

**CITY OF AURORA**  
**INVITATION TO BID 20-09**  
**CITYWIDE EMERGENCY**

**BOARD UPS**

**CHECKLIST OF**

**SUBMITTALS**

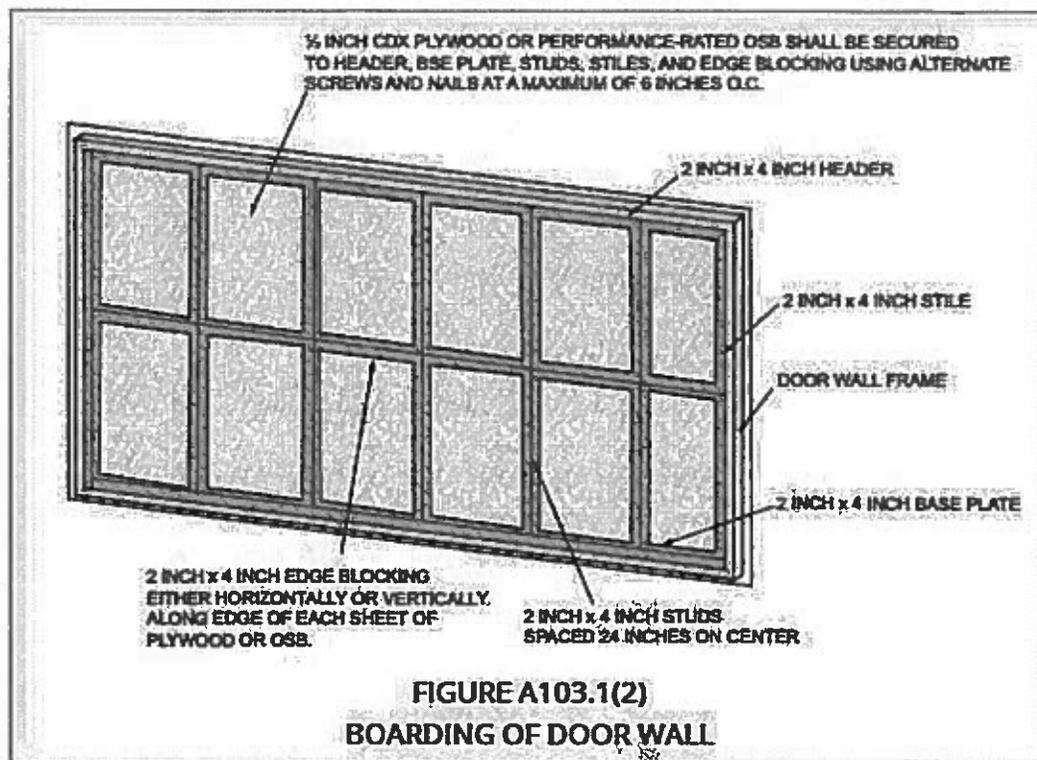
Bidder must submit an original bid response, marked as "original" and one (1) complete paper copy, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

Please enclose the following with your Bid Proposal:

- |          |                                                                                              |
|----------|----------------------------------------------------------------------------------------------|
| <u>X</u> | Bid Proposal Cover Sheet (Appendix B)                                                        |
| <u>X</u> | Bid Proposal Form (Appendix C)                                                               |
| <u>X</u> | Schedule of Prices (Appendix A)                                                              |
| <u>X</u> | Contract for Board Up Services (Appendix D)                                                  |
| <u>X</u> | Certificate of Insurance Listing City of Aurora as a Certificate Holder (supplied by bidder) |
| <u>X</u> | Affidavit of Compliance (Appendix E)                                                         |
| <u>X</u> | Bidder's Certification (Page 1)                                                              |
| <u>X</u> | Bidder's Tax Certification (Page 2)                                                          |
| <u>X</u> | Reference Form (Appendix F)                                                                  |
| <u>X</u> | Local Vendor Preference Application (Appendix H)                                             |

**Please Note:**

**Bidder must be registered with the City of Aurora Building & Permits Division at time of bid proposal submittal.**



**9. Boarding Sheet Material**

The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

**10. Windows**

The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2 inch by 4 inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches (152 mm) minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

**11. Door walls**

The door opening shall be framed with minimum 2 inch by 4 inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

**12. Doors**

Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an approved manner.

CITY OF AURORA  
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BOARD UPS

BID PROPOSAL COVER

SHEET

The proposer shall also include with his Bid Proposal a signed copy of the enclosed affidavit, contractor's tax certification form, as well as literature, samples, etc., as required within the Bid Proposal Specifications.

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply services as per the attached specifications and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices.

The undersigned acknowledges receipt of addenda Nos. 20-09.

**PLEASE SUBMIT AN ORIGINAL BID RESPONSE,  
MARKED AS "ORIGINAL"  
AND  
ONE (1) COMPLETE PAPER COPY**

**TO BE CONSIDERED ALL PROPOSALS MUST:  
BE SIGNED  
RECEIVED PRIOR TO DUE DATE AND TIME**

PROPOSAL SUBMITTED BY

COMPANY Jones Asset Management LLC  
ADDRESS 2711 E New York St Ste. 205  
CITY, STATE, ZIP Aurora, IL 60502  
PREPARER'S NAME Stephen Jones  
AUTHORIZED SIGNATURE [Signature]  
PHONE # (630) 340-1754 FAX # ( ) DATE 4/14/20  
EMAIL STEPHEN.JONES@JONESASSETLLC.COM

**BID PROPOSAL FORM  
BID 20-09  
CITYWIDE EMERGENCY BOARD UPS**

**Emergency Board Ups**  
**Contract Period: Date of award through December 31, 2021**

- a. Cost per Small Opening (4' x 4' or not less than 2' x 2') accessible from grade \$ 75
- b. Cost per Small Opening (4' x 4' or not less than 2' x 2') not accessible from grade \$ 100
- c. Cost per Large Opening (4' x 8') accessible from grade. If contractor secures Multiple Small Openings as (1) One Large Opening they must bill as (1) One Large Opening vs. 2 or 3 Small Openings \$ 125
- d. Cost per Large Opening (4' x 8') not accessible from grade. If contractor secures Multiple Small Openings as (1) One Large Opening they must bill as (1) One Large Opening vs. 2 or 3 Small Openings \$ 150
- e. Make shift door; to include one (1) sheet, hinges, hasp, lock & key \$ 250

An opening requiring more than one (1) 4' x 8' sheet of plywood shall be paid at a rate determined by the number of full sheets (4'X 8') or half sheets (4'X 4') of plywood as bid above.

No minimum with hourly rate built into price submission.

**CITY OF AURORA**  
**INVITATION TO BID 20-09**  
**CITYWIDE EMERGENCY**  
**BOARD UPS**  
**SPECIFICATIONS FOR BID**

**General**

The City of Aurora, hereinafter ("City"), located in Kane, Dupage, Kendall and Will Counties, Illinois, is seeking proposals for the board up services of City or privately owned structures due to fire, vehicle accident, vandalism, trespassing and related activities, natural disaster, and/or other causes. In instances where a board up is needed to be called in the City of Aurora will contact, in the order of lowest rate to highest hourly rate companies who meet the set of specifications by which such proposals shall be judged. Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit proposals following the instructions and format of the attached Bid Proposal documents.

**Contract**

It is the express intent of the City to enter into a contract for board up services of City or privately owned structures located in the City of Aurora. The contract shall be from award date thru December 31, 2021.

**Proposal Delivery Procedures**

Proposal shall be prepared on standard 8.5" x 11" letter-sized paper. All responses shall be typed legibly and shall be double-spaced or one and one-half spaced.

No proposals or materials will be returned to any potential Contractor. If a potential Contractor chooses to include material of a confidential nature in its proposal, such material should be clearly identified as confidential. The City will keep such information confidential to the extent permitted by law.

Sealed bid proposals, including a signed contract, shall be delivered to the office of the Purchasing Division, 44 East Downer Place, Aurora, Illinois 60507, no later than 2:00 p.m., Wednesday, April 15, 2020. Sealed envelopes should be clearly labeled "20-09 Bid Proposal for Citywide Emergency Board Ups" with the following information: Contractor's name and address, date and time of opening. Bidder must submit an original bid response, marked as "original" and three (3) complete paper copies, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

**Scope of Work**

The Contractor's shall provide board up services of City or privately owned structures located in the City of Aurora. Board ups will require closing openings in walls and roofs. Exterior doors may need to be secured or boarded over.

The extent of all repairs shall be determined by a representative of the City of Aurora.

Said services shall be provided by the Contractors with a 60 minute response time to the job site. The starting time begins when the Contractor arrives on the actual job site. The Contractor shall have parts stocked on their vehicle.

The Contractor shall provide a 24 hour telephone number or pager, with a ten minute response answer, to which the Police, Fire, Telecom and Property Standards Divisions shall have access.

All Contractors selected and designated to provide board up services shall be listed on a roster to be kept by the City of Aurora. The maximum number of Contractors on said roster shall not exceed five (5) at any one time.

Contractors shall be contacted in the order of lowest rate to highest hourly rate. **Failure to respond in the required ten minute response time will result in the assignment being issued to the next Contractor listed on the roster.**

**In the event board up charges from any one company are consistently higher than the average expenses for similar work, the city reserves the right to remove the company from the list.**

The contract shall be for one-term, for the period award date thru December 31, 2021. The Contractor shall provide the services for the time listed as per the rotation schedule.

### **Equipment**

The Contractor in the course of performing board up services furnishes and maintains their own supply of parts to be stocked on the Contractors truck. Parts shall be in compliance with the City Code.

In the absence of plumber's supplies and materials on hand as needed, the City reserves the right to furnish said supplies as necessary.

### **General Provisions**

It is agreed that nothing contained herein shall be construed to grant or authorize the granting of an exclusive right, and the City reserves the right to grant to others the privilege and right to conduct board up services as needed.

The Contractor assures the City that an affirmative action program has been implemented as required by 14 CFR Part 152, Subpart E, to ensure that no person shall, on the ground of race, creed, color, national origin or sex, be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures the City that no person shall be excluded base upon the foregoing grounds, from participating in or receiving the services or benefits of any program or activity covered by the foregoing Subpart. The Contractor assures the City that they will require that any of their sub-organizations will provide assurance to the Contractor that they too, will undertake affirmative action programs and that they will require assurance from any of their sub-organizations, as required by 14 CFR Part 152, Subpart E.

The Contractor agrees to furnish its services on a fair, equitable and not unjustly discriminatory basis to property owners requiring water line service, as assigned by the City of Aurora.

## **Terms**

The Contract shall remain in effect for a period as specified in Section 1 - Scope of Work.

## **Compensation**

The Contractor shall be paid as agreed upon within the terms of this Bid Proposal. Price shall be all inclusive. No additional cost will be paid by the City, which includes but is not limited to administrative charges, minimum charges, fuel charges, freight or handling charges and any other costs associated with providing the product or service unless specified directly on the Bid Proposal Form and approved by the City.

## **Compliance**

It is agreed by both parties that the compensation provided for in this Contract is for work completed. Should duties not be performed per the provisions of this contract, the City of Aurora has the discretion to withhold all or partial payment to the Contractor.

The City of Aurora shall notify the Contractor, in writing, of any observed defaults in the performance of duties by the Contractor. Failure of the City of Aurora to observe and/or notify the Contractor of a default does not absolve the Contractor of the default. Further, should all or partial payment for improper compliance with the provision of this Contract be withheld, a written explanation shall accompany the payment illustrating the default and the times of the default.

## **Status**

The Contractor shall at all times be deemed to be an independent contractor and neither agents nor employees of the City of Aurora, nor entitled to any benefits occurring to City employees.

The Contractor assures the City that all employees performing board up services have all required training and licenses, as prescribed by law, for said services. The Contractor further agrees to abide by all State of Illinois procedures for rendering board up services.

## **Notices**

For the purpose of official notices the following addresses shall be used:

### **CITY**

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

cc: Director of Purchasing

## **Award of Contract**

Upon the concurrence of the Aurora City Council, the contract will be awarded to the lowest, responsive, responsible Contractors whose proposal will be on an overall basis most advantageous to the City. Price, conformance to specifications, and other performance factors will be considered as elements of a responsive responsible proposal at the sole discretion of the City.

The contract shall be for the period of award date thru December 31, 2021. The Contractor shall provide the services for the time listed as per the rotation schedule.

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

### **General Instructions**

#### **1. Proposal Package**

Specifications for board up services are included in this Bid Package. Each section is integral to the desired scope of services, and quotations shall take into account the comprehensive nature of the work.

It is intended that the specifications shall become part of a written and signed contract with the successful Contractor.

#### **2. Format for Submissions**

A properly-prepared proposal shall consist of all bid proposal forms and all the required information as listed in the checklist. The Bid Proposal cover sheet must be completed by an officer or employee having the authority to bind the Contractor by signature. Failure to submit all of the required information may result in the disqualification of the Contractor from consideration.

All forms must be correctly filled-in, using ink or entered in typed form. Any erasers or error corrections must be initialed in ink. All forms requiring signatures must be properly signed in ink in the proper spaces.

#### **3. Minimum Specifications, Deviations**

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 specification is not intended to exclude potential Contractors. Contractors may indicate alternatives to these specifications if the proposed changes are equal to or greater than what is required by these specifications.

All alternatives shall be separately listed and a justification shall be stated for such alternatives.

If the Contractor is unable to meet any of the specifications contained herein, it shall also separately list all requested deviations from the specifications, and a justification shall be stated for such deviations.

If a Contractor does not indicate alternatives to or deviations from the specifications, the City shall assume that the Contractor shall fully comply with the specifications. The City shall be the sole and final judge of compliance with the specifications.

The City further reserves the right to determine the acceptability or unacceptability of any and all alternatives and deviations, and to negotiate the effects and costs of any such alternatives and deviations prior to reaching a decision on the awarding of a contract. The City shall unequivocally be the sole and final judge as to whether any alternative or deviation is of an equivalent or better quality or service. This decision is final and shall not be subject to recourse by any person, firm, or corporation.

The Bid documents clearly identify certain issues where the City has left specification language open, or where the City will consider alternatives. In these areas the City is instead soliciting proposals for further consideration, and may include specification language in some form in this contract. However, the City reserves the right to determine which specification language will be included.

**4. Examination of Service Area**

Contractors shall completely inform themselves of all the conditions under which service is to be performed, and all other relevant matters pertaining to the service required to be provided under the enclosed specification, including, but not limited to, all other factors which would affect execution and completion of the work covered by this proposal.

**5. Contractor Information**

The Contractor shall furnish the following information:

- (a) A list of references for which the Contractor furnishes or has furnished board up services for a period of at least one year within the last three years. Use the form provided.
- (b) Written evidence of criminal background checks completed by an approved third-party entity within the last twelve month period and made available to the City of Aurora. No employee who has any felony convictions, a misdemeanor conviction relating to theft, larceny, fraud, deceptive practice or similar related offense may provide services.

If any owner or employee is found to not have a current background check on file or an unsatisfactory background check report the company may be removed from the referral list and may be liable for any associated losses.

- (c) All vehicles and employees clothing must be clearly marked with the company name and/or logo. All employees will present a company ID with photo to any City of Aurora employee on scene.
- (d) No company will be allowed on the scene unless it has been requested by the City of Aurora. Companies found “chasing” disasters will be removed from the referral list.
- (e) All items listed on the Checklist of Submittals.

Contractors should use supplemental sheets as necessary to supply information.

**6. General**

Windows and doors shall be boarded in an approved manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

## 7. Materials

Boarding sheet materials shall be minimum ½ inch thick (12.7 mm) wood structural panels.

Boarding framing material shall be minimum nominal 2 inch by 4 inch (51 mm by 102 mm) solid sawn lumber.

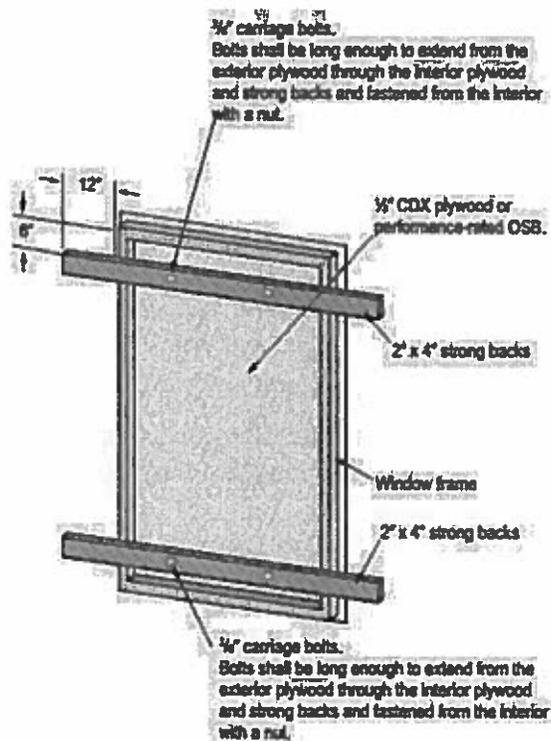
Boarding fasteners shall be minimum 3/8 inch diameter (9.5 mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washer and nuts.

## 8. Installation

### A103 INSTALLATION

#### A103.1 Boarding Installation.

The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.



For SI: 1 Inch = 25.4 mm.

FIGURE A103.1(1)  
BOARDING OF DOOR OR WINDOW

**CITY OF AURORA  
INVITATION TO BID 20-09  
CITYWIDE EMERGENCY**

**BOARD UPS**

**BID PROPOSAL FORM**

The City of Aurora is accepting bid proposals for provision of emergency board up services to assist after a fire or other emergency within the City of Aurora, Illinois.

The extent of all repairs will be determined by a representative of the City of Aurora, Illinois. A contract has been prepared which illustrates the duties and responsibilities of the City and the Bidder for these services.

The undersigned acknowledges that with submission of a bid proposal that they have read and understand the terms and conditions of the contract to be offered. The bidder also acknowledges that they will comply with said provision should they be awarded the contract.

The City of Aurora reserves the right at any time and for any reason to cancel this Invitation to Bid, to accept or reject any or all Bids or portion thereof, or accept an alternate bid. The City reserves the right to waive any immaterial defect in any bid, or technicality, informality or irregularity in the bids received, and to disregard all nonconforming or conditional bids or counter-proposals. Unless otherwise specified by the bidder or the City, the City reserves the right to hold the best bids for ninety (90) days from the opening date set forth above. The City may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

The undersigned agrees to provide board up services, representing the City of Aurora, for the period specified in accordance with the amounts set forth in the submitted Schedule of Prices:

**PROPOSAL SUBMITTED BY**

COMPANY Jones Asset Management LLC  
ADDRESS 8711 E New York St, Ste 205  
CITY, STATE, ZIP Aurora, IL 60502  
PREPARER'S NAME STEPHEN JONES  
CONTACT PERSON STEPHEN JONES  
AUTHORIZED SIGNATURE [Signature]  
PHONE # (630) 340-1954 FAX # ( ) DATE 4/14/20

**CITY OF AURORA**  
**INVITATION TO BID 20-09**  
**CITYWIDE EMERGENCY**  
**BOARD UPS**

**CONTRACT AGREEMENT**

**THIS AGREEMENT**, entered on this 26<sup>th</sup> day of MARCH 2020 ("Effective Date"), for the Citywide Board Up Services at various locations throughout Aurora, Illinois ("Services") is entered into between the **CITY OF AURORA** ("City"), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and Jones Asset Management LLC ("Contractor"), located at 2711 E. NEW YORK ST STE 208 AURORA, IL 60502.

**WHEREAS**, the City issued an Invitation to Bid 20-09 Citywide Board Up Services for the City of Aurora, Aurora, IL; and

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

**WHEREAS**, on \_\_\_\_\_, 2020 \_\_\_\_\_, the City's awarded a contract to \_\_\_\_\_.

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

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

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

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

3. **Term.** This Agreement shall be for date of award through December 31, 2021, unless sooner terminated in accordance with the terms contained herein.

Contract #20-09

a. **Maximum Price.** In accordance with the Contractor's Bid, the maximum price for providing the Services shall be \$\_\_\_\_\_per hour. The maximum price may not be changed unless the City is provided with supporting documentation to warrant the change in maximum price or as otherwise provided in this Agreement.

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

#### 4. Performance of Services.

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

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

#### 5. Termination.

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Contractor with thirty (30) days notice specifying the termination date. On the date specified, this Agreement will end.

If this Agreement is terminated by the City, as provided herein, the City shall pay the Contractor only for services performed up the date of termination. After the termination date, Contractor has no further contractual claim against the City based upon this Agreement and any payment so made to the Contractor upon termination shall be in full satisfaction for Services rendered. Contractor shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

**6. Miscellaneous Provisions.**

**a. 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.

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

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

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

**FOR CITY OF AURORA**

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

ATTEST:

\_\_\_\_\_  
City Clerk

FOR \_\_\_\_\_

By \_\_\_\_\_

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME Jones Asset Management LLC

(SEAL)

By   
President - Contractor

ATTEST:  
  
Secretary

(If a Co-Partnership)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Partners doing Business under the firm  
\_\_\_\_\_  
Contractor

(If an Individual) \_\_\_\_\_ (SEAL)

\_\_\_\_\_  
Contractor (SEAL)

**CITY OF AURORA  
INVITATION TO BID 20-09**

**CITYWIDE EMERGENCY  
BOARD UPS**

**EXHIBIT 1**

**(INVITATION TO BID)**

CITY OF AURORA  
INVITATION TO BID 20-09

CITYWIDE EMERGENCY

BOARD UPS

AFFIDAVIT OF

COMPLIANCE

APPLICANT: Jones Asset Management LLC / STEPHEN JONES  
NAME  
2711 E NEW YORK ST., Ste. 205 AURORA, IL 60501  
ADDRESS

As a condition of entering into a contract with the City of Aurora, and under oath and penalty of perjury and possible termination of contract rights and debarment, the undersigned,

(Please Print or Type) STEPHEN JONES

being first duly sworn on oath, deposes and states that he/she is:

CEO  
(the sole owner, a partner, a joint venturer, the President, the Secretary, etc.) of:

Jones Asset Management LLC  
NAME OF COMPANY

the party making the foregoing bid, and that he/she has the authority to make any disclosures and certifications required by this Affidavit on behalf of the Contractor and that all the information contained in this Affidavit is true and correct in both substance and fact.

**CITY OF AURORA  
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**EXHIBIT 2**

**(BID PROPOSAL FORM 20-09)**

**BIDDER'S CERTIFICATION**

I/We hereby certify that:

- A. A complete set of bid papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all other equal employment requirements contained in Public Act 87-1257 (effective July 1, 1993) 775 ILCS 5/2-105 (A).
- D. I/We are in compliance with the most current "Prevailing Rate" of wages for laborers, mechanics and other workers as required by the City of Aurora Ordinance No. O18-054, adopted on June 26, 2018.
- E. 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.
- F. The Bidder is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- G. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME Jones Asset Management LLC  
 ADDRESS 2711 E New York St, Ste 205  
 CITY/STATE/ZIP CODE Aurora, IL 60502  
 NAME OF CORPORATE/COMPANY OFFICIAL STEPHEN JONES  
PLEASE TYPE OR PRINT CLEARLY  
 TITLE CEO  
 AUTHORIZED OFFICIAL SIGNATURE [Signature]  
 DATE 4/14/20  
 TELEPHONE (630) 340-1754

Subscribed and Sworn to  
 Before me this 14<sup>th</sup> day  
 of April, 2020  
[Signature]  
 Notary Public



STATE OF ILLINOIS        )  
                                      )  
County of Kane            )

                                      ss.

**BIDDER'S TAX CERTIFICATION**

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

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

DATED this 14<sup>th</sup> day of April, 2020.

By   
(Signature of Bidder's Executing Officer)  
STEPHEN JONES  
(Print name of Bidder's Executing Officer)  
CEO  
(Title)

ATTEST/WITNESS:

By NATASHA JONES  
Title Notary

Subscribed and sworn to before me this 14 day of April, 2020.

  
Notary Public

(SEAL)



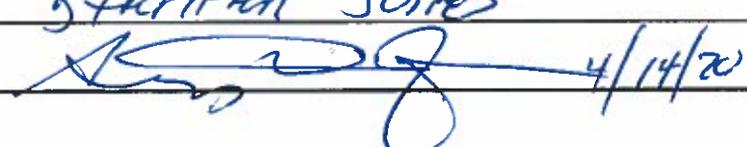
**CITY OF AURORA**  
**INVITATION TO BID 20-09**  
**CITYWIDE EMERGENCY**  
**BOARD UPS**

**REFERENCES**

(Please Type)  
Organization KINGS BROOK CROSSING HOMEOWNERS ASSE.  
Address WILSBROOK & DOUGLAS RD  
City, State, Zip OSWEGO, IL  
Phone Number 630-901-1103  
Contact Person MARIA DE LEON  
Date of Project 11/1/19 - CURRENT

Organization CHASE MANAGEMENT LLC  
Address 2711 E NEW YORK STE. 104  
City, State, Zip AURORA, IL 60502  
Phone Number 630-~~540~~ 649-0008  
Contact Person SAM BIAG  
Date of Project 6/1/14 - CURRENT

Organization FOX VALLEY WINDOWS LLC  
Address 2711 E NEW YORK  
City, State, Zip AURORA, IL 60502  
Phone Number 630-210-6400  
Contact Person ABDUL ROBINSON  
Date of Project 1/16/20

Bidder's Name: SHARITON JONES  
Signature & Date:  4/14/20 Appendix F





City of Aurora, IL - Local Vendor Preference Application

The business identified below is requesting to be placed on the City of Aurora, Illinois Local Vendor Preference list, in accordance with ordinance O18-070, approved August 28, 2018.

1) Date Submitted: 3/28/20
2) Name of Business: Jones Asset Management LLC
3) Address of Local Office: 2711 E New York St, Ste. 205
4) City, State, Zip: Aurora IL 60502
5) Company's Web Address: www.jonesassetllc.com
6) Phone: 630-340-1754 Fax:
7) County your Local Business is Located In: DuPage
Submitted By (Signature): [Signature]
Print Name and Title: Stephen Jones - CEO
Email Address: Stephen.Jones@JonesAssetLLC.com

Sec. 2-410.-Prequalification: local bidder.

- (a) If an interested business would like to prequalify as a "local business", such a business shall complete and submit the prequalification application along with supporting documentation, as listed below, and the applicable fee as set by the City Council, to the Finance Department:
a. Evidence that the business has established and maintained a physical presence in the City of Aurora, by virtue of the ownership or lease of all or a portion of a building for a period of not less than twelve (12) consecutive months prior to the submission of the prequalification application; and
b. Evidence demonstrating that the business is legally authorized to conduct business within the State of Illinois and the City of Aurora, and has a business registered to operate in the City if required; and
c. Evidence that the business is not a debtor to the City of Aurora. For purposes of this subparagraph, a debtor is defined as having outstanding fees, water bills, sales tax or restaurant/bar tax payments that are thirty (30) days or more past due, or has outstanding weed or nuisance abatements or liens, has failure to comply tickets or parking tickets that are not in dispute as to their validity and are not being challenged in court or other administrative processes.

Back up documentation for (a) a. and (a) b. must accompany this submittal or application will be rejected. Please note for (a) c. above the City of Aurora will verify internally that your company does not have any outstanding fees. Your company should make sure that to the best of its knowledge all bills are current.

Return completed application, with all required backup documentation to:
City of Aurora, Attn: Purchasing Division, 44 E. Downer Place, Aurora, IL 60507
Or email to: PurchasingDL@Aurora-il.org

Do not write below this line: For City of Aurora use ONLY

- (a) a.
(a) b.
(a) c.

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

Approved: \_\_\_\_\_
Letter Sent: \_\_\_\_\_

Denied: \_\_\_\_\_
Initials: \_\_\_\_\_

# **APPENDIX H**

## Local Vendor Preference Application



JONEASS-01

TCROSBYJR

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/22/2019

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).

<b>PRODUCER</b> The Insurance Exchange LTD 15459 South Park Avenue South Holland, IL 60473	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (708) 597-8731      FAX (A/C, No): (708) 535-3721 E-MAIL ADDRESS: <b>insuranceexchange@insxchg.com</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
<b>INSURED</b>  <b>JONES ASSET MANAGEMENT LLC</b> 2711 EAST NEW YORK ST STE 205 AURORA, IL 60502	<b>INSURER A : SCOTTSDALE INSURANCE COMPANY</b>	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **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:			CPS2980721	10/21/2019	10/21/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							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
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

<b>CERTIFICATE HOLDER</b>  City of Aurora 44 East Downer Place Aurora, IL 60507-2067	<b>CANCELLATION</b>  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 

