

Vendor No.: _____

Purchase Order No.: _____

SPECIFICATION NO.: 76817

RFQ NO.: 3659

CANDIDATE BACKGROUND INVESTIGATION AND REPORTING SERVICES

CONTRACT PERIOD: 60 MONTHS FROM THE DATE OF CONTRACT AWARD AND RELEASE

STARTING: _____

THROUGH: _____

REQUIRED FOR USE BY CITY OF CHICAGO



CHICAGO POLICE DEPARTMENT

Fund Number: 009-0100-0574248-0140-220140

- Attachments:**
1. SAMPLE REPORT
 2. CPD PERSONAL HISTORY QUESTIONNAIRE,
 3. CONTRACTUAL REQUIREMENTS RELATED TO HIPAA

Performance Bond: Not Required

Information: Bernie Harges, Contract Administrator
Phone: 312-744-1645, **e-mail:** Bernie.Harges@cityofchicago.org

EXECUTE AND SUBMIT ONE (1) COMPLETE ORIGINAL BID PACKAGE

**All signatures to be sworn to before a Notary Public
Bid packages must be completed and returned in its entirety.**

**Bids must be sealed, delivered and received in the City of Chicago, Department of Procurement Services,
Bid and Bond Room, City Hall, 121 N. LaSalle Street, Room 301, Chicago, Illinois 60602,
NO LATER than 11:00 a.m., Chicago Time on April 29, 2011.**

Bids will be read publicly.

Issued by:
City of Chicago
Department of Procurement Services
Room 403, City Hall
121 North LaSalle Street
Chicago, Illinois 60602

Bids must be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, "**Candidate Background Investigation and Reporting Services**", the specification number "**76817**" and the time and the date specified for receipt. The name and the address of the Bidder must also be clearly printed on the outside of the envelope(s) or package(s). Respondent must NOT scan or otherwise reproduce this document in any way.

Richard M. Daley
Mayor

Jamie L. Rhee
Chief Procurement Officer

LEGAL ADVERTISEMENT NOTICE

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1. DEFINITIONS

Wherever applicable in the Contract Documents, the following terms, or pronouns in place of them, or abbreviations, are used, the interpretation and meaning shall be interpreted as follows:

"Attachments"	means all exhibits attached hereto and/or incorporated by reference herein;
"Business Day"	means business days (Monday through Saturday, excluding Sunday or legal holidays) in accordance with the City of Chicago business calendar;
"Calendar Day"	means calendar days (Sunday through Saturday, excluding legal holidays) in accordance with the world-wide accepted calendar;
"CBIRs"	refers to Candidate Background Investigative Reports;
"Chief Procurement Officer"	refers to the Chief Executive of the Department of Procurement Services, for the City of Chicago and any representative duly authorized in writing to act on the Chief Procurement Officer's behalf;
"City"	refers to the City of Chicago, a municipal corporation and home rule government under Sections 1 and 6(a), Article VII, of the 1970 Constitution of the State of Illinois;
"Superintendent"	refers to the Chief Executive of the Chicago Police Department, for the City of Chicago, and any representative duly authorized in writing to act on the Superintendent's behalf;
"Contact Person"	refers to Contractor's management level personnel who will work as liaison between the City and the Contractor and be available to respond to any problems that may arise at a work site;
"Contract"	means this contract for Candidate Background Investigation and Reporting Services, including all exhibits attached hereto and/or incorporated by reference herein, and all amendments, modifications, or revisions made from time to time in accordance with the terms hereof;
"Contractor"	refers to the person, firm, entity or corporation who is awarded this contract;
"Contract Documents"	are herein as incorporated into the Contract before its execution, and all as may be amended, modified, revised in accordance with the terms hereof;
"Copyright Ownership"	For the purposes of this contract, the contractor and the City intend that, to the extent permitted by law, copyright ownership refers to any Background Investigative and Reporting Services produced by the Contractor and/or the subcontractor as it pertains to this contract; at the City's instance and expense under this contract are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq., and that the City will be the sole copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist, and of

all rights to apply for copyright registration or prosecute any claim of infringement.

- "Deliverables"** means any Candidate Background Investigative Services and Reporting, documents, reports, information, etc. to be provided by the Contractor to the City;
- "Delivery Location"** refers to the location where the product or service is to be provided by the Contractor;
- "Department"** means the Department of Chicago Police Department, City of Chicago;
- "Department of Professional Regulation (DPR)"** refers to the Department of Professional Regulation for the State of Illinois that safeguards and promote the health safety and welfare of the public by ensuring that licensure qualifications and standards for professional practice are properly evaluated, applied and enforced.
- "Director"** refers to the Chief Executive of the Chicago Police Department, for the City of Chicago, and any representative duly authorized in writing to act on the Director's behalf;
- "Dispose,"** means disposing,' or 'disposal" means: (1) The discarding or abandonment of Consumer Information, or (2) The sale, donation, or transfer of any medium, including computer equipment, upon which Consumer Information is being stored at the time of such sale, donation or transfer
- "Downloadable Document"** refers to the solicitation requirement(s) that are downloaded from the City of Chicago's website;
- "FCRA"** refers to the Fair Credit Reporting Act.
- "Holidays"** means the following days in accordance with the City of Chicago; New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Pulaski Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day;
- "Ownership of Documents"** refers to all data, findings or information in any form prepared, assembled or encountered by or provided to the contractor and/or in the possession of the subcontractor under this contract is property of the City
- "Proposal"** as used herein refers to the Contractor prepared document quoting a firm fixed price or unit price for performance of the Work, including all Contractor schedules and signatory documents required to be completed in accordance with the requirements of the Contract Documents;
- "Reporting Formats"** means the appearance in which a report is submitted by the Contractor to the City;
- "Services"** means all work to be performed by the Contractor hereunder, including provision of all labor materials, equipment, supplies and other incidentals

necessary or convenient to the successful completion of the work;

"Subcontractor" means any person or entity with whom the Contractor contracts to provide any part of the Work, including subcontractors of any tier, suppliers and material men, whether or not in privity with the Contractor;

"Superintendent" refers to the Chief Executive of the Chicago Police Department, for the City of Chicago, and any representative duly authorized in writing to act on the Superintendent's behalf;

"Work Site" refers to the location where the work is to be performed by the Contractor.

Unless a contrary meaning is specifically noted elsewhere, words as required, as directed, as permitted, and similar words mean that requirements, directions of, and permission of the Superintendent or Chief Procurement Officer are intended; similarly the words approved, acceptable, satisfactory, or words of like import, will mean approved by, acceptable to, or satisfactory to the Superintendent or Chief Procurement Officer. The words necessary, proper, or words of like import as used with respect to extent of Work specified will mean that Work must be conducted in a manner, or be of character which is necessary or proper in the opinion of the Superintendent. The Superintendent's judgment in such matters will be considered final and incontestable by the Contractor.

Wherever the imperative form of address is used, such as provide equipment required it will be understood and agreed that such address is directed to the Contractor.

2. GENERAL CONDITIONS

Bids will be received by the Chief Procurement Officer of the City of Chicago in accordance with Contract Documents as set forth herein.

2.1. DOWNLOADABLE DOCUMENTS

Bidder's that download a bid solicitation from the City of Chicago's website: <http://cityofchicago.org/procurement>, instead of obtaining the hard copy paper bid solicitation from the City of Chicago's Bid and Bond Room, the bidder is responsible for checking the City of Chicago's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the City's website will not relieve the bidder from being bound by any additional terms and/or conditions in the clarification and/or addenda. The City will not be responsible for bidder's failure to consider additional information contained therein in preparing the bid or proposal.

Note: Multiple clarifications and/or addenda may be issued in which the bidder is responsible for obtaining.

If the bid solicitation was downloaded from the City of Chicago's website instead of picking it up in paper from the City of Chicago's Bid and Bond Room, the bidder MUST contact the City of Chicago, Department of Procurement Services, Bid and Bond Room at 312-744-9773 or by faxing a copy of a business card (include e-mail address, Specification No and RFQ No) at 312-744-5611 to register your company as a document holder for this bid solicitation.

Any harm to the bidder resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this bid solicitation.

2.2. ECONOMIC DISCLOSURE STATEMENT(S), AFFIDAVIT(S) AND APPENDIX A

The bidder shall complete an online EDS prior to the bid due date. A bidder who does not file an electron EDS prior to the bid due date may be found non-responsive and its bid be rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining your good faith efforts to complete it before the response due date and the reasons why it could not be completed.

2.3. EXAMINATION BY BIDDER

The bidder must, before submitting its bid, carefully examine the proposal, plans, specifications, contract documents and bonds. The bidder must inspect in detail the site of the proposed work and familiarize itself with all the local conditions affecting the contract and the detailed requirements of construction. If its bid is accepted, the bidder will be responsible for all errors in its proposal resulting from failure or neglect to comply with these instructions. The City will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

Unless otherwise provided in the Contract, when the plans or specifications include information pertaining to subsurface exploration, borings, test pits, and other preliminary investigation, such information represents only the opinion of the City as to the location, character, or quantity of the materials encountered and is only included for the convenience of the bidder. The City assumes no

responsibility with respect to the sufficiency or accuracy of the information, and there is no guaranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the work, or that unanticipated developments may not occur.

2.4. PREPARATION OF PROPOSAL

The bidder must prepare its proposal on the attached proposal forms. Unless otherwise stated, all blank spaces on the proposal page or pages, applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and, if required, in words.

If bidder is a corporation, the President and Secretary must execute the bid and the Corporate seal must be affixed. In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.

If bidder is a partnership, all partners must execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Chief Procurement Officer must be submitted.

If bidder is a sole proprietorship, the sole proprietorship must execute the bid.

A Partnership, Joint Venture or Sole Proprietorship operating under an Assumed Name must be registered with the Illinois county in which located, as provided in 805ILCS 405 (1992).

2.5. SUBMISSION OF PROPOSALS

All prospective bidders must submit sealed proposals with applicable bid deposit enclosed in envelopes provided for that purpose in the Department of Procurement Services, Bid and Bond Room, Room 301, City Hall, and if proposals are submitted in envelopes other than those so provided for this purpose, then the sealed envelope submitted by the prospective bidder must carry the following information on the face of the envelope: bidders name, address, subject matter of proposal, advertised date of bid opening and the hour designated for bid opening as shown on the legal advertisement.

Where proposals are sent by mail to the DEPARTMENT OF PROCUREMENT SERVICES, the bidders will be responsible for their delivery to the Department of Procurement Services, Bid and Bond Room, Room 301, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602 before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, proposals thus delayed will not be accepted.

Proposals must be submitted with original signatures in the space provided on the appropriate Proposal Execution Page. Proposals not properly signed and notarized will be rejected.

2.6. WITHDRAWAL OF PROPOSALS

Bidders may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of bids. However, no bidder will withdraw or cancel his proposal for a period

of sixty (60) calendar days after said advertised closing time for the receipt of proposals nor must the successful bidder withdraw or cancel or modify his proposal after having been notified by the Chief Procurement Officer that said proposal has been accepted by the City. The City reserves the right to withhold and deposit, as liquidated damages and not a penalty, the bid deposit of any bidder requesting withdrawal, cancellation or modification of its proposal prior to the stated period for acceptance of proposal.

Where this contract shall be approved by another agency, such as the Federal Government or State of Illinois, then the bidder shall not withdraw or cancel or modify his proposal for a period of ninety (90) calendar days after said advertised closing time for the receipt of proposals.

2.7. COMPETENCY OF BIDDER

The Chief Procurement Officer reserves the right to refuse to award a Contract to any person, firm or corporation that is in arrears or is in default to the City of Chicago upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City, or had failed to perform faithfully any previous contract with the City.

The bidder, if requested, must present within a reasonable time, as determined by the Chief Procurement Officer, evidence satisfactory to the Chief Procurement Officer of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

2.8. CONSIDERATION OF PROPOSALS

The Chief Procurement Officer will represent and act for the City in all matters pertaining to this proposal and contract in conjunction therewith. The Chief Procurement Officer reserves the right to reject any or all proposals and to disregard any informality in the bids and bidding, when in the Chief Procurement Officer's opinion the best interest of the City will be served by such action.

The proposal is contained in these contract documents and **MUST NOT BE DETACHED FROM HERE** by any bidder when submitting a proposal. Incomplete proposals are subject to rejection.

2.9. ACCEPTANCE OF PROPOSALS

The Chief Procurement Officer will accept in writing one of the proposals or reject all proposals, within sixty (60) calendar days, or within ninety (90) calendar days where approval by other agencies is required, from the date of opening of bids, unless the lowest responsible bidder, upon request of the City, extends the time of acceptance to the City.

2.10. INTERPRETATION OF CONTRACT DOCUMENTS

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, a written request for an interpretation thereof may be submitted to the Chief Procurement Officer. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Chief Procurement Officer. A copy of such addendum will be mailed, faxed, electronically mailed or delivered to each person receiving a set of such contract documents and to such other prospective bidders as will have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the

time of the opening of bids will not be grounds for withdrawal of proposal. Bidder will acknowledge receipt of each addendum issued in space provided on appropriate proposal execution page. Oral explanations will not be binding.

2.11. MATERIALS INSPECTION AND RESPONSIBILITY

The City, by its Chief Procurement Officer, will have a right to inspect any material to be used in carrying out this contract.

The City does not assume any responsibility for the availability of any controlled materials or other materials and equipment required under this contract. The Contractor will be responsible for the contracted quality and standards of all materials, components or completed work furnished under this contract up to the time of final acceptance by the City.

Materials, components or completed work not complying therewith may be rejected by the Chief Procurement Officer and must be replaced by the Contractor at no cost to the City.

Any materials or components rejected must be removed within a reasonable time from the premises of the City at the entire expense of the Contractor, after the City has mailed written notice to the Contractor that such materials or components have been rejected.

2.12. TAXES

Federal Excise Tax does not apply to materials purchased by the City of Chicago by virtue of Exemption Certificate No. 36-6005820 and State of Illinois Sales Tax does not apply by virtue of Exemption Certificate No. E9998-1874-07. Illinois Retailers Occupation Tax, Use Tax, and Municipal Retailers Occupation Tax do not apply to materials or services purchased by the City of Chicago by virtue of Statute. The price or prices quoted herein shall include all other Federal and/or State, direct and/or indirect taxes which apply. The prices quoted herein shall comply with all Federal laws and regulations.

2.13. CONTRACTOR'S FINANCIAL STATEMENT

If requested by the Chief Procurement Officer the bidder will file with the office of the Chief Procurement Officer a CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION dated not earlier than the end of the Contractor's last fiscal year period. The Contractor's Statement of Experience and Financial Condition will be kept on file by the Chief Procurement Officer as a representative statement for a period of one (1) year. The Contractor's Statement of Experience and Financial Condition forms are available at the office of the Bid and Bond Section, DEPARTMENT OF PROCUREMENT SERVICES, Room 301 City Hall, or may be obtained by addressing a request to the Chief Procurement Officer, Room 403, City Hall, Chicago, Illinois, 60602. Failure to have a current Contractor's Statement of Experience and Financial Condition form on file with the DEPARTMENT OF PROCUREMENT SERVICES may be cause for the rejection of Contractor's Proposal.

2.14. ORDER OF PRECEDENCE OF COMPONENT CONTRACT PARTS

The order of precedence of the component contract parts will be as follows:

1. General Conditions.
2. Addenda, if any.
3. Special Conditions.

4. Plans or City Drawings, if any.
5. Detailed Specifications.
6. Standard Specifications of the City, State or Federal Government, if any.
7. Advertisement for proposals (copy of advertisement to be attached to back of cover).

The foregoing order of precedence will govern the interpretation of the contract in all cases of conflict or inconsistency therein, except as may be otherwise expressly provided by the City.

2.15. NOTICES

All communications and notices to the City herein provided for will be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the Superintendent of the using department by name and address listed on the cover hereof, and to the Chief Procurement Officer, Room 403, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602.

All communications and notices to the bidder, unless otherwise provided for, will be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the bidder by name and address listed on the proposal hereof.

2.16. NON-DISCRIMINATION

Federal Requirements

It is an unlawful employment practice for the Contractor (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, or the terms, conditions, or privileges of his employment, because of such individuals race, color, religion, sex, age, handicap or national origin; or (2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individuals race, color, religion, sex, age, handicap or national origin.

Contractor must comply with The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (1988), as amended. Attention is called to: Exec. Order No. 11,246, 30 Fed. Reg. 12,319 (1965), reprinted in 42 U.S.C. 2000(e) note, as amended by Exec. Order No. 11,375, 32 Fed. Reg. 14,303 (1967) and by Exec. Order No. 12,086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 6101-6106 (1988); Rehabilitation Act of 1973, 29 U.S.C. sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 et seq.; and 41 C.F.R. Part 60 et seq. (1990); and all other applicable federal laws, rules, regulations and executive orders.

State Requirements

Contractor must comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. (1992), as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, 445 Ill. Admin. Code '750 Appendix A. Furthermore, the Contractor must comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq. (1992), as amended; and all other applicable state laws, rules, regulations and executive orders.

City Requirements

Contractor must comply with the Chicago Human Rights Ordinance, Ch. 2-160, Section 2-160-010 et seq. of the Chicago Municipal Code (1990), as amended; and all other applicable municipal code provisions, rules, regulations and executive orders. Further, Contractor must furnish or shall cause each of its subcontractor(s) to furnish such reports and information as requested by the Chicago

Commission on Human Relations.

2.17. INDEMNITY

Contractor must defend, indemnify, keep and hold harmless the City, its officers, representatives, elected and appointed officials, agents and employees from and against any and all Losses, including those related to:

injury, death or damage of or to any person or property;
any infringement or violation of any property right (including any patent, trademark or copyright);
failure to pay or perform or cause to be paid or performed Contractors covenants and obligations as and when required under this Contract or otherwise to pay or perform its obligations to any subcontractor;
the City's exercise of its rights and remedies under this Contract; and
injuries to or death of any employee of Contractor or any subcontractor under any workers compensation statute.

"Losses" means, individually and collectively, liabilities of every kind, including Losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys' fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which in any way arise out of or relate to the acts or omissions of Contractor, its employees, agents and subcontractors.

At the City Corporation Counsels option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Contract. Any settlement must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision (such as, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

The indemnities in this section survive expiration or termination of this Contract for matters occurring or arising during the term of this Contract or as the result of or during the Contractors performance of services beyond the term. Contractor acknowledges that the requirements set forth in this section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Contractor's duties under this Contract, including the insurance requirements set forth in the Contract.

2.18. EMPLOYMENT

The Contractor must comply with AN ACT to give preference to the veterans of the United States military and naval service in appointments and employment upon public works, by, or for the use of, the State of its political subdivisions, approved June 12, 1935, as amended. Attention is called to Chapter 126-1/2, Section 23, Ill. Rev. Stats. 1987.

2.19. SAFETY AND LOSS CONTROL

The Contractor, its agents, employees, material suppliers and subcontractors, will perform all work on the project in a safe and responsible manner. The Contractor, its agents, employees, material suppliers, and subcontractors are required to maintain compliance with all local, state and federal

regulatory requirements and current versions of applicable consensus standards (incorporated by reference), pertaining to the work being performed. This includes, but is not limited to the requirements of the City of Chicago Municipal Code, Illinois Department of Labor (IDOL), Illinois Department of Transportation (IDOT), Illinois Environmental Protection Agency (ILEPA), the Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT) and the Environmental Protection Agency (EPA) where applicable.

Minimum requirements of the Contractors accident/incident prevention program include, but are not limited to the following:

A training program that includes safety and the identification of worksite hazards.

Standard operating procedures, applicable directives, rules and regulations, which promote rather than discourage safe operating procedures, (i.e., encouraging employees to report unsafe conditions, to participate in investigations, and to report all work related injuries and illnesses immediately, or as soon as possible).

Implementation of an Accident/Incident Reporting Program, which includes first-aid and injury treatment procedures at the job site and the use of the nearest medical facility. The Program must also include procedures for reporting incidents involving near misses or damage to City equipment and/or property. Procedures must ensure that injured or medically ill persons receive prompt first-aid and/or medical treatment and that every accident/incident occurring on City property, is promptly reported to Contractor management and the Superintendent. A completed report of the accident/incident must be promptly submitted to the Superintendent.

Develop an Emergency Evacuation/Disaster Control Plan consistent with the Superintendent's requirements. The plan must include applicable names and telephone numbers of Contract Management. The Contractor must communicate the contents of the plan to its employees and subcontractors. The Contractor's employees and subcontractors must be trained in the use of the emergency procedures. Copies of the plan must be provided to the Superintendent.

Contractors must also comply with the safety and health requirements of the Superintendent. The Superintendent may at any time, require additional provisions, if such are deemed necessary for public safety or convenience.

The Contractor's attention is directed to the Health and Safety Act of the State of Illinois, 8209 ILCS 225/3 et seq. The rules pursuant to this Act are on file with the Secretary of State of Illinois and are identical in every respect with the standards in effect under the Federal OSHA law, pursuant to orders of the Illinois Industrial Commission. The Federal and State standards require that the Contractor provide reasonable protection to the lives, health, and safety of all persons employed under this Contract. Such act and rules and the applicable parts thereof must be considered as part of this Contract.

The Contractor and subcontractors must comply with said requirements, standards, and regulations, as required; and be directly responsible for compliance therewith on the part of its said agents, employees, and material suppliers. The Contractor and subcontractors must directly receive, respond to, defend and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of its failure on the part of its agents, employees, or material suppliers to so comply.

2.20. LIVING WAGE ORDINANCE

(a) Contractor must pay its Covered Employees (as defined below), and must ensure that all

subcontractors pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "**Base Wage**"). For purposes of this section, "Covered Employees" means those categories of workers employed in the performance of City contracts that are identified in Section 2-92-610 of the Municipal Code, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers and clerical workers.

(b) Contractor's obligation to pay, and to ensure payment of, at least the Base Wage will begin upon the commencement of the term of this contract and will continue until the end of the term of this contract.

(c) As of July 1, 2010, the Base Wage is \$11.03 per hour, and each July 1 thereafter, the Base Wage will be adjusted using the most recent federal poverty guidelines for a family of four as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four divided by 2000 hours or the current base wage, whichever is higher. The currently applicable Base Wage is available from the City's Department of Procurement Services. At all times during the term of this contract, Contractor and all subcontractors must pay at least the Base Wage (as adjusted in accordance with the above) to any Covered Employees. If the prevailing wages are higher than the Base Wage, then Contractor and all subcontractors must pay the prevailing wage rates.

(d) Contractor must include provisions in all subcontracts requiring its subcontractors to pay at least the Base Wage to their Covered Employees. Contractor agrees to provide the City with documentation acceptable to them demonstrating that all Covered Employees, whether employed by Contractor or by a subcontractor, have been paid at least the Base Wage, upon the City's request for such documentation. The City may independently audit Contractor and/or subcontractors to verify compliance with this section. Failure to comply with the requirements of this section will be an event of default under this contract, and further, failure to comply may result in ineligibility for any award of a City contract or subcontract for up to 3 years.

(e) Not-for-Profit Corporations: If Contractor is a corporation having federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and is recognized under Illinois not-for-profit law, then the provisions of subsections (a) through (d) above do not apply.

2.21. PREVAILING WAGE RATES

Contractor must pay, to the laborers, mechanics and other workers involved in this project, the prevailing wages established for those categories pursuant to the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq., irrespective if whether the Act, by its terms, applies to the activities conducted under this Contract.

Contractor's attention is called to the generally prevailing rate of wages for Cook County in effect at the time these specifications were issued, as determined by IDOL. They are also the prevailing wage rates for the City of Chicago. They are attached to and incorporated in these specifications, or refer to website: www.state.il.us/agency/idol/CM/countym.htm for Cook County. Contractor is fully responsible for paying the generally prevailing hourly rate of wages in effect at the time of the activities, as determined by the IDOL, to all PW Employees. If IDOL revises the prevailing rate of hourly wages to be paid before expiration of this Contract, the revised rate applies from the effective date of the revision, but any such revision will not entitle Contractor to any compensation under the terms of this Contract.

City may require the Contractor to submit an affidavit to the effect that not less than the prevailing hourly wage rate is being paid to all PW Employees employed during the term of this Contract.

2.22. PAYMENT TO CONTRACTOR

Work performed under this contract is interpreted to include materials to be furnished under this contract which are suitably stored at the site of the work. Unless otherwise provided in Special Conditions, which will be subject to the provisions of Chapter 26-13 of the Municipal Code of Chicago, the Chief Procurement Officer may from time to time, in cases where the Contractor must proceed properly to perform and complete his contract, grant to such Contractor as the work progresses an estimate of the amount already earned. All partial payment estimates shall be subject to correction by the final estimate.

Waivers from Subcontractors and Suppliers indicating that they have received their share from the Contractor of the previous partial payment to the Contractor must be presented concurrently by the Contractor when he presents an estimate for a partial payment.

The Chief Procurement Officer may, whenever he have reason to believe that the Contractor has neglected or failed to pay any subcontractors, workmen or employees for work performed or for materials furnished and used in or about the work contracted for, order and direct that no future vouchers or estimates be issued and no further payments be made upon the contract until said Chief Procurement Officer has been satisfied that such subcontractors, workmen and employees have been fully paid, and the reserve sum referred to in the above stated Chapter 26-13 has not been payable until the Contractor has satisfied the Chief Procurement Officer that all subcontractors, material men, workmen and employees have been fully paid.

Whenever the Chief Procurement Officer notifies the Contractor, by notice personally served or by mailing a copy thereof to the Contractor to his office as shown by his bid, that no further vouchers or estimates will be issued or payments made on the contract until subcontractors, workmen and employees have been paid, and the Contractor neglect or refuse for the period of ten (10) calendar days after such notice is given, as above provided for, to pay such subcontractors, workmen and employees, the City may then apply any money due or that may become due under the contract to the payment of such subcontractors, workmen and employees without other or further notice to said Contractor; but failure of the City to retain and apply such moneys, or of the Chief Procurement Officer to order or direct that no vouchers or estimates shall be issued or further payments be made shall not, nor shall the paying over of such reserve sum without such subcontractors, workmen or employees being first paid, in any way affect the liability of the Contractor or of his sureties to the City, or to any such subcontractors, workmen or employees upon any bond given in connection with such contract.

Before final payment is made under the contract and as a condition precedent to such final payment, the Contractor shall furnish waivers of all liens and satisfactory guarantees against all claims on account of work performed, tools and plant employed, and material and labor furnished under the contract. The Contractors shall not be entitled to demand or receive final payment until all the stipulations, provisions and conditions set forth in the contract have been complied with, and the work has been accepted by the Superintendent, whereupon the City will, at the expiration of thirty (30) calendar days after such completion and acceptance, pay the whole account of money due the Contractor under the contract.

The acceptance by the Contractor of the final payment above mentioned shall operate as and shall be a release to the City from all claims or liability under this contract for anything done or furnished or relating to the work under this contract, or for any act or neglect of the City relating to or connected with this contract.

2.23. COOPERATION BETWEEN CONTRACTORS

Unless otherwise provided in Special Conditions, if separate contracts are let for work within or adjacent to the project site as may further be hereinafter detailed in the contract documents, each Contractor must conduct his work so as not to interfere with or hinder the progress of completion of the work being performed by other contractors.

Each Contractor involved must assume all liability, financial or otherwise, in connection with his contract, and shall protect and save harmless the City from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same improvement. Each Contractor must assume all responsibility for all work not completed or accepted because of the presence and operations of the other contractors.

The Contractor must as far as possible, arrange his work and place and dispose of the materials being used, so as not to interfere with the operations of the other contractors within or adjacent to the limits of the project site. Contractor must join his work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others.

2.24. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract will be assigned or any part of the same sub-contracted without the written consent of the Chief Procurement Officer; but in no case will such consent relieve the Contractor from his obligations, or change the terms of the contract.

The Contractor will not transfer or assign any contract funds or claims due or to become due without the written approval of the Chief Procurement Officer having first been obtained.

The transfer or assignment of any contract funds either in whole or in part, or any interest therein, which will be due or to become due to the Contractor, will cause the annulment of said transfer or assignment so far as the City is concerned.

2.25. SUBCONTRACTORS

The Contractor must notify the Chief Procurement Officer, in writing, of the names of all subcontractors to be used and will not employ any that the Chief Procurement Officer may object to.

The Contractor will not subcontract any portion of the services or work to be performed hereunder without the prior written consent of the Chief Procurement Officer. The Subcontracting of the services or work or any portion thereof without the prior written consent of the Chief Procurement Officer will be null and void. The Contractor will not make any substitution of a subcontractor without the written consent of the Chief Procurement Officer. The substitution of a subcontractor without the prior written consent of the Chief Procurement Officer will be null and void. The Chief Procurement Officer's consent will not relieve the Contractor from any of its obligations under the Contract.

The Contractor will subcontract with only competent and responsible subcontractors. If, in the judgment of the Superintendent or the Chief Procurement Officer, any subcontractor is careless, incompetent, violates safety or security rules, obstructs the progress of the services, acts contrary to instructions, acts

improperly, is not responsible, is unfit, is incompetent, violates any laws applicable to this Contract, or fails to follow the requirements of this Contract, then the Contractor will, immediately upon notice from the Superintendent or the Chief Procurement Officer, discharge or otherwise remove such subcontractor.

2.26. SUBCONTRACTORS WITH DISABILITIES

The City encourages Contractors to use Subcontractors that are firms owned or operated by individuals with disabilities, as defined by Section 2-92-586 of the Municipal Code of the City of Chicago, where not otherwise prohibited by federal or state law.

2.27. SUBCONTRACTOR PAYMENTS

Contractor must submit a status report of Subcontractor payments with each invoice for the life of the contract on the "Subcontractor Payment Certification" form required by the City. The form can be downloaded from the City's website at http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/subcompliance.pdf.

The statement must list the following for Contractor and for each Subcontractor and supplier for the period for which payment is requested:

- (i) Total amount invoiced by the Contractor for the prior month;
- (ii) The name of each particular Subcontractor or supplier utilized during the prior month;
- (iii) Indication if the Subcontractor or supplier is acting as an MBE, WBE, DBE, or non-certified firm on this contract;
- (iv) The vendor/supplier number of each Subcontractor or supplier;
- (v) Total amount invoiced that is to be paid to each Subcontractor or supplier.

If a Subcontractor has satisfactorily completed its services, or provided specified materials in accordance with the requirements of the Contract, Contractor must pay Subcontractor for such work or materials within fourteen (14) calendar days of Contractor receiving payment from the City.

2.28. DEMURRAGE AND RE-SPOTTING

The City will be responsible for demurrage charges only when such charges accrue because of the City's negligence in unloading the material.

The City will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the City.

2.29. MATERIALS INSPECTION AND RESPONSIBILITY

The City, by its engineering agencies, will have a right to inspect any material to be used in carrying out this contract.

The City does not assume any responsibility for the availability of any controlled materials or other materials and equipment required under this contract.

The Contractor must be responsible for the contracted quality and standards of all materials, components or completed work furnished under this contract up to the time of final acceptance by the City.

Materials, components or completed work not complying therewith may be rejected by the Chief Procurement Officer and must be replaced by the Contractor at no cost to the City.

Any materials or components rejected must be removed within a reasonable time from the premises of the City at the entire expense of the Contractor, after written notice has been mailed by the City to the Contractor that such materials or components have been rejected.

2.30. CASH BILLING TERMS

Any cash billing discounts offered will not be considered in the evaluation of bids.

2.31. SUPERVISION

The Contractor must personally supervise the work or will have a competent person at the site at all times to act for Contractor.

2.32. PLANS OR DRAWINGS AND SPECIFICATIONS CO-OPERATIVE

Plans or drawings mentioned in the specifications will be so considered that any material shown on plans or drawings and not therein specified, or material therein specified and not shown on plans or drawings, will be executed by the Contractor the same as though it were both shown and specified.

2.33. PERMITS

Unless otherwise provided in the Special Conditions, the Contractor must take out, at Contractor's own expense, all permits and licenses necessary to carry out the work described in this contract.

2.34. AUDITS

The City may in its sole discretion audit the records of Contractor or its Subcontractors, or both, at any time during the term of this Contract or within five (5) years after the Contract ends, in connection with the goods, work, or services provided under this Contract. Each calendar year or partial calendar year is considered an audited period. If, as a result of such an audit, it is determined that Contractor or any of its Subcontractors has overcharged the City in the audited period, the City will notify Contractor. Contractor must then promptly reimburse the City for any amounts the City has paid Contractor due to the overcharges and also some or all of the cost of the audit, as follows:

A. If the audit has revealed overcharges to the City representing less than five percent (5%) of the total value, based on the contract prices, of the goods, work, or services provided in the audited period, then the Contractor must reimburse the City for fifty percent (50%) of the cost of the audit and fifty percent (50%) of the cost of each subsequent audit that the City conducts.

B. If, however, the audit has revealed overcharges to the City representing five percent (5%) or more of the total value, based on the contract prices, of the goods, work, or services provided in the audited period, then Contractor must reimburse the City for the full cost of the audit and of each

subsequent audit.

Failure of Contractor to reimburse the City in accordance with A or B above is an event of default under this Contract, and Contractor will be liable for all of the City's costs of collection, including any court costs and attorneys fees.

2.35. TIME AND PROGRESS

It is understood and agreed that TIME IS OF THE ESSENCE OF CONTRACT, and the Contractor agrees to begin actual work covered by this contract in conformity with the provisions set forth herein and to prosecute the same with all due diligence, so as to complete the entire work under this contract within the calendar days stipulated after the date for commencement of work as specified in the written notification to the Contractor from the Superintendent, using double shift and holiday work when necessary.

Unless otherwise provided in Special Conditions, the Contractor must submit to the Superintendent for approval, within five (5) calendar days after the effective date of this contract, a TIME SCHEDULE for performing operations under this contract which will insure the satisfactory completion of the entire work within the time hereinafter specified. When approved and accepted by the Superintendent, the Contract shall prosecute the work under this contract so that the actual work completed shall be not less than required by such approved TIME SCHEDULE for performing operations under this contract which will insure the satisfactory completion of the entire work within the time hereinafter specified. When approved and accepted by the Superintendent, the Contractor shall prosecute the work under this contract so that the actual work completed shall be not less than required by such approved TIME SCHEDULE.

If the rate of progress be such that the total amount of work accomplished by the Contractor within any time mentioned in such approved TIME SCHEDULE is less than the amount therein specified to be completed within such time, then the Chief Procurement Officer may declare this contract in default as provided herein.

2.36. PROVISIONS RELATIVE TO DELAY

Should the Contractor be obstructed or delayed in the commencement, prosecution or completion of the work under this contract by any act or delay of the City or by order of the Superintendent, howsoever caused, then the time herein fixed for the completion of said work will be extended for a period equivalent to the time lost by reason of such acts or delays of the City or orders of the Superintendent.

It is otherwise understood that no extension of time will be granted to the Contractor unless Contractor, immediately upon knowledge of the causes of an unavoidable delay, first notifies the Superintendent and Chief Procurement Officer in writing, stating the approximate number of days he expects to be delayed.

The Contractor must also make a request in writing to the Superintendent and Chief Procurement Officer for an extension of time within ten (10) calendar days after the cessation of the delay. Compliance by the Contractor with the requirements set forth in this paragraph are conditions precedent to the granting of an extension of time and it is hereby agreed that in case of failure to comply with said requirements, the Contractor shall not be entitled to an extension of time.

The Chief Procurement Officer and the Superintendent will determine the number of days, if any, that the Contractor has been delayed. Such determination when approved and authorized in writing by the Mayor, Comptroller and the Chief Procurement Officer, will be final and binding.

It is further expressly understood and agreed that the Contractor shall not be entitled to any damages or compensation from the City, or be reimbursed for any loss or expense on account of any delay or delays resulting from any of the causes aforesaid.

2.37. PRICE REDUCTION

If at any time after the date of the bid or offer the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction will be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a general price reduction will mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a general price reduction under this provision. The Contractor must invoice the ordering offices at such reduced prices indicating on the invoice that the reduction is pursuant to the Price Reduction provision of the contract documents. The Contractor, in addition, must within ten (10) calendar days of any general price reduction notify the Chief Procurement Officer of the City of Chicago of such reduction by letter. Failure to do so may require termination of the contract. Upon receipt of any such notice of a general price reduction all ordering offices will be duly notified by the Chief Procurement Officer.

The Contractor must furnish, within ten (10) calendar days after the end of the contract period, a statement certifying either:

that no general price reduction, as defined above, was made after the date of the bid or offer; or if any such general price reductions were made, that is provided above, they were reported to the Chief Procurement Officer within ten (10) calendar days, and ordering offices were billed at the reduced prices.

Where one or more such general price reductions were made, the statement furnished by the Contractor must include with respect to each price reduction:

the date when notice of any such reduction was issued;
the effective date of the reduction; and
the date when the Chief Procurement Officer was notified of any such reduction.

2.38. PROHIBITION ON CERTAIN CONTRIBUTIONS – MAYORAL EXECUTIVE ORDER NO. 05-1

Contractor agrees that Contractor, any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Contractor's Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5 percent ("Sub-owners") and

spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall not make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee (i) after execution of this bid, proposal or Contract by Contractor, (ii) while this Contract or any Other Contract is executory, (iii) during the term of this Contract or any Other Contract between Contractor and the City, or (iv) during any period while an extension of this Contract or any Other Contract is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor agrees that it shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

Contractor agrees that the Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 05-1 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 05-1.

Contractor agrees that a violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 05-1 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 05-1 prior to award of the Contract resulting from this specification, the Chief Procurement Officer may reject Contractor's bid.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Other Contract" means any other contract with the City of Chicago to which Contractor is a party that is (i) formed under the authority of chapter 2-92 of the Municipal Code of Chicago; (ii) entered into for the purchase or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved or authorized by the city council.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

Individuals are "Domestic Partners" if they satisfy the following criteria:

- A. they are each other's sole domestic partner, responsible for each other's common welfare; and
- B. neither party is married; and
- C. the partners are not related by blood closer than would bar marriage in the State of Illinois; and
- D. each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and
- E. two of the following four conditions exist for the partners:
 - 1. The partners have been residing together for at least 12 months.
 - 2. The partners have common or joint ownership of a residence.
 - 3. The partners have at least two of the following arrangements:
 - a. joint ownership of a motor vehicle;
 - b. a joint credit account;
 - c. a joint checking account;
 - d. a lease for a residence identifying both domestic partners as tenants.
 - 4. Each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

2.39. CONFLICTS OF INTEREST

No member of the governing body of the City of Chicago or other unit of government and no other officer, employee or agent of the City of Chicago or other unit of government who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interests, direct or indirect, in the contract.

The Contractor covenants that he presently has no interest and will not acquire any interest, direct or indirect, in the project to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The Contractor further covenants that in its performance of the contract no person having any such interest shall be employed.

2.40. DISCLOSURE OF OWNERSHIP

Pursuant to Chapter 2-154 of the Municipal Code of the City of Chicago, any person, business entity or agency submitting a bid or proposal to or contracting with the City of Chicago will be required to complete the Disclosure of Ownership Interests in the attached Economic Disclosure Statement and Affidavit. Failure to provide complete or accurate disclosure will render this Contract voidable.

2.41. DISCLOSURE OF RETAINED PARTIES - EXECUTIVE ORDER 97-1

The bidder is required to execute the Disclosure of Retained Parties Section of the Economic Disclosure Statement and Affidavit required by Executive Order 97-1. Refusal to execute the Disclosure of Retained Parties section of the Economic Disclosure Statement and Affidavit will result in the Chief Procurement Officer declaring the bidder non-responsible, moreover, if a bidder is deemed non-

responsible under this provision, the bidder's status as a non-responsible bidder may apply to the bidder's subsequent bids.

2.42. GOVERNMENTAL ETHICS ORDINANCE

Contractor must comply with Chapter 2-156 of the Municipal Code of Chicago, Governmental Ethics, including but not limited to Section 2-156-120 of this Chapter pursuant to which no payment, gratuity or offer of employment will be made in connection with any City contract, by or on behalf of a subcontractor to the prime Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. Any contract negotiated, entered into, or performed in violation of any of the provisions of this Chapter will be voidable as to the City.

2.43. CHAPTER 2-26 OF THE MUNICIPAL CODE OF CHICAGO, OFFICE OF COMPLIANCE

It is the duty of any bidder, proposer, Consultant, Contractor, all Subcontractors, and every applicant for certification of eligibility for a City Contract or program, and all officers, directors, agents, partners and employees of any bidder, proper, the Contractor or such applicant to cooperate with the Office of Compliance in any investigation or audit pursuant to Chapter 2-26 of the Municipal Code of Chicago. The Contractor understands and will abide by all provisions of Chapter 2-26 of the Municipal Code of Chicago. All subcontracts will inform Subcontractors of this provision and require understanding and compliance with it.

2.44. CHAPTER 2-56 OF THE MUNICIPAL CODE OF CHICAGO, OFFICE OF INSPECTOR GENERAL

It is the duty of any bidder, proposer, or Contractor, all subcontractors, and every applicant for certification of eligibility for a City contract or program, and all officers, directors, agents, partners, and employees of any bidder, proposer, contractor, or such applicant to cooperate with the Inspector General in any investigation or hearing undertaken pursuant to Chapter 2-56 of the Chicago Municipal Code. The Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code of Chicago. Contractors must inform subcontractors of this provision and require understanding and compliance herewith.

2.45. SECTION 2-92-380 OF THE MUNICIPAL CODE OF CHICAGO

In accordance with Section 2-92-380 of the Municipal Code of Chicago and in addition to any other rights and remedies (including any of set-off) available to the City of Chicago under the contract or permitted at law or in equity, the City will be entitled to set off a portion of the contract price or compensation due under the contract, in an amount equal to the amount of the fines and penalties for each outstanding parking violation complaint and the amount of any debt owed by the contracting party to the City. For purposes of this section, outstanding parking violation complaint means a parking ticket, notice of parking violation, or parking violation complaint on which no payment has been made or appearance filed in the Circuit Court of Cook County within the time specified on the complaint. debt means a specified sum of money owed to the City for which the period granted for payment has expired.

Notwithstanding the provisions of subsection (a), above, no such debt(s) or outstanding parking violation complaint(s) will be offset from the contract price or compensation due under the contract if one or more of the following conditions are met:

the contracting party has entered into an contract with the Department of Revenue, or other appropriate City department, for the payment of all outstanding parking violation complaints and debts owed to the City and the Contracting party is in compliance with the contract; or
the contracting party is contesting liability for or the amount of the debt in a pending administrative or judicial proceeding; or
the contracting party has filed a petition in bankruptcy and the debts owed the City are dischargeable in bankruptcy.

2.46. SECTION 11-4-1600(E) OF THE MUNICIPAL CODE OF CHICAGO

In accordance with Section 11-4-1600(e) of the Municipal Code of Chicago, Contractor warrants and represents that it, and to the best of its knowledge, its Subcontractors have not violated and are not in violation of the following sections of the Code (collectively, the Waste Sections):

- 7-28-390 Dumping on public way;
- 7-28-440 Dumping on real estate without permit;
- 11-4-1410 Disposal in waters prohibited;
- 11-4-1420 Ballast tank, bilge tank or other discharge;
- 11-4-1450 Gas manufacturing residue;
- 11-4-1500 Treatment and disposal of solid or liquid ;
- 11-4-1530 Compliance with rules and regulations required;
- 11-4-1550 Operational requirements; and
- 11-4-1560 Screening requirements.

During the period while this Contract is executory, Contractor's or any Subcontractor's violation of the Waste Sections, whether or not relating to the performance of this Contract, constitutes a breach of and an event of default under this Contract, for which the opportunity to cure, if curable, will be granted only at the sole discretion of the Chief Procurement Officer. Such breach and default entitles the City to all remedies under the Contract, at law or in equity.

This section does not limit the Contractor's and its Subcontractors' duty to comply with all applicable federal, state, county and municipal laws, statutes, ordinances and executive orders, in effect now or later, and whether or not they appear in this Contract.

Non-compliance with these terms and conditions may be used by the City as grounds for the termination of this Contract, and may further affect the Contractor's eligibility for future contract awards.

2.47. BUSINESS RELATIONSHIPS WITH ELECTED OFFICIALS

Pursuant to Section 2-156-030(b) of the Municipal Code of the City of Chicago, it is illegal for any elected official of the city, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any city council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected

official with respect to this contract will be grounds for termination of this contract. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a business relationship as any contractual or other private business dealing of an official, or his or her spouse, or of any entity in which an official or his or her spouse has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the city; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A contractual or other private business dealing will not include any employment relationship of an official's spouse with an entity when such spouse has no discretion concerning or input relating to the relationship between that entity and the city.

2.48. NON-COLLUSION, BRIBERY OF A PUBLIC OFFICER OR EMPLOYEE

Contractor, in performing under this contract shall comply with the Municipal Code of Chicago, Section 2-92-320, as follows:

No person or business entity shall be awarded a contract or sub-contract if that person or business entity: (a) has been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, or any agency of the federal government or of any state or local government in the United States, in that officer's or employee's official capacity; or (b) has been convicted of contract or collusion among bidders or prospective bidders in restraint of freedom of competition by contract to bid a fixed price, or otherwise; or (c) has made an admission of guilt of such conduct described in (a) or (b) above which is a matter of record but has not been prosecuted for such conduct.

For purposes of this section, where an official, agent or employee of a business entity has committed any offense under this section on behalf of such an entity and pursuant to the direction or authorization of a responsible official thereof, the business entity will be chargeable with the conduct. One business entity will be chargeable with the conduct of an affiliated agency.

Ineligibility under this section will continue for three (3) years following such conviction or admission. The period of ineligibility may be reduced, suspended, or waived by the Chief Procurement Officer under certain specific circumstances. Reference is made to Section 2-92-320 for a definition of affiliated agency, and a detailed description of the conditions which would permit the Chief Procurement Officer to reduce, suspend, or waive the period of ineligibility.

2.49. MACBRIDE PRINCIPLES ORDINANCE

The City of Chicago through the passage of the MacBride Principles Ordinance seeks to promote fair and equal employment opportunities and labor practices for religious minorities in Northern Ireland and provide a better working environment for all citizens in Northern Ireland.

In accordance with Section 2-92-580 of the Municipal Code of Chicago, if the primary Contractor conducts any business operations in Northern Ireland, it is hereby required that the Contractor will make all reasonable and good faith efforts to conduct any business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390 (1988 Ill. Laws 3220).

For those bidders who take exception in competitive bid contracts to the provision set forth above, the City will assess an eight percent (8%) penalty. This penalty will increase their bid price for the purpose of canvassing the bids in order to determine who is to be the lowest responsible bidder. This penalty will apply only for purposes of comparing bid amounts and will not affect the amount of any contract payment.

The provisions of this Section will not apply to contracts for which the City receives funds administered by the United States Department of Transportation (DOT) except to the extent Congress has directed that the Department of Transportation (DOT) not withhold funds from states and localities that choose to implement selective purchasing policies based on contract to comply with the MacBride Principles for Northern Ireland, or to the extent that such funds are not otherwise withheld by the Department of Transportation (DOT).

2.50. CONTRACTOR CERTIFICATION

The Contractor or each joint venture partner, if applicable, must complete the appropriate subsections in the attached Economic Disclosure Statement and Affidavit (the Affidavit) under: Certification by applicant, which certifies that the Contractor or each joint venture partner, its agents, employees, officers and any subcontractors (a) have not been engaged in or been convicted of bribery or attempted bribery of a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States or engaged in or been convicted of bid-rigging or bid-rotation activities as defined in this section as required by the Illinois Criminal Code; (b) do not owe any debts to the State of Illinois, in accordance with 65 ILCS 5/11-42.1-1 and (c) are not presently debarred or suspended; Certification Regarding Environmental Compliance; Certification Regarding Ethics and Inspector General; and Certification Regarding Court-Ordered Child Support Compliance.

2.51. COMPLIANCE WITH CHILD SUPPORT ORDERS ORDINANCE

The Child Support Arrearage Ordinance, Municipal Code of Chicago, Section 2-92-415, furthers the City's interest in contracting with entities which demonstrate financial responsibility, integrity and lawfulness, and finds that it is especially inequitable for Contractors to obtain the benefits of public funds under City contracts while its owners fail to pay court-ordered child support, and shift the support of their dependents onto the public treasury.

In accordance with Section 2-92-415 of the Municipal Code of Chicago, if the Circuit Court of Cook County or an Illinois court of competent jurisdiction has issued an order declaring one or more Substantial Owner in arrearage on their child support obligations and: (1) a one such Substantial Owner has not entered into a court-approved contract for the payment of all such child support owed, or (2) a Substantial Owner is not in compliance with a court-approved contract for the payment of all such child support owed, (see Certification of Compliance with Child Support Orders in Economic Disclosure Statement and Affidavit), then:

For those bidders in competitive bid contracts, the City will assess an eight percent (8%) penalty. This Specification Number 76817, Candidate Background Investigation and Reporting Services 24 of 157

penalty will increase their bid price for the purpose of canvassing the bids in order to determine the lowest responsible bidder. This penalty will apply only for purposes of comparing bid amounts and will not affect the amount of any contract payment.

For purposes of this section, "SUBSTANTIAL OWNER" means any person who owns or holds a ten percent (10%) or more percentage of interest in the bidder; where the bidder is an individual or sole proprietorship, substantial owner means that individual or sole proprietorship.

"PERCENTAGE OF INTEREST" includes direct, indirect and beneficial interests in the Contractor. Indirect or beneficial interest means that an interest in the Contractor is held by a corporation, joint venture, trust, partnership, association, estate or other legal entity, in which the individual holds an interest, or by agent(s) or nominee(s) on behalf of an individual or entity. For example, if Corporation B holds or owns a twenty percent (20%) interest in Contractor, and an individual or entity has a fifty percent (50%) or more percentage of interest in Corporation B, then such individual or entity indirectly has a ten percent (10%) or more percentage of interest in the Contractor. If Corporation B is held by another entity, then this analysis similarly must be applied to that next entity.

The provisions of this Section will only apply where not otherwise prohibited by federal, state or local law.

2.52. FEDERAL TERRORIST (NO-BUSINESS) LIST

Contractor warrants and represents that neither Contractor nor an Affiliate, as defined below, appears on the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List, or the Debarred List as maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or by the Bureau of Industry and Security of the U.S. Department of Commerce or their successors, or on any other list of persons or entities with which the City may not do business under any applicable law, rule, regulation, order or judgment.

"Affiliate" means a person or entity which directly, or indirectly through one or more intermediaries, controls, is controlled by or is under common control with Contractor. A person or entity will be deemed to be controlled by another person or entity if it is controlled in any manner whatsoever that results in control in fact by that other person or entity, either acting individually or acting jointly or in concert with others, whether directly or indirectly and whether through share ownership, a trust, a contract or otherwise.

2.53. COMPLIANCE WITH ALL LAWS

Contractor must observe and comply with all applicable federal, state, county and municipal laws, statutes, regulations, codes, ordinances and executive orders, in effect now or later and whether or not they appear in the Contract, including those specifically referenced herein or in any of the Contract Documents. Contractor must pay all taxes and obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Contractor must require all Subcontractors to do so. Failure to do so is an event of default and may result in the termination of this Contract.

The Contractor understands and will abide by the terms of Chapter 2-55 of the Municipal Code of Chicago.

The Contractor will comply with Section 2-154-020 of the Municipal Code of Chicago.

Failure by the Contractor or any controlling person (as defined in Section 1-23-010 of the Municipal Code of Chicago) thereof to maintain eligibility to do business with the City of Chicago as required by Section 1-23-030 of the Municipal Code of Chicago shall be grounds for termination of this Contract.

2.54. INDEPENDENT CONTRACTOR

(a) This Contract is not intended to and does not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the City. The rights and the obligations of the parties are only those set forth in this Contract. Contractor must perform under this Contract as an independent contractor and not as a representative, employee, agent, or partner of the City.

(b) This Contract is between the City and an independent contractor and, if Contractor is an individual, nothing provided for under this Contract constitutes or implies an employer-employee relationship such that:

(i) The City will not be liable under or by reason of this Contract for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Contract.

(ii) Contractor is not entitled to membership in any City Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the City.

(iii) The City is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to Contractor.

(c) SHAKMAN

The City is subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the August 16, 2007 "City of Chicago Hiring Plan" (the "City Hiring Plan") entered in Shakman v. Democratic Organization of Cook County, Case No 69 C 2145 (United State District Court for the Northern District of Illinois). Among other things, the Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

Contractor is aware that City policy prohibits City employees from directing any individual

to apply for a position with Contractor, either as an employee or as a subcontractor, and from directing Contractor to hire an individual as an employee or as a subcontractor. Accordingly, Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Contractor under this Contract are employees or subcontractors of Contractor, not employees of the City of Chicago. This Contract is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by Contractor.

Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Contract, or offer employment to any individual to provide services under this Contract, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of this Contract, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

In the event of any communication to Contractor by a City employee or City official in violation of Section 9.9(c)(ii) above, or advocating a violation of Section 9.9(c)(iii) above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Contract.

2.55. INSPECTOR GENERAL AND LEGISLATIVE INSPECTOR GENERAL

It is the duty of any bidder, proposer or Contractor, all Subcontractors, every applicant for certification of eligibility for a City contract or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Contractor, Subcontractor or such applicant to cooperate with the Inspector General or the Legislative Inspector General in any investigation or hearing, if applicable, undertaken pursuant to Chapters 2-56 or 2-55, respectively, of the Municipal Code. Contractor understands and will abide by all provisions of Chapters 2-56 and 2-55 of the Municipal Code. All subcontracts must inform Subcontractors of the provisions and require understanding and compliance with them.

2.56. COMPLIANCE WITH ENVIRONMENTAL LAWS

The Contractor will comply with all laws relating to environmental matters including without limitation, those relating to fines, orders, injunctions, penalties, damages, contribution, cost recovery compensation, losses or injuries resulting from the release or threatened release of hazardous materials,, special wastes or other contaminants into the environment and to the generation, use, storage, transportation, or disposal of solid wastes, hazard materials, special wastes or other contaminants (collectively, "Environmental Laws") including, but not limited to, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act, the Department of Transportation Regulations, the Hazardous Materials Transportation Act, the Clean Air Act, the National Emission Standards for Hazardous Air Pollutants (40 C.F.R.61.145), and the Municipal Code, as currently in effect and as amended during the course of the contract period.

If any Environmental Laws require the Contractor to file any notice or report of a release or threatened release of hazardous materials, special wastes or other contaminants on, under or about any premises used by Contractor to perform the Services required hereunder, the Contractor shall provide a copy of such report or notice to the City. In the event of a release or threatened release of hazardous materials, special waste or other contaminants into the environment or in the event any claim, demand, action or notice is made against the Contractor regarding the Contractor's failure or alleged failure to comply with any Environmental Laws, the Contractor must immediately notify the City in writing and will provide the City with copies of any written claims, demands, notices or actions so made.

- A. As part of its Compliance with All Laws, as set forth hereinabove, Contractor must observe and comply with, inter alia, all Environmental Laws and impose on all Subcontractors all requirements of all environmental Laws. No provision of this Contract limits, or is intended in any way to limit, Contractor's obligation to observe and comply with all Laws, including but not limited to all Environmental Laws.

By entering into this Contract, Contractor acknowledges that many Environmental Laws may apply to the Contract and to Contractor's and Subcontractors' performance of the Work.

By entering into this Contract, Contractor also acknowledges that U.S. EPA, U.S. DOT and other agencies of the federal, state and local governments have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract or the Work.

Listed below in Section H are requirements of particular concern to the City. By entering into this Contract, Contractor acknowledges and agrees that this list does not constitute the only Environmental Laws that apply or may apply to performance of the Work under this Contract.

Contractor must include the provisions listed in Section H in all subcontracts; and Contractor must additionally include in all subcontracts a statement specifying that the provisions so listed do not constitute the only Environmental Laws that apply or may apply to Subcontractors' performance of and under their subcontracts with Contractor.

By entering into this Contract, Contractor acknowledges and agrees that if Contractor fails to comply with any Environmental Law, the City may terminate this Contract in accordance with the default provisions of this contract. By entering into this Contract, Contractor further acknowledges and agrees that such termination may adversely affect Contractor's eligibility for future contract awards.

- B. Notification of Environmental Claims and of Community Meetings and Media Involvement

In the event of any claim, demand, action notice of violation or other notice of any kind by any person or any entity of any kind, whatsoever, against Contractor or any Subcontractor regarding Contractor's or any Subcontractor's failure or alleged failure to comply with any Environmental Law ("Environmental Claim"), Contractor must notify the Chief Procurement Officer and Superintendent of the Chicago Department of Environment within twenty-four(24) hours of becoming aware of such Environmental Claim and must also submit a copy of any Environmental Claim to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment within twenty-four(24) hours of receipt of same by Contractor or any Subcontractor.

Contractor must provide evidence to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment that any such Environmental Claim has been addressed to the satisfaction of its issuer or initiator or to the satisfaction of a court or administrative agency having jurisdiction with respect to the claim, demand, action notice of violation or other notice of any kind, or to the satisfaction of the Chief Procurement Officer and Superintendent of the Chicago Department of Environment.

Contractor must notify the Chief Procurement Officer and Superintendent of the Chicago Department of Environment of any community meetings, media involvement or media coverage relating to: any release, alleged release, threatened release, or allegedly

threatened release of any substance, matter or thing relating in any way to the Work under this Contract; any loading, transportation/hauling, treatment, storage, disposal or other handling of any materials, including but not limited to any Waste, under this Contract; or otherwise relating to any Environmental Laws or any charge or allegation of violation of or noncompliance with any Environmental Laws, in which Contractor or any Subcontractor is asked or invited to participate. The notice must be provided to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment as early as possible before Contractor or any Subcontractor participates in any such community meetings, media involvement or media coverage.

C. Releases and Threatened Releases

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, in the event of any release or threatened release of any material, including but not limited to Waste, and including but not limited to any Hazardous Waste or Special Waste, relating in any way to any of the Work under this Contract, regardless whether such release or threatened release is caused or contributed to by Contractor, any Subcontractor, or any other person or entity, Contractor must promptly notify the Chief Procurement Officer and Superintendent of the Chicago Department of Environment and provide all pertinent information, including but not limited to the nature, scope, location and sources or causes of the release or threatened release and all actions taken, being taken and to be taken by Contractor and any Subcontractors with respect to the release or threatened release.

If Contractor or any Subcontractor is required pursuant to any Environmental Law to submit or file any notice or report of any kind to any person or entity relating to any release, alleged release, threatened release or allegedly threatened release of any substance, matter or thing relating in any way to any of the Work under this Contract, Contractor must provide a copy of such notice or report to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment at the same time that Contractor or any Subcontractor submits or files the notice or report in accordance with the Environmental Law.

D. Environmental Permits and Other Environmental Records and Reports.

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must show evidence of, and keep current throughout the term of this Contract, all permits, insurance certificates and other authorizations required by any federal, State, City or other governmental body or agency pursuant to any Environmental Law.

When requested by the Chief Procurement Officer or Superintendent of the Chicago Department of Environment, Contractor must submit copies of any or all permits, insurance certificates and other authorizations required by any Environmental Law.

Copies of all permits, insurance certificates and other authorizations that require periodic renewal must be forwarded to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment throughout the duration of this Contract.

By entering into this Contract, Contractor acknowledges and agrees that noncompliance with these requirements constitutes sufficient cause for termination of this Contract and for declaring Contractor non-responsible in future bids.

In addition to any and all other records and reports that are or may be required by any Environmental Laws, Contractor is required to prepare and maintain proper, accurate and complete records of accounts of all transactions related to the performance of this Contract, including but not limited to:

1. Vehicle maintenance records;
2. Safety and accident reports;
3. IEPA or OSHA manifests;
4. Disposal records, including but not limited to records showing the disposal site used, date, truck number and disposal weight, types of waste, bills of lading, manifests, or other confirmatory receipts signed by a representative of accepting facility for each load of material; and
5. Permit documentation and all other documentation and transactions pertaining to all Environmental Laws.

E. Handling of Materials, Including but Not Limited to Waste

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor is responsible for the proper, lawful handling, including but not limited to treatment, storage, transportation/hauling and disposal, of all materials, including but not limited to all Waste, by Contractor and all Subcontractors.

By entering into this Contract, Contractor acknowledges and agrees that treatment, storage, transportation/hauling, disposal or other handling by a Subcontractor or other third party does not relieve Contractor of its responsibility for proper treatment, storage, transportation/hauling, disposal and other handling of all materials, including but not limited to all Waste.

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, all treatment, storage, transportation/hauling, disposal and other handling of any materials, including but not limited to any Waste, must be at a facility that is properly licensed and permitted in accordance with any and all Environmental Laws to accept and treat, store, transport/haul, dispose or otherwise handle the particular materials delivered to it in accordance with all Environmental Laws ("Facility").

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, before generating or in any way handling any Waste relating to the Work under this Contract, or allowing any Subcontractor to generate or handle any Waste, Contractor must identify to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment all Facilities to which Contractor has contractual access and for which all required permits and/or licenses have been obtained and are current and valid.

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must upon request provide the Chief Procurement Officer or Superintendent of the Chicago Department of Environment or his designated representative with copies of all documents, including but not limited to load tickets, manifests, bills of lading, scale tickets, and permits and/or licenses, pertaining to any treatment, storage, transportation/hauling, disposal and other handling of any material, including but not

limited to any Waste, by Contractor, any Subcontractor, or any Facility or other third party, that Contractor or any Subcontractor submits to, prepares for, or receives from any Facilities that Contractor uses in the course of its performance of and under this Contract.

If any Facility that Contractor proposes to use does not possess all necessary, current, valid permits and/or licenses to accept the materials to be treated, stored or disposed of, then Contractor must replace the Facility submitted as part of its bid proposal at no additional cost to the City.

If Contractor disposes of any materials, including but not limited to any Waste, at any site that is not properly permitted, Contractor, by entering into this Contract, acknowledges and agrees that it will be responsible for all costs associated with the removal of the materials to a properly licensed/permitted Facility and for any other costs, including but not limited to any civil or other penalties, damages, fees, charges, litigation costs, attorneys' fees, or other costs of any kind, whatsoever, that apply or may apply as a result of the application or enforcement of any Laws and any response thereto.

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must verify, in writing, whenever requested by the Chief Procurement Officer or Superintendent of the Chicago Department of Environment, that all materials, including but not limited to Waste, that Contractor or any Subcontractor generates or accepts from the City have been treated, transported/hailed, stored, disposed of or otherwise handled in compliance with all Environmental Laws.

The form for identifying Contractor's Facilit(ies) and acknowledging terms and conditions relating thereto that Contractor has executed and attached to this Contract is incorporated by reference (Attachment "B"). In addition to the representations and requirements contained on Attachment B, Contractor acknowledges and agrees that unless otherwise authorized in writing by the Superintendent of the Chicago Department of Environment, Contractor must not use or continue to use any Facility identified on Attachment B that (i) has been cited by any governmental agent or entity as being in violation of any Environmental Law or of any City ordinance of any kind, whatsoever; or (ii) does not have a legally required permit. If only one (1) Facility was identified on Attachment B, Contractor must arrange for a substitute Facility that meets the requirements specified on Attachment B and provide a revised Attachment to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment before transporting/hauling or allowing the transport/hauling of any material, including but not limited to any Waste, to any Facility. Contractor further acknowledges and agrees that any such substitution and any delay or activity of any kind relating to any such substitution is at no additional cost to the City, regardless of the reasons necessitating such substitution.

F. Equipment and Environmental Control During Transport

As part of or in addition to the requirement to observe and comply with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must transport/haul all materials, including but not limited to Waste, in vehicles and/or containers that comply with all Environmental Laws; and all equipment used to transport any materials, including but not limited to Waste, must be designed and operated to prevent spillage, leakage, or other release of any kind during the transport operation.

Also as part of or in addition to the requirement to observe and comply with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, all equipment used by Contractor or any Subcontractor must fully comply with all Laws, including but not limited to all Laws pertaining to size, load weight, safety, and including but not limited to any Environmental Laws.

G. Environmental Control

In performing the Work, and as part or in addition to of the requirement to observe and comply with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must become thoroughly familiar with all Laws relating to, inter alia, the elimination of excessive noise and pollution of air, water, and soil due to construction and other operations.

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must employ all reasonable measures to reduce the noise of heavy construction equipment and to control and minimize any dust, smoke, and fumes from construction equipment and other operations on the Work site and any dirt and noise created by heavy truck operations over City streets.

H. Environmental Protection

The purpose of this subsection is to alert Contractor to some of the Environmental Laws that affect or may affect this Contract or Contractor's or Subcontractors' performance of and under same. This subsection does not, and is not intended to, set forth all of the Laws or Environmental Laws with which Contractor must comply. By entering into this Contract, Contractor acknowledges and agrees that this subsection does not and is not intended in any way to limit Contractor's obligation to comply with all Laws, including but not limited to all Environmental Laws, and with all other provisions of this Contract, in performing the Work.

Some, but not all, of the major federal Laws that affect or may affect this Contract or Contractor's or Subcontractors' performance of and under same, are: the National Environmental Policy Act of 1969, as amended, 42 USC §§ 4321 et seq.; the Clean Air Act, as amended, 42 USC §§ 7401 et seq. and scattered sections of 29 USC; the Clean Water Act, as amended, scattered sections of 33 USC and 12 USC; the Resource Conservation and Recovery Act, as amended, 42 USC §§ 6901 et seq.; Toxic Substances Control Act, as amended, 15 USC §§2601 et seq., and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 USC §§ 9601 et seq. Contractor and Subcontractors must also comply with, inter alia, Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 USC § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 CFR Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 CFR Part 771 and 49 CFR Part 622.

1. **Air Quality.** As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must comply with all applicable standards, orders, rules or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ 7401, et seq. This includes, but is not limited to, compliance with applicable requirements of

U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 USC or the Federal Transit Act," 40 CFR Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 CFR Part 93; and National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR § 61.145. As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor further must report and require each Subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment and the appropriate U.S. EPA Regional Office.

2. **Clean Water.** As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must comply with all applicable standards, orders, rules or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 USC §§ 1251 et seq. As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor further must report and require each Subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the Chief Procurement Officer and Superintendent of the Chicago Department of Environment and the appropriate U.S. EPA Regional Office.
3. **List of Violating Facilities.** Contractor acknowledges and agrees that any facility of any kind to be used in the performance of the Contract or to benefit from the Contract must not be listed on the U.S. EPA List of Violating Facilities ("List"), and as part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must promptly notify the Chief Procurement Officer and Superintendent of the Chicago Department of Environment if Contractor or any Subcontractor receives any communication from the U.S. EPA that any such facility is under consideration for inclusion on the List.

Preference for Recycled Products:

To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the Work, Contractor must use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 CFR Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 USC § 6962.

Waste Handling:

As part of or in addition to complying with all Laws, including but not limited to all Environmental Laws, as those terms are defined hereinabove, Contractor must comply with all waste handling provisions set out in the Illinois Environmental Protection Act, 415 ILCS 5/1, et seq., the Illinois Administrative Code, and Chapters 7-28 and 11-4 of the Chicago Municipal Code.

2.57. SEVERABILITY

If any provision of this Contract is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case or in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Contract or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the

provision in question invalid, illegal, inoperative or unenforceable in any case or circumstances, or of rendering any other provision or provisions in this Contract invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Contract does not affect the remaining portions of this Contract or any part of it.

2.58. FALSE STATEMENTS

False statements made in connection with this Contract, including statements in, omissions from and failures to timely update the EDS, as well as in any other affidavits, statements or contract documents constitute a material breach of the Contract. Any such misrepresentation renders the Contract voidable at the option of the City, notwithstanding any prior review or acceptance by the City of any materials containing a such misrepresentation. In addition, the City may debar Contractor, assert any contract claims or seek other civil or criminal remedies as a result of a misrepresentation (including costs of replacing a terminated Contractor pursuant to Chicago Municipal Ordinance 1-21-010).

2.59. RIGHT TO OFFSET

The City may offset any excess costs incurred by the City in the event of termination of this Contract for default or otherwise resulting from Contractor's performance or non-performance under this Contract or if the City exercises any of the remedies available to it and any credits due to or overpayments made by the City, by use of any payment due for Services completed before the termination for default or before the exercise of any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the City the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the City.

2.60. DEFAULT

If the Contractor fails to begin the work under this contract within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to insure the completion of said work within the specified time, or shall perform the work in an unsatisfactory manner, or will neglect or refuse to remove materials or perform anew such work as shall be rejected as defective or unsuitable, or will discontinue the prosecution of the work, or if the Contractor shall become insolvent or be declared bankrupt, or shall commit any act of bankruptcy or insolvency, or will make an assignment for the benefit of creditors, or from any other cause whatsoever shall not carry on the work in an acceptable manner, or fails to comply with any other material term of this Contract, the Chief Procurement Officer will give notice in writing to the Contractor of such failure, delay, neglect, refusal, or default, specifying the same, the Chief Procurement Officer acting for and on behalf of the City may, upon receipt of a written certificate from the Superintendent of the fact of such failure, delay, neglect, refusal, or default and of the failure of the Contractor to comply with such notice, declare the Contractor in default entitling the City to any and all remedies at law or equity, including permitting the City to take over the work, including any or all materials and equipment on the ground as may be suitable and acceptable to the City and may complete the work by or on its own force account, or may enter into a new contract for the completion of the work, by or on its own force account, or may enter in a new contract for the completion of the work, or may use such other methods as in the opinion of the Superintendent will be required for the completion of the work in an acceptable manner. All costs and charges incurred by the City, together with the cost of completing the work, shall be deducted from any moneys due or which may become due on this contract. In case the expense so incurred by the City shall be less than the sum which would have been payable under this contract if it had been completed by the Contractor and had not been forfeited by the City, then the Contractor will be entitled to receive the difference, subject to any claims or liens thereon which may have been filed with the City or any prior assignment filed with it, and in case such expense will exceed the sum which would have been

payable under this contract, the Contractor will be liable and shall pay to the City the amount of such excess.

2.61. DISPUTES

Except as otherwise provided in this Contract, Contractor must and the City may bring any dispute arising under this Contract which is not resolved by the parties to the Chief Procurement Officer for decision based upon the written submissions of the parties. (A copy of the "Regulations of the Department of Procurement Services for Resolution of Disputes between Contractors and the City of Chicago". Is available in City Hall, 121 N. LaSalle Street, Room 301, Bid and Bond Room.) The Chief Procurement will issue a written decision and send it to the Contractor by mail. The decision of the Chief Procurement Officer is final and binding. The sole and exclusive remedy to challenge the decision of the Chief Procurement Officer is judicial review by means of a common law writ of certiorari.

2.62. COMMITMENT REGARDING BUSINESS ENTERPRISES OWNED BY PEOPLE WITH DISABILITIES (BEPD)

Policy and Terms

It is the policy of the City of Chicago that businesses certified as Business Enterprises owned by People with Disabilities (BEPD) in accordance with Section 2-92-337 et seq. of the Municipal Code of Chicago, Regulations Governing Certification of Business Enterprises owned by People with Disabilities, and all other Regulations promulgated under the aforementioned sections of the Municipal Code; shall have the full and fair opportunities to participate fully in the performance of this Contract. Therefore, the Bidder or Contractor shall not discriminate against any person or business on the basis of disability, and shall take affirmative actions to ensure BEPDs shall have full and fair opportunities to compete for and perform subcontracts for supplies or services.

Failure to carry out the commitments and policies set forth herein shall constitute a material breach of the Contract and may result in the termination of the Contract or such remedy as the City of Chicago deems appropriate.

Definitions

(a) For purposes of this section only, the following definitions apply:

- (1) "Business Enterprises owned by People with Disabilities" or "BEPD" has the same meaning ascribed to it in section 2-92-586.
- (2) "Bid incentive" means an amount deducted, for bid evaluation purposes only, from the contract base bid in order to calculate the bid price to be used to evaluate the bid on a competitively bid contract.
- (3) "Construction project" has the same meaning ascribed to it in section 2-92-335.
- (4) "Contract" means any contract, purchase order, construction project, or other contract (other than a delegate agency contract or lease of real property or collective bargaining contract) awarded by the City and whose costs is to be paid from funds belonging to or administered by the City.

- (5) "Contract base bid" means the total dollar amount a contractor bids on a contract without factoring any bid incentive or percentage reductions to the bid amount.
- (6) "Earned credit" means the amount of the bid incentive allocated to a contractor upon completion of a contract in which the contractor met or exceeded his or her goals for the utilization of BEPDs in the performance of the contract.
- (7) "Earned credit certificate" means a certificate issued by the Chief Procurement Officer evidencing the amount of earned credit a contractor has been awarded.

Commitments

(b) The Chief Procurement Officer shall award a bid incentive to Contractor for utilization of a BEPD as a prime contractor or subcontractor in accordance with the provisions of this section. The bid incentive shall be earned in the performance of the Contract, provided that the bid incentive earned in the performance of the Contract shall only be applied to a future contract.

(c) (1) Where not otherwise prohibited by federal, state, or local law, the Chief Procurement Officer shall allocate to any qualified bidder the following bid incentive for utilization of a BEPD as a prime contractor or subcontractor in the performance of the contract.

% of total dollar contract amount performed by BEPD	Bid incentive
2 to 5%	½% of the contract base bid
6 to 10%	1% of the contract base bid
11% or more	2% of the contract base bid

The bid incentive shall be calculated and applied in accordance with the provisions of this section. The bid incentive is used only to calculate an amount to be used in evaluating the bid. The bid incentive does not affect the contract price.

(2) As part of the contract close-out procedure, if the Chief Procurement Officer determines that the Contractor has successfully met his or her BEPD utilization goals either as a prime contractor or with subcontractors, the Chief Procurement Officer shall issue an earned credit certificate that evidences the amount of earned credits allocated to the Contractor. The Contractor may apply the earned credits as the bid incentive for any future contract bid of equal or less dollar amount. The earned credit certificate is valid for three years from the date of issuance and shall not be applied towards any future contract bid after the expiration of that period.

The Contractor may apply the earned credit certificate on multiple future contract bids during the three-year period in which the certificate is valid, but may only receive one bid incentive for bid evaluation purposes on one contract award. If the Contractor applies the earned credit certificate on multiple contract bids and is the lowest responsive and responsible bidder on more than one contract bid, the earned credit certificate shall be applied to the contract bid first to be advertised by the Department of Procurement Services, or if multiple contract bids were advertised on the same date, the earned credit certificate shall be applied only to the contract bid with the greatest dollar value.

(d) The Contractor shall maintain accurate and detailed books and records necessary to monitor compliance with this section and shall submit such reports as required by the Chief Procurement Officer, or the Superintendent of the supervising department.

Full access to the Contractor's and Subcontractor's records shall be granted to the Chief Procurement Officer, the Superintendent of the supervising department, or any duly authorized representative thereof. The Contractor and Subcontractors shall maintain all relevant records for a period of at least three years after final acceptance of the work.

(e) The Chief Procurement Officer is authorized to adopt, promulgate and enforce reasonable rules and regulations pertaining to the administration and enforcement of this section.

3. SPECIAL CONDITIONS

3.1. DOWNLOADABLE DOCUMENTS

Bidder's that download a bid solicitation from the City of Chicago's website: <http://cityofchicago.org/procurement>, instead of obtaining the hard copy paper bid solicitation from the City of Chicago's Bid and Bond Room, the bidder is responsible for checking the City of Chicago's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the City's website will not relieve the bidder from being bound by any additional terms and/or conditions in the clarification and/or addenda. The City will not be responsible for bidder's failure to consider additional information contained therein in preparing the bid or proposal.

Note: Multiple clarifications and/or addenda may be issued in which the bidder is responsible for obtaining.

If the bid solicitation was downloaded from the City of Chicago's website instead of picking it up in paper from the City of Chicago's Bid and Bond Room, the bidder MUST contact the City of Chicago, Department of Procurement Services, Bid and Bond Room at 312-744-9773 or by faxing a copy of a business card (include e-mail address, Specification No and RFQ No) at 312-744-5611 to register your company as a document holder for this bid solicitation.

Any harm to the bidder resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this bid solicitation.

3.2. QUANTITIES

Any quantities shown herein are estimated quantities for the initial thirty-six (36) month contract period. The City reserves the right to increase or decrease quantities ordered under this contract. Nothing herein will be construed as intent on the part of the City to procure any Candidate Background Investigation and Reporting Services other than those determined by the {Chicago Police Department} to be necessary to meet its needs.

The City will only be obligated to order and pay for such quantities as are from time to time ordered, delivered and accepted on releases issued directly by the {Chicago Police Department}.

3.3. OWNERSHIP OF DOCUMENTS

All Deliverables, data, findings or information in any form prepared, assembled or encountered by or provided to contractor in connection with this contract/agreement are property of the City, including, as further described in the Detail Specifications, all copyrights inherent in them or their preparation. During performance of its Services, the Contractor is responsible for any loss or damage to the Deliverables, data, findings or information while in Contractor's or any Subcontractor's possession. Any such lost or damaged Deliverables, data, findings or information must be restored at the expense of Contractor. If not restorable, Contractor must bear the cost of replacement and of any loss suffered by the City on account of the destruction as specified in section

3.4. COPYRIGHT OWNERSHIP

The Contractor and the City intend that, to the extent permitted by law, the Deliverables to be produced by Contractor at the City's instance and expense under this contract are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq., and that the City will be the sole copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist, and of all rights to apply for copyright registration or prosecute any claim of infringement.

To the extent that any Background Checks Investigation and Reporting Services does not qualify as a "work made for hire," Contractor hereby irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the City, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the City under this contract, and all goodwill relating to them, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Contractor will, and will cause all of its Subcontractors, employees, agents and other persons within its control to, execute all documents and perform all acts that the City may reasonably request in order to assist the City in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the City. Contractor warrants to the City, its successors and assigns, that on the date of transfer Contractor is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Contractor further warrants that it has not assigned and will not assign any copyrights and that it has not granted and will not grant any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. The Contractor warrants that the Deliverables are complete, entire and comprehensive, and that the Deliverables constitute a work of original authorship.

3.5. BASIS OF AWARD

A contract will be awarded based on the Lowest Total Bid Price proposed by a responsive and responsible bidder meeting the terms and conditions of the specification.

Each bid line's extended price will be determined by multiplying its estimated quantity by its unit price. The sum of the extended prices for all the lines will be the Total Bid Price.

Bidders must quote all items specified. Bids submitted to the contrary will be considered incomplete, and as a result, will be rejected.

The Contractors bid pricing will incorporate any/all peripheral costs including, but not limited to the costs of (product/services), delivery/transportation charges, Insurance, taxes, administrative services, operator training, direct and indirect costs, fluids, warranty, etc., required by the specification.

The Chief Procurement Officer reserves the right to award a contract or reject any or all bids when, in his opinion, the best interest of the City will be served thereby.

3.6. CHICAGO BUSINESS PREFERENCE

The Chief Procurement Officer will accept the lowest bid price or lowest evaluated bid price from a responsive and responsible Chicago business, provided that the bid does not exceed the lowest bid
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price or lowest evaluated bid price from a responsive and responsible non-Chicago business by more than two percent (2%).

A Chicago business ("Chicago Business") is a business located within the corporate limits of the City, which has the majority of its regular, full-time work force located within the City, and is subject to City of Chicago taxes.

Where all partners to a joint venture are Chicago Businesses, the joint venture shall be deemed to be a Chicago Business. Where not all partners to a joint venture are Chicago Businesses, such joint venture shall be considered a Chicago Business only if Chicago Businesses hold at least a fifty percent (50%) interest in the venture. Chicago Businesses have a fifty percent (50%) interest in the joint venture only if the Chicago Business partners in the venture hold subcontracts equal to fifty percent (50%) or more of the amount of the bid. Joint venture bidders shall submit information and documentation (including, but not limited to, the joint venture contract and subcontracts) with their bids to establish their eligibility for the Chicago Business Preference. A joint venture bidder which fails to submit such information shall not be entitled to the Chicago Business Preference.

The Chief Procurement Officer's determination of a bidder's eligibility for the Chicago Business Preference shall be final.

3.7. PARTICIPATION BY OTHER LOCAL GOVERNMENT AGENCIES

Any contract pursuant to these specifications will be in accordance with all ordinances and/or resolutions concerning cooperative governmental purchasing under joint purchase contract approved by the City Council (Journal of Proceedings, City Council, Chicago April 20, 1964, page 2589-2590, by the Cook County Board of Superintendents on April 9, 1965).

Other local government agencies may be eligible to participate in this contract pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the City of Chicago's Chief Procurement Officer, and if such purchases have no net adverse effect on the City of Chicago, and result in no diminished services from the Bidder to the City's user departments pursuant to such purchases. Examples of such Local Government Agencies are: Board of Education, Chicago Park District, City Colleges of Chicago, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier and Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. Said purchases will be made upon the issuance of a purchase order directly from the Local Government Agency. The City will not be responsible for payment of any amounts owed by any other Local Government Agencies, and will have no liability for the acts or omissions of any other Local Government Agency.

3.8. CALCULATION OF MBE/WBE COMMITMENT

For purposes of calculating bidder's percentage of Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE) dollar commitment toward the minimum goal of 25% MBE and 5% WBE participation as stated in the Special Condition Regarding Minority Business Enterprise and Women Business Enterprise, the estimated amount of the bidders total bid price will be used to calculate the actual dollar commitment to each MBE and/or WBE firm listed on your Schedule D-1, MBE/WBE Goal Implementation Plan. If at the end of this contract, the actual dollar value is below the estimated value, the City will consider adjustments to your MBE/WBE plan which are proportionate to the actual dollar

value of this contract.

The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written contracts shall be made available to the Chief Procurement Officer upon request.

During the term the contract, the Contractor will submit monthly MBE/WBE Utilization Reports, a copy of which is attached. The frequency with which these reports are to be submitted will in no case be less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the contractors first MBE/WBE Utilization Report will be due ninety (90) calendar days after the date of contract award, and reports will be due monthly thereafter.

MBE/WBE Utilization Reports are to be submitted directly to: Department of Procurement Services, Division of Contract Monitoring and Compliance, City Hall, Room 400, 121 N. LaSalle Street, Chicago, Illinois 60602.

(NOTICE: Do not submit invoices with MBE/WBE Utilization Reports.) Final payments may be held until the Utilization Reports have been received.

The City of Chicago's Department of Procurement Services, Contract Compliance Administrator will be entitled to examine, on five (5) business days notice, the Contractors books and records including without limitation payroll records, tax returns and records, and books of account, to determine whether the contractor is in compliance with its commitment to MBE/WBE participation and the status of any MBE or WBE performing any portion of the contract. Such rights are in addition to any other audit inspection rights contained in the contract.

3.9. CONTRACT DOCUMENTS TO BE COMPLETED BY BIDDER

Bidder must fully complete, sign, notarize and submit as part of your proposal the following documents incorporated herein:

1. Schedule B: Affidavit of Joint Venture (MBE/WBE) (if applicable).
2. Schedule C-1: Letter of Intent from MBE/WBE to Perform as Sub-contractor, Supplier and/or Consultant.
3. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan.
4. Proposal Pages.
5. Bid Data Pages
6. Economic Disclosure Statement and Affidavit.
7. Affidavit of Chicago Business.
8. Proposal Execution Page, as applicable (Corporation, Partnership, Sole Proprietorship).
9. City of Chicago Insurance Certificate of Coverage.

NOTE: BIDDER MUST ACKNOWLEDGE RECEIPT OF A FULL SET OF CONTRACT DOCUMENTS AND ANY ADDENDA AT THE TOP OF THE PROPOSAL EXECUTION PAGE.

3.10. PURCHASE ORDER RELEASES

Requests for Candidate Background Investigation and Reporting Services in the form of Purchase Order Releases will be issued by the Chicago Police Department} and sent to the Contractor to be applied against the contract. The Contractor must not honor any order(s) or make any deliveries of Candidate Background Investigation and Reporting Services without receipt of a Purchase Order Release issued by the City of Chicago. Any Candidate Background Investigation and Reporting Services provided by the Contractor without a Purchase Order Release, is made at the Contractor's risk. Consequently, in the event such Purchase Order Release is not provided by the City, the Contractor releases the City from any liability whatsoever to pay for any Candidate Background Investigation and Reporting Services provided without said Purchase Order Release.

Purchase Order Releases will indicate quantities ordered for each line item, unit/total cost, shipping address, delivery date, fund chargeable information, catalog information and other pertinent instructions regarding delivery.

3.11. TIMELINESS OF PERFORMANCE FOR BACKGROUND INVESTIGATION AND REPORTING SERVICES

Once the Contractor receives a request for Candidate Background Investigation and Reporting Services in the form of Purchase Order Releases from the City, the Contractor must submit a completed, original hard copy along with an electronic document of the Candidate Background Investigative Report within thirty (30) days. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the requirements of specified may result in economic or other losses to the City.

The contractor must not perform any Candidate Background Investigation and Reporting Services without an approved City of Chicago Purchase Order Release issued by the appropriate department. Deliveries of the Candidate Background Investigative report must be made between the hours of 9:00 a.m. through 4:00 p.m., Monday through Friday, excluding Saturday, Sunday's or any legal holidays.

Delivery of Candidate Background Investigation and Reporting Services must be made F.O.B., City of Chicago, Chicago Police Department; all invoices are to be sent to Chicago Police Department, Human Resources Division, 3510 S. Michigan Ave, Chicago IL. 60653. Contact is Director Tracey Ladner -312-745-5300, fax 312-745-6945 regardless of the purchase order release amount.

The City reserves the right to add or delete locations as required during the Contract Period.

3.12. INVOICES

Original invoices and Subcontractor Payment Certification forms must be forwarded by the Contractor to the Chicago Police Department} to apply against the contract. Invoices and Subcontractor Payment Certification forms must be submitted in accordance with the mutually agreed upon time period with the Chicago Police Department.

All invoices are to be sent to Chicago Police Department, Human Resources Division, 3510 S. Michigan Ave, Chicago IL. 60653. Contact is Director Tracey Ladner -312-745-5300. Fax 312-745-6945.

All invoices and Subcontractor Payment Certification forms must be signed, dated and reference the City's Purchase Order Release Number and Contract number. A signed work ticket or any Specification Number 76817, Candidate Background Investigation and Reporting Services 42 of 157

documentation requested by the Superintendent must accompany each invoice. If a Contractor has more than one (1) contract with the City, separate invoices and Subcontractor Payment Certification forms must be prepared for each contract in lieu of combining items from different contracts under the same invoice. Invoice quantities, service description, unit of measure, pricing and/or line item information must correspond to the items quoted on the Proposal Page. If invoicing line items indicate commodity code / item number and date that Background Investigative Report on the invoice.

Invoices for over shipments of items and/or services with price/wage escalations will be rejected unless the contract includes a provision for such an adjustment by contract modification. Freight, handling and shipping costs are not to be invoiced; contract terms specify deliveries F.O.B, City of Chicago. The City of Chicago is exempt from paying State of Illinois sales tax and federal excise taxes on purchases.

3.13. ELECTRONIC ORDERING AND INVOICES

The Contractor will cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to purchase order line item(s), purchase orders, releases and invoices. Contractor will accept electronic purchase orders and releases upon request of the Chief Procurement Officer. Contractor will provide the City electronic purchase order line item(s), copies of invoices and other electronic documents upon request. The electronic ordering and invoice documents will be in a format specified by the City and transmitted by an electronic means specified by the City. Such electronic means may include, but are not limited to, disks, e-mail, EDI, FTP, web sites, and third party electronic services. The Chief Procurement Officer reserves the right to change the document format and/or the means of transmission upon written notice to the Contractor. Contractor will ensure that the essential information, as determined by the Chief Procurement Officer, in the electronic document, corresponds to that information submitted by the Contractor in its paper documents. The electronic documents will be in addition to paper documents required by this Contract, however, by written notice to the Contractor, the Chief Procurement Officer may deem any or all of the electronic ordering and invoice documents the official documents and/or eliminate the requirement for paper ordering and invoice documents.

3.14. PAYMENT

The City will process payment within sixty (60) calendar days after receipt of invoices and Subcontractor Payment Certification forms completed in accordance with the terms herein, and all supporting documentation necessary for the City to verify the Candidate Background Investigation and Reporting Services provided under this contract.

The City will not be obligated to pay for any Candidate Background Investigation and Reporting Services that was not ordered with a Purchase Order Release or that are non-compliant with the terms and conditions of these specifications. Any equipment, parts and/or services which fail tests and/or inspections are subject to correction, exchange or replacement at the cost of the Contractor.

Important Note: Payment will only be made by the City for completed and accepted reports

3.15. CONTRACT PERIOD

The contract will begin on or about _____ and continue through _____, unless terminated prior to this date according to the terms of the Termination paragraph, or extended as provided for herein.

The City will establish and enter the above start and expiration dates at the time of formal award and release of this contract unless negotiated prior to release of the contract.

The start date will be no later than the first day of the succeeding month from the date shown as the Contract Award and Release Date on the Acceptance Page herein. The expiration date will be the last day of the sixty (60) full calendar months after the established start date.

3.16. CONTRACT EXTENSION OPTION

This Contract will be in effect for the dates indicated herein for the sixty (60) full calendar months of the contract period.

The Chief Procurement Officer may exercise the City's unilateral right to extend this contract for a period of no more than one hundred eighty-one (181) calendar days, by exercising this option period following the exhaustion of the contract periods, for the purpose of providing continuity of service while procuring a replacement contract. The Chief Procurement Officer will give written notice of the contract extension dates; this notice may be mailed, or delivered and/or sent by courier or messenger service.

3.17. UNSPECIFIED SERVICES

Any Department requiring the addition of the services not specifically listed herein may be added to this contract if they fall within the same specific category of services specified. The lifetime usage of the items added to the Contract must not exceed ten percent (10%) of the total contract value.

The Department will notify the Contractor in writing of the services and/or locations which are necessary and request a written price proposal for the addition of the services to this contract by modification, then forward the documents to the Chief Procurement Officer. Such services may be added to the contract only if the prices are competitive with current market prices and said services are approved by the Chief Procurement Officer in the form of a written modification signed by the Contractor and the City. The Chief Procurement Officer reserves the right to seek competitive pricing information on said services from other suppliers and to procure such services in a manner which serves the best interest of the City.

Any such services delivered by the Contractor, without a properly executed contract modification signed by the Chief Procurement Officer, are delivered entirely at the Contractor's risk. Consequently, in the event that such modification is not executed by the City, the Contractor hereby releases the City from any liability whatsoever to pay for any services delivered prior to the Contractor's receipt of the fully signed modification.

3.18. PRICE ESCALATION

The original bid prices will be valid and firm for the initial twelve (12) months of the thirty-six (36) month contract period beginning with the start date of the Contract. Beginning on the date after the initial twelve (12) months, and for each twelve (12) month anniversary thereafter, annual price adjustments of the contract pricing for may be made after receipt of written request from the Contractor made no later than thirty (30) calendar days after the expiration of each such twelve (12) month period. If Contractor does not request a price adjustment within such thirty (30) calendar day period, Contractor will not be entitled to a price adjustment for the upcoming year.

If approved by the Chief Procurement Officer, a properly executed contract modification must be signed

by the Contractor and executed by the City to reflect the price change and the effective date for the change. Original bid prices are in effect until the modification has been fully executed and released to the Contractor unless the modification specifies an effective date for the agreed upon price change.

Any Candidate Background Investigation and Reporting Services provided by the Contractor at a price change, without a properly executed contract modification signed by the Chief Procurement Officer, is made at the Contractor's risk. Consequently, in the event such modification is not executed by the City, the Contractor releases the City from any liability whatsoever to pay for any work and/or services provided at an unapproved increase price.

The Contractor's unit prices will be adjusted "New Contract Price(s)" by an amount of no more than three percent (3%) per year, for each additional twelve (12) month period. The Contractor will be required to furnish a certified statement or affidavit which states that the increase represents the cost of services only and in no way represents an increase for its profits, labor or overhead. The Contractor must justify its request for an increase by submitting detailed pricing data, support documentation and any other information requested by the Chief Procurement Officer to verify the price increase request.

in the chart as 164.7.

3.19. GENERAL REQUIREMENTS REGARDING AIRPORT OPERATIONS

The Contractor must cooperate fully with the Superintendent and his representatives in all matters pertaining to public safety and airport operation. Whether or not measures are specifically required by this Contract, the Contractor at all times must maintain adequate protection to safeguard aircraft, the public and all persons engaged in the work and must take such precaution as will accomplish such end, without interference with aircraft, the public, or maintenance and operations of the airport.

The Contractor's attention is drawn to the fact that airport facilities and infrastructure, including but not limited to runways, taxiways, vehicular roadways, load ways, loading aprons, concourses, hold rooms, gates, and passenger right-of-ways, are being used for scheduled and unscheduled civilian air transportation. Arrivals and departures are under the control of the FAA control tower. Use of the airport for air transportation takes precedence over all of the Contractor's operations. No extra compensation will be allowed for any delays brought about by the operations of the airport which require that Contractors work must be interrupted or moved from one part of the work site to another.

If Contractor requires interruption of airport facilities or utilities in order to perform work, Contractor must notify the Deputy Superintendent in charge of the project at least five (5) working days in advance of such time and must obtain the Deputy Superintendents approval prior to interrupting the service. Interruption of service must be kept to an absolute minimum, and to the extent practicable the work which occasions such interruptions must be performed in stages in order to reduce the time of each interruption. In case of interruptions of electrical services, service must be restored prior to sunset of the same day.

Prior to start of work, the Contractor must request the Deputy Superintendent in charge of the project to provide specific requirements and instructions which are applicable to the particular work site areas, including, but not limited to, areas available for storage of any equipment, materials, tools and supplies needed to perform the work. Contractors must advise the Deputy Superintendent in charge of the project of the volume of equipment, materials, tools, and supplies that will be required in the secured areas of the airport in order to make arrangements for inspection of such equipment, materials, tools, and supplies at a security checkpoint. The Contractor must not permit or allow its employees,

subcontractors, material men, invitees or any other persons over whom Contractor has control to enter or remain upon, or to bring or permit any equipment, materials, tools, or supplies to remain upon any part of the work site if any hazard to aircraft, threat to airport security, or obstruction of airport maintenance and operations, on or off the ground, would be created in the opinion of either the Superintendent or the Deputy Superintendent. Contractors must safeguard, and may be required to account for, all items brought beyond a security checkpoint, especially with respect to tools used in a terminal building.

For any work on the airfield, between sunset and sunrise, any equipment and materials stored outside must be marked with obstruction lights conforming to the following paragraph, and be similar and equal to Crouse-Hinds Type EOL, conforming to FAA Specifications: -810. All obstruction lights must be kept continuously in operation between sunset and sunrise seven (7) days a week and also during any daylight periods when aircraft ceiling is below 500 feet and visibility is less than five (5) miles. Information on ceiling and visibility may be obtained by the Contractor on request at the office of the Deputy Superintendent of Operations or from the FAA Control Tower Operator. Proper compliance with these obstruction light requirements is essential to the protection of aircraft and human life and the Contractor has the responsibility of taking the initiative at all times to be aware of ceiling and visibility conditions, without waiting for the FAA Control Tower Operator or any other City representative to ask the Contractor to post obstruction lights.

For any work on the airfield, the Contractor must furnish aircraft warning flags, colored orange and white, in two sizes, one size two feet by three feet (2' x 3') for hand use, and one size three feet by five feet (3' x 5') in length. Each separate group or individual in all work areas, regardless of whether or not near runways, taxiways or aprons, must display a flag which must be maintained vertical at all times. Each truck or other piece of equipment of the Contractor must have attached to it, in a vertical and clearly visible position, a warning flag of the larger size. Except as otherwise agreed by the Superintendent or his designee, all cranes or booms used for construction work on the airfield must be lowered to ground level and moved 200 feet off the runways, taxiways and aprons during all hours of darkness and during all daylight hours when the aircraft ceiling is below the minimums specified in this section.

The Contractor acknowledges the importance of fully complying with the requirements of this section in order to protect aircraft and human life, on or off the ground. Failure on the part of the Contractor to perform the work in accordance with the provisions of this section and to enforce same with regard to all subcontractors, material men, laborers, invitees and all other persons under the Contractor's control, is grounds for the Chief Procurement Officer to declare an event of default and terminate this Contract immediately.

3.20. PARKING RESTRICTIONS

Prior to commencing work, the Contractor must provide the Deputy Superintendent in charge of the project with an estimate of the number of vehicles that will require parking. Contractors are encouraged to provide employee parking elsewhere and shuttle their employees to the work site. The Department of Aviation may, but is not required to, provide parking areas for a limited number of vehicles in designated storage areas. All other vehicles must be parked in the public parking lots at the Airport, and there will be no reduced rate or complimentary parking for such vehicles. Employees must not, at any time, park their personal automobiles, no matter how short the duration, in any drive, road, or any other non-parking lot location at the airport. Such vehicles will be subject to immediate towing at the employees expense.

3.21. OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS SECURITY

For purposes of this section, "employee" refers to any individual employed or engaged by Contractor or by any Subcontractor. If the Contractor, or any employee, in the performance of this Contract, has or will have access to a Office of Emergency Management and Communications (O.E.M.C) facility, the City may conduct such background and employment checks, including criminal history record checks and work permit documentation, as the Executive Director of the Office of Emergency Management and Communications and the City may deem necessary, on the Contractor, any Subcontractor, or any of their respective employees. The Executive Director of the Office of Emergency Management and Communications has the right to require the Contractor to supply or provide access to any additional information the Executive Director deems relevant. Before beginning work on the project, Contractor must:

1. Provide the City with a list of all employees requiring access to enable the City to conduct such background and employment checks;
2. Deliver to the City consent forms signed by all employees who will work on the project consenting to the City's and the Contractor's performance of the background checks described in this Section; and
3. Deliver to the City consent forms signed by all employees who will require access to the O.E.M.C facility consenting to the searches described in this Section.

The Executive Director may preclude Contractor, any Subcontractor, or any employee from performing work on the project. Further, the Contractor must immediately report any information to the Executive Director relating to any threat to O.E.M.C infrastructure or facilities or the water supply of the City and must fully cooperate with the City and all governmental entities investigating the threat. The Contractor must, notwithstanding anything contained in the Contract Documents to the contrary, at no additional cost to the City, adhere, and cause its Subcontractors to adhere, to any security and safety guidelines developed by the City and furnished to the Contractor from time to time during the term of the Contract and any extensions of it.

Each employee whom Contractor wishes to have access to an O.E.M.C facility must submit a signed, completed "Area Access Application" to the O.E.M.C to receive an O.E.M.C Security Badge. If Contractor wishes a vehicle to have access to an O.E.M.C facility, Contractor must submit a vehicle access application for that vehicle. The applications will solicit such information as the Executive Director may require in his discretion, including name, address, date of birth (and for vehicles, driver's license and appropriate stickers). The Contractor is responsible for requesting and completing these forms for each employee who will be working at O.E.M.C facilities and all vehicles to be used on the job site. The Executive Director may grant or deny the application in his sole discretion. The Contractor must make available to the Executive Director, within one (1) day of request, the personnel file of any employee who will be working on the project.

At the Executive Director's request, the Contractor and Subcontractor must maintain an employment history of employees going back five years from the date Contractor began Work or Services on the project. If requested, Contractor must certify that it has verified the employment history as required on the form designated by the Executive Director. Contractor must provide the City, at its request, a copy of the employment history for each employee. Employment history is subject to audit by the City.

O.E.M.C Security Badges and Vehicle Permits will only be issued based upon properly completed Area Access Application Forms. Employees or vehicles without proper credentials will not be allowed on O.E.M.C property.

The following rules related to Security Badges and Vehicle Permits must be adhered to:

- A. Each employee must wear and display the O.E.M.C Security Badge issued to that employee on his or her outer apparel at all times.
- B. At the sole discretion of the Executive Director and law enforcement officials, including but not limited to the Chicago Police Department, Cook County Sheriffs Office, Illinois State Police or any other municipal, state or federal law enforcement agency, all vehicles (and their contents) are subject to interior and/or exterior inspection entering or exiting O.E.M.C facilities, and all employees and other individuals entering or exiting O.E.M.C facilities are subject to searches. Vehicles may not contain any materials other than those needed for the project. The Executive Director may deny access to any vehicle or individual in his sole discretion.
- C. All individuals operating a vehicle on O.E.M.C property must be familiar and comply with motor driving regulations and procedures of the State of Illinois and the City of Chicago. The operator must be in possession of a valid, state-issued Motor Vehicle Operator's Driver License.
- D. All required City stickers and State Vehicle Inspection stickers must be valid. Individuals must remain within their assigned area and haul routes unless otherwise instructed by the City.

Access to the Work sites will be as shown or designated on the Contract Documents Drawings or determined by the Executive Director. The Executive Director may deny access when, in his sole discretion, the vehicle or individual poses some security risk to O.E.M.C.

Whenever the Contractor receives permission to enter O.E.M.C property in areas that are exit/entrance points not secured by the City, the Contractor may be required to provide gates that comply with O.E.M.C design and construction standards. Contractor must provide a licensed and bonded security guard, subject to the Executive Director's approval and armed as deemed necessary by the Executive Director, at the gates when the gates are in use. O.E.M.C Security will provide the locks. Failure to provide and maintain the necessary security will result in an immediate closure by O.E.M.C personnel of the point of access.

Stockpiling materials and parking of equipment or vehicles near O.E.M.C security fencing is prohibited.

Any security fencing, gates, or alarms damaged by the Contractor or its Subcontractors must be manned by a licensed and bonded security guard of the Contractor at Contractor's expense until the damaged items are restored. Contractor must restore them to their original condition within an eight (8) hour period from the time of notice given by the Executive Director.

Temporary removal of any security fencing, gate or alarm to permit construction must be approved by the Executive Director, and Contractor must man the site by a licensed and bonded security guard, approved by and armed as deemed necessary by the Executive Director, at Contractor's expense, on a twenty-four (24) hour basis during the period of temporary removal. Contractor must restore the items removed to their original condition when construction is completed.

Unauthorized hazardous or illegal materials, including but not limited to hazardous materials as defined in 49 C.F.R. Parts 100-185 (e.g. explosives, oxidizers, radiological materials, infectious materials), contraband, firearms and other weapons, illegal drugs and drug paraphernalia, may not be taken on O.E.M.C property. Alcoholic beverages are also prohibited.

All employees and vehicles working within O.E.M.C facilities must be properly identified. All vehicles and personnel passes will be issued to the Contractor by the Executive Director, as required. Contractor, Subcontractors, and employees must return identification material to the Executive Director upon completion of their respective work within the Project, and in all cases, the Contractor must return all identification material to the Executive Director after completion of the Project. Final Contract Payment will not be made until all passes issued have been returned to O.E.M.C Security.

3.22. POLICE SECURITY

As part of Police operations and security, the Contractor must obtain from the Police Department, Security Badges, for each of its employees, subcontractors, material men, invitees or any person(s) over whom Contractor has control, which must be visibly displayed at all times while at the airport. No person will be allowed beyond security checkpoints without a valid Security Badge. Each such person must submit signed and properly completed application forms to receive Security Badges. The application forms will solicit such information as the Superintendent may require; including but not limited to name, address, date of birth (driver's license). The Contractor is responsible for requesting and completing the form for each employee and subcontractor's employee. The Superintendent may grant or deny the application in his sole discretion. The Contractor must make available to the Superintendent, within one (1) day of request, the personnel file of any employee who will be working on the project.

In addition to other rules and regulations, the following rules related to Security Badges, must be adhered to:

1. Each person must wear and display his or her Security Badge on their outer apparel at all times while at any Chicago Police Department facility.
2. Individuals must remain within their assigned area unless otherwise instructed by the Chicago Police Department.

3.23. DEPARTMENT OF WATER MANAGEMENT SECURITY

For purposes of this section, "employee" refers to any individual employed or engaged by Contractor or by any Subcontractor. If the Contractor, or any employee, in the performance of this Contract, has or will have access to a Department of Water Management (DOWM) facility, the City may conduct such background and employment checks, including criminal history record checks and work permit documentation, as the Superintendent of the Department of Water Management and the City may deem necessary, on the Contractor, any Subcontractor, or any of their respective employees. The Superintendent of the Department of Water Management has the right to require the Contractor to supply or provide access to any additional information the Superintendent deems relevant. Before beginning work on the project, Contractor must:

Provide the City with a list of all employees requiring access to enable the City to conduct such background and employment checks;

Deliver to the City consent forms signed by all employees who will work on the project consenting to the City's and the Contractor's performance of the background checks described in this Section; and

Deliver to the City consent forms signed by all employees who will require access to the DOWM facility consenting to the searches described in this Section.

The Superintendent may preclude Contractor, any Subcontractor, or any employee from performing work on the project. Further, the Contractor must immediately report any information to the Superintendent relating to any threat to DOWM infrastructure or facilities or the water supply of the City and must fully cooperate with the City and all governmental entities investigating the threat. The Contractor must, notwithstanding anything contained in the Contract Documents to the contrary, at no additional cost to the City, adhere, and cause its Subcontractors to adhere, to any security and safety guidelines developed by the City and furnished to the Contractor from time to time during the term of the Contract and any extensions of it.

Each employee whom Contractor wishes to have access to a DOWM facility must submit a signed, completed "Area Access Application" to the DOWM to receive a DOWM Security Badge. If Contractor wishes a vehicle to have access to a DOWM facility, Contractor must submit a vehicle access application for that vehicle. The applications will solicit such information as the Superintendent may require in his discretion, including name, address, date of birth (and for vehicles, driver's license and appropriate stickers). The Contractor is responsible for requesting and completing these forms for each employee who will be working at DOWM facilities and all vehicles to be used on the job site. The Superintendent may grant or deny the application in his sole discretion. The Contractor must make available to the Superintendent, within one (1) day of request, the personnel file of any employee who will be working on the project.

At the Superintendent's request, the Contractor and Subcontractor must maintain an employment history of employees going back five years from the date Contractor began Work or Services on the project. If requested, Contractor must certify that it has verified the employment history as required on the form designated by the Superintendent. Contractor must provide the City, at its request, a copy of the employment history for each employee. Employment history is subject to audit by the City.

DOWM Security Badges and Vehicle Permits will only be issued based upon properly completed Area Access Application Forms. Employees or vehicles without proper credentials will not be allowed on DOWM property.

The following rules related to Security Badges and Vehicle Permits must be adhered to:

Each employee must wear and display the DOWM Security Badge issued to that employee on his or her outer apparel at all times.

At the sole discretion of the Superintendent and law enforcement officials, including but not limited to the Chicago Police Department, Cook County Sheriffs Office, Illinois State Police or any other municipal, state or federal law enforcement agency, all vehicles (and their contents) are subject to interior and/or exterior inspection entering or exiting DOWM facilities, and all employees and other individuals entering or exiting DOWM facilities are subject to searches. Vehicles may not contain any materials other than those needed for the project. The Superintendent may deny access to any vehicle or individual in his sole discretion.

All individuals operating a vehicle on DOWM property must be familiar and comply with motor driving

regulations and procedures of the State of Illinois and the City of Chicago. The operator must be in possession of a valid, state-issued Motor Vehicle Operator's Driver License.

All required City stickers and State Vehicle Inspection stickers must be valid.

Individuals must remain within their assigned area and haul routes unless otherwise instructed by the City.

Access to the Work sites will be as shown or designated on the Contract Documents Drawings or determined by the Superintendent. The Superintendent may deny access when, in his sole discretion, the vehicle or individual poses some security risk to DOWM.

Whenever the Contractor receives permission to enter DOWM property in areas that are exit/entrance points not secured by the City, the Contractor may be required to provide gates that comply with DOWM design and construction standards. Contractor must provide a licensed and bonded security guard, subject to the Superintendent's approval and armed as deemed necessary by the Superintendent, at the gates when the gates are in use. DOWM Security will provide the locks. Failure to provide and maintain the necessary security will result in an immediate closure by DOWM personnel of the point of access.

Stockpiling materials and parking of equipment or vehicles near DOWM security fencing is prohibited.

Any security fencing, gates, or alarms damaged by the Contractor or its Subcontractors must be manned by a licensed and bonded security guard of the Contractor at Contractor's expense until the damaged items are restored. Contractor must restore them to their original condition within an eight (8) hour period from the time of notice given by the Superintendent.

Temporary removal of any security fencing, gate or alarm to permit construction must be approved by the Superintendent, and Contractor must man the site by a licensed and bonded security guard, approved by and armed as deemed necessary by the Superintendent, at Contractor's expense, on a twenty-four (24) hour basis during the period of temporary removal. Contractor must restore the items removed to their original condition when construction is completed.

Unauthorized hazardous or illegal materials, including but not limited to hazardous materials as defined in 49 C.F.R. Parts 100-185 (e.g. explosives, oxidizers, radiological materials, infectious materials), contraband, firearms and other weapons, illegal drugs and drug paraphernalia, may not be taken on DOWM property. Alcoholic beverages are also prohibited.

All employees and vehicles working within DOWM facilities must be properly identified. All vehicles and personnel passes will be issued to the Contractor by the Superintendent, as required. Contractor, Subcontractors, and employees must return identification material to the Superintendent upon completion of their respective work within the Project, and in all cases, the Contractor must return all identification material to the Superintendent after completion of the Project. Final Contract Payment will not be made until all passes issued have been returned to DOWM Security.

3.24. ACCEPTANCE

It is understood and agreed by and between the parties hereto, that the initial acceptance and inspection of any Service will not be considered a waiver of any provision of these specifications and will not relieve the Contractor of its obligation to provide satisfactory Candidate Background Investigation

and Reporting Services which conforms to the specifications, as shown by any test or inspections for which provisions are herein otherwise made.

Failure of the Contractor to familiarize himself/herself with all requirements of the Contract Documents will not relieve him/her from complying with all of the provisions thereof.

3.25. MODIFICATIONS AND AMENDMENTS

No change, amendment or modification of this Contract, or any part hereof, is valid unless stipulated in writing and signed by the parties hereto, or their respective agents / representatives.

3.26. GOVERNING LAW AND JURISDICTION

This specification is governed as to performance and interpretation in accordance with the laws of the State of Illinois.

Contractor irrevocably submits itself to the original jurisdiction of those courts located within the County of Cook, State of Illinois, with regard to any controversy arising out of, relating to, or in any way concerning the execution or performance of this specification. Service of process on Contractor may be made, at the option of the City, either by registered or certified mail addressed to the applicable office as provided for in this specification, by registered or certified mail addressed to the office actually maintained by Contractor, or by personal delivery on any officer, director, or managing or general agent of Contractor. If any action is brought by Contractor against the City concerning this specification, the action must be brought only in those courts located within the County of Cook, State of Illinois.

3.27. DEEMED INCLUSION

Provisions required by law, ordinances, rules, regulations, or executive orders to be inserted in the Contract are deemed inserted in the Contract whether or not they appear in the Contract or, upon application by either party, the Contract will be amended to make the insertion; however, in no event will the failure to insert the provisions before or after the Contract is signed prevent its enforcement.

3.28. NON-APPROPRIATION

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this contract, then the City will notify the Contractor of that occurrence and this contract shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this contract are exhausted. No payments will be made to the Contractor under this contract beyond those amounts appropriated and budgeted by the City to fund payments under this contract.

3.29. TERMINATION

The City may terminate this contract or all or any portion of the contract, at any time by a notice in writing from the City to the Contractor. The City will give notice to the Contractor. The effective date of termination will be the date the notice is received by the Contractor or the date stated in the notice, whichever is later. If the City elects to terminate the contract in full, all services to be provided under it must cease and all materials that may have been accumulated in performing this contract whether completed or in the process, must be delivered to the City within ten (10) calendar days after the

effective date stated in the notice.

After the notice is received, the Contractor must restrict its activities, and those of its subcontractors to winding down any activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in the Payment clause and as outlined in the Proposal page, but if any compensation is described or provided for on the basis of a period longer than ten (10) calendar days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed services. The payment so made to the Contractor is in full settlement for all services satisfactorily performed under this contract. If Contractor disputes the amount of compensation determined by the City to be due Contractor, then the Contractor must initiate dispute settlement procedures in accordance with the Disputes provision in the General Conditions.

If the City's election to terminate this contract for default pursuant to the Default provision in the General Conditions is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be deemed to be an early termination pursuant to this Termination provision.

4. CONTRACTORS INSURANCE

CONTRACT INSURANCE REQUIREMENTS

Chicago Police Department Candidate Background Investigation and Reporting Services

The Contractor must provide and maintain at Contractor's own expense until Contract completion and during the time period following completion if Contractor is required to return and perform any additional work or Services, the insurance coverages and requirements specified below, insuring all operations related to the Contract.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Contract and Employers Liability coverage with limits of not less than \$100,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

Subcontractors performing work for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

4) Professional Liability

When any professional consultants including investigative professionals perform work or Services in connection with this Contract, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$2,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Subcontractors performing work for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

5) Valuable Papers

When any media, data, records, reports and any other documents are produced or used under this Contract, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

6) Property

The Contractor is responsible for any damage to City property at replacement cost that results from this Contract.

The Contractor is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by Contractor.

B. ADDITIONAL REQUIREMENTS

The Contractor must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 403, 121 North LaSalle Street, Chicago IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Contract. The Contractor must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to Contract award. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The failure of the City to obtain certificates or other insurance evidence from Contractor is not a waiver by the City of any requirements for the Contractor to obtain and maintain the specified coverages. The Contractor must advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The insurance must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self insured retentions on referenced insurance coverages must be borne by Contractor.

The Contractor hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law.

Any insurance or self insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Contractor under the Contract.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in this Contract given as a matter of law.

If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Contractor must require all subcontractors to provide the insurance required herein, or Contractor may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Contractor unless otherwise specified in this Contract.

If Contractor or subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provisions in the Contract to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

4.1. INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____
 Address: _____
 (Number and Street)

 (City) (State) (ZIP)

Specification #: 76817
 RFQ #: 3659
 Project Name: **Candidate Background Investigation & Reporting**
 Purchase Order #: _____

Description of Operation/Location	
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The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the Contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the Contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuing such contract with the named insured:

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input type="checkbox"/> Occurrence <input type="checkbox"/> Premises-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed-Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution				CSL Per Occurrence \$ _____ General Aggregate \$ _____ Products/Completed Operations Aggregate \$ _____
Automobile Liability				CSL Per Occurrence \$ _____
<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Liability				Each Occurrence \$ _____
Worker's Compensation and Employer's Liability				Statutory/Illinois Employers Liability \$ _____
Builders Risk/Course of Construction				Amount of Contract _____
Professional Liability				\$ _____
Owner Contractors Protective				\$ _____
Other				\$ _____

- a) Each Insurance policy required by this contract, excepting policies for worker's compensation and professional liability, will read: "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.
- c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
- d) The receipt of this certificate by the City does not constitute contract by the City that the insurance requirements in the Contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice Certificate Holder/Additional Insured City of Chicago Department of Procurement Services 121 N. LaSalle St., #403 Chicago, IL 60602	Signature of Authorized Rep. _____ Agency/Company: _____ Address: _____ Telephone: _____
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For City use only
 Name of City Department requesting certificate: (Using Dept.): _____
 Address: _____ ZIP Code: _____ Attention: _____

5. SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE

5.1. POLICY AND TERMS

It is the policy of the City of Chicago that Local Businesses certified as Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses, and all other Regulations promulgated under the aforementioned sections of the Municipal Code will have the maximum opportunity to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, national origin or sex, and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

The Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

Year Advertised	MBE Percentage	WBE Percentage
1991	21.1%	5%
1992	19.5%	4.9%
1993	17.7%	4.8%
after 1993	16.9%	4.5%

This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by the indirect participation of MBEs or WBEs in other aspects of the Contractor's business (but no dollar of such indirect MBE or WBE participation will be credited more than once against a Contractor's MBE or WBE commitment with respect to all Contracts of such Contractor), or by any combination of the foregoing. Note: MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both a MBE/WBE will not be credited more than once against a Contractor's MBE or WBE commitment in the performance of the Contract.

As noted above, the Contractor may meet all or part of this commitment by contracting with MBEs or WBEs for the provision of goods or services not directly related to the performance of this Contract. However, in determining the manner of MBE/WBE participation, the Contractor will first consider involvement of MBEs/WBEs as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this Contract. In appropriate cases, the Chief Procurement Officer will require the Contractor to demonstrate the specific efforts undertaken by it to involve MBEs and WBEs directly in the performance of this Contract.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector projects.

5.2. DEFINITIONS

A. **“Area of Specialty”** means the description of an MBE or WBE firm’s business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm’s claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of the firm’s Area of Specialty. This information is also contained in the Directory. Credit toward this contract’s MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

NOTICE: The City of Chicago does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.

B. **“Directory”** means the Directory of Certified “Disadvantaged Business Enterprises,” “Minority Business Enterprises” and “Women Business Enterprises” maintained and published by the Executive Director. The Directory identifies firms that have been certified as MBEs and WBEs, and includes both the date of their last certification and the area of specialty in which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE and WBE firms.

C. **“Executive Director”** means the executive director of the Office of Compliance or his or her designee.

D. **“Minority Business Enterprise”** or **“MBE”** means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations.

E. **“Women Business Enterprise”** or **“WBE”** means a firm awarded certification as a woman owned and controlled business in accordance with City Ordinances and Regulations.

F. **“Joint Venture”** means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Contractors may develop joint venture contracts as an instrument to provide participation by MBEs and WBEs in contract work. A joint venture seeking to be credited for MBE/WBE participation may be formed among certified MBE/WBE firms or between certified MBE/WBE firm(s) and non-MBE/WBE firm(s).

A joint venture is eligible for MBE/WBE credit if the MBE/WBE partner(s) share in the ownership, control, management responsibilities, risks and profits of the joint venture, and are responsible for a clearly defined portion of work to be performed, in proportion with the MBE/WBE ownership percentage.

5.3. COUNTING MBE/WBE PARTICIPATION TOWARD THE CONTRACT GOALS

The inclusion of any MBE or WBE in the contractor's MBE/WBE Utilization Plan shall not conclusively establish the contractor's right to full MBE/WBE credit for that firm's participation in the contract.

The Chief Procurement Officer reserves the right to deny or limit MBE/WBE credit to the contractor where any MBE or WBE is found to be engaged in substantial subcontracting or pass-through activities with others. In this regard, a contractor may count toward its MBE and WBE goals only expenditures to firms that perform a commercially useful function. A firm is considered to perform a commercially useful function when it is responsible for the performance of a clearly defined and distinct element of work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Chief Procurement Officer shall evaluate the amount of work subcontracted, industry practices, and other relevant factors. The amount of MBE/WBE participation credit shall be based upon an analysis by the Chief Procurement Officer of the specific duties that will be performed by the MBE or WBE. Each MBE/WBE shall be expected to actually perform a substantial (i.e., more than eighty-five percent (85%)) portion of the work contemplated for it by any subcontract or contract through the use of its own employees and equipment.

Requested information may include, without limitation: (1) specific information concerning broker's fees and/or commissions; (2) intended sub-suppliers or other sources of goods and/or services; and (3) specific financial or other risks to be assumed by the MBE/WBE.

The participation of MBEs and WBEs who have been certified as "brokers" shall no longer be considered eligible to participate on contracts awarded by the City in 1993 and thereafter until further notice for any consideration of MBE or WBE credit.

Credit for the participation of MBEs/WBEs as joint venture partners shall be based upon an analysis of the duties, responsibilities and risks undertaken by the MBE/WBE as specified by the joint venture's executed joint venture contract. The Chief Procurement Officer reserves the right to deny or limit MBE/WBE credit to the contractor where any MBE/WBE joint venture partner is found to have duties, responsibilities, risks or loss and management control over the joint venture that is not commensurate with or in proportion to its joint venture ownership.

5.4. REGULATIONS GOVERNING REDUCTIONS TO OR WAIVER OF MBE/WBE GOALS

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder or proposer determines that it is unable to meet the MBE and/or WBE percentage on a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder/proposer's letterhead, and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

Bidders/proposers will be considered responsive to the terms and conditions of these Regulations if a waiver request and proof of notification to an assist agency is submitted at the time of bid/proposal opening. Once the bids have been opened, the lowest responsive and responsible bidder so deemed by the Chief Procurement Officer or authorized designee will have no more than fourteen (14) calendar

days to submit to the Department of Procurement complete documentation that adequately addresses the conditions for waiver described herein. Proposers responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than fourteen (14) calendar days to submit to the Department of Procurement complete documentation that adequately addresses the conditions for waiver described herein. Respondents to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations. Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder/proposer; or re-advertising the bid/proposal. All bidders/proposers are encouraged to submit all required documents at the time of bid opening to expedite the contract award.

Direct/Indirect Participation

Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

The bidder/proposer has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct or indirect work identified or related to the advertised bid/proposal. Direct participation involves subcontracting a portion of the goods/services specifically required in the bid/proposal. Indirect participation is the subcontracting of goods/services not specifically related to the performance of this contract. Documentation must include but is not necessarily limited to:

A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;

A listing of all MBE/WBE firms contacted that includes:

Names, address and telephone numbers of MBE/WBE firms solicited;

Date and time of contact;

Method of contact (written, telephone, transmittal of facsimile documents, etc.)

Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:

Project identification and location;

Classification/commodity of work items for which quotations were sought;

Date, item and location for acceptance of subcontractor bid proposals;

Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;

Affirmation that good faith efforts have been demonstrated by choosing subcontracting opportunities likely to achieve MBE/WBE goals by not imposing any limiting conditions which were not mandatory for all subcontractors; or denying the benefits ordinarily conferred on MBE/WBE subcontractors for the type of work that was solicited.

OR

Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontractors' quote is excessively costly, the bidder/proposer must provide the

following information:

A detailed statement of the work identified for MBE/WBE participation for which the bidder/proposer asserts the MBE/WBE quote(s) was excessively costly (in excess of 20% higher).

A listing of all potential subcontractors contacted for a quotation on that work item;
Prices quoted for the subcontract in question by all such potential subcontractors for that work item.

Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:

The City's estimate for the work under a specific subcontract;

The bidder/proposers own estimate for the work under the subcontract;

An average of the bona fide prices quoted for the subcontract;

Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

Assist Agency Participation

Every waiver and/or reduction request must include evidence that the bidder/proposer has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community.

The notice requirement of this Section will be satisfied if a bidder/proposer contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required for any bid/proposal submitted to be deemed responsive on the date of bid opening. If deemed appropriate, the Chief Procurement Officer or Contract Compliance Officer may contact the assist agency for verification of notification.

Impracticability

If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.

The requirements set forth in these Regulations shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Procurement Department administrator, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders/proposers, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

5.5. PROCEDURE TO DETERMINE BID COMPLIANCE

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

A Schedule C-1 executed by the MBE/WBE (or Schedule B/Joint Venture Subcontractor) must be submitted by the bidder/proposer for each MBE/WBE included on their Schedule D-1 and must accurately detail the work to be performed by the MBE/WBE and the agreed rates and prices to be paid. If any fully completed and executed Schedule C-1 is not submitted with the bid/proposal, it must be received by the Contract Administrator within ten (10) days of the bid/proposal opening. (All post bid/proposal submissions must have original signatures on all documents). Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

Letters of Certification.

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago include a statement of the MBE/WBE firm's Area of Specialty. The MBE/WBE firm's scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty.

Joint Venture Contracts.

If the bidder's/proposer's MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder/proposer or as a subcontractor), the bidder/proposer must provide a copy of the joint venture contract and a Schedule B. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture contract must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture contract must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g., check signing authority).

Required Schedules Regarding DBE/MBE/WBE Utilization.

Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. Except in cases where the bidder/proposer has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 5.4. herein, the bidder/proposer must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1.

The total dollar commitment to proposed MBEs must at least equal the MBE goal and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base

bids or in the case of Term Contracts, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening (See Section 5.5A. above), the bidder/proposer may submit a revised Schedule D-1 (executed and notarized to conform to the Schedules C-1). Except in cases where substantial and documented justification is provided, bidders/proposers will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture contracts must be delineated in the Schedule B.

5.6. REPORTING REQUIREMENTS DURING THE TERM OF THE CONTRACT

The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written contracts will be made available to the Chief Procurement Officer upon request.

In the case of one (1) time procurements of supplies with either single or multiple deliveries to be performed in less than one (1) year from the date of contract award, a "MBE/WBE Utilization Report", indicating final MBE and WBE payments will be submitted directly to the Department of Procurement Services so as to assure receipt either at the same time, or before the using Department receives contractors final invoice. **(NOTICE: Do not submit invoices with "MBE/WBE Utilization Reports.")** Final payments may be held until the Utilization Reports have been received.

During the term of the contract, the Contractor will submit quarterly "MBE/WBE Utilization Reports", a copy of which is attached. The frequency with which these reports are to be submitted will be in no case less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the contractors first MBE/WBE Utilization Report will be due ninety (90) calendar days after the date of contract award, and reports will be due quarterly thereafter.

MBE/WBE Utilization Reports are to be submitted directly to: Department of Procurement Services, Division of Vendor Relations, City Hall, Room 400, 121 N. LaSalle Street, Chicago, Illinois 60602.

The Executive Director will be entitled to examine, on five (5) business days notice, the contractors books and records including without limitation payroll records, tax returns and records, and books of account, to determine whether the contractor is in compliance with its commitment to MBE/WBE participation and the status of any MBE or WBE performing any portion of the contract. Such rights are in addition to any other audit inspection rights contained in the contract.

5.7. MBE/WBE SUBSTITUTIONS

Changes by the contractor of the commitments earlier certified in the Schedule D-1 are prohibited. In some cases, however, it may become necessary to substitute a new MBE or WBE in order to actually fulfill the MBE/WBE requirements.

The contractor must notify the Chief Procurement Officer immediately in writing of the necessity to reduce or terminate a MBE/WBE subcontract and to utilize a substitute firm for some phase of work. The contractor's notification should include the name, address and principal official of the

substitute MBE/WBE and the dollar value and scope of work of the subcontract. Attached should be all the requisite MBE/WBE affidavits and documents, as enumerated above in Section 5, "Procedure to Determine Bid Compliance."

The City will not approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary for the contractor in order to comply with MBE/WBE contract requirements.

After award of contract, no relief of the MBE/WBE requirements will be granted by the City except in exceptional circumstances. Requests for complete or partial waiver of the MBE/WBE requirements of this contract must be made in writing, stating all details of the request, the circumstances, and any additional relevant information. The request must be accompanied by a record of all efforts taken by the contractor to locate specific firms, solicit MBE/WBE bids, seek assistance from technical assistance agencies, etc., as outlined above in the section entitled "Regulations Governing Reductions To or Waiver of MBE/WBE Goals."

5.8. NON-COMPLIANCE AND DAMAGES

The following constitutes a material breach of this contract and shall entitle the City to declare a default, terminate the contract and exercise those remedies provided for in the contract, at law or in equity:

Failure to satisfy the MBE/WBE percentages required by the contract; and The contractor or subcontractor is disqualified as a MBE or WBE, such status was a factor in contract award, and was misrepresented by the contractor.

In the event that the contractor is determined not to have been involved in any misrepresentation of the status of the disqualified subcontractor or supplier, the contractor shall seek to discharge the disqualified subcontractor or supplier, upon proper notification to the Chief Procurement Officer and/or Executive Director and make every effort to identify and engage a qualified MBE or WBE as its replacement. Furthermore, continued eligibility to enter into future contracting arrangements with the City may be jeopardized as a result of non-compliance. Payments due to the contractor may be withheld until corrective action is taken.

5.9. ARBITRATION

In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney's fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any contract to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and a MBE/WBE.

An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitral process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes

shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.

All fees of the arbitrator are the initial responsibility of the MBE/WBE; provided, however, that the arbitrator is authorized to award reasonable expenses, including attorney's and arbitrator fees, as damages to a prevailing MBE/WBE.

The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the arbitrator within ten (10) days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

5.10. RECORD KEEPING

The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs/WBEs, retaining these records for a period of at least three years after final acceptance of the work. Full access to these records shall be granted to the City of Chicago, Federal or State authorities in this project, the U.S. Department of Justice, or any duly authorized representatives thereof.

5.11. INFORMATION SOURCES

Small business guaranteed loans; surety bond guarantees; 8 (a) certification:

U.S. Small Business Administration

500 W. Madison Street, Suite 1250

Chicago, Illinois 60661

General Information

(312) 353-4528

S.B.A. - Bond Guarantee Program Surety Bonds

500 West Madison, Suite 1250

Chicago, IL 60661

Attention: Carole Harris

(312) 353-4003

S.B.A. - Procurement Assistance

500 West Madison, Suite 1250

Chicago, Illinois 60661

Attention: Robert P. Murphy, Area Regional Administrator

(312) 353-7381

Project information and general MBE/WBE information:

City of Chicago

Department of Procurement

Contract Administration Division

City Hall - Room 403

Chicago, Illinois 60602

Attention: Monica Cardenas

(312) 744-0845

Directory of Certified Disadvantaged, Minority and Women Business Enterprises:

City of Chicago

Office of Compliance

ATTN: Supplier Diversity Program

333 State Street, Suite 540

Chicago, IL 60604

Information on MBE/WBE availability in the manufacturing, sales or supplies and related fields (direct assistance from 42 regional affiliates located throughout the U.S.):

National Minority Suppliers Development Council, Inc.

1040 Avenue of the Americas, 2nd Floor

New York, New York 10018

Attention: Harriet R. Michel

(212) 944-2430

Chicago Minority Business Development Council

1 East Wacker Drive

Suite 1200

Chicago, Illinois 60601

Attention: Tracye Smith, Executive Director

(312) 755-8880

6. ATTACHMENT A - ASSIST AGENCY

Alliance of Business Leaders & Entrepreneurs
(ABLE)
150 N. Michigan Ave. Suite 2800
Chicago, IL 60601
Phone: (312) 624-7733
Fax: (312) 624-7734
Web: www.ablechicago.com

Alliance of Minority and Female Contractors
c/o Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239

Asian American Institute
4753 N. Broadway St. Suite 904
Chicago, IL 60640
Phone: (773) 271-0899
Fax: (773) 271-1982
Web: www.aaichicago.org

Association of Asian Construction Enterprises
333 N. Ogden Avenue
Chicago, IL 60607
Phone: (847) 525-9693
Email: nakmancorp@aol.com

Black Contractors United
400 W. 76th Street, Suite 200
Chicago, IL 60620
Phone: (773) 483-4000
Fax: (773) 483-4150
Web: www.blackcontractorsunited.com

Chicago Area Gay & Lesbian Chamber of
Commerce
3656 N. Halsted
Chicago, IL 60613
Phone: (773) 303-0167
Fax: (773) 303-0168
Web: www.glchamber.org

Chatham Business Association Small
Business Development, Inc.
8441 S. Cottage Grove Avenue
Chicago, IL 60619
Phone: (773)994-5006
Fax: (773)994-9871
Web: www.cbaworks.org

Chicago Minority Supplier Development Council, Inc.
105 W. Adams, Suite 2300
Chicago, IL 60603-6233
Phone: (312) 755-8880
Fax: (312) 755-8890
Web: www.cmbdc.org

Chicago Urban League
4510 S. Michigan Ave.
Chicago, IL 60653
Phone: (773) 285-5800
Fax: (773) 285-7772
Web: www.cul-chicago.org

Cosmopolitan Chamber of Commerce
203 N. Wabash, Suite 518
Chicago, IL 60601
Phone: (312) 499-0611
Fax: (312) 332-2688
Web: www.cosmochamber.org

Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239
Web: www.fwcchicago.com

Hispanic American Construction Industry Association
(HACIA)
901 West Jackson Boulevard, Suite 205
Chicago, IL 60607
Phone: (312) 666-5910
Fax: (312) 666-5692
Web: www.haciaworks.org
Illinois Hispanic Chamber of Commerce
855 W. Adams, Suite 100
Chicago, IL 60607
Phone: (312) 425-9500
Fax: (312) 425-9510
Web: www.ihccbbusiness.net

Latin American Chamber of Commerce
3512 West Fullerton Avenue
Chicago, IL 60647
Phone: (773) 252-5211
Fax: (773) 252-7065
Web: www.latinamericanchamberofcommerce.com

National Association of Women Business Owners
Chicago Chapter
230 E. Ohio, Suite 400
Chicago, IL 60611
Phone: (312) 224-2605
Fax: (312) 6448557
Web: www.nawbochicago.org

Rainbow/PUSH Coalition
International Trade Bureau
930 E. 50th Street
Chicago, IL 60615
Phone: (773) 256-2781
Fax: (773) 373-4104
Web: www.rainbowpush.org

Suburban Black Contractors Association
1250 Grove Ave. Suite 200
Barrington, IL 60010
Phone: (847) 852-5010
Fax: (847) 382-1787
Web: www.suburbanblackcontractors.org

Uptown Center Hull House
4520 N. Beacon Street
Chicago, IL 60640
Phone: (773) 561-3500
Fax: (773) 561-3507
Web: www.hullhouse.org

Women Construction Owners & Executives (WCOE)
Chicago Caucus
308 Circle Avenue
Forest Park, IL 60130
Phone: (708) 366-1250
Fax: (708) 366-5418
Web: www.wcoeusa.org

Women's Business Development Center
8 South Michigan Ave., Suite 400
Chicago, IL 60603
Phone: (312) 853-3477
Fax: (312) 853-0145
Web: www.wbdc.org

Alliance of Business Leaders & Entrepreneurs (ABLE)
150 N. Michigan Ave. Suite 2800
Chicago, IL 60601
Phone: (312) 624-7733
Fax: (312) 624-7734
Web: www.ablechicago.com

Chicago Women in Trades (CWIT)
4425 S. Western Blvd.
Chicago, IL 60609-3032
Phone: (773) 376-1450
Fax: (312) 942-0802
Web: www.chicagowomenintrades.org

Coalition for United Community Labor Force
1253 W. 63rd Street
Chicago, IL 60636
Phone: (773) 863-0283

Englewood Black Chamber of Commerce
P.O. Box 21453
Chicago, IL 60621

South Shore Chamber, Incorporated
Black United Funds Bldg.
1813 E. 71st Street
Chicago, IL 60649-2000
Phone: (773) 955-9508

United Neighborhood Organization (UNO)
954 W. Washington Blvd., 3rd Floor
Chicago, IL 60607
Phone: (312) 432-6301
Fax: (312) 432-0077
Web: www.uno-online.org

Chicago Minority Supplier Development Council, Inc.
105 W. Adams, Suite 2300
Chicago, IL 60603-6233
Phone: (312) 755-8880
Fax: (312) 755-8890
Web: www.cmbdc.org

Chicago Urban League
4510 S. Michigan Ave.
Chicago, IL 60653
Phone: (773) 285-5800
Fax: (773) 285-7772
Web: www.cul-chicago.org

Cosmopolitan Chamber of Commerce
203 N. Wabash, Suite 518
Chicago, IL 60601
Phone: (312) 499-0611
Fax: (312) 332-2688
Web: www.cosmochamber.org

Alliance of Minority and Female Contractors
c/o Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239

Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239
Web: www.fwcchicago.com

Asian American Institute
4753 N. Broadway St. Suite 904
Chicago, IL 60640
Phone: (773) 271-0899
Fax: (773) 271-1982
Web: www.aaichicago.org

Hispanic American Construction Industry Association
(HACIA)
901 West Jackson Boulevard, Suite 205
Chicago, IL 60607
Phone: (312) 666-5910
Fax: (312) 666-5692
Web: www.haciaworks.org

Association of Asian Construction Enterprises
333 N. Ogden Avenue
Chicago, IL 60607
Phone: (847) 525-9693
Email: nakmancorp@aol.com

Illinois Hispanic Chamber of Commerce
855 W. Adams, Suite 100
Chicago, IL 60607
Phone: (312) 425-9500
Fax: (312) 425-9510
Web: www.ihccbbusiness.net

Black Contractors United
400 W. 76th Street, Suite 200
Chicago, IL 60620
Phone: (773) 483-4000
Fax: (773) 483-4150
Web: www.blackcontractorsunited.com

Latin American Chamber of Commerce
3512 West Fullerton Avenue
Chicago, IL 60647
Phone: (773) 252-5211
Fax: (773) 252-7065
Web: www.latinamericanchamberofcommerce.com

Chicago Area Gay & Lesbian Chamber of
Commerce
3656 N. Halsted
Chicago, IL 60613
Phone: (773) 303-0167
Fax: (773) 303-0168
Web: www.glchamber.org

Chatham Business Association Small
Business Development, Inc.
8441 S. Cottage Grove Avenue
Chicago, IL 60619
Phone: (773)994-5006
Fax: (773)994-9871
Web: www.cbaworks.org

7. ATTACHMENT B

On Bidder/Proposer's Letterhead

RETURN RECEIPT REQUESTED

(Date)

Re: **Specification No.:** 76817

Project Name: Candidate Background Investigative Services and Reporting

(Assist Agency Name and Address)

Dear _____:

_____ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due _____ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/ Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact

Name of Company Representative at _____ Address/Phone

within (10) ten working days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

City of Chicago
Office of Compliance
Attn: Supplier Diversity Program
333 S. State Street, Suite 540
Chicago, Illinois 60604
(312) 747-7778
E-mail: integrity@cityofchicago.org

If you wish to discuss this matter, please contact the undersigned at _____.

Sincerely,

8. SCHEDULE B:

AFFIDAVIT OF JOINT VENTURE (MBE/WBE)

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture contract among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All information requested on this schedule must be answered in the spaces provided. Do not refer to your joint venture contract except to expand on answers provided on this form. If additional space is required, additional sheets may be attached.

Name of joint venture: _____
Address of joint venture: _____
Phone number of joint venture: _____
Identify each non-MBE/WBE venturer(s): _____
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
Identify each MBE/WBE venturer(s): _____

Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture:

Attach a copy of the joint venture contract. In order to demonstrate the MBE and/or WBE venturer's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture contract must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBEs own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.
Ownership of the Joint Venture.

What are the percentage(s) of MBE/WBE ownership of the joint venture? _____

MBE/WBE ownership percentage(s) _____

Non-MBE/WBE ownership percentage(s) _____

Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):

Profit and loss sharing: _____

Capital contributions:

(a) Dollar amounts of initial contribution: _____

(b) Dollar amounts of anticipated on-going contributions: _____

Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer):

Other applicable ownership interests, including ownership options or other contracts which restrict or limit ownership and/or control:

Provide copies of all written contracts between venturers concerning this project. Identify each current City of Chicago contract (and each contract completed during the past two (2) years) by a joint venture of two or more firms participating in this joint venture:

Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

Joint venture check signing:

Authority to enter contracts on behalf of the joint venture:

Signing, co-signing and/or collateralizing loans:

Acquisition of lines of credit:

Acquisition and indemnification of payment and performance bonds:

Negotiating and signing labor contracts:

Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations: _____
2. Major purchases: _____
3. Estimating: _____
4. Engineering: _____

Financial Controls of joint venture:

Which firm and/or individual will be responsible for keeping the books of account?

Identify the managing partner, if any, and describe the means and measure of their compensation:

What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

State the approximate number of operative personnel (by trade) needed to perform the joint

ventures work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

Trade	Non-MBE/WBE Firm (Number)	MBE/WBE (Number)	Joint Venture

Note: If any personnel proposed for this project will be employees of the joint venture:

Are any proposed joint venture employees currently employed by either venturer? Currently employed by non-MBE/WBE _____ (number) Employed by MBE/WBE _____
 Identify by name and firm the individual who will be responsible for hiring joint venture employees:

Which venturer will be responsible for the preparation of joint venture payrolls:

 Please state any material facts of additional information pertinent to the control and structure of this joint venture.

The undersigned affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and
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the payment therefore, and any proposed changes in any provision of the joint venture contract, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

Note: If, after filing this Schedule B and before the completion on the joint ventures work on the project, there is any change in the information submitted, the joint venture must inform the City of Chicago, either directly or through the prime contractor if the joint venture is a subcontractor.

Name of MBE/WBE Partner Firm

Name of Non-MBE/WBE Partner Firm

Signature of Affiant

Signature of Affiant

Name and Title of Affiant

Name and Title of Affiant

Date

Date

On this ____ day of, 20____, the above-signed officers

(names of affiants)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Signature of Notary Public _____

(SEAL)

My Commission Expires: _____

9. SCHEDULE C-1

Project Description: Candidate Background Investigative Services and Reporting

Specification Number: 76817

From: _____

MBE: Yes ___ No ___

(Name of MBE/WBE Firm)

WBE: Yes ___ No ___

To: _____ and the City of Chicago:

(Name of Prime Contractor)

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 five (5) years. The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

The above described performance is offered for the following price and described terms of payment:
\$ _____ %

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

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

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

Name /Title (Print)

Date

Phone

10. SCHEDULE D-1

AFFIDAVIT OF MBE/WBE GOAL IMPLEMENTATION PLAN

Project Description: Candidate Background Investigative Services and Reporting

Specification Number: 76817

State of _____

County (City) of _____

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

Name of Bidder

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. Direct Participation of MBE/WBE Firms

(Note: The bidder shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.)

A. If bidder is a certified MBE or WBE firm, attach copy of City of Chicago Letter of Certification. (Certification of the bidder as a MBE satisfies the MBE goal only. Certification of the bidder as a WBE satisfies the WBE goal only.)

B. If bidder 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 Contract clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.

C. MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of _____
MBE/WBE:

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule attached? C-1 Yes _____ No _____ *
*(see next page)

2. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule attached? C-1 Yes _____ No _____ *
*(see next page)

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule attached? C-1 Yes _____ No _____ *
*(see next page)

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule attached? C-1 Yes _____ No _____ *
*(see next page)

5. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule attached? C-1 Yes _____ No _____ *

*(see next page)

6. Attach additional sheets as needed.

* All Schedule C-1s and Letters of Certification not submitted with bid/proposal must be submitted so as to assure receipt by the Contract Administrator within ten (10) business days after bid opening (or proposal due date.)

II. Indirect Participation of MBE/WBE Firms

(Note: This section does need not to be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation is considered.)

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

A. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule C-1 attached? Yes _____ No _____ *

B. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule C-1 attached? Yes _____ No _____ *

C. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule C-1 attached? Yes _____ No _____ *

D. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of _____ %
Participation:

Schedule C-1 attached? Yes _____ No _____ *

E. Attach additional sheets as needed.

* All Schedule C-1s and Letters of Certification not submitted with bid/proposal must be submitted so as to assure receipt by the Contract Administrator within ten (10) business days after bid opening (or proposal due date).

II. Summary of MBE/WBE Proposal:

A. MBE Proposal

MBE Direct Participation (from Section I.)

MBE Firm Name	Dollar Amount	Percent
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Direct MBE Participation	\$ _____	_____ %

MBE Indirect Participation (from Section II.)

MBE Firm Name	Dollar Amount	Percent
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Indirect MBE Participation	\$ _____	_____ %

B. WBE Proposal

WBE Direct Participation (from Section I.)

WBE Firm Name	Dollar Amount	Percent
_____	\$ _____	_____ %
_____	\$ _____	_____ %

_____	\$ _____	_____ %
Total Direct WBE Participation	\$ _____	_____ %

WBE Indirect Participation (from Section II.)

WBE Firm Name	Dollar Amount	Percent
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Indirect WBE Participation	\$ _____	_____ %

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: _____

Phone Number: _____

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: _____

State of _____

County of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name /s of person/s)

as _____ (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument executed)

Notary Public Signature: _____

(Seal)

Commission Expires: _____

I do solemnly declare and affirm under the 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.

Name of Contractor: _____
(Print or Type)

Signature: _____
(Signature of Affiant)

Name of Affiant: _____
(Print or Type)

Date: _____
(Print or Type)

State of _____

County (City) of _____

This instrument was acknowledged before me on _____ (date)

by _____ name/s of person/s)

as _____ (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument was executed).

Notary Public Signature: _____
(Seal)

Commission Expires: _____

12. DETAILED SPECIFICATIONS

12.1. SCOPE:

The Contractor must furnish and deliver to the Chicago Police Candidate Background Investigative Services and Reporting, F.O.B, City of Chicago Police Department, Human Resources Division the specified as described herein and in accordance with the terms and conditions of this specification.

12.2. INTENT

The intent for this bid solicitation is to provide background investigation services that includes but is not limited to criminal, personal, credit, education, military, driving and employment for the hiring process for Probationary Police Officers that is orderly and fair. The background investigation is to ascertain whether there is any discernable reason to disqualify a candidate from employment with the Chicago Department of Police.

12.3. CONTRACTOR'S QUALIFICATIONS

In order to bid on this Contract and to perform the work described herein, the Contractor must meet the following requirements at the time of bid submittal. Bidders not meeting these requirements at the time of bid will be disqualified.

The Contractor must demonstrate sufficient capacity to perform the work specified within the number of business days required. Therefore, the Contractor must submit with his/ her bid an organization plan indicating, the following are the minimum qualifications for Contractor's staff at the time of bid submittal.

All personnel must be employed directly by the bidder at the time of bid. Copies of all certifications and licenses must accompany bid. The documentation required that establishes Contractors Qualification as per the Detail Specifications listed in this specification must be submitted with bid. Bids submitted without required documentation WILL be rejected.

1. Worker(s) Qualifications
2. Qualified Project Manager

A minimum of three (3) years of experience providing the same or similar services is required for each investigator assigned to perform Candidate Background Investigation and Reporting Services under this contract.

Important Note: When staff is added to perform on this contract the Contractor must provide the names and the required documentation and qualifications for each individual prior to the start of any work on this contract, this information must be received at least fifteen (15) calendar days prior to the employees proposed start date.

The Contractor must be or have the ability to provide reporting that requires proficient computer skills that include but not limited to a functioning knowledge of Microsoft Office. The bidder must provide a project management level contact person who will be responsible for contract administration including immediate resolution of any issues.

Bidders must, at a minimum, provide a list of three (3) recent projects where it provided comparable services.

Bidders must submit, at the time of bidding, a brief history of the company and resumes of all key personnel including Owner and/or President, Project Manager, designated employee(s) and Contact Person for both contracts.

Copies of all certifications and licenses issued by the Illinois Department of Professional Regulation for Contractor's employees and sub-Contractors must be submitted to the Superintendent at the time of bidding.

12.4. CITY'S RESPONSIBILITIES

In support of the Services provided under this Contract, the City will:

1. Provide authorized representation of the Superintendent responsible for addressing inquiries, problems, scheduling, changes and other communications as well as for monitoring the Contract.
2. Provide access, when and where required, for the Contractor to fulfill its responsibilities under the Contract.

12.5. CONTRACTOR'S RESPONSIBILITIES FOR CANDIDATE BACKGROUND INVESTIGATIVE REPORTS

Personal History Questionnaires

Completed Personal History Questionnaires (PHQ) will be assigned to the Contractor for a candidate in either electronic or hard copy format. Please see the sample Chicago Police Department PHQ in the attachment section of this specification.

Candidate Background Investigative Report

Completed Candidate Background Investigative Reports (CBIR) must be completed and delivered to the CPD representative within 30 calendar days of receipt of each PHQ. Additional time to complete a CBIR must be requested in writing to the Superintendent of Police and must contain supporting information in writing. The Superintendent will review the request and in extraordinary circumstances may grant additional time to complete the CBIR. The Superintendent's approval must be in writing. Verbal approvals are not binding or valid.

The Superintendent of Police ("Superintendent") refers to the chief executive officer of the City of Chicago Police Department, and any representative duly authorized in writing to act on the Superintendent's behalf. CBIRs must be completed with the highest level of professionalism. Completed CBIRs must be submitted to the CPD representative named at the time the PHC is assigned to the Contractor.

The comprehensive Background Check may include but is not limited to the following:

1. Additional Employment History/Employment Verification
2. Criminal Search (Multi Jurisdictional)
3. Terrorist Watch List Search
4. Federal Court Record Search
5. Additional License Verification
6. Motor Vehicle Record Verification
7. Government Fraud Search
8. Professional Reference Checking
9. Military Record Verification
10. Volunteer Reference Checking
11. Sex Offender Search
12. Additional Professional License Verification
13. Additional Professional Certifications
14. Residency in the City of Chicago
15. National Criminal Database Search
16. Search of the Fraud Abuse Control Information System (FACTS)
17. Family/Household Member Verification
18. Neighborhood Canvas
19. Credit, Income Check and Verification

Ownership of Documents

All Deliverables and/or Services provided in connection with this specification, data, findings or information in any form prepared, assembled or encountered by or provided to Contractor under this contract is property of the City indefinitely, including all copyrights inherent in them or their preparation. During performance of its Services, Contractor is responsible for any loss or damage to the Deliverables, data, findings or information while in Contractor's or any Subcontractor's possession.

The Contractor is prohibited from generating any profit which includes but is not limited to the sale and/or marking of any Candidate Background Information in connection with this contract; the Contractor can not donate or transfer any medium, including computer equipment, upon which Candidate Background Information is contained.

Any such lost or damaged Deliverables, data, findings or information must be restored at the expense of Contractor. If not restorable, Contractor must bear the cost of replacement and of any loss suffered by the City on account of the destruction.

Records

Contractor must deliver or cause to be delivered to the City all documents, including all Deliverables prepared for the City under the terms of this Contract, promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand for them or upon termination or completion of the Services performed in connection with this contract. If Contractor fails to make such delivery upon demand, then Contractor must pay to the City any damages the City may sustain by reason of Contractor's failure.

A. Record Retention:

Contractor must maintain any such records including Deliverables not delivered to the City or demanded by the City for a period of 5 years after the final payment made in connection services provided in connection with this contract. Contractor must not dispose of such documents following the expiration of this period without notification of and written approval from the City. The Contractor must also remain in compliance with all State and Federal Laws that pertains to record retention and destruction and as governed by the Privacy Act.

Failure to deliver all City records and Deliverables upon demand, or any misuse of such records or Deliverables, may be deemed conversion of City property, and subject to criminal prosecution.”

Background Check Action Services

If adverse information is uncovered on an applicant, the Contractor shall handle the fulfillment of pre-adverse and adverse letters and deliver them to the applicant. All adverse action processing will be handled by the Contractor.

1. The Contractor will provide the results of any Adverse Action process that has occurred as part of a background screen to the City.
2. The Contractor will send required notification letters to applicants as required by State and/or Federal Laws.
3. If needed, the Contractor must be available to provide interview, expert testimony and/or court appearance to transmit the facts as they pertain to any information in connection with the Background Checks Services provided under this specification.

12.6. REVIEW AND APPROVAL OF SAMPLE REPORT

Bidder must submit a sample 'Candidate Background Investigative Report (CBIR) prior to award for the City's review and approval. An electronic version of the sample CBIR must be provided to the DPS Contract Administrator within 72 hours of the Chief Procurement Officer's request and as illustrated in Attachment Number one.

12.7. SECURITY ACCESS AND DATA DISPOSAL

ACCESS SECURITY AND DATA DISPOSAL REQUIREMENTS

Access Security Requirements

The term "Officer" means a City employee with the Department of Police that:

the City has authorized to order and/or access the Candidate Background Investigation and Reporting Services and has been trained on the City's obligations under this Contract with respect to the ordering and the proper use of the Candidate Background Investigation and Reporting Services, including being informed that unauthorized access to Services may subject them to civil and criminal liability under the Fair Credit Reporting Act (FCRA), punishable by specified fines and imprisonment.

City hereby agree to take reasonable steps to put in place procedures designed to prevent the Specification Number 76817, Candidate Background Investigation and Reporting Services 93 of 157

unauthorized or impermissible ordering and/or use of Candidate Background Investigation and Reporting Services . Such steps shall include:

Designation of a limited number of "Officers" Limitation on the ability to order Consumer Reports by the following measures:

- a. devices used by City to order or access the Services shall be placed in a secure location;
- b. such devices shall be secured by commercially reasonable security procedures, such as screen locks and rules requiring devices to be shut off when not in use;
- c. requiring use of usernames, user IDs, and any passwords in connection with the devices, with knowledge of such limited to Authorized Users and
- d. Changing City's passwords at least every ninety (90) days, or sooner if an Authorized User is no longer responsible for accessing the Service, or if City suspects an unauthorized person has learned the password.

A prohibition on the use of personal computer hard drives or portable and/or removable data storage equipment or media (including but not limited to laptops, zip drives, tapes, disks, CDs, DVDs, software, and code) to store any Candidate Background Investigation and Reporting. Wireless access data in connection with this contract is only allowed with adequate encryption to ensure that candidate's data is not compromised and remains secure.

Imposition of a requirement that all printed Consumer Reports must be stored in a secure, locked container when not in use, and must be completely destroyed when no longer needed by cross-cut shredding machines (or her equally effective destruction method) such that the results are not readable or useable for any purpose.

Imposition of a requirement that if Consumer Reports are sent by electronic means such means must include reasonable encryption standards.

The Contractor must review each invoice for the purpose of detecting any unauthorized activity. City will notify the Contractor if the City suspects or knows of any unauthorized access or attempt to access the Candidate Background Investigation and Reporting Services

Imposition of a requirement: Any devices utilized to transfer between City locations or to third parties all of the Contractor's usernames, user IDs, passwords, and any consumer information must be deleted.

Use commercially reasonable efforts to assure data security when "disposing" of Consumer Reports or Consumer Information.

Order to protect against unauthorized access to or use of the information. Such efforts must include the use of those procedures issued by the federal regulatory agency (Fair Credit Reporting Act) charged with oversight of City's activities (e.g. the Federal Trade Commission) applicable to the disposal of consumer information or records.

As used herein, the term 'Consumer Information' shall mean any record about an individual, whether in paper, electronic, or other form, that is a Candidate Report or is derived from a Candidate Report. Candidate Information also means a compilation of such records. Candidate Information does not include information that does not identify individuals, such as aggregate information or blind data.

12.8. BASIS OF PAYMENT FOR CANDIDATE BACKGROUND INVESTIGATION AND REPORTING SERVICES

The City will only pay for requested Candidate Background Investigation and Reporting Services completed as required by this contract that includes all supporting documentation necessary for the City to verify the Services as identified on the proposal, payment will be made for each completed Candidate Background Report provided by the contractor.

12.9. PROTECTION OF WORK, DAMAGES AND REPAIRS

The Contractor must provide protection for all uncompleted work under this contract until the work has been completed and accepted by the City.

The Contractor will be responsible for and shall repair and pay for damages to new and existing structures, material, equipment, plant, stock and apparatus during the course of the work, where such damage is directly due to work under this contract, or where such damage is the result of the negligence, or carelessness on the part of the Contractor or of its employees, or on the part of the Contractors subcontractor or its employees. However, the Contractor must first immediately notify the Superintendent, or his authorized representative, and report the nature and extent of damages prior to making any such necessary repairs.

12.10. STANDARD OF PERFORMANCE FOR BACKGROUND CHECKS

Standards of Performance

Contractor must perform all Services required of it under this specification with that degree of skill, care and diligence normally shown by a contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this specification.

The Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the City and with respect to that information; Contractor agrees to be held to the standard of care of a fiduciary. Any review, approval, acceptance of Services or Deliverables or payment for any of the Services by the City does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of Its Services and Deliverables. This provision in no way limits the City's rights against Contractor under this specification, at law or in equity.

Contractor must be appropriately licensed to perform the Services, if required by law, and must ensure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed as may be required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this specification.

Contractor warrants that the Services, the Interfaces, any Software, the Deliverables and all other resources and materials that Contractor provides to City hereunder, that are incorporated into the System by Contractor or that are approved or recommended by Contractor for use by City in connection with the use or operation of the System shall be fully compatible with one another.

If Contractor fails to comply with the foregoing standards, Contractor must, at the City's option, perform

again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure, unless the reason is failure to have and maintain required licensure.

Personnel: Adequate Staffing

Contractor must, upon receiving a fully executed copy of this Contract, assign and maintain during the term of this Contract and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services as required by this contract. The Contractor must include among its staff the personnel specified in the Detail Specification, if any. The level of staffing may be revised from time to time by notice in writing from Contractor to the City.

Correction of Work

The Contractor when directed in writing by the Superintendent, will promptly remove, re-perform or correct all or any information identified to be lacking or that does not meet the standards to conform to the standards set forth above or in the Contract Documents, whether observed before or after completion of the Contractor's Work and whether or not partially completed or completed. The Contractor will bear all costs of correcting such nonconforming Work and or Services, including costs associated with removing any nonconforming Work and installing corrected Work and compensation for any additional services made necessary thereby.

Failure to Proceed with Directed Work

In case of failure on the part of the Contractor to execute Work ordered, in writing, by the Superintendent, the Superintendent may, at the expiration of a period of forty-eight (48) hours, request the Chief Procurement Officer to give notice, in writing, to the Contractor and proceed to execute such Work as may be deemed necessary and the cost thereof, will be deducted from compensation due or which may become due the Contractor under this Contract.

12.11. WORK PERFORMED AT CITY FACILITY

Employees

The Contractor's personnel will exercise safe and sound business practices with the skill, care, and diligence normally shown by professional technicians employed in the type of work required under this contract.

Character of Workers

The Contractor will employ only competent and efficient employees, and whenever, in the opinion of the Superintendent, any employee is careless, incompetent, obstructs the progress of the work, acts contrary to instructions or conducts themselves improperly, the Contractor will, upon the request of the Superintendent, remove the employee from the work and will not employ such employee again for the work under this Contract, except with the written consent of the Superintendent. The Contractor will not permit any person to enter any part of a City facility or property while under the influence of intoxicating liquors or controlled substances. The Contractor will not permit obnoxious behavior, or possession or consumption of alcoholic beverages or drugs anywhere on the site of any work to be performed under this Contract.

The Superintendent has authority to request the Contractor to remove any worker who proves to be incompetent or negligent in his/her duties.

Uniforms

The Contractor's employees or subcontractors are required to wear suitable uniforms, during the time they are on duty on any City property.

The Contractor's employees or subcontractors must wear an identification badge at all times while on duty on any City property.

The Contractor's employees must have proper identification on their person before they will be allowed on any City property.

Use of City Facilities

The Contractor must inform the Superintendent of the Department of Fleet Management or authorized representative of the use of City facilities, such as telephones.

Smoking is prohibited in all City of Chicago facilities.

The Contractor will require that all employees refrain from disturbing papers on desks, opening desk drawers or cabinets.

While on City premises, the Contractor will not store any equipment, tools or materials without prior written authorization from the Superintendent. The City will not be responsible for or liable to pay the Contractor for any loss of equipment, tools or materials stored in unsecured areas without proper authorization.

12.12. WORK IN PROGRESS

Work in progress at the termination date of the contract will be completed by the Contractor in the most expedient method available. In no event will the Contractor vacate his/her obligations under this contract until all work issued to him/her prior to the expiration of the Contract has been completed and accepted by the Department of Water Management.

12.13. CONFIDENTIALITY

All Deliverables and reports, data, findings or information in any form prepared, assembled or encountered by or provided by Contractor under this contract are property of the City and are confidential, except as specifically authorized by this contract or as may be required by law. Contractor must not allow the Deliverables to be made available to any other individual or organization without the prior written consent of the City, except that Contractor may provide the Deliverables to the consumer about whom a consumer report relates, as required by Court Order or to comply with Contractor's obligations under the law, or to defend itself in an litigation. Further, all documents and other information provided to Contractor by the City are confidential and must not be made available to any other individual or organization without the prior written consent of the City. Contractor must implement such measures as may be necessary to ensure that its staff and its Subcontractors are bound by the confidentiality provisions in this contract.

Contractor may identify to the City certain information provided to City that Contractor wants treated as confidential information, including, but not limited to, technical information in the form of designs, concepts, requirements, specifications, interfaces, components, processes, or the like, and that is either proprietary or constitutes a trade secret of Contractor; provided, that information shall not constitute confidential information hereunder unless Contractor dispose such information in written or other permanent form and such information is clearly and conspicuously marked as being confidential using an appropriate legend. Electronic information will be deemed adequately marked if a confidential legend displays when the information originally runs on a computer system and when the information is printed from its data file. If Contractor originally disposes information in some other form (e.g., orally or visually), the City will protect such information as confidential information to the extent that Contractor:

1. identifies the information as proprietary at the time of original disclosure;
2. summarizes the confidential information in writing;
3. marks the writing clearly and conspicuously with an appropriate proprietary legend; and
4. delivers the writing to the City within thirty (30) days following the original disclosure.

Notwithstanding anything herein to the contrary, Contractor acknowledges that City is subject to the Illinois Freedom of Information Act (5ILCS140/1 et seq.) and all information in the City's possession may be regarded as a public record subject to disclosure, and any disclosure by City pursuant to the foregoing shall not be deemed a breach of the City's obligations hereunder.

Contractor must **not** issue any publicity news releases or grant press interviews, and except as may be required by law during or after the performance of this contract, disseminate any information regarding its Services or the project to which the Services pertain without the prior written consent of the Superintendent.

If Contractor is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data or documents which may be in Contractor's possession by reason of this contract, Contractor must immediately give notice to the Superintendent and the Corporation Counsel for the City with the understanding that the City will have the opportunity to contest such process by any means available to it before the records, data or documents are submitted to a court or other third party. Contractor, however, is not obligated to withhold the delivery beyond the time ordered by a court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

HIPAA and AIDS Confidentiality Act. To the extent not defined here the capitalized terms below and in Exhibit 6 will have the same meaning as set forth in the Health Insurance Portability and Accountability Act (Act). See 45 CFR parts 160, 162 and 164. The contractor and all its Subthe contractors must comply with the Act and all rules and regulations applicable to it including the Privacy Rule, which sets forth the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164 subparts A and E; the Standards for Electronic Transactions, which are located at 45 CFR parts 160 and 162 and the Security Standards, which are located at 45 CFR parts 160, 162 and 164. The contractor must also comply with the Illinois AIDS Confidentiality Act (410 ILCS 305/1 through 16) and the rules and regulations of the Illinois Department of Public Health promulgated under it. If The contractor fails to comply with the applicable provisions under the ACT or the Illinois AIDS Confidentiality Act, such failure will constitute an event of default under this Contract for which no opportunity for cure will be provided.

12.14. EXCEPTIONS

Any deviations from these specifications must be noted on the Proposal Page or pages attached thereto, with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory. Failure of a bidder to comply with the terms of this paragraph may be cause for rejection.

The City reserves the right to disqualify bids which do not completely meet outlined specifications. The impact of exceptions to the specification will be evaluated by the City in determining its need.

13. PROPOSAL PAGES

City of Chicago
Catalog RFQ - No Group Lines

PU0851

RFQ Header Information

Please Respond By 4/29/2011
 RFQ Number 3659
 Ship To Location 57-123-HRD
 For More Information Please Contact BERNIE HARGES

CANDIDATE BACKGROUND INVESTIGATION
 RFQ Description AND REPORTING SERVICES
 Special Instructions
 Your Quote is Effective as of 4/29/2011
 RFQ Status Active

Bid/Proposal pricing for all commodity and/or service line items must be based on the standard unit of measure indicated below. Pricing on alternate units of measure may not be accepted. Unit costs must be limited to three decimal places. Each quote must be signed and unit price, extended price and total price must be typed or written in ink.

Quotes on "or equal" items must be identified as "alternate" to specified item on the comment line. If quoting an alternate, indicate manufacturer name, model/part/catalog number and attach descriptive literature. Alternate items may not be accepted. Any exceptions to items specified or other terms must be clearly indicated on the bid.

RFQ Header Details

Contract Type WORK SERVICES / FACILITIES MAINT. Specification 76817
 Target Market NO Procurement Type RFQ
 Advertise Date 4/6/2011 Bid Deposit Required NO
 WEB BID Edit Rules ALL

Compliance Officer

Compliance Type Description

	Percentage Type Desc	Required %
Minority Owned Business Enterprise	Target Percentage Rate	16.90 %
Women Owned Business Enterprise	Target Percentage Rate	4.50 %

City of Chicago
Catalog RFQ - No Group Lines

Line No	Line Type	Item	Category	Commodity Desc	UOM	Estimated Usage	UOM Price	Discount or Markup %	Extended Price	Catalog # / ID, Date and Mfr	Comments
1	Work Services	9463605010	94636	CREDIT INVESTIGATION AND REPORTING - CREDIT INVESTIGATION AND REPORTING	Each	2000	\$	(N/A)	\$	(N/A)	

Total Price \$

14. ADDITIONAL PROPOSAL INFORMATION

14.1. PERSON TO CONTACT REGARDING BID:

NAME: _____ PHONE (_____) _____

ADDRESS: _____

EMAIL: _____

FAX: _____

14.2. INDICATE IF YOU ARE OR HAVE:

A. DETECTIVE PRIVATE AGENCY BRANCH OFFICE, LICENSED? YES:___ NO:___

B. DETECTIVE PRIVATE AGENCY, LICENSED? YES:___ NO:___

C. DETECTIVE PRIVATE, LICENSED? YES:___ NO:___

IF THE ANSWER IS YES TO A, B AND/OR C, INDICATE IF THE CONTRACTOR IS UP TO DATE (CURRENT) ON ALL DETECTIVE AND/OR PRIVATE AGENCY LICENSES? YES:___ NO:___

ALL OF THE ABOVE MENTIONED LICENSES HAVE BEEN ACTIVE AND IN GOOD STANDING FOR THE LAST CONSECUTIVE THREE YEARS? YES:___ NO:___

D. THE CONTRACTOR HAVE BEEN IN BUSINESS PROVIDING THE SAME OR SIMILAR SERVICES FOR AT LEAST THREE YEARS? YES:___ NO:___

E. CONTRACTOR HAS A PERMANENT EMPLOYEE REGISTRATION CARD? (PERC) YES:___ NO:___

ALSO, DOES ALL OF THE EMPLOYEES ASSIGNED TO THIS CONTRACT HAVE A PERC CARD (INCLUDING ALL SUBCONTRACTORS) YES:___ NO:___

WILL NEW HIRES BE REQUIRED TO HAVE A PERC CARD? COMMERCIAL EQUIPMENT TO DISPOSE CANDIDATE BACKGROUND INVESTAGTION AND REPORTS: YES:___ NO:___

If an Bidder is licensed as a Private Detective Professions Licensed by the Department of Professional Regulation (DPR) the Bidder must attach to the bid current written documentation each license verifying bidder's status.

LOCATION OF BUSINESS: _____

ADDRESS: _____

PHONE: (_____) _____

14.3. REFERENCES:

Bidder must be in the business of services and demonstrate sufficient capacity to furnish the services as specified herein. Therefore, upon request of the Chief Procurement Officer or authorized representative, the Bidder, must submit the following information.

A listing of previous and current contracts similar in size and scope as the required services. The list must include the following information:

1. COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE(____) _____
DESCRIPTION OF WORK: _____
DATE(S) WORK PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____

2. COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE(____) _____
DESCRIPTION OF WORK: _____
DATE(S) WORK PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____

3. COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE(____) _____

DESCRIPTION OF WORK: _____

DATE(S) WORK PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____

4. COMPANY: _____

ADDRESS: _____

CONTACT: _____ PHONE(____) _____

DESCRIPTION OF WORK: _____

DATE(S) WORK PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____

5. COMPANY: _____

ADDRESS: _____

CONTACT: _____ PHONE(____) _____

DESCRIPTION OF WORK: _____

DATE(S) WORK PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____

The City may solicit from previous clients, including the City of Chicago, or any available sources, relevant information concerning bidder's record of past performance.

14.4. EXCEPTIONS (EXPLAIN):

The Bidder's failure to furnish the above information, upon request, will result in the disqualification of the Bidder.

15. AFFIDAVIT OF CHICAGO BUSINESS

If this is a competitively bid Contract, a Chicago business preference may be applicable. Failure to complete and submit this form with the bid at the time of Bid Opening will be cause for rejection of the bid for being non-responsive.

1. Is bidder a "Chicago Business" as defined in the Special Conditions, Chicago Business Preference language?

() Yes () No

2. Street address of principal place of business:

3. How many persons are currently employed by bidder? _____

4. How many of the bidder's current employees work at a City of Chicago locations? _____

5. Is bidder subject to City of Chicago taxes? () Yes () No

Signed: _____

Printed Name: _____

Title: _____

County of _____

State of _____

Acknowledged under oath on (date) _____

Before me by _____

As (title) _____

of (firm) _____

Notary Public Signature: _____

(Seal)

Commission _____

Expires: _____

16. CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS)

16.1. ONLINE EDS FILING REQUIRED PRIOR TO BID OPENING

The Proposer must complete an online EDS prior to the bid opening date.

A PROPOSER THAT DOES NOT FILE AN ELECTRONIC EDS PRIOR TO THE BID OPENING WILL BE FOUND NON-RESPONSIVE AND ITS BID WILL BE REJECTED.

16.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

16.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Proposer will be provided an EDS number. Bidders should provide this number here:

EDS Number: _____

16.4. ONLINE EDS CERTIFICATION OF FILING

Upon completion of the online submission process, the Proposer will be able to print a hard copy Certificate of Filing. The Proposer should submit the signed Certificate of Filing with its bid.

Please insert your Certification of Filing following this page.

A Proposer that does not include a signed Certificate of Filing with its bid must provide it upon the request of the Chief Procurement Officer.

16.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

	1. Invitation number, if you were provided an invitation number.
	2. EDS document from previous years, if available.
	3. Email address to correspond with the Online EDS system.
	4. Company Information:
	a. Legal Name
	b. FEIN/SSN
	c. City of Chicago Vendor Number, if available.
	d. Address and phone number information that you would like to appear on your EDS documents.

	e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.
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16.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

- _____ Invitation number, if you were provided with an invitation number.
- _____ Site address that is specific to this EDS.
- _____ Contact that is responsible for this EDS.
- _____ EDS document from previous years, if available.
- _____ Ownership structure, and if applicable, owners' company information:
 - _____ % of ownership
 - _____ Legal Name
 - _____ FEIN/SSN
 - _____ City of Chicago Vendor Number, if available.
 - _____ Address
 - _____ List of directors, officers, titleholders, etc. (if applicable).
 - _____ For partnerships/LLC/LLP/Joint ventures, etc.; List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

- _____ Contract related information (if applicable):
 - _____ City of Chicago contract package
 - _____ Cover page of City of Chicago bid/solicitation package
 - _____ If EDS is related to a mod, then cover page of your current contract with the City.
 - _____ List of subcontractors and retained parties:
 - _____ Name
 - _____ Address
 - _____ Fees – Estimated or paid

16.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: "Disclosing Party" means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: "Entity" or "Legal Entity" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A: An EDS must be submitted in any of the following three circumstances:

Applicants:	An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest:	Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.

Controlling entities:	Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.
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Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of

employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the "Forgot your password?" link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on "Create New" after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on "Create New". Answer (click) "Contract" to "Is this EDS for a contract or an EDS information update?" Click "Fill out EDS", and click on the "Retained Parties" tab. When finished, click on "Ready to Submit."

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because

non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the "Online EDS" login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication, Only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very

old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

18. PROPOSAL TO BE EXECUTED BY A CORPORATION

The undersigned, hereby acknowledges having received Specification No.: 76817 containing a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFP/RFQ), 5) Proposal Pages, 6) Certifications and 7) Addenda Nos. (none unless indicated here) _____, and affirms that the corporation shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the corporation has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any contract with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any contract or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

NAME OF CORPORATION: _____
(Print or Type)

SIGNATURE OF PRESIDENT*: _____
(Or Authorized Officer)

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

*Note: In the event that this bid (proposal) is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign the offer for the Corporation.

ATTEST: _____
Corporate Secretary Signature
(Affix Corporate Seal)

State of _____
County of _____

This instrument was acknowledged before me on this _____ day of _____, 2011 by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Corporation Name).

Notary Public Signature: _____ (Seal)
Commission Expires: _____

19. PROPOSAL TO BE EXECUTED BY A PARTNERSHIP

The undersigned, hereby acknowledges having received **Specification No.:** 76817 containing a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (RFQ 2987), 5) Proposal Pages, 6) Certifications and 7) Addenda Nos. **(none unless indicated here)** _____, and affirms that the partnership shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the partnership has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any contract with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any contract or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

BUSINESS NAME: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

If you are operating under an assumed name, provide County registration number hereinunder as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.

Registration Number: _____

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE PARTNERSHIP

(If all General Partners do not sign, indicate authority of partner signatories by attaching copy of partnership contract or other authorizing document):

Partner Signature: _____
Address: _____

State of _____
County of _____

Subscribed and sworn to before me by each of the foregoing individuals this ____ day of _____, 2011.

Notary Public Signature: _____

(Seal)

Commission Expires: _____

20. PROPOSAL TO BE EXECUTED BY A SOLE PROPRIETOR

The undersigned, hereby acknowledges having received **Specification No.:** 76817 containing a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (RFQ 2987), 5) Proposal Pages, 6) Certifications and 7) Addenda Nos. **(none unless indicated here)** _____, and affirms that the sole proprietor shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the sole proprietor has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any contract with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any contract or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

SIGNATURE OF PROPRIETOR: _____
(Signature)

DOING BUSINESS AS: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

If you are operating under an assumed name, provide County registration number hereunder as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.

Registration Number: _____

State of _____

County of _____

This instrument was acknowledged before me on this ____ day of _____, 2011 by _____ (name/s of person/s)

Notary Public Signature: _____
(Seal)

Commission Expires: _____

21. PROPOSAL ACCEPTANCE

The undersigned, on behalf of the CITY OF CHICAGO, a municipal corporation of the State of Illinois, hereby accept the foregoing bid items as identified in the proposal.

Total Amount of Contract: \$ _____

Fund Chargeable: _____ 009-0100-0574248-0140-220140

City Comptroller

Chief Procurement Officer

Mayor

Contract Awarded and Released on this _____ day of _____, 2011

22. ATTACHMENTS

CANDIDATE BACKGROUND INVESTIGATION AND REPORTING SERVICE ATTACHMENT

- 1. SAMPLE REPORT**
- 2. CPD PERSONAL HISTORY QUESTIONNAIRE**
- 3. CONTRACTUAL REQUIREMENTS RELATED
TO HIPAA**

**22.1. ATTACHMENT NUMBER ONE (1): CPD CANDIDATE BACKGROUND
INVESTIGATION SAMPLE REPORT**

SAMPLE REPORT

**SUMMARY OF FINDINGS
CHICAGO POLICE CANDIDATE BACKGROUND INVESTIGATION**

CANDIDATE'S INFORMATION:

1. Candidate's Name: _____
2. Address: _____
3. Home Telephone #: _____
4. Cell #: _____
5. Email Address: _____
6. Date of Birth: _____
7. Social Security #: xxx-xx-1234
8. Exam #: _____
9. Rank#: _____
10. J #: _____
11. U. S. Citizen: (Check One) Yes _____ No _____

PERSONAL INTERVIEW:

State where and when the interview took place. The interview should be conducted at the candidate's residence. Give a detailed description of the residence both inside and out. State that the candidate received instructions to review his /her Personal History Questionnaire (PHQ), make any necessary additions or deletions, and then have the candidate sign the PHQ.

The report should include but not be limited to:

PERSONAL DATA:

1. Candidate's full birth name, along with any other names used by the candidate, the date of birth, and the place of birth.
2. Parents' names and birth dates, including the mother's maiden name.
3. Family history: whether the candidate's parents are still alive; if so, state the status of the parent's marriage; if divorced state whether either parent has remarried; if remarried, list the new spouse's name and date of birth
4. Current address of candidate's parents
5. Document other family members such as brother(s), sister(s), half/step brother(s) and half/step sister(s) with dates of birth
6. Candidate's current marital status: if married, include name of spouse, maiden name (if applicable) and date of birth.
7. Include names and ages of all children, including step-children.
8. If the candidate is divorced, list all prior marriages.
9. Interview prior spouse(s), ex-girlfriends/boyfriends, significant others.
10. List visitation rights and child support contracts, whether mutually agreed upon or court ordered.
11. Conduct criminal background checks of candidate's immediate family, spouse, significant other, etc.
12. Document candidate's visits to incarcerated persons.
13. If the candidate is a naturalized citizen, document it and include a copy of their certificate of naturalization. Include information regarding when the candidate first came to the United States. Attempt to obtain a copy of a birth certificate from their country of origin.

RESIDENCE:

1. List all prior residences: include address with city and state and length of time candidate lived there. Verify time line.
2. List the name(s) and birth date(s) of individual(s) currently residing with the candidate. Conduct criminal background check on each and every person residing with the candidate.
3. Conduct neighborhood canvas on each candidate. A minimum of three neighbors will be interviewed. If the candidate has recently moved, a canvas will also be conducted in the candidate's prior neighborhood.

PERSONAL REFERENCES:

1. References will be contacted in person. No less than three personal references will be contacted.
2. Include all comments made regarding candidate both positive and negative.
3. Criminal background check will be conducted on each reference.

EDUCATION:

1. List all colleges and universities, number of hours completed and any degree(s) awarded.
2. List any professional licenses and date awarded.
3. Document whether the candidate has any disciplinary history with any licensing agency.

4. List any language fluencies other than English.

MILITARY HISTORY:

1. If candidate has been in the military, document the branch, dates of service, last rank attained, type of discharge, separation code and reentry code with description.
2. Document any disciplinary actions.
3. If male, verify that he has complied with the legal obligation to register and cite his Selective Service registration number.

DRIVING HISTORY:

1. Document the candidate's driver's license number with expiration date status. Cite all restrictions and/or endorsements. List whether there have been any suspensions/revocations and detail the cause for the action.
2. Document any DUI arrests in Illinois or any other state.
3. Document any and all vehicles owned by the candidate including current state license plates, with expiration date(s) and current vehicle sticker(s).
4. Document vehicle insurance information identifying the company issuing the policy, dates of coverage, and policy number.

FOID:

1. Document the candidate's possession of a State of Illinois FOID card with the number and expiration date.
2. Document any identified guns owned by the candidate and determine if local registration is required and whether candidate has complied with the requirements.

CRIMINAL HISTORY:

1. Determine whether the candidate has a criminal history: local, state, and federal.
2. Investigators will use fingerprint information
3. If the candidate has been arrested, provide a synopsis of the events surrounding the incident: include available police reports and/or court documents. Obtain an explanation of the incident from the candidate. Interview the arresting officer, witnesses and complainant.
4. Candidates arrest history will be listed in the following format:
 - a. Arresting Agency
 - b. Date of Arrest
 - c. Report#
 - d. Charge
 - e. IR#
 - f. CB#
 - g. SID#
 - h. FBI#
 - i. Court Date
 - j. Disposition
 - k. Other (if applicable)
5. Document candidate's drug history, including usage, possession, sale, manufacture,
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- and/or distribution.
6. Investigate any affiliation with street gangs or subversive groups or organizations. List any admitted or subsequently verifiable street gang affiliation or membership in a subversive group or organization.
 7. Document any incidents of domestic violence or orders of protection involving the candidate.
 8. Document any convictions including expunged records.

TERRORIST WATCH SEARCH:

Determine whether the candidate has ties to terrorist groups or activities, including but not limited to checking the following sources:

1. OFAC Specially Designated Nationals and Blocked Persons List
2. OFAC Sanctioned Countries, Including Major Cities and Ports
3. Department of State Trade Control (DTC) Debarred Parties
4. U.S. Bureau of Industry & Security
5. Unverified Entities List
6. Denied Entities List
7. Denied Persons List x Interpol Most Wanted List
8. Bank Of England Sanctions List
9. OSFI – Canadian Sanctions List
10. European Union Terrorism List
11. World Bank Ineligible Firms
12. Palestinian Legislative Council List
13. Office of Thrift Supervision, Terrorist Watch List
14. Other (If applicable)

TATTOOS:

1. Identify any tattoos, designs and the parts of the anatomy on which they are located.
2. Question the significance of all tattoos.

EMPLOYMENT HISTORY:

1. Contact all employers identified within the prior five (5) years in person. Identify to whom you spoke regarding this candidate and include any disciplinary or complimentary history and identify if the candidate has resigned, been laid off, resigned in lieu of termination or been terminated.
2. Identify and explain any gaps in employment.
3. For candidates with law enforcement experience, interview their supervisor and also the person in charge of internal investigations.

JUDGMENTS & FINANCES:

1. Identify any real property the candidate owns.
2. State the candidate's annual income
3. List the candidate's monthly housing expenditures; whether rent or mortgage, and to whom that money is remitted.

4. Identify student loans, auto loans, alimony payments, child support payments and personal loans and their current status.
5. Document bankruptcies, liens, lawsuits, judgments and negative accounts.

OUTSIDE AGENCY APPLICATIONS:

1. Document any other law enforcement agencies with which the candidate has filed an application.
2. Verify the status of the candidate's application and the reason if the candidate was denied employment.

22.2. ATTACHMENT NUMBER TWO (2): CPD PERSONAL HISTORY QUESTIONNAIRE

Instructions

The information that you provided in this Personal History Questionnaire will be used in the background investigation to assist in determining your suitability for the position of Probationary Police Officer with the City of Chicago. As you complete this questionnaire keep in mind the following:

- It is your responsibility to research the information and answer accurately and completely all questions contained in this Personal History Questionnaire. Please note that any omissions, even inadvertent ones, may be construed as untruthfulness in your background investigation. Therefore, be careful and meticulous when completing the questionnaire.
- All information will be checked and verified. Falsification, willful misrepresentation or omission of material information will result in disqualification and/or termination of employment by this Department.
- Account for all time periods in your background. You will be asked to provide a work history, and you are required to account for all time periods in between jobs.

Admonition

- Failure to comply with instructions and policy regarding this questionnaire will result in the rejection of your application.
- Failure to accurately and truthfully complete this questionnaire will result in the rejection of your application.
- Failure to return this questionnaire by the specified date will result in the rejection of your application.

I have read and I understand the above information, and by my signature, I agree to comply with the above instructions.

Signature of Applicant

Date

Notification to all Probationary Police Officer Applicants

In accordance with Municipal Code of Chicago, Section 2-74-095, any falsification or omission of information may subject a applicant to disqualification and/or termination and be subject to a fine of up to \$500.00.

Applicants for the position of Probationary Police Officer may be required to take a polygraph examination. If an applicant refuses to take or fails the polygraph examination, the applicant will be removed from the eligibility list.

Applicants are also notified that disqualification at any point in the selection process will result in removal from further consideration.

In addition, per Illinois Compiled Statutes 20 ILCS 2630/12:

Sec. 12. Entry of order; effect of expungement or sealing records.

(a) Except with respect to law enforcement agencies, the Department of Corrections, State's Attorneys, or other prosecutors, and as provided in Section 13 of this Act, an expunged or sealed record may not be considered by any private or public entity in employment matters, certification, licensing, revocation of certification or licensure or registration. Applications for employment must contain specific language which states that the applicant is not obligated to disclose sealed or expunged records of conviction or arrest, Employers may not ask if an applicant has had records expunged or sealed.

(b) A person whose records have been sealed or expunged is not entitled to remission of any fines, costs, or other money paid as a consequence of the sealing or expungement. This amendatory Act of the 93rd General Assembly does not affect the right of the victim of a crime to prosecute or defend a civil action for damages. Persons engaged in civil litigation involving criminal records that have been sealed may petition the court to open the records for the limited purpose of using them in the course of litigation.

(Source: P.A. 93-211, eff. 1-1-04; 93-1084, eff 6-1-05)

Sec. 13. Retention and release of sealed records.

(a) The Department of State Police shall retain records sealed under subsection (b) of Section 5 and shall release them only as authorized by this Act. Felony records sealed under subsection (h) of Section 5 shall be used and disseminated by the Department only as otherwise specifically required or authorized by a federal or State law rule, or regulation that requires inquiry into and release of criminal records, including, but not limited to, subsection (A) of Section 3 of this Act. However, all requests for records that have been expunged, sealed, and impounded and the use of those records are subject to the provisions of Section 2-103 of the Illinois Human Rights Act. Upon conviction for any offense, the Department of Corrections shall have access to all sealed records of the Department pertaining to that individual.

(b) Notwithstanding the foregoing, all sealed records are subject to inspection and use by the court and inspection and use by law enforcement agencies and State's Attorneys or other prosecutors in carrying out the duties of their offices.

(c) The sealed records maintained under subsection (a) are exempt from disclosure under the Freedom of Information Act.

(d) The Department of State Police shall commence the sealing of records of felony arrests and felony convictions pursuant to the provisions of subsection (h) of Section 5 of this Act no later than one year from the date that funds have been made available for purposes of establishing the technologies necessary to implement the changes made by this amendatory Act of the 93rd General Assembly.

(Source: P.A. 93-211, eff. 1-1-04; 93-1084, eff. 6-1-05)

I have read and I understand the above notifications, and by my signature, I acknowledge that I have read and understand the above statements.

Signature of Applicant

Date

Mother:

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Stepfather Stepmother Brother Sister Stepbrother Stepsister Half-brother Half-sister

Name: _____ Date of Birth: _____
Last Name First Middle

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Marital Status

9. Marital Status: Single Married Divorced Separated Spouse Deceased

10. If married:

Name of Spouse: _____
Last (Maiden Name) First Middle

Date of Birth: _____ Date of Marriage: _____ City/State: _____

Spouse's Occupation: _____

Spouse's Employer: _____

Employer's Address: _____
Number Street City State Zip Code

11. List any children that you have as a result of this marriage.

Name/Sex/DOB

Name/Sex/DOB

Name/Sex/DOB

Name/Sex/DOB

12. If divorced, widowed or annulled.

Former Spouse: _____
Last Name (presently used) First Middle Maiden

Date of Birth: _____ Place of Birth: _____

Current Address: _____
Number Street City State Zip Code

Telephone Number: Home: _____ Cell: _____ Work: _____

Date and City/County/State where marriage was performed: _____

Court issuing divorce or annulment and docket number: _____

Have you ever been required to pay alimony? Yes No

If you are paying alimony, how much is the monthly amount? \$ _____

Check if divorced more than once. If checked, provide the above information on a separate piece of paper and attach to this form.

13. List all of your children, including natural, adopted, step and/or foster care from any previous marriage or relationship. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you.

Child's Name	Date of Birth	Sex	Custodial Parent or Guardian	Last name	First
Address	City/State	Zip Code	Home Phone	Work Phone	

Child's Name	Date of Birth	Sex	Custodial Parent or Guardian	Last name	First
Address	City/State	Zip Code	Home Phone	Work Phone	

Child's Name	Date of Birth	Sex	Custodial Parent or Guardian	Last name	First
Address	City/State	Zip Code	Home Phone	Work Phone	

Child's Name	Date of Birth	Sex	Custodial Parent or Guardian	Last name	First
Address	City/State	Zip Code	Home Phone	Work Phone	

Child's Name _____ Date of Birth _____ Sex _____ Custodial Parent or Guardian _____ Last name _____ First _____

Address _____ City/State _____ Zip Code _____ Home Phone _____ Work Phone _____

Child's Name _____ Date of Birth _____ Sex _____ Custodial Parent or Guardian _____ Last name _____ First _____

Address _____ City/State _____ Zip Code _____ Home Phone _____ Work Phone _____

14. Are you currently required to pay child support? Yes No
If "Yes" what is your monthly payment? \$ _____

15. Are you now supporting all children that you are required by law to support? Yes No
If you checked "No" then explain why below:

Residence

16. List all of your residences since the age of thirteen (13). Include addresses while attending school if away from home. For military years, list all housing. Addresses, with zip codes, must be complete and accurate. If you need additional space, please attach a separate sheet. Start with your present address.

Current Address: _____
Number _____ Street _____ City _____ State _____ Zip Code _____

From: _____ Mo./Yr. Monthly Rent or Mortgage: \$ _____

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency _____
Address _____ City _____ State _____ Zip Code _____ Phone Number _____

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

From: _____ To: _____ Address: _____
Mo./Yr. Mo./Yr. Number Street City State Zip Code

If renting, list the name, address and telephone number of the landlord or rental agency.

Name of landlord or rental agency

Address City State Zip Code Phone Number

List your roommate(s):

Name: _____ Date of Birth: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

EDUCATION

17. List all schools attended (high schools, colleges or universities, trade or business schools). Begin with high school.

High School: _____
Name Address City/State
Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
Graduated: Yes No GED: Yes No NA

High School: _____
Name Address City/State
Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
Graduated: Yes No GED: Yes No NA

College or University: _____
Name Address City/State
Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
Major: _____ Degree: Yes No
Total Semester or Quarter Hours: _____

College or University: _____
Name Address City/State
Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
Major: _____ Degree: Yes No
Total Semester or Quarter Hours: _____

College or University: _____
Name Address City/State
Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
Major: _____ Degree: Yes No
Total Semester or Quarter Hours: _____

Trade, Vocational or Business School: _____
Name Address City/State
 Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
 Type of School or Training: _____
 Did you complete the course? Yes No

Trade, Vocational or Business School: _____
Name Address City/State
 Dates attended: From: _____ To: _____
Mo./Yr. Mo./Yr.
 Type of School or Training: _____
 Did you complete the course? Yes No

18. Have you ever been placed on probation, suspended, or expelled from any high school, college or university for any academic or disciplinary reason? Yes No

19. List all foreign languages you read, speak and understand.

REFERENCES

20. List five (5) personal references that know you well enough to provide information about you. Do not list your parents, relatives or spouses.

Name: _____ Years known: _____

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Name: _____ Years known: _____

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Name: _____ Years known: _____

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Name: _____ Years known: _____

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Name: _____ Years known: _____

Address: _____
Number Street City State Zip Code

Home Phone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

MILITARY SERVICE

21. If you are a male and born after 1959, you are required to register with the Selective Service System. Did you register with the Selective Service System? Yes No
Selective Service System number: _____

22. Have you ever served on active duty in the armed forces of the United States? Yes No

Branch of Service: _____

Dates of Active Duty: From: _____ To: _____
Mo./Day/Yr. Mo./Day/Yr.

What was your MOS, AFSC or Naval Rating: _____

Type of Discharge: _____

Separation Code: _____ Re-enlistment Code: _____

Highest rank attained: _____ Rank at discharge: _____

Reason for leaving - Explain fully:

23. Are you currently or have you ever been a member of any United States Armed Forces Reserve or National Guard unit? Yes No

Dates of Reserve/National Guard Duty: From: _____ To: _____
Mo./Day/Yr. Mo./Day/Yr.

What is (was) your reserve obligation, unit, address and commander's name and phone: _____

24. Were you ever questioned by police or military authorities concerning any criminal activity while in the military? Yes No
25. Have you ever been reduced in pay grade or been the subject of any judicial or non-judicial disciplinary action while in the active military or National Guard? Yes No
26. Did you receive a less than honorable discharge? Yes No

If you answered "Yes" to any of the above questions, explain in detail:

EMPLOYMENT

27. List all jobs (including internships, military service, voluntary, part time and full time) you have held since age sixteen (16). Addressees, with zip codes and telephone numbers must be complete and accurate. List time periods of unemployment between jobs. Start with your most current employment.

I am currently unemployed.

Current employer:

Date of employment: From: _____ Mo./Yr. Full time Part Time Temporary

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

_____ Title Name Direct Phone Number

Co-Worker: _____

_____ Name Phone Number

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Previous employers:

Date of employment: From: _____ Mo./Yr. To: _____ Mo./Yr. Full time Part Time Temporary

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

_____ Title Name Direct Phone Number

Co-Worker: _____

_____ Name Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination

Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Co-Worker: _____
Title Name Direct Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Name Phone Number
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Title	Name	Direct Phone Number
Co-Worker: _____		
Name		Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Title	Name	Direct Phone Number
Co-Worker: _____		
Name		Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination
Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

Date of employment: From: _____ To: _____ Full time Part Time Temporary
Mo./Yr. Mo./Yr.

Employer: _____

Address: _____
Number Street City State Zip Code

Office Phone: _____ Office FAX: _____

Job Title/Position: _____

Duties: _____

Immediate Supervisor: _____

Title	Name	Direct Phone Number
Co-Worker: _____		
Name		Phone Number

Reason for Leaving: Laid -Off Resigned Terminated Resigned in Lieu of Termination

Explain your reason for leaving this job: _____

Period of Unemployment: Student Between jobs Leave of absence Travel Other From _____ To _____

28. Have you ever been terminated (fired) or asked to resign from any job or position? Yes No
29. Have you ever been asked to resign or leave a volunteer position? Yes No
30. Have you ever been investigated by your employer for improper conduct, illegal activities or sexual harassment? Yes No
31. Have you ever been suspended by an employer, or received a formal written reprimand, or oral reprimand? Yes No
32. Have you ever had any extended work absences for any reason other than medical or earned vacation? (Leave of absence, suspension, layoff etc.) Yes No
33. Have you ever been employed under another name? Yes No
34. Have you ever been counseled or discharged from any employment specifically for insubordination, absenteeism or tardiness? Yes No
35. Have you ever been discharged from any employment for theft, including an over-ring or under-ring while employed as a cashier? Yes No
36. Have you ever received unsatisfactory or below average performance evaluations? Yes No

If you answered "Yes" to any of the above questions, explain in detail:

Other Public Safety Applications

37. Have you ever applied for any other city, county, state or federal public safety position, including police or fire?

Yes No

If "Yes" list every agency you have applied with. Be sure to list the agency's telephone number. List a contact person if known. All agencies must be listed regardless of the outcome or current status. Check all boxes that apply for each agency. Start with the most recent.

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|--|--|
| <input type="checkbox"/> Submitted Application Only
<input type="checkbox"/> Testing in progress
<input type="checkbox"/> Failed polygraph
<input type="checkbox"/> Failed background investigation
<input type="checkbox"/> Completed background investigation but not hired
<input type="checkbox"/> Disqualified-Reason _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Failed written, oral, or physical agility
<input type="checkbox"/> Background investigation in progress
<input type="checkbox"/> Failed psychological exam
<input type="checkbox"/> Hired by this agency |
|--|--|

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|--|--|
| <input type="checkbox"/> Submitted Application Only
<input type="checkbox"/> Testing in progress
<input type="checkbox"/> Failed polygraph
<input type="checkbox"/> Failed background investigation
<input type="checkbox"/> Completed background investigation but not hired
<input type="checkbox"/> Disqualified-Reason _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Failed written, oral, or physical agility
<input type="checkbox"/> Background investigation in progress
<input type="checkbox"/> Failed psychological exam
<input type="checkbox"/> Hired by this agency |
|--|--|

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|---|--|
| <input type="checkbox"/> Submitted Application Only | <input type="checkbox"/> Failed written, oral, or physical agility |
| <input type="checkbox"/> Testing in progress | <input type="checkbox"/> Background investigation in progress |
| <input type="checkbox"/> Failed polygraph | <input type="checkbox"/> Failed psychological exam |
| <input type="checkbox"/> Failed background investigation | <input type="checkbox"/> Hired by this agency |
| <input type="checkbox"/> Completed background investigation but not hired | |
| <input type="checkbox"/> Disqualified-Reason _____ | |
| <input type="checkbox"/> Other: _____ | |

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|---|--|
| <input type="checkbox"/> Submitted Application Only | <input type="checkbox"/> Failed written, oral, or physical agility |
| <input type="checkbox"/> Testing in progress | <input type="checkbox"/> Background investigation in progress |
| <input type="checkbox"/> Failed polygraph | <input type="checkbox"/> Failed psychological exam |
| <input type="checkbox"/> Failed background investigation | <input type="checkbox"/> Hired by this agency |
| <input type="checkbox"/> Completed background investigation but not hired | |
| <input type="checkbox"/> Disqualified-Reason _____ | |
| <input type="checkbox"/> Other: _____ | |

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|---|--|
| <input type="checkbox"/> Submitted Application Only | <input type="checkbox"/> Failed written, oral, or physical agility |
| <input type="checkbox"/> Testing in progress | <input type="checkbox"/> Background investigation in progress |
| <input type="checkbox"/> Failed polygraph | <input type="checkbox"/> Failed psychological exam |
| <input type="checkbox"/> Failed background investigation | <input type="checkbox"/> Hired by this agency |
| <input type="checkbox"/> Completed background investigation but not hired | |
| <input type="checkbox"/> Disqualified-Reason _____ | |
| <input type="checkbox"/> Other: _____ | |

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|---|--|
| <input type="checkbox"/> Submitted Application Only | <input type="checkbox"/> Failed written, oral, or physical agility |
| <input type="checkbox"/> Testing in progress | <input type="checkbox"/> Background investigation in progress |
| <input type="checkbox"/> Failed polygraph | <input type="checkbox"/> Failed psychological exam |
| <input type="checkbox"/> Failed background investigation | <input type="checkbox"/> Hired by this agency |
| <input type="checkbox"/> Completed background investigation but not hired | |
| <input type="checkbox"/> Disqualified-Reason _____ | |
| <input type="checkbox"/> Other: _____ | |

Date Applied: _____ Position Applied For: _____

Name /Address of Agency: _____

Phone: _____ Contact Person: _____

- | | |
|---|--|
| <input type="checkbox"/> Submitted Application Only | <input type="checkbox"/> Failed written, oral, or physical agility |
| <input type="checkbox"/> Testing in progress | <input type="checkbox"/> Background investigation in progress |
| <input type="checkbox"/> Failed polygraph | <input type="checkbox"/> Failed psychological exam |
| <input type="checkbox"/> Failed background investigation | <input type="checkbox"/> Hired by this agency |
| <input type="checkbox"/> Completed background investigation but not hired | |
| <input type="checkbox"/> Disqualified-Reason _____ | |
| <input type="checkbox"/> Other: _____ | |

Law Enforcement Experience

COMPLETE THIS SECTION ONLY IF YOU HAVE PRIOR LAW ENFORCEMENT EXPERIENCE

38. What is your current or prior law enforcement experience:
Full time Police Officer Reserve/Auxiliary Police Officer Other _____
39. Have you ever resigned from a law enforcement position? Yes No Name _____
40. Other than at an approved firing range, have you ever discharged your weapon? Yes No
If "Yes" provide the agency name and circumstances of the shooting. _____

41. Have you ever been terminated or suspended from any law enforcement agency? Yes No
If "Yes" provide the agency name and circumstances of the disciplinary action. _____

42. List all complaints or disciplinary actions you have received while employed as a law enforcement officer.

Date: _____ Nature of Complaint: _____

Agency: _____ Department Finding: _____

Date: _____ Nature of Complaint: _____

Agency: _____ Department Finding: _____

Date: _____ Nature of Complaint: _____

Agency: _____ Department Finding: _____

Date: _____ Nature of Complaint: _____

Agency: _____ Department Finding: _____

Date: _____ Nature of Complaint: _____

Agency: _____ Department Finding: _____

43. Have you ever received a written reprimand from a law enforcement agency? Yes No

44. Have you ever received an oral reprimand from a law enforcement agency? Yes No

45. Have you ever been named in a civil suit related to your law enforcement duties? Yes No

If you answered "Yes" to any of the above questions, explain in detail below. Preface each response with the number of the question.

Driving Information

46. Do you have a valid driver's license? Yes No

47. Do you own or drive an automobile? Yes No

Yr./Make of auto	State Plate Number	City Vehicle Sticker

48. Illinois law requires that drivers be covered by automobile liability insurance.
 Do you have automobile insurance? Yes No
 Is the policy in your name only? Yes No

Name of Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Do you pay for your car insurance? Yes No If not, who docs? _____

- 49. Have you ever applied for or obtained a driver's license to drive in another state? Yes No
- 50. Have you ever applied for or obtained a driver's license under another name? Yes No
- 51. Have you ever been refused a driver's license in any state? Yes No
- 52. Has your driver's license ever been suspended or revoked? Yes No
- 53. Have you ever been charged with driving under the influence (DUI)? Yes No
- 54. Have you ever been charged with reckless driving? Yes No
- 55. Have you ever been refused automobile insurance? Yes No
- 56. Have you ever been involved in an accident involving death or serious injury? Yes No
- 57. As a driver, have you ever left the scene of an accident (hit & run)? Yes No

If you have answered "Yes" to any of the above questions, explain below giving full details and circumstances. Preface each response with the number of the question.

Criminal Information

- 58. Have you ever been convicted of a crime and/or entered a plea of guilty to a crime in any court of law? Yes No
- 59. Have you ever appeared in court on a criminal matter? Yes No
- 60. Have you ever had to appear in any court for any reason? Yes No
- 61. Have you ever been the subject of an Order of Protection? Yes No
- 62. Have you ever been questioned by the police regarding a criminal investigation? Yes No
- 63. Have you ever given testimony in criminal court as a defendant? Yes No
- 64. Have you ever received a municipal or ordinance citation? Yes No
- 65. Have you ever been the victim of a crime? Yes No

If you have answered "Yes" to any of the above questions, explain below giving full details and circumstances. Preface each response with the number of the question.

DRUG USAGE

- 66. Have you ever used Marijuana? Yes No
- 67. Have you ever used Hashish? Yes No
- 68. Have you ever used Crack or Cocaine? Yes No
- 69. Have you ever used PCP? Yes No
- 70. Have you ever used Methamphetamine? Yes No
- 71. Have you ever used Barbitiate? Yes No
- 72. Have you ever used Hallucinogens? Yes No
- 73. Have you ever used Psilocybin? Yes No
- 74. Have you ever used Heroin? Yes No
- 75. Have you ever used Morphine or Demoral? Yes No
- 76. Have you ever used Mescaline or Peyote? Yes No
- 77. Have you ever used Amyl Nitrate? Yes No
- 78. Have you ever used Steroids? Yes No
- 79. Have you ever used any other illegal drug not mentioned above? Yes No

80. Have you ever possessed, sold, furnished and/or manufactured any drug, narcotic, controlled substance or any other illegal substance? Yes No

If you have answered "Yes" to any of the above questions, explain below giving year of last usage and number of times used. Preface each response with the number of the question.

General Information

81. Do you have an Illinois Firearm Owner's Identification card? Yes No

If "Yes" Card Number: _____ Expiration Date: _____

82. Have you ever been denied an Illinois Firearm Owner's Identification Card? Yes No

If "Yes" then explain why you were denied. _____

83. Do you own or possess any firearms? Yes No

If "Yes" then list the manufacturer, model number and serial number below.

84. Are you required to register guns within your municipality? Yes No

85. Have you ever carried a concealed weapon? Yes No

86. Have you ever been involved in a violent incident (shooting, stabbing etc) where someone was or could have been killed, hospitalized or seriously injured? Yes No

If you have answered "Yes" to any of the above questions, explain below giving full details and circumstances. Preface each response with the number of the question. Give make and serial number of any firearms that you own.

87. Have you ever filed for bankruptcy? (Chapter 7, Chapter 11 or Chapter 13) Yes No
88. Are you an owner or have any interest in any liquor establishment? Yes No
89. Have you ever been an owner, co-owner or partner in any business that requires a City of Chicago license? Yes No
90. Do you have any income from any source other than your principal occupation? Yes No

If you have answered "Yes" to any of the above questions, explain below giving full details and circumstances. Preface each response with the number of the question.

91. Is there anything significant in your background that was not already addressed in this questionnaire that should be disclosed to your background investigator? If so, explain below.

I hereby certify that there are no willful misrepresentations, omissions or falsifications in this questionnaire, and all my answers are true and accurate.

Signature of Applicant

Date

Declaration of Applicant



Home Background Interview

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in this Personal History Questionnaire that I have completed. I am fully aware that any such misrepresentations, omissions or falsifications will be grounds for disqualification or termination of employment in the event that I am hired.

I am also aware that in accordance with the Municipal Code of Chicago, Section 2-74-095, any falsification or omission of information may subject me to disqualification and or termination from employment and that I may be fined up to \$500.00

Employment applications—Unlawful practices.

1. No person shall knowingly make any false statement or material omission on any application for employment with the city. Any person who violates this section shall be fined an amount up to \$500.00 for each offense.

(Added Coun. J. 4-16-97, p. 42638)

I also understand that as part of my background investigation, I may be asked to take a polygraph examination pursuant to the background process.

I have reviewed this questionnaire on this date in the presence of the below listed witness and reaffirm my position that all of the information provided by me in this questionnaire remains true and correct or, where applicable, I have made the necessary corrections and changes.

Printed Name of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Background Investigator: _____ Date: _____

(This page intentionally left blank.)



Chicago Police Department Authorization to Release Information and Waiver



I, _____, an applicant for a position with the Chicago Police Department (herein "CPD"), understand that the CPD needs to thoroughly investigate my personal and employment histories to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment histories be disclosed to the CPD.

Note To Employers: 745 ILCS 46/10 entitled "No liability for providing truthful information" states:

"Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith is immune from civil liability for the disclosure and the consequences of the disclosure. The presumption of good faith established in this Section may be rebutted by a preponderance of the evidence that the information disclosed was knowingly false or in violation of a civil right of the employee or former employee."

I do hereby authorize any representative of the CPD bearing this release to obtain any information in your files pertaining to my employment records and direct you to release such information upon request of the bearer. I also authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the CPD, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure.

This authorization is not to include any medically related history or Workers' Compensation Act or Worker's Occupational Diseases Act claims.

I reiterate and emphasize that the specific intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provided pertinent data for the CPD to consider in determining my suitability for employment.

I consent to your release of any and all public and private information that you may have concerning me for the following:

- employment and pre-employment information, including, but not limited to, background reports and efficiency/performance ratings, attendance records, but excluding information relating to medical conditions and medical history (unless a conditional offer of employment has been made.)
- any internal affairs investigations and discipline, including any files deemed to be confidential and/or sealed complaints or grievances filed by or against me.
- the records or recollections of attorneys at law, or other counsel, whether representing me or any other person in any case, either criminal or civil, in which I presently have, or have had an interest, excluding any medical malpractice or workers' compensation claims.
- personal background and reputation
- military service records
- educational records
- financial and/or credit records including loans, commercial or retail credit agencies (including credit reports and/or ratings)

- any and all records maintained by any criminal justice or corrections agency including incident reports, arrest records, traffic citations and criminal history information
- any information contained in investigatory files.

I hereby release you, as the custodian of such records, your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized representative of the CPD regardless of any agreement I may have previously made to the contrary. For and in consideration of the CPD acceptance and processing of my employment application, I agree to hold the organization, its agents and employee harmless from any and all claims and liability associated with my employment application or in any way connected with the decision whether or not to employ me with the CPD, including any liability or damage pursuant to any state or federal laws.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access of and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the CPD in conjunction with employment procedures.

I also understand that by signing this release, I specifically waive any written notice to me of the disclosure of any disciplinary report, letter of reprimand, or other disciplinary action as required by the Illinois Personnel Record Review Act-820 ILCS 40/7.

A photocopy/FAX copy of this release will be valid as an original thereof, even though said photocopy/FAX copy does not contain an original writing of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed below.

I further understand that I waive any right or opportunity to read or review any and all information provided in the background investigation report prepared by the CPD or its attachments and that all information and documents provided to the CPD become the property of the CPD and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents/employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or reason of complying, or any attempt to comply with this request.

By signing below, I certify that I have had adequate time to review this entire form and have read and clearly understand its purpose.

Signature: _____ Date: _____

Address: _____ Phone: _____

Date of Birth: Day: _____ Month: _____ Year: _____ Soc. Sec. No. _____ - _____ - _____

Witnessed by: _____ Date: _____

22.3. ATTACHMENT NUMBER FOUR (4): CONTRACTUAL REQUIREMENTS RELATED TO HIPAA

CONTRACTUAL REQUIREMENTS RELATED TO HIPAA

1. The Contractor must not use or further disclose Protected Health Information ("PHI") other than as permitted or required by this contract or as Required by Law. (<http://www.hhs.gov/ocr/hipaa/>)
2. The Contractor must use appropriate safeguards to prevent the use or disclosure of PHI other than as provided for in this contract.
3. The Contractor must mitigate to the extent practicable any harmful effect that is known to The Contractor of a use or disclosure of PHI by in violation of the requirements of this contract.
4. The Contractor must report any use or disclosure of the PHI not provided for by this contract to the City.
5. The Contractor must ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Contractor on behalf of the City agrees to the same restrictions and conditions that apply through this contract to Contractor with respect to such information.
6. If the Contractor has PHI in a Designated Record Set then Contractor must provide access, at the request of the City, and in the time and manner designated by the City, to PHI in a Designated Record Set, to City or, as directed by City, to an Individual in order to meet the requirements under 45 CFR 164.524.
7. If the Contractor has PHI in a Designated Record Set then Contractor must make any amendments to PHI in a Designated Record Set that the City directs or agrees to pursuant to 45 CFR 164.526 at the request of City or an Individual, and in the time and manner designated by City.
8. Contractor must make internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by The Contractor on behalf of, City available to the City, or at the request of the City to the Secretary, in a time and manner designated by the City or the Secretary, for purposes of the Secretary determining City's compliance with the Privacy Rule.
9. The Contractor must document the disclosure of PHI and information relating to such disclosures as would be required for City to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528.
10. The Contractor must provide to City or an Individual, in time and manner designated by City, information collected which relates to the disclosure of PHI, to permit City to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528.
11. The Contractor must either return all PHI to the City or destroy it, at the City's option, upon termination or expiration of this contract..
12. The Contractor must implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the

electronic health information that it creates, receives, maintains, or transmits on behalf of the City as required by 45 CFR part 164.

13. The Contractor must ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect it.

14. The Contractor must report to the City any security incident of which it becomes