

# FORM D – JOINT VENTURE AFFIDAVIT

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## 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. Ownership: What percentage of the Joint Venture is claimed to be owned by MBE/WBE? \_\_\_\_\_%

G. 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.

\_\_\_\_\_  
\_\_\_\_\_

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## SCHEDULE B - Joint Venture Affidavit (2 of 3)

4. Describe any loan agreements between Joint Venturers and identify the terms thereof.

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H. 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. Ability to expend joint venture funds: \_\_\_\_\_

e. Ability to sign contracts/agreements on behalf of joint venture: \_\_\_\_\_

f. 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 therefore be reimbursed; the authority of each Joint Venturer to commit or obligate the other. Describe the estimated contract cash flow for each Joint Venturer.

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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.

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I. Please state any material facts of additional information pertinent to the control and structure of this Joint Venture.

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J. Provide attach a copy of the Joint Venture agreement following the Joint Venture Affidavit Form.

# FORM D – JOINT VENTURE AFFIDAVIT

## 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 THEREFORE 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 Name

\_\_\_\_\_  
Notary Public Name

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Signature

Commission Expires: \_\_\_\_\_  
(SEAL)

Commission Expires: \_\_\_\_\_  
(SEAL)