

SCHEDULE A

Statement of Proposer Regarding Its MBE/WBE Utilization Plan
TO BE COMPLETED BY THE PROPOSER ONLY

Proposer: Christy Webber & Company

Project: Women's, Bartelme and Future Parks Landscape Maintenance

Is the proposer a certified MBE/WBE? MBE: ☐ Yes ☒ No WBE: ☒ Yes ☐ No

If yes, attach all current Letters of Certification.

NOTE:

Certification of the proposer as an MBE satisfies only the MBE goal; the WBE goal must still be met. Certification of the proposer as a WBE satisfies only the WBE goal; the MBE goal must still be met. Certification of the proposer as both MBE and WBE may satisfy one goal only.

The proposer 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, Cook County-Illinois, the Illinois Department of Central Management Services (CMS), the Metropolitan Water Reclamation District, the Small Business Administration, the Chicago Minority Supplier Development Council (CMSDC), and the Women 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 proposer shall consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services, either directly or indirectly.

- A. If proposer 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: Christy Webber & Company

Address: 2900 W. Ferdinand St. Chicago, IL 60612

Contact Person: Christy Webber Phone: 773-533-0477

E-mail: christy@christywebber.com Fax: 773-533-0771

MBE/WBE Participation: Dollars \$ \$187,500.00 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: Diaz Group LLC
Address: 2143 W. 51st Chicago, IL 60609
Contact Person: Ruben Diaz Phone: 773-701-1784
E-mail: ruben@diazgroupllc.com Fax: _____
MBE/WBE Participation: Dollars \$ 31,250.00 Percent: 12.5% %
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: Melesio Landscaping
Address: 3634 S. 59th Ave. Cicero, IL 60804
Contact Person: Jaime Melesio Phone: 773-936-1288
E-mail: melesiojaime@yahoo.com Fax: _____
MBE/WBE Participation: Dollars \$ 31,250.00 Percent: 12.5% %
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 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
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 Plan:

A. MBE Participation:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
Diaz Group LLC	\$ 31,250.00	12.5%
Melesio Landscaping	\$ 31,250.00	12.5%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total MBE Participation:	\$ 62,500.00	25%

B. WBE Participation:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
Christy Webber & Company	\$ 187,500.00	75%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total WBE Participation:	\$ 187,500.00	75%

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

Roger P. Post, Secretary/VP
(Name and Title)

(773) 533-0477
(Phone Number)


rogerpost@christywebber.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.

Proposer: Christy Webber & Company
(Print or Type Name of Business)

Signature:  Date: 5/1/18
(Signature of Authorized Officer/Representative)

Name/Title: Christy Webber, President
(Print or Type Name and Title of Person Signing Statement)

NOTE

If the proposer is a MBE/WBE operating as a joint venture with a non-MBE/WBE firm, then 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 PROPOSER

Project: Women's, Bartelme and Future Parks Landscape Maintenance

From: Christy Webber & Company MBE: ☐ Yes ☒ No
(Name of MBE/WBE Firm) WBE: ☒ Yes ☐ No

To: Christy Webber & Company and the Chicago Park District:
(Name of Proposer)

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, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), Illinois Department of Central Management Services (CMS), The Metropolitan Water Reclamation District of Greater Chicago, 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:

landscape services as described in the scope of work

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

75%

— \$187,500.00 (2 yr. total)

payment upon receipt of payment from Chicago Park District

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 prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within three (3) working days of receipt of a signed contract from the Chicago Park District.

Signature: _____


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

Date: _____

5/1/18

Name/Title: _____

Christy Webber, President

(Print or Type Name and Title)

Address: _____

2900 W. Ferdinand St. Chicago, IL 60612

Telephone: _____

773-533-0477

Fax: _____

773-533-0771

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

APR 03 2014

Christy Weber
Christy Webber & Company, DBA Christy Webber Landscapes
2900 West Ferdinand Street
Chicago, IL 60612

Dear Ms. Weber:

We are pleased to inform you that **Christy Webber & Company, DBA Christy Webber Landscapes** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **02/15/2018**; 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 **02/15/2015, 02/15/2016, and 02/15/2017**. 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 **02/15/2018**. 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 **12/15/2017**.

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.

SW

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):


- 236118 - Addition, Alteration and Renovation (i.e., Construction), Residential Building**
- 236118 - Addition, Alteration and Renovation of Single-Family Dwellings**
- 236118 - Addition, Alteration and Renovation, Residential Building, General Contractors**
- 236118 - Construction Management, Residential Remodeling**
- 236118 - Home Improvement (e.g., Adding On, Remodeling, Renovating), Single-Family Housing, General Contractors**
- 236118 - Remodeling and Renovating General Contractors, Residential**
- 424910 - Mulch Merchant Wholesalers**
- 444220 - Farm Supply Stores**
- 444220 - Feed Stores (Except Pet)**
- 444220 - Garden Centers**
- 444220 - Lawn Supply Stores**
- 444220 - Nursery and Garden Centers Without Tree Production**
- 561730 - Arborist Services**
- 561730 - Cemetery Plot Care Services**
- 561730 - Fertilizing Lawns**
- 561730 - Garden Maintenance Services**
- 561730 - Hydroseeding Services (e.g., Decorative, Erosion Control Purposes)**
- 561730 - Landscape Care and Maintenance Services**
- 561730 - Landscape Contractors (Except Construction)**

561730 - Landscape Installation Services
561730 - Landscaping Services (Except Planning)
561730 - Lawn Care Services (e.g., Fertilizing, Mowing, Seeding, Spraying)
561730 - Lawn Fertilizing Services
561730 - Lawn Maintenance Services
561730 - Lawn Mowing Services
561730 - Lawn Seeding Services
561730 - Lawn Spraying Services
561730 - Line Slash (i.e., Rights of Way) Maintenance Services
561730 - Maintenance of Plants and Shrubs In Buildings
561730 - Mowing Services (e.g., Highway, Lawn, Road Strip)
561730 - Ornamental Tree and Shrub Services
561730 - Plant and Shrub Maintenance In Buildings
561730 - Plant Maintenance Services
561730 - Pruning Services, Ornamental Tree and Shrub
561730 - Seasonal Property Maintenance Services (i.e., Snow Plowing In Winter, Landscaping During Other Seasons)
561730 - Seeding Lawns
561730 - Shrub Services (e.g., Bracing, Planting, Pruning, Removal, Spraying, Surgery, Trimming)
561730 - Snow Plowing Services Combined With Landscaping Services (i.e., Seasonal Property Maintenance Services)
561730 - Sod Laying Services
561730 - Spraying Lawns
561730 - Tree Pruning Services
561730 - Tree Removal Services
561730 - Tree Services (e.g., Bracing, Planting, Pruning, Removal, Spraying, Surgery, Trimming)
561730 - Tree Trimming Services
561730 - Turf (Except Artificial) Installation Services
561730 - Weed Control and Fertilizing Services (Except Crop)

Your firm's participation on City contracts will be credited only toward **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/ha

D.W.

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 PROPOSER

Project: Women's, Bartelme and Future Parks Landscape Maintenance

From: Malcsio's Landscaping Inc
(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No
WBE: ☐ Yes ☒ No

To: Christy Webber & Company and the Chicago Park District
(Name of Proposer)

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, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), Illinois Department of Central Management Services (CMS), The Metropolitan Water Reclamation District of Greater Chicago, 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:

landscape services as described in the scope of work

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

12.5%

— \$31,250.00 (2 yr. total)

payment upon receipt of payment from Chicago Park District

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 prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within three (3) working days of receipt of a signed contract from the Chicago Park District.

Signature: _____

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

Date: _____

05/01/18

Name/Title: _____

Jaime Melero
(Print or Type Name and Title)*President*

Address: _____

3634 S 59TH AVE Cicero IL 60804

Telephone: _____

773-936-1288

Fax: _____

*N/A***End of Schedule B**



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

JUN 08 2014

Jaime Melesio
Melesio's Landscaping Inc.
3634 S. 59th Ave.
Cicero, IL 60804

Dear Mr. Melesio:

We are pleased to inform you that **Melesio's Landscaping Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This MBE certification is valid until **06/01/2019**; 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 **06/01/2015, 06/01/2016, 06/01/2017, and 06/01/2018**. Please remember, you have an affirmative duty to file your **No-Change 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 **06/01/2019**. 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 **04/01/2019**.

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.

JP
4/14

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;
- 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):

561730 – Landscaping 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/sm

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 PROPOSER

Project: Women's, Bartelme and Future Parks Landscape Maintenance

From: Diaz Group LLC MBE: ☒ Yes ☐ No
(Name of MBE/WBE Firm) WBE: ☐ Yes ☒ No

To: Christy Webber & Company and the Chicago Park District:
(Name of Proposer)

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, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), Illinois Department of Central Management Services (CMS), The Metropolitan Water Reclamation District of Greater Chicago, 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:

landscape services as described in the scope of work

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

12.5% — \$ 31,250.00 (2 yr. total)

payment upon receipt of payment from Chicago Park District

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 prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within three (3) working days of receipt of a signed contract from the Chicago Park District.

Signature: Ruben Diaz Date: 05-01-18
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Ruben Diaz / Vice-president
(Print or Type Name and Title)

Address: 2143 W 51st St

Telephone: 773-725-8644 Fax: 773-725-8645

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

JUN 16 2016

Ruben Diaz
Diaz Group, LLC
2143 W. 51st St.
Chicago, IL 60609

Dear Ruben Diaz:

We are pleased to inform you that **Diaz Group, LLC** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **6/1/2021**; 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 **6/1/2017, 6/1/2018, 6/1/2019, and 6/1/2020**. 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 **6/1/2021**. 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 **4/1/2021**.

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

A handwritten signature in dark ink, appearing to be "JD" or similar, located in the bottom right corner of the page.

- 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):

- 561730 - Landscaping services (except planning)**
- 561730 - Seasonal property maintenance services (i.e., snow plowing in winter, landscaping during other seasons)**
- 561730 - Snow plowing services combined with landscaping services (i.e., seasonal property maintenance 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,



Rich Butler
First Deputy Procurement Officer
RB/nw

