

SCHEDULE A

Statement of Bidder Regarding Its MBE/WBE Utilization Plan

TO BE COMPLETED BY BIDDER ONLY

 Bidder: Smith Maintenance Company

 Project: IFB for Janitorial Services for Central Region Lakefront
Comfort Station, Special Use, & Beach Houses
 Specification #: P-18003

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 entity such as the City of Chicago, Cook County-Illinois, the Illinois Department of Central Management Services (CMS), the Metropolitan Water Reclamation District, the Small Business Administration (SBA), the Chicago Minority Business Development Council (CMBDC), and the Women's Business Development Center (WBDC).

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: Smith Maintenance Company

 Address: 2221 W. Walnut Street, Suite #2, Chicago, IL 60612

 Contact Person: Michael Smith, President Phone: 312.733.4301

 E-mail: mike@smithmaint.com Fax: 312.733.4601

 MBE/WBE Participation: Dollars \$ _____ Percent: 100 %

 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: N/A
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
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: N/A
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

10. 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> |
|------------------------------|---------------------------------------|--|
| \$ Smith Maintenance Company | \$ | 100 % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| Total MBE Participation: | \$ | % |

B. WBE Participation:

| <u>WBE Firm Name</u> | <u>Dollar Amount of Participation</u> | <u>Percent Amount of Participation</u> |
|--------------------------|---------------------------------------|--|
| \$ N/A | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| \$ | \$ | % |
| Total WBE Participation: | \$ | % |

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

Michael Smith, President

(Name and Title)

mike@smithmaint.com

(E-mail address)

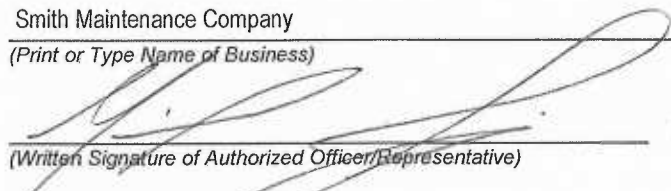
(312.733.4301

(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: Smith Maintenance Company
(Print or Type Name of Business)

Signature:  Date: April 19, 2018
(Written Signature of Authorized Officer/Representative)

Name/Title: Michael Smith, 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 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

N/A

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.

N/A

(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 BIDDER

Project: N/A

From: _____ MBE: ☐ Yes ☐ No
(Name of MBE/WBE Firm) WBE: ☐ Yes ☐ No

To: _____ and the Chicago Park District:
(Name of Bidder)

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, Cook County-Illinois, the Illinois Department of Central Management Services (CMS), the Metropolitan Water Reclamation District, the Small Business Administration (SBA), the Chicago Minority Business Development Council (CMBDC), and the Women's Business Development Center (WBDC).

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:

N/A

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

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

SCHEDULE B

The undersigned will enter into a written agreement for the above work with you as bidder, 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: N/A Date: _____
(Signature of Owner or Authorized Agent of MBENWBE)

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

Address: _____

Telephone: _____ Fax: _____

End of Schedule B

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

Submission Fax: 312-742-5326

For more information, contact Luetha Aytch, Compliance Officer, at 312-742-4436,
or via e-mail at luetha.aytch@chicagoparkdistrict.com

End of MBE/WBE Reporting Requirements

NO BID RESPONSE FORM**Invitation for Bids No.: P-18003****JANITORIAL SERVICES FOR CENTRAL REGION LAKEFRONT COMFORT STATIONS AND
SPECIAL USE FACILITIES****Bid Due Date: April 19, 2018, at 3:00 p.m., C.D.T.**

Should you decide not to bid on this specific contract, please complete and return this form on or
before the bid due date.

REASON FOR NOT BIDDING

- | | |
|--|---|
| <input type="checkbox"/> Too busy at this time | <input type="checkbox"/> Do not sell direct |
| <input type="checkbox"/> Delivery requirements | <input type="checkbox"/> Too competitive |
| <input type="checkbox"/> Insufficient time to respond to bid | <input type="checkbox"/> Specifications too restrictive (explain below) |
| <input type="checkbox"/> Job too small | <input type="checkbox"/> Specifications are unclear (explain below) |
| <input type="checkbox"/> Job too large | <input type="checkbox"/> Payment too slow |
| <input type="checkbox"/> Territory too large to cover | <input type="checkbox"/> Unable to meet bond/insurance requirements |
| <input type="checkbox"/> Not our product | <input type="checkbox"/> Other (explain below) |

Remarks: _____

(Company Name) by: _____
(Authorized Signature)

(Address) (Printed Name and Title)

(City, State, Zip Code) (Date)



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

JAN 29 2015

Smith Maintenance Company
205 W. Randolph Street, Suite 925
Chicago, IL 60606

We are pleased to inform you that **Smith Maintenance Company** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **2/1/2020**; 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 **2/1/2016, 2/1/2017, 2/1/2018, and 2/1/2019**. 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 **2/1/2020**. 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 **12/1/2019**.

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** 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

JAN 29 2015

Smith Maintenance Company

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- 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:

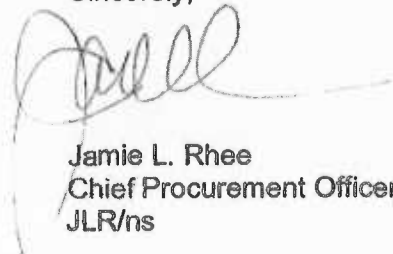
NAICS Code(s):

- 237110 - Distribution line, sewer and water, construction
- 237110 - Utility line (i.e. sewer and water) construction
- 237110 - Water main and line construction
- 238350 - Carpentry work (except framing)
- 561720 - Janitorial services
- 561720 - Window cleaning services
- 561790 - Parking lot cleaning (e.g., power sweeping, washing) services
- 238990 - Asphalt coating and sealing, commercial parking lot and driveway
- 237310 - Parking lot marking and line painting
- 561990 - Flagging (i.e. traffic control) services

Your firm's participation on City contracts will be credited only toward **Minority-Owned 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/ns

Vendor Profile: Certifications

[General](#) [Public Profile](#) [Users](#) [Commodity Codes](#) [Contacts & Owners](#) [Comments](#) [Reviews](#) **[Certifications](#)** [Contracts](#) [Site Visits](#)

Smith Maintenance Company

System Vendor Number: 20069510

[New Record](#)

Current Certifications

| Type | Action | Effective | Renewal | Organization | Reviewer | Actions |
|------|---------------------|-----------|-----------|---|----------|----------------------|
| MBE | No Change Affidavit | 2/8/2018 | 2/1/2019 | City of Chicago | | View |
| MBE | No Change Affidavit | 1/15/2016 | 1/15/2019 | State of Illinois Central Management Services | | View |

Customer Support

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Certification: View**Help & Tools** **Certification List****Vendor Information**

| | |
|----------------------|---------------------------|
| Business Name | Smith Maintenance Company |
| VendorID | 20069510 |
| Primary Owner's Name | Mr. Michael Smith |
| Company Type | Corporation |
| Ethnic Group | African American |
| Gender | Male |

Certification Information

| | |
|--------------------|------------------------------------|
| Certifying Agency | City of Chicago |
| Certification Type | MBE - Minority Business Enterprise |
| Effective Date | 2/8/2018 |
| Renewal Date | 2/1/2019 |

Contact Information

| | |
|----------------------|---|
| Main Company Email | mike@smithmaint.com |
| Main Phone | 312-733-4301 |
| Main Fax | 312-733-4601 |
| Main Company Website | http://www.smithmaint.com |

Addresses

| | |
|------------------|---|
| Physical Address | 2221 W WALNUT STREET Suite #2 Chicago, IL 60612 |
| Mailing Address | 2221 W WALNUT STREET Suite #2 Chicago, IL 60612 |

Business Capabilities

| | |
|---|--|
| Business certified for | NAICS 237110 Distribution line, sewer and water, construction NAICS 238350 Carpentry work (except framing) NAICS 238990 Asphalt coating and sealing, residential and commercial parking lot and driveway NAICS 561720 Janitorial services NAICS 561720 Window cleaning services NAICS 561790 Parking lot cleaning (e.g., power sweeping, washing) services NAICS 561990 Flagging (i.e., traffic control) services NAICS 237310 Parking lot marking and line painting (not listed in C-2) NAICS 237110 Utility line (i.e. sewer, water) construction (not listed in C-2) NAICS 237110 Water main and line construction (not listed in C-2) |
| Full Description of Capabilities/Products | NAICS 237110 Distribution line, sewer and water, construction NAICS 238350 Carpentry work (except framing) NAICS 238990 Asphalt coating and sealing, residential and commercial parking lot and driveway NAICS 561720 Janitorial services NAICS 561720 Window cleaning services NAICS 561790 Parking lot cleaning (e.g., power sweeping, washing) services NAICS 561990 Flagging (i.e., traffic control) services |

Certification: View**Help & Tools** **Certification List****Vendor Information**

| | |
|----------------------|---------------------------|
| Business Name | Smith Maintenance Company |
| VendorID | 20069510 |
| Primary Owner's Name | Mr. Michael Smith |
| Company Type | Corporation |
| Ethnic Group | African American |
| Gender | Male |

Certification Information

| | |
|--------------------|---|
| Certifying Agency | State of Illinois Central Management Services |
| Certification Type | MBE - Minority Business Enterprise |
| Effective Date | 1/15/2016 |
| Renewal Date | 1/15/2019 |

Contact Information

| | |
|----------------------|---------------------------|
| Main Company Email | mike@smithmaint.com |
| Main Phone | 312-733-4301 |
| Main Fax | 312-733-4601 |
| Main Company Website | http://www.smithmaint.com |

Addresses

| | |
|------------------|---|
| Physical Address | 2221 W. Walnut St., Ste. 2 Chicago, IL 60612 |
| Mailing Address | 2221 W. Walnut St., Ste. 2 Chicago, IL 60612 |

Business Capabilities

| | |
|---|--|
| Business certified for | 91001 Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems) 91003 Building Cleaning, Exterior 91009 Carpet Cleaning, Dyeing, Installation and Repair 91027 Garbage/Trash Removal, Disposal and/or Treatment 91039 Janitorial/Custodial Services 91081 Window Washing Services 95256 Housekeeping Services 95896 Waste Management Services |
| Full Description of Capabilities/Products | 91001 Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems) 91003 Building Cleaning, Exterior 91009 Carpet Cleaning, Dyeing, Installation and Repair 91027 Garbage/Trash Removal, Disposal and/or Treatment 91039 Janitorial/Custodial Services 91081 Window Washing Services 95256 Housekeeping Services 95896 Waste Management Services |
| Commodity Codes | NIGP 91001 Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Including Panel Wall Systems) |