



BOARD OF TRUSTEES  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

Regular Meeting  
Tuesday, January 27, 2026  
7:00 PM

“Please be advised that any proposed documents attached hereto are in draft form and vary from the final versions which are adopted at the meeting as set forth herein.”

1. CALL TO ORDER
2. ROLL CALL
3. PRESIDENT’S OPENING COMMENTS
  - A. Police Lifesaving Presentation
4. PUBLIC COMMENTS
5. APPROVAL OF MINUTES
  - A. Regular Board of Trustees Meeting Minutes of January 13, 2026
  - B. Regular Executive Meeting Minutes of August 12, 2025
  - C. Regular Executive Meeting Minutes of November 11, 2025
  - D. Regular Executive Meeting Minutes of December 9, 2025
6. CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

  - A. Accounts Payable for Period Ending: January 21, 2026 - \$1,259,347.22
    1. LEGAL SERVICES:
      - a) Anspach Law Office - Legal Services - September, October and November 2025 - \$80,535.00 (FY25 YTD - \$118,749.75)
      - b) Lamp Law LLC - Legal Services - December 2025 - \$3,333.33 (FY2025 YDT - \$39,999.96)

TOTAL LEGAL BUDGET FOR 2025 - \$325,287.96  
TOTAL LEGAL BILLS PAID FOR 2025 - YTD - \$645,321.80

    2. DuPage Water Commission - Water Consumption - December 2025 - \$398,813.80

3. The Sivi Group - Hauling and Disposal of Excavation Spoils Project - \$27,104.00
4. Winkler's Tree Service - 2025 Sectional Pruning - \$40,882.50
5. Right Stuff Software - Time and Attendance Software Installation and Training - \$39,040.00
6. Enterprise FM Trust - Vehicle Leases - November 2025, December 2025 and January 2026 - \$138,976.33
- B. Approval of Payroll Paydate: January 22, 2026 - \$978,389.66
- C. Village of Oak Brook – Monthly Financial Reports - November 2025
- D. Village of Oak Brook – Monthly Financial Reports - December 2025
- E. Authorization to Seek Bids or Proposals or Negotiate Contracts:
  1. Request for bid purchase and installation of garage bay doors for golf driving range
7. ITEMS REMOVED FROM CONSENT AGENDA
8. ACTIVE BUSINESS
  - A. Ordinances & Resolutions
    1. Resolution R-2343 A Resolution Approving and Authorizing the Execution of an Agreement By and Between the Village of Oak Brook and Chicagoland Pool Management, LLC for the 2026 Pool Management Services
    2. Resolution R-2344, A Resolution to Waive Competitive Bidding and Approve the Purchase of one (1) Brine Maker/Brine Master 3000 from Kaplan Liquid Solutions, Ingleside, IL
    3. Resolution R-2345, A Resolution to Waive Competitive Bidding and Approve Staff to Purchase Merchandise for Resale for the Oak Brook Golf Club
    4. Resolution R-2347, A Resolution Approving and Authorizing the Execution of an Agreement By and Between the Village of Oak Brook and Crain's Chicago Business
  - B. Confirmation of Appointments
    1. Confirmation of Appointments - Community Engagement Committee
9. BOARD UPDATES
10. ADJOURN TO CLOSED SESSION  
 For the Purpose of Discussing (1) Minutes of Meetings Lawfully Closed Under This Act, (2) to consider litigation probable or imminent or pending against, affecting, or on behalf of the Village, Pursuant to 2(C)(21), 2(C)(11) Of the Illinois Open Meetings Act Respectively
11. ADJOURNMENT

In accord with the provisions of the American with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at this public meeting should contact the Butler Government Center (Village Hall), at 630-368-5010 as soon as possible before the meeting date.



**ITEM 5.B.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

## **AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Regular Executive Meeting Minutes of August 12, 2025

**FROM:** Netasha Scarpiniti, Clerk

**BUDGET SOURCE/BUDGET IMPACT:** N/A

**RECOMMENDED MOTION:** I move that the Village Board approve the Executive Meeting Minutes of August 12, 2025.

**Background/History:**

The Open Meetings Act requires that all public bodies shall keep written minutes of all their meetings, whether open or closed. The public body shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions that had not been released to the public. At this time, the Executive Minutes of August 12, 2025 are ready to be approved as written on January 27, 2026 but are not ready to be released to the Public. To review this set of minutes please refer to the January 13, 2026 Closed Meeting Agenda Packet.

**Recommendation:**

Staff recommends that the Village Board approve the Executive Meeting Minutes of August 12, 2025

**Attachments:**

None



**ITEM 5.C.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

## **AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Regular Executive Meeting Minutes of November 11, 2025

**FROM:** Netasha Scarpiniti, Clerk

**BUDGET SOURCE/BUDGET IMPACT:** N/A

**RECOMMENDED MOTION:** I move that the Village Board approve the Executive Meeting Minutes of November 11, 2025

**Background/History:**

The Open Meetings Act requires that all public bodies shall keep written minutes of all their meetings, whether open or closed. The public body shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions that had not been released to the public. At this time, the Executive Minutes of November 11, 2025 are ready to be approved as written on January 27, 2026 but are not ready to be released to the Public. To review this set of minutes please refer to the January 13, 2026 Closed Meeting Agenda Packet

**Recommendation:**

Staff recommends that the Village Board approve the Executive Meeting Minutes of November 11, 2025.

**Attachments:**

None



**ITEM 5.D.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

**AGENDA ITEM**  
Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Regular Executive Meeting Minutes of December 9, 2025

**FROM:** Netasha Scarpiniti, Clerk

**BUDGET SOURCE/BUDGET IMPACT:** N/A

**RECOMMENDED MOTION:** I move that the Village Board approve the Executive Meeting Minutes of December 9, 2025.

**Background/History:**

The Open Meetings Act requires that all public bodies shall keep written minutes of all their meetings, whether open or closed. The public body shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions that have not been released to the public. At this time, the Executive Minutes of December 9, 2025 are ready to be approved as written on January 27, 2026 but are not ready to be released to the Public. To review this set of minutes, please refer to the January 13, 2026 Closed Meeting Agenda Packet.

**Recommendation:**

Staff recommends that the Village Board approve the Executive Meeting Minutes of December 9, 2025.

**Attachments:**

None



# VILLAGE OF OAK BROOK

MONTHLY FINANCIAL REPORTS

NOVEMBER 2025



# Executive Summary on Village Funds

Through November 30, 2025

<u>Governmental Funds</u>	YTD Revenues	YTD Expenditures	YTD Net Fund Increase (Decrease)	Estimated YTD Ending Fund Balance (Deficit)
<b>General Fund (Major Fund)</b> <i>Main operating fund of the Village.</i>	\$ 32,429,180	\$ 28,293,758	\$ 4,135,422	\$ 47,512,899
<b>Hotel Fund (Major Fund)</b> <i>Collects and spends resources from the 3% hotel/motel tax.</i>	\$ 2,333,359	\$ 1,577,189	\$ 756,170	\$ 6,102,784
<b>Motor Fuel Tax Fund</b> <i>Collects and spends resources from the State motor fuel tax.</i>	\$ 422,731	\$ 72,635	\$ 350,096	\$ 2,742,312
<b>Infrastructure Fund (Major Fund)</b> <i>Accounts for construction and maintenance of roadways, drainage, and safety path systems.</i>	\$ 9,657,657	\$ 3,996,534	\$ 5,661,122	\$ 20,085,630
 <b><u>Enterprise Funds</u></b>				
<b>Water Fund (Major Fund)</b> <i>Collects user fees for the distribution of water and maintenance of infrastructure.</i>	\$ 11,804,534	\$ 13,007,038	\$ (1,202,504)	\$ 20,716,138
<b>Sports Core Fund (Major Fund)</b> <i>Accounts for revenues and expenses relating to administration, programs, food and beverage operations, and golf course.</i>	\$ 5,470,107	\$ 4,806,471	\$ 663,635	\$ 3,567,523
 <b><u>Internal Service Funds</u></b>				
<b>Insurance Fund</b> <i>Accounts for the Village's health insurance costs and the related contributions from the Village, employees, retirees, and other agencies.</i>	\$ 2,235,732	\$ 2,346,917	\$ (111,186)	\$ 286,444
<b>Garage Fund</b> <i>Accounts for the maintenance of the Village's vehicle fleet and the related departmental reimbursements.</i>	\$ 814,347	\$ 666,179	\$ 148,168	\$ 591,830
<b>Equipment Replacement Fund</b> <i>Accounts for the replacement of the Village's vehicle fleet and the related departmental contributions.</i>	\$ 1,319,172	\$ 632,882	\$ 686,290	\$ 4,303,976

Further information on the Village's major funds (as indicated above) can be found on the proceeding pages.

**Village of Oak Brook  
General Fund Financial Update  
For the Period Ending November 30, 2025**

	11/30/24 YTD Actual	11/30/25 YTD Actual	11/30/25 YTD Amended Budget	11/30/25 % of YTD Amended Budget	2025 Adopted Budget	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>						
Sales Tax	\$ 16,346,667	19,481,149	\$ 15,812,500	123.2%	\$ 17,250,000	\$ 3,134,482
State Income Tax	1,315,084	1,389,785	1,191,667	116.6%	1,300,000	74,700
Replacement Tax	500,101	345,377	504,167	68.5%	550,000	(154,724)
Road & Bridge Tax	39,750	35,691	32,083	111.2%	35,000	(4,058)
Local Use Tax	279,251	122,866	292,417	42.0%	319,000	(156,385)
Cannabis Use Tax	12,009	11,545	11,458	100.8%	12,500	(464)
Grants	310,940	115,960	156,860	73.9%	171,120	(194,980)
Utility/Telecom. Tax	2,777,215	2,890,892	3,437,500	84.1%	3,750,000	113,677
Licenses and Permits	2,035,313	2,755,898	2,369,493	116.3%	2,747,560	720,585
Charges for Services	3,011,546	1,671,506	904,600	184.8%	2,738,050	(1,340,041)
Investment Interest	1,870,048	1,187,629	916,667	129.6%	1,000,000	(682,419)
Miscellaneous Income	881,088	577,415	555,703	103.9%	606,221	(303,674)
<b>Total Operating Revenues</b>	<b>\$ 29,379,011</b>	<b>\$ 30,585,712</b>	<b>\$ 26,185,114</b>	<b>116.8%</b>	<b>\$ 30,479,451</b>	<b>\$ 1,206,701</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 19,927,655	\$ 21,216,087	\$ 21,804,987	97.3%	\$ 23,787,259	\$ 1,288,432
Materials and Supplies	530,588	466,516	631,999	73.8%	689,454	\$ (64,072)
Operation and Contract	5,414,037	5,649,525	6,703,146	84.3%	7,312,523	\$ 235,488
Other Expenditures	8,473	24,821	9,075	273.5%	9,900	\$ 16,348
Capital Outlay	395,391	936,808	561,527	166.8%	612,575	\$ 541,418
<b>Total Operating Expenditures</b>	<b>\$ 26,276,144</b>	<b>\$ 28,293,758</b>	<b>\$ 29,710,735</b>	<b>95.2%</b>	<b>\$ 32,411,711</b>	<b>\$ 2,017,614</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 3,102,867</b>	<b>\$ 2,291,954</b>	<b>\$ (3,525,621)</b>	<b>-65.0%</b>	<b>\$ (1,932,260)</b>	<b>\$ (810,913)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Transfers Out				N/A		-
Reimbursements From Other Funds	802,945	1,843,468	1,843,474	100.0%	2,011,062	1,040,523
Reimbursements To Other Funds	-	-	-	N/A	-	-
Sports Core Loan				N/A	-	-
<b>Total Interfund Transactions</b>	<b>\$ 802,945</b>	<b>\$ 1,843,468</b>	<b>\$ 1,843,474</b>	<b>100.0%</b>	<b>\$ 2,011,062</b>	<b>\$ 1,040,523</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 3,905,812</b>	<b>\$ 4,135,422</b>	<b>\$ (1,682,148)</b>		<b>\$ 78,802</b>	<b>\$ 229,610</b>

\*Includes the collection of Income Tax, Use Tax, Road & Bridge Tax, Personal Property Replacement Tax, and Cannabis Use Tax.

**Village of Oak Brook  
Hotel Tax Fund Financial Update  
For the Period Ending November 30, 2025**

	11/30/24	11/30/25	11/30/25	11/30/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended	Amended	Budget	Year
	Actual	Actual	Budget	Budget	Budget	Year
<b><u>OPERATING REVENUES</u></b>						
Hotel Tax	\$ 1,559,052	\$ 1,592,345	\$ 1,283,333	124.1%	\$ 1,400,000	\$ 33,293
Investment Interest	192,953	169,502	55,000	308.2%	60,000	(23,451)
Loan Interest	2,000	-	-	N/A	-	(2,000)
Miscellaneous	-	571,513	462,458		504,500	571,513
<b>Total Operating Revenues</b>	<b>\$ 1,754,004</b>	<b>\$ 2,333,359</b>	<b>\$ 1,800,792</b>	<b>129.6%</b>	<b>\$ 1,964,500</b>	<b>\$ 579,355</b>
<b><u>EXPENDITURES</u></b>						
Personnel	\$ 54,865	\$ 127,777	\$ 129,129		\$ 140,868	\$ -
Operation and Contract	33,920	801,838	894,635	0.90	975,965	767,918.17
Capital Outlay	5,583	458,935	544,271	84.3%	593,750	453,352
<b>Total Expenditures</b>	<b>\$ 94,368</b>	<b>\$ 1,388,550</b>	<b>\$ 1,438,905</b>	<b>96.5%</b>	<b>\$ 1,710,583</b>	<b>\$ 1,221,271</b>
<b><u>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</u></b>						
	<b>\$ 1,659,636</b>	<b>\$ 944,809</b>	<b>\$ 232,757</b>	<b>405.9%</b>	<b>\$ 253,917</b>	<b>\$ (641,916)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfer Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements to Other Funds	(223,586)	(188,639)	(188,642)	100.0%	(205,791)	34,947
<b>Total Interfund Transactions</b>	<b>\$ (223,586)</b>	<b>\$ (188,639)</b>	<b>\$ (188,642)</b>	<b>100.0%</b>	<b>\$ (205,791)</b>	<b>\$ 34,947</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 1,436,050</b>	<b>\$ 756,170</b>	<b>\$ 44,115</b>		<b>\$ 48,126</b>	<b>\$ (606,969)</b>

Note - Expenditures are recorded in program 171.

**Village of Oak Brook  
Infrastructure Fund Financial Update  
For the Period Ending November 30, 2025**

	11/30/24 YTD Actual	11/30/25 YTD Actual	11/30/25 YTD Amended Budget	11/30/25 % of YTD Amended Budget	2025 Adopted Budget	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>						
Non-Home Rule Sales Tax	\$ 7,044,848	\$ 8,447,697	\$ 6,412,083	131.7%	\$ 6,995,000	\$ 1,402,849
Charges for Services	-	-	-	N/A	-	-
Investment Interest	822,467	702,852	366,667	191.7%	400,000	(119,615)
Grants	-	507,108	-	N/A	-	507,108
Miscellaneous	2,795	-	-	N/A	-	(2,795)
<b>Total Operating Revenues</b>	<b>\$ 7,870,110</b>	<b>\$ 9,657,657</b>	<b>\$ 6,778,750</b>	<b>142.5%</b>	<b>\$ 7,395,000</b>	<b>\$ 1,787,547</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 17,851	\$ 14,792	\$ -	N/A	\$ -	\$ (3,059)
Materials and Supplies	19,571	39,930	43,817	91.1%	47,800	20,359
Operation and Contract	1,173,888	1,023,687	2,097,529	48.8%	2,288,213	(150,201)
Other Expenditures	-	-	-	N/A	-	-
Capital Outlay	576,236	2,274,714	4,135,243	55.0%	4,511,174	1,698,478
<b>Total Operating Expenditures</b>	<b>\$ 1,787,545</b>	<b>\$ 3,353,122</b>	<b>\$ 6,276,588</b>	<b>53.4%</b>	<b>\$ 6,847,187</b>	<b>\$ 1,565,577</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 6,082,565</b>	<b>\$ 6,304,534</b>	<b>\$ 502,162</b>	<b>1255.5%</b>	<b>\$ 547,813</b>	<b>\$ 221,970</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements From Other Funds	-	-	183,333	0.0%	200,000	-
Reimbursements To Other Funds	(29,337)	(643,412)	(643,414)	100.0%	(701,906)	(614,075)
<b>Total Interfund Transactions</b>	<b>\$ (29,337)</b>	<b>\$ (643,412)</b>	<b>\$ (460,081)</b>	<b>139.8%</b>	<b>\$ (501,906)</b>	<b>\$ (614,075)</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 6,053,228</b>	<b>\$ 5,661,122</b>	<b>\$ 42,081</b>		<b>\$ 45,907</b>	<b>\$ (392,105)</b>

**Village of Oak Brook  
Water Fund Financial Update  
For the Period Ending November 30, 2025**

	11/30/24	11/30/25	11/30/25	11/30/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended	Amended	Budget	Year
	Actual	Actual	Budget	Budget	Budget	Budget
<b><u>OPERATING REVENUES</u></b>						
Plan Review Fees	\$ 1,727	\$ 2,250	\$ 481	467.5%	\$ 525	\$ 523
Building/Inspection Fees	-	-	1,375	0.0%	1,500	-
Water Sales	10,268,101	10,427,762	10,366,762	100.6%	11,309,195	159,661
Unmetered Sales	57,870	53,847	55,000	97.9%	60,000	(4,023)
Water Connection Fees	74,980	97,648	67,833	144.0%	74,000	22,668
Fire Service Charge	-	-	-	N/A	-	-
Meter Charges	13,330	35,722	13,750	259.8%	15,000	22,392
Special Services	30,108	31,852	13,750	231.7%	15,000	1,744
Investment Interest	1,316,289	1,014,848	641,667	158.2%	700,000	(301,441)
Proceeds from Property Sale	1,090,855	-	-	N/A	-	(1,090,855)
Miscellaneous	116,660	140,605	68,750	204.5%	75,000	23,944
<b>Total Operating Revenues</b>	<b>\$ 12,969,920</b>	<b>\$ 11,804,534</b>	<b>\$ 11,229,369</b>	<b>105.1%</b>	<b>\$ 12,250,220</b>	<b>\$ (1,165,386)</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 547,695	\$ 540,894	\$ 602,504	89.8%	\$ 657,277	\$ (6,801)
Materials and Supplies	127,527	116,298	109,698	106.0%	119,671	(11,229)
Operation and Contract	6,066,230	6,042,914	6,328,262	95.5%	6,903,559	(23,316)
Capital Outlay	4,063,443	5,766,821	7,108,008	81.1%	7,754,190	1,703,378
<b>Total Expenditures</b>	<b>\$ 10,804,896</b>	<b>\$ 12,466,927</b>	<b>\$ 14,148,472</b>	<b>88.1%</b>	<b>\$ 15,434,696</b>	<b>\$ 1,662,031</b>
<b>Surplus (Deficit) of Revenues Over Expenditures</b>	<b>\$ 2,165,024</b>	<b>\$ (662,393)</b>	<b>\$ (2,919,103)</b>	<b>22.7%</b>	<b>\$ (3,184,476)</b>	<b>\$ (2,827,418)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Reimbursements To Other Funds	\$ (400,477)	\$ (540,111)	\$ (540,102)	100.0%	\$ (589,202)	\$ (139,634)
<b>Total Interfund Transactions</b>	<b>\$ (400,477)</b>	<b>\$ (540,111)</b>	<b>\$ (540,102)</b>	<b>100.0%</b>	<b>\$ (589,202)</b>	<b>\$ (139,634)</b>
<b>Fund Increase/(Decrease) - Budgetary Basis</b>	<b>\$ 1,764,547</b>	<b>\$ (1,202,504)</b>	<b>\$ (3,459,205)</b>		<b>\$ (3,773,678)</b>	<b>\$ (2,967,052)</b>

\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Sports Core Fund Consolidated Presentation  
For the Period Ending November 30, 2025

	B&T Recreation Operations	Field Operations	Clubhouse Operations	Golf Club	11/30/25 YTD Total	11/30/25 YTD Amended Budget	11/30/25 % of YTD Amended Budget	2025 Adopted Budget	11/30/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>										
Memberships	\$ 587,712	\$ -	\$ -	\$ 358,600	\$ 946,312	\$ 879,640	107.6%	\$ 959,607	\$ 824,618	\$ 121,694
Greens Fees	-	-	-	1,822,596	1,822,596	1,710,491	106.6%	1,865,990	1,755,387	67,209
Pro Shop Sales	-	-	-	192,722	192,722	165,000	116.8%	180,000	167,020	25,702
Golf Lessons	-	-	-	122,735	122,735	41,250	297.5%	45,000	35,035	87,700
Driving Range Fees	-	-	-	705,991	705,991	606,267	116.4%	661,382	534,510	171,481
Golf Surcharge	-	-	-	73,873	73,873	206,250	35.8%	225,000	235,540	(161,667)
Rentals	-	181,428	201,327	693,736	1,076,491	1,010,167	106.6%	1,102,000	1,002,436	74,055
Programs/User Fees	136,255	-	-	-	136,255	188,650	72.2%	205,800	141,569	(5,313)
Food Sales	64,257	-	-	97,919	162,176	52,965	306.2%	57,780	83,386	78,790
Beverage Sales	37,353	-	-	-	37,353	72,307	51.7%	78,880	13,039	24,314
Grants	-	-	-	-	-	-	N/A	-	-	-
Other Revenue	117,877	-	-	39,053	156,929	89,833	174.7%	98,000	108,063	48,866
<b>Total Operating Revenues</b>	<b>\$ 943,453</b>	<b>\$ 181,428</b>	<b>\$ 201,327</b>	<b>\$ 4,107,224</b>	<b>\$ 5,433,433</b>	<b>\$ 5,022,819</b>	<b>108.2%</b>	<b>\$ 5,479,439</b>	<b>\$ 4,900,602</b>	<b>\$ 532,831</b>
<b><u>OPERATING EXPENDITURES</u></b>										
Personnel	\$ 233,806	\$ -	\$ -	\$ 1,360,917	\$ 1,594,723	\$ 1,513,475	105.4%	\$ 1,651,064	\$ 1,349,252	\$ 245,471
Materials & Supplies	30,000	-	5,003	400,183	435,187	390,528	111.4%	426,030	428,466	6,720
Operational & Contractual	554,978	41,387	45,778	330,773	972,916	1,110,732	87.6%	1,211,708	1,016,967	(44,051)
Other	-	-	-	-	-	-	N/A	-	-	-
Capital	582,474	-	-	713,191	1,295,665	1,439,124	90.0%	1,569,954	1,545,512	(249,847)
<b>Total Operating Expenditures</b>	<b>\$ 1,401,258</b>	<b>\$ 41,387</b>	<b>\$ 50,781</b>	<b>\$ 2,805,065</b>	<b>\$ 4,298,491</b>	<b>\$ 4,453,859</b>	<b>96.5%</b>	<b>\$ 4,858,755</b>	<b>\$ 4,340,197</b>	<b>\$ (41,706)</b>
B&T Administration Overhead Allocation*	\$ 601,366	\$ (51,108)	\$ (110,821)	\$ (439,438)	\$ (1)	\$ -	N/A	\$ -	\$ -	\$ (1)
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 143,561</b>	<b>\$ 88,933</b>	<b>\$ 39,725</b>	<b>\$ 862,722</b>	<b>\$ 1,134,941</b>	<b>\$ 568,960</b>	<b>199.5%</b>	<b>\$ 620,684</b>	<b>\$ 560,405</b>	<b>\$ 574,537</b>
<b><u>INTERFUND TRANSACTIONS</u></b>										
Reimbursement From Other Funds	\$ 36,674	\$ -	\$ -	\$ -	\$ 36,674	\$ 36,667	100.0%	\$ 40,000	\$ 36,674	\$ -
Reimbursement To General Fund	(507,980)	-	-	-	(507,980)	(507,931)	100.0%	(554,106)	(186,219)	(321,761)
<b>Total Interfund Transactions</b>	<b>\$ (471,306)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (471,306)</b>	<b>\$ (471,264)</b>	<b>100.0%</b>	<b>\$ (514,106)</b>	<b>\$ (149,545)</b>	<b>\$ (321,761)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ (327,745)</b>	<b>\$ 88,933</b>	<b>\$ 39,725</b>	<b>\$ 862,722</b>	<b>\$ 663,635</b>	<b>\$ 97,696</b>		<b>\$ 106,578</b>	<b>\$ 410,860</b>	<b>\$ 252,776</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a % basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Bath & Tennis Club Recreation Operations  
For the Period Ending November 30, 2025

	811	812	813	822	11/30/25	11/30/25	11/30/25	2025	11/30/24	Difference
	B&T Admin	Swimming	Tennis	Poolside Café	YTD Total	YTD Adopted Budget	% of YTD Amended Budget	Adopted Budget	YTD Total	Prior Year
<b><u>OPERATING REVENUES</u></b>										
Memberships	\$ -	\$ 560,318	\$ 27,394	\$ -	\$ 587,712	\$ 460,883	127.5%	\$ 502,782	\$ 431,243	\$ 156,469
Programs/User Fees	-	87,642	48,614	-	136,255	188,650	72.2%	205,800	141,569	(5,313)
Food Sales	-	-	-	64,257	64,257	7,361	873.0%	8,030	8,587	-
Beverage Sales	-	-	-	37,353	37,353	3,328	1122.6%	3,630	-	-
Grants	-	-	-	-	-	-	N/A	-	-	-
Other Revenue	113,637	-	1,490	2,750	117,877	83,417	141.3%	91,000	98,625	19,251
<b>Total Operating Revenues</b>	<b>\$ 113,637</b>	<b>\$ 647,959</b>	<b>\$ 77,497</b>	<b>\$ 104,360</b>	<b>\$ 943,453</b>	<b>\$ 743,638</b>	<b>126.9%</b>	<b>\$ 811,242</b>	<b>\$ 680,023</b>	<b>\$ 170,407</b>
<b><u>OPERATING EXPENDITURES</u></b>										
Personnel	\$ 179,429	\$ 54,378	\$ -	\$ -	\$ 233,806	\$ 266,399	87.8%	\$ 290,617	\$ 221,693	\$ 12,113
Materials & Supplies	457	27,453	2,090	-	30,000	25,809	116.2%	28,155	37,366	(7,365)
Operational & Contractual	76,991	307,883	76,798	93,306	554,978	589,735	94.1%	643,347	556,740	(1,762)
Other	-	-	-	-	-	-	N/A	-	-	-
Capital	550,879	31,595	-	-	582,474	658,992	88.4%	718,900	722,087	(139,614)
<b>Total Operating Expenditures</b>	<b>\$ 807,755</b>	<b>\$ 421,309</b>	<b>\$ 78,888</b>	<b>\$ 93,306</b>	<b>\$ 1,401,258</b>	<b>\$ 1,540,934</b>	<b>90.9%</b>	<b>\$ 1,681,019</b>	<b>\$ 1,537,886</b>	<b>\$ (136,628)</b>
B&T Administration Overhead Allocation*	\$ 762,673	\$ (126,980)	\$ (25,159)	\$ (9,167)	\$ 601,366	601,366	100.0%	\$ 656,036	\$ 34,335	\$ 567,031
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 68,554</b>	<b>\$ 99,670</b>	<b>\$ (26,549)</b>	<b>\$ 1,887</b>	<b>\$ 143,561</b>	<b>\$ (195,930)</b>	<b>-73.3%</b>	<b>\$ (213,742)</b>	<b>\$ (823,528)</b>	<b>\$ 874,066</b>
<b><u>INTERFUND TRANSACTIONS</u></b>										
Reimbursement From Other Fund	\$ 36,674	\$ -	\$ -	\$ -	\$ 36,674	\$ 36,667	100.0%	\$ 40,000	\$ 36,674	\$ -
Reimbursement To General Fund	(507,980)	-	-	-	(507,980)	(507,931)	100.0%	(554,106)	(46,552)	(461,428)
<b>Total Interfund Transactions</b>	<b>\$ (471,306)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (471,306)</b>	<b>\$ (471,264)</b>	<b>100.0%</b>	<b>\$ (514,106)</b>	<b>\$ (9,878)</b>	<b>\$ (461,428)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ (402,752)</b>	<b>\$ 99,670</b>	<b>\$ (26,549)</b>	<b>\$ 1,887</b>	<b>\$ (327,745)</b>	<b>\$ (667,194)</b>		<b>\$ (727,848)</b>	<b>\$ (833,406)</b>	<b>\$ 412,638</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Open Fields Operations  
For the Period Ending November 30, 2025

	815 Polo	816 Open Fields	11/30/25 YTD Total	11/30/25 YTD Amended Budget	11/30/25 % of YTD Amended Budget	2025 Adopted Budget	11/30/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>								
Field Rentals	\$ -	\$ 181,428	\$ 181,428	\$ 186,083	97.5%	\$ 203,000	\$ 172,819	\$ 8,609
Range Rentals	-	-	-	-	N/A	-	-	-
Taste of Oak Brook	-	-	-	-	N/A	-	-	-
Other Revenue	-	-	-	-	N/A	-	-	-
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ 181,428</b>	<b>\$ 181,428</b>	<b>\$ 186,083</b>	<b>97.5%</b>	<b>\$ 203,000</b>	<b>\$ 172,819</b>	<b>\$ 8,609</b>
<b><u>OPERATING EXPENDITURES</u></b>								
Personnel	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
Materials & Supplies	-	-	-	8,699	0.0%	9,490	-	-
Operational & Contractual	-	41,387	41,387	69,687	59.4%	76,022	40,674	713
Capital	-	-	-	-	N/A	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 41,387</b>	<b>\$ 41,387</b>	<b>\$ 78,386</b>	<b>52.8%</b>	<b>\$ 85,512</b>	<b>\$ 40,674</b>	<b>\$ 713</b>
B&T Administration Overhead Allocation*	\$ -	\$ (51,108)	\$ (51,108)	(51,108)	100.0%	\$ (55,754)	\$ -	\$ (51,108)
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ -</b>	<b>\$ 88,933</b>	<b>\$ 88,933</b>	<b>\$ 56,589</b>	<b>157.2%</b>	<b>\$ 61,733</b>	<b>\$ 132,144</b>	<b>\$ (43,212)</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
 Monthly Operating Statement  
 Bath & Tennis Clubhouse Operations  
 For the Period Ending November 30, 2025

	821 B&T Clubhouse	11/30/25 YTD Amended Budget	11/30/25 % of YTD Amended Budget	2025 Adopted Budget	11/30/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>						
Rentals	\$ 201,327	\$ 214,500	93.9%	\$ 234,000	\$ 130,096	\$ 71,231
Other Revenue	-	-	0.0%	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 201,327</b>	<b>\$ 214,500</b>	<b>93.9%</b>	<b>\$ 234,000</b>	<b>\$ 130,096</b>	<b>\$ 71,231</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
Materials & Supplies	5,003	12,604	39.7%	13,750	7,454	(2,452)
Operational & Contractual	45,778	37,001	123.7%	40,365	42,859	2,919
Capital	-	-	N/A	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 50,781</b>	<b>\$ 49,605</b>	<b>102.4%</b>	<b>\$ 54,115</b>	<b>\$ 50,314</b>	<b>\$ 468</b>
B&T Administration Overhead Allocation*	\$ (110,821)	(110,820)	100.0%	\$ (120,895)	\$ (11,458)	\$ (99,363)
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 39,725</b>	<b>\$ 54,074</b>	<b>73.5%</b>	<b>\$ 58,990</b>	<b>\$ 68,324</b>	<b>\$ (28,599)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ 39,725</b>	<b>\$ 54,074</b>		<b>\$ 58,990</b>	<b>\$ 68,324</b>	<b>\$ (28,599)</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Golf Club Programs  
For the Period Ending November 30, 2025

	823	831	832	833	834	844	11/30/25	11/30/25	11/30/25	2025	11/30/24	Difference
	Golf	Golf General	Golf Learning	Golf Cart	Golf Course	Golf	11/30/25	YTD	% of YTD	Adopted	YTD	Difference
	Café	Operation	& Practice	Operations	Maintenance	Surcharge	YTD	Amended	Amended	Budget	Total	Prior
							Total	Budget	Budget			Year
<b>OPERATING REVENUES</b>												
Memberships	\$ -	\$ 358,600	\$ -	\$ -	\$ -	\$ -	\$ 358,600	\$ 418,756	85.6%	\$ 456,825	\$ 393,375	\$ (34,775)
Greens Fees	-	1,822,596	-	-	-	-	1,822,596	1,710,491	106.6%	1,865,990	1,755,387	67,209
Pro Shop Sales	-	192,722	-	-	-	-	192,722	165,000	116.8%	180,000	167,020	25,702
Golf Lessons	-	-	122,735	-	-	-	122,735	41,250	297.5%	45,000	35,035	87,700
Driving Range Fees	-	-	705,991	-	-	-	705,991	606,267	116.4%	661,382	534,510	171,481
Rentals	31,750	10,454	68,000	583,532	-	-	693,736	609,583	113.8%	665,000	699,521	(5,785)
Food Sales	97,919	-	-	-	-	-	97,919	45,604	214.7%	49,750	74,799	23,120
Beverage Sales	-	-	-	-	-	-	-	68,979	0.0%	75,250	13,039	(13,039)
Golf Surcharge	-	-	-	-	-	73,873	73,873	206,250	35.8%	225,000	235,540	(161,667)
Other Revenue	-	39,053	-	-	-	-	39,053	6,417	608.6%	7,000	9,438	29,615
<b>Total Operating Revenues</b>	<b>\$ 129,669</b>	<b>\$ 2,423,425</b>	<b>\$ 896,726</b>	<b>\$ 583,532</b>	<b>\$ -</b>	<b>\$ 73,873</b>	<b>\$ 4,107,224</b>	<b>\$ 3,878,597</b>	<b>105.9%</b>	<b>\$ 4,231,197</b>	<b>\$ 3,917,664</b>	<b>\$ 189,560</b>
<b>OPERATING EXPENDITURES</b>												
Personnel	\$ -	\$ 396,479	\$ 157,592	\$ 76,646	\$ 730,201	\$ -	\$ 1,360,917	\$ 1,247,076	109.1%	\$ 1,360,447	\$ 1,127,559	\$ 233,358
Materials & Supplies	(783)	139,540	32,678	1,333	227,414	-	400,183	343,415	116.5%	374,635	383,646	16,537
Operational & Contractual	-	233,040	43,116	7,094	47,522	-	330,773	414,309	79.8%	451,973	376,693	(45,921)
Other	-	-	-	-	-	-	-	-	N/A	-	-	-
Capital	-	507,693	-	48,470	157,028	-	713,191	780,132	91.4%	851,054	823,425	(110,234)
<b>Total Operating Expenditures</b>	<b>\$ (783)</b>	<b>\$ 1,276,752</b>	<b>\$ 233,386</b>	<b>\$ 133,544</b>	<b>\$ 1,162,165</b>	<b>\$ -</b>	<b>\$ 2,805,065</b>	<b>\$ 2,784,932</b>	<b>100.7%</b>	<b>\$ 3,038,108</b>	<b>\$ 2,711,323</b>	<b>\$ 93,741</b>
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 130,451</b>	<b>\$ 1,146,673</b>	<b>\$ 663,340</b>	<b>\$ 449,988</b>	<b>\$ (1,162,165)</b>	<b>\$ 73,873</b>	<b>\$ 1,302,160</b>	<b>\$ 1,093,665</b>	<b>119.1%</b>	<b>\$ 1,193,089</b>	<b>\$ 1,206,341</b>	<b>\$ 95,819</b>
B&T Administration Overhead Allocation*	\$ -	\$ (439,438)	\$ -	\$ -	\$ -	\$ -	\$ (439,438)	(439,438)	100.0%	\$ (479,387)	\$ (22,877)	\$ (416,561)
<b>INTERFUND TRANSACTIONS</b>												
Reimbursement To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	0.0%	\$ -	\$ (139,667)	
<b>Total Interfund Transactions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (139,667)</b>	
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ 130,451</b>	<b>\$ 707,235</b>	<b>\$ 663,340</b>	<b>\$ 449,988</b>	<b>\$ (1,162,165)</b>	<b>\$ 73,873</b>	<b>\$ 862,722</b>	<b>\$ 654,227</b>		<b>\$ 713,702</b>	<b>\$ 1,043,797</b>	<b>\$ (320,742)</b>

\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.



# VILLAGE OF OAK BROOK

MONTHLY FINANCIAL REPORTS

DECEMBER 2025



# Executive Summary on Village Funds

Through December 31, 2025

<u>Governmental Funds</u>	YTD Revenues	YTD Expenditures	YTD Net Fund Increase (Decrease)	Estimated YTD Ending Fund Balance (Deficit)
<b>General Fund (Major Fund)</b> <i>Main operating fund of the Village.</i>	\$ 35,013,986	\$ 34,771,398	\$ 242,588	\$ 43,620,065
<b>Hotel Fund (Major Fund)</b> <i>Collects and spends resources from the 3% hotel/motel tax.</i>	\$ 2,462,519	\$ 1,630,446	\$ 832,073	\$ 6,178,688
<b>Motor Fuel Tax Fund</b> <i>Collects and spends resources from the State motor fuel tax.</i>	\$ 462,679	\$ 72,635	\$ 390,044	\$ 2,782,260
<b>Infrastructure Fund (Major Fund)</b> <i>Accounts for construction and maintenance of roadways, drainage, and safety path systems.</i>	\$ 10,555,216	\$ 4,059,835	\$ 6,495,381	\$ 20,919,888
 <b><u>Enterprise Funds</u></b>				
<b>Water Fund (Major Fund)</b> <i>Collects user fees for the distribution of water and maintenance of infrastructure.</i>	\$ 12,394,529	\$ 14,643,121	\$ (2,248,592)	\$ 19,670,050
<b>Sports Core Fund (Major Fund)</b> <i>Accounts for revenues and expenses relating to administration, programs, food and beverage operations, and golf course.</i>	\$ 5,519,298	\$ 4,980,626	\$ 538,672	\$ 3,442,560
 <b><u>Internal Service Funds</u></b>				
<b>Insurance Fund</b> <i>Accounts for the Village's health insurance costs and the related contributions from the Village, employees, retirees, and other agencies.</i>	\$ 3,007,741	\$ 3,104,990	\$ (97,250)	\$ 300,380
<b>Garage Fund</b> <i>Accounts for the maintenance of the Village's vehicle fleet and the related departmental reimbursements.</i>	\$ 815,774	\$ 693,133	\$ 122,642	\$ 566,304
<b>Equipment Replacement Fund</b> <i>Accounts for the replacement of the Village's vehicle fleet and the related departmental contributions.</i>	\$ 1,322,186	\$ 934,940	\$ 387,246	\$ 4,004,932

Further information on the Village's major funds (as indicated above) can be found on the proceeding pages.

**Village of Oak Brook**  
**General Fund Financial Update**  
**For the Period Ending December 31, 2025**

	12/31/24	12/31/25	12/31/25	12/31/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended Budget	Amended Budget	Budget	Year
<b><u>OPERATING REVENUES</u></b>						
Sales Tax	\$ 17,917,391	21,295,153	\$ 17,250,000	123.5%	\$ 17,250,000	\$ 3,377,762
State Income Tax	1,386,575	1,472,232	1,300,000	113.2%	1,300,000	85,657
Replacement Tax	521,793	403,652	550,000	73.4%	550,000	(118,140)
Road & Bridge Tax	40,074	35,881	35,000	102.5%	35,000	(4,193)
Local Use Tax	305,750	128,833	319,000	40.4%	319,000	(176,918)
Cannabis Use Tax	13,033	12,274	12,500	98.2%	12,500	(758)
Grants	312,652	115,960	171,120	67.8%	171,120	(196,692)
Utility/Telecom. Tax	3,116,055	3,124,678	3,750,000	83.3%	3,750,000	8,623
Licenses and Permits	2,161,436	2,898,635	2,369,493	122.3%	2,747,560	737,199
Charges for Services	3,075,601	1,682,437	904,600	186.0%	2,738,050	(1,393,163)
Investment Interest	1,971,450	1,388,196	1,000,000	138.8%	1,000,000	(583,254)
Miscellaneous Income	1,369,638	612,586	606,221	101.0%	606,221	(757,052)
<b>Total Operating Revenues</b>	<b>\$ 32,191,448</b>	<b>\$ 33,170,518</b>	<b>\$ 28,267,934</b>	<b>117.3%</b>	<b>\$ 30,479,451</b>	<b>\$ 979,071</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 24,048,912	\$ 27,164,362	\$ 23,787,259	114.2%	\$ 23,787,259	\$ 3,115,450
Materials and Supplies	589,896	538,709	689,454	78.1%	689,454	\$ (51,187)
Operation and Contract	5,787,145	5,927,009	7,312,523	81.1%	7,312,523	\$ 139,863
Other Expenditures	824,958	24,821	9,900	250.7%	9,900	\$ (800,137)
Capital Outlay	542,390	1,116,498	612,575	182.3%	612,575	\$ 574,108
<b>Total Operating Expenditures</b>	<b>\$ 31,793,301</b>	<b>\$ 34,771,398</b>	<b>\$ 32,411,711</b>	<b>107.3%</b>	<b>\$ 32,411,711</b>	<b>\$ 2,978,097</b>
<b><u>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</u></b>						
	<b>\$ 398,147</b>	<b>\$ (1,600,880)</b>	<b>\$ (4,143,777)</b>	<b>38.6%</b>	<b>\$ (1,932,260)</b>	<b>\$ (1,999,026)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Transfers Out				N/A		-
Reimbursements From Other Funds	875,940	1,843,468	2,011,062	91.7%	2,011,062	967,528
Reimbursements To Other Funds	-	-	-	N/A	-	-
Sports Core Loan				N/A	-	-
<b>Total Interfund Transactions</b>	<b>\$ 875,940</b>	<b>\$ 1,843,468</b>	<b>\$ 2,011,062</b>	<b>91.7%</b>	<b>\$ 2,011,062</b>	<b>\$ 967,528</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 1,274,087</b>	<b>\$ 242,588</b>	<b>\$ (2,132,715)</b>		<b>\$ 78,802</b>	<b>\$ (1,031,498)</b>

\*Includes the collection of Income Tax, Use Tax, Road & Bridge Tax, Personal Property Replacement Tax, and Cannabis Use Tax.

**Village of Oak Brook  
Hotel Tax Fund Financial Update  
For the Period Ending December 31, 2025**

	12/31/24	12/31/25	12/31/25	12/31/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended	Amended	Budget	Year
	Actual	Actual	Budget	Budget	Budget	Year
<b><u>OPERATING REVENUES</u></b>						
Hotel Tax	\$ 1,688,948	\$ 1,695,740	\$ 1,400,000	121.1%	\$ 1,400,000	\$ 6,793
Investment Interest	206,792	195,266	60,000	325.4%	60,000	(11,525)
Loan Interest	2,000	-	-	N/A	-	(2,000)
Miscellaneous	-	571,513	504,500		504,500	571,513
<b>Total Operating Revenues</b>	<b>\$ 1,897,739</b>	<b>\$ 2,462,519</b>	<b>\$ 1,964,500</b>	<b>125.4%</b>	<b>\$ 1,964,500</b>	<b>\$ 564,780</b>
<b><u>EXPENDITURES</u></b>						
Personnel	\$ 64,863	\$ 137,612	\$ 140,868	97.7%	\$ 140,868	\$ -
Operation and Contract	33,961	819,031	975,965	83.9%	975,965	785,070.70
Capital Outlay	9,023	485,163	593,750	81.7%	593,750	476,140
<b>Total Expenditures</b>	<b>\$ 107,847</b>	<b>\$ 1,441,807</b>	<b>\$ 1,569,715</b>	<b>91.9%</b>	<b>\$ 1,710,583</b>	<b>\$ 1,261,211</b>
<b><u>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</u></b>						
	<b>\$ 1,789,892</b>	<b>\$ 1,020,712</b>	<b>\$ 253,917</b>	<b>402.0%</b>	<b>\$ 253,917</b>	<b>\$ (696,430)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfer Out	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements to Other Funds	(243,912)	(188,639)	(205,791)	91.7%	(205,791)	55,273
<b>Total Interfund Transactions</b>	<b>\$ (243,912)</b>	<b>\$ (188,639)</b>	<b>\$ (205,791)</b>	<b>91.7%</b>	<b>\$ (205,791)</b>	<b>\$ 55,273</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 1,545,980</b>	<b>\$ 832,073</b>	<b>\$ 48,126</b>		<b>\$ 48,126</b>	<b>\$ (641,157)</b>

Note - Expenditures are recorded in program 171.

**Village of Oak Brook  
Infrastructure Fund Financial Update  
For the Period Ending December 31, 2025**

	12/31/24	12/31/25	12/31/25	12/31/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended	Amended	Budget	Year
	Actual	Actual	Budget	Budget	Budget	Year
<b><u>OPERATING REVENUES</u></b>						
Non-Home Rule Sales Tax	\$ 7,738,573	\$ 9,235,906	\$ 6,995,000	132.0%	\$ 6,995,000	\$ 1,497,333
Charges for Services	-	-	-	N/A	-	\$ -
Investment Interest	877,391	812,202	400,000	203.1%	400,000	(65,189)
Grants	-	507,108	-	N/A	-	507,108
Miscellaneous	2,795	-	-	N/A	-	(2,795)
<b>Total Operating Revenues</b>	<b>\$ 8,618,759</b>	<b>\$10,555,216</b>	<b>\$ 7,395,000</b>	<b>142.7%</b>	<b>\$ 7,395,000</b>	<b>\$ 1,936,457</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 22,871	\$ 30,140	\$ -	N/A	\$ -	\$ 7,269
Materials and Supplies	19,571	39,930	47,800	83.5%	47,800	20,359
Operation and Contract	1,210,499	1,071,639	2,288,213	46.8%	2,288,213	(138,859)
Other Expenditures	-	-	-	N/A	-	-
Capital Outlay	1,403,181	2,274,714	4,511,174	50.4%	4,511,174	871,532
<b>Total Operating Expenditures</b>	<b>\$ 2,656,122</b>	<b>\$ 3,416,423</b>	<b>\$ 6,847,187</b>	<b>49.9%</b>	<b>\$ 6,847,187</b>	<b>\$ 760,301</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 5,962,637</b>	<b>\$ 7,138,793</b>	<b>\$ 547,813</b>	<b>1303.1%</b>	<b>\$ 547,813</b>	<b>\$ 1,176,156</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Transfers In	\$ -	\$ -	\$ -	N/A	\$ -	\$ -
Reimbursements From Other Funds	-	-	200,000	0.0%	200,000	-
Reimbursements To Other Funds	(32,004)	(643,412)	(701,906)	91.7%	(701,906)	(611,408)
<b>Total Interfund Transactions</b>	<b>\$ (32,004)</b>	<b>\$ (643,412)</b>	<b>\$ (501,906)</b>	<b>128.2%</b>	<b>\$ (501,906)</b>	<b>\$ (611,408)</b>
<b>NET FUND INCREASE (DECREASE)</b>	<b>\$ 5,930,633</b>	<b>\$ 6,495,381</b>	<b>\$ 45,907</b>		<b>\$ 45,907</b>	<b>\$ 564,748</b>

**Village of Oak Brook  
Water Fund Financial Update  
For the Period Ending December 31, 2025**

	12/31/24	12/31/25	12/31/25	12/31/25	2025	Difference
	YTD	YTD	YTD	% of YTD	Adopted	Prior
	Actual	Actual	Amended	Amended	Budget	Year
	Budget	Budget	Budget	Budget	Budget	Year
<b><u>OPERATING REVENUES</u></b>						
Plan Review Fees	\$ 1,877	\$ 2,250	\$ 525	428.6%	\$ 525	\$ 373
Building/Inspection Fees	-	-	1,500	0.0%	1,500	-
Water Sales	10,677,338	10,861,859	11,309,195	96.0%	11,309,195	184,521
Unmetered Sales	51,579	55,586	60,000	92.6%	60,000	4,007
Water Connection Fees	80,500	100,178	74,000	135.4%	74,000	19,678
Fire Service Charge	-	-	-	N/A	-	-
Meter Charges	15,140	37,581	15,000	250.5%	15,000	22,441
Special Services	30,108	31,852	15,000	212.3%	15,000	1,744
Investment Interest	1,387,584	1,149,272	700,000	164.2%	700,000	(238,312)
Proceeds from Property Sale	1,090,855	-	-	N/A	-	(1,090,855)
Miscellaneous	141,327	155,951	75,000	207.9%	75,000	14,624
<b>Total Operating Revenues</b>	<b>\$ 13,476,307</b>	<b>\$ 12,394,529</b>	<b>\$ 12,250,220</b>	<b>101.2%</b>	<b>\$ 12,250,220</b>	<b>\$ (1,081,779)</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ 596,784	\$ 596,150	\$ 657,277	90.7%	\$ 657,277	\$ (634)
Materials and Supplies	127,765	120,481	119,671	100.7%	119,671	(7,284)
Operation and Contract	6,101,682	6,439,252	6,903,559	93.3%	6,903,559	337,570
Capital Outlay	4,063,443	6,947,127	7,754,190	89.6%	7,754,190	2,883,684
<b>Total Expenditures</b>	<b>\$ 10,889,674</b>	<b>\$ 14,103,010</b>	<b>\$ 15,434,696</b>	<b>91.4%</b>	<b>\$ 15,434,696</b>	<b>\$ 3,213,336</b>
<b>Surplus (Deficit) of Revenues Over Expenditures</b>	<b>\$ 2,586,633</b>	<b>\$ (1,708,481)</b>	<b>\$ (3,184,476)</b>	<b>53.7%</b>	<b>\$ (3,184,476)</b>	<b>\$ (4,295,115)</b>
<b><u>INTERFUND TRANSACTIONS</u></b>						
Reimbursements To Other Funds	\$ (436,884)	\$ (540,111)	\$ (589,202)	91.7%	\$ (589,202)	\$ (103,227)
<b>Total Interfund Transactions</b>	<b>\$ (436,884)</b>	<b>\$ (540,111)</b>	<b>\$ (589,202)</b>	<b>91.7%</b>	<b>\$ (589,202)</b>	<b>\$ (103,227)</b>
<b>Fund Increase/(Decrease) - Budgetary Basis</b>	<b>\$ 2,149,749</b>	<b>\$ (2,248,592)</b>	<b>\$ (3,773,678)</b>		<b>\$ (3,773,678)</b>	<b>\$ (4,398,342)</b>

\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Sports Core Fund Consolidated Presentation  
For the Period Ending December 31, 2025

	B&T Recreation Operations	Field Operations	Clubhouse Operations	Golf Club	12/31/25 YTD Total	12/31/25 YTD Amended Budget	12/31/25 % of YTD Amended Budget	2025 Adopted Budget	12/31/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>										
Memberships	\$ 587,712	\$ -	\$ -	\$ 358,600	\$ 946,312	\$ 959,607	98.6%	\$ 959,607	\$ 824,518	\$ 121,794
Greens Fees	-	-	-	1,822,596	1,822,596	1,865,990	97.7%	1,865,990	1,760,471	62,125
Pro Shop Sales	-	-	-	193,847	193,847	180,000	107.7%	180,000	167,281	26,566
Golf Lessons	-	-	-	122,735	122,735	45,000	272.7%	45,000	35,035	87,700
Driving Range Fees	-	-	-	706,341	706,341	661,382	106.8%	661,382	534,640	171,701
Golf Surcharge	-	-	-	73,873	73,873	225,000	32.8%	225,000	236,378	(162,505)
Rentals	-	203,150	216,127	697,886	1,117,162	1,102,000	101.4%	1,102,000	1,045,179	71,984
Programs/User Fees	136,255	-	-	-	136,255	205,800	66.2%	205,800	141,969	(5,713)
Food Sales	64,257	-	-	101,340	165,597	57,780	286.6%	57,780	86,022	79,576
Beverage Sales	37,353	-	-	-	37,353	78,880	47.4%	78,880	13,039	24,314
Grants	-	-	-	-	-	-	N/A	-	-	-
Other Revenue	121,500	-	-	39,053	160,553	98,000	163.8%	98,000	109,833	50,721
<b>Total Operating Revenues</b>	<b>\$ 947,077</b>	<b>\$ 203,150</b>	<b>\$ 216,127</b>	<b>\$ 4,116,270</b>	<b>\$ 5,482,624</b>	<b>\$ 5,479,439</b>	<b>100.1%</b>	<b>\$ 5,479,439</b>	<b>\$ 4,954,363</b>	<b>\$ 528,261</b>
<b><u>OPERATING EXPENDITURES</u></b>										
Personnel	\$ 248,583	\$ -	\$ -	\$ 1,417,412	\$ 1,665,996	\$ 1,651,064	100.9%	\$ 1,651,064	\$ 1,423,411	\$ 242,585
Materials & Supplies	30,231	-	5,203	408,680	444,114	426,030	104.2%	426,030	446,540	(2,427)
Operational & Contractual	556,106	41,418	46,993	345,147	989,664	1,211,708	81.7%	1,211,708	1,047,332	(57,669)
Other	-	-	-	-	-	-	N/A	-	-	-
Capital	582,474	-	-	790,400	1,372,873	1,569,954	87.4%	1,569,954	1,555,551	(182,678)
<b>Total Operating Expenditures</b>	<b>\$ 1,417,394</b>	<b>\$ 41,418</b>	<b>\$ 52,196</b>	<b>\$ 2,961,638</b>	<b>\$ 4,472,646</b>	<b>\$ 4,858,755</b>	<b>92.1%</b>	<b>\$ 4,858,755</b>	<b>\$ 4,472,835</b>	<b>\$ (189)</b>
B&T Administration Overhead Allocation*	\$ 656,036	\$ (55,754)	\$ (120,895)	\$ (479,387)	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 185,719</b>	<b>\$ 105,978</b>	<b>\$ 43,036</b>	<b>\$ 675,245</b>	<b>\$ 1,009,978</b>	<b>\$ 620,684</b>	<b>162.7%</b>	<b>\$ 620,684</b>	<b>\$ 481,528</b>	<b>\$ 528,450</b>
<b><u>INTERFUND TRANSACTIONS</u></b>										
Reimbursement From Other Funds	\$ 36,674	\$ -	\$ -	\$ -	\$ 36,674	\$ 40,000	91.7%	\$ 40,000	\$ 40,008	\$ (3,334)
Reimbursement To General Fund	(507,980)	-	-	-	(507,980)	(554,106)	91.7%	(554,106)	(203,148)	(304,832)
<b>Total Interfund Transactions</b>	<b>\$ (471,306)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (471,306)</b>	<b>\$ (514,106)</b>	<b>91.7%</b>	<b>\$ (514,106)</b>	<b>\$ (163,140)</b>	<b>\$ (308,166)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ (285,587)</b>	<b>\$ 105,978</b>	<b>\$ 43,036</b>	<b>\$ 675,245</b>	<b>\$ 538,672</b>	<b>\$ 106,578</b>		<b>\$ 106,578</b>	<b>\$ 318,388</b>	<b>\$ 220,284</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a % basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Bath & Tennis Club Recreation Operations  
For the Period Ending December 31, 2025

	811	812	813	822	12/31/25	12/31/25	12/31/25	2025	12/31/24	Difference
	B&T Admin	Swimming	Tennis	Poolside Café	YTD Total	YTD Adopted Budget	% of YTD Amended Budget	Adopted Budget	YTD Total	Prior Year
<b><u>OPERATING REVENUES</u></b>										
Memberships	\$ -	\$ 560,318	\$ 27,394	\$ -	\$ 587,712	\$ 502,782	116.9%	\$ 502,782	\$ 431,143	\$ 156,569
Programs/User Fees	-	87,642	48,614	-	136,255	205,800	66.2%	205,800	141,969	(5,713)
Food Sales	-	-	-	64,257	64,257	8,030	800.2%	8,030	8,587	-
Beverage Sales	-	-	-	37,353	37,353	3,630	1029.0%	3,630	-	-
Grants	-	-	-	-	-	-	N/A	-	-	-
Other Revenue	117,011	-	1,490	3,000	121,500	91,000	133.5%	91,000	97,291	24,209
<b>Total Operating Revenues</b>	<b>\$ 117,011</b>	<b>\$ 647,959</b>	<b>\$ 77,497</b>	<b>\$ 104,610</b>	<b>\$ 947,077</b>	<b>\$ 811,242</b>	<b>116.7%</b>	<b>\$ 811,242</b>	<b>\$ 678,989</b>	<b>\$ 175,065</b>
<b><u>OPERATING EXPENDITURES</u></b>										
Personnel	\$ 194,206	\$ 54,378	\$ -	\$ -	\$ 248,583	\$ 290,617	85.5%	\$ 290,617	\$ 237,164	\$ 11,419
Materials & Supplies	457	27,453	2,321	-	30,231	28,155	107.4%	28,155	39,749	(9,518)
Operational & Contractual	78,119	307,883	76,798	93,306	556,106	643,347	86.4%	643,347	564,998	(8,892)
Other	-	-	-	-	-	-	N/A	-	-	-
Capital	550,879	31,595	-	-	582,474	718,900	81.0%	718,900	732,087	(149,613)
<b>Total Operating Expenditures</b>	<b>\$ 823,660</b>	<b>\$ 421,309</b>	<b>\$ 79,118</b>	<b>\$ 93,306</b>	<b>\$ 1,417,394</b>	<b>\$ 1,681,019</b>	<b>84.3%</b>	<b>\$ 1,681,019</b>	<b>\$ 1,573,998</b>	<b>\$ (156,604)</b>
B&T Administration Overhead Allocation*	\$ 832,007	\$ (138,524)	\$ (27,446)	\$ (10,000)	\$ 656,036	656,036	100.0%	\$ 656,036	\$ 37,457	\$ 618,579
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 125,357</b>	<b>\$ 88,126</b>	<b>\$ (29,067)</b>	<b>\$ 1,304</b>	<b>\$ 185,719</b>	<b>\$ (213,742)</b>	<b>-86.9%</b>	<b>\$ (213,742)</b>	<b>\$ (857,552)</b>	<b>\$ 950,248</b>
<b><u>INTERFUND TRANSACTIONS</u></b>										
Reimbursement From Other Fund	\$ 36,674	\$ -	\$ -	\$ -	\$ 36,674	\$ 40,000	91.7%	\$ 40,000	\$ 40,008	\$ (3,334)
Reimbursement To General Fund	(507,980)	-	-	-	(507,980)	(554,106)	91.7%	(554,106)	(50,784)	(457,196)
<b>Total Interfund Transactions</b>	<b>\$ (471,306)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (471,306)</b>	<b>\$ (514,106)</b>	<b>91.7%</b>	<b>\$ (514,106)</b>	<b>\$ (10,776)</b>	<b>\$ (460,530)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ (345,949)</b>	<b>\$ 88,126</b>	<b>\$ (29,067)</b>	<b>\$ 1,304</b>	<b>\$ (285,587)</b>	<b>\$ (727,848)</b>		<b>\$ (727,848)</b>	<b>\$ (868,328)</b>	<b>\$ 489,718</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Open Fields Operations  
For the Period Ending December 31, 2025

	815 Polo	816 Open Fields	12/31/25 YTD Total	12/31/25 YTD Amended Budget	12/31/25 % of YTD Amended Budget	2025 Adopted Budget	12/31/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>								
Field Rentals	\$ -	\$ 203,150	\$ 203,150	\$ 203,000	100.1%	\$ 203,000	\$ 193,680	\$ 9,470
Range Rentals	-	-	-	-	N/A	-	-	-
Taste of Oak Brook	-	-	-	-	N/A	-	-	-
Other Revenue	-	-	-	-	N/A	-	-	-
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ 203,150</b>	<b>\$ 203,150</b>	<b>\$ 203,000</b>	<b>100.1%</b>	<b>\$ 203,000</b>	<b>\$ 193,680</b>	<b>\$ 9,470</b>
<b><u>OPERATING EXPENDITURES</u></b>								
Personnel	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
Materials & Supplies	-	-	-	9,490	0.0%	9,490	-	-
Operational & Contractual	-	41,418	41,418	76,022	54.5%	76,022	45,452	(4,034)
Capital	-	-	-	-	N/A	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 41,418</b>	<b>\$ 41,418</b>	<b>\$ 85,512</b>	<b>48.4%</b>	<b>\$ 85,512</b>	<b>\$ 45,452</b>	<b>\$ (4,034)</b>
B&T Administration Overhead Allocation*	\$ -	\$ (55,754)	\$ (55,754)	(55,754)	100.0%	\$ (55,754)	\$ -	\$ (55,754)
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ -</b>	<b>\$ 105,978</b>	<b>\$ 105,978</b>	<b>\$ 61,733</b>	<b>171.7%</b>	<b>\$ 61,733</b>	<b>\$ 148,228</b>	<b>\$ (42,250)</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Bath & Tennis Clubhouse Operations  
For the Period Ending December 31, 2025

	821 B&T Clubhouse	12/31/25 YTD Amended Budget	12/31/25 % of YTD Amended Budget	2025 Adopted Budget	12/31/24 YTD Total	Difference Prior Year
<b><u>OPERATING REVENUES</u></b>						
Rentals	\$ 216,127	\$ 234,000	92.4%	\$ 234,000	\$ 145,355	\$ 70,772
Other Revenue	-	-	0.0%	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 216,127</b>	<b>\$ 234,000</b>	<b>92.4%</b>	<b>\$ 234,000</b>	<b>\$ 145,355</b>	<b>\$ 70,772</b>
<b><u>OPERATING EXPENDITURES</u></b>						
Personnel	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
Materials & Supplies	5,203	13,750	37.8%	13,750	7,454	(2,252)
Operational & Contractual	46,993	40,365	116.4%	40,365	46,615	379
Capital	-	-	N/A	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 52,196</b>	<b>\$ 54,115</b>	<b>96.5%</b>	<b>\$ 54,115</b>	<b>\$ 54,069</b>	<b>\$ (1,873)</b>
B&T Administration Overhead Allocation*	\$ (120,895)	(120,895)	100.0%	\$ (120,895)	\$ (12,500)	\$ (108,395)
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 43,036</b>	<b>\$ 58,990</b>	<b>73.0%</b>	<b>\$ 58,990</b>	<b>\$ 78,786</b>	<b>\$ (35,750)</b>
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ 43,036</b>	<b>\$ 58,990</b>		<b>\$ 58,990</b>	<b>\$ 78,786</b>	<b>\$ (35,750)</b>

\*Overhead allocation is comprised of salaries, business forms, liability insurance, building & grounds maintenance and bank service fees in Program 811 - Sports Core General Operations distributed to various Sports Core Programs on a percentage basis.

\*\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.

Village of Oak Brook  
Monthly Operating Statement  
Golf Club Programs  
For the Period Ending December 31, 2025

	823	831	832	833	834	844	12/31/25	12/31/25	12/31/25	2025	12/31/24	Difference
	Golf	Golf General	Golf Learning	Golf Cart	Golf Course	Golf	12/31/25	YTD	% of YTD	Adopted	YTD	Difference
	Café	Operation	& Practice	Operations	Maintenance	Surcharge	YTD	Amended	Amended	Budget	Total	Prior
							Total	Budget	Budget	Budget		Year
<b>OPERATING REVENUES</b>												
Memberships	\$ -	\$ 358,600	\$ -	\$ -	\$ -	\$ -	\$ 358,600	\$ 456,825	78.5%	\$ 456,825	\$ 393,375	\$ (34,775)
Greens Fees	-	1,822,596	-	-	-	-	1,822,596	1,865,990	97.7%	1,865,990	1,760,471	62,125
Pro Shop Sales	-	193,847	-	-	-	-	193,847	180,000	107.7%	180,000	167,281	26,566
Golf Lessons	-	-	122,735	-	-	-	122,735	45,000	272.7%	45,000	35,035	87,700
Driving Range Fees	-	-	706,341	-	-	-	706,341	661,382	106.8%	661,382	534,640	171,701
Rentals	34,650	10,454	69,250	583,532	-	-	697,886	665,000	104.9%	665,000	706,144	(8,259)
Food Sales	101,340	-	-	-	-	-	101,340	49,750	203.7%	49,750	77,435	23,905
Beverage Sales	-	-	-	-	-	-	-	75,250	0.0%	75,250	13,039	(13,039)
Golf Surcharge	-	-	-	-	-	73,873	73,873	225,000	32.8%	225,000	236,378	(162,505)
Other Revenue	-	39,053	-	-	-	-	39,053	7,000	557.9%	7,000	12,541	26,512
<b>Total Operating Revenues</b>	<b>\$ 135,990</b>	<b>\$ 2,424,550</b>	<b>\$ 898,326</b>	<b>\$ 583,532</b>	<b>\$ -</b>	<b>\$ 73,873</b>	<b>\$ 4,116,270</b>	<b>\$ 4,231,197</b>	<b>97.3%</b>	<b>\$ 4,231,197</b>	<b>\$ 3,936,339</b>	<b>\$ 179,931</b>
<b>OPERATING EXPENDITURES</b>												
Personnel	\$ -	\$ 418,134	\$ 157,786	\$ 77,268	\$ 764,225	\$ -	\$ 1,417,412	\$ 1,360,447	104.2%	\$ 1,360,447	\$ 1,186,247	\$ 231,165
Materials & Supplies	(783)	145,980	32,678	1,333	229,471	-	408,680	374,635	109.1%	374,635	399,337	9,343
Operational & Contractual	-	244,677	43,116	7,094	50,259	-	345,147	451,973	76.4%	451,973	390,268	(45,122)
Other	-	-	-	-	-	-	-	-	N/A	-	-	-
Capital	-	573,905	-	48,470	168,024	-	790,400	851,054	92.9%	851,054	823,465	(33,065)
<b>Total Operating Expenditures</b>	<b>\$ (783)</b>	<b>\$ 1,382,696</b>	<b>\$ 233,580</b>	<b>\$ 134,166</b>	<b>\$ 1,211,979</b>	<b>\$ -</b>	<b>\$ 2,961,638</b>	<b>\$ 3,038,108</b>	<b>97.5%</b>	<b>\$ 3,038,108</b>	<b>\$ 2,799,316</b>	<b>\$ 162,322</b>
<b>Operating Revenues Over (Under) Expenditures</b>	<b>\$ 136,773</b>	<b>\$ 1,041,854</b>	<b>\$ 664,746</b>	<b>\$ 449,366</b>	<b>\$ (1,211,979)</b>	<b>\$ 73,873</b>	<b>\$ 1,154,632</b>	<b>\$ 1,193,089</b>	<b>96.8%</b>	<b>\$ 1,193,089</b>	<b>\$ 1,137,023</b>	<b>\$ 17,609</b>
B&T Administration Overhead Allocation*	\$ -	\$ (479,387)	\$ -	\$ -	\$ -	\$ -	\$ (479,387)	(479,387)	100.0%	\$ (479,387)	\$ (24,957)	\$ (454,430)
<b>INTERFUND TRANSACTIONS</b>												
Reimbursement To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	0.0%	\$ -	\$ (152,364)	
<b>Total Interfund Transactions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (152,364)</b>	
<b>Total Revenues Over (Under) Expenditures - Budgetary Basis</b>	<b>\$ 136,773</b>	<b>\$ 562,467</b>	<b>\$ 664,746</b>	<b>\$ 449,366</b>	<b>\$ (1,211,979)</b>	<b>\$ 73,873</b>	<b>\$ 675,245</b>	<b>\$ 713,702</b>		<b>\$ 713,702</b>	<b>\$ 959,702</b>	<b>\$ (436,821)</b>

\*Estimates based on historical year-end audit adjustments. Actual amounts are not measured and recorded until the end of the year.



**ITEM 6.E.1.**

BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

**AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Garage Doors for Golf Driving Range Bays

**FROM:** Joseph Mitchell, Assistant Village Manager  
Art Segura, Sports Core Director  
Rania Serences, Purchasing and Budgeting Coordinator

**BUDGET SOURCE/BUDGET IMPACT:** \$200,000 is budgeted in Account 831-90400

**RECOMMENDED MOTION:** I move that the Village Board authorize staff to seek bids for garage doors for the golf club driving range structure.

**Background/History:**

The Oak Brook Golf Club constructed a new driving range structure this past year consisting of 23 hitting bays, allowing customers to hit off mats throughout the entire season. The driving range has been a significant success. Due to exceptionally high demand, the grass tee areas were nearly depleted by mid-season, and operations were able to continue uninterrupted by transitioning all customers to the mat-only driving range structure for a temporary period.

To further enhance and extend the usability of this facility, staff initially planned to add lighting, garage door bay, and heat at a future date as cash flow permitted. Lightning was added in the fall of 2025 and staff is now requesting to move forward with the enclosure of the driving range structure to prolong the driving range season. Enclosing the structure would protect the bays from rain, snow, and wind, allowing for increased year-round usage and ultimately generate additional revenue.

The proposed project includes enclosing the existing driving range structure and would consist of the following improvements:

1. Installation of 22 manually operated garage doors to enclose the individual bays.
2. Installation of double entry doors in the center of the structure to provide access when the garage doors are closed.
3. Construction of a wall and door on the west side of the structure.

4. The enclosure is designed to allow for the future addition of heating, if heaters are installed at a later date.

The project would include:

1. Installation of twenty-two (22) golf driving range insulated garage doors with polycarbonate windows
2. West side wall and door installation
3. Bay 12 to receive a framed and finished double door

The majority of bay openings are 9 feet wide. Three bay openings are 11 feet 6 inches wide. Overall door height is 106 inches

Once bids are received and reviewed, this item will be brought back for your consideration.

**Recommendation:**

Staff recommends that the Village Board authorize approval to seek bids for the Golf Course Garage Doors.

**Attachments:**

1. Golf Driving Range Garage Doors Installation Project (1)



# **Village of Oak Brook Golf Driving Range Garage Doors Installation Project Bid Package January 2026**

## **Table of Contents**

### **Section**

- A. Notice to Bidders
- B. Bid
- C. Instructions to Bidders
- D. Specifications
- E. Special Conditions
- F. Statement of Bidder's Qualifications
- G. References
- H. Bid Certification
- I. Contract
- J. Payment and Performance Bonds

## Section A Notice to Bidders

The Village of Oak Brook will accept electronic bids for:

### **Golf Driving Range Garage Doors Installation Project**

**A Pre-Bid meeting and site visit will be held at 10:00 a.m. on Wednesday February 4, 2026** at the Oak brook Golf Clubhouse, 2606 York Road, Oak Brook, IL, 60523. Prospective bidders must be at the building site at 10:00 a.m. to be considered an attendee. **Attendance at this meeting is strongly recommended.** The purpose of the meeting is to give all prospective bidders the opportunity to inspect the site and to ask questions concerning the specifications. Any questions or concerns can be addressed at this time.

Sealed bids are to be submitted via the Village's eProcurement Portal at <https://procurement.opengov.com/portal/oak-brook> until **10:00 A.M., Wednesday, February 11, 2026**, prevailing time.

A complete bid package, of which this notice is a part, can be downloaded from the eProcurement Portal at <https://procurement.opengov.com/portal/oak-brook/projects/166735>. There is no charge for the package.

No bid shall be withdrawn after opening of bids without the consent of the Village of Oak Brook for a period of ninety (90) days after the scheduled time of opening bids.

The Village of Oak Brook reserves the right to reject any or all bids, to waive any informalities in bidding, and to accept the bid deemed most advantageous to it.

Netasha Scarpiniti, Village Clerk

# Section B Bid

1. **COST OF WORK:**

The undersigned, acting for and on behalf of contractor and having familiarized himself with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the entire bid package, hereby affirms and agrees to enter into a contract with the Village of Oak Brook, Oak Brook, IL.

To provide all supervision, labor, material, equipment and all other expense items to completely perform the work covered by the specifications in Section D of this Bid Package, including completely assembling all items in an operable condition and delivering said items to the Village of Oak Brook.

The undersigned submits herewith his bid for the indicated items as follows:

<b><u>INSTALLATION OF 22 GARAGE DOORS PER SPECIFICATIONS</u></b>	<b><u>TOTAL LUMP SUM COST</u></b>

The Village of Oak Brook reserves the right to reject any or all bids and to waive any informalities in bidding and to accept the bid deemed most advantageous to it.

2. **COSTS:**

The undersigned contractor hereby affirms and states the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of ninety (90) days after the bid due date.

3. **INSTRUCTIONS TO BIDDERS:**

The undersigned vendor/contractor shall comply with all Sections of this Bid Package which are incorporated herein by reference.

4. **BID GUARANTEE:**

None.

5. **TIME OF COMPLETION:**

The undersigned affirms and declares that if awarded the contract for this work he will completely perform said contract in strict accordance with its terms and conditions by **APRIL 30, 2026**, unless additional time shall be granted by the Village in accordance with the provisions of the specifications. Should the contractor fail to complete the work by said date or within such extended time as may have been allowed, the contractor shall be liable to the Village for the amount set forth in the specifications.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

If a Corporation:

ATTEST:

\_\_\_\_\_  
Secretary

## Section C Instructions to Bidders

1. **RECEIPT OF BID:** 10:00 am on Wednesday, February 11, 2026
2. **BASIS OF BID:** Sealed bids will be received at the above noted time and date.
3. **BID DESCRIPTION:** Golf Driving Range Garage Doors Installation Project
4. **PREPARATION AND SUBMISSION OF BIDS:**
  - A. **A Pre-Bid meeting and site visit will be held at 10:00 a.m. Wednesday, February 4, 2026** at the Oak brook Golf Clubhouse, 2606 York Road, Oak Brook, IL, 60523. Prospective bidders must be at the building site at 10:00 a.m. to be considered an attendee. **Attendance at this meeting is strongly recommended.** The purpose of the meeting is to give all prospective bidders the opportunity to inspect the site. Any questions or concerns can be addressed at this time.
  - B. The bid must be delivered via the Village's eProcurement Portal at <https://procurement.opengov.com/portal/oak-brook> on or before **10:00 am, prevailing time, Wednesday, October 8, 2026**, at which time it will be publicly opened and results published the Portal shortly thereafter. Bidders are unable to submit late responses through the eProcurement Portal.
  - C. Each bid shall be submitted on the form furnished. All blank spaces for bid prices, unit costs and alternates must be filled in.
  - D. Each bidder must complete, execute and submit with its bid a certification that contractor is not barred from public contracting due to bid-rigging or bid rotating convictions on the form included with the bidding documents.
  - E. Each bidder must submit a complete bid package, including the following items:
    1. Bid.
    2. References.
    3. Statement of Bidder's Qualifications.
    4. Bid Certification.
    5. Contract (filled out and signed).
    6. Sexual Harassment Certificate (filled out and signed).
    7. Contractor's Certifications (filled out and signed).
    8. Prevailing Wage Affidavit (filled out and signed).
    9. Certified Payroll Record (filled out and signed).
  - F. The Contract Bonds (Performance and Payment) are provided as information and will be completed only upon acceptance of the bid by the Village. The surety company issuing the Contract Bond must be listed and approved by the U.S.

Department of Treasury. Letters of Credit will not be accepted in place of the Contract Bond.

- G. Bidders may attach separate sheets to the bid for the purpose of explanation, exception, alternate bid and to cover unit prices, if needed.
- H. Bidders may unsubmit their bid and resubmit it at any point **prior** to the submission deadline. No bid may be withdrawn or modified after the bid opening except where the award of contract has been delayed for a period of more than **ninety (90) days**.
- I. In submitting this bid, the bidder further declares that the only person or party interested in the proposal as principals are those named herein; and that the bid is made without collusion with any other person, firm or corporation.
- J. The bidder further declares that he has carefully examined this entire Bid Package, and he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of this work and inspected in detail the site of the proposed work and understands that in making the bid he waives all rights to plead a misunderstanding regarding same.
- K. The bidder further understands and agrees that if his bid is accepted, he is to furnish and provide all necessary machinery, tools, apparatus, and other means to do all of the work and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the owner (Village), in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
- L. The bidder further agrees that if the Village decides to extend or shorten the work, or otherwise alter it by extras or deductions, including elimination of one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased.
- M. The bidder further agrees that the Village representative may at any time during the progress of the work covered by this Contract, order other work or materials incidental thereto and that all such work and materials as do not appear in the bid or contract as a specific item covered by a lump sum price, and which are not included under the bid price for other items in the Contract, shall be performed as extra work.
- N. The bidder further agrees to execute all documents within this Bid Package, obtain a Certificate of Insurance for this work and present all of these documents within fifteen (15) days after the receipt of the Notice of Award and the Contract by him.

- O. The bidder further agrees to begin work not later than ten (10) days after receipt of the Notice to Proceed, unless otherwise provided, and to execute the work in such a manner and with sufficient materials, equipment and labor as will insure its completion within the time limit specified within the Bid, it being understood and agreed that the completion within the time limit is an essential part of the contract.
- P. The bidder further agrees that he and his surety will execute and present within fifteen (15) days after the receipt of the Notice of Award and the Contract, a Contract bond satisfactory to and in the form prescribed by the Village, in the penal amount of 100% of the Contract amount, guaranteeing the faithful performance of the work and payment for labor, material supplies, and subcontractors in accordance with the terms of the Contract.
- Q. By submitting a bid, the bidder understands and agrees that, if his bid is accepted, and he fails to enter into a contract forthwith, he shall be liable to the Village for any damages the Village may thereby suffer.
- R. No bid will be considered unless the party offering it shall furnish evidence satisfactory to the Village that he has necessary facilities, ability, and pecuniary resources to fulfill the conditions of the Contract.
- S. If the bidder is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, he may submit to the Purchasing & Budgeting Coordinator a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the documents will be made only by addendum duly issued by the Village. The Village will not be responsible for any other explanation or interpretation of the Bid Package.

5. **SUBSTITUTIONS:**

- A. Certain materials and equipment are specified by a manufacturer or trade name to establish standards of quality and performance and not for the purpose of limiting competition. Bidders are invited to submit bids not only on named items but also on items which they propose for substitution of named items. Products of other manufacturers may be substituted, if, in the opinion of the Village, they are equal to those specified in quality, performance, design and suitability for intended use. Where two or more items are specified, the selection among those specified is the bidder's option, or he may submit his bid on all such items.
- B. Bids shall be based on materials included in the specifications. Substitutions for the purpose of evaluating bids will be considered only if proposed substitutions are set forth in the sealed bid and will only be accepted prior to the award of the

contract. The offer of substitutions shall be an integral part of the bid, appearing immediately after all requested bids and before the signature of the bidder.

- C. Substitutions of materials other than those specified will not be considered in the base bid price. However, other substitutions may be listed in the specified place in the Bid Form, with the indication of the change in the base bid price for the total cost.
- D. In addition to the requirements heretofore mentioned, in order for substitutions to qualify for consideration, the following shall accompany each bid:
  - 1. Each proposed substitution shall be itemized showing manufacturer name, catalog number, quantity, unit cost and total cost. The bidder shall prepare the necessary forms to list his substitutions in the manner outlined.
  - 2. Each bid offering substitutions shall be accompanied by descriptive literature, catalog data, complete technical specifications and reports of all pertinent tests concerning the bidder's proposed substitutions

6. **CONDITIONS:**

- A. The Village is exempt from Federal excise tax and the Illinois Retailer's Occupation Tax. This bid cannot include any amounts of money for these taxes.
- B. The Village shall reserve the right to add or to deduct from the base bid and/or alternate bid any item at the prices indicated in the itemization of the bid.
- C. All bids shall be good for **ninety (90) days** from the date of the bid opening.

7. **BASIS OF AWARD:**

The Village of Oak Brook reserves the right to reject any or all bids and to waive any informality or technical error and to accept any bid deemed most favorable to the interests of the Village of Oak Brook. In addition to price, the Village will consider:

- A. Ability, capacity, and skill to fulfill the contract as specified.
- B. Ability to supply the commodities, provide the services or complete the construction promptly, or within the time specified, without delay or interference.
- C. Character, integrity, reputation, judgment, experience and efficiency.
- D. Quality of performance on previous contracts.

- E. Previous and existing compliance with laws and ordinances relating to the contract.
- F. Sufficiency of financial resources.
- G. Quality, availability and adaptability of the commodities, services or construction, in relation to the Village's requirements.
- H. Ability to provide future maintenance and service under the contract.
- I. Number and scope of conditions attached to the bid/proposal.
- J. Record of payments for taxes, licenses or other monies due the Village.

8. **GUARANTEE:**

Contractor (successful bidder) will guarantee his own work for a period of one (1) year against faulty material and/or workmanship. If any defects(s) appear(s) within the one (1) year guarantee period, the contractor will repair any such defect(s) solely at his cost and at no cost to the Village of Oak Brook. The Contractor will also forward copies of all applicable manufacturer's warranties for all equipment/commodities supplied by the Contractor as a part of the Contract.

9. **WARRANTY:**

Contractor warrants that all work, equipment, labor, and materials furnished hereunder will conform in all respects to the terms of the Bid Package, including all specifications and standards, and will be free of defects in materials and workmanship. The Contractor also warrants that the work shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performance. The warranties expressed shall be in addition to any other warranties expressed in this Bid Package, or expressed or implied by law, which are hereby reserved unto the Village.

The Contractor will also forward copies of all applicable manufacturer's warranties for all equipment/commodities supplied by the Contractor as a part of the Contract.

10. **PAYMENT:**

The Village of Oak Brook authorizes the payment of invoices on the second and fourth Tuesday of the month. For consideration on one of these dates, payment request must be received no later than fourteen (14) days prior to the second or fourth Tuesday of the month.

11. **INDEMNIFICATION:**

The Contractor shall protect, indemnify, save, defend and hold forever harmless the Village and/or its officers, officials, employees, volunteers and agents from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including without limitation court costs, insurance deductibles and attorney's fees and expenses, which the Village and/or its officers, officials, employees, volunteers and agents may incur, suffer or sustain, or for which the Village and/or its officers, officials, employees, volunteers and agents may become obligated by reason for any accident, injury to or death of persons or loss of or damage to property, or civil and/or constitutional infringement of rights (specifically including violations of the Federal Civil Right Statutes), arising indirectly or directly in connection with or under, or as a result of, this or any Agreement by virtue of any act or omission of any of the Contractor's officers, employees, subcontractors, and/or agents, provided that the Contractor shall not be liable for claims, obligations, damages, penalties, causes of action, costs and expenses arising solely by any act or omission of the Village's officers, officials, employees, volunteers and/or agents.

The contractor shall hold the Village harmless for any and all claims for labor, material, apparatus, equipment, fixtures, or machinery furnished to the contractor for the purpose of performing the work under the contract; and the payment of all direct and indirect damages to any person, firm, company or corporation suffered or sustained on account of the performance of such work during the time the contract is in force.

12. **INSURANCE:**

Certificates of Insurance shall be presented to the Village within fifteen (15) days after the receipt by the contractor of the Notice of Award and the unexecuted contract, it being understood and agreed that the Village will not approve and execute the contract until acceptable insurance certificates are received and approved by the Village.

Each contractor performing any work pursuant to a contract with the Village of Oak Brook and each permittee working under a permit as required pursuant to the provisions of Title 1 of Chapter 8 of the Code of Ordinances of the Village of Oak Brook (hereinafter referred to as "Insured") shall be required to carry such insurance as specified herein. Such contractor and permittee shall procure and maintain for the duration of the contract or permit insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under the contract or permit, either by the contractor, permittee, or their agents, representatives, employees, or subcontractors.

A contractor or permittee shall maintain insurance with limits no less than:

- A. General Liability - \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage, provided that when the estimated

cost of the work in question does not exceed \$5,000, the required limit shall be \$500,000;

- B. Automobile Liability (if applicable) - \$1,000,000 combined single limit per accident for bodily injury and property damage;
- C. Worker's Compensation and Employer's Liability - Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employer's Liability limits of \$1,000,000 per accident.

Any deductibles or self-insured retention must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductible or self-insured retention as respects the Village, its officers, officials, employees, and volunteers; or the Insured shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses to the extent of such deductible or self-insured retention.

The policies shall contain, or be endorsed to contain, the following provisions:

D. General Liability and Automobile Liability Coverage -

- (1) The Village, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Insured; premises owned, occupied, or used by the Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, volunteers, or agents.
- (2) The Insured's insurance coverage shall be primary insurance as respects the Village, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Village, its officers, officials, employees, volunteers, or agents shall be in excess of the Insured's insurance and shall not contribute with it.
- (3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officers, officials, employees, volunteers, or agents.
- (4) The Insured's insurance shall apply separately to each covered party against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

E. Worker's Compensation and Employer's Liability Coverage

The policy shall waive all rights of subrogation against the Village, its officers, officials, employees, volunteers, and agents for losses arising from work performed by the insured for the Village.

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail has been given to the Village. Each insurance policy shall name the Village, its officers, officials and employees, volunteers, and agents as additional Insureds. Insurance is to be placed with insurers with a Best's rating of no less than A: VII.

Each Insured shall furnish the Village with certificates of insurance and with original endorsements effecting coverage required by this provision. The certificate and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the Village and shall be subject to approval by the Village Attorney before work commences. The Village reserves the right to request complete, certified copies of all required insurance policies, at any time.

Each insured shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

13. **SAFETY:**

The contractor and any subcontractors shall comply with all the provisions of the Federal Occupational Safety and Health Act of 1970 (84 Stat. 1590), as amended.

14. **NON-DISCRIMINATING:**

The Vendor, its employees, and subcontractors, agrees not to commit unlawful discrimination and agrees to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

15. **EQUAL OPPORTUNITY:**

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age, or handicap unrelated to bona fide occupational qualifications.

16. **PREVAILING RATE OF WAGES:**

All wages paid by the Contractor and each subcontractor shall be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended, except where a prevailing wage violates a federal law, order, or ruling, the rate conforming to the

federal law, order, or ruling shall govern. If the Department of Labor revises the wage rates, the revised rate, as made available on the Department's official website, shall apply to this contract and the Contractor will not be allowed additional compensation on account of said revisions. The Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract and any revisions thereto.

Contractor will comply with the Illinois prevailing wage law, as amended from time to time and made available on the Department of Labor's official website. Not less than the prevailing rate of wages as found by the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under the Contract. If the Department of Labor revises the prevailing rate of wages to be paid laborers, workers or mechanics under the Contract, the revised prevailing rate of wages shall apply to the Contract and Contractor shall have the sole responsibility and duty to pay, and ensure that all Subcontractors pay, the revised prevailing rate of wages to each person to whom a revised rate is applicable. Revision of the prevailing wages shall not result in an increase in the Contract sum or other cost to Village of Oak Brook. Contractor shall indemnify, defend and hold Village of Oak Brook harmless from any loss, including but not limited to Village of Oak Brook's attorney's fees, resulting from Contractor's failure to comply with this prevailing wage clause. All bonds applicable to the Contract shall include a provision as will guarantee the faithful performance of the obligation to pay the prevailing rate of wages.

The Contractor and each subcontractor shall make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, last four digits of their social security number, gender, race, ethnicity, veteran status, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, the starting and ending times of work each day, the worker's hourly rate, the worker's hourly overtime wage rate, the worker's hourly fringe benefit rates, the name and address of each fringe benefit fund, the plan sponsor of each fringe benefit, if applicable, and the plan administrator of each fringe benefit. The Contractor and each subcontractor shall submit monthly, in person, by mail, or electronically a certified payroll to the Department of Labor, or to the public body if the Department of Labor has yet to activate the database created by Section 5.1 of 820 ILCS 130. The certified payroll shall consist of a complete copy of the records. The certified payroll shall be accompanied by a statement signed by the contractor or subcontractor which states that: (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and (iii) the contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

Upon 7 business days' notice, the contractor and each subcontractor shall make available for inspection and copying at a location within this State during reasonable hours, the records to the public body in charge of the project, its officers and agents,

and to the Director of Labor and his deputies and agents. The Contractor and each subcontractor shall permit his/her employees to be interviewed on the job, during working hours, by compliance investigators of the Department or the Department of Labor.

17. **EXECUTION OF DOCUMENTS**

The Contractor, in signing his Bid on the whole or on any portion of the work, shall conform to the following requirements:

Bids signed by an individual other than the individual represented in the Bid documents shall have attached thereto a power of attorney, evidencing authority to sign the Bid in the name of the person for whom it is signed.

Bids which are signed for a partnership shall be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the Bid a power of attorney evidencing authority to sign the bid, executed by the partners.

Bids which are signed for a corporation, shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation manually written below the corporate name.

If such Bid is manually signed by an official other than the President of the Corporation, a certified copy of a resolution of the board of directors evidencing the authority of such official to sign the Bid should be attached to it. Such Bid shall also bear the attesting signature of the Secretary of the corporation and the impression of the corporate seal.

The Contract shall be deemed as have been awarded when formal notice of award shall have been duly served upon the intended awardee.

18. **COPIES OF DOCUMENTS**

The number of copies of Contract and Bond required to be executed is as follows:

- a) Two (2) original counterparts of the Contract documents will be required to be executed.

19. **ASSIGNMENT**

Neither the Village nor the Contractor shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

20. **GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Illinois as to interpretation, performance and enforcement. The forum for resolving any disputes concerning the parties' respective performance or failure to perform under this Agreement shall be the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

21. **CHANGES IN LAWS:**

Unless otherwise explicitly provided in this Contract, any reference to Laws shall include such Laws as they may be amended or modified from time to time.

22. **INDEPENDENT CONTRACTOR:**

There is no employee/employer relationship between the Contractor and the Village. Contractor is an independent contractor and not the Village's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Worker's Compensation Act (820 ILCS 305/1, et seq.). The VILLAGE will not (i) provide any form of insurance coverage, including but not limited to health, worker's compensation, professional liability insurance, or other employee benefits, or (ii) deduct any taxes or related items from the monies paid to Contractor. The performance of the services described herein shall not be construed as creating any joint employment relationship between the Contractor and the Village, and the Village is not and will not be liable for any obligations incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums, nor does there exist an agency relationship or partnership between the Village and the Contractor.

23. **INSPECTION/TESTING/REJECTION:**

The Village shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in the Village's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this bid, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this bid/contract. Work so rejected may be returned or held at Bidder's expense and risk.

24. **PERFORMANCE CLAUSE:**

In the event the quality of service becomes unacceptable, the Village reserves the right to cancel the contract after giving **thirty (30) days** written notice.

25. **LIQUIDATED DAMAGES:**

It is also understood and agreed that if the Village determines the Contractor failed to perform either by observing the established schedule or failing to perform to the level of service established herein for more than two (2) consecutive working days, the Village shall reserve the right to impose liquidated damages for said failure to perform, but not as penalty. The Village will serve notice either personally or in writing stating the reasons for imposing liquidated damages on the Contractor providing twenty-four (24) hour notice to correct such items. If at the end of the twenty-four (24) hour period the Contractor has not made the necessary corrections, the Contractor shall pay liquidated damages to the Village in the amount of **\$100 per day**. This failure to perform shall include repeated incidents of any of the following: failure to perform any of the items under the scope of services, failure to respond to or resolve Village complaints, failure to adhere to any and all terms and conditions specified in the contract documents. The Village reserves the right to attempt to work through these items prior to imposing liquidated damages.

26. **FORCE MAJEURE**

A force majeure occurrence is an event or effect that cannot be reasonably anticipated or controlled and is not due to the negligence or willful misconduct of the affected party.

Unless otherwise agreed in the agreement between the parties expressly or impliedly, where a party to a agreement fails to perform one or more of its contractual duties, the consequences set out in this clause will follow if and to the extent that the party proves: (a) that its failure to perform was caused by an impediment beyond its reasonable control; (b) that it could not reasonably have been expected to have taken the occurrence of the impediment into account at the time of the signing of the contract; and (c) that it could not reasonably have avoided or overcome the effects of the impediment.

A party invoking this clause **shall** be presumed to have established the conditions described in the preceding paragraph in the case of the occurrence including, but not limited to, one or more of the following impediments or other similar causes beyond the control of the Contractor or the Village in the performance of the agreement where non-performance, by exercise of reasonable diligence, cannot be prevented:

- acts of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, blizzard, earthquake, volcanic activity,

landslide, tidal wave, tsunami, flood, damage or destruction by lightning, drought;

- acts of war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization;
- civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience;
- acts of public enemies, acts of terrorism, sabotage or piracy;
- **plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions;**
- act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization;
- explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged break down of transport, telecommunication or electric current;
- general labor disturbance such as but not limited to boycott, strike and lock-out, go-slow, occupation of factories and premises;
- shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject Party.

The affected party **shall** provide the other party with written notice of any force majeure occurrence as soon as the delay is known and provide the other party with a written contingency plan to address the force majeure occurrence. Furthermore, the affected party **shall** use its commercially reasonable efforts to resume proper performance within an appropriate period of time. Notwithstanding the foregoing, if the force majeure condition continues beyond 30 days, the parties to the agreement **shall** jointly decide on an appropriate course of action that will permit fulfillment of the parties' objectives under the contract.

Contractor **shall not** be entitled to an adjustment in agreement price or other non-price related items caused by or within the control of Contractor. Delay, disruption, and interference attributable to and within the control of a subcontractor or supplier shall be deemed to be within the control of Contractor.

**27. DEFAULT:**

The contract may be canceled or annulled by the Village as a whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. An award may be made to another contractor with services similar to those terminated. Failure of the Contractor to deliver services within the time stipulated on his offer, unless extended in writing by the Village, shall constitute contract default. The Contractor also warrants that the work shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performance. The warranties expressed shall be in addition to any other warranties expressed in this Bid Package, or expressed or implied by law, which are hereby reserved unto the Village.

**28. EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT:**

The Contractor shall comply with all Illinois statutes pertaining to the selection of labor inclusive of but in no way limited to The Employment of Illinois Workers on Public Works Act (the "Act"). Contractor understands the Act requires use of at least 90% Illinois laborers on all public works projects that receive State funds or funds administered by the State during a period of Excessive Unemployment; as defined by the Act to mean any month immediately following 2 consecutive calendar months that the Illinois unemployment rate exceeds 5%, as determined by the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures. Contractor understands civil penalties may be imposed on employers who hire non-Illinois laborers on State public works projects in violation of the Act. "Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident. In circumstances whereby Contractor is unable to comply with the Act, it is Contractor's responsibility to provide written certification that Illinois laborers are either not available or are incapable of performing the related work, irrespective of skill involved. In addition, during periods of Excessive Unemployment, Contractor shall permit no more than 3 regularly employed non-resident executive and/or technical experts, who do not qualify as Illinois laborers, to perform work encompassed by this Contract. Nothing contained in this section shall be construed to modify Contractor's statutory requirement to file Certified Payrolls as otherwise provided herein.

## **Section D      Specifications**

### **1. INTRODUCTION AND BACKGROUND**

The Village of Oak Brook is seeking bids for the Golf Driving Range Garage Doors Installation Project. This project aims to enhance the driving range and to allow the public to enjoy the amenities for longer hours in the evening. We invite qualified contractors to submit bids for the supply, installation, and commissioning of all goods and services listed below in #2 Scope of Work, and the removal and disposal of existing equipment as needed at the Oak Brook Golf Driving Range.

### **2. SCOPE OF WORK:**

The scope of services includes, but is not limited to supplying, delivering and the installation of the following at a level that meets or exceeds Village's expectations:

- Installation of twenty-two (22) Golf Driving Range Garage Doors
- Type 592 insulated garage doors with polycarbonate windows in the third section
- West side needs both a wall and door to be installed
- Bay 12 will require a double door, framed in and completed
- The majority of bay openings for the garage doors are 9 ft wide
- Three bays have openings at 11 ft 6 in
- Overall height: 106 in

**It is essential that all installation comply with applicable codes, standards, and manufacturers specifications.**

### **3. TESTING AND COMMISSIONING**

Conduct thorough testing and commissioning of the newly installed equipment to verify functionality, efficiency, and safety. Provide operational instructions and training to designated personnel, if needed.

4. **SITE PREPERATION AND CLEANUP**

Prepare the work area prior to installation and ensure that it is protected. After the installation, clean up the site by removing all debris, packaging materials, and equipment, leaving the site in a clean and orderly condition.

5. **MANUFACTURERS WARRANTY**

The contractor shall provide the manufacturer's warranty for all supplied equipment. This warranty covers defects in materials and workmanship and is valid for the period specified by the manufacturers. The contractor will assist the Village of Oak Brook in processing any claims under the manufacturer's warranty.

6. **INSTALLATION WARRANTY**

In addition to the manufacturer's warranty, the contractor shall provide a one-year warranty on the installation workmanship. This warranty covers any defects or issues resulting from the installation process and includes repairs or corrections necessary to ensure the proper operation of all equipment. The installation warranty commences from the date of project completion and will address any problems directly related to the installation, excluding those caused by misuse or external factors.

7. **ELIGIBLE CRITERIA**

Prospective bidders must have proven experience in installing Garage Doors, relevant certifications and licenses, and the ability to provide references from previous similar projects.

## Section E General Conditions

1. Contractor shall have five (5) years of experience which is comparable in type and scope to this project.
2. The Contractor shall not work between the hours of 7:00 PM and 7:00 AM, nor on Saturdays, Sundays, or legal holidays, unless otherwise approved in writing by the Village. A minimum of 48-hour notice shall be provided to the Village if the Contractor decides to work on weekends or on legal holidays. However, such work may be performed at any time, if necessary, for the proper care and protection of work already performed, or in case of an emergency. All after-hour work is still subject to the permission of the Village. Any work, including the starting and/or idling of vehicles or machinery, or a congregation of workers prior to starting work, which may cause any noise level that can be heard by adjacent residents, performed outside of these hours of work, and not authorized by the Village shall be subject to a fine of **\$250 per day**, per violation.
3. The project will be done on consecutive workdays until completed, delays only to inclement weather or act of God.
4. Contractor is required to obtain all necessary permits from the Village of Oak Brook, and schedule required inspections through Development Services.
5. The contractor shall supply the Village phone numbers where he/she can be reached after normal working hours.
6. The contractor shall post a Village of Oak Brook supplied sign-in a prominent and readily visible location- that provides 24-hour contact information.
7. The contractor must submit with the bid proposal five (5) references, names and phone numbers of similar projects completed within the last two (2) years.
8. The contractor must submit all manufacturers' literature on all materials that will be used on this project, including M.S.D.S. (Material Safety Data Sheets) prior to any work beginning.
9. A storage location for supplies, ladders and scaffolding shall be mutually agreed upon between the Village and the contractor before any material is stored on site. Deliver material with manufacturers labels intact and legible, store material on raised platforms and cover material with protective covering.
10. Before work is started, deliver to the job site sufficient material to complete the project.
11. If a dumpster is required, the location of the dumpster placement shall be mutually agreed upon between the Village and the contractor.

12. All ladders and scaffolding shall be maintained during the course of this project and shall be secured at the end of each workday.
13. Provide barricades to ensure that falling debris will not injure anyone, and to prevent public access to the work area at all times. Yellow "CAUTION" tape will be placed below the immediate work areas of laborers and scaffolds to warn the public of men working overhead.
14. At all times the work and storage areas shall be kept in a clean, orderly, and picked-up manner, to prevent debris from blowing. Clean adjoining streets and immediate vicinity at the end of each workday. Sidewalks, windowsills, roofs, and other work areas will be broom swept to remove all debris. Daily material and debris not placed into dumpster will be removed from the site.
15. Upon completion of the project the work area shall be cleaned. All debris and remaining material and supplies shall be removed from the jobsite, including the dumpster, within 72 hours of completion.
16. Upon completion the Contractor shall supply a one-year warranty covering material and workmanship; contractor shall submit sample warranty with bid.

## Section F Statement of Bidder's Qualifications

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he or she desires.

1. Name of Bidder: \_\_\_\_\_
2. Permanent main office address: \_\_\_\_\_
3. When organized: \_\_\_\_\_
4. If a corporation, where incorporated: \_\_\_\_\_
5. How many years have you been engaged in the contracting business under your present firm or trade name: \_\_\_\_\_
6. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion) \_\_\_\_\_  
\_\_\_\_\_
7. General character of work performed by your company: \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever defaulted on a contract: \_\_\_\_\_
9. List, on an attached sheet, the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed. Include a contact person and phone # for each.
10. List your major equipment ***available for this contract***: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Experience in work similar in importance to this project: \_\_\_\_\_  
\_\_\_\_\_
12. Background and experience of the principal members of your organization, including the officers. \_\_\_\_\_  
\_\_\_\_\_
13. Credit available: \_\_\_\_\_

- 14. Bank reference: \_\_\_\_\_
- 15. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Village of Oak Brook: \_\_\_\_\_
- 16. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Village of Oak Brook in verification of the recitals comprising this Statement of Bidder's Qualifications.

DATED at \_\_\_\_\_, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_  
 Title

STATE OF ILLINOIS     )  
   ) SS.  
 COUNTY OF                )

\_\_\_\_\_ being duly sworn deposes and says that he is the  
 \_\_\_\_\_ of \_\_\_\_\_ and that the answers to the foregoing  
 questions and all statements therein contained are true and correct.

SUBSCRIBED and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
 Notary Public

## Section G      References

Bidder shall supply the following information listing customers for which the bidder has supplied a similar type of commodities, service, or construction.

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

4. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

5. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

## **Section H Bid Certification**

The undersigned, being first duly sworn an oath, deposes and states that he has the authority to make this certification on behalf of the bidder for the construction, product, commodity, or service briefly described as follows:

### **“Golf Driving Range Garage Doors Installation Project”**

- (A) The undersigned certifies that, pursuant to Chapter 720, Section 5/33E of the Illinois Compiled Statutes, 1993, the bidder is not barred from bidding on this contract as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating.
- (B) The undersigned states under oath that, pursuant to Chapter 65, Section 5/11-42.1-1 of the Illinois Compiled Statutes, 1993, the bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.
- (C) The undersigned certifies that, pursuant to Chapter 775, Section 5/2-105. of the Illinois Compiled Statutes, 1993, the bidder has a written sexual harassment policy in place including the following information:
  - 1. An acknowledgment of the illegality of sexual harassment.
  - 2. The definition of sexual harassment under State law.
  - 3. A description of sexual harassment, utilizing examples.
  - 4. The contractor’s internal complaint process including penalties.
  - 5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission.
  - 6. Directions on how to contact the Department or the Commission.

This business firm is: (check one)

\_\_\_\_\_ Corporation      \_\_\_\_\_ Partnership      \_\_\_\_\_ Individual

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
-SEAL-

SUBSCRIBED AND SWORN TO  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

# Section I Contract

**(To Be Filled, Signed, and Submitted as a part of Bid Package)**

## **Golf Driving Range Garage Doors Installation Project**

1. THIS AGREEMENT, made and concluded this \_\_\_\_ day of \_\_\_\_\_, 2026, between the Village of Oak Brook, a municipal corporation, acting by and through its President and Board of Trustees, known as VILLAGE, and \_\_\_\_\_ his executors, administrators, successors or assigns, known as CONTRACTOR.
2. WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Bid hereto attached, to be made and performed by the VILLAGE, and according to the terms expressed in the Bond (if applicable) referring to these presents, the CONTRACTOR agrees, at their own proper cost and expense, to do all work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this Contract.
3. PERIOD OF CONTRACT: This Contract will be in full force for the current calendar year, beginning on the date of the Contract. This Contract is subject to the right of the VILLAGE to cancel and terminate the same at any time, with or without cause, by giving not less than ten (10) day notice to the CONTRACTOR. In the event of such cancellation, the CONTRACTOR shall be entitled to receive payment for services and work performed and materials and equipment furnished under the terms of the Contract prior to the effective date of such cancellation, but shall not be entitled to receive any damages on account of such cancellation or any further payment whatsoever.
4. And it is also understood and agreed that the entire Bid Package hereto attached, approved by the VILLAGE this \_\_\_\_ day of \_\_\_\_\_, 2026, are all essential documents of this contract and are a part hereof.
5. IN WITNESS WHEREOF, the said parties have executed these presents on the above mentioned date.

ATTEST:

VILLAGE OF OAK BROOK

\_\_\_\_\_  
Village Clerk

By \_\_\_\_\_  
Village Manager

ATTEST:

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Contractor

Partners doing Business under  
the firm name of

(If a Co-Partnership)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Party of the Second Part

(If an Individual)

\_\_\_\_\_  
Party of the Second Part

# SEXUAL HARASSMENT CERTIFICATE

**(To Be Filled, Signed, and Submitted as a part of Bid Package)**

\_\_\_\_\_ hereinafter referred to as "Contractor" having submitted a bid/proposal for \_\_\_\_\_ to the Village of Oak Brook, DuPage/Cook Counties, Illinois, hereby certifies that said Contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4) including the following information:

1. An acknowledgment of the illegality of sexual harassment.
2. The definition of sexual harassment under State law.
3. A description of sexual harassment, utilizing examples.
4. The contractor's internal complaint process including penalties.
5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission.
6. Directions on how to contact the Department or the Commission.
7. An acknowledgment of protection of a complaint against retaliation as provided in Section 6-101 of the Human Rights Act.

Each contractor must provide a copy of such written policy to the Illinois Department of Human Rights upon request.

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

**CONTRACTOR'S CERTIFICATIONS**

**(To Be Filled, Signed, and Submitted as a part of Bid Package)**

**(CONTRACT EXECUTION)**

\_\_\_\_\_, having executed a contract for \_\_\_\_\_ with the VILLAGE, hereby certifies that said contractor is not barred from executing said contract as a result of a violation of either Section 5/33E-3 or 5/33E-4 of Chapter 720 of the Illinois Compiled Statutes.

**(DRUG-FREE WORKPLACE)**

Contractor deposes, states and certifies it will provide a drug free workplace by complying with Section 3 of the Illinois Drug Free Workplace Act, being 30 ILCS 580/3.

Attest/Witness:

Contractor

By: \_\_\_\_\_

By: \_\_\_\_\_  
Name of Contractor's Executing  
Officer

Title: \_\_\_\_\_

Title: \_\_\_\_\_  
Title of Contractor's Executing  
Officer

Subscribed and Sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2026.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**-SEAL-**

## PREVAILING WAGE AFFIDAVIT

**(To Be Filled, Signed, and Submitted as a part of Bid Package)**

I, \_\_\_\_\_ (name of signatory), on oath hereby state and certify that \_\_\_\_\_ (name of Contractor), pursuant to a Contract dated \_\_\_\_\_, 2026, with the Village of Oak Brook for the \_\_\_\_\_ Project, has complied and will comply with all laws, including those relating to the employment of labor, the payment of the current general prevailing rate of hourly wages for each craft or type of worker or mechanic needed to execute the Contract or perform such work, and also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for DuPage County, Illinois, and those prevailing rates are paid and shall be paid for each craft or type of worker or mechanic needed to execute the aforesaid Contract or to perform such work.

\_\_\_\_\_ (name of Contractor) has also complied and will comply with all record keeping requirements established in the Prevailing Wage Act (820 ILCS 130/0.01, *et seq.*)

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

\_\_\_\_\_  
NOTARY PUBLIC

## CERTIFICATION OF PAYROLL RECORDS

**(To Be Filled, Signed, and Submitted as a part of Bid Package)**

I, \_\_\_\_\_ (name of person executing this certificate), do hereby certify that I am the duly qualified and acting \_\_\_\_\_ (title) for \_\_\_\_\_, (name of contractor) and, as such, am authorized to certify payroll records as true and accurate for such company in accordance with the requirements of Section 5 of the Prevailing Wage Act (820 ILCS 130/5) (the "Act").

I do hereby further certify that the following document is a true and accurate copy of the records of all laborers, mechanics, and other workers employed by \_\_\_\_\_ (name of contractor) on the \_\_\_\_\_ Project (the "Project") for the Village of Oak Brook (the "Village"), including each such worker's name, address, telephone number, social security number, classification or classifications; and the hourly wages paid in each pay period, hours worked each day, and the starting and ending times of work each day for each such worker on such Project.

I do hereby further certify that the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Act, and that \_\_\_\_\_ (name of contractor), and I on behalf of such contractor, are fully aware that filing a certified payroll that we know to be false is a Class B misdemeanor. I further certify that upon two (2) business days' notice, if requested, we and any subcontractor hired by us shall make available for inspection the records required in the Act to the District, its officers, and agents, and to the Director of Labor, his deputies, and agents, at reasonable hours at a location within the State of Illinois.

Date: \_\_\_\_\_, 2026

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me.

this \_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public \_\_\_\_\_

## Section J Performance and Payment Bonds

### PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that **[FULL NAME, ADDRESS AND ORGANIZATION OF CONTRACTOR]**, as Principal, hereinafter called Contractor, and **[FULL NAME AND ADDRESS OF SURETY]**, as Surety, a corporation organized and existing under the laws of the State of **[INCORPORATION]**, hereinafter called Surety, are held and firmly bound unto the Village of Oak Brook, as Obligee, hereinafter called Owner, in the full and just sum of **[CONTRACT PRICE]** Dollars, for the payment of which sum of money well and truly to be made, Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include payment of actual costs and damages and for attorneys' fees, architectural fees, design fees, engineering fees, accounting fees, testing fees, consulting fees, administrative costs, court costs, interest and any other fees and expenses resulting from or incurred by reason of Contractor's failure to promptly and faithfully perform its contract with Owner, said contract being more fully described below, and to include attorneys' fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated **[DATE OF CONTRACT AGREEMENT]**, with Owner entitled "Contract Agreement Between Village of Oak Brook and **[CONTRACTOR'S NAME]** for the Construction of Bath & Tennis Pool Deck Repair & Resurfacing Project" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall well, truly, and promptly perform all the undertakings, covenants, terms, conditions, and agreements of said otherwise, under the Contract, including, but not limited to, Contractor's obligations under the Contract: (1) to provide, perform and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary for the design, if any, construction, and installation of the Bath & Tennis Pool Deck Repair & Resurfacing Project, together with related attachments, equipment, and appurtenances thereto; (2) to procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Special Conditions of Contract; (3) to procure and furnish all bonds and certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state, and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement

contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances on the part of either Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings, or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, materials, services, or sites; or in or to the mode or manner of payment therefor, shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors, or assigns, or affect the obligations of Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances, and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Notwithstanding anything to the contrary in the foregoing paragraph, in no event shall the obligations of Surety under this bond in the event of Contractor's default be greater than the obligations of Contractor under the Contract in the absence of such Contractor default.

In the event of a default or defaults by Contractor, Owner shall have the right to take over and complete the Contract upon 30 calendar days' written notice to Surety, in which event Surety shall pay Owner all costs incurred by Owner in taking over and completing the Contract.

At its option, Owner may instead request that Surety take over and complete the Contract, in which event Surety shall take reasonable steps to proceed promptly with completion no later than 30 calendar days from the date on which Owner notifies Surety that Owner wants Surety to take over and complete the Contract.

Owner shall have no obligation to actually incur any expense or correct any deficient performance of Contractor in order to be entitled to receive the proceeds of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner or the heirs, executors, administrators, or successors of Owner.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 2026.

Attest/Witness:

PRINCIPAL: **[NAME OF CONTRACTOR]**

By: \_\_\_\_\_

By: \_\_\_\_\_

**[NAME OF CONTRACTOR'S  
EXECUTING OFFICER]**

Title: \_\_\_\_\_

Title: **[TITLE OF CONTRACTOR'S  
EXECUTING OFFICER]**

Attest/Witness:

SURETY: **[NAME OF SURETY]**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

## LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that **[FULL NAME, ADDRESS AND ORGANIZATION OF CONTRACTOR]**, as Principal, hereinafter called Contractor, and **[FULL NAME AND ADDRESS OF SURETY]**, as Surety, a corporation organized and existing under the laws of the State of **[INCORPORATION]**, hereinafter called Surety, are held and firmly bound unto the Village of Oak Brook, as Obligee, hereinafter called Owner, for the use and benefit of itself and of claimants as hereinafter defined, in the full and just sum of **[CONTRACT PRICE]** Dollars **[CONTRACT PRICE]**, to be paid to it or the said claimants or its or their assigns, to which payment well and truly to be made Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents, said amount to include attorney's fees, court costs, and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated **[DATE OF CONTRACT AGREEMENT]**, with Owner entitled "Contract Agreement Between Village of Oak Brook and **[CONTRACTOR'S NAME]** for the Construction of Bath & Tennis Pool Deck Repair & Resurfacing Project" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall promptly pay or cause to be paid all sums of money that may be due to any claimant with respect to Contractor's obligations under the Contract: (1) to provide, perform, and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary for design, if any, construction, and installation of the Bath & Tennis Pool Deck Repair & Resurfacing Project, together with related attachments, equipment, and appurtenances thereto; (2) to procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Special Conditions of Contract; (3) to procure and furnish all bonds and certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state, and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

For purpose of this bond, a claimant is defined as one having a direct contract with Contractor or with a subcontractor of Contractor to provide, perform or complete any part of the Work.

Contractor and Surety hereby jointly and severally agree that every claimant who has not had all just claims for the furnishing of any part of the Work paid in full, including, without limitation, all claims for amounts due for materials, lubricants, oil, gasoline, rentals of, or service or repairs on, machinery, equipment, and tools consumed or used in connection with the furnishing of any part of the Work, may sue on this bond for the use of such claimant, may prosecute the suit to final judgment for such sum or sums as may be justly due such claimant, and may have execution therein; provided, however, that Owner shall not be liable for the payment of any costs or expenses of any such suit. The provisions of 30 ILCS 550/1 and 30 ILCS 550/2 shall be deemed inserted herein, including the time limits within which notices of claim must be filed and actions brought under this bond.

Contractor and Surety hereby jointly agree that Owner may sue on this bond if Owner is held liable to, or voluntarily agrees to pay, any claimant directly, but nothing in this bond shall create any duty on the part of Owner to pay any claimant.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances on the part of Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings, or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, materials, services, or sites; or in or to the mode or manner of payment therefor shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors, or assigns, or affect the obligations of said Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 2026.

Attest/Witness:

PRINCIPAL: **[NAME OF CONTRACTOR]**

By: \_\_\_\_\_

By: \_\_\_\_\_

**[NAME OF CONTRACTOR'S  
EXECUTING OFFICER]**

Title: \_\_\_\_\_

Title: **[TITLE OF CONTRACTOR'S  
EXECUTING OFFICER]**

Attest/Witness:

SURETY: **[NAME OF SURETY]**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

State of Illinois        )  
                                  ) SS.  
County of \_\_\_\_\_)

I, \_\_\_\_\_, a Notary Public in and for said county, do hereby certify that \_\_\_\_\_ (names of individuals signing on behalf of Principal and Surety) who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_



**ITEM 8.A.1.**

BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

**AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Award of contract - Pool Management Services

**FROM:** Art Segura, Sports Core Director

**BUDGET SOURCE/BUDGET IMPACT:** \$245,000.00 has been allocated in Account 812-77100 of the FY26 Budget for Pool Management Fees

**RECOMMENDED MOTION:** I move to approve Resolution R-2343, a resolution approving and authorizing the execution of an agreement by and between the Village of Oak Brook and Chicagoland Pool Management Inc. for 2026 Pool Management Services in the amount of \$236,135.00; subject to final attorney review.

**Background/History:**

Chicagoland Pool Management, Inc. (CPM) has provided lifeguarding services, pool chemical maintenance, and overall pool upkeep at the Oak Brook Bath & Tennis Pool since 2022. In 2022, CPM was responsible for managing the entire pool operation. In 2023, the Village added Premier Aquatics, Inc. to manage pool programming and memberships, while CPM continued to oversee lifeguarding, chemical maintenance, and facility upkeep. During the 2024 season, the Village determined that having two separate contractors managing different aspects of the pool led to confusion and operational inefficiencies. As a result, the Village returned to a single-vendor model and selected CPM to manage the entire pool operation.

During the 2025 season, CPM performed exceptionally well in overseeing all aspects of pool operations. Staff is recommending continuing with CPM for the 2026 season. One operational adjustment for 2026 is that the Village will assume responsibility for front desk and check-in operations, while CPM will focus on lifeguarding services, the climbing wall, and the beach area. By managing the front desk in-house, the Village will have greater control over member services, programming assistance, and responding to member questions and concerns.

In 2025, the cost for CPM to manage the pool was \$214,927.00. The proposed cost for the 2026 season is \$236,135.00. This increase is primarily attributable to an additional week of pool operations due to the calendar alignment of the summer season.

**Recommendation:**

Staff recommends that the Village Board approve Resolution R-2343 approving and authorizing the execution of an agreement by and between the Village of Oak Brook and Chicagoland Pool Management, Inc. for the 2026 Pool Management Services in the amount of \$236,135.00, subject to final attorney review.

**Attachments:**

1. R-2343
2. Swimming Pool Management Agreement 2026

---

---

**THE VILLAGE OF OAK BROOK**  
COOK AND DUPAGE COUNTIES, ILLINOIS

---

---

**RESOLUTION**

NUMBER 2026-SC-CPM-CNTRCT-R-2343

---

---

A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION OF AN  
AGREEMENT BY AND BETWEEN THE VILLAGE OF OAK  
BROOK AND CHICAGOLAND POOL MANAGEMENT, LLC FOR  
THE 2026 POOL MANAGEMENT SERVICES

---

---

LAURENCE E. HERMAN, Village President  
NETASHA SCARPINITI, Village Clerk

NAVEEN JAIN  
MICHAEL MANZO  
MELISSA MARTIN  
JAMES NAGLE  
A. SURESH REDDY  
EDWARD TIESENGA

Village Board

---

---

Published in pamphlet form by authority of the  
President and the Board of Trustees of the Village of Oak Brook  
on the 27<sup>th</sup> day of January 2026

---

---

RESOLUTION NO. 2026-SC-CPM-CNTRCT-R-2343

A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND  
BETWEEN THE VILLAGE OF OAK BROOK AND CHICAGOLAND POOL MANAGEMENT, LLC  
FOR THE 2026 POOL MANAGEMENT SERVICES

WHEREAS, the Village of Oak Brook is a municipal corporation with authority provided for and granted pursuant to the Illinois Municipal Code to exercise certain powers and perform certain functions pertaining to its local government and affairs;

WHEREAS, the Village of Oak Brook (hereinafter referred to as "Village") upon approval of the Village President and Board of Trustees (collectively, the "Corporate Authorities") may enter into an agreement with another party pursuant to Illinois Statute;

WHEREAS, Chicagoland Pool Management, Inc. (Company) has provided lifeguarding services, pool chemical maintenance, and overall pool upkeep at the Oak Brook Bath & Tennis Pool since 2022 with the current term of the related agreement set to expire;

WHEREAS, Staff is pleased with the 2025 performance of Company and recommends that the Corporate Authorities approve and authorize the execution of an agreement by and between the Village of Oak Brook and Chicagoland Pool Management, Inc. for the 2026 Pool Management Services (the "Agreement") in the amount of \$236,135.00; and subject to the terms and conditions set forth in the Agreement attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Village of Oak Brook Corporate Authorities are of the opinion that it is in the best interests of the Village of Oak Brook to authorize the foregoing actions.

NOW, THEREFORE, BE IT RESOLVED, in open meeting assembled, by the Village President and Board of Trustees of the Village of Oak Brook, DuPage and Cook Counties, Illinois as follows:

Section One – Recitals

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section Two – Approval

The Corporate Authorities hereby does approve and authorize the Agreement attached hereto and incorporated herein as Exhibit A.

Section Three – Authorization and Direction

The Village Manager is hereby authorized to execute, and if necessary the Village Clerk is hereby authorized to attest the Agreement, substantially in the form attached hereto as Exhibit A, with such changes therein as shall be approved by the Village attorney and the officials of the Village executing the same, their execution thereof to constitute exclusive evidence of their approval to any and all changes or revisions therein from and after the execution and delivery of such Agreement.

#### Section Four - Other Actions Authorized

The officers, employees and/or agents of the Village shall take all actions necessary or reasonably required to carry out and give effect to the intent of this Resolution and otherwise to consummate the transactions contemplated herein, and shall take all actions necessary in conformity therewith including, without limitation, the execution and delivery of all documents required to be delivered in connection with the transaction contemplated herein.

#### Section Five - Authorization of Expenditures

The Corporate Authorities hereby authorize and direct the expenditure of all costs related to the execution of the Agreement, additionally, the Village is authorized and directed to allocate and spend all necessary funds to fulfill the requirements of the attached Agreement.

#### Section Six - Acts of Village Officials

That all past, present and future acts and doings of the officials of the Village that are in conformity with the purpose and intent of this Resolution are hereby, in all respects, ratified, approved, authorized and confirmed.

#### Section Seven – Effective Date

This resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

#### Section Eight - Publication

This resolution shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

#### Section Nine – Conflict Clause

All resolutions, parts of resolutions or board actions in conflict herewith are hereby repealed to the extent of such conflict.

#### Section Ten – Saving Clause

If any section, paragraph, clause or provision of this resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this resolution, which are hereby declared to be separable.

#### Section Eleven – Recording

This resolution shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Oak Brook.

PASSED THIS 27<sup>th</sup> day of January 2026.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

APPROVED THIS 27<sup>th</sup> day of January 2026.

\_\_\_\_\_  
LAURENCE E. HERMAN,  
Village President

ATTEST:

\_\_\_\_\_  
NETASHA SCARPINITI,  
Village Clerk

EXHIBIT A

Agreement



The Pool Management Group  
**Chicagoland Pool Management**




**More Value.  
Less Worry.**

---

## **Oak Brook Bath and Tennis Club**

---

**Chicagoland Pool Management**  
Swimming Pool Management Proposal  
October 01, 2025




Since 2003 Chicagoland Pool Management has been delivering professional turnkey pool operations to the Chicagoland market.

We're also part of something bigger:  
The Pool Management Group family of companies.

**17 companies** | **Across 9 states**

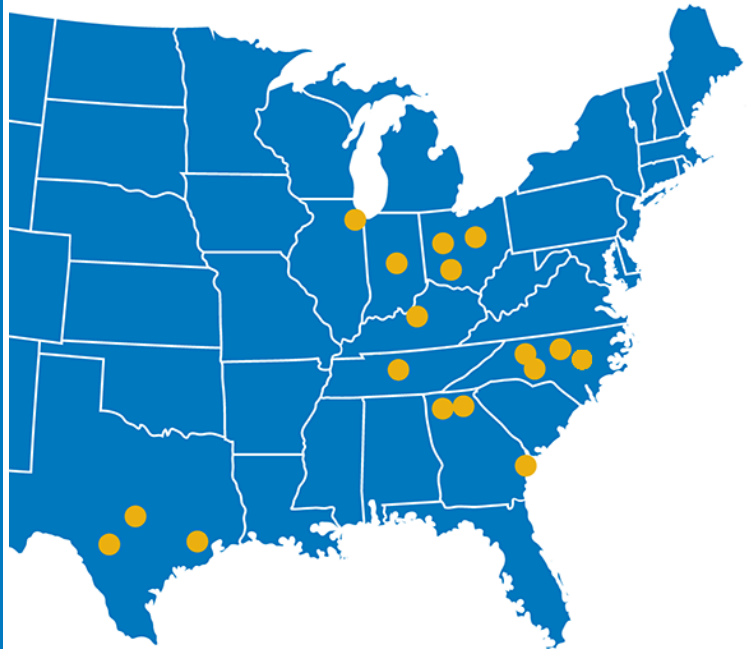
**Employing over 4000 lifeguards annually**



**Our size & expertise means tangible benefits for our customers.**

## Our Locations

- Aquatic Management of Austin
- Aquatic Management of Charlotte
- Aquatic Management of Houston
- Aquatic Management of Indianapolis
- Carolina Pool Management - Charlotte
-  Carolina Pool Management - Greensboro
- Chicagoland Pool Management**
- Cincinnati Pool Management
- Coastal Pool Management
- Columbus Pool Management
- Dayton Pool Management
- Greater Nashville Pool Management
- Greater Raleigh Pool Management
- Kentuckiana Pool Management
- San Antonio Pool Management
- SwimAtlanta Pool Management
- SwimAtlanta Pool Management - Gwinnett



# Our Focus is on Our Customers & Daily Operations. **Nothing else.**

**Chicagoland Pool Management** stays 100% focused on customers and pools.



Lifeguard Staffing & Management



Quality Inspections & Onsite Visits



Customer Satisfactor



Responsiveness



Water Quality & Chemistry



Clean Pools & Facilities

**The Pool Management Group** handles many of our time consuming tasks and operational advancements.



Financial Resources



Safety Advancements



Risk Reduction



Technology Innovations



Bookkeeping, Taxes, Payroll, Benefits Admin



Process Upgrades



I would highly recommend Chicagoland Pool Management for your pool's service and management needs!

- Patty Deering  
CMCA, AMS Community Association Manager

# Our Team



**Kurtis Bailey, General Manager**

Kurtis Joined the Chicagoland Pool Management team in 2018 as the President and General Manager. Kurtis returned to aquatics after a 10-year career in the restaurant industry where he last served as a restaurant General Manager of a worldwide chain. Prior to his career in the food service industry, Kurtis held roles as Supervisor and manager for a local Park District and the YMCA respectively. Kurtis has been involved in all aspects of aquatics from lifeguard supervision, training, safety auditing, swim lessons as well as renovations and repair. Kurtis is a graduate of North Central College in Business Management with a Minor in Human Resources. He along with his wife are excited to serve the Chicagoland Community.



**Leslie Clark**  
Senior Director of Staffing,  
Renovation & Repair



**Laura Clark**  
Safety & Staffing  
Director



**Kristi Brewer**  
Aquatics Facility  
Director



**Dominic Brown**  
Aquatics Facility  
Director

## The Pool Management Group Team



**Jim Fraser**  
Founder & CEO



**Michael Brown**  
President



**Kelly Robinette**  
CFO



**Luke Fiser**  
Vice President of  
Operations & Development



**Grant Ramsey**  
Director of  
Business Operations



**Allen Crumley**  
Leadership &  
Operations Director



**Keith Switzer**  
Leadership &  
Operations Manager



**Brenden Sparks**  
Leadership &  
Operations Manager

### Safety Advisors

As part of The Pool Management Group network, our customers and employees receive the expertise of our internationally renowned Safety Advisors, Dr. Tom Griffiths and the team at Aquatic Safety Research Group.



**Dr. Tom Griffiths**  
Safety Advisor



**Rachael Griffiths**  
Safety Advisor

**Chicagoland Pool  
Management**



**The Pool  
Management  
Group**



**Our Customers  
Get More**

# Value Added Services

---



## Advanced Training

Our proprietary training addresses risks many pool operators don't even know exist.



## Online Training

Proprietary platform of videos, animations, and tests to ensure each lifeguard is trained and knowledgeable.



## Body on the Bottom (BOB®) Testing

Proprietary testing to enhance lifeguard's surveillance and response skills.



## National Safety Advisors

Partnership with prominent safety advisors to ensure our water safety protocols are best in class.



## National Back-up Team

Accidents and emergencies happen. Our parent company provides backup management & technician teams to keep your pool fully operational.



## National Parts Sourcing

Nationwide search capability to source difficult-to-find parts and equipment.



## Up to Date Information

Monitored governmental decisions and water safety developments so you are always informed.



## Risk Reduction

\$20M Liability Insurance coverage per pool with industry leading safety & training standards.



## Pool Vision®

Mobile technology to better communicate your pool's status and keep you informed.



## Thought Leadership

Over 40 years of industry shaping contributions and a team of dedicated experts.



## Financial Stability

Small businesses are susceptible to cash flow instability and constraints. Through The Pool Management Group we have the backing to keep your pool running smoothly and open all season.



## Summer Safety Campaign

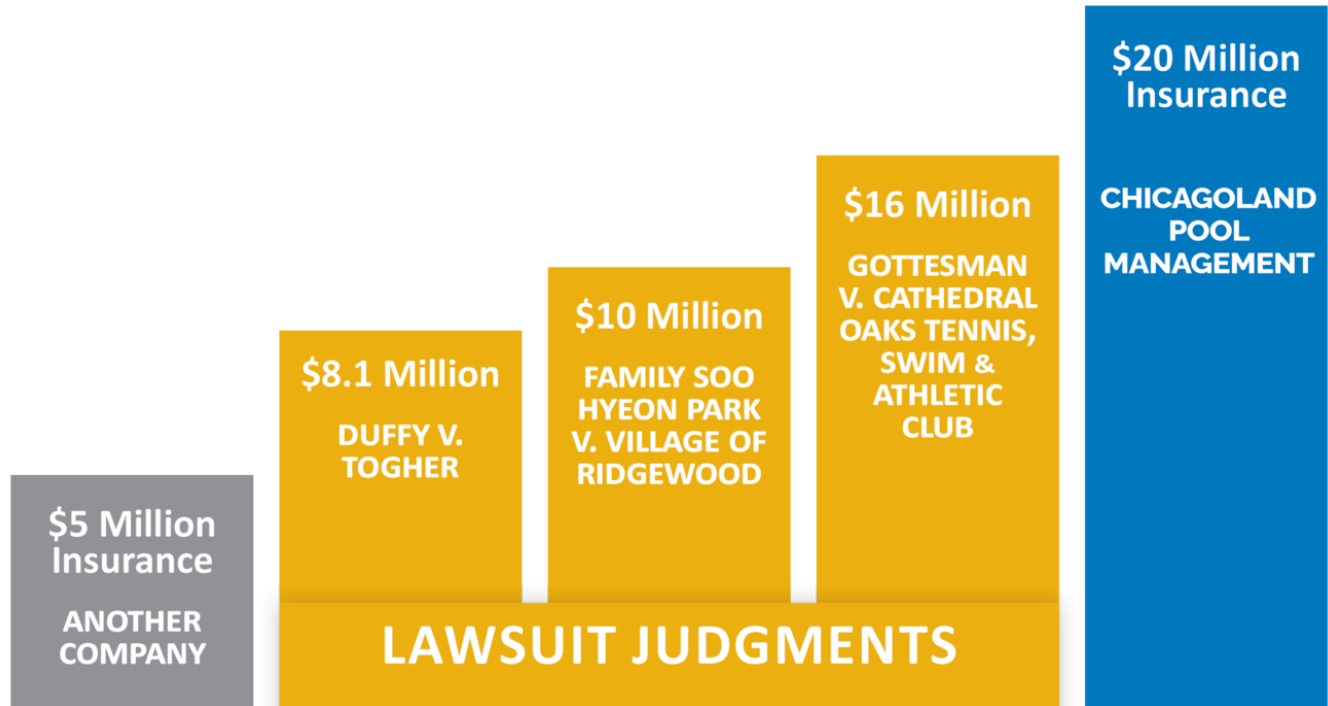
Annual campaign to increase water safety awareness for pool patrons.

# Liability Insurance

## Facilities that want the lowest financial risk choose us.

Our \$20 million insurance coverage is the most comprehensive in the industry.

Our focus is on prevention, but if an accident occurs at your pool, won't you want a company with adequate protection?



Unlike some insurance policies, ours provides coverage that applies to each event. In other words, if there is a claim at one or more pools, the full coverage amount continues to be available for all of the pools we service.



**From a water safety perspective, nobody does it better than The Pool Management Group family of companies.**

Dr. Tom Griffiths, President & Founder  
Aquatic Safety Research Group, LLC

## Pool Repair & Renovation

---

Chicagoland Pool Management has the knowledge & experience for any project.

Chicagoland Pool Management offers renovation and repair services across the Chicagoland area. We pride ourselves on quality and attention to detail. Our expertise shows in our results.

### **A sample of our repair & renovation services include:**

- Pump Replacement
- Motors
- Filters
- Coping
- Tile
- Pool resurfacing
- Pool replaster
- Deck replacement
- Deck resurfacing
- Dive stand replacement
- Lifeguard stand replacement
- Filter media replacement
- Shade installation
- Pool Painting
- Leak repair
- Crack repair
- Heaters
- Underwater lights
- Automatic controllers
- Re-piping of pool
- Additions to pool
- Water feature installation
- Water slide installation
- Splash pad installation
- Skimmer replacement
- Make your old pool new

## Pool Equipment & Furniture

---

We can provide equipment and furniture for every pool's needs.

Through The Pool Management Group we have buying power that enables us to offer competitive pricing on many lines of furniture and equipment.

### **Safety Equipment**

Rescue tubes, lifeguard stands, first aid kits and more.

### **Automatic Chemical Controllers**

We offer automated chemical controllers and feeders for sale and for lease.

### **Pool Covers**

We sell and professionally install Rayner Safety Covers.

### **Shade Structures**

We sell and professionally install custom and standard shade solutions.

### **Water Slides**

From simple to high adventure.

### **Competitive Equipment**

Custom color lane lines, lane line storage reels, pace clocks and more.

### **Commercial Pool Furniture**

Chaise lounges, chairs, tables, umbrellas and more in the style and color of your choice.

# Services Summary



## Dates of Operation

The pool will be open on the following days: May 23, 2026 through September 7, 2026.

## Hours of Operation

The pool to be open during the following hours from June 1st through August 9th:

### Lap Pool and Diving Well:

Saturday	10:00 a.m. to 8:00 p.m.
Sunday	10:00 a.m. to 8:00 p.m.
Monday	12:00 p.m. to 8:00 p.m.
Tuesday	12:00 p.m. to 8:00 p.m.
Wednesday	12:00 p.m. to 8:00 p.m.
Thursday	12:00 p.m. to 8:00 p.m.
Friday	12:00 p.m. to 8:00 p.m.

### Wading Pool:

Saturday	10:00 a.m. to 6:00 p.m.
Sunday	10:00 a.m. to 6:00 p.m.
Monday	10:00 p.m. to 6:00 p.m.
Tuesday	10:00 p.m. to 6:00 p.m.
Wednesday	10:00 p.m. to 6:00 p.m.
Thursday	10:00 p.m. to 6:00 p.m.
Friday	10:00 p.m. to 6:00 p.m.

### Beach:

Saturday	12:00 p.m. to 6:00 p.m.
Sunday	12:00 p.m. to 6:00 p.m.
Monday	12:00 p.m. to 6:00 p.m.
Tuesday	12:00 p.m. to 6:00 p.m.
Wednesday	12:00 p.m. to 6:00 p.m.
Thursday	12:00 p.m. to 6:00 p.m.
Friday	12:00 p.m. to 6:00 p.m.

### Climbing Wall:

Saturday	12:00 p.m. to 6:00 p.m.
Sunday	12:00 p.m. to 6:00 p.m.
Monday	Closed
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	12:00 p.m. to 6:00 p.m.

**School Days Operation:**

**May 23 – May 31**

**Lap Pool, Wading Pool and Diving Well**

Monday Thru Friday 4:00 p.m. to 7:00 p.m..  
Saturdays and Sundays 10:00 a.m. to 7:00 p.m.  
Holidays 10:00 a.m. to 7:00 p.m.

**Beach and Climbing Wall**

Monday Thru Thursday Closed  
Friday 4:00 p.m. to 6:00 p.m.  
Saturdays and Sundays 12:00 p.m. to 6:00 p.m.  
Holidays 12:00 p.m. to 6:00 p.m.

**August 10-September 7**

**Lap Pool, Wading Pool and Diving Well**

Monday Thru Wednesday Closed (Exception August 10-August 12 Open 4:00 p.m. to 7:00 p.m.)  
Thursday and Friday 4:00 p.m. to 7:00 p.m.  
Saturdays and Sundays 10:00 a.m. to 7:00 p.m.  
Holidays 10:00 a.m. to 7:00 p.m.

**Beach and Climbing Wall**

Monday Thru Thursday Closed  
Friday 4:00 p.m. to 6:00 p.m.  
Saturdays and Sundays 12:00 p.m. to 6:00 p.m.  
Holidays 12:00 p.m. to 6:00 p.m.

**Lap Swim Schedule**

June1-August 7  
Lap Pool  
Monday Thru Friday 7:00 a.m. to 9:00 a.m.

**Programing Schedule**

June1-August 7  
Lap Pool and Diving Well  
Monday Thru Friday 7:00 a.m. to 12:00 p.m.

**Swim Team Practice:**

9:00 a.m. – 11:30 a.m. and 4:45 p.m. – 5:45 p.m. through the 3<sup>rd</sup> week in July.

**Swim Lessons:**

8:00 p.m. to 1:00 p.m. through the 3<sup>rd</sup> week in July.

**Fluid Running Schedule:**

8:00 a.m. to 9:00 a.m. on Monday, Wednesday, Friday June 4 to August 9, 2025.

\*\*Chicagoland Pool Management Staff to assist Oak Brook Employees with special event and Obstacle course set-up. No additional staffing is included in the contract for this and can be added as needed with both parties in agreement. Obstacle course to be set up on scheduled dates that are agreed upon by both parties.

## Staffing

- One (1) Manager or Assistant Manager will be on duty during all hours of operation specified in this Agreement. The Manager will not be assigned duties as a lifeguard unless unusual circumstances present themselves. The Assistant Manager, when functioning as the Manager, will not be assigned duties as a lifeguard unless unusual circumstances present themselves. The Assistant Manager will be assigned as a lifeguard only during the times of operation when the Manager is on duty.
- Five (5) Lifeguards will be provided during the normal hours of operation to guard the lap pool, wading pool, and diving well.
- Three (3) Lifeguard will be provided from 7:00 a.m. to 12:00 p.m. on days when Lap Swim and Programing is occurring. There will be no programing on July 4.
- Three (3) Attendants will be provided for the beach and climbing wall during their designated hours of operation..

## Comprehensive Included Services

Please see [Terms & Conditions](#) for details of these included services:

- **Spring Opening & Fall Closing**
- **Pool Chemicals & Water Chemistry Maintenance**
- **Pool Cleaning & Pump & Filter Operation**
- **Restroom Cleaning and Janitorial Supplies**
- **Pool Area Cleaning**
- **Winterization**

## Service Guarantees

- Smooth Start Guarantee – We guarantee your pool will be open and ready on your first day of the swim season.
- Lifeguard Satisfaction Guarantee – If you aren't happy with a lifeguard we'll provide a replacement within 24 hours.
- No Freeze Damage Guarantee – We guarantee that your pool will not have freeze damage during the winter.

# Payment Schedule

The Company hereby proposes to perform the work and services set forth for the price of **\$236,135.00**, upon the specifications, conditions and terms as set forth herein. Payments by Customer to Company shall be made in accordance with the following schedule:

Payment Schedule	
One percent (1%) upon signing of Agreement or the annual renewal date of this Agreement.	\$2,361.35
Nine percent (9%) on or before February 1 of each year.	\$21,252.15
Fifteen percent (15%) on or before May 1 of each year.	\$35,420.25
Twenty-four percent (24%) on or before June 1 of each year.	\$56,672.40
Twenty-six percent (26%) on or before July 1 of each year.	\$61,395.10
Twenty percent (20%) on or before August 1 of each year.	\$47,227
Five percent (5%) on or before September 10 of each year.	\$11,806.75
<b>Services Total</b>	
<b>Total for all services listed above</b>	<b>\$236,135</b>

## Proposal Expiration Option

This contract is voidable at the Company's option if not executed by the Customer and returned to the Company by **November 21, 2025**.



# Acceptance

- Review the Terms and Conditions, which are included below.
- Once you are ready to move forward, please click the "sign here" button to make the acceptance official.
- We'll email you a signed copy of the contract for your records.
- Please don't hesitate to contact me at 630-689-9999 or [kurtis.bailey@chicagoland-pmg.com](mailto:kurtis.bailey@chicagoland-pmg.com)

This Agreement, when executed by both parties hereto, shall become effective on Not yet accepted for the Pool Year extending from **January 1, 2026** through **October 31, 2026**.

This Agreement will automatically renew on the same terms and conditions herein at the contract amount in effect for the immediate preceding year, plus an amount not to exceed 10%, at the sole option of Company. In the event that Customer desires not to renew and extend this Agreement, **Customer shall provide Company with written notice on or before October 31 of the current year.** In the event Company desires not renew and extend this Agreement, Company will provide Customer with written notice on or before November 1 of the current year.

## Please provide your information:

### Primary Contact

Name

Telephone

Email

### Billing Address

Name

Telephone

Email

Address

## How do you prefer to receive invoices?

- Email
- U.S. Mail

 SIGNATURE  
Kurtis Bailey

Kurtis Bailey

The Pool Management Group

 SIGNATURE  
Signee 1

Authorized Representative  
Oak Brook Bath and Tennis Club

# Terms & Conditions

**This Agreement**, including the previous three pages, between **The Pool Management Group** (the "Company") and **Oak Brook Bath and Tennis Club** (the "Customer"), is to provide for the staffing, water chemistry maintenance and cleaning by the Company at the Customer's pool in accordance with the specifications, conditions, and terms set forth herein. Company has no duties with regard to pool or facilities other than those explicitly stated herein.

## 1. PERSONNEL.

- a. All Company personnel who will work at the Customer's pool in fulfilling the terms of this Agreement, including all lifeguards, shall be employed solely by the Company and be employees of the Company. No lifeguard shall be engaged by the Company as an "Independent Contractor" to fulfill the terms of this Agreement.
- b. All lifeguards employed by the Company shall have the minimum standard American Red Cross Basic Lifeguarding Certificates or Lifeguard Training Certificates, or the equivalent, as well as Professional Rescuer CPR, and then shall go through Company's proprietary lifeguard training and testing which provides knowledge and awareness well beyond the industry standard.
- c. Company is solely responsible for selecting competent and qualified lifeguards for the safe operation of the Customer's swimming pool.
- d. Personnel will be trained by the Company. Personnel not performing up to the standards of the Customer will be replaced by the Company within 24 hours.
- e. Company is responsible for exercising control over the activities performed by the lifeguards. Lifeguards will be supervised by Company management personnel.
- f. The Company agrees to pay the following for Company's employees, including all lifeguards:
  - Wages
  - Income tax withholdings
  - Social Security withholdings
  - State unemployment insurance
  - Federal unemployment insurance
  - Workers Compensation insurance
- g. Lifeguards shall have the authority to enforce pool rules and safety standards with swimmers and any and all other persons within the pool facility within their best judgment and sole discretion. Customer agrees to support Company's lifeguards in enforcing the rules with Customer's patrons.
- h. Various Company personnel will be responsible for the following duties:
  - Lifeguarding main pool as specified on the Services Summary page.
  - Checking water chemistry and recording readings every two (2) hours.
  - Enforcing rules of the Customer for safety and convenience of Customer's members.

If **Pool Cleaning and Pump & Filter Operation** is included on the Services Summary page, Company personnel will also be responsible for:

- Maintaining chemical balance of pool water.
- Vacuuming pool frequently enough that the pool is always clean.
- Cleaning tiles around pool edge.
- Backwashing filter system.
- Checking and recording filter pressure gauge readings and flow meter readings daily and taking corrective measures as indicated.

If **Cleaning Swimming Pool Area** is included on the Services Summary page, Company personnel will also be responsible for:

- Pool Area Cleaning inside the pool fence including pool deck
- Emptying trash.
- Straightening deck furniture.

If **Restroom Cleaning and Janitorial Supplies** is included on the Services Summary page, Company personnel will also be responsible for:

- Cleaning the pool restrooms throughout the day.
- Replenishing janitorial supplies in the pool restrooms.

i. Whereas, Company will invest substantial resources to train and convey information concerning operational techniques and management procedures to its employees at Customer's facility and Customer acknowledges that such information and investment is a valuable asset of Company's business, Customer agrees not to hire or consult (without the prior written consent of Company) any employee or former employee of the Company for a period of one year from the date of expiration or cancellation of this agreement.

## 2. **INSURANCE/LIABILITY.**

The Company shall maintain and keep in full force the following coverage:

- a. **General Liability Insurance including Professional Liability coverage** in the amount of **\$20,000,000.**
- b. **Workers Compensation insurance** covering all persons engaged on behalf of the Company in the performance of the terms of this Agreement.

Company agrees to indemnify and hold Customer, its officers, committees, employees and agents harmless from and against losses, and damages including reasonable attorneys' fees and expenses, for bodily injury, sickness or death, and property damage or destruction caused by or arising out of the acts, omissions and/or negligence of the Company or its employees or agents. This indemnity does not require Company to indemnify Customer for Customer's own negligence.

Company agrees to supply copies of the Certificates of Insurance to the Customer verifying the above-mentioned insurance coverage. It is the responsibility of the Customer to provide all other insurance coverage.

Except due to acts of omission or negligence on the part of the Company or its employees, Company assumes no liability for damage or injury to persons or property arising from or caused by Acts of God. Except as to the employees of Company, Company assumes no liability for damage or injury to persons or property arising from or caused by physical or mental incapacity, physical or mental diminution, or intoxication from alcoholic or other substances, whether legal or illegal.

Company shall not be held liable for any damages resulting from faulty equipment, mechanical failure, weather, flooding, or defective workmanship or design by others. Company accepts no responsibility for hydrostatic lifting. Any risks associated with draining the pool shall be solely the Customer's.

The Company shall not be liable or responsible for any injuries or damages that arise at any time that is not within the hours of operation as stated in this Agreement, except for additional hours for which Company is contracted according to the terms of this Agreement.

The Company shall not be held liable for any personal effects of any person or persons utilizing the pool facilities.

The Customer shall maintain and keep in full force and effect the following coverage:

- a. **Premises Liability Insurance.**
- b. **Comprehensive General Liability Insurance** in the amount of \$1,000,000.00 each accident and \$1,000,000.00 each person.

### 3. **OPENING.**

If ***Spring Opening and Fall Closing*** is included on the Services Summary page, Company personnel will also be responsible for making pool "ready to swim" by completing the following services, where applicable:

- a. Start up equipment.
- b. Order, store, and inject all necessary chemicals to establish proper levels for:
  - free chlorine
  - total alkalinity
  - pH
  - calcium hardness
  - cyanuric acid
- c. Vacuum pool.
- d. Clean pool enclosure area.
- e. Inspect chemical feeders.
- f. Inspect all filtration equipment.
- g. Inspect flow meters, pressure gauges, and valves.
- h. Mount diving boards, guard chairs, and ladders.
- i. Remove pool furniture from storage, clean, set out around pool area.
- j. Inspect and re-supply water testing supplies.

- k. Inspect underwater lights.
- l. Perform requisite repair work as needed and authorized by Customer (see "Repair Work").
- m. Drain and clean pool, if applicable.

PRE-SEASON STAFF MEETING WITH STAFF. At Customer's request, Company's designated Pool Manager shall meet with Customer's representative prior to opening day. The Pool Manager and all lifeguards, as feasible, will meet with Customer's representative.

PRE-SEASON SWIMMING POOL REVIEW MEETING. At the Customer's request, Company will walk-through with a representative of the Customer prior to opening to develop a list of items needed for operation of the pool and to review items identified by the Health Department as deficient from the previous year. Company shall stand ready, at the Customer's request, to perform repairs needed for compliance with Health Department regulations. The cost for any such repairs shall be additional to the price of this Agreement.

INITIAL TAKEOVER OF POOL BY COMPANY. Customer agrees pool will be clean and free of algae on the first date for which Company is responsible for the cleanliness of the pool. If pool is not clean and free of algae, Customer agrees to pay reasonable additional charges for cleanup and chemical treatment of pool.

PERMIT. The Company will assist the Customer in obtaining Customer's Swimming Pool Operation Permit from the local Health Department.

The Company shall:

- a. Clean and chemically balance pool to health department standards.
- b. For the convenience of Customer, complete the Operating Permit Application and return it to the Health Department with the Permit Fee.
- c. Schedule pre-season health department inspection and meet the health department inspector at Customer's pool to walk through the inspection with the health department inspector.

The Customer shall be responsible for:

- a. Reimbursing Company for the actual Permit Fee required by the health department.
- b. Complying with all health department regulations.

MINIMUM FACILITY STANDARDS. Customer agrees and acknowledges that it is the Customer's responsibility to maintain Customer's pool, equipment and associated facilities within established minimum standards. The rules and codes of the local health department having jurisdiction over Customer's pool, the National Electrical Code, and the Virginia Graeme Baker Pool and Spa Safety Act shall be included as minimum standards.

PRE-SEASON SWIM TEAM PRACTICE. At Customer's request, Company shall ready the pool for swim team practice earlier than the normal opening date. Customer shall give Company at least two (2) weeks prior notice. Company shall maintain the pool three (3) times per week during pre-season swim team practice at no additional fee to Customer. Any additional maintenance visits required by the swim team will be contracted with Company separately from this Agreement.

#### **4. POOL OPERATION.**

Company agrees to furnish certified lifeguards and other personnel as detailed in the Services Summary.

Customer agrees to indemnify and hold Company harmless for any claims arising from the use of the pool(s) other than during those times specified in the Services Summary, except when such claims are the result of acts of omission or negligence of the Company.

Company shall be excused from providing staff on the schedule above upon the occurrence of any circumstance beyond its control to the extent that such circumstance makes it impossible to provide swimming pool staffing at the level detailed above, and in such circumstance Company and Customer shall work together to establish a new staffing schedule based on available staff. In such circumstance Company shall reimburse Customer for staffing hours that are not provided.

**SAFETY BREAK.** Once every hour the pool will be completely cleared for a period of ten minutes. During this break, lifeguards will not be on duty, the pool will be closed, no one may use the pool and the lifeguards shall not be responsible for supervising the pool.

**VANDALISM.** Additional reasonable charges for cleanup required as the result of vandalism, and approved by the Customer, shall be paid by the Customer to the Company. Any vandalism shall be reported to the Customer's designated representative immediately upon discovery.

**SUPERVISION.** Company management personnel will inspect the pool at least times each week during the full-time operation of the pool. Additional inspections and/or visits to the pool will be made by Company's management personnel as needed in order to assure Customer's satisfaction.

**POST CLOSING DAY STAFFING.** At the request of the Customer, the Company may, if staff is available, staff and maintain the pool and provide all necessary services to allow swimming with a Lifeguard on duty after the last day of operation specified above (Closing Day). The Customer will notify Company at least two (2) weeks in advance concerning post-Closing Day openings. The cost for post-Closing Day operation shall be billed to the Customer at the prevailing rate, which may change from year to year. The current cost is for each day (including days the pool is closed) from Closing Day through the final day the pool is open for swimming, plus per Lifeguard hour for time worked on or before September 18. The cost for Lifeguard hours worked after September 18 is currently per Lifeguard hour. Amount shall be payable to the Company on the initial day of post-Closing Day operation. This cost is to be extra to the contract in addition to the fees as provided hereinafter.

**UNSUITABLE WEATHER.** On rainy days, if the weather is still unsuitable for swimming at 6:00 p.m., the pool will be closed for the day. Additionally, if the weather is unsuitable for swimming before 6:00 p.m., the pool will be closed, with no refund due to the Customer. Weather unsuitable for swimming includes:

- a. air temperature at or below 68 degrees Fahrenheit
- b. heavy rain or severe weather

Company will work with Customer to reopen pool if weather becomes suitable for swimming early enough in the day.

**AFTER-HOURS EVENTS.** The Company will provide lifeguards for after-hours events subject to the following:

Lifeguard hours provided by the Company, other than those specified in this Agreement, shall be billed to the Customer at the prevailing rate.

Company shall provide no lifeguard beyond the hour of 11:00 PM.

For after-hours events, the Customer is not required to use Company lifeguards; however, Customer assumes full responsibility and liability for the pool in the event any individuals are within the pool area when the Company lifeguards are not scheduled to work. Customer agrees to indemnify and hold Company harmless for any and all claims for damages or injuries, or both arising from the use of the pool during hours other than those specified in this Agreement unless Company's lifeguards have been scheduled according to the policies set forth herein.

For after-hours events, for which the Company is to provide lifeguards, the Customer is responsible for giving the Company seven (7) days' prior written notice as to:

- a. The time and date of the event.
- b. The number of people who are scheduled to attend.
- c. The general age group of the people scheduled to attend.
- d. Whether alcoholic beverages will be permitted at the event.
- e. Any special admission instructions.

The following scale shall be used to determine the number of lifeguards required at an after-hours event:

Number of People Expected At Pool	Number of Lifeguards Required
1 to 25	5
26 to 50	5
51 to 75	5
76 to 100	5
101 or more	5, plus one (1) more for each additional 25 people or portion thereof. Example: 153 attendees would require 7 lifeguards.

One additional lifeguard shall be required for any teenage event, college age event, or for any event involving alcoholic beverages. Customer agrees to provide one adult chaperone for each ten (10) people at a teenage or college age event. The Company will not schedule lifeguards for any fraternity parties.

5a. **WADING POOL.** Company is providing a lifeguard for the wading pool. Company agrees to clean the wading pool, maintain water chemistry and backwashing filter.

5b. **DIVING POOL.** Company is providing a lifeguard for the Diving Pool. Company agrees to clean the diving pool, maintain water chemistry and backwashing filter.

5c. **BEACH.** Company has no duties with regard to the Beach other than cleaning the beach area. Company will provide attendant only.

6. **CLOSING.**

The pool will be considered closed to swimmers at end of the day on the last day of operation as specified in Services Summary and if Spring Opening and Fall Closing is included on the Services Summary page, Company will complete the following services, where applicable:

- a. Pump pool water to correct level.
- b. Store pool furniture at Customer's pool.
- c. If **Winterization** is included on the Services Summary page, Company will prepare pool and pool piping for freeze protection; Company agrees to use common and accepted winterization techniques. Company will repair any freeze damage at Company's expense, with the exception of damage due to circumstances beyond the Company's control. If a contractor is to be selected to complete a repair under this warranty, only the Company has the right to choose a contractor.

**7. WATER QUALITY.**

If **Pool Chemicals and Water Chemistry Maintenance** is included on the Services Summary page, Company will be responsible for maintaining the following chemical levels of the swimming pool water within the tolerances of the local health department while pool is open to swimmers:

Free Chlorine PPM	1.0 to 4.0 PPM
pH	7.2 to 7.8
Total Alkalinity	80 to 120 PPM
Calcium Hardness	200 to 300 PPM
Chlorine Stabilizer	less than 100 PPM

If **Pool Chemicals and Water Chemistry Maintenance** is included on the Services Summary page, then at no time will the water chemistry cause a failure of permission to operate the pool granted by the local health department. In the event the local health department revokes permission to operate the pool due to improper water chemistry, Customer shall be entitled to a partial refund of the contract price set forth herein computed by the following formula:

Number of days closed times the average daily portion of the contract price (total price divided by number of days pool is to be in operation as determined by this Agreement).

All of the foregoing notwithstanding however, the Company shall be excused from maintaining water quality as established herein and the Customer shall be entitled to no refund in the event of any Act of God, repairs, interference by Customer, together with any and all other reasons beyond the control of Company.

Any work performed by Company shall be subject to the conditions in the "Repair Work" provision of this Agreement.

**8. REPAIR WORK.**

During the term of this Agreement, the Company recommends compliance with the Virginia Graeme Baker Pool and Spa Safety Act. The Company also recommends that Customer have its pool inspected annually by a licensed electrician and have all recommended electrical repairs completed by the inspecting electrician.

During the term of this Agreement, the Company stands ready to perform any other installations or repairs needed to preserve Customer's pool aesthetics and/or to comply with State, Federal or local regulations, but Customer shall have the option of using its chosen contractor to perform any recommended repairs. The Customer agrees to indemnify, defend, and hold the Company harmless from all claims, injuries, damages, attorney's fees, and defense costs arising out of 1) repairs or renovations performed by any entity other than the Company, or 2) the failure to complete a) repair(s) or installations needed to comply with State, Federal or local regulations, or b) the above-described annual electrical inspection and recommended repair(s).

Work will be billed as follows:

- a. Any repairs required as the result of error or negligence by Company shall be paid for by Company with no cost to Customer. Additionally, Company shall reimburse Customer for volume of water lost as a result of error or negligence.
- b. Company will perform minor repairs to the pool and recirculation system, as part of the service provided; however, the Customer shall pay for parts and/or materials.
- c. For repair work or necessary equipment wherein the cost does not exceed \$350.00, the Company shall bill Customer.
- d. Any work or equipment in excess of \$350.00 to be provided by the Company or Company's subcontractors will be provided and billed to Customer. Such work or equipment shall be provided only upon the authorization of the designated representative of Customer, or in the event the Customer elects not to have such work performed or equipment provided, Company may cancel this Agreement if said election interferes with the Company's ability to carry out its responsibilities under this Agreement.

**9. CHEMICALS AND SUPPLIES.**

If ***Pool Chemicals and Water Chemistry Maintenance*** is included on the Services Summary page, Company agrees to supply, at its expense:

- a. Chlorine and pH control chemicals throughout the period of this agreement.
- b. Customer shall be responsible for providing, at no cost to Company, other equipment such as:
 

Water hoses	Life hooks
Pool vacuum heads	Trash receptacles
Pool poles	Water test kit
Pool vacuum hoses	Test kit reagents
Leaf eater	First Aid Kit
Rescue tubes	First Aid supplies
Ring buoys	Pool rules signs
- c. For Customer's convenience and for the efficient operation of the pool, Company will provide and invoice Customer for any of the items listed above that are not at the pool. Customer agrees to pay invoices for said supplies within thirty (30) days after invoicing.
- d. Additional chemicals or labor. If additional chemicals or labor are required to maintain or correct pool water chemistry due to a failure or breakdown of Customer's equipment, or loss of water due (leak) to a defect in Customer's pool or recirculation system, Company shall notify Customer of such breakdown or defect, and if Customer elects not to remedy problem within seven (7) days of notice, Customer shall pay as an additional charge the reasonable expense of all said additional chemicals and/or labor. Amount owed for chemicals and/or labor shall be paid by Customer within ten (10) days after invoicing by Company.

10. **OFF-SEASON SERVICE.**

Off-Season Service is not included as part of this agreement.

11. **INSTRUCTIONS.**

Swimming instruction and programming to be provided by customer

12. **COMPANY'S INDEPENDENT CONTRACTOR STATUS.**

Company is, and at all times shall be deemed to be, an independent contractor in the performance of services under this agreement. Company and its representatives are not, and shall not be considered or permitted to be, employees, agents, servants, joint venturers or partners of Customer.

13. **ACCESS AND UTILITIES.**

The Customer will permit and maintain free access to the pool site and, upon signing Agreement, Customer will provide six (6) sets of keys to Company to open any and all locks required to operate the pool. Company shall keep and safeguard keys and release keys only to authorized personnel. Keys shall be returned to Customer in the event of termination of this Agreement.

Customer further agrees to furnish without cost to Company:

- a. Water.
- b. Electricity.
- c. 110 volt electrical outlet in pump room.
- d. Garbage pick-up service.
- e. Lifeguard stand(s) and umbrella(s) for lifeguard stand(s).
- f. Telephone.
- g. A secure and cooperative working environment at Customer's pool.

14. **TELEPHONE.**

Customer shall be responsible for providing an operational telephone (not a pay phone) accessible to Company's lifeguards at pool site. Consistent with health department regulations and for the safety of pool patrons the pool will only be open when the pool telephone is operational.

#### 15. **EMERGENCY CLOSING OF POOL.**

The Customer and/or Company may close the pool in an emergency situation, whether the emergency be caused by breakdown of equipment, or by other causes outside of the Company's control; this shall not require any change or adjustment in any of the provisions of this Agreement. Should a time lapse of more than five (5) days be necessary to perform repairs and/or restore pool to normal operations, the Company shall refund fifty percent (50%) of the daily operating cost from the fifth day on a pro-rated basis. For purposes of this section, the daily operating cost is to be computed at one percent (1%) of the total contract cost until such time as the pool is reopened for normal operation. If the pool is not reopened for normal operation within thirty (30) days, Customer may cancel this Agreement by written notice to Company.

#### 16. **CANCELLATION.**

The Customer shall have the right to cancel this Agreement based on Company's non-performance of duties and responsibilities as follows:

- a. Customer shall notify Company by certified mail of any problem regarding non-performance as detailed in this Agreement. Company shall have 48 hours following notification to remedy stated violation of Agreement.
- b. If Company fails to remedy violation and continues to not perform as detailed in this Agreement; Customer may terminate Agreement by providing five (5) days' written notice to Company by certified mail.
- c. In the event that Customer terminates this Agreement by the procedure stated above, the Customer shall either be entitled to a refund for money paid in advance or shall be responsible for a balance owed to the Company. Refund to be computed as follows:
  - A daily portion of the contract price shall be computed by dividing the total contract price by the number of days pool was to be open to members as determined by this Agreement. This daily price shall be multiplied by the number of days pool was operated under this Agreement. That amount shall be subtracted from the total amount of contract price paid to Company by Customer as of termination date. The resulting figures shall either be the refund to which the Customer is entitled or remaining balance owed to Company.
- d. Refund or balance owed shall be paid within five (5) business days after termination.

#### 17. **MISCELLANEOUS.**

The Company may display a sign on the pool premises designating the responsibility to the Company for the quality of the pool and the performance of the pool staff.

**18. PAYMENTS.**

Payments are due as specified on the Payment Schedule page. All payments not made on or before ten (10) days after the due date shall be subject to delinquent payment fees of 1% per month, or any part of a month, of the amount due or any portion thereof. Payments for repairs, equipment or labor, not made on or before thirty (30) days after the due date shall be subject to delinquent payment fees of 1% per month, or any part of a month, of the amount due or any portion thereof. In the event payments are not received within ten (10) days from the due date for contract payments, and thirty (30) days from the due date for other payments, the Company shall have the right, at its option, and within its sole discretion to suspend, until all overdue payments are received, or terminate its services under this Agreement and in either case to withdraw and remove all personnel from Customer's pool facilities without any further or additional notice to Customer. During a period of suspension or after termination, control of the pool and premises will be surrendered to the Customer and, if operated, it is at the Customer's sole risk and liability. Customer agrees to indemnify and hold Company harmless for any claims arising from the use of the pool(s) during a period of suspension or after termination due to payment(s) not being received on time. Any such suspension or termination notwithstanding, Customer shall be fully responsible for all payments provided herein.

In the event that Company elects to pursue collection of any amounts due under this Agreement, Customer shall pay all said amounts, together with interest at the rate of 12% per annum from the date the same became due, together with any and all cost of collection, including and together with any and all reasonable litigation expenses, including reasonable attorneys fees.

**19. GOVERNING LAW.**

This Agreement shall be governed by the laws of the State of Alabama.

**20. STRICT COMPLIANCE.**

No failure of Company to exercise any power or right granted hereunder or to insist upon strict compliance by Customer with its obligations and duty hereunder shall constitute a waiver of Company's right to demand strict compliance with the provisions hereof at any time.

**21. TIME OF ESSENCE.**

Time is of the essence of this Agreement.

**22. ENTIRE AGREEMENT, MODIFICATION, BINDING EFFECT.**

This Agreement constitutes the entire agreement of the parties and supersedes any prior agreements, understandings or negotiations, written or oral. This Agreement may not be modified or amended except in writing, signed by both parties hereto. This Agreement shall be binding upon and enure to the benefit of the Customer and Company and to their respective heirs, successors and assigns.

**23. RIGHTS CUMULATIVE.**

All rights and powers under this Agreement shall be cumulative and, except as otherwise provided herein, shall be in addition to any and all other provided at law or in equity.

24. **EXTENSIONS.**

Unless otherwise agreed to by Customer and Company in writing, the terms of this Agreement shall apply to all extensions and renewals hereof.

25. **SEVERABILITY.**

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

26. **ATTORNEYS FEES.**

In the event of any legal proceeding or arbitration between the parties, each party shall be responsible for paying its own attorney's fees.

27. **COMPANY'S OPTION IN THE EVENT OF INCREASE IN COSTS.**

If there is an increase of fifteen percent (15%) or more in any cost aspect (including necessary increases in wages paid to pool staff) relating to this proposal, Company may present to Customer a reasonable increase in the price of this Agreement based solely on Company's additional cost of providing the services provided for herein. Customer may, at its sole option, choose to refuse to pay an increase in price. In the event the Customer elects not to pay the increase, this contract may be terminated with 10 days written notice to Customer at the sole option of the company.

28. **COMPANY'S OPTION IN THE EVENT OF CHANGE IN LAWS.**

If there is a change in local, state, or federal law concerning any cost aspect relating to this proposal, the company may present a new contract amount to Customer, which new Contract shall supersede and replace this Agreement. Customer shall have 30 days from the date of receipt of the new contract in which to accept or reject the new contract. In the event the Customer elects to reject the new contract, this contract may be terminated at the sole option of the company.

# Amendments



The Pool Management Group

Chicagoland Pool Management

**Thank You**

We look forward to working together.

Kurtis Bailey  
General Manager  
Chicagoland Pool Management



**ITEM 8.A.2.**

BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

**AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Award of Purchase - Brine Maker/Brine Master 3000

**FROM:** Tim O'Malley, Public Works Director

**BUDGET SOURCE/BUDGET IMPACT:** \$46,500 is allocated in the FY2026 budget for the Brine Maker/Brine Master 3000 equipment using account number 363-90100.

**RECOMMENDED MOTION:** I move that the Village Board approve Resolution R- 2344 waiving further bidding, since Sourcewell (a purchasing cooperative) has already conducted the bid process, and authorize staff to issue a purchase order to Kaplan Liquid Solutions, Ingleside, IL for one Brine Maker/Brine Master 3000 in the amount of \$32,250.50. Sourcewell Contract # 031423

**Background/History:**

The Brine Master (often called the “Brine Maker 3000”) is a high capacity, all-in-one liquid brine production system developed to give municipalities a fast, reliable way to produce road treatment brine at scale. Its design emphasizes durability, automation, and ease of use, and it has become one of the most widely referenced mid to high-capacity brine makers in North America. The Brine Maker has up to 3,000 gallons per hour of production capacity, a 600-gallon mixing tank and a 2-cubic yard hopper. It is designed to keep up with large fleets and pre-treating operations. This item has a one-year warranty with a ten-year warranty on the tank.

In conjunction with the updated snow and ice removal operations plan, the Public Works Department started a pilot program to anti-ice the roads to prevent snow packing. This pilot program was very successful, and will be expanded. The cost of brine on the State of Illinois contract is \$.54 per gallon.

With the new brine maker, we can reduce the cost of brine to around \$.14 per gallon. Therefore, the return on investment is approximately 2 years.

**Recommendation:**

Staff recommends that the Village Board approve Resolution R-2344 waiving further bidding, since Sourcewell (a purchasing cooperative) has already conducted the bid process, and authorize staff to issue a purchase order to Kaplan Liquid Solutions, Ingleside, IL for one Brine Maker/Brine Master 3000 in the amount of \$32,250.50. Sourcewell Contract #031423

**Attachments:**

1. Res #2344 - Brine Maker - Brine Master 3000
2. Enduraplas Contract 031423
3. Oak Brook - Brine Maker Proposal 01092026
4. Brine-Master-Sell-Sheet

---

---

THE VILLAGE OF OAK BROOK  
COOK AND DUPAGE COUNTIES, ILLINOIS

---

---

RESOLUTION

NUMBER 2026-PW-EQUIP-BM-MC-R-2344

---

---

A RESOLUTION  
TO WAIVE COMPETITIVE BIDDING AND APPROVE THE  
PURCHASE OF ONE (1) BRINE MAKER/BRINE MASTER 3000  
FROM KAPLAN LIQUID SOLUTIONS, INGLESIDE, IL

---

---

LAURENCE E. HERMAN, Village President  
NETASHA SCARPINITI, Village Clerk

NAVEEN JAIN  
MICHAEL MANZO  
MELISSA MARTIN  
JAMES NAGLE  
A. SURESH REDDY  
EDWARD TIESENGA

Village Board

---

Published in pamphlet form by authority of the  
President and the Board of Trustees of the Village of Oak Brook  
on this 27<sup>th</sup> day of January 2026

---

---

RESOLUTION NO. 2026-PW-EQUIP-BM-MC-R-2344

A RESOLUTION  
TO WAIVE COMPETITIVE BIDDING AND APPROVE THE PURCHASE OF ONE (1) BRINE  
MAKER/BRINE MASTER 3000 FROM KAPLAN LIQUID SOLUTIONS, INGLESIDE, IL

WHEREAS, the Village of Oak Brook is a municipal corporation with authority provided for and granted pursuant to the Illinois Municipal Code to exercise certain powers and perform certain functions pertaining to its local government and affairs;

WHEREAS, the Village of Oak Brook (hereinafter referred to as "Village") upon approval of the Village President and Board of Trustees (collectively, the "Corporate Authorities") may enter into an Agreement with another party pursuant to Illinois Statute;

WHEREAS, in the Village of Oak Brook Sports Core's existing bank mower for the golf course has reached the end of its useful lifecycle and is in need of replacement;

WHEREAS, pursuant to Section 1-7-10 of the Code of Ordinances and Compiled Statutes, the Village is permitted to participate in cooperative purchasing arrangements with other governmental entities, namely Sourcewell, which provides competitively bid contracts for public agencies offering an efficient procurement process;

WHEREAS, Staff is recommending that the Corporate Authorities waive further bidding since Sourcewell already conducted the bid process and issue the Purchase Order attached hereto and incorporated herein as Exhibit A (the "Purchase Order") to Kaplan Liquid Solutions, Ingleside, IL, ("Company"), In the amount of \$32,250.50f or the purchase of one (1) Brine Maker/Brine Master 3000 (Sourcewell Contract # 031423), all as further detailed therein;

WHEREAS, the Village of Oak Brook Corporate Authorities are of the opinion that it is in the best interests of the Village of Oak Brook to approve the Purchase Order for the purposes referenced herein.

NOW, THEREFORE, BE IT RESOLVED, in open meeting assembled, by the Village President and Board of Trustees of the Village of Oak Brook, DuPage and Cook Counties, Illinois as follows:

Section One – Recitals

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section Two – Approval of Purchase Order

The President and Board of Trustees hereby approve the Purchase Order to Company in substantially the same form attached as Exhibit A.

Section Three – Authorization and Direction

The Village Manager is hereby authorized to execute, and if necessary, the Village Clerk is hereby authorized to attest the Purchase Order, substantially in the form attached hereto as Exhibit A.

#### Section Four - Other Actions Authorized

The officers, employees and/or agents of the Village shall take all actions necessary or reasonably required to carry out and give effect to the intent of the Purchase Order and otherwise to consummate the transactions contemplated herein, and shall take all actions necessary in conformity therewith including, without limitation, the execution and delivery of all documents required to be delivered in connection with the transaction contemplated herein.

#### Section Five - Authorization of Expenditures

The Corporate Authorities hereby authorize and direct the expenditure of all costs related to the execution of the Purchase Order, additionally, the Village is authorized and directed to allocate and spend all necessary funds to fulfill the requirements of the Purchase Order and of this Resolution.

#### Section Six – Waiver of Bidding Process

To the extent that any requirement of bidding would be applicable to the transactions contemplated hereunder, the same is hereby waived.

#### Section Seven - Acts of Village Officials

That all past, present and future acts and doings of the officials of the Village that are in conformity with the purpose and intent of this Resolution are hereby, in all respects, ratified, approved, authorized and confirmed.

#### Section Eight – Effective Date

This resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

#### Section Nine - Publication

This resolution shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

#### Section ten – Conflict Clause

All resolutions, parts of resolutions or board actions in conflict herewith are hereby repealed to the extent of such conflict.

#### Section Eleven – Saving Clause

If any section, paragraph, clause or provision of this resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this resolution, which are hereby declared to be separable.

Section Twelve – Recording

This resolution shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Oak Brook.

PASSED THIS 27<sup>th</sup> day of January 2026.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

APPROVED THIS 27<sup>th</sup> day of January 2026.

\_\_\_\_\_  
LAURENCE E. HERMAN,  
Village President

ATTEST:

\_\_\_\_\_  
NETASHA SCARPINITI,  
Village Clerk

EXHIBIT A

[Purchase Order]

**Solicitation Number: RFP #031423****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Enduraplas LLC, 2320 FM1516, San Antonio, TX 78209 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

**1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 30, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

**2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Supplier Development Administrator. This approved form is available from the assigned Sourcwell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and

- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity

payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

**A. PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;

- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should

note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

## **12. GOVERNMENT DATA PRACTICES**

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

## **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
  - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in

advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

*3. Use; Quality Control.*

- a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

*4. Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:  
\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:  
\$2,000,000 per occurrence  
\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all

references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

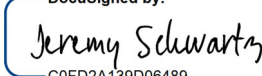
## **22. CANCELLATION**

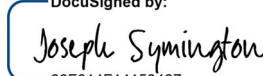
Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

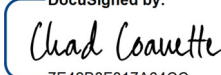
Sourcewell

Enduraplas LLC

DocuSigned by:  
  
 C0FD2A139D06489...  
 By: \_\_\_\_\_  
 Jeremy Schwartz  
 Title: Chief Procurement Officer  
 5/17/2023 | 6:42 PM CDT  
 Date: \_\_\_\_\_

DocuSigned by:  
  
 66F614F14153427...  
 By: \_\_\_\_\_  
 Joseph Symington  
 Title: Sales Director  
 5/17/2023 | 1:05 PM PDT  
 Date: \_\_\_\_\_

Approved:

DocuSigned by:  
  
 7E42B8F817A64CC...  
 By: \_\_\_\_\_  
 Chad Coquette  
 Title: Executive Director/CEO  
 5/17/2023 | 9:23 PM CDT  
 Date: \_\_\_\_\_

# RFP 031423 - Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems

---

## Vendor Details

Company Name: ENDURAPLAS LLC  
Does your company conduct business under any other name? If yes, please state: CAMION SYSTEMS  
Address: 113 1ST STREET  
NECHE, ND 58265  
Contact: JOSEPH SYMINGTON  
Email: JOE.SYMINGTON@CAMIONSYSTEMS.COM  
Phone: 701-352-6096  
HST#: 27-2770476

## Submission Details

Created On: Tuesday March 07, 2023 10:37:54  
Submitted On: Tuesday March 14, 2023 15:17:46  
Submitted By: Denice Pape  
Email: denice.pape@enduraplas.com  
Transaction #: bb8a183b-f9c8-4323-a367-a47c3ae25be7  
Submitter's IP Address: 72.131.202.242

---

## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Enduraplas LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Camion
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Camion
4	Provide your CAGE code or Unique Entity Identifier (SAM):	DBQSMBUYPM67
5	Proposer Physical Address:	2320 FM1516 San Antonio TX 78209
6	Proposer website address (or addresses):	Enduraplas - <a href="https://enduraplas.com">https://enduraplas.com</a> Camion - <a href="https://www.camionsystems.com">https://www.camionsystems.com</a>
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Joseph Symington, Sales Director 113 1st Street, Neche, ND 58265 701-352-6096 joe.symington@camionsystems.com
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Denice Pape, Customer Service Manager 2320 Farm to Market 1516, Converse TX 78109 877-265-9929 denice.pape@enduraplas.com
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Matthew Firth, VP of Sales & Marketing 2820 Farm to Market 1516, Converse, TX 78109 210-866-7372 matthew.firth@enduraplas.com

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
-----------	----------	------------

10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Enduraplas was founded in 2003 by a group of engineers that wanted to prove that you can build poly tanks that are more durable, constructed stronger and also last longer than 3-5 years. Today, Enduraplas not only manufactures America's toughest tanks but a large range of liquid trailers, spray equipment and more.</p> <p>An industry-leading 10-year tank warranty was not an afterthought. Enduraplas believes that to earn trust, you must deserve it – and to do that, you must have a history of proven performance. That's why we will continue to provide superior liquid management equipment and helpful industry information that many customers and companies have already put their trust in.</p> <p>Manufacturing a superior product requires a lot of research, creativity, dedication and a strong commitment to the customer that will be depending on it. With state of the art manufacturing plants in Texas and North Dakota, unique design capabilities and extreme quality control processes, this can be done. Listening to the customer has helped us provide premium products at an affordable price.</p> <p>The Camion brand was engineered by a group of equipment enthusiasts that saw the need to lead the Great Liquids Evolution in the snow and ice management industry. As the method of using liquids to manage ice is growing, we focus on educating the industry and building the toughest, longest-lasting equipment in America. After years of research and development, we are proud to announce that we now offer the most complete liquids equipment lineup in the country. We manufacture equipment all year round and sell our products through a dealer network across the country.</p> <p>Our Core Values: We put Integrity first - We are eager to learn and adapt - We are relentless problem solvers - We are bold and creative thinkers - We are focused on results</p>	*
11	What are your company's expectations in the event of an award?	<p>Being awarded this contract will allow us to provide Camion products to all of Sourcewell's North American members, including those in the United States and Canada</p> <p>Camion is excited about the potential growth for our brands. We value feedback and the opportunity to partner with Sourcewell's member network. We anticipate a robust partnership with Sourcewell and its members to drive product improvements and remain an industry leader in liquid de-icing solutions.</p> <p>We will remain committed to growth and expansion over the next 4 years and beyond and will leverage our association with Sourcewell to provide the best quality products at the best prices for its members. If awarded this contract, Enduraplas will commit to provide prompt and accurate responses to Sourcewell and its members.</p>	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>Enduraplas and Camion are brands of a privately held company that has been in business for 20 years. We have seen year over year growth as we expand our product offerings for snow and ice management filling needs of State DOT, municipalities and snow removal contractors.</p> <p>Highlights:</p> <ol style="list-style-type: none"> <li>1. +25% year over year revenue growth in the last 3 years.</li> <li>2. +25% EBITDA performance every year for the last 3 years.</li> <li>3. Snow &amp; Ice division +30% revenue growth last year.</li> <li>4. Snow &amp; Ice division growth plans to grow revenue each year by +20%.</li> </ol> <p>Attachment: Experian Report</p>	*
13	What is your US market share for the solutions that you are proposing?	<p>Here at Camion, we estimate we hold about 10% of the US market share today. We are a small company, but committed to growth and increasing our market share.</p>	*
14	What is your Canadian market share for the solutions that you are proposing?	<p>At Camion, we estimate that our Canadian Market share is less than 5%. We are actively working to increase our market share and are actively working to increase our independent dealer network across Canada</p>	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	<p>No, we have never needed bankruptcy protection.</p>	*

16	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Camion are best described as a manufacturer who distributes it's goods wholesale to a vast dealer network that stocks and services product in each region.</p> <p>We partner with a dealer network of independent dealers who represent our brand over a wide geographical area in the United States and Canada.</p> <p>Our products are delivered to members directly from the factory in Neche ND or through inventory held by our dealer network. Our dealer network is supported by our regional sales team, customer service and sales development teams. Support for our products is provided by the dealer network as well as our product support team.</p>	*
17	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Camion is not required to hold, nor actually holds any licenses or certifications in pursuit of the manufactured products in this RFP submission.</p>	*
18	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>Camion has no Suspension or Debarment information.</p>	*

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
19	<p>Describe any relevant industry awards or recognition that your company has received in the past five years</p>	<p>Camion has not received any industry awards or recognitions at this time. However, we do have an industry leading 10 year warranty on our poly molded products.</p>	*
20	<p>What percentage of your sales are to the governmental sector in the past three years</p>	<p>In the past year, 38% of Camion's sales have been to the Government sector. As municipalities, DOT's and other governmental bodies recognize the environmental benefits of brine, we anticipate an increase in sales to this sector.</p>	*
21	<p>What percentage of your sales are to the education sector in the past three years</p>	<p>We rarely make sales to the educational sector at this time and our sales percentage is to educational sector is less than 2%, however colleges and schools are very proactive in implementing liquid snow removal solutions due the environmental and property management benefits and we welcome the opportunity to expand in this market.</p>	*
22	<p>List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?</p>	<p>Camion hold the following state contracts:            CALTRANS BRINE APPLICATORS AND DUST SUPPRESSION UNITS, \$900,000.            NCDOT BRINE TANKS, \$266,000; TXDOT BRINE TANKS AND APPLICATORS, \$438,000;            CITY OF ST. LOUIS (KRANZ BODY), \$192,000; BRINE APPLICATORS AND TANKS, EASTERN USA, \$322,000</p> <p>Camion additionally has multiple dealers who have contracts to provide snow and de-icing equipment to government contracts.</p> <p>We offer goods through dealers/resellers with listings on MN State Contract, California State Contract, ESCNJ contract and COSTARS contract.</p>	*
23	<p>List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?</p>	<p>Camion does not currently hold any GSA Contracts.</p>	*

**Table 4: References/Testimonials**

**Line Item 24.** Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Johnson County	Dennis Stottlemire	913-715-8367	*
City of Bonner Springs	Matt Beets	913-441-1961	*
Varazano Bridge	Ray Redmond	631-549-0504	*

**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
CalTrans DOT	Government	California - CA	Build brine applicators and dust suppression units to spec.	\$45,000	\$900,000	*
Texas DOT	Government	Texas - TX	Designed and build brine applicators and brine storage tanks	\$70,000	\$438,000	*
North Carolina DOT	Government	North Carolina - NC	Manufactured Brine Storage Tanks	\$70,000	\$304,000	*
Iowa DOT	Government	Iowa - IA	Manufactured Brine Storage Tanks	\$8,000	\$390,000	*
Illinois DOT	Government	Illinois - IL	Manufactured Brine Storage Tanks	\$3,000	\$202,000	*

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	<p>Camion has two manufacturing locations: Converse TX and Neche ND. Most of our Snow Removal and De-icing equipment is manufactured at our Neche ND location but brine storage solutions can also be produced at the Converse TX location, as needed. We currently employ over 100 full-time direct employees.</p> <p>Camion has three sales teams:</p> <p>Regional Sales - this geographically diverse team has seven members and is responsible for developing and growing dealer relationships, helping dealers plan inventory levels and train dealers on product offerings.</p> <p>Customer service - Located in our Converse Texas location, the 5 member customer service team is responsible for sales order entry, parts sales, answering customer and dealer inquiries, managing warranty claims.</p> <p>Sales Development team - this team is unique in our industry and is responsible for working with Sourcewell members answering any pre-sale technical questions and connecting them to the local dealer.</p>	*
27	Dealer network or other distribution methods.	<p>Spread across the USA and Canada, our dealers are the face of Camion. Set up in key territories, these independent companies help us provide quicker delivery times, better customer service and that local touch that can't be felt online. Bottom line, we believe that the person relying on our equipment should get a chance to touch it before they make the purchase. Our dealers have a proven track record in the snow and ice industry and are committed to providing the best experience and support for Sourcewell members.</p> <p>Our Megastore hold inventory in hand and are available to provide superior customer service and support.</p>	

## MEGA DEALERS

SNO-BIZ – 12 employees

- Location: Wichita KS and Denver CO
- Territory: Kansas, Oklahoma, Texas, Colorado

KAPLAN LIQUID SOLUTIONS – 12 employees

- Location: Ingelside, IL
- Territory: Illinois

GRANITE STATE DEICING – 8 employees

- Location: Merrimack, NH
- Territory: New Hampshire, Massachusetts

LOU DENNIS EQUIPMENT – 12 employees

- Location: Maple ON
- Territory: Onterio, Quebec

UNITED SERVICE AND SALES – 36 employees

- Location: Salt Lake City, UT
- Territory: Utah

B&amp;W COMMERCIAL SALES – 8 employees

- Location: Wickliffe OH
- Territory: Ohio

CASPER'S TRUCK EQUIPMENT – 42 employees

- Location: Appleton, WI and Butler, WI
- Territory: Wisconsin

FALCON TRUCK EQUIPMENT – 125 employees

- Location: Surrey, Sooke, Nanaimo, BC, Edmonton, AB, Regina, SK and Winnipeg, MB
- Territory: British Columbia, Alberta, Saskatchewan, Manitoba

## AUTHORIZED DEALERS

STORKS PLOWS – 38 employees

- Location: Bernville, PA
- Territory: Pennsylvania

MCGAVIC – 54 employees

- Location: Noblesville, IN
- Territory: Indiana

SAGE SUPPLY – 36 employees

- Location: Caldwell, ID
- Territory: Idaho

J&amp;A OUTDOOR EQUIPMENT – 4 employees

- Location: Bode, IA
- Territory: Iowa

ABCO SERVICES – 38 employees

- Location: Toledo, OH
- Territory: Northwest OH, Michigan

WORK TRUCK WEST – 58 employees

- Location: Langley, BC
- Territory: Sourthern BC

FDR HITCHES – 16 employees

- Location: Roselle Park, NJ & Hawthorne, NJ
- Territory: Northern New Jersey

CENTRAL EQUIPMENT – 8 employees

- Location: Port Bryon, NY
- Territory: New York State

A C T VEHICLE EQUIPMENT – 6 employees

- Location: Westfield, MA
- Territory: Southern Massachusetts

CUSTOM SALT SOLUTIONS – 12 employees

- Location: Spokane, WA
- Territory: Washington

ICE PRO SHOPS – 4 employees

- Location: Des Moines, IA
- Territory: Central Iowa

WINDMILL POWER EQUIPMENT – 52 employees

- Location: Dundas, ON & Mississauga, ON
- Territory: Central Ontario

TRIOUS, INC – 250 employees

- Location: Bohemia, NY, Ft. Edward, NY, Farmingdale, NJ, Bethlehem, PA
- Territory: NEW YORK, NEW JERSEY, PENNSLYVIANNA

1st Vanguard Rentals – 45 employees

- Location: Fairfield, CA
- Territory: California

H A DEHART AND SONS – 32 employees

- Location: Thorofare, NJ
- Territory: NEW JERSEY, PENNSLYVIANNA

BONNELL INDUSTRIES – 89 employees

- Location: Dixon, IL
- Territory: Northern Illinois

		<p>MHQ Truck Equipment – 196 employees</p> <ul style="list-style-type: none"> <li>• Location: Oxford, MA</li> <li>• Territory: Massachusetts</li> </ul> <p>KRANZ BODY CO LLC – 28 employees</p> <ul style="list-style-type: none"> <li>• Location: St Louis, MO</li> <li>• Territory: Missouri</li> </ul> <p>PREMIUM CANADA HOLDING – 8 employees</p> <ul style="list-style-type: none"> <li>• Location: Lake Country, BC</li> <li>• Territory: Western BC</li> </ul> <p>SK POWER DRIVE – 16 employees</p> <ul style="list-style-type: none"> <li>• Location: Sudbury, ON</li> <li>• Territory: Northern Ontario</li> </ul> <p>S&amp;S POOLS – 6 employees</p> <ul style="list-style-type: none"> <li>• Location: Taylor</li> <li>• Territory: Eastern Pennsylvania</li> </ul> <p>WINTER WONDERLAND – 12 employees</p> <ul style="list-style-type: none"> <li>• Location: Cedar Rapids, IA</li> <li>• Territory: Eastern Iowa</li> </ul> <p>SENECA MINERAL – 8 employees</p> <ul style="list-style-type: none"> <li>• Location: Erie, PA</li> <li>• Territory: Western Pennsylvania</li> </ul> <p>LOUISVILLE OUTDOOR TURF PRODUCTS – 16 employees</p> <ul style="list-style-type: none"> <li>• Location: Louisville, KY</li> <li>• Territory: Kentucky</li> </ul> <p>ARISTA TRUCK SYSTEMS – 125 employees</p> <ul style="list-style-type: none"> <li>• Location: Grand Rapids MI</li> <li>• Territory: Western Michigan</li> </ul> <p>Dealer employees numbers are estimated.</p>
28	Service force.	<p>Initial service inquiries will be directed to the local independent dealer. Additional technical support is provided by our customer service team and product support teams.</p> <p>The customer service team will handle all parts requests.</p> <p>The Product support team assist with advanced troubleshooting and technical support and work with the component suppliers as needed.</p>
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>Sourcewell member will work with our sales development team and the local dealer to ensure we meet their specific requirements.</p> <p>The dealer will provide any necessary quotes and request the Sourcewell member number and contact information.</p> <p>The Sourcewell member will issue the PO to the dealer. The dealer, in turn, will issue a PO to the sales and customer service team at Camion and include the member number and contact information.</p> <p>The order will be filled and shipped to the dealer or directly to the customer.</p> <p>Invoice will be provided to the dealer and the dealer will invoice the Member.</p> <p>All Sourcewell orders will be flagged in our system for reporting and fee payment.</p>
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>The initial contact for troubleshooting or service concerns is the Customer Service department at Camion. If they are unable to resolve the issue, we have a Product Support team that is able to jump in and assist. Calls into customer service are typically answered during normal business hours. After hours, or if call volume is high, voice mails are responded to within 24 hours. Emails are also responded to within 24-36 hours. Technical Support responds within 24 hours.</p> <p>The Product Support team works closely with our Development and Quality Teams to insure resolution. The Product Support team will also coordinate and communicate with our suppliers if needed.</p>
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>We are ready, willing and able to provide products and with our dealer network, service throughout the United States. We are currently supply government agencies through other various methods of procurement. Our geographically diverse manufacturing facilities and extensive dealer network allow us to ship efficiently to any location in the United States.</p>
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>Camion will be fully able to service all Sourcewell members in Canada. Our Neche, ND location is close to the US/Canada border and we have an extensive background in navigating customs.</p> <p>We have a independent dealer network across Canada.</p>

33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	In partnership with our dealer network, we are able to service all areas of the United States and Canada.  The only exception will be we are not able to provide shipping rates to Alaska and Hawaii.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Camion will fully serve all Sourcewell entity sectors. Should we get awarded this contract, we will not be limited to sell or promote our products.  Camion does not currently hold any contracts that would inhibit our ability to promote this contract.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Camion does not have any specific contract requirements or restrictions that would apply to Sourcewell participating entities in Hawaii, Alaska and in US Territories.  The Sourcewell members in Hawaii Alaska and US Territories will need to make delivery arrangements as we do not currently offer shipping to these locations.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<ul style="list-style-type: none"> <li>• Educational Events: A key challenge we face as a manufacturer of liquid anti-icing products in an industry in which liquids have not yet reached mass adoption is overcoming objections around the use of liquid salt brine. As such, we are investing heavily in education and community building to help drive liquid salt brine adoption among large contractors and municipalities. This initiative will act as both the foundation of our marketing strategy and the entry point through which qualified leads enter our sales pipeline. We will include Sourcewell iconography into the on-site event collateral at the over 20 events we will host throughout the year.</li> <li>• Trade Shows: We will make Sourcewell a visible part of our 1,200 square foot booth at the SIMA Snow &amp; Ice Symposium and APWA shows we and our dealers attend across the country. That includes handouts, digital promotions, and on-booth signage.</li> <li>• Print Collateral and Ads: We will add Sourcewell to our print catalog, which is handed out across our dealer network, at events, and trade shows. Additionally, we will include Sourcewell on relevant flyers, print ads, and other handouts. Where applicable, QR codes will direct prospects to a custom landing page to support lead generation.</li> <li>• Website: We will create a separate, conversion-optimized page on our website promoting Sourcewell, as well as next steps for getting started. Our SEO-optimized content and other high-traffic pages will link to this page, and homepage visitors will be able to easily find and navigate to it. Our contact form and chat bot will include options to accommodate traffic looking for contracts.</li> <li>• Content Strategy: We will prioritize contract customers in our customer story solicitation strategy to generate high-impact testimonials for prospects. We will also include posts promoting Sourcewell on our LinkedIn and Facebook accounts.</li> <li>• Sales Process: Our sales and marketing functions are tightly integrated, providing us with many opportunities to cohesively promote Sourcewell throughout our sales process. Our sales team already has in-depth experience working with contract clients. If selected, we will rapidly train them on additional knowledge that will help them successfully drive contract sales with Sourcewell. As prospects move through our deal stages, they will receive automated marketing emails with relevant information to help move them to the next deal stages.</li> <li>• Digital Advertising: Our robust paid media strategy reaches millions across the country. We regularly run ads across Facebook, LinkedIn, Google Display, YouTube, Google Search, and more. We will add Sourcewell to ad creatives across these platforms to drive additional awareness.</li> <li>• Facebook Group: We run a moderated Facebook Group as an extension of our educational campaigns, in which our subject matter expert helps members successfully implement brine.</li> </ul> <p>Samples:  <a href="https://www.youtube.com/watch?v=RQx9aoefefg">https://www.youtube.com/watch?v=RQx9aoefefg</a>  <a href="https://www.youtube.com/watch?v=hjw80ZkfVPQ">https://www.youtube.com/watch?v=hjw80ZkfVPQ</a>  <a href="https://www.youtube.com/watch?v=2xR5fG4bqUY">https://www.youtube.com/watch?v=2xR5fG4bqUY</a>  <a href="https://www.youtube.com/watch?v=faEJM81yftQ">https://www.youtube.com/watch?v=faEJM81yftQ</a>  <a href="https://www.youtube.com/watch?v=SVzZVlin2OQ">https://www.youtube.com/watch?v=SVzZVlin2OQ</a></p>	*

37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Building accurate and complete contact and account-level profiles in our CRM is a top priority for us. Our main data intake points are our website chat bot, contact form, dealer finder, and Facebook lead ads. We optimize them all to match the contact and account attributes in our CRM so that we can consistently run error-free automated touchpoints. Additionally, our sales team has been trained to further complete profiles during conversations.</p> <p>We use that data to build email nurturing campaigns that get automatically triggered based on each contact and account's history with Camion, their current deal stage in our sales funnel, web interactions, and individual contact data points. The email touchpoints are strategically placed to support moving leads forward through each stage of our sales funnel, as well as improving customer retention and cross-selling. We also send email newsletters to segmented lists of prospects and customers. If we are selected, we would add Sourcewell messaging to this email strategy.</p> <p>Reaching contractors and municipalities on digital platforms requires us to use our ad platforms' audience targeting to their fullest. Maintaining rich CRM data enables us to onboard our opt-in customer lists to Facebook and Google ads for continued targeting.</p> <p>On the platforms, we use detailed interest, demographic, and geographic selects to make sure we are targeting the correct people. Our most successful digital ad channels are Facebook Ads, LinkedIn Ads, programmatic display ads on the Google Display Network, and Google Search. We also partner with trade organizations and publishers, such as SIMA, for programmatic advertising on their own websites. Although recent cross-device tracking restrictions have limited our retargeting audience sizes, we still run and find success with retargeting ads across Facebook and Google Display.</p> <p>Geofencing enables us to target users outside of traditional audience targeting on our digital platforms. We run short-term campaigns with relevant messaging around tightly geofenced convention centers during major trade shows and other events.</p> <p>QR codes at live events and in print ads enables us to connect physical advertising with our digital presence.</p> <p>Lastly, we use aggregate firmographic and demographic data from our social media channels, CRM, and Google Analytics to help drive further marketing decision making.</p>	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>Our success will come from an initiative to promote the partnership between Camion and Sourcewell.</p> <p>Sourcewell will continue to educate and build awareness for contract opportunities and ensure their website is updated with our contact information. Sourcewell will continue to attend tradeshows and trainings and engage in other marketing opportunities to grow membership.</p> <p>We are committed to educating our dealers, Sourcewell members and potential members about the benefits of the contract, if awarded. We will ensure all our customer-facing employees are educated about the benefits, terms and conditions of the contract, which will allow them to become experts and speak confidently and advocate the benefits associated with Sourcewell and the contract.</p>	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We currently work with our independent dealer network to provide adequate local or regional support which reduces the need for an e-procurement or ordering process. All orders will be placed by either our sales or customer service team.	*

**Table 8: Value-Added Attributes**

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>All training is optional and initially provided by our dealer network. Additional targeted training is available upon request via phone or video with our Production Support and Design teams.</p> <p>Additionally, Camion is conducting seminars at our mega dealer locations on the benefits of brine and proactive snow removal. These seminars are open to the public and designed to promote the benefits of brine over traditional salt applications.</p> <p>Our dealers offer product training, installation and the best method of use training on brine for our customers. Fees may apply depending on the nature and extent in each case.</p>	*
41	Describe any technological advances that your proposed	BRINE MASTER - The Ultimate All-In-One brine maker - The Brine Master® includes an integrated mixing tank and plug-and-play electronics to jump-start your in-house brine	

products or services offer.

production with no additional parts. And it's built tough, with a stainless frame and no finicky automated sensors to go down when you need it most. The Brine Master is an exceptionally efficient and economical brine production units with a high production rate of up to 3000 gallons per hour.  
 PLUG-N-PLAY ELECTRONICS - Pre-wired to approved standards. Easy to hook up and make brine.  
 ALL-IN-ONE COMPLETE UNIT - A complete unit with all the components. No shopping for further items.  
 CENTRAL CONTROL STATION- All you valves are in one place to make operating the Brine Master® a breeze.  
 Only applicable to the Brine Master 3000  
 \*SALT-EXACT SALINITY READER - Our upgraded refractometer salinity reader gives you hyper-accurate brine salinity readings.  
 \*FLOW METER - A flow meter comes standard so you can easily monitor your flow rate.  
 \*FULLY DRAINABLE HOPPER - Built for easy maintenance, with a fully-drainable hopper for hassle-free cleaning.

BRINE TRANSPORT TANK - The most secure tank on the road - Other drivers can't miss our high-vis orange tanks. Baffle balls keep unpredictable sloshing to a minimum, and our patented pin-mount system is a safer, maintenance-free alternative to finicky mounting hoops and bands. With an industry leading 10 year warranty, these 1.9 specific gravity tanks are the best choice reliably transport your brine and additive products.  
 LIFTING-LUGS™ - Built-in and engineered to take the dry weight of the tank, these make lifting the tank on and off the trailer a breeze.  
 ROTO-MOLD™ CONSTRUCTION - When cooked and cooled at an even rate, the raw material is bonded together to make this tank virtually indestructible.  
 THICK-WALL™ DESIGN - Extra-thick walls provide unmatched strength and durability.  
 SINGLE-PIECE™ CONSTRUCTION - Rotationally-molded in a single mold means that the tank is seamless, water-tight, and leak-proof  
 ANTI-SPLASH™ STAINLESS LID - Lockable and spill-proof, this lid keeps liquid in while traveling on rough terrain.(Only on tank 1,600 gallons or larger.)  
 THICK-WALL™ DESIGN - Extra-thick walls provide unmatched strength and durability.

BRINE STORAGE TANK - The Snowfighter's storage tank - These tanks keep your brine ready for the call. That's why we beefed up our Brine Storage Tanks with tough premium features. Built by snowfighters, for snowfighters, the Camion® Brine Storage Tank is built to withstand the harshest conditions. With a 10-year industry leading warranty, these 1.9 specific gravity tanks are the best choice to rely on to store your brine and through the heat of summer and the cold of winter without having to worry about containment failures.  
 ANCHOR-POINT™ LUGS -Four hefty built-in lifting and tie-down points at each corner make it easy to handle.  
 RIBBED-WALL™ STRUCTURE - The ribs act like belts around the tank, keeping it in shape. This reduces bulging.  
 CORRODE-PROOF™ MATERIAL - Built with salt brine compliant material, the tank will keep the brine pure.  
 RECIRCULATION FITTING - Keep the liquid circulating.  
 STRONG-X™ ROOF DESIGN - The beefed-up roof structure with molded-in truss-like supports eliminate collapsing.  
 RUST-ARMOUR™ FITTINGS - No rust. No corrosion. Years of unmatched service.

RELOCATABLE BRINE STORAGE - Your on-site brine depot - Staging your brine on site can save your trucks valuable refilling time when moments matter. Our relocatable storage trailer makes it easy to safely store brine when and where you need it, without the setup of more permanent tanks.  
 CORRODE-PROOF™ MATERIAL - Built with salt brine compliant material, this tank will keep the brine pure.  
 RIBBED-WALL™ STRUCTURE - The ribs act like belts around the tank, keeping it in shape. This reduces bulging.  
 DROP & RAISE TECHNOLOGY™ - The unique jacking system is simple to pump and is placed at the perfect height. Raise the tanks without busting your back.  
 AUTO-DRAIN™ CONE BASE - The 15" cone base channels every ounce of liquid to the drain. No more cleaning.  
 STRONG-X™ ROOF DESIGN - The beefed-up roof structure with molded-in truss-like supports eliminate collapsing.  
 HEAVY-DUTY TUBE FRAME - This unit is powder coated and ready for abuse. All wires are protected inside the tube and built-in hose holders are included

U-Series Sprayers - Turn your UTV into a snowfighting machine. Arm your side-by-side with a 100-gallon full-drain tank and a reliable two-bar boom sprayer with our Ice Master® U-Series sprayer. Jam-packed with top-of-the-line features, the U-Series turns your UTV into a snowfighting beast.

DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.  
 POLY-FLEX™ HOSE REEL - Unlike steel, this rust-free, crack-proof poly hose reel will flex.  
 AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.  
 TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.  
 RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.  
 EASY-ADJUST™ BOOM MOUNTS - Quickly set the boom height to match the spray nozzles' recommended height.

H-Series Sprayers - Heavy Duty Engineering does safe - The Ice Master® H-Series hitch-mounted sprayer is built with Safe-Balance™ technology, reducing sloshing and stabilizing weight for your compact tractor.  
 SAFE-BALANCE™ DESIGN - The tank shape shifts weight closer to the rear wheels, making spraying on sloped terrain safer.  
 DOUBLE SPRAY BAR SYSTEM High volume pre- and post- treatment spray bars.  
 POLY-FLEX™ HOSE REEL- Unlike steel, this rust-free, crack-proof poly hose reel will flex.  
 EASY-ACCESS™ LID - The easy-to-reach lid located at the side of the tank makes filling quick and simple.  
 TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.  
 SOLID-WALL™ TANK CONSTRUCTION - With thick side walls, this workhorse is impact resistant and virtually indestructible.

E-Series Sprayer - Dominate the pretreatig game - Leave the high-price pretreating sprayers for the other guys. The all-electric Ice Master® E-Series is the most straightforward and durable truck spraying rig on the market. Get everything you need to pretreat like a pro without busting the bank. Snowfighting is a proactive game, not reactive. To provide the level of service people expect from you, you need a powerful pretreating tool for your snowfighting arsenal. The Ice Master® E-Series is your secret weapon for professional pretreating power at an affordable price.

Our sprayers are all-electric, meaning there's no refueling and no noise. The E-Series sprayer allows you to pre-treat quietly in city areas while the people who depend on you rest easy.

TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.

TRI-ZONE™ SPRAY SELECTION - Choose where you want to spray. No more expensive salt damage. No more liquid wasted.

AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.

DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.  
 RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.  
 FAST-FILL™ SYSTEM - Quickly attach and fill, so more time can be spent on the job.

T-Series Sprayer - Own the Streets - Engineered, tested, and sold in the nation's coldest temperatures, the Ice Master®T-Series is the ultimate snowfighting tool. Now armed with the Storm Fightr™ stainless boom, the durable T-Series truck obliterates snow and ice season after season. Forged from stainless steel, the all-new Storm Fightr® Armored Boom was built from the ground up to defeat anything you can throw at it, from heat and corrosion to getting backed into the toughest snow pile. Your spray nozzles have never been as secure.

BAFFLE-BALL™ SURGE CONTROL - The slosh is eliminated. It feels like a solid load.

TRI-ZONE™ SPRAY SELECTION - Choose where you want to spray. No more expensive salt damage. No more liquid wasted.

AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.

DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.  
 Forged from stainless steel, the all-new Storm Fightr® Armored Boom was built from the ground up to defeat anything you can throw at it, from heat and corrosion to getting backed into the toughest snow pile. Your spray nozzles have never been as secure.

RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.

FAST-FILL™ SYSTEM - Quickly attach and fill, so more time can be spent on the job.

Optional - Storm Commander™ Wireless Control Station - Your In-cab command center -

The Storm Commander™ gives you the real-time data you need to beat billing disputes, frivolous litigation, and logistics breakdowns. It tracks application rates, GPS tracks, and much more, and backs it all up to an easy-to-use web portal. And it all comes in a rugged wireless package,

complete with physical buttons and steel switches.

Diesel Fuel Boss - Outlast the storm - When you're in the elements, you stop for no one. The all-in-one Diesel Fuel Boss® refueling unit keeps you on scene long after everyone else has gone home. Equipped with a pump, hose, and gun, our pre-built design is ready to work right out of the box.

PUMP-SHIELD™ COVER - The pump and gun are protected under a weather-safe cover.

ANCHOR-POINT™ STRAP GROOVES - Heavy-duty, never-fail strap grooves are built-in on both sides. This makes tying down this unit quick and hassle-free.

		<p>CONDENSATE-ARMOUR™ MATERIAL - Unlike steel and aluminum, this polyethylene material reduces condensation build-up to minimize machinery filter damage.</p> <p>SELF-ACTIVATE™ SHUT-OFF NOZZLE - This well-built diesel fuel nozzle is engineered to shut-off automatically when the machine is completely full.</p> <p>EASY-LIFT™ HANDLES - Molded-in, solid handles make loading and unloading this unit effortless.</p>	
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Camion was started to help promote and implement liquid brine and snow removal solutions. SIMA and Wit Advisors promote using liquids to reduce the impact of highway and parking lot winter maintenance on the environment. Using liquids for de-icing and anti-icing reduces use of salt by 40-60 percent. Camion remains committed to reducing the environmental impact associated with snow and ice control.	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Camion has designed our brine makers to run over standard building power supply rather than a gas engine, reducing emissions and greenhouse gases. Additionally, we offer electric, hydraulic and PTO options for our de-icing sprayers. We have specially developed the Ecomax motor for our truck sprayers. Ecomax, a high efficiency 12 volt electric pump which eliminates the need for another gas motor to run the pump.	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>While we do not qualify for any of these designations, many of our dealers are certified and that certification is available upon request.</p> <p>Camion is a small privately-owned company that remains committed to supporting other small business owners, whether it be our independent dealer network or our contracted drivers.</p>	*
45	What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?	<p>Enduraplas started as a poly tank manufacturer and we pride ourselves on offering an industry-leading 10-year warranty on all of our tanks. As a polytank manufacturer, we offer one of the largest range of size applicators, production units and storage and transportation solutions for utilizing salt brine, the most efficient way to maintain clear roads.</p> <p>We take our core values to heart. We carry that pride and commitment to excellence to our Camion brand where we continue to offer the 10 year warranty on our brine storage tanks. These tanks are manufactured with our integral StrongX roof design and ribbed walls creating some of the toughest tanks available on the market today.</p> <p>We have a unique progressive sales model providing a win-win partnership with our dealers. This allows us to provide excellent, localize service from coast to coast. This strategy has made us a recognized brand in multiple industries requiring liquid handling solutions.</p> <p>The quality of our product is backed by our dedicate service teams which has created a strong, trusted brand in the marketplace.</p>	*

**Table 9: Warranty**

**Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.**

Line Item	Question	Response *
46	Do your warranties cover all products, parts, and labor?	Camion offers an industry leading 10 year warranty for all our brine storage tanks (after warranty registration). Camion equipment workmanship is covered for 2 snow seasons and parts are covered for the length of the manufacturer's warranty
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Camion does not provide any warranty coverage, nor have any liability or responsibility for any defects, costs, expenses, or damages relating to any of the following: Expendable parts, such as nuts, bolts, etc. or any parts not furnished by Camion or any damage causes by such parts. Airborne chemicals, road debris, salt, hail, floods, fire, windstorms, lightening or other acts of nature and other environmental conditions Water Contamination Any part or product installed, repaired, or altered by anyone other than a Camion Products authorized dealer or any damage caused by such parts or products. Normal wear and tear Normal maintenance services Incidentals or consequential damages, including but not limited to inconvenience, transportation, personal injury, loss of property or loss of revenue Parts or products that have been subject to abuse, negligence, accident, theft, tampering, misuse, neglect, corrosion, mishandling, improper installation, lack of or improper maintenance, care or storage. Installation of Camion products to a vehicle, including modification of Camion products or any such vehicle is entirely at the Buyer's risk and expense and compliance with motor vehicle regulations is the responsibility of the Buyer. Camion is not responsible for any damage whatsoever to vehicles caused by installation or use of Camion products equipment. Camion Products are not intended for personal, family or household use and, as such, this Limited Warranty does not cover such use.
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Camion does not cover expenses such as travel time or mileage. Normal warranty repairs are handled by our independent dealer network in warranty policy, but will allow for exceptions depending on the defect and cause.
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Our dealers typically offer service as required which covers most regions. However we don't have servicing dealers in Northern Canada, Hawaii and Alaska. In the unlikely event that repairs are needed in these areas, we will evaluate on an exception basis.  Camion warranty policy covers only parts, however in the unlikely event a manufacturer's defect requires additional resources, Camion will evaluation for reimbursement on a case by case basis.
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Service charges for component parts may be transferred to the original parts manufacturer as appropriate when approved. Camion manufactured parts will be covered by our normal Camion Warranty Policy.
51	What are your proposed exchange and return programs and policies?	Camion will allow return of unused product subject to a 15% restocking fee.  We allow our dealers to exchange stock as needed.
52	Describe any service contract options for the items included in your proposal.	Our dealers offer service and maintenance programs as required. We do not stipulate or dictate these as a manufacturer.

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Camion standard payment terms are net 30 for approved customers. Otherwise we accept check or credit card payment. Dealers will set their own terms with Sourcewell Members.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	As a manufacturer we offer a program on Yard Card with 0% for 48 months. Terms apply.  Dealers may extend other offers as they see fit.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Our standard transactional documents will include Quotes, Sales Order Confirmations and Invoices. If purchasing through one of our independent dealers, the format of the transactional documents may vary.  See samples attached.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Camion does not accept P-cards for factory direct order payments on equipment or parts. Some of our independent dealers may accept P-Cards as payment when purchase order has been placed with them directly. The member will need to confirm if the dealer accepts this form of payment at the initial conversation.	*

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	As the manufacturer, our pricing is based on our suggested retail price.  Items are coded according to the options or features on each unit and can be easily correlated to the size, pump, etc. See attached price list with MSRP and Sourcewell discounted pricing	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Camion will offer 5% off MSRP for Sourcewell members for the duration of this contract.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	Camion understands that it is not uncommon for Sourcewell members to purchase larger quantities. To provide the best quantity or volume discounts, we would work with our closest independent dealer.	*
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Non-standard or custom items will be quoted by Camion at time of the request. Pricing will be discussed and agreed to by the member prior to placement of an order.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Taxes (both Canadian or US state) are not included in the pricing and may be added by Camion or the independent dealer at time of purchase. Any Training, installation or inspection charges will be dictated by the dealer as this service is not required by Camion as the manufacturer.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Shipping direct from us as the Manufacturer to local dealer is listed on the pricelist as a destination charge. If shipped direct from us to Sourcewell member an additional \$250 drop fee will be applied. Shipping from dealer to Sourcewell member will be negotiated between the dealer and the customer.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Shipping or delivery to Alaska or Hawaii or offshore, will need to be arranged by the Sourcewell Member.  Shipping destination charges for Canada are listed on the pricelist.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Camion has MEGASTORES in key locations which stock product ahead of the winter season. These locations may have standard product on hand allowing customer to receive and put goods to immediate use.	*

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	We don't typically offer a special discount for Government Entities but we are offering Sourcewell members 5% off of MSRP on this contract.

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	<p>All quotes will be reviewed by our sales and customer service team, even when our dealers are taking the lead with the member. This will allow us to know each time the contract is being used as the source for pricing and terms and conditions.</p> <p>Our independent dealers and sales and customer service teams will adhere to the following:</p> <ul style="list-style-type: none"> <li>• The Sourcewell membership number will be included on all documents</li> <li>• The Sourcewell contract number will be included on all documents</li> <li>• The Sourcewell member's purchase order will be submitted to Camion when it is completed by the dealer</li> <li>• The dealer will invoice the member to receive their commission payment</li> <li>• Sourcewell pricing will be clearly noted on separate Sourcewell contract price book or pages</li> <li>• Our sales, customer service and dealers will receive mandatory training on the proposal and Sourcewell Terms and Conditions</li> <li>• The sales and customer service teams will input the member and contract numbers into the order system for reporting</li> </ul>
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Camion tracks our sales via our ERM system. We will track the number of quotes and actual sales under the contract along with year-over-year revenue totals through the contract.
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	<p>Our goal is to remain as competitive as possible with our pricing.</p> <p>We propose a fee of 2% excluding the price of shipping and open source or custom items.</p>

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>Brine Makers</p> <p>BM3000 - LARGE BRINE MASTER</p> <ul style="list-style-type: none"> <li>• (181 inches X 82 inches X 65 inches / dry weight 1,000 pounds)</li> <li>• 600 Gallon mixing tank</li> <li>• 2 cubic yard hopper - manufactured with one-piece HDPE grey Poly</li> <li>• 230-volt, 30 amp electrical connection</li> <li>• Solid steel Frame</li> <li>• Brine Production Capacity - up to 2600 gal/hour</li> </ul> <p>BM1600 -SMALL BRINE MASTER</p> <ul style="list-style-type: none"> <li>• (90 inches X 72 inches X 68 inches / dry weight 520 pounds)</li> <li>• 400 Gallon mixing tank</li> <li>• .5 cubic yard hopper - manufactured with one-piece HDPE grey Poly</li> <li>• 115-volt, 20 amp electrical connection</li> <li>• Solid steel Frame</li> <li>• Brine Production Capacity - up to 1600 gal/hour</li> </ul> <p>Brine Storage Tanks - all our tanks include:</p> <ul style="list-style-type: none"> <li>• 16" lid</li> <li>• Tie Down Points</li> <li>• Siphon Tube</li> <li>• Single piece Rotomold HDPE construction</li> <li>• 1.9 Specific Gravity</li> <li>• Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids</li> <li>• 10 year warranty</li> </ul> <p>THV01100GYC</p> <ul style="list-style-type: none"> <li>• 60" DIAMETER X 97" HEIGHT</li> </ul>

- dry weight 210 lbs
  - Capacity - 1,100 gallons
  - Drain / Recirc Fittings - 2 inches (Poly or Stainless available)
- THV03000GYC
- 90" DIAMETER X 125" HEIGHT
  - Dry weight - 550 lbs
  - Capacity - 3,126 gallons
  - Drain/Recirc Fittings - 3 inches (Poly or Stainless available)
- THV05000GYC
- 110" DIAMETER X 150" HEIGHT
  - Dry weight - 1,210

lbs

- Capacity - 5,500 gallons
  - Drain/Recirc Fittings - 3 inches (Poly or Stainless available)
- THV10000GYC
- 144" DIAMETER X 178" HEIGHT
  - Dry weight - 2,800 lbs
  - Capacity - 10,400 gallons
  - Drain/Recirc Fittings - 3 inches (Poly or Stainless available)

Brine Transport Tanks - all tanks include

- 16" lid
- Tie Down Points
- Sight Gauge and Siphon Tube
- Single piece Rotomold HDPE construction
- 1.9 Specific Gravity
- Pin Mount Construction
- Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids

- Optional Baffle Balls to prevent sloshing
- Optional Recirculation Fitting
- 10-year warranty

THF01000ORC

- 94" length X 60" width X 63" height
- Dry weight - 435 lbs
- Capacity - 1,100 gallons
- Drain Fittings - 2 inches (Poly or Stainless available)

THF01600ORC

- 130" length X 71" width X 51" height
- Dry weight - 590 lbs
- Capacity - 1,600 gallons
- Drain Fittings - 3 inches (Poly or Stainless available)

THF02200ORC

- 130" length X 87" width X 90" height
- Dry weight - 770 lbs
- Capacity - 2,200 gallons
- Drain Fittings - 3 inches (Poly or Stainless available)

THF03000ORC

- 130" length X 87" width X 90" height
- Dry weight - 1,210 lbs
- Capacity - 3,000 gallons
- Drain Fittings - 3 inches (Poly or Stainless available)

THF04500ORC

- 179" length X 95" width X 84" height
- Dry weight - 1,870 lbs
- Capacity - 4,500 gallons
- Drain Fittings - 3 inches (Poly or Stainless available)

Relocatable Storage

- 16" lid
- Tie Down Points
- Siphon Tube
- available 2 inch or 3 inch pump and plumbing options.
- Single piece Rotomold HDPE construction
- 1.9 Specific Gravity
- Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids
- 10 year warranty

IMSWC6000

Double Cone Trailer

- 2-3,000 gallon cone-bottom storage tanks

- 21 inches length X 100 inches width X Height - (Raised - 158"/Lowered - 146")
  - Dry weight - 2,800 lbs
- IMSWC9000
- Triple Cone Trailer
  - 3 3,000 gallon cone-bottom storage tanks
  - 29 inches length X 100 inches width X Height - (Raised - 158"/Lowered - 146")
  - Dry weight - 4,090 lbs

## Ice Control Sprayers

## H-Series

## IMH050

- 50 Gallon Ice Master H Series 3-point Sprayer
- 32 inches length X 55" width X 43 inches height
- 3-point linkage hitch
- IMSB7 - 7 nozzle boom - upto 6 ft spray width
- optional Hose Reel

## U-Series Sprayer

## IMU100

- 100 Gallon U Series UTV Sprayer
- 49 inches length X 45" width X 27 inches height
- 100 ft hose reel
- IMSB7H - 7 nozzle boom - upto 6 ft spray width

## E Series Sprayer

- 3 Independent Electric Pumps
- Proven Pin-mount System
- Sight Gauge
- 2" Fill Port
- In Cab Controller
- Pressure Controller

## IME250

- 250 Gallon E Series Truck Mount Sprayer
- 80" length X 43" width X 39" height
- Dry weight - 445 lbs

## IME300

- 300 Gallon E Series Truck Mount Sprayer
- 102" length X 48" width X 40" height
- Dry weight - 530 lbs

## IME500

- 500 Gallon E Series Truck Mount Sprayer
- 104" length X 57" width X 50" height
- Dry weight - 670 lbs

## T Series Sprayer

- Baffle balls
- Integrated Fork Point Slots
- Double Spray bar for high volume pre & post-treatment spray bars
- Choice of Motor/Pump
- In Cab Controls
- Optional StormCommander GPS controls
- Optional Hose Reel
- Optional Work Lights

## IMT250

- 250 Gallon T Series Truck Mount Sprayer
- 81" length X 48" width X 39" height
- dry weight - 475 lbs
- Optional Electric or Gas Motor

## IMT300

- 300 Gallon T Series Truck Mount Sprayer
- 102" length X 48" width X 40" height
- dry weight - 560 lbs
- Electric or Gas Motor

## IMT500

- 500 Gallon T Series Truck Mount Sprayer
- 104" length X 57" width X 50" height
- dry weight - 700 lbs
- Electric, Hydraulic or Gas Motor

## IMT800

- 800 Gallon T Series Truck Mount Sprayer
- 120" length X 61" width X 59" height
- dry weight - 935 lbs
- Electric, Hydraulic or Gas Motor

## IMT1000

- 1000 Gallon T Series Truck Mount Sprayer
- 120" length X 61" width X 75" height

		<ul style="list-style-type: none"> <li>• dry weight - 1,035 lbs</li> <li>• Electric, Hydraulic or Gas Motor</li> </ul> <p>IMT1200</p> <ul style="list-style-type: none"> <li>• 1200 Gallon T Series Truck Mount Sprayer</li> <li>• 127" length X 72" width X 66" height</li> <li>• dry weight - 1,250 lbs</li> <li>• Hydraulic or Gas Motor</li> </ul> <p>IMT1600</p> <ul style="list-style-type: none"> <li>• 1600 Gallon T Series Truck Mount Sprayer</li> <li>• 156" length X 72" width X 70" height</li> <li>• dry weight - 1,495 lbs</li> <li>• Hydraulic or Gas Motor</li> </ul> <p>IMT1900</p> <ul style="list-style-type: none"> <li>• 1900 Gallon T Series Truck Mount Sprayer</li> <li>• 156" length X 72" width X 750" height</li> <li>• dry weight - 1,598 lbs</li> <li>• Hydraulic or Gas Motor</li> </ul> <p>IMT2500</p> <ul style="list-style-type: none"> <li>• 2500 Gallon T Series Truck Mount Sprayer</li> <li>• 159" length X 87" width X 84" height</li> <li>• dry weight - 2,040 lbs</li> <li>• Hydraulic or Gas Motor</li> </ul> <p>IMT3000</p> <ul style="list-style-type: none"> <li>• 3000 Gallon T Series Truck Mount Sprayer</li> <li>• 159" length X 87" width X 99" height</li> <li>• dry weight - 2,295 lbs</li> <li>• Hydraulic or Gas Motor</li> </ul> <p>Diesel Transfer Tanks</p> <ul style="list-style-type: none"> <li>• 10 GPM Vane Pump</li> <li>• 20" hose</li> <li>• Auto Shut-off spray gun</li> </ul> <p>RDU025C10DC</p> <ul style="list-style-type: none"> <li>• 25 GAL DIESEL FUEL BOSS - COMPACT</li> <li>• 32" length X 27" width X 20" height</li> <li>• Dry weight - 69 lbs</li> </ul> <p>RDU055C10DC</p> <ul style="list-style-type: none"> <li>• 55 GAL DIESEL FUEL BOSS - COMPACT</li> <li>• 32" length X 27" width X 30" height</li> <li>• Dry weight - 80 lbs</li> </ul> <p>RDU075N10DC</p> <ul style="list-style-type: none"> <li>• 75 GAL DIESEL FUEL BOSS - NARROW</li> <li>• 51" length X 21" width X 31" height</li> <li>• Dry weight - 90 lbs</li> </ul> <p>RDU100S10DC</p> <ul style="list-style-type: none"> <li>• 100 GAL DIESEL FUEL BOSS - STANDARD</li> <li>• 47" length X 34" width X 34" height</li> <li>• Dry weight - 100 lbs</li> </ul>
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Brine Production and Storage

\*

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
71	Salt;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer Salt at this time.	*
72	Brine;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer brine, but we have a great Brine Master series that will allow the Sourcewell member to produce their own brine.	*
73	Anti-icing or or de-icing solids, liquids, and agents designed or intended for de-icing or anti-icing applications;	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not offer at this time.	*
74	Storage tanks and systems designed to produce brine, anti-icing, or de-icing agents with related supplies and accessories	<input checked="" type="radio"/> Yes <input type="radio"/> No	Camion offers the Brine Master system to produce brine and multiple styles of brine storage tanks.	*

**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 75. NOTICE:** To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
		None

**Documents****Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Camion USD SOURCEWELL MSRP Price List 22-23.pdf - Tuesday March 14, 2023 14:45:06
- [Financial Strength and Stability](#) - Enduraplas - Experian credit report.pdf - Tuesday March 14, 2023 14:45:26
- [Marketing Plan/Samples](#) - Camion 2023 E8.pdf - Tuesday March 14, 2023 14:44:51
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - Warranty (Mfr) - Camion Systems Final Draft 4863-0030-0110 v.1 - Clean Final 230208.pdf - Tuesday March 14, 2023 08:21:02
- [Standard Transaction Document Samples](#) - Sample sales documents.pdf - Tuesday March 14, 2023 14:46:42
- Upload Additional Document (optional)

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Denice Pape, Customer Service Manager, Enduraplas, LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_2_Salt_and_Brine_RFP_031423</b> Mon March 6 2023 04:36 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_1_Salt_and_Brine_RFP_031423</b> Thu February 16 2023 02:52 PM	<input checked="" type="checkbox"/>	1

**AMENDMENT #1  
TO  
CONTRACT # 031423-EDP**

THIS AMENDMENT is effective upon the date of the last signature below by and between **Sourcewell** and Tank Holding Corp, acquirer of certain assets and liabilities of **Enduraplas LLC** (Supplier).

Sourcewell awarded a contract (031423-EDP) to Supplier to provide Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems to Sourcewell and its Participating Entities, effective May 17, 2023, through May 30, 2027 (Contract).

On May 22, 2023, Tank Holding Corporation acquired the assets and liabilities of Premia Group/Enduraplas LLC, the original supplier awarded a contract by Sourcewell. Sourcewell consents to the change in ownership of the Contract.

As of the effective date of this Amendment, all references to “Enduraplas LLC” in the Contract will be replaced with “Tank Holding Corporation.”

Except as amended, the Contract remains in full force and effect.

**Sourcewell**

Signed by:  
By: Jeremy Schwartz  
C0FD2A139D06489...  
Jeremy Schwartz, Chief Procurement Officer

Date: 3/12/2025 | 1:21 PM CDT

**Tank Holding Corporation**

Signed by:  
By: Sharon Schindel  
465EAF7EE2E343E...  
Sharon Schindel, Chief Financial Officer

Date: 3/12/2025 | 1:12 PM CDT



## Liquid De-icing Equipment

01/09/2026

Village of Oak Brook  
3003 Jorie Blvd  
Oak Brook, IL 60523

## Brine Manufacturing Equipment

### I. Brine Master 3000

- "Salt Exact" Salinity Reader
- Digital Flow Meter
- 3,000 gals per hour production rate
- Stainless Steel frame & Poly Tank & Hopper
- Customer Supplies
  - 230 Volt Power
  - 2" Water

**\$33,490.00**

34523 N Wilson Rd    Ingleside, IL 60041

[www.kaplanliquidsolutions.com](http://www.kaplanliquidsolutions.com)

630-538-9933



Village of Oak Brook  
 3003 Jorie Blvd  
 Oak Brook, IL 60523

01/09/2026

### Budget Summary

Description	Unit Cost	Qty	Amount	Initial Acceptance
Brine Master 3000	\$33,490.00	1	\$33,490.00	
	<b>Sub Total</b>		<b>\$33,490.00</b>	
Minus SourceWell Discount	5%		-\$1,674.50	
	<b>Sales Tax</b>	7%	N/A	
Initial Brine Maker Training			No Charge	
Freight additional	Freight/Delivery		\$435.00	
		<b>Total</b>	<b>\$32,250.50</b>	

**PROPOSAL ACCEPTANCE.** Proposals are subject to acceptance by the signing of a contract and issuance of an appropriate purchase order at any time within sixty (60) days after the receipt of quotes unless otherwise stipulated.

**Village of Oak Brook**

\_\_\_\_\_

**Approval Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Po Number**

# BRINE MASTER®



**CAMION®**

**\*SALT-EXACT  
SALINITY READER**

Our upgraded refractometer salinity reader gives you hyper-accurate brine salinity readings.

**\*FLOW METER**

A flow meter comes standard so you can easily monitor your flow rate.

**CENTRAL  
CONTROL STATION**

All your valves are in one place to make operating the Brine Master® a breeze.

**\*FULLY-DRAINABLE  
HOPPER**

Built for easy maintenance, with a fully-drainable hopper for hassle-free cleaning.

**PLUG-N-PLAY  
ELECTRONICS**

Pre-wired to approved standards. Easy to hook up and make brine.

**ALL-IN-ONE  
COMPLETE UNIT**

A complete unit with all the components. No shopping for further items.



## THE ULTIMATE ALL- IN-ONE BRINE MAKER

The Brine Master® includes an integrated mixing tank and plug-and-play electronics to jump-start your in-house brine production with no additional parts. And it's built tough, with a stainless frame and no finicky automated sensors to go down when you need it most.



[www.camionsystems.com](http://www.camionsystems.com)

\*Starred features are only applicable to the Brine Master® 3000.

# SPECIFICATIONS

MODEL	PRODUCT CODE	FRAME TYPE	BRINE PRODUCTION	DIMENSIONS LxWxH	TANK TYPE	HOPPER VOLUME	MIXING TANK CAPACITY
BRINE MASTER® 3,000	BM3000	Stainless Steel	Up to 3,000 gal/hour	181" x 65" x 82"	Single-Piece roto mold HDPE	2 Cu Yards	600 gal
BRINE MASTER® 1,600	BM1600	Stainless Steel	Up to 1,600 gal/hour	90" x 68" x 72"	Single-Piece roto mold HDPE	0.5 Cu Yards	400 gal



**BRINE MASTER® 1600**



**BRINE MASTER® 3000**

## NOTES:



**ITEM 8.A.3.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

## **AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Golf Merchandise for Resale  
**FROM:** Art Segura, Sports Core Director

**BUDGET SOURCE/BUDGET IMPACT:** Golf Club General Operations (831) - \$100,000 is budgeted for purchase of merchandise for resale.

**RECOMMENDED MOTION:** I move that the Village Board approve Resolution R-2345 waiving the formal bidding process and authorize staff to issue purchase orders, not to exceed \$100,000, for the purchase of golf merchandise for resale.

### **Background/History:**

Staff recommends that the Village Board authorize the issuance of Purchase Orders, as necessary throughout the year, in line with the approved Budget. The Oak Brook Golf Club has allocated \$100,000 for merchandise procurement this year, covering both stock and special orders.

Purchases are made from approximately 15 different manufacturers or their representatives, and bidding for these items would not be practical as we already secure the best available prices through direct purchase. Our current plan involves purchasing items from these manufacturers, with individual annual expenditures ranging from \$500 to \$28,000 per manufacturer. It is important to highlight that not all retail items are acquired simultaneously. Additional items will be purchased as inventory levels decrease, ensuring that we replenish stock as the season progresses. Please see attached documents of what we plan to purchase throughout the golf season.

### **Recommendation:**

Staff recommends that the Village Board waive bidding, and authorize staff to issue purchase orders not to exceed \$100,000 for the purchase of golf merchandise for resale.

### **Attachments:**

1. 2026-R-2345
2. Pro Shop Retail Budget Plan 2026



---

---

THE VILLAGE OF OAK BROOK  
COOK AND DUPAGE COUNTIES, ILLINOIS

---

---

RESOLUTION  
NUMBER 2026-SC-GOLF-PG-R-2345

---

---

A RESOLUTION  
TO WAIVE COMPETITIVE BIDDING AND APPROVE STAFF TO  
PURCHASE MERCHANDISE FOR RESALE FOR THE OAK  
BROOK GOLF CLUB

---

---

LAURENCE E. HERMAN, Village President  
NETASHA SCARPINITI, Village Clerk

NAVEEN JAIN  
MICHAEL MANZO  
MELISSA MARTIN  
JAMES NAGLE  
A. SURESH REDDY  
EDWARD TIESENGA

Village Board

---

---

Published in pamphlet form by authority of the  
President and the Board of Trustees of the Village of Oak Brook  
on this 27<sup>th</sup> day of January 2026

---

---

RESOLUTION NO. 2026-SC-GOLF-PG-R-2345

A RESOLUTION  
TO WAIVE COMPETITIVE BIDDING AND APPROVE STAFF TO PURCHASE MERCHANDISE  
FOR RESALE FOR THE OAK BROOK GOLF CLUB

WHEREAS, the Village of Oak Brook is a municipal corporation with authority provided for and granted pursuant to the Illinois Municipal Code to exercise certain powers and perform certain functions pertaining to its local government and affairs;

WHEREAS, the Village of Oak Brook (hereinafter referred to as "Village") upon approval of the Village President and Board of Trustees (collectively, the "Corporate Authorities") may enter into an Agreement with another party pursuant to Illinois Statute;

WHEREAS, the Village owns and operates the Oak Brook Golf Club located within the Village of Oak Brook, which includes a club house and retail component;

WHEREAS, Staff recommends that the Village Board authorize the issuance of Purchase Orders, as necessary throughout the year, in an amount not-to-exceed \$100,000.00, to purchase both stock and special orders of merchandise for resale at the Oak Brook Golf Club;

WHEREAS, the Village of Oak Brook Corporate Authorities are of the opinion that it is in the best interests of the Village of Oak Brook to approve Staff to issue said Purchase Orders as necessary for the purposes referenced herein.

NOW, THEREFORE, BE IT RESOLVED, in open meeting assembled, by the Village President and Board of Trustees of the Village of Oak Brook, DuPage and Cook Counties, Illinois as follows:

Section One – Recitals

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section Two – Approval

The President and Board of Trustees hereby approve Staff to issue Purchase Orders, as necessary throughout the year, in an amount not-to-exceed \$100,000.00, to purchase both stock and special orders of merchandise for resale at the Oak Brook Golf Club.

Section Three – Authorization and Direction

The Village Manager is hereby authorized to execute, and if necessary, the Village Clerk is hereby authorized to attest said Purchase Orders, as necessary throughout the year, in an amount not-to-exceed \$100,000.00, to purchase both stock and special orders of merchandise for resale at the Oak Brook Golf Club.

Section Four - Other Actions Authorized

The officers, employees and/or agents of the Village shall take all actions necessary or reasonably required to carry out and give effect to the intent of the Purchase Order and otherwise to consummate the transactions contemplated herein, and shall take all actions necessary in conformity therewith including, without limitation, the execution and delivery of all documents required to be delivered in connection with the transaction contemplated herein.

#### Section Five - Authorization of Expenditures

The Corporate Authorities hereby authorize and direct the expenditure of all costs related to the execution of the Purchase Order, additionally, the Village is authorized and directed to allocate and spend all necessary funds to fulfill the requirements of the Purchase Order and of this Resolution.

#### Section Six – Waiver of Bidding Process

To the extent that any requirement of bidding would be applicable to the transactions contemplated hereunder, the same is hereby waived.

#### Section Seven - Acts of Village Officials

That all past, present and future acts and doings of the officials of the Village that are in conformity with the purpose and intent of this Resolution are hereby, in all respects, ratified, approved, authorized and confirmed.

#### Section Eight – Effective Date

This resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

#### Section Nine - Publication

This resolution shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

#### Section ten – Conflict Clause

All resolutions, parts of resolutions or board actions in conflict herewith are hereby repealed to the extent of such conflict.

#### Section Eleven – Saving Clause

If any section, paragraph, clause or provision of this resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this resolution, which are hereby declared to be separable.

#### Section Twelve – Recording

This resolution shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Oak Brook.

PASSED THIS 27<sup>th</sup> day of January 2026.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

APPROVED THIS 27<sup>th</sup> day of January 2026.

\_\_\_\_\_  
LAURENCE E. HERMAN,  
Village President

ATTEST:

\_\_\_\_\_  
NETASHA SCARPINITI,  
Village Clerk

## OBGC 2025 Pro Shop Retail Merchandise Budget

	Cost	Projected <u>Retail Revenue</u>	Gross Profit	Gross <u>Profit Margin</u>
<b><u>Srixon</u></b>				
Golf Balls	\$ 7,100	\$ 13,600	\$ 6,500	48%
Gloves	\$ 2,100	\$ 3,610	\$ 1,510	36%
Hats	\$ 800	\$ 1,120	\$ 320	40%
 <b><u>Shoes and Apparel</u></b>				
<b><u>Nike</u></b>				
Mens apparel-shirts, shorts, 1/4 zips	\$ 2,570	\$ 4,530	\$ 1,960	44%
Womens apparel-shirts, skorts	\$ 1,065	\$ 1,850	\$ 785	43%
 Mens Shoes	 \$ 1,600	 \$ 2,240	 \$ 640	 40%
Womens Shoes	\$ 475	\$ 665	\$ 190	40%
 <b><u>Foot Joy</u></b>				
Shoes approx \$80 x 28 pair	\$ 2,500	\$ 4,150	\$ 1,650	40%
Gloves 288 gloves x \$11	\$ 3,200	\$ 5,360	\$ 2,160	37%
socks	\$ 300	\$ 550	\$ 250	42%
 <b><u>Adidas</u></b>				
Belts 12 at \$12.50	\$ 150	\$ 250	\$ 100	42%
Shirts \$36.25 x \$40	\$ 1,450	\$ 2,580	\$ 1,130	42%
 <b><u>Sunice</u></b>				
Apparel-hoodies, 1/4 zip, vests	\$ 2,500	\$ 4,420	\$ 1,920	42%
Sunice credit applied	\$ (525)			
 <b><u>Bad Birdie or similar</u></b>				
	\$ 2,000	\$ 3,350	\$ 1,350	37%
 <b><u>Block letter hats - OBGC or OAKB</u></b>				
24 hats at \$24	\$ 600	\$ 1,005	\$ 405	37%
 <b><u>Black Clover</u></b>				
96 hats x \$20	\$ 2,000	\$ 3,350	\$ 1,350	40%
  <b><u>Titleist</u></b>				
balls	\$ 24,000	\$ 36,600	\$ 12,600	30%

hats, visors, winter hats and sun/bucket	\$	1,800	\$	3,420	\$	1,620	42%
umbrellas, towels,	\$	1,000	\$	1,840	\$	840	42%
bags	\$	1,200	\$	2,200	\$	1,000	42%
Titleist credit applied	\$	(5,000)					

**Callaway**

Golf Balls	\$	14,000	\$	23,600	\$	9,600	37%
Hats, Bags, Towels, Umbrellas	\$	3,000	\$	5,580	\$	2,580	47%

**Taylor Made**

Golf Balls	\$	9,000	\$	14,560	\$	5,560	39%
Hats	\$	600	\$	970	\$	370	38%
Demo Driver w 3 shaft options	\$	300	\$	300	\$	-	0%
TM credit- 2 Drivers, 3 wedges returned	\$	(900)					

**Misc.**

**St. Andrews**

Sunscreen							
Brushes							
Tees							
Poker Chips							
Divot Tool (Switchblade w magnet ball marker)	\$	2,600	\$	5,200	\$	2,600	46%
MAXX, Oasis or basic Sunglasses	\$	1,000	\$	1,860	\$	860	46%

**Devant**

60 OBGC Towels @ \$11.50	\$	700	\$	1,300	\$	600	46%
--------------------------	----	-----	----	-------	----	-----	-----

**Nexbelt**

	\$	600	\$	1,080	\$	480	40%
--	----	-----	----	-------	----	-----	-----

**AM & E**

accessory pouch, etc.	\$	1,000	\$	1,770	\$	770	44%
-----------------------	----	-------	----	-------	----	-----	-----

<b>Totals</b>	<b>\$</b>	<b>84,785</b>	<b>\$</b>	<b>152,910</b>	<b>\$</b>	<b>68,125</b>	<b>45%</b>
---------------	-----------	---------------	-----------	----------------	-----------	---------------	------------

Initial Merchandise Order Projection      \$152,910 - \$84,784 = \$68,125 Gross Profit



## OBGC 2026 Pro Shop

### Srixon

Golf Balls	QTY	Est. Unit Cost
Z Star	78	32
Q Star	84	24
Soft Feel	138	16
Marathon	150	10.5
Gloves	132	6.5
Logo Hats	36	16
Winter Hats	6	18

### Nike

Mens Shoes	0	50
------------	---	----

### Foot Joy

Shoes	0	60
-------	---	----

#### **Gloves**

OB Logo Glove	336	13
Stasof Glove	78	17
Junior	36	7
Socks	60	5

### Adidas

Belts	16	13
Shirts/Outerwear	51	41
Shorts	10	35
Logo Hats	18	18

### Sunice

Outerwear	13	60
-----------	----	----

### Bobby Jones

Shirts	45	55
Outerwear	17	65

### Black Clover

#### **Headwear**

Hats	72	23
Logo Hats	48	18

**Apparel**

Mens Shirts	24	45
Women's Shirts	18	45
Outerwear	24	60

**Titleist****Balls**

Prov1/x	366	43
Tour Soft	72	30
Velocity	144	24
Trufeel	120	20
AVX	84	40

**Headwear**

Premier Hats	42	21
Logo hats	48	22
Winter Hats	12	19
Bucket	12	25
Wedges	8	175
Gloves	240	13
Logo Towels	12	22
Towels	12	18

**Callaway****Golf Balls**

	Qty	Est. Unit Price
Chrome	168	42
Supersoft	198	21
Logo Balls	300	1.5

**Hats**

Logo Hats	36	26
Premier/Other Hats	78	23
Bucket	9	25

**Gloves**

Weatherspann	120	9
Winter/Rain Gloves	12	18
Mittens	4	25

Logo Towels	12	20
Towels	12	17

Putters	2	175
---------	---	-----

**Taylor Made**

<b>Golf Balls</b>		
TP5/X	132	42
TP5/X Theme/Logo	27	50
Speedsoft	78	17
Tour Response	36	28
OB Hats	36	17
Hats	24	15

### St. Andrews

Brushes	12	2.5
2 3/4 Tees	700	0.32
3 1/4 Tees	700	0.4
Plastic Tees	108	5.5
Poker Chips	250	1
Divot Tool (Switchblade w magnet ball marker)	90	8.25

### Wear SPF

Sunscreen	72	12
-----------	----	----

### Devant

Logo Towels	72	12
-------------	----	----

### Nexbelt

Belts	0	35
-------	---	----

Wittek OB Golf Flags	12	32
-------------------------	----	----

### **Special Orders**

All Clubs and other	1	10000
---------------------	---	-------

**Totals**

Initial Merchandise Order Projection

## o Retail Merchandise Budget

<u>Est.</u> <u>Total Cost</u>	<u>Est.</u> <u>Retail Price</u>	<u>Projected</u> <u>Retail Revenue</u>	<u>Gross</u> <u>Profit</u>	<u>Gross</u> <u>Profit Margin</u>
\$ 2,496	\$ 56	\$ 3,566	\$ 1,070	43%
\$ 2,016	\$ 44	\$ 2,932	\$ 916	45%
\$ 2,208	\$ 32	\$ 3,312	\$ 1,104	50%
\$ 1,575	\$ 30	\$ 2,599	\$ 1,024	65%
\$ 858	\$ 16	\$ 1,367	\$ 509	59%
\$ 576	\$ 35	\$ 889	\$ 313	54%
\$ 108	\$ 34	\$ 159	\$ 51	47%
\$ -	\$ 100	\$ -	\$ -	50%
\$ -	\$ 120	\$ -	\$ -	50%
\$ 4,368	\$ 23	\$ 6,267	\$ 1,899	43%
\$ 1,326	\$ 25	\$ 1,750	\$ 424	32%
\$ 252	\$ 14	\$ 378	\$ 126	50%
\$ 300	\$ 9	\$ 433	\$ 133	44%
\$ 208	\$ 26	\$ 312	\$ 104	50%
\$ 2,091	\$ 82	\$ 3,137	\$ 1,046	50%
\$ 350	\$ 70	\$ 525	\$ 175	50%
\$ 324	\$ 35	\$ 481	\$ 157	49%
\$ 780	\$ 120	\$ 1,170	\$ 390	50%
\$ 2,475	\$ 120	\$ 3,816	\$ 1,341	54%
\$ 1,105	\$ 140	\$ 1,697	\$ 592	54%
\$ 1,656	\$ 36	\$ 2,254	\$ 598	36%
\$ 864	\$ 38	\$ 1,319	\$ 455	53%

\$	1,080	\$	90	\$	1,620	\$	540	50%
\$	810	\$	90	\$	1,215	\$	405	50%
\$	1,440	\$	120	\$	2,160	\$	720	50%

\$	15,738	\$	64	\$	20,902	\$	5,164	33%
\$	2,160	\$	46	\$	2,911	\$	751	35%
\$	3,456	\$	36	\$	4,608	\$	1,152	33%
\$	2,400	\$	32	\$	3,300	\$	900	38%
\$	3,360	\$	56	\$	4,320	\$	960	29%

\$	882	\$	36	\$	1,250	\$	368	42%
\$	1,056	\$	38	\$	1,501	\$	445	42%
\$	228	\$	35	\$	332	\$	104	46%
\$	300	\$	40	\$	413	\$	113	38%

\$	1,400	\$	225	\$	1,711	\$	311	22%
\$	3,120	\$	23	\$	4,477	\$	1,357	43%
\$	264	\$	38	\$	375	\$	111	42%
\$	216	\$	35	\$	321	\$	105	49%

\$	7,056	\$	64	\$	9,482	\$	2,426	34%
\$	4,158	\$	32	\$	5,587	\$	1,429	34%
\$	450	\$	3	\$	675	\$	225	50%

\$	936	\$	38	\$	1,232	\$	296	32%
\$	1,794	\$	36	\$	2,442	\$	648	36%
\$	225	\$	40	\$	309	\$	84	38%

\$	1,080	\$	16	\$	1,553	\$	473	44%
\$	216	\$	32	\$	311	\$	95	44%
\$	100	\$	34	\$	126	\$	26	26%

\$	240	\$	38	\$	354	\$	114	47%
\$	204	\$	36	\$	312	\$	108	53%

\$	350	\$	250	\$	455	\$	105	30%
----	-----	----	-----	----	-----	----	-----	-----

\$	5,544	\$	64	\$	7,450	\$	1,906	34%
\$	1,350	\$	68	\$	1,707	\$	357	26%
\$	1,326	\$	32	\$	1,948	\$	622	47%
\$	1,008	\$	40	\$	1,310	\$	302	30%
\$	612	\$	38	\$	950	\$	338	55%
\$	360	\$	35	\$	566	\$	206	57%
\$	30	\$	9	\$	52	\$	22	72%
\$	224	\$	1.50	\$	400	\$	176	79%
\$	280	\$	2	\$	504	\$	224	80%
\$	594	\$	11	\$	891	\$	297	50%
\$	250	\$	3	\$	417	\$	167	67%
\$	743	\$	16	\$	1,102	\$	360	48%
\$	864	\$	22	\$	1,257	\$	393	45%
\$	864	\$	26	\$	1,329	\$	465	54%
\$	-	\$	55	\$	-	\$	-	36%
\$	384	\$	48	\$	512	\$	128	33%
\$	10,000	\$		\$	12,500	\$	2,500	25%

Gross Cost	Gross Revenue	Net Revenue	Avg Profit Margin
\$ 105,088	\$ 145,509	\$ 40,421	45%



**ITEM 8.A.4.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

**AGENDA ITEM**  
Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Approval of Integrated Marketing Contract with Crain’s Chicago Business

**FROM:** Joseph Mitchell, Assistant Village Manager  
Susan Rose, Marketing Manager

**BUDGET SOURCE/BUDGET IMPACT:** \$35,628 from account #171-73600, Advertising/Promotion

**RECOMMENDED MOTION:** I move that the Village Board approve Resolution R-2347, Approving and Authorizing the Execution of an Agreement By and Between the Village of Oak Brook and Crain’s Chicago Business

**Background/History:**

The Village of Oak Brook proposes entering into a 2026 integrated marketing partnership with *Crain’s Chicago Business* to strategically position Oak Brook as Chicagoland’s premier location for corporate headquarters and business operations. *Crain’s* is widely recognized as the leading source of Chicago-area business news and is a primary resource for executives across multiple industries. Its audience represents a highly engaged and influential business community:

- 96% engage with the platform weekly or more
- 93% take action based on *Crain’s* content
- 75% lead or work within privately held companies
- 72% hold director-level or higher positions
- Average reader net worth exceeds \$3 million

Strengthening Oak Brook’s visibility among this audience supports the Village’s ongoing economic development goals. Attracting and retaining corporate users directly benefits the local economy and provides significant support to Oak Brook’s seven hotels, as corporate activity generates valuable room nights and meeting demand. The proposed 2026 advertising program leverages both print and digital channels to maximize reach and impact. The program includes:

- Two print display advertisements

- 50,000 digital impressions promoting Oak Brook as a premier business location
- One sponsored content article on Crains.com, permanently hosted on the site
- A series of native ads across Crain's homepage, newsletters, and article pages
- An additional 180,000 digital impressions specifically promoting Oak Brook hotels as the preferred destination for corporate and group meetings.

This partnership will reinforce Oak Brook's competitive position as a high value alternative to downtown Chicago while elevating awareness of our hospitality assets for corporate events and meetings.

**Recommendation:**

Staff recommends that the Village Board approve Resolution R-2347, Approving and Authorizing the Execution of an Agreement By and Between the Village of Oak Brook and Crain's Chicago Business.

**Attachments:**

1. 2026-MRTKG-CRAINSRESOLUTION
2. Campaign\_Order\_58628

---

---

**THE VILLAGE OF OAK BROOK**  
COOK AND DUPAGE COUNTIES, ILLINOIS

---

---

**RESOLUTION**  
NUMBER 2026-MRTKG-AG-R-2347

---

---

A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION OF AN  
INSERTION ORDER BY AND BETWEEN THE VILLAGE OF  
OAK BROOK AND CRAIN'S CHICAGO BUSINESS

---

---

LAURENCE E. HERMAN, Village President  
NETASHA SCARPINITI, Village Clerk

NAVEEN JAIN  
MICHAEL MANZO  
MELISSA MARTIN  
JAMES NAGLE  
A. SURESH REDDY  
EDWARD TIESENGA

Village Board

---

---

Published in pamphlet form by authority of the  
President and the Board of Trustees of the Village of Oak Brook  
on this the 27<sup>th</sup> day of January 2026

---

---

RESOLUTION NO. 2026-MRTKG-AG-R-2347

A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION OF AN INSERTION ORDER BY AND  
BETWEEN THE VILLAGE OF OAK BROOK AND CRAIN'S CHICAGO BUSINESS

WHEREAS, the Village of Oak Brook (hereinafter referred to as the "Village") is an Illinois Municipal Corporation organized pursuant to the laws of the State of Illinois;

WHEREAS, the Illinois Municipal Code authorizes and grants the Village the ability to exercise certain powers and perform certain functions pertaining to its local government and affairs;

WHEREAS, the Village upon approval of the corporate authorities may enter into an Agreement with another party pursuant to Illinois Statute;

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs that protect the health, safety and welfare of its residents including the adoption and imposition of certain taxes;

WHEREAS, the Village pursuant to 65 ILCS 5/8-3-4 has previously adopted a Hotel and Motel Tax which has been implemented for the purpose of promoting tourism and conventions or otherwise to attract nonresident overnight visitors to the Village of Oak Brook;

WHEREAS, Crain's Chicago Business (hereinafter referred to as the "Company") owns and operates a magazine with circulation targeting specific markets;

WHEREAS, the Village currently utilizes the funds derived from said tax to promote tourism and conventions as well as provide certain infrastructure improvements that will enhance those designated areas and zones in which hotels and motels are located in order to support the continued development and patronage of those areas, zones and the Village at large;

WHEREAS, the Village believes utilizing Crain's Chicago Business to highlight Oak Brook's attractiveness as a destination for corporate headquarters, strengthens its business ecosystem, and translates into increased hotel room nights as corporate travel, meetings and events are drawn to the Village;

WHEREAS, the Corporate Authorities of the Village desire to allocate funds from the Hotel and Tourism Fund for the purchase of advertisement space within Company's 2026 magazine and digital publications to promote the attraction of nonresident visitors to further support the Village's commercial and business districts;

WHEREAS, the Corporate Authorities of the Village of Oak Brook are of the opinion that that it is in the best interests of the safety, health and welfare of the residents to allocate the funds as referenced herein; and

WHEREAS, the Village of Oak Brook Corporate Authorities are of the opinion that it is in the best interests of the Village of Oak Brook to enter into the attached Insertion Order for Campaign No. 58628 (the "Insertion Order") with the Crain's Chicago Business for the purposes referenced herein.

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Oak Brook, DuPage and Cook Counties, Illinois as follows:

#### Section One – Recitals

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this resolution are full, true and correct and do hereby, by reference, incorporate and make them part of this resolution as legislative findings.

#### Section Two – Approval of Insertion Order

The Village hereby approves the Insertion Order substantially in the form attached hereto and made a part hereof collectively as Exhibit A.

#### Section Three – Authorization and Direction

The Village President is hereby authorized to execute, and the Village Clerk is hereby authorized to attest the Insertion Order, substantially in the form of such Insertion Order attached hereto as Exhibit A, with such changes therein as shall be approved by the Village Attorney and the officials of the Village executing the same, their execution thereof to constitute exclusive evidence of their approval to any and all changes or revisions therein from and after the execution and delivery of such Insertion Order.

#### Section Four - Other Actions Authorized

The officers, employees and/or agents of the Village shall take all actions necessary or reasonably required to carry out and give effect to the intent of this resolution and otherwise to consummate the transactions contemplated herein, and shall take all actions necessary in conformity therewith including, without limitation, the execution and delivery of all documents required to be delivered in connection with the transaction contemplated herein.

#### Section Five - Authorization of Expenditures

The Corporate Authorities hereby authorize and direct the expenditure of all costs related to the execution of the Insertion Order, additionally, the Village is authorized and directed to allocate and spend all necessary funds to fulfill the requirements of the Insertion Order and of this Resolution.

#### Section Six – Waiver of Bidding Process

To the extent that any requirement of bidding would be applicable to the transactions contemplated hereunder, the same is hereby waived.

#### Section Seven - Acts of Village Officials

That all past, present and future acts and doings of the officials of the Village that are in conformity with the purpose and intent of this resolution are hereby, in all respects, ratified, approved, authorized and confirmed.

Section Eight – Effective Date

This resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

Section Nine - Publication

This resolution shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

Section Ten – Conflict Clause

All resolutions, parts of resolutions or board actions in conflict herewith are hereby repealed to the extent of such conflict.

Section Eleven – Saving Clause

If any section, paragraph, clause or provision of this resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this resolution, which are hereby declared to be separable.

Section Twelve – Recording

This resolution shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Oak Brook.

The Remainder of this Page has been Intentionally Left Blank / Roll Call Vote follows:

APPROVED THIS 27<sup>th</sup> day of Janauury, 2026.

---

Laurence E. Herman  
Village President

PASSED THIS 27<sup>th</sup> day of January, 2026.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

ATTEST:

---

Netasha Scarpiniti  
Village Clerk

Exhibit A  
INSERTION ORDER

# CRAIN'S CHICAGO BUSINESS

A CRAIN FAMILY BRAND

1155 Gratiot Ave. | Detroit, MI 48207

Campaign #: 58628

Sales Rep(s): Laura Warren

Advertiser: Village of Oak brook

PO:

Insertion Order

1/20/2026

## Order Contact

Greg Summers  
gsummers@oak-brook.org

## Bill-To

Village of Oak brook  
ATTN: Susan Rose  
1200 Oak Brook Road  
OAK BROOK, IL 60523  
srose@oak-brook.org  
Account No: 146185

## Creative

Susan Rose  
srose@oak-brook.org

## Program Details

Print				<b>\$22,128.00</b>	
Package Component Detail	Size/Dimensions	Qty	Start Date	End Date	
Crain's Chicago Business Publication - Jr Page	Jr Page (40") (4colx10") (8.125x10)	1	2/9/2026	2/9/2026	
Crain's Chicago Business Publication - Jr Page	Jr Page (40") (4colx10") (8.125x10)	1	4/13/2026	4/13/2026	

Crain's Chicago Partner Content - Submitted				<b>\$6,000.00</b>	
Package Component Detail	Size/Dimensions	Qty	Start Date	End Date	
Crain's Chicago Content Studio Services - Sponsored Content - Submitted	Content published on branded article page	1	3/2/2026	3/2/2026	
Crain's Chicago Business Website - Native Homepage	Native Homepage Right Rail Desktop (1x1), Native Homepage Right Rail Mobile (1x1)	1	3/2/2026	3/8/2026	
Crain's Chicago Business Website - Native Right Rail	Native Article Desktop (1x1), Native Article Mobile (1x1)	75,000	3/2/2026	3/29/2026	
Crain's Chicago Native Newsletter - Native Morning 10	Native Ad	1	3/2/2026	3/8/2026	

Digital - ROS				<b>\$7,200.00</b>	
Package Component Detail	Size/Dimensions	Qty	Start Date	End Date	
Crain's Chicago Business Website - ROS Standard (MTL)	Medium Rectangle (300x250), Smartphone Banner (300x50), Leaderboard (728x90), Skyscraper, Large (300x600), Super Leaderboard 970x90 (970x90), Super Leaderboard/Billboard 970x250 (970x250)	180,000	3/1/2026	4/30/2026	
Crain's Chicago Business Website - ROS Standard (MTL) Value Add	Medium Rectangle (300x250), Smartphone Banner (300x50), Leaderboard (728x90), Skyscraper, Large (300x600), Super Leaderboard 970x90 (970x90), Super Leaderboard/Billboard 970x250 (970x250)	50,000	3/1/2026	4/30/2026	

**Cost Summary: (To be paid in USD)**

**Net Amount \$35,328.00**

**Notes:**

**Creative Instructions: Print:** All print material must be uploaded to <https://crn.navigahub.com/Portal/Client/CRN> and are due 10 days before the Issue Date(s). **Digital:** All digital materials must be submitted at least five days prior to campaign start to [AdOps-Chicago@crain.com](mailto:AdOps-Chicago@crain.com)

\* By signing this agreement, you have read and understood the terms, conditions and policies of this document as described in the section titled "Crain's Chicago Business, Terms, Conditions and Policies"

[CLICK HERE TO APPROVE AND SIGN THIS PROPOSAL](#)

## Crain's Chicago Business Terms, Conditions and Policies

[Terms and Conditions | Crain's Chicago Business](#)



**ITEM 8.B.1.**  
BOARD OF TRUSTEES MEETING  
SAMUEL E. DEAN BOARD ROOM  
BUTLER GOVERNMENT CENTER  
1200 OAK BROOK ROAD  
OAK BROOK, ILLINOIS  
630-368-5000

## **AGENDA ITEM**

Board of Trustees Regular Meeting  
of  
January 27, 2026

---

**SUBJECT:** Confirmation of Appointments - Community Engagement Committee

**FROM:** Laurence Herman, President

**BUDGET SOURCE/BUDGET IMPACT:** N/A

**RECOMMENDED MOTION:** I move that the Village Board approve President Herman's recommendation to appoint Madhuri Reddy to the Community Engagement Committee to fill a vacant position that expires in April 2027.

**Background/History:**

The Community Engagement Committee was established in 2023 to provide guidance and recommendations on communications and events that enhance the resident experience and community cohesiveness. It consists of seven members whose terms are set to expire in April 2027. Recently, one member resigned, creating a vacancy.

**Recommendation:**

Staff recommends that the Village Board approve President Herman's recommendation to appoint Madhuri Reddy to the Community Engagement Committee to fill a vacant position that expires in April 2027.

**Attachments:**

None