

COPY

PHILLIPS

PARK

MASTODON

Proposal for:
City of Aurora
Phillips Park Mastodon

Date: January 18, 2018
Prepared for: City of Aurora
Prepared by: Taylor Studios, Inc.



JANUARY 18, 2018

Jolene Coulter
Purchasing Division Office
44 East Downer Place
Aurora, IL 60507

Dear Ms. Coulter;

What does a successful partnership look like? What do you want it to feel like? How can a partnership help you achieve and reflect the goals of your exciting plans for the Interactive Mastodon Exhibit? When you work with Taylor Studios, not only do you get the expertise of 26 years of creating inspiring experiences, you also get a friendly and synergistic relationship. With over 70% of our business being repeat, you know we have helped our clients achieve their goals.

Interpreting natural history in unique and engaging ways has infused innovation and creativity within our design and fabrication teams. As one of the first firms to add interpretive planners to our staff of designers and fabricators, we can assure you that we understand the importance of scientific content and creating relevant connections to your audience. Our diverse staff brings you the expertise needed to address everything that your project needs. Typically, if we don't have expertise within our firm we have relationships with outside experts that do. Additionally, you also get systematic project management processes that keep you informed, and you receive adherence to time-sensitive deadlines. We work with you to create the most engaging and mission-based experiences that uniquely fit your site and your audience. We become true and intimate partners with your staff and stakeholders.

We are proud to be judged by our past performance. For over a quarter century we have created inspiring exhibits for nature centers, museums, zoos, and countless other interpretive sites across the country. Our exhibits are engaging, dynamic, hands-on, immersive, and one-of-a-kind. They artfully combine hands-on interactives, multisensory elements, A/V, playscapes, and live animal enclosures to create truly immersive educational experiences. Your proposed exhibits are right in line with our past work, creating life-sized creatures from history, engaging visitors with interactive opportunities, and bringing the past to life.

Working together to ensure we meet your needs, we will manage your project to create excellent results, inspire visitors, and achieve your goals. Our mission is to create experiences that inspire people; a life-sized mastodon will do just that.

We appreciate your consideration and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Levan", with a long horizontal flourish extending to the right.

Drew Levan
Estimator | Account Executive, Taylor Studios, Inc.
dlevan@taylorstudios.com

Taylor Studios, Inc.
1320 Harmon Drive
Rantoul, IL 61866

taylorstudios.com
t. 217.893.4874

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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.

COMPANY NAME Taylor Studios, Inc.

ADDRESS 1320 Harmon Drive

CITY/STATE/ZIP CODE Rantoul, IL 61866

NAME OF CORPORATE/COMPANY OFFICIAL Drew Levan
PLEASE TYPE OR PRINT CLEARLY

TITLE Account Executive

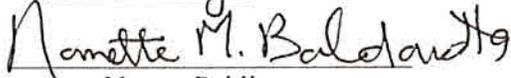
AUTHORIZED OFFICIAL SIGNATURE 

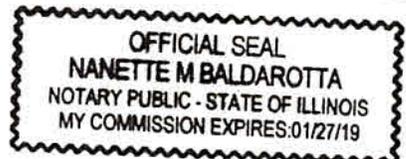
DATE 01/18/2018

TELEPHONE (217) 893-4874

FAX No. (217) 893-1998

Subscribed and Sworn to
Before me this 18th day
of January, 2018


Notary Public



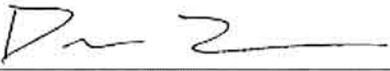
STATE OF ILLINOIS)
) ss.
County of Kane)

PROPOSER'S TAX CERTIFICATION

(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.

DATED this 18 day of January, 2018.

By 
(Signature of Proposer's Executing Officer)

Drew Levan
(Print name of Proposer's Executing Officer)

Account Executive
(Title)

ATTEST/WITNESS:

By _____
Title _____

Subscribed and sworn to before me this
18th day of January, 2018.
Nanette M. Baldarotta
Notary Public



(SEAL)

INTRODUCTION

A finely tuned fusion of art and business gives you processes that ensure a well-managed and creative project.

OVERVIEW

Taylor Studios Inc., based in Rantoul, Illinois, has grown from a two-person model shop housed in a rented chicken coop to an award-winning, full-service exhibit firm serving clients all across the U.S. and beyond. Since our humblest of beginnings, this thriving business has been fueled by a fascination with nature and a passion for powerful storytelling.

Founded in 1991 by Joe Taylor and Betty Brennan, Taylor Studios began by fabricating museum-quality artifacts and fossils. Our clients quickly realized the expertise which we brought to each project, molding and casting reproductions that became renowned for their accuracy. Initially carving out a niche in the paleontology and archaeology fields, Taylor Studios today is recognized as an industry leader in exhibit design and fabrication, serving visitor centers, zoos, science centers, nature centers, museums, and more.

You, the client, are our number one priority. When you choose to work with us, we become your partner in bringing your vision and story to life. Excellent customer service is our commitment and our hallmark: we stand by our products with a five-year warranty as a testament to our exceptional quality.

CORNERSTONES

We employ five cornerstones to make sure your project is successful. These areas are continually assessed and evaluated in order to provide you with our best possible service, product, and experience.

1. Customer Satisfaction: We believe customer satisfaction is the best measure of success. The fact that 70% of Taylor Studios' business comes from repeat clients indicates to us—and to you—that we're doing things right. But complacency is not our style; we want to exceed our clients' expectations, every time. This means not only delivering a top-quality product, but also providing our clients peace of mind throughout the entire process of its creation. We are not a "cookie-cutter" operation; our process and outputs are customized to meet your unique goals.

2. Financial Stability: Financial health is a prerequisite to the success of this company and the quality of our products. We can create capital to finance our work and obtain bonding as a security measure for you. The stability of Taylor Studios means that you can rest assured that you have a partner that will be around for years to come.

3. Operations and Technology: Operations are optimized for efficiency and effectiveness. State-of-the-art accounting systems ensure accurate and timely reporting, tracking, and invoicing. This helps us offer competitive pricing to you. Additional tools and technologies are explored when helpful to your project and appropriate for your particular site, budget, and visitors.

4. Expertise: Attention to detail and accuracy of information drive the products and services we offer you. Continuing education, training, activities that elevate job performance and satisfaction, and other ongoing internal enhancements give you assurance that the most efficient and effective techniques, approaches, and skills are utilized for your project.

5. Creativity: You want your story brought to life in a way that truly enthralls and inspires your visitors. Taylor Studios rises to that challenge by developing dynamic, engaging, and immersive designs through creative brainstorming and keeping up with the latest industry trends and technologies. Ongoing innovations in production methods, materials, and management systems ensure that your exhibits are durable enough to captivate and educate for years to come.

Taylor Studios offers you the best team in the industry for your project. From designers, artists, and fabricators, to accountants and project managers, our award-winning staff excels at designing and producing exhibits efficiently—all while upholding high quality standards and sharing some laughs along the way. Should your project require expertise outside our wheelhouse, we have relationships with outside specialists including internationally recognized historians, scientists, and engineers that offer help.

A wide range of company resources helps us make your project top-of-the-line. Taylor Studios has its own nature preserve, which allows our team to study and fabricate natural specimens accurately and efficiently. This privately owned property has an expansive range of natural habitats including old growth forest, new growth forest, grasslands, an in-progress prairie area, and the scenic Middlefork River.

Taylor Studios is active in many professional organizations, including the American Alliance of Museums, the Association of Midwest Museums, the Association for Nature Center Administrators, America's State Parks, and the National Association for Interpretation. Relationships with professional organizations help us offer you industry-leading exhibits.

Widely recognized as an industry leader, Taylor Studios has been repeatedly named among the fastest-growing companies in America by Inc. Magazine.

Taylor Studios is certified as a female business enterprise (FBE) under the Business Enterprise Program for Minorities, Females and Persons with Disabilities (BEP) Act.





AT TAYLOR STUDIOS, WE CHAMPION:

COMMUNICATION

Taylor Studios cannot have successful relationships without effective communication. You receive regular and comprehensive communication throughout your project, including periodic status reports, formal written requests for information, and timely notification of issues and updates.

CLARITY

A thorough review and analysis of your project and its documentation is conducted by our design, fabrication, and management staff at key points throughout the design phase and before production. Following these careful reviews, Taylor Studios works with you to clarify and define all aspects of the project. A key component of this process is the clear establishment of responsibilities among Taylor Studios, our client, and any other consultants or contractors.

TRANSPARENCY

A detailed overall schedule is established for the design, fabrication, and installation of all components. This includes milestone reviews of design drawings and fabricated pieces. You are provided photos, videos, samples, and other progress documentation for review on a regular basis through an easy-to-use online portal. You are also encouraged to visit our fabrication studio while your project is in production.

COLLABORATION

When you hire Taylor Studios to design and build your exhibits, you receive more than 25 years of industry knowledge and experience. However, *you* are the content expert of your resource—a fact we recognize and respect. We help you bring your content to life through careful research, facilitation, and ideation. Our combined expertise produces the best solutions for engaging your audience; telling your story well is our mutual passion.



TAYLOR STUDIOS' MISSION:

To create products and experiences
that *inspire* people.

TAYLOR STUDIOS' CORE VALUES:

INTEGRITY AND HONESTY

A high level of personal integrity and honesty is expected of everyone at Taylor Studios. We will communicate in an honest, accurate, and factual manner. We will make no ethical compromises. Success with the highest standard of integrity is the only true success.

PROFITABILITY

We recognize that financial health is a prerequisite to our company's success. We must create capital to establish opportunity and prosperity for each person at Taylor Studios. We are dedicated to operating profitably and striving to improve the value of Taylor Studios.

SOCIETAL VALUE

Our products and services are beneficial to society. We promote stewardship of nature, history, and culture.

IMPROVEMENT

We will continually strive to improve our knowledge, our working environment, and our products.

RELATIONSHIPS

We value our staff and our clients and the strong relationships between them.

Over 70% of our business comes from repeat clients—we build lasting relationships.

PRIMARY DISCIPLINES & EXPERTISE

The disciplines and expertise we employ in-house work together to offer you the best experience and product that you'll ever receive working with an exhibit contractor.



DESIGN Disciplines

- Research
- Interpretation
- Copywriting
- Concept design
- Design development
- Technical design
- Artifact display design
- Graphic design
- Graphic production
- Interactive design
- Lighting design
- Workshop facilitation
- Resource analysis



FABRICATION Disciplines

- Construction drawing
- Woodworking
- Finish woodworking
- Casework & cabinetry
- Metalsmithing
- Sculpting
- Lifecasting
- Model-making
- Thematic painting
- Groundforms
- Interactives and A/V
- Murals & illustrations
- Prop-making
- Costuming



ADMINISTRATIVE Disciplines

- Project Management
- Estimating
- Quality Control
- Creative Direction
- Customer Service
- Accounting
- Marketing
- Human Resources
- Management

*"We've been **nothing but impressed** with everyone on your team. Your process is what made Taylor stand out from the rest and is, ultimately, why we chose to work with you, and it's that process that has guided us through the past few years and has gotten us to this exciting point."*

*Adam Barnes, Park Manager
Holliday Park and Nature Center*



BETTY BRENNAN

Owner & CEO
1991 - present

Betty has led the Taylor Studios team since 1991, creating dynamic and immersive exhibits for museums and nature centers across the country. She has coordinated and facilitated more than 400 projects in the last 26+ years, ranging from small projects to ones with over \$5 million budgets. As president, she implements the strategic goals and objectives of the company while directing and achieving the company's philosophy, mission, and strategy. She also oversees all departments and ensures that the entire organization runs in accordance with Taylor Studios' high standards.

Education
Southwest Missouri State University
MBA
Southern Illinois University
BS - Marketing



JASON COX

Creative Director & Production Manager
1998 - present

Jason sets the creative tempo and oversees all aspects of fabrication and design to ensure brand authenticity, quality, and vision. He ensures that the work being produced matches both Taylor Studios' mission and the goals of our client. Jason establishes and maintains the creative culture and product quality for Taylor Studios by staying up-to-date with industry trends, establishing standards from proven methods and materials, and guiding others to produce their best work. He oversees the fabrication and installation of exhibits, and is responsible for scheduling, directing, coordinating, and supervising the production department.

Education
Southern Illinois University
BS - Advanced Technical Studies

Southern Illinois University
AS - Commercial Graphic Design



BRANT HENDRICKS

Financial Operations Manager
2011 - present

Brant is responsible for overseeing all of the accounting duties at Taylor Studios. He is trained in both lean manufacturing and 5-S. Brant oversees all bookkeeping functions and develops and maintains all accounting practices and procedures. His analytical and observational skills ensure projects stay on schedule and within budget.

Brant also has experience overseeing the project managers. Under this previous role, he created, developed, and maintained the project management operating procedures at Taylor Studios to ensure efficiency, productivity, and premier customer service and project management for each and every client. This experience has given him an in-depth knowledge of every aspect of Taylor Studios' projects, from beginning to end.

Education
Lindenwood University
MBA
University of Illinois
BS - Accounting



MARC DAMS

Lead Models & Paint Artist
2001 - present

Marc brings years of experience and unmatched creativity and artistic talents to Taylor Studios. As the lead in the models department, he is responsible for three-dimensional exhibit fabrication and molding and casting, finishing, coloring, and assembling of models. Marc guides his department and team members to ensure that Taylor Studios' high quality standards are met, paying close attention to every detail.

Marc's leadership, depth of experience, and expertise guarantee that models produced, whether scientifically accurate or stylized, are fitting for whatever application they are designed. His business-minded persona helps the fabrication of all Taylor Studios' models run smoothly.

Education

Parkland College

Coursework in drawing and two-dimensional design

Joe Blasco Makeup Artistry Center - certification



CURT WALKER

Senior Exhibit Artist
2000 - present

Curt brings creativity, talent, and expertise to every project that he works on. He is responsible for the fabrication of three-dimensional exhibit structures and wood and stone carving. Curt anticipates needed materials, supplies, and drawings in order to keep the job moving forward, and he closely follows the design of each project while coordinating his work with other artists.

Curt's nearly 20 years of experience at Taylor Studios makes him an unparalleled asset to the fabrication team. From sculpting and carving, to exhibit installation, to so much more, Curt's industry knowledge and intense inner drive enables project success.

Education

Parkland College

Coursework in 3D design and studio art



SHAWN HENSLEY

Structures Department Lead & Senior Exhibit Artist
1999 - present

As a veteran Senior Exhibit Artist, Shawn's responsibilities include three-dimensional exhibit fabrication, molding and casting, finishing, coloring, and assembly of models. His advanced sculpting techniques ensure that every model produced at Taylor Studios meets our client's needs, regardless of whether scientific accuracy or stylization is required.

Shawn sets the standard for craftsmanship and accuracy for sculpted and three-dimensional models. Under his supervision, exhibit artists receive high quality hands-on experience that translates into top-notch exhibits for each client.

Education

University of Arizona

BFA - Sculpture, Minor in ceramics

	Activity Name	2018							Duration		
		Mar	Apr	May	Jun	Jul					
	Start Date	Finish Date									
1	17 Aurora, City of - Phillips Park Mastodon	2/28/18	7/31/18								110
2	Contracting Phase	2/28/18	3/9/18								8
3	Client - Contract Awarded	2/28/18	2/28/18								0
4	All - Contract Negotiations	2/28/18	3/9/18								8
5	All - Contract Signed	3/9/18	3/9/18								0
6	Design Phase	3/12/18	4/20/18								30
7	Design Development Phase	3/12/18	4/20/18								30
8	TSI - Orientation to the Project	3/12/18	3/16/18								5
9	All - Kickoff Meeting Conference Call, Exact Day(s) TBD	3/16/18	3/16/18								0
10	TSI - Develop Phase Deliverables	3/19/18	4/11/18								18
11	TSI - Develop 100% Budget	4/12/18	4/13/18								2
12	TSI - Phase Deliverables Received by Client	4/13/18	4/13/18								0
13	Client - Review of Phase Deliverables	4/16/18	4/20/18								5
14	All - Phase End Conference Call Presentation, Exact Day TBD	4/16/18	4/16/18								0
15	Client - Approval of Phase Deliverables	4/20/18	4/20/18								0
16	Production Phase	4/23/18	7/31/18								72
17	Final Graphic Design & Production Phase	4/23/18	6/28/18								49
18	Client - Final Graphic Resources Due	4/23/18	4/23/18								0
19	TSI - Create Final Graphic Design	4/23/18	4/27/18								5
20	TSI - Final Graphic Design Received by Client	4/30/18	4/30/18								0
21	Client - Review of Final Graphic Design	5/4/18	5/8/18								3

**CITY OF AURORA
18-01
INTERACTIVE MASTODON EXHIBIT**

SUB-CONTRACTOR LIST

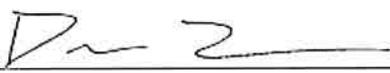
(Please Type)

Company NA, Taylor Studios is not proposing to use any subcontractors for this project.
Address _____
City, State, Zip _____
Phone Number _____
Contact Person _____

Company _____
Address _____
City, State, Zip _____
Phone Number _____
Contact Person _____

Company _____
Address _____
City, State, Zip _____
Phone Number _____
Contact Person _____

Proposer's Name: Taylor Studios, Drew Levan

Signature & Date:  01/18/2018

REFERENCES

BRETT OWLSEY

DNR Supervisor
Wisconsin Department of Natural Resources
Project: Horicon Marsh International Education Center
bret.owsley@wisconsin.gov
(920) 387-7874

ANDREA MCCOY

Manager
Remington Nature Center
amccoy@ci.st-joseph.mo.us
(816) 271-5499

STEVEN RAUGHLEY

San Bernardino County Museum
sraughley@lib.sbcounty.gov
(909) 387-2257

SELECT PROJECTS



Scope
Exhibit hall design, fabrication, and installation

Schedule
March 2013 - August 2015

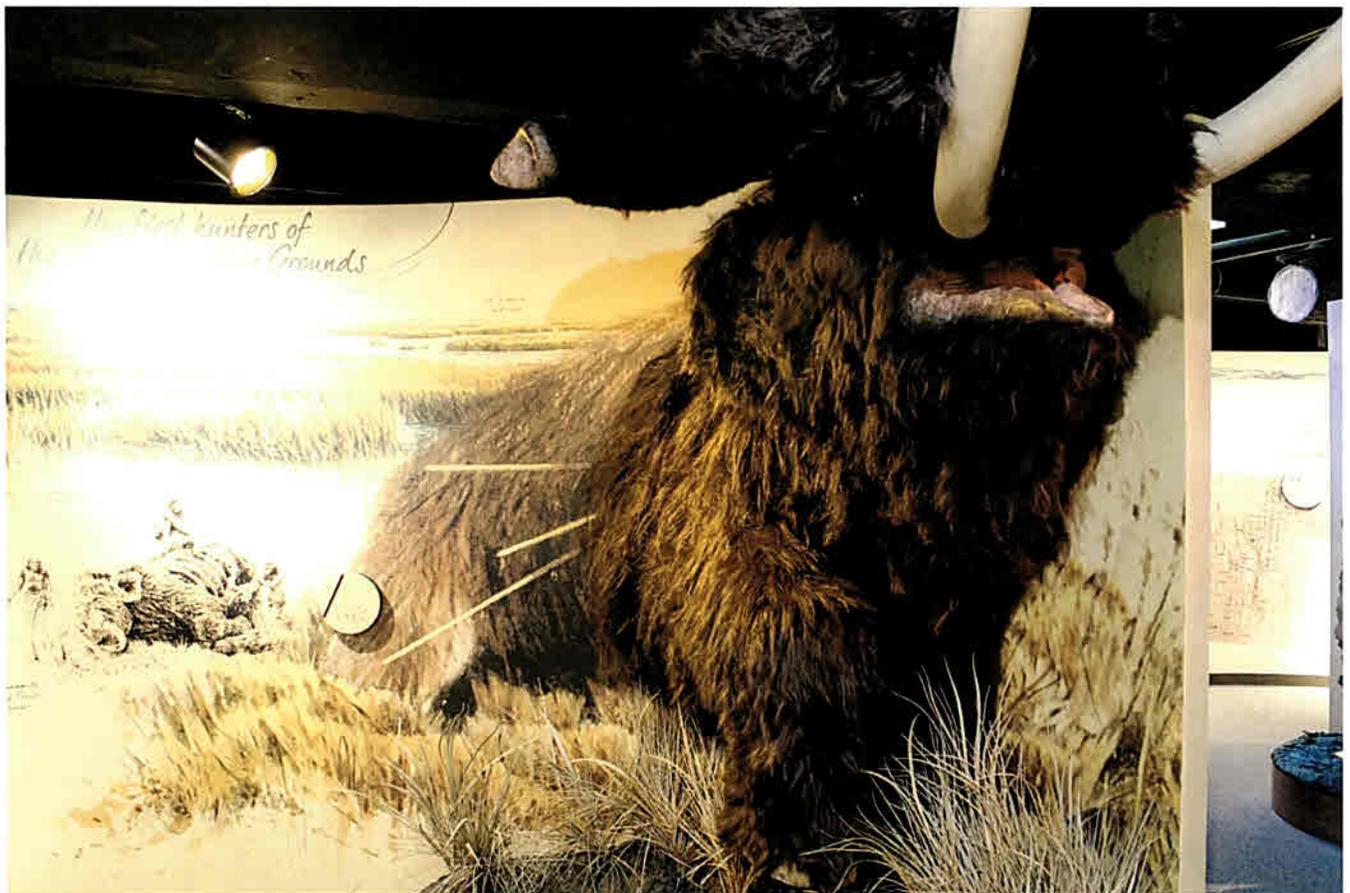
Budget
\$3,223,097

- Fabricated Components**
- Exhibitory and casework
 - Lifecast figures
 - Dioramas
 - Groundforms and foliage
 - Animal Models: mammoth, oversized turtle, oversized heron beak and legs, oversized green frog
 - Graphics, murals, custom artwork
 - Interactives

HORICON MARSH EDUCATION AND VISITOR CENTER

Horicon, Wisconsin

The central theme for the exhibit "Horicon the Great Hunting Grounds" makes its impression on visitors as soon as they exit their vehicles. As they make their way to the entrance of the building they are drawn to the life-sized metal sculptures of a Paleolithic man hunting a Mammoth. Upon entering the visitor center, the story unfolds from the pen and paintbrush of a fictional naturalist who works at Horicon Marsh. Her sketchbook artwork becomes the exhibit murals and artwork used throughout the exhibits. Her thoughts, which she jots in the margins of her notebooks, become the exhibit text and through means of sculpture, a lifecast figure, audiovisual presentations, immersive environments, mechanical interactives, dramatic lighting, and sensory engagement the story of the marsh is told.





Scope

Fabrication and installation

Schedule

July 2007 - July 2008

Budget

\$118,719

Fabricated Components

- *Woolly mammoth mother*
- *Woolly mammoth juvenile*
- *Two sculpted figures*
- *Groundform*
- *Interpretive Graphics*

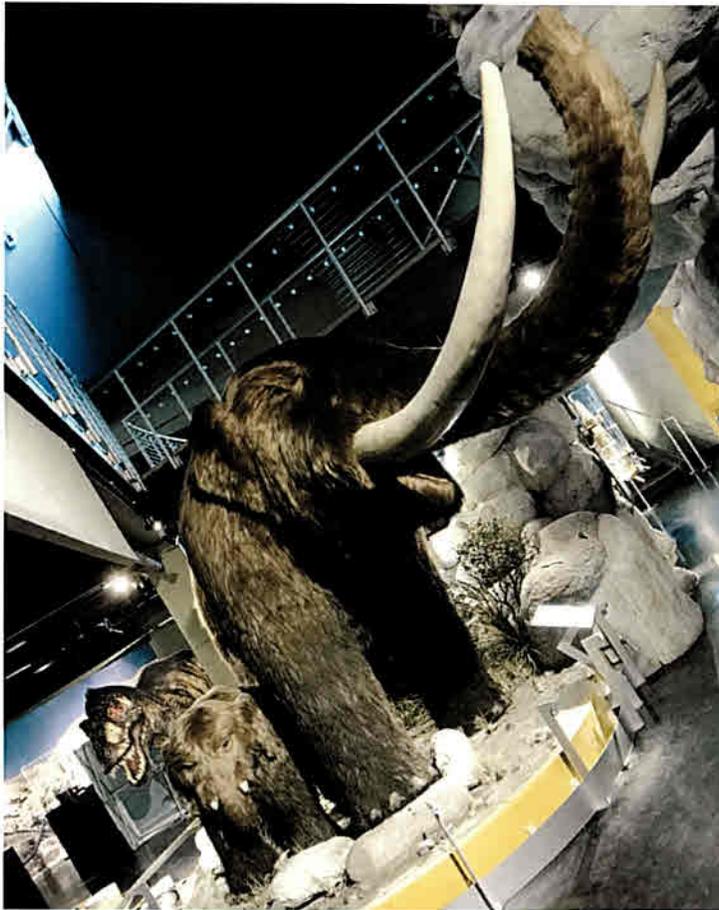
REMMINGTON NATURE CENTER

St. Joseph, Missouri

Taylor Studios created and installed a woolly mammoth diorama and two realistic mannequins for the newly Remington Nature Center.

The diorama included life-sized models of an adult woolly mammoth and her child, a dirt groundform, one fabricated tree, and interpretive graphic panels. The enormous scene towers over the visitor, providing an amazing experience for all.





Scope

Interpretive planning, exhibit design, fabrication, and installation

Schedule

January 2010 - May 2013

Budget

\$108,847

Fabricated Components

- *Mastodon mother*
- *Mastodon juvenile*

SAN BERNARDINO COUNTY MUSEUM

Redlands, California

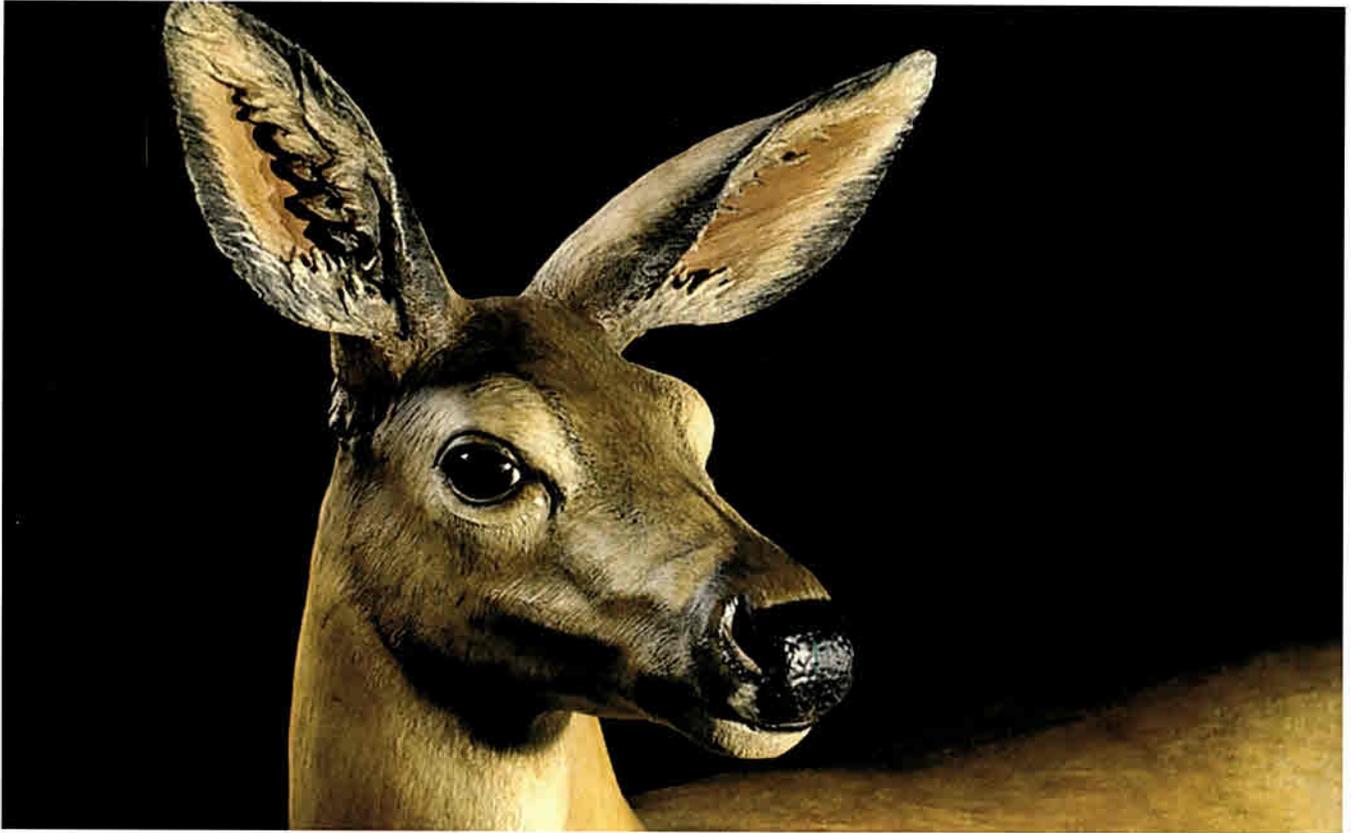
The Hall of Geological Wonders at the San Bernardino County Museum features the "Life to Death to Discovery" exhibit, that showcases Southern California during the Ice Ages. Visitors here can learn how living animals become part of the fossil record. As part of the immersive learning experience, Taylor Studios created and installed a realistic mother mastodon and her calf. Fur-skinned and to-scale, visitors are impressed by the size of baby, mother, and her enormous tusks.

Such giant models required thorough planning and construction drawings for the interior structure, support, and installation of the creatures. Our team measured on-site and carefully planned the on-site assembly as doors and entryways were limiting for such large items.





Top: Velociraptor outdoor model
Bottom left: Velociraptor outdoor model
Bottom right: Deinonychus outdoor model



*Top: Mule Deer outdoor model
Bottom: Mountain Lion outdoor models*



Top: Pegasus outdoor model
Bottom: Pegasus outdoor model



Above: Oversized dog and cat models



Top: Black bear model

Bottom: Black bear model with cub



Above: Horse model



*Top: Suspended Northern Right Whale model
Bottom: Suspended Manta Ray model*

WARRANTY

Taylor Studios warrants to the original purchaser for a period of one year in the continental United States after installation or shipping. If your product functions unacceptably, cracks, leaks, fades, swings inappropriately, moves incorrectly, rolls around improperly, becomes bumpy with age, stops moving when it shouldn't, is foggy when it should be clear, begins to shed, paint changes color under normal conditions, etc., we will correct it at no charge.

The "fine print":

- We do not cover audio/video equipment. We cover what we have control over in our production and design process. We will provide you with the manufacturer's warranty.

- We do not cover abuse, vandalism and modification. If the exhibit was not used for its intended use, if it was abused (e.g. hit with a hammer, set in direct sunlight when directed otherwise, liquid poured onto it, etc.) or if it has been modified extensively, the damage will not be covered by our warranty. We will assess with you during the analysis whether it was vandalism. Even if it is we will offer a solution, so don't hesitate to call.

- We do not cover damage by natural disaster. Our exhibits did hold up during a hurricane at Dauphin Island during the installation. Nevertheless, we do not build all of our exhibits to withstand a hurricane.

- We will provide you with a maintenance manual and maintenance schedule. If you do not perform proper maintenance as described in the maintenance manual, resulting damage will not be covered. It's kind of like your car. The manufacturer won't cover a car that ran out of gas, a destroyed engine because the oil wasn't changed and they won't buy you new tires.

- If we replace or fix an exhibit for you during the one year period that component will be covered until the end of the one year period. It will not get an additional year of coverage.

AGREEMENT FOR SERVICES

In the event Taylor Studios is awarded this proposal, we will work with the City of Aurora to execute the agreement listed in Request for Proposal 18-01, Appendix D.

**CITY OF AURORA, ILLINOIS
INTERACTIVE MASTODON EXHIBIT
REQUEST FOR PROPOSAL 18-01**

PROPOSAL FORM

Proposal Due Date & Time: 5:00 pm CST, Tuesday, January 23, 2018

To: **City of Aurora
Purchasing Division
44 E Downer Place
Aurora, Illinois 60507**

The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: Taylor Studios

- I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other Bid documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the bid solicitation documents. The items in this Invitation to Bid, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the Bid.
- A. The Vendor shall also include with their bid any necessary literature, samples, etc., as required within the Invitation to Bid, Instruction to Proposers and specifications.
- B. For purposes of this offer, the terms Offeror, Proposer, and Vendor are used interchangeably.
- II. In submitting this Offer, the Vendor acknowledges:
- A. All bid documents have been examined: Instructions to Proposer, Specifications and the following addenda:

No._____, No._____, No._____, (Vendor to acknowledge addenda here.)

SUBMITTED BY

COMPANY Taylor Studios, Inc.

ADDRESS 1320 Harmon Drive

CITY, STATE, ZIP Rantoul, IL 61866

AUTHORIZED SIGNATURE  Account Executive
Title

EMAIL dlevan@taylorstudios.com

PHONE # (217) 893-4874 FAX # (217) 893-1998 DATE 01/18/2018

**CITY OF AURORA
REQUEST FOR PROPOSAL FORM
18-01
INTERACTIVE MASTODON EXHIBIT**

Services commence within 10 working days upon receipt of order.

All Bid prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

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

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

SUBMITTED BY

COMPANY Taylor Studios, Inc.

ADDRESS 1320 Harmon Drive

CITY, STATE, ZIP Rantoul, IL 61866

PREPARER'S NAME Drew Levan

Please Type

CONTRACT PERSON Drew Levan

Please Type

AUTHORIZED SIGNATURE  Account Executive

Title

PHONE #(217) 893-4874 FAX # (217) 893-1998 DATE 01/18/2018

EMAIL dlevan@taylorstudios.com

COST PROPOSAL



Cost Proposal

1320 Harmon Drive, Rantoul, IL 61866
 Phone: 217-893-4874
 www.taylorstudios.com

Client: Aurora, City of
 Project: Phillips Park Mastodon
 Location: Aurora, IL
 Date: January 18, 2018

Dwg. \ Ref. Number	Qty.	Component Size (Approximate, Ref. Drawing)											Item Classification	Description	Price	
		Width			Length / Depth			Height			Sq Ft	Cu Ft				
		Ft	In	T / Ft	Ft	In	T / Ft	Ft	In	T / Ft						
Production Phase:																
Exhibit Fabrication																
NA	1	7.00	2.50	7.21	19.00	11.00	19.92	8.00	0.00	8.00	144	1149	Model - Animal - Mammal	Mastodon Model, Life Size, Outdoor, Highly Touchable, Height From Foot to Shoulder 8' Tall	\$ 64,086.00	
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Metalwork - Railing	Graphic Reader Rail	\$ 2,037.00	
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Interactive - Electrical	Sound Interactive Element	\$ 4,012.00	
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Miscellaneous	Miniature Mockup	\$ 3,011.00	
NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Concrete Slab, Provided By Client	NIC	
NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Landscape Border, Provided By Client	NIC	
NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Electrical Access @ Exhibit Location, Provided By Client	NIC	
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Crane for Installation, Provided By Client	NIC	
															Exhibit Fabrication Subtotal	\$ 73,146.00
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Graphic Design & Production	\$ 2,045.00	
NA	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Design & Shop Drawings	\$ 4,217.00	
NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Shipping	\$ 1,906.00	
NA	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Not Applicable	Onsite Installation & Project Manual	\$ 6,675.00	
NA	1	0.00	48.00	4.00	0.00	24.00	2.00	0.00	0.00	0.00	8	0	Not Applicable	Performance Bond	\$ 1,300.00	
															Production Budget - Total	\$ 89,289.00

Bid Assumptions

1. This bid assumes the Client will provide the following:
 - Concrete Slab
 - Landscape Border
 - Electrical Access @ Exhibit Location
 - Crane for Installation
 - Review & Approval of Graphic Design(s)
 - Review & Approval of Exhibit Design(s) and/or Shop Drawing(s)
2. This bid assumes, that in order to meet the July 31, 2018 completion requirement, that an Agreement for services will be signed no later than March 9, 2018.
3. This bid is based on the information provided to Taylor Studios by the Client prior to the submission of the bid. Taylor Studios reserves the right to adjust any prices should additional conflicting information be made available by the Client after the bid submission.
4. This bid is based on the quantity of work presented. A reduction or increase in the scope of work may affect the bid.
5. This bid does not include the production of original illustrations, maps, and/or artwork.
6. This bid assumes that if color/finish sample and submittals are required, they will be reviewed and approved within five (5) business days.
7. This bid assumes that if construction, shop, and/or as-built drawings are required, they will be reviewed and approved within five (5) business days.
8. This bid assumes that the exhibit site will be clean, environmentally stable, absent of Clients construction trades and ready to receive exhibits on the agreed installation start date and that Taylor Studios will have reasonably unencumbered access to all exhibit areas.
9. This bid is priced for Taylor Studios staff to install.
10. This bid assumes coordination with other Client contractors is expected. However, Taylor Studios will not be held responsible for delays caused by other Client contractors. Delays caused by other Client contractors may result in a time extension and additional cost to Client.
11. This bid assumes fees, permits and inspections required in connection with the work are the responsibility of the Client.
12. This bid includes a one year warranty. This bid does not include service contracts and/or extended warranties.
13. This bid does not include design, procurement, or oversight of the following: building modifications, additions, and alterations; floor, ceiling, and wall finishes; security and fire suppression systems; overhead lighting; electrical modifications, additions, and alternations; heating, ventilating, or air conditioning systems; object acquisition/conservation.
14. This bid does not include: prevailing wages; taxes; building permit fees; engineering stamps; architectural, engineering, life-safety code review or approval; special certifications.
15. This bid is valid for 30 days.



PURCHASING DIVISION

44 East Downer Place
Aurora, Illinois 60507

(630) 256-3550 (phone)
(630) 256-3559 (fax)

VENDOR APPLICATION FORM

Please fill in all spaces, Insert "NA" in blocks not applicable.
TYPE OR PRINT ALL ENTRIES.

Date: 01/18/2018

COMPANY Taylor Studios, Inc.		HOW LONG IN PRESENT BUSINESS? 27 Years	
ADDRESS 1320 Harmon Drive		CITY Rantoul	STATE IL
		ZIP 61866	
CONTACT PERSON Drew Levan		PHONE AND EXTENSION 217-8934874	FAX NUMBER 217-893-1998
EMAIL ADDRESS dlevan@taylorstudios.com			
TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation		If Incorporated, indicate in which State Illinois	
Year Established: 1991		Number of Employees working in Aurora: 0	
CATEGORY (Check below the category which applies to the applicant)			
<input checked="" type="checkbox"/> (A) Manufacturer or Producer		<input type="checkbox"/> (C) Retailer	
<input type="checkbox"/> (B) Wholesaler		<input type="checkbox"/> (E) Distributor	
		<input type="checkbox"/> (D) Manufacturer's Agent	
		<input type="checkbox"/> (F) Service Establishment	
TYPE OF PRODUCT/SERVICE REQUESTING TO BID ON: Exhibit Design, Fabrication, and Installation			
NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.			
(A) PRESIDENT Betty Brennan		(B) VICE PRESIDENT Betty Brennan	
(C) SECRETARY Betty Brennan		(D) TREASURER Betty Brennan	
(E) OWNERS OR PARTNERS Betty Brennan			
(F) IF (A) THRU (E) EMPLOYED BY STATE OR LOCAL GOVERNMENT STATE UNIT OF GOVERNMENT NA			
TAXPAYER'S I.D. NO. FEIN <u>37-1351127</u> or S.S. No. <u>NA</u>		INSURANCE INFORMATION (Check Applicable) LIABILITY INSURANCE: \$1,000,000 <input checked="" type="checkbox"/> \$2,000,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> Other <input type="checkbox"/> Minimum acceptable limits are \$1M per occurrence, \$2M general aggregate (some projects/bids may also require higher limits and/or excess liability coverage). It is required that the City of Aurora be named as a primary, non-contributory additional insured. Insurance Co. <u>Frankenmuth Mutual Insurance Company</u> Completed W-9 Form required <input checked="" type="checkbox"/> Attach a copy of your current certificate of insurance <input checked="" type="checkbox"/>	
PERSON(S) AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:			
NAME		OFFICIAL CAPACITY	
Betty Brennan		Owner / President	
Jason Cox		Creative Director	
Drew Levan		Account Executive	

MINORITY/WOMEN/DISABLED BUSINESS

The City of Aurora has established a Procurement Development Program designed to encourage city procurement from businesses owned by minorities, women, and disabled persons (MWDP).

Please enclose a current copy of your minority status certification from one of the below agencies with this application to register as a minority group member.

- Illinois Unified Certification Program
- Illinois Department of Central Management Services (CMS) Business Enterprise Program
- Illinois Department of Transportation
- Women's Business Development Center

MINORITY GROUP MEMBER Please check the applicable box(es).

NOTE: Do not complete this section unless you have attached a certification from one of the listed agencies.

Minority Business Enterprise Women Business Enterprise Disabled Business Enterprise

The City of Aurora also recognizes procurement actions with self-declared (non-certified) MWDP businesses. Please check the applicable box below.

- African American Hispanic American Native American Asian-Pacific American
- Women-Owned Disabled

References: Please provide name, address and phone number of references.

1. Horicon Marsh Visitor Center, Bret Owsley, (920) 387-7874
2. Sinnemahoning State Park, Terri Kromel, (717) 793-4360
3. North Dakota Heritage Center, Genia Hesser, (707) 328-2102
4. Lewis & Clark Interpretive Center, David Borlaug, (701) 462-8535
5. _____



Signature of Person Authorized to Sign this Application

Drew Levan, Account Executive
Name and Title of Person Signing (Type or Print)

USE BY CITY OF AURORA ONLY

VENDOR NUMBER:	APPROVED BY:	DATE:
COMMODITY CODE:	MINORITY STATUS:	

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Taylor Studios Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 1320 Harmon Drive	Requester's name and address (optional)
	6 City, state, and ZIP code Rantoul, IL 61866	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
or																					
Employer identification number																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">7</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">7</td> </tr> </table>	3	7		-	1	3	5	1	1	2	7										
3	7		-	1	3	5	1	1	2	7											

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 7/29/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/11/2017

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 Arthur J. Gallagher Risk Management Services, Inc. 101 S. Main Street, Suite 200 Decatur IL 62523	CONTACT NAME: Linda Burleson PHONE (A/C, No., Ext): 217-233-3384 E-MAIL ADDRESS: linda_burleson@ajg.com	FAX (A/C, No.): 217-233-3372	
	INSURER(S) AFFORDING COVERAGE		
INSURED Taylor Studios Inc, Betty Brennan Trust 1320 Harmon Drive Rantoul, IL 61866	INSURER A: Frankenmuth Mutual Insurance Company		NAIC # 13986
	INSURER B: Philadelphia Indemnity Insurance Company		18058
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

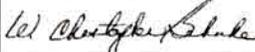
COVERAGES **CERTIFICATE NUMBER: 338726784** **REVISION NUMBER:**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPP6201757	12/1/2017	12/1/2018	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	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
							EBL AGGREGATE	\$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA6201757	12/1/2017	12/1/2018	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			CPP6201757	12/1/2017	12/1/2018	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC6201757	12/1/2017	12/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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
B	Professional Liability			PHSD1244555	5/28/2017	5/28/2018	Aggregate	\$1,000,000
A	Lease/Rented Equipment			CPP6201757	12/1/2017	12/1/2018	Limit	\$95,000

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

CERTIFICATE HOLDER **CANCELLATION**

[Empty space for Certificate Holder Name]	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 



hereby grants

National Women's Business Enterprise Certification

to

TAYLOR STUDIOS, INC.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by
>Women's Business Development Center - Chicago, a WBENC Regional Partner Organization.

Certification Granted: November 6, 2007
Expiration Date: November 30, 2018
WBENC National Certification Number: 2005109393



Your growth is our business.

Authorized by Emilia DiMenico, President & CEO
Women's Business Development Center - Chicago

NAICS: 238990, 541430
UNSPSC: 93141708





CITY OF LIGHTS

RICHARD C. IRVIN
Mayor

CITY OF AURORA
PURCHASE ORDER REQUIREMENT POLICY
ACKNOWLEDGEMENT FORM

I/we hereby acknowledge and will comply with the following **Purchase Order Requirement Policy** of the City of Aurora.

All properly authorized purchases of the City of Aurora must be evidenced by the issuance of a purchase order. A city purchase order number must be reflected on a vendor's invoice in order to ensure that purchases are made by authorized individuals for appropriate municipal purposes.

Any invoice received by the City of Aurora which is not supported by a purchase order will not be accepted as a valid city obligation. The invoice will be returned to the vendor without the city processing it for payment. This policy does not restrict city employees from making purchases on behalf of the city government with a credit card.

*Notwithstanding the above, a city employee may make **emergency purchases** during non-business hours (i.e., without a purchase order) when goods or services are "urgently and imminently necessary for the preservation of life, health, and property." **Prior to allowing an emergency purchase on behalf of the city, a vendor must obtain authorization from a member of the city's Procurement Division Staff:***

Purchasing Division 630-256-3550
Jolene Coulter 708-846-8811

Company Name: Taylor Studios, Inc.

Address: 1320 Harmon Drive

City: Rantoul

State: IL

Zip:

61866

Phone: 217-893-4874

Contact:

Drew Levan

Signature

Date: 01/18/2018

Print Name: Drew Levan

If you desire to receive purchase orders electronically, please provide your email address below:

Email Address: dlevan@taylorstudios.com

Invoices may be submitted to the city's Purchasing Division via email to: **PurchasingDL@aurora-il.org.**

City of Aurora, Purchasing Division
44 East Downer Place
Aurora, Illinois 60507
Fax: 630-256-3559
Email: PurchasingDL@aurora-il.org