



**DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION**

Complete this cover form and the **Non-Competitive Procurement Application Worksheet** in detail. Refer to the page entitled **"Instructions for Non-Competitive Procurement Application"** for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department	Originator Name	Telephone	Date	Signature of Application Author
Department of Planning and Development Contract Liaison	Alessandra Budnik	312-744-4321	11/26/2018	<i>Alessandra Budnik</i>
	Email Contract Liaison	Telephone		
Alessandra Budnik	alessandra.budnik@cityofchicago.org	312-744-4321		

List Name of NCRB Attendees/Department

Anthony Simpkins	Department of Planning and Development
Jim Horan	Department of Planning and Development
Alessandra Budnik	Department of Planning and Development

Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: Elderly Housing Development & Operations Corporation (EHDOC)

Contact Person:	Phone:	Email:
Delmar Melton	954-835-9200	dmelton@ehdoc.org

Project Description: Property management services for North Park Village Apartments, a City-owned senior housing facility.

This is a request for:

<input checked="" type="checkbox"/> New Contract	<input type="checkbox"/> Amendment / Modification
Contract Type	Type of Modification
<input checked="" type="checkbox"/> Blanket Agreement Term: <u>24</u> (# of mo)	<input type="checkbox"/> Time Extension <input type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change
<input type="checkbox"/> Standard Agreement	Contract Number: _____
	Specification Number: _____
	Modification Number: _____

<p>Department Request Approval</p> <p align="right"><i>[Signature]</i> 11/26/18 DATE</p> <p>DEPARTMENT HEAD OR DESIGNEE</p> <p><u>David U. Reifman</u> PRINT NAME</p>	<p>Recommended Approval</p> <p align="right"><i>[Signature]</i> 12/31/18 DATE</p> <p>BOARD CHAIRPERSON</p> <p><u>Steven M. Loboda</u> PRINT NAME</p>
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(FOR NCRB USE ONLY)	
Recommend Approval/Date: _____	
Return to Department/Date: _____	
Rejected/Date: _____	

Approved Rejected

[Signature]
CHIEF PROCUREMENT OFFICER

10 January 2019
DATE



DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

Justification for Non-Competitive Procurement Worksheet

PROCUREMENT HISTORY

1. The present vendor, Elderly Housing Development and Operations Corp. (EHDOC), has a sole source contract to perform property management services for the North Park Village Apartments. The vendor is in negotiation to sign a land lease agreement in order to utilize Low Income Housing Tax Credits to rehabilitate and modernize the apartments. In 2016 EHDOC was awarded through a competitive process the option to purchase a 75-99 year ground lease. The present property management contract will expire January 31, 2019 and the negotiation and subsequent rehabilitation of the property will not be completed by the January 31, 2019 date.

The North Park Village Apartment complex consists of 180 units of senior housing and requires on-site property management.

2. This request is a continuation of a previous procurement. Elderly Housing Development and Operations Corporation signed a sole source contract with the Department of Housing and Economic Development for a term from 7/1/2011-6/30/2016. There have been two annual extensions as provided for in the original contract.

3. Elderly Housing Development and Operations Corp. has been providing the property management services before the 7/1/2011 contract date.

4. Not Applicable

5. The objective is for the vendor to continue to provide property management services without interruption. Since the vendor is in final negotiations regarding a long term lease agreement of the property and is in the process of finalizing a low-income housing tax credit application, there is no reason to expect that there will be future requests from this vendor to provide services at this location.

6. DPD does not anticipate future competitive bidding will be necessary as the vendor is pursuing a 75-year ground lease with the City for the property.

ESTIMATED COST

1. There will be one contract with the vendor to supply property management services. The cost of the two year contract is \$2,200,000. The funding for this contract is corporate funding and rents collected on a monthly basis will be remanded to the Office of Budget and Management.

2. \$1,100,000 annually

3. The cost was estimated utilizing the previous contract price and adding additional funding taking into consideration inflation and the amount of repairs that are needed to upgrade the property while awaiting the low income housing tax credits. Additionally the low income housing tax credit application has temporary relocation as part of the overall project. It is anticipated that since this is a senior building the temporary relocation will occur within the building thus the number of vacant apartments has increased.

4. Elderly Housing Development and Operations Corp. presently has a ground lease for four additional senior buildings which are located on the North Park Village campus. These four additional buildings are managed by EHDOC staff and the maintenance staff who are EHDOC employees cover all of the buildings including the project in question. There is an economy of scale which is being provided since the management and maintenance staff are able to perform duties in a time sensitive manner and are able to fit their duties and responsibilities with those associated with the other buildings.

5. The asset management division of the Department of Planning and Development reviewed the budget documentation provided by the vendor and will make recommendations regarding the overall budgeted amount. General budgetary assumptions were utilized which underscored the fact that this project provides housing for a very



**DEPARTMENT OF PROCUREMENT SERVICES
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JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

low (below 50% of the median) to very very low (below 30% of the median) income senior population. In addition the age of the building has been taken into consideration as well as the maintenance needs of this type of building. As was stated previously consideration was made regarding the number of vacant apartments in order to accommodate the Low Income Housing Tax Credit potential relocation assistance

SCHEDULE REQUIREMENTS

1. The schedule was developed in conjunction with the concluding date of the contract in place. The January 31, 2019 deadline is contained in the contract and there are no additional extensions allowed. Funding availability for the Low Income Housing Tax Credit Program has been an issue with this project and as such that has slowed the negotiation for the land lease.
2. The lack of drawings and/or specifications is not a constraining factor to competitive bidding. EHDOC has managed the property successfully before the 7/1/11 contract was signed. This is a senior building and continuity of management is especially important because of the Low Income Housing Tax Credit application and subsequent rehabilitation of the property by the same company which is managing the project. The vendor is familiar with the building and the various needs of the building from both a maintenance and on a management perspective. The vendor already manages four other Federally assisted properties on the site and can provide economies of scale in the delivery of services.
3. The present contract with this organization expires on January 31, 2019 with no additional extensions. The project needs a property manager and there is not the time for an RFP to be developed and acted upon by the January 31 deadline. Additionally, the Department of Planning and Development and the Department of Fleet and Facility Management does not have the personnel to adequately operate and manage a 180 unit senior apartment building.
4. It is imperative that property management and everyday maintenance is performed for this 180 unit senior apartment. The Departments of Planning and Development and Fleet and Facilities Management do not have the staff available to manage and perform maintenance on this property on a day to day basis.

EXCLUSIVE OR UNIQUE CAPABILITY

1. Elderly Housing Development and Operations Corp. is a national company that specializes in the development and managing of affordable senior housing projects. The vendor operates 56 buildings in 14 states and is one of the premier developers of Section 202 housing. Steve Protulis who is the head of the corporation has served on numerous boards and commissions in conjunction with the Department of Housing and Urban Development. EHDOC, as mentioned earlier, has performed the property management services for the North Park Village Apartments since the project's inception in 1988. The company operates four other senior housing projects within the North Park Village campus which contain 590 units of senior housing including this building and has consistently scored in the 90 percentile of HUD's property maintenance inspections of Section 202 buildings.
2. In addition to the national reputation of Steve Protulis, the property management staff hold professional certifications for property management and are trained on an annual basis by the company. The Property maintenance manager has 35 years experience on site and manages a staff with an average of 12 years experience.
3. EHDOC is one of the few organizations that has the expertise to manage senior housing projects across the country.
4. Not Applicable
5. EHDOC presently is providing the property management services for the building in question and is intimately aware of the building and its needs. The manager has a rapport with the senior residents of the building and the maintaining of this vendor would provide continuity for the senior residents.

EHDOC operates and manages four other affordable senior projects on site and provides an economy of scale in the delivery of services. Additionally, EHDOC is in the process of negotiating a lease agreement with the City and is in the process of obtaining Low Income Housing Tax Credits for the rehabilitation and modernization of the building.
6. Not Applicable



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NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
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7. Not Applicable
8. Not Applicable
<input checked="" type="checkbox"/> OTHER
Not Applicable



DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION INSTRUCTIONS FOR NON-COMPETITIVE PROCUREMENT APPLICATION

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. For Amendments, Modifications, describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change.

Attach a DPS Checklist and any other required documentation; the Board will not consider justification with incomplete information documentation or omissions.

PROCUREMENT HISTORY

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

ESTIMATED COST

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

SCHEDULE REQUIREMENTS

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

EXCLUSIVE OR UNIQUE CAPABILITY

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

MBE/WBE COMPLIANCE PLAN

- * All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a completed C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".

REVIEW AND APPROVAL

This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.



Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date: December 20, 2018

Department Name:
Department of Planning and Development

Requisition No: 235162 **Specification No:** 844476

PO No: N/A **Modification No:** N/A

Contract Liaison:
Alessandra Budnik

Telephone:
312-744-4773

Email:
alessandra.budnik@cityofchicago.org

Project / Program Manager:
Alessandra Budnik

Telephone:
312-744-4773

Email:
alessandra.budnik@cityofchicago.org

For Blanket Agreements, the lead department must consult with other departments who may want to participate in the Blanket Agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source.

Note:
1) **Funding:** Attach information if multiple funding lines
2) **Individual Contract Services:** Include approval form signed by all parties
3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

***Contract Liaison Signature**
Alessandra Budnik

***By signing this form, I attest that all information provided is true and accurate.**

Project Title: Sole Source Request for Property Management Services at North Park Village Apartments

Project Description: DPD is requesting a Sole Source with Elderly Housing Development & Operations Corp to continue property management services at North Park Village Apartments.

Funding:

Corporate Bond Enterprise Grant Other:

IDOT/Transit IDOT/Highway FHWA FTA FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
01	018	100	099	4454	0140	0000	220140	000	1,100,000

Check One:
 New Contract Request

***By signing below, I attest the estimates provided for this contract are true and accurate.**

***Project / Program Manager Signature**
Alessandra Budnik

***Commissioner/Authorized Designee Signature**
[Signature]

Purchase Order Information:

Contract Term (No. of Months): 24 months

Extension Options (Rate of Recurrence): 1-12 months

Estimated Spend/Value: \$ 2,200,000

Grant Commitment / Expiration Date: N/A

Pre-Bid/Submittal Conference: Yes No
 Mandatory Site Visit

Purchase Order Type:

Blanket/Purchase Order (DUR)
 Master Consultant Agreement (Task Order)
 Standard/One-Time Purchase

Procurement Method:

Bid RFP RFQ RFI
 Small Order

Special Approvals Required:

Emergency
 Non-Competitive Review Board (NCRB)
 Request for Individual Contract Services
 Information Technology Governance Board (ITGB)
 IDOT Concurrence

Modification or Amendment

Modification Information:

PO Start Date: _____

PO End Date: _____

Amount (Increase/Reduction): _____

MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)

Full Compliance Contract Specific Goals
 No Stated Goals Waiver Request

Contract Type:

Architect Engineering Commodity Construction JOC SBI
 Professional Services Revenue Generating Vehicle & Heavy Equipment
 Work Service Joint Procurement Reference Contract

Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes__No__

Modification/Amendment Type:

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

Risk Management / EDS / IDOT

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

IDOT Concurrence (required) Yes No

Vendor Information

Name: Elderly Housing Development & Operations Corporation

Contact: Steve Protulis - President and CEO

Address: 1580 Sawgrass Corporate Parkway, Fort Lauderdale, FL 33323

E-mail: sprotulis@ehdoc.org

Phone: 954-835-9200



DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO

MEMORANDUM

To: Shannon E. Andrews
Chief Procurement Officer
Department of Procurement Services

ATTN: Monica Jimenez
First Deputy Procurement Officer

From: _____
David L. Reifman
Commissioner

Date: December 20, 2018

Re: Request for NCRB Procurement for Property Management Services at North Park Village Apartments
Specification#: 844476
Requisition#: 235162

The Department of Planning and Development (DPD) respectfully requests a Non-Competitive Review Board (NCRB) procurement for property management services at North Park Village Apartments. The property is a four-building senior rental housing complex located at 5801 N. Pulaski. The complex consists of 180 units of senior housing and is owned by the City of Chicago. Elderly Housing Development & Operations Corporation (EHDOC) is the current vendor for property management and maintenance services. On July 1, 2011, EHDOC was awarded a sole source contract for the management of the building and DPD has since exercised the two extension options allowed in the agreement. The agreement (PO#23861) is scheduled to expire on January 31, 2019.

On July 1, 2016 DPD issued a Request-for-Proposals (RFP) to enter into a 75-year land lease to manage and maintain the site. A pre-submittal and building tour was held on July 15, 2016 and was attended by eight organizations. DPD held a community meeting to explain how the transfer of the property might affect the residents. EHDOC was one of two organizations that submitted proposals and their bid was determined to be the strongest based upon their plan to modernize the building and their ability to utilize various funding sources to make the project viable.

DPD is also working with EHDOC on a parallel track to secure Low-Income Housing Tax Credits (LIHTCs) to rehabilitate the property. The execution of the land lease agreement has been delayed because the timeline for awarding LIHTCs and securing the necessary City Council approvals will not occur prior to the termination of the current contract on January 31, 2019.

EHDOC is a nationally recognized organization based in Fort Lauderdale, Florida which owns and operates senior housing developments across the country. They have managed North Park Village Apartments for 26 years and have demonstrated that they are able to manage the building successfully as evidenced by the lack of complaints by the residents, their attention to the maintenance of the building, and their knowledge of and continuous presence on the site which is important in a senior building. Their management of all four other properties on the site has led to economies of scale for some of the engineering and maintenance needs of the subject building. It is for these reasons that DPD respectfully requests this sole source contract.

DPD estimates the annual cost for the property management services will be \$1,100,000. The source of funding will be corporate finance general funds. DPD is requesting a 24 month contract term with one 12 month extension option.

If you have any questions, please contact Jim Horan, Deputy Commissioner, at 312-742-0493.

Thank you.

SCOPE OF SERVICES
Property Management Services for the
North Park Village Apartments
Building H

A. Description of the Facility

The facility consists of three wings, totaling 262,623 square feet. Each wing has four stories (ground level, second, third, and fourth levels). There are a total of 180 residential units which exist on all four levels. There are also storage and laundry rooms on the ground level. The property manager is responsible for the operation, management and maintenance of the entire facility, including the storage and laundry rooms.

B. Services to be Performed

The property manager must perform the following services:

1. Manage and operate the facility in an efficient and professional manner consistent with senior housing developments of similar size.
2. Shall manage and operate the facility in accordance with the Chicago Tenant and Landlord Ordinance for residential properties.
3. Property manager must provide routine maintenance and routine repairs of all building assets, equipment, systems (e.g. mechanical, electrical, elevators, HVAC and life safety) and window washing. The life safety system includes the call system located in every bathroom of each unit. In the case of an emergency including the involvement of the life safety system, the property manager must advise the City of Chicago's Department of Fleet and Facility Management immediately so that appropriate steps may be taken to resolve the problem.
4. Property Manager must provide security services for the building between the hours of 5:00 p.m. and 8:30 a.m., either through the use of a security guard or through the use of security monitors that the Property manager may, to the extent permitted by law, purchase subject to prior approval of the Department and the Chief Procurement Officer. For the period between 8:30 a.m. and 5:00 p.m. the management office is manned by staff. This also entails the maintenance of a card reading system for the front and rear entrances and a telephone call entry system.
5. Property manager must provide custodial services for the building. Custodial services include providing services to systems in each apartment and general maintenance of all common areas. Custodial services also include the washing of windows in the common areas on an as needed basis.
6. Property manager must provide pest control for the building on a monthly basis unless the need arises for additional services, in which case the property manager must provide more frequent pest control to meet the need.
7. Property manager must provide engineering services for the building. Engineering responsibilities include carpentry, critical systems maintenance, elevator maintenance, fire, life and safety system maintenance and safety manual development and distribution.
8. Property manager must provide snow removal services in a timely manner. Snow removal refers to the removal of snow and ice hazards from ramps, stairs and walkways. This includes shoveling and the utilization of salt.
9. Property manager is required to perform preventative maintenance regularly and perform routine replacement on projects under \$10,000, to insure effective operations of all building

equipment and services. When the project costs or is projected to exceed \$10,000, the property manager must advise the City's Department of Fleet and Facility Management and the Department of Planning and Development.

Property Manager and its subcontractors must not perform any public work, construction or improvement under this agreement that would under the terms of Sections 2-92-030, 2-92-040 and 2-92-050 of Chapter 2-92 of the Municipal Code of Chicago and the Public Construction Bond Act, 30 ILCS 550, as amended, require the securing of a performance bond. Property manager at property manager's sole cost, may otherwise make such alterations, additions and improvements to the Facility as it shall deem reasonably necessary: provided, however, that any such alterations, additions and improvements shall be in full compliance with any applicable law and or Codes. Property manager must obtain the prior written consent of the City acting through the Commissioner of the Department of Fleet and Facility Management, or his/her designee, before commencing any such alterations, additions and /or improvements. The City may withhold such consent at City's sole discretion.

10. Property manager must enforce and obey all North Park Village regulations, including parking restrictions and conservation restrictions regarding the care and feeding of wild animals that exist in the North Park Village area as part of its status as a nature preserve.
11. Property manager must comply with the Americans with Disabilities Act (ADA) in all actions performed in connection with its position as property manager of a senior residence and a governmental facility. This includes maintaining the building as a whole, and any individual units as ADA compliant.
12. Property Manager is responsible for the following:
 - a. Residential application reviews
Prospective tenants will apply for housing directly through the property manager. Property manager must determine if a prospective tenant is capable of living independently. Once a determination is made a prospective tenant will be placed on a waiting list.
 - b. Income verifications and re-certification
Property manager must complete income verifications once per year based upon standards issued by the Department of Planning and Development. Property Manager must perform income re-certifications on a case-by-case basis as required in conjunction with any Housing Assistance Program being utilized by the tenant.
 - c. Apartment preparation
When apartments become available, the property manager must prepare each apartment for a new tenant. This includes making any repairs, repainting, and cleaning the apartment.
 - d. Section 8 management
The property manager will coordinate any Section 8 inspection with representatives from CHAC And will keep results of such inspection on file.
 - e. Maintenance of client Files
Property manager will prepare and maintain a client file for each tenant and prospective tenant which contains the application, income documentation and all information pertaining to the payment of rent and security deposits. The file should also include an executed lease agreement.
 - f. Documentation of conformance of Fair Housing and Equal Opportunity Laws
 - g. Preparing reports for monitoring agencies
13. Property manager must collect rent and security deposits on the City's behalf and advise the Department of Planning and Development periodically when rent is not collected.
14. Property Manager shall coordinate and facilitate recreational and social activities appropriate for the tenants.

15. Property manager must maintain a log of resident complaints received and acted upon in a systematic fashion. The log shall be available to representatives of the Department of Planning and Development upon request.
16. Property manager must prepare and deliver an annual budget for the operation and maintenance of the facility to the Departments of Planning and Development and Fleet and Facility Services for review and approval. Such budget shall be due January 1st.
17. Property manager must regularly and systematically inspect the Facility and provide quarterly reports to the Departments of Planning and Development and Fleet and Facility Management regarding:
 - Operations
 - Maintenance
 - Any Facility housing deficiencies
 - Requests or complaints made by tenants and their resolution
18. Property manager must provide annual audits of financial and maintenance records by the end of the first quarter of the following fiscal year.

Bill Povallo

BILL POVALLO

Developed by

JRH

James R Horan

8-7-18

Approved by



Elderly Housing Development & Operations Corporation

The Premier Provider of Quality Affordable Housing for Senior Citizens Across the United States

August 3, 2018

Steve Protulis
President and CEO

Christopher M. Shelton
Chairman of the Board

Morton Bahr
Chairman Emeritus

Edward L. Romero
1st Vice President

Leo W. Gerard
2nd Vice President

Maria C. Cordone
Secretary

Erica Schmelzer
Treasurer

Mary Anderson
Director

Maxine Carter
Director

Eric Dean
Director

Ellen Feingold
Director

Tony Fransetta
Director

Robert Martinez
Director

Lou Moret
Director

John Olsen
Director

Cecil Roberts
Director

Roger Smith
Director

Thomas P. Villanova
Director

City of Chicago
William Povalla, Department of Planning & Development
121 North LaSalle Street
Chicago, Illinois 60602

Dear Mr. Povalla:

Elderly Housing Development and Operations Corporation (EHD OC) currently owns and/or manages more than 590 affordable senior rental units at 5 complexes on the North Park Village campus. Specifically, EHD OC owns Senate Apartment, Prete Apartments, Edward Marx Apartments, and our newly constructed J. Michael Fitzgerald Apartments. EHD OC is proud of its more than 30 year history managing North Park Village Apartments (NPVA), on behalf of the City of Chicago.

In 2016, EHD OC was awarded through a competitive bidding process, the option to purchase the North Park Village project. Discussions are currently underway to provide for the execution of a 75-99 year ground lease and purchase option slated for draw down during the third quarter of 2019.

EHD OC is best suited to continue with the management of NPVA because of our long and enduring legacy of managing the project coupled with our unique ability to capitalize from economies of scale. EHD OC's ability to bulk purchase and bid has greatly benefited both the project as well as the city. EHD OC employs staff who are extremely well versed on the various nuances of the project and its residents. The Chief Maintenance Manager has serviced the NPVA project for more than 35 years and is supported by multiple maintenance and janitorial staff, all Union members with average project tenure of more than 12 years. In an environment which caters to a senior population, maintaining familiarity and a lack of change, we feel is vitally important to promoting resident longevity. Our residents are family. Over 72% of the tenants have been residents of NPVA for more than 15 years, which emphasizes the importance of stability.

Nationwide EHD OC manages more than 5,000 units over 56 buildings in 14 states including Washington DC and Puerto Rico. We provide "Housing With A Heart", and each staff person proudly wears that pendant each and every day. We look forward to continuing our mutually beneficial relationship with the City of Chicago.

Sincerely,



Steve Protulis, President & CEO

EHD OC: Housing With A Heart

1580 Sawgrass Corporate Parkway · Suite 100 · Fort Lauderdale, FL 33323-2869 · Tel: 954.835.9200 · Fax: 954.835.0888 · TTY: 800.545.1833, ext. 248



www.ehdoc.org · ehdoc@ehdoc.org





Elderly Housing Development & Operations Corporation

The Premier Provider of Quality Affordable Housing for Senior Citizens Across the United States

TO: City of Chicago
FROM: Elderly Housing Development & Operations Corporation
DATE: Friday August 3, 2018
SUBJECT: North Park Village budget

Please find a budget attached to this letter for the North Park Village Apartments.

Regards,

Delmar Melton
VP Development - Development Director





Elderly Housing Development & Operations Corporation

The Premier Provider of Quality Affordable Housing for Senior Citizens Across the United States

	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Total
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Operating Revenue													
5120-01 - Rent Revenue - Tenants	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	85,417.00	1,025,004.00
5121-01 - Tenant Assistance - Section 8	221.00	221.00	221.00	221.00	221.00	221.00	221.00	221.00	221.00	221.00	221.00	221.00	2,652.00
5140-01 - Rental Income - Stores	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
5140-06 - Freezer Fees	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	1,260.00
5191-01 - Excess Rent - to Fund OpEx Reserve	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	50,000.04
Total Operating Revenue	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	1,080,116.04

Total Revenue	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	90,009.67	1,080,116.04
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Operating Expenses

Administrative Expenses													
6203-01 - Conventions & Meetings	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	206.00	2,472.00
6210-02 - Resident Relations	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	1,308.00
6310-01 - Office Salaries	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	75,000.00
6311-01 - Office Supplies	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	1,380.00
6311-02 - Telephone & Answering Service	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	1,335.00	16,020.00
6311-03 - Copier Equip & Expense	132.00	132.00	132.00	132.00	132.00	132.00	132.00	132.00	132.00	132.00	132.00	132.00	1,584.00
6311-04 - Computer Equip & Expense	480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	5,760.00
6311-05 - Payroll Fee	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	1,260.00
6311-06 - Office Equipment and Furnish	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00
6311-08 - Postage	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00
6320-01 - Management Fee	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	82,800.00
6340-01 - Manager/Supintendent Salary	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	3,261.00	39,132.00
6350-01 - Legal Expenses - Project	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
6350-01 - Audit Expense	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,700.00





Elderly Housing Development & Operations Corporation

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6351-01 - Bookkeeping/Accounting Fee	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	1,868.00	22,416.00
6351-02 - Computer/Data Processing Fee	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	3,420.00
6370-01 - Bad Debt Expense	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	5,220.00
6390-01 - Bank Charges	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6390-03 - Misc. Administrative Expense	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00
6390-05 - Payroll Processing Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Total Administrative	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	23,056.00	276,672.00
Utilities																
6450-01 - Electricity	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	11,360.00	136,320.00
6460-01 - Gas	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	51,000.00
6470-01 - Water & Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	15,610.00	187,320.00
Operating and Maintenance																
6510-01 - Janitor & Cleaning Payroll	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	3,917.00	47,004.00
6510-03 - Repair, Maint & Decorating Pay	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	10,468.00	125,616.00
6515-01 - Janitor & Cleaning Supplies	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6515-02 - Exterminating Supplies	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6515-03 - Grounds Supplies	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	1,560.00	
6515-04 - Paint & Paint Supplies	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6515-05 - Decorating Supplies	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6515-06 - Appliance Supplies & Parts	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-07 - Plumbing Supplies & Parts	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-09 - Electrical Supp & Light	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6515-11 - Tools & Tool Rental	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	542.00	6,504.00	
6515-12 - Uniforms	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	
6515-13 - Locks & Keys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6515-17 - Other Repairs or Maintenance	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-19 - Repairs Material	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	2,100.00	
6515-51 - Plumbing	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
6515-54 - Flooring/Units	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-56 - Carpet/Units	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00





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6515-58 - Blinds & Draperies	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-61 - Refrigerators	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6515-63 - Ranges/Microwaves	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6520-02 - Exterminating Contract	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	4,044.00
6520-06 - Elevator/Escalator Contract	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	337.00	4,044.00
6525-01 - Garbage & Trash Removal	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	32,400.00
6530-01 - Security Pyl/Contract/Supplies	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	114,000.00
6530-02 - Fire Prot Contract/Suppl/Equip	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
6545-01 - HVAC Parts & Supplies	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6546-02 - HVAC Contract Repairs	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
Total Operating and Maintenance	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	29,939.00	359,268.00

Taxes and Insurance

6711-01 - Payroll Taxes	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,400.00
6720-01 - Property & Liability Insurance	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00
6722-01 - Workmen's Compensation	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
6723-01 - Health Insurance	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00
6723-02 - Pension Benefits	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
6723-03 - Life Insurance	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00
Total Taxes and Insurance	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	10,125.00	121,500.00

Elderly Care

6900-01 - Salary	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
6900-02 - Fringe Benefits	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
6900-04 - Travel	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
6900-06 - Administration (w/phone)	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
6900-07 - Supplies & Materials	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
6900-15 - Quality Assurance	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	2,100.00
Total Elderly Care & Cong Services	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	3,867.00	46,404.00

Total Cost of Operations before Depreciation

Total Cost of Operations before Depreciation	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	82,597.00	991,164.00
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Profit (Loss) before Depreciation

Profit (Loss) before Depreciation	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	7,412.67	88,952.04
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1580 Sawgrass Corporate Parkway Suite 210 Fort Lauderdale FL 33323-2889 | tel 954.835.9200 Fax 954.835.0688 TTY 800.545.1833 ext 248



www.ehdoc.com ehd@ehd.com





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services National, Inc. 10 S. Wacker, 17th floor Chicago, IL 60606	CONTACT NAME: Cecelia Novqk PHONE (A/C, No, Ext): 312-766-2030 E-MAIL ADDRESS: cecelia.novak@usi.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Elderly Housing Development & Operations Corporation 1580 Sawgrass Corporate Parkway Suite 100 Sunrise, FL 33323	INSURER A: Philadelphia Indemnity Insurance Company	NAIC # 18058
	INSURER B: Berkshire Hathaway Homestate Ins Co	20044
	INSURER C: Westchester Fire Insurance Company	10030
	INSURER D: Continental Casualty Company	20443
	INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 13763225 **REVISION NUMBER:** See below

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


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Terrorism included \$0- Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK1923121	01/01/2019	01/01/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Employee Benefits	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1923121	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000			PHUB659606 Terrorism Included	01/01/2019	01/01/2020	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			ELWC909313	08/01/2018	08/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Abuse/Molestation			PHPK1923121	01/01/2019	01/01/2020		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: North Park Village 5801-H N. Pulaski, Bldg H, Chicago, IL 60646
 NAMED INSURED: Senior Citizens Housing Development Corporation of North Park

Certificate Holder is added as additional insured as respects General Liability, Automobile, and Umbrella coverage.

30 days notice of cancellation except 10 days nonpayment of premium

CERTIFICATE HOLDER City of Chicago Department of Procurement 121 North LaSalle Street Chicago, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 131254

Certificate Printed on: 08/02/2018

Date of This Filing:08/02/2018 12:49 PM

Original Filing Date:08/02/2018 12:49 PM

Disclosing Party: Elderly Housing
Development and Operations Corporation
Filed by: Delmar Melton

Title:Sr Analyst

Matter: North Park Village is a senior living
facility that owned by the City of Chicago but
managed by Elderly Housing Development &
Operations Corporation

Applicant: Elderly Housing Development and
Operations Corporation

Specification #:

Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <http://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.

All Property locations Excl FL & LA Premium Allocation

As of 5/12/2018

EHDOC

2018 Property Premium Allocations

Seq. No.	Location Name	2018 # OF UNITS	2018 LOCATION TIV	2018 Premium if Risk Shared (NOT INVOICED)	2018 Premium if Risk Shared/2017 Property Premium Risk Shared	2017 Property Premium Invoiced (Risk Shared)
12	North Park Apts	180	\$100,000	\$ 272.08	89.38%	\$ 304.42

Colleen Twohig

From: Alessandra Budnik
Sent: Wednesday, August 29, 2018 12:21 PM
To: Monica Jimenez; Bridget O'Shea; Gwendolyn Smith
Cc: Colleen Twohig; Anne Marie McIntyre; Richard Butler; Steve Loboda; Peter Murawski; Jim Horan; William Povalla
Subject: Compliance Plans for DPD NCRB Application
Attachments: DPD_MBE.WBE Goals Memo.pdf; EHDOC MBE WBE Proposal.pdf; NPV D-3 form for Sole Source.pdf

Hello Monica,

Attached please find DPD's compliance plans for its NCRB application for Elderly Housing Development & Operations Corporation. Please let me know if you have any questions.

Thank you,

Alessandra Budnik
Department of Planning and Development
121 N. LaSalle Street, Room 1003
Chicago, IL 60602
312-744-4773 Phone
Alessandra.Budnik@cityofchicago.org

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

Alessandra Budnik

From: Delmar Melton (Development Director) <dmelton@ehdoc.org>
Sent: Thursday, September 13, 2018 11:15 AM
To: Alessandra Budnik
Subject: Fwd: North Park Village

This was meant for you.

----- Forwarded message -----

From: Steve Protulis <sprotulis@EHDOC.org>
Date: Sep 12, 2018 4:19 PM
Subject: North Park Village
To:
Cc: "Melanie Ribeiro (HQ Administrator)" <mribeiro@EHDOC.org>,"Delmar Melton (Development Director)" <dmelton@ehdoc.org>

EHDOC is aware of the City of Chicago's contract terms and conditions under its existing contract with the City and EHDOC agrees to abide by similar terms in the new contract.

Best Regards,

Steve Protulis

President & CEO
Elderly Housing Development & Operations Corp.
1580 Sawgrass Corporate Parkway; Suite 100
Ft. Lauderdale, FL 33323
Ph: 954-835-9200
Fx: 954-835-0888

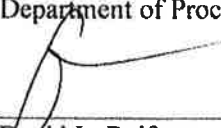


**DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO**

MEMORANDUM

TO: Shannon E. Andrews
Chief Procurement Officer
Department of Procurement Services

ATTN: Monica Jimenez
Deputy Procurement Officer
Department of Procurement Services

FROM: 

David L. Reifman
Commissioner

DATE: October 1, 2018

RE: MBE/WBE Goals - Request for NCRB Procurement for Property Management
Services at North Park Village
Requisition #: 235162
Specification #: 844476

The Department of Planning and Development (DPD) is recommending the following goals for a Non-Competitive Review Board procurement for property management services at North Park Village Apartments:

- MBE: 25%
- WBE: 5%

North Park Village Apartments is a City-owned senior resident facility and DPD is in process of transferring the property to Elderly Housing Development & Operations Corporation (EHDOC) through a 75-year land lease. This process is not anticipated to be completed until sometime in 2019 after the current agreement with EHDOC expires. A detailed proposal of the potential MBE/WBE vendors and contracting goals EHDOC has identified is attached for your review.

If you have any questions, please contact Jim Horan at jim.horan@cityofchicago.org or 312-742-0493.

cc: Anthony Simpkins
Jim Horan
Peter Murawski



SCHEDULE D-1
 Compliance Plan Regarding MBE/WBE Utilization
Affidavit of Prime Contractor

**FOR
 NON-CONSTRUCTION
 PROJECTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE
 BID TO BE REJECTED. DUPLICATE AS NEEDED.**

Project Name: North Park Village Property Management

Specification No.: 844476

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of Elderly Housing Development and Operations Co.
 (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 and/or Cook County, Illinois (Letters of Certification Attached).

i. Direct Participation of MBE/WBE Firms:

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

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: Cruz Brothers Construction Co. Inc
 Address: 10614 S Mackisaw Ave. Chicago, IL 60617
 Contact Person: Cosme Herra
 Phone Number: 773-731-1879
 Dollar Value of Participation \$ DUR
 Percentage of Participation % 6.25%
 Mentor Protégé Agreement (attach executed copy): () Yes (x) No Add'l Percentage Claimed:¹ 0 %
 Total Participation % _____
2. Name of MBE/WBE: New Castle Company Inc
 Address: 1800 N 78th Ave. Elmoor Park, IL 60707
 Contact Person: William Marrero

¹ The Prime Contractor may claim an additional 0.333 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: 773-837-4876

Dollar Value of Participation \$ DUR

Percentage of Participation % 6.25%

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: %

Total Participation %

3. Name of MBE/WBE: Gabe's Installation Service, Inc

Address: 3130 North Elston

Contact Person: Gabriel Marchan

Phone Number: 773-463-9405

Dollar Value of Participation \$ DUR

Percentage of Participation % 12.5%

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: 0 %

Total Participation %

4. Name of MBE/WBE: Front and Center Construction

Address: 4419 S Prairie Ave, Chicago, IL 60653

Contact Person: Turqueya Wilson

Phone Number: 773-699-6168

Dollar Value of Participation \$ DUR

Percentage of Participation % 2.5%

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: 0 %

Total Participation %

5. Attach Additional Sheets as Needed

II. Indirect Participation of MBE/WBE Firms

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

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

1. Name of MBE/WBE:

Address:

Contact Person:



Elderly Housing Development and Operations Corporation

North Park Village Apartments
5801 N North Pulaski Road
Chicago, IL 60646

(Additional) Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

5. Name of MBE/WBE: Enbee Painting and Decorating Incorporated

Address: 10444 South Kedvale Ave. Oak Lawn, IL 60453

Contact Person: Nancy Majors

Phone Number: 708-423-5344

Dollar Value of Participation \$ DUR

Percentage of Participation% 2.5%

Mentor Protégé Agreement (attach executed copy) () Yes (X) No Add'l Percentage claimed:) %

Total Participation % _____

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

2. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

5. Attach Additional Sheets as Needed

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Cruz Brother's Construction Co. Inc	DUR	6.25%
New Castle Company	DUR	6.25%
Gabes Installation Service, Inc	DUR	12.5%
Total Direct MBE Participation	DUR	25%

2. MBE Indirect Participation

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

B. WBE Proposal (Direct & Indirect)

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Front and Center Construction	DUR	2.5%
Enbee Painting and Decorating Inc	DUR	2.5%
Total Direct WBE Participation	DUR	5%

2. WBE Indirect Participation

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

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

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

(Name- Please Print or Type)

(Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

FHDOC

(Name of Prime Contractor - Print or Type)

State of: Florida

Melissa McGuire

(Signature)

County of: Broward

Melissa McGuire

(Name/Title of Affiant - Print or Type)

October 4, 2018

(Date)

On this 4 day of Oct., 2018, the above signed officer Melissa McGuire
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

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

[Signature]

(Notary Public Signature)



SEAL:

Commission Expires: _____



FOR
NON-CONSTRUCTION
PROJECTS ONLY

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: North Park Village Property Management Specification No.: 844476

From: Cruz Brother's Construction Company, Inc.
(Name of MBE/WBE Firm)

To: Elderly Housing Development and Operations Corporation and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

The above described performance is offered for the following price and described terms of payment:
20,000 square feet at a cost of \$39.90 per sq. foot
to be paid out 33% at the start, 33% mid way and 33% upon completion

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

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, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

Cosme Herrera 10/03/2018
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Cosme Herrera, Vice-President
(Name: If Possible Print)

cherrera@cbccinc.net
(Email & Phone Number)

Certification Application: View Application



Main Documents Signature Submit Q & A Utilities Cert List

Cruz Brother's Construction Company, Inc.
Application Type: **MBE/WBE/BEPD/VBE Recertification Application**
Application Number: **0228641**

Application status: Submitted, Pending Receipt
Application started: **6/30/2018**
Submitted: **8/27/2018**

Print to Printer

Print to PDF File

Certification Application Information

Application Type	MBE/WBE/BEPD/VBE Recertification Application
Certifying Agency	City of Chicago
Business Name	Cruz Brother's Construction Company, Inc.
Current Status	Submitted, Pending Receipt
Application Number	0228641
Contact Person	Cosme Herrera

Section I: General Information - Contact Information

I.1. Name of Firm

Cruz Brother's Construction Company, Inc.

I.2. Street Address

10614 South Mackinaw Avenue
Chicago, IL 60617

I.3. Mailing Address

10614 South Mackinaw Avenue
Chicago, IL 60617

I.4. County of Street Address

Cook

I.5. County of Mailing Address

Cook

I.6. Telephone Number

773-731-1879

I.7. Fax Number

773-731-8679

I.8. E-Mail Address

amelia.partida@cbccinc.net

I.9. Website Address

I.10. Contact Person and Title

Gabriel Cruz, Jr., President



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

SEP 04 2013

Gabriel Cruz, Jr.
Cruz Brother's Construction Company, Inc.
10614 South Meckinaw Avenue
Chicago, IL 60617

Dear Mr. Cruz:

We are pleased to inform you that **Cruz Brother's Construction Company, Inc.** has been certified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **09/01/2018**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **09/01/2014, 09/01/2015, 09/01/2016, and 09/01/2017**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **09/01/2018**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **07/01/2018**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

AW

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a MBE if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General** at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

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

NAICS Code(s):

- 238140 - Brick Veneer, Installation
- 238140 - Bricklaying Contractors
- 238140 - Cement Block Laying
- 238140 - Chimney, Brick, Block or Stone, Contractors
- 238140 - Cinder Block Installation
- 238140 - Concrete Block Laying
- 238140 - Field Stone (i.e., masonry) Installation
- 238140 - Fireplace, Masonry, Installation
- 238140 - Foundation (e.g., brick, block, stone), Building, Contractors
- 238140 - Glass Block Laying
- 238140 - Glass Unit (i.e., glass block) Masonry
- 238140 - Granite, Exterior, Contractors
- 238140 - Marble, Granite and Slate, Exterior, Contractors
- 238140 - Masonry Contractors
- 238140 - Masonry Pointing, Cleaning or Caulking
- 238140 - Retaining Wall, Masonry (i.e., block, brick, stone), Construction
- 238140 - Slate (i.e., masonry) contractors
- 238140 - Stonework (i.e., masonry) Contractors
- 238140 - Tuck Pointing Contractors

Your firm's participation on City contracts will be credited only toward **Minority Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not

Cruz Brother's Construction Company, Inc.

Page 2 of 3

limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee
Chief Procurement Officer

JLR/si



**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: North Park Village Property Management Specification No.: 844476

From: New Castle Company
(Name of MBE/WBE Firm)

To: Elderly Housing Development and Operations Corporation and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed, Attach additional sheets as necessary.
Historic masonry restoration work. Tuck pointing, caulking and masonry repairs for buildings 1000, 2000, 3000 and 4000

The above described performance is offered for the following price and described terms of payment:
20,000 square feet at a cost of \$43.40 per sq. footage
Progress payments to be made as project moves forward.

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

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, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

William Marrero
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE)

10/03/2018
(Date)

William Marrero-President
(Name/Title-Please Print)

newcastle129@yahoo.com
(Email & Phone Number)



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

SEP 20 2017

William Marrero
The Newcastle Company
7102 West Grand Avenue
Chicago, IL 60707

Dear William Marrero:

We are pleased to inform you that **The Newcastle Company** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **9/1/2022**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **9/1/2018, 9/1/2019, 9/1/2020, and 9/1/2021**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **9/1/2022**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **7/1/2022**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

A handwritten signature in black ink, appearing to be "W. Marrero", with a circled initial "W" below it.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a MBE if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

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

NAICS Code(s):

- 237310 - Asphalt paving (i.e., highway, road, street, public sidewalk)
- 237310 - Concrete paving (i.e., highway, road, street, public sidewalk)
- 237310 - Pothole filling, highway, road, street or bridge
- 238110 - Concrete repair
- 238140 - Cement block laying
- 238140 - Chimney, brick, block or stone, contractors
- 238140 - Masonry contractors
- 238140 - Tuck pointing contractors
- 238310 - Drywall contractors
- 238320 - Painting (except roof) contractors
- 238990 - Asphaltting, residential and commercial driveway and parking area
- 238990 - Fence installation (except electronic containment fencing for pets)
- 488490 - Snow clearing, highways and bridges, road transportation
- 488490 - Snow removal, highway
- 561790 - Snow plowing driveways and parking lots (i.e., not combined with any other service)
- 238910 - Excavation contractors

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Butler", with a long horizontal flourish extending to the right.

Rich Butler
First Deputy Procurement Officer
RB/lj

A small, circular handwritten mark or scribble in black ink, located in the bottom right corner of the page.



OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

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15th District

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16th District

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17th District

December 22, 2016

Mr. William Marrero, President
Newcastle Tuckpointing, Inc.
d/b/a The Newcastle Company
1800 N 78th Avenue
Elmwood Park, IL 60707

Annual Certification Expires: December 22, 2017

Dear Mr. Marrero:

We are pleased to inform you that Newcastle Tuckpointing, Inc. d/b/a The Newcastle Company has been certified as a **Veteran-owned Business Enterprise (VBE)** by Cook County Government. This certification is valid until **December 22, 2021**; however, you must re-validate your firms' certification annually.

As a condition of continued Certification during this five (5) year term, you must file a "**No Change Affidavit**" within sixty (60) business days prior to the date of Annual Certification Expiration. Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **fifteen (15) business days** of such change.

Cook County Government may commence action to remove your firm as a **VBE** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

Construction: Painting Services; Masonry Services; Concrete and Stucco Maintenance and Repair; and Snow and Ice Removal Services

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

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, and Service-Disabled Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez
Contract Compliance Director

JG/lar



**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: North Park Village Property Management Specification No.: 844476

From: Gabe's Installation Services, Inc
(Name of MBE/WBE Firm)

To: Elderly Housing Development and Operations Corporation and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:
Furnish and install carpet and vinyl tile in 20 units

Furnish carpet, vinyl tile and base with all labor installation

The above described performance is offered for the following price and described terms of payment:	
Studio Apartments at \$2022.00	
One Bedroom Apartments at \$ 2150.00	
Two Bedroom Apartments at \$2400.00	Net 30 days

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

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, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

09/30/2018
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Gabriel R. Marchan President of Gabe's Installation Service, Inc
(Name/Title-Please Print)

gabe@gabesinstallation.com 773-463-9405
(Email & Phone Number)



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

APR 24 2014

Mr. Gabriel Ramon Marchan
Gabe's Installation Services, Inc.
3130 N. Elston Avenue
Chicago, IL 60618

Dear Mr. Marchan:

We are pleased to inform you that **Gabe's Installation Services, Inc.**, has been recertified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **4/30/2019**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **4/30/2015, 4/30/2016, 4/30/2017, and 4/30/2018**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **4/30/2019**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **2/28/2019**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note -- you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

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

NAICS Code(s):

238330 – Flooring Contractors

238340 – Tile and Terrazzo Contractors

238390 – Window Shade and Blind Installation

Your firm's participation on City contracts will be credited only toward **Minority Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority Business Enterprise (MBE) Program.

Sincerely,



Jamie L. Rhee *R3*
Chief Procurement Officer

JLR/cm



**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: North Park Village Property Management Specification No.: 844476

From: Front and Center Construction, Inc
(Name of MBE/WBE Firm)

To: Elderly Housing Development and Operations Corporation and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

Please see attached

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

Please see attached

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

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, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

Turqueya Wilson 10/03/2018
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Turqueya Wilson, President
(Name/Title-Please Print)

frontandcenterconstruction@gmail.com 773-699-6168
(Email & Phone Number)

Front & Center Construction Inc.
4419 S. Prairie, Suite 25, Chicago, IL 60653
Phone: (773) 699-6168 Email: Frontandcenterconstruction@gmail.com

August 1, 2018

North Park Village Apartments
5801 N Pulaski Rd
Chicago, IL 60646

20 Unit Painting Proposal

Front & Center Construction is a resident owned section 3 Certified company. We are MBE /WBE certified by the City of Chicago and provide professional, quality construction and painting services.

Scope of Work: Prepare and roller paint 20 assigned units with specified compiled of studios and 1bedrooms, with 1 coat of primer and 2 coats of paint. The area covered is approximately 12,570 sq. ft. All ceiling heights are 8-10 feet.

Contractor shall protect all windows, appliances, carpets and hardware by using drop cloths and protective coverings.

Front & Center construction will provide all labor, equipment, and supervision for the prep and painting of existing interior surfaces, i.e walls, doors, jambs and window frames.

Preparation: Clean unit to broom swept condition prior to starting work. Clean all surfaces to be painted and remove all dirt and grease so new finish will properly adhere. Scrape all loose and peeling paint. Patch and sand units as necessary to promote adhesion.

Materials: All materials used shall adhere to required specifications

Additional conditions/repairs which affect, delay or prevent painting must be rectified prior to painting or requested by supplemental contract and will be charged at an additional cost.

Schedule /Compensation: Total Cost is \$95, 985

Project will be performed over a period of 75 work days or less, requires 25% deposit upon proposal acceptance and notice to proceed being issued. Billing can occur upon completion of every 2 units. Any remaining balance is due upon project completion.

We are prepared to adapt our work schedule to coincide with the needs and requests of the customer provided they are mutually agreed to.

Thank You for the opportunity to participate on this project, please call (773) 699-6168 if you have any questions.

Sincerely,

Turqueya Wilson, President
Front & Center Construction
Ph: (773) 699-6168



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

FEB 16 2018

Turqueya L. Wilson
Front and Center Construction, Inc.
4419 S. Prairie, Suite 2S
Chicago, IL 60653

Dear Ms. Turqueya L. Wilson:

We are pleased to inform you that **Front and Center Construction, Inc.** has been certified as a **Minority-Owned Business Enterprise ("MBE") and Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **(MBE/WBE)** certification is valid until **2/1/2023**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **2/1/2019, 2/1/2020, 2/1/2021, and 2/1/2022**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **2/1/2023**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **12/01/2022**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **(MBE/WBE)** if you fail to:

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806. CHICAGO ILLINOIS 60602

FEB 16 2018

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4764).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

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

NAICS Code(s):

- 238320 - House painting
- 238320 - Paint and wallpaper stripping
- 238320 - Painting and wallpapering
- 238990 - Cleaning building interiors during and immediately after construction
- 238990 - Cleaning new building interiors immediately after construction

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise and/or Women-Owned Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Rich Butler
First Deputy Procurement Officer
RB/od





FOR
NON-CONSTRUCTION
PROJECTS ONLY

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: North Park Village Property Management Specification No.: 844476

From: Enbee Painting and Decorating, Inc
(Name of MBE/WBE Firm)

To: Elderly Housing Development and Operations Corporation and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

Painting residents apartments

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

Large Studio \$2150.00 ea unit	1 bedroom \$2,275.00 ea unit
Small Studio \$ 2000.00 ea unit	2 bedroom \$ 2,775.00 ea unit
Net 30 Days	

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

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, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes (✓) No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

10/04/2018
 (Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Nancy Majors, President
 (Name/Title-Please Print)

enbeepainting@att.net 708-423-5344
 (Email & Phone Number)



Painting & Decorating, Inc.

10444 S. Kedvale Avenue
Oak Lawn, Illinois 60453
708.423.5344

FAX: 708.634.2408

August 2, 2018

34786890.2318-001

EHDOC
North Park Village Apartments
5801 No Pulaski Rd
Chicago, IL 60646

Attn: **PATRICE WILLIAMS**

Re: **PAINTING of APARTMENTS - various sizes**

Scope of work:

Provide all equipment, material and union labor necessary to repair, prep, prime & finish all previously painted surfaces to match existing color & sheen.

Large studio	\$2,150.00	each unit
Small studio	\$2,000.00	each unit
One bedroom	\$2,275.00	each unit
Two bedroom	\$2,775.00	each unit

Thank you for considering our bid,

Nancy A Majors, President

All material and labor guaranteed to be as specified above and work to be completed in a substantial workmanlike manner.
Workman's Compensation and Public Liability Insurance on above work to be covered by ENBEE PAINTING & DECORATING, INC.



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

FEB 17 2016

Ms. Nancy A. Majors
Enbee Painting and Decorating Incorporated
10444 Kedvale Avenue
Oak Lawn, IL 60453

Dear Ms. Majors:

We are pleased to inform you that **Enbee Painting and Decorating Incorporated** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **2/15/2019**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **2/15/2015, 2/15/2016, 2/15/2017, and 2/15/2018**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **2/15/2019**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **12/15/2018**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

D.W.

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

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

NAICS Code(s):


238320 – Painting and Wall Covering Contractors

Painting and wallpapering; Wallpaper hanging and removal; Rustproofing (except automotive); electrostatic painting (on site); Engineering structure (e.g., oil storage tank, water tower) painting

Your firm's participation on City contracts will be credited only toward **Women Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Women-Owned Business Enterprise (WBE) Program.

Sincerely,



Jamie L. Rhee
Chief Procurement Officer

JLR/cm