



**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.

<b>Department</b> Law	<b>Originator Name</b> Patrick J. Ryan	<b>Telephone</b> (312) 744-7375	<b>Date</b> 05/30/2014	<b>Signature of Application Author</b> 
<b>Contract Liaison</b> Patrick J. Ryan	<b>Email Contract Liaison</b> patrick.ryan@cityofchicago.org	<b>Telephone</b> (312) 744-7375		

<b>List Name of NCRB Attendees/Department</b>	
Patrick J. Ryan	Law

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

Company: Law Bulletin Publishing Company

<b>Contact Person:</b> Jim Banich Mike Gawlinski (After 5/31/2014) Victoria Dowling	<b>Phone:</b> (312) 644-7004	<b>Email:</b> jbanich@lbpc.com mgawlinski@lbpc.com vdowling@lbpc.com
--	---------------------------------	---

**Project Description:** Legal Notice Publications - Demolition, Demolition Lien, Foreclosure, Condemnation & Judicial Sales.

<p><b>This is a request for:</b></p> <p><input type="checkbox"/> New Contract</p> <p><b>Contract Type</b></p> <p><input type="checkbox"/> Blanket Agreement    Term: ____ (# of mo)</p> <p><input type="checkbox"/> Standard Agreement</p>	<p><input checked="" type="checkbox"/> Amendment / Modification</p> <p><b>Type of Modification</b></p> <p><input type="checkbox"/> Time Extension    <input checked="" type="checkbox"/> Vendor Limit Increase    <input type="checkbox"/> Scope Change</p> <p>Contract Number: <u>21128</u></p> <p>Specification Number: <u>81633</u></p> <p>Modification Number: <u>TBD</u></p>
--	---

<p><b>Department Request Approval</b></p> <p> DEPARTMENT HEAD OR DESIGNEE JAMES L. DUNN PRINT NAME</p> <p align="right">5/30/14 DATE</p>	<p><b>Recommended Approval</b></p> <p> BOARD CHAIRPERSON RICH BUTLER PRINT NAME</p> <p align="right">SEP 03 2014 DATE</p>
--	---

(FOR NCRB USE ONLY)

Recommend Approval/Date: \_\_\_\_\_

Return to Department/Date: \_\_\_\_\_

Rejected/Date: \_\_\_\_\_

sw 9/3/14

Approved     Rejected

CHIEF PROCUREMENT OFFICER

9/10/14  
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 law requires publication of notice against unserved defendants in various cases such as Foreclosure, Heat, Demolition, and others to perfect service. The publication is referred to as a default publication. In order for the City to obtain jurisdiction over the property, the law requires that defendants be served by personal service or by publication. A publication is necessary in every case as unknown owners cannot be personally served. The law requires that the notice be published in one newspaper of general circulation. The law also requires two publications for a foreclosure sale: a publication in a general circulation newspaper and a publication in a local newspaper where the property being sold is located.
2. The Law Bulletin has provided the City with this form of publication service for almost twenty years, which is a continuation of previous procurement policies. The current contract for services was approved by the Non-Competitive Review Board in 2009 and covers the term of January 7, 2010 through January 31, 2015.
3. Prior to the current contract award, telephone inquiries were made to both the Chicago Tribune and the Chicago Sun Times asking if they provide the full range of services required. Neither of these newspapers was interested in providing the City with the two publication notices required by law, the certifications and follow-up services that are required by law, and the Law Department requirements in general.
4. No additional research was performed.
5. The statutory mandates that require this form of service will remain in effect unless the statutes that govern the mandates are changed by the Illinois legislature. Therefore, continuation of these services is required in order for the City to perfect service and legally demolish properties, impose liens against certain properties, and/or acquire properties through judicial sale.
6. The Law Department feels that future competitive bidding is possible due to technology advances, and evolving business and provision of service models of publishing companies to maximize revenue potential. In consideration of this, the Law Department is currently developing specifications with the Department of Procurement Services to place the subsequent contract request for services out for competitive bid.

**ESTIMATED COST**

1. The estimated cost for services prior to current contract award was \$1,500,000 or an average of \$300,000 per year. The estimation was based on historical averages leveraged against an anticipated increase in litigation activity that requires legal publication services. Due to unanticipated economic trends and increased initiatives by user departments, the initial anticipated volumes have been exceeded, which require increased services and increased cost commitment to the vendor. To meet this obligation, the Law Department is requesting a vendor limit increase of \$302,970. The cost for default publication is \$225.00 in cases such as Foreclosure, Heat and Demolition, and \$7.00 per line for Condemnation Notices. The cost of publication for Judicial Sale notices, including both the Law Bulletin default publication and the local newspaper secondary publication, is \$392.00.

The funding source used to pay for services is 100.99.4431.0931, which contains a client department (Buildings, Planning and Development (formerly HED)) allotment provided for certain client department revenue generating



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

litigation activities

2. The actual costs pertaining to this contract are 2010: \$236,674.10, 2011: \$298,630, 2012: 414,308.04, 2013: 380,390, 2014 (invoices dated through April): \$111,709.55. For the remainder of 2014 we anticipate \$323,924.45 and for January 2015 we anticipate \$37,334. If approved, the amended vendor limit total would be \$1,802,970 which is an increase of approximately 20.2%.

3. The Law Department is basing our current estimates on anticipated work volumes for 2014 and 2015 and leveraging these against the current contract pricing, previous vendor discounts, and the current 2% vendor price reduction.

4. At this time the City is under contract with the vendor through January 31, 2015. Therefore any additional sources cannot be considered for services until the contract term has expired. The upside to this expense is that the more money the City spends equates to a higher amount of revenue received and a higher total of unsafe and / or dilapidated properties removed from the building and housing grid. Additionally, in most instances the cost of publication is a recoverable court cost.

5. The requested cost is reasonable as this equates to the current agreed upon contract pricing structure. In addition, the vendor has agreed to reduce all invoice charges by 2%. The vendor also provided a previous discount as part of the City wide vendor cost reduction request initiative. Inadvertently the vendor provided a steeper discount than initially intended, which resulted in significant city savings which the vendor has honored.

A spreadsheet is included with this document to supplement the "Estimated Cost" justification requirement.

**SCHEDULE REQUIREMENTS**

1. The schedule is determined by the required legal procedures involved in the various lawsuits that the Law Department handles.
2. There is not a lack of drawing or specifications which constrain this service to competitive bidding.
3. The required schedule for each form of publication is pursuant to Illinois statute. Service is typically initiated by the client department, and then the Law Department performs the necessary legal ground work and then contacts the vendor to post the required publication. Notices are normally published in increments of three separate print editions, and in some cases the same interval in a secondary newspaper.
4. Delays in publication would bring all applicable City lawsuits to a complete halt, inhibit the City's ability to proceed with the foreclosure of properties, and reduce our ability to promptly wreck vacant and dangerous buildings. We have notified the vendor that they are near their limit and the vendor limit increase request needs to be processed in order to pay over this amount. They have agreed to cooperate with any vendor requirements and / or sign documents promptly to facilitate this process.

**EXCLUSIVE OR UNIQUE CAPABILITY**

1. This service does not involve the hiring of a person or firm as a Professional Services Consultant.
2. The Law Bulletin is a predominant legal publication circulated within and outside of Chicago; their personnel is trained and experienced in the production of legal notice publications.
3. The Law Bulletin has specific knowledge of the City of Chicago's specific legal publication, posting and follow-up



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

requirements and relevant Illinois statutory requirements. The Law Bulletin is also on the forefront of knowing and adapting to any statutory requirements that may be amended or enacted.

4. The Law Department provides an online portal which facilitates the placement / ordering of publication requests in addition to retrieving copies of published notices, certifications, and invoices that are all required in court documents, filings, preparation of bill of costs and other legal purposes. The Law Bulletin also archives these documents for several years, which allows the Law Department to have quick access to these documents in the event of subsequent litigation or proof of service requirements.

5. To facilitate litigation involving publication of Demolition Liens, Demolition cases, and default publications, the Law Bulletin provides the service of mailing a copy of the legal notices to defendants where addresses are available. For Foreclosure sales, the Law Bulletin relieves the Law Department of the major task of developing and maintaining separate relationships and billing with each of the local newspapers. Given the Law Departments volume of over 1,500 cases per year, the Law Bulletin's services are essential. The Law Bulletin also corrects mistakes in its own or local affiliates' publication notices at no charge to the City. In addition, the Law Bulletin also provides the City with all necessary court documents, including a Certificate of Publication consisting of affidavits evidencing both the Law Bulletin publication and the local newspaper publication. If there are any issues concerning the local newspaper, they are handled by the Law Bulletin. Prior to the current contract award, the Law Bulletin was the only newspaper willing to provide these services.

6. This service does not involve the procurement of products or equipment.

7. This service does not preclude competition due to the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data.

8. This service does not involve the procurement of replacement parts or maintenance services.

OTHER

The Law Department does not have any additional information to provide.

LAW BULLETIN PUBLISHING COMPANY  
- ANNUAL BILLING ANALYSIS / INCREASE REQUEST -

YEAR	SPEND	VARIANCE (prior year)	PROJECTED SPEND (initial - 2009)	VARIANCE	VENDOR LIMIT BALANCE	ASSUMED BILLING ADJUSTMENT <sup>1</sup>	VENDOR LIMIT INCREASE REQUIREMENT
PRIOR							
2005	96,738.50						
2006	65,260.00	-33%					
2007	112,849.17	73%					
2008	188,177.00	67%					
2009	177,369.16	-6%					
NEW					1,500,000.00		
2010	236,674.10	33%	300,000.00	63,325.90	1,263,325.90	-	0
2011	298,630.00	26%	300,000.00	1,370.00	964,695.90	-	0
2012	414,308.05	39%	300,000.00	(114,308.05)	550,387.85	-	0
2013	380,390.00	-8%	300,000.00	(80,390.00)	169,997.85	-	0
2014	400,000.00	5%	300,000.00	(100,000.00)	(230,002.15)	35,634.00	265,636.15
Jan-15	33,334.00	-	-	-	(263,336.15)	4,000.00	302,970.15

<sup>1</sup> City requested vendor discount over term of contract; vendor adjusted invoices downward which Law Department processed for payment. Recently vendor notified City that discount was below intended amount and will need to readjust rates to reflect current contract rates, and then discount 2%. This will result in adjustment of \$190 flat rate to \$225 (less 2% to \$221.50) and \$158.65 flat rate to \$167 (less 2% to \$163.66) for final three quarters of 2014 and January 2015.



## 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.**



DEPARTMENT OF LAW  
CITY OF CHICAGO

---

Subject: Law Bulletin Vendor Limit Increase Request

To: Richard Butler, Non-Competitive Review Board Chairman

From: Stephen R. Patton, Corporation Counsel *SRP*

Date: June 24, 2014

---

A five year agreement was granted by the Non-Competitive Review Board in 2010. The Law Department must request a Vendor Limit Increase of \$302,970 to allow payment for continuation of services through the contract expiration date.

The original contract award was \$1,500,000 and we recently determined that the total amount paid to the vendor is near the limit. The reason for the payment escalation is due to aggressive litigation initiatives during the past few years against property owners resulting in demolition and / or foreclosure sales. Legal notices are required to allow the City to legally pursue these actions. On the upside, the more money that is spent on these services generates an increase of revenue to the City.

We understand that we will need to go to the Non-Competitive Review Board to request the Vendor Limit Increase and therefore have completed and included all required documentation. We have also entered an unapproved requisition (#91251) onto FMPS for this purpose and as required.

As noted in our paperwork, the Law Department is working on a competitive bid for a subsequent contract award. We feel that the current technology available to publication companies and change in business models of traditional companies due to economic conditions will give rise to additional vendors that may be interested in this provision of service. Patrick Ryan submitted solicitation documents to DPS in May 2014 and the actual solicitation draft is currently being developed by Robert Kelly of your staff. Robert has advised that advertisement to the public is scheduled for August 2014 and the new contract should be in place by the January 31, 2015 expiration of the current contract.

Patrick Ryan will be the designated Law Department staff to appear before the NCRB for this Vendor Limit Increase request on behalf of the department. Please contact Patrick by email or at (312) 744-7375 if you have any questions or require additional information.





**Sole Source Provider Statement**

The Law Bulletin Publishing Company through its *Chicago Daily Law Bulletin* newspaper has been publishing legal notices for more than 160 years.

The Law Bulletin has a unique and propriety system known as the Public Notice Network (PNN) through which it publishes notices in the *Chicago Daily Law Bulletin* and distributes those notices to suburban and down state newspapers for publication. PNN allows law firms, governments and companies to electronically submit notices to PNN. Those notices are carefully checked for accuracy and proper formatting. They are assigned publication dates and distributed to newspapers in appropriate Illinois counties for publication. PNN works with newspapers in nearly every county in Illinois.

Through the PNN website, law firms, governments and companies are able to track and monitor the status of their notices and certificates of publication. They can also download a PDF copy of the newspaper's certificates of publication directly from their personal PNN account.

Newspapers are able to track and report public notices that have been assigned to them for publication. They can download the completed/formatted public notice directly from the site into their newspaper.

PNN automatically generates invoices for each notice, tracks notice cancellations and adjusts the billing when needed.

For Cook County notices, PNN also handles the mailings and the certificate of mailings for the Clerk of the Circuit Court.

Law Bulletin's experience, knowledge, technology and pricing distinguish it as the leading publisher of public notices in Illinois.

  
Myles Ahern

Public Notice Network Manager

**EXHIBIT 1**  
**SCOPE OF SERVICES AND TIME LIMITS FOR PERFORMANCE**

**EXHIBIT 1**  
**SCOPE OF SERVICES**

Law Bulletin Publishing Company ("Law Bulletin") will publish notice in the Law Bulletin against unserved defendants as directed by the City of Chicago Law Department in various cases such as foreclosure, heat, condemnation, and demolition to perfect service. This publication is referred to as default publication. In addition, the Law Bulletin will place a notice of a foreclosure sale in a local newspaper as well as the Law Bulletin.

For Demolition, Heat Troubled Buildings Initiative (formerly HAPP), the Preserving Communities Together Program (formerly CAPP) and foreclosure cases, the Law Bulletin will provide the service of ensuring that the Clerk of the Circuit Court of Cook County mail a copy of the legal notice to defendants at the addresses listed on the Affidavit for Service by Publication, which has been executed by the City of Chicago Law Department. Further, the Law Bulletin will ensure that the Clerk of the Circuit Court files the Certificate of Mailing and that such mailings are done.

The Law Bulletin will provide the City with all necessary court documents including a Certificate of Publication consisting of affidavits evidencing both the Law Bulletin publication and, in the case of foreclosure sale notices, the Certificate of Publication from the local newspaper, which also publishes the notice.

The Law Bulletin will handle all communication with and business issues related to the local newspaper such as billing, ad placement, publication of notice pursuant to statute, etc.

**CURRENT PROCEDURES (contacts to be modified as needed):**

- 1) Invoices, vouchers, and copies of the notices are emailed after the first insertion of the notice to the following:

MI cases sent to:

Kristina Mokrzycki  
30 N. LaSalle St., Suite 700  
312-744-5397  
E-mail address: [kmokrzycki@cityofchicago.org](mailto:kmokrzycki@cityofchicago.org)

L cases sent to:

Julie Bengston  
City Hall  
121 N. LaSalle St., Room 600  
312-744-0748  
E-mail address: [jbengston@cityofchicago.org](mailto:jbengston@cityofchicago.org)

---

Invoices, vouchers, and copies of the notices are sent by regular mail to the following because her e-mail will not accept the material by e-mail:

CH cases sent to:

Janice McBride

33 N. LaSalle St., Suite 200

312-744-8872

E-mail address: [Janice.Mcbride-Scott@cityofchicago.org](mailto:Janice.Mcbride-Scott@cityofchicago.org)

- 2.) After the third insertion of the notice, the Law Bulletin mails its Certificate of Publication to those named above. For sale notices the Law Bulletin also mails the Certificate of Publication from the newspaper that publishes the common advertisement. The Certificates are mailed after the third and final insertion because it is the Affidavit of the newspaper, swearing to the fact that the notice published all three times.

#### **ADDITIONAL SERVICES AVAILABLE**

The City of Chicago Law Department will have access to Law Bulletin's web-based service called the Public Notice Network. The service allows the Corporation Counsel to submit notices and affidavits electronically through the Public Notice Network password secured website. The website will show the insertion dates of the notice, the invoice number, certificate due date, scanned copies of the Certificates of Publication, etcetera.

Presently, judicial sale notices, handled by the selling agent appointed by the Court, are placed for publication through the Law Bulletin's Public Notice Network.

There is no additional cost for this service.

**EXHIBIT 2**  
**SCHEDULE OF COMPENSATION**

**SCHEDULE OF COMPENSATION**

**Law Bulletin Publishing Company**  
**Pricing Schedule – Public Notices**

**Corporation Counsel of the City of Chicago**  
**As of 5/1/14**

		<u>Less 2%</u> <u>Discount</u>	<u>Final</u> <u>Net Price</u>
Demolition Notices:	\$225.00	\$5.00	\$220.00
Demolition Lien Foreclosure:	\$225.00	\$5.00	\$220.00
Condemnation Notice:	\$7.00 per line	\$0.14	\$6.86
Judicial Sale Notices			
Chicago Daily Law Bulletin:	<u>\$225.00</u>	<u>\$5.00</u>	<u>\$220.00</u>
Second Newspaper:	<u>\$167.00</u>	<u>\$3.00</u>	<u>\$164.00</u>
Total Judicial Sales Notice:	<u>\$392.00</u>	<u>\$8.00</u>	<u>\$384.00</u>

Note: The final net price will be the invoice price as of May 1, 2014. The discount will not be shown on the invoice.

**EXHIBIT 2  
SCHEDULE OF COMPENSATION**

**Law Bulletin Publishing Company  
Pricing Schedule – Public Notices  
Corporation Counsel of the City Of Chicago**

Demolition Notices	\$225.00
Demolition Lien Foreclosure	\$225.00
Condemnation Notices	\$7.00 per line
<u>Judicial Sale Notices</u>	
Chicago Daily Law Bulletin	\$225.00
Second Newspaper	\$167.00
<b>TOTAL JUDICIAL SALES NOTICE</b>	<b>\$392.00</b>

CERTIFICATE OF FILING FOR  
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 56060

Date of This Filing:05/20/2014 03:29 PM

Certificate Printed on: 05/20/2014

Original Filing Date:05/20/2014 03:29 PM

Disclosing Party: Law Bulletin Publishing  
Company

Title:Executive Coordinator

Filed by: Tamie Hsu

Matter: Legal notice publications

Applicant: Law Bulletin Publishing Company

Specification #: 80396

Contract #: 21128

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 <https://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.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/06/2014

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 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).

<b>PRODUCER</b> Willis of Illinois, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
<b>INSURED</b> Law Bulletin Publishing Co. Attn: James Banich 415 N. State St. Chicago, IL 60610	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Allied World Assurance Company US Inc.</td> <td style="text-align: center;">19489</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Allied World Assurance Company US Inc.	19489	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Allied World Assurance Company US Inc.	19489														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER:** w162160 **REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors and Omissions			0304-7169	01/01/2014	01/01/2015	\$3,000,000 Each Wrongful Act \$3,000,000 Aggregate

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

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Chicago Dept. of Procurement Services 121 N. LaSalle Street, Suite 403 Chicago, IL 60602	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 <div style="text-align: center;"><i>Andrea Paris</i></div>
---	---



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/06/2014

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 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).

<b>PRODUCER</b> Willis of Illinois, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378      FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
<b>INSURED</b> Law Bulletin Publishing Co. Attn: James Banich 415 N. State St. Chicago, IL 60610	INSURER A: Travelers Property Casualty Company of Americ      25674	
	INSURER B: Charter Oak Fire Insurance Company      25615	
	INSURER C: Travelers Indemnity Company of CT      25682	
	INSURER D:	
	INSURER E:	

**COVERAGES**      **CERTIFICATE NUMBER:** W162162      **REVISION NUMBER:**

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		P630-627M2300-TIL-14	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
B	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			P810-627M2300-COF-14	01/01/2014	01/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PE-UB-627M2300-14	01/01/2014	01/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)  
 City of Chicago is named as an additional insured on a primary, non-contributory basis for liability arising directly or indirectly from the services of the insured.

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Chicago  
 Dept. of Procurement Services  
 121 N. LaSalle Street, Suite 403  
 Chicago, IL 60602

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

*Andrea Paris*

## **PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

### **Department of Law Legal Advertising Services Law Bulletin Publishing Company**

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

#### **A. INSURANCE TO BE PROVIDED**

1) Workers Compensation and Employers Liability

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

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

3) Automobile Liability (Primary and Umbrella)

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

4) Professional Liability

When any Publishing/Media Professionals, website service professionals or any other professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$1,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

#### **B. ADDITIONAL REQUIREMENTS**

Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 403, 121 North LaSalle Street, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date

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

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

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

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

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

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

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

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

Consultant must require all Subcontractors to provide the insurance required in this Agreement, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

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

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



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

DEC 11 2013

Mr. Douglas Giebel  
Nasaw/Douglass & Associates Ltd. dba McFarlane Douglass & Co.  
143 Tower Drive  
Burr Ridge, IL 60527-5779

Dear Mr. Giebel:

We are pleased to inform you that **Nasaw/Douglass & Associates Ltd., dba McFarlane Douglass & Co.**, has been recertified as a **Minority Business Enterprise** by the City of Chicago ("City"). This **MBE** certification is valid until **9/1/2016**; 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 **9/1/2014 and 9/1/2015**. 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 **9/1/2016**. 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 **7/1/2016**.

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

40

- 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](http://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):**

**541410 – Decorating Consulting Services, Interior**

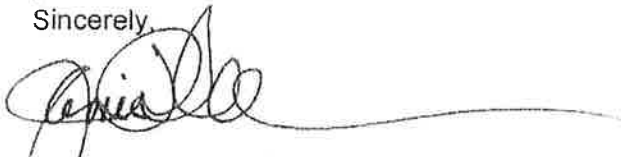
**561730 – Landscape Contractors (except construction)**

**561730 – Landscape Installation Services**

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 *RB*  
Chief Procurement Officer

JLR/cm

*R.A.*

SCHEDULE C-1

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

Name of Project/Contract: 21128  
Specification Number: 80396

From: McFarlane Douglass  
(Name of MBE/WBE Firm)

MBE: Yes  No   
WBE: Yes  No

To: Law Bulletin Publishing Company and the City of Chicago:  
(Name of Prime Contractor - Bidder/Proposer)

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

Sole Proprietor                                       Corporation  
 Partnership     Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of 7/17/2009 to 6/1/2011 for a period of five years.

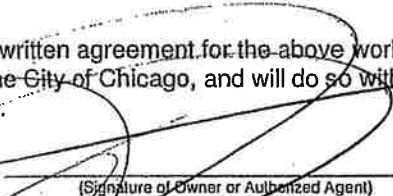
The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Provide all plant services  
\_\_\_\_\_  
\_\_\_\_\_

The above described performance is offered for the following price and described terms of payment:  
\$8,000/yearly  
\_\_\_\_\_  
\_\_\_\_\_

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

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (2) three working days of receipt of a signed contract from the City of Chicago:

  
\_\_\_\_\_  
(Signature of Owner or Authorized Agent)  
Douglas Giebel, President  
\_\_\_\_\_  
Name / Title (Print)  
12/03/09  
\_\_\_\_\_  
Date  
(630) 325-5335  
\_\_\_\_\_  
Phone



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Montel M. Gayles  
Chief Procurement Officer

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

July 17, 2009

Douglas N. Giebel, President  
**McFarlane Douglass & Company**  
143 Tower Drive  
Burr Ridge, Illinois 60527

**Annual Certificate Expires:** June 1, 2010  
**Vendor Number:** 619128

Dear Mr. Giebel:

Congratulations on your continued eligibility for certification as a **MBE** by the City of Chicago. This **MBE** certification is valid until **June 1, 2011**; however your firm must be re-validated annually. Your firm's next annual validation is required by **June 1, 2010**.

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

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

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

**Interior and Exterior Landscaping;  
Seasonal Decorating Services**

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

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

Sincerely,

Mark Hands  
Managing Deputy Procurement Officer

MH/emc







FOR  
NON-CONSTRUCTION  
PROJECTS ONLY

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

Project Name: 21128 Specification No.: A0396

From: McFARLANE DOUGLASS  
(Name of MBE/WBE Firm)

To: LAW BULLETIN PUBLISHING COMPANY 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:

PROVIDE ALL PLANT SERVICES

The above described performance is offered for the following price and described terms of payment:  
\$10,818/YEAR

**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.

[Signature] May 27 - 2014  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

DOUGLASS N. GIEBEL, PRES.  
(Name/Title-Please Print)

dnגיעבל@mcfarlanedougllass.com 630-514-3017  
(Email & Phone Number)



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

August 25, 2014

Ms. Sandra Wong  
**Nova Stationers dba Meadows Office Supply**  
30W260 Butterfield Road  
Warrenville, IL 60555

Dear Ms. Wong:

This letter is to inform you that the City of Chicago has extended your status as a **Minority Business Enterprise (MBE)**, and as a **Woman Business Enterprise (WBE)** until **December 1, 2014**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and/or for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to call our office at 312-744-4900.

Sincerely,



George Coleman  
Deputy Procurement Officer

GC/cm



FOR  
NON-CONSTRUCTION  
PROJECTS ONLY

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

Project Name: 21128 Specification No.: P0396

From: MEADOWS OFFICE SUPPLY  
(Name of MBE/WBE Firm)

To: LAW BULLETIN PUBLISHING COMPANY 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:

PROVIDE ALL OFFICE SUPPLIES

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

\$21,636 / YEAR  
NET 30

**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 (X) No

**NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.**

[Signature] 5/23/14  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

HON WONG / VICE PRESIDENT  
(Name/Title-Please Print)

hon.wong@meadowsec.com / 847-781-8872  
(Email & Phone Number)



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Montel M. Gayles  
Chief Procurement Officer

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

August 13, 2008

Shirley Liu, President  
Nova Stationers, d/b/a Meadows Office Supply  
1208 Remington Road  
Schaumburg, Illinois 60173

Annual Certificate Expires:  
Vendor Number:

October 1, 2009  
563375

Dear Mrs. Liu:

We are pleased to inform you that **Nova Stationers, d/b/a Meadows Office Supply** has been certified as a **Minority Owned Business Enterprise (MBE)** and **Women Owned Business Enterprise (WBE)** by the City of Chicago. This **MBE/WBE** certification is valid until **October 1, 2013**; however your firm must be re-validated annually. Your firm's next annual validation is required by **October 1, 2009**.

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

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

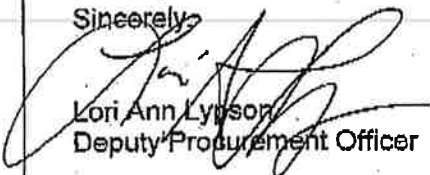
Your firm's name will be listed in the City's Directory of Minority Business Enterprises and Women Business Enterprises in the specialty area(s) of:

**Supplier of Office, Computer Supplies and Furniture**

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

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

Sincerely,

  
Lori Ann Lytson  
Deputy Procurement Officer

LAL/ds



**SCHEDULE C-1**

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

Name of Project/Contract: 21128  
Specification Number: 80396

From: Meadows Office Supply  
(Name of MBE/WBE Firm)

MBE: Yes  No   
WBE: Yes  No

To: Law Bulletin Publishing Company and the City of Chicago:  
(Name of Prime Contractor - Bidder/Proposer)

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

Sole Proprietor                       Corporation  
 Partnership                               Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of 8/13/2008 to 10/1/2013 for a period of five years.

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

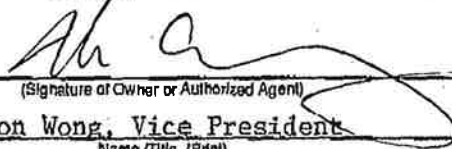
Provide all office supplies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\$28,000/yearly  
\_\_\_\_\_  
\_\_\_\_\_

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

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

  
(Signature of Owner or Authorized Agent)  
Hon Wong, Vice President  
Name/Title (Print)  
12/17/09  
Date  
(847) 781-8850  
Phone



---

From:	City of Chicago	Date:	12/17/2009 12:04:01 PM
To:	Nova Stationers, Inc. D/b/a Meadows Office Supply Shirley Liu	Fax:	(847) 781-8872
		Phone:	(847) 397-8888

---

December 17, 2009

Sandra Wong  
Nova Stationers, Inc. D/b/a Meadows Office Supply  
1208 Remington Road Schaumburg, IL 60173-4523

Dear Sandra Wong:

Your No Change Affidavit for continued certification as a Minority Business Enterprise (MBE) is being reviewed. In light of this evaluation and in anticipation of streamlining our procedures, the Department extends your current Minority Business Enterprise (MBE) certification until June 30, 2010.

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

As you know, your firm's participation on contracts will be credited only toward Minority Business Enterprise (MBE) goals in the specialty area(s) listed in the online MWDBE Directory available from <https://chicago.mwdb.com/>.

If you have any questions, please contact our office at 312-747-7778.

Sincerely,

City of Chicago  
Office of Compliance

---



**DEPARTMENT OF PROCUREMENT SERVICES**  
**CITY OF CHICAGO**

June 10, 2014

Beatriz Brown  
**Multi-Products Distribution**  
951 W Golf Rd  
Schaumburg, IL 60194

Email: [mnavam@multi-prod.com](mailto:mnavam@multi-prod.com)

Dear Ms. Brown,

This letter is to inform you that the City of Chicago has extended your status as **Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) until September 30, 2014**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,

George Coleman Jr.  
Deputy Procurement Officer

---

GC/Sm



FOR  
NON-CONSTRUCTION  
PROJECTS ONLY

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

Project Name: 21128 Specification No.: 00396

From: MULTI-PRODUCTS DISTRIBUTION  
(Name of MBE/WBE Firm)

To: LAW BULLETIN PUBLISHING COMPANY 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:

PROVIDE ALL PRINTER SUPPLIES

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

\$7,696/YEAR

**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.**

Beatriz Montalvo-Brown 5/23/14  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Beatriz Montalvo-Brown, President  
(Name/Title-Please Print)

bbrown@multi-Prod.com (630) 893-9612  
(Email & Phone Number)





ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

February 19, 2009

Beatrice Brown  
Multi Products Distr Inc  
200 North Garden Ave  
Suite B  
Roselle, IL 60172-1770

Re: FBE Recognition Certification Approval  
(Chicago Minority Business Development Council)

Dear Business Owner:

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Female Business Enterprise (FBE) under the Business Enterprise Program for Minorities, Females, and Persons with Disabilities.

BEP accepts the Chicago Minority Business Development Council's (CMBDC) certification regarding your business status. This outside certification is in effect with the State of Illinois as long as it is valid with CMBDC.

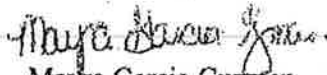
At least 60 days prior to the anniversary day of your certification, you will be notified by BEP to update your certification as a condition of continued certification. In addition, should any changes occur in ownership and/or control of the business or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of any such changes will result in decertification of your firm.

Please keep in mind that, while this certification does not guarantee you will receive a State contract, it does assure your firm the opportunity to participate in the State's procurement process. Currently, your firm's name appears in the State's Directory as a certified vendor with BEP. As you may know, State of Illinois Agencies and State Universities have a spending goal established with BEP-certified companies.

Please visit our website at [www.sell2.illinois.gov](http://www.sell2.illinois.gov) to obtain information about current and upcoming procurement opportunities, contracts, forms, and also to register to receive email alerts when the State is preparing to purchase a product or service that you may provide.

Thank you for your participation in BEP. The State of Illinois values its relationship with small and diverse businesses and looks forward to do business with your company. For further information or if you have any questions, please call (312) 814-4190, Toll-free (800) 356-9206, Hearing Impaired (800) 526-0844.

Sincerely,

  
Mayra Garcia Guzman  
Deputy Director  
Business Enterprise Program

(L21FBE)

160 N LaSalle St. Ste. C504, Chicago IL 60601-3103

Printed on Recycled Paper



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Montel M. Gayles  
Chief Procurement Officer

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

March 13, 2009

Beatrice Brown, President  
**Multi-Products Distribution, Inc.**  
200 N. Garden Avenue  
Roselle, Illinois 60172

**Annual Certificate Expires:** March 1, 2010  
**Vendor Number:** 1054936

Dear Ms. Brown:

Congratulations on your continued eligibility for certification as a **MBE/WBE** by the City of Chicago. This **MBE/WBE** certification is valid until **March 1, 2013**; however your firm must be re-validated annually. Your firm's next annual validation is required by **March 1, 2010**.

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

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

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

**Distributor of Safety Supplies, Office Supplies,  
Janitorial Maintenance Supplies and Equipment**

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

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

Sincerely,

Mark Hands  
Managing Deputy Procurement Officer  
*(Revised Revalidation Date)*  
MH/dm



SCHEDULE C-1

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

Name of Project/Contract: 21128
Specification Number: 80396

From: Multi-Products Distribution Inc.
(Name of MBE/WBE Firm)

MBE: Yes x No
WBE: Yes x No

To: Law Bulletin Publishing Company and the City of Chicago:
(Name of Prime Contractor - Bidder/Proposer)

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

Sole Proprietor
Partnership
x Corporation
Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of 2/27/2009 to 3/1/2013 for a period of five years.

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

The above described performance is offered for the following price and described terms of payment:
\$39,000/yearly

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

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

Signature: Beatrice Brown
(Beatrice Brown)
Name/Title (Print): Beatrice Brown PRESIDENT
Date: 12/4/09
Phone: (630) 893-9612



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Montel M. Gayles  
Chief Procurement Officer

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

October 8, 2008

Krystyna Wojciak  
Professional Building Maintenance, Inc.  
9712 W. Foster Ave.  
Chicago, IL 60656

Annual Certificate Expires:  
Vendor Number:

September 1, 2009  
1044350

Dear Ms. Wojciak:

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

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

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

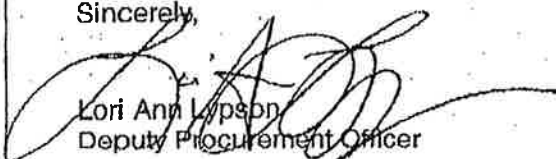
Your firm's name will be listed in the City's Directory of Minority Business Enterprises and Women Business Enterprises in the specialty area(s) of:

#### Janitorial Services

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

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

Sincerely,

  
Lori Ann Lyson  
Deputy Procurement Officer

LAL/js



# Vendor Console: Certifications

Business Name: **Professional Building Maintenance**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts & Owners](#)

[Comments](#) | [Reviews](#) | [Certifications](#) | [Contracts](#) | [Concessions](#) | [Site Visits](#)

[New Record](#)

## Current Certifications

Type	Action	Certified	Renewal	Expiration	Organization	Certifying Officer	Actions
WBE	Recertification/ Renewal/ Annual	10/8/2009	9/1/2010	9/1/2013	City of Chicago	John Stewart, Jr.	<a href="#">View</a> <a href="#">Edit</a>

## Other Certifications

Status	Type	Action	Action Date	Organization	Certifying Officer	Actions
Deactivated	WBE	New	10/22/2009	City of Chicago	John Stewart, Jr.	<a href="#">View</a> <a href="#">Edit</a>

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

Name of Project/Contract: 21128  
Specification Number: 80396

From: Professional Building Maintenance MBE: Yes  No   
(Name of MBE/WBE Firm) WBE: Yes  No

To: Law Bulletin Publishing Company and the City of Chicago:  
(Name of Prime Contractor - Bidder/Proposer)

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

Sole Proprietor  Corporation  
 Partnership  Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of 10/8/2009 to 9/1/2013 for a period of five years.

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

The above described performance is offered for the following price and described terms of payment:  
\$15,000/yearly

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

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

*Krvstina Wpiciak*  
(Signature of Owner or Authorized Agent)  
Krvstina Wpiciak, President  
Name/Title (Print)  
12/3/2009  
Date  
(773) 992-1451 847-233-0090  
Phone



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

July 28, 2014

Krystna Wojciak  
Servon Group, Inc.  
4825 N. 25th Ave.  
Schiller, IL 60176

Email: office@iservon.com

Dear Ms. Wokciak,

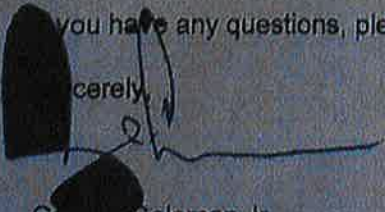
This letter is to inform you that the City of Chicago has extended your status as **Women Business Enterprise (WBE) until October 31, 2014**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,

  
George Coleman Jr.  
Deputy Procurement Officer

GC/at

121 NORTH LASALLE STREET, ROOM 806, CHICAGO, ILLINOIS 60602



4625 N. 25th Ave., Suite A  
Schiller Park, IL 60176

T 847 233 0090  
F 847 233 0095  
office@iservon.com  
[www.iservon.com](http://www.iservon.com)

To: Law Bulletin

Re: WBE Certification

We are waiting for a letter of extension from the city of Chicago, as soon as it arrives we will forward to the appropriate person.

Thank you

Servon Group





FOR  
NON-CONSTRUCTION  
PROJECTS ONLY

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

Project Name: 21128 Specification No.: 20396

From NERVON GROUP  
(Name of MBE/WBE Firm)

To: LAW BULLETIN PUBLISHING COMPANY 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:

PROVIDE ALL CLEANING SERVICES

The above described performance is offered for the following price and described terms of payment:  
\$ 18,030/YEAR

**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.

[Signature]  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE)

5/23/14  
(Date)

KRYSTINA WOJCIAK, PRESIDENT  
(Name/Title, Please Print)

847-233-0090  
(Email & Phone Number)

**SCHEDULE D-1**

**Affidavit of MBE/WBE Goal Implementation Plan**

Project Name : \_\_\_\_\_

State of Illinois

County (City) of Cook

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

Law Bulletin Publishing Company

Name of Prime Consultant/Contractor

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

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

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

1. Name of MBE/WBE: Meadows Office Supply

Address: 1208 Remington Rd, Schaumburg, IL 60173

Contact Person: Hon Wong Phone: (847) 781-8850

Dollar Amount of Participation \$ 28,000.00

Percent Amount of Participation: 9 %

2. Name of MBE/WBE: McFarlane Douglass & Co.

Address: 143 Tower Drive, Burr Ridge, IL 60527

Contact Person: Douglas Giebel Phone: (630) 325-5335

Dollar Amount of Participation \$ 8,000.00

Percent Amount of Participation: 3 %

3. Name of MBE/WBE: Multi-Products Distribution Inc.

Address: 200 N Garden Ave, Suite B, Roselle, IL 60172

Contact Person: Beatrice Brown Phone: (630) 893-9612

Dollar Amount of Participation \$ 39,000.00

Percent Amount of Participation: 13 %

4. Name of MBE/WBE: Professional Building Maintenance

Address: 4625 N 25th Ave, Schiller Park, IL 60176

Contact Person: Krystina Wojciak Phone: (773) 992-1451

Dollar Amount of Participation \$ 15,000.00

Percent Amount of Participation: 5 %

5. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

6. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

7. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

8. Attach additional sheets as needed.

IV. Summary of MBE Proposal:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>Interior Tectonics</u>	<u>\$ 28,000/yearly</u>	<u>9</u> %
<u>McFarlane Douglass</u>	<u>\$ 8,000/yearly</u>	<u>3</u> %
<u>Multi-Products Distribution</u>	<u>\$ 39,000/yearly</u>	<u>13</u> %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	<u>\$ 75,000/yearly</u>	<u>25</u> %

V. Summary of WBE Proposal:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>Professional Building Maint.</u>	<u>\$ 15,000/yearly</u>	<u>5</u> %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
<b>Total WBE Participation:</b>	<b>\$ 15,000/yearly</b>	<b>5</b> %

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

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

Name Elizabeth Hoag Phone Number: (312) 644-4013

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

Neil Breen 12/10/09  
Signature of Affiant (Date)  
Neil Breen, Executive Vice President & CAO

State of Illinois  
County of Cook

This instrument was acknowledged before me on 12/10/09 (date)  
by Neil Breen (name /s of person/s)  
as Executive Vice President & CAO (type of authority, e.g., officer, trustee, etc.)  
of Law Bulletin Publishing Company (name of party on behalf of whom instrument was executed).

(Seal)

Tamie Hsu  
Signature of Notary Public





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

<b>FOR          NON-CONSTRUCTION          PROJECTS ONLY</b>
---

**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: 21128

Specification No.: 80396

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of LAW BULLETIN PUBLISHING COMPANY  
 (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: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed:<sup>1</sup> \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

2. Name of MBE/WBE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

<sup>1</sup> 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: \_\_\_\_\_

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

**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: MEADOWS OFFICE SUPPLY

Address: 1208 REMINGTON RD, SCHAMBURG, IL 60173

Contact Person: HON WONG

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

Phone Number: 847-781-8850

Dollar Value of Participation \$ 21,636/YEAR

Percentage of Participation % 6

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

Total Participation % 6

2. Name of MBE/WBE: MCFARLANE DOUGLASS + CO.

Address: 143 TOWER DRIVE, BURR RIDGE, IL 60527

Contact Person: DOUGLAS GIEBEL

Phone Number: 630-325-5335

Dollar Value of Participation \$ 10,818/YEAR

Percentage of Participation % 3

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

Total Participation % 3

3. Name of MBE/WBE: MULTI-PRODUCT DISTRIBUTION

Address: 200 N GARDEN AVE, SUITE B, ROSELLE, IL 60172

Contact Person: BEATRICE BROWN

Phone Number: 630-893-9612

Dollar Value of Participation \$ 57,696/YEAR

Percentage of Participation % 16

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

Total Participation % 16

4. Name of MBE/WBE: SERVON GROUP

Address: 4625 N 25TH AVE, SCHILLER PARK, IL 60176

Contact Person: KRYSTINA WOJCIAK

Phone Number: 847-233-0090

Dollar Value of Participation \$ 18,030/YEAR

Percentage of Participation % 5

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

Total Participation % 5

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 (%)
<b>Total Direct MBE Participation</b>		

2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
MEADOWS OFFICE SUPPLY	\$21,636/YEAR	6%
MCFARLANE DOUGLASS + Co.	\$10,818/YEAR	3%
MULTI-PRODUCTS DISTRIBUTION	\$57,696/YEAR	16%
<b>Total Indirect MBE Participation</b>	<b>\$90,150/YEAR</b>	<b>25%</b>

**B. WBE Proposal (Direct & Indirect)**

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct WBE Participation</b>		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
SERVON Group	\$18,030/YEAR	5%
<b>Total Indirect WBE Participation</b>	<b>\$18,030/YEAR</b>	<b>5%</b>



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

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

TAMIE HSU 312-644-7800  
(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.

LAW BULLETIN PUBLISHING COMPANY State of: ILLINOIS  
(Name of Prime Contractor - Print or Type)

Michael Kramer County of: COOK  
(Signature)

Michael Kramer, Group VP  
(Name/Title of Affiant - Print or Type)

5/30/14  
(Date)

On this 30<sup>th</sup> day of May, 20 14, the above signed officer Michael Kramer  
(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.

TAMIE HSU  
(Notary Public Signature)

Commission Expires: 2/20/17

