



City of Aurora, IL

# **HEALTHY HOUSES HVAC INSPECTIONS AND SYSTEM REPLACEMENTS**

**26-022**

RELEASE DATE: March 9, 2026

DEADLINE FOR QUESTIONS: April 10, 2026

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

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/aurorail>

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### Attachments:

A - CDBG Provisions - Informational Only

B - 26-022 HVAC Legal Notice 03.31.26

## INSTRUCTIONS TO PROPOSERS

### 1. SUMMARY

The City of Aurora is seeking qualified contractors to participate in its CDBG-CV funded Healthy Houses Program, also known as the Aurora Rental HVAC Replacement Program. This initiative is funded through the **Community Development Block Grant – Coronavirus (CDBG-CV) Program** administered by the U.S. Department of Housing and Urban Development.

- **Phase I: Inspection & Condition Assessment** The selected 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. Proposers must evaluate system performance, ventilation safety and overall conditions. For each property inspected, the contractor must prepare and submit a formal **Condition Assessment Report** documenting system condition and providing a professional determination as to whether the system remains serviceable or requires replacement. These reports will be used by the City to determine eligibility for federally funded assistance under the **Community Development Block Grant – Coronavirus (CDBG-CV) Program**.
- **Phase II: System Modernization & Replacement** For HVAC systems identified in Phase I as requiring replacement, the selected 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 to meet public health objectives.

**Proposers must clearly indicate in their submission which phase or phases they are proposing to perform.**

The City reserves the right to award these phases to a single contractor or to separate contractors based on the expertise, capacity, and qualifications demonstrated in the response. Proposers must clearly indicate in their submission which phase(s) they are bidding on.

### 2. TIMELINE

|                                       |               |
|---------------------------------------|---------------|
| <a href="#">Release Project Date:</a> | March 9, 2026 |
|---------------------------------------|---------------|

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>Pre-Proposal Meeting (Mandatory):</b></p> | <p>April 9, 2026, 12:30pm</p> <p><u><a href="#">Agenda</a></u></p> <p>City Hall, Council Chambers: 44 E Downer Place, Aurora, IL 60507<br/>Virtual Meeting link will be provided March 25, 2026</p> <p>Attendance either in person or virtually is mandatory</p> <p>Must be present at the START of the meeting to participate. Attendees later than 10:00 am (central time) will not be permitted to participate in the project</p> <p>Microsoft Teams meeting<br/>Join:<br/><u><a href="https://teams.microsoft.com/meet/252725389886?p=EQYkawjYWFS9Qx7Q4R">https://teams.microsoft.com/meet/252725389886?p=EQYkawjYWFS9Qx7Q4R</a></u><br/>Meeting ID: 252 725 389 886</p> <p>A second Mandatory Meeting will be held Thursday, April 9, 2026 at City Hall, Council Chambers: 44 E Downer Place, Aurora, IL 60507<br/>Virtual Meeting link will be provided April 8, 2026</p> <p>Attendance either in person or virtually is mandatory. If you attended the first meeting, you do not need to attend the second.</p> <p>Must be present at the START of the meeting to participate. Attendees later than 12:30 pm (central time) will not be permitted to participate in the project</p> <p>Virtual Link for April 9th meeting:<br/>Microsoft Teams meeting<br/>Join:<br/><u><a href="https://teams.microsoft.com/meet/28281647">https://teams.microsoft.com/meet/28281647</a></u></p> |
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|                               | <a href="#">919259?p=CeHFIPGwpamhX5BFUs</a><br>Meeting ID: 282 816 479 192 59<br>Passcode: KB3hB92V |
| Question Submission Deadline: | April 10, 2026, 8:00am                                                                              |
| Response Submission Deadline: | April 17, 2026, 11:00am                                                                             |

### 3. Program Background

The Illinois Department of Commerce and Economic Opportunity (DCEO) has awarded a unique, one-time grant through the Community Development Block Grant – Coronavirus (CDBG-CV) Healthy Houses Program (CSFA Number: 420-75-3433; CSFA Title: Community Development Block Grant-Coronavirus Program: Healthy Houses; Grant Award Number: 20-303001) to support housing projects that preserve single- and multi-family, landlord-owned units serving low- and moderate-income households. This initiative is designed to encourage neighborhood revitalization with an emphasis on health and safety. Eligible properties may include up to six units per site, must be owned by City-licensed landlords, and must be located within the City's corporate limits.

The CDBG-CV Healthy Houses Program provides financial assistance for partial or full HVAC system replacements, including necessary electrical and plumbing upgrades, to improve living conditions in approximately 100 to 150 rental housing units. This initiative focuses on preserving small-scale, landlord-owned housing—limited to six or fewer units per site—to address critical health and safety needs heightened by the COVID-19 pandemic. All work must comply with applicable mechanical, structural, and energy-efficiency codes and standards, including State plumbing and electrical requirements and any relevant local rehabilitation codes.

### 4. ACCEPTANCE OF PROPOSALS

a. Proposers intending to respond to this opportunity must create a FREE account with OpenGov by signing up at <https://procurement.opengov.com/signup>. This step is necessary to establish a communication link with the City. The Proposer, not the City, is responsible for obtaining any addenda to the original specification. Addenda and other relevant information will be posted on the City's E Procurement System. Addenda notifications will be emailed to all persons on record as following this Bid Proposal. Failure of any Proposer to receive any such addenda or interpretation shall not relieve such Proposer from any obligation under their bid proposal as submitted. All addenda so issued shall become part of the contract documents. **Paper submissions will not be accepted.**

b. Proposals may be received up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov**. The City's E Procurement System Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Aurora strongly recommends completing your responses well ahead of time. All Proposals shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

- **Pricing shall not be mentioned anywhere in the body of the proposal.**

c. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities and irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal 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 Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.

d. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer 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. Proposal 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 Proposer. In determining the responsibility of any Proposer, 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 Proposer, 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 Proposal 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 Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

## **5. RECEIPT OF PROPOSALS**

a. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City's E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

b. **Proposals must be submitted electronically via the City's E Procurement System. There will be no exceptions!**

## **6. WITHDRAWAL OF PROPOSALS**

**Proposals may be withdrawn prior to the deadline for submitting bid proposals through the City's E Procurement System, the responding Proposer may "un-submit" their proposal in OpenGov.**

Proposers are cautioned to verify their bid proposal before submission. Negligence on the part of the Proposer in preparing the bid proposal confers no right for withdrawal or modification of the bid proposal after it has been opened. Proposers may not withdraw their Proposal after the opening without the approval of the Director of Purchasing. Requests to withdraw a Proposal must be in writing and properly signed. No Proposal will be opened or accepted, which is received after the time and date scheduled for the Proposals to be received.

## **7. QUESTIONS**

Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid, up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov**. All answers to inquiries will be posted on the City's E Procurement System. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted.

**No questions will be accepted or answered verbally.**

**No questions will be accepted or answered after the cut-off date/time. It is the responsibility of the interested Proposer to ensure they have received addenda, if any issued.**

## **8. INVESTIGATION**

It shall be the responsibility of the Proposers to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposers of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer 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 Proposer.

Each Proposer submitting a Proposal is responsible for examining the complete Proposal 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 Proposer, and no relief will be given for errors or omissions by the Proposer. If awarded the contract, the Proposer will not be allowed any extra compensation by reason of any matter or thing concerning which such Proposer should have fully informed himself, because of his failure to have so informed himself prior to the Proposal. The submission of a Proposal shall be construed as conclusive evidence that the Proposer has made such examination as is required in this section and that the Proposer is conversant with local facilities and difficulties, the requirements of the Proposal 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 Proposal for all contingencies. Before any award is made of the contract to the Proposer, the Proposer 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.

## **9. PROPOSAL QUALIFICATION**

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a Proposer and reject his Proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- 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 Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion.**

## **10. ALTERNATE PROPOSALS**

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. Proposers desiring to submit a Proposal on items which deviate from the stated specifications, but which they believe to be equal, may do so by submitting all inquiries via the City's E Procurement System, OpenGov, but all specification deviations must be clearly stated. Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid via the City's E Procurement System by the designated date and time. All answers to inquiries, including requests for alternates or substitutions, will be posted on the City's E Procurement System. Proposers may also click "Follow" on this bid proposal to receive an email notification when answers are posted. It is the responsibility of the Proposer to check the website for answers to inquiries. The Purchasing Director reserves the right to rule upon specification deviation in a manner as best befits the needs of the City. The Purchasing Director will reject all deviations that amount to a material nonconformity with the specifications of the Proposal.

## **11. EVALUATION PROCESS**

### **Step #1: Initial Screening**

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

### **Step #2: Proposal Evaluation**

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

### **Step #3: Interviews**

The Project Evaluation Team reserves the right to interview top-ranked firms that are considered most competitive. The purpose of the interviews would be to allow for expansion upon the written responses. If interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals.

### **Step #4: Selection**

The City will select the vendors that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm, the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council.

## **12. PROPOSAL AWARD**

Except as otherwise may be stated in the Specifications, Proposal award shall be made to the most responsible Proposer 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 Proposer modifies limits, restricts or subjects his Proposal to conditions that would change the requirements of the specifications, this would be considered a conditional or qualified Proposal and will not be accepted. The City reserves the right to delete any item listed in the Proposal Package.

## **13. PRICES**

Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern.

## **14. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS**

Proposers shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the Proposal documents. Interpretations, corrections and changes will be made by addendum. Each Proposer shall ascertain prior to submitting a Proposal that all addenda have been received and acknowledged in the Proposal.

## **15. SIGNATURES**

Each Proposal must be signed by the Proposer with his/her usual signature. Proposals 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. Proposals 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.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal 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 Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in 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, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals 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 Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

## **16. ILLINOIS FREEDOM OF INFORMATION ACT**

**Illinois Freedom of Information Act.** The Contractor 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.

## GENERAL REQUIREMENTS

### 1. REQUIREMENTS OF PROPOSER

The successful Proposer 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 Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

### 2. CITY'S AGENT

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

### 3. PAYMENTS

Payment shall be made for services rendered. 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.)

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.

**All invoices MUST contain a valid City of Aurora issued purchase order.**

The successful Proposer shall submit invoices via e-mail to:

[PurchasingDL@aurora.il.us](mailto:PurchasingDL@aurora.il.us)

or Mail to the following address:

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

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is ***our preferred method of payment!***

### 4. 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 (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

### 5. COMPLIANCE WITH LAWS AND REGULATIONS

The Proposer 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.

## **6. DEFAULT**

Time is of the essence of this Proposal and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the Proposal by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

## **7. CANCELLATION**

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer 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.

## **8. INSURANCE AND HOLD HARMLESS PROVISION**

At the Proposer's expense, the Proposer 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 Proposer's operations. The Proposer 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:

(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 Proposer 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 Proposer 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 Proposer or his Subcontractors. The Proposer 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.

## 9. SUBLETTING OR ASSIGNMENT OF WORK

If the Proposer 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.

**A Payment Bond will be required if the Proposer sublets any of the requested services.** All transactions of the City shall be with the Proposer; 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 Proposer 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 Proposer 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.

## 10. WORKERS COMPENSATION ACT

The Proposer 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 Proposer 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 Proposer 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 Proposal, and any and all liability resulting thereupon; and said Proposer, 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, damages, attorney's fees, and expenses incurred therein. Said Proposer 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.

#### **11. MINORITIES, WOMEN, OR DISABLED PERSONS BUSINESS ENTERPRISE PARTICIPATION**

The City of Aurora encourages business owned by minorities, women, or disabled persons (MWDP) to submit proposals. The City encourages the successful Proposer to utilize MWDP business as sub-contractors for supplies, equipment, services and construction. Contractor shall identify at the time of their Proposal if they qualify as an MWDP enterprise.

#### **12. CDBG CONTRACT PROVISIONS**

This project is paid for in part with Federal grant funds through the Community Development Block Grant Program - Coronavirus Program. Attention of Proposer is particularly called to the CDBG Contract Provisions (Attachment A) that will be incorporated into all general and subcontractor contracts.

#### **13. System for Award Management Registration**

Selected preferred contractors must be registered in the System for Award Management (SAM.gov) with an active Unique Entity Identifier (UEI) prior to contract execution and must maintain an active registration throughout the duration of the agreement to remain eligible for federal CDBG payments, as required by 2 CFR Part 25.

#### **14. EQUAL EMPLOYMENT OPPORTUNITY**

Attention of Proposer is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

#### **15. PROSECUTION OF WORK**

The Proposer shall begin the Work to be performed under the Proposal as specified in the specifications after the execution and acceptance of the Proposal, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the Proposal.

#### **16. TIME**

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay

caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

#### **17. 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.

#### **18. TERMINATION FOR CLAUSE**

This Proposal 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 Proposal 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 RFP 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 RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

## SCOPE OF WORK

### 1. PROJECT INTRODUCTION AND PURPOSE

Proposers are required to read and understand all information contained within the entire proposal package. By responding to this RFP, the proposer agrees to have read and understands these documents.

The City of Aurora is seeking qualified contractors to participate in its CDBG-CV funded Healthy Houses Program, also known as the Aurora Rental HVAC Replacement Program. This initiative is funded through the **Community Development Block Grant – Coronavirus (CDBG-CV) Program** administered by the **U.S. Department of Housing and Urban Development**.

- **Phase I: Inspection & Condition Assessment** The selected 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. Proposers must evaluate system performance, ventilation safety and overall conditions. For each property inspected, the contractor must prepare and submit a formal **Condition Assessment Report** documenting system condition and providing a professional determination as to whether the system remains serviceable or requires replacement. These reports will be used by the City to determine eligibility for federally funded assistance under the **Community Development Block Grant – Coronavirus (CDBG-CV) Program**.
- **Phase II: System Modernization & Replacement** For HVAC systems identified in Phase I as requiring replacement, the selected 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 to meet public health objectives.

**Proposers must clearly indicate in their submission which phase or phases they are proposing to perform.**

The City reserves the right to award these phases to a single contractor or to separate contractors based on the expertise, capacity, and qualifications demonstrated in the response. Proposers must clearly indicate in their submission which phase(s) they are bidding on.

The Healthy Houses Grant Program preserves landlord-owned rental properties (up to six units) for low- and moderate-income (LMI) tenants by funding the complete replacement of aging HVAC systems—including the furnace, AC condenser, evaporator coil, and all necessary electrical, plumbing, and venting components. Standalone repairs are ineligible for this program, which aims to modernize 100–150 units with energy-efficient systems to improve indoor air quality, reduce tenant utility costs, and enhance pandemic preparedness. To qualify, at least 51% of a property's units must be occupied by LMI households (earning no more than \$95,900/year for a family of four), ensuring the City's investment directly supports housing stability and health for its most vulnerable residents.

This program's overall goal is to provide ventilation for the City's low and moderate income residents which will assist in further preparing its residents if another coronavirus or similar pandemic were to occur, the outcome of which would be improved air quality and reduction of the disease transmission.

### 2. TENTATIVE PROJECT TIMELINE

April 2026 - Preferred contractor list development

June 1, 2026 - May 1, 2027- HVAC inspections and/or replacement

### **3. STATEMENT OF WORK**

The City of Aurora, IL is seeking qualified vendors to provide comprehensive HVAC inspection and/or HVAC replacement services for its Healthy Houses Program, also known as the Aurora Rental HVAC Replacement Program. This program is funded through the Illinois Department of Commerce and Economic Opportunity (DCEO) Healthy Houses CDBG-CV Grant Program. The purpose of this program is to ensure that HVAC systems in residential rental properties (up to six units) meet health and safety standards, improve indoor air quality, and enhance energy efficiency. The selected vendor(s) will be responsible for conducting thorough inspections, providing detailed reports, and recommending necessary replacements, and/or for replacing HVAC systems or components beyond their useful life.

The objective of this solicitation is to establish a Preferred Contractor List of pre-qualified vendors. Selected vendors will ensure that HVAC systems in residential rental properties meet health and safety standards, improve indoor air quality, and enhance energy efficiency. The City intends to utilize the Preferred Contractor List to assign work across two distinct phases. Vendors may submit qualifications for Phase I only, Phase II only, or both.

The program is estimated to have anywhere from 30-50 residential rental properties (maximum of six (6) units per property for an approximate total of 100-150 rental units) that will be inspected for HVAC Replacement and as required, full or partial system replacement. Although the contract will be between the City of Aurora and the selected contractor, property owners (landlords) will be responsible for obtaining a minimum of three estimates from contractors on the Preferred Contractor List and working with the City on the final contractor selection. Once a contractor is selected, the landlord will coordinate directly with the contractor to schedule and complete inspection and installation service appointments.

The selected vendor must meet the following service requirements:

#### **1. Contractor Qualifications:**

- Be currently licensed with the City of Aurora and in good standing **OR**
  - Meet with the City of Aurora's mechanical licensing requirements and obtain the appropriate license prior to commencement of work.
- Employ Licensed and certified HVAC technicians with a minimum of 5 years of experience performing residential HVAC inspections and installations.
- Demonstrate knowledge of relevant standards and guidelines, including ASHRAE, ACCA, and EPA
- Experience working with municipal or government programs is preferred.
- Preference may be given to contractors who meet City of Aurora's STAR contractor program, which recognizes contractors who consistently pass inspections within the top 50 percent of their trade category. .

#### **2. Scheduling and Coordination:**

- Coordinate with the City of Aurora's Healthy Houses program staff to schedule inspections
- Provide flexible scheduling options to accommodate residents' availability
- Notify residents of inspection dates and times, and provide reminders as needed
- City of Aurora Building and Permits Inspection **required** within 10 business days of installation.

### 3. **Inspection Process:**

- Conduct inspections in a professional and respectful manner
- Use appropriate personal protective equipment (PPE) and follow safety protocols
- Minimize disruption to residents during inspections
- Document all findings and recommendations in a clear and concise manner
- Complete initial inspections within 30 days of contract award
- Provide inspection reports within 5 business days of each inspection
- Complete follow-up inspections or additional services within 15 days of request
- Offer additional services, such as indoor air quality testing, as needed
  - **Environmental Review - Lead.**
  - Contractor will need to assess whether paint will be disturbed as part of the project.
    - If paint will be disturbed, contractor will need to evaluate whether it is below de minimis levels.
    - If paint will be disturbed above de minimis levels, the City of Aurora will work with the landlord to determine whether they will move forward with the project, the City of Aurora will not be responsible for any lead testing or mitigation.

### 4. **Communication:**

- Maintain regular communication with the City of Aurora's Healthy Houses program staff and landlords
- Respond to inquiries and requests for information within 2 business days
- Provide follow-up support to address any questions or concerns from residents or program staff
- Assist with the implementation of recommended repairs or improvements, if requested
- Provide a dedicated point of contact for all project-related matters. Proposers are advised that the contract will be between the City and contractor; however, landlords will be directly responsible for coordinating the site inspection and installation (as needed) services with the contractor.

## 4. PHASE 1: HVAC INSPECTION & CONDITION ASSESSMENT

The HVAC inspection services must adhere to the following standards and guidelines:

**1. Inspection Standards:**

- ASHRAE Standard 62.2-2019: Ventilation and Acceptable Indoor Air Quality in Residential Buildings
- ACCA Standard 4: Maintenance of Residential HVAC Systems
- EPA Guidelines for Indoor Air Quality
- Local building codes and regulations
- Inspectors must be licensed with the state and in good standing

**2. Inspection Components:**

- Visual inspection of HVAC equipment, including furnaces, air conditioners, heat pumps, and ductwork
  - Assess the condition of existing HVAC systems and recommend replacements as needed
- Assessment of system performance and efficiency
- Evaluation of ventilation and air filtration systems
- Inspection of thermostats and control systems
- Check for proper insulation and sealing of ductwork
- Identification of potential health hazards, such as mold, carbon monoxide leaks, and poor air quality, radon, asbestos and lead testing.
- Must be able to determine if a unit is beyond its useful life based on the guidelines provided

**3. Reporting Requirements:**

- Detailed inspection report for each property, including findings, photos, and recommendations
- Recommendations for replacements to improve system performance and indoor air quality
- Submit electronic copies of all inspection reports to the City of Aurora's Healthy Houses program staff
- Maintain records of all inspections and communications for a minimum of 3 years

**5. PHASE II: HVAC SYSTEM MODERNIZATION & REPLACEMENT**

The intent of the program is to upgrade and/or replace HVAC systems and components that are aging and/or beyond their useful life. All work will require the removal, disposal, and installation of new, energy efficient HVAC systems to upgrade and/or replace units that are aging and/or beyond their useful life. This modernization focuses on meeting resident health objectives by enhancing ventilation and air filtration, and all work must comply with 2024 I-Series codes, City Ordinances, and DCEO/HUD CDBG-CV regulations. All

installation work requires permits through the City's Development Services Department, which may include Residential or Mechanical single-trade permits, or a furnace/AC permit.

Installing contractor will be required to take before and after photos.

City of Aurora's Building and Permit inspection is required within 10 business days of installation.

*The City understands that the submitted prices are estimated or average costs. The vendor shall make pricing adjustments for each household based on an inspection to submit a complete quote.*

## **6. Beyond Useful Life Guidelines**

The Contractor is responsible for conducting a physical assessment of all existing HVAC systems at [Project Name/Location] to determine their remaining **Estimated Useful Life (EUL)**. In accordance with HUD standards, the Contractor must identify and prioritize for full replacement any system or major component—including condensing units, air handlers, and furnaces—that has exceeded its industry-standard life of **15 to 20 years** or is determined to have less than five years of viable service remaining.

For each unit, the Contractor shall submit a written inventory and condition report certifying the age and mechanical status of the equipment. Any system identified as being beyond its EUL must be replaced with new equipment meeting current **DOE SEER2/HSPF2** efficiency standards and carrying a manufacturer-rated design life of at least 15 years. If the Contractor recommends the replacement of a system that has not yet reached its EUL, they must provide a detailed technical justification citing chronic mechanical failure, safety hazards, or prohibitive repair costs.

## **7. MINIMUM QUALIFICATIONS**

The following are minimum requirements that the Proposer must meet in order to be eligible to submit a 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. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

## SUBMITTAL CONTENT

### 1. TECHNICAL PROPOSAL

Submitted proposals shall be organized in the following order which allows for clarity and ease of review of the proposals. Where indicated, City forms must be completed and submitted. Proposals should not exceed 30 single sided, not including covers, table of contents and section dividers.

The following items shall be included in your Statement of Work (SOW):

**Cover Transmittal Letter** (1 page max.) – On company letterhead, provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

**Organization, Personnel and Staffing** (9 pages max., 30 points max.) – Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.

**Firm Qualifications, Experience and References** (10 pages max., 25 points max.) – Provide a narrative describing the firm's qualifications to perform the project work. Provide information on past relevant experience, including:

- Customer Name
- Project Name
- Award Amount
- Award Date
- Completion Date
- Reference Contact
- Project Description

**Project Approach** (5 pages max., 30 points max.) – Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. Provide a detailed project schedule that illustrates the duration of each task.

### 2. COST PROPOSAL

**Pricing** – The pricing *component* shall be uploaded electronically in Section 5 Pricing Table.

This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal.**

*Please note that pricing is only a portion of the evaluation criteria for award. The City understands that the submitted prices are estimated or average costs. The vendor shall make pricing adjustments for each household based on an inspection to submit a complete quote.*

## PRICING TABLE

The City understands that the submitted prices are estimated or average costs. The vendor shall make pricing adjustments for each household based on an inspection to submit a complete quote.

### INSPECTION AND INSTALLATION RATES

| Line Item                         | Description                                                    | Unit of Measure | Unit Cost | No Bid |
|-----------------------------------|----------------------------------------------------------------|-----------------|-----------|--------|
| <b>Labor</b>                      |                                                                |                 |           |        |
| 1                                 | Inspectors Rate                                                | Hourly          |           |        |
| 2                                 | Labor & Auxiliary Charges                                      | Hourly          |           |        |
| 3                                 | Standard Labor Rate                                            | Hourly          |           |        |
| 4                                 | Emergency/After-Hours                                          | Hourly          |           |        |
| 6                                 | Removal & Disposal (Recovery of old refrigerant and recycling) | Each            |           |        |
| <b>Materials (not limited to)</b> |                                                                |                 |           |        |
| 7                                 | Full System Replacements                                       | Each            |           |        |
| 8                                 | Central AC + Gas Furnace                                       | Each            |           |        |
| 9                                 | Ducted Heat Pump System                                        | Each            |           |        |
| 10                                | Ductless Mini-Split (per zone)                                 | Each            |           |        |
| 11                                | Dual-Fuel (Hybrid) System                                      | Each            |           |        |
| 12                                | Individual Component Replacement                               | Each            |           |        |
| 13                                | Central AC Condenser Only                                      | Each            |           |        |
| 14                                | Gas Furnace Only                                               | Each            |           |        |
| 15                                | Evaporator Coil Replacement                                    | Each            |           |        |
| 16                                | Indoor Air Quality (IAQ) & Filtration Add-ons                  | Each            |           |        |
| 17                                | High-Efficiency Media Filter                                   | Each            |           |        |

| Line Item | Description                 | Unit of Measure | Unit Cost | No Bid |
|-----------|-----------------------------|-----------------|-----------|--------|
| 18        | Whole-Home UV Purifier      | Each            |           |        |
| 19        | Electronic Air Precipitator | Each            |           |        |
| 20        | Whole-Home Humidifier       | Each            |           |        |
| 21        | Active Air Purifier         | Each            |           |        |
| 22        | New Ductwork (Run)          | Each            |           |        |

## EVALUATION CRITERIA

### 1. Phase 1

| No. | Evaluation Criteria                               | Scoring Method | Weight (Points)               |
|-----|---------------------------------------------------|----------------|-------------------------------|
| 1.  | <b>Organization, Personnel, and Staffing</b>      | Points Based   | 30<br><i>(35.3% of Total)</i> |
| 2.  | <b>Qualifications, Experience, and References</b> | Points Based   | 25<br><i>(29.4% of Total)</i> |
| 3.  | <b>Project Approach</b>                           | Points Based   | 30<br><i>(35.3% of Total)</i> |

### 2. Phase 2

| No. | Evaluation Criteria | Scoring Method | Weight (Points)              |
|-----|---------------------|----------------|------------------------------|
| 1.  | <b>Pricing</b>      | Points Based   | 15<br><i>(100% of Total)</i> |

## VENDOR SUBMISSIONS

### 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.

- ☐ Phase I Only: Residential HVAC Inspection & Condition Assessment
- ☐ Phase II: HVAC System Modernization & Replacement
- ☐ Both Phase I & Phase II: Comprehensive Inspection and Replacement Services

\*Response required

### 2. Technical Proposal\*

See Submittal Content Section for more information.

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

\*Response required

### 3. Contractors License\*

\*Response required

### 4. Donation of services?\*

Is your company interested in donating services?

- ☐ Yes
- ☐ No

\*Response required

When equals "Yes"

*Maximum Time Donated\**

If you have a maximum time donated please submit

\*Response required

### 5. Contact Information\*

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

\*Response required

## **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.

\*Response required

## **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).

☐ Please confirm

\*Response required

## **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.

☐ Please confirm

\*Response required

## **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  
☐ No

\*Response required

#### **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.

- ☐ Please confirm

\*Response required

#### **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  
☐ Consultant

\*Response required

#### **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](http://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.

☐ Please confirm

\*Response required

### 13. City of Aurora Contract\*

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

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

\*Response required

### 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?\**

☐ Yes

☐ No

\*Response required

When equals "Yes"

*Please list each such business or family tie by:\**

**Name, Position, and Affiliation with the City of Aurora.**

\*Response required

*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?\**

☐ Yes

☐ No

\*Response required

When equals "Yes"

*Please list each such business or family tie by:\**

**Name, Position, and Affiliation with the City of Aurora.**

\*Response required

Request For Proposal #26-022

Title: Healthy Houses HVAC Inspections and System Replacements