DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

APRIL 15, 2020

ADDENDUM NO. 4

For

CAR SHARING – RE-BID OF GROUP A

Specification No. 172876C

This document contains:
I. Revisions to the Specification
II. Questions Submitted for Clarification of the Specification.
III. Attachment 1 to Addendum 4, Revised Proposal Pages, dated April 15, 2020.
IV. Addendum 4 Receipt Acknowledgement

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time on April 27, 2020 (pursuant to Addendum 3, advertised March 20, 2020) in the Department of Procurement Services, Bid & Bond Room 103 City Hall.

Required for use by:
CITY OF CHICAGO
(Department of Assets, Information and Services)

This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Bidder must acknowledge receipt of this Addendum No. 4 on the Bid Execution Page and should complete and return the attached Acknowledgment by email to michael.smith@cityofchicago.org
Attn: Michael L. Smith, Procurement Specialist
(312) 744-4910

The information contained in this Addendum No.4 is incorporated by reference into the original Specification issued on December 20, 2019.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER
For which bids are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 11:00 a.m., Central Time, April 27, 2020 per Addendum 3 advertised on March 20, 2020.

BIDDER SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID EXECUTION PAGE (ARTICLE 11) SUBMITTED WITH YOUR BID. FAILURE TO ACKNOWLEDGE MAY RESULT IN BID REJECTION.

SECTION I: REVISIONS TO THE SPECIFICATION.

Revision #  Description

Revision 1:

Article 1.16 Submission of Bids: Submission of Bids is hereby being deleted in its entirety and replaced with the following to change the paper submission process:

Article 1.16.1 Deadline and Procedure for Submitting Bids:
1. To be assured of consideration, Bids must be submitted electronically to the Department of Procurement Services no later than 11:00 A.M. Central Time on April 27, 2020. Bidder must submit all required information: Required Information by uploading as attachment(s) to the electronic BID submission in iSupplier.

Bidder must enter the Total Price in eProcurement where required.

"iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts.

iSupplier vendor portal registration is required. Allow three (3) business days to complete registration.

2. Submit your Bids to: http://www.cityofchicago.org/eProcurement

Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.

Bidder must read Appendix 1 eProcurement for more details regarding electronic access to BID abstract and documents to be submitted electronically and uploaded as attachments to your proposed submission.
APPENDIX 1
ePROCUREMENT

This BID is now an eProcurement BID. Bids are to be submitted through the City's "ISupplier" system, the City's eProcurement computer system for electronic Bids and providing Contractors with access to contract, ordering and payment information for their City contracts.

1. Obtaining the Bid Documents
Bidders are solely responsible for obtaining all Specification Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Services ("DPS") website at the following URL: http://www.cityofchicago.org/eProcurement

Click on "Current Bids and Solicitation Opportunities"
In order to receive notice of clarifications and addenda, Bidders must be registered for and log-in to iSupplier, search for the solicitation number, open the solicitation for review, and accept the disclaimer. This will sign Bidders up for notifications.

Specifications Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS website at www.cityofchicago.org/TOL. To find Opportunity Take Out lists, go to "Get Started Online" and search by the specification number.

2. Clarifications and Addenda
The City will send an email notification to Bidders who have indicated intent to respond to a Specification that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic Specifications document are available at the following URL: https://www.cityofchicago.org/eProcurement

Bidders that have indicated interest in a Specification will receive email notification that an Addendum or Clarification has been issued. There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Bidder from the obligation to respond according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.

Electronic acknowledgement of Clarifications and/or Addenda is mandatory to submit an electronic Bid. Any harm to the Bidder resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this solicitation.

3. Questions Regarding the Specification Documents
All inquiries regarding the Specification Documents or procurement process may be directed to the Procurement Specialist in ISupplier via online discussion. Bidders may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Bidders cannot rely on oral or informal answers; such answers will not be binding upon the City.

4. Completion of the Specification Documents
Each Bidder must complete all of the forms required in the Specification. Scan and upload all forms and required information as attachments to the electronic Bid submission. Bidder may not change any of the Specification Documents. Any changes made by a Bidder to the Bid Documents may result in rejection of the Bid and will not be binding upon the City.

5. Date, Time, and Place
Bids are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Bid Due Date. No Bid will be accepted after the Bid Due Date. The time of the receipt of the Bid will be determined solely by the "Time of Quote" generated by the iSupplier system.
6. Technical Assistance
If you required technical assistance go to https://www.cityofchicago.org/eProcurement and click the "Help" tab.

*****END OF APPENDIX 1*****

Article 1.16.2 Date, Time, and Place:
Bids are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Bid Due Date. No Bid will be accepted after the Bid Due Date. The time of the receipt of the Bid will be determined solely by the "Time of Quote" generated by the iSupplier system.

Article 1.16.3 Bids Must Be Submitted Electronically Through the iSupplier System:
All Bids must be submitted electronically through the iSupplier system. No paper solicitations will be accepted. Bid & Bond Room is closed and will not be accepting Bids.

Article 1.16.4 Bidders Are Responsible for Bid Submission:
Each Bidder is solely and completely responsible for submission of its Bid to the iSupplier system before the date and time established for the Bid opening. Any Bid that is not delivered on time, including Bids mistakenly delivered to other City offices, will not be accepted. The City is under no obligation to ensure that misdirected Bids are delivered to the iSupplier system prior to Bid opening.

Article 1.16.5 Transparency Website; Trade Secrets:
Consistent with the City's practice of making available all information submitted in answer to a public procurement, all bids, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's Internet website.

However, Bidders may designate those portions of a Bid which contain trade secrets or other proprietary data ("Data") which Bidder desires remain confidential.

To designate portions of a Bid as confidential, Bidder must:
A. Mark the cover page as follows: "This bid includes trade secrets or other proprietary data."

B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."

C. Provide a redacted copy of the entire bid or submission in .pdf format for posting on the City's website. Bidder is responsible for properly and adequately redacting any Data which Bidder desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a redacted copy may result in the posting of an un-redacted copy.

D. Provide a written explanation of the basis under which each redacted item has been deemed confidential, making reference to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All Bids submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act, valid subpoena, or other legal requirement. Bidder agrees not to pursue any cause of action against the City with regard to disclosure of information.
Revision 2:

Article 5.7.1 VEHICLE USAGE REPORTING (GROUP ‘A’), paragraph 1, first sentence is deleted and replaced as follows:

The Contractor must provide the Commissioner of Assets, Information & Services AIS (or an authorized representative) with a schedule of vehicle usage on a quarterly basis or as deemed necessary by the Commissioner.

Revision 3:

Article 5.7.3 EDUCATIONAL / PROMOTIONAL SEMINARS (GROUP ‘A’) is hereby deleted in its entirety and replaced as follows:

The Contractor must provide to participating City of Chicago Departments, educational seminars to promote the importance and convenience of car sharing and pooling, as well as the benefits of operating low emission vehicles. Seminars must be conducted semi-annually, or upon the request of the Commissioner of the Department Assets, Information and Services or a designated representative. All educational seminars will be scheduled with the Contractor, to be held at mutually agreed upon and pre-determined days / times.

Revision 4:

Article 5.8.4 ORIENTATION SESSIONS is deleted in its entirety and replaced as follows:

The Contractor must provide an appropriate number of orientation sessions for City of Chicago employees to review the policies and procedures established by Contractor, subject to the City’s approval, for the Car Sharing Program. Orientation sessions may be in-person at locations requested by the City, and/or available via live webinar. Orientation materials also must be available as requested by the City. At a minimum, these orientation sessions must provide instruction on the below listed aspects of the program:

a) Reservation System
b) Accessing the Vehicle
c) Pick-Up of Vehicle
d) Return of Vehicle
e) Fueling the Vehicle
f) Emergencies and Troubleshooting
g) Accidents and Damage Reporting
h) Key Cards

All orientation sessions seminars will be scheduled with the Contractor, to be held at mutually agreed upon and pre-determined days / times.
Revision 5: Article 5.8.5.6 BID LINE #6: PENALTIES is deleted in its entirety and replaced as follows:

To receive payment for the penalty amounts listed below, the Contractor must submit an invoice to the City with supporting documentation as required. Upon review and approval, the City agrees to pay the following penalty amounts not to exceed:

- Late Return: **Not to exceed $150.** $1 per minute, chargeable only when another customer’s reserved use of the vehicle is delayed or prevented. **Contractor must provide a reservation record for the same vehicle during the late return period.** In the case of a late return due to vehicle maintenance issues, no Late Return penalties will be charged. In the case of a late return due to accident or other damage, Late Return penalties will cease to accumulate once the accident or other damage has been reported to the Contractor.

- Mileage Limit: Additional miles driven over the 180 miles of driving allotted per reservation shall be **$0.55** per mile.

- Low Fuel: **$30**, chargeable only when vehicle is returned with less than 1/4 tank of fuel, but not chargeable when the vehicle was picked up with less than 1/4 tank of fuel. **Driver will document when a vehicle is picked up with less than 1/4 tank of fuel.**

- Lost Ignition Key: Actual cost to replace and reprogram key, chargeable when lost or taken by the City driver, but only if another customer’s reserved use of the vehicle is delayed or prevented. **Contractor must provide a reservation record for the same vehicle during the late return period.**

- Lost Fuel Card: **$50**, chargeable when lost or taken by the City driver, but only if another customer’s reserved use of the vehicle is delayed or prevented. **Contractor must provide a fuel reimbursement record for the next reservation of the same vehicle.**

- Cleaning Service: **Not to exceed $200, based on severity of soiling,** chargeable only when vehicle is returned with noticeable soiling, but not chargeable when the vehicle was picked up with reported soiling. **Driver will document when a vehicle is soiled on pick-up.**

- Failure to Report Damage: **$100,** chargeable only when the damage occurred during the City driver’s reserved use of the vehicle. **Report of previous damage must be filed prior to driving the vehicle.**

- Parking tickets and toll violations received while City driver is in possession of the vehicle should be forwarded to the City for processing. A processing fee not to exceed $10 (in addition to the ticketed fine) may be applied in such cases where the Contractor pays the ticket in order to avoid vehicle impoundment/the vehicle being placed in seizure status.

- Insurance deductible not to exceed **$1000** per occurrence.

- **Lost Parking Pass:** Actual cost of replacement pass from parking garage operator chargeable when parking pass is lost or taken by the City driver, but only if another customer’s reserved use of the vehicle is delayed or prevented. **Contractor must provide a reservation record for the same vehicle during the late return period.**

The amount set forth in the Extended Price column of Line Item 6 on the proposal pages will be added to each Bidder’s bid as an allowance. Bidders should not fill in any values for line Item 6.
Revision 6: ARTICLE 7, INSURANCE REQUIREMENTS, Section 7.1.4. Excess / Umbrella, last sentence, the reference to Section 7.1.6 is hereby deleted as it pertains to Excess/Umbrella coverage.

Note: This revision does not delete Section 7.1.6 requirements as set forth in the Specification.

Revision 7: ARTICLE 7, INSURANCE REQUIREMENTS, Section 7.2. Additional Requirements, third paragraph, the requirement for a sixty (60) days prior written notice is hereby deleted and replaced by a thirty (30) days prior written notice.

Revision 8: Article 9, Proposal Page, Bid Line #4 Estimated Usage is changed to read 12,800. See the Addendum No. 4 Revised Proposal Page dated April 10, 2020 included herein as Attachment 1.
SECTION II: QUESTIONS SUBMITTED FOR CLARIFICATION OF THE SPECIFICATION.

The revisions set forth in SECTION I were based on questions and comments received at the Pre-Bid Conference held on January 13, 2020. Additional questions were submitted on January 15, 2020 subsequent to the Pre-Bid Conference.

1. **Question No. 1:** 5.5. Is there language regarding 1-year extensions? This was referenced in the pre-bid meeting and that there could be 3 additional 1-year options.

   **Answer No. 1:** See Section 3.1.8 entitled Contract Extension Option of the Specification.

2. **Question No. 2:** 5.7.1 Will the City accept quarterly schedule of vehicle usage in place of monthly?

   **Answer No. 2:** See Revision #2 of this Addendum No. 4.

3. **Question No. 3:** 5.7.3: Will all educational seminars be scheduled in coordination with the Contractor, to be held at mutually agreed-upon and pre-determined times?

   **Answer No. 3:** See Revision #3 of this Addendum No. 4.

4. **Question No. 4:** 5.8.4: Will all orientation seminars be scheduled in coordination with the Contractor, to be held at mutually agreed-upon and pre-determined times?

   **Answer No. 4:** See Revision #4 of this Addendum No. 4.

5. **Question No. 5:** 5.8.5.1: In the case that the contractor selected is the current operator, does the City commit to enroll an additional one hundred members in the first 60 days of the contract?

   **Answer No. 5:** The City does NOT commit to enroll an additional 100 members. No revision needed.

6. **Question No. 6:** 5.8.5.1: In the case that the contractor selected is the current operator, does the City commit to purchasing a renewal and annual membership for any existing City staff users?

   **Answer No. 6:** Renewal and annual membership for existing members are already specified in Bid Line #4. See Revision #8 of this Addendum No. 4.

7. **Question No. 7:** 5.8.5.3 Should there be a time in the term of the contract when the contractor encounters challenges or circumstances beyond their control that prevent maintaining the minimum 100 vehicles and minimum 50 sites available to the City, is there consideration to revisit these minimums and mutually agreed upon an alternative and/or course of action?

   **Answer No. 7:** No, the requirements of the contract are fixed for the initial term and all extension periods.
8. **Question No. 8: Official Adjustment Requests**

   5.8.5.6 PENALTIES
   
   Late Return: Adjusted to reflect a starting rate of $50, up to $150 pending return timeframe.

   Additional miles driven over 180 miles: Adjusted to reflect base charge of $0.45, but up to $0.55 for specific vehicle type.

   Low fuel: Adjusted to reflect flat rate of $30.

   Cleaning Fees: Adjusted to reflect a base rate of $50, up to $200 based on severity of clean needed.

   Insurance deductible: Adjusted to reflect a maximum of $1000/incident.

   Parking Tickets: Since the processing of tickets is an automated process managed externally, will the City accept proposals that include a standard $10 fee (in addition to the ticketed fee) for all violations?

   **Answer No. 8:** See Revision # 5 of this Addendum No. 4.

9. **Questions No. 9: Official Adjustment Requests**

   **ARTICLE 7: INSURANCE REQUIREMENTS**

   7.1.6 The requirement for Property Insurance should be struck.

   7.2 Modify requirement to be 30 days’ prior written notice.

   **Answer No. 9:**
   
   Section 7.1.6. Request Denied. Does not state requirement to provide property coverage. This is a basic statement of Contractor responsibility for their own personal property related to the Contract. No revision needed.

   Section 7.2. Request Approved. See Revision # 7 of this Addendum No. 4.

10A. **Question No. 10A:** Can a “searchable” PDF be provided? The scanned copy is difficult to search through unless it is converted to another format (word, etc.) which causes formatting issues.

   **Answer No. 10A:** A searchable PDF is not available for this Specification.

10B. **Question No. 10B:** Request a more readable Proposal Page. The scanned copy is difficult to read unless it is converted to another format (word, etc.) which causes formatting issues. **Catalog RFQ – Lines by Group:** this page would be helpful to have in a clearer version.

   **Answer No. 10B:** Addendum No. 4 Revised Proposal Pages dated April 10, 2020 are included in Attachment 1 and are in a landscape format. Reminder there are no groups in this bid solicitation.
11. **Question No. 11**: The estimated usage hours listed in in the Catalog RFQ are higher than anticipated and suggest 15,000-20,000 hours per year (unless that figure was referring to the entire 5-year term of the contract). Please clarify if these amounts are annual or for contract term.

**Answer No. 11**: The quantities listed are for the entire 5-year term of the contract. No revision needed.

12. **Question No. 12**: In assessing bid packages, will the City of Chicago take into consideration the qualification of car-sharing operators as measured by years of service in the Chicago area, or the number of members current served by existing operations?

**Answer No. 12**: Years of service and number of members are not qualifying factors. Refer to Section 5.2, Basis of Award in the Specification.

13. **Question No. 13**: Will the City of Chicago consider extending the Bid Due date considering the extent of questions and relatively short time from pre-bid meeting to bid opening?

**Answer No. 13**: Addendum No. 3, Revision #1, extended the bid opening date to April 27, 2020.

14. **Question No. 14**: What is the City of Chicago’s course of action if no bidders are deemed responsive?

**Answer No. 14**: The City will re-evaluate the bid specification responses to determine if a rebid is necessary.

15. **Question No. 15**: Will the City of Chicago include a provision to add the cost of replacing any lost parking passes, at cost?

**Answer No. 15**: See Revision #5 of this Addendum No. 4.

**SECTION III: ATTACHMENT 1, ADDENDUM NO. 4 REVISED PROPOSAL PAGE DATED April 15, 2020.**

1. The Bidder must complete and return with its bid the Attachment 1 to Addendum No. 4 Revised Proposal Page (included herein). Failure to submit your bid utilizing Addendum No. 4 Revised Proposal Page dated April 15, 2020 will be grounds for rejection of your bid due to it being non-responsive.
City of Chicago
Catalog RFQ - Lines By Group

RFQ Header Information
Please Respond By: 04/27/2020
RFQ Number: 5612
Ship To Location: O3B-2143 FLEET OPERATIONS
For More Information Please Contact: Michael L. Smith

RFQ Description
Special Instructions: Your Quote Is Effective as of.
RFQ Status: Active

Bid Proposal pricing for all commodity and/or service line items must be based on the standard unit measure indicated below. Pricing on alternate units of measure may not be accepted. Unit costs must be limited to three decimal places. Each quantity must be signed and will also, extended dollar total price must be typed or written in ink.

Quotes on "as a rule" items must be identified as "alternate" to specified items on the comment line. If quoted as alternate, indicate manufacturer's name, model number and all descriptive literature. Alternate items may not be requested. Any exceptions to terms specified for other items must be clearly indicated on bid.

RFQ Header Details
Contract Type: WORK SERVICES / FACILITIES
Target Market: NO
Advertise Date: 12/29/2019
WEB BID Edit Rules: GROUP

Compliance Officer
Compliance Type Description: Percentage Type Desc. Required %
Minority Owned Business (MOB) Target Percentage Rate: 10.00

Compliance Type Description: Percentage Type Desc. Required %
Women Owned Business (WOB) Target Percentage Rate: 5.00

Run Time: 03/04/2019 15:10:48
Spec # 172876C
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Addendum No. 4 Revised Proposal Pages dated April 15, 2020 to Specification 172876C Car Sharing Group A - Rebid
### City of Chicago

Catalog RFQ - Lines By Group

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**GROUP A**

- Total Group Extended Price: $  
- Total Price: $  

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Addendum No. 4 Revised Proposal Pages dated April 15, 2020 to Specification 172876C Car Sharing Group A - Rebid

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Spec# 172876C

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DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

APRIL 15, 2020

ADDENDUM NO. 4

For

CAR SHARING – RE-BID OF GROUP A

Specification No. 172876C

Required by:

CITY OF CHICAGO

Department of Assets, Information and Services

Consisting of Sections I thru IV including this Acknowledgment.

**IV. ADDENDUM RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt of Addendum No. 4 to the Specification named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

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**Complete and Return this Acknowledgment by email to:**

Michael.smith@cityofchicago.org

**Attn:** Michael L. Smith, Procurement Specialist