



PUBLIC BUILDING COMMISSION OF CHICAGO

# Job Order Contracting (JOC) Services

## PS3093S - TIER 2

Public Building Commission of Chicago  
Richard J. Daley Center, Room 200  
50 W. Washington Street  
Chicago, Illinois 60602  
[www.pbcchicago.com](http://www.pbcchicago.com)

**Mayor Brandon Johnson**  
Chairman

**Ray Giderof**  
Executive Director

## CONTACT INFORMATION

FIRM NAME:	SMB Contracting, Inc.
CONTACT NAME:	Huneza Shujauddin
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CONTACT EMAIL:	<a href="mailto:huneza@contractingsmb.com">huneza@contractingsmb.com</a>
ADDRESS:	659 Executive Drive Willowbrook, IL 60527

Any Contract entered into as a result of this RFP process is governed by: Book1 "Project Information and Execution Documents," Book 2 "Standard Terms and Conditions for Construction Contracts", Book 3 "The Construction Task Catalog®", Book 4 "Technical Specifications" and the Drawings.



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## JOB ORDER CONTRACTING SERVICES - PS3093S

**Tier 2** - For Projects Between \$300,000.01 and \$1,000,000.00

**THIS AGREEMENT** effective as of January 14, 2025, but actually executed on the date witnessed, is entered into by and between the Public Building Commission of Chicago, a municipal corporation of the State of Illinois, having its principal office at Room 200, Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602, (the "Commission" or "PBC"), and **SMB Contracting, Inc.** with offices at **695 Executive Drive, Willowbrook, Illinois 60527** ("Contractor").

### RECITALS

WHEREAS, the Commission is a municipal corporation organized and operating under the Constitution and laws of the State of Illinois that has undertaken the enhancement and improvement of educational, safety, and recreational facilities on behalf of various governmental agencies including, but not limited to, the City of Chicago, Cook County, Chicago Public Library, Chicago Public Schools, Chicago Park District, City Colleges of Chicago, Metropolitan Water Reclamation District of Greater Chicago (referred to individually or collectively, as the case may be, in this Agreement as the "User Agency"); and

WHEREAS, on November 5, 2024, the Commission issued a Request for Proposal (RFP) for Job Order Contracting Services (the "Services") from general contractors to perform construction work through the Commission's Job Order Contracting Program for various construction, renovation and/or improvement projects (referred to herein, collectively or individually as the case may be, as a "Project" or "Projects") undertaken by the Commission from time to time on behalf of various User Agencies; and

WHEREAS, the Contractor has submitted a response to the RFP which provided certain pricing parameters and other relevant criteria and further represented to the Commission that it possessed the requisite knowledge, skill, experience and other resources necessary to perform the Services in the manner provided by the Agreement; and

WHEREAS, in reliance upon the Contractor's representations and submittals in response to the RFP, the Commission has selected the Contractor to perform the Services on the terms and conditions set forth in this Agreement which includes the Recitals hereby incorporated into the Agreement by reference, Job Order Contract Overview, Project Summary, Description of Job Order Contract Work, Book 1, Book 2, Book 3, and Book 4 as modified from time to time by Amendment or Job Order; and

NOW THEREFORE, the Commission and the Contractor have executed this Agreement on the terms and conditions that follow:

## **JOB ORDER CONTRACT OVERVIEW**

A Job Order Contract is an indefinite quantity contract whereby the Contractor may perform an ongoing series of individual Projects at different locations and facilities under the jurisdiction of the PBC and/or its User Agencies. The Contract Documents include a Construction Task Catalog® (CTC) containing construction tasks with preset Unit Prices. All Unit Prices are based on local labor, material and equipment prices and are for the direct cost of construction.

The Commission may, but is not obligated to, issue Job Orders within the scope of this Agreement. If the Commission does so, and the Contractor submits Job Order Proposals or any written documentation that is accepted by the Commission, the rendering of Services will be in accordance with this Agreement. The Commission is not obligated to issue any Job Orders nor to issue any Requests for Job Order Proposals under this Agreement.

The Contractor has three (3) sets of Adjustment Factors to be applied to the Unit Prices contained in the CTC that correspond to the appropriate Tier. Each set of Adjustment Factors includes an Adjustment Factor for performing work during Normal Working Hours, an Adjustment Factor for performing work during Other Than Normal Working Hours, and an Adjustment Factor for performing work that has not been pre-priced ("Non-Pre-Priced Tasks"). The Adjustment Factors shall apply to every Pre-priced Task in the CTC.

Thereafter, as projects are identified the Contractor will jointly scope the work with the Commission. The Commission will prepare a Detailed Scope of Work and issue a Request for Job Order Proposal to the Contractor. The Contractor will then prepare a Job Order Proposal for the Project including a Job Order Price Proposal, drawings and sketches, a list of subcontractors and their MBE/WBE status, current certification letters, construction schedule, and other requested documentation. The Job Order Price shall equal the value of the approved Job Order Price Proposal. The value of the Job Order Price Proposal shall be calculated by summing the total of the calculation for each Pre-priced Task (Unit Price x quantity x Adjustment Factor) plus the value of all Non-Pre-priced Tasks.

If the Job Order Proposal is found to be complete and reasonable, a Job Order may be issued. A Job Order will reference the detailed Scope of Work and set forth the Job Order Completion Time, and the Job Order Price. The Job Order Price shall be a lump sum, fixed price for the completion of the Detailed Scope of Work. A separate Job Order will be issued for each Project. Extra work, credits, and deletions will be contained in a Supplemental Job Order.

The Commission has awarded contracts to General Contractors based on the following three (3) Tiers listed below.

**Tier 1** – For Projects Greater than \$1,000,000.01

**Tier 2** - For Projects between \$300,000.01 and \$1,000,000.00

**Tier 3** - For Projects Equal to or Less than \$300,000.00

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## PROJECT SUMMARY

### CONTRACT TERM

The Base Term of is four (4) years. There are two (2) Option Terms. The duration of each Option Term is one year. The Commission and the Contractor may agree to extend the term of an Option Term.

All Job Orders issued during the term of this Contract shall be valid and in effect notwithstanding that the Detailed Scope of Work may be performed, payments may be made, and the guarantee period may continue, after such period has expired. All terms and conditions of the Contract apply to each Job Order.

### BASIS OF AWARD

Contracts were awarded to those firms offering the best value to the PBC in terms of technical qualifications and price. The PBC reserved the right to award to other than the lowest price submittals and other weighted factors in the best interest of the PBC.

### CONTRACT VALUE

The Estimated Annual Value for each Contract is \$6,000,000.00. The Contractor may be issued Job Orders up to or exceeding the Estimated Annual Value during any year of the Contract. The Contractor is not guaranteed to receive any specific volume of Job Orders. It is merely an estimate. The PBC has no obligation to issue to the Contractor any Job Orders.

### CONTRACTOR LICENSE FEE

The PBC selected The Gordian Group's (Gordian) Job Order Contracting (JOC) System for the JOC Program. The Gordian JOC Solution includes Gordian's proprietary eGordian® and Bid Safe® JOC Applications and Construction Task Catalog®, which shall be used by the Contractor to prepare and submit Job Order Proposals, subcontractor lists, and other requirements specified by the PBC. The Contractor shall be required to execute Gordian's JOC System License and Fee to obtain access to the Gordian JOC Solution.

### RESERVATIONS

The Commission's approval of a contractor pursuant to this RFP does not mean that the Commission has approved the firm as qualified to perform a specific project. At the full discretion of the Commission, the Commission holds the following reservations and rights.

The right to:

- request any additional, relevant information determined to be necessary for the proper evaluation of a submission,
- review a firm's qualifications to perform a specific project at the time of the Job Order Request,
- reject a firm's proposal if the Commission determines that the firm is not qualified to perform the project,
- require project-specific MBE/WBE Participation Goals, EEO, and Community Hiring provisions;
- negotiate Proposed Adjustment Factors;
- request Job Order Proposals from all Tiers, a specific Tier, or a subset of each Tier; and,
- utilize Bid Safe in the issuance of Job Order

### KEY INFORMATION

1) **User Agency:** Varies per Job Order

2) **Project is located in Ward:** Varies per Job Order

3) **Project Community Area Map:** For purposes of the community hiring requirement, "Project Community Residents" shall mean persons domiciled within the Project Community Areas as designated in the Job Order. Refer to sample "Exhibit I - Project Community Area Map".

**4) MBE/WBE Contract Goals:**

Program-Wide aggregate MBE/WBE Participation Goal are listed below:

- Tier 1 – 32% MBE/WBE
- Tier 2 – 16% MBE/WBE
- Tier 3 – 8% MBE/WBE

Contractor will be required to submit an MBE/WBE Participation Plan on all Job Orders, regardless of dollar value. Compliance goals will still be reviewed cumulatively. At the conclusion of the Term of this Agreement, all appropriate calculations for MBE, WBE, and EEO provisions will be made. The Commission expressly reserves the right to include project-specific MBE/WBE contract goal(s) to each Job Order based on scope, complexity, size, and location of project. Please refer to Book 2, Article 23. MBE/WBE Special Conditions for further details.

**5) Online Collaboration and Documentation Management System Requirements**

The Contractor shall use PBC's designated On-line Collaboration and Document Management system to track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative.

**6) Liquidated Damages**

The Contractor agrees that the Work must be executed regularly and diligently to ensure completion of the Detailed Scope of Work within the Job Order Completion Time specified in the Job Order. The Contractor and the Commission understand and agree that the time for the completion of the Work described herein is reasonable time. If the Contractor neglects, fails or refuses to complete the Work within the time specified, or any proper extension granted by the Commission, then the Contractor and its surety do hereby agree to pay to the Commission the amount according to the following schedule per day for each day Milestones and Substantial Completion dates are not achieved, not as a penalty, but as liquidated damages for the breach of contract occurring each and every day after the time stipulated in the Job Order for completing the Work.

JOB ORDER PRICE	LIQUIDATED DAMAGES PER DAY
Greater than \$1,000,000.00	\$1,500 / Day
\$300,000.01 to \$1,000,000.00	\$1,200 / Day
\$0 TO \$300,000.00	\$1,000 / Day

The Commission may recover liquidated damages by deducting the amount out of any monies due or that may become due the Contractor. Liquidated damages, if any, will be calculated on completion of the Work on each Job Order and submission of the Contractor's final pay request. Substantial Completion of the Work is defined in Book 2, Section 1.01.33.

**7) Prevailing Wage Rates**

Not less than the prevailing rate of wages as determined by the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. Prevailing wage rates in effect at the time of issuance of these Contract Documents are attached to Book 1 as Exhibit H. One resource for determining the current prevailing wage rate is the Internet site [www.state.il.us/agency/idol/CM/countym.htm](http://www.state.il.us/agency/idol/CM/countym.htm) maintained by the State of Illinois Department of Labor.

- 8) EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS:** Contractors will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates. Please Note: The EEO goals calculation are found on FORM J – AWARD CRITERIA FIGURE and are set for the PBC Job Order Program as follows:



	Minority Journey Workers	Minority Apprentices	Minority Laborers	Female Journey Workers	Female Apprentices	Female Laborers
<b>Tier 1</b>	50%	10%	50%	1%	1%	1%
<b>Tier 2</b>	50%	10%	50%	1%	1%	1%
<b>Tier 3</b>	50%	10%	50%	1%	1%	1%

**9) LOCAL BUSINESS SUBCONTRACTING PARTICIPATION, CITY RESIDENCY AND COMMUNITY**

**HIRING:** In order to ensure that local businesses provide subcontracting work to Contractors on Commission projects and that residents of the project communities are provided with the opportunity to benefit from Commission contracts, the Commission requires the following:

- a. Local Subcontracting Requirement
  - i. Contractors that are Local Businesses (as defined below) are required to award 25% of the Work under their contracts with the Commission to subcontractors that are Local Businesses.
  - ii. Contractors that are not Local Businesses are required to award 35% of the Work under their contracts with the Commission to subcontractors that are Local Businesses.
  - iii. A Local Business is one that: 1) owns or leases a functioning business office and/or operations facilities within the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 2) is registered and licensed to do business in the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 3) employs City of Chicago residents (for City-funded projects) or Cook County residents (for Non-City-funded projects); and 4) is subject to City of Chicago taxes (for City-funded projects) or Cook County taxes (for Non-City-funded projects). In the event that the Commission performs a project for a unit of local government that operates in multiple municipalities, such as the Metropolitan Water Reclamation District of Greater Chicago, "Local Business" shall be defined in the solicitation documents for that project.
- b. Community Hiring Requirement. A percentage of the project labor must be performed by "Project Community Residents" and included on a "Project Community Area Map". The aggregate hours of Work to be performed by the Contractor and subcontractors under this Contract may be complied with through residents who are trade or non-trade workers. These positions may include but are not limited to trade workers, field engineer, superintendent, project manager, security, data entry clerks, schedulers, traffic monitoring personnel, and site administrative support staff. The PBC reserves the right to require Community Hiring on project-specific Job Order Proposals. Please refer to Book 2 for further details.
- c. City of Chicago Residency Requirements. The Contractor agrees to ensure that the aggregated hours of Work to be performed under this Contract will be performed such that at least 50% of the aggregated hours of Work is performed by City of Chicago Residents. Please refer to Book 2 for further details.

**10) PAYMENT AND PERFORMANCE BOND:** A payment and performance bond may be required for each Job Order. The Contractor will be reimbursed for the cost of the Payment and Performance Bond(s) according to the reimbursable work task in the Construction Task Catalog®.

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## DESCRIPTION OF JOB ORDER CONTRACT WORK

The work of this Contract will be set forth in the Detailed Scopes of Work referenced in the individual Job Orders. The Contractor is required to complete each Detailed Scope of Work for the Job Order Price within the Job Order Completion Time.

This Contract is for construction work and related services to be performed on locations and facilities under the jurisdiction of the PBC or its User Agencies.

General Contractors awarded contracts for PBC's Job Order Contracting program will be responsible for providing all required labor and materials, equipment, supervision and administration necessary to complete the Detailed Scope of Work ("Work") described in each Job Order. The Work will be supervised and administered on behalf of PBC by the PBC'S authorized representative and such staff personnel as shall be determined by PBC in accordance with procedures established by the Commission.

Specific work for assigned projects may include, but shall not be limited to, the following:

1. Documenting project scopes, as required
2. Procuring all materials, equipment, labor and vendor services
3. Providing general conditions work
4. Conducting Scope Review
5. Completing the punch list corrective work and turnover requirements
6. Submitting samples, shop drawings and reports
7. Submitting RFI's
8. Processing Pay Applications
9. Processing Closeouts within four (4) months
10. Coordinating Pest Management
11. Procuring all permits, licenses and approvals
12. Providing warranties, testing and operations manuals
13. Removing environmental contaminants
14. Providing insurance and performance and payment bond
15. Complying with all directives and policies of the Commission
16. Participating in periodic project coordination meetings
17. Meeting with the representatives of the Commission and the User, as required
18. Preparing and submitting timely reports concerning the progress of work
19. Complying with MBE/WBE, City Residency, EEO, Community Hiring and other requirements
20. Maximizing hiring opportunities for community members

Work will be performed in compliance with all applicable rules, codes and regulations; will consist of the specific obligations described in the Job Order for each project; and shall be performed in accordance with commonly known CSI Divisions identified below.

DIVISION 01 00 00	GENERAL REQUIREMENTS	DIVISION 16 00 00	ELECTRICAL
DIVISION 02 00 00	EXISTING CONDITIONS	DIVISION 21 00 00	FIRE SUPPRESSION
DIVISION 03 00 00	CONCRETE	DIVISION 22 00 00	PLUMBING
DIVISION 04 00 00	MASONRY	DIVISION 23 00 00	HEATING, VENTILATING, AND
DIVISION 05 00 00	METALS		AIRCONDITIONING (HVAC)
DIVISION 06 00 00	WOOD, PLASTICS AND COMPOSITES	DIVISION 25 00 00	INTEGRATED AUTOMATION
DIVISION 07 00 00	THERMAL AND MOISTURE PROTECTION	DIVISION 26 00 00	ELECTRICAL
DIVISION 08 00 00	OPENINGS	DIVISION 27 00 00	COMMUNICATIONS
DIVISION 09 00 00	FINISHES	DIVISION 28 00 00	ELECTRONIC SAFETY AND SECURITY
DIVISION 10 00 00	SPECIALTIES	DIVISION 31 00 00	EARTHWORK
DIVISION 11 00 00	EQUIPMENT	DIVISION 32 00 00	EXTERIOR IMPROVEMENTS
DIVISION 12 00 00	FURNISHINGS	DIVISION 33 00 00	UTILITIES
DIVISION 13 00 00	SPECIAL CONSTRUCTION	DIVISION 40 00 00	PROCESS INTEGRATION
DIVISION 14 00 00	CONVEYING EQUIPMENT		
DIVISION 15 00 00	MECHANICAL		

Care and diligence has been used in the preparation of this information and it is believed to be substantially correct. Respondents must fully examine the scope of services of each individual Job Order opportunity. The Commission and its representatives will not be responsible for any errors or omissions in this RFP, nor for the failure on the part of the Respondent(s) to familiarize themselves with the requirements of the Job Order.



## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  1  </u></b>			
<b>Project Name:</b>	Altgeld Murray Homes		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	GMA Construction		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB Contracting Inc was a subcontractor on this project for GMA. We self performed all work that was assigned to us.			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 637,000.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 637,000.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	GMA Construction		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Owner		
<b>Phone:</b>	312-804-7732	<b>Email Address:</b>	
<b>Name:</b>	cgriggs@griggsandmitchell.com		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

**PROJECT NO. \_\_1\_\_**  
(continued)

### PROJECT NARRATIVE

**Scope of Work:**

Our capacity was a subcontractor for GMA. They required SMB Contracting Inc. to renovate and turn over 60 units in a very short amount of time. All units were occupied which required extra care in scheduling work.

Drywall, flooring, kitchen cabinets all needed to be demolished and reinstalled. In some units, there was additional work that needed to be done such as new bathtub or toilet installation. We first scheduled a site walk with the engineer and our project manager. Details on scope of work were noted along with any special details regarding tenant needs.

Schedule was put together to notify tenants on when to vacate unit which coincided with our crews moving in and completing the work in a timely manner so tenant could return to their living space.

SMB was able to complete this job and satisfy all of GMA's requirements. We have good relationships with many vendors around the city and were able to source the material needed to get the job done quickly. We also have a loyal and reliable crew on hand which worked efficiently to meet the deadline. Because we have six crews, we were able to overlap and manage crews

Permits were needed for some minor electrical work which were acquired via the City of Chicago.

The largest obstacle during this project was managing the schedules of tenants leaving the property and our crews. We needed to make sure that as soon as the tenant left our crews were ready to go. SMB took extra steps to ensure that material was ready and available on site so no time was wasted.

We also made certain that our schedule was not hindered due to other subs working in the building. There were situations where electricians needed to finish their work before we could do the drywall. If they were delayed then that trickled down to us. In light of this, SMB was able to bear down and complete the project on time. Because we were a smaller company, we were able to pivot and adjust to situations.

This was one of our major accomplishments and we are very proud of this project!!



## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  2  </u></b>			
<b>Project Name:</b>	6057 W. Fullerton - Two Flat Residential Property Rebuild		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Chicago Housing Authority - JOC Program		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB Contracting was the GC for this project and performed the entire project.			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 291,229.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 291,229.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Miriam Rios		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Lead Asset Management PM		
<b>Phone:</b>	312-617-4314	<b>Email Address:</b>	mrios@thecha.org
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

PROJECT NO. <u>2</u> (continued)
PROJECT NARRATIVE
<p>Scope of Work:</p> <p>This project was awarded through the CHA JOC program. Two story residential building that needed to be fully gutted and had exterior work done as well. Porch permits and multiple inspections were needed.</p> <p>Smoke and Carbon Installation Vinyl Siding Demo and Install Electrical fixtures installation in entire home Shingle Replacement and Install Porch renovation Flooring and Tile installation Kitchen cabinets/counter tops installed Entire interior was gutted and redone Gutter Down Spout Install Bathroom Renovations Stucco Demo and Remediation Landscaping was needed after work was completed.</p> <p>Project was completed on time. We had some delays with the permit and inspections but were able to recover the time by working overtime. Client had a deadline and we helped them meet it. Because this project had multiple layers, it was a challenge to coordinate material delivery, work schedule, crew schedule and logistics. This project was a great experience and definitely made us think out of the box. This was the time we invested in Procore, which is a construction management system. It helped us with budgeting and project management and proved to be a great tool. When we expand we need to have the right tools to elevate our business and this project made us realize that.</p>



## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  3  </u></b>			
<b>Project Name:</b>	Mary Hartwell Apts - Fire Unit Damage Renovation		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Hispanic Housing Development		
<b>Agency Type:</b>	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB was the GC for this project and self performed all tasks.			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 72,553.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 72,553.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	No permits were needed for this job.		
<b>Permitting Body:</b>			
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Saundra Bethley		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Asset Management		
<b>Phone:</b>	312-602-6500 Ext 539	<b>Email Address:</b>	sbethley@hhdevcorp.com
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

PROJECT NO. ____ 3 ____ (continued)
PROJECT NARRATIVE
<p>Scope of Work:</p> <p>Unit was damaged due to fire damage. We had to fully gut out the entire unit. Special cleaning was needed to clean the unit due to fire debris and smoke damage. The following items need to be replaced:</p> <ul style="list-style-type: none"><li>Kitchen Cabinets</li><li>Bathroom Vanities</li><li>New Bathroom Hardware</li><li>Bedroom and Hallway doors</li><li>All door hardware</li><li>Smoke and Carbon Detectors</li><li>Demo of existing carpet</li><li>Installation of flooring</li><li>Demo Drywall</li><li>Installation of Drywall</li><li>Paint entire unit</li><li>Demo existing mini blinds and install new ones</li><li>Strip windows, re caulk and paint windows.</li><li>Final Clean</li></ul> <p>The work this unit needed was extensive due to the nature of the damage. OSHA certified PM was on site at all times to ensure the utmost safety. Multiple inspections were needed by the property. Permits for additional electrical and plumbing work were needed as all finishes were new installations.</p>

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

PROJECT NO. <u>  4  </u>			
<b>Project Name:</b>	Porch Renovations - JOC Program		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Chicago Housing Authority		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
Renovate and a total of 7 porches for single family homes in Chicago			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 905,337.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 905,337.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b>			
<i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Tyler Beecher		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Senior Construction Manager		
<b>Phone:</b>	312.485.0973	<b>Email Address:</b>	tbeecher@thecha.org
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

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*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

<b>PROJECT NO. _4_____</b> (continued)
<b>PROJECT NARRATIVE</b>
<p>The porch renovation project was through the JOC program and proved to be a challenging yet educational experience. As a general contractor we had never gotten a chance to work with porches so when the opportunity came up we took it. We got experience in the porch permit and inspection process and learned a lot of things via the architect. Tyrone was a great PM and helped us through some of the submittals that were needed for permit process.</p> <p>Also, because the line items differed from our regular renovations we gained knowledge on proper line item names and quantities needed for these renovations. We had templates for renovations but in this case we created one base template for a porch and replicated it for the other 7 porches which cut our time in half for submittal.</p>

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  5  </u></b>			
<b>Project Name:</b>	Gate Replacement for State of Illinois		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	State of Illinois		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
Demo and Instalaltion of fencing and gates for three Secretary of State Drivers Facilities			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 52,554.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 52,554.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Gary Schneberger		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Project Manager		
<b>Phone:</b>	224-339-0278	<b>Email Address:</b>	gshneberger@ilsos.gov
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	



## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

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*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

**PROJECT NO. \_\_\_\_ 5 \_\_\_\_**  
(continued)

### **PROJECT NARRATIVE**

Scope of Work:

Including this project to show diversity of the company.

This project was awarded via BID BUY. The State of Illinois required gates and fencing to be demolished at three driving facilities. We needed to coordinate with each site and do site visits to determine the best gates that would be needed for each location. Once approval was received, material was ordered for the new custom made gates and installed by our professional team.

Gate installation and repair project shows the variability of SMB and how we can be agile and pivot with the market demands and variability.

We were excited to work with the State of Illinois and made sure that they were fully satisfied with the work done.

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. 6</b>			
<b>Project Name:</b>	214 S. 17th Ave Maywood IL		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Northwest Housing Authority		
<b>Agency Type:</b>	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB was the GC and self performed all of the work that was needed for this renovation			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 42,029.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final Contract Value:</b>			\$ 42,029.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	City of Maywood		
<b>Permitting Body:</b>	City of Maywood		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Michelle Hill		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Program Director		
<b>Phone:</b>	847-969-0561	<b>Email Address:</b>	michellehill@nwHP.net
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

**PROJECT NO. \_\_\_\_6\_\_\_\_**  
(continued)

### PROJECT NARRATIVE

Scope of Work:

Including this project to show diversity on clients and jobs.

Residential home bid that was awarded by Northwest Housing. This is a smaller housing authority that has mostly single family homes to renovate. Permit and inspections are required at every stage of the project.

Smoke and Carbone Hard Wired Installation  
Vinyl Siding Installation  
Roof Shingle Renovation  
Down spout and Gutter Installation  
Interior Demo of existing bathroom, tile, flooring and sub floor  
Installation of trim window, door and baseboard  
Paint and Patch interior  
Install new vanities and bathroom fixtures

Coordination of home owner was the most challenging. We needed to work in the home and her work schedule was not as flexible. We were able to move our work teams schedule around to adjust to her schedule.

Permits and Inspections were also scheduled according to her schedule.

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  7  </u></b>			
<b>Project Name:</b>	1323-29 S Kedzie Chicago IL		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Chicago Housing Authority		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB Contracting Inc has been contracted to renovate this property. Project will start in Jan 2025			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 5,353,528.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>Final Contract Value:</b>			\$ 5,353,528.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Andrew Rios		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Lead Project Manager		
<b>Phone:</b>	312.545.9611	<b>Email Address:</b>	arios@thecha.org
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

PROJECT NO. <u>  7  </u> (continued)
PROJECT NARRATIVE
<p>This project will start Jan of 2025. We have received the Intent to Award document. This is three floor 18 unit renovation of a multi unit low income housing property. This is by far the largest project we have ever been awarded and we are very excited to expand our capabilities via this project.</p> <p>We are ready to overcome challenges and difficulties that we know will arise in this magnitude of a project. This will make us agile and able to move and adjust to the conditions which we feel is a great asset and skill.</p> <p>With this project we will gain subcontractor and supplier relations and also budgeting skills as we will need to maintain funds to run other ongoing projects simultaneously.</p> <p>This project is complete gut out renovation and will include but not limited to the following items:</p> <ol style="list-style-type: none"><li>1. Demo and Removal</li><li>2. Structural Assessment and Repairs</li><li>3. Utilities Upgrade</li><li>4. Reconfiguration of layout</li><li>5. Insulation and Drywall</li><li>6. Finishes and Fixtures</li><li>7. Safety and Accessibility</li><li>8. Exterior Upgrades</li></ol>



## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

PROJECT NO. <u>  8  </u>			
<b>Project Name:</b>	1312-1326 S Harding Chicago IL		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Chicago Housing Authority		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB Contracting Inc has been contracted to renovate this property. Project will start in Jan 2025			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 5,259,820.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>Final Contract Value:</b>			\$ 5,259,820.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b> <i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Andrew Rios		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	Lead Project Manager		
<b>Phone:</b>	312.545.9611	<b>Email Address:</b>	arios@thecha.org
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

PROJECT NO. <u>8</u> (continued)
PROJECT NARRATIVE
<p>This project will start Jan of 2025. We have received the Intent to Award document. This is three floor 18 unit renovation of a multi unit low income housing property. This is by far the largest project we have ever been awarded and we are very excited to expand our capabilities via this project. We have been awarded two properties that are identical.</p> <p>We are ready to overcome challenges and difficulties that we know will arise in this magnitude of a project. This will make us agile and able to move and adjust to the conditions which we feel is a great asset and skill.</p> <p>With this project we will gain subcontractor and supplier relations and also budgeting skills as we will need to maintain funds to run other ongoing projects simultaneously.</p> <ol style="list-style-type: none"><li>1. Demo and Removal</li><li>2. Structural Assessment and Repairs</li><li>3. Utilities Upgrade</li><li>4. Reconfiguration of layout</li><li>5. Insulation and Drywall</li><li>6. Finishes and Fixtures</li><li>7. Safety and Accessibility</li><li>8. Exterior Upgrades</li></ol>

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

*Please complete a form for each project identified. A total of three is required.*

<b>PROJECT NO. <u>  9  </u></b>			
<b>Project Name:</b>	1404 S. Homan Chicago IL		
<b>Project Type:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Other: _____		
<b>Agency/Client:</b>	Chicago Housing Authority		
<b>Agency Type:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<b>Respondent's Role:</b>	<input type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Sub Contractor <input type="checkbox"/> Other: _____
<b>Please describe your role on the project. (ie What portion of the work did your firm self-perform? Was it strictly management? Trade specific?)</b>			
SMB Contracting Inc has been contracted to help renovate this 24 unit residential building as a subcontractor			
<b>Has the project achieved final acceptance after January 1, 2021?</b>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Original Contract Value:</b>			\$ 1,199,000.00
<b>Was project completed on budget?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>Final Contract Value:</b>			\$ 1,199,000.00
<b>Was project completed on schedule?</b> <i>(If no, please explain below or attach explanation.)</i>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Project is to start in Jan 2025			
<b>If applicable, did Project receive LEED Certification?</b>			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Level of LEED Certification:</b>			
<b>Was the project permitted?</b> <i>(If no, please explain below or attach explanation.) (If yes, with please identify below the type of permit, the city/town/village and permitting body who issued the permit.)</i>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Permit:</b>	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Easy Construction <input type="checkbox"/> Other: _____		
<b>City/Town/Village, State:</b>	Chicago IL		
<b>Permitting Body:</b>	City of Chicago		
<b>CLIENT REFERENCE FOR CONSTRUCTION</b>			
<i>(Please ensure that the contact information listed is correct. If your reference cannot be contacted, this project may not be considered.)</i>			
<b>Name:</b>	Javier Constantino - Tropic Construction		
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>	COO		
<b>Phone:</b>	312.545.9611	<b>Email Address:</b>	jcostantino@tropicconstruction.com
<b>Name:</b>			
<b>Project Role:</b> <i>(ie Owner or Owner's Designer, Engineer, Program Manager, Construction Manager)</i>			
<b>Phone:</b>		<b>Email Address:</b>	

## FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

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*When including Narrative Statements, please ensure that, at a minimum, the following information is noted on the attachment.*

(Sample)

ABC Contractor

Narrative Statement to FORM A – TECHNICAL COMPETENCE AND PAST PERFORMANCE

Page \_\_\_\_ of \_\_\_\_.

**PROJECT NO. \_9\_**  
(continued)

### PROJECT NARRATIVE

We have been contracted as a sub to help the GC Tropic Construction to renovate a 24 unit mixed income housing property. Our trades include the following:

Low Voltage Electric  
Utilities  
Rough Carpentry  
Exterior Panel Work  
Finish Carpentry

## FORM B – KEY PERSONNEL

*Please complete a form for each Key Personnel.*

KEY PERSONNEL			
<b>Role:</b>	<input checked="" type="checkbox"/> Project Manager (or Project Lead for Class D&E General Contractors) <input type="checkbox"/> Scheduler <input type="checkbox"/> Superintendent <input type="checkbox"/> MEP Coordinator <input type="checkbox"/> Safety Manager <input type="checkbox"/> Quality Control Manager <input type="checkbox"/> Sustainability Coordinator		
<b>Name:</b>	Huneza Shujauddin		
<b>Title:</b>	Project Manager		
<b>Number of years with the firm:</b>			13 years
<b>Number of years with experience in this capacity:</b>			13 years
<b>Project Type:</b> <i>(Please check all experience that applies to the individual who will be dedicated to this project.)</i>			
<input checked="" type="checkbox"/> DIVISION 01 00 00 GENERAL REQUIREMENTS <input checked="" type="checkbox"/> DIVISION 02 00 00 EXISTING CONDITIONS <input checked="" type="checkbox"/> DIVISION 03 00 00 CONCRETE <input checked="" type="checkbox"/> DIVISION 04 00 00 MASONRY <input type="checkbox"/> DIVISION 05 00 00 METALS <input type="checkbox"/> DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES <input type="checkbox"/> DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION <input checked="" type="checkbox"/> DIVISION 08 00 00 OPENINGS <input checked="" type="checkbox"/> DIVISION 09 00 00 FINISHES <input type="checkbox"/> DIVISION 10 00 00 SPECIALTIES <input type="checkbox"/> DIVISION 11 00 00 EQUIPMENT <input checked="" type="checkbox"/> DIVISION 12 00 00 FURNISHINGS <input type="checkbox"/> DIVISION 13 00 00 SPECIAL CONSTRUCTION <input type="checkbox"/> DIVISION 14 00 00 CONVEYING EQUIPMENT		<input checked="" type="checkbox"/> DIVISION 15 00 00 MECHANICAL <input checked="" type="checkbox"/> DIVISION 16 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 21 00 00 FIRE SUPPRESSION <input checked="" type="checkbox"/> DIVISION 22 00 00 PLUMBING <input checked="" type="checkbox"/> DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) <input type="checkbox"/> DIVISION 25 00 00 INTEGRATED AUTOMATION <input checked="" type="checkbox"/> DIVISION 26 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 27 00 00 COMMUNICATIONS <input checked="" type="checkbox"/> DIVISION 28 00 00 ELECTRONIC SAFETY AND SECURITY <input type="checkbox"/> DIVISION 31 00 00 EARTHWORK <input checked="" type="checkbox"/> DIVISION 32 00 00 EXTERIOR IMPROVEMENTS <input checked="" type="checkbox"/> DIVISION 33 00 00 UTILITIES <input type="checkbox"/> DIVISION 40 00 00 PROCESS INTEGRATION	
REFERENCES			
REFERENCE #1			
<b>Project:</b>		Malaika Mayfield	
<b>Agency/Firm Name:</b>		Gordian Group	<b>Title:</b> Account Manager
<b>Phone:</b>		312-366-0611	<b>Email Address:</b> m.mayfield@gordian.com
REFERENCE #2			
<b>Project:</b>			
<b>Agency/Firm Name:</b>			<b>Title:</b>
<b>Phone:</b>			<b>Email Address:</b>
PLEASE ATTACH RESUME			



**HUNEZA SHUJAUDIN**  
**1140 JAMES PETER COURT**  
**Darien, IL 60561**  
**P: (708) 752-1824 F: (630)**  
**297-8406**  
**huneza@contractingsmb.com**

**EDUCATION:**

**DePaul University**

B.S. in Computer Science with emphasis in  
Information System    Awarded, June 1999.

**EXPERIENCE:**

**SMB Contracting Inc.**

July 2010- Present

Owner

- Started a contracting business after having managed a successful hardware and janitorial supply company.
- Overall project manager for projects.
- Head marketing strategy to increase business and potential customers.
- Formulate best plan to complete projects on a timely basis within pronounced budget.
- Input new orders into Quickbooks and fax or email quotes to customers.
- Manage A/P and A/R for all accounts.
- Able to multitask multiple projects at one time.
- Handle all deliveries, pickups and scheduling logistics for company.
- Schedule appointments, maintained records and managed finances.
- Call and follow up with customers. Make sales calls.
- Market research to find new vendors with competitive pricing.
- Responsible for hiring personnel and other HR duties.

**ABN AMRO Services Company, Chicago IL**

June-98 to Dec 2000

Project Manager

- Presented and prepared weekly change management meetings to group leaders
- Manage projects conversions. Test newly developed products along with current systems for Year 2000 compliance.
- Implement software installation and assisting with the administration of Year 2000 Project.
- Produce documentation for Y2K certification, including test plans and scripts.

## FORM B – KEY PERSONNEL

*Please complete a form for each Key Personnel.*

KEY PERSONNEL			
<b>Role:</b>	<input type="checkbox"/> Project Manager (or Project Lead for Class D&E General Contractors) <input type="checkbox"/> Scheduler <input checked="" type="checkbox"/> Superintendent <input type="checkbox"/> MEP Coordinator <input type="checkbox"/> Safety Manager <input type="checkbox"/> Quality Control Manager <input type="checkbox"/> Sustainability Coordinator		
<b>Name:</b>	Hussain Shujauddin		
<b>Title:</b>	COO - Superintendent		
<b>Number of years with the firm:</b>			13 years
<b>Number of years with experience in this capacity:</b>			13 years
<b>Project Type:</b> <i>(Please check all experience that applies to the individual who will be dedicated to this project.)</i>			
<input checked="" type="checkbox"/> DIVISION 01 00 00 GENERAL REQUIREMENTS <input checked="" type="checkbox"/> DIVISION 02 00 00 EXISTING CONDITIONS <input checked="" type="checkbox"/> DIVISION 03 00 00 CONCRETE <input checked="" type="checkbox"/> DIVISION 04 00 00 MASONRY <input type="checkbox"/> DIVISION 05 00 00 METALS <input type="checkbox"/> DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES <input type="checkbox"/> DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION <input checked="" type="checkbox"/> DIVISION 08 00 00 OPENINGS <input checked="" type="checkbox"/> DIVISION 09 00 00 FINISHES <input type="checkbox"/> DIVISION 10 00 00 SPECIALTIES <input type="checkbox"/> DIVISION 11 00 00 EQUIPMENT <input checked="" type="checkbox"/> DIVISION 12 00 00 FURNISHINGS <input type="checkbox"/> DIVISION 13 00 00 SPECIAL CONSTRUCTION <input type="checkbox"/> DIVISION 14 00 00 CONVEYING EQUIPMENT		<input checked="" type="checkbox"/> DIVISION 15 00 00 MECHANICAL <input checked="" type="checkbox"/> DIVISION 16 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 21 00 00 FIRE SUPPRESSION <input checked="" type="checkbox"/> DIVISION 22 00 00 PLUMBING <input checked="" type="checkbox"/> DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) <input type="checkbox"/> DIVISION 25 00 00 INTEGRATED AUTOMATION <input checked="" type="checkbox"/> DIVISION 26 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 27 00 00 COMMUNICATIONS <input checked="" type="checkbox"/> DIVISION 28 00 00 ELECTRONIC SAFETY AND SECURITY <input type="checkbox"/> DIVISION 31 00 00 EARTHWORK <input checked="" type="checkbox"/> DIVISION 32 00 00 EXTERIOR IMPROVEMENTS <input checked="" type="checkbox"/> DIVISION 33 00 00 UTILITIES <input type="checkbox"/> DIVISION 40 00 00 PROCESS INTEGRATION	
REFERENCES			
<b>REFERENCE #1</b>			
<b>Project:</b>		Andrew Rios	
<b>Agency/Firm Name:</b>		Chicago Housing Authority	<b>Title:</b> Lead Project Manager
<b>Phone:</b>		312.545.9611	<b>Email Address:</b> arios@thecha.org
<b>REFERENCE #2</b>			
<b>Project:</b>			
<b>Agency/Firm Name:</b>			<b>Title:</b>
<b>Phone:</b>			<b>Email Address:</b>
PLEASE ATTACH RESUME			

**HUSSAIN SHUJAUDDIN**  
**1140 James Peter Court**  
**Darien, IL 60561**  
**P: (630) 248-5152 F: (630) 297-8300**  
**contractingsmb@gmail.com**

**EDUCATION:** **Roosevelt University** Awarded, May 2000.  
B.A. in Finance with emphasis in Accounting

**EXPERIENCE:** **SMB Contracting Inc.** March 2010 – Present  
Project Manager

- Overseeing and directing construction projects from conception to completion.
- Reviewing the project in-depth to schedule deliverables and estimate costs.
- Monitor all onsite and off-site projects for compliance with building and safety regulations.
- Coordinate and direct construction workers.
- Review the work progress on a daily basis.
- Plan ahead to prevent problems and resolve any emerging issues.
- Ensure quality construction standards and the use of proper construction techniques.
- Meet contractual conditions of performance.

**HTB Hardware Inc.** Feb 2002-Dec 2009  
Project Manager

- Major contributor to start up internet based hardware supply company.
- Able to multitask multiple projects at one time, resulting in a smoothly run operation.
- Handle all deliveries, pickups and scheduling logistics for company.
- Seek to obtain competitive pricing or alternative sources on items that were supplied.
- Monitored availability of products and implemented appropriate action plan.

**CB Richard Ellis Chicago IL** June-98 to Dec 2000  
Project Manager

- Presented and prepared weekly change management meetings to group leaders
- Manage projects conversions. Test newly developed products along with current systems for Year 2000 compliance.
- Implement software installation and assisting with the administration of Year 2000 Project.
- Produce documentation for Y2K certification, including test plans and scripts.

**REFERENCES:** Available upon request.

## FORM B – KEY PERSONNEL

*Please complete a form for each Key Personnel.*

KEY PERSONNEL			
<b>Role:</b>	<input type="checkbox"/> Project Manager (or Project Lead for Class D&E General Contractors) <input checked="" type="checkbox"/> Scheduler <input type="checkbox"/> Superintendent <input type="checkbox"/> MEP Coordinator <input type="checkbox"/> Safety Manager <input type="checkbox"/> Quality Control Manager <input type="checkbox"/> Sustainability Coordinator		
<b>Name:</b>	Tasneem Baker		
<b>Title:</b>	Scheduler		
<b>Number of years with the firm:</b>			2 years
<b>Number of years with experience in this capacity:</b>			2 years
<b>Project Type:</b> <i>(Please check all experience that applies to the individual who will be dedicated to this project.)</i>			
<input checked="" type="checkbox"/> DIVISION 01 00 00 GENERAL REQUIREMENTS <input checked="" type="checkbox"/> DIVISION 02 00 00 EXISTING CONDITIONS <input checked="" type="checkbox"/> DIVISION 03 00 00 CONCRETE <input checked="" type="checkbox"/> DIVISION 04 00 00 MASONRY <input type="checkbox"/> DIVISION 05 00 00 METALS <input type="checkbox"/> DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES <input type="checkbox"/> DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION <input checked="" type="checkbox"/> DIVISION 08 00 00 OPENINGS <input checked="" type="checkbox"/> DIVISION 09 00 00 FINISHES <input type="checkbox"/> DIVISION 10 00 00 SPECIALTIES <input type="checkbox"/> DIVISION 11 00 00 EQUIPMENT <input checked="" type="checkbox"/> DIVISION 12 00 00 FURNISHINGS <input type="checkbox"/> DIVISION 13 00 00 SPECIAL CONSTRUCTION <input type="checkbox"/> DIVISION 14 00 00 CONVEYING EQUIPMENT		<input checked="" type="checkbox"/> DIVISION 15 00 00 MECHANICAL <input checked="" type="checkbox"/> DIVISION 16 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 21 00 00 FIRE SUPPRESSION <input checked="" type="checkbox"/> DIVISION 22 00 00 PLUMBING <input checked="" type="checkbox"/> DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) <input type="checkbox"/> DIVISION 25 00 00 INTEGRATED AUTOMATION <input checked="" type="checkbox"/> DIVISION 26 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 27 00 00 COMMUNICATIONS <input checked="" type="checkbox"/> DIVISION 28 00 00 ELECTRONIC SAFETY AND SECURITY <input type="checkbox"/> DIVISION 31 00 00 EARTHWORK <input checked="" type="checkbox"/> DIVISION 32 00 00 EXTERIOR IMPROVEMENTS <input checked="" type="checkbox"/> DIVISION 33 00 00 UTILITIES <input type="checkbox"/> DIVISION 40 00 00 PROCESS INTEGRATION	
REFERENCES			
REFERENCE #1			
<b>Project:</b>		Felicia Lofton	
<b>Agency/Firm Name:</b>		Chicago Housing Authority	<b>Title:</b> Procurement Specialist
<b>Phone:</b>		312-842-5500 ext 3210	<b>Email Address:</b> flofton@eastlakemgmt.com
REFERENCE #2			
<b>Project:</b>			
<b>Agency/Firm Name:</b>			<b>Title:</b>
<b>Phone:</b>			<b>Email Address:</b>
PLEASE ATTACH RESUME			

# Tasneem P. Baker

146 S. Cranberry St, Bolingbrook, IL 60490

Cell: (224-565-6665)

Email: [tbhujwala@hotmail.com](mailto:tbhujwala@hotmail.com)

**Objective:** Seeking an accounting position in a well-established organization with an opportunity for career advancement and personal growth.

**Qualification:**

- 20 years of accounting and income taxes experience.
- Excellent interpersonal skills and people's person.
- Self-motivated, able to implement decisions and set effective priorities to achieve both immediate and long-term goals.

**Work Experience:**      **4/2022 – Present**                      **SMB Contracting Inc.**                      **Willowbrook, IL**  
Lead Admirative Manager: - Responsible for all things that have to do with the daily schedule of the office. Schedule site visits, maintain calendar for project managers, coordinate delivery of products, date entry, compliance documentation, A/P and A/R, proposal creation, invoice collection.

**09/2016 - 06/2022**                      **RJW Group**                      **Woodridge, IL**  
**Accounting Department:** Account payables for Fuel purchases for our company and owner operator drivers along with their cash advance and repair payment for the trucks. Health and life insurances for all the employees by doing complex calculations to divide by all sister companies of RJW. Bank reconciliation for all the three companies. Help in month-end financials by doing accrual entries for fuel and fringe benefits. Working on 1099 project of collecting and updating the information on accounting software on a weekly basis.

**02/2009 – 09/2013**                      **McCormick Braun Friman, LLC**                      **Chicago, IL**  
**Tax Associate:** Prepare individual income tax returns, small corporations and partnerships tax returns. Work with time efficiency and accuracy to meet tax deadlines. Prepared sales tax, payroll taxes and miscellaneous tax forms as per client needs and requests. Prepared Profit and Loss statements necessary to prepare the income tax returns.

**02/2002 – 05/2007**                      **Munshi & Company, PC**                      **Houston, TX**  
**Accounting Assistant:** Bookkeeping for various clients, payroll, payroll reports and financial reports. Prepared Federal Income Tax Returns for individuals, small businesses. Prepared Texas franchise tax reports. Performed other accounting duties as assigned on a day to day basis.

**08/1996 – 01/1997**                      **Int'l Distributors**                      **San Diego, CA**  
**Accounting Assistant:** Maintained general ledger for periodicals distributed nationally. Prepared monthly balance sheets. Filing and other general office and administrative duties.

**10/1995 – 03/1996**                      **Blue star Productions**                      **Minneapolis, MN**  
**Accounting Rep:** Prepared, monitored and maintained accounts payable. Verify and balance accuracy of purchase order and invoices. Resolve problem areas and implemented a billing system to maintain cordial relations with clients.



**Education:**

**Gov College of Commerce and Economics**  
Bachelors of Commerce/Business with major in Accounting.

**Karachi. PK**

**PC Knowledge:**

Comprehensive knowledge of Microsoft Office, QuickBooks, ProSeries, Prosystem FX, CFS and billing software.

## FORM B – KEY PERSONNEL

*Please complete a form for each Key Personnel.*

KEY PERSONNEL			
<b>Role:</b>	<input checked="" type="checkbox"/> Project Manager (or Project Lead for Class D&E General Contractors) <input type="checkbox"/> Scheduler <input checked="" type="checkbox"/> Superintendent <input type="checkbox"/> MEP Coordinator <input type="checkbox"/> Safety Manager <input type="checkbox"/> Quality Control Manager <input type="checkbox"/> Sustainability Coordinator		
<b>Name:</b>	Mufadal Gadly		
<b>Title:</b>	Project Manager		
<b>Number of years with the firm:</b>			3 months
<b>Number of years with experience in this capacity:</b>			7 yearss
<b>Project Type:</b> <i>(Please check all experience that applies to the individual who will be dedicated to this project.)</i>			
<input checked="" type="checkbox"/> DIVISION 01 00 00 GENERAL REQUIREMENTS <input checked="" type="checkbox"/> DIVISION 02 00 00 EXISTING CONDITIONS <input checked="" type="checkbox"/> DIVISION 03 00 00 CONCRETE <input checked="" type="checkbox"/> DIVISION 04 00 00 MASONRY <input type="checkbox"/> DIVISION 05 00 00 METALS <input type="checkbox"/> DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES <input type="checkbox"/> DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION <input checked="" type="checkbox"/> DIVISION 08 00 00 OPENINGS <input checked="" type="checkbox"/> DIVISION 09 00 00 FINISHES <input type="checkbox"/> DIVISION 10 00 00 SPECIALTIES <input type="checkbox"/> DIVISION 11 00 00 EQUIPMENT <input checked="" type="checkbox"/> DIVISION 12 00 00 FURNISHINGS <input type="checkbox"/> DIVISION 13 00 00 SPECIAL CONSTRUCTION <input type="checkbox"/> DIVISION 14 00 00 CONVEYING EQUIPMENT		<input checked="" type="checkbox"/> DIVISION 15 00 00 MECHANICAL <input checked="" type="checkbox"/> DIVISION 16 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 21 00 00 FIRE SUPPRESSION <input checked="" type="checkbox"/> DIVISION 22 00 00 PLUMBING <input checked="" type="checkbox"/> DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) <input type="checkbox"/> DIVISION 25 00 00 INTEGRATED AUTOMATION <input checked="" type="checkbox"/> DIVISION 26 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 27 00 00 COMMUNICATIONS <input checked="" type="checkbox"/> DIVISION 28 00 00 ELECTRONIC SAFETY AND SECURITY <input type="checkbox"/> DIVISION 31 00 00 EARTHWORK <input checked="" type="checkbox"/> DIVISION 32 00 00 EXTERIOR IMPROVEMENTS <input checked="" type="checkbox"/> DIVISION 33 00 00 UTILITIES <input type="checkbox"/> DIVISION 40 00 00 PROCESS INTEGRATION	
REFERENCES			
REFERENCE #1			
<b>Project:</b>	Julian Ciubotariu		
<b>Agency/Firm Name:</b>	CIM Construction	<b>Title:</b>	CEO
<b>Phone:</b>	773-410-0404	<b>Email Address:</b>	iuliu_c2002@yahoo.com
REFERENCE #2			
<b>Project:</b>			
<b>Agency/Firm Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Email Address:</b>	
PLEASE ATTACH RESUME			

# MUFADDAL GADLY

Project Manager

[mufaddal.gadly@gmail.com](mailto:mufaddal.gadly@gmail.com)

347-433-0929 | [LinkedIn](#)

Chicago, IL

## PROFESSIONAL SUMMARY

Dynamic Project Manager with over 7 years of experience leading large-scale initiatives in various industries. Proven ability to spearhead the planning and execution of complex projects, ensuring alignment with organizational growth and scalability goals. Expert in creating and managing detailed project schedules, defining success metrics, and implementing reporting frameworks that drive accountability and transparency. Skilled in change management and stakeholder communication, effectively facilitating updates and addressing risks to maintain project momentum. Proficient in utilizing project management tools to monitor compliance with security and quality standards, ensuring that all deliverables meet or exceed expectations. Committed to continuous improvement and delivering projects on time and within budget.

## SKILLS

**Project Management:** Project Planning • SDLC • Stakeholder Management • Change Management • Risk Management • Documentation • Process Improvement • GAP Analysis • Requirements Gathering & Analysis • Quality Assurance

**Technical and Soft Skills:** Jira • Confluence • Azure DevOps • SharePoint • Visio • Miro • Monday.com • MS Office Suite • MS Teams • MS Project • Procore • Effective Communication • Leadership • Collaboration • Problem-Solving • Critical Thinking • Strategic Planning • SOAPUI • Postman • SQL • LDAP • AD • Entra ID • Entra ID • Imprivata

## WORK HISTORY

### SMB Contracting Inc

Project Manager

Oct 2024 – Present

- Oversee the planning, execution, and completion of construction projects, ensuring adherence to scope, schedule, and budget.
- Coordinate cross-functional teams of contractors, subcontractors, and engineers to achieve project goals within deadlines.
- Analyze and approved change orders, minimizing budget overruns by implementing effective cost control strategies.
- Led daily and weekly project meetings with stakeholders, fostering transparent communication and issue resolution
- Reduce construction delays through proactive problem-solving and stakeholder coordination
- Monitor project progress using Procore improving schedule adherence.
- Prepare and reviewed RFQs and ensured competitive pricing for materials on procurement costs
- Manage multiple concurrent projects across commercial and residential sectors.

### UNO Recruit LLC (Client: Chelan County PUD, Wenatchee, WA)

Project Manager

Sep 2022 – Oct 2024

- Spearheaded the planning and execution of a large-scale data center modernization project, overseeing all phases from initial scoping to completion, ensuring zero down-time during cutover.
- Defined, implemented, and sustained cloud program initiatives, aligning efforts with organizational objectives to optimize cloud infrastructure and drive digital transformation.
- Managed four interrelated projects within a cloud program, identifying key dependencies, prioritizing conflicts, and addressing resource constraints.
- Partnered with business stakeholders and IT leadership to develop business cases and project charters establishing scope, and strategic alignment to ensure successful project initiation.
- Developed project schedules, milestones, and timelines in Monday.com, tracked progress, and ensured team accountability for timely delivery and alignment with objectives.
- Developed and executed communication plans, including weekly meetings, real-time dashboards, and status emails to project teams, providing detailed status reports to keep stakeholders informed and aligned.
- Successfully led a Proof of Concept (POC) to evaluate and select the optimal operating system for field workforce management devices, driving informed decision-making for deployment.
- Analyzed existing processes and developed streamlined, user-friendly workflows to simplify request submissions and improve tracking, enhancing overall user experience and efficiency.

### Persistent Systems Inc. (Client: Inland Empire Healthcare Plan, Rancho Cucamonga, CA)

Project Manager – Saviynt SSM

Feb 2023 – Jan 2024

- Collaborated with stakeholders and cross-functional teams to define Saviynt implementation goals, refined requirements, and ensured alignment with strategic business objectives.

- Facilitated requirement-gathering sessions with stakeholders and end-users to document clear project objectives, translating complex business needs into actionable project plans.
- Coordinated with application owners to analyze the existing application landscape and determined appropriate integration types to ensure seamless application interoperability.
- Developed a comprehensive understanding of the scope and requirements for the IEHP IDAM project to assist QA team to prepare detailed test plans and test cases.
- Communicated with project team and business owners through daily stand-ups and weekly meetings, providing status updates, addressing concerns, and ensuring alignment with overall Saviynt implementation and Access Certification goals.
- Collaborated with the application stakeholders to review and finalize the Quality Assurance (QA) plan, ensuring all parties are aligned and sign-off is obtained.

### **UNO Recruit LLC (Client: Walgreens Boots Alliance, Deerfield, IL)**

Project Manager

Sep 2021 – Aug 2022

- Successfully led and delivered a high-trust enterprise platform, achieving 97% feature completion ahead of schedule.
- Managed scope changes and ensured proper documentation and approval processes were followed for any changes to project deliverables or timelines.
- Proactively identified potential risks, blockers and issues, and worked with project team and stakeholders to develop mitigation strategies.
- Worked closely with Project Managers from the Infrastructure and Cybersecurity teams to align project goals, synchronize efforts, and ensure smooth collaboration across teams.
- Compiled and sent weekly project status reports to leadership, summarizing project performance, timelines, and any issues or risks, keeping stakeholders up to date on project health and progress.
- Created epics and user stories in Azure DevOps to effectively track project progress, prioritize tasks, and manage sprints, ensuring alignment with project objectives and timely delivery of features.

Business Analyst

Mar 2019 – Sep 2021

- Developed detailed technical specification documents for implementation of Identity Governance and Administration (IGA) tool, outlining system architecture, integration requirements, and data flow to guide successful deployment.
- Developed comprehensive user lifecycle workflows, access assignments, and approval processes to streamline identity management, enhance security controls, and ensure compliance with organizational policies.
- Collaborated with application teams to integrate systems with the IAM tool, facilitating seamless access provisioning and enhancing security controls for streamlined user management.
- Created comprehensive business requirement documents capturing both functional and non-functional requirements for the development of self-service portal, ensuring clarity for development teams and alignment.
- Developed and executed test plans and test cases for the self-service portal, ensuring functionality, usability, and alignment with business requirements prior to deployment.
- Boosted store user efficiency by 30% by implementing a Card & PIN login process, replacing the traditional login method to streamline authentication and enhance user experience.

### **VBridge Global LLC (Client: Walgreens Boots Alliance, Deerfield, IL)**

Business Analyst

Nov 2017 – Mar 2019

- Engaged with employees and observed IAM operations to understand unit functions, workflows, and tools in use, capturing insights to enhance system efficiency and effectiveness.
- Conducted studies on existing IAM work processes, information flow, and system integration methods to identify opportunities for enhanced communication, efficiency, and cost savings.
- Collaborated with stakeholders to facilitate and oversee the successful implementation of new IAM tools and procedural changes, ensuring alignment with business goals and compliance standards.
- Developed detailed manuals, guides, and training resources; conducted user training sessions to ensure smooth transitions to updated IAM processes and systems.
- Designed and documented test cases for validating functionality, security, and reliability of Legacy systems, including Disaster Recovery (DR) environments.

### **Signarama, Queens, NY**

Business Analyst

Feb 2017 – May 2017

- Led requirements-gathering sessions with stakeholders to understand project needs, providing tailored product recommendations that align with both client objectives and technical specifications.
- Collaborated with development teams to ensure solutions met business needs and that the final product adhered to both functional and non-functional requirements.
- Conducted regular status meetings and provided stakeholders with project updates, addressing any potential risks or challenges to maintain project momentum and transparency.
- Monitored project milestones and adjusted timelines as needed to meet deliverable goals, ensuring alignment with client expectations and project scope.

### **Overseas Kitchen & Bath Stores, Hyderabad, India**

Business Development Coordinator

Aug 2012 – Dec 2015

- Collaborated with customers to understand their specific kitchen preferences and provided personalized design recommendations to ensure aesthetic appeal and functional layout.
- Worked with interior designers to prepare detailed floor plans and 3D renderings, enabling clients to visualize the kitchen layout and finalize designs that aligned with their vision and spatial requirements.
- Coordinated with installation teams to ensure smooth, timely delivery and setup of modular kitchens, addressing any on-site challenges promptly.
- Assessed project costs and provided quotes based on clients' selected products and design specifications, ensuring transparency in pricing.

## **CERTIFICATIONS & EDUCATION**

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**Professional Scrum Master (PSM1)**, Scrum.org - July 2022

**Master of Science in Information Technology Management (MSITM)**

Campbellsville University, Kentucky - May 2020

**Master of Business Administration in Management (MBA)**

New York Institute of Technology, New York - May 2017

**Bachelor of Commerce (B. Com)**

Osmania University, Hyderabad, India – Aug 2013

## FORM B – KEY PERSONNEL

*Please complete a form for each Key Personnel.*

KEY PERSONNEL			
<b>Role:</b>	<input type="checkbox"/> Project Manager (or Project Lead for Class D&E General Contractors) <input type="checkbox"/> Scheduler <input type="checkbox"/> Superintendent <input type="checkbox"/> MEP Coordinator <input checked="" type="checkbox"/> Safety Manager <input checked="" type="checkbox"/> Quality Control Manager <input type="checkbox"/> Sustainability Coordinator		
<b>Name:</b>	Angel Gutierrez		
<b>Title:</b>	Safety Manager/Quality Assurance		
<b>Number of years with the firm:</b>			6 years
<b>Number of years with experience in this capacity:</b>			6 years
<b>Project Type:</b> <i>(Please check all experience that applies to the individual who will be dedicated to this project.)</i>			
<input checked="" type="checkbox"/> DIVISION 01 00 00 GENERAL REQUIREMENTS <input checked="" type="checkbox"/> DIVISION 02 00 00 EXISTING CONDITIONS <input checked="" type="checkbox"/> DIVISION 03 00 00 CONCRETE <input checked="" type="checkbox"/> DIVISION 04 00 00 MASONRY <input type="checkbox"/> DIVISION 05 00 00 METALS <input type="checkbox"/> DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES <input type="checkbox"/> DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION <input checked="" type="checkbox"/> DIVISION 08 00 00 OPENINGS <input checked="" type="checkbox"/> DIVISION 09 00 00 FINISHES <input type="checkbox"/> DIVISION 10 00 00 SPECIALTIES <input type="checkbox"/> DIVISION 11 00 00 EQUIPMENT <input checked="" type="checkbox"/> DIVISION 12 00 00 FURNISHINGS <input type="checkbox"/> DIVISION 13 00 00 SPECIAL CONSTRUCTION <input type="checkbox"/> DIVISION 14 00 00 CONVEYING EQUIPMENT		<input checked="" type="checkbox"/> DIVISION 15 00 00 MECHANICAL <input checked="" type="checkbox"/> DIVISION 16 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 21 00 00 FIRE SUPPRESSION <input checked="" type="checkbox"/> DIVISION 22 00 00 PLUMBING <input checked="" type="checkbox"/> DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) <input type="checkbox"/> DIVISION 25 00 00 INTEGRATED AUTOMATION <input checked="" type="checkbox"/> DIVISION 26 00 00 ELECTRICAL <input type="checkbox"/> DIVISION 27 00 00 COMMUNICATIONS <input checked="" type="checkbox"/> DIVISION 28 00 00 ELECTRONIC SAFETY AND SECURITY <input type="checkbox"/> DIVISION 31 00 00 EARTHWORK <input checked="" type="checkbox"/> DIVISION 32 00 00 EXTERIOR IMPROVEMENTS <input checked="" type="checkbox"/> DIVISION 33 00 00 UTILITIES <input type="checkbox"/> DIVISION 40 00 00 PROCESS INTEGRATION	
REFERENCES			
REFERENCE #1			
<b>Project:</b>		CHA 19 Sign Exterior Property Installation	
<b>Agency/Firm Name:</b>	Ezzy Signs Chicago - Tarek Oalabi	<b>Title:</b>	Operations Manager
<b>Phone:</b>	630-998-6196	<b>Email Address:</b>	sales@ezzysignschicago.com
REFERENCE #2			
<b>Project:</b>			
<b>Agency/Firm Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Email Address:</b>	
PLEASE ATTACH RESUME			

RESUME OF ANGEL GUTIERREZ  
3826 South 59 Court  
Cicero, Illinois 60804  
708-802-3117

PROFESSIONAL EXPERIENCE

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SMB Contracting, Inc.

January 2018 - Present

Quality Assurance and Safety Specialist

- Conduct regular safety risk assessments to identify hazards on the job site.
- Develop strategies to minimize or eliminate identified risks.
- Perform daily/weekly site inspections to ensure compliance with safety protocols.
- Identify unsafe practices, tools, or equipment and recommend corrective actions.
- Conduct safety training sessions, including toolbox talks, emergency drills, and use of Personal Protective Equipment (PPE).
- Educate workers on safe operating procedures for equipment and tools. As company grows, I am able to excel, learn new things and expand my knowledge as well.
- Ensure materials, equipment, and workmanship comply with project specifications and standards.
- Monitor ongoing construction activities to ensure quality standards are maintained.
- Recommend process improvements to enhance construction quality and efficiency.

V&V Supremo

June 2016 – December 2017 At V&V, was responsible for ensuring all items needed were organized and packed for distribution. There were numerous daily requests for large and small items. Attention to detail of what was needed to send. Licensed forklift operator (standard, rider and pallets), used hoists as needed.

Industrial Wire & Cable

2010 - 2016

Machine Operator for company that specialized in PVC cooper and wiring electrical cables.

OSHA 30 Certified

High School Graduate

EDUCATION

## FORM C – DISCLOSURE AFFIDAVIT

### I. HISTORY AND OWNERSHIP OF RESPONDENT FIRM

Any firm proposing to conduct any business transactions with the Public Building Commission of Chicago must complete this Disclosure Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a completed Disclosure Affidavit.

The undersigned Huneza Shujauddin, as President  
Name Title

and on behalf of SMB Contracting Inc.  
("Bidder/Proposer/Respondent or Contractor") having been duly sworn under oath certifies the following:

RESPONDENT			
Name of Firm:	SMB Contracting Inc		
Address:	695 Executive Drive		
City/State/Zip:	Willowbrook, IL 60527		
Telephone:	708-752-1824	Facsimile:	n/a
FEIN:	45-2645337	SSN:	n/a
Email:	huneza@contractingsmb.com		
Nature of Transaction:			
<input type="checkbox"/> Sale or purchase of land <input checked="" type="checkbox"/> Construction Contract <input type="checkbox"/> Professional Services Agreement <input type="checkbox"/> Other _____			

### II. DISCLOSURE OF OWNERSHIP INTERESTS

Pursuant to Resolution No. 5371 of the Board of Commissioners of the Public Building Commission of Chicago, all Bidders/Proposers shall provide the following information with their Bid/Proposal. If the question is not applicable, answer "NA". If the answer is none, please answer "none".	
<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Not-for-profit Corporation
<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other: _____



## FORM C – DISCLOSURE AFFIDAVIT

### A. CORPORATIONS AND LLC'S

<b>State of Incorporation or Organization:</b>		IL	
<b>If outside of Illinois, is your firm authorized to conduct business in the State Of Illinois:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>City/State/ZIP:</b>			
<b>Telephone:</b>			
<b>Identify the names of all officers and directors of the business entity.</b> (Please attach list if necessary.)			
<b>Name</b>		<b>Title</b>	
Huneza Shujauddin		President	
Hussain Shujauddin		Chief Operations Officer	
<b>Identify all shareholders whose ownership percentage exceeds 7.5% of the business entity.</b> (Please attach list if necessary.)			
<b>Name</b>	<b>Address</b>	<b>Ownership Interest Percentage</b>	
Huneza Shujauddin	695 Executive Drive, Willowbrook IL	100 %	
		%	
		%	
<b>LLC's only, indicate Management Type and Name:</b> n/a			
<input type="checkbox"/> Member-managed	<input type="checkbox"/> Manager-managed	<b>Name:</b>	
<b>Is the corporation or LLC owned partially or completely by one or more other corporations or legal entities?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide the above information, as applicable, for each such corporation or entity such that any person with a beneficial ownership interest of 7.5% or more in the corporation contracting in the PBC is disclosed. For example, if Corporation B owns 15% of Corporation A, and Corporation A is contracting with the PBC, then Corporation B must complete a Disclosure Affidavit. If Corporation B is owned by Corporations C and D, each of which owns 50% of Corporation B, then both Corporations C and D must complete Disclosure Affidavits.</i>			

## FORM C – DISCLOSURE AFFIDAVIT

### B. PARTNERSHIPS

If the bidder/proposer or contractor is a partnership, indicate the name of each partner and the percentage of interest of each therein. Also indicate, if applicable, whether General Partner (GP) or Limited Partner (LP).		
Name	Type	Ownership Interest Percentage
		%
n/a		%
		%
		%
		%

### C. SOLE PROPRIETORSHIP

The bidder/proposer or contractor is a sole proprietorship and is not acting in any representative capacity on behalf of any beneficiary:	
If the answer is no, please complete the following two sections.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the sole proprietorship is held by an agent(s) or a nominee(s), indicate the principal(s) for whom the agent or nominee holds such interest.	
Name of Principal(s)	
n/a	
If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised.	
Name	Address
n/a	

## FORM C – DISCLOSURE AFFIDAVIT

---

### III. CONTRACTOR CERTIFICATION

#### A. CONTRACTORS

1. The Contractor, or any affiliated entities of the Contractor, or any responsible official thereof, or any other official, agent or employee of the Contractor, any such affiliated entity, acting pursuant to the direction or authorization of a responsible official thereof has not, during a period of three years prior to the date of execution of this certification:
  - a. Bribed or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States (if an officer or employee, in that officer's or employee's official capacity); or
  - b. Agreed or colluded, or been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
  - c. Made an admission of such conduct described in 1(a) or (b) above which is a matter of record but has not been prosecuted for such conduct.
2. The Contractor or agent, partner, employee or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rigging<sup>2</sup> in violation of Section 3 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-3), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rigging during a period of five years prior to the date of Submission of this bid, proposal or response.
3. The Contractor or any agent, partner, employee, or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rotating<sup>4</sup> in violation of Section 4 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-4), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rotating.
4. The Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code entitled "Office of the Inspector General" and all provisions of the Public Building Commission Code of Ethics Resolution No.5339, as amended by Resolution No. 5371.
5. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state or local department or agency.
  - b. Have not within a three-year period preceding this bid or proposal been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (5)(b) above; and
  - d. Have not within a three-year period preceding this bid or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

## FORM C – DISCLOSURE AFFIDAVIT

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### B. SUBCONTRACTORS

1. The Contractor has obtained from all subcontractors being used in the performance of this contract or agreement, known by the Contractor at this time, disclosures substantially in the form of Section 1, and certifications substantially in the form of Section 2, of this Disclosure Affidavit. Based on such disclosures and certification(s), and any other information known or obtained by the Contractor, is not aware of any such subcontractor or subcontractor's affiliated entity or any agent, partner, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document; (b) bid-rigging, bid-rotating, or any similar offense of any state or the United States which contains the same elements as bid-rigging or bid-rotating, or having made an admission of guilt of the conduct described in Section 2 which is matter of record but has/have not been prosecuted for such conduct.
2. The Contractor will, prior to using them as subcontractors, obtain from all subcontractors to be used in the performance of this contract or agreement, but not yet known by the Contractor at this time, certifications substantially in the form of this certification. The Contractor shall not, without the prior written permission of the Commission, use any of such subcontractors in the performance of this contract if the Contractor, based on such certifications or any other information known or obtained by Contractor, became aware of such subcontractor, subcontractor's affiliated entity or any agent, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document of or (b) bid-rigging, bid-rotating or any similar offenses of any state or the United States which contains the same elements as bid-rigging or bid-rotating or having made an admission of guilt of the conduct described as prohibited in this document which is a matter of record but has/have not been prosecuted for such conduct. The Contractor shall cause such subcontractors to certify as to all necessary items. In the event any subcontractor is unable to certify to a particular item, such subcontractor shall attach an explanation to the certification.
3. For all subcontractors to be used in the performance of this contract or agreement, the Contractor shall maintain for the duration of the contract all subcontractors' certifications required by this document and Contractor shall make such certifications promptly available to the Public Building Commission of Chicago upon request.
4. The Contractor will not, without the prior written consent of the Public Building Commission of Chicago, use as subcontractors any individual, firm, partnership, corporation, joint venture or other entity from whom the Contractor is unable to obtain a certification substantially in the form of this certification.
5. The Contractor hereby agrees, if the Public Building Commission of Chicago so demands, to terminate its subcontract with any subcontract if such subcontractor was ineligible at the time that the subcontract was entered into for award of such subcontract. The Contractor shall insert adequate provisions in all subcontracts to allow it to terminate such subcontract as required by this certification.

### C. STATE TAX DELINQUENCIES

1. The Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or, if delinquent, the Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or amount of the tax.
2. Alternatively, the Contractor has entered into an agreement with the Illinois Department of Revenue for the payment of all such taxes that are due and is in compliance with such agreement.
3. If the Contractor is unable to certify to any of the above statements, the Contractor shall explain below. Attach additional pages if necessary.

## FORM C – DISCLOSURE AFFIDAVIT

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If the letters "NA", the word "None" or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

4. If any subcontractors are to be used in the performance of this contract or agreement, the Contractor shall cause such subcontractors to certify as to paragraph (C)(1) or (C)(2) of this certification. In the event that any subcontractor is unable to certify to any of the statements in this certification, such subcontractor shall attach an explanation to this certification.

### D. OTHER TAXES/FEES

1. The Contractor is not delinquent in paying any fine, fee, tax or other charge owed to the City of Chicago.
2. If Contractor is unable to certify to the above statement, Contractor shall explain below and (attach additional pages if necessary).

If the letters "NA", the word "None" or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

### E. PUNISHMENT

1. A Contractor who makes a false statement material to Section II(A)(2) of this certification commits a Class 3 felony. 720 ILCS 5/33E-11(b).

### F. JUDICIAL OR ADMINISTRATIVE PROCEEDINGS

1. The Contractor is not a party to any pending lawsuits against the City of Chicago or the Public Building Commission of Chicago nor has Contractor been sued by the City of Chicago or the Public Building Commission of Chicago in any judicial or administrative proceeding.
2. If the Contractor cannot certify to the above, provide the (1) case name; (2) docket number; (3) court in which the action is or was pending; and (4) a brief description of each such judicial or administrative proceeding. Attach additional sheets if necessary.

If the letters "NA", the word "None" or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

### G. CERTIFICATION OF ENVIRONMENTAL COMPLIANCE

- A. Neither the Contractor nor any affiliated entity of the Contractor has, during a period of five years prior to the date of execution of this Affidavit: (1) violated or engaged in any conduct which violated federal, state or local environmental restriction, (2) received notice of any claim, demand or action, including but not limited to citations and warrants, from any federal, state or local agency exercising executive, legislative, judicial, regulatory or administrative functions relating to a violation or alleged violation of any federal, state or local statute, regulation or other environmental restriction; or (3) been subject to any fine or penalty of any nature for failure to comply with any federal, state or local statute, regulation or other environmental restriction.

## FORM C – DISCLOSURE AFFIDAVIT

If the Contractor cannot make the certification contained in the above paragraph, identify any exceptions (attach additional pages if necessary):

If the letters "NA", the word "None" or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

- B. Without the prior written consent of the Public Building Commission of Chicago, Contractor will not employ any subcontractor in connection with the contract or proposal to which this Affidavit pertains without obtaining from such subcontractor a certification similar in form and substance to the certification contained in Paragraph A of this Section III prior to such subcontractor's performance of any work or services or furnishing any goods, supplies or materials of any kind under the proposal or the contract to which this Affidavit pertains.
- C. Until completion of the Contract's performance under the proposal or contract to which this Affidavit pertains, the Contractor will not violate any federal, state or local statute, regulation or other Environmental Restriction, whether in the performance of such contract or otherwise.

### H. INCORPORATION INTO CONTRACT AND COMPLIANCE

The above certification shall become part of any contract awarded to the Contractor set forth on page 1 of this Disclosure Affidavit and are a material inducement to the Public Building Commission of Chicago's execution of the contract, contract modification or contract amendment with respect to which this Disclosure Affidavit is being executed and delivered on behalf of the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

### I. VERIFICATION

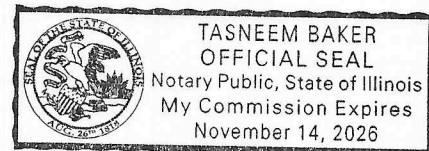
Under penalty of perjury, I certify that I am authorized to execute this Disclosure Affidavit on behalf of the Contractor set forth on page 1, that I have personal knowledge of all the certifications made herein and that the same are true.

The Contractor must report any change in any of the facts stated in this Affidavit to the Public Building Commission of Chicago within 14 days of the effective date of such change by completing and submitting a new Disclosure Affidavit. Failure to comply with this requirement is grounds for your firm to be deemed non-qualified to do business with the PBCC. Deliver any such new Disclosure Affidavit to: Public Building Commission of Chicago, Director of Compliance, 50 W. Washington, Room 200, Chicago, IL 60602.

[Signature]  
Signature of Authorized Officer  
Huneza Shuiguddin  
Name of Authorized Officer (Print or Type)  
President  
Title  
708 752 1824  
Telephone Number

State of Illinois  
County of DUPAGE

Signed and sworn to before me on this 17<sup>th</sup> day of Dec, 2024 by  
Huneza Shuiguddin (Name) as President (Title) of  
SMB Contracting Inc (Bidder/Proposer/Respondent or Contractor)  
Tasneem Baker  
Notary Public Signature and Seal



Firm Name: SMB Contracting Inc Classification Type: Tier I and Tier II and Tier III

## FORM D – LEGAL ACTIONS

### I. LEGAL ACTIONS

If the answer to any of the questions below is **YES**, you must provide a type-written, brief description, and/or explanation on a separate sheet following this page. Each question must be answered.

Question	Yes	No
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and enter the dollar amount of claims or judgments and the contract value of the contract on which the claim was filed _____.		
Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Within the last 3 years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations (including but not limited to MBE, WBE, EEOC violations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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**City of Chicago  
Department of Buildings  
General Contractor's Licenses**

BY THE AUTHORITY OF THE CITY OF CHICAGO, THE FOLLOWING LICENSE IS HEREBY GRANTED TO :

SMB CONTRACTING, INC.  
695 EXECUTIVE DR  
WILLOWBROOK IL 60527

LICENSE CLASS: (A) ALL PROJECTS - NO RESTRICTIONS



LICENSE NUMBER: TGC035859

CERTIFICATE NUMBER : GC035859-14


FEE: \$ 2000


DATE ISSUED: 09/23/2024

DATE EXPIRES: 09/23/2025

**THIS LICENSE IS NON-TRANSFERABLE**

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION FOR SAID LICENSE. THIS LICENSE MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW. THE ABOVE LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES, STATE OF ILLINOIS, COUNTY OF COOK AND CITY OF CHICAGO AND ALL AGENCIES THEREOF.

  
Brandon Johnson  
Mayor

  
Marlene Hopkins  
Commissioner



# CITY OF CHICAGO

## LICENSE CERTIFICATE

NON-TRANSFERABLE

BY THE AUTHORITY OF THE **CITY OF CHICAGO**, THE FOLLOWING SPECIFIED LICENSE IS HEREBY GRANTED TO

**SMB CONTRACTING INC.,**

PRINTED ON:

08/16/2023

NAME: **SMB CONTRACTING INC.,**

**1140 JAMES PETER CT.**

DBA: **DARIEN, IL 60561**

AT:

2437632

4404

\$\*\*\*\*250.00

LICENSE NO. **Regulated Business License** CODE:

FEE:

Includes: **Home Repair;**

PRESIDENT: **HUNEZA SHUJAUDDIN**

SECRETARY: **HUNEZA SHUJAUDDIN**

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREFOR, AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW, LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES GOVERNMENT, STATE OF ILLINOIS, COUNTY OF COOK, CITY OF CHICAGO AND ALL AGENCIES THEREOF:

WITNESS THE HAND OF THE MAYOR OF SAID CITY AND THE CORPORATE SEAL THEREOF  
THIS 15 DAY OF **OCTOBER**, 2023

EXPIRATION DATE:

**October 15, 2025**

ATTEST:



*[Signature]*

MAYOR

ACCOUNT NO. **366927**

SITE : **2**

TRANS NO.

*[Signature]*

CITY CLERK



THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE LICENSED PREMISES.

## FORM H – CONTRACTOR’S PROPOSAL

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### FORM H: CONTRACTOR’S PROPOSAL

The Contractor hereby acknowledges receipt of the all Contract documents for Contract No. PS3093, including, but not limited to: a) Book 1 – Request for Proposal, Project Information, Instructions to Proposers, and Execution Documents, b) Book 2 – Standard Terms and Conditions, c) Book 3 – Construction Task Catalog®, d) Book 4 – Technical Specifications, and e) Addenda Nos. (None unless indicated below)

Addendum No.	Date of Addendum
1	11/15/2024
2	11/19/2024
3	12/2/2024
4	12/6/2024
5	12/12/2024
6	12/17/2024

## FORM I – PROPOSED ADJUSTMENT FACTORS

### FORM I: PROPOSED ADJUSTMENT FACTORS – TIER 2

The Respondent shall set forth Adjustment Factors in legible figures in the respective space provided. Failure to submit all Adjustment Factors within a specified Tier will result in the submission being deemed non-responsive. The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

	Adjustment Factor Name	Adjustment Factor Proposed:	X % Weight	= Total
1.	For Projects Between \$300,000.01 and \$1,000,000.00, Normal Working Hours	_1_ . _0_ 9_ _ _	.50	0_ . _5_ 4_ 5_ _ _
2.	For Projects Between \$300,000.01 and \$1,000,000.00, Other than Normal Working Hours	_1_ . _0_ 9_ _ _	.30	0_ . _3_ 2_ 7_ _ _
3.	Non Pre-priced: For Non Pre-priced Work	_1_ . _0_ 9_ _ _	.20	_0_ . _2_ 1_ 8_ _ _
4.	ADD ALL THE TOTALS IN THE RIGHT COLUMN			_1_ . _0_ 9_ _ _

#### Notes To Bidder:

Specify lines 1 through 4 to four (4) decimal places. Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).

**The Adjustment Factors for Other Than Normal Working Hours Adjustment Factors must be equal to or greater than the Normal Working Hours Adjustment Factors. The Non Pre-priced Adjustment Factor must be equal to or greater than 1.0000.**

**The percentage weighted multipliers above are for the purpose of calculating a Total Base Proposal. No assurances are made by the PBC that Work will be ordered under the Contract in a distribution consistent with the weighted percentages above. The Total Base Proposal is only used for the purpose of determining the Award Criteria Figure.**

When submitting Job Order Price Proposals related to specific Job Orders, the Respondent shall utilize one or more of the Adjustment Factors applicable to the Work being performed.



## FORM K - ACCEPTANCE

### A. PROPOSAL ACCEPTANCE

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterparts the day and year first above written.

PUBLIC BUILDING COMMISSION OF CHICAGO

Mary Pat Witry  
Mary Pat Witry, Secretary

Brandon Johnson  
Mayor Brandon Johnson, Chairman

### CONTRACTING PARTY

Contractor Name

Address

#### IF A CORPORATION:

Name:

SMB Contracting

Title:

President

Signature:

ATTEST BY:

Hunera Shyauddin  
Secretary

Secretary

#### IF A PARTNERSHIP:

Partner (Signature)

Address

Partner (Signature)

Address

Partner (Signature)

Address

#### IF A SOLE PROPRIETORSHIP:

Signature

Address

### NOTARY PUBLIC

County of Dupage

State of IL

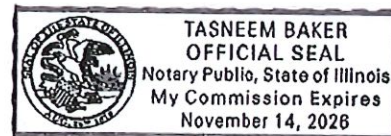
Subscribed and sworn to before me on this 17<sup>th</sup> day of Dec, 2024.

Tasneem Baker (SEAL)  
Notary Public Signature

Commission Expires: Nov 14, 2026

### APPROVED AS TO FORM AND LEGALITY

Anne L. Zied Date: 7/10/2025  
Neal & Leroy, LLC



Firm Name: SMB Contracting Inc Classification Type: Tier I and Tier II and Tier III


## FORM L – AFFIDAVIT OF NON-COLLUSION

### Affidavit Of Non-collusion

STATE OF ILLINOIS                    }  
  } SS  
COUNTY OF COOK                    }

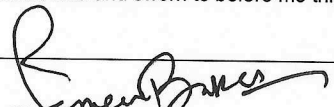
\_\_\_\_ Huneza Shujauddin \_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He/She is \_\_\_\_\_ Owner \_\_\_\_\_  
(Owner, Partner, Officer, Representative or Agent \_\_\_\_\_ SMB Contracting inc \_\_\_\_\_  
the Bidder that has submitted the attached Bid;
- (2) That Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham bid;
- (4) Neither Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, conspired, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or in that of any other Bidder, or to fix any overhead, profit, or cost element of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Public Building Commission of Chicago or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- (6) The Bidder is not barred from bidding as a result of having violated Illinois Criminal Code, 720 ILCS 5/33E-3 (Bid-rigging), 720 ILCS 5/33E-4 (Bid rotating) or the Prevailing Wage Act, 30 ILCS 570/0.01 through 570/7.

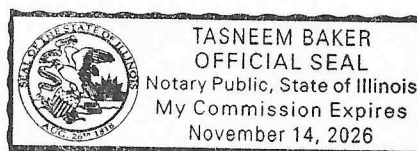
  
(Signed)

President

(Title)  
Subscribed and sworn to before me this 17<sup>th</sup> day of December 2024



(Title)  
My Commission expires: Nov 14, 2026



Firm Name: SMB Contracting Inc    Classification Type: Tier I and Tier II and Tier III

**FORM M – JOINT VENTURE AFFIDAVIT****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

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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.)

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

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E. Nature of joint venture's business

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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.

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**FORM M – SCHEDULE B – JOINT VENTURE AFFIDAVIT****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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- 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

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2. Management decisions such as:

- a. Estimating

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- b. Marketing and Sales

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- c. Hiring and firing of management personnel

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- d. Other

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3. Purchasing of major items or supplies

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4. Supervision of field operations

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5. Supervision of office personnel

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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.

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

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**FORM M – SCHEDULE B – 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 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 A – INSURANCE

The insurance requirements listed below are the minimum requirements that will be required for work issued on contracts resulting from this RFP. The actual requirements for each project will likely be higher and will be determined based on the scope and the requirements of the User Agency. Per Section II. VI. G. of this RFP, Respondent is to submit a certificate of insurance evidencing their current insurance program.

The Contractor must provide and maintain at Contractor's own expense, the minimum insurance coverage and requirements specified below, insuring all operations related to the Contract. The insurance must remain in effect from the date of the Notice to Proceed until Substantial Completion of the project, during completion of Punch List, as well as any time Contractor returns to perform additional work regarding warranties or for any other purpose, unless otherwise noted below or agreed by the Public Building Commission's Director of Risk Management.

### INSURANCE TO BE PROVIDED

1) **Workers' Compensation and Employers Liability (Primary and Umbrella)**

Workers' Compensation Insurance as prescribed by applicable law covering all employees who are to provide a service under this Contract and Employers Liability coverage with limits of not less than \$1,000,000 each accident, illness or disease. Coverage will include a waiver of subrogation as required below.

2) **Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations to be maintained for minimum of two (2) years following project completion, explosion, collapse, underground hazards, defense and contractual liability. Contractor and all subcontractors of every tier **will specifically name** the Public Building Commission of Chicago, the City of Chicago, the User Agency and others as may be required by the Public Building Commission of Chicago, as Additional Insured using the latest version of the ISO CG2010 and CG2037. Additional Insured status will be on a primary, non-contributory basis for any liability arising directly or indirectly from the work, including the two year completed operations periods. Coverage will include a waiver of subrogation as required below.

Subcontractors performing work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

3) **Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance, with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The Public Building Commission of Chicago, the City of Chicago, the User Agency and others as may be required by the Public Building Commission of Chicago, are to be named as Additional Insured on a primary, non-contributory basis.

Subcontractors performing work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

4) **Contractors Pollution Liability**

Contractors Pollution coverage is required with limits of not less than \$1,000,000 per occurrence for any portion of the services, which may entail, exposure to any pollutants, whether in the course of sampling, remedial work or any other activity under this contract. The contractor pollution liability policy will provide coverage for sums that the insured become legally obligated to pay as loss as a result of claims for bodily injury, property damage and/or clean-up costs caused by any pollution incident arising out of the Work including remediation operations, transportation of pollutants, owned and non-owned disposal sites and any and all other activities of Contractor and its subcontractors. Pollution incidents will include, but not be limited to, the discharge, dispersal, release or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including but not limited smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, medical waste, waste materials, lead, asbestos, silica, hydrocarbons and microbial matter, including fungi, bacterial or viral matter which

## EXHIBIT A – INSURANCE

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reproduces through release of spores or the splitting of cells or other means, including but not limited to, mold, mildew and viruses, whether or not such microbial matter is living.

The policy will be maintained for a period of three years after final completion and include completed operations coverage. The policy will include the Public Building Commission of Chicago, the City of Chicago and the User Agency, and others as may be required by the Public Building Commission of Chicago, as Additional Insured. These entities must be specifically named and endorsed on the policy. Additional Insured coverage must be on a primary and non-contributory basis for ongoing and completed operations. Coverage will include a waiver of subrogation as required below.

Subcontractors performing work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

### 5) **Professional Liability**

When Contractor performs professional work in connection with the Agreement, Professional Liability Insurance must be maintained with limits of not less than \$1,000,000 covering acts, errors, or omissions. The policy will include coverage for wrongful acts, including but not limited to errors, acts or omissions, in the rendering or failure to render professional services resulting in a pollution incident. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede the, start of work on the Agreement. Coverage must be maintained for two years after substantial completion. A claims-made policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

Subcontractors performing professional work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

### 6) **Builders Risk**

Contractor must provide All Risk Builders Risk or Installation Floater Insurance on a replacement cost basis including but not limited to all labor, materials, supplies, equipment, machinery and fixtures that are or will be permanent part of the facility, inclusive of prior site work. Coverage must be on an All Risk or Cause of Loss, Special Form basis including, but not limited to, the following: right to partial or complete occupancy, collapse; water damage including overflow, leakage, sewer backup, or seepage; resulting damage from faulty or defective workmanship or materials; resulting damage from error or omission in design, plans or specifications; debris removal; Ordinance and Law and include damage to, false work, fences, temporary structures and equipment stored off site or in transit. The policy will allow for partial or complete occupancy and include damage to existing property at the site with a sublimit of \$1,000,000.

The Public Building Commission of Chicago and the Board of Education of the City of Chicago will be Named Insureds on the policy. Coverage must be for the full completed value of the work and must remain in place until at least Substantial Completion and **may only be cancelled with the written permission** of the Public Building Commission Risk Management Department, even if the Project has been put to its intended use.

The Contractor is responsible for all loss or damage to personal property including but not limited to materials, equipment, tools, scaffolding and supplies owned, rented, or used by Contractor.

### 7) **Railroad Protective Liability**

When any work is to be done adjacent to or on railroad or transit property, Contractor must provide, with respect to the operations that the General Contractor or subcontractors perform, Railroad Protective Liability insurance in the name of railroad or transit entity. The policy must have limits of not less than the requirement of the operating railroad/transit entity, and in no event less than \$2,000,000 per occurrence and \$6,000,000 aggregate, for losses arising out of injuries to or death of all persons, and for damage to or destruction of property, including the loss of use thereof. If no Railroad

## EXHIBIT A – INSURANCE

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Protective Liability insurance is required by the nearby railroads, Contractor shall submit written confirmation from each railroad.

Contractors and subcontractors are required to endorse their liability policies with form CG 24 17 to eliminate the exclusion for work within fifty (50) feet of the rail right-of-way. Contractors and subcontractors must provide copies of this endorsement with the certificate of insurance required below.

### **B. ADDITIONAL REQUIREMENTS**

Contractor must furnish the Public Building Commission Procurement Department, Richard J. Daley Center, Room 200, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Contract, and Renewal Certificates of Insurance, or such similar evidence, if any insurance policy has an expiration or renewal date occurring during the term of this Contract. The Contractor must submit evidence of insurance to the Public Building Commission prior to Contract award. The receipt of any certificate does not constitute agreement by the Commission that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The failure of the Commission to obtain certificates or other insurance evidence from Contractor is not a waiver by the Commission of any requirements for the Contractor to obtain and maintain the specified insurance. The Contractor will advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this contract. Non-fulfillment of the insurance conditions may constitute a breach of the Contract, and the Commission retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The insurance must provide for 30 days prior written notice to be given to the Commission in the event coverage is substantially changed, canceled, or non-renewed.

The Public Building Commission of Chicago reserves the right to obtain copies of insurance policies and records

Any deductibles or self-insured retentions on referenced insurance must be borne by Contractor. All self-insurance, retentions and/or deductibles must conform to these requirements.

The Contractor waives and agrees to cause all their insurers to waive their rights of subrogation against the Public Building Commission of Chicago, the City of Chicago, the User Agency and any other entity as required by the Public Building Commission of Chicago, their respective Board members, employees, elected officials, officers, or representatives. The Contractor must require each Subcontractor to include similar waivers of subrogation in favor of the Commission, the City of Chicago, the User Agency and any other entity as required by the Public Building Commission of Chicago.

The insurance coverage and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law.

Any insurance or self-insurance programs maintained by the Public Building Commission of Chicago, the City of Chicago, the User Agency and any other entity as required by the Public Building Commission of Chicago, will not contribute with insurance provided by the Contractor under the Contract.

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

If contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a Named Insured.

The Contractor must require all subcontractors to provide the insurance required herein, or Contractor may provide the insurance for subcontractors. All subcontractors are subject to the same insurance requirements of Contractor unless otherwise specified in this Contract.

If Contractor or subcontractor desires additional coverage, the party desiring the additional coverage is responsible for the acquisition and cost

## EXHIBIT A – INSURANCE

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Contractor must submit the following at the time of award:

1. Standard ACORD form Certificate of Insurance issued to the Public Building Commission of Chicago as Certificate Holder including:
  - a. All required entities as Additional Insured
  - b. Evidence of waivers of subrogation
  - c. Evidence of primary and non-contributory status
2. All required endorsements including the CG2010 and CG2037

<b>The Public Building Commission maintains the rights to modify, delete, alter or change these requirements.</b>
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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/8/2025

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

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

PRODUCER <b>Aleckson Insurance Agency</b> 1155 Ensell Rd. Lake Zurich, IL 60047	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(847) 566-7200	FAX (A/C, No): (847) 566-1750
	E-MAIL ADDRESS:		
INSURED  <b>SMB Contracting, Inc.</b> 695 Executive Dr Willowbrook, IL 60527	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Westfield Insurance Company</b>		<b>24112</b>
	INSURER B : <b>SiriusPoint America Insurance Co.</b>		
	INSURER C : <b>Philadelphia Indemnity Insurance Company</b>		<b>18058</b>
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

## CERTIFICATE NUMBER:

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	436962R	8/20/2024	8/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	436962R	8/20/2024	8/20/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			436962R	8/20/2024	8/20/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	INS-WCP0001361	8/16/2024	8/16/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Poll & Prof Liab.			PPK2698688	10/10/2024	10/10/2025	Per Incident 1,000,000
C	Poll & Prof Liab			PPK2698688	10/10/2024	10/10/2025	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Public Building Commission of Chicago, the City of Chicago, and the User Agency (and others as required by the Public Building Commission) are hereby specifically named as Additional Insured on a primary, non-contributory basis as respects general liability and auto policies when required by written contract or agreement. Coverage also includes a waiver of subrogation in favor of the additional insureds as respects general liability, auto and workers compensation policies when required by written contract or agreement; 30 day notice of cancellation applies.

## CERTIFICATE HOLDER

## CANCELLATION

Public Building Commission of Chicago Richard J. Daley Center, Room 200 50 W. Washington Street Chicago, IL 60602  <b>APPROVED</b> <b>JLB</b>  7/8/2025	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 

## EXHIBIT B – SCHEDULE C LETTER OF INTENT TO M/WBE SUBCONTRACTOR

**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:

\_\_\_\_\_  
(Name of MBE or WBE)

MBE \_\_\_\_\_ 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.**

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

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## EXHIBIT B – SCHEDULE C LETTER OF INTENT TO M/WBE SUBCONTRACTOR

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### 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:

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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)

MBE \_\_\_\_ WBE \_\_\_\_ Non-MBE/WBE \_\_\_\_

\_\_\_\_\_  
Phone

# EXHIBIT C – SCHEDULE D AFFIDAVIT OF GENERAL CONTRACTOR REGARDING MBE/WBE PARTICIPATION

## 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 Proposal		%	%

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.



## EXHIBIT C – SCHEDULE D AFFIDAVIT OF GENERAL CONTRACTOR REGARDING MBE/WBE PARTICIPATION

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### 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 \_\_\_\_

## EXHIBIT D – REQUEST FOR WAIVER FROM MBE/WBE PARTICIPATION

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### SCHEDULE E - Request for Waiver from MBE/WBE Participation

Date: \_\_\_\_\_

Ray Giderof, Executive Director  
Public Building Commission of Chicago  
Richard J. Daley Center  
50 W. Washington Street, Room 200  
Chicago, IL 60602

Dear {Insert Executive Director Name}:

RE: Contract No. \_\_\_\_\_

Project Title: \_\_\_\_\_

In accordance with Section 23.01.7, the undersigned hereby requests a waiver/partial waiver from the MBE/WBE provisions. The undersigned certifies that it/we has/have been diligent in our attempt to identify potential subcontractors certified as MBE/WBE to perform work in this project, that such efforts have not been successful, and that it/we cannot meet the Minority/Women Business Enterprise contract goal. These efforts are described below and are consistent with the "Request for Waiver" provisions of the MBE/WBE Program as detailed in Section 23.01.7 as follows:

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Documentation attached: yes\_\_\_\_ no\_\_\_\_

Based on the information provided above, we request consideration of this waiver request.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

## EXHIBIT E – DISCLOSURE OF RETAINED PARTIES

### Disclosure of Retained Parties

Pursuant to Resolution No. 5339, as amended by Resolution No. 5371, of the Board of the Public Building Commission of Chicago, the apparent low Bidder is required to submit a fully executed Disclosure of Retained Parties within five (5) days of receipt of notice that it is the apparent low bidder.

#### A. Definitions and Disclosure Requirements

1. As used herein, "Contractor" means a person or entity that has any contract or lease with the Public Building Commission of Chicago ("Commission").
2. Commission contracts and/or qualification submittals must be accompanied by a disclosure statement providing certain information about any lobbyists whom the Contractor has retained or expects to retain with respect to the contract or lease. In particular, the Contractor must disclose the name of each such person, his or her business address, the name of the relationship, and the amount of fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll.
3. "Lobbyists" means any person a) who for compensation or on behalf of any person other than himself undertakes to influence any legislative or administrative action, or b) any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

#### B. Certification

Contractor hereby certifies as follows:

1. This Disclosure relates to the following transaction: Joc Contract.
  - a. Description of goods or services to be provided under Contract

Construction Services

2. Name of Contractor: SMB Contracting Inc.
3. EACH AND EVERY lobbyist retained or anticipated to be retained by the Contractor with respect to or in connection with the contract or lease is listed below. Attach additional pages if necessary.

Check here if no such persons have been retained or are anticipated to be retained: ☒

Retained Parties:

Name	Business Address	Relationship (Lobbyists, etc.)	Fees (indicate whether paid or estimated)
N/A	N/A	N/A	N/A

## EXHIBIT E – DISCLOSURE OF RETAINED PARTIES

4. The Contractor understands and agrees as follows:
- The information provided herein is a material inducement to the Commission execution of the contract or other action with respect to which this Disclosure of Retained Parties form is being executed, and the Commission may rely on the information provided herein. Furthermore, if the Commission determines that any information provided herein is false, incomplete, or inaccurate, the Commission may terminate the contract or other transaction; terminate the Contractor's participation in the contract or other transactions with the Commission.
  - If the Contractor is uncertain whether a disclosure is required, the Contractor must either ask the Commission whether disclosure is required or make the disclosure.
  - This Disclosure of Retained Parties form, some or all of the information provided herein, and any attachments may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. The Contractor waives and releases any possible rights or claims it may have against the Commission in connection with the public release of information contained in the completed Disclosure of Retained Parties form and any attachments.

Under penalty of perjury, I certify that I am authorized to execute this Disclosure of Retained Parties on behalf of the Contractor and that the information disclosed herein is true and complete.

The Contractor also 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.

Signature

Hunera Shyauddin

Name (Type or Print)

Date

7/8/2025

Title

President

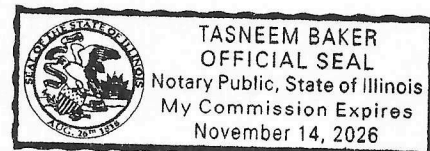
Subscribed and sworn to before me  
this 8th day of July, 2025

Notary Public

Commission expires:

NOV 14, 2026

(SEAL)



## EXHIBITF – PERFORMANCE AND PAYMENT BOND

### Performance and Payment Bond

**BOND NO. SPECIMEN**

**Contract No. SPECIMEN**

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_ \*

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

with offices in the \_\_\_\_\_ State of \_\_\_\_\_

as \_\_\_\_\_ Corporate \_\_\_\_\_ Principal, and \_\_\_\_\_

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

a corporation organized and existing under the laws of the State of \_\_\_\_\_, with offices in the State of Illinois as Surety, are held and firmly bound unto the Public Building Commission of Chicago, hereinafter called

"Commission", in the penal sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the Principal entered into a certain Contract, hereto attached, with the Commission, dated \_\_\_\_\_, 20\_\_\_\_, for the furnishing, fabrication, delivery and installation of the

in the referenced project area and other miscellaneous work collateral thereto.

NOW, THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said Contract and any extension thereof that may be granted by the Commission, with or without notice to the Surety, and during the life of any guarantee required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all authorized modifications of said Contract that may be made; and also if the Principal shall promptly pay all persons, firms, and corporations supplying labor, materials, facilities, or services in the prosecution of the work provided for in the Contract, and any and all duly authorized modifications of said Contract that may be made, notice of which modifications being hereby waived; and also, if the Principal shall fully secure and protect the said Commission, its legal successor and representative, from all liability in the premises and from all loss or expense of any kind, including all costs of court and attorney's fees, made necessary or arising from the failure, refusal, or neglect of the aforesaid Principal to comply with all the obligations assumed by said Principal or any subcontractors in connection with the performance of said Contract and all such modifications thereof; and also, if the Principal shall deliver all Work called for by said Contract of the Principal with the

## EXHIBITF – PERFORMANCE AND PAYMENT BOND

Commission, free and clear of any and all claims, liens and expenses of any kind or nature whatsoever, and in accordance with the terms and provisions of said Contract, and any and all modifications of said Contract; then, this said Bond shall become null and void; otherwise it shall remain in full force and effect.

**The Surety does further hereby consent and yield to the jurisdiction of the State Civil Courts of the County of Cook, City of Chicago, and State of Illinois, and does hereby formally waive any plea of jurisdiction on account of the residence elsewhere of the Surety. The Principal and Surety severally and jointly agree that this Bond, and the undertakings contained herein, are also for the benefit of any and all subcontractors and other persons furnishing materials, labor, facilities, or services to the Principal or for the performance by the Principal of said Contract with the Commission as originally executed by said Principal and the Commission or as thereafter modified, and that any such subcontractor or persons furnishing labor, materials, facilities, or services may bring suit on this Bond, or any undertaking herein contained, in the name of the Commission against the said Principal and Surety or either of them.**

It is expressly understood and agreed that this Bond, in the penal sum of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), shall secure the payment of all sums due of and by the Principal under the Contract, and guarantee the faithful performance of the Contract.

No modifications, omissions, or additions, in or to the terms of said Contract, the plans or specifications, or in the manner and mode of payment shall in any manner affect the obligations of the Surety in connection with aforesaid Contract. Notice to the Surety of any and all modifications in said Contract of the Principal with the Commission and of any additions or omissions to or from said Contract are hereby expressly waived by the Surety.

## EXHIBITF – PERFORMANCE AND PAYMENT BOND

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

WITNESS:

\_\_\_\_\_  
Name

BY \_\_\_\_\_ (Seal)  
Individual Principal

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Individual Principal

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Partner

CORPORATE SEAL

ATTEST:

BY \_\_\_\_\_

\_\_\_\_\_  
Corporate Principal

\_\_\_\_\_  
Secretary  
Title

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Corporate Surety

BY \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

CORPORATE SEAL

The rate of premium of this Bond is \$ \_\_\_\_\_ per thousand.\*\*

Total amount of premium charged is \$ \_\_\_\_\_ \*\*

\* The current power of attorney for the persons who sign for any surety company shall be attached to this Bond. Such power of attorney shall be sealed and certified with a "first-hand signature" by an officer of the surety. A facsimile signature will not be accepted by the Commission.

\*\* Must be filled in by the Corporate Surety.

## EXHIBIT G – BOND APPROVAL

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### Bond Approval

BY

\_\_\_\_\_  
Mary Pat Witry, Secretary  
Public Building Commission of Chicago

### CERTIFICATE AS TO CORPORATE SEAL

I, \_\_\_\_\_, certify that I am the  
Secretary of the \_\_\_\_\_  
corporation named as Principal in the within bond, that \_\_\_\_\_ who signed on behalf of  
the Principal was then President of said corporation; that I know this person's signature, and the signature  
hereto is genuine; and that said Bond was duly signed, sealed, and attested for and in behalf of said corporation by  
authority of its governing body.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

CORPORATE SEAL



## EXHIBIT H – COOK COUNTY PREVAILING WAGE

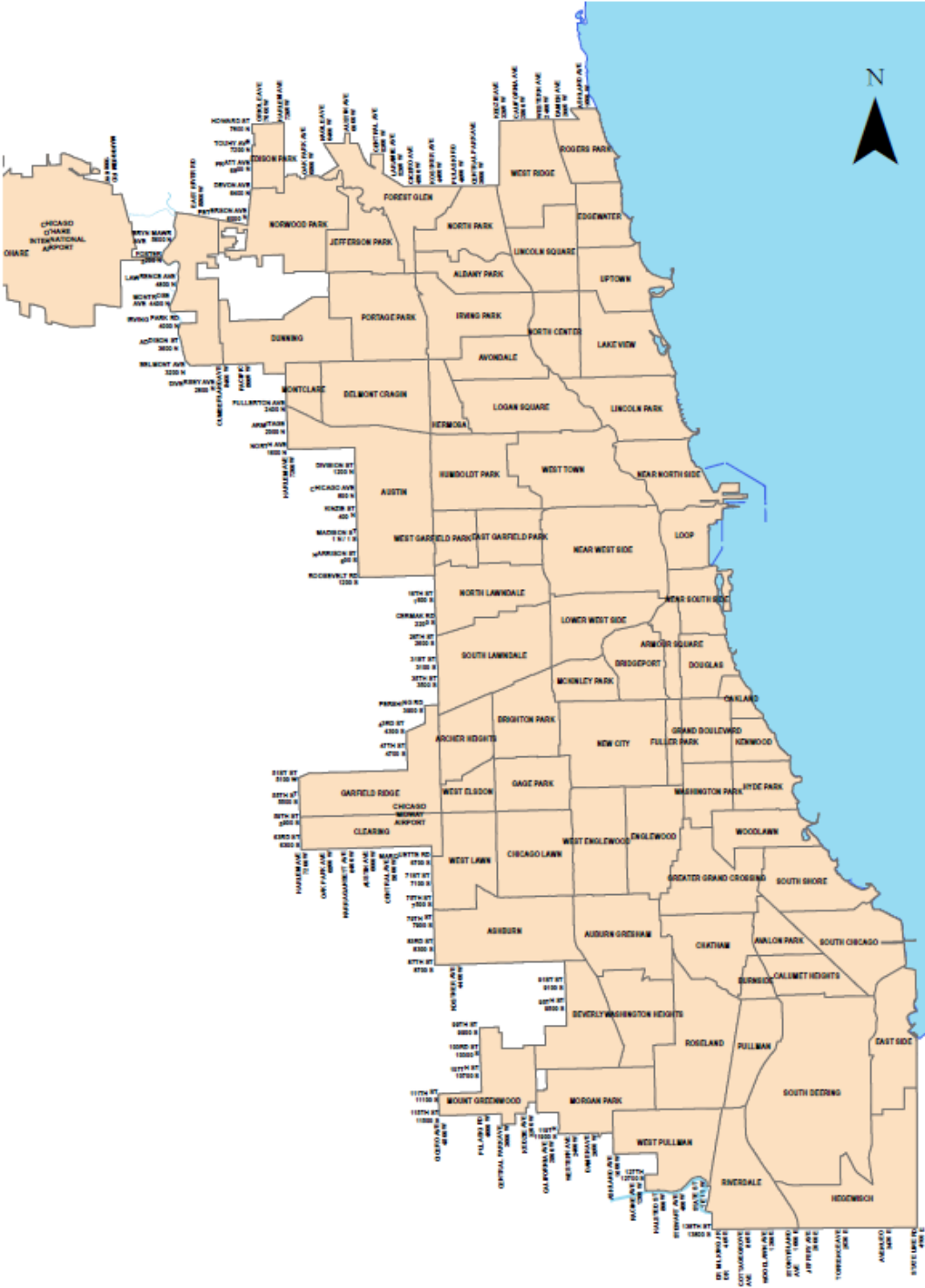
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### COOK COUNTY PREVAILING WAGE

CURRENT PREVAILING WAGE RATES CAN BE FOUND AT THE LINK BELOW

<https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>

## COMMUNITY AREAS



## EXHIBIT J – ASSIST AGENCIES

### PUBLIC BUILDING COMMISSION OF CHICAGO'S ASSIST AGENCIES

Assist Agencies are comprised of Chamber of Commerce and Not-for-Profit agencies that represent the interests of small, minority- and/or women-owned businesses. If your agency would like to be added to the PBC's Assist Agencies list, please send an email to [patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org).

**African American Contractors Association**

PO Box #19670  
Chicago, IL 60619  
Omar Shareef  
312-915-5960  
[aacanatlassoc@gmail.com](mailto:aacanatlassoc@gmail.com)  
[www.aacanatl.org](http://www.aacanatl.org)

**Chatham Business Association: Small Business Development, Inc.**

800 E 78th St  
Chicago, IL 60619  
Melinda Kelly  
(773) 994-5006  
[melindakelly@cbaworks.org](mailto:melindakelly@cbaworks.org)  
[cbaworks.org](http://cbaworks.org)

**Chicago Urban League**

4510 S Michigan Ave, 3rd Floor  
Chicago, IL 60653  
Kelly Evans  
(773) 451-3547  
[kevans@chiul.org](mailto:kevans@chiul.org)  
[chiul.org](http://chiul.org)

**Construction Business Development Center at Prairie State College**

202 S Halsted St  
Chicago Heights, IL 60411  
Cathy Svetanoff  
(708) 709-3568  
[csvetanoff@prairiestate.edu](mailto:csvetanoff@prairiestate.edu)  
[prairiestate.edu](http://prairiestate.edu)

**Hispanic American Construction Industry Association**

650 W Lake St, #415  
Chicago, IL 60661  
Ivette Trevino  
(312) 575-0389  
[itrevino@haciaworks.org](mailto:itrevino@haciaworks.org)  
[haciaworks.org](http://haciaworks.org)

**South Shore Chamber, Inc.**

1750 E 71st St  
Chicago, IL 60649  
Tonya Trice  
(773) 955-9508  
[ttrice@southshorechamberinc.org](mailto:ttrice@southshorechamberinc.org)  
[southshorechamberinc.org](http://southshorechamberinc.org)

**Women's Business Development Center**

8 S Michigan Ave, #400  
Chicago, IL 60603  
Donna Beasley  
(312) 853-3477  
[dbeasley@wbdc.org](mailto:dbeasley@wbdc.org)  
[wbdc.org](http://wbdc.org)

**Black Contractors United**

155 North Michigan Avenue  
Suite 300  
Chicago, IL 60601  
Shynetta Dockery  
773-617-5672  
[bcu@blackcontractorsunited.com](mailto:bcu@blackcontractorsunited.com)  
[blackcontractorsunited.com](http://blackcontractorsunited.com)

**Chicago Cook Workforce Partnership**

69 W Washington Street  
Suite 2860  
Chicago, IL 60602  
Marissa Lewis  
[mlewis@chiccookworks.org](mailto:mlewis@chiccookworks.org)  
(312) 603-0200  
[chiccookworks.org](http://chiccookworks.org)

**Chicago Women in Trades**

2444 W 16th St  
Chicago, IL 60608  
Jayne Vellinga  
(312) 942-1444  
[jvellinga@cwit2.org](mailto:jvellinga@cwit2.org)  
[chicagowomenintrades2.org](http://chicagowomenintrades2.org)

**Federation of Women Contractors**

4210 W Irving Park Rd  
Chicago, IL 60641  
Jaemie Neely  
(312) 360-1122  
[info@fwcchicago.com](mailto:info@fwcchicago.com)  
[fwcchicago.com](http://fwcchicago.com)

**Illinois Black Chamber of Commerce**

411 Hamilton Blvd, #1404  
Peoria, IL 61602  
Larry Ivory & Kenyatta Fisher  
(309) 740-4430  
[larryivory@illinoisblackchamber.org](mailto:larryivory@illinoisblackchamber.org)  
[kfisher@ilbcc.org](mailto:kfisher@ilbcc.org)  
[illinoisblackchamber.org](http://illinoisblackchamber.org)

**CANDO Corporation**

1633 S Michigan Ave  
Chicago, IL 60615  
LaVerne Hall  
(312) 488-9338  
[LHall@candocorp.net](mailto:LHall@candocorp.net)

**Chicago Minority Supplier Development Council**

216 W Jackson Boulevard  
Suite 600 Chicago, IL 60606  
Debra Jennings-Johnson  
(312) 755-8880  
[info@ChicagoMSDC.org](mailto:info@ChicagoMSDC.org)  
[chicagomsdc.org](http://chicagomsdc.org)

**ConstructConnect**

3825 Edwards Road, #800  
Cincinnati, OH 45209  
Amanda Beyer  
(513) 458-5837, Extension 5108336  
[amanda.beyer@constructconnect.com](mailto:amanda.beyer@constructconnect.com)  
[ConstructConnect.com](http://ConstructConnect.com)

**HIRE360 Chicago**

2301 S Lake Shore Drive  
Lakeside Center, Chicago, IL 60616  
Deborah Whitaker  
(312) 575-2500  
[dwhitaker@hire360chicago.com](mailto:dwhitaker@hire360chicago.com)  
[bids@hire360chicago.com](http://bids@hire360chicago.com)

**Rainbow/PUSH Coalition**

930 E 50th St  
Chicago, IL 60615  
John Mitchell  
(773) 256-2766  
[jmitchell@rainbowpush.org](mailto:jmitchell@rainbowpush.org)  
[rainbowpush.org](http://rainbowpush.org)

**U.S. Minority Contractors Association**

1250 Grove Ave, #200  
Barrington, IL 60010  
Larry Bullock  
(847) 852-5010  
[larry.bullock@usminoritycontractors.org](mailto:larry.bullock@usminoritycontractors.org)  
[usminoritycontractors.org](http://usminoritycontractors.org)

**Women Construction Owners & Executives**

308 Circle Ave  
Forest Park, IL 60130  
Mary Kay Monaghan  
(708) 366-1250  
[mkm@mkmkservices.com](mailto:mkm@mkmkservices.com)  
[wcoesa.org](http://wcoesa.org)

Last Updated: 4/16/2024 4:22 PM

## EXHIBIT K – SAMPLE PROJECT LABOR AGREEMENT

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PROJECT LABOR AGREEMENT INSERTED HERE  
(If Applicable)