

Department of Procurement Services

Supplier/Distributor/Broker Policy

Supplier Policy: To be certified as a supplier, the MBE/WBE/VBE/BEPD must be a regular dealer which is a firm that owns, operates or maintains a store, warehouse or other establishment in which materials, supplies, articles or equipment are bought, kept in stock and regularly sold or leased to the public in the usual course of business.

Additionally, the firm must be an established business that engages as its principal business and under its own name in the purchase and sale or lease of the products in question.

A firm may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business, if the firm owns and operates distribution equipment for the products. Any supplementing of regular dealer's own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.

Documentation required in support of supplier status: In order to be certified by the City of Chicago as an MBE/WBE/VBE/BEPD supplier, the vendor must submit at the time of initial certification and on an annual basis:

1. A current lease for the warehouse, store or other establishment in which inventory is kept.
2. A complete inventory list that includes items representing each certification category and the approximate value of the inventory.
3. An explanation as to how the inventory was acquired (i.e. from a wholesaler or manufacturer).
4. Copies of at least three invoices to support that the firm is operating as a supplier in each specialty areas noted in the certification application or previous year's certification letter.
5. Annual market forecasts for the amount of product in each specialty area that the vendor plans to sell annually and their proposed customers.
6. Product activity reports of sales made in the previous year for each specialty area.

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Distributor Policy: Firms not operating as a regular dealer, or as a broker as defined in accordance with Section 2-92-420 of the Municipal of Chicago, may be considered a distributor for the purposes of certification as an MBE, WBE, VBE or BEPD.

Documentation required in support of distributor status:

In order to be certified by the City of Chicago as an MBE/WBE/VBE/BEPD distributor, the vendor must submit at the time of initial certification and on an annual basis:

1. Current (no older than one year from the date of submittal) annual distributor or manufacturer's agreements that clearly identify the products that the certified vendor can provide that correspond with the certification categories.
2. A description of the manufacturer's qualifications for its exclusive distributors and/or manufacturers representatives on the manufacturer's letterhead.
3. Indication on the manufacturer's letterhead that the product cannot be secured by the general public. The letter must also include the defined region for the agreement, the number of distributors within the region and whether or not the agreement is exclusive with the vendor seeking certification.
4. Copies of documentation that supports a sample product distribution flow (for a customer other than the City of Chicago) for each specialty area which includes, but is not limited to:
 - a. The invoice supporting the sale of the product to the customer.
 - b. The invoice supporting the receipt of the product from the manufacturer by the vendor seeking initial or continued certification.
 - c. Proof of payment from the customer.
 - d. Proof of actual delivery using a common carrier that was paid for by the vendor seeking initial or continued certification to support that the product was drop shipped or delivered "just in time."
 - e. Annual market forecasts for the amount of product the vendor plans to sell annually and the proposed customers.
 - f. Product activity reports of sales made in the last year to the firm's top five customers.

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Firms that fail to provide the foregoing will be considered a broker and are subject to the policy relative to that type of firm.

Broker Policy: Firms acting as a broker are *not eligible* for certification as an MBE or WBE.

A person or entity that fills orders by purchasing or receiving supplies from a third party supplier rather than out of its own existing inventory and provides no substantial service other than acting as a conduit between his or her supplier and his or her customer is a broker