

# MBE/WBE FORMS: SCHEDULES A AND B

## SCHEDULE A

Statement of Prime Bidder Regarding Its MBE/WBE Utilization Plan  
TO BE COMPLETED BY BIDDER ONLY

Bidder: Altamanu, Inc.

SPECIFICATION NUMBER: 11007-058

Is the bidder a certified MBE/WBE?

MBE:  Yes  No WBE:  Yes  No

If yes, attach all current Letters of Certification.

### NOTE:

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

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

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

The bidder 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 Business Development Council (CMBDC), 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 bidder shall consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services, either directly or indirectly.

- A. If bidder 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. MBE/WBE subcontractors/suppliers/consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract is considered indirect participation.

MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: Altamanu, Inc.

Address: 1700 W. Irving Park Road, Suite 202, Chicago, IL 60613

Contact Person: Josephine Bellalta Phone: 773-528-7492

E-mail: josephine@altamanu.com Fax: N/A

MBE/WBE Participation: Dollars \$ 81,738.64 Percent: 34.22 %

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: Living Habitats

Address: 6457 N. Sayre Avenue, Chicago, IL 60631

Contact Person: Heidi Natura Phone: 773-467-1634

E-mail: heidinatura@livinghabitats.com Fax: 773-467-8575

MBE/WBE Participation: Dollars \$ 13,420.00 Percent: 5.63 %

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

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

A. MBE Proposal:

1. MBE Participation:

<u>MBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of
Altamanu, Inc.	\$ 81,738.64	34.22 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	\$ _____	_____ %

2. WBE Participation:

<u>WBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of
Living Habitats	\$ 13,420.00	5.63 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total WBE Participation:	\$ _____	_____ %

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

Josephine Bellalta, President ( 773 ) 528-7492

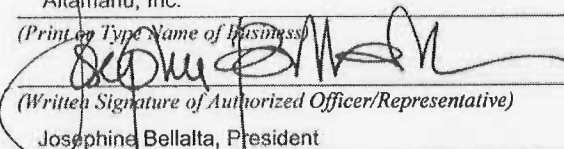
(Name and Title)

(Phone Number)

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.

Bidder: Altamanu, Inc.  
*(Print or Type Name of Business)*

Signature:  Date: September 8, 2014  
*(Written Signature of Authorized Officer/Representative)*

Name/Title: Josephine Bellalta, President  
*(Print or Type Name and Title of Person Signing Statement)*

NOTE

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

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: Park 562-Van Vlissingen Prairie Wetland Mitigation, Habitat Restoration & Framework Plan; Design and Construction Administration

From: Living Habitat 5 (Name of MBE/WBE Firm) MBE: [ ] Yes [ ] No WBE: [x] Yes [ ] No

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

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

- GENDER: [ ] Male [x] Female
RACE/ETHNICITY: [ ] Black/African American [ ] Hispanic American [ ] Asian American [x] White American [ ] Other
TYPE OF FIRM: [x] 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 Business Development Council (CMBDC), 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:

Construction administration for habitat restoration and misc. environmental services

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

5% of Project Fees \$13,420 @ 5.63% of project

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: Heidi Natura (Signature of Owner or Authorized Agent of MBE/WBE) Date: 09.08.14

Name/Title: HEIDI NATURA (Print or Type Name and Title)

Address: 6457 N. SAYRE AVE, CHICAGO, IL 60631

Telephone: 773.467.1634 Fax: 773.467.8575

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**

Park 562-Van Vlissingen Prairie Wetland Mitigation, Habitat Restoration & Framework Plan; Design

Project: and Construction Administration

From: Altamanu, Inc.

*(Name of MBE/WBE Firm)*

MBE:  Yes  No

WBE:  Yes  No

To: Altamanu, Inc.

*(Name of Prime Contractor-Submitter)*

and the Chicago Park District:

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 Business Development Council (CMBDC), 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:

Landscape Architecture and Urban Design Services

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

\$81,738.64 (Eighty One Thousand Seven Hundred Thirty Eight and 64/100)

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: \_\_\_\_\_

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

Date: September 8, 2014

Name/Title: \_\_\_\_\_

Josephine Bellalta, President of Altamanu, Inc.

*(Print or Type Name and Title)*

Address: 1700 W. Irving Park Road, Suite 202, Chicago, IL 60613

Telephone: 773-528-7492

Fax: N/A

**End of Schedule B**



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

FEB 25 2014

Ms. Josephine Bellata  
Altamanu, Inc.  
1700 W. Irving Park Rd., Suite 202  
Chicago, IL 60613

Dear Ms. Bellata:

We are pleased to inform you that **Altamanu, Inc.**, has been recertified as a **Minority Business Enterprise ("MBE")** and **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **12/1/2016**; 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 **12/1/2014, and 12/1/2015**. 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 **12/1/2016**. 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 **10/1/2016**.

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:

*Js*  
*D.W.*

- 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](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:

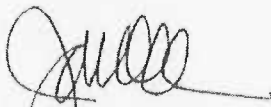
**NAICS Code(s):**

**541320 – Landscape Architecture and Design Services**

Your firm's participation on City contracts will be credited only toward **Minority Business Enterprise and Women Business Enterprise** 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 and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee  
Chief Procurement Officer

JLR/cm







Women's Business Enterprise  
National Council

hereby grants

# National Women's Business Enterprise Certification

to

## Living Habitats

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's  
Business Development Center – Chicago, a WBENC Regional Partner Organization.

Authorized by Emilia DiMenco, President & CEO  
Women's Business Development Center – Chicago

Expiration Date: 03/31/2015  
WBENC National Certificate Number: 2005111121

NAICS Codes: 541320, 541430, 561730

UNSPSC Codes: 30121800

