

CITY OF AURORA  
Procurement Guide for Vendors

The purpose of this guide is to familiarize interested vendors with the procurement policies and procedures of the City of Aurora and to outline the various steps involved in obtaining orders and contracts for city purchases. It is the objective of the city to purchase at the lowest, most responsible cost consistent with the needs of the user departments. All qualified vendors are invited to share in the volume of city purchases.

### **How to Become a Vendor of the City of Aurora**

Vendors who wish to do business with the City of Aurora must first take steps to become aware of the materials, supplies, equipment or services sought by the city. Vendors can register to receive notice of the city's procurement needs by completing our Vendor Application Form located on our website at [http://www.aurora-il.org/documents/purchasing/app\\_bidder.pdf](http://www.aurora-il.org/documents/purchasing/app_bidder.pdf). To ensure you receive notice of the procurement activities most appropriate to you, please provide a description of the products you offer on the form where indicated. The city sends copies of bid specifications to vendors registered for the specific products and services. We also advertise bids on our website at [www.aurora-il.org/finance/purchasing/bid\\_invitation.php](http://www.aurora-il.org/finance/purchasing/bid_invitation.php) and in our local newspaper, *The Beacon News*. Most non-construction bid packages can be downloaded from the city's website.

The City of Aurora encourages the participation of businesses owned by minorities, women, and disabled persons (MWDP) in the city's procurement process. We will recognize MWDP status certified by the following programs and agencies. Please submit an appropriate certificate with your Application Form.

1. Illinois Unified Certification Program.
2. Illinois Department of Central Management Services Business Enterprise Program.
3. Illinois Department of Transportation, Doing Business.
4. Women's Business Development Center.

### **What Does the City of Aurora Purchase?**

The Purchasing Division of the Finance Department buys or contracts for the provision of supplies, services and equipment for the operation and maintenance of all city departments and their facilities.

To help you better understand the types of goods and services we purchase, the following is a list of the city's general categories of expenditures:

- Asphalt
- Audio-Visual Equipment & Supplies
- Automotive Supplies
- Batteries
- Building Maintenance Products
- Chemicals
- Computers & Equipment
- Computer Supplies
- Concrete Renovation & Repair
- Consultants (various)
- Drafting & Engineering Supplies
- Electrical Supplies
- Equipment Rentals
- Fire Department Equipment & Supplies
- Forestry Supplies
- Hardware Items
- Janitorial Supplies
- Landscaping Maintenance Service

- Liquid Chlorine
- Office Equipment
- Office Furniture
- Petroleum Products
- Photographic Supplies
- Police Supplies
- Public Works Equipment
- Safety Products
- Sidewalk & Street Supplies
- Tools and Equipment
- Tree Service
- Uniforms
- Vehicles
- Water Department Supplies

### **How Does the City of Aurora Purchase?**

The procurement of goods and services is undertaken in accordance with the city's ordinances statutes of the State of Illinois. The city purchases in the following ways:

#### *Formal Bid Process*

Except as otherwise provided, all purchase orders or contracts of whatever nature, for labor, services or work, the purchase, lease or sale of personal property, materials, equipment or supplies involving amounts in excess (\$25,000.00), made by or on behalf of the city, shall be let to the lowest (or in the case of the sale of personal property, the highest) responsible bidder following notice as required below:

- *Notice requirement.* Notice shall be published in a newspaper of general circulation throughout the city by at least one at least (15) days prior to the time designated for opening bids.
- *Bidder's list.* Such notice shall also be sent on or before the deadline for newspaper publication to those persons and firms listed in the city's latest bidders' list providing the service, commodity or article desired by the city.
- *Website notice.* All pending purchases or sales shall be noticed by posting on the city website.
- *Bidders' security.* All bids must be sealed and accompanied by security, cash, cashier's check, certified check or surety bond, in a sum equal to (10) percent of the total aggregate of the bid when applicable. The successful bidder shall forfeit his bid security upon such bidder's failure or refusal to execute the contract within the time designated in the bid documents. The city council in such event may award the contract to the next lowest responsible bidder.
- *Other bond requirements.* A faithful performance bond, labor and material bond and other bonds may be required by the city council in an amount reasonably necessary to protect the city's interest in obtaining the services or work involved. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.
- *Bid opening procedure.* All bids shall be submitted to the city clerk who shall safeguard them in a sealed condition until the time noticed for public bid opening. At the time and place stated in the public notices, the city clerk or designee, together with the director of purchasing, or designee, shall publicly open all bids. A tabulation of all bids received shall be available for public inspection in the purchasing office for period of not less than (13) days after the bid opening.
- *Award of bid.* The city council may make an award of contract to the lowest responsible bidder or in the alternative reject all bids and either re-advertise, or authorize the city itself to perform the work or directly acquire the items on the open market.

### *Informal Solicitation Process*

Except as otherwise provided, all purchase orders or contracts of whatever nature, for labor, services or work, the purchase, lease or sale of personal property, materials, equipment or supplies involving an expenditure of (\$25,000.00) or less, but more than (\$5,000.00), may be awarded upon informal solicitation of at least (3) competitive quotations where reasonably possible. The director of purchasing shall informally solicit bids by giving notice to the persons and firms listed in the latest bidders' list providing the service, commodity or article desired by the city, as well as to such other persons or firms as are known by the director of purchasing to provide a competitive price or cost for the service, commodity or article.

### **Lowest Responsible Bidder**

In the city's bidding documents for all contracts except public works project contracts, "lowest responsible bidder" means the lowest bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage. "Lowest responsible bidder" means highest responsible bidder in those instances where the highest rather than the lowest price is desired.

Responsible bidder for public works project contracts means a bidder who meets all of the job specifications and who submits evidence of compliance with the following applicable criteria:

- All applicable laws prerequisite to doing business in Illinois
- Evidence of compliance with:
  - a) Federal Employer Tax Identification Number or Social Security Number (for individuals)
  - b) Equal Opportunity Employer provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375
- Certificates of insurance indicating the following coverage's: general liability, worker's compensation, completed operations, automobile, hazardous occupation and product liability
- Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act
- The bidder for all such contracts in excess of \$25,000 must participate in active apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training
- All bidders are required to turn in certified payroll records as specified in Illinois Public Act 94-0515, and follow all provisions of the Employee Classification Act, 820 ILCS 185/1 et seq.
- All bidders must demonstrate a good faith effort toward providing equal employment opportunities for residents to work as craftsperson's, consistent with the racial, ethnic, and gender demographics of the labor force available in the city
- All bidders must provide evidence of relevant experience that indicates the necessary capacity to perform the project and must provide adequate reference(s) verifying the quality of work performed

### **Current Requests for Bids and Proposals**

It is the responsibility of the potential vendor to contact the Purchasing Office for information when requests for bids or proposals are downloaded to the Purchasing Invitation to Bid website and when Addenda is posted. You may Register your interest in becoming a supplier to the City of Aurora by completing and returning a Vendor Registration Form located on our website at [http://www.aurora-il.org/documents/purchasing/app\\_bidder.pdf](http://www.aurora-il.org/documents/purchasing/app_bidder.pdf).

## **Purchase Order Requirement**

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

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

As an exception to the aforementioned policy, the city's ordinances permits city employees to make **emergency purchases** without a purchase order. Such procurement actions are only permitted when goods or services are "urgently and imminently necessary for the preservation of life, health, and property." Before allowing an emergency procurement action on behalf of the City of Aurora, authorization must first be obtained from the city's Purchasing Division.

## **Purchase Order General Terms and Conditions**

The purchase order is an offer to purchase the indicated goods and services. Acceptance of the purchase order is evidence that a contract exists between the vendor and the City of Aurora. All applicable portions of the Uniform Commercial Code shall govern.

### **What do you need to know about pricing?**

- Orders shall not be shipped or invoiced at prices higher than those last charged or shown on the purchase order except by express written agreement with the City of Aurora.
- All prices must be FOB destination. Where shipping costs are not included in the stated price on the purchase order, the vendor shall prepay such costs and add to the invoice. COD shipping will NOT be accepted.

### **What information must appear on shipments, invoices and packing slips?**

- A valid City of Aurora purchase order number and ordering department name must be marked on all packages.
- Deliveries will be refused if not sent to the "ship to" address indicated on the purchase order.
- Vendor name, address and phone number and clear quantities, item descriptions, units of measure and date must appear on the invoice and packing slip.

### **What do you need to know about payment?**

- The City of Aurora complies with the Illinois Local Government Prompt Payment Act which specifies that, following receipt of goods and/or services, any invoices approved for payment shall be paid within 30 days after the date of approval.
- When cash discounts are offered, the discount date shall begin with the date the invoice is received or delivery date to the City, whichever is later.
- Invoices must be sent to the Purchasing Division. Payment will be delayed if invoices are sent to other city offices. Mail, fax or email invoices to:

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

### **How are damaged or delayed goods handled?**

- Goods and materials must be properly packaged. Damaged goods or materials will not be accepted, or if damage is not readily apparent at the time of delivery, the goods shall be returned at no cost to the city. When goods cannot be inspected at the time of delivery, the city reserves the right to inspect the goods at a reasonable time subsequent to delivery.
- Delays in shipment shall be reported immediately by the vendor to the city. The city reserves the right to cancel any order where goods are not received within 90 days of the purchase order date, unless a longer delivery period is specified in the Invitation to Bid or on the face of the purchase order.

### **General Information**

- Questions concerning the above General Terms and Conditions may be forwarded to the Purchasing Division.
- If any article sold and delivered to the city is protected by a patent or copyright, the vendor agrees to indemnify and hold harmless the city, from and against any and all suits, claims, judgments, and costs instituted or recovered against them by the patent or copyright owner due to the use or sale of such articles by the city in violations of right under such patent or copyright.
- Each vendor shall be an "equal opportunity employer" as defined in the United States Code Annotated. Vendors shall not discriminate against any other person by reason of race, creed, color, religion, age, sex, or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms, or conditions of employment of any person.
- All vendors must comply with the requirements of the Toxic Substance Disclosure to Employees Act, for any materials covered by the act, and shall provide the city with Material Safety Data Sheets for items sold at the time of delivery.
- Equipment and material deliveries shall be in accordance with OSHA Rules and Regulations in effect at the time of an order.
- Vendors shall be in compliance with current applicable regulations of the Americans with Disabilities Act.
- Vendors shall be in compliance with the Illinois Prevailing Wage Act where applicable.
- Any act done or omitted by a vendor in violation or disregard of the foregoing terms and conditions shall not be binding upon the city, nor shall the city be responsible for any damage or loss to the vendor arising out of, or in consequence of, any such act or omission.

### **The Procurement Credit Card**

The procurement credit card is valid only to conduct business on behalf of the City of Aurora. The card is issued primarily to City of Aurora administrative staff for use in lieu of a purchase order for the purchase of small-dollar, repetitive purchases, and for phone, fax or online purchases. Such purchases might involve materials, supplies, equipment, shipping, as well as costs for travel or training.

The purpose of the Procurement Card Program is to streamline and simplify the City of Aurora requisitioning, procurement and payment process. The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements.

The card is not transferable and may be used only by the employee whose name is embossed on the card. The card is not to be used to purchase items not required for city business.

A credit limit and a single transaction limit is placed on the card, which means the card will be declined if the cardholder attempts to purchase more than this set amount at one time. A purchase may not be split to avoid the single transaction limit.

The Procurement Card Program also allows for Merchant Category blocking. If the cardholder attempts to use the card with a prohibited merchant, the purchase will be declined.

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Please contact the City of Aurora Purchasing Division of the Finance Department if you have any questions or need any additional information.