

V 12.30.11

**REQUEST FOR PROPOSAL (“RFP”) FOR GENERAL OFFICE
SUPPLIES AND RELATED SERVICES FOR THE CITY OF CHICAGO**

Specification No. 103000

Required for use by:

**CITY OF CHICAGO
(Department of General Services)**



This RFP distributed by:

**CITY OF CHICAGO
(Department of Procurement Services)**

All proposals and other communications must be addressed and returned to:

Jamie L. Rhee, Chief Procurement Officer
Attention: Jacoby Radford, Assistant Procurement Officer
Department of Procurement Services
Bid and Bond Room - Room 301, City Hall
121 North LaSalle Street
Chicago, Illinois 60602

A Pre-Proposal Conference will be held on 1/9/12 at 2:00 p.m. at Department of Procurement Services, 121 N. LaSalle St, City Hall, Room 403B, Chicago, Illinois 60602.

Attendance is not mandatory, but encouraged.

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON 1/30/12

**RAHM EMANUEL
MAYOR**

**JAMIE L.RHEE
CHIEF PROCUREMENT OFFICER**

REQUEST FOR PROPOSAL (“RFP”) FOR GENERAL OFFICE SUPPLIES FOR THE CITY OF CHICAGO

Specification No. 103000

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List of Exhibits

- EXHIBIT 1 Scope of Services
- EXHIBIT 2 Company Profile Information
- EXHIBIT 3 Company References/ Client Profile Information
- EXHIBIT 4 Compensation Schedule - Excel Spreadsheet -
- EXHIBIT 5 Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment, including:
 - 1. Attachment A: Assist Agencies
 - 2. Attachment B: Sample Letter to Assist Agencies
 - 3. Schedule B: Affidavit of Joint Venture (M/WBE)
 - 4. Schedule C-1: Letter of Intent from M/WBE to Perform as Subcontractor, Supplier and/or Consultant
 - 5. Schedule D-1: Affidavit of M/WBE Goal Implementation Plan
- EXHIBIT 6 Online City of Chicago Economic Disclosure Statement and Affidavit and Appendix A (EDS) Instructions and Attachment A, Online EDS Acknowledgement
- EXHIBIT 7 Key Personnel
- EXHIBIT 8 Insurance Requirements and Insurance Certificate
- EXHIBIT 9 City of Chicago Sample Professional Services Agreement and Supply Terms

REQUEST FOR PROPOSAL (“RFP”)

for

GENERAL OFFICE SUPPLIES FOR THE CITY OF CHICAGO

Specification No. 103000

1 GENERAL INVITATION

1.1 Purpose of the Request for Proposal

The City of Chicago (“City”), acting through its Department of General Services (“Department”) is pleased to invite the submission of proposals from firms with expertise and experience in providing the administration, fulfillment, delivery, data management, system connectivity and customer service for office supplies and related services described in this RFP.

Companies with demonstrated experience in this area and with an interest in making their services available to the City of Chicago are invited to respond. For purposes of this RFP, **Chief Procurement Officer (“CPO”)** means the Chief Procurement Officer for the City of Chicago. **“Commissioner”** means Chief Executive Officer of the Department of General Services. **“Respondents”** means the companies or individuals that submit proposals to this RFP. The documents submitted will be referred to as **“Proposals.”**

The purpose is to find a qualified company to provide services identified in this RFP in the most cost-effective, professional and efficient way to all Agencies within the City. The City of Chicago reserves the right to award multiple contracts or no contract as a result of this RFP.

The Services contemplated are professional in nature. The selected Respondent (“Contractor”) acting as an individual, partnership, corporation or other legal entity, must be of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and is governed by professional ethics in its relationship to the City. All reports, information, or data prepared or assembled by the Contractor under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the City, without the prior written approval of the City. Any contract resulting from this RFP document will contain a provision requiring confidentiality on the part of Contractor.

The Contractor must be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier must be competent to perform the Services required under this RFP document.

1.2 Downloadable RFP Documents

All materials related to the RFP will be available at www.cityofchicago.org/bids

Excel is provided as a convenience. Respondent is solely responsible for the accuracy of any submission, including formulas.

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If you do not have internet access, all materials may be obtained from the Department of Procurement Services Bid & Bond Room, Room 301, City Hall, 121 N. LaSalle St., Chicago, IL 60602.

A Respondent who chooses to download a RFP solicitation instead of picking it up in person will be responsible for checking the aforementioned web site for clarifications and addenda. Failure to obtain clarifications or addenda from the web site shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and addenda, or from considering additional information contained therein in preparing proposals. Note that there may be multiple clarifications and addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Respondents are responsible for obtaining all RFP materials. If Respondent chooses to download and print the RFP document, the Respondent must contact the City of Chicago, Department of Procurement Services, Bid & Bond Room by emailing BidandBond@cityofchicago.org to register Respondent's company as an RFP document holder, which will enable the Respondent to receive any future clarifications and/or addendum related to this RFP.

2 SCOPE OF SERVICES

2.1 Scope of Services

The Services that the City seeks to acquire are described in detail in Exhibit 1 to this RFP.

2.2 Term of Services

The initial contract term will be three (3) years from the date on which a contract is awarded by the City, with two one (1) year extensions, which may be exercised at the discretion of the City. A copy of the City of Chicago Professional Services Agreement and Supply Terms are attached as Exhibit 9. The City may from time to time revise its terms and conditions. Respondent must identify any objections that it has to this Agreement in its response.

3 GENERAL INFORMATION AND GUIDELINES

3.1 Communications Between the City of Chicago and Respondents

A. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Department of Procurement Services. All questions or requests for clarification must be submitted to the following e-mail address: jacoby.radford@cityofchicago.org. All questions and requests for clarification must be submitted no later than 4:00 p.m. Central Standard Time on 1/10/12 or no response will be provided except at the discretion of the City.

All questions and requests for clarification must be submitted via email using the provided template – “Clarifying Questions Template”. The subject line of the email must clearly indicate that the contents are “Questions and Request for Clarification” about the RFP and must include specification number “103000” to be routed correctly. No telephone calls will be accepted unless the questions are general in nature.

B. Pre-Proposal Conference

The City will hold a Pre-Proposal Conference in Room 403B, City Hall, Chicago, Illinois at 2:00 p.m. on January 9th, 2012. All parties interested in responding to this RFP are urged to attend in person, however a teleconference number is provided for those unable to attend in person. The City requests that all parties planning on attending the Pre-Proposal Conference notify jacoby.radford@cityofchicago.org prior to the Pre-Proposal Conference. The email communication shall include the names, titles, email address and phone number of each attendee, and indicate whether the attendee is participating in person or via teleconference.

To participate in the teleconference, dial 1-800-230-1951.

The City will answer questions and clarify the terms of the RFP at the Pre-Proposal Conference. The City may respond both to questions posed on the day of the conference and to questions emailed prior to the deadline for receipt of questions per Section 3.1.A.

3.2 Deadline and Procedures for Submitting Proposals

To be assured of consideration, Proposals must be received by the City of Chicago in the City's Bid and Bond Room (Room 301, City Hall) no later than 4:00 p.m. CST on 1/30/12. The Bid and Bond Room can be reached at 312-744-9773.

The City may but is not required to accept Proposals that are not received by the date and time set forth above. Only the Chief Procurement Officer ("CPO") is empowered to determine whether to accept or return late Proposals. No additional or missing documents will be accepted after the due date and time, except as may be requested by the Chief Procurement Officer.

Failure by a messenger, delivery service, or printing service to meet the deadline will not excuse the Respondent from the deadline requirement. Hand-carried Proposals must be placed in the depository located in the Bid and Bond Room located in Room 301, City Hall. The time of the receipt of all Proposals to this RFP will be determined solely by the clock located in the Bid and Bond Room of City Hall. It is Respondent's sole responsibility to ensure that the Proposal is received as required.

Proposals must be delivered to the following address:

Jamie L. Rhee, Chief Procurement Officer
City of Chicago
Department of Procurement Services
Bid and Bond Room
Room 301, City Hall
121 North LaSalle Street
Chicago, Illinois 60602
Attention: Jacoby Radford, Assistant Procurement Officer

Respondents must submit the following Proposal Items:

	<u>Proposal Item</u>	<u>Quantity</u>
1.	Original Copy – Paper	1
2.	Electronic Copy – USB drive or CD-ROM (in PDF format for written content and graphics, and source format for all submissions where Respondent enters data in Excel)	5

The original Proposal must be clearly marked as "ORIGINAL". All documents requiring a signature must bear the original signature of Respondent's authorized signatory. Respondent must enclose all documents in clearly labeled sealed envelopes or boxes.

The outside of each sealed envelope or package must be labeled as follows:

Proposal Enclosed
Request for Proposal (RFP) for General Office Supplies for the City
of Chicago
Specification No.: 103000
Due: 4:00 p.m., 1/30/12

Submitted by: (Name of Respondent)
Package ____ of ____

The City's opening of Respondent's sealed envelope(s) or package(s) containing a Proposal shall neither be deemed nor constitute acceptance by the City of Respondent's Proposal. The City reserves the right to open and inspect all such sealed envelope(s) or package(s), regardless if the same were submitted by the due date and time specified herein, for any purpose, including without limitation, determining the particular RFP to which Respondent has responded, determining if a Proposal was submitted by the date and time specified in this RFP, and in order to determine a Respondent's return address.

FEES FOR THE SUBMISSION OF PROPOSALS. Section 2-92-418 of the Municipal Code of the City of Chicago requires for each competitively bid contract and each request for proposal where the estimated dollar value of the Contract, as determined by the Chief Procurement Officer, exceeds \$10,000,000.00 that each bidder or respondent submit with its proposal a non-refundable "submittal fee" in the amount of \$900.00. The submittal fee must be submitted no later than the date and time on which the bid or proposal is due. The submittal fee must be in the form of a certified check, cashier's check or money order payable to the City of Chicago. The CPO has determined the value of the contract for the Services required under this Contract does not exceed \$10,000,000.00. As a result, a submittal fee to the City with its Proposal to this RFP is not required.

3.3 RFP Information Resources

Respondents are solely responsible for acquiring the necessary information or materials. Information for preparing a response to this RFP can be located in the following areas of the City's website: www.cityofchicago.org/Procurement:

- Pre-Bid/Proposal Conference Attendees
- Addendums and Exhibits, if any.
- Search MBE/WBE Directory Database

3.4 Procurement Timetable

The timetable for the RFP solicitation process is summarized below. Note that these are target dates and are subject to change by the City.

Key Activity	Target Date
City Issues RFP	12/30/11
Pre-Proposal Conference	1/9/12
Proposal Questions Due	1/10/12
Proposals Due	1/30/12

3.5 Confidentiality

Respondent may designate those portions of the Proposal, which contain trade secrets or other proprietary data that must remain confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the City except for evaluation purposes, the Respondent must:

A. Mark the title page as follows: "This RFP proposal includes trade secrets or other proprietary data ("data") that may not be disclosed outside the City and may not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal." The City, for purposes of this provision, will include any consultants assisting in the evaluation of Proposals. If, however, a contract is awarded to this Respondent as a result of or in connection with the submission of this data, the City has the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the City's right to use information contained in the data if it is obtained from another source without restriction.

B. Mark each sheet or data to be restricted with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal."

All submissions are subject to the Illinois Freedom of Information Act (FOIA).

4 PREPARING PROPOSALS: REQUIRED INFORMATION

Each Proposal must contain all of the following documents and must conform to the following requirements.

4.1 Format of Proposals

Hardcopy proposals must be prepared on letter-size paper, printed double-sided, and bound on the long side. The City encourages the use of reusable, recycled, recyclable and chlorine-free materials for bids, proposal, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged. No materials will be returned. Submit 1 hardcopy original and 5 electronic copies (on USB-drives or CD-ROMs) of the Proposal. If applicable, Product Catalogs must be submitted in both Electronic and Hard Copy.

Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified.

4.2 Required Content of Proposals

At a minimum, the Proposal must include the following items:

4.2.1 Cover Letter

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- (i) Indicate the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel committed to this project.
- (ii) Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, etc.), and the names of its principals or partners and authority to do business in the State of Illinois with most recent documents filed with and obtained from the Secretary of State.
- (iii) Indicate the name and telephone number(s) of the principal contact for oral presentation or negotiations.
- (iv) Summarize the Respondent's commitment to comply with the MBE/WBE requirements as stated in the Special Conditions Regarding Minority Business Enterprise (**MBE**) and Women Business Enterprise (**WBE**) Commitment attached to this RFP as Exhibit 5.
- (v) Include any objections or comments regarding the City Standard Terms and Conditions.
- (vi) Acknowledgement of addendum, if any, issued by the City

4.2.2 Professional Qualifications and Experience

Respondent must provide an executive summary which shows its understanding of the City's intent and objectives and how Respondent's Proposal would achieve those objectives. The summary must discuss Respondent's plan for implementing, administering, and monitoring the Services; approach to project management; strategies, tools and safeguards for ensuring performance of all required Services; equipment, software and firmware considerations; training and on-going support if applicable; and any additional factors for the City's consideration.

4.2.3 Prior Experience

Respondent must describe its previous experience on recent projects of similar type, scope and magnitude; identifying both private sector and public sector work. Respondent must include adequate detail about each project referenced, including a brief description of the project, the date when the project was performed and completed, the location of the project, the nature and extent of Respondent's involvement, the total dollar value of the project, the key personnel involved and their roles, and client reference information for the project.

If Respondent proposes that major portions of the work will be performed by different team members (joint venture partners, subcontractors, etc.), Respondent must provide the required information as described below for **each** such team member.

A. Company Profile Information (See Form in Exhibit 2)

Identify participants in Respondent's team. For example if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership, joint venture, etc.), then Respondent must identify or cause to be identified all participants involved, their respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately.

If Respondent has a prime contractor / subcontractor relationship instead, this information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

Provide a chronological history of all mergers and / or acquisitions involving the Respondent team members, including all present and former subsidiaries or divisions and any material restructuring activities, if applicable. Include any such forthcoming actions, if such disclosure has already been made generally available to the public and is permitted by law.

If Respondent is a joint venture or partnership, attach a copy of the joint venture or partnership agreement signed by an authorized officer of each partner. Each partner must execute:

- (i) Schedule B as shown in Exhibit 5, if joint venture or partnership includes City of Chicago certified MBE/WBE firms(s), as applicable.
- (ii) Separate Economic Disclosure Statement and Affidavit ("EDS") completed by each partner and one in the name of the joint venture or partnership as shown in Exhibit 6.
- (iii) Insurance certificate in the name of the joint venture or partnership business entity.

B. Company Reference / Client Profile Information

(See Form in Exhibit 3)

Respondent must provide at least 3 references preferably from a municipality or government agency related to a contract of similar scope and magnitude as described in this RFP. Experience will not be considered unless complete

reference data is provided. At a minimum, the following information must be included for each client reference:

- Client name, address, contact person name, telephone and fax number.
- Description of equipment and Services provided similar to the Services outlined in Exhibit 1 of this RFP.
- The date when the Service was implemented.
- The location of the Services.
- Nature and extent of Respondent's involvement as the prime contractor (also indicate area of secondary responsibility, if applicable)
- Identify equipment and Services, if any, subcontracted, and to what other company.
- Contract term (Start and End date, or indicate if currently providing Services)
- The total dollar value of the Services.

All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up.

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

C. Capacity to Perform City Project

Describe how any uncompleted projects and/or contractual commitments to other clients will affect your ability to deliver services, capacity to perform within City's timeline and affect dedicated resources committed to the City's project. Respondent should provide a summary of current and future projects and commitments and include project completion dates. Identify what percentage of the services will be performed utilizing your own workforce, equipment and facilities. Indicate what percentage of the work will be subcontracted.

D. Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services described in this RFP in the City of Chicago, County of Cook and State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Illinois. Provide copies with the Proposal submission.

These requirements will vary depending upon the circumstances of each Respondent. See the Department of Business Affairs and Consumer Protection (BACP) website for additional information: www.cityofchicago.org/businessaffairs

If required by law, Respondents are required to have an Illinois Business License. See the State of Illinois, Department of Business Services website for additional information: www.cyberdriveillinois.com (<http://www.cyberdriveillinois.com/>).

Additionally, visit the State of Illinois' Division of Professional Regulation for information regarding the State of Illinois' Professional Certifications: <http://www.idfpr.com/DPR/>

4.2.4 Respondent's Plan for Implementing the Services

Respondent must include a comprehensive and detailed description of the process by which it will provide the Services as described in this RFP, including a plan for implementing and managing the Services.

A. Approach

The Respondent shall provide a description of their approach to addressing the requirements described in Exhibit 1 – Scope of Services, in the form of an implementation and management plan.

The Respondent must address each of the above areas as described in Exhibit 1 – Scope of Services. The Respondent must at a minimum respond to each of the requirements outlined in the Scope of Services, and describe any deviations from requirements or additional scope in the Respondent's implementation plan.

B. Organization Chart

Include an organization chart which clearly illustrates all entities (joint venture partners, if any, subcontractors); their relationship in terms of proposed Services; and key personnel involved and the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name and title. Staffing levels of each organizational unit should be estimated.
- The specific role of each of the entities in a team or joint venture for each task/work activity must be described.

C. Dedicated Resources

- Describe facilities, equipment, personnel, communication technologies and other resources available for implementing the proposed Services.
- Staffing requirements. Provide an assessment of staffing needs for each major activity area by job title and function. The assessment should include full-time equivalents for professional staff and supervisors committed to the City of Chicago.

4.2.5 Cost Proposal Detail

The City is requesting detailed information regarding the costs for the Services required. Using Exhibit 4, "Pricing Proposal General Office Supplies," provide details in the cost proposal. Respondent is responsible for disclosing any charges or fees not listed on the cost proposal that the City of Chicago would incur with the Respondent, before, during, and after the implementation.

For purposes of comparing costs between Respondents, Respondents should not deviate from the compensation methods outlined in Exhibit 4. The City reserves the right to negotiate a final price, terms and conditions with selected Respondent.

4.2.6 Minority and Women Business Enterprises Commitment

Respondent must complete and submit the forms that are attached to this RFP in Exhibit 5 to evidence Respondent's proposed MBE/WBE participation in some aspect of the contract. The Minority Business Enterprise (MBE) participation goal for this contract is 10%, and the Women Business Enterprise (WBE) participation goal is 5%.

Respondent must submit a completed Schedule D-1 and obtain a separate Schedule C-1 completed and signed by each proposed MBE and WBE firm describing the services to be provided. With each Schedule C-1 form, Respondent should submit a current Letter of Certification issued by the City of Chicago. The proposed MBE or WBE firm must be certified by the City of Chicago at the time of Proposal submission. The City reserves the right to require Respondents to replace any proposed MBE/WBE that is not certified with the City of Chicago.

Further, the percentage participation for each MBE or WBE firm on the individual Schedule C-1s should match the percentages for each MBE or WBE firm listed on the Schedule D-1. All schedules submitted must be original signature. Failure to submit these documents, or incomplete documents, may result in Respondent being declared non-responsive.

In order to determine the best way in which to achieve and document MBE/WBE participation, Respondent must refer to the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment attached to this RFP as Exhibit 5. To locate MBE/WBE firms who are currently certified with the City of Chicago in various areas of specialty, you may search the City's MBE/WBE Directory Database on the City's website: www.cityofchicago.org/Procurement.

4.2.7 Financial Statements

Respondent should provide a copy of its audited financial statements for the last 3 years. Respondents that are comprised of more than one entity must include financial statements for each entity. The City reserves the right to accept or reject any financial documentation other than the financial statements requested by this section.

If Respondent is unable to provide audited financial statements, state the reasons in your Proposal response and provide financial documentation in sufficient detail to enable the City to assess the financial condition of your company.

Sufficient alternate documentation would be unaudited financial statements from those Respondents not required to have their financial statements audited. At a minimum, the statements need to be the balance sheets and income statements (or equivalent) for the requested three years. Assets/liabilities and income/expenses must be presented in adequate detail for the City to assess the financial condition of the Respondent.

4.2.8 Economic Disclosure Statement and Affidavit (“EDS”)

Respondent must submit a completed and executed Economic Disclosure Statement and Affidavit and the Appendix A. **See hardcopy EDS forms and Online City of Chicago EDS Instructions and Attachment A Online EDS Acknowledgement in Exhibit 6.** If Respondent is a business entity other than a corporation, then each member, partner, etc., of Respondent must complete an EDS as applicable, per instructions on the EDS form. In addition, any entity that has an interest in Respondent or in one or more of its members, partners, etc., and is required pursuant to the Municipal Purchasing Act for Cities of 500,000 or More Population (65 ILCS 5/8-10-8.5) or Chapter 2-154 of the Municipal Code of Chicago to provide a disclosure must submit a completed and executed EDS as an “entity holding an interest in an Applicant” as described in the EDS. All affidavits must be notarized. **Upon completion of Online EDS, Respondent shall submit a copy of 2 documents with their proposal: 1) Certificate of Filing printed from system and 2) hardcopy of the executed Attachment A, Online EDS Acknowledgement form in lieu of hardcopy EDS forms.**

Subcontractors may be asked, at the City’s discretion, to provide an EDS during the evaluation process.

4.2.9 Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past 5 years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- (i) A debtor in bankruptcy; or
- (ii) A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- (iii) A defendant in any criminal action; or
- (iv) A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- (v) A principal of a bond for which a surety has provided contract performance under a contract or in violation of a statute or related to service reliability; or
- (vi) A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation if a statute or related to service reliability; or
- (vii) A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure document

The City reserves the right to request similar legal action information from Respondent’s team members during the evaluation process.

4.2.10 Insurance

Prior to contract award, the selected Respondent will be required to submit evidence of insurance in the amounts specified in the attached Exhibit 8.

5 EVALUATING PROPOSALS

An Evaluation Committee, which will include the representatives of the Department of General Services, and the Department of Procurement Services and may include representatives of other departments of the City (“Evaluation Committee” or “EC”) will review and evaluate the Proposals, as described below.

In evaluating Proposals, the EC will first consider the completeness and responsiveness of the Respondent’s Proposal. The RFP proposal evaluation process is organized into three phases:

- Phase I Preliminary Proposal Assessment
- Phase II Proposal Evaluation
- Phase III System Demonstration, and/or Oral Presentations (if necessary)

Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent’s compliance with and adherence to all submittal requirements requested in Section 4.2 Required Content of Proposals. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to non-responsiveness.

Phase II - Proposal Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent’s proposal meets the project requirements set forth in the RFP. Phase II will include a detailed analysis of the Respondent’s qualifications, experience, proposed implementation plan, cost proposal and other factors based on the evaluation criteria outlined in this Section 5 Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 5, for each Proposal received. The EC may also review any other information that is available to it, including but not limited to information gained by checking references and by investigating the Respondent’s financial condition.

The City reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The City reserves the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

5.1 Evaluation Criteria

In addition, the Evaluation Committee will review the overall responsiveness and completeness of the Proposal with respect to the requirements outlined in this RFP and Respondent’s Proposal using the following criteria (not necessarily listed in order of importance):

A. Professional and Technical Competence

1. Ability to provide the Services described in the RFP, including capacity to achieve the Program goals, objectives and Scope of Services described in this RFP.
2. Professional qualifications and specialized experience of Respondent and its team as an Office Supplies and Products provider on projects of similar scope and magnitude (e.g., specifically with respect to large organizations and/or government agencies).
3. Professional qualifications and specialized experience of Respondent's key personnel and local availability of key personnel committed to the City account as shown in Exhibit 7.
4. Past and current performance of respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Evaluation Committee may solicit from current and/or previous clients including the City, other government agencies, or any available sources, relevant information concerning Respondent's record of performance.

B. Quality, comprehensiveness and adequacy of the proposed approach to developing and implementing administration and support of offices supplies and products, including the staffing plan, local availability and commitment of personnel who will manage and oversee the City's account.

The Evaluation Committee will review each proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on its overall strategy, methodology, and approach to meeting the City's requirements.

C. Compensation Schedule relative to information provided in Exhibit 4.

D. MBE/WBE Participation

The level, relevancy and quality of participation by MBE/WBE firms certified by the City of Chicago. Failure to meet this requirement may be cause for the Respondent to be disqualified.

E. Legal Actions

The EC will consider legal actions, if any, against Respondent and any division, subsidiary or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.

F. Financial Stability

The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

G. Compliance with Laws, Ordinances, and Statutes

The EC will consider Respondent's compliance with all laws, ordinances, and statutes governing the contract. See Online City of Chicago EDS Instructions and Attachment A, Online EDS Acknowledgement form in Exhibit 6.

H. Conflict of Interest

The EC will consider any information regarding Respondent, including information contained in Respondent's Proposal, that may indicate any conflicts

(or potential conflicts) of interest which might compromise Respondent's ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services for the City in researching, consulting, advising, drafting or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

I. Professional Services Agreement and Supply Terms

Degree to which the Respondent accepts the City's Sample Professional Services Agreement and Supply Terms in Exhibit 9 that will impact contract negotiations.

SELECTION PROCESS

After the Evaluation Committee ("EC") completes its review of Proposals in Phase II, it may submit to the Commissioner a recommended short list of Respondents (Phase III), or the EC may forego Phase III and submit a recommendation to select a Respondent, or a recommendation to reject any or all Proposals.

Phase III- Site Visit and/or Oral Presentations

If the EC submits a short list of Respondents for further review, then, in the sole discretion of the Commissioner, those short-listed Respondents may be subject to a site visit, systems demonstration, and/or invited to appear before the Evaluation Committee for an oral presentation; to clarify in more detail information what was submitted in Respondent's Proposal; and/or to ask Respondents to respond to additional questions. Afterwards, the Evaluation Committee will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for selection of a Respondent to the Commissioner. Such recommendation may be to enter into negotiations with only one Respondent or more than one Respondent.

Upon receipt of the EC's recommendation, the Commissioner will submit a decision (concurrence or rejection of the EC's recommendation) to the Chief Procurement Officer. The Chief Procurement Officer shall then consider the Commissioner's recommendation and exercise her authority to either notify the Respondent(s) to enter into contract negotiations or reject the recommendation and offer alternate options (e.g., re-advertisement of the RFP).

The City will require the selected Respondent(s) to participate in contract negotiations. In order to award a contract that represents the best value to the City, as determined by the Commissioner and the Chief Procurement Officer, the City reserves the right to enter into concurrent competitive price negotiations with one or more qualified Respondent(s). The City's requirement that a selected Respondent negotiate is not a commitment by the City to award a contract.

The City reserves the right to terminate this RFP solicitation at any stage if the Chief Procurement Officer determines this action to be in the City's best interests. The receipt of Proposals or other documents will in no way obligate the City to enter into any contract of any kind with any party.

6 ADDITIONAL DETAILS OF THE RFP PROCESS

6.1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents listed on the "Take Out Sheet" prior to the Proposal due date. Prospective Respondents are automatically listed on the Take Out Sheet after picking up or downloading the RFP when they sign the sheet or leave a business card in the Bid and Bond Room, or email BidandBond@cityofchicago.org. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

Respondents are solely responsible for acquiring the necessary information or materials from the Bid and Bond room.

Copies of the take-out list, and any addenda, are available via the Internet at the Department of Procurement website: www.cityofchicago.org/Procurement and from the Department of Procurement Services, Bid and Bond Room 301, City Hall, 121 North LaSalle Street, Monday-Friday, 8:30 a.m. - 4:30 p.m.; 312-744-9773;

The addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Department of Procurement Services according to the provisions of Section 3.1.A herein;
or
2. Responses to questions and requests for clarification raised at the Pre-Proposal Conference or by the deadline for submission of questions.

6.2 City's Right to Reject Proposals

The City of Chicago, acting through its Chief Procurement Officer, reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by Section IV. If no Respondent is selected through this RFP process, then the Chief Procurement Officer may utilize any other procurement method available under the Municipal Purchasing Act and the Municipal Code of Chicago, to obtain the Services described here.

6.3 No Liability for Costs

The City is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and of participating in any conferences, site visits, product /system demonstrations, oral presentations or negotiations.

6.4 Prohibition on Certain Contributions-Mayoral Executive Order No. 2011-4

Pursuant to Mayoral Executive Order No. 2011-4, from the date of public advertisement of this request for qualifications/proposals/information through the date of award of a contract pursuant to this request for qualifications/proposals/information, Respondent, any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed 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 (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (d) bundle or solicit others to handle contributions to the Mayor or to his political fundraising committee;

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of an agreement resulting from this request for qualifications/proposals/information, the Chief Procurement Officer may reject Respondent's proposal.

For purposes of this provision:

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

"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.

Any contract awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2011-4.

6.5 False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

EXHIBIT 1

SCOPE OF SERVICES

A. Scope of Work

The City of Chicago is seeking proposals for a service to manage and fulfill the City's needs for various products and office supplies including copy paper, toner, and miscellaneous office products.

The successful Respondent will provide an online order service capable of managing authorized orders from City of Chicago employees, ship-to addresses, department names and locations, and charge information.

Respondent's system will allow for designated City of Chicago personnel to be assigned as system administrators to manage and monitor fixed contract pricing and catalog pricing that may result from this proposal.

The successful Respondent will deliver office supplies throughout the City of Chicago to identified locations and will pick up any designated returns for return-to-stock processing and account crediting.

The selected Respondent must have experience in the fulfillment, servicing, systems support, reporting, and management of office supplies sales and services.

B. Ordering Service

The Respondent shall provide a description of their online ordering service for authorized City of Chicago employees and personnel.

The City of Chicago would require Respondent to provide 24/7 access to an online ordering tool. The online ordering tool should be accessible to specified representatives throughout the City of Chicago. The online ordering tool must have the ability to block the purchase of Non-Core Products at the item level and have an integrated approval system.

The Respondent is required to maintain a toll-free number for ordering, inquiries, and customer service. The Respondent should have a process for handling and communications of back-ordered or out-of-stock products.

Order requirements and notifications for Core List items not available should include:

1. Replacement items of equal or better quality at no extra cost
2. Estimated delivery dates for all backordered items
3. If a backordered item is not available on the estimated delivery date, the buyer placing the order must be notified prior to the estimated delivery date and given the option of a replacement item or the backordered item when it becomes available. If the buyer is not satisfied with the quality of the replacement product, the buyer has the right to return the product. The buyer will not incur any cost for return of the product, including but not limited to shipping and handling

The user shall have the ability to indicate items for “No Substitution” at the time of order. When a “No Substitution” item is unavailable, the buyer should be notified that the product is unavailable and that no substitution would be shipped.

The user shall have the ability to specify standard delivery or overnight delivery. The default shall be 3-5 business days. In the pricing workbook (Exhibit 4) Respondent shall provide product pricing for both delivery terms.

C. Customer Service

Customer service should include procedures that will ensure consistency and problem resolution. Respondent shall provide a description of the Customer Service procedures in their RFP response. The description should include, but is not limited to:

1. Customer service organizational structure
2. Contact process (web portal, phone, email, etc.)
3. Follow up process
4. Process to handle back ordered or out-of-stock products, including alternate suggestions and pricing policy
5. Internal procedures to track customer service contact and resolution
6. City of Chicago designated account team

D. Product Returns

The Respondent shall provide a description of their return processing procedures. The Respondent should arrange for the collection and refund of all items the City requests to return at no cost to the City of Chicago. Under no circumstances will the City of Chicago be required to pay a restocking fee to the Respondent for damaged or incorrectly shipped items. If Respondent intends to charge a restocking fee for incorrectly ordered items please describing in the pricing workbook. If no restocking fee will be levied on respondent please indicate such. All items returned shall be credited to the City of Chicago.

E. Product Scope

The contract will be split into two (2) categories:

1. Core List: Items used most by the City of Chicago over the past year. These will be line item priced products. The Core List can be found in Exhibit 1, Section Q.
2. Non-Core List: All items not covered under the Core List that the Respondent offers within their catalog items (all items sold by the Respondent, with the exception of those items to be excluded under this contract). This will be a specific discount off of catalog price, the catalog to be inclusive of all Respondent’s products except those groups of products specifically excluded below.
 - Excluded Items: The following items are excluded under this contract
 - Furniture
 - Software
 - Computers

- Fax Machines
- Multifunctional Print Devices
- Janitorial Supplies

F. Brand Names

References to brand names or product numbers are intended to be descriptive. If the specific product cannot be supplied by the Respondent, items of equivalent quality will be considered. Unless a Respondent indicates otherwise, it is understood that the proposer is offering the referenced brand item as specified in the solicitation. The City of Chicago reserves the right to determine whether a substitute offer is equivalent and may require additional descriptive material and a sample.

G. Samples

Samples of goods may be required prior to award to determine Respondent's responsiveness to the RFP's requirements. If requested, such samples must be provided at no cost and delivered to the address specified within the timeframe identified in the notification. Failure to submit samples as specified may be grounds for rejection of a Respondent's proposal. Respondent offering products of a different manufacturer and model number than specified in the solicitation may be required to submit samples for inspection and specification compliance to determine if the item meets the City's quality. Samples, if not destroyed by tests, may, upon request made by the Respondent at the time the sample is furnished, be returned at Respondent's expense.

H. Management and IT Services

The Respondent shall provide a description of management and IT services to support the fulfillment of office supplies to the City. These services should include but not be limited to:

1. Account team (including sales contacts, account team support, and periodic account reviews)
2. A communication process with the City of Chicago (City representatives to include Agency employee buyers and Procurement)
3. A customized ordering process, including websites, telephone, and catalogs that reflect Core Items and Contract Pricing, including distribution of catalogs and capabilities to block ordering on an individual account, product lines, or other basis
4. A work order process used for approvals of off-core list purchases used for approvals of off-core list purchases
5. A training program (initial and ongoing)
 - a. Ordering processes and procedures
 - i. Procurement
 - ii. Employee buyers
6. Work plans to identify a schedule for implementation
7. A program for the evaluation of the work, continuous improvement of quality and pricing, and quality controls

I. Billing, Invoicing Service

The Respondent shall provide a description of their invoicing control process, including the controls available to restrict purchases.

J. Contract Management Service

The Respondent shall provide effective management of the initial Core Item list as it is crucial to the success of the vendor-customer partnership. It is understood that over the course of the initial contract term, certain products may be discontinued by the manufacturer, or undergo changes in design, color and packaging. The Respondent must describe the process used to effectively manage this change.

Products should be maintained at the same unit of measure originally bid. Any products that are discontinued due to manufacturer "repackaging" must be added back to the core list at the equivalent original bid pricing. Notification of products dropped from the core list must occur within 30 days of product discontinuation. Notification must be made in writing to the Department of Procurement Services, and to the users via the online system. Over time, the Respondent shall work with the City to optimize purchasing based upon data collected and review the optimization plan with the City quarterly (at a minimum).

K. Distribution Network

Respondents shall provide a description of their distribution network, outlining the process flow from order entry and routing, pulling of stock (including primary warehouses or secondary outsourced operations), back-ordered processing, packaging, loading and delivery.

L. Delivery Service Requirements and Shipping Costs

All deliveries will be made F.O.B. (freight on board) destination as freight pre-paid. Respondents should assume that all deliveries will be inside deliveries to multiple drop points throughout the City of Chicago. A designated City of Chicago staff person(s) will be designated to receive shipments at each location. Individual orders shall be packaged and labeled to reflect the buyers' name and inside delivery location.

Any damage (during initial delivery to single drop-off point) to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the Respondent. When damage does occur, it is the responsibility of the Respondent to immediately notify the City of Chicago liaison. The Respondent shall bear the risk of loss or damage to the ordered goods until the goods are delivered to the place of business indicated on the order.

The Respondent shall maintain an overall monthly average of 95% for on-time delivery of products purchased under the Master Agreement. "On-time" is defined as the mutually agreed upon delivery period at the time of order. The on-time delivery rate shall be calculated on a quarterly basis by dividing the number of completed on-time deliveries (no partial deliveries) by the total number of deliveries. That is, for orders reported as filled by the order entry system, the shipments shall be received within the times specified when the order is placed at least 95% of the time. The Respondent shall propose a remedy, such as an additional discount, if the quarterly average for on-time delivery falls below 95% for three (3) consecutive months. Respondent shall not invoice the City of Chicago separately for shipping or delivery costs.

M. Packaging

All products must be new, and must be delivered in the manufacturer's standard package. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.

Each shipment shall include a packing slip showing the buyer, ordering date, ordering department, the item number; product description, quantity ordered, all pricing, quantity shipped and backordered items, including the expected ship date.

N. Reports

Respondent shall describe the common user reports that are available. Include the type of report, the information provided in the report, the frequency of the report, the process to request the report, and the process used to deliver the report. Respondents are encouraged to include a sampling of common reports.

In addition, the City of Chicago management requires quarterly program reports that provide the following information:

1. **Delivery Report:** Delivery information shall include the number of "On-Time Shipments" and the number of "Late Shipments". On-time shipments are defined as complete shipments (no partial deliveries) of goods that meet the delivery time specified in the order. Late Shipments are defined as shipments, including partial shipments that do not meet the delivery time specified in the order.
2. **Back-Ordered/Out-of-Stock Report:** A list of items that were backordered or out-of-stock at the time they were initially ordered, including the number of days before the order was filled with an acceptable replacement item or the requested item.
3. **Returned Product Report:** A list of all products returned for credit, including manufacturer/UPC part number, Respondent SKU number, product description, unit of measure, number of units returned, date product returned, total amount credited to buyers' purchasing card and date credit posted to account.
4. **Itemized Usage Report:** A list of all items that were purchased during the quarter, including manufacturer/UPC part number, Respondent SKU number, product description, unit of measure, number of units sold, ordering department and location, price each unit sold, totals extended, and whether the item is on the core or non-core list.
5. **Contract Maintenance Report:** a list of any item that has been discontinued, repackaged, been given a new UPC/SKU#, or otherwise been deactivated from the original core list, including whether a suitable replacement has been substituted and at what price as of what date. Quarterly reports must be provided no later than thirty (30) days after the end of each quarter.

For reporting purposes the respondent is required to track locations and quantities of orders, however vendor managed inventory is not a requirement of this contract.

O. Inventory, Estimated Volume

The City of Chicago has demonstrated an ongoing need for the products indicated in this RFP. These products are based on recent 12-month usage for all office locations and average approximately 3-5\$M annually. Procurement of office supplies is largely decentralized, and there is no guaranteed minimum total volume or specific product volumes.

The Respondent awarded a Master Agreement shall maintain access to a reasonable stock of such products on hand for the full term of the Master Agreement. Failure to maintain access to a reasonable stock may result in termination for default of the Respondent's Master Agreement. Individual City departments will be required to order against the Master Agreement for office supplies.

P. Program Auditing

The successful Respondent will provide online query tools, reports and other materials upon request to verify contract compliance throughout the life of the agreement.

Q. Core List Item: Standard Office Items

Category	Item Description	Unit of Measure	Expected Quantity
Accessories	VELCRO WHITE HOOK COIN FASTENERS (0.5", 1440 Hooks/Roll)	RL	20
Accessories	BOOKEND, NON-SLIP, 9", BLACK, 1/PAIR	PR	600
Accessories	JACKET, CERTIFICATE	PK	60
Accessories	DESK TRAY, FRONT LOAD, LETTER, EBONY	EA	600
Accessories	DESK TRAY, SUPPORTS, FRONT LOAD, LETTER, 2/SET	ST	600
Accessories	ERGONOMIC KEYBOARD	EA	30
Accessories	STANDARD KEYBOARD	EA	30
Accessories	KEYBOARD COVER	EA	30
Accessories	FINGER TIPS, RUBBER, SIZE 11, 9/16 DIAMETER (LINE#43530)	DZ	200
Accessories	FINGER TIPS, RUBBER, SIZE 12, 11/16 DIAMETER (LINE#46572)	DZ	200
Accessories	FRAME, HANGING FOLDER, LETTER/LEGAL, 25/BOX	BX	1,000
Accessories	LETTER OPENER	EA	15
Accessories	MOUSE PAD, ECONOMY, 9.5", BLUE, EACH	EA	1,000
Accessories	MOUSE PAD, WRISTREST, BLUE CRYSTAL, EBO	EA	400
Accessories	SHARPENER, PENCIL, RANGER 55 (Manual)	EA	150
Accessories	PRONG FASTENERS, 2 CAP, 2-3/4 C-TO-C, 50/BOX	BX	150
Accessories	PRONG FASTENERS, 2-PIECE, 2 CAP, 8-1/2C-C, 50/BX	BX	150
Accessories	PUNCH, 1 HOLE, HANDHELD W RUBBER	EA	15
Accessories	PUNCH, 2-3 HL, ADJ, 10 SHT, 20LB, BK, EA	EA	160
Accessories	STAPLE REMOVER, JAWS, BROWN	EA	500
Accessories	STAPLE REMOVER, HEAVY DUTY	EA	500
Accessories	MOUSE, OPTCL, 3BTN, USB, SR/DGY	EA	30
Accessories	ANTI STATIC SCREEN CLEANER	BX	75
Accessories	WRIST PROTECTORS	EA	120
Accessories	SURGE PROTECTOR, STRIP, 6-OUTLET, 4' CORD	EA	700
Accessories	SHEET PROTECTORS, HEAVY, NONGLARE, 100/BOX	BX	700
Adhesive	GLUE STICK, ENV, 26OZ, 3/PACK	PK	230
Adhesive	GLUE, ALL, WE, 4OZ	EA	325
Adhesive	RUBBER CEMENT, ACID-FREE, 32 OUNCE CAN	EA	50
Adhesive	RUBBER CEMENT, 4OZ, W/BRUSH	EA	3,350
Adhesive	TAPE DISPENSER, HAND, 3/4"	EA	310
Adhesive	TAPE DISPENSER, 1" CORE, ATTACHED TAPE HUB, BLACK	EA	1,180
Adhesive	TAPE MASKING GEN PURP .94X60	RL	200
Adhesive	TAPE MASKING GEN PURP 1.88X60	RL	500
Adhesive	TAPE, BOOK, 1.5"X15 YARDS, CLEAR, EACH	EA	2,400
Adhesive	INVISIBLE TAPE, WRITE-ON, 1 CORE, 3/4", 6/ROLL per pack	PK	600

Category	Item Description	Unit of Measure	Expected Quantity
Adhesive	TAPE,MAGIC,HLND,3/4"X72YD,ROLL	RL	15,000
Adhesive	TAPE,PACKAGING,48MMX100M,1.9MIL,HM,CLEAR	RL	790
Adhesive	TRANSPARENT TAPE, 1 CORE, 3/4X36/ROLL, DOZEN	RL	600
Adhesive	TRANSPARENT TAPE, 3 CORE, SINGLE ROLL	RL	200
Adhesive	GAFFER'S TAPE, 2" x 25 YDS, BLACK	RL	50
Backing	FOAMBOARD 24x36	EA	50
Backing	FOAMBAORD 36x48	EA	50
Badge Case	AVERY VYL BADGE HORIZONTAL 25/PK	PK	160
Battery	BATTERY C CPRTP ALK 72CT	PK	50
Battery	BATTERY,AA,ALK,12PK,12EA/PK,12PKS/CARTON	PK	1,840
Battery	BATTERY,AAA,ENERGIZER,12/PACK	PK	2,500
Battery	BATTERY,ALKA,9V,4/PK	PK	160
Battery	BATTERY,D,12/PK,72/CT	PK	20
Battery	DL LITHIUM BATTERIES - 2032	PK	20
Binder	BNDR,DRG,VU,LTR,4",BK	EA	300
Binder	BNDR,DURBL VU,,5" CAPACITY,BLACK	EA	75
Binder	BNDR,DURBL VU, 2" CAPACITY,BLACK	EA	2,000
Binder	BNDR,DURBL VU, 3" CAPACITY,BLACK	EA	1,800
Binder	BNDR,SLTRG,11X8.5,3",WHITE,EACH	EA	1,800
Binder	BNDR,SLTRG,11X8.5,5",WHITE,EACH	EA	300
Binder	BNDR,VU,3RG,LTR,1",BK	EA	100
Binder	EOL,BNDR,VU,3RG,LTR,1.5",BK	EA	500
Binder	POST HINGE, BLACK	EA	75
Binder	ACCO PRESSTEX COVERS, 20 pt	PK	75
Binder Clip	BINDER CLIP,2",LARGE, 12/PACK	PK	75
Binder Clip	BNDR CLIP,MEDIUM,BLACK,24/PACK	PK	1,500
Binder Clip	BNDR CLIP,MINI,3/4 IN,1/4 IN CAPACITY,BLACK,60/PK	PK	1,500
Binder Clip	BNDR CLIP,SMALL,BLACK,40/PACK	PK	1,500
Board	BAR,BULLETIN I, 24",ALUMINUM,EACH	EA	25
Board	BOARD,CORK,2'X3',ALUMINUM,EACH	EA	25
Board	MARKER BOARD, MELAMINE, 3X2, ALUMINUM FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 4X3, ALUMINUM FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 4X3, OAK FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 60X34.43, ALUMINUM FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 6X4, ALUMINUM FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 6X4, OAK FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 8X4, ALUMINUM FRAME	EA	25
Board	MARKER BOARD, MELAMINE, 8X4, OAK FRAME	EA	25

Category	Item Description	Unit of Measure	Expected Quantity
Book	ACCOUNT BOOK, 300 PAGES, 14-1/8X8-5/8, BLACK	EA	30
Book	BOOK,APPT,ERTHSCP,12MO,2PG/WK/MO,8.5X11,BLK,2012	EA	100
Book	BOOK,RECORD,300/PAGES,BLACK/RED,EACH	EA	30
Book	BOOK,WHILE YOU WERE OUT,2PART,NCR,4UP,200SETS,EACH	EA	100
Book	JRNL,STANDARD DIARY,12 MO,PG/DY,5.75X8.25,RD,2012	EA	500
Book	2012 RCY STD DIARY, RED, 7 1/2 X 9 7/16	EA	500
Britta Filters	RTS 917860,TAP,EMBS,1/2",BK/WE,	PK	20
Calculator	CALC,BUSINESS,PRINTER,12 DIGIT	EA	50
Calculator	CALCULATOR,COMPACT,PRINTER	EA	50
Calendar	CLDR BASE, BLACK, 3 1/2 X 6	EA	100
Calendar	CAL,DSK,RFL,FLIPAWEEK,W/QN,12MO,PG/WK,5-5/8X7,2012	EA	5,000
Calendar	CALENDAR DESK PAD, RECYCLED, 2-COLOR, BLACK	EA	5,000
Calendar	RCY 2-PAGE-PER-DAY CLDR REFILL, 3 1/2 X 6	EA	200
CD Cover	CD-R,700MB,80MIN,52X,JEWEL CASE,SILVER,BRAND,10PK	PK	2,500
CD Cover	Jewel CD Cases	PK	500
CD Cover	SLEEVE,CDROM,WITH WINDOW,100/BOX	BX	50
Cleaner	AIR DUSTER, DISPOSABLE, TWO 10 OUNCE CANS/PACK (LINE# 37992)	PK	100
Cleaner	WIPE,SCREEN CLEANER,ANTI STATIC	EA	100
Clip	CLIP,WALL PANEL,WHITE,20/BOX	BX	50
Clipboard	CLIPBOARD ARCHBOARD 9X12-1/2	EA	100
Clipboard	CLIPBOARD ARCHBOARD 9X15-1/2	EA	100
Clipboard	CLIPBOARD, HARDBOARD, 9X12-1/2	EA	1,000
Clipboard	CLIPBOARD, HARDBOARD, 9X15-1/2	EA	100
Clipboard	CLIPBOARD, LEGAL 9.5 x 15	EA	100
Comb	1/4 INCH COMB BINDING SPINES	EA	100
Comb	5/16 INCH COMB BINDING SPINES	EA	100
Comb	3/8 INCH COMB BINDING SPINES	EA	100
Comb	7/16 INCH COMB BINDING SPINES	EA	100
Comb	1/2 INCH COMB BINDING SPINES	EA	100
Comb	9/16 INCH	EA	100
Comb	5/8 INCH	EA	100
Comb	3/4 INCH	EA	100
Comb	7/8 INCH	EA	100
Comb	1 INCH	EA	100
Comb	1 1/8 INCH	EA	100
Comb	1 1/4 INCH	EA	100
Comb	1 1/2 INCH	EA	100
Comb	1 1/3 INCH	EA	100

Category	Item Description	Unit of Measure	Expected Quantity
Comb	2 INCH	EA	100
Comb/Velo	CLEAR VIEW LETTER COVERS, 11 X 8.5	EA	300
Comb/Velo	BLACK BACKS, 11 X 8.5	EA	100
Correction Fluid	CORR FLUID,2 IN 1,FOAM WEDGE AND FINE TIP,22 ML	EA	4,500
Correction Fluid	CORR FLUID,QUICKDRY,EACH	EA	7,000
Correction Pen	OOPS CORRECT PEN GRK/BLE 2PK	PK	400
Correction Tape	CORR TAPE,1 LINE,MINI,6/PACK	PK	100
Correction Tape	CORRECTION RIBBON, LIFT-OFF, WHEELWRITER (LINE\$44202)	EA	100
Correction Tape	CORRECTION TAPE, WHITE, 4/PK	PK	100
Correction Tape	RIBN, TW, CORR, IBM, WHLWTR (LINE# 44907)	EA	100
Correction Tape	IBM WHEELWRITER 6 SERIES 2	BX	100
DVD	DISC,DVD+R,16X,100/SPNDL	PK	150
Easel Pad	EASEL PAD, 25X30, STICKY, 1, 30 SH/PD, 2 PD/CT	CT	150
Easel Pad	EASEL,ADJ,HVY DTY,BK	EA	100
Envelope	ENV 9X12 BROWN GUM 24# 250/BX	BX	3,500
Envelope	TYVEK 9x12 (25/BX)	BX	200
Envelope	TYVEK 10x13 (25/BX)	BX	200
Envelope	TYVEK 12x15 (25/BX)	BX	200
Envelope	TYVEK 12x15x2 (25/BX)	BX	200
Envelope	Envelopes 12 1/2x15 100/BX	BX	500
Envelope	ENVL,INTEROFFICE,RESEALABLE,10X13 100/BX	BX	2,400
Eraser	PENCIL ERASER, MEDIUM, PINK	DZ	50
External Back-up	DATA CTRG,4MM,DDS4,40GB,EACH	EA	300
Fastener	FASTENER,PREMIUM SET,2" 50/BX	BX	500
File Box	Business Card File	EA	500
File Box	CARD FILE, COVERED, HOLDS 1200 3X5, GREEN MARBLE	EA	150
File Box	CARD FILE, COVERED, HOLDS 1200 4X6, GREEN MARBLE	EA	150
File Box	CARD FILE, COVERED, HOLDS 1200 5X8, GREEN MARBLE	EA	150
File Box	WL-65 LG LTR WING LID FILE BOX	BX	240
File Box	FILE,STORAGE,RECYCLE,LETTER/LEGAL,12/CARTON	CARTON	1,000
File Box	BOX,QUICK/STOR,LETTER/LEGAL,10-1/4X12X15-1/4,12/CT	CARTON	1,000
File Box	BOX STRING/BUTTON LETTER 12PK	PK	240
First Aid	FIRST AID KIT	EA	50
Folder	CVR,REP,PRSGD,LETTER,DARK BLUE,EACH	EA	8,000

Category	Item Description	Unit of Measure	Expected Quantity
Folder	DUO TANG FOLDER LAMINATE BLUE (125 Folders/Carton)	CT	300
Folder	DUO TANG FOLDER LAMINATE WHITE (125 Folders/Carton)	CT	300
Folder	FILE JACKET,2" EXPANSION,LEGAL,50/BOX	BX	1,800
Folder	FILE JACKET,2"EXPANSION,LETTER,MANILA,50/BOX	BX	1,200
Folder	FILE PKT,LEGAL,3.5" EXPANSION,10/BOX	BX	2,600
Folder	FILE PKT,LETTER,3.5" EXPANSION,10/BOX	BX	400
Folder	FILE PKT,LETTER,5.25" EXPANSION,10/BOX	BX	2,000
Folder	FLDR,CLASSIFICATION,LTR,2/5,3DIV,DARK BLUE,10/BOX	BX	400
Folder	FLDR,CLASSIFICATION,LTR,3/5,3DIV,YELLOW,10/BOX	BX	400
Folder	FLDR,CLASSIFICATION,TOP TAB,LETTER,RED,10/BOX	BX	400
Folder	FLDR,FILE,LETTER,2 FASTENER,1/3,50/BOX	BX	350
Folder	FLDR,HANG,LGL,1/3,GREEN,25/BOX	BX	800
Folder	FLDR,HANG,LTR,1/3,GREEN,25/BOX	BX	2,000
Folder	FLDR,MANILA,1/3CUT TAB,LEGAL,100/BOX	BX	480
Folder	FLDR,MANILA,1/5CUT TAB,LEGAL,100/BOX	BX	200
Folder	FLDR,MANILA,1/3CUT TAB,LETTER,100/BOX	BX	12,000
Folder	FLDR,MANILA,1/5CUT TAB,LETTER,100/BOX	BX	2,000
Folder	HDFILE POCKET 5.25 EXP LGL SZ 10/BX	BX	1,000
Folder	REPORT COVER, SIDE HINGE, LETTER, DARK BLUE	EA	500
Folder	SMEAD Dark Blue, 3 dividers folder (3/pack)	PK	100
Folder	SMEAD Yellow, 3 dividers folder (3/pack)	PK	100
Folder	SMEAD Light Blue, 3 dividers folder (3/pack)	PK	100
Folder	SMEAD Red, 3 dividers folder (3/pack)	PK	100
Highlighters	HILITER,ACCENT,FLUR YW,EACH	EA	3,000
Highlighters	HILITER,BROAD PT,FLUORESCENT ORANGE,DOZEN	DZ	200
Index	CARD GUIDES, A-Z, 1/5 TOP TAB, 3X5,MANILA, 26/ST	ST	150
Index	CARD GUIDES, A-Z, 1/5 TOP TAB, 4X6,MANILA, 26/ST	ST	150
Index	CARD GUIDES, A-Z, 1/5 TOP TAB, 5X8,MANILA, 26/ST	ST	150
Index	INDEX DIVIDERS 1-5	ST	500
Index	INDEX DIVIDERS 1-10	ST	500
Index	INDEX DIVIDERS 1-15	ST	500
Index	INDEX DIVIDERS 1-31	ST	500
Index	Index Dividers A to Z	ST	500
Index	INDEXES WHITE 3 HOLE PUNCHED 81/2x11; 5 POISTION WRITE ON TAB	BX	200
Index	TAB,HANG FOLDER,1/3CUT,CLEAR,25EA/PACK	PK	500
Index	INDEX,BINDER,LETTER,COLOR, 8TAB,1/SET	ST	1,000
Index	INDEX,BINDER,LETTER,COLOR,5TAB,1/SET	ST	1,000
Index	INDEX,BINDER,LETTER,CLEAR,8TAB,1/SET	ST	2,000

Category	Item Description	Unit of Measure	Expected Quantity
Index	INDEX,BINDER,LETTER,CLEAR,5TAB,1/SET	ST	1,000
Index Cards	INDEX CARD 3X5 WHT RULED 500CT	CT	360
Label	ADDRESS LABEL, COPIER, 1X2-13/16, WHITE, 3300/BX	BX	50
Label	ADDRESS LABEL, LASER, 1X2-5/8, WHITE, 3000/BOX	BX	50
Label	WHITE MAILING LABELS - 5160	BX	50
Label	ADDRESS LABEL, LASER, 1X4, WHITE, 500/PACK	PK	50
Label	ADDRESS LABEL, RETURN, 3/4X2, WHITE, 500/BOX (LINE#48896)	BX	50
Label	AVERY LABELS 5162 2 x 4	BX	50
Label	CD LABELS "NOT SLEEVE"	PK	50
Label	DYMO LABELS, WHITE MULTIPURPOSE LABEL, DYMO 30333 (LINE#44918)	RL	10
Label	LASER LABELS WHITE #5167 .5x1.75 8,000/BX	BX	20
Label	Laser Labels white #5960 1x2.63 7,500/BX	BX	20
Label	Laser Labels white #5962 1.33x4 3,500/BX	BX	20
Label	Laser Labels white #5963 2x4 2,500/BX	BX	20
Label	Brother® TZe-131 P-Touch® Label Tape, 1/2" Black on Clear	EA	20
Label	Brother® TZe-231 P-Touch® Label Tape, 1/2" Black on White	EA	20
Label	REINFORCEMENT LABEL, SELF-ADHSV, WHITE, 200/PACK	PK	400
Label	Laser Labels white #5164 3.33x4 600/BX	BX	50
Laminate	LAMINATE POUCHES - INDEX CARDS	PK	20
Laminate	LAMINATE POUCHES - PHOTO	PK	20
Laminate	LAMINATE SHEET LETTER 3MIL (50/Pack)	pk	20
Laminate	LAMINATE SHEET LEGAL 3MIL (50/Pack)	pk	20
Laminate	LAMINATE SHEET 24x36 3MIL	BX	20
Laminate	LAMINATE SHEET 36x48 3MIL	BX	20
Laminate	SHEET PROTECTOR, HEAVY WEIGHT, 100/CARTON	BX	100
Mailer	10.5X15 PADDED MAILER 100/PK	PK	500
Mailer	14.25X19 PADDED MAILER 25/PK	PK	500
Mailer	9.5X13.5 PADDED MAILER 100/PK	PK	500
Marker	DRY ERASE KIT, 4 FINE, 8 CHISEL, ERASER, CLEANER	ST	200
Marker	MRKR KT,DRY ERS,8CHISEL/4FINE PT	PK	200
Marker	MRKR, FLAIR, PT GRD, BK	DZ	100
Marker	MRKR, FLAIR, PT GRD, GN	DZ	100
Marker	MRKR, FLAIR, PT GRD, RD	DZ	100
Marker	PERMANENT MARKER BLACK, BROAD TIP	EA	500
Marker	PERMANENT MARKER BLACK, EXTRA FINE TIP	EA	500
Marker	PERMANENT MARKER BLACK, FINE TIP	EA	1,000
Marker	PERMANENT MARKER RED, FINE TIP	DZ	750
Notebook	COMPOSITION BOOK	EA	400

Category	Item Description	Unit of Measure	Expected Quantity
Notebook	JOURNAL BOOK, 500 PAGE	BK	400
Notebook	NOTE PADS, 3X5, CANARY YELLOW, 12/PACK	PK	500
Notebook	NOTEPAD, PERFORATED, 8.5X14, WIDE, LEGAL, CANARY	PK	200
Notebook	WRITING PAD, LEGAL RULE, 50 SHEETS, LEGAL, CANARY	DZ	600
Notebook	NTBK,STENO,GREGG,GREEN,80SHEETS,EACH 12/PK	PK	400
Notebook	PAD, LEGAL RULED, PERFORATED, LEGAL, WHITE, 12/PK	PK	1,200
Notebook	WRITING PAD, LEGAL RULE, 50 SHEETS, LEGAL, WHITE 12/PK	PK	740
Notebook	PAD, LEGAL RULED, PERFORATED, LTR, CANARY, 12/PK	PK	200
Notebook	PAD,NARROW RULED,PERF,5"X8",50 SH/PAD, 12/PK	PK	200
Notebook	WRITING PAD, LEGAL RULE, 50 SHEETS, JUNIOR, WHITE 12/PK	PK	200
Paper	BAGASSE EASEL PAD 34X27 PLAIN,4 PACK	PK	15
Paper	PPR ROLL,2.25X150',RECYCLED,WHITE	RL	1,000
Paper	PPR ROLL,CASH REGISTER,2.75"X150',WHITE	RL	3,400
Paper	PPR ROLL,THERMAL,3-1/8"X230',50/CARTON	CT	400
Paper	PPR,ROLL,ADD,3X150	RL	45,000
Paper	PPR, ROLL, ADD 36 X 150' WHITE PLOTTER PRINTER	RL	50
Paper Clips	PPR CLIP,PREM,SMTH,JMBO,100/BX	BX	5,000
Paper Clips	PPR CLIPS,RECYCLED,STANDRD SIZE,#1,100/BOX,10BX/PK	PK	1,800
Pen	PEN, FLAIR, FINE, FELT POINT, BLUE INK	EA	2,000
Pen	PEN,BALLPOINT,ROUND STICK, MEDIUM, BLACK, 12/PK	PK	8,000
Pen	PEN,BALLPOINT,ROUND STICK,MEDIUM,BLUE,12/PK	PK	500
Pen	PEN,BALLPOINT,ROUND STICK,MEDIUM,RED,12/PK	PK	2,000
Pen	PEN,DETECTR,COUNTRFEIT,BX	BX	100
Pen	PEN,ROLLER,GEL,IMPACT,RED,EACH	EA	1,600
Pen	PEN,UNIBALL,GEL,1.0MM,BLACK,EACH	EA	10,000
Pen	PEN,UNIBALL,GEL,BLACK,12/DOZEN	DZ	4,000
Pen	PEN,XFINE,.5MM,LIQUID ROLLER BALL,BLUE,EACH	EA	1,000
Pen	PENS, RETRACTABLE BLACK (12/PK)	PK	1,000
Pen	PENS, RETRACTABLE BLUE (12/PK)	PK	50
Pen	PENS, RETRACTABLE RED (12/PK)	PK	200
Pencil	COLORED PENCILS, PRESHARPENED, CARMINE RED, DOZEN	DZ	200
Pencil	MECHANICAL PENCIL .05	EA	200
Pencil	MECHANICAL PENCIL LEAD .05	EA	200
Pencil	PCL,WD,#2,EARTHWRITE,RECYCLED, 12/PK	PK	1,200
Pencil	PCL,WD,GOLF,3.5",YW,144/BOX	BX	1,200
Pencil	PENCIL,WOOD,#2,AMER,SOFT,DZ	DZ	2,500
Planner	PLNR,RCY,DYMNDR,14MO,2PG/MO,3-5/8X6-3/16,BK,2012	EA	750
Post-It	FLAG POSTIT,1",2-PK, GREEN, 50 FLAGS/PACK	PK	350

Category	Item Description	Unit of Measure	Expected Quantity
Post-It	FLG,POSTIT,ARW/SGN-HRE,0.5X1.75,4/PK	PK	250
Post-It	PAD,POSTIT,3X3,YELLOW,100SH/PD,12PD/PK	DZ	2,600
Post-It	PAD,POSTIT,RECYCLED,1.5X2,YW,12/PK	PK	700
Post-It	PAD,POSTIT,RULED,4X6,YW,12/PACK	PK	170
Print Ribbon	LIFT OFF TAPE FOR IBM TYPEWRITERS	EA	25
Print Ribbon	EPSON THERMAL PRINTER RIBBON CARTRIDGE. BLACK; 4M IMPRESSIONS/CARTRIDGE	BX	25
Print Ribbon	IBM WHEEL WRITER 30 SERIES 2 TYPE 6787	EA	25
Print Ribbon	BROTHER 7020 CORRECTABLE FILM TYPEWRITER RIBBON	EA	25
Print Ribbon	RIBBON, EPSON, ERC32B	BX	25
Print Ribbon	RIBBON, REGISTER, EPSON TM300 BLACK/PURPLE, 6/BX	BX	25
Print Ribbon	RIBN,CALC,NYLON,SHARP,BLACK/RED,EA	EA	25
Print Ribbon	RIBN,EPSON ERC 30,BK	BX	25
Print Ribbon	IBM Wheel Writer Tape (R5110)	EA	25
Print Ribbon	IBM Wheel Writer Tape (R5111)	EA	25
Print Tape	EPSON M147G receipt printers--tape	EA	25
Privacy Screen	FILTER,CRT,16-19",BK,EACH	EA	550
Privacy Screen	FILTER,PRIVACY,12-16",FLAT,BLACK,EACH	EA	15
Push Pins	PUSH PIN,PLASTIC,ASSORTED,100/PK	PK	160
Receipt Book	RECEIPT BOOK 3-PART 200 ST/BK	BK	160
Rubber Finger	RUBBER FINGER #2 5/8" 11.5	EA	200
Rubberband	RUBBER BANDS #117	BX	200
Rubberband	RUBBER BANDS #33	BX	200
Rubberband	RUBBER BANDS, SZ 19, 1/16X3-1/2, 275/1/4 LB BAG	PK	200
Rubberband	RUBBER BANDS #181/16,.25#,460PACK	PK	2,000
Rubberband	RUBBER BANDS #64,.25#/BAG,1/4	BG	2,000
Ruler	RULER,WOOD,SINGLE EDGE,18",EACH	EA	200
Scissors	SHEARS,OFF,STRT,HDL,8"BLADE,BE,EA	EA	2,500
Sharpener	SHARPENER,PENCIL,ELECTRIC,WOODGRAIN,EACH	EA	75
Shredder	LUBRICANT,SHREDDER,12 OUNCE	EA	90
Shredder	SHREDDER BAG,F/420,480,50/CT	CT	150
Shredder	SHREDDER BAGS FOR FELLOWES POWERSHRED C220, 50/CT	CT	25
Shredder	SHREDDER BAGS,C320,C320C,C420HS, C480HS,50/CT	CT	25

Category	Item Description	Unit of Measure	Expected Quantity
Shredder	SHREDDER,POWERSHRED,P-58CS, 50/CT	CT	25
Stamp	STAMP,2360,3-IN-1,MESSAGE,DATER,BLUE/RED	PK	30
Stamp Pad	EOL,STAMP PAD,FELT,#2,BLACK	EA	200
Stamp Pad	STAMP PAD, #2 FELT STAMP RED	EA	50
Stamp Pad	STAMP PAD, #1 FELT STAMP RED	EA	50
Stamp Pad	STAMP PAD INKER, SQUEEZE APPLICATOR, 2 OZ, BLACK	EA	50
Stamp Pad	STAMP PAD INKER, SQUEEZE APPLICATOR, 2 OZ, RED	EA	50
Stamp Pad	STAMP PAD REFILL INK BLK	EA	50
Stamp Pad	STAMP PAD, MICROPORE, SIZE #1, 2-3/4X4-1/4,BLACK	EA	50
Stamp Pad	STAMP PAD, MICROPORE, SIZE #2, 3-1/4X6-1/4,BLACK	EA	50
Stamp Pad	STAMP PAD, MICROPORE, SIZE# 1, 2-3/4X4-1/4, RED	EA	50
Stapler	DESK STAPLERS, ERGONOMIC, FULL STRIP, BLACK	EA	200
Stapler	DESK STAPLER, STANDARD METAL	EA	1,000
Stapler	STAPLER,DESK,FULL STRIP,20 SHEETS,BLACK,EACH	EA	1,400
Stapler	STAPLER, HEAVY-DUTY, 160 SHEET CAPACITY, GRAY/BLUE	EA	200
Staples	STAPLES, 1/2 LENGTH, 100 STRIP COUNT, 1000/BOX	EA	500
Staples	STAPLES, 3/8, HEAVY-DUTY, #113, 13-16, 1000/BOX	EA	500
Staples	STAPLES, PREMIUM,CHISEL,FULL STRIP,1/4",5000/BOX	EA	4,800
Staples	STAPLE,STANDARD SIZE,5000/BOX	EA	2,000
USB	FLASH DRIVE, USB 4GB	EA	550
USB	FLASH DRIVE, USB 2GB	EA	200
USB	FLASH DRIVE, USB 8GB	EA	90
USB	FLASH DRIVE, USB 500GB	EA	30
Velobind	STRIP VELOBIND 11 X 1 INCH	EA	100
Velobind	STRIP VELOBIND 11 X 2 INCH	EA	100
Velobind	STRIP VELOBIND 11 X 3 INCH	EA	100
Velobind	STRIP VELOBIND 8 1/2 X 1 INCH	EA	100
Velobind	STRIP VELOBIND 8 1/2 X 2 INCH	EA	100
Velobind	STRIP VELOBIND 8 1/2 X 3 INCH	EA	100
Velobind	STRIP VELOBIND 14 X 1 INCH	EA	100

R. Core List Item: Paper

Item	Size	Weight	Brightness	Opacity	Recycled Content	UOM	Quantity
Copy Paper, White*	8.5x11	20	92	94	30%	Case: 5000 Sheets/Case	30,000
Copy Paper-3 Hole, White*	8.5x11	20	92	94	30%	Case: 5000 Sheets/Case	400
Copy Paper, White*	8.5x14	20	92	94	30%	Case: 5000 Sheets/Case	350
Copy Paper, White*	11x17	20	92	94	30%	Case: 2500 Sheets/Case	215
Copy Paper, White*	8.5x11	24	92	94	30%	Case: 5000 Sheets/Case	177
Copy Paper, White*	8.5x14	24	92	94	30%	Case: 5000 Sheets/Case	10

*Minimum 30% postconsumer fiber

S. Core List Item: Toner

Item Description
310-4585 DELL 5300 27,000 Page Use & Return, Dell Part # C3044 or M2925
310-5417 DELL 1600 5,000 Page, Dell Part # X5015
310-5729 DELL 3100 YELLOW 4,000 Page, Dell Part # K4974
310-5730 DELL 3100 MAGENTA 4,000 Page, Dell Part # K4972
310-5731 DELL 3100 CYAN 4,000 Page, Dell Part # K4973
310-5807 DELL 5100 BLACK 9,000 Page, Dell Part # GG577
310-5808 DELL 5100 YELLOW 8,000 Page, Dell Part # HG308
310-5809 DELL 5100 MAGENTA 8,000 Page, Dell Part # GG578
310-5810 DELL 5100 CYAN 8,000 Page, Dell Part # GG579
310-7022 DELL 1700/1710 High Capacity 6,000 Page Use & Return, Dell Part # Y5007
310-7022 DELL 1700/1710 High Capacity 6,000 Page Use & Return, Dell Part # Y5007
310-7238 DELL 5310 30,000 Page Use & Return, Dell Part # UG220
310-7889 DELL 5110CN BLACK
310-7891 DELL 5110CN CYAN 12,000 Page
310-7893 DELL 5110CN MAGENTA 12,000 Page
310-7895 DELL 5110CN YELLOW 12,000 Page
310-8395 DELL 3110/3115 BLACK 8,000 Page, Dell Part # PF030
310-8397 DELL 3110/3115 CYAN 8,000 Page, Dell Part # PF029
310-8399 DELL 3110/3115 MAGENTA 8,000 Page, Dell Part # RF013
310-8401 DELL 3110/3115 YELLOW 8,000 Page, Dell Part # NF556
310-8707 DELL 1720 High Capacity 6,000 Page Use & Return, Dell Part # GR332
#113R671 XEROX 2218/4118 Imaging Drum Kit
#310-5726 DELL 3000/3100 BLACK 4,000 Page
#310-5732 DELL 3000/3100 Imaging Drum Kit

Item Description
#310-7021 DELL 1700/1710 Imaging Drum Kit
#310-7021 DELL 1700/1710 Imaging Drum Kit
#310-7945 DELL 1815 High Capacity 5,000 Page
#310-8710 DELL 1720 Imaging Drum Kit
Q5949A, 2500 YIELD, BLACK
Q6470A, 6000 YIELD, BLACK
Q7583A, 6000 YIELD, MAGENTA
5SI / 8000
BRT-DR350
BRT-TN350
BRT-TN430
C3903X
C4096A, 5,000 YIELD, BLACK
FAX TONER, FX-4, L9000, 4000 YIELD, BLACK
HP 10A, 6000 YIELD, BLACK
HP 27X, 10,000 YIELD, BLACK
HP 38A
HP 42A, 10,000 YIELD, BLACK
HP 45 Black 51645
HP 70 Blue & Green Printhead
HP 70 Blue 130 ml Ink Cartridge
HP 70 Gloss Enhancer & Gray Printhead
HP 70 Gloss Enhancer 130 ml Ink Cartridge
HP 70 Gray 130 ml Ink Cartridge
HP 70 Green 130 ml Ink Cartridge
HP 70 Light Cyan 130 ml Ink Cartridge
HP 70 Light Gray 130 ml Ink Cartridge
HP 70 Light Magenta & Light Cyan Printhead
HP 70 Light Magenta 130 ml Ink Cartridge
HP 70 Magenta 130 ml Ink Cartridge
HP 70 Matte Black 130 ml Ink Cartridge
HP 70 Photo Black & Light Gray Printhead
HP 70 Photo Black 130 ml Ink Cartridge
HP 70 Yellow 130 ml Ink Cartridge
HP 73 Chromatic Red 130 ml Ink Cartridge
HP 88 Black C9385AN
HP 88 Cyan C9386AN
HP 88 Magenta C9387AN
HP 88 Yellow C9388AN
HP 96A, BLACK

Item Description
HP Black #94 C8765WN
HP Black #96 C8767WN
HP Black 92298A
HP Black C9403
HP Black C9703A
HP Black Photo C9397A
HP Black Q1338A
HP Black Q2610A
HP Black Q2613X
HP Black Q6511A
HP C3909A High Cap. 15,000 Page
HP C4096A High Cap. 5,000 Page
HP C4127X
HP C4182X
HP C7115X
HP C7115X - 3,500 Page
HP C7516A
HP CB540A Black
HP CB541A Cyan
HP CB542A Yellow
HP CB543A Magenta
HP CC364A
HP CE260A, Black
HP CE261A, Cyan
HP CE262A, Yellow
HP CE263A, Magenta
HP -CE278A
HP Color LJ 4600 - 4610 - 4650
HP Color LJ 4600 - 4610 - 4650
HP Color LJ 4600 - 4610 - 4650
HP Color LJ 4600 - 4610 - 4650
HP Color LJ CP3505 - 3600 - 3800
HP Color LJ CP3505 - 3800
HP Color LJ CP3505 - 3800
HP Color LJ CP3505 - 3800
HP CP4525, Color
HP Cyan C9398A
HP Cyan C9731A
HP DesignJet Series 4000 - 4500 - Plotter (8th fl)
HP DesignJet Series 4000 - 4500 - Plotter (8th fl)

Item Description
HP DesignJet Series 4000 - 4500 - Plotter (8th fl)
HP DesignJet Series 4000 - 4500 - Plotter (8th fl)
HP Gray C9401
HP Gray/Black C9380A
HP INKJET PRINT CARTRIDGE, 51645A, 833 YIELD, BLACK
HP INKJET PRINT CARTRIDGE, C1823D, 690 YIELD, COLOR
HP INKJET PRINT CARTRIDGE, C6578DN, #78, 450 YIELD, TRI-COLOR
HP INKJET PRINT CARTRIDGE, C6656AN, #56, 450 YIELD, BLACK
HP INKJET PRINT CARTRIDGE, C6657AN, #57, 500 YIELD, COLOR
HP INKJET PRINT CARTRIDGE, C6658AN, #58, 125 YIELD, COLOR
HP Magenta /Cyan C9383A
HP Magenta C9399A/9372
HP Magenta C9733A
HP Matte C9384A
HP Q1338A High Cap. 12,000 Page
HP Q1339A High Cap. 18,000 Page
HP Q2610A High Cap. 6,000 Page
HP Q2612A
HP Q5949A
HP Q6470A Black
HP Q7551A - 6,500 Page
HP Q7581 Cyan
HP Q7582 Yellow
HP Q7583 Magenta
HP Tri C1823
HP Tri Color 78 6578AN
HP Tri Color 95 C876WN
HP Yellow C9400/ 9373
HP Yellow C9732A
HPBlack C8061X
HP-C5942A
HP-C7115X
HP-C7551A
HP-C9730A
HP-C9731A
HP-C9732A
HP-C9733A
HP-CC530A
HP-CC531A
HP-CC532A

Item Description
HP-CC533A
HPColor Series 4500-4550
HPColor Series 4500-4550
HPLJ 4500 -4350
HPLJ 1000-1005-1200-1220-3300-3380
HPLJ 1100-3200-3220
HPLJ 1150
HPLJ 1160-1320-3390-3392
HPLJ 1300
HPLJ 2100 - 2200
HPLJ 2100/2200 TONER CARTRIDGE, C4096A, 5000 YIELD, BLACK
HPLJ 2300 TONER CARTRIDGE, Q2610A, 6000 YIELD, BLACK, 2/PK
HPLJ 2410-2420-2430
HPLJ 3200, 1100 SERIES TONER CARTRIDGE, C4092A, 2500 YIELD, BLACK
HPLJ 4 92298A, 6800 YIELD, BLACK
HPLJ 4000/4050 TONER CARTRIDGE, HP 27A, LASERJET, BLACK
HPLJ 4000-4050-4100-4101
HPLJ 4250 - 4350
HPLJ 4300 TONER CARTRIDGE, Q1339A, 18,000 YIELD, BLACK
HPLJ 4345
HPLJ 4500 LASER TONER DRUM KIT, C4195A, 25,000 BK YIELD
HPLJ 4500/4550 TONER CARTRIDGE, C4191A, 9000 YIELD, BLACK
HPLJ 4600 SERIES FUSER KIT
HPLJ 4600 TONER CARTRIDGE, C9720A, 9000 YIELD, BLACK
HPLJ 4600 TONER CARTRIDGE, C9721A, 8000 YIELD, CYAN
HPLJ 4600 TONER CARTRIDGE, C9722A, 8000 YIELD, YELLOW
HPLJ 4600 TONER CARTRIDGE, C9723A, 8000 YIELD, MAGENTA
HPLJ 4600/ 4650 SERIES IMAGE TRANSFER KIT, 120K
HPLJ 5/P 5MP/6P/6MP TONER CARTRIDGE, C3903A, 4000 YIELD, BLACK
HPLJ 5L/6L, 3100 TONER CARTRIDGE, C3906A, 2500 YIELD, BLACK
HPLJ 5SI TONER CARTRIDGE, C3909A, 15,000 YIELD, BLACK
HPLJ 8100, 8150 SERIES, TONER CARTRIDGE, C4182X, 20,000 YIELD, BLACK
HPLJ 8100-8150
HPLJ 9050
HPLJ M1120 mfp P1505
HPLJ P2015
HPLJ P4014-P4015-P4515
HP-Q2612A
HP-Q2624X
HP-Q2671A

Item Description
HP-Q2672A
HP-Q2673A
HP-Q5949X
HP-Q6511A
HP-Q7553A
HP-Q7582A
Ink Cartridge - 20 Black
Ink Cartridge - 96 Tri Color
Ink Cartridge - 97 Tri Color
Q2670A, 6000 YIELD, BLACK
Q6472A, 4000 YIELD, YELLOW
Q6473A, 4000 YIELD, MAGENTA
Q7581A, 6000 YIELD, CYAN
TONER CARTRIDGE, Q6471A, 4000 YIELD, CYAN
TREND COMPATIBLE DELL 1600 High Capacity 6,000 Page
TREND COMPATIBLE DELL 1700/1710 High Cap. 6,000 Page
TREND COMPATIBLE DELL 1700/1710 High Cap. 6,000 Page
TREND COMPATIBLE DELL 1720 High Capacity 6,000 Page
TREND COMPATIBLE DELL 1815 SERIES 5,000 Page
TREND COMPATIBLE DELL 5310N High Cap. 21,000 Page
TREND COMPATIBLE DELL W5300N High Cap. 27,000 Page
XEROX SKU #113R459 XEROX WC 665/765 Imaging Drum Kit
XEROX SKU #6R01278 XEROX 2218/4118 8,000 Page
XEROX SKU #6R01278 XEROX WC 665/765 8,000 Page
IBM 75P4305
DELL 1720 (310-8709)
DELL 1320C/ BLACK (310-9058)
DELL 1320C/ CYAN (310-9060)
DELL 1320C/ MAGENTA (310-9064)
DELL 1320C/ YELLOW (310-9062)
DELL 5230DN/5230N/ BLACK (330-6968)
DELL 2330DN,2350DN/ BLACK (330-2650)

T. Delivery Locations

Ship-To Address	City	State	Zip Code
10 S KEDZIE AVE	CHICAGO	IL	606122706
10 W 35TH ST	CHICAGO	IL	606163717
100 S RACINE AVE	CHICAGO	IL	606072516
1000 E OHIO ST	CHICAGO	IL	606113416
1010 S CLINTON	CHICAGO	IL	606074401
1011 S HOMAN AVE	CHICAGO	IL	606244318
1044 N ORLEANS ST	CHICAGO	IL	606102522
10458 HOXIE AVE	CHICAGO	IL	606175754
1100 S HAMILTON AVE	CHICAGO	IL	606124207
1101 S CALIFORNIA AVE	CHICAGO	IL	606124025
1140 W 79TH ST	CHICAGO	IL	606203029
1160 N LARRABEE AVE	CHICAGO	IL	606102432
11601 W TOUHY	CHICAGO	IL	60666
120 N RACINE AVE	CHICAGO	IL	606072010
1201 S CAMPBELL	CHICAGO	IL	606081013
121 N LASALLE ST	CHICAGO	IL	606021222
1210 W ELMDALE AVE	CHICAGO	IL	606602523
1240 S DAMEN	CHICAGO	IL	606081122
1300 W JACKSON BLVD	CHICAGO	IL	606072808
1338 S CLINTON	CHICAGO	IL	606075037
1345 W MADISON	CHICAGO	IL	606071909
1360 S BLUE ISLAND	CHICAGO	IL	606081585
1411 W MADISON	CHICAGO	IL	606071809
1424 W PERSHING RD	CHICAGO	IL	606092406
1501 W PERSHING RD	CHICAGO	IL	606092409
1538 W 63RD	CHICAGO	IL	606362356
1607 W HOWARD ST	CHICAGO	IL	606261675
1615 W CHICAGO AVE	CHICAGO	IL	606225127
1642 N BESLY CT	CHICAGO	IL	606221526
1643 W CERMAK ROAD	CHICAGO	IL	606084413
1685 N THROOP ST	CHICAGO	IL	606221516
1713 S ASHLAND AVE	CHICAGO	IL	606082014
1718 S STATE ST	CHICAGO	IL	606161216
1759 W ADAMS	CHICAGO	IL	606123495
1767 E 79TH ST	CHICAGO	IL	606494617
1820 N BESLY CT	CHICAGO	IL	606221210
1869 W PERSHING RD	CHICAGO	IL	606092317
1900 W MONTEREY AVE	CHICAGO	IL	606434244

Ship-To Address	City	State	Zip Code
1971 WEST 111TH ST	CHICAGO	IL	606434247
200 E 115TH ST	CHICAGO	IL	606285015
2006 E 95TH STREET	CHICAGO	IL	606174788
2021 S MORGAN	CHICAGO	IL	606083445
2045 W WASHINGTON BLVD	CHICAGO	IL	606122428
21 59TH ST	CHICAGO	IL	606213901
2102 W OGDEN AVE	CHICAGO	IL	606124219
2111 W LEXINGTON ST	CHICAGO	IL	606123707
2121 W 95TH ST	CHICAGO	IL	606431117
2150 N CALIFORNIA AVE	CHICAGO	IL	606473925
2160 W OGDEN AVE	CHICAGO	IL	606124219
2255 E 103RD ST	CHICAGO	IL	606175612
2310 W ROOSEVELT RD WIC	CHICAGO	IL	606081131
2350 W OGDEN AVE	CHICAGO	IL	606081110
2352 S ASHLAND AVE	CHICAGO	IL	606085304
2354 N MILWAUKEE	CHICAGO	IL	606472951
239 E RANDOLPH	CHICAGO	IL	606016530
2400 S KEDZIE	CHICAGO	IL	606234013
2418 W DIVISION ST	CHICAGO	IL	606222940
2420 W PERSHING RD	CHICAGO	IL	606321044
2451 S ASHLAND AVE	CHICAGO	IL	606085318
2452 W BELMONT AVE	CHICAGO	IL	606185925
250 N BREAKWATER ACCESS	CHICAGO	IL	60601
2550 W ADDISON	CHICAGO	IL	606185952
2653 W OGDEN AVE	CHICAGO	IL	606081647
2725-35 N ASHLAND	CHICAGO	IL	606141105
2741 S WESTERN AVE	CHICAGO	IL	606085219
2847 N CLARK ST	CHICAGO	IL	606575207
2861 N CLARK ST	CHICAGO	IL	606575207
2938 E 89TH ST	CHICAGO	IL	606173244
30 N LASALLE ST	CHICAGO	IL	606022590
300 E 29TH ST	CHICAGO	IL	606163217
3001 S ROCKWELL	CHICAGO	IL	606085744
3015 W 31ST ST	CHICAGO	IL	606235105
3040 S SACRAMENTO	CHICAGO	IL	606235123
3050 S SACRAMENTO	CHICAGO	IL	606235123
3059 W 26TH ST	CHICAGO	IL	606234131
3120 S HALSTED ST	CHICAGO	IL	606086602
3124 S SACRAMENTO	CHICAGO	IL	60623
3151 W HARRISON ST	CHICAGO	IL	606123344

Ship-To Address	City	State	Zip Code
3160 N MILWAUKEE	CHICAGO	IL	606186632
320 W TOUHY AVE	DES PLAINES	IL	600182402
3245 N CAMPBELL	CHICAGO	IL	606185922
330 N WABASH	CHICAGO	IL	606113586
3300 E CHELTENHAM PLACE	CHICAGO	IL	606495302
3315 W OGDEN AVE	CHICAGO	IL	606232650
333 S STATE ST	CHICAGO	IL	606043984
3340 W FILLMORE	CHICAGO	IL	606244307
3340 W FILLMORE ST	CHICAGO	IL	606244307
3340 W FILMORE	CHICAGO	IL	606244307
3401 N ELSTON	CHICAGO	IL	606185607
3420 W 63RD ST	CHICAGO	IL	606293710
3458 S LAWNSDALE	CHICAGO	IL	606235008
351 E LOWER RANDOLPH ST	CHICAGO	IL	60601
3510 S MICHIGAN AVE	CHICAGO	IL	606531020
3540 S NORMAL	CHICAGO	IL	606091720
3900 S CALIFORNIA AVE	CHICAGO	IL	606321808
3901 S ASHLAND AVE	CHICAGO	IL	606092327
3949 W 16TH ST	CHICAGO	IL	606232040
3950 S HONORE	CHICAGO	IL	60609
3954 E FOREMAN DR	CHICAGO	IL	606176551
400 S STATE ST	CHICAGO	IL	60605
400 WEST SUPERIOR RM 103	CHICAGO	IL	606103409
4100 N LONG	CHICAGO	IL	606411346
412 N KEDZIE	CHICAGO	IL	606121732
4150 W 55TH ST	CHICAGO	IL	606324242
4313 S ASHLAND AVE	CHICAGO	IL	606093140
4314 S COTTAGE GROVE AVE	CHICAGO	IL	606533514
4345 W ARMITAGE AVE	CHICAGO	IL	606393521
4357 W ARMITAGE AVE	CHICAGO	IL	606393521
444 N DEARBORN	CHICAGO	IL	606104602
4625 N MILWAUKEE	CHICAGO	IL	606303611
4650 N PULASKI RD	CHICAGO	IL	606304356
4740 N SHERIDAN RD	CHICAGO	IL	606405022
4770 S KEDZIE	CHICAGO	IL	606323040
4900 W SUNNYSIDE AND LAMON	CHICAGO	IL	60630
4909 W DIVISION ST	CHICAGO	IL	606513161
50 W WASHINGTON ST	CHICAGO	IL	606027300
5101 S WENTWORTH AVE	CHICAGO	IL	606095323
5150 W 63RD ST	CHICAGO	IL	606385721

Ship-To Address	City	State	Zip Code
5151 N MILWAUKEE AVE	CHICAGO	IL	606304621
519 E CARGO RD	CHICAGO	IL	60666
5219 S WENTWORTH AVE	CHICAGO	IL	606096310
5349 S WABASH	CHICAGO	IL	606154608
5363 W LAWRENCE AVE	CHICAGO	IL	606303672
5400 N LINCOLN AVE	CHICAGO	IL	606252223
55 WEST ILLINOIS	CHICAGO	IL	606544804
5500 S LARAMIE	CHICAGO	IL	60638
555 W 14TH PL	CHICAGO	IL	606075111
5555 W GRAND AVE	CHICAGO	IL	606392909
558 W DEKOVEN	CHICAGO	IL	606074417
5700 S CICERO AVE	CHICAGO	IL	606383831
5701 W MADISON AVE	CHICAGO	IL	60651
5801 N PULASKI RD	CHICAGO	IL	606466007
6117 SOUTH KEDZIE AVE	CHICAGO	IL	606293318
6120 S RACINE	CHICAGO	IL	606361928
6337 S WOODLAWN	CHICAGO	IL	606373707
6355 S WENTWORTH AVE	CHICAGO	IL	606213820
641 W 63RD ST	CHICAGO	IL	606212032
6464 N CLARK ST	CHICAGO	IL	606264920
7040 S COTTAGE GROVE AVE	CHICAGO	IL	606374117
7059 S SOUTH SHORE DR	CHICAGO	IL	606492207
727 E 111TH ST	CHICAGO	IL	606284607
740 N SEDGWICK AVE	CHICAGO	IL	606543478
78 E WASHINGTON ST	CHICAGO	IL	606024801
7808 S HALSTED ST	CHICAGO	IL	606202413
7974 S SOUTH CHICAGO	CHICAGO	IL	606171010
800 E 55TH ST	CHICAGO	IL	606154906
845 W 69TH ST	CHICAGO	IL	606211709
845 W WILSON	CHICAGO	IL	606405704
850 W ADDISON	CHICAGO	IL	606134314
8759 S COMMERCIAL AVE	CHICAGO	IL	606173221
900 E 103RD ST	CHICAGO	IL	606283033
937 N WOOD ST	CHICAGO	IL	606225006
940 W EXCHANGE AVE	CHICAGO	IL	606092508
OHARE INTL AIRPORT	CHICAGO	IL	60666

**EXHIBIT 2
COMPANY PROFILE INFORMATION**

Submit a completed company profile information sheet for prime, each joint venture partner and subcontractor(s), as applicable.

- (1) Legal Name of Firm: _____
- (2) Doing Business under Other Company Name?
If yes, Name of Company: _____
- (3) Headquarters Address: _____
- (4) City, State, Zip Code: _____
- (5) Web Site Address: _____
- (6) Proposed Role: Prime Subcontractor/Subconsultant Joint Venture Partner
 Supplier or Other: _____
- (7) Number of Years in Business: _____
- (8) Total Number of Employees: _____
- (9) Total Annual Revenues separated by last 3 full fiscal years: _____
- (10) Major Products and/or Services Offered:

- (11) Other Products and/or Services: _____

- (12) Briefly describe your firm's approach to providing General Office Supplies for the City of Chicago:

- (13) Briefly describe your firm's demonstrated experience as a administer and deliverer General Office Supplies for clients:

**EXHIBIT 3
COMPANY REFERENCES/CLIENT PROFILE INFORMATION**

Submit a completed client profile information sheet for each company reference. Provide a minimum of 3 references.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(7) Number of Employees in Client Organization: _____

Number of Employees dedicated to the Organization: _____

(8) Project Scope of Services/Goals: _____

(9) Contract Award Date: \$ _____ Cut over Date: _____

(10) Initial Contract Amount: \$ _____ Final Contract Amount: \$ _____

(11) Describe how the client's goals were met. What was the outcome of the project?. Attach additional pages, as necessary.

(12) Discuss significant obstacles to implementation and how those obstacles were overcome:

(13) Is the client still utilizing your company as a General Office Supplies for the City of Chicago?

(14) What was the cost structure of the contract?

EXHIBIT 4
COMPENSATION SCHEDULE
(per three year contract term)

GENERAL OFFICE SUPPLIES FOR THE CITY OF CHICAGO

PRICE SCHEDULE SUMMARY

Respondents are directed to use the provided Excel Worksheet Template, File name:

Exhibit #4 Pricing Proposal General Office Supplies

Respondent must use the provided Excel worksheet to provide all pricing information and assumptions. Pricing information received in any other format will not be considered and may be cause for the Proposal to be rejected. In addition, Respondent must provide a narrative response that addresses each of the requirements:

Respondents must include the fees for transitioning and implementing your solution at The City of Chicago and providing the services after transition and implementing. This pricing must include total costs, including any ongoing maintenance costs.

EXHIBIT 5

**SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS
ENTERPRISE (MBE/WBE) COMMITMENT
AND SCHEDULES**

EXHIBIT 5

SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MBE/WBE) COMMITMENT AND SCHEDULES

I. Policy and Terms

- A. 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 shall have the maximum opportunity to participate fully in the performance of this agreement. Therefore, the contractor shall not discriminate against any person or business on the basis of race, color, national origin or sex, and shall take affirmative action to ensure that women and minority businesses shall 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.

- B. 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.
- C. 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:

MBE Contract Goal: 10.0

WBE Contract Goal: 5.0

- D. The commitment is met by the contractor's status as an MBE or WBE, or by a joint venture with one or more certified MBEs or WBEs that will perform work on the project, 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 shall 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 an MBE and WBE shall not be credited more than once against a contractor's MBE or WBE commitment in the performance of the contract.

- E. 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 shall 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 to involve MBEs and WBEs in direct participation in the performance of this contract.

- F. The contractor also may with prior approval of the Chief Procurement Officer or designee, 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.

II. 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 Contract Compliance Administrator. 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 women 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 agreements as an instrument to provide participation by MBEs and WBEs in contract work.

III. Joint Ventures

Bidders may develop joint venture agreements as an instrument to provide participation by certified MBEs and WBEs in contract work. A joint venture seeking to be credited for MBE and/or WBE participation may be formed among MBE and/or WBE firms or between an MBE and/or WBE firm and a non-MBE/WBE firm.

A joint venture is eligible for MBE or WBE credit if the MBE/WBE joint venture partner(s) share in the ownership, control and 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 and/or WBE ownership percentage.

Notice: The City requires that, whenever a joint venture is proposed as the prime contractor, each joint venture partner must separately sign the proposal to the City, in the pages captioned,

TO BE EXECUTED BY A CORPORATION; TO BE EXECUTED BY A PARTNERSHIP; and/or TO BE EXECUTED BY A SOLE PROPRIETOR, as applicable.

IV. Counting MBE/WBE Participation Toward the Contract Goals

A. 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. Once an MBE or WBE is determined to be eligible in accordance with these rules, the total dollar value of the work awarded to the MBE or WBE may be counted toward the MBE or WBE goal except as indicated below:

B. 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. 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 agreement through the use of its own employees and equipment.

Requested information may include, without limitation: (1) specific information concerning brokers' 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.

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

D. A joint venture may count toward its MBE or WBE goal the dollar value of the actual work performed by the MBE and/or WBE joint venture partner with its own resources.

E. When a MBE or WBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward the contract specific goals only if the MBE's or WBE's subcontractor is itself a MBE or WBE. Work that a MBE or WBE subcontracts to a non-MBE or WBE does not count towards the contract specific goals.

The Chief Procurement Officer reserves the right to disallow goal credit for all, or any portion, of work performed by an MBE or WBE joint venturer based on evaluations of non-compliance with these Special Conditions or any other City, State and/or Federal regulation.

V. Regulations Governing Reduction 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 goal 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 Services 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.

A. 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.

1. 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. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
 - b. A listing of all MBE/WBE firms contacted that includes:
 - (1) Names, address and telephone numbers of MBE/WBE firms solicited;
 - (2) Date and time of contact;
 - (3) Method of contact (written, telephone, facsimile, etc.)
 - c. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
 - (1) Project identification and location;
 - (2) Classification/commodity of work items for which quotations were sought;
 - (3) Date, item and location for acceptance of subcontractor bid proposals;

- (4) Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portion of the work and indicates why negotiations were unsuccessful;
- (5) 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

2. 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 subcontractor's quote is excessively costly, the bidder/proposer must provide the following information:
 - a. A detailed statement of the work identified for MBE/WBE participation for which the bidder/proposer asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
 - (1) A listing of all potential subcontractors contacted for a quotation on that work item;
 - (2) Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
 - b. 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:
 - (1) The City's estimate for the work under a specific subcontract;
 - (2) The bidder/proposer's own estimate for the work under the subcontract;
 - (3) An average of the bona fide prices quoted for the subcontract;
 - (4) Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

B. 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 when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B 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 Executive Director may contact the assist agency for verification of notification.

C. Impracticability

1. 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.

2. 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.

VI. 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:

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

A Schedule C-1 executed by the MBE/WBE (subcontractor or Joint Venture partner) 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 Agreements.

If the bidder's/proposer's MBE/WBE proposal includes the participation of an 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 agreement.

B. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan

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 V. herein, the bidder/proposer must commit to the expenditure of a specific dollar amount of participation and a

specific percentage of the total award amount for 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 Agreements, 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 bid opening (see Section VI. A., above), the bidder/proposer may submit a revised Schedule D-1 (executed and notarized) to conform with the Schedule 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.

VII. Reporting Requirements During The Term of The Contract

- A. The Contractor shall, not later than thirty (30) 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 agreements shall be made available to the Chief Procurement Officer upon request.
- B. In the case of one time procurements of supplies with either single or multiple deliveries to be performed in less than one year from the date of contract award, an "MBE/WBE Utilization Report," indicating final MBE and WBE payments shall 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 the contractor*s final invoice. Final payments may be held until the Utilization Reports have been received.
NOTICE: Do not submit invoices with "MBE/WBE Utilization Reports."
- C. During the term of all other contracts, the contractor shall submit regular "MBE/WBE Utilization Reports," a copy of which is attached. The frequency with which these reports are to be submitted will be determined by the Chief Procurement Officer, but in no case will reports be required less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the contractor*s first "MBE/WBE Utilization Report" will be due ninety (90) days after the date of contract award, and reports will be due quarterly thereafter.
- D. "MBE/WBE Utilization Reports" are to be submitted directly to: Department of Procurement Services, Office of Vendor Relations, City Hall, Room 403, 121 N. LaSalle Street, Chicago, Illinois 60602.
- E. The Executive Director shall be entitled to examine, on five (5) business days notice, the contractor*s 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.

VIII. 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 an MBE/WBE subcontract and to utilize a substitute firm for some phase of work. The contractor*s notification should include the reason for the substitution request, as well

as, 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 VI. above, "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 V. above, entitled "Regulations Governing Reductions To or Waiver of MBE/WBE Goals".

IX. 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:

- (1) failure to satisfy the MBE/WBE percentages required by the contract; and
- (2) the contractor or subcontractor is disqualified as an MBE or WBE, and 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.

X. Arbitration

- A. In the event that 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 agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and an MBE/WBE.
- B. An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitorative 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, Section X. A. above, 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.

- C. 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.
- D. 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.

XI. 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.

XII. 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, Illinois 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 Jimenez
(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
General Information, Department of Procurement Services: www.cityofchicago.org

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
Phone #: (312) 755-8880
Fax #: (312) 755-8890

MBE/WBE Professional Services rev. 8/3/10 (jmm)

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

American Brotherhood of Contractors Business Development Center

11509 S. Elizabeth
Chicago, IL 60643
Phone: (773) 928-2225
Fax: (773) 928-2209
Web: www.american-brotherhood.org

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

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 Area Gay & Lesbian

Chamber of Commerce
3656 N. Halsted
Chicago, IL 60613
Phone: (773) 303-0167
Fax: (773) 303-0168
Web: www.glchamber.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.chicagomsgdc.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.ihccbusiness.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 Minority 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

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

(January 2011)

ATTACHMENT B

(On Bidder/proposer's Letterhead)

RETURN RECEIPT REQUESTED

(Date)

Re: Specification _____

Description: _____

(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

_____ 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 fifteen (15) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

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

Sincerely,

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 agreement 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 by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space Is Required, Additional Sheets May Be Attached.

I. Name of joint venture: _____
Address of joint venture: _____
Phone number of joint venture: _____

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

III. Identify each MBE/WBE venturer(s):
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____

IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: _____

V. Attach a copy of the joint venture agreement. 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 agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE's 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.

VI. Ownership of the Joint Venture.
A. What are the percentage(s) of MBE/WBE ownership of the joint venture?
 MBE/WBE ownership percentage(s) _____
 Non-MBE/WBE ownership percentage(s) _____

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

1. Profit and loss sharing: _____

2. Capital contributions:
 (a) Dollar amounts of initial contribution: _____

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

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

4. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control: _____

5. Provide copies of all written agreements between venturers concerning this project.

6. 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:

VII. 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.):

A. Joint venture check signing:

B. Authority to enter contracts on behalf of the joint venture:

C. Signing, co-signing and/or collateralizing loans:

D. Acquisition of lines of credit:

E. Acquisition and indemnification of payment and performance bonds:

F. Negotiating and signing labor agreements:

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

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

VIII. Financial Controls of joint venture:

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

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

C. 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?

IX. State the approximate number of operative personnel (by trade) needed to perform the joint venture's 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 (Number)

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

A. Are any proposed joint venture employees currently employed by either venturer?
 Currently employed by non-MBE/WBE (number) ____ Employed by MBE/WBE ____

B. Identify by name and firm the individual who will be responsible for hiring joint venture employees:

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

X. 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 the payment therefore, and any proposed changes in any provision of the joint venture agreement, 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 venture's 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

My Commission Expires: _____

(SEAL)

SCHEDULE C-1

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

Name of Project/Contract: _____

Specification Number: _____

From: _____
(Name of MBE/WBE Firm)

MBE: Yes _____ No _____

WBE: Yes _____ No _____

To: _____ and the City of Chicago:
(Name of Prime Contractor - Bidder/Proposer)

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

_____ Sole Proprietor
_____ Partnership

_____ Corporation
_____ Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of _____ to _____ for a period of five 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 firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement 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 or Authorized Agent)

Name /Title (Print)

Date

Phone

SCHEDULE D-1

Affidavit of MBE/WBE Goal Implementation Plan

Project Name : _____

State of _____

County (City) of _____

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

Name of Prime Consultant/Contractor

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

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

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

1. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount of Participation \$ _____
Percent Amount of Participation: _____%

2. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount of Participation \$ _____
Percent Amount of Participation: _____%

3. Name of MBE/WBE: _____
Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____%

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____%

5. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____%

6. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____%

7. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____%

8. Attach additional sheets as needed.

IV. Summary of MBE Proposal:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	\$ _____	_____ %

V. Summary of WBE Proposal:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total 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
was executed).

(Seal)

Signature of Notary Public

MBE/WBE UTILIZATION REPORT

Utilization Report No. _____ Specification No. _____

Contract No. _____

Project Name: _____

STATE OF: _____)

COUNTY (CITY) OF: _____)

In connection with the above-captioned contract:

I HEREBY DECLARE AND AFFIRM that I am the _____
(Title - Print or Type)

and duly authorized representative of _____
(Name of Prime Consultant /Contractor - Print or Type)

(Address of Prime Consultant/Contractor) () (Phone)

and that the following Minority and Women Business Enterprises have been contracted with, and have furnished, or are furnishing and preparing materials for, and rendering services stated in the contract agreement.

The following Schedule accurately reflects the value of each MBE/WBE sub-agreement and the amounts of money paid to each to date.

MBE/WBE FIRM NAME	GOODS/SERVICES PROVIDED	AMOUNT OF CONTRACT	AMOUNT PAID TO-DATE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Total MBE: \$ _____

Total WBE: \$ _____

MBE/WBE UTILIZATION REPORT

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).

Signature of Notary Public

(Seal)

EXHIBIT 6

**ONLINE CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) AND APPENDIX A
INSTRUCTIONS**

AND

ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

**ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE
STATEMENT AND AFFIDAVIT (EDS) INSTRUCTIONS**

WHEN SUBMITTING YOUR RESPONSE TO THIS REQUEST FOR PROPOSAL (RFP) FOR GENERAL OFFICE SUPPLIES FOR THE CITY OF CHICAGO FOR THE CITY OF CHICAGO, SPECIFICATION NO. 103000, THE RESPONDENT SHALL SUBMIT 2 DOCUMENTS: 1) A **"CERTIFICATE OF FILING"** EVIDENCING COMPLETION OF YOUR ONLINE EDS AND 2) AN EXECUTED **ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT** SIGNED BY AN AUTHORIZED OFFICER BEFORE A NOTARY.

1. ONLINE EDS FILING

1.1. ONLINE EDS FILING REQUIRED PRIOR TO RESPONSE DUE DATE

The Respondent shall complete an online EDS prior to the response due date. A Respondent who does not file an electronic EDS prior to the response due date may be found non-responsive and its response 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.

NOTE: ALWAYS SELECT THE "CONTRACT" (NOT UPDATE) BOX WHEN COMPLETING AN ONLINE EDS TO ENSURE A NEW CONTRACT SPECIFIC ONLINE EDS IS CREATED RELATED TO THE SOLICITATION DOCUMENT. CLICKING THE UPDATE BOX ONLY UPDATES PREVIOUS EDS INFORMATION.

1.2. ONLINE EDS WEB LINK

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

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should record this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING AND ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing and Attachment A, Online EDS Acknowledgement form with its response. Please insert your Certification of Filing and Attachment A, Online EDS Acknowledgement form following the Cover Letter. See Section 5.32, Item 3, Required Contents of Proposal in the RFP. A Respondent who does not include a signed Certificate of Filing and/or Attachment A, Online EDS Acknowledgement form with its response must provide it upon the request of the Chief Procurement Officer.

1.5. 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.

1.6. 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:

- _____ 1. Invitation number, if you were provided with an invitation number.
- _____ 2. Site address that is specific to this EDS.
- _____ 3. Contact that is responsible for this EDS.
- _____ 4. EDS document from previous years, if available.
- _____ 5. Ownership structure, and if applicable, owners' company information:
 - _____ a. % of ownership
 - _____ b. Legal Name
 - _____ c. FEIN/SSN
 - _____ d. City of Chicago Respondent Number, if available.
 - _____ e. Address
- _____ 6. List of directors, officers, titleholders, etc. (if applicable).
- _____ 7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - _____ a. List of controlling parties (if applicable).

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

- _____ 8. Contract related information (if applicable):
 - _____ a. City of Chicago contract package
 - _____ b. Cover page of City of Chicago bid/solicitation package
 - _____ c. If EDS is related to a mod, then cover page of your current contract

- _____ with the City.

- _____ 9. List of subcontractors and retained parties:
_____ a. Name
_____ b. Address
_____ c. Fees – Estimated or paid

1.7. 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.

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 nmail.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 Standard 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.

ATTACHMENT A

ONLINE EDS ACKNOWLEDGEMENT

The undersigned, hereby acknowledges having received Specification No. 103000 containing a full set of RFP Documents, including, Addenda Numbers (none unless indicated here) _____, and affirms that the Respondent shall be bound by all the terms and conditions contained in the RFP Documents, regardless of whether a complete set thereof is attached to this response.

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 response, 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 agreement with any other respondent or prospective respondent or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among respondents and has not disclosed to any person, firm or corporation the terms of this proposal or the price named herein.

COMPANY NAME: _____
(Print or Type)

AUTHORIZED OFFICER SIGNATURE: _____

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

State of _____ (Affix Corporate Seal)

County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Company Name)

Notary Public Signature: _____ (Seal)

EXHIBIT 7
KEY PERSONNEL

Table of Key Personnel

Name	Title	Experience

EXHIBIT 8

CONTRACT INSURANCE REQUIREMENTS AND INSURANCE CERTIFICATE

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS
Department of General Services
General Office Supplies for the City of Chicago

CONTRACT INSURANCE REQUIREMENTS AND INSURANCE CERTIFICATE
Department of General Services
Supplies and Related Services

Contractor must provide and maintain at Contractor's own expense, during the term of the Agreement and any time period following expiration if Contractor is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

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 Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000 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.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, 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) Property

Contractor is responsible for all loss or damage to City property at full replacement cost that results from this Agreement.

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

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 Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached as Exhibit-) or equivalent prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. 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. Contractor must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The Contractor 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.

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 Agreement or by law.

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

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement 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.

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 Agreement.

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 Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

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

 (City) (State) (ZIP)

Specification #: _____
 RFQ #: _____
 Project Name #: _____
 Purchase Order #: _____

Description of Operation/Location	
-----------------------------------	--

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 agreement 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 agreement, 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 agreement 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: _____
---	---

For City use only

Name of City Department requesting certificate: (Using Dept.): _____

Address: _____ ZIP Code: _____ Attention: _____

EXHIBIT 9

**CITY OF CHICAGO
SAMPLE PROFESSIONAL SERVICES AGREEMENT AND SUPPLY TERMS**

Contract (PO) No _____
Specification No. _____
Vendor No. _____

PROFESSIONAL SERVICES AGREEMENT

BETWEEN

THE CITY OF CHICAGO
DEPARTMENT OF _____

AND

(Company Name)



(Subject of Agreement)

RAHM EMANUEL
MAYOR

PROFESSIONAL SERVICES AGREEMENT

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List of Exhibits

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EXHIBIT 2	SCHEDULE OF COMPENSATION
EXHIBIT 3	SPECIAL CONDITIONS REGARDING MBE/WBE COMMITMENT AND SCHEDULES
EXHIBIT 4	ONLINE ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT CERTIFICATE OF FILING
EXHIBIT 5	INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE
EXHIBIT 6	CONTRACTUAL REQUIREMENTS RELATED TO HIPAA
EXHIBIT 7	LIST OF KEY PERSONNEL
EXHIBIT 8	PROVISIONS REQUIRED IF FEDERAL FUNDS ARE INVOLVED

AGREEMENT

This Agreement is entered into as of the _____ day of _____, _____ ("Effective Date") by and between _____, a _____ corporation ("Consultant"), and the City of Chicago, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, acting through its Department of _____ ("City"), at Chicago, Illinois. The City and Consultant agree as follows:

BACKGROUND INFORMATION

The Consultant warrants that it is ready, willing and able to perform as of the effective date of this Agreement to the full satisfaction of the City.

NOW, THEREFORE, the City and the Consultant agree as follows:

ARTICLE 1. INCORPORATION OF BACKGROUND INFORMATION

The Background Information set forth above is incorporated and made a part of this Agreement by reference.

TERMS AND CONDITIONS

ARTICLE 2. DEFINITIONS

2.1 Definitions

The following words and phrases have the following meanings for purposes of this Agreement:

"**Additional Services**" means those services, which are within the general scope of Services of this Agreement, but beyond the description of services required under Section 3.1, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval of the City in a written amendment under Section 10.3 of this Agreement before Consultant is obligated to perform those Additional Services and before the City becomes obligated to pay for those Additional Services.

"**Agreement**" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"**Chief Procurement Officer**" means the Chief Procurement Officer of the City and any representative duly authorized in writing to act on his behalf.

"**Commissioner**" means the Commissioner of the Department of _____, and any representative authorized in writing to act on the Commissioner's behalf.

"**Department**" means the City Department of _____.

"**Services**" means, collectively, the services, duties and responsibilities described in Article 3 and Exhibit 1 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"**Subcontractor**" means any person or entity with whom Consultant contracts to provide any part of the Services, including subcontractors and subconsultants of any tier, suppliers and materials providers, whether or not in privity with Consultant.

2.2 Interpretation

(a) The term "**include**" (in all its forms) means "include, without limitation" unless the context clearly states otherwise.

(b) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.

(c) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.

(d) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.

(e) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.

(f) All references to a number of days mean calendar days, unless indicated otherwise.

2.3 Incorporation of Exhibits

The following attached Exhibits are made a part of this Agreement:

Exhibit 1	Scope of Services and Time Limits for Performance
Exhibit 2	Schedule of Compensation
Exhibit 3	Special Conditions Regarding MBE/WBE Commitment and Schedules
Exhibit 4	Online Economic Disclosure Statement and Affidavit Certificate of Filing
Exhibit 5	Insurance Requirements and Evidence of Insurance
Exhibit 6	Contractual Requirements Related to HIPAA
Exhibit 7	List of Key Personnel
Exhibit 8	Provisions Required If Federal Funds Are Involved

ARTICLE 3. DUTIES AND RESPONSIBILITIES OF CONSULTANT

3.1 Scope of Services

This description of Services is intended to be general in nature and is neither a complete description of Consultant's Services nor a limitation on the Services that Consultant is to provide under this Agreement. Consultant must provide the Services in accordance with the standards of performance set forth in Section 3.3. The Services that Consultant must provide are described in Exhibit 1, Scope of Services and Time Limits for Performance.

3.2 Deliverables

In carrying out its Services, Consultant must prepare or provide to the City various Deliverables. "**Deliverables**" include work product, such as written reviews, recommendations, reports and analyses, produced by Consultant for the City.

The City may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the City made this Agreement or for which the City intends to use the Deliverables. If the City determines that Consultant has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Consultant of its failure. If Consultant does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the City specifying the failure, then the City, by written notice, may treat the failure as a default of this Agreement under Section 9.1.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose for the benefit of the City and when consented to in advance by the City. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Consultant of its obligations under this Agreement.

3.3 Standard of Performance

Consultant must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a consultant performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Consultant 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, Consultant 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 Consultant 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 Consultant under this Agreement, at law or in equity.

Consultant 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. Consultant must provide copies of any such licenses. Consultant remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Consultant 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 Agreement.

If Consultant fails to comply with the foregoing standards, Consultant 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. See subsection 9.1 (b)(ii) regarding failure to comply with licensure requirements.

3.4 Personnel

(a) Adequate Staffing

Consultant must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement 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. Consultant must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Consultant to the City and with prior written consent of the City.

(b) Key Personnel

Consultant must not reassign or replace Key Personnel without the written consent of the City. "Key Personnel" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.4(b). The Department may at any time in writing notify Consultant that the

City will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Consultant must immediately suspend the key person or persons from performing Services under this Agreement and must replace him or them in accordance with the terms of this Agreement. Key Personnel, if any, are identified in Exhibit 7.

(c) **Salaries and Wages**

Consultant and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Consultant underpays any such salaries or wages, the Comptroller for the City may withhold, out of payments due to Consultant, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Consultant to the respective employees to whom they are due. The parties acknowledge that this Section 3.4(c) is solely for the benefit of the City and that it does not grant any third party beneficiary rights.

3.5 Minority and Women's Business Enterprises Commitment

In the performance of this Agreement, including the procurement and lease of materials or equipment, Consultant must abide by the minority and women's business enterprise commitment requirements of the Municipal Code of Chicago ("**Municipal Code**"), §§ 2-92-420 *et seq.* (1990), except to the extent waived by the Chief Procurement Officer and the Special Conditions Regarding MBE/WBE Commitment set forth in Exhibit 3. Consultant's completed Schedules C-1 and D-1 in Exhibit 3, evidencing its compliance with this requirement, are a part of this Agreement, upon acceptance by the Chief Procurement Officer. Consultant must utilize minority and women's business enterprises at the greater of the amounts listed in those Schedules C-1 and D-1 or the percentages listed in them as applied to all payments received from the City.

3.6 Insurance

Consultant must provide and maintain at Consultant's own expense, during the term of this Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified in Exhibit 5 of this Agreement, insuring all operations related to this Agreement.

3.7 Indemnification

(a) Consultant must defend, indemnify, 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:

- (i) injury, death or damage of or to any person or property;
- (ii) any infringement or violation of any property right (including any patent, trademark or copyright);
- (iii) Consultant's failure to perform or cause to be performed Consultant's promises and obligations as and when required under this Agreement, including Consultant's failure to perform its obligations to any Subcontractor;
- (iv) the City's exercise of its rights and remedies under Section 9.2 of this Agreement; and

(v) injuries to or death of any employee of Consultant or any Subcontractor under any workers compensation statute.

(b) "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 Consultant's breach of this Agreement or to Consultant's negligent or otherwise wrongful acts or omissions or those of its officers, agents, employees, consultants, Subcontractors or licensees.

(c) At the City Corporation Counsel's option, Consultant 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 Consultant of any of its obligations under this Agreement. 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.

(d) To the extent permissible by law, Consultant waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Losses, including any claim by any employee of Consultant 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, any other statute or judicial decision.

(e) The indemnities in this section survive expiration or termination of this Agreement for matters occurring or arising during the term of this Agreement or as the result of or during Consultant's performance of Services beyond the term. Consultant acknowledges that the requirements set forth in this section to defend, indemnify, and hold harmless the City are apart from and not limited by the Consultant's duties under this Agreement, including the insurance requirements in Exhibit 5 of this Agreement.

3.8 Ownership of Documents

All Deliverables, data, findings or information in any form prepared, assembled or encountered by or provided to Consultant under this Agreement are property of the City, including, as further described in Section 3.9 below, all copyrights inherent in them or their preparation. During performance of its Services, Consultant is responsible for any loss or damage to the Deliverables, data, findings or information while in Consultant's or any Subcontractor's possession. Any such lost or damaged Deliverables, data, findings or information must be restored at the expense of Consultant. If not restorable, Consultant must bear the cost of replacement and of any loss suffered by the City on account of the destruction, as provided in Section 3.7.

3.9 Copyright Ownership

Consultant and the City intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the City's instance and expense under this Agreement 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 Deliverable does not qualify as a "work made for hire," Consultant 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 Agreement, and all goodwill relating to them, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant 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. Consultant warrants to the City, its successors and assigns, that on the date of transfer Consultant 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. Consultant 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. Consultant warrants that the Deliverables are complete, entire and comprehensive, and that the Deliverables constitute a work of original authorship.

3.10 Records and Audits

(a) Records

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

(ii) Consultant 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 with this Agreement. Consultant must not dispose of such documents following the expiration of this period without notification of and written approval from the City in accordance with Article 11.

(b) Audits

(i) Consultant and any of Consultant's Subcontractors must furnish the Department with all information that may be requested pertaining to the performance and cost of the Services. Consultant must maintain records showing actual time devoted and costs incurred. Consultant must keep books, documents, papers, records and accounts in connection with the Services open to audit, inspection, copying, abstracting and transcription and must make these records available to the City and any other interested governmental agency, at reasonable times during the performance of its Services.

(ii) To the extent that Consultant conducts any business operations separate and apart from the Services required under this Agreement using, for example, personnel, equipment, supplies or facilities also used in connection with this Agreement, then Consultant must maintain and make similarly available to the City detailed records supporting Consultant's allocation to this Agreement of the costs and expenses attributable to any such shared usages.

(iii) Consultant must maintain its books, records, documents and other evidence and adopt accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred for or in connection with the performance of this Agreement. This system of accounting must be in accordance with generally accepted accounting principles and practices, consistently applied throughout.

(iv) No provision in this Agreement granting the City a right of access to records and documents is intended to impair, limit or affect any right of access to such records and documents which the City would have had in the absence of such provisions.

(v) The City may in its sole discretion audit the records of Consultant or its Subcontractors, or both, at any time during the term of this Agreement or within five years after the Agreement ends, in connection with the goods, work, or Services provided under this Agreement. Each calendar year or partial calendar year is considered an Audited period. If, as a result of any such audit, it is determined that Consultant or any of its Subcontractors has overcharged the City in the audited period, the City will notify Consultant. Consultant must then promptly reimburse the City for any amounts the City has paid Consultant 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 5% of the total value, based on the Agreement prices, of the goods, work, or Services provided in the audited period, then the Consultant must reimburse the City for 50% of the cost of the audit and 50% of the cost of each subsequent audit that the City conducts;

B. If, however, the audit has revealed overcharges to the City representing 5% or more of the total value, based on the Agreement prices, of the goods, work, or Services provided in the audited period, then Consultant must reimburse the City for the full cost of the audit and of each subsequent audit.

Failure of Consultant to reimburse the City in accordance with subsection A or B above is an event of default under Section 9.1 of this Agreement, and Consultant will be liable for all of the City's costs of collection, including any court costs and attorneys' fees.

3.11 Confidentiality

(a) All Deliverables and reports, data, findings or information in any form prepared, assembled or encountered by or provided by Consultant under this Agreement are property of the City and are confidential, except as specifically authorized in this Agreement or as may be required by law. Consultant must not allow the Deliverables to be made available to any other individual or organization without the prior written consent of the City. Further, all documents and other information provided to Consultant 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. Consultant must implement such measures as may be necessary to ensure that its staff and its Subcontractors are bound by the confidentiality provisions in this Agreement.

(b) Consultant 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 Agreement, disseminate any information regarding its Services or the project to which the Services pertain without the prior written consent of the Commissioner.

(c) If Consultant 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 Consultant's possession by reason of this Agreement, Consultant must immediately give notice to the Commissioner 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. Consultant, 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.

(d) 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. Consultant and all its Subcontractors 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. Consultant

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 Consultant 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 Agreement for which no opportunity for cure will be provided.

Additionally, if Consultant is a Business Associate it must comply with all requirements of the Act applicable to Business Associates including the provisions contained in Exhibit 6.

3.12 Assignments and Subcontracts

(a) Consultant must not assign, delegate or otherwise transfer all or any part of its rights or obligations under this Agreement: (i) unless otherwise provided for elsewhere in this Agreement; or (ii) without the express written consent of the Chief Procurement Officer and the Department. The absence of such a provision or written consent voids the attempted assignment, delegation or transfer and is of no effect as to the Services or this Agreement. No approvals given by the Chief Procurement Officer, including approvals for the use of any Subcontractors, operate to relieve Consultant of any of its obligations or liabilities under this Agreement.

(b) All Subcontractors are subject to the prior approval of the Chief Procurement Officer. Approval for the use of any Subcontractor in performance of the Services is conditioned upon performance by the Subcontractor in accordance with the terms and conditions of this Agreement. If any Subcontractor fails to perform the Services in accordance with the terms and conditions of this Agreement to the satisfaction of the Department, the City has the absolute right upon written notification to immediately rescind approval and to require the performance of this Agreement by Consultant personally or through any other City-approved Subcontractor. Any approval for the use of Subcontractors in the performance of the Services under this Agreement under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement.

(c) Consultant, upon entering into any agreement with a Subcontractor, must furnish upon request of the Chief Procurement Officer or the Department a copy of its agreement. Consultant must ensure that all subcontracts contain provisions that require the Services be performed in strict accordance with the requirements of this Agreement, provide that the Subcontractors are subject to all the terms of this Agreement and are subject to the approval of the Department and the Chief Procurement Officer. If the agreements do not prejudice any of the City's rights under this Agreement, such agreements may contain different provisions than are provided in this Agreement with respect to extensions of schedule, time of completion, payments, guarantees and matters not affecting the quality of the Services.

(d) Consultant must not transfer or assign any funds or claims due or to become due under this Agreement without the prior written approval of the Chief Procurement Officer. The attempted transfer or assignment of any funds, either in whole or in part, or any interest in them, which are due or to become due to Consultant under this Agreement, without such prior written approval, has no effect upon the City.

(e) Under ' 2-92-245 of the Municipal Code, the Chief Procurement Officer may make direct payments to Subcontractors for Services performed under this Agreement. Any such payment has the same effect as if the City had paid Consultant that amount directly. Such payment by the City to Consultant's Subcontractor under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement. This section is solely for the benefit of the City and does not grant any third party beneficiary rights.

(f) The City reserves the right to assign or otherwise transfer all or any part of its interests under this Agreement to any successor.

ARTICLE 4. DURATION OF AGREEMENT

4.1 Term of Performance

This Agreement takes effect as of the Effective Date and continues, except as provided under Sections 5.4 or Article 9, until the later of (i) _____, as that date may be extended under Section 4.3, or (ii) completion of the final task assigned before the date, if and as extended, in (i).

4.2 Timeliness of Performance

(a) Consultant must provide the Services and Deliverables within the time limits required under any task order or request for services pursuant to the provisions of Section 3.1 and Exhibit 1. **Further, Consultant acknowledges that TIME IS OF THE ESSENCE and that the failure of Consultant to comply with the required time limits may result in economic or other losses to the City.**

(b) Neither Consultant nor Consultant's agents, employees or Subcontractors are entitled to any damages from the City, nor is any party entitled to be reimbursed by the City, for damages, charges or other losses or expenses incurred by Consultant by reason of delays or hindrances in the performance of the Services, whether or not caused by the City.

4.3 Agreement Extension Option

This Agreement will be in effect for the dates indicated within this Agreement for a _____ month term. The Chief Procurement Officer may exercise the City's right to extend this Agreement following the expiration of the base Agreement term for up to _____ months, subject to acceptable performance by the Consultant and contingent upon the appropriation of sufficient funds for the procurement of services provided for in this Agreement.

Before expiration of the then current Agreement term, the Chief Procurement Officer will give the Consultant notice, in writing, that the City is exercising its option to renew the Agreement for the approaching option period. The date on which the Chief Procurement Officer gives notice is the date the notice is mailed, if it is mailed, or the date the notice is delivered, if sent by courier or messenger service.

With the same amount of notice as for options, the City reserves the right to extend the Agreement for a period of no more than one hundred eighty-one (181) calendar days, either in lieu of exercising an option period or following the exhaustion of all option periods, for the purpose of providing continuity of service while procuring a replacement contract.

ARTICLE 5. COMPENSATION

5.1 Basis of Payment

The City will pay Consultant according to the Schedule of Compensation in the attached Exhibit 2 for the completion of the Services in accordance with this Agreement, including the standard of performance in Section 3.3.

5.2 Method of Payment

Consultant must submit monthly invoices to the City for costs billed, as outlined in the Schedule of Compensation in Exhibit 2. The invoices must be in such detail as the City requests. The City will process payment within 60 days after receipt of invoices and all supporting documentation necessary for the City to verify the Services provided under this Agreement.

5.3 Invoices

This contract is subject to Centralized Invoice Processing ("CIP"). Invoices must be submitted directly to the Comptroller's office by US Postal Service mail to the following address:

INVOICES
City of Chicago, Office of the City Comptroller
33 N. LaSalle St., Room 700
Chicago, IL 60602

OR

Via email to: INVOICES@cityofchicago.org with the word INVOICE in the subject line.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Contract/Purchase Order number
- Blanket Release number (if applicable)
- Vendor name and/or number
- Remittance address
- Name of City Department that ordered the goods or services
- Name and phone number of your contact at the ordering department
- Invoice quantities, commodity codes, description of deliverable(s)
- Amount due
- Receipt number (provided by the ordering department after delivery of goods/services)

Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the terms of the compensation schedule.

If applicable, if invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date, and Price List/Catalog page number on the invoice. Invoices for over-shipments or items with price/wage escalations will be rejected unless the Contract includes a provision for such an adjustment.

Freight, handling and shipping costs are not to be invoiced; deliveries are to be made F.O.B., City of Chicago. As stated the City of Chicago is exempt from paying State of Illinois sales tax and Federal excise taxes on purchases.

If required, Subcontractor Payment Certification forms must be mailed to the department that ordered the goods or services.

5.4 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.

5.5 Funding

The source of funds for payments under this Agreement is Fund number_____. Payments under this Agreement must not exceed \$_____ without a written amendment in accordance with Section 10.3. Funding for this Agreement is subject to the availability of funds and their appropriation by the City Council of the City.

5.6 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 Agreement, then the City will notify Consultant in writing of that occurrence, and this Agreement will 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 Agreement are exhausted. Payments for Services completed to the date of notification will be made to Consultant except that no payments will be made or due to Consultant under this Agreement beyond those amounts appropriated and budgeted by the City to fund payments under this Agreement.

Exhibit 9, Sample Professional Service Agreement and Supply Terms

5.7 Subcontractor Payments

Consultant must submit a status report of Subcontractor payments with each invoice for the duration of the Agreement 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 Consultant and for each Subcontractor and supplier for the period for which payment is requested:

- (i) Total amount invoiced by the Consultant 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 Agreement;
- (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 Agreement, Consultant must pay Subcontractor for such work or materials within fourteen (14) calendar days of Consultant receiving payment from the City.

ARTICLE 6. DISPUTES

Except as otherwise provided in this Agreement, Consultant must and the City may bring any dispute arising under this Agreement 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, Chicago, Illinois 60602.) The Chief Procurement Officer will issue a written decision and send it to the Consultant 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.

ARTICLE 7. COMPLIANCE WITH ALL LAWS

7.1 Compliance with All Laws Generally

(a) Consultant must observe and 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 Agreement, including those set forth in this Article 7, and Consultant must pay all taxes and obtain all licenses, certificates and other authorizations required by them. Consultant must require all Subcontractors to do so, also. Further, Consultant must execute an online Economic Disclosure Statement and Affidavit ("**EDS**") which includes a Disclosure of Retained Parties. Submit an electronically signed, one page Certificate of Filing to Exhibit 4 which validates that the EDS has been filed. The web address to submit your EDS is <http://webapps.cityofchicago.org/EDSWeb>. Notwithstanding acceptance by the City of the EDS, Consultant's failure in the EDS to include all information required under the Municipal Code renders this Agreement voidable at the option of the City. Consultant must promptly update its online EDS(s) with the City whenever any information or response provided in the EDS(s) is no longer complete and accurate.

(b) Notwithstanding anything in this Agreement to the contrary, references to a statute or law are considered to be a reference to (i) the statute or law as it may be amended from time to time; (ii) all regulations and rules pertaining to or promulgated pursuant to the statute or law; and (iii) all future statutes, laws, regulations, rules and executive orders pertaining to the same or similar subject matter.

(c) The Consultant will comply with Section 2-154-020 of the Municipal Code of Chicago. Failure by the Consultant 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 Agreement.

7.2 Nondiscrimination

(a) Consultant

Consultant must comply with applicable federal, state, and local laws and related regulations prohibiting discrimination against individuals and groups. If this Agreement is federally funded in whole or in part, additional provisions related to nondiscrimination may be set forth in Exhibit 8.

(i) Federal Requirements

Consultant must not engage in unlawful employment practices, such as (1) failing or refusing to hire or discharging any individual, or otherwise discriminating against any individual with respect to compensation or the terms, conditions, or privileges of the individual's employment, because of the individual's race, color, religion, sex, age, handicap/disability or national origin; or (2) limiting, segregating or classifying Consultant's employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, because of the individual's race, color, religion, sex, age, handicap/disability or national origin.

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Civil Rights Act of 1964, 42 U.S.C. sec. 2000e *et seq.* (1981), as amended and the Civil Rights Act of 1991, P.L. 102-166. Attention is called to: Exec. Order No. 11246, 30 Fed. Reg. 12,319 (1965), reprinted in 42 U.S.C. 2000e note, as amended by Exec. Order No. 11375, 32 Fed. Reg. 14,303 (1967) and by Exec. Order No. 12086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. §§ 6101-6106 (1981); Age Discrimination in Employment Act, 29 U.S.C. §§621-34; Rehabilitation Act of 1973, 29 U.S.C. §§ 793-794 (1981); Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*; 41 C.F.R. Part 60 *et seq.* (1990); and all other applicable federal statutes, regulations and other laws.

(ii) State Requirements

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* (1990), as amended and any rules and regulations promulgated in accordance with it, including the Equal Employment Opportunity Clause, 44 Ill. Admin. Code § 750 Appendix A. Furthermore, Consultant must comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 *et seq.* (1990), as amended, and all other applicable state statutes, regulations and other laws.

(iii) City Requirements

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Chicago Human Rights Ordinance, ch. 2-160, Section 2-160-010 *et seq.* of the Municipal Code of Chicago (1990), as amended, and all other applicable City ordinances and rules.

(b) Subcontractors

Consultant must incorporate all of this Section 7.2 by reference in all agreements entered into with any suppliers of materials, furnisher of services, Subcontractors of any tier, and labor organizations Exhibit 9, Sample Professional Service Agreement and Supply Terms

that furnish skilled, unskilled and craft union skilled labor, or that may provide any such materials, labor or services in connection with this Agreement. Further, Consultant must furnish and must cause each of its Subcontractor(s) to furnish such reports and information as requested by the federal, state, and local agencies charged with enforcing such laws and regulations, including the Chicago Commission on Human Relations.

7.3 Inspector General

It is the duty of any bidder, proposer or Consultant, 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, Consultant, Subcontractor or such applicant to cooperate with the Inspector General or Legislative Inspector General in any investigation or hearing undertaken pursuant to Chapter 2-56 or 2-55, respectively, of the Municipal Code. Consultant understands and will abide by all provisions of Chapter 2-56 and 2-55 of the Municipal Code. All subcontracts must inform Subcontractors of the provision and require understanding and compliance with it.

7.4 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 Agreement or program, and all officers, directors, agents, partners and employees of any bidder, proposer, consultant 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 Consultant 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.

7.5 MacBride 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 the City of Chicago, if Consultant conducts any business operations in Northern Ireland, the Consultant must 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).

The provisions of this Section 7.5 do not apply to contracts for which the City receives funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement 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.

7.6 Business Relationships with Elected Officials

Pursuant to § 2-156-030(b) of the Municipal Code, 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 Agreement is grounds for termination of this Agreement. The term business relationship is defined as set forth in § 2-156-080 of the Municipal Code.

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" shall 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.

7.7 Chicago "Living Wage" Ordinance

(a) Section 2-92-610 of the Municipal Code provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers and clerical workers ("**Covered Employees**"). Accordingly, pursuant to Section 2-92-610 and regulations promulgated under it:

(i) If Consultant has 25 or more full-time employees, and

(ii) If at any time during the performance of this Agreement, Consultant and/or any Subcontractor or any other entity that provides any portion of the Services (collectively "**Performing Parties**") uses 25 or more full-time security guards, or any number of other full-time Covered Employees, then

(iii) Consultant must pay its Covered Employees, and must ensure that all other Performing Parties pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "**Base Wage**") for all Services performed under this Agreement.

(b) Consultant's obligation to pay, and to ensure payment of, the Base Wage will begin at any time during the term of this Agreement when the conditions set forth in (a)(i) and (a)(ii) above are met, and will continue until the end of the term of this Agreement.

(c) As of July 1, 2011, the Base Wage is \$11.18 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 Department of Procurement Services. At all times during the term of this Agreement, Consultant and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for Services done under this Agreement, and the prevailing wages for Covered Employees are higher than the Base Wage, then Consultant and all other Performing Parties must pay the prevailing wage rates.

(d) Consultant must include provisions in all subcontracts requiring its Subcontractors to pay the Base Wage to Covered Employees. Consultant agrees to provide the City with documentation acceptable to the Chief Procurement Officer demonstrating that all Covered Employees, whether employed by Consultant or by a Subcontractor, have been paid the Base Wage, upon the City's request for such documentation. The City may independently audit Consultant 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 Agreement, 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 Consultant 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.

7.8 Environmental Warranties and Representations

In accordance with Section 11-4-1600(e) of the Municipal Code of Chicago, Consultant 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 waste;
- 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 Agreement is executory, Consultant's or any subcontractor's violation of the Waste Sections, whether or not relating to the performance of this Agreement, constitutes a breach of and an event of default under this Agreement, 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 Agreement, at law or in equity.

This section does not limit Consultant'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 Agreement.

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

7.9 Prohibition on Certain Contributions

Consultant agrees that Consultant, any person or entity who directly or indirectly has an ownership or beneficial interest in Consultant 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 (Consultant 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 ("**Mayor**") or to his political fundraising committee (i) after execution of this Agreement by Consultant, (ii) while this Agreement or any Other Contract is executory, (iii) during the term of this Agreement or any Other Contract between Consultant and the City, or (iv) during any period while an extension of this Agreement or any Other Contract is being sought or negotiated.

Consultant 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 Consultant or the date Consultant approached the City, as applicable, regarding the formulation of this Agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Consultant 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.

Consultant agrees that the Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Consultant 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. 2011-4 constitutes a breach and default under this Agreement, 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 Agreement, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Consultant violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement 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 agreement with the City of Chicago to which Consultant 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."

7.10 Firms Owned or Operated by Individuals with Disabilities

The City encourages consultants 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.

7.11 Deemed Inclusion

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

7.12 False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

ARTICLE 8. SPECIAL CONDITIONS

8.1 Warranties and Representations

In connection with signing and carrying out this Agreement, Consultant:

(a) warrants that Consultant is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Consultant is not appropriately licensed;

(b) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Consultant is

legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;

(c) warrants that it will not knowingly use the services of any ineligible contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;

(d) warrants that Consultant and its Subcontractors are not in default at the time this Agreement is signed, and have not been deemed by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the City ;

(e) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Consultant warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

(f) represents that Consultant and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of § 2-92-320 of the Municipal Code , and in connection with it, and additionally in connection with the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1;

(g) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.2 and 9.3 of this Agreement; and

(h) warrants and represents that neither Consultant nor an Affiliate of Consultant (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. An Affiliate of Consultant means a person or entity that directly (or indirectly through one or more intermediaries) controls, is controlled by or is under common control with Consultant. 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.

8.2 Ethics

(a) In addition to the foregoing warranties and representations, Consultant warrants:

(i) no officer, agent or employee of the City is employed by Consultant or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics established under Chapter 2-156 of the Municipal Code .

(ii) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to Consultant or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

(b) Consultant further acknowledges that any Agreement entered into, negotiated or performed in violation of any of the provisions of Chapter 2-156 is voidable as to the City.

8.3 Joint and Several Liability

If Consultant, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Consultant is the joint and several obligation or undertaking of each such individual or other legal entity.

8.4 Business Documents

At the request of the City, Consultant must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

8.5 Conflicts of Interest

(a) No member of the governing body of the City or other unit of government and no other officer, employee or agent of the City or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no alderman of the City or City employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.

(b) Consultant represents that it, and to the best of its knowledge, its Subcontractors if any (Consultant and Subcontractors will be collectively referred to in this Section 8.5 as "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any direct or indirect interest in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.

(c) Upon the request of the City, Consulting Parties must disclose to the City their past client lists and the names of any clients with whom they have an ongoing relationship. Consulting Parties are not permitted to perform any Services for the City on applications or other documents submitted to the City by any of Consulting Parties' past or present clients. If Consulting Parties become aware of a conflict, they must immediately stop work on the assignment causing the conflict and notify the City.

(d) Without limiting the foregoing, if the Consulting Parties assist the City in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the City in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

(e) Further, Consulting Parties must not assign any person having any conflicting interest to perform any Services under this Agreement or have access to any confidential information, as described in Section 3.11 of this Agreement. If the City, by the Commissioner in his reasonable judgment, determines that any of Consulting Parties' services for others conflict with the Services that Consulting Parties are to render for the City under this Agreement, Consulting Parties must terminate such other services immediately upon request of the City.

(f) Furthermore, if any federal funds are to be used to compensate or reimburse Consultant under this Agreement, Consultant represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Consultant must

execute a Certification Regarding Lobbying, which is part of the EDS and incorporated by reference as if fully set forth here.

8.6 Non-Liability of Public Officials

Consultant and any assignee or Subcontractor of Consultant must not charge any official, employee or agent of the City personally with any liability or expenses of defense or hold any official, employee or agent of the City personally liable to them under any term or provision of this Agreement or because of the City's execution, attempted execution or any breach of this Agreement.

8.7 EDS / Certification Regarding Suspension and Debarment

Consultant certifies, as further evidenced in the EDS attached as Exhibit 4, by its acceptance of this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Consultant further agrees by executing this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. If Consultant or any lower tier participant is unable to certify to this statement, it must attach an explanation to the Agreement.

ARTICLE 9. EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET

9.1 Events of Default Defined

The following constitute events of default:

(a) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Consultant to the City.

(b) Consultant's failure to perform any of its obligations under this Agreement including the following:

(i) Failure to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the timely performance of the Services;

(ii) Failure to have and maintain all professional licenses required by law to perform the Services;

(iii) Failure to timely perform the Services;

(iv) Failure to perform the Services in a manner reasonably satisfactory to the Commissioner or the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;

(v) Failure to promptly re-perform, as required, within a reasonable time and at no cost to the City, Services that are rejected as erroneous or unsatisfactory;

(vi) Discontinuance of the Services for reasons within Consultant's reasonable control;

(vii) Failure to comply with Section 7.1 in the performance of the Agreement;

(viii) Failure promptly to update EDS(s) furnished in connection with this Agreement when the information or responses contained in it or them is no longer complete or accurate; and

(ix) Any other acts specifically stated in this Agreement as constituting an act of default.

(c) Any change in ownership or control of Consultant without the prior written approval of the Chief Procurement Officer (when such prior approval is permissible by law), which approval the Chief Procurement Officer will not unreasonably withhold.

(d) Consultant's default under any other agreement it may presently have or may enter into with the City for the duration of this Agreement. Consultant acknowledges that in the event of a default under this Agreement the City may also declare a default under any such other agreements.

(e) Consultant's violation of City ordinance(s) unrelated to performance under the Agreement such that, in the opinion of the Chief Procurement Officer, it indicates a willful or reckless disregard for City laws and regulations.

(f) Consultant's failure to update its EDS to reflect any changes in information, including changes in ownership, and to provide it to the City as provided under Section 7.1(a).

9.2 Remedies

(a) Notices. The occurrence of any event of default permits the City, at the City's sole option, to declare Consultant in default. The Chief Procurement Officer may in his sole discretion give Consultant an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days unless extended by the Chief Procurement Officer. Whether to declare Consultant in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Consultant written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate is final and effective upon giving the notice. If the Chief Procurement Officer decides not to terminate, this decision will not preclude him from later deciding to terminate the Agreement in a later notice, which will be final and effective upon the giving of the notice or on the date set forth in the notice, whichever is later. The Chief Procurement Officer may give a Default Notice if Consultant fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.2 and Article 11, Consultant must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the City.

(b) Exercise of Remedies. After giving a Default Notice, the City may invoke any or all of the following remedies:

(i) The right to take over and complete the Services, or any part of them, at Consultant's expense and as agent for Consultant, either directly or through others, and bill Consultant for the cost of the Services, and Consultant must pay the difference between the total amount of this bill and the amount the City would have paid Consultant under the terms and conditions of this Agreement for the Services that were assumed by the City as agent for Consultant under this Section 9.2;

(ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the City;

(iii) The right of specific performance, an injunction or any other appropriate equitable remedy;

- (iv) The right to money damages;
- (v) The right to withhold all or any part of Consultant's compensation under this Agreement;
- (vi) The right to deem Consultant non-responsible in future contracts to be awarded by the City;
- (vii) The right to declare default on any other contract or agreement Consultant may have with the City.

(c) City's Reservation of Rights. If the Chief Procurement Officer considers it to be in the City's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the City and that if the City permits Consultant to continue to provide the Services despite one or more events of default, Consultant is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the City waive or relinquish any of its rights.

(d) Non-Exclusivity of Remedies. The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the City considers expedient.

9.3 Early Termination

(a) In addition to termination under Sections 9.1 and 9.2 of this Agreement, the City may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the City to Consultant. The City will give notice to Consultant in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Consultant or the date stated in the notice, whichever is later. If the City elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the City effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

(b) After the notice is received, Consultant must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other 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 Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The City and Consultant must attempt to agree on the amount of compensation to be paid to Consultant, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Consultant is in full settlement for all Services satisfactorily performed under this Agreement.

(c) Consultant must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the City arising from termination of subcontracts after the early termination. Consultant will not be entitled to make any early termination claims against the City resulting from any Subcontractor's claims against Consultant or the City.

(d) If the City's election to terminate this Agreement for default under Sections 9.1 and 9.2 is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.3.

9.4 Suspension

The City may at any time request that Consultant suspend its Services, or any part of them, by giving 15 days prior written notice to Consultant or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Consultant must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Consultant when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Consultant as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Consultant by written notice to the City may treat the suspension as an early termination of this Agreement under Section 9.3.

9.5 Right to Offset

(a) In connection with Consultant's performance under this Agreement, the City may offset any incremental costs and other damages the City incurs in any or all of the following circumstances:

- (i) if the City terminates this Agreement for default or any other reason resulting from Consultant's performance or non-performance;
- (ii) if the City exercises any of its remedies under Section 9.2 of this Agreement;
- (iii) if the City has any credits due or has made any overpayments under this Agreement.

The City may offset these incremental costs and other damages by use of any payment due for Services completed before the City terminated this Agreement or before the City exercised any remedies. If the amount offset is insufficient to cover those incremental costs and other damages, Consultant 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.

(b) As provided under § 2-92-380 of the Municipal Code, the City may set off from Consultant's compensation under this Agreement 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 Consultant to the City as those italicized terms are defined in the Municipal Code.

(c) In connection with any liquidated or unliquidated claims against Consultant, and without breaching this Agreement, the City may set off a portion of the price or compensation due under this Agreement in an amount equal to the amount of any liquidated or unliquidated claims that the City has against Consultant unrelated to this Agreement. When the City's claims against Consultant are finally adjudicated in a court of competent jurisdiction or otherwise resolved, the City will reimburse Consultant to the extent of the amount the City has offset against this Agreement inconsistently with such determination or resolution.

ARTICLE 10. GENERAL CONDITIONS

10.1 Entire Agreement

(a) **General**

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other terms, conditions, warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not addressed in this Agreement.

(b) **No Collateral Agreements**

Consultant acknowledges that, except only for those representations, statements or promises contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the City, its officials, agents or employees, has induced Consultant to enter into this Agreement or has been relied upon by Consultant, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

(c) **No Omissions**

Consultant acknowledges that Consultant was given ample opportunity and time and was requested by the City to review thoroughly all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Consultant did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Consultant relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

10.2 Counterparts

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

10.3 Changes, Modifications, and Amendments

No change, modification, or amendment of this Agreement, or any part hereof, is valid unless stipulated in writing and signed by the Mayor, Comptroller, and Chief Procurement Officer of the City. The City incurs no liability for Additional Services without a written amendment to this Agreement under this Section 10.3. This Section, 10.3, does not apply, however, to Agreement extensions governed by section 4.3, Agreement Extension Option.

10.4 Governing Law and Jurisdiction

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

Consultant 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 Agreement. Service of process on Consultant 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 Agreement, by registered or certified mail addressed to the office actually maintained by Consultant, or by personal delivery on any officer, director, or managing or general agent of Consultant. If any action is brought by Consultant against the City concerning this Agreement, the action must be brought only in those courts located within the County of Cook, State of Illinois.

10.5 Severability

If any provision of this Agreement is held or deemed to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement 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 other case or circumstances, or of rendering any other provision or provisions in this Agreement 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 Agreement does not affect the remaining portions of this Agreement or any part of it.

10.6 Assigns

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

10.7 Cooperation

Consultant must at all times cooperate fully with the City and act in the City's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Consultant must make every effort to ensure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

10.8 Waiver

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the City by a proper authority waives Consultant's performance in any respect or waives a requirement or condition to either the City's or Consultant's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the City may have waived the performance, requirement or condition. Such waivers must be provided to Consultant in writing.

10.9 Independent Contractor

(a) This Agreement 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 Consultant and the City. The rights and the obligations of the parties are only those set forth in this Agreement. Consultant must perform under this Agreement as an independent contractor and not as a representative, employee, agent, or partner of the City.

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

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

(ii) Consultant 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.

The City is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to Consultant.

(c) Shakman Accord

(i) 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.

(ii) Consultant is aware that City policy prohibits City employees from directing any individual to apply for a position with Consultant, either as an employee or as a subcontractor, and from directing Consultant to hire an individual as an employee or as a subcontractor. Accordingly, Consultant must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Consultant under this Agreement are employees or subcontractors of Consultant, not employees of the City of Chicago. This Agreement 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 Consultant.

(iii) Consultant will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Agreement, or offer employment to any individual to provide services under this Agreement, 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 Agreement, 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.

(iv) In the event of any communication to Consultant by a City employee or City official in violation of Section 10.9(c)(ii) above, or advocating a violation of Section 10.9(c)(iii) above, Consultant 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 Agreement.

10.10 Electronic Ordering and Invoices

The Consultant shall cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to catalogs, purchase orders, releases, and invoices. Consultant shall

accept electronic purchase orders and releases upon request of the Chief Procurement Officer. Consultant shall provide the City electronic catalogs, copies of invoices and other electronic documents upon request. The electronic ordering and invoice documents shall 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 Consultant. Consultant shall ensure that the essential information, as determined by the Chief Procurement Officer, in the electronic document, corresponds to that information submitted by the Consultant in its paper documents. The electronic documents shall be in addition to paper documents required by this contract, however, by written notice to the Consultant, 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.

10.11 Participation by Other Local Government Agencies

Other local government agencies may be eligible to participate in this agreement 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 Consultant 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), Cook County and the Municipal Courts. Said purchases shall 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.

ARTICLE 11. NOTICES

Notices provided for in this Agreement, unless provided for otherwise in this Agreement, must be given in writing and may be delivered personally or by placing in the United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as follows:

If to the City: Department of General Services
121 N. LaSalle St., Rm 107
City Hall
Chicago, Illinois 60602
Attention: Commissioner

and

Department of Procurement Services
Room 403, City Hall
121 North LaSalle Street
Chicago, Illinois 60602
Attention: Chief Procurement Officer

With Copies to: Department of Law
Room 600, City Hall
121 North LaSalle Street
Chicago, Illinois 60602
Attention: Corporation Counsel

If to Consultant: _____

Attention:_____

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

ARTICLE 12. AUTHORITY

Execution of this Agreement by Consultant is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Consultant have been made with complete and full authority to commit Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

[Signature Pages, Exhibits and Schedules follow.]

CONTRACT SIGNATURE PAGE

Contract No.: _____

Specification No.: _____

Vendor Name: _____

Total Amount (Value): _____

Fund Chargeable: _____

(Consultant)

By: _____

Its: _____

Attest: _____

State of _____
County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by
_____ as President (or other authorized officer) and
_____ as Secretary of _____ (Corporation Name).

(Seal)

Notary Public Signature
Commission Expires: _____

CITY OF CHICAGO

Mayor Date

Comptroller Date

Chief Procurement Officer Date

Special Conditions for Supply Contracts

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1. Special Conditions for Supply Contracts

1.1. Purchase Orders

Unless otherwise provided in the Detailed Specifications, orders for products to be provided under this Contract will be in the form of a written City of Chicago purchase order (a.k.a. purchase order release, blanket order release, or sub-order) that will be issued by the Department and sent to the Contractor. Purchase orders will indicate the specification number, purchase order number, product description, quantities ordered for each line item, unit cost, total cost, shipping address, delivery date, fund chargeable information and other pertinent instructions regarding delivery.

For purchase orders issued before a price increase effective date, if this Contract provides for price increases, Contractor must honor Contract prices listed on the purchase order, even if the purchase order specifies multiple shipments with delivery dates that are scheduled after the effective date of the price increase.

The Contractor must not honor any verbal purchase order(s) or make any deliveries without receipt of a written purchase order issued by the Department. Any items provided by the Contractor without a written purchase order are made at the Contractor's risk. Consequently, in the event a written purchase order is not provided by the City, the Contractor releases the City from any liability whatsoever to pay for any items provided without a written purchase order.

1.2. Delivery and Acceptance

1.2.1. Delivery

As stated above, Contractor must not make any deliveries without a written City of Chicago purchase order issued by the appropriate department. Upon receipt of a purchase order, deliveries must be made to the location(s) listed in the Detailed Specifications or other location specified by the Commissioner or CPO in the written purchase order. Unless otherwise clearly and specifically provided in the Detailed Specifications or the written purchase order, all deliveries will be F.O.B. destination (City of Chicago).

Contractor understands and agrees that the initial acceptance of any delivery will not be considered as a waiver of any provision of this Contract and will not relieve the Contractor of its obligation to supply satisfactory goods which conform to the Contract.

1.2.2. Inspection \ Defects

The City will have the right to inspect any products to be provided by Contractor under this Contract. Upon delivery of the products, the City will conduct an in-depth initial visual examination solely for the purpose of identifying gross and obvious damage, defects or non-conformance with specifications. The Contractor's representative may be present for the initial examinations. This does not limit the City's right to conduct subsequent inspection of the products delivered.

If defects or omissions are discovered in the initial or subsequent inspections, the City may exercise any or all of the following remedies, in addition to any other remedies specified in this agreement:

- Refuse acceptance of any/all units.
- Require the Contractor to make corrections at Contractor's expense, either on-site or at Contractor's place of business, whether or not the term of the Contract has expired.
- Require the Contractor to replace the units at Contractor's expense.
- Require the Contractor to reimburse the City for the cost of inspection.

Any and all labor and materials which may be required to correct or replace damaged, defective or non-conforming products must be provided by the Contractor at no cost to the City. The Contractor must correct or replace the incorrect, damaged or defective or non-conforming items within seven (7) business days of the return unless otherwise provided in the Detailed Specifications. The City of Chicago will not be subject to restocking charges.

Failure to correct or replace unacceptable goods, or repeated delivery of unacceptable goods, will be an event of default under this Contract.

1.2.3. Shipment Errors

The Contractor will be responsible for any errors in shipments that are the fault of the Contractor. The Contractor must make arrangements with their common carrier or company personnel to pick-up, at Contractor's expense, any un-ordered products, over-shipments of product, or products that otherwise do not comply with the applicable purchase order within forty-eight (48) hours after notification by the Department. Contractor must promptly supply any under-shipment of product promptly after notification by the Department.

The City of Chicago will not be subject to restocking charges due to shipment errors. Repeated errors in shipments will be an event of default under this Contract.

1.2.4. Shipment Errors

Products provided under this Contract will be deemed to be accepted by the City thirty days after delivery, unless previously rejected. The City may revoke acceptance if items are later discovered to be non-conforming or if the non-conformity is not remedied by the

Contractor as expected by the City, even if the value of the item(s) is not substantially decreased due to the non-conformity.

1.3. Unspecified Items

Any Commodity not specifically listed herein may be added to this Contract if it falls within the same general category of items/services already specified in the Contract. Pursuant to 2-92-646 of the Municipal Code of Chicago, the lifetime, aggregate value of the City's purchase of any items/services added to this Contract pursuant to this provision must not exceed ten percent (10%) of the original value of the Contract.

The Department will notify the Contractor in writing of the unspecified items which are necessary and request a written price proposal for the addition of the item(s) to this Contract under the same terms and conditions of the original Contract. Upon receipt of a price proposal, the Department will forward the request and proposal to the Chief Procurement Officer for approval to add the unspecified item(s) to the Contract. Such item(s) may be added to the Contract only if the prices are competitive with current market prices and said items are approved by the Chief Procurement Officer in writing. The Chief Procurement Officer reserves the right to seek competitive pricing information on said item(s) from other suppliers and to procure such item(s) in a manner that serves the best interest of the City.

Any such unspecified item(s) delivered by the Contractor, without a written approval and modification of the Contract signed by the Chief Procurement Officer, are delivered entirely at the Contractor's risk. Consequently, the Contractor hereby releases the City from any liability whatsoever to pay for any items delivered prior to the Contractor's receipt of fully signed Contract modification approving the unspecified item(s).

1.4. Quality, Source, Substitution, and Labeling

1.4.1. Quality

Product must conform to any industry standards specified in the Detailed Specifications as well as the best industry practices and standards with respect to quality of materials and workmanship. Unless otherwise specified in the Detailed Specifications, all products provided must be new and in conformance with the Contract and acceptable in every detail to the Commissioner. If requested, the Contractor must certify to the Commissioner that all products to be provided comply with all Contract requirements. Only products which conform to the quality requirements of the Contract will be accepted.

1.4.2. Source

The Contractor must promptly notify the Commissioner upon request, of the source (or sources) from which the Contractor expects to obtain the products. The source(s) of supply, including the manufacturer, must not be debarred from contracting or otherwise be ineligible to contract with the City.

If sources are found to be unacceptable at any time or fail to be the source of products satisfactory to the Commissioner, the Contractor must furnish products from other, acceptable sources.

1.4.3. Substitution

In cases of product unavailability or other conditions beyond the control of the Contractor arising after contract award, or if the specification allowed bidders to bid substitute products, Contractor may request to provide substitutes for the products specified in the Detailed Specifications.

Each request for substitution must be submitted separately and must include sufficient information that, in the Commissioner's sole judgment and discretion, enables the Commissioner to determine the suitability of the proposed substitute for the specified product. The information must include:

- (a) Product identification, including manufacturer's name and address.
- (b) Manufacturer's literature including:
 - i) Product description
 - ii) Reference standards
 - iii) Performance and test data
- (c) Samples, as applicable. Samples must be at no charge and will not be returned.
- (d) Name and address of similar user of the product and date of usage.
- (e) Itemized comparison of the proposed alternate item with specified item listing significant variations.

The Contractor warrants and represents that in making a formal request for substitution that: (1) the proposed substitution is equivalent to or superior in all respects to the product specified; (2) the same warranties and guarantees will be provided for the substitute as for the product specified. Any additional cost, or any loss or damage, arising from the substitution of any products for those specified shall be borne by the Contractor.

The Commissioner may, in his or her sole discretion, accept an alternate product for a specified product, provided the alternate product is, in the Commissioner's sole opinion, the equivalent of the product specified in the Detailed Specifications. The Commissioner will not entertain more than one request for substitution per year except in cases of product unavailability or other conditions beyond the control of the Contractor.

1.4.4. Testing Laboratory Labels.

All products containing electrical wiring must conform to the City Electrical Code, which requires such products to be approved and so labeled by a testing laboratory acceptable under the Chicago Electrical Code Section 14-64-010.

1.5. Manufacturer's Warranty & Product Information

Contractor must have, and must demonstrate upon request or as required by the Detailed Specifications, that it has authorization to transfer product warranties to the City of Chicago. The Contractor is required to provide and transfer all documentation issued by the manufacturer for the items to be provided under this agreement. This includes the manufacturer's genuine parts/product information, recall notices, manuals, licenses, assemblies and/or accessories as supplied by the original equipment manufacturer (O.E.M.).

The Contractor must provide the original product warranty and related services for the products provided under this Contract in accordance with the standard warranty

regularly provided by the OEM for that product, unless the Detailed Specifications call for a different warranty.

1.6. Contractor's Warranties

The Contractor warrants that the title to the products to be provided under this agreement is good and its transfer is rightful, and that the products will be delivered to the City free from all liens or any security interest or other encumbrance.

In addition to all warranties that may be implied by law, the items shall conform to specifications, drawings, and other requirements in the Detailed Specifications and shall be free from defects in materials and workmanship. Contractor also warrants that they will be free from defects in design except to the extent that they are non-standard products manufactured pursuant to detailed designs furnished by the City and the defect is in the portion of the design furnished by the City. Such warranties, including warranties implied by law, shall run to City, its successors, assigns, customers, and to users of the goods.