

# 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: MCFIELD & ASSOCIATES INC Project: P24004

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: MCFIELD & ASSOCIATES INC

Address: 24325 W Bristol Ave, Plainfield, IL 60585

Contact Person: Seretha McField-Gibbs Phone: 8159094199

E-mail: serethamgibbs@mcfieldassociates.com Fax: \_\_\_\_\_

MBE/WBE Participation: Dollars \$ 324,864.19 Percent: 75 %

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: Sustainable Custom Solutions

Address: 934 N 12th Street, Quincy, IL 62301

Contact Person: Crystal Young Phone: 217-316-6230

E-mail: salesteam@sustainablecustomsolutions.com Fax: \_\_\_\_\_

MBE/WBE Participation: Dollars \$ 108,286.73 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 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.**

**II. Summary of MBE/WBE Proposal:**

A. MBE Proposal:

1. MBE Participation:

<u>MBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation	Direct	Indirect
			(check <input type="checkbox"/> one)	
<u>MCFIELD &amp; ASSOCIATES INC</u>	<u>\$ 324,864.19</u>	<u>75</u> %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total MBE Participation:</b>	<b>\$ _____</b>	<b>_____</b> %		

2. WBE Participation:

<u>WBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation	Direct	Indirect
			(check <input type="checkbox"/> one)	
<u>Sustainable Custom Solutions</u>	<u>\$ 108,286.73</u>	<u>25</u> %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total WBE Participation:</b>	<b>\$ _____</b>	<b>_____</b> %		

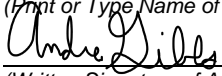
The submitter designates the following person as its MBE/WBE Liaison Officer:

Seretha McField-Gibbs (Name and Title)      ( 815)909-4199 (Phone Number)

serethamgibbs@mcfildassociates.com (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.

Submitter: MCFIELD & ASSOCIATES INC  
*(Print or Type Name of Business)*

Signature:  Date: 8/20/24  
*(Written Signature of Authorized Officer/Representative)*

Name/Title: \_\_\_\_\_  
*(Print or Type Name and Title of Person Signing Statement)*

**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)*

# SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
**MBE/WBE PRIME CONTRACTOR MUST SUBMIT A SCHEDULE B, IF SELF-PERFORMING ANY WORK, TO RECEIVE MBE/WBE CREDIT**

Project: P4004

From: MCFIELD & ASSOCIATES INC  
(Name of MBE/WBE Firm)

MBE:  Yes  No  
WBE:  Yes  No

To: MCFIELD & ASSOCIATES 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.

**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:

McField & Associates Inc will deliver all goods to Chicago Park District; supplying trucking services and consulting services

\_\_\_\_\_

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

75% of the Not to Exceed Contract amount of \$ 433,136.93

\_\_\_\_\_

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: Andre L Gibbs Date: 8/20/24  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Andre L Gibbs, Vice President  
(Print or Type Name and Title)

Address: 24325 W Bristol Ave, Plainfield, IL 60585

Telephone: 773-799-6212 Fax: \_\_\_\_\_

**End of Schedule B**



# 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  
3<sup>rd</sup> Floor  
Chicago, IL. 60611

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