the bid opening. If the bid documents or federal or state law require different times for filing protests, they shall control the timing. The written protest must contain the name of the vendor submitting the protest, the project name and number, and the specific grounds for protest. If the protest is timely filed, the Director of Purchasing shall review the protest, consult with necessary city personnel and make a determination of the protest. Determinations could include but are not limited to: whether to dismiss the protest, suspended the bidding process, issue addendum or additions to the bid, reschedule the bid opening, or dismiss the bids and rebid the project. Upon determination of the bid protest the Director of Purchasing shall put his decision in writing and provide the written decision to the person who submitted the bid protest and all other persons/entities that submitted a bid or obtained a bid package. The Director of Purchasing shall review and make his decision regarding the bid protest within seven (7) business days of receipt of the bid protest.

Should the bid protestor desire to appeal the decision of the Director of Purchasing, the bid protestor must within 72 hours of receipt of the decision of the Director of Purchasing file an appeal with the Mayor of the City of Quincy, which appeal shall state all legal reasons and facts supporting said legal reasons why the Mayor should change the decision of the Director of Purchasing. The decision of the Mayor is final.

SECTION B – SPECIFICATIONS

The purpose of this bid is for the one-time purchase of water treatment grade granular sodium fluoride for delivery by January 29, 2027.

A) General Information

- Price to include delivery to the following location:

  City of Quincy Water Treatment Plant
  110 N. Front Street
  Quincy, Illinois 62301

- All chemicals supplied for water treatment shall meet the purity requirements of the Water Chemical Codex, National Research Council of the National Science Foundation.
- The successful vendor or vendors shall comply with all security procedures for entry into any City of Quincy Facility.
- The vendor shall provide a certified analysis of product delivered at the time of delivery.
- All chemical packages shall be cleared labeled as NSF-60 certified

B) Chemical Specifications – Granular Sodium Fluoride (NaF)

- This chemical shall comply with the latest requirements of AWWA Standard B-701 and NSF Standard 60.
- Sodium fluoride shall be coarse granular grade. **Powdered sodium fluoride will not be accepted.**
- Packaging: Forty (40) 50-pound bags on pallet, shrink wrapped
- Delivery Quantity: Ten pallets (10 tons product)
- Delivery Date: Before January 29, 2027

SECTION C – BID SUMMARY

Company Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone #: _____

Email Address: _____

Reason: One time purchase of Granular Sodium Fluoride

Chemical Name	**Unit**	**Units**
Granular Sodium Fluoride	_____	Per Ton

*** * Chemical must be delivered before January 29, 2027****

SIGNATURE PAGE

RETURN WITH BID

By signing this "SIGNATURE FORM" the undersigned bidder certifies that he or she or it is not barred from contracting with the City of Quincy, Illinois as a result of a violation of Articles 33 or 33E of the Criminal Code of 1961 (720 ILCS 5/1-1 et seq.).

Also, pursuant to Section 5/11-42.1-1 of the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.), the undersigned bidder certifies, under oath, that he or she or it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless such bidder is contesting the liability for the tax or the amount thereof in accordance with the procedures established by the appropriate revenue act.

Failure to complete this notarized certification may result in the rejection of this bid.

(If an individual)
Signature: _____(Seal)
Business Address: _____

(If a partnership)
Signature: _____(Seal)
Partnership Name: _____
Partnership Address: _____

(Names and Addresses of all members of the partnership)

(If a corporation/LLC)
Signature: (Seal)
Company Name: _____
Company Address: _____

President/Manager:
Secretary/Member:
Treasurer/Member:

SIGNED and SWORN to before me_____day of_____,_____.

_____ (NOTARY SEAL)
Notary Public