



PUBLIC BUILDING COMMISSION of Chicago



**PUBLIC BUILDING
COMMISSION** of Chicago

HOUSEKEEPING ITEMS

While we wait...

Please **MUTE** your computers and/or cellphones

- Press *6 to unmute (if asked to speak)

Please **CHANGE** your screen name

- Use 'Your Name (Company Name (or Initials))'
EXAMPLE: James Borkman (PBC)

Please **ADD** your name to Chat

- Use 'Your Name|Company Name (or Initials)'
EXAMPLE: James Borkman (PBC)

Please **WAIT** for Q&A to ask questions

- Q&A session will be at the end of session
- Feel free to use the 'Chat' feature to ask questions



Request for Proposals for Audit Services

Pre-Submission Conference
August 4, 2025 at 11:00am

AGENDA

Welcome and Introductions

Audit Services Overview

Procurement Details

Evaluation and Submission Criteria

Compliance

Q&A



Welcome and Introductions



**PUBLIC BUILDING
COMMISSION** of Chicago

INTRO

PBC

POTENTIAL RESPONDENTS



Audit Services Overview

Audit Services Overview

General PBC Program Overview

Introduction

Created as an independent governmental unit, the PBC plans, designs and builds facilities that reflect the highest standards of environmental and economic sustainability.

PBC User Agencies include the City of Chicago, Cook County, City Colleges of Chicago, Chicago Department of Transportation, Chicago Public Library, Forest Preserve District of Cook County, Chicago Public Schools, Chicago Park District, and other municipalities.

Beginning with land acquisition, the PBC's professional staff may manage each project through planning, financing, site preparation and remediation, design, construction and furnishing, functioning as a single point of responsibility for "turn-key" development.

Audit Scope Overview Continued

General PBC Program Overview

Overview of Audit Services

- Respondent(s) are required to submit evidence of successful previous experience in the field, financial capability, and possession of requisite licensing / certifications and otherwise meet all qualifications requirements as outlined in the RFP.
- Examination of the PBC's financial statements
- Preparation of required PBC reports
- Providing advisory guidance & assistance as required and needed
- Develop a Preliminary Management Letter
- Conduct initial, progress, status, and exit meetings during each Fiscal Year's Audit
- Independent Auditor's Report
- Comply with all other GASB, ACFR, etc. standards

Procurement Details



**PUBLIC BUILDING
COMMISSION** of Chicago

Procurement Details

REQUEST FOR PROPOSALS (RFP) OVERVIEW

Procurement Timeline

Issue RFP	July 16, 2025
Pre-Submission Conference (Virtual)	August 4, 2025, at 11:00am
Questions Deadline	August 7, 2025, by 12:00pm CST
Submission Deadline	August 12, 2025, by 11:00am CST
Successful Respondent(s) Appointed (Tentative)	September PBC Board Meeting

Procurement Details

AVAILABILITY OF DOCUMENTS

Request for Proposals (RFP) Audit Services (PS3101)

PROJECT DESCRIPTION

The Public Building Commission of Chicago (PBC) is issuing a Request for Proposals from firms (including firms proposing to have a controlling interest in Joint Ventures) interested in providing Audit Services.

RFP DOCUMENT(S):

- [RFP for Audit Services](#)

PRE-SUBMISSION ACTIVITIES

On **Monday, August 4, 2025** PBC will host a **Non-Mandatory Virtual Pre-Submission Conference at 11:00 am**, on ZOOM virtual meeting platform.

To join in, click on the link or call the number below:

Virtual Meeting Link: [Audit Services Pre-Submission](#)

Meeting Phone Number: 312-626-6799

Meeting ID: 849 7374 3645

Meeting Passcode: None required

Firms interested in submitting a response are strongly encouraged to attend the Pre-Submission Conference.

RFP Availability
[RFP for Audit Services](#)

Procurement Details

DUE DATE

Due Date/Time

Tuesday, August 12, 2025 at 11:00 a.m. CST

(Subject to Change via Addendum)

Procurement Details

REQUEST FOR INFORMATION (RFI'S)

Sole Point of Contact

Miguel Fernández, Contract Officer

miguel.fernandez@cityofchicago.org

Deadline

Current: Thursday, August 7, 2025 by 12:00 p.m. CST

Addenda

None to date

Addenda (if any) will be issued via PBC Alert and made available on the Audit Services Current Opportunities Page

Submission and Evaluation Criteria

Submission Checklist

Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – signed by Authorized Representative
- ✓ Organization Chart
- ✓ Work Plan
- ✓ References (Exhibit G)
- ✓ Audit Services Fee Proposal (Schedule A)
- ✓ MBE/WBE Past Participation (Exhibit H)
- ✓ Attachments (NEXT PAGE)

SECTION V SUBMISSION CHECKLIST	
Please review your firm's submission to ensure all applicable forms are completed and additional required documentation is attached. Please ensure your firm's electronic and hard copy submissions are also organized as noted below.	
TAB 1 <i>Introductory Information</i>	
	Cover Sheet – Provide completed Contact Information
	Cover Letter – Signed by Authorized Representative
	Table of Contents
TAB 2 <i>Experience and Qualification of Firm and Key Personnel</i>	
	Experience and Qualifications of Firm
	Key Personnel Resumes
	Organization Chart
	Relevant License(s) and Certification(s)
TAB 3 <i>Project Approach</i>	
	Work Plan for PBC Audit
TAB 4 <i>Past Performance</i>	
	Past Performance
	References (Exhibit G)
TAB 5 <i>Pricing</i>	
	Schedule A – Audit Services Fee Proposal
TAB 6 <i>MBE&WBE/Other Criteria</i>	
	MBE/WBE Past Participation (Exhibit H)
TAB 7 <i>Exhibits</i>	
	Exhibit A – Legal Actions
	Exhibit B – Disclosure Affidavit
	Exhibit C – Disclosure of Retained Parties
	Exhibit E – Evidence of Ability to Meet Insurance Requirements
TAB 8 <i>Joint Venture Participation</i>	
	Joint Venture Participation – Applicable to Firms submitting as a Joint Venture Partnership
	Financial Statements (In the same email, electronically submitted separately)
	Financial Statements

Submission and Evaluation Criteria

Submission Checklist cont'd...

EXHIBIT A – LEGAL ACTIONS

FIRM NAME _____

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 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 type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
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 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 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-robbing?	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT B – 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 _____, as _____
Name Title

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

RESPONDENT	
Name of Firm:	
Address:	
City/State/Zip:	
Telephone:	Facsimile:
FEIN:	SSN:
Email:	
Nature of Transaction:	
<input type="checkbox"/> Sale or purchase of land	
<input 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 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: _____

EXHIBIT C – DISCLOSURE OF RETAINED PARTIES

Definitions and Disclosure Requirements

As used herein, "Consultant" means a person or entity who has any contract with the Public Building Commission of Chicago ("Commission").

Commission bids, contracts, and/or qualification submissions must be accompanied by a disclosure statement providing certain information about lobbyists whom the Consultant has retained or expects to retain with respect to the contract. In particular, the Consultant 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 Consultant is not required to disclose employees who are paid solely through the Consultant's regular payroll.

"Lobbyists" means any person who (a) for compensation or on behalf of any person other than himself undertake 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.

Certification

Consultant hereby certifies as follows:

This Disclosure relates to the following transaction(s):

Description of goods or services to be provided under Contract:

Name of Consultant:

EACH AND EVERY lobbyist retained or anticipated to be retained by the Consultant with respect to or in connection with the contract listed below. Attach additional pages if necessary.

Retained Parties:

Name	Business Address	Relationship (Attorney, Lobbyist, etc.)	Fees (Indicate total whether paid or estimated)

☐ Check Here if No Such Persons Have been Retained or Are Anticipated To Be Retained

The Consultant 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 Consultant's participation in the contract or other transaction with the Commission.

Submission and Evaluation Criteria

Evaluation Criteria

Experience and Qualification of Firm and Key Personnel (15%)

Project Approach (30%)

Past Performance (10%)

References (5%)

Audit Services Fee Proposal (15%)

Minority and Women Owned Business Participation (20%)

Financial Capacity (5%)

Submission and Evaluation Criteria

Experience and Qualification of Firm and Key Personnel (15%) Limited to 10 Pages

1. Technical Competence
2. Organizational Overview
3. Organization Chart
4. Licenses and Certifications

Project Approach (30%) Limited to 15 Pages

1. Submit a work plan to accomplish the scope of services required.
2. State purpose and degree of utilization of PBC personnel.
3. Approach to be followed in determining audit samples of purposes of tests of compliance.
4. Approach to resolving audit problems, if any, and the assistance that will be provided to the PBC in proactive problem-solving.

Submission and Evaluation Criteria

Past Performance (10%) Limited to 5 Pages

1. Respondents should possess verifiable experience and demonstrate past performance providing services comparable to services requested in the RFP.
2. Respondents shall identify a minimum of three (3) and a maximum of five (5) Audit Projects performed within the last three years within your licensing capacity and performed locally.
 - a. Past performance as it relates to Respondent's ability to successfully administer, manage, and coordinate all aspects of Audit services for the PBC as described in this RFP while controlling costs, and complying with contract requirements.
 - b. Demonstrate experience/familiarity with governmental agencies and the principles of government auditing standards.
 - c. Demonstrate ability to perform at a high level during compressed schedules.
 - d. Provide a narrative statement detailing a recent problem during an Audit; or an example of poor quality of work; or failure to meet your client's expectations; and the demonstrated measures taken to cure the deficiencies.

Audit Project descriptions shall include at a minimum: the scope of work performed, the location, dollar value, and should list the Respondent's Key Personnel on the Project.

Submission and Evaluation Criteria

References (5%)

Provide references of the Clients identified in Past Performance. Provide a minimum of 3 references by completing Exhibit G form. References cannot be current PBC employees.




EXHIBIT G

REFERENCES FORM

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

Instructions:
Firms must provide at least **three (3)** references for the projects presented as a part of the firm's demonstrated experience and capacity. Please indicate the name of the company for which each reference is tendered in the *Reference Firm Name* box. Firms may submit more than the minimum number of required references or submit Reference Letters in lieu of completing this form. However, if submitting Reference Letters, the minimum information requested below must be provided in the letter. Please mark 'See Attached Reference Letter' in the space provided. **Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.**

SUBMITTING FIRM NAME:			
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REFERENCES			
PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	<input type="checkbox"/>

Submission and Evaluation Criteria

Audit Services Fee Proposal (15%)

Complete Schedule A – Audit Services Fee Proposal. The PBC will review on the competitiveness and reasonableness of the Respondent’s pricing.

SCHEDULE A
AUDIT SERVICES FEE PROPOSAL
PS3101

<i>Proposers must complete this form.</i>		
Fee for 2026 <small>(Audit Year 2025)</small>	Fee for 2027 <small>(Audit Year 2026)</small>	Fee for 2028 <small>(Audit Year 2027)</small>
\$ _____	\$ _____	\$ _____

Fee for 2029 <small>(Audit Year 2028)</small>	Fee for 2030 <small>(Audit Year 2029)</small>	Fee for 2031 <small>(Audit Year 2030)</small>
\$ _____	\$ _____	\$ _____

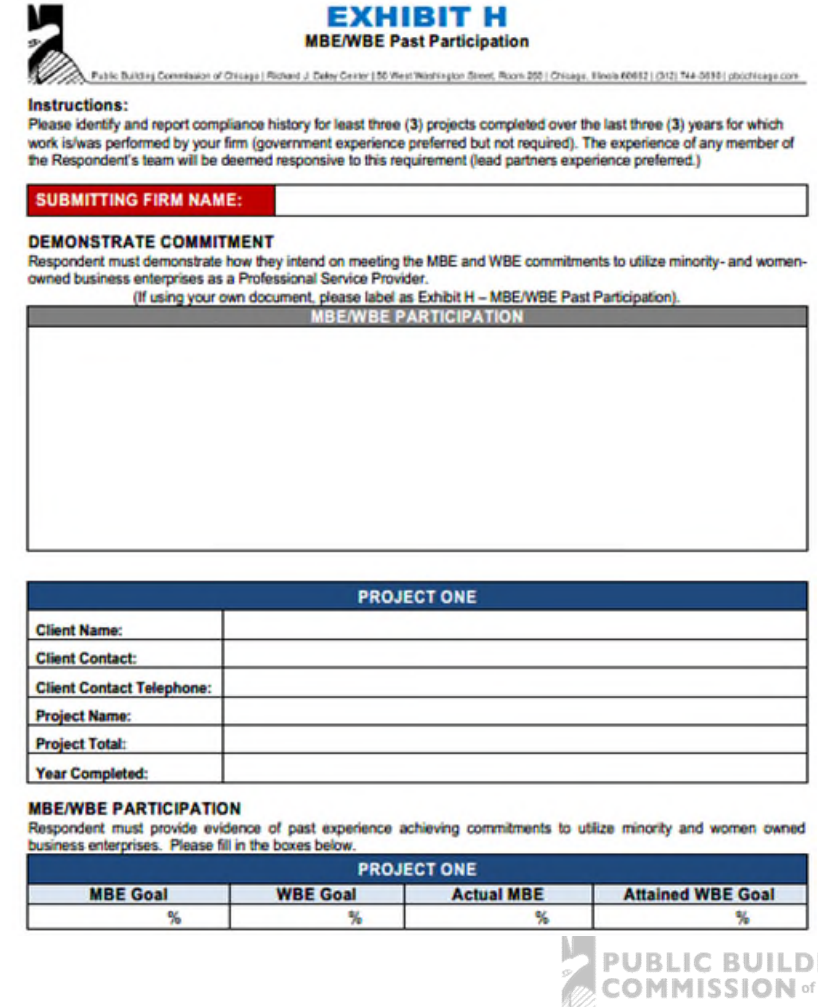
Submission and Evaluation Criteria

Minority and Women Owned Business Participation (20%)

The quality of the Respondent's statement of understanding and commitment to comply with the PBC's Special Conditions.

In addition, the PBC will evaluate the Respondent's past performance (Exhibit H) in meeting and/or exceeding the MBE and WBE goals on PBC and Non-PBC projects as indicated in Attachment D.

Please be advised the goal for this Agreement is a minimum of 30% MBE and WBE participation, as noted in Exhibit D.



Submission and Evaluation Criteria

Financial Capacity (5%) (Electronically submitted separately, in the same email)

Respondents should demonstrate they have the financial resources necessary to successfully deliver projects and pay sub-consultants/sub-contractors as necessary. Demonstrated experience should, at minimum, include the following:

- a. Furnish an audited financial statement including notes, such as, but not limited to, balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. If a joint venture, submit financial statements for the joint venture name and each joint venture partner. An independent accountant may provide a copy of a complete financial statement. All notes and schedules must be provided. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation having a material effect on Respondent's ability to provide the Services.
- b. In the event Respondent does not have an audited financial statement, Respondent may submit a review or compilation prepared by an outside accountant with notes. The PBC will consider other financial documents (ie Tax Returns) in lieu of financial statements and/or review/compilation.
- c. The Commission, reserves the right to request additional information from Respondents.

Submission and Evaluation Criteria

RFP SUBMISSION REQUIREMENTS

Electronic Submission

- **One** complete copy of RFP document, tabbed, page numbered, and labeled.
- Include all information requested (including Financial Information **sent separately in the same email**) in PDF format.

NOTE: Must be a single, searchable PDF document with the exception of documents that are only available as a copy. (e.g. copies of licenses, certificates, and/or permits)

- Submission Emailed to:
pbcc-procurement@cityofchicago.org **AND** miguel.fernandez@cityofchicago.org

NOTE: There is a file size limitation of 25MB. Should your submission exceed 25 MB, please provide access to your firm's submission via Dropbox or another secure program/link.

Submission Checklist

Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Organization Chart
- ✓ Work Plan
- ✓ References (Exhibit G)
- ✓ Audit Services Fee Proposal (Schedule A)
- ✓ MBE/WBE Past Participation (Exhibit H)
- ✓ Attachments (NEXT PAGE)

SECTION V SUBMISSION CHECKLIST	
Please review your firm's submission to ensure all applicable forms are completed and additional required documentation is attached. Please ensure your firm's electronic and hard copy submissions are also organized as noted below.	
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	Cover Sheet – Provide completed Contact Information
	Cover Letter – Signed by Authorized Representative
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	Organization Chart
	Relevant License(s) and Certification(s)
TAB 3 <i>Project Approach</i>	
	Work Plan for PBC Audit
TAB 4 <i>Past Performance</i>	
	Past Performance
	References (Exhibit G)
TAB 5 <i>Pricing</i>	
	Schedule A – Audit Services Fee Proposal
TAB 6 <i>MBE&WBE/Other Criteria</i>	
	MBE/WBE Past Participation (Exhibit H)
TAB 7 <i>Exhibits</i>	
	Exhibit A – Legal Actions
	Exhibit B – Disclosure Affidavit
	Exhibit C – Disclosure of Retained Parties
	Exhibit E – Evidence of Ability to Meet Insurance Requirements
TAB 8 <i>Joint Venture Participation</i>	
	Joint Venture Participation – Applicable to Firms submitting as a Joint Venture Partnership
	<i>Financial Statements (In the same email, electronically submitted separately)</i>
	Financial Statements

Submission Checklist

Submission Checklist cont'd...

EXHIBIT A – LEGAL ACTIONS

FIRM NAME

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 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 type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
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 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 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-robbing?	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT B – 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 _____, as _____
Name Title

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

RESPONDENT	
Name of Firm:	
Address:	
City/State/Zip:	
Telephone:	Facsimile:
FEIN:	SSN:
Email:	
Nature of Transaction:	
<input type="checkbox"/> Sale or purchase of land	
<input 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 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: _____ |

EXHIBIT C – DISCLOSURE OF RETAINED PARTIES

Definitions and Disclosure Requirements

As used herein, "Consultant" means a person or entity who has any contract with the Public Building Commission of Chicago ("Commission").

Commission bids, contracts, and/or qualification submissions must be accompanied by a disclosure statement providing certain information about lobbyists whom the Consultant has retained or expects to retain with respect to the contract. In particular, the Consultant 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 Consultant is not required to disclose employees who are paid solely through the Consultant's regular payroll.

"Lobbyists" means any person who (a) for compensation or on behalf of any person other than himself undertake 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.

Certification

Consultant hereby certifies as follows:

This Disclosure relates to the following transaction(s):

Description of goods or services to be provided under Contract:

Name of Consultant:

EACH AND EVERY lobbyist retained or anticipated to be retained by the Consultant with respect to or in connection with the contract listed below. Attach additional pages if necessary.

Retained Parties:

Name	Business Address	Relationship (Attorney, Lobbyist, etc.)	Fees (indicate total whether paid or estimated)

☐ Check Here if No Such Persons Have been Retained or Are Anticipated To Be Retained

The Consultant 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 Consultant's participation in the contract or other transaction with the Commission.



Compliance



**PUBLIC BUILDING
COMMISSION** of Chicago

Compliance Highlights

MBE/WBE PARTICIPATION

MBE/WBE Goal

- MBE/WBE participation is a minimum of 30% MBE and WBE.

MBE/WBE Certifications

- City of Chicago
- Cook County

Compliance: Certification

PBC ensures that only certified and experienced firms perform the required services.

MBE or WBE firms must be certified with the City of Chicago and/or Cook County to be counted as an MBE/WBE firm by the PBC.



Compliance Highlights

Respondents and Joint Venture Opportunities

- Schedule B – Joint Venture Affidavit (in Exhibit D)
 - ❖ JV Agreement
 - ❖ Certification Letter

SCHEDULE B - Joint Venture Affidavit (1 of 3)

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

A. Name of joint venture _____

B. Address of joint venture _____

C. Phone number of joint venture _____

D. Identify the firms that comprise the joint venture

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

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

E. Nature of joint venture's business

F. Provide a copy of the joint venture agreement.

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

H. Specify as to:

1. Profit and loss sharing _____ %

2. Capital contributions, including equipment _____ %

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

Compliance Highlights

MBE/WBE COMPLIANCE

Documentation and Monitoring

- Schedule D
- Schedule C

Compliance Highlights

MBE/WBE COMPLIANCE

Schedule D

PUBLIC BUILDING COMMISSION OF CHICAGO

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

Name of Project: _____

STATE OF ILLINOIS }
 } SS
COUNTY OF COOK }

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

Title and duly authorized representative of

Name of General Contractor whose address is

in the City of _____, State of _____

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

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

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

PUBLIC BUILDING COMMISSION OF CHICAGO

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 ____



Compliance Highlights

MBE/WBE COMPLIANCE

Schedule C

PUBLIC BUILDING COMMISSION OF CHICAGO

**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: _____

(Name of Bidder) and Public Building Commission of Chicago

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

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

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

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

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

PUBLIC BUILDING COMMISSION OF CHICAGO

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

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

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

SUB-SUBCONTRACTING LEVELS*

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

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

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

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

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

BY:

_____	_____
Name of MBE/WBE Firm (Print)	Signature
_____	_____
Date	Name (Print)
_____	_____
Phone	

IF APPLICABLE:

BY:

_____	_____
Joint Venture Partner (Print)	Signature
_____	_____
Date	Name (Print)
_____	MBE _____ WBE _____ Non-MBE/WBE _____
Phone	

PBC CONTACT

Miguel Fernández
miguel.fernandez@cityofchicago.org

Q&A