



# City of Aurora

Purchasing Division • Finance Department • 44 E. Downer Place • Aurora, Illinois 60507-2067  
(630) 256-3550 • FAX (630) 256-3559

**Jolene Coulter**  
Director of Purchasing

DATE: March 7, 2019  
TO: Prospective Bidders  
FROM: Jolene Coulter, Director of Purchasing  
RE: **CITY OF AURORA REQUEST FOR PROPOSAL 19-07**  
**Mowing Landscape Maintenance of City Owned Lots**

This notice forms a part of the Invitation to Bid 19-07: Mowing Landscape Maintenance of City Owned Residential Lots. All other information pertaining to the Invitation to Bid shall remain the same.

Bidder must submit three (3) complete, sealed signed and attested copies of the Proposal. Two (2) of which shall be a complete bound copy and one (1) of which shall be a complete, identical, unbound copy of the Proposal 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.

**Sealed Bids** will be received at the office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507, until **2:00 p.m., CST, Wednesday, March 13, 2019. Please acknowledge this addendum with your bid.** Failure to do so may subject Bidder to disqualification.

Responses/clarifications to questions received by 8:00 am, Tuesday, March 5, 2019:

1. What does 50 % performance and a 100% payment bond mean?  
**Based on award, a 50% of the annual cost will be required as a performance bond and 100% of total annual award cost will be required for a payment bond.**
2. When will the first payment be due?  
**Contractor billing should be sent/emailed weekly or monthly after the completion of services.**
3. If awarded sites when will \$1000.00 deposit be returned?  
**If awarded, the \$1,000 bid bond will be returned upon receipt of signed contract and payment and performance bonds. Non awarded bid deposits will be returned at the time of project award.**
4. May we bid on some lots, not all of them? or would it be considered a incomplete application?  
**The City reserves the right to award the bids individually by list or cumulatively to qualified and responsible bidders. Contractors may choose to only submit pricing on one of the lists or all, but we will not award one list to multiple contractors.**

**End of Addendum**