



City of Aurora, Illinois

Invitation to Bid 19-17

**Veterinary Medical Supplies
for the Aurora Animal Care & Control**

BID PROPOSALS DUE

**Wednesday, September 4, 2019
at 2:00 p.m.**

**City of Aurora
City Clerk's Office, 2nd Floor
44 E Downer Place
Aurora, Illinois**

CITY OF AURORA, ILLINOIS

INVITATION TO BID

TABLE OF CONTENTS

Invitation to Bid.....	ii
Bidder’s Certification.....	1
Bidder’s Tax Certification.....	2
Instructions to Bidders.....	4
Bid Specifications.....	Appendix A
Detailed Specifications.....	Appendix B
Bid Submittal Checklist.....	Appendix C
References.....	Appendix D
Contact Information	Appendix E
Bid Proposal Form.....	Appendix F
Agreement.....	Appendix G
Local Preference Application.....	Appendix H



**CITY OF AURORA
INVITATION TO BID
19-17
VETERINARY MEDICAL SUPPLIES
FOR THE AURORA ANIMAL CARE & CONTROL**

The City of Aurora invites you to bid on the anticipated purchase of veterinary medical supplies for the Aurora Animal Care & Control.

Sealed Bid proposals will be received at the office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507-2067 until 2:00 p.m., Wednesday, September 4, 2019 to determine proposals for the anticipated purchase of the above named items.

Attached please find specifications and other pertinent documents necessary for you to respond to this Invitation to Bid.

The contract will begin October 2019 and continue for 1 year and 3 months, with two 1-year extensions, subject to mutual consent between the City of Aurora and the Supplier.

DO NOT SEND OR DELIVER BIDS PROPOSALS to the Purchasing Division Office.

All proposals are to be submitted on the bid proposal form provided entitled: "Bid Proposal Form 19-17 Veterinary Medical Supplies".

Each bid must be placed in an envelope, sealed, and clearly marked on the outside: "19-17 Bid for Veterinary Medical Supplies".

Inquiries and/or questions pertaining to the provisions and specifications of this bid package shall be directed to the Director of Purchasing, in writing at PurchasingDL@aurora-il.org. Questions will be accepted until 8:00 am, Tuesday, August 27, 2019. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 8:00 am, Thursday, August 29, 2019. NO questions will be accepted or answered verbally. **No questions will be accepted or answered after August 27, 2019 8:00 am cut-off date/time.** It is the bidder's responsibility to check the website before submitting their bid.

The City of Aurora has a local preference ordinance that would apply to this contract.

The City of Aurora encourages minority business firms to submit bids and encourages the successful firm to utilize minority businesses as applicable.

A bid bond in the amount of 10% of the bid price is required to be furnished with the bid presented.

Any Bidder who owes the City money may be disqualified at the City's discretion.

The City of Aurora reserves the right to reject any or all Bids, or parts thereof, and to waive any technicality, informality or irregularity in the Bids received, and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the best Bids for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

CITY OF AURORA

Jolene Coulter
Director of Purchasing

BIDDER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of bid papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Bidder is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

NAME OF CORPORATE/COMPANY OFFICIAL _____

PLEASE TYPE OR PRINT CLEARLY

TITLE _____

AUTHORIZED OFFICIAL SIGNATURE _____

DATE _____

TELEPHONE (____) _____

FAX No. (____) _____

Subscribed and Sworn to

Before me this ____ day

of _____, 2019

Notary Public

STATE OF ILLINOIS)
)
County of Kane) ss.

BIDDER’S TAX CERTIFICATION

(BIDDER’S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Bidder, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Bidder deposes, states and certifies that Bidder is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this _____ day of _____, 2019.

By _____
(Signature of Bidder’s Executing Officer)

(Print name of Bidder’s Executing Officer)

(Title)

ATTEST/WITNESS:

By _____

Title _____

Subscribed and sworn to before me this
_____ day of _____, 2019.

Notary Public

(SEAL)

**CITY OF AURORA, ILLINOIS
INSTRUCTIONS TO BIDDERS**

01. REQUIREMENTS OF BIDDER

The successful Bidder may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Bid Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

02. ACCEPTANCE OF BIDS

- a. Bidder must submit an original bid response, marked as "original" and two (2) complete paper copies and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.
- b. The City reserves the right to reject any and all Bids or parts thereof and to waive any technicalities and irregularities in the bidding and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the Bid proposals for ninety (90) days from the opening date set forth above. Bidder agrees to accept a notice of award, if selected, based on the terms of this Bid in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Bid at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Bidder as a result of that cancellation. Each Bidder is solely responsible for the risk and cost of preparing and submitting a Bid.
- c. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Bid will be considered unless the Bidder shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Bid documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract will be awarded to the lowest responsible Bidder. In determining the responsibility of any Bidder, the City may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Bidder, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources.

The Bid will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish any information and data requested by the City for this purpose.

INSTRUCTIONS TO BIDDERS

03. RECEIPT OF BIDS

- a. It is suggested that respondents allow a minimum of four (4) days for delivery through U.S. mail, or Bids may be delivered to the Office of the City Clerk in person. Overnight courier is acceptable provided timely receipt of Bids. The Bidder assumes responsibility for late delivery of the mail. It is the sole responsibility of the Bidder to see that his Bid is received in the proper time.
- b. Any Bid received by the Office of the City Clerk after **2:00 pm, Wednesday September 4, 2019** shall be rejected.
- c. All Bids must be submitted upon the blank forms attached herein with all blank spaces filled in and any alterations or erasures explained. Bids that contain any omissions, erasures, or alterations, or that contain any additions or omissions of items not called for in the Bid Package, or that contains irregularities of any kind, may be rejected as informal. Bids shall be in strict conformity with the Bid Package and any applicable Addenda. Only Bids which are made out upon the Bid Form will be considered. Partial or incomplete Bids will not be considered.

04. WITHDRAWAL OF BIDS

Bidders may not withdraw their Bid after the Bid opening without the approval of the Purchasing Director. Requests to withdraw a Bid must be in writing and properly signed. Bidders may, however, without prejudice, modify or withdraw its Bid by written request, provided that the request is received by the City Clerk prior to the scheduled Bid opening and at the address to which Bids were to be submitted. Following withdrawal or modification of its Bid, Bidder may submit a new Bid, provided it is received by the City Clerk prior to the bid due date. No Bid will be opened which is received after the time and date scheduled for the Bids to be received.

05. BID DEPOSIT

Each Bidder shall deposit with his bid a bid guarantee consisting of a bank draft, bid bond, cashier's check, or certified check drawn on a good and solvent National or State Bank and payable to the order of the city, in an amount not less than 10% of the total amount of the bid submitted, as a guaranty that in case the Bidder's bid is accepted, the Bidder shall within one day after the date of such acceptance and notification thereof, deliver to the city a contract signed and executed by the contractor, proper insurance certificates and a Performance Bond in one hundred percent of the contract sum furnished by a responsible bonding company acceptable to and written upon forms prepared or approved by the city as security for payment the faithful performance of the contract. All bid deposits will be retained by the city until a bid award is made, at which time the bid deposit will be promptly returned to the unsuccessful Bidders. The bid deposit of the successful Bidder will be retained until the equipment, goods or services have been received or completed and found to be in compliance with the specifications. Performance by the contractor shall not be considered complete, until final inspection and acceptance by the city of the contractor's work. Final inspection shall occur within 30 days after the actual completion of the work. Execution of the contract is contingent upon receipt of an acceptable Performance Bond and any required certificates

INSTRUCTIONS TO BIDDERS

of insurance. Upon failure to meet the requirements of this paragraph, the Bidder shall forfeit the amount deposited as liquidated damages and no mistakes or errors on the part of the Bidder shall excuse the Bidder or entitle him to a return of the aforementioned amount.

06. BOND AND INSURANCE

The requirement of a labor and material payment and performance bond will be waived for purposes of this contract.

07. CITY'S AGENT

The Purchasing Director, or his delegate, shall represent and act for the City in all matters pertaining to the Bid proposal and contract in conjunction thereto.

08. INVESTIGATION

It shall be the responsibility of the Bidders to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Bid. No plea of ignorance by the Bidders of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Bidder.

Each Bidder submitting a Bid is responsible for examining the complete Bid Package and all Addenda, and is also responsible for informing itself of all conditions that might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Bidder, and no relief will be given for errors or omissions by the Bidder. If awarded the contract, the Bidder will not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder should have fully informed himself, because of his failure to have so informed himself prior to the bidding. The submission of a Bid shall be construed as conclusive evidence that the Bidder has made such examination as is required in this section and that the Bidder is conversant with local facilities and difficulties, the requirements of the Bid Package documents, and of pertinent, local, state and federal laws and codes, prevailing local labor and material markets, and has made due allowance in its Bid for all contingencies. Before any award is made of the contract to the Bidder, the Bidder may be required to, upon request of the City, furnish information concerning his performance record in his capacity to complete the Work in an efficient and timely manner.

09. BIDDER QUALIFICATION

Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.

INSTRUCTIONS TO BIDDERS

- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.
- **Any bidder who owes the city money may be disqualified at the City's discretion.**

10. ALTERNATE BIDS

The specifications are prepared to describe the goods and/or service which the City deemed to be in the best interest to meet its performance requirements. Bidders desiring to submit a Bid on items which deviate from the stated specifications, but which they believe to be equal, may do so, but all specification deviations must be clearly stated on the form provided in the Bid proposal package. The Purchasing Director reserves the right to rule upon specification deviation in a manner as best befits the needs of the City. If a Bidder wishes to submit more than one Bid, each Bid, after the first, is to be considered an **alternate**. **THESE BIDS MUST BE PLACED IN SEPARATE ENVELOPES. THE ENVELOPE AND THE BID PROPOSAL PAGE MUST BE PLAINLY MARKED "ALTERNATE BID"**. The Purchasing Director will reject all deviations that amount to a material nonconformity with the specifications of the Bid.

11. BID AWARD

Except as otherwise may be stated in the Specifications, Bid award shall be made to the lowest responsible Bidder meeting the requirements and/or intent of the specifications at the net delivered price(s) shown and best responding to the needs of the City, in the City's sole discretion. However, if the Bidder modifies limits, restricts or subjects his Bid proposal to conditions that would change the requirements of the specifications, this would be considered a conditional or qualified Bid proposal and will not be accepted. The City reserves the right to delete any Bid item listed in the Bid Package.

12. PRICES

- a. Unit prices shall be shown for each unit on which there is a Bid, and shall include all packing, crating, freight and shipping charges to destination unless otherwise stated in the Bid proposal.
- b. Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in black ink. (The party signing the Bid or his authorized representative must initial any alteration in ink.)

13. DISCOUNTS

Cash discounts for payment thirty (30) days or more may be considered in awarding the Bid. Discounts of less than thirty (30) days will not be considered in the Bid evaluation. Where the net Bid is equal to a Bid with the cash discount deducted, the award shall be made to the net Bid. Discounts will be figured from the date of receipt of a proper invoice.

INSTRUCTIONS TO BIDDERS

14. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

15. PAYMENTS

The City, after inspection and acceptance, and in consideration of the faithful performance by the Bidder, agrees to pay for the completion of the work embraced in this Contract, within thirty (30) days of the receipt of the invoice.

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

The successful Bidder shall submit invoices via e-mail to PurchasingDL@aurora-il.org or to the following address:

**City of Aurora
Attn: Purchasing Division
44 E. Downer Place
Aurora, IL 60507**

16. DEFAULT

In case of default by successful Bidder, the City will procure articles or service from other sources and hold the contractor responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

17. CANCELLATION

The City reserves the right to cancel the whole or any part of the contract if the Bidder fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Bidder will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

18. SIGNATURES

Each Bid must be signed by the Bidder with his/her usual signature. Bids by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter. All signatures must be in ink.

When a corporation submits a Bid, its agent must present legal evidence that he has lawful authority to sign said Bid and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Bidder, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Bids by corporations must be executed in

INSTRUCTIONS TO BIDDERS

the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, and the corporate seal must be affixed. The corporate address and state of incorporation must be shown below the signature. Bids by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Bid forms shall be initialed by the person signing the Bid. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Bidder shall be furnished.

19. SPECIAL CONDITIONS

Wherever special conditions are written into the Special Conditions and Specifications which are in conflict with conditions stated in these Instructions to Bidders, the conditions stated in Special Conditions and Specifications shall take precedence.

20. PERMITS AND LICENSES

The successful Bidder shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

21. PATENTS

The successful Bidder agrees to indemnify, protect, defend, and save the City of Aurora and its officers and employees, harmless against any demand for payment for the use of any patented material process, article, or device that may enter into the manufacture, construction, presentation or form a part of the Work covered by the contract.

22. REFERENCES

Sufficient references of all like public and/or private agencies must be presented on a separate sheet and attached to this Bid. Listing must include company name, contact person, telephone number and date purchased. All Bidders, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Bidder and all employees who will work on the project may be made. Bidders agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Bidder, including low Bidder, and may void any contract previously entered into based on its background investigation.

23. DATA

Complete and detailed brochures and specifications for vehicles equipment, materials, goods, supplies and/or services to be furnished must be included with each Bid.

24. SEQUENCE

The **Bid form(s) shall be the top (1st) sheet(s) of the Bid proposal package** returned to the City for consideration. All other sheets and/or documentation shall follow.

INSTRUCTIONS TO BIDDERS

25. COMPLIANCE WITH LAWS AND REGULATIONS

The Bidder shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

26. PATENTED DEVICES, MATERIALS, AND PROCESSES

It is mutually understood and agreed that without exception contract prices are to include all royalties and costs arising in the Work. It is the intent that whenever the Bidder is required or desires to use any design, device, material, or process covered by letters or patent or copyright, the right of such use shall be provided for by suitable legal agreement with the patent owner. The Bidder in all cases shall indemnify and save harmless the City from any and all claims for infringement by reason of the use of any such patent design, device, materials, or process, to be performed or used under the contract, and shall indemnify and save harmless the said City for any costs, expenses, attorney's fees, and damages which it may be obligated to pay, by reason of any such infringement at any time during the prosecution or after the completion of the Work.

27. INSURANCE AND HOLD HARMLESS PROVISION

At the Bidder's expense, the Bidder shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Bidder's operations. The Bidder shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named to the left".

If requested, the awardee of this proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request.

The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

- (1) Worker's Compensation Insurance - Statutory amount.
- (2) General Liability Insurance:

INSTRUCTIONS TO BIDDERS

- (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
 - (b) \$500,000 per occurrence for Property Damage
 - (c) \$1,000,000 per occurrence for Personal Injury
- (3) Auto Liability Insurance:
- (a) Bodily injury with limits not less than \$1,000,000
 - (b) Property damage with limits not less than \$500,000
- (4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Bidder shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Bidder agrees to indemnify and save harmless the City of Aurora, their agents and employees from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Bidder or his Subcontractors. The Bidder shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

28. WORKERS COMPENSATION ACT

The Bidder further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid, medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Bidder in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Bidder hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the contract, and any and all liability resulting thereupon; and said Bidder, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs,

INSTRUCTIONS TO BIDDERS

damages, attorney's fees, and expenses incurred therein. Said Bidder shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

29. SUBLETTING OR ASSIGNMENT OF WORK

If the Bidder sublets the whole or any part of the Work to be done under the contract, with or without the written consent of the City, he shall not, under any circumstances, be relieved of his liabilities and obligations. All transactions of the City shall be with the Bidder; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. In case any party or parties, to whom any work under the contract shall have been sublet, shall disregard the directions of the City or his duly authorized representatives, or shall furnish any unsatisfactory Work or shall fail or refuse in any way to conform to any of the provisions or conditions of the contract, then in that case, upon the written order of the City, the Bidder shall require said party or parties in default to discontinue Work under the contract. Said Work shall be corrected or made good and shall be continued and completed by the said Bidder or by such other party or parties as are approved by the City, in the manner and subject to all of the requirements specified in the contract.

30. MINORITY PARTICIPATION

The City of Aurora encourages minority business firms to submit proposers and encourages the successful contract Proposer to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

31. LOCAL BIDDER PREFERENCE

O18-070 approved August 28, 2018 defines "Local business" to mean a vendor or contractor who has a valid, verifiable physical business address located within the corporate boundaries of the City of Aurora at least twelve months prior to a bid or proposal opening date, from which the vendor, contractor or consultant operates or performs business on a daily basis, including manufacturing production or distribution. The business must disclose the percentage of workforce in the City of Aurora; be registered with the City of Aurora, if applicable; be subject to City of Aurora taxes (inclusive of sales taxes); be current with property tax payments and sales tax payments; not have any outside cited code violations; not have any outstanding debts to the City of Aurora; have adequately qualified and trained staff to service the bid of interest.

32. PROSECUTION OF WORK

The Bidder shall begin the Work to be performed under the contract no later than ten (10) days after the execution and acceptance of the contract, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to insure its completion within the time specified in the contract. The Bidder shall solely be fully responsible for complying with State and local prevailing wage requirements in accordance with the Bidders Certification, and for all wage rate and hour regulations and applications.

INSTRUCTIONS TO BIDDERS

33. GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the bidder if awarded the Contract and shall be delivered to the Purchasing Division before final payment on the Contract is issued. Information describing such guarantees and warranties shall be included as part of the bid. The bidder shall also specify any guarantees or warranties which are available for purchase by the City and shall transfer the same in writing upon completion of the work, along with a Bill of Sale as may be appropriate.

34. QUESTIONS

Inquiries and/or questions pertaining to the provisions and specifications of this bid package shall be directed to the Director of Purchasing, in writing at PurchasingDL@aurora-il.org. Questions will be accepted until 8:00 am, Tuesday, August 27, 2019. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 8:00 am, Thursday, August 29, 2019. NO questions will be accepted or answered verbally. **No questions will be accepted or answered after August 27, 2019 8:00 am cut-off date/time.**

It is the responsibility of the interested bidder to assure that they have received addenda, if any issued, and acknowledge such receipt where indicated.

**CITY OF AURORA
SPECIFICATIONS FOR 19-17
VETERINARY MEDICAL SUPPLIES
FOR THE AURORA ANIMAL CARE & CONTROL**

GENERAL

The City of Aurora is soliciting bids from qualified providers for veterinary medical supplies for the Aurora Animal Control located at 600 South River Street, Aurora, Illinois, 60506.

Section 1. Project Introduction and Purpose

Bidders are required to read and understand all information contained within the entire Bid Proposal package. By responding to this Bid, the Bidder agrees to have read and understand these documents.

Purpose: The City of Aurora (hereinafter “the City”) is accepting competitive sealed bids from qualified and authorized Vendors for the purchase and delivery of veterinary medical supplies.

Section 2. Minimum Qualifications, Specifications, and Scope of Work

The following are minimum requirements that the vendor must meet in order to be eligible to submit a bid proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications.

General Requirements

Vendor shall submit one (1) current copy of their catalog with current list prices. Vendor shall maintain sufficient inventory on hand to cover the general needs of the City with a minimum of a 95 percent fill rate on stock catalog items.

Delivery of orders for stock items shall be made no later than the third day following the City's request or receipt of purchase order, provided the request is made prior to 12 p.m. (Example: Order received at noon on Tuesday, delivery is to be made before 3 p.m. Friday.) Due to limited storage capacity, all veterinary medical supply items will be ordered on an as-needed basis. There is absolutely no delivery after 3:30 p.m.

Vendor shall include on the Bid Proposal Form: part number, unit of measure if different than specified, quantities per case or box, indicate name of substituted product or "Approved Equal" and/or Green item as submitted on the bid.

All properly authorized purchases and services of the City will have evidence by the issuance of a purchase order. Please be advised that any invoice received by the City not referencing a purchase order number may not be accepted as a valid City obligation.

Pricing

Pricing shall be for estimated quantities listed. If the Bidder's packaging quantities, and measurements differ from those listed, it shall be the Bidder's responsibility to convert their pricing to reflect those packaging quantities, unit of measured, and quantities requested on the City's bid items as required per specification. Bidders shall respond using only City's Bid Proposal Form, completely filled out for items submitted.

Price per item shall be all inclusive. No additional cost will be paid by the City, which includes but is not limited to administrative charges, fuel charges, freight or handling charges and any other costs associated with providing the product unless specified directly on the Bid Proposal Form.

Bidders shall make the City aware of all programs (e.g., manufacturer incentives, rebates, compatible or alternate supply items, etc.) that can be offered to the City for additional savings.

All damaged veterinary supplies received by the City are to be credited, exchanged or replaced upon their return or picked up by Bidder. The City will not pay any restocking fees or freight charges of damaged goods at no fault of the City.

Bidder shall provide adequate delivery/sales tickets and other documentation at the time of delivery. An authorized receiving person must sign all delivery/sales tickets.

The City will not pay for any price increase of any items after awarded of contract. Vendor must notify the Director of Purchasing in writing of any changes such as cost increase of any core items awarded and shall obtained approval before delivered of veterinary items. All contracted price stay firm for the duration of a contract period.

Price quoted is for inside delivery, F.O.B. destination to the following locations and other City locations as listed on purchase order at no charge. The City WILL NOT PAY FOR FUEL SURCHARGES OR ANY OTHER CHARGES AFTER CONTRACT IS AWARDED.

Award

It is the intent of the City to award the entire veterinary medical supplies contract to the lowest responsible responsive bidder meeting specifications, based on groups of items; however, the City may award a separate contract for each group, part or item separately. It is recommends that vendors quote the core list and optional green products as available in its entirety.

If Bidders do not quote on an item, it will be understood that they do not carry that item or cannot supply it.

Determination of the responsive and successful bidder will be based upon the selection and evaluation of comparable items selected from each bidder's response or as discretion of the City.

The City will not pay for any price increase of any items after awarded of contract. Vendor must notify the Director of Purchasing in writing of any changes such as cost increase of any core items awarded and shall obtained approval before delivered of veterinary items. All contracted price stay firm for the duration of a contract period.

Price quoted is for inside delivery, F.O.B. destination to the following locations and other City locations as listed on purchase order at no charge. The City WILL NOT PAY FOR FUEL SURCHARGES OR ANY OTHER CHARGES AFTER CONTRACT IS AWARDED.

The estimated quantities listed in the Bid Proposal Form are for evaluation purposes only. The City does not guarantee purchase quantities.

Catalog Discount

In addition to the veterinary medical supply needs listed in bid specifications, the City has a need for a large variety of veterinary supplies throughout the City. Vendor has an option to participate in offering across catalog discount of all veterinary supply items not listed on the core list. Vendors who wish to participate can do so by indicating their catalog discount percentage on the Bid Proposal Form.

The catalog discount percentage shall remain firm for the duration of the contract. Please list any exceptions to items exclude from the catalog discount. This may include omission of discount or a variation in discount for a particular Brand Name, a specific product type or a specific item. This may be written down in the area provided on the Bid Proposal Form.

Contract Terms

Contract begins October 2019 and will be for 3 months and 1 year, with option to extend for two (2) additional one year renewal periods based on pricing submitted on Option A, and if mutually agreed upon both parties. The City reserves the right to renegotiate the scope of work to meet its budgetary demands.

Illinois Non-Appropriation Clause:

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

Termination for Clause:

This Contract may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Contract is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this Contract shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this Contract is terminated due to the City's substantial failure to perform, the Contractor shall be paid for expenses incurred to date, subject to set off for any damages, losses or claims against the City resulting from or relating to Bidder's performance or failure to perform under this agreement.

Response Instructions

An original bid response, marked as "original" and two (2) complete paper copies, shall be returned in a sealed package or envelope bearing the name and address of the respondent and be labeled "19-17 Veterinary Medical Supplies." Your Bid may be mailed or hand delivered to:

**City of Aurora
City Clerk's Office, 2nd Floor
44 E Downer Place
Aurora, Illinois 60507**

The City shall not be responsible for late delivery of your Bid by a third party courier. There will be no exceptions!

Inquiries and/or questions pertaining to the provisions and specifications of this bid package shall be directed to the Director of Purchasing, in writing at PurchasingDL@aurora-il.org. Questions will be accepted until 8:00 am, Tuesday, August 27, 2019. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 8:00 am, Thursday, August 29, 2019. **NO questions will be accepted or answered verbally. No questions will be accepted or answered after August 27, 2019 8:00 am cut-off date/time.**

BIDS MAY NOT BE SUBMITTED ELECTRONICALLY.

**DETAILED SPECIFICATIONS
FOR BID 19-17
VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE &
CONTROL**

TABLE OF CONTENTS

	PAGE
GROUP 1: DEWORMERS	
GROUP 2: ANTIBIOTICS	
GROUP 3: EYES/EARS	
GROUP 4: PAIN	
GROUP 5: SKIN	
GROUP 6: FLEA/TICK	
GROUP 7: VACCINES	
GROUP 8: OTHER	

GROUP 1: DEWORMER

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Pyrantel Pamoate Suspension	Pyrantel base 50 mg/ml	32 Fl Oz Bottle	10		
Albon Oral Suspension 5%	250 mg/5ml	473 ml Bottle	1		
Panacure (fenbendazole)	Powder-granules 22.2%, 222 mg/g	1 lb Bottle	2		
Panacure Liquid Suspension 10%	100m mg/ml		2		
Droncit (for cats)	50 tablet bottle		1		
				Total Group 1	

GROUP 2: ANTIBIOTICS

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Clavamox	62.5mg		5		
Clavamox Liquid	15 ml		40		
Camoxycillin	125 mg		5		
Trihydrate/Clavulante Postassium	250 mg				
Cephalexin Capsules	250 mg	500 Count	5		
Cephalexin Capsules	500 mg	500 Count	5		
Doxycycline Tablets	50 mg	500 Count	3		
Doxycycline Tablets	100 mg	500 Count	3		
PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Metronidazole Tablets	250 mg	100 tablets	1		
				Total Group 2	

GROUP 3: EYES/EARS

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Tobramycin		5 ml Bottle	20		
Neomycin		5 ml Bottle	10		
Flurbiprofen		2.5 ml Bottle	5		
Flurbiprofen		5 ml Bottle	5		
Optixcare eye lube plus		20 G Tube	10		
Ear Cleaning Solution		12 Fl Ounce Bottle	10		
Dermalone Ointment		8 Fl Ounce Bottle	10		
Noromectin	(Ear mites)	50 ml	2		
				Total Group 3	

GROUP 4: PAIN

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Rimadyl or Carprovet	Carprofen-100 mg	180 Count Bottle	3		
				Total Group 4	

GROUP 4: SKIN

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Humilac Spray		8 Fl Ounce Bottle	2		
Betagen Spray		8 Fl Ounce Bottle	2		
Mica Ved Lotion	1%	60 ml Bottle	3		
Pharmaseb Shampoo		16 Ounce Bottle	15		
Silver Sulfadiazine Cream		50 G Bottle	1		
Styptic Powder		1.5 Oz Bottle	2		
				Total Group 4	

GROUP 5:FLEA/TICK

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Parastar					
Capstar	2-25 lbs	60 tablets			
Capstar	Over 25 lbs	60 tablets			
Frontline spray		8.5 Fl Ounce Bottle	1		
				Total Group 5	

GROUP 5: VACCINES

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Bordetella			1000		
Distemper/			1000		
Adenovirus/Coronavirus/Parainfluenza/parvovirus			1000		
Fel-O Guard Plus 4			750		
Rabies Vaccine			750		
				Group 5 Total	

GROUP 6: OTHER

PRODUCT	DETAIL	SIZE	ANNUAL ESTIMATE	UNIT PRICE	EXTENSION
Lactated Ringers		1000 ml			
IV Administration Set	IV Line				
Viralys	Lysine	21.2 Oz	2		
				Total Group 6	

BID SUBMITTAL CHECKLIST
19-17
VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE & CONTROL

Each bid must be placed in an envelope, sealed, and clearly marked on the outside: “Bid Proposal for Veterinary Medical Supplies.” In order to be considered responsive, the bidder must submit all of the following items in their sealed envelope:

- _____ Bid Proposal Form (Appendix F)
- _____ Detailed Technical Specifications (Appendix B)
- _____ Bidder’s Certification (Page 1)
- _____ Bidder’s Tax Certification (Page 2)
- _____ References (Appendix D)
- _____ Contact Information (Appendix E)
- _____ Agreement (Appendix G)
- _____ Local Vendor Preference Application – If Applicable (Appendix H)

**CITY OF AURORA
INVITATION TO BID
19-17
VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE & CONTROL**

REFERENCES

(Please Type)

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Bidder's Name: _____

Signature & Date: _____

**CITY OF AURORA
INVITATION TO BID
19-17
VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE & CONTROL**

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: Ph: _____

To place an order:

Name: _____

Ph: _____ Fax: _____

E-mail: _____

Billing & Invoicing question:

Name: _____

Ph: _____ Fax: _____

E-mail: _____

Questions:

Name: _____

Ph: _____ Fax: _____

E-mail: _____

Bidder's Name: _____

Signature & Date: _____

**CITY OF AURORA
BID PROPOSAL FORM
19-17**

VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE & CONTROL

I/WE propose to furnish the work shown on the attached Specifications to Bid at the following delivered price. **The City reserves the right to award the bid cumulatively for all sections or individually.**

<u>Summary of Appendix E</u>	<u>TOTAL NET BID PRICE</u>
GROUP 1: Dewormer	_____
GROUP 2: Antibiotics	_____
GROUP 3: Eyes/Ears	_____
GROUP 4: Pain	_____
GROUP 5: Skin	_____
GROUP 6: Flea/Tick	_____
GROUP 7: Vaccines	_____
GROUP 8: Other	_____
Total all Groups	_____

Completely fill-out and include with your bid APPENDIX B.

Contract extension year, percentage mark-up per item, for:

2020 _____ % 2021 _____ %

Price per item quoted must be all inclusive. Veterinary medical supply will be ordered on an as needed basis. No additional charges over base Bid Proposal price will be accepted without written approval of the City of Aurora Director of Purchasing.

_____ **We will** _____ **We will not:** Offer the following across catalog discounts for all veterinary supply items not listed on the core list.

Our catalog discount percentage offer is: _____% off (across catalog)

Exceptions: (Please list any exceptions to catalog discount):

CITY OF AURORA
BID PROPOSAL FORM

19-17

VETERINARY MEDICAL SUPPLIES FOR THE AURORA ANIMAL CARE & CONTROL

The City of Aurora reserves the right to sever the contract and request that the City Council award remainder of contract to the next lowest responsible bidder if these delivery schedules cannot be maintained.

No additional charges over total net bid price will be accepted without written approval of the Purchasing Director.

Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

The City of Aurora reserves the right to reject any or all Bids, or parts thereof, and to waive any technicality, informality or irregularity in the Bids received, and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the best Bids for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

BID SUBMITTED BY

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

PREPARER'S NAME _____

Please Type

CONTACT PERSON _____

Please Type

EMAIL _____

AUTHORIZED SIGNATURE _____

Title

PHONE #(_____) _____ FAX #(_____) _____ DATE _____

CITY OF AURORA AGREEMENT

THIS AGREEMENT, entered on this ___ day of ___, 2019 (“Effective Date”), for **Veterinary Medical Supplies for the Aurora Animal Care & Control** is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ (“Bidder”), located at _____.

WHEREAS, the City issued an Invitation to Bid 19-17 **Veterinary Medical Supplies for the Aurora Animal Care & Control**; and

WHEREAS, the Bidder submitted a Bid Proposal in response to the BID and represents that it is ready, willing and able to perform the Services specified in the BID and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, _____, 2019, the City’s awarded a contract to Bidder.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. Agreement Documents. The Agreement shall be deemed to include this document, Bidder’s response to the BID, to the extent it is consistent with the terms of the BID, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Invitation to Bid 19-17

In connection with the BID and this Agreement, Bidder acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Bidder represents that such material and information furnished in connection with the BID and this Agreement is truthful and correct. Bidder shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. Scope of Services. Bidder shall perform the Services listed in the Scope of Services, attached hereto as Exhibit 1.

3. Term. This agreement is for an initial one year term beginning October 1, 2019 and unless sooner terminated, ending December 31, 2020. This agreement has options for two 1-year extensions subject to mutual consent between the City of Aurora and Bidder.

4. Compensation.

a. Maximum Price. In accordance with the Contractor’s Bid Proposal, the maximum price for providing the Services shall be in accordance to the pricing on the BID proposal form. The maximum price may not be changed unless the City is provided with supporting documentation to warrant the change in maximum price or as otherwise provided in this Agreement.

b. Schedule of Payment. The City shall pay the Contractor for the Services in accordance with the amounts set forth in Exhibit 2. The Contractor shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. The City shall utilize its best efforts to make payment within thirty (30) days after approval of the invoice. Each invoice shall be accompanied by a statement of the Contractor of the percentage of completion of the Services through the date of the invoice, where applicable.

5. Performance of Services.

Standard of Performance. Bidder shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Bidder shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Bidder shall ensure that Bidder and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Bidder shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Bidder or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Bidder from the responsibilities set forth herein.

Notwithstanding the foregoing, Bidder shall not be responsible for the performance of construction contracts, work or products, or any deficiencies or effects resulting therefrom, of any contractor, subcontractor, manufacturer, supplier, fabricator, or consultant retained by the City or any other third-party, including any person working on their behalf. Nothing herein shall be construed as giving the Bidder the responsibility for or the authority to control, direct, or supervise construction, construction means, methods, techniques, sequences, procedures, and safety measures and programs except those which directly relate solely to Bidder's performance of Services as set forth in this Agreement.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Bidder with thirty (30) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Bidder only for services performed up the date of termination. After the termination date, Bidder has no further contractual claim against the City based upon this Agreement and any payment so made to the Bidder upon termination shall be in full satisfaction for Services rendered. Bidder shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Bidder acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned’s possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney’s fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: _____

ATTEST:

City Clerk

FOR _____

By _____

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME _____

(SEAL)

By _____
President – Contractor

ATTEST:

Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual) _____ (SEAL)

Contractor (SEAL)

APPENDIX H

LOCAL VENDOR PREFERENCE APPLICATION