

## **CITY OF AURORA AGREEMENT**

**THIS AGREEMENT**, entered on this 12/30/2025 (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and Radiant Veterinary (Proposer”), located at .

**WHEREAS**, the City issued a Request for Proposal (“RFP”) on 12/30/2025 for the ; and

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

**WHEREAS**, on 12/30/25, the City awarded a contract to Proposer, Radiant Veterinary

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

### **1. Agreement Documents.**

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

Request for Proposal \_\_\_\_\_.

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

### **2. Scope of Services.**

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

### **3. Term.**

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

#### **4. Compensation.**

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

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

#### **5. Performance of Services.**

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

#### **6. Termination.**

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with sixty (60) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for

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

## **7. Miscellaneous Provisions.**

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

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

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

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

CITY OF AURORA, ILLINOIS

(Contractor)



SIGNATURE

SIGNATURE

Jolene Coulter

FULL NAME

FULL NAME

12/30/2025

DATE SIGNED

DATE SIGNED

Director of Purchasing

TITLE

Practice Owner

TITLE



**CITY OF AURORA  
VETERINARY SERVICES FOR  
ANIMAL CONTROL**

**EXHIBIT 1**

(INVITATION TO BID 25-211)



City of Aurora, IL

## **VETERINARY SERVICES FOR ANIMAL CONTROL 25-211**

RELEASE DATE: September 30, 2025

DEADLINE FOR QUESTIONS: October 8, 2025

RESPONSE DEADLINE: October 15, 2025, 11:00 am

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

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

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

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## INSTRUCTIONS TO PROPOSERS

### 1. SUMMARY

The City of Aurora, IL, is seeking qualified veterinary service providers to deliver comprehensive veterinary care and population health oversight for animals at Aurora Animal Care & Control (AACC). The main areas of concern are Veterinary Medical Services, Routine Surgical Veterinary Services, Emergency Veterinary Medicine.

### 2. TIMELINE

Release Project Date:	September 30, 2025
Question Submission Deadline:	October 8, 2025, 8:00am
Response Submission Deadline:	October 15, 2025, 11:00am

### 3. ACCEPTANCE OF PROPOSALS

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

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

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

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

d. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

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

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

#### **4. RECEIPT OF PROPOSALS**

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

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

#### **5. WITHDRAWAL OF PROPOSALS**

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

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

#### **6. QUESTIONS**

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

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

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

## **7. INVESTIGATION**

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

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

## **8. PROPOSAL QUALIFICATION**

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

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion.**

## **9. ALTERNATE PROPOSALS**

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

## **10. EVALUATION PROCESS**

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

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

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

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

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

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

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

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

## **11. PROPOSAL AWARD**

Except as otherwise may be stated in the Specifications, Proposal award shall be made to the lowest responsible Proposer meeting the requirements and/or intent of the specifications at the net delivered price(s) shown and best responding to the needs of the City, in the City's sole discretion. However, if the Proposer modifies limits, restricts or subjects his Proposal to conditions that would change the requirements of the specifications, this

would be considered a conditional or qualified Proposal and will not be accepted. The City reserves the right to delete any item listed in the Proposal Package.

## **12. PRICES**

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

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

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

## **14. SIGNATURES**

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

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

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

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



## GENERAL REQUIREMENTS

### 1. REQUIREMENTS OF PROPOSER

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

### 2. BONDS AND INSURANCE

The Proposer awarded the contract will be required to furnish Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

### 3. CITY'S AGENT

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

### 4. PAYMENTS

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.)

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

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

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

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

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

or Mail to the following address:

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

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

### 5. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

## **6. COMPLIANCE WITH LAWS AND REGULATIONS**

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

## **7. DEFAULT**

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

## **8. CANCELLATION**

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

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

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

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

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

(1) Worker's Compensation Insurance - Statutory amount.

(2) General Liability Insurance:

(a) \$1,000,000 per occurrence and \$2,000,000 general aggregate

(b) \$500,000 per occurrence for Property Damage

(c) \$1,000,000 per occurrence for Personal Injury

(3) Auto Liability Insurance:

(a) Bodily injury with limits not less than \$1,000,000

(b) Property damage with limits not less than \$500,000

(4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

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

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

## 10. SUBLETTING OR ASSIGNMENT OF WORK

If the Proposer sublets the whole or any part of the Work to be done under the contract, with or without the written consent of the City, he shall not, under any circumstances, be relieved of his liabilities and obligations.

**A Payment Bond will be required if the Proposer sublets any of the requested services.** All transactions of the City shall be with the Proposer; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. In case any party or parties, to whom any work under the contract shall have been sublet, shall disregard the directions of the City or his duly authorized representatives, or shall furnish any unsatisfactory Work or shall fail or refuse in any way to conform to any of the provisions or conditions of the contract, then in that case, upon the written order of the City, the Proposer shall require said party or parties in default to discontinue Work under the contract. Said Work shall be corrected or made good and shall be continued and completed by the said Proposer or by such other party or parties as are approved by the City, in the manner and subject to all of the requirements specified in the contract.

## 11. WORKERS COMPENSATION ACT

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

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

Said Proposer hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the Proposal, and any and all liability resulting thereupon; and said Proposer, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Proposer shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

## **12. MINORITY PARTICIPATION**

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

## **13. PROSECUTION OF WORK**

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

## **14. TIME**

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

## **15. ILLINOIS NON-APPROPRIATION CLAUSE**

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

## **16. TERMINATION FOR CLAUSE**

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

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

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

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

## **SCOPE OF WORK**

### **1. PROJECT INTRODUCTION AND PURPOSE**

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

### **2. TENTATIVE PROJECT TIMELINE**

(Subject to Change)

{INSERT TABLE}

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

{INSERT TEXT}

### **4. MINIMUM QUALIFICATIONS**

The following are minimum requirements that the Proposer must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

### **5. PROJECT INTRODUCTION AND PURPOSE**

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

### **6. MINIMUM QUALIFICATIONS**

The following are minimum requirements that the Proposer must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

### **7. SUMMARY**

The City of Aurora, IL, is seeking qualified veterinary service providers to deliver comprehensive veterinary care and population health oversight for animals at Aurora Animal Care & Control (AACC). The main areas of concern are Veterinary Medical Services, Routine Surgical Veterinary Services, Emergency Veterinary Medicine. The City seeks to have one (1) or multiple veterinary clinics to support the medical needs of the AACC throughout the term of the contract.

Proposals may be submitted for **any one area, a combination of areas, or all areas** identified in this RFP. Vendors are encouraged to submit for the area(s) where they have the strongest qualifications. Each area will be evaluated separately, and selection may be made for individual areas or in combination. The City of Aurora

reserves the right to award the contract to one or multiple qualified and responsible bidder(s), based on the best interest of the program and the community it serves.

This contract will be awarded for an initial period of one (1) year, with the option to renew for up to two (2) additional one-year terms upon mutual agreement.

## **8. Veterinary Medical Services**

The City of Aurora, IL, is seeking qualified veterinary service providers to deliver comprehensive veterinary care and population health oversight for animals at Aurora Animal Care & Control (AACC). The selected provider will be responsible for both individual animal treatment and the development and implementation of shelter-wide medical protocols in alignment with best practices in shelter medicine. Services will include regular on-site visits (minimum twice per week), evaluation and care for sick or injured animals, vaccinations, diagnostics, preventive medicine, and euthanasia when necessary. The provider will also work collaboratively with AACC staff to create and maintain medical protocols that support the health and wellbeing of the entire animal population. AACC is committed to ensuring the highest standard of care for animals in its custody and seeks a veterinary partner that shares this mission and can provide compassionate, high-quality services in a fast-paced, municipal shelter environment.

Please see Section 3 Submittal Content for technical proposal guidelines for the requested specification below.

### **Detailed Specifications**

The following specifications outline the necessary services and expectations from the selected veterinary service provider:

#### **Population Health Management:**

- Conduct weekly on-site rounds to assess the overall health of the shelter population and identify any emerging health concerns.
- Continuously evaluate and update medical protocols to ensure optimal population health, disease prevention, and outbreak mitigation.
- Provide a licensed veterinarian for a minimum of two in-shelter visits per week, each lasting up-to three hours. Additional visits or time may be accepted with both parties approval. A veterinary technician may accompany the veterinarian at the provider's discretion.
- During these visits, the veterinarian will conduct physical examinations, administer rabies vaccinations, perform bloodwork, and carry out other routine medical procedures as needed.

#### **Emergent and Individual Animal Care**

- Diagnose and treat animals presenting with illness or injury, ensuring timely and appropriate care.
- Accept urgent or emergent cases during the clinic's regular business hours, including but not limited to severe trauma, acute illness, and animals requiring hospitalization.

- Perform cruelty evaluations within 24 hours of request to support timely investigations and legal proceedings on an as needed basis.
- Recommend and perform humane euthanasia when necessary, in accordance with AACC policy and industry standards.

### **Protocol Development**

- Develop, implement, and regularly revise medical protocols related to disease prevention, treatment, and overall animal wellness.
- Protocols shall include, but are not limited to: vaccination schedules, intake and isolation procedures, parasite control, treatment plans for common conditions, and sanitation recommendations.
- Ensure protocols align with best practices in shelter medicine and are responsive to the needs of the population.

### **Communication**

- Maintain timely and effective communication with AACC staff during regular business hours to support coordinated care and decision-making.
- Provide consultation availability for emergency cases by phone or other agreed-upon methods, when possible.

### **Record Keeping and Reporting**

- Maintain detailed, accurate, and up-to-date medical records for all animals in the shelter's custody.
- Submit regular summaries of population health and individual care cases to shelter management, including recommendations for ongoing or improved care.

### **Service Requirements**

The contractor shall adhere to the following service requirements:

- The veterinary services must be conducted by licensed veterinarians in the State of Illinois, with all staff operating within their scope of practice.
- All services must be able to accommodate a variety of animal types, including dogs, cats, and other small animals commonly handled by AACC.
- The contractor will designate a primary veterinarian to oversee, coordinate, and serve as the main point of contact for veterinary services at AACC. The primary veterinarian will assist staff in ensuring necessary medical equipment, supplies, and pharmaceuticals needed to perform veterinary services effectively are purchased through the shelter's veterinary distributor in a timely manner.
- All veterinary procedures must follow industry guidelines to ensure the safety and welfare of both the animals and the staff involved.



- Staff must undergo continuing education to keep abreast of the latest veterinary practices and animal welfare standards.

### **Delivery Requirements**

The contractor will provide the necessary services on a schedule agreed upon by the City of Aurora and the selected contractor. The delivery requirements are as follows:

#### **Service Hours:**

- Veterinary services must be available a minimum of five (5) days per week, with specified hours that accommodate the City's operational hours.
- Ability to provide consultation for emergency cases by phone or other agreed-upon methods preferred.

#### **Site Visits:**

- Veterinarians must be available to conduct on-site visits at the City of Aurora Animal Control facility at least two (2) times a week for up to three (3) hours. Additional visits or time may be accepted with both parties' approval. A veterinary technician(s) may accompany the veterinarian at the provider's discretion.
- During these visits, the veterinarian will conduct population rounds, physical examinations, administer rabies vaccinations, perform bloodwork, and carry out other routine medical procedures as needed.

#### **Documentation:**

- All veterinary treatment records must be provided within twenty-four (24) hours of service delivery.
- Monthly reports should be submitted within the first week of each subsequent month, detailing all the services conducted, treatments, and charges.
- Certifications Required:
  - IDPH Veterinarian License(s)
  - IDPH Controlled Substance License(s)
  - DEA Controlled Substance License(s)
  - Any additional, applicable licensing (AAHA Accreditation, Fear Free Certification, etc)

### **Conclusion**

The City of Aurora anticipates that the selected contractor will play a crucial role in enhancing the effectiveness of its animal control program and ensuring the welfare of the community's animals. Interested parties are invited to submit a proposal that outlines their qualifications and ability to meet the requirements set forth in this Scope of Work. This contract will be awarded for an initial period of one (1) year, with the option to renew for up to two (2) additional one-year terms upon mutual agreement.

The City reserves the right to award the project to multiple or one qualified and responsible Bidder(s).

## **9. Routine Surgical Veterinary Services**

Aurora Animal Care and Control (AACC) is seeking proposals from qualified veterinary service provider(s) to perform surgical services for animals in its care. These services include, but are not limited to, high-volume spay/neuter, dental procedures, entropion correction, and other routine surgeries. Additional services may be requested at the time of surgery such as grooming, vaccinations, or bloodwork.

In 2024, AACC completed nearly 700 spay/neuter surgeries, in addition to countless other surgical procedures. The selected provider must demonstrate the capacity to deliver timely, high-quality care and manage a significant caseload efficiently.

Please see Section 3 Submittal Content for technical proposal guidelines for the requested specification below.

### **Detailed Specifications**

The selected veterinary service provider will be expected to meet the following specifications to ensure the highest standards of care for animals in the custody of Aurora Animal Care and Control (AACC).

### **Surgical Standards**

- All surgical procedures must be performed in accordance with the American Veterinary Medical Association (AVMA) guidelines for surgical care.
- Anesthesia and pain management protocols must adhere to current veterinary best practices.
- Surgical areas and equipment must be maintained in a clean and sterile manner, with appropriate infection control measures.

### **Types of Surgeries Required**

Veterinary service providers must be capable of performing a variety of surgical procedures including, but not limited to:

- High-volume spay and neuter of cats and dogs. Ability to perform spay and neuter on small animals such as rabbits and guinea pigs a plus.
- Dental cleanings and extractions
- Entropion and enucleation procedures
- Hernia repair
- Mass excision and biopsy
- Wound repair and debridement
- Tail or limb amputations (when medically necessary)
- Other soft tissue surgeries as determined by AACC veterinary staff

### **Location and Availability:**

- Proposals must specify where the clinic or hospital is located and be within a reasonable distance from AACC.
- The proposal should clearly specify the available days for surgical services, estimated drop-off and pick-up times for each day, and the anticipated number of spay/neuter and other surgical procedures the clinic can accommodate on a weekly basis.
- The proposal should clearly state the provider's capacity to transport animals (if applicable).
- Providers should propose a regular weekly or monthly surgery schedule for consistency.
- Routine surgeries should be scheduled in a timely manner with minimal wait times.

### **Cost Structure:**

The proposal must include a detailed cost breakdown, which may include:

- Per procedure rates (e.g., cat spay, dog neuter, dental with extraction, etc.)
- Bundled pricing (e.g., spay/neuter package including pre-op exam, anesthesia, and post-op meds)
- Volume-based or tiered pricing models
- Additional fees (e.g., diagnostics, complications, follow-up care)

AACC is tax-exempt; applicable documentation will be provided.

### **Communication and Record Keeping**

- Providers must designate a point of contact for scheduling, case coordination, and billing.
- Communication must be timely and responsive, including prompt notifications of post-op concerns or complications.
- Medical and surgical records must be completed within twenty four (24) hours of service and shared with AACC in a mutually agreed-upon format (paper, PDF, or digital upload).
- All records must include patient identifiers, pre and post op notes, medications used or prescribed, and recommendations on follow-up care.

### **Service Requirements**

The contractor shall adhere to the following service requirements:

- The veterinary services must be conducted by licensed veterinarians in the State of Illinois, with all staff operating within their scope of practice.

- The contractor will designate a primary veterinarian to oversee, coordinate, and serve as the main point of contact for surgical services at AACC. The primary veterinarian will assist staff in ensuring necessary medical procedures are completed in a timely manner.
- All veterinary procedures must follow industry guidelines to ensure the safety and welfare of both the animals, and the staff involved.
- Staff must undergo continuing education to keep abreast of the latest veterinary practices and animal welfare standards.

### **Delivery Requirements**

The contractor will provide the necessary services on a schedule agreed upon by the City of Aurora and the selected contractor. The delivery requirements are as follows:

#### **Service Hours and Scheduling:**

- Surgical services must be available during specified hours that accommodate the City's operational hours.
- Services must be scheduled in coordination with the AACC.
- Urgent cases should be accommodated when necessary.

#### **Documentation:**

- All veterinary treatment records must be provided within twenty-four (24) hours of service delivery.
- Monthly reports should be submitted within the first week of each subsequent month, detailing all the services conducted, treatments, and charges.
- Any adverse outcomes or complications must be reported immediately to the Animal Control Division.
- Certifications Required:
  - IDPH Veterinarian License(s)
  - IDPH Controlled Substance License(s)
  - DEA Controlled Substance License(s)
  - Any additional, applicable licensing (AAHA Accreditation, Fear Free Certification, etc)

#### **Timeliness:**

- All procedures must be performed within an agreed-upon timeframe to ensure timely spay or neuter services are provided.
- The vendor must ensure that procedures are completed during the agreed service days.

## **Conclusion**

The City of Aurora anticipates that the selected contractor will play a crucial role in enhancing the effectiveness of its animal control program. Interested parties are invited to submit a proposal that outlines their qualifications and ability to meet the requirements set forth in this Scope of Work. The initial contract will be awarded for a period of one (1) year, with the option to renew for up to two (2) additional one-year terms, upon mutual agreement.

The City reserves the right to award the project to multiple or one qualified and responsible Bidder(s).

## **10. Emergency Veterinary Medicine**

Aurora Animal Care and Control (AACC) is seeking proposals from qualified veterinary service provider(s) to offer emergency veterinary services outside of regular business hours. These services are to be used when AACC's general contracted veterinarian is unavailable and are intended to provide triage and stabilization for animals in AACC custody who are experiencing urgent or life-threatening conditions.

The primary goal is to stabilize animals until they can be transferred to AACC's standard veterinary provider during the next business day. Services will include emergency triage, pain management, and euthanasia when specifically approved by AACC.

Please see Section 3 Submittal Content for technical proposal guidelines for the requested specification below.

## **Detailed Specifications**

The selected provider will be expected to provide the following services.

- Emergency stabilization of animals suffering from trauma, illness, or injury.
- Administration of pain management and supportive care as appropriate.
- Diagnostic procedures (radiographs, bloodwork, etc.) with approval from AACC.
- Euthanasia, only upon prior approval from AACC, when:
  - Stabilization is not possible
  - Prognosis is poor
  - Treatment exceeds AACC's resources or policies
- No additional treatment or procedures may be performed without express permission from the AACC Animal Control Manager or designee.

## **Service Requirements**

The contractor shall adhere to the following service requirements:

- The veterinary services must be conducted by licensed veterinarians in the State of Illinois, with all staff operating within their scope of practice.

- The contractor will designate a primary veterinarian to oversee, coordinate, and serve as the main point of contact for surgical services at AACC. The primary veterinarian will assist staff in ensuring necessary medical procedures are completed in a timely manner.
- All veterinary procedures must follow industry guidelines to ensure the safety and welfare of both the animals, and the staff involved.
- Staff must undergo continuing education to keep abreast of the latest veterinary practices and animal welfare standards.

### **Delivery Requirements**

The contractor will provide the necessary services on a schedule agreed upon by the City of Aurora and the selected contractor. The delivery requirements are as follows:

#### **Service Hours:**

- Veterinary services must be available 24/7, 365 days a year for emergencies.

#### **Documentation:**

- All veterinary treatment records must be provided within twenty-four (24) hours of service delivery.
- Monthly reports should be submitted within the first week of each subsequent month, detailing all the services conducted, treatments, and charges.
- Certifications Required:
  - IDPH Veterinarian License(s)
  - IDPH Controlled Substance License(s)
  - DEA Controlled Substance License(s)
  - Any additional, applicable licensing (AAHA Accreditation, Fear Free Certification, etc)

#### **Cost & Invoicing**

Providers must submit a clear itemized fee schedule with their proposal, including:

- Emergency exams and triage
- Stabilization treatments (fluids, oxygen, medications, wound care, etc.)
- Diagnostics
- Euthanasia (only when approved)
- After-hours service or emergency fees, if applicable
- AACC is tax-exempt and will provide appropriate documentation.

Invoices must be submitted monthly, including:

- Date of service
- Animal description
- Services performed
- Intake source and location (AACC personnel or public)
- 

#### Animal Custody and Intake

Animals requiring emergency veterinary care will typically be brought in by AACC personnel, including Animal Control Officers or other designated representatives of the City of Aurora.

If the clinic chooses to accept an animal from a member of the public outside of AACC business hours, AACC will assume custody of the animal as a stray, only if the following conditions are met:

- The animal was found within the city limits of Aurora
- The clinic provides AACC with:
  - The exact location where the animal was found
  - The full name and contact information of the finder

Animals found outside of Aurora city limits must be referred to the appropriate animal control agency responsible for that jurisdiction.

#### Conclusion

The City of Aurora anticipates that the selected contractor will play a crucial role in enhancing the effectiveness of its animal control program. Interested parties are invited to submit a proposal that outlines their qualifications and ability to meet the requirements set forth in this Scope of Work. The contract will be for a period of one (1) year, with the option to renew for up to two (2) additional one-year terms, upon mutual agreement.

**The City reserves the right to award the project to multiple or one qualified and responsible Bidder(s).**

## SUBMITTAL CONTENT

### 1. TECHNICAL PROPOSAL

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

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

- **Cover Letter / Executive Summary** – 2 pages
  - State areas being proposed (Medical, Surgical, Emergency).
  - Key contact information.
- **Company Profile & Firm Qualifications** – 3 pages
  - Firm background, licenses, certifications, accreditations.
  - Insurance summary.
- **Key Personnel / Staffing Plan** – 4 pages
  - Bios/résumés for veterinarians and technicians.
  - Identification of Primary Veterinarian.
- **Relevant Experience & References** – 4 pages
  - Case studies or summaries of similar work.
  - Minimum 3 references.
- **Approach & Methodology** – 8 pages
  - Service delivery plan (Medical, Surgical, Emergency).
  - Population health management protocols.
  - Communication, record keeping, and reporting processes.
- **Facilities & Equipment** – 3 pages
  - Description of clinic facilities, surgical capacity, diagnostics, etc.
- **Record Keeping & Reporting Samples** – 2 pages
  - Example medical record template.
  - Example monthly report.
- **Additional Information / Value-Added Services** – 2 pages



- Community outreach, staff training, innovations.
- **Forms & Certifications** – 2 pages
  - Required licenses, insurance certificates, acknowledgments.

## **2. COST PROPOSAL**

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

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

*Please note that pricing is only a portion of the evaluation criteria for award.*

## PRICING TABLE

### VETERINARY MEDICAL SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
<b>In-House Care</b>						
1	In-House Veterinary Visits (per hour)	1	Hour			
<b>In-Clinic Care</b>						
2	Emergency Exam Fee (regular business hours)	1	Each			
3	General Exam Fee	1	Each			
4	Canine Boarding (Standard)	1	Day			
5	Canine Boarding (Medical)	1	Day			
6	Feline Boarding (Standard)	1	Day			
7	Feline Boarding (Medical)	1	Day			
8	Canine Euthanasia	1	Each			
9	Feline Euthanasia	1	Each			
10	Other Species Euthanasia	1	Each			
11	Radiographs (Per View)	1	Each			
12	Ultrasound	1	Each			
13	Wound Clip/Clean	1	Each			
<b>Grooming Services</b>						
14	Ear Cleaning	1	Each			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
15	Bath	1	Each			
16	Nail Trim	1	Each			
17	Full Groom	1	Each			
18	Dematting	1	Each			
<b>Vaccines/Treatments</b>						
19	1 Year Rabies Vaccine	1	Each			
20	Canine Distemper	1	Each			
21	FVRCP	1	Each			
22	Bordetella	1	Each			
23	Canine Influenza	1	Each			
24	Convenia Injection	1	Each			
25	Microchip	1	Each			
26	Fluid Therapy	1	Each			
27	Nebulization	1	Each			
<b>Testing</b>						
28	Full Blood Panel	1	Each			
29	Triple Snap or FeLV/FIV test	1	Each			
30	Heartworm Test	1	Each			
31	Parvo Test	1	Each			
32	Fecal	1	Each			
33	Ringworm	1	Each			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
34	Skin Scrape	1	Each			
35	Eye Stain	1	Each			
36	Histopathology (Per Site)	1	Each			
37	Histopathology (Complex)	1	Each			
38	Biopsy Punch	1	Each			
<b>Additional Fees (If Applicable)</b>						
39	Health Certificate	1	Each			
40	Sedation Injection	1	Each			
41	Medical Waste Fee	1	Each			
42	Elizabethan Collar	1	Each			
43	Pain Injection (Canine)	1	Each			
44	Pain Injection (Feline)	1	Each			
<b>TOTAL</b>						

### ROUTINE SURGICAL VETERINARY SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
<b>Spay/Neuter</b>						
45	Spay - Canine <50 lbs	1	Each			
46	Spay - Canine > 50 Lbs	1	Each			
47	Neuter - Canine <50 lbs	1	Each			
48	Neuter - Canine > 50 lbs	1	Each			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
49	Spay - Feline	1	Each			
50	Neuter - Feline	1	Each			
51	Spay - Other Species	1	Each			
52	Neuter - Other Species	1	Each			
<b>Dental Services</b>						
53	Dental Cleaning	1	Each			
54	Dental Extraction - Minor	1	Each			
55	Dental Extraction - Moderate	1	Each			
56	Dental Extraction - Major	1	Each			
<b>Other</b>						
57	Cherry Eye Correction (Per Eye)	1	Each			
58	Entropion Correction (Per Eye)	1	Each			
59	Umbilical Hernia Repair	1	Each			
60	Tail Amputation	1	Each			
61	Ear Tip	1	Each			
62	Abdominal Explore	1	Each			
63	Lumpectomy (Per Site)	1	Each			
64	Wound Repair	1	Each			
<b>Additional Fees</b>						

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
65	Pyometra Fee	1	Each			
66	Spay-Abort Fee	1	Each			
67	Cryptorchid Fee	1	Each			
68	In Heat Fee	1	Each			
<b>TOTAL</b>						

### EMERGENCY VETERINARY MEDICINE

After hours, Holidays and Weekends

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
<b>Veterinary Care</b>						
69	Emergency Exam (After hours)	1	Each			
70	Fluid Therapy	1	Each			
71	Wound Clip and Clean	1	Each			
72	Convenia Injection	1	Each			
73	Ultrasound	1	Each			
74	Radiographs (Per View)	1	Each			
75	Oxygen Therapy	1	Each			
76	Full Blood Panel	1	Each			
77	Triple Snap or FeLV/FIV test	1	Each			
78	Parvo Test	1	Each			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
79	Emergency Wound Repair Surgery	1	Each			
80	Nebulization	1	Each			
<b>Boarding</b>						
81	Canine Boarding	1	Each			
82	Feline Boarding	1	Each			
83	Other Boarding	1	Each			
<b>Euthanasia</b>						
84	Canine Euthanasia	1	Each			
85	Feline Euthanasia	1	Each			
86	Other Euthanasia	1	Each			
<b>Additional Fees</b>						
87	Sedation Injection	1	Each			
88	Medical Waste Fee	1	Each			
89	Pain Injection (Canine)	1	Each			
90	Pain Injection (Feline)	1	Each			
<b>TOTAL</b>						

### PRICE INCREASE

Max percentage of yearly increase. Must be less than 5% per year.

Line Item	Description	Unit of Measure	Percentage
91	Max yearly Increase	Yearly	

### ADDITIONAL SERVICES

Any additional services not listed. Discount applies.

Line Item	Description	Unit of Measure	Percentage
92	Discount to be applied to any services not listed	1	



## EVALUATION CRITERIA

### 1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Firm &amp; Staff Qualifications</b>  <div></div> <div></div> <p>Licenses, certifications, relevant experience of the firm and key personnel; ability to meet regulatory requirements.</p>	Points Based	20 (26.7% of Total)
2.	<b>Approach</b>  <div></div> <p>How well the vendor's plan addresses AACC's requirements (medical, surgical, and/or emergency services), including protocols, communication, and record keeping.</p>	Points Based	25 (33.3% of Total)
3.	<b>Capacity &amp; Resources</b> <p>Facility capabilities, equipment, staffing levels, and ability to handle high-volume caseloads or emergency response.</p>	Points Based	15 (20% of Total)
4.	<b>Relevant Experience &amp; References</b>  <div></div> <p>Demonstrated history of providing veterinary services to municipal shelters, rescues, or similar organizations; quality of references.</p>	Points Based	10 (13.3% of Total)
5.	<b>Additional Value Added Services</b> <p>Innovative practices, community engagement, staff training, or other services that enhance AACC's program.</p>	Points Based	5 (6.7% of Total)

### 2. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Pricing Proposal</b>  <div></div> <p>Competitiveness, clarity, and reasonableness of proposed fee schedule (procedures, emergency services, bundled rates, etc.).</p>	Points Based	25 (100% of Total)

## **VENDOR SUBMISSIONS**

### **1. Technical Proposal\***

See Submittal Content Section for more information.

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

\*Response required

### **2. Standard City of Aurora Contract\***

Please download the below documents, complete, and upload.

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

\*Response required

### **3. Contact Information\***

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

\*Response required

### **4. References\***

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

\*Response required

### **5. Sub-Contractor List**

Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

### **6. Eligibility\***

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

☐ Please confirm

\*Response required

### **7. Proposer's Certification\***

I/We hereby certify that:

A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.

B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.

C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).

D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.

E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

☐ Please confirm

\*Response required

### **8. Proposer's Tax Certification\***

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

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

☐ Please confirm

\*Response required

### **9. Additional Information**

**CITY OF AURORA  
VETERINARY SERVICES  
FOR ANIMAL CONTROL**

**EXHIBIT 2**

(BID PROPOSAL FORM 25-211)

**Routine Surgical Veterinary Services**

**Radiant Veterinary Response Due December 2, 2025 at 11:00 AM**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
<b>Spay/Neuter</b>				<b>Please Fill out Below</b>		
45	Spay - Canine <50 lbs	1	Each	\$250.00	\$250.00	
46	Spay - Canine > 50 Lbs	1	Each	\$350.00	\$350.00	
47	Neuter - Canine <50 lbs	1	Each	\$150.00	\$150.00	
48	Neuter - Canine > 50 lbs	1	Each	\$250.00	\$250.00	
49	Spay - Feline	1	Each	\$250.00	\$250.00	
50	Neuter - Feline	1	Each	\$150.00	\$150.00	
51	Spay - Other Species	1	Each	\$0.00	\$0.00	
52	Neuter - Other Species	1	Each	\$0.00	\$0.00	
<b>Dental Services</b>						
53	Dental Cleaning	1	Each w/other Sx	\$150.00	\$150.00	
54	Dental Extraction - Minor	1	Each	\$50.00	\$50.00	
55	Dental Extraction - Moderate	1	Each	\$90.00	\$90.00	
56	Dental Extraction - Major	1	Each	\$125.00	\$125.00	
<b>Other</b>						
57	Cherry Eye Correction (Per Eye)	1	Each	\$300.00	\$300.00	
58	Entropion Correction (Per Eye)	1	Each	\$250.00	\$250.00	
59	Umbilical Hernia Repair	1	Each	\$150.00	\$150.00	
60	Tail Amputation	1	Each	\$750.00	\$750.00	
61	Ear Tip	1	Each	\$25.00	\$25.00	
62	Abdominal Explore	1	Each	\$1,000.00	\$1,000.00	
63	Lumpectomy (Per Site)	1	Each	\$250.00	\$250.00	
64	Wound Repair	1	Each	\$250.00	\$250.00	
<b>Additional Fees</b>						
65	Pyometra Fee	1	Each	\$1,500.00	\$1,500.00	
66	Spay-Abort Fee	1	Each	\$350.00	\$350.00	
67	Cryptorchid Fee	1	Each	\$400.00	\$400.00	
68	In Heat Fee	1	Each	\$150.00	\$150.00	
<b>TOTAL</b>					<b>\$0.00</b>	