

FILE COPY

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Elliot Dudnik & Associates for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for x (One-Time Contractor Requisition # 37528, copy attached) or _____ Term Agreement or
 _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the
 _____ (Attach List) Pre-Assigned Specification No. 64580
 _____ (Program Name) Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____ Company or Agency Name: _____
 Specification #: _____ Contract or Program Description: _____
 Mod. #: _____ (Attach List, if multiple)

 Originator Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

<p>(x) PROCUREMENT HISTORY See Attachment</p>	<p>(x) ESTIMATED COST See Attachment</p>
<p>(x) SCHEDULE REQUIREMENTS See Attachment</p>	<p>(x) EXCLUSIVE OR UNIQUE CAPABILITY See Attachment</p>
<p>() OTHER</p>	

S. S. R. B.

DATE 5/12/08
 APPROVED [Signature]
 ADDITIONALLY END 5-0
 APPROVED _____
 RETURN TO DEPT. _____
 DISAPPROVED _____

APPROVED BY: [Signature] DEPARTMENT HEAD OR DESIGNEE
 DATE: 5/5/08
[Signature] BOARD CHAIRPERSON
5/12/08 DATE

INSTRUCTIONS FOR PREPARATION OF NON-

(Rev. 5/04)

If a City Department has determined that the purchase of supplies, equipment, work and/or services can not be done on a competitive basis, a sole source justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. Also attach a complete CPAC Project Checklist, and any other required forms (see Other not consider justifications with incomplete information documentation

PROCUREMENT HISTORY INCLUDING FUTURE PROCUREMENT OBJECTIVES)

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)
4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, why not?

ESTIMATED COST{tc "ESTIMATED COST"}

{tc ""}

2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc).
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

SCHEDULE REQUIREMENTS{tc "SCHEDULE REQUIREMENTS"}

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

EXCLUSIVE OR UNIQUE CAPABILITY{tc "EXCLUSIVE OR UNIQUE CAPABILITY" }

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

MBE/WBE COMPLIANCE PLAN

1. All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site.

OTHER{tc "OTHER" }

{tc ""}

le supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)

REVIEW AND APPROVAL{tc "REVIEW AND APPROVAL" }

{tc ""}

di

ATTACHMENT FOR JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

PROCUREMENT HISTORY

Items 1 and 2

This proposed sole source project concerns the procurement of a training course previously created to specifically instruct City of Chicago building inspectors on the Chicago Building Code in the March to May time period of 2008. The training will include an introduction to the Chicago Building Code incorporating code requirements for excavation, exiting, accessibility, special occupancy (i.e. Single Room Occupancies Buildings, etc), construction types, and typical issues associated with renovations. Also included will be a review of issues associated with inspections, such as, excavation, porch/decks, annual inspections on larger structures, and troubled buildings/demolition inspections. The inspectors are expected to pass examinations throughout the course and receive a certificate upon successful completion.

This course was initially requested in an RFP process in 1999 where there were only two responses received:

1. The University of Illinois-Chicago-Dept. of Architecture with Professor Dudnik as a lead developer/instructor. Professor Dudnik developed the curriculum and holds the rights to the course content.
2. A non-responsive bid from a small learning company with no capability for the project

The University of Illinois was awarded the contract based primarily on the qualifications of Professor Dudnik and there was one extension of the contract with four series of classes being taught between 2000 and 2006. This training has been given to virtually all City of Chicago Building Inspectors in the Conservation, New Construction, and Troubled Buildings disciplines.

This request is intended to be for a one-time contract for the training of soon-to-be hired new City of Chicago Building Inspectors in order for the City to maintain continuity and to complete training in a timely manner. Additionally, there will be a major change to the entire City of Chicago Building Code within the next 17 months. The course content to be delivered by Professor Dudnik under the terms of this sole source contract, will no longer be materially relevant after the new City of Chicago Building Codes have been revised.

Items 3 and 4

One of the overriding issues to securing bids, in an effort to develop a different training course, is the time and money involved in development, with the potential of using it only once. At a more specific level we have talked with several institutions:

In late 2006, the Chairperson of the Department of Architecture at the University of Illinois, approached the Building Department staff and said that the University had no interest in bidding for or engaging in any type of building inspector training, going forward. He recommended that we deal with Professor Dudnik, directly, concerning this matter and that he had no trouble with Professor Dudnik using any or all of the course developed by the Professor. (Professor Dudnik was then emeritus at the University of Illinois.)

The Department of Buildings has also contacted the Illinois Institute of Technology via three calls and an e-mail sent on January 24, 2008, in response to their request for a written explanation of the project. We received a faxed response on Feb. 5, 2008, a copy of which is attached and labeled as Attachment A. Their response indicates they have no experience in creating or delivering a building inspector training course or any significant experience with the Chicago Building Code. Further, their ability to deliver the training course, if they had one, would be in an extremely limited time frame, which would not be satisfactory. We believe they are not a viable bidder for this one-time course.

The International Code Council, another possible vendor, has no training courses that deal with the City of Chicago's current Chicago Building Code and have gotten involved only in projects that reference their model building codes.

Items 5 & 6

This request for a sole source is a one time event. Upon the major changes to the Chicago Building Code in the next year and one-half, the current curriculum content will become obsolete.

The required scope of work is highly specialized and unique and because of the limited amount of time before a major re-write of the current version of the Chicago Building Code, no future contracts are anticipated until the new Chicago Building Code. Future training developed around the anticipated new code will be addressed on a totally separate basis. The Code Compliance Group in the Building Department is charged with making these changes.

ESTIMATED COST

Item 1

The cost of this project is \$23,750.00 up to and including 25 students. There would be a \$55.00 charge for each student beyond 25 up to a maximum of 50 students. We estimate a total of 22 students. The funding source is the Building Department's 2008 operating budget, which has a training item of approximately \$35,000.

Item 2

The sole source contract should be a one time event in 2008.

Item 3

Under the previous contract for the course taught through the *University of Illinois*, the cost of the course was \$18,500 for a maximum class size of 20 students and a \$50 fee for each additional student.

Professor Dudnik will use the basic course developed in 1999/2000 with about a 5% change in content in certain areas of emphasis and due to modest code changes. The original content was developed by Professor Dudnik and the University of Illinois grants him the rights to his own work. The course content, as developed by Professor Dudnik, is not made available for marketing or resale. The use of Professor Dudnik's course will benefit the City of Chicago by greatly increasing the consistency of comparable judgments on life-safety situations. Further, the course's implementation of classroom testing, leading to a certificate for each passing-student,

and Professor Dudnik's considerable experience in design and inspection of structures, should augment the City of Chicago's Building Inspector's credibility, especially when there are legal matters involved.

Item 5

Our assurance of the cost of the course is based on the written quote which accompanies this package, as well as direct conversations with Professor Dudnik.

SCHEDULE REQUIREMENTS

Item 1

The Building Department needs to implement this course in the March to May 2008 time period. The new inspectors will be recently hired at that time and there will be a need to provide them with appropriate training early in their assignment. The longer it takes to provide them with training, the longer it will be before the new inspectors become effective in the breadth and understanding of the scope of responsibilities assigned to a City of Chicago Building Inspector.

EXCLUSIVE OR UNIQUE CAPABILITY

Professor Dudnik has the only building inspector training course based on the Chicago Building code as currently written. Professor Dudnik is intimately familiar with the course content and is experienced in presenting it. Professor Dudnik personally brings a highly qualified and professional background expertise involving both building design and inspection and can effectively address questions from several points of view.

Professor Dudnik has been used as an expert witness by numerous organizations, including the City of Chicago, in legal cases involving disputes about the safety of buildings or building systems. Professor Dudnik has first hand experience in making difficult decisions about the conditions of buildings and his experience is expected to transfer to the new City of Chicago Building Inspector students. Several attorneys from the City's Law Department have been students in previous Professor Dudnik classes, as a result of positive word-of-mouth recommendations given from his previous students.

Professor Dudnik has a combination of: (i) the only inspection course based on the Chicago Building Code, and (ii) a professional background in architectural design, building inspection, and expert witness court room testimony. The combination of these qualifications makes Professor Dudnik uniquely valuable as the trainer selected to impart such experiences among the City of Chicago's Building Inspector force.

Because Professor Dudnik's course has been used by the City of Chicago previously to train all the existing City of Chicago Building Inspectors, it is the only course which can provide continuity of instruction with the other City of Chicago Building Inspectors in: *Conservation*, *New Construction*, and *Troubled Buildings* disciplines. Such continuity provides the benefit of consistency in communication and interpretation from one City of Chicago Inspector to another.

MBE/WBE COMPLIANCE PLAN

The attached Schedule C-1 and D-1 forms show that Professor Dudnik will spend \$1,250 with a WBE approved vendor to provide copying/duplicating work. This represents 5.25% of the total

expenditure. The same documentation shows that Professor Dudnik will spend \$5,000 with an approved MBE architect/structural engineer for instruction of two units of the class under Professor Dudnik's direction. This represents 21.05% of the total expenditure. Letters of Certification from the Department of Procurement Services are also attached.

ATTACHMENT A

The City of Chicago Department of Buildings is hiring 15 new building inspectors in the first quarter of 2008. Upon their hire, the Department of Buildings wants to provide the new employees with rigorous training that includes an introduction to the Chicago Building Code, and items such as, excavation inspections including a review of the Chicago Excavation ordinance, porch/deck inspections, exiting requirements, accessibility requirements, special occupancy requirements ie. SRO's, annual inspections on larger structures, troubled buildings/demolition inspections and renovation/conversion inspections.

As the Architecture Department for the Illinois Institute of Technology was notified of the last Request for Proposal for inspector training in 1999, the City's Department of Procurement Services has authorized the Department of Buildings to contact your organization directly in order to find out about any interest your organization may have if a new RFP were to be issued, and also to find out if your organization has some requisite information to complete the due diligence.

The scope of an RFP, if issued, would be to develop and provide a 60 hour training to the 15 new building inspectors. Please note, an important caveat is that the training must be about the current Chicago Building Code. If your organization does not presently have an existing training that covers the existing Code, please note that you will unlikely not be able to use any newly developed training on any inspectors apart from the new hires in the first quarter of 2008, as the Department of Buildings is preparing major revisions to its Building Code over the next year to eighteen months.

In conjunction with this, the Department of Buildings has the following questions related to your instructional programs:

- Does the Illinois Institute of Technology, Department of Architecture have an existing building inspector training course geared to the City of Chicago and its current, unique code? *No*
- If you do not have a current training curriculum devoted to the Chicago Building Code, how long would it take for you to develop such a curriculum? *3 months*
- What is the experience of your staff concerning the training of buildings inspectors? *None*
- If the Department of Buildings were to solicit bids to develop and deliver a building inspector training course for the current first quarter 2008 hires, as described above, is it likely that you would have an interest? *only if instruction is in summer month or semester break!*
- Whether or not you would be interested in responding to a bid for the first quarter 2008 hires, would you be interested in a long-term bid for training inspectors after the Building Code has been revised? *Yes*

Thank you for whatever information you can give me.

Sincerely
Al Corbett

Post-It* Fax Note	7671	Date	2/5/08	# of pages	▶
To	Al Corbett		From	Lisa HORNE	
Co./Dept.	City of Chicago		Co.	IIT- College of ARCH	
Phone #	312-743-7049		Phone #	312-567-3263	



City of Chicago
Richard M. Daley, Mayor

Department of Buildings

Richard J. Monocchio
Acting Commissioner

Permitting Services

City Hall, Room 900
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-8670
(312) 744-7839 (FAX)

Inspectional Services

120 North Racine Avenue
1st Floor
Chicago, Illinois 60607
(312) 743-7200
(312) 743-7435 (FAX)

Neighborhood Permit Centers

2550 West Addison Street
Chicago, Illinois 60618
(312) 742-2560
(312) 742-2566 (FAX)

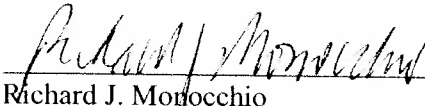
4770 South Kedzie Avenue
Chicago, Illinois 60632
(312) 745-4240
(312) 745-4340 (FAX)

2006 East 95th Street
Chicago, Illinois 60617
(312) 745-0995
(312) 745-2018 (FAX)

<http://www.cityofchicago.org>

MEMORANDUM

TO: Montel M. Gayles
Chief Procurement Officer
Department of Procurement Services
121 N. LaSalle, Room 403
Chicago, IL 60602

FROM: 
Richard J. Monocchio
Acting Commissioner
Department of Buildings
120 N. Racine, 2nd Floor
Chicago, IL 60607

RE: Sole Source Request for One-Time
Building Inspector Training

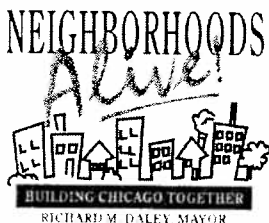
DATE May 2, 2008

The Department of Buildings (“DOB”) requests that the Department of Procurement Services consider approving a one-time sole source contract concerning the use of a training course previously created to instruct building inspectors on the Chicago Building Code. This request is intended to train certain staff, including approximately fifteen (15) new building inspectors that were hired in the first and second quarters of 2008. This training is for an interim period until DOB completes its process of adopting a new Code.

While DOB recognizes that training is not a service that would typically merit a sole-source award, there are certain extenuating circumstances as it relates to this particular training that our department feels deserve special consideration. First, a determination has been made by DOB that the current Chicago Building Code (“Code”) shall be rewritten substantially over the next twelve to eighteen months to emulate aspects of the model International Building Code. Thus, there is no incentive for another bidder to develop a training course covering existing provisions of the Code, given the imminent major change to the Code. In contrast, the proposed sole-source vendor possesses the only currently available building inspector training based on the Chicago Building Code.

The proposed sole-source vendor, Elliot Dudnik, has a professional background as a professor in architecture, and has taught building design and inspection. He also testifies as an expert witness in court. The combination of these qualifications makes him ideal to train our inspector force.

What makes Mr. Dudnik uniquely qualified to be a sole-source candidate is that he is the sole author of the prior training course provided to Department of Buildings’ inspectors and managers, through a prior city contract with the University of Illinois at Chicago. The contract, which was awarded to the University of Illinois after the City issued an RFP, did not grant the City any intellectual property rights that were created from the training. Thus, the City cannot take the content



Memorandum to Chief Procurement Officer Montel Gayles
RE: Sole source request for inspector training
May 2, 2008
Page 2 of 2

from the prior training and give it to another vendor to train our employees. Rather, the contract provided that such rights remain vested with the author and the University of Illinois. As Mr. Dudnik has now retired from the University, the University has entered into a copyright assignment agreement assigning all rights and copyright authority to him to use the course content.

At the request of Deputy Procurement Officer Brent Walters, DOB was authorized to reach out to another vendor to discuss the possibility of offering similar training. To that effect, DOB reached out to the Illinois Institute of Technology ("IIT"), who had been responsive to the Department's prior RFP. IIT's response, attached to this submittal, indicates that they would only be interested in pursuing this opportunity if it could be scheduled during summer months or semester breaks, which does not serve the Department of Buildings well in coordinating its training schedule.

To assist you in your consideration of DOB's request to designate Mr. Dudnik as a sole-source candidate, please find the following attachments:

- City of Chicago Purchase Requisition (1 page)
- DPS Project Checklist (4 pages)
- Detailed description of the project and deliverables (6 pages)
- Schedule of Compensation (1 page)
- Justification for Non-Competitive Procurement with attachment of IIT's response (8 pages)
- Schedule D-1 and price of service letter from vendor (4 pages)
- Schedule C-1 for each of two subcontractors (9 pages)
- Copyright assignment agreement between the University of Illinois and Elliot Dudnik (4 pages)
- Certificate of Liability Insurance (2 pages)

The anticipated cost of this award would be \$23,750, contemplating the attendance of twenty-five (25) students. Mr. Dudnik estimates that for each student beyond the initial twenty-five (25) an additional charge of fifty-five dollar (\$55) charge would apply. The maximum number of students would be a total of fifty (50).

We find the diligence of the vendor in securing MBE and WMBE goals in a project of this size as commendable. For reasons cited above and in more detail in the attached documents, we ask for approval of this project. If you have any questions or require further information, please contact Dennis Mondero at (312) 743-9094.

cc: Peter Ousley (w/ enclosure)
Marlene Hopkins (w/o enclosure)
Suzanne Kim (w/o enclosure)
Dennis Mondero (w/ enclosure)
Richard Quijano (w/o enclosure)
James Harney (w/o enclosure)

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 132 INSPECTION BUREAU 120 N. RACINE Chicago, IL 60607	REQUISITION: 37528 PAGE: 1 DEPARTMENT: 67 - DEPARTMENT OF BUILDINGS PREPARER: Lolita D Ware King NEEDED: APPROVED: 3/19/2008
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REQUISITION DESCRIPTION
 BUILDING INSPECTORS TRAINING
 SPECIFICATION NUMBER: 64580

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92416.05	30,000.00	USD	0.00	0.00						
	BUILDING INSPECTORS TRAINING-COURSE DEVELOPEMENT AND DELIVERY OF BUILDING INSPECTORS TRAINING										
SUGGESTED VENDOR:											
REQUESTED BY: Lolita D Ware King											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0100	0672005	0169	220169	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.

DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 3/19/08
 REQ No.: 37528
 Specification No.: (if known): 64580
 PO No.: (if known):
 Modification No.: (if known):
 Project Description: BUILDING INSPECTORS TRAINING- COURSE DEVELOPMENT & DELIVERY OF BUILDING INSPECTORS TRAINING

Contact Person: Al Corbett
 Tel: 743-7041 Fax: 743-9125 E-mail:acorbett@cityofchicago.org
 Project Manager:same as above
 Tel: Fax: E-mail: @cityofchicago.org
 Previous PO No.: (if known):

FUNDING:

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	008	0100	67	2005	0169	220169				30000

Estimated Value \$30,000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify):

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: 3/1/08-3/31/09 Requested Term (number of months): 12 MONTHS

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

If applicable, Pre-Qualification Category No. Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other (fill in)

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes No

Will work be performed airside? Yes No

***NOTE:** Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management:

Will services be performed within 50 feet (50') of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

Will services require the handling of hazardous/bio-waste material? Yes No

Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

SCOPE OF SERVICE

UNDERSTANDING THE PROJECT

The project involves the development and delivery of the Building Inspector training for three distinct Building inspector disciplines. These disciplines are:

“Building Conservation Inspector” (whose role is to examine existing structures to determine that these structures continue to meet Building Code.)

“Troubled Building/Demolition Inspector” (whose role is to determine if an existing structure is a public hazard which needs to be boarded up or destroyed.)

“New Construction Building Inspector” (whose role is to monitor compliance as a new structure is being built all in accordance with the current Chicago Building Code.)

The majority of the inspectors attending will be relatively new building inspectors. All of the personnel taking the training should have either several years experience in construction and/or at least two years of studies in accredited architectural or structural engineering curriculum.

The course will deal with specific types of inspections and issues, i.e. porch inspections, and annual inspections, finding information in and using the Chicago Building Code, and fundamental information on building materials and construction techniques. At the end of this course the students should be able to perform a number of inspection types and readily find information in the building code.

Viewed at a broader perspective, this course represents a major step in increasing the background, skills and knowledge of these inspectors.

TRAINING APPROACH

The training course will be offered as a series of 16 classes each consisting of a 3½ hour lecture sessions with a short break). A final, 17th session consisting of an open review of all topics, discussion and evaluation will conclude the training program. The individual sessions will normally be scheduled to meet one day per week and never more than two days per week. Exact dates will be based upon the availability of the training-lecture space for the course, and availability and schedules of both students and faculty.

In addition to the new lecture material being introduced at each session, a group discussion and question-answer period based upon the previous class session will be initiated at the start of each new class. Questions should be allowed both during and after the lecture. Each lecture will be supplemented by the use of audio-visual aids and printed handouts that will relate to the particular lecture. The course will also include instructor questions to the class, as well as, a limited amount of interactive exercises for the students.

There will be a total of 4 examinations. Each exam will encompass only the lecture material discussed and reviewed prior to that specific exam. There will not be a comprehensive “final” exam covering the entire course. The correct answers to each examination will be reviewed in a subsequent class with correct answers provided.

The training will emphasize life safety issues and application of the Chicago Building Code throughout the course. To the extent that building code changes during the teaching of the course, the City of Chicago - Department of Buildings will provide these changes to the vendor and the vendor will use them as appropriate going forward.

The specific topics to be covered within each of the sessions are as follows:

<p align="center"><u>INDIVIDUAL COURSE TOPICS AND DETAILED LECTURE CONTENT</u></p>	<p align="center"><u>TIME ALLOCATION</u></p>
<p>1. Introduction to Chicago Building Code, Chicago Zoning Ordinance and Illinois Accessibility Code</p> <ul style="list-style-type: none"> • Introduction to Codes: What they seek to do and how they differ • Zoning Ordinances and how they impact building use and construction • Land use (permitted and special uses) and Site Restrictions (setback, height & area limitations, FAR bonuses) • Building Codes: What they seek to do and what they include • Different types of building codes (municipal, special topics, materials, and accessibility) • The basic organization of the Chicago Building Code-Book 1 • How the Chicago Building Code limits use and construction: <ul style="list-style-type: none"> • Height and Area Limitations and • Construction Type restrictions, • Occupancy limitations and capacity 	<p align="center">3½ hours</p>
<p>2. Introduction to Structures and Foundations and Excavations</p> <ul style="list-style-type: none"> • Vocabulary and definitions <ul style="list-style-type: none"> • Force and Loads ; Equilibrium: Action and Reaction • Tension and Compression; Shear Forces • Bending Moments and Stress; Shear Stress • Beams and Slabs • Bearing Walls and Columns • Foundations <ul style="list-style-type: none"> • Soil Types • Loads on Foundations • Types of Foundations (Footings, Mat or Raft Foundations, Piles, and Caissons) • Footing and Foundation Formwork • Excavations <ul style="list-style-type: none"> • Bracing and Shoring of Excavations • Retaining walls, Backfill and related issues • City of Chicago Excavation Ordinance including administrative and notification provisions 	<p align="center">3½ hours</p>
<p>3. Basic Construction/Wood and Steel Construction,</p> <ul style="list-style-type: none"> • Properties of wood as a structural material • Wood frame construction (platform and balloon frame) • Properties of steel as a structural material • Construction (exposed and fire-proofed; rolled sections, open-web joists, trusses, connections and details) 	<p align="center">3½ hours</p>

<p>4. Porch and Deck Construction and Structural Systems</p> <ul style="list-style-type: none"> • Steel and Wood framing and standard City designs • Construction Issues (beams and joists, handrails, guardrails, treads risers and stringers, landings, wall anchorage) • Zoning and Code Issues (size of porch, distance from property line, and number of dwelling units served) • Inspections and use of checklists 	<p>3½ hours</p>
<p>5. Concrete , Masonry and Stone Construction and Structural Systems</p> <ul style="list-style-type: none"> • Properties of Concrete as a building and structural material • Reinforced concrete (site and pre-cast; pre and post tensioned) • Masonry & stone construction (load-bearing & veneer, lintels) 	<p>3½ hours</p>
<p>6. Exterior Masonry Building Envelope Failures and Inspection</p> <ul style="list-style-type: none"> • Stone, masonry and terra-cotta facade issues – deterioration and failure mechanisms • Chicago City Facade Ordinance - History and Background • On-Going and Critical Inspections; Field Work and Swing- Stages and Rigging; Unsafe Conditions and Emergency Repairs • Case Histories 	<p>3½ hours</p>
<p>7. Exterior Non-Bearing Building Envelope Construction and Systems</p> <ul style="list-style-type: none"> • Roof Construction (flat, sloped membranes, shingles, built-up) • Exterior Walls (non-load bearing and load bearing) • Curtain Walls and Glazing systems (aluminum, steel, panels, attachments to structure, failures) • Identification and field inspection of envelope problems • Non-destructive testing, repair methods and materials, monitoring 	<p>3½ hours</p>
<p>8. Interior Construction and Systems</p> <ul style="list-style-type: none"> • Fire Resistance and Fire Ratings (definitions and requirements) • Interior Walls (non-load bearing and load bearing) • Glazing systems: windows and skylights (ratings, fixed, operating; ventilation and natural light provisions) • Interior Systems (drywall and plaster; walls and ceilings) • Flame Spread Rating (definitions and requirements) <p><i>Written student review of class to date</i></p>	<p>3½ hours</p>
<p>9. Exit Requirements</p> <ul style="list-style-type: none"> • Exit requirements (minimum sizes, minimum number, exit units, exit capacity, locations, travel distance, direction of swing, hardware) • Exiting requirements for specific Occupancies (Residential, Commercial, etc.) and Construction Types • Special exiting situations (Townhouses, etc.) • Vertical exits (interior and exterior stairwells, number and exit size) • Impact of sprinklers on exit capacity and travel distance • Horizontal exits (corridors, decks, porches, ramps, handrails and guards) 	<p>3½ hours</p>

<p>10. Accessibility</p> <ul style="list-style-type: none"> • Relationship between Chicago Building Code (CBC) Chapter 18-11 and other state and federal accessibility codes • Accessibility scoping requirements of CBC Chapter 18-11 • Technical requirements of ICC/ANSI A117.1 - 2003 • Public Facilities <ul style="list-style-type: none"> • How to determine accessibility standards for public facilities • Requirements for new construction, additions or alterations • The 10 most common accessibility errors in public facilities • Residential <ul style="list-style-type: none"> • How to determine accessibility standards for housing • Requirements for new construction, additions/alterations • Requirements for private vs. government funding or • Planned Development • The 10 most common accessibility errors in residential facilities. 	<p>3½ hours</p>
<p>11. Special Occupancy Requirements</p> <ul style="list-style-type: none"> • Residential (Single and Multi-family; Intermediate Care Facilities, Single Room Occupancy) • Check lists used for Single Room Occupancy inspections • Business and Mercantile • Industrial, Storage and Hazardous Use • Miscellaneous (Private Garages, Tents, Canopies) 	<p>3½ hours</p>
<p>12. Special Occupancy Requirements & Annual Inspections</p> <ul style="list-style-type: none"> • Assembly (Schools, Day Care Centers, Theaters, Public Places of Amusement, Exhibition Areas) • Institutional (Hospitals, Nursing Homes, Sheltered Care Facilities, Jails) • High-Rise Buildings definition, special requirements and limitations) • The conduct of annual inspections and check lists <ul style="list-style-type: none"> • Buildings 4 stories or more • Residential 3 stories or more with below-grade apartments • Mixed use 3 stories or more 	<p>3½ hours</p>
<p>13. Heating, Ventilation and Air-Conditioning</p> <ul style="list-style-type: none"> • Basic heat-loss ad heat-gain • Heating and cooling system concepts and nomenclature (forced-air, hot-water, steam, VAV, single- and double-duct, reheat, DDC) • Ventilation (code requirements, natural and mechanical ventilation, fresh air and combustion air requirements) 	<p>3½ hours</p>

<p>14. Plumbing, Fire Protection, Electrical Power and Lighting</p> <ul style="list-style-type: none"> • Water supply (materials, terminology and system design) • Waste and Vent systems (materials, nomenclature, concepts, system design and sanitation requirements) • Roof Drainage (materials, design and code requirements) • Sprinkler systems (wet and dry-pipe, deluge and pre-action) • Detectors (ionization, photoelectric, flame and heat) • Non-water fire suppression systems (halogen, foam, etc) • Basic concepts of electrical power (AC, DC) • Power distribution (principles, materials and equipment, system requirements) • Lighting (general and emergency requirements and concepts) 	<p>3½ hours</p>
<p>15. Existing Buildings: Rehabilitation and Demolition</p> <ul style="list-style-type: none"> • Minimum requirements for existing buildings • Frequent violations and issues addressed • Quantifying the percentage of substandard situations • Safety considerations when entering or inspecting vacant and open buildings • Backfill after a demolition 	<p>3½ hours</p>
<p>16. Rehabilitation or Working Without a Permit and Illegal Conversions</p> <ul style="list-style-type: none"> • Rehabilitation Code • Work without permits <ul style="list-style-type: none"> • Additional exits; lack of proper exits • Fire-rated walls and proper separation • Proper natural light, glazing, and ventilation • Smoke/carbon dioxide detector • Visual indicators of illegal conversion <ul style="list-style-type: none"> • Ceiling Height less than 7 ft. • Number of electric and gas meters; fuse box check • Number of mail boxes and doorbells • Basement windows – what type • Extra staircases to attic • Peep holes in basement doors • Store fronts with curtains in windows 	<p>3½ hours</p>
<p>17. Course Review and Final Evaluation</p> <ul style="list-style-type: none"> • Review and open discussion of entire course • Open discussion of individual student concerns or problems • Review and discussion of frequently encountered field conditions or problems • Final Exam • Evaluation of instructor and course by students 	<p>3½ hours</p>

EVALUATION OF COURSE AND FEEDBACK

Student evaluations of the course will include a rating of:

- Relevancy of content
- Presentation of subject matter
- Attitude toward students and overall rapport
- Clarity of explanations
- Handling of student questions
- Quality of preparation

Students will be asked to identify elements of the course that they felt needed greater emphasis, topics that might be omitted or reduced in scope and topics which might be included in the next course offering.

The results of course exams will be reviewed for any patterns of topics on which there was a general lack of understanding suggesting a second and different treatment to conveying the information.

Formal written student evaluations will take place at the completion of the first 8 instructional units and at the end of the course. Student comments and questions about the previous class session will occur at the start of each successive class session.

GRADING

The examinations administered during the course of the 16 training sessions will serve to provide the basis for an assessment of the success of each student in absorbing the lecture information. This approach should allow for continuous monitoring of the student's performance, to identify problems in learning or in student commitment to the course.

As a measure of the student's achievement, a final Pass-Fail grade will be provided. This final grade will be determined on the basis of the individual exam grades coupled with additional consideration for attendance and classroom participation. In addition, to provide each student with a permanent record of their training and successful achievement, a Certificate of Completion will be awarded to each passing student signifying that they have successfully completed the training course.

PROPOSED LOCATION AND TIME OF TRAINING SESSIONS

The location for the training sessions will be provided by the City of Chicago and will be located either in downtown Chicago or at a City facility west of downtown near Racine or Western Avenues. The training sessions will be held sometime during the normal work hours of 8:00AM to 4:00PM on Mondays through Fridays.

NUMBER OF TIMES COURSE IS TO BE OFFERED

This contract calls for teaching of one full course during the calendar year of 2008

DELIVERY OF TRAINING MATERIALS

The vendor will submit written curriculum (course materials) prior to the start of the course. Audio visual materials will be specifically referenced in the written course materials, and provided to the City along with the outline, unless these materials are Power Point visuals, overhead projection or slides, in which case the written materials will suffice

EXHIBIT 2: SCHEDULE OF COMPENSATION

The City of Chicago will pay 15% of the course fee upon review and acceptance of the course syllabus, handouts, training materials, completion of the fourth lesson in the classroom and the receipt of an invoice from the vendor. The City of Chicago will pay a second fee of 25% of the course fee upon completion of the first 8 lessons and the receipt of an invoice from the vendor. The remaining 60% of the course fee will be paid by the City of Chicago upon the completion of the course, receipt of pass/fail grades for each student, course evaluation sheets and a receipt of an invoice from the vendor

SCHEDULE C-1

Letter of Intent from MBE/ WBE to Perform
as Subcontractor, Supplier and/or Consultant

Name of project

City of Chicago Building
Inspector Training Program

Project Number

Specification Number

Job Number

64580

From: Probe Consulting Services, Inc.

(Name of MBE/WBE Firm)

MBE: Yes ; No

WBE: Yes ; No

To: Elliott Dudnik + Associates

(Name of Prime Contractor – Bidder/ Proposer)

And the City of Chicago:

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

Sole Proprietor

Partnership

Corporation

Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of Oct 5, 2007 to Feb 1, 2009 for a period of one year.

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

Provide structural engineering and consulting services related to building and façade restoration and inspection

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

\$5,000.00 (Five Thousand dollars)

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

The undersigned will enter into a formal written agreement for the above work with you as Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) working days of receipt of a signed contract from the City of Chicago.

S.G. Pinjarkar
(Signature of Owner of Authorized Agent)

S.G. Pinjarkar President

Name/ Title (Print)

March 20, 2008

Date

312-455-9850

Phone



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

October 5, 2007

Suresh G. Pinjarkar
Probe Consulting Services, Inc.
751 Strawberry Hill Drive
Glencoe, Illinois 60022

Annual Certificate Expires: February 1, 2009
Vendor Number: 50904023

Dear Mr. Pinjarkar:

We are pleased to inform you that **Probe Consulting Services, Inc.** has been certified as a **Minority Owned Business Enterprise (MBE)** by the City of Chicago. This MBE certification is valid until **February 1, 2013**; however your firm must be revalidated annually. Your firm's next annual validation is required by **February 1, 2009**.

As a condition of continued certification during this five year period, you must file a New Change Affidavit **within 60 days** prior to the annual expiration. Failure to file the Affidavit will result in the termination of your certification. **Please note that you must include a copy of your most current Federal Corporate Tax Return.** You must also notify the City of Chicago of any changes in ownership or control of your firm or any other matters or facts affecting your firm's eligibility for certification whenever the changes occur.

The City may commence action to remove your firm's eligibility if you fail to notify us of any changes of facts affecting your firm's certification or if your firm otherwise fails to cooperate with the City in any inquiry or investigation. Removal of eligibility procedures may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

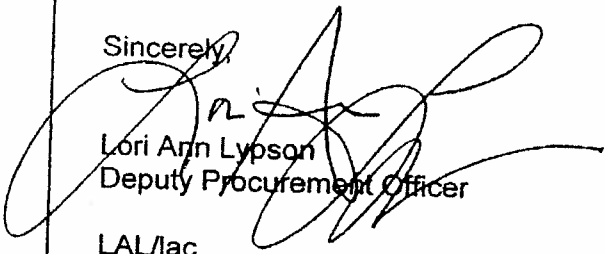
Your firm's name will be listed in the City's Directory of Minority Business Enterprise and Women Business Enterprises in the specialty area(s) of:

**Engineering Services and Consulting;
Structural Engineering Services and Consulting**

Your firm's participation on City contracts will be credited only toward MBE goals in your area(s) of specialty. While your participation on City contracts is not limited to your specialty, credit toward MBE goals will be given only for work done in the specialty category.

Thank you for your continued interest in the City's Minority and Women Business Enterprise Programs.

Sincerely,


Lori Ann Lypson
Deputy Procurement Officer
LAL/lac



SCHEDULE C-1

Letter of Intent from MBE/ WBE to Perform
as Subcontractor, Supplier and/or Consultant

Name of project City of Chicago Building
Inspector Training Program

Project Number _____
Specification Number 64580
Job Number _____

From: Cushing & Company
(Name of MBE/WBE Firm)

MBE: Yes _____ ; No X
WBE: Yes X ; No _____

To: Elliott Dudnik + Associates And the City of Chicago:
(Name of Prime Contractor – Bidder/ Proposer)

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

_____ Sole Proprietor X Corporation
_____ Partnership _____ Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of _____ to _____ for a period of one year.

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

Printing of handouts and other course materials

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

\$1,250.00 (One Thousand Two Hundred Fifty Dollars)

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

The undersigned will enter into a formal written agreement for the above work with you as Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) working days of receipt of a signed contract from the City of Chicago.

Cathleen Cushing Duff
(Signature of Owner of Authorized Agent)

Cathleen Cushing Duff / President
Name/ Title (Print)

March 21, 2008
Date

312-266-8228
Phone



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Montel M. Gayles
Chief Procurement Officer

City Hall, Room 403
121 North La Salle Street
Chicago, Illinois 60602

(312) 744-2999
(312) 744-2949 (TDD)

<http://www.cityofchicago.org>

March 31, 2008

Cathleen Cushing Duff
Cushing and Company
420 West Huron Street
Chicago, Illinois 60610

Annual Certificate Expires:
Vendor Number:

July 1, 2009
216217

Dear Ms. Duff:

We are pleased to inform you that **Cushing and Company** has been certified as a **Women Owned Business Enterprise (WBE)** by the City of Chicago. This **WBE** certification is valid until **July 1, 2013**; however your firm must be re-validated annually. Your firm's next annual validation is required by **July 1, 2009**.

As a condition of continued certification during this five year period, you must file a No-Change Affidavit **within 60 days prior** to the date of expiration. Failure to file this Affidavit will result in the termination of your certification. **Please note that you must include a copy of your most current Federal Corporate Tax Return.** You must also notify the City of Chicago of any changes in ownership or control of your firm or any other matters or facts affecting your firm's eligibility for certification.

The City may commence action to remove your firm's eligibility if you fail to notify us of any changes of facts affecting your firm's certification or if your firm otherwise fails to cooperate with the City in any inquiry or investigation. Removal of eligibility procedures may also be commenced if your firm is found to be involved in bidding or contractual irregularities.


Your firm's name will be listed in the City's Directory of Minority Business Enterprises and Women Business Enterprises in the specialty area(s) of:

Photocopy Services; Reprographics Services

Your firm's participation on City contracts will be credited only toward **WBE** goals in your area(s) of specialty. While your participation on City contracts is not limited to your specialty, credit toward **WBE** goals will be given only for work done in the specialty category.

Thank you for your continued interest in the City's Minority and Women Business Enterprise Programs.

Sincerely,


Lori Ann Lypson
Deputy Procurement Officer

LAL/la

NEIGHBORHOODS





City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

November 15, 2007

Cathleen Cushing-Duff, President
Cushing and Company
420 West Huron
Chicago, Illinois 60610

Dear Ms. Cushing-Duff:

The City of Chicago Department of Procurement Services ("Department") has undertaken an evaluation of procurement policies and procedures including those utilized within the M/WBE and DBE certification unit. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your **WBE certification until April 1, 2008**.

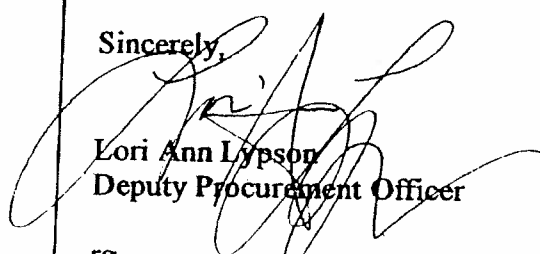
The Department may request additional information from you prior to the expiration of the courtesy period. This information will assist us in making a determination on the recertification of your company. You will receive additional information from the Department in the coming days.

As you know, your firm's participation on contracts will be credited only toward **WBE** in the following specialty area(s):

Diazo Printing and Reprographics

If you have any questions, please contact our office at 312-742-0766.

Sincerely,


Lori Ann Lypson
Deputy Procurement Officer

rg





City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

October 10, 2007

Cathleen Cushing-Duff, President
Cushing and Company
420 West Huron
Chicago, Illinois 60610

Dear Ms. Cushing-Duff:

The City of Chicago Department of Procurement Services ("Department") has undertaken an evaluation of procurement policies and procedures including those utilized within the M/WBE and DBE certification unit. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your WBE certification **until December 1, 2007.**

The Department may request additional information from you prior to the expiration of the courtesy period. This information will assist us in making a determination on the recertification of your company. You will receive additional information from the Department in the coming days.

As you know, your firm's participation on contracts will be credited only toward WBE in the following specialty area(s):

Diazo Printing and Reprographics

If you have any questions, please contact our office at 312-742-0766.

Sincerely,

Lori Ann Lypson
Deputy Procurement Officer

rg



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

August 21, 2007

Cathleen Cushing-Duff, President
Cushing and Company
420 West Huron
Chicago, Illinois 60610

Dear Ms. Cushing-Duff:

The City of Chicago Department of Procurement Services ("Department") has undertaken an evaluation of procurement policies and procedures including those utilized within the M/WBE and DBE certification unit. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your **WBE certification until November 1, 2007.**

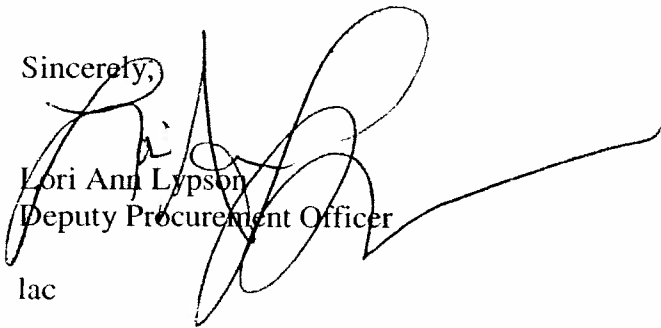
The Department may request additional information from you prior to the expiration of the courtesy period. This information will assist us in making a determination on the recertification of your company. You will receive additional information from the Department in the coming days.

As you know, your firm's participation on contracts will be credited only toward **WBE** in the following specialty area(s):

Diazo Printing and Reprographics

If you have any questions, please contact our office at 312-742-0766.

Sincerely,


Lori Ann Lypson
Deputy Procurement Officer

lac



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

March 29, 2007

Cathleen Cushing-Duff, President
Cushing and Company
420 West Huron
Chicago, Illinois 60610

Dear Mrs. Duff:

The City of Chicago Department of Procurement Services ("Department") has undertaken an evaluation of procurement policies and procedures including those utilized within the M/WBE and DBE certification unit. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your **WBE certification until August 1, 2007**.

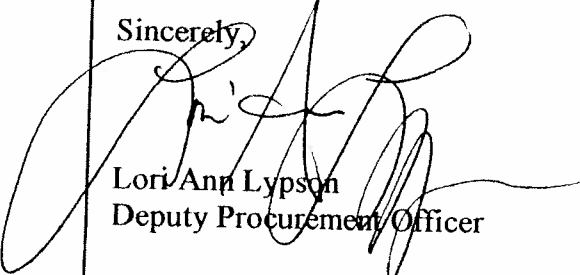
The Department may request additional information from you prior to the expiration of the courtesy period. This information will assist us in making a determination on the recertification of your company. You will receive additional information from the Department in the coming days.

As you know, your firm's participation on contracts will be credited only toward **WBE** in the following specialty area(s):

Diazo Printing and Reprographics

If you have any questions, please contact our office at 312-742-0766.

Sincerely,



Lori Ann Lypson
Deputy Procurement Officer

rg





City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

July 24, 2006

Cathleen Cushing-Duff, President
Cushing and Company
420 West Huron
Chicago, Illinois 60610

Dear Mrs. Duff:

The City of Chicago Department of Procurement Services ("Department") has undertaken an evaluation of procurement policies and procedures including those utilized within the M/WBE and DBE certification unit. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your **WBE certification until June 1, 2007**.

The Department may request additional information from you prior to the expiration of the courtesy period. This information will assist us in making a determination on the recertification of your company. You will receive additional information from the Department in the coming days.

As you know, your firm's participation on contracts will be credited only toward **WBE** in the following specialty area(s):

Diazo Printing and Reprographics

If you have any questions, please contact our office at 312-742-0766.

Sincerely,

Lori Ann Lypson
Deputy Procurement Officer

mck

SCHEDULE D-1

Affidavit of MBE/WBE Goal Implementation Plan

Project Name : CITY OF CHICAGO
BUILDING INSPECTOR
TRAINING PROGRAM

State of ILLINOIS

County (City) of COOK

I HEREBY DECLARE AND AFFIRM that I am duly authorized representative of:

ELLIOTT DUDNIK + ASSOCIATES

Name of Prime Consultant/Contractor

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago (Letters of Certification Attached).

- I. MBE or WBE Prime Consultant/Contractor. If prime consultant is a certified MBE or WBE firm, attach copy of City of Chicago Letter of Certification. (Certification of the prime consultant as a MBE satisfies the MBE goal only. Certification of the prime consultant as a WBE satisfies the WBE goal only.)
- II. MBEs and WBEs as Joint Venturers. If prime consultant is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.
- III. MBE/WBE Subconsultants. Complete for each MBE/WBE subconsultant/subcontractor/supplier.

1. Name of ~~MBE/WBE~~ PROBE CONSULTING SERVICES
 Address: 751 STRAWBERRY HILL DRIVE, GLENCOE, IL 60022
 Contact Person: SURESH G. PINJAEKAR Phone: 312-455-9850
 Dollar Amount of Participation \$ 5000⁰⁰
 Percent Amount of Participation: 21.05%

2. Name of ~~MBE/WBE~~ CUSHING AND COMPANY
 Address: 420 WEST MURON CHICAGO, IL 60610
 Contact Person: CATHLEEN CUSHING-DUFF Phone: 312-266-8228
 Dollar Amount of Participation \$ 1250⁰⁰
 Percent Amount of Participation: 5.26%

3. Name of MBE/WBE: _____
 Address: _____
 Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

5. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

6. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

7. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

8. Attach additional sheets as needed.

IV. Summary of MBE Proposal:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>PRADBE CONSULTING</u>	\$ <u>5000.00</u>	<u>21.05</u> %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	\$ <u>5000.00</u>	<u>21.05</u> %

V. Summary of WBE Proposal:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>CUSHING & CO</u>	<u>\$ 1250⁰⁰</u>	<u>5.26</u> %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total WBE Participation:	<u>\$ 1250⁰⁰</u>	<u>5.26</u> %

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.

The contractor designates the following person as their MBE/WBE Liaison Officer:

Name ELLIOTT E DUDNIK Phone Number: 847-866-7760

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct and that I am authorized, on behalf of the contractor, to make this affidavit.

Signature of Affiant (Date)

Elliott E Dudnik

State of ILLINOIS
County of COOK

This instrument was acknowledged before me on 3/21/08 (date)
by ELLIOT DUDNIK (name /s of person/s)
as OWNER (type of authority, e.g., officer, trustee, etc.)
of ELLIOT DUDNIK & ASSOCIATES (name of party on behalf of whom instrument was executed).

(Seal)

Mark F. Kelly
Signature of Notary Public



Elliott Dudnik + Associates

Architects
Engineers
Planners
Computer
Applications

913 Wesley Avenue
Evanston, Illinois 60202
847 866 7760 Voice
847 866 7897 Fax

March 20, 2008

Mr. Al Corbett, Training Manager
City of Chicago
Department of Buildings
120 North Racine Avenue
Chicago, Illinois 60617

Re: City of Chicago Building Inspector Training Program

Dear Mr. Corbett:

This will confirm that, **Elliott Dudnik + Associates**, proposes to furnish all the required classroom teaching, program and syllabus development, instructional material and handouts, examinations and other components of the proposed City of Chicago Building Inspector Training Program. We agree to the following:

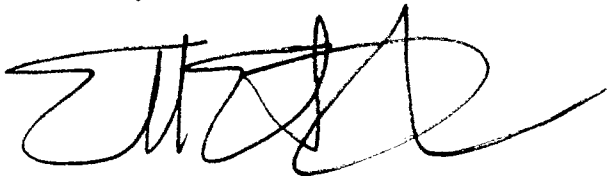
- The training course and other details including subject matter, schedule and other items shall be provided and performed per the attached Scope of Services provided to us by the City of Chicago.
- The Project Cost will be **\$23,750.00** based upon a maximum class size of 25 students.
- Should the class size exceed 25 students, the Project Cost of the program will be incremented by **\$55.00** for each additional student to cover the added costs of document reproduction.
- The attached Schedule of Compensation (Exhibit II) shall govern payments and payment schedule
- There will be full compliance with the City of Chicago Policy for Minority and Women Business Enterprise participation and we will engage certified MBE and WBE firms as a part of this program for not less than a 16.9% MBE level of participation and not less than 4.5% WBE level of participation.

In addition to this letter, I am attaching the following documents:

- **Exhibit I - Scope of Services**
- **Exhibit II – Schedule of Compensation**
- A notarized copy of **Schedule D-1 Affidavit of MBE/WBE Goal Implementation Plan** indicating a proposed 21.05% MBE participation and 5.26% proposed WBE participation for this program
- A signed **Schedule C-1 Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier or Consultant from Probe Consulting Services, Inc.** indicating intention to participate in this program and to provide structural consulting engineering services relating to building and façade restoration and inspection and a copy of the **City of Chicago MBE Certification letter** for Probe Consulting Services in the specialty area of engineering services and consulting.
- A signed **Schedule C-1 Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier or Consultant from Cushing and Company** indicating intention to participate in this program and to provide printing services for all course handouts and other teaching materials and a copy of the **City of Chicago MBE Certification** for Cushing in the specialty area of printing and reprographics.

Should these documents and our proposal be found acceptable, we agree to enter into a contract with the City of Chicago and to provide all necessary disclosure or other documentation that might be required. Should you require any other documents or information at this time, please feel free to contact me.

Sincerely,



Elliott E. Dudnik, PhD, AIA, CSI

**Elliott Dudnik
+ Associates**

Architects
Engineers
Planners
Computer
Applications

913 Wesley Avenue
Evanston, Illinois 60202
847 866 7760 Voice
847 866 7897 Fax

April 4, 2008

Mr. Al Corbett, Training Manager
City of Chicago
Department of Buildings
120 North Racine Avenue
Chicago, Illinois 60617

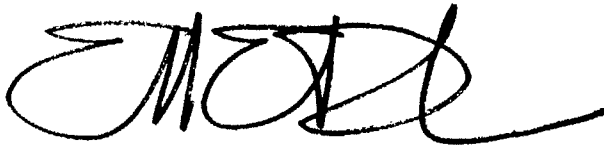
Re: City of Chicago Building Inspector Training Program
University of Illinois Copyright Assignment Agreement

Dear Mr. Corbett:

Per your request, I am transmitting to you a complete copy of the Copyright Assignment Agreement signed by the authorized officials of The Board of Trustees of the University of Illinois and me, as "Author", which assigns me all rights, title and interest to the copyright for the "Training Services for Building Inspectors of the City of Chicago" Course which I coordinated and taught under terms of the agreement between the City of Chicago and the University of Illinois dated January 26, 2000 and the subsequent amendment effective September 24, 2004.

As will be noted, this document identifies me as the Author of all the materials used in the Training Program courses and affirms and establishes my rights to all the course materials, lessons, syllabi and other related documents that would be utilized in the proposed City of Chicago Building Inspector Training Program course.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Dudnik', with a long horizontal flourish extending to the right.

Elliott E. Dudnik, PhD, AIA, CSI

COPYRIGHT ASSIGNMENT AGREEMENT

THIS AGREEMENT is entered into on March 31, 2008, ("Effective Date") by and between Elliott E. Dudnik, PhD, 1325 Main Street, Evanston, Illinois 60202 ("AUTHOR(S)"), and The Board of Trustees of the University of Illinois ("UNIVERSITY").

WHEREAS, UNIVERSITY has proprietary rights to the works, described in detail on Exhibit A, attached to and incorporated into this Agreement ("WORK"); and

WHEREAS, UNIVERSITY has determined that it is in the best interests of the parties for UNIVERSITY to assign all right, title and interest in the copyrights related to the WORK which UNIVERSITY may have now in such WORK to the AUTHOR(S), and for UNIVERSITY to waive any future copyright ownership interest in the WORK, subject to the rights reserved below;

NOW THEREFORE, in consideration of the premises and covenants herein contained, the parties hereto agree as follows:

1. UNIVERSITY hereby assigns to AUTHOR(S) all of UNIVERSITY's right, title and interest to all copyrights and copyright applications covering the WORK, and to waive any future copyright ownership interest UNIVERSITY may otherwise have in such WORK, and AUTHOR(S) agree(s) to accept such assignment hereunder.

2. AUTHOR(S) represent that each has made an inventive contribution to the WORK, or in the case of sole authorship, that he/she is the only author of the WORK.

3. In consideration for said assignment, the AUTHOR(S) agree(s) to waive the income share to which he/she would be entitled as AUTHOR(S) under the UNIVERSITY intellectual property policy, Article III, Section 1 of The General Rules Concerning University Organization and Procedure, and agrees to pay to UNIVERSITY from eventual Net Income (as defined below): fifteen percent (15%) of Net Income. "Net Income" shall mean gross income ("Income") received from distribution or use of WORK, or generated from a service contract, licensing, or sublicensing the WORK by AUTHOR(S) or any agent of AUTHOR(S), payable as provided in paragraph 4 below, less all expenses paid by AUTHOR(S) that are required to meet the obligations of such contracts or licenses.

4. Reports and Right of Accounting.

a. AUTHOR(S) shall regularly keep full, true and accurate books of account containing all particulars that may be necessary for the purpose of showing the amounts payable to UNIVERSITY hereunder.

b. AUTHOR(S), within thirty (30) days after December 31 of each year following the Effective Date of this Agreement, shall deliver to UNIVERSITY true and accurate reports of total Income, deductions, and Net Income due UNIVERSITY hereunder from

the preceding twelve (12) month period under this Agreement. These reports shall include at least the following, to be itemized per product and process covered by the WORK:

- (1) number and type of licensed products, and products and/or processes used, sold or exchanged for value by AUTHOR(S), his/her agents, licensees, sublicensees or any Affiliate;
- (2) nature and types of services provided;
- (3) names and addresses of all contractees, licensees and sublicensees of WORK and Affiliates;
- (4) total Income due from all contractees, licensees and sublicensees, including option fees and due diligence payments;
- (5) itemized deductions; and
- (6) total Net Income due.

c. For the term of this Agreement, upon receipt of thirty (30) days' prior written notice, AUTHOR(S) shall allow UNIVERSITY or its agents to inspect such books and records for the purpose of verifying AUTHOR(S)'s, its agents', licensees' sublicensees' or Affiliates' accounts receivable and Income statements relative to the WORK. If UNIVERSITY finds AUTHOR(S)'s records do not comply with the provisions of this contract for Net Income due UNIVERSITY hereunder, then AUTHOR(S) shall be responsible for all costs, expenses and attorneys' fees, if any, for auditing and rectifying same, which monies shall be payable within sixty (60) days' notice from UNIVERSITY.

5. Payment. With each report submitted under paragraph 4 above, AUTHOR(S) shall pay to UNIVERSITY the sums due and payable under this Agreement. If no payments shall be due, AUTHOR(S) shall so report. Payment shall be made payable to the "The University of Illinois" and sent with a Net Income report to:

Office of the Vice Chancellor for Research
 The University of Illinois at Chicago
 312 AOB (M/C 672)
 1737 West Polk Street
 Chicago, IL 60612-7227
 ATTN: Office of Technology Management

6. Reservation of Rights. The AUTHOR(S) hereby grant(s) to UNIVERSITY a perpetual irrevocable, non-exclusive, non-transferable, royalty-free license to use said WORK and any improvements thereon for research and educational purposes at UNIVERSITY.

7. Non-Assignment. This Agreement may not be assigned by AUTHOR(S) without the prior written consent of UNIVERSITY.

8. AUTHOR(S) agree(s) to be fully responsible for complying with all federal invention and disclosure reporting and licensing obligations which may apply with respect to the WORK

9. UNIVERSITY does not have any responsibility to further develop the WORK, and UNIVERSITY shall not be obligated to expend any additional funds, equipment, facilities or other resources. If AUTHOR(S) use UNIVERSITY resources to further develop or improve the WORK, AUTHOR(S) shall disclose same to the University of Illinois at Chicago's Office of Technology Management. UNIVERSITY reserves the right to own and administer any such improvements or future discoveries related to the WORK improvements pursuant to UNIVERSITY policy, Article III - Intellectual Property of *The General Rules Concerning University Organization and Procedure*.

10. Illinois law shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Assignment to be duly executed by affixing their signatures below.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

By: Walter K. Knorr Date: 9 April 2008
Stephen K. Rugg, Comptroller
WALTER K. KNORR

ATTEST:

By: Michele M Thompson Date: 4/4/08
Michele M. Thompson, Secretary

AUTHOR(S)

By: [Signature] Date: 4.4.08
Author

By: _____ Date: _____
Author

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/07/2007

PRODUCER
Euclid Insurance Services, Inc
234 Spring Lake Drive
Itasca, IL 60143
630 694-3700

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Elliott Dudnik & Associates
913 Wesley Ave
Evanston, IL 60202

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Transportation Ins Co	20494
INSURER B: Continental Casualty Company	20443
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COPY

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	2026430269	10/15/07	10/15/08	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	2026430269	10/15/07	10/15/08	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B		OTHER Architects & Engineers Professional Liab	SFH006086739	10/15/06	10/15/09	\$1,000,000 each claim / annual aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 *Please note: the issuing insurer will endeavor to mail 10 days notice in the event of a cancellation for non-payment of premium.
 Professional Liability is written on a 'claims made' policy form.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
JN AL

CERTIFICATE OF COVERAGE

ISSUE DATE(MM/DD/YY): 12/30/99

**THE BOARD OF TRUSTEES OF
THE UNIVERSITY OF ILLINOIS**

c/o University Office of
Risk Management
505 E. Green St., Suite 120
Champaign, IL 61820

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES OR SELF INSURANCE LISTED BELOW.

SOURCES OF COVERAGE

COVERAGE LETTER	A	UNIVERSITY OF ILLINOIS LIABILITY SELF INSURANCE PLAN
COVERAGE LETTER	B	USF&G INSURANCE COMPANY
COVERAGE LETTER	C	STATE OF ILLINOIS AUTO LIABILITY SELF INSURANCE PLAN
COVERAGE LETTER	D	UNIVERSITY OF ILLINOIS LIABILITY SELF INSURANCE PLAN

THIS IS TO CERTIFY THAT THE INSURANCE LISTED BELOW HAS BEEN PURCHASED/ESTABLISHED BY THE U OF I BOARD OF TRUSTEES FOR THE PERIODS INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH REFERENCE TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE POLICIES/SELF-INSURANCE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES OR SELF-INSURANCE PROGRAMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. POLICIES OR SELF-INSURANCE PROGRAMS.

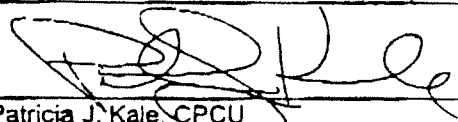
Co. Letter	TYPE OF INSURANCE	POLICY NUMBER	POLICY PERIOD	ALL LIMITS IN THOUSANDS	
A	GENERAL LIABILITY OCCURRENCE FORM	SIP	CONTINUOUS	LIMIT OF LIABILITY	\$ 5,000
B	EXCESS GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM \$350,000 SIR	3027749400	8/30/99-00	GENERAL AGGREGATE	none
				PRODUCTS COMP/OPS AGGREGATE	\$ 5,000
				PERSONAL & ADVERTISING INJURY EA. OCCURRENCE	5,000
					5,000
C	LIABILITY OWNED AUTOS FLEET AUTOS NON-OWNED AUTOS		CONTINUOUS	CSL (PER OCCURRENCE)	\$ 2,000
				BODILY INJURY (PER PERSON)	
				BODILY INJURY (PER ACCIDENT)	
				PROPERTY DAMAGE	
D	WORKER'S COMPENSATION & EMPLOYER'S LIABILITY	SIP 001	CONTINUOUS	ILLINOIS	STATUTORY
				\$ EACH ACCIDENT	\$ 5,000
				\$ (DISEASE-POLICY LIMIT)	5,000
				\$ (DISEASE-EACH EMPLOYEE)	5,000

Description of Operations/Locations/Vehicles/Special Items:

CERTIFICATE HOLDER

City of Chicago
Dept. of Purchases/Contracts & Supplies
121 N. LaSalle Street, Room 403
Chicago, IL 60602

This certificate has been issued by the University Office of Risk Management of the University of Illinois. If you have any questions, please call (217) 333-3113.


 Patricia J. Kale, CPCU
 Ass't. Director of Risk Management

