

## INSTRUCTIONS FOR COMPLETING SCHEDULES A & B

CHICAGO PARK DISTRICT

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### A. SCHEDULE A [STATEMENT OF PRIME SUBMITTER]

#### 1. Completion of Schedule A

- a. Schedule A must be completed and signed by the submitter who is the prospective awardee.
- b. That submitter must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE listed on the Schedule A.

#### 2. Joint Venture Attachment to Schedule A (Joint Venture only)

- a. If the submitter's MBE/WBE proposal includes the participation of any MBE/WBE as a joint venture partner, the submitter must submit, with the Schedule A, a copy of the parties' Joint Venture Agreement.
- b. The Alternate Signature Page of the Schedule A must be signed by the joint venture partners.

#### 3. Non-compliant Submittal

Failure to submit a properly completed and signed Schedule A (and joint venture documentation, if applicable) will render the submittal non-compliant, which will remove the submitter from further award consideration.

### B. SCHEDULE B [STATEMENT OF MBE/WBE FIRM(S)]

#### 1. Completion of Schedule B

- a. A Schedule B form must be completed and signed by each MBE/WBE firm listed on the Schedule A as participating in the contract as a subcontractor. Only that subcontractor shall sign the Schedule B.
- b. That MBE/WBE firm also must submit, with their Schedule B, all of their current Letters of Certification obtained from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), or the Small Business Administration.

#### 2. Non-compliant Submittal

Failure of the prime submitter to submit a completed and signed Schedule B and current certification letter(s) for each subcontractor listed on the Schedule A will render the submittal non-compliant, which will remove the prime submitter from further award consideration.

# SCHEDULE A

## Statement of Prime Submitter Regarding Its MBE/WBE Utilization Plan

TO BE COMPLETED BY SUBMITTER ONLY

Submitter: J.P. SIMONS & CO

Project: Electrical Supplies P-23004

Is the submitter a certified MBE/WBE?

MBE:  Yes  No WBE:  Yes  No

If yes, attach all current Letters of Certification.

**NOTE:**

CERTIFICATION OF THE SUBMITTER AS AN **MBE** SATISFIES ONLY THE MBE GOAL; THE **WBE** GOAL MUST STILL BE MET.

CERTIFICATION OF THE SUBMITTER AS A **WBE** SATISFIES ONLY THE WBE GOAL; THE **MBE** GOAL MUST STILL BE MET.

CERTIFICATION OF THE SUBMITTER AS BOTH **MBE** AND **WBE** MAY SATISFY **ONE GOAL** ONLY.

The submitter intends to perform work in connection with this project as a:

**GENDER:**

- Male
- Female

**RACE/ETHNICITY:**

- Black/African American
- Hispanic American
- Asian American
- White American
- Other \_\_\_\_\_

**TYPE OF FIRM:**

- Partnership
- Sole Proprietorship
- Corporation
- Joint Venturer
- Other \_\_\_\_\_

All MBE/WBE firms included in the following plan must be certified as such by a public or private organization such as the City of Chicago, Chicago Minority Supplier Development Council (CMSDC), Women Business Development Center (WBDC), and the Small Business Administration.

### I. Participation of MBE/WBE Firms

In determining the manner of MBE/WBE participation in the performance of this contract, the submitter shall consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services, either directly or indirectly.

A. If submitter is a joint venturer and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of the Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Proposing MBE/WBE subcontractors/suppliers/consultants to perform work or supply goods or services not directly related to the performance of this contract is considered to be indirect participation.

MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: J.P. SIMONS & CO  
 Address: 330 Windy Point Drive Glendale Heights IL 60139  
 Contact Person: Mike Bradford Phone: 630-693-0300  
 E-mail: Mike@JPSimons.net Fax: \_\_\_\_\_  
 MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: 5 %  
 Will this subcontractor be used for direct or indirect participation? (circle one)  
 Schedule B and all current certification letters attached?  Yes  No

2. Name of MBE/WBE: Mercommbe Inc.  
Address: 2101 Estes Ave, Elk Grove Village, IL 60007  
Contact Person: Lillian Martinez Phone: 847-290-0368  
E-mail: Lillian@Mercommbe.com Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: 25 %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

3. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

4. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

5. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

6. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

7. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

8. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

9. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

**Attach additional sheets as needed.**

A. MBE Proposal:

1. MBE Participation:

MBE Firm Name

Mercommbe Inc

Dollar Amount of Participation	Percent amount Participation	Direct Indirect (check $\checkmark$ one)
--------------------------------	------------------------------	------------------------------------------

\$ _____	<u>25</u> %	<input checked="" type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect

Total MBE Participation:

\$ \_\_\_\_\_ %

2. WBE Participation:

WBE Firm Name

J.P. SIMONS & CO.

Dollar Amount of Participation	Percent amount Participation	Direct Indirect (check $\checkmark$ one)
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\$ _____	<u>5</u> %	<input checked="" type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
\$ _____	_____ %	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect

Total WBE Participation:

\$ \_\_\_\_\_ %

The submitter designates the following person as its MBE/WBE Liaison Officer:

Jean Bradford President (630) 693-0300  
(Name and Title) (Phone Number)

Jean@JPSimons.net  
(E-mail address)

The Contractor certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Park District requirements and have not violated any City or Sister Agency policy, codes, state, federal, or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the contractor becomes aware of such information, it must immediately disclose it to the Park District.

J.P. SIMONS & CO.

Submitter:

(Print or Type Name of Business)

Signature:

(Written Signature of Authorized Officer/Representative)

Date: 3-1-2023

Name/Title:

JEAN BRADFELD  
(Print or Type Name and Title of Person Signing Statement)

PRESIDENT  
PRESIDENT

NOTE

If submitter is an MBE/WBE joint venture with a non-MBE/WBE firm, use the following signature page instead:

End of Schedule A

**ALTERNATE  
SCHEDULE A SIGNATURE PAGE  
FOR MBE/WBE JOINT VENTURE WITH A NON-MBE/WBE FIRM**

Complete this signature page only if you are an MBE/WBE operating as a joint venture with a non-MBE/WBE Firm

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To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

Any material misrepresentation will be grounds for terminating any contract that may be awarded and for initiating action under federal or state laws concerning false statements.

**NOTE:**

After filing this statement and before the completion of the joint venture's work on this project, if there is any change in the information submitted, the joint venturer must inform the Chicago Park District.

\_\_\_\_\_  
*(Name of MBE/WBE Partner Firm)*

\_\_\_\_\_  
*(Name of Non-MBE/WBE Partner Firm)*

\_\_\_\_\_  
*(Written Signature of Authorized Officer/Representative)*

\_\_\_\_\_  
*(Written Signature of Authorized Officer/Representative)*

\_\_\_\_\_  
*(Print or Type Name and Title)*

\_\_\_\_\_  
*(Print or Type Name and Title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*



CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

NOV 15 2022

Jean Bradfield  
J. P. Simons & Co.  
330 Windy Point Drive  
Glendale Heights, IL 60139

RE: CONTINUATION OF CERTIFICATION

Dear Ms. Bradfield:

We are pleased to inform you that **J. P. Simons & Co.** continues to be certified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This recertification is a continuation of your previous certification which expired **October 1, 2022** and will remain effective for as long as your firm continues to meet all certification eligibility requirements and is contingent upon the firm affirming its eligibility by filing an **annual No-Change Affidavit** each year. In the past, the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 calendar days before your annual anniversary date of November 1<sup>st</sup>**.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification, you must **file an annual No-Change Affidavit 60 calendar days before your anniversary date of November 1<sup>st</sup>**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the anniversary date for timely processing. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

You shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

## Certified Profile

 CLOSE WINDOW 
[Print](#)

### Business & Contact Information

BUSINESS NAME	<b>J. P. Simons &amp; Co.</b>
OWNER	<b>Mrs. Jean Bradfield</b>
ADDRESS	<b>330 Windy Point Drive Glendale Heights, IL 60139 <a href="#">[map]</a></b>
PHONE	<b>630-693-0300</b>
FAX	<b>630-693-0306</b>
EMAIL	<b><a href="mailto:jean@jpsimons.net">jean@jpsimons.net</a></b>
ETHNICITY	<b>Caucasian</b>

### Certification Information

CERTIFYING AGENCY	<b>City of Chicago</b>
CERTIFICATION TYPE	<b>WBE - Women Business Enterprise</b>
CERTIFICATION DATE	<b>11/15/2022</b>
RENEWAL DATE	<b>11/1/2023</b>
EXPIRATION DATE	<b>11/1/2027</b>
CERTIFIED BUSINESS DESCRIPTION	<b>423610 Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers 423690 Other Electronic Parts and Equipment Merchant Wholesalers 423710 Hardware (except motor vehicle) merchant wholesalers</b>

### Commodity Codes

Code	Description
NAICS 423610	Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers
NAICS 423690	Other Electronic Parts and Equipment Merchant Wholesalers
NAICS 423710	Hardware (except motor vehicle) merchant wholesalers
NIGP 06036	Electrical Accessories: Alternators, Ammeters, Distributors, Generators, Regulators, Starters, etc.
NIGP 15018	Door Bells, Chimes
NIGP 19518	Clocks, Electric, Commercial

### SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER

Project: Electrical Supplies P-23004

From: Mercombe Inc MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: J.P. Simons & Co and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

- |                                            |                                                       |                                                 |
|--------------------------------------------|-------------------------------------------------------|-------------------------------------------------|
| <b>GENDER:</b>                             | <b>RACE/ETHNICITY:</b>                                | <b>TYPE OF FIRM:</b>                            |
| <input type="checkbox"/> Male              | <input type="checkbox"/> Black/African American       | <input type="checkbox"/> Partnership            |
| <input checked="" type="checkbox"/> Female | <input checked="" type="checkbox"/> Hispanic American | <input type="checkbox"/> Sole Proprietorship    |
|                                            | <input type="checkbox"/> Asian American               | <input checked="" type="checkbox"/> Corporation |
|                                            | <input type="checkbox"/> White American               | <input type="checkbox"/> Joint Venturer         |
|                                            | <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Other _____            |

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.  
**Attach all current certification letters behind Schedule B.**

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Electrical Supplies

The above described performance is offered for the following price and described terms of payment:

25%, NET 30

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature: Lillian Martinez Date: March 6, 23  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Lillian Martinez-President  
(Print or Type Name and Title)

Address: 2101 Estes Ave., Elk Grove Vil., IL 60007

Telephone: 847-290-0368 Fax: NONE

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

OCT 19 2018

Lillian Martinez  
Mercommbe, Inc.  
2101 Estes Avenue  
Elk Grove Village, IL 60007-5419

Dear Lillian Martinez:

We are pleased to inform you that Mercommbe, Inc. has been certified as a **Minority-Owned Business Enterprise ("MBE")** and **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **10/15/2023**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **10/15/2019, 10/15/2020, 10/15/2021, and 10/15/2022**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **10/15/2023**. You have an affirmative duty to file for recertification 60 days prior to the date of the five year anniversary date. Therefore, you must file for recertification by **8/15/2023**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification within **10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE/WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO, ILLINOIS 60602

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OCT 19 2018

Mercommbe, Inc.  
Page 2 of 2

- Notify the City of any changes affecting your firm's certification within 10 days of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

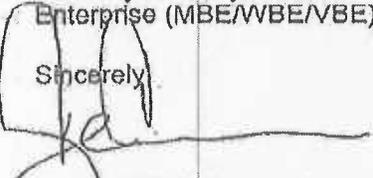
**NAICS Code(s):**

**423610- Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesaler**  
**423690- Other Electronic Parts and Equipment Merchant Wholesaler**

Your firm's participation on City contracts will be credited only toward Minority-Owned Business Enterprise and Women-Owned Business Enterprise goals in your area(s) of specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women, and Veteran-Owned Business Enterprise (MBE/WBE/VBE) Program.

Sincerely,

  
George W. Coleman, Jr.  
Deputy Procurement Officer

GC/fn

## **MBE/WBE UTILIZATION REPORTING REQUIREMENTS**

CHICAGO PARK DISTRICT

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### **Construction Contracts**

The prime bidder shall, within 30 days of receiving the contract award, execute contracts or purchase orders with the MBE and WBE firms included in its approved MBE/WBE Utilization Plan. These written agreements shall be made available to the Department of Purchasing upon request.

The prime bidder shall submit the "MBE/WBE Utilization Report" with every progress payment request.

### **Term Agreement Contracts**

For term agreement contracts for materials, supplies, equipment, services, etc., the Director of Purchasing will determine the frequency with which utilization reports are to be submitted. In the absence of written notice from the Director of Purchasing, the submitter's first "MBE/WBE Utilization Report" will be due no later than ninety (90) days after the date of contract execution.

**Submission Address:** MBE/WBE Utilization Reports are to be submitted directly to:

Compliance Officer  
Department of Purchasing  
Chicago Park District  
541 N. Fairbanks Court  
6th Floor  
Chicago, IL. 60611

**Do not submit invoices with the "MBE/WBE Utilization Report."**

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