

INSTRUCTIONS FOR COMPLETING SCHEDULES A & B

CHICAGO PARK DISTRICT

A. SCHEDULE A (STATEMENT OF SUBMITTER)

1. Completion of Schedule A

- a. Schedule A must be completed and signed by the submitter.
- b. The 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 plan includes the participation of an 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 Proposal

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

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 Business Development Council (CMBDC), the Women's Business Development Center (WBDC), or the Small Business Administration (SBA).

2. Non-compliant Proposal

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

End of Instructions for Completing Schedules A & B

SCHEDULE A

Statement of Prime Submitter Regarding Its MBE/WBE Utilization Plan
TO BE COMPLETED BY SUBMITTER ONLY

Submitter: The Aberdeen Group, Inc. Project: BUILDING AUTOMATION SYSTEM:
MAINTENANCE AND REPAIR SERVICE

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: The Aberdeen Group, Inc.
- Address: 234 N Farifield ave. Chicago, IL. 60612
- Contact Person: Jose Pizana Phone: 773 524 2575
- E-mail: jpizana@aberdeengroups.com Fax: 773 524 2580
- MBE/WBE Participation: Dollars \$ 661,030.90 Percent: 95 %
- 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: Evergreen Electric Supply

Address: 1400 Ardmore Avenue Itasca, IL 60143

Contact Person: Colleen Kramer Phone: 773.375.4750

E-mail: CKramer@EvergreenSupply.com Fax: _____

MBE/WBE Participation: Dollars \$ 34,791.10 Percent: 5 %

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 as 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.

[illegible]

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Total WBE Participation:

\$ 34,791.10 5% %

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

Jose Pizana President (773) 524 2575
(Name and Title) (Phone Number)

jpizana@aberdeengroups.com
(E-mail address)

CONTINUE TO NEXT PAGE

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.

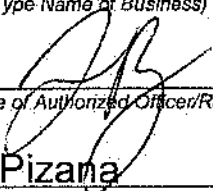
Any material misrepresentation will be grounds for terminating any contract that may be awarded and for initiating action under federal or state laws concerning false statements.

Submitter:

The Aberdeen Group, Inc.

(Print or Type Name of Business)

Signature:


(Signature of Authorized Officer/Representative)

Date: 08/19/2025

Name/Title:

Jose Pizana President

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

NOTE

If submitter is a MBE/WBE operating as a joint venture with a non-MBE/WBE firm, use the signature page that follows 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

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)

(Signature of Authorized Officer/Representative)

(Signature of Authorized Officer/Representative)

(Print or Type Name and Title)

(Print or Type Name and Title)

(Date)

(Date)

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: P-25005 - BUILDING AUTOMATION SYSTEM: MAINTENANCE AND REPAIR SERVICE DISTRICT-WIDE

From: The Aberdeen Group, Inc. MBE: ☒ Yes ☐ No
(Name of MBE/WBE Firm) WBE: ☐ Yes ☒ No

To: The Aberdeen Group, Inc. and the Chicago Park District:
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects 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 _____

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 (SBA).

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:

Building Automation Systems Maintenance

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

\$661,030.90

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

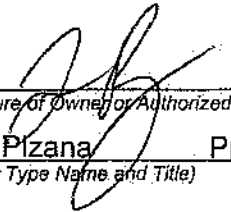
The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago

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Park District:

Signature:


(Signature of Owner or Authorized Agent of MBE/WBE)

Date: 08/19/2025

Name/Title:

Jose Pizana President
(Print or Type Name and Title)

Address: 234 N Farfield ave, Chicago, IL 60612

Telephone: 773 524 2575

Fax: 773 524 2580

End of Schedule B

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: P-25005 - BUILDING AUTOMATION SYSTEM: MAINTENANCE AND REPAIR SERVICE DISTRICT-WIDE

From: Evergreen Supply Co. MBE: ☐ Yes ☒ No
(Name of MBE/WBE Firm) WBE: ☐ Yes ☒ No

To: _____ and the Chicago Park District:
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects 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 _____

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 (SBA).

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:

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

\$34,791.10 Net 30 Days

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

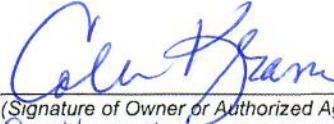
The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago

P-25005

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Park District.

Signature:



Date:

8/19/25

(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title:

Colleen Kramer President

(Print or Type Name and Title)

Address:

1400 Ardmore Ave. Itasca, IL 60143

Telephone:

773-375-4750

Fax:

773-375-4765

End of Schedule B



CITY OF CHICAGO



DEPARTMENT OF PROCUREMENT SERVICES

JUL 11 2022
Colleen Kramer
Evergreen Supply Co.
1400 Ardmore Avenue
Itasca, IL 60143

Re: Change in Address

Dear Ms. Kramer:

We are pleased to inform you that we have updated your certification to reflect your firm's change in address. **Evergreen Supply Co.** continues to be certified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This certification 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 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, you must **file an annual No-Change Affidavit by your anniversary date of May 1st**. 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.

Please note – 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;
- 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, 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 - Construction Materials, Electrical, Merchant Wholesalers

423610 - Fixtures, Electric Lighting, Merchant Wholesalers

423610 - Insulated Wire or Cable Merchant Wholesalers

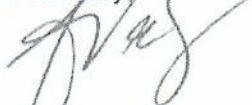
423690 - Condensers, Electronic, Merchant Wholesalers

423690 - Electronic Parts (e.g., condensers, connectors, switches) Merchant Wholesalers

Your firm's participation on City contracts will be credited only toward **WBE** goals in your area(s) 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-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Aileen Velazquez
Chief Procurement Officer

AV/sl



Certification: View

[Certification List](#)[Submit Change Request](#)[View Letters & Certificates](#)[Add Date Alert](#)[Home](#)[View](#)[Search](#)[Message](#)[Settings](#)[Help & Support](#)[Logoff](#)[Show All](#)[Hide All](#)

Vendor Information

BUSINESS NAME	Evergreen Supply Co.
SYSTEM VENDOR NUMBER	20061125
PRIMARY OWNER'S NAME	Colleen Kramer
ETHNIC GROUP	Caucasian
GENDER	Female

Certification Information

CERTIFYING AGENCY	City of Chicago
CERTIFICATION TYPE	WBE - Women Business Enterprise
EFFECTIVE DATE	5/20/2025
RENEWAL DATE	5/1/2026

Contact Information

MAIN COMPANY EMAIL	ckramer@evergreensupply.com
MAIN PHONE	773-375-4750
MAIN FAX	773-375-4765
MAIN COMPANY WEBSITE	http://www.evergreensupply.com

Addresses

PHYSICAL ADDRESS	1400 Ardmore Ave. Itasca, IL 60143-1107 [map]
MAILING ADDRESS	8402 W. 183rd St., Ste. B Tinley Park, IL 60487-1107 [map]



CITY OF CHICAGO



DEPARTMENT OF PROCUREMENT SERVICES

MAY - 9 2025

Jose R. Pizana
The Aberdeen Group, Inc.
234 N. Fairfield
Chicago, IL 60612

RE: CONTINUATION OF CERTIFICATION

Dear Mr. Pizana:

We are pleased to inform you that **The Aberdeen Group, Inc.** continues to be certified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This recertification is a continuation of your previous certification which expires **May 15, 2025** 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 May 15th**.

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 May 15th**. 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 an **MBE** 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;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or

You have an obligation to cooperate with the City with 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, or 866-IG-TIPLINE (866-448-4754).**

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):

238210 – Electrical Contractors and Other Wiring Installation Contractors

238220 – Plumbing, Heating and Air-Conditioning Contractors

237130 – Power and Communication Line

561790 – Other Services to Building and Dwellings (repair and maintenance of commercial building systems)

Your firm's participation on City contracts will be credited only toward **MBE** goals in your area(s) 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-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Shafla D. Roberts
Chief Procurement Officer

SDR/kr



MBE/WBE UTILIZATION REPORTING REQUIREMENTS

CHICAGO PARK DISTRICT

Term Agreement Contracts

For term agreement contracts for materials, supplies, equipment, services, etc., utilization reports are to be submitted monthly. The MBE/WBE Utilization Report form will be provided to the awardee with the awardee's executed contract, and the awardee's first MBE/WBE Utilization Report will be due no later than ninety (90) days after the date of that contract's execution.

1. Copies of cancelled checks (both sides), wire transfers, and other forms of payments to MBE(s) and WBE(s). These payments must be for services provided on this contract only

AND

2. Copies of invoices from MBE(s) and WBE(s) for services provided on this contract only

AND

3. Waivers of lien, when applicable

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

Compliance Officer
Michelle Parker
Department of Purchasing
Chicago Park District
4830 S. Western
Chicago, Illinois 60609

Submission Fax: 312-742-5326

For more information, contact Michelle Parker Compliance Officer, at 312-742-4436,
or via e-mail at michelle.parker@chicagoparkdistrict.com

End of MBE/WBE Reporting Requirements