



MEETING AGENDA

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

| | | | |
|----------------------|---|------------------|---|
| Meeting Date: | August 9, 2017 | Meeting Subject: | PRE-BID CONFERENCE |
| Meeting Time: | 10:00 a.m. | Project Name: | Mt. Greenwood Elementary School Annex II Site Preparation |
| Meeting Location: | Mt. Greenwood Elementary School Lunchroom | Project Number: | 05145 |
| | | Project Address: | 10841 South Homan Avenue Chicago, IL 60655 |
| Meeting Facilitator: | Patricia Montenegro Contract Officer | Contract Number: | C1584 |

1. Welcome and Introductions

2. Project Overview – Hector Castillo, Project Manager

- a. Project Overview
 - i. Architect of Record – EC Purdy & Associates
 - ii. Scope of Work
 - iii. Phasing Plan
- b. Time of Completion *{Book 1, Page 6, §II.E.}*
 - i. **Substantial Completion: January 12, 2018**
- c. Liquidated Damages *{Book 1, Page 6, §II.H.}*
 - i. Substantial Completion: \$1,500 per day

3. Procurement Requirements and Contract Documents – Patricia Montenegro, Senior Contracts Manager

- a. Construction Contract Documents
www.pbcchicago.com/download/PBC_MtGreenwoodAnnexIISitePreparation_IssueForBidSet_20170804.zip
- b. Mandatory Technical Review Meeting
 - i. **Mandatory Technical Review Meeting is Wednesday, August 9, 2017 at 10:30 a.m.** in the Mt. Greenwood Elementary School Lunchroom, located at 10841 South Homan Avenue, in Chicago, Illinois 60655.
 - a. A representative of each Prequalified firm must be present and must sign the Mandatory Technical Review Meeting Attendance Sheet no later than 15 minutes after the scheduled start of the meeting. Prequalified firms that do not sign in by the allotted time will not be permitted to bid.
- c. Mandatory Site Visit
 - ii. **Mandatory Site Visit is Wednesday, August 9, 2017 at 11:00 a.m.** at the Mt. Greenwood Elementary School, located at 10841 South Homan Avenue, in Chicago, Illinois 60655.
 - a. A representative of each Prequalified firm must be present and must sign the Mandatory Site Visit Attendance Sheet no later than 15 minutes after the scheduled start of the meeting. Prequalified firms that do not sign in by the allotted time will not be permitted to bid.
 - i. Bidders shall be responsible for inspecting the Site to become familiar with the conditions relating to the Work to be performed, the facilities involved, and the site logistics required in the successful performance of this Contract. Failure of the Bidders to visit the Site shall not relieve or alter the Bidder's responsibility for completing the Work as required by the Contract Documents.
- d. Questions Deadline
 - i. Questions are due no later than **Friday, August 19, 2017 by 4:30 p.m.**
- e. Bid Due Date and Opening/Submittal Requirements
 - ii. **Bids are due Thursday, September 7, 2017 by 11:00 a.m.** and a Public Bid Opening will be held immediately following receipt of bids in the PBC Board Room on the 2nd floor of the Richard J. Daley Center, 50 West Washington Street, in Chicago, Illinois 60602.

- iii. Two single-sided, fully executed, and sealed bids, including Bid Bonds, are due at the office of the Public Building Commission, Richard J Daley Center, 50 West Washington, Room 200, Chicago, Illinois 60602.
- iv. Sealed packages must be received and stamped by our Front Desk Personnel by the designated due date/time.
- f. Pre-Award Meeting/Submittal Requirements {Book 1, Page 5, (II)(A)(18)}
 - i. A **Pre-Award Meeting is tentatively scheduled for Friday, September 8, 2017 at 8:30 a.m.** in the PBC Board Room on the 2nd floor of the Richard J. Daley Center, 50 West Washington Street, in Chicago, Illinois 60602. For this meeting, the Lowest Responsive and Responsible Bidder shall be required to:
 - a. Have, at minimum, the Project Executive, Project Manager (if known), and Cost Estimator in attendance at the meeting
 - b. Invite principals of all MBE/WBE Subcontractors listed on Schedule D and Critical Subcontractors List
 - c. Provide and be prepared to discuss the Schedule of Values for the project
 - d. Provide a list of Pre-Award meeting attendees to the Contract Officer in advance of the meeting.
- g. Mt. Greenwood Elementary School Annex II – Site Preparation - Specific Requirements - (Book 1, page 21)
 - i. **At the Time of Bid:** The Commission is **requiring** the identification of critical subcontractors at the time of bid submission. Bidders are required to list the names of the intended subcontractors who will perform the corresponding Work, if successful. Failure to provide the names of the subcontractors listed below may deem a bid non-responsive.
Critical Subcontractors to be identified: Caisson and Concrete Subcontractor
 - ii. Notice of Award Date: **Notice of Award is anticipated to be issued on or before Wednesday, September 13, 2017.** The successful General Contractor will be required to return a compliant Certificate of Insurance and Payment and Performance Bond within seven (7) days of the issuance of the Notice of Award.

Further, **within two weeks of the issuance of the Notice of Award**, the successful General Contractor shall be required to prepare and submit all Construction Submittal documentation, including but not limited to: the Caissons and Concrete Work.
- h. Requests for Information
 - i. Sole Point of Contact: Patricia Montenegro, in writing via email to patricia.montenegro@cityofchicago.org

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4. **Book 1 and Book 2 Highlights** – Lori Ann Lypson, Chief Operating Officer/Chief of Staff
 - a. Construction Budget (Book 1, page 4) - \$1,100,000.00
 - b. List of Prequalified General Contractors (Book 1, page 5)
 - c. Mandatory Project Staffing (Book 1, page 6)
 - d. Scheduling Software Requirements (Book 1, page 6)
 - e. Prevailing Wage Rates (Book 1, page 6) (Prevailing Wage Act 820 ILCS 130/1-12)
 - i. LCP Tracker - Electronic payroll submission
 - f. MBE and WBE (Book 1, page 9, 27-30) (Book 2 Page 127- 134)
 - i. **17.64%** MBE & **4.07%** WBE
 - ii. City and County Certifications only
 - iii. B2Gnow : MBE/WBE Compliance monitoring
 - iv. Established Business, Manufacturers, Suppliers, and Brokers
 - v. Schedule D
 - vi. Schedule C
 - g. Community Hiring - 7.5% (Book 1, page 9) (Book 2, page 118)
 - h. Basis of Award (Book 1, page 10, 18-19) (Book 2, page 135)
 - i. Award Criteria Figure
 - a. Maximum 70% - Minority Journeywork, Apprentice, and Laborer
 - b. Maximum 15% - Female Journeywork, Apprentice, and Laborer
 - ii. 50% - City of Chicago Residents
 - i. PLA (Book 1, page 12 – Exhibit 5)
 - j. Bid Form (Book 1, page 14)
 - k. Schedule B – Joint Venture Affidavit (Book 1, page 23)
 - i. JV Agreement and Certification Letter
 - l. Assist Agency List (Book 1, page 63 – Exhibit 4)
 - m. Definitions (Book 2, Article 1)
 - i. Construction Close-Out
 - ii. Notice to Proceed
 - n. Contractor Obligations (Book 2, Article 3, page 14, 17)
 - i. Document Control – Within 7 days of NTP must identify System Coordinator
 - ii. Consequence for failure to provide requisite information
 - o. Permits and Licenses (Book 2, Article 6, page 21)
 - i. Commission is responsible for DoB permit costs and DoB Stormwater Review Fee
 - ii. Fee Waiver
 - p. Contractor's Practices at Site (Book 2, Article 7, page 25)
 - i. Firearms and Other Weapons Clause
 - q. Personnel (Book 2, Article 9, page 33)
 - i. Competency of Workers updated with clause requiring Commission approval or return of removed personnel
 - r. Contractor's Obligation (Book 2, Article 10, page 37)
 - i. Schedule: within 45 days of NTP GC must provide Proposed Target Schedule; within 90 days of NTP provide Cost and Resource loaded schedule
 - ii. Consequence for failure to provide requisite information
 - s. Payment Applications (Book 2, Article 16, page 91)
 - t. MBE/WBE Special Conditions (Book 2, Article 23, page 127)



Public Building Commission of Chicago

ASSIST AGENCIES

Assist agencies are comprised of chambers of commerce and not-for-profit agencies that represent the interests of small, minority- and/or women-owned businesses.

BLACK CONTRACTORS UNITED

12000 Marshfield Ave
Calumet Park, IL 60827

Carole Williams
bcunewera@att.net
(708) 389-5730
blackcontractorsunited.com

CHATHAM BUSINESS ASSOCIATION: SMALL BUSINESS DEVELOPMENT, INC.

800 E 78th St
Chicago, IL 60619

Melinda Kelly
melindakelly@cbaworks.org
(773) 994-5006
cbaworks.org

CHICAGO URBAN LEAGUE

4510 S Michigan Ave
Chicago, IL 60653

Jason Johnson
jjohnson@thechicagourbanleague.org
(773) 451-3547
thechicagourbanleague.org

CONSTRUCT CONNECT

28 N Clark St
Chicago, IL 60602

Sherwin Deperalta
sdeperalta@bidclerk.com
(312) 267-1035

CONSTRUCTION BUSINESS DEVELOPMENT CENTER

202 S Halsted St
Chicago Heights, IL 60411

Paul Murtagh
pmurtagh@prairiestate.edu
(708) 709-3692
prairiestate.edu

FEDERATION OF WOMEN CONTRACTORS

216 W Jackson St, #625
Chicago, IL 60606

Beth Doria
fwcchicago@aol.com
(312) 360-1122
fwcchicago.com

HISPANIC AMERICAN CONSTRUCTION INDUSTRY ASSOCIATION

650 W Lake St, #415
Chicago, IL 60661

Jorge Perez
jperez@haciaworks.org
(312) 575-0389
haciaworks.org

ILLINOIS BLACK CHAMBER OF COMMERCE

411 Hamilton Blvd, #1404
Peoria, IL 61602

Kenyatta Fisher
larryivory@illinoisblackchamber.org
(309) 740-4430
illinoisblackchamber.org

ILLINOIS HISPANIC CHAMBER OF COMMERCE

222 Merchandise Mart Plaza, #1212
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Omar Duque
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(312) 425-9500
ihccbusiness.net

LATIN AMERICAN CHAMBER OF COMMERCE

3512 W Fullerton Ave
Chicago, IL 60647

D. Lorenzo Padron
d.lorenzopadron@laccusa.com
(773) 252-5211
laccusa.com

RAINBOW/PUSH COALITION

930 E 50th St
Chicago, IL 60615

John Mitchell
jmitchell@rainbowpush.org
(773) 256-2766
rainbowpush.org

WOMENS BUSINESS DEVELOPMENT CENTER

8 S Michigan Ave, #400
Chicago, IL 60603

Frieda Curry
fcurry@wbdc.org
(312) 853-3477
wbdc.org

U.S. MINORITY CONTRACTORS ASSOCIATION

1250 Grove Ave, #200
Barrington, IL 60010

Larry Bullock
larry.bullock@usminoritycontractors.org
(847) 852-5010
usminoritycontractors.org

FOLLOW THE PBC:



OR VISIT US ONLINE AT PBCCHICAGO.COM

2017.04.10

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (1 of 2)

Name of Project: _____

STATE OF ILLINOIS }
 } SS
 COUNTY OF COOK }

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

_____ Title and duly authorized representative of

_____ Name of General Contractor whose address is

_____ in the City of _____, State of _____

and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

| Name of MBE/WBE Contractor | Type of Work to be Done in Accordance with Schedule C | Dollar Credit Toward MBE/WBE Goals | |
|----------------------------------|---|------------------------------------|-----|
| | | MBE | WBE |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| Total Net MBE/WBE Credit | | \$ | \$ |
| Percent of Total Base Bid | | % | % |

The General Contractor may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (2 of 2)

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

Name of Contractor (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

BY:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone/FAX

MBE ____ WBE ____ Non-MBE/WBE ____

**SCHEDULE C - Letter of Intent from MBE/WBE (1 of 2)
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier**

Name of Project: _____

Project Number: _____

FROM:

_____ MBE _____ WBE _____
(Name of MBE or WBE)

TO:

_____ and Public Building Commission of Chicago
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

_____ a Sole Proprietor _____ a Corporation
_____ a Partnership _____ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated _____ . In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

**SCHEDULE C - Letter of Intent from MBE/WBE (2 of 2)
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier**

PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

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

SUB-SUBCONTRACTING LEVELS*

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

***If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.**

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

Name of MBE/WBE Firm (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

BY:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

MBE ____ WBE ____ Non-MBE/WBE ____

B. BID FORM – BASE WORK

FIRM NAME:

| LINE | ITEM | AMOUNT |
|---|--------------------------------------|--------------|
| 1. | BASE WORK ONLY | \$ |
| 2. | COMMISSION'S CONTRACT CONTINGENCY | \$ 35,000.00 |
| 3. | SITE WORK ALLOWANCE | \$ 50,000.00 |
| 4. | TOTAL BASE BID (1+2+3) | \$ |
| AWARD CRITERIA FIGURE (See Section V. Proposal Support Document, line 15 of Award Criteria Figure) | | \$ |

SURETY: Please specify full legal name and address of Surety:

E. ALTERNATES

{INTENTIONALLY OMITTED}

V. PROPOSAL SUPPORT DOCUMENTS

A. Basis of Award (Award Criteria Figure)

To promote the intended goal of economic opportunity and maximize the use of minority personnel on this project, the Public Building Commission of Chicago has established the Award Criteria Figure formula for the purpose of evaluating proposals and awarding the contract. A contract in the amount of the Total Base Bid (or Base Contract Price) will be awarded to the responsible bidder with the lowest Award Criteria Figure pursuant to Section III.P Basis of Award above. The Public Building Commission of Chicago reserves the right to check all calculations for accuracy. The fulfillment of the Award Criteria does not abrogate the responsibilities of the Contractor to comply with federal and state requirements under the Equal Employment Act and the Illinois Human Rights Act.

1. Instructions

The Bidder shall complete the Award Criteria Figure Formula and transfer the final Award Criteria Figure - Line 15 to the space provided on the itemized proposal sheet. Failure to complete the formula may be cause for rejection of the Bidder's proposal. The successful bidder will be held responsible for adhering to the figures submitted in Lines 1, 2, 4, 6, 8, 10 and 12 during construction of the project.

Lines 2, 4 and 6 in the formula shall not be greater than seventy percent (70%) in each category for the sole purpose of determining award of the contract. Similarly, lines 8, 10 and 12 shall not be greater than fifteen percent (15%) in each category for the purpose of award criteria only. The seventy percent (70%) and fifteen percent (15%) goals are not intended to restrict the total number of minority and female employees to be used on the project, but only to establish limiting figures for use in the formula.

2. Award Criteria Figure Formula

| | | |
|---------|--|-------|
| Line 1. | TOTAL BASE BID (Refer to Line 4 of BID FORM), in figures | _____ |
| Line 2. | Percentage of the Journeyworkers hours that the Contractor proposes to be worked by minority Journey workers during construction of the project. (Maximum figure 0.70) | _____ |
| Line 3. | Multiply Line 2 by Line 1 by 0.04 | _____ |
| Line 4. | Percentage of total Apprentice hours that the Contractor proposes to be worked by minority Apprentices during construction of the project. (Maximum figure 0.70) | _____ |
| Line 5. | Multiply Line 4 by Line 1 by 0.03 | _____ |
| Line 6. | Percentage of the total Laborer hours that the Contractor proposes to be worked by minority Laborers during construction of the project. (Maximum figure 0.70) | _____ |
| Line 7. | Multiply Line 6 by Line 1 by 0.01 | _____ |
| Line 8. | Percentage of total Journeyworker hours that the Contractor proposes to be worked by female Journeyworkers during the construction of the project. (Maximum figure 0.15) | _____ |
| Line 9. | Multiply Line 8 by Line 1 by 0.04 | _____ |

| | | |
|--|--|-----------------|
| Line 10. | Percentage of total Apprentice hours that the Contractor proposes to be worked by female Apprentices during construction of the project. (Maximum figure 0.15) | _____ |
| Line 11. | Multiply Line 10 by Line 1 by 0.03 | _____ |
| Line 12. | Percentage of the total Laborer hours that the Contractor proposes to be worked by female Laborers during construction of the project. (Maximum figure 0.15) | _____ |
| Line 13. | Multiply Line 12 by Line 1 by 0.01 | _____ |
| Line 14. | Summation of Lines 3, 5, 7, 9, 11, and 13 | _____ |
| Line 15. | Subtract Line 14 from Line 1 (= "Award Criteria Figure") | _____ |
| Award Criteria Figure (Insert Line 15 of Award Criteria Formula): | | \$ _____ |

3. Community Hiring Bonuses

In order to encourage maximum employment of interested and available residents of the project community on this project, the following bonus calculations shall apply:

- a. In calculating the hours worked by minority and women Journeyworkers, apprentices, and laborers under the Award Criteria Figure set out in Part V.A. "Basis of Award (Award Criteria Figure)," all hours worked by minority and women Journeyworkers, existing apprentices, and laborers who are residents of the project community shall be multiplied by 1.5.
- b. In calculating the hours worked by minority and women apprentices under the Award Criteria Figure set out in Part V "Proposal Support Documents," all hours worked in new apprenticeships by minority and women apprentices who are residents of the project community shall be multiplied by 2.0.

Definitions

"City of Chicago Residents" means persons domiciled within the City of Chicago. Salaried superintendents are excluded from coverage in this section. Domicile is an individual's one and only true, fixed, and permanent home and principal establishment.

"Project Community Residents" means persons domiciled within the "Project Community" as defined in Section II, A.6 above.

"New Apprenticeship" shall mean an apprenticeship begun for a person who has not held an apprenticeship card within ninety (90) days prior to beginning the project.

4. Liquidated Damages

The Contractor hereby consents and agrees that, in the event that it fails to comply with each of the minimum commitments submitted with this Proposal on Lines 2, 4, 6, 8, 10, and 12 of the Award Criteria Figure formula, covering minority and female Journeyworkers, apprentices, and laborers respectively, the following shall apply.

If the total hours in any category for which a percentage is assigned in Lines 2, 4, 6, 8, 10, or 12 of the Award Criteria equals zero at the completion of the work, then a net deficiency of the entire percentage assigned will be deemed to exist. For any net deficiency in each category, the following amounts shall be deducted as liquidated damages from monies due the Contractor and the Contract Sum modified accordingly:

- a. For each full one (1%) percent deficiency of minority Journeyworkers not utilized – four cents per each hundred dollars of the base bid calculated as follows:

$$\frac{\text{Line 1} \times 04}{100}$$

Each one (1%) percent deficiency toward the goal for female Journeyworkers (Line 8) shall be calculated in the same way.

6. Major Trades

- | | |
|-------------------------|----------------------------|
| Asbestos Workers | Operating Engineers |
| Boiler Makers | Painters |
| Bricklayers | Pile Driver Mechanics |
| Carpenters | Pipe Fitters/Steam Fitters |
| Cement Masons | Plasterers |
| Electricians | Plumbers |
| Elevator Construction | Roofers |
| Glaziers | Sheet Metal Workers |
| Machinists | Sprinkler Fitters |
| Machinery Movers | Technical Engineers |
| Ornamental Iron Workers | Truck Drivers |
| Lathers | Tuck Pointers |

For approval of other trades for consideration in the Award Criteria Figure formula, written approval should be requested from the Commission.

7. Trade Participation - For Information Only

The following information must be supplied by the Contractor for the purposes of evaluating figures supplied in the Award Criteria Figure formula. It is understood that these figures are estimates only and are not to be considered as limiting in any manner actual participation on the project.

Anticipated levels of minority participation, to be expressed as percentages, must be supplied for each trade, whether attributable to the Contractor's work force or any Subcontractor which will be active on this project.

| TRADE PARTICIPATION | PERCENT OF MINORITY |
|---------------------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

8. Identification of Critical Subcontractors Required at Time of Bid

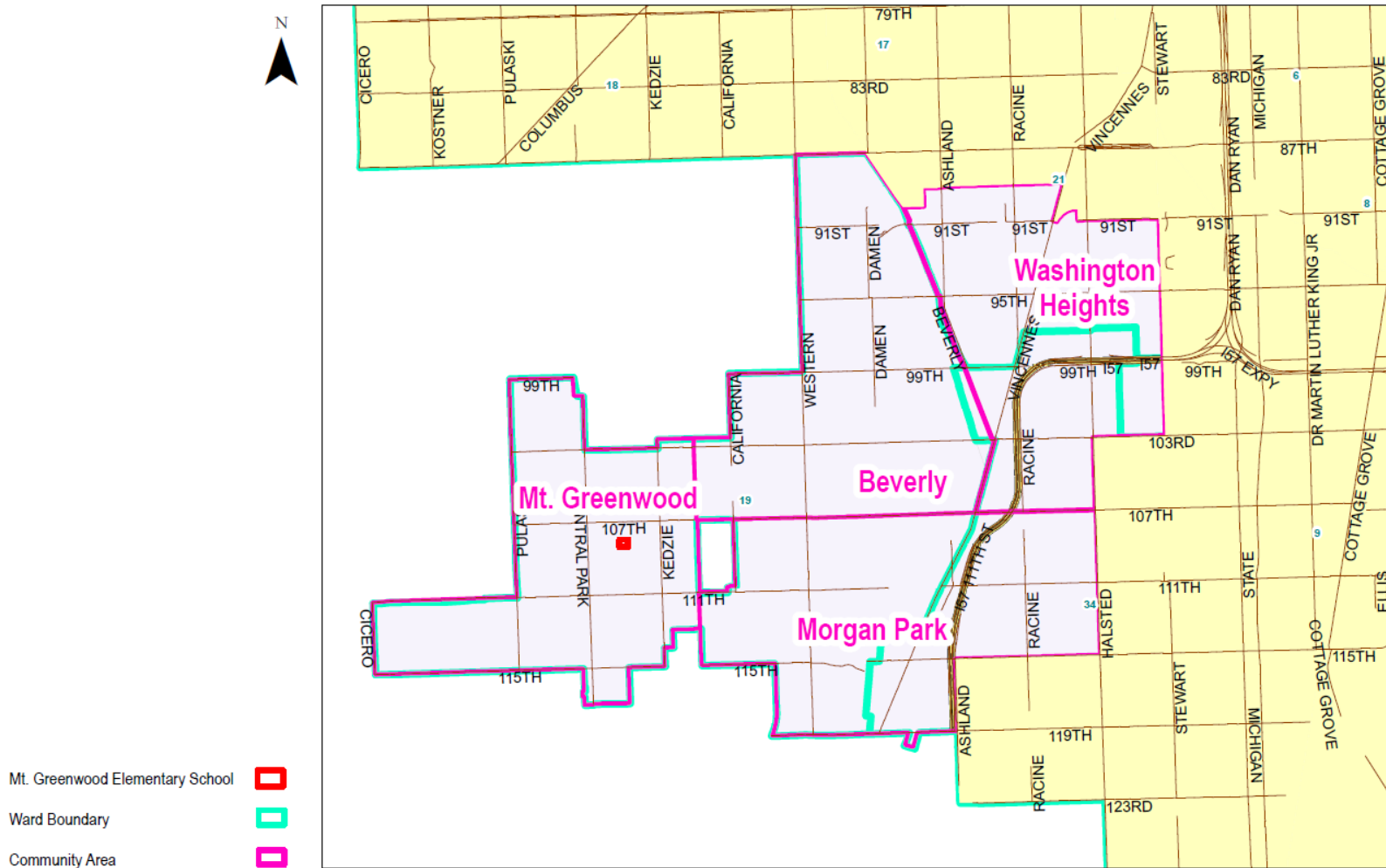
The Commission is **requiring** the identification of critical subcontractors be identified at the time of bid submission. Bidders are required to list the names of the intended subcontractors who will perform the corresponding Work, if successful. Failure to provide the names of the subcontractors listed below may deem a bid non-responsive.

| |
|---|
| <p>Caisson Subcontractor</p> <p>Firm Name: _____</p> <p>Concrete Subcontractor</p> <p>Firm Name: _____</p> |
|---|

Further, within two weeks of the issuance of the Notice of Award, the successful General Contractor shall be required to prepare and submit all Construction Submittal documentation, including but not limited to: the Caissons and Concrete Work.

EXHIBIT #3 PROJECT COMMUNITY AREA MAP

Mt. Greenwood Elementary School Annex Community Hiring Areas



SCHEDULE B - Joint Venture Affidavit (1 of 3)

This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE firms. In such case, however, a written joint venture agreement among the MBE/Non-MBE or WBE/Non-WBE firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.

A. Name of joint venture _____

B. Address of joint venture _____

C. Phone number of joint venture _____

D. Identify the firms that comprise the joint venture

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a "clearly defined portion of work" must here be shown as under the responsibility of the MBE/WBE firm.)

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.

E. Nature of joint venture's business

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? _____%

H. Specify as to:

1. Profit and loss sharing _____%

2. Capital contributions, including equipment _____%

3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.

SCHEDULE B - Joint Venture Affidavit (2 of 3)

4. Describe any loan agreements between joint venturers, and identify the terms thereof.

I. Control of and participation in this Contract: Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

1. Financial decisions

2. Management decisions such as:

a. Estimating

b. Marketing and Sales

c. Hiring and firing of management personnel

d. Other

3. Purchasing of major items or supplies

4. Supervision of field operations

5. Supervision of office personnel

6. Describe the financial controls of the joint venture, e.g., will a separate cost center be established; which venturer will be responsible for keeping the books; how will the expense therefor be reimbursed; the authority of each joint venturer to commit or obligate the other. Describe the estimated contract cash flow for each joint venturer.

7. State approximate number of operational personnel, their craft and positions, and whether they will be employees of the majority firm or the joint venture.

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

SCHEDULE B - Joint Venture Affidavit (3 of 3)

THE UNDERSIGNED SWEAR THAT THE FOREGOING STATEMENTS ARE CORRECT AND INCLUDE ALL MATERIAL INFORMATION NECESSARY TO IDENTIFY AND EXPLAIN THE TERMS AND OPERATIONS OF OUR JOINT VENTURE AND THE INTENDED PARTICIPATION BY EACH JOINT VENTURER IN THE UNDERTAKING. FURTHER, THE UNDERSIGNED COVENANT AND AGREE TO PROVIDE TO THE PUBLIC BUILDING COMMISSION OF CHICAGO CURRENT, COMPLETE AND ACCURATE INFORMATION REGARDING ACTUAL JOINT VENTURE WORK AND THE PAYMENT THEREFOR AND ANY PROPOSED CHANGES IN ANY OF THE JOINT VENTURE AGREEMENTS AND TO PERMIT THE AUDIT AND EXAMINATION OF THE BOOKS, RECORDS, AND FILES OF THE JOINT VENTURE, OR THOSE OF EACH JOINT VENTURER RELEVANT TO THE JOINT VENTURE, BY AUTHORIZED REPRESENTATIVES OF THE COMMISSION. ANY MATERIAL MISREPRESENTATION WILL BE GROUNDS FOR TERMINATING ANY CONTRACT WHICH MAY BE AWARDED AND FOR INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.

Note: If, after filing this Schedule B and before the completion of the joint venture's work on this Contract, there is any significant change in the information submitted, the joint venture must inform the Public Building Commission of Chicago, either directly or through the General contractor if the joint venture is a subcontractor.

Name of Joint Venturer

Name of Joint Venturer

Signature

Signature

Name

Name

Title

Title

Date

Date

State of _____ County of _____

State of _____ County of _____

On this ____ day of _____, 20____
before me appeared (Name)

On this ____ day of _____, 20____
before me appeared (Name)

to me personally known, who, being duly sworn,
did execute the foregoing affidavit, and did state

that he or she was properly authorized by
(Name of Joint Venture)

to me personally known, who, being duly sworn,
did execute the foregoing affidavit, and did state

that he or she was properly authorized by
(Name of Joint Venture)

to execute the affidavit and did so as his or her

free act and deed.

to execute the affidavit and did so as his or her

free act and deed.

Notary Public

Notary Public

Commission expires:
(SEAL)

Commission expires:
(SEAL)

EXHIBIT #4 ASSIST AGENCIES



Public Building Commission of Chicago

ASSIST AGENCIES

Assist agencies are comprised of chambers of commerce and not-for-profit agencies that represent the interests of small, minority- and/or women-owned businesses.

| | | |
|---|--|---|
| <p>CHATHAM BUSINESS ASSOCIATION: SMALL BUSINESS DEVELOPMENT, INC.</p> <p>800 E 78th St Chicago, IL 60619</p> <p>Melinda Kelly melindakelly@cbaworks.org (773) 994-5006 cbaworks.org</p> | <p>CHICAGO URBAN LEAGUE</p> <p>4510 S Michigan Ave Chicago, IL 60653</p> <p>Jason Johnson jjohnson@thechicagourbanleague.org (773) 451-3547 thechicagourbanleague.org</p> | <p>BLACK CONTRACTORS UNITED</p> <p>12000 Marshfield Ave Calumet Park, IL 60827</p> <p>Carole Williams bcunewera@att.net (708) 389-5730 blackcontractorsunited.com</p> |
| <p>CONSTRUCTION BUSINESS DEVELOPMENT CENTER</p> <p>202 S Halsted St Chicago Heights, IL 60411</p> <p>Paul Murtagh pmurtagh@prairiestate.edu (708) 709-3692 prairiestate.edu</p> | <p>FEDERATION OF WOMEN CONTRACTORS</p> <p>216 W Jackson St, #625 Chicago, IL 60606</p> <p>Beth Doria fwccicago@aol.com (312) 360-1122 fwccicago.com</p> | <p>CONSTRUCT CONNECT</p> <p>28 N Clark St Chicago, IL 60602</p> <p>Sherwin Deperalta sdeperalta@bidclerk.com (312) 267-1035</p> |
| <p>ILLINOIS BLACK CHAMBER OF COMMERCE</p> <p>411 Hamilton Blvd, #1404 Peoria, IL 61602</p> <p>Kenyatta Fisher larryivory@illinoisblackchamber.org (309) 740-4430 illinoisblackchamber.org</p> | <p>ILLINOIS HISPANIC CHAMBER OF COMMERCE</p> <p>222 Merchandise Mart Plaza, #1212 Chicago, IL 60654</p> <p>Omar Duque info@ihccbusiness.net (312) 425-9500 ihccbusiness.net</p> | <p>HISPANIC AMERICAN CONSTRUCTION INDUSTRY ASSOCIATION</p> <p>650 W Lake St, #415 Chicago, IL 60661</p> <p>Jorge Perez jperez@haciaworks.org (312) 575-0389 haciaworks.org</p> |
| <p>RAINBOW/PUSH COALITION</p> <p>930 E 50th St Chicago, IL 60615</p> <p>John Mitchell jmitchell@rainbowpush.org (773) 256-2766 rainbowpush.org</p> | <p>LATIN AMERICAN CHAMBER OF COMMERCE</p> <p>3512 W Fullerton Ave Chicago, IL 60647</p> <p>D. Lorenzo Padron d.lorenzopadron@laccusa.com (773) 252-5211 laccusa.com</p> | <p>WOMENS BUSINESS DEVELOPMENT CENTER</p> <p>8 S Michigan Ave, #400 Chicago, IL 60603</p> <p>Frieda Curry fcurry@wbdc.org (312) 853-3477 wbdc.org</p> |
| <p>U.S. MINORITY CONTRACTORS ASSOCIATION</p> <p>1250 Grove Ave, #200 Barrington, IL 60010</p> <p>Larry Bullock larry.bullock@usminoritycontractors.org (847) 852-5010 usminoritycontractors.org</p> | | |

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