

SCHEDULE A

Statement of Prime Bidder Regarding Its MBE/WBE Utilization Plan

TO BE COMPLETED BY BIDDER ONLY

Bidder: Midwest Promotional Group Project: P-15001

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 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 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. 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: Pro Biz Products

Address: 211 S. frontage Rd. Burr Ridge IL 60527

Contact Person: Richard Smith Phone: 630-537-9400

E-mail: r.smith@probizproducts.com Fax: 708-563-0603

MBE/WBE Participation: Dollars \$ TBD Percent: 25%

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: Discovery Promotions & Merchandising

Address: 3108 S. Route 59 Suite 124-153 Naperville, IL 60564

Contact Person: Marsuzette Walker Phone: 630-585-7821

E-mail: _walker@dpandmerch.com Fax: 877-564-9137

MBE/WBE Participation: Dollars \$ TBD Percent: 5%

Will this subcontractor be used for direct or indirect participation? (circle one)Schedule B and all current certification letters attached? ☒ Yes ☐ No3. 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 ☐ No4. 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 ☐ No5. 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 ☐ No6. 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

Attach additional sheets as needed.

II. Summary of MBE/WBE Plan:**A. MBE Participation:**

<u>MBE Firm Name</u>	<u>Dollar Amount of Participation</u>	<u>Percent Amount of Participation</u>
<u>\$ Pro Biz Products</u>	<u>\$ TBD</u>	<u>25%</u>
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
Total MBE Participation:	<u>\$ TBD</u>	<u>25</u> %

B. WBE Participation:

<u>WBE Firm Name</u>	<u>Dollar Amount of Participation</u>	<u>Percent Amount of Participation</u>
<u>\$ Discovery Promotions & Merchandising</u>	<u>\$ TBD</u>	<u>5</u> %
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
\$ _____ \$ _____	_____	_____%
Total WBE Participation:	<u>\$ TBD</u>	<u>5</u> %

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

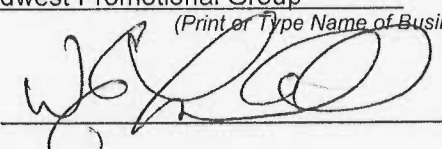
David Lewandowski President____
(Name and Title)708-563-0600
(Phone Number)d.lewandowski@midwestgrp.com
(E-mail address)

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.

Bidder: Midwest Promotional Group
(Print or Type Name of Business)

Signature: 

Date:

Name/Title: David Lewandowski President
(Print or Type Name and Title of Person Signing Statement)

NOTE

If the bidder 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**

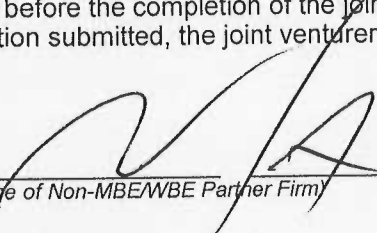
Complete this signature page only if you are an MBE/WBE operating as a joint venture with a non-MBE/WBE Firm

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)

End of Alternate Schedule A Signature Page

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: P150001

From: Pro Biz Products
(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No
WBE: ☐ Yes ☒ No

To: Midwest Promotional Group 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.

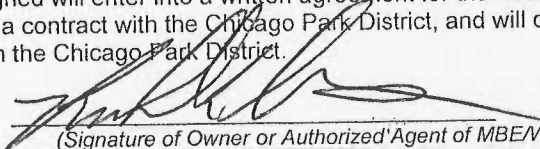
The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Provide Services TBD

The above described performance is offered for the following price and described terms of payment:
Pricing TBD 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 Park District.

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

Date: 2-18-75

Name/Title: Richard Smith

(Print or Type Name and Title)

Address: 211 S. Frontage Rd Burr Ridge IL 60527

Telephone: 630-537-9400 Fax: 708-563-0603

End of Schedule B

MBE/WBE UTILIZATION REPORTING REQUIREMENTS

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.

All utilization reports must be accompanied by the following supporting documentation:

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
2. Copies of invoices from MBE(s) & WBE(s) for services provided on this contract only
3. Signed and notarized waivers of lien, when applicable

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

Compliance Officer
Chicago Park District - Department of Purchasing
541 N. Fairbanks Court
3rd Floor
Chicago, IL. 60611

Submission Fax: 312-742-5326

For more information, contact Michelle Parker, Compliance Officer, at 312-742-4439,
or via e-mail at michelle.parker@chicagoparkdistrict.com

End of MBE/WBE Reporting Requirements



CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL

THIS CERTIFIES THAT

PRO BIZ PRODUCTS, LLC

Has met the requirements for certification as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc. (NMSDC) and as adopted by the Chicago Minority Supplier Development Council.

****NAICS Codes: 541890, 424120, 424990, 424130, 423840, 423430, 453220**

****Description of their product/services as defined by the North American Industry Classification System (NAICS)**

Product/Service Description: DISTRIBUTOR OF PROMOTIONAL PRODUCTS, OFFICE SUPPLIES, COMPUTER SUPPLIES, JANITORIAL SUPPLIES, ADVERTISING SPECIALTIES, AND CORPORATE GIFTS

10/31/2014

CH3403

Issued Date

Certificate Number

10/31/2015

Expiration Date

President, Chicago MSDC

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: <http://www.nmsdc.org>



An affiliate of the National Minority Supplier Development Council, Inc. (NMSDC)

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: CHICAGO PARK DIST - T-SHIRTS
From: DISCOVERY PROMOTIONS AND MERCHANDISING MBE: ☐ Yes ☐ No
(Name of MBE/WBE Firm) WBE: ☒ Yes ☐ No
To: MIDWEST PROMOTIONAL GROUP 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:

PROMOTIONAL PRODUCTS

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

NET 30 5768

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: Nanazette Walker Date: 2/17/2015
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: PRINCIPAL
(Print or Type Name and Title)

Address: 3108 S. ROUTE 59, #124-153 NAPERVILLE, IL 60564

Telephone: 630-585-7821 Fax: 877-564-9137

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

February 23, 2015

Marsuzette Walker
Discovery Promotions & Merchandising,
DBA Discovery Promotions and Merchandising
3108 South Route 59, Suite 124-153
Naperville, IL 60564-8021

Email: walker@dpandmerch.com

Dear Marsuzette Walker:

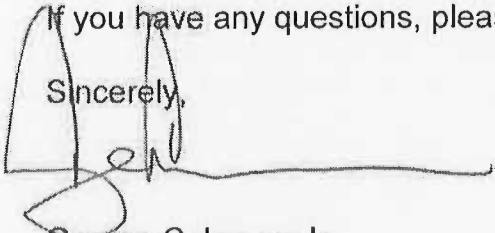
This letter is to inform you that the City of Chicago has extended your status as **Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) until March 28, 2015**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,



George Coleman Jr.
Deputy Procurement Officer

GC/ab

SCHEDULE B

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DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER

Project: P150001

From: Pro Biz Products
(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ NoWBE: ☐ Yes ☒ No

To: Midwest Promotional Group 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

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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:

Provide Services TBD

Decorating Services to include embroidery and Screen Printing

The above described performance is offered for the following price and described terms of payment:
Pricing TBD 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 Park District.

Signature: [Signature]
(Signature of Owner or Authorized Agent of MBE/WBE)

Date: 2-18-75

Name/Title: Richard Smith

(Print or Type Name and Title)

Address: 211 S. Frontage Rd Burr Ridge IL 60527

Telephone: 630-537-9400 Fax: 708-563-0603

End of Schedule B