



City of Aurora, IL
Community Services
Nicole Mullins, Chief Community Services Officer
44 E Downer Place, Aurora, IL 60502

[ELEMENTAL AIR HEATING AND COOLING LLC] RESPONSE DOCUMENT REPORT

RFP No. 26-022

Healthy Houses HVAC Inspections and System Replacements

RESPONSE DEADLINE: April 17, 2026 at 11:00 am

Report Generated: Thursday, June 11, 2026

Elemental Air Heating and Cooling LLC Response

CONTACT INFORMATION

Company:

Elemental Air Heating and Cooling LLC

Email:

elementalairhvac@gmail.com

Contact:

Jessica Saavedra

Address:

4608 Forest Avenue
Brookfield, IL 60513

Phone:

(815) 893-2789

Website:

<https://www.elementalairhvac.com>

Submission Date:

Apr 15, 2026 5:23 PM (Central Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Apr 6, 2026 10:54 AM by Jessica Saavedra

Addendum #2

Confirmed Apr 6, 2026 10:54 AM by Jessica Saavedra

Addendum #3

Confirmed Apr 7, 2026 10:33 AM by Jessica Saavedra

QUESTIONNAIRE

1. Please select the Healthy Houses Program Phase(s) for which the Proposer is submitting qualifications:*

- **Phase I: Inspection & Condition Assessment** The Proposer will conduct professional on-site inspections of residential HVAC systems to determine if units are "beyond their usable life" due to age, mechanical failure, or safety risks. This includes providing a formal **Condition Assessment Report** for each property to certify eligibility for federal assistance.
- **Phase II: System Modernization & Replacement** For units identified in Phase I as requiring replacement, the Proposer will perform full-service removal, disposal, and installation of new, high-efficiency HVAC systems. All work must comply with City of Aurora building codes and **U.S. HUD CDBG-CV** regulations, focusing on enhancing ventilation and air filtration.

Both Phase I & Phase II: Comprehensive Inspection and Replacement Services

2. Technical Proposal*

See Submittal Content Section for more information.

Pricing shall not be mentioned anywhere in the body of the Technical Proposal.

CITY_OF_AURORA_HEALTHY_HOUSES_HVAC_INSPECTIONS_AND_SYSTEM_REPLACEMENTS_RFP_26-022.pdf

3. Contractors License*

CALVIN_CANTORAN_EPA_LICENSE_RFP_26-022.jpg
CHRISTOPHER_GAONA_EPA_LICENSE_-_RFP_26-022.pdf
JOSE_AGUIRRE_EPA_LICENSE_-_RFP_26-022.jpg

4. Donation of services?*

Is your company interested in donating services?

No

5. Contact Information*

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

CONTACT_INFORMATION_-_RFP_26-022.pdf

6. References*

Minimum three (3) sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers 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 Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

Customer Name	Project Name	Award Amount	Award Date	Completion Date	Reference Contact	Project Description
Hulcher Services Inc	Commercial HVAC services and repairs	Annual basis total \$15,000	2025	Ongoing	Frank Ayed (708) 539-9654 frank.ayed@hulcher.com	Performed maintenance and repairs

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Sria Apartments	Commercial HVAC service and repairs	\$6,000	2024	Ongoing	Andy Slater (773) 406-9229 andy@sriapartments.com	Conducted inspections, system, maintenance, and repairs.
Lofty LLC	Commercial HVAC service and repairs	\$7,000	2025	Ongoing	Jhezza Borromeo (844) 355-6389	Conducted inspections, system, maintenance, and repairs
Nicolett Butler	Residential HVAC Installation	\$5,000	2025	Complete	Nicolett Butler (630) 998-1289 butler8128@gmail.com	Installation in Auroa, IL
Maria Cardenas	Residential HVAC Installation	\$2,500	2025	Complete	Maria Cardenas (224) 809-1300 Lorecardenas18232826@gmail.com	Installation in Auroa, IL

7. Eligibility*

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Confirmed

8. Proposer's Certification*

I/We hereby certify that:

A. A complete set of proposal 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 Proposer 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.

Confirmed

9. Is proposer able to bill permit and filing fees separate from overall project costs?*

As a State funded program, the City and State are unable to cover permit fees.

Yes

10. Proposer's Tax Certification*

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer 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 Proposer 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.

Confirmed

11. IL DCEO CDBG-CV FUNDED HEALTHY HOUSES PROGRAM PARTICIPATION*

The Proposer understands that they will be a participant in the City of Aurora, IL, DCEO CDBG-CV Funded Healthy Houses Program (aka Aurora Rental HVAC Replacement Program) and that the project is being funded with federal dollars under the U.S. Department of Housing and Urban Development's Community Development Block-CV Grant Program.

Contractor

12. PROPOSER'S DEBARMENT REVIEW CERTIFICATION*

The City is required to conduct debarment reviews on all services procured with CDBG funds by checking the System for Award Management (SAM) website, www.sam.gov, to determine if a potential contractor is excluded from receiving Federal contracts. *This review will be conducted by the City before any contract award is executed. The use of CDBG funds is prohibited for any contractor on the excluded (debarment) list.*

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension; 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733).

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

Confirmed

13. City of Aurora Contract*

Please download the below documents, sign to acknowledge agreement to terms, and upload.

- [Sample Standard Contract RF...](#)

City_of_Aurora_Agreement_RFP_26-022.pdf

14. PROPOSER'S CONFLICT OF INTEREST AND COVERED PERSON DISCLOSURE

DOES THE PROPOSER, OR ANY OWNER, EMPLOYEE, AGENT, CONSULTANT, OFFICER, OR BOARD MEMBER OF THE PROPOSER'S ORGANIZATION, HAVE AN EXISTING OR PRIOR BUSINESS OR FAMILY TIE (INCLUDING SPOUSE, PARENT, CHILD, SIBLING, GRANDPARENT, GRANDCHILD, OR CORRESPONDING IN-LAW/STEP-RELATION) TO ANY CURRENT OR FORMER CITY OF AURORA OFFICIAL OR EMPLOYEE WITHIN THE LAST TWELVE MONTHS, AS DEFINED BY FEDERAL 'COVERED PERSON' CONFLICT OF INTEREST REGULATIONS?*

No

DOES THE PROPOSER, OR ANY OWNERS, EMPLOYEES, AGENTS, CONSULTANTS, OFFICERS, OR BOARD MEMBERS OF THE PROPOSER'S ORGANIZATION, HAVE A BUSINESS OR FAMILY TIE TO A CURRENT OR FORMER (WITHIN THE LAST TWELVE MONTHS) EMPLOYEE, AGENT, CONSULTANT, OFFICER, OR ELECTED OR APPOINTED OFFICIAL OF THE CITY OF AURORA, WITH THE UNDERSTANDING THAT ANY SUCH TIE MUST BE REVIEWED BY THE CITY FOR FEDERAL CONFLICT OF INTEREST COMPLIANCE PRIOR TO THE CITY ENTERING INTO AN AGREEMENT WITH THE PROPOSER?*

No

PRICE TABLES

[ELEMENTAL AIR HEATING AND COOLING LLC] RESPONSE DOCUMENT REPORT

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Healthy Houses HVAC Inspections and System Replacements

INSPECTION AND INSTALLATION RATES

Line Item	Description	Unit of Measure	Unit Cost	No Bid
Labor				
1	Inspectors Rate	Hourly	\$150.00	
2	Labor & Auxiliary Charges	Hourly	\$200.00	
3	Standard Labor Rate	Hourly	\$225.00	
4	Emergency/After-Hours	Hourly	\$275.00	
6	Removal & Disposal (Recovery of old refrigerant and recycling)	Each	\$225.00	
Materials (not limited to)				
7	Full System Replacements	Each	\$8,500.00	
8	Central AC + Gas Furnace	Each	\$5,000.00	
9	Ducted Heat Pump System	Each	\$4,000.00	
10	Ductless Mini-Split (per zone)	Each	\$800.00	
11	Dual-Fuel (Hybrid) System	Each	\$6,000.00	
12	Individual Component Replacement	Each	\$450.00	
13	Central AC Condenser Only	Each	\$2,500.00	
14	Gas Furnace Only	Each	\$2,000.00	
15	Evaporator Coil Replacement	Each	\$2,700.00	

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RFP No. 26-022

Healthy Houses HVAC Inspections and System Replacements

Line Item	Description	Unit of Measure	Unit Cost	No Bid
16	Indoor Air Quality (IAQ) & Filtration Add-ons	Each	\$500.00	
17	High-Efficiency Media Filter	Each	\$300.00	
18	Whole-Home UV Purifier	Each	\$600.00	
19	Electronic Air Precipitator	Each	\$1,000.00	
20	Whole-Home Humidifier	Each	\$600.00	
21	Active Air Purifier	Each	\$600.00	
22	New Ductwork (Run)	Each	\$1,000.00	



CITY OF AURORA, IL
Request for Proposal (RFP)
HEALTHLY HOUSES
HVAC INSPECTIONS AND SYSTEM REPLACEMENTS
PROJECT ID: 26-022

U.S. Department of Housing and Urban Development



RELEASE DATE: March 9, 2026
DEADLINE FOR QUESTIONS: April 1, 2026
RESPONSE DEADLINE: April 8, 2026, 11:00 am

Phase I & Phase II
SAM Account
CAGE Code: 13B99 UEI: JQXEDKPW15A8



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Cover Transmittal Letter

Elemental Air Heating & Cooling LLC
4608 Forrest Ave, Brookfield, IL 60513
Phone: (815) 893-2789
Email: elementalairhvac@gmail.com

Date: 4/8/2026

City of Aurora Neighborhood Redevelopment Division

Subject: RFP 26 022: Healthy Houses Program (Aurora Rental HVAC Replacement Program)

To: The City of Aurora

Elemental Air Heating and Cooling, LLC is pleased to submit our proposal in response to RFP 26 022 in support of the City of Aurora's CDBG-CV funded Healthy Houses Program, also known as the Aurora Rental HVAC Replacement Program.

Founded in August 2022 by Christopher Gaona, Elemental Air Heating and Cooling is a family-oriented HVAC contractor based in Brookfield, Illinois. Built on trust, dedication, and customer-focused service, our company provides comprehensive heating and cooling solutions for residential and commercial clients. We specialize in the installation, maintenance, and repair of air conditioners, furnaces, boilers, and hot water systems. As an EPA-certified, BBB-accredited, and SAM-registered business with a state-level DBE certification, we are committed to delivering high-quality workmanship, reliable service, and safe, energy-efficient system performance.

Our team is fully prepared to support the City of Aurora's goals of improving residential health, safety, and energy efficiency. We bring strong technical expertise in HVAC inspection, assessment, modernization, and replacement, along with a proven reputation for swift, dependable, and customer-centered service.

Enclosed please find all required documents and materials as outlined in the RFP. We appreciate the opportunity to participate in this important initiative and look forward to the possibility of partnering with the City of Aurora to enhance the comfort and well-being of its residents.

Sincerely,

Christopher Gaona
Owner/HVAC Technician
Elemental Air Heating and Cooling, LLC

Jessica Saavedra
Operational Manager
Elemental Air Heating and Cooling LLC



Organization, Personnel and Staffing

RFP 26-022

At Elemental Air Heating and Cooling LLC, we are a family-owned business committed to delivering dependable HVAC services for both residential and commercial clients across Illinois. Our mission is to bring comfort into every home and business through honest service, energy-efficient solutions, and affordable pricing. With over 10 years of industry experience and 4 years in business, we take pride in being a reliable, community-focused HVAC partner. We specialize in system repairs, installations, and preventative maintenance. Our goal is to ensure year-round comfort backed by exceptional customer care and trustworthy expertise.

Elemental Air Heating and Cooling, LLC is a family-owned HVAC contractor headquartered in Brookfield, Illinois. Our team structure is intentionally lean, allowing for direct oversight, consistent quality control, and highly responsive service. Each member of our team contributes specialized expertise essential to the successful delivery of the City of Aurora's Healthy Houses HVAC Inspections and System Replacements Program.

Differentiators

Family-owned and community-centered service approach High-efficiency HVAC systems to promote energy savings Transparent pricing with no surprise costs

Quick response times and flexible scheduling

"Find the Elemental Air Difference" – Our service is personal, not transactional

Our Services

HVAC System Installations – Central air, heat pumps, boilers, and mini splits, furnaces

Service & Maintenance – Scheduled HVAC tune-ups and troubleshooting

Repairs – Reliable repairs for heating and cooling systems



Organization, Personnel and Staffing

RFP 26-022

Energy-Efficient Solutions – High-efficiency products that reduce utility costs

Residential & Commercial Projects – Scalable HVAC support for homes and businesses

Key Personnel

Christopher Gaona – Owner & Project Manager

Licenses/Certifications:

- EPA Section 608 Certification (Universal)
- State of Illinois DBE-Certified Business Owner

SAM-Registered Entity: **CAGE Code:** 13B99 **UEI:** JQXEDKPW15A8

Role in This Project: Christopher will serve as the **Project Manager**, responsible for oversight of all inspections, technical assessments, installation quality, scheduling, and communication with City staff. He will also ensure compliance with program guidelines, documentation standards, and safety requirements.

Professional Background: Christopher began his HVAC career immediately after high school, joining Four Seasons as a technician. His strong technical aptitude and customer-focused approach led to rapid advancement into a sales role, where he gained additional experience in system design, customer education, and solution development. Motivated by an entrepreneurial vision and a desire to deliver higher-quality, transparent service, he founded Elemental Air Heating and Cooling in 2022. Christopher brings hands-on technical expertise, deep product knowledge, and a commitment to educating customers on rebates, tax incentives, and high-efficiency, environmentally responsible HVAC solutions. His leadership ensures that every project is executed with integrity, precision, and a focus on long-term performance.



Organization, Personnel and Staffing

RFP 26-022

José Aguirre – Technician

Role: Lead HVAC Technician & Field Operations Support Specializations: System Repairs, Installations, Maintenance & Inspections

José Aguirre brings strong technical expertise and hands-on experience to Elemental Air Heating and Cooling's field operations. As both a Technician and Co-Owner, José plays a critical role in delivering high-quality HVAC services with a focus on safety, accuracy, and customer satisfaction.

José's core responsibilities include the repair, installation, and maintenance of a wide range of residential and light-commercial HVAC systems. His technical skill set covers:

- **Repairs:** Furnaces, air conditioners, boilers, and hot water tanks
- **Installations:** Full system replacements for furnaces, air conditioners, boilers, and hot water tanks
- **Maintenance & Inspections:** Seasonal tune-ups, safety checks, and performance evaluations for furnaces and air conditioners

José is known for his thorough diagnostic approach, attention to detail, and commitment to ensuring that every system the services operate safely, efficiently, and in compliance with local codes and manufacturer standards. His field experience and reliability make him an essential contributor to the successful delivery of HVAC assessments, replacements, and modernization projects.

As part of the leadership team, José supports project scheduling, quality control, and customer communication, ensuring that each project meets the expectations of both the client and the City of Aurora's program standards. His dedication to craftsmanship and service excellence strengthens the company's ability to provide consistent, dependable results across all project sites.



Organization, Personnel and Staffing

RFP 26-022

Calvin Cantoran – HVAC Technician

Role: HVAC technician with six years of combined industry experience, supported by formal apprenticeship training and recognized technical certifications. His background includes residential, commercial, and light industrial work, with a strong focus on safety, code compliance, and high-quality workmanship.

Certifications

- **EPA Clean Air Act Section 608 – Universal Certification** Authorizes handling, servicing, and disposal of refrigerants across all system types.

Core Competencies

- HVAC installation, service, and repair
- Electrical wiring, troubleshooting, and system upgrades
- Preventive maintenance and safety compliance
- System diagnostics and performance testing
- Residential and commercial project experience
- Strong adherence to OSHA and NEC standards

Jessica Saavedra – Operations Manager & Client Coordination

Role in This Project: Jessica oversees administrative operations, scheduling, customer communication, and documentation management. She will coordinate property access, maintain communication with landlords and tenants, and ensure timely submission of required forms, photos, and reports.

Professional Background: Jessica has extensive experience in customer service, administrative management, and community-focused support roles. Born in Ecuador and raised in Chicago alongside Christopher, she brings a strong sense of community, reliability, and professionalism to the company's daily operations. Her organizational skills and customer-friendly approach ensure smooth project flow and consistent communication.



Qualifications, Experience Firm & References

RFP 26-022

Elemental Air Heating and Cooling is a BBB-accredited, EPA-certified, SAM-registered, and Illinois DBE-certified HVAC contractor specializing in residential and light commercial heating, cooling, and hot water systems. Our firm is built on principles of honesty, transparency, and high-quality workmanship.

Company History & Capabilities

Founded in August 2022, Elemental Air Heating and Cooling was established to provide reliable, customer-centered HVAC services with an emphasis on education, energy efficiency, and long-term value. Our capabilities include:

- HVAC inspections and system condition assessments
- Furnace, boiler, and air conditioner installation, repair, and maintenance
- Hot water system installation and service
- Energy-efficiency upgrades and high-efficiency equipment installation
- Customer education on rebates, incentives, and cost-saving opportunities
- Code compliance, safety verification, and system modernization

Our firm's size allows us to deliver highly personalized service, rapid response times, and consistent quality control—key advantages for a program requiring accuracy, timeliness, and strong communication.



Qualifications, Experience Firm & References

RFP 26-022

Relevant Experience & References

Customer Name	Project Name	Award Amount	Award Date	Completion Date	Reference Contact	Project Description
Hulcher Services Inc	Commercial HVAC services and repairs	Annual basis total \$15,000	2025	Ongoing	Frank Ayed (708) 539-9654 frank.ayed@hulcher.com	Performed maintenance and repairs
Sria Apartments	Commercial HVAC service and repairs	\$6,000	2024	Ongoing	Andy Slater (773) 406-9229 andy@sriapartments.com	Conducted inspections, system, maintenance, and repairs.
Lofty LLC	Commercial HVAC service and repairs	\$7,000	2025	Ongoing	Jhezza Borromeo (844) 355-6389	Conducted inspections, system, maintenance, and repairs
Nicolett Butler	Residential HVAC Installation	\$5,000	2025	Complete	Nicolett Butler (630) 998-1289 butler8128@gmail.com	Installation in Auroa, IL
Maria Cardenas	Residential HVAC Installation	\$2,500	2025	Complete	Maria Cardenas (224) 809-1300 Lorecardenas18232826@gmail.com	Installation in Auroa, IL



Qualifications, Experience Firm & References

RFP 26-022

Summary of Qualifications

Elemental Air Heating and Cooling offers:

- A certified, experienced Project Manager with both technical and customer-facing expertise
- A DBE-certified, SAM-registered, EPA-certified firm committed to quality and compliance
- Strong organizational support for scheduling, documentation, and communication
- Proven experience in HVAC inspections, replacements, and energy-efficient upgrades
- A family-centered, integrity-driven business model aligned with community service values

Our team is fully prepared to support the City of Aurora in delivering safe, efficient, and reliable HVAC improvements for the Healthy Houses Program.

posed services.

Project Understanding & Technical Approach Narrative

Commitment to Quality, Compliance, and Community

Elemental Air Heating and Cooling operates on the principles of honesty, professionalism, and service to the community—values that guide every aspect of our work and define the standard we bring to this program. We recognize that the Healthy Houses initiative plays a vital role in ensuring safe, healthy, and energy-efficient living conditions for Aurora residents. Our team takes pride in contributing to this mission and understands the responsibility that comes with serving households across the city.



Project Understanding & Technical Approach Narrative

RFP 26-022

Our commitment to **quality** is reflected in our workmanship, our attention to detail, and our adherence to industry best practices. Every project is approached with a focus on long-term system performance, resident comfort, and reliability. We incorporate internal quality-control checks at each stage of the process to ensure that installations, repairs, and inspections meet or exceed program expectations.

We maintain strict **compliance** with all federal, state, and local regulations, including EPA Clean Air Act requirements, mechanical codes, electrical codes, and safety standards. Our technicians are trained to follow established procedures for refrigerant handling, equipment installation, and system diagnostics, ensuring that all work is completed safely and in accordance with regulatory guidelines. This disciplined approach supports the City's goals for consistency, accountability, and program integrity.

Equally important is our dedication to the **community** we serve. We understand that our work directly impacts the well-being of residents, many of whom rely on these improvements to maintain safe and livable homes. Our team approaches each household with respect, professionalism, and clear communication. We strive to minimize disruption, provide transparent explanations of the work being performed, and ensure that residents feel supported throughout the process.

By combining technical expertise, regulatory compliance, and a genuine commitment to community service, Elemental Air Heating and Cooling is fully prepared to deliver dependable, high-quality work throughout both phases of this program and to support the City of Aurora in achieving its Healthy Houses objectives.

Our team brings:

- Extensive experience in residential HVAC inspection and replacement
- A strong understanding of HUD-funded program requirements
- A customer-focused approach that emphasizes transparency, safety, and reliability



Project Understanding & Technical Approach Narrative

RFP 26-022

Elemental Air Heating and Cooling looks forward to the opportunity to partner with the City of Aurora on this important public health initiative.

Consistency, Accountability, and Community Impact

Across both phases, we maintain consistent quality control, transparent communication, and a strong commitment to serving the Aurora community. We understand that our work directly affects the well-being of residents, and we approach each home with respect, professionalism, and a focus on long-term reliability. Elemental Air Heating and Cooling is dedicated to being a dependable partner to the City of Aurora supporting the program's objectives, meeting all compliance requirements, and contributing to safer, healthier homes for families throughout the community.

Elemental Air Heating and Cooling is fully committed to supporting the City of Aurora throughout both phases of the Healthy Houses HVAC Inspections and System Replacements program. We understand that each phase plays a distinct and essential role in ensuring safe, healthy, and energy-efficient homes for residents, and we approach both with the same level of professionalism, consistency, and care.

Phase I – Inspection & Condition Assessment

During Phase 1, our focus is on delivering accurate, thorough, and code-compliant inspections that provide the City with reliable information for decision-making. Our technicians conduct detailed evaluations of existing HVAC systems, identifying safety concerns, performance deficiencies, and opportunities for improvement. We follow standardized inspection procedures to ensure consistency across all homes and maintain clear documentation for each property. Our goal in Phase 1 is to support the City with dependable assessments that help prioritize needs, protect resident safety, and ensure that all subsequent work is based on accurate, high-quality



Project Understanding & Technical Approach Narrative

RFP 26-022

Elemental Air Heating and Cooling is prepared to perform all required on-site inspections of residential HVAC systems in accordance with the standards outlined in the RFP. Our certified technicians will conduct comprehensive evaluations that include:

- Assessment of system age, mechanical integrity, and operational performance
- Verification of ventilation safety, airflow quality, and potential health risks
- Identification of mechanical failures, safety hazards, or conditions indicating end-of-life status

For each property inspected, we will prepare and submit a detailed Condition Assessment Report that includes:

- A professional determination of whether the system is serviceable or requires replacement
- Documentation of system condition, safety concerns, and performance issues
- Photographs, technical notes, and supporting evidence as required

These reports will be completed in a clear, consistent format to support the City's eligibility determinations under the Community Development Block Grant – Coronavirus (CDBG-CV) Program.

Phase II – System Modernization & Replacement

During Phase 1, our focus is on delivering accurate, thorough, and code-compliant inspections that provide the City with reliable information for decision-making. Our technicians conduct detailed evaluations of existing HVAC systems, identifying safety concerns, performance deficiencies, and opportunities for improvement. We follow standardized inspection procedures to ensure consistency across all homes and maintain clear documentation for each property. Our goal in Phase 1 is to support the City with dependable assessments that help prioritize needs, protect resident safety, and ensure that all subsequent work is based on accurate, high-quality



Project Understanding & Technical Approach Narrative

RFP 26-022

For all HVAC systems identified in Phase I as requiring replacement, Elemental Air Heating and Cooling will provide full-service modernization, including:

- Safe removal and environmentally responsible disposal of existing equipment
- Installation of new, high-efficiency HVAC systems that meet or exceed current energy standards
- System upgrades designed to improve ventilation, filtration, and indoor air quality
- Compliance with all City of Aurora building codes, manufacturer specifications, and regulations HUD CDBG-CV

Our installations prioritize public health by enhancing ventilation and filtration performance—key objectives of the CDBG-CV program.

Project Understanding

Elemental Air Heating and Cooling recognize that the City of Aurora's Healthy Houses Program (Aurora Rental HVAC Replacement Program) is designed to improve the safety, comfort, and energy efficiency of rental housing units occupied by low- to moderate-income residents. The program's success depends on timely, accurate HVAC assessments, high-quality system replacements, and consistent communication with property owners and City staff.

We understand that the City requires a contractor capable of:

- Conducting thorough HVAC inspections and documenting system conditions
- Identifying health, safety, and code-related deficiencies
- Recommending appropriate repair or replacement solutions
- Installing modern, energy-efficient equipment that meets program standards
- Coordinating with landlords, tenants, and City representatives



Project Understanding & Technical Approach Narrative

RFP 26-022

- Completing work within defined timelines and budget parameters
- Providing clear documentation, including photos, reports, and equipment specifications

Elemental Air Heating and Cooling is fully prepared to meet these expectations through a structured, transparent, and quality-driven approach.

Technical Approach

1. Initial Coordination & Project Setup

- Participate in a kickoff meeting with City staff to confirm expectations, reporting formats, communication channels, and scheduling procedures.
- Christopher Gaona will be the On-Site Project Manager during the duration of the contract.
- Review all program guidelines, eligibility requirements, and documentation templates.

2. HVAC System Assessment

- Conduct on-site inspections of existing heating, cooling, and hot water systems.
- Evaluate equipment age, efficiency, safety, and operational condition.
- Identify code violations, ventilation issues, and health/safety concerns.
- Document findings with photos, model/serial numbers, and diagnostic notes.
- Submit assessment reports to the City for approval prior to replacement.

3. Scope Confirmation & Equipment Selection

- Recommend repair or replacement based on assessment results and program criteria.



- Select appropriately sized, energy-efficient equipment that meets City and manufacturer standards.
- Provide cost estimates, equipment specifications, and anticipated timelines for approval.

4. Installation & Quality Control

- Schedule installation with property owners and tenants to minimize disruption.
- Remove existing equipment safely and dispose of materials in accordance with environmental regulations.
- Install new HVAC systems following manufacturer guidelines, local codes, and industry best practices.
- Perform system testing, airflow verification, and safety checks.
- Complete a final quality-assurance review before turnover.

5. Documentation & Closeout

- Provide the City with all required documentation, including:
 - Before/after photos
 - Equipment specifications
 - Warranty information
 - Installation verification forms
 - Final inspection reports
- Ensure property owners and tenants receive system operation guidance.

6. Ongoing Support

- Offer warranty support and post-installation service as needed.
- Maintain availability for follow-up inspections or program audits.



Project Understanding & Technical Approach Narrative

RFP 26-022

General Work Plan

Task	Description	Duration
1. Project Initiation	Kickoff meeting, communication setup, documentation review	1–2 days
2. Property Assessment	On-site inspection, diagnostics, reporting	1–3 hrs per unit
3. City Review & Approval	City review of assessment and scope confirmation	1–5 days (City-dependent)
4. Equipment Procurement	Order and receive approved equipment	1–2 days
5. Installation	Removal of old system, installation of new equipment, testing	1–2 days per unit
6. Closeout Documentation	Submit final reports, photos, warranties	1–2 days
7. Follow-Up Support	Warranty service and program support	Ongoing

Summary

Elemental Air Heating and Cooling’s approach emphasizes accuracy, efficiency, safety, and clear communication. Our team is committed to supporting the City of Aurora in delivering healthier, safer, and more energy-efficient rental housing through reliable HVAC assessment and replacement services.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/07/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  GOMEZ INSURANCE AND FINANCIAL SERVICES DBA AMANDA GOMEZ STATE FARM AGENCY 4403 W 63RD ST. CHICAGO, IL 60629	CONTACT NAME: AMANDA GOMEZ PHONE (A/C, No, Ext): 773-735-9000 FAX (A/C, No): E-MAIL ADDRESS:	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: ☒ INSURER C: ☒ INSURER D: ☒ INSURER E: ☒ INSURER F: ☒	NAIC # 25143
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			93-PF-C362-9	08/24/2025	08/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
☒	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			1135950-SFP-13	12/06/2025	06/06/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
☐	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
☒	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	93-PK-P093-3	10/06/2025	10/06/2026	☒ PER STATUTE ☐ OTH-ER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITU OF AURORA IS/ARE INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO GENERAL LIABILITY AND AUTO LIABILITY. WAIVER OF SUBROGATION IS APPLICABLE WHERE REQUIRED BY WRITTEN CONTRACT.
RFP 26-022

CERTIFICATE HOLDER

ADDITIONAL INSURED: CITY OF AURORA
77 S BROADWAY
AURORA, IL 60505

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature 

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esco institute

Program EPA
Approved
December 28, 1993

Certificate No.: 1323226835210

CALVIN CANTORAN

has successfully passed a

UNIVERSAL

exam on how to responsibly handle
refrigerants as required by EPA's
National Recycling and Emission
Reduction Program

www.escogroup.org • (800)726-9696

**Mainstream Engineering
Corporation**

Technician Certification

HVAC Technician Certification
EPA Clean Air Section 608

Program Certification Date: Jan. 26, 1994

CHRISTOPHER GAONA

P1BB4DCAAF3C59650

has been certified as Technician Type: **Type II**
as Required by 40CFR Part 82, Subpart F



QwikProducts
by Mainstream Engineering

**Mainstream Engineering
Corporation**
Technician Certification

HVAC Technician Certification
EPA Clean Air Section 608

Program Certification Date: Jan. 26, 1994

JOSE AGUIRRE

P5CD5B982377E6010

has successfully passed a **Type I**
exam on how to responsibly handle refrigerants as required
by EPA's National Recycling and Emission Reduction Program.



QwikProducts
by Mainstream Engineering

CITY OF AURORA, ILLINOIS

CONTACT INFORMATION

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

Customer Service/General Information: Ph: 815-893-2789

To place an order:

Name: Jessica Saavedra
Ph: 815-893-2789 Fax: _____
E-mail: info@elementalairhvac.com

Billing & Invoicing questions:

Name: Elemental Air Heating and Cooling LLC
Ph: 815-893-2789 Fax: _____
E-mail: info@elementalairhvac.com

Questions:

Name: Jessica Saavedra
Ph: 815-893-2789 Fax: _____
E-mail: info@elementalairhvac.com

Bidder's Name: Elemental Air Heating and Cooling LLC

Signature & Date:

Jessica Saavedra

CITY OF AURORA AGREEMENT

THIS AGREEMENT, entered on this _____ (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ (“Proposer”), located at _____.

WHEREAS, the City issued a Request for Proposal (“RFP”) on _____ for the _____; and

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

WHEREAS, on _____, the City awarded a contract to Proposer, _____.

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, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, 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.

Request for Proposal _____.

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer 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.

Proposer shall perform the Services listed in the Proposal, attached hereto as Exhibit 1.

3. Term.

This agreement shall remain in effect until the terms of the RFP and completion of services have been met, unless sooner terminated in accordance with the terms contained herein, ends upon completion of services.

4. Compensation.

Maximum Price. In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal, Exhibit 2.

Schedule of Payment. The City shall pay the Proposer for the Services in accordance with the amounts set forth in Exhibit 2, price shall remain firm for the entire contract period. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice. Payment shall be made upon the basis of the approved invoices and supporting documents. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this Contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) upon receipt of the invoice.

5. Performance of Services.

Standard of Performance. Proposer 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. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer 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) appropriately 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. Proposer 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 Proposer 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 Proposer from the responsibilities set forth herein.

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 Proposer with sixty (60) 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 Proposer only for

services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer 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 Proposer 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.

CITY OF AURORA, ILLINOIS

SIGNATURE

Jolene Coulter

FULL NAME

DATE SIGNED

Director of Purchasing

TITLE

(Contractor)


SIGNATURE

JESSICA SAAVEDRA

FULL NAME

4/8/2026

DATE SIGNED

Operations Manager

TITLE