



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-01 Contracts

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Ervin requested a list of JOC & Task Order contracts, with MBE/WBE status. The information is detailed on the attached spreadsheet.

As always, please let me know if you have any further questions.

JOB ORDER CONSTRUCTION CONTRACTS WITH AIS								
Contract	Vendor	PO#	Contract Award	Paid To Date	MBE%	PROJECTED	WBE%	PROJECTED
JOC REMEDIATION OF CONTAMINATED SITES - WORK PERFORMED NORTH OF MADISON STREET (Zone 1)	Old Veteran Construction	83288	\$5,000,000.00	\$316,018.63	26%	\$82,164.84	6%	\$18,961.12
AIS Job Order Contract for General Construction - Zone 2	Paul Borg	152974	\$22,500,000.00	\$31,954.00	28%	\$8,947.12	8%	\$2,556.32
Job Order Contract for General Construction - Zone 1 Northwest	Leopardo	152978	\$22,500,000.00	\$37,578.14	28%	\$10,521.88	8%	\$3,006.25
Job Order Contract for General Construction - Zone 4 Southeast Side	Pacific Construction	152976	\$22,500,000.00	\$0.00	28%	\$0.00	8%	\$0.00
Job Order Contract for General Construction - Zone 3 Southwest	FH Paschen	152975	\$22,500,000.00	\$200,472.17	28%	\$56,132.21	8%	\$16,037.77

MASTER CONSULTING AGREEMENTS - TOR CONTRACTS								
Contract	Vendor	PO#	Contract Award	Paid to Date	MBE%	MBE\$	WBE%	WBE\$
Professional Architectural and Engineering Design Services	AECOM	32951	3,000,000.00	4,891,820.00	25%	\$1,222,955.00	5%	\$244,591.00
Professional Architectural and Engineering Design Services	ALTAMANU	32952	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	ALTUSWORKS	32953	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	BAUER LATOZA	32954	3,000,000.00	\$236,453.48	25%	\$59,113.37	5%	\$11,822.67
Professional Architectural and Engineering Design Services	CCJM ENGINEERS	32955	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	CTL GROUP	32956	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	ENVIRONMENTAL DESIGN INTERNATIONAL	32957	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	EPSTEIN & SONS	32958	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00

MASTER CONSULTING AGREEMENTS - TOR CONTRACTS

Professional Architectural and Engineering Design Services	EXP U.S. SERVICES	32959	3,000,000.00	\$16,859.48	25%	\$4,214.87	5%	\$842.97
Professional Architectural and Engineering Design Services	FOX & FOX	32960	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	GHAFARI	32961	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	GLOBETROTTERS	32962	3,000,000.00	\$729,511.01	25%	\$182,377.75	5%	\$36,475.55
Professional Architectural and Engineering Design Services	HOLABIRD & ROOT	32964	3,000,000.00	\$619,535.14	25%	\$154,883.79	5%	\$30,976.76
Professional Architectural and Engineering Design Services	INFRASTRUCTURE ENGINEERING	32965	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	LIVING HABITATS	32966	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	MILHOUSE ENGINEERING	32967	3,000,000.00	\$90,259.79	25%	\$22,564.95	5%	\$4,512.99
Professional Architectural and Engineering Design Services	MULLER & MULLER	32968	3,000,000.00	\$1,326,732.83	25%	\$331,683.21	5%	\$66,336.64
Professional Architectural and Engineering Design Services	NAGLE HARTRAY	32969	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	PRIMERA ENGINEERS	32970	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	ROSS BARNEY	32971	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	RUBINOS & MESIA	32972	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	SITE DESIGN	32973	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	SMNG A LTD.	32974	3,000,000.00	\$152,828.54	25%	\$38,207.14	5%	\$7,641.43
Professional Architectural and Engineering Design Services	TERRA ENGINEERING	32975	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	TERRY GUEN DESIGN	32976	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00

MASTER CONSULTING AGREEMENTS - TOR CONTRACTS								
Professional Architectural and Engineering Design Services	TILTON KELLY & BELL	32977	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	TRIPARTITE	32978	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	TY LIN	32979	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Architectural and Engineering Design Services	WIGHT & CO.	32980	3,000,000.00	\$443,470.48	25%	\$110,867.62	5%	\$22,173.52
Professional Architectural and Engineering Design Services	WISS, JANEY ELSTNER	33608	3,000,000.00	\$372,634.28	25%	\$93,158.57	5%	\$18,631.71
Professional Architectural and Engineering Design Services	HENNEMAN ENGINEERING	34123	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	AECOM Technical Services	29530	3,000,000.00	\$1,807,942.43	25%	\$451,985.61	5%	\$90,397.12
Professional Environmental Assessment, Engineering and Ecological Services	Apex Companies, LLC	29532	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Brecheisen Engineering, Ltd.	29533	3,000,000.00	\$522,612.74	25%	\$130,653.19	5%	\$26,130.64
Professional Environmental Assessment, Engineering and Ecological Services	Carlson Environmental, Inc.	29534	3,000,000.00	\$47,836.78	25%	\$11,959.20	5%	\$2,391.84
Professional Environmental Assessment, Engineering and Ecological Services	CARNOW CONIBEAR & ASSOC., LTD.	29535	3,000,000.00	\$1,026,784.60	25%	\$256,696.15	5%	\$51,339.23
Professional Environmental Assessment, Engineering and Ecological Services	CDM Smith	29536	3,000,000.00	\$3,329,766.29	25%	\$832,441.57	5%	\$166,488.31
Professional Environmental Assessment, Engineering and Ecological Services	Conservation Design Forum, Inc.	29537	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	EA Engineering And Technology	29539	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Environmental Design Int'l	29540	3,000,000.00	\$418,631.04	25%	\$104,657.76	5%	\$20,931.55

MASTER CONSULTING AGREEMENTS - TOR CONTRACTS

Professional Environmental Assessment, Engineering and Ecological Services	Environmental Protection Ind	29541	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Geosyntec Consultants Inc.	29544	3,000,000.00	\$95,000.00	25%	\$23,750.00	5%	\$4,750.00
Professional Environmental Assessment, Engineering and Ecological Services	GSG Consultants, Inc.	29545	3,000,000.00	\$138,191.87	25%	\$34,547.97	5%	\$6,909.59
Professional Environmental Assessment, Engineering and Ecological Services	Hey & Associates, Inc.	29546	3,000,000.00	\$79,610.00	25%	\$19,902.50	5%	\$3,980.50
Professional Environmental Assessment, Engineering and Ecological Services	Pioneer Engineering and Environmental Services, Inc.	29548	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Primera Engineers, Ltd.	29549	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Professional Services Industries Inc.	29550	3,000,000.00	\$153,960.00	25%	\$38,490.00	5%	\$7,698.00
Professional Environmental Assessment, Engineering and Ecological Services	Roux Associates Inc.	29551	3,000,000.00	\$313,450.00	25%	\$78,362.50	5%	\$15,672.50
Professional Environmental Assessment, Engineering and Ecological Services	Stantec Consulting Service	29553	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Terracon Consultants, Inc	29554	3,000,000.00	\$3,345,974.02	25%	\$836,493.51	5%	\$167,298.70
Professional Environmental Assessment, Engineering and Ecological Services	Tetra Tech, Inc.	29555	3,000,000.00	\$3,332,071.37	25%	\$833,017.84	5%	\$166,603.57
Professional Environmental Assessment, Engineering and Ecological Services	V3 Companies of Illinois, Ltd.	29557	3,000,000.00	\$10,681.76	25%	\$2,670.44	5%	\$534.09
Professional Environmental Assessment, Engineering and Ecological Services	Futurity	29543	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Michael Baker Jr. Inc.	29547	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00

MASTER CONSULTING AGREEMENTS - TOR CONTRACTS

Professional Environmental Assessment, Engineering and Ecological Services	Wood Environment formerly AMEC	29531	3,000,000.00	\$359,940.30	25%	\$89,985.08	5%	\$17,997.02
Professional Environmental Assessment, Engineering and Ecological Services	Weaver Boos Consultants North	29558	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Environmental Consulting & Technology	29542	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	D'Escoto, Inc.	29538	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	Shaw Environmental, Inc	29552	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00
Professional Environmental Assessment, Engineering and Ecological Services	WRD Environmental	29559	3,000,000.00	\$0.00	25%	\$0.00	5%	\$0.00



CITY OF CHICAGO



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MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

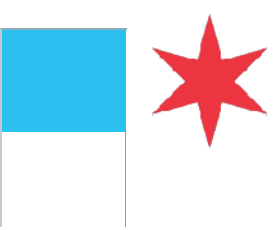
ID#: 38-02 CIP

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Moore requested information on the 96 construction projects, how many have been started and MBE/WBE ethnicity.

Of the 96 CIP projects – 29 projects have contracts released; participation data can be found on the attached spreadsheet. Also attached are PBC pdfs.

As always, please let me know if you have any further questions.



PBC - Chicago Works Projects on behalf of AIS Summary Below

- PBC is currently working on 24 Projects that are outlined in the following slides. The PBC has appointed Architect of Record for these aforementioned projects. The breakdown of MBE/WBE and Ethnicity is found below.

Architect of Record appointments:

- 11 MBE Firms
- 5 WBE Firms
- 7 MBE/WBE Firms
- 1 Non-MBE/WBE Firms

24 Firms

- 8 Asian
- 6 African American
- 5 Caucasian/Female
- 4 Hispanic
- 1 Non-MBE/WBE

24 Firms



PBC Update – Budget Hearing Request 9/29/21

- Engine Company 63 (MBE – AOR Appointment)
 - Ethnicity: African American
- Engine Company 68 (MBE – AOR Appointment)
 - Ethnicity: Hispanic
- Engine Company 71(WBE – AOR Appointment)
 - Ethnicity: Caucasian/Female
- Engine Company 1(MBE – AOR Appointment)
 - Ethnicity: African American
- Engine Company 60 (MBE – AOR Appointment)
 - Ethnicity: African American
- Engine Company 62 (MBE/WBE – AOR Appointment)
 - Ethnicity: African American
- Engine Company 86 (MBE – AOR Appointment)
 - Ethnicity: Hispanic
- Engine Company 89 (WBE – AOR Appointment)
 - Ethnicity: Caucasian/Female
- Engine Company 93 (MBE/WBE – AOR Appointment)
 - Ethnicity: African American
- Engine Company 106 (WBE – AOR Appointment)
 - Ethnicity: Caucasian/Female
- Engine Company101 (MBE/WBE – AOR Appointment)
 - Ethnicity: Asian
- Richard J. Daley Library (WBE – AOR Appointment)
 - Ethnicity: Caucasian/Female
- Sherman Park Branch Library (WBE – AOR Appointment)
 - Ethnicity: Caucasian/Female
- Police District 9 (Amendment approved for AOR services)
 - Ethnicity: Non MBE/WBE
- Roseland Neighborhood Health Center (MBE/WBE – AOR Appointment)
 - Ethnicity: Asian
- Lakeview Health Center (MBE – AOR Appointment)
 - Ethnicity: Hispanic
- Juvenile Intervention and Support Facility(MBE – AOR Appointment)
 - Ethnicity: Hispanic
- Sachs Clinic(MBE – AOR Appointment)
 - Ethnicity: African American
- Pershing Road Center Building (Joint Venture AOR Appointment – JV Partner MBE)
 - Ethnicity: Joint Venture with Asian Partner
- Pershing Road East Building (Joint Venture AOR Appointment – JV Partner MBE)
 - Ethnicity: Joint Venture with Asian Partner
- Pershing Road West Building (Joint Venture AOR Appointment – JV Partner MBE)
 - Ethnicity: Joint Venture with Asian Partner
- NPV – Gymnastics Center Building B (MBE/WBE – AOR Appointment)
 - Ethnicity: Asian
- NPV – Administration Building C (MBE – AOR Appointment)
 - Ethnicity: Asian
- NPV – Chapel Building F (MBE – AOR Appointment)
 - Ethnicity: Asian





PBC - Chicago Works Projects on behalf of AIS Summary Below

- PBC is currently working on 24 Projects that are outlined in the following slides. The PBC has appointed Architect of Record for these aforementioned projects. The breakdown of MBE/WBE and Ethnicity is found below.

Architect of Record appointments:

- 11 MBE Firms
 - 5 WBE Firms
 - 7 MBE/WBE Firms
 - 1 Non-MBE/WBE Firms
- 24 Firms
-
- 8 Asian
 - 6 African American
 - 5 Caucasian/Female
 - 4 Hispanic
 - 1 Non-MBE/WBE
- 24 Firms



AIS: Engine Companies

- Engine Company 1 (**MBE** – AOR Appointment)
 - Ethnicity: African American
- Engine Company 60 (**MBE** – AOR Appointment)
 - Ethnicity: African American
- Engine Company 62 (**MBE/WBE** – AOR Appointment)
 - Ethnicity: African American
- Engine Company 63 (**MBE** – AOR Appointment)
 - Ethnicity: African American
- Engine Company 68 (**MBE** – AOR Appointment)
 - Ethnicity: Hispanic
- Engine Company 71 (**WBE** – AOR Appointment)
 - Ethnicity: Caucasian/Female





AIS: Engine Companies

- Engine Company 86 (**MBE** – AOR Appointment)
 - Ethnicity: Hispanic

- Engine Company 89 (**WBE** – AOR Appointment)
 - Ethnicity: Caucasian/Female

- Engine Company 93 (**MBE/WBE** – AOR Appointment)
 - Ethnicity: African American

- Engine Company 106 (**WBE** – AOR Appointment)
 - Ethnicity: Caucasian/Female

- Engine Company 101 (**MBE/WBE** – AOR Appointment)
 - Ethnicity: Asian



AIS: Libraries

- Richard J. Daley Library (**WBE** – AOR Appointment)
 - Ethnicity: Caucasian/Female

- Sherman Park Branch Library (**WBE** – AOR Appointment)
 - Ethnicity: Caucasian/Female

AIS: Police Districts

- Police District 9 (Amendment approved for AOR services)
 - Ethnicity: Non MBE/WBE





AIS: Various Buildings

- Roseland Neighborhood Health Center (**MBE/WBE** – AOR Appointment)
 - Ethnicity: Asian
- Lakeview Health Center (**MBE** – AOR Appointment)
 - Ethnicity: Hispanic
- Juvenile Intervention and Support Facility(**MBE** – AOR Appointment)
 - Ethnicity: Hispanic
- Sachs Clinic(**MBE** – AOR Appointment)
 - Ethnicity: African American





AIS: Various Buildings

- Pershing Road Center Building (Joint Venture AOR Appointment – JV Partner **MBE**)
 - Ethnicity: Joint Venture with Asian Partner
- Pershing Road East Building (Joint Venture AOR Appointment – JV Partner **MBE**)
 - Ethnicity: Joint Venture with Asian Partner
- Pershing Road West Building (Joint Venture AOR Appointment – JV Partner **MBE**)
 - Ethnicity: Joint Venture with Asian Partner
- NPV – Gymnastics Center Building B(**MBE/WBE** – AOR Appointment)
 - Ethnicity: Asian
- NPV – Administration Building C (**MBE** – AOR Appointment)
 - Ethnicity: Asian
- NPV – Chapel Building F (**MBE** – AOR Appointment)
 - Ethnicity: Asian

DATA SOURCE: eGordian

RANGE: SOR Blanket Release_CIP and Non-CIP Projects

Date: 10/04/2021

Projects	JOC Project #	Project Name	Prime Contractor	Job Order Amount	MBE Amount	WBE Amount	MBE%	WBE %	Total MBE&WBE Participation Amount	Total Total MBE&WBE Participation %	MBE Sub-Contractor Name	MBE Sub-Contractor Ethnicity	WBE Sub-Contractor Name	WBE Sub-Contractor Ethnicity
CIP Projects														
	FHPZ3-21-254	CIP-1769-1819 W. Pershing Rd. Roof Demo & Paschen Underlayment Replacement.	F.H.	\$2,299,594	\$1,434,385	\$425,979	62%	19%	\$1,860,364	81%	Diversified Construction Services, LLC	Hispanic/Latino	Alpine Demolition Services, Inc.	Caucasian
											I.W. & G	Hispanic/Latino	Horizon Contractors, Inc.	Asian American
											M Cannon Roofing, LLC	African-American(Black)	Katco Development, Inc.	Caucasian
													MBB Enterprises of Chicago, Inc.	Caucasian
	FHPZ3-21-253	CIP-1869 Pershing Elevator Upgrades	F.H. Paschen	\$552,090	\$65,770	\$0	12%	0%	\$65,770	12%	I.W. & G	Hispanic/Latino	Non	Non
	PBCZ2-21-054	CIP EC107 Facility Remediation and Renovation Work	Paul Borg	\$761,412	\$241,535	\$21,729	32%	3%	\$263,264	35%	Argo Construction LLC	African-American(Black)	Terry Plumbing Co.	Caucasian
											Fairfield Electric	Hispanic/Latino		
											Toro Construction Corp	Hispanic/Latino		
	PCSZ4-21-037	CIP_Canaryville Library Upgrades	Pacific Construction	\$483,293	\$23,000	\$150,000	5%	31%	\$173,000	36%	Adept Flooring	African-American(Black)	Cable Communications, Inc.	Caucasian
	PCSZ4-21-039	CIP- EC104 Upgrades	Pacific Construction	\$373,479	\$55,000	\$10,725	15%	3%	\$65,725	18%	Garth Building Products & Services	African-American(Black)	Midco Electric Supply, Inc	Caucasian
													Slate Demolition	Caucasian
CIP Projects Total				\$3,917,778	\$1,753,920	\$608,433	45%	16%	\$2,362,353	60%				



CITY OF CHICAGO

DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
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From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor’s Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-03 16th and Canal

The following information is provided in response to questions posed at our department’s hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Moore requested 1. The ethnicity and percentages of the MBE vendors at 16th & Canal. 2. A list of pre-approved design firms, the rotation list, and a breakdown list of when and how we rotate firms. The information is below and detailed on the attached documents.

1. Ethnicity & percentages of the MBE vendors at 16th and Canal:

Holabird & Root LLC – Prime

Consultant Name	MBE/WBE	Ethnicity	Contract Value	% of Contract	Role
dbHMS	MBE	Hispanic/Latino	\$95,000.00	15.33%	MEP/FP Engineering + IT Infrastructure Analysis
TERRA Engineering [Environmental]	WBE	Caucasian	\$53,000.00	8.55%	Landscape Architecture + Civil Engineering
ABNA of Illinois [Environmental]	MBE	African American	\$98,324.00	15.87%	Structural Engineering + Surveying
GSG Consultants [Environmental]	MBE	Hispanic/Latino	\$55,500.00	8.96%	Soil Borings + Environmental Engineering
CCS International	MBE	Asian American	\$9,592.56	1.55%	Cost Estimating

2. A list of pre-approved design firms, the rotation list, and a breakdown list of when and how we rotate firms.

The rotation selects 5 or 6 at a time, in alphabetical order, for every Task Order solicitation that is generated– see attached. The pool of [31] professional services consulting firms includes the following make up of ethnicities:

- 4 African American
- 4 Asian American
- 2 Hispanic American
- 21 Caucasian American

As always, please let me know if you have any further questions.

Prime Vendor Contract Information

No.	Contract	Vendor	Prime Vendor Ethnicity Detail	PO
1	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	A. EPSTEIN & SONS INTERNATIONAL, INC	CAUCASIAN	32958
2	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	AECOM SERVICES OF ILLINOIS INC	CAUCASIAN	32951
3	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	ALTAMANU, INC.	HISPANIC	32952
4	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	ALTUSWORKS, INC.	CAUCASIAN	32953
5	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	BAUERLATOZA STUDIO, LTD	HISPANIC	32954
6	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	CCJM ENGINEERS, LTD.	ASIAN	32955
7	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	CTL GROUP	CAUCASIAN	32956
8	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	ENVIRONMENTAL DESIGN	AFRICAN AMERICAN	32957
9	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	EXP U.S. SERVICES INC.	CAUCASIAN	32959
10	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	FOX & FOX ARCHITECTS LLC	CAUCASIAN	32960
11	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	GHAFAARI ASSOCIATES LLC	CAUCASIAN	32961
12	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	GLOBETROTTERS ENGINEERING CORP	AFRICAN AMERICAN	32962
13	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	HENNEMAN ENGINEERING INC	CAUCASIAN	34123
14	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	HOLABIRD & ROOT LLC	CAUCASIAN	32964
15	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	INFRASTRUCTURE ENGINEERING INC	AFRICAN AMERICAN	32965
16	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	LIVING HABITATS	CAUCASIAN	32966
17	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	MILHOUSE ENGINEERING & CONSTRUCTION INC.	AFRICAN AMERICAN	32967
18	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	MULLER & MULLER, LTD.	CAUCASIAN	32968
19	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	NAGLE HARTRAY DANKE KAGAN	CAUCASIAN	32969
20	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	PRIMERA ENGINEERS, LTD.	CAUCASIAN	32970
21	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	ROSS BARNEY ARCHITECTS INC	CAUCASIAN	32971
22	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	RUBINOS & MESIA ENGINEERS INC.	ASIAN	32972
23	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	SITE DESIGN GROUP	ASIAN	32973
24	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	SMNG A LTD	CAUCASIAN	32974
25	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	T Y LIN INT'L GREAT LAKES, INC	CAUCASIAN	32979
26	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	TERRA ENGINEERING	CAUCASIAN	32975
27	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	TERRY GUEN DESIGN ASSOCIATES	ASIAN	32976
28	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	TILTON, KELLY + BELL, LLC	CAUCASIAN	32977
29	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	TRIPARTITE	CAUCASIAN	32978
30	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	WIGHT & COMPANY	CAUCASIAN	32980
31	PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	WISS, JANNEY, ELSTNER, & ASSOCIATES, INC.	CAUCASIAN	33608



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-04 Professional Services

The following information is provided in response to questions posed at our department's hearing on 9/29/21 to discuss the proposed 2022 budget.

Alderman Hairston asked for vendor ethnicity for Appropriations 140, 141 and 148.

Please see the attached list.

As always, please let me know if you have any further questions.

Appropriation	Vendor Name	ETHNICITY
141	PF APPRAISALS, INC DBA PRAEDIUM VALUATION GROUP, INC	AFRICAN AMERICAN

148	K-PLUS MECHANICAL INC	CAUCASIAN
	ZEIT ENERGY LLC	CAUCASIAN

140	30 NORTH LASALLE PARTNERS LLC	CAUCASIAN
	ABM INDUSTRY GROUPS, LLC	CAUCASIAN
	AECOM SERVICES OF ILLINOIS INC	CAUCASIAN
	AECOM TECHNICAL SERVICES	CAUCASIAN
	AMERESCO, INC.	CAUCASIAN
	AT&T CORP	CAUCASIAN
	AZTEC SUPPLY CORPORATION	HISPANIC
	BARKER LEMAR ENGINEERING CONSULTANTS	CAUCASIAN
	BRECHEISEN ENGINEERING	CAUCASIAN
	CANON SOLUTIONS AMERICA INC	CAUCASIAN
	Cardio Partners, Inc	CAUCASIAN
	CARNOW CONIBEAR & ASSOC., LTD.	CAUCASIAN
	CATALYST CONSULTING GROUP INC	ASIAN
	CBRE INC.	CAUCASIAN
	CDM SMITH	CAUCASIAN
	CDW GOVERNMENT, LLC.	CAUCASIAN
	CENTRAL LAWN SPRINKLERS, INC.	CAUCASIAN
	CITY UTILITY EQUIPMENT SALES & LEASING COMPANY	CAUCASIAN
	CLARITY PARTNERS LLC	CAUCASIAN
	COMMONWEALTH EDISON CO	CAUCASIAN
	COMPUTER AID INC	CAUCASIAN
		AFRICAN
	DAYSPRING PROFESSIONAL JANITOR	AMERICAN
	DIRECTIONS TRAINING CENTER	ASIAN
		AFRICAN
	DIVERSE FACILITY SOLUTION INC.	AMERICAN
	DOOR AND WINDOW GUARD SYSTEMS, INC	CAUCASIAN
	DRAPE KINGS	CAUCASIAN
	DUHERIC, ENES	CAUCASIAN
	EDR	CAUCASIAN
	EHSCAREERS.COM , INC.	CAUCASIAN
		AFRICAN
	ELECTRONIC KNOWLEDGE INTERCHANGE	AMERICAN
	ENTERPRISE LEASING CO. OF CHICAGO	CAUCASIAN
	FH PASCHEN SN NIELSEN & ASSOCIATES LLC	CAUCASIAN
	FRIEDLANDER, CHARLES	CAUCASIAN
	G4S SECURE SOLUTIONS (USA) INC	CAUCASIAN

GARTNER GROUP, INC GENUINE PARTS
COMPANY DBA NAPA GRANITE
CONSTRUCTION CO.
Granite Construction Company
GRAYBAR ELECTRIC CO INC HERC
RENTALS INC ILLINOIS
ENVIRONMENTAL PROTECTION AGENCY
INDUSTRIAL FENCE INC.

INTER-CITY SUPPLY CO., INC.
IRON MOUNTAIN RECORDS JONES
LANG LASALLE AMERICAS, LEO
GRAPHICS CHICAGO LLC LEOPARDO
COMPANIES, INC LUSE
ENVIRONMENTAL SERVICES, INC.
MARQUEE EVENT GROUP INC MB
REAL ESTATE SERVICES INC
MIDWEST MOVING & STORAGE, INC.
MOBILE FACILITIES OF ILL, INC.
MR. DAVID'S FLOORING INTERNATIONAL
LLC MULLER & MULLER, LTD.
MWH AMERICAS, INC. 01
NewGen Strategies and Solutions, LLC
North American Energy Standards
Board NORTH LASALLE FINANCIAL
ASSOCIATES LLC OLD VETERAN
CONSTRUCTION, INC PITNEY BOWES
GLOBAL FINANCIAL Pumpkin Fest
Chicago LLC R & S Marching Arts R4
SERVICES, LLC.
RENT COM INC ROUX
ASSOCIATES, INC.
SDI PRESENCE LLC

SECURITY SPECIALISTS GROUP INC
SET ENVIRONMENTAL INC
SILK SCREEN EXPRESS, INC.

SKYTECH ENTERPRISES, LTD SLG
INNOVATION INC Sophisticated
Events and Design Co. SPAAN
TECH, INC.

STEINER SECURITY SERVICES,
INC STEVES FLOWER MARKET
TERRACON CONSULTANTS INC
TETRA TECH EM INC.

CAUCASIAN
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HISPANIC
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CAUCASIAN

TETRA TECH INC	CAUCASIAN
THE GORDIAN GROUP, INC	CAUCASIAN
UNITED SECURITY SERVICES, INC. VERIZON WIRELESS	CAUCASIAN
CAUCASIAN	CAUCASIAN
WGN FLAG & DECORATING CO	CAUCASIAN
01 WICKERT JIMENEZ, SHEROZ	CAUCASIAN
R WILLIAMS SCOTSMAN INC	CAUCASIAN
WINDY CITY CONSULTING WSP	CAUCASIAN
USA INC.	CAUCASIAN



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-05 Vehicle

The following information is provided in response to questions posed at our department's hearing on September 29, 2021 to discuss the proposed 2022 budget.

Alderman Hairston asked for a copy of the take home vehicle policy.

A copy of the take home vehicle policy is attached.

As always, please let me know if you have any further questions.



ASSETS, INFORMATION & SERVICES

VEHICLE AND EQUIPMENT POLICY



Mayor Lori Lightfoot

CITY OF CHICAGO

Vehicle and Equipment Policy

I.	Vehicle Operator (Employee) Responsibilities	Page 1
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Attachments

Take Home / Unmarked Vehicle Request Form	Attachment A
Zipcar / FlexFleet Informational Flyer	Attachment B
Vehicle / Equipment Accident / Damage Report Form	Attachment C
Maintenance, Fuel and Wash Locations	Attachment D
Lease / Rental Request Form	Attachment E
City-Owned Vehicle Self Insurance Memo	Attachment F
Vehicle Idling Management Policy	Attachment G

CITY OF CHICAGO VEHICLE AND EQUIPMENT POLICY

INTRODUCTION

Staff from all City of Chicago Departments, including Department Heads, supervisors and employees must adhere to the following City Vehicle and Equipment Policy (Policy). These guidelines are maintained by the Department of Assets, Information and Services (AIS) in consultation with the Mayor's Office and the Office of Budget and Management (OBM).

This Policy governs City-owned, leased and rented vehicles including automobiles, trucks, utility vehicles and vans (City Vehicles), and all other City-owned, leased, rented, off-road and miscellaneous equipment (City Equipment).

All Department Heads, through their designated Vehicle Coordinators, are responsible for administering these policies and procedures, and all employees who operate City Vehicles or City Equipment have an obligation to know and follow the policies and procedures. Failure to comply with this Policy will result in discipline up to and including termination. To the extent that any of the provisions set forth in this Policy conflict with existing laws, rules and/or applicable Collective Bargaining Agreements (CBAs), the provisions of such laws, rules and/or applicable CBAs will supersede the applicable provisions of this Policy. Moreover this Policy is subject to change by the City unilaterally at any time, subject to applicable CBA provisions. Departments are expected to minimally adhere to the provisions outlined in this Policy; Department heads may, however, adopt stricter provisions.

I. VEHICLE OPERATOR (EMPLOYEE) RESPONSIBILITIES

Operators of City Vehicles and City Equipment must be City employees in possession of a valid Illinois driver's or operator's license. If the license of an employee with access to a City Vehicle or City Equipment is suspended or revoked, the employee must immediately submit a report to their supervisor describing the circumstances under which the suspension or revocation occurred, and the duration of suspension or revocation.

No employee will operate a City Vehicle or City Equipment without the authorization of his or her supervisor.

Employees will operate vehicles in a safe and courteous manner and comply with all State and Federal laws and local ordinances, including the City of Chicago's Idling Management Policy (see Attachment G).

Employees must not operate City Vehicles or City Equipment while taking medication which could impair their ability to safely operate it

Employees must not purchase, carry, or consume any form of alcoholic beverage or controlled drug substances while using a City Vehicle or City Equipment.

Smoking is prohibited in all City Vehicles and City Equipment.

The City reserves the right to conduct annual checks of employee motor vehicle records and driver license records. This will ensure that employees are not driving on suspended licenses.

City Vehicles and City Equipment are municipal property that are to be used only for City Business, defined as activities specifically related to the day-to-day execution of a City employee's work assignment except to purchase a meal while in route to an assignment during the department's defined "lunch or break period". Except for incidental, occasional, and non-routine events, City Vehicles cannot be used for personal business or any other activity that is not specifically related to City Business.

Passengers in City Vehicles are limited to City of Chicago employees or non-City employees being transported on or for City Business.

City Vehicles should not be taken outside of the Chicago Metropolitan Area (as defined by the "City of Chicago Travel Policy" administered by the Office of Budget and Management) unless such travel is required to execute City Business in the most effective manner possible. Vehicles traveling out of state must carry a Certificate of Insurance, which can be obtained from the City's Risk Manager.

Employees are responsible for tickets, violations and fines (i.e. parking tickets, red-light violations, speed camera violations, tollway violations, etc.) incurred while using City Vehicles and City Equipment.

No employee will act as a chauffeur or driver except under specific circumstances approved in writing by their Department Head.

Emergency lights and equipment are to be used only for safety purposes or in emergency situations. Emergency lights and equipment should not be used to circumvent red lights and/or heavy traffic. All lighting and sirens must be installed and used in accordance with the Illinois Vehicle Code (625 ILCS 5/12) and the Municipal Code of the City of Chicago. The use of amber lighting is permitted when necessary for traffic control. Red, blue, green and other colors of lighting are permitted for use only by departments and operators authorized by the Illinois Vehicle Code and the Municipal Code of the City of Chicago. No emergency equipment may be installed without the prior approval of AIS.

Strict compliance with these guidelines will be required of all City employees, including Department Heads, vehicle operators and supervisors. Misuse of any City Vehicles or City Equipment or failure to adhere to the above procedures may result in disciplinary action up to and including termination.

II. USER DEPARTMENT RESPONSIBILITIES

Departments must designate a Vehicle Coordinator who will be required to maintain a current list of individually-assigned and pool City Vehicles and City Equipment that will be reconciled with AIS's computerized database. Departments must promptly inform AIS in writing if any departmental vehicle coordinator assignment change has been made.

Department Heads will designate the individual employee or specific program function for each City Vehicle or City Equipment for City Business. Any City Vehicle or City Equipment not assigned to a specific individual will be considered a departmental pool unit.

Departments must inform AIS in writing when a City Vehicle or City Equipment assignment change has been made, or when there is an addition to the departmental fleet. Any such changes or additions must be reported within five (5) days.

Each department must maintain a City Vehicle and City Equipment list that must include the following information on each vehicle or piece of equipment:

- Make / Model / Vehicle Identification Number (VIN) / License Plate Number
- Assignment (individual-employee or pool)
- Home address of employees in case of individual assignment of a Take Home City Vehicle. (Previously approved "Take Home / Unmarked Vehicle Authorization Request" form must be on file at AIS for any Take Home vehicle.)
- All parking locations including overnight parking location.

This list will be reviewed by AIS.

All City Vehicles and City Equipment other than Take Home Vehicles must be assigned to department-designated parking locations after working hours. The user department must provide AIS with a list of these locations and the City Vehicles and City Equipment based at each location with the semi-annual vehicle list. Changes in parking locations must be reported to AIS within 24 hours via e-mail. City investigators will make periodic visits to ensure department compliance with this directive.

DEPARTMENTAL POOL VEHICLES

The departmental Vehicle Coordinator will be required to maintain a current list of pool departmental vehicles and the day-to-day assignments of those vehicles.

Departmental pool vehicles should be parked overnight at a designated City parking location. Any City vehicle, other than an approved Take Home Vehicle, that is parked after hours at a non-City location will be considered to be an unauthorized Take Home vehicle. Unauthorized use of a City Vehicle will result in appropriate disciplinary action as determined by the Department Head, including but not limited to suspension of all city driving privileges and termination.

Department Heads may grant occasional Take Home use of departmental pool vehicles by staff under exceptional circumstances as noted below.

TAKE HOME USE

City employees may be authorized to take home City Vehicles in order to respond on a 24 hour per day basis as required by that employee's job responsibilities, not title. The Commissioner of AIS will consider all requests to take home City Vehicles on a case-by-case basis if the requesting employee and their Department Head justify that such use is in the best interest of the City of Chicago.

All requests should be made on the basis of availability and departmental prioritization. Departments should consider temporary vehicle assignment when an employee is on-call. It is recommended that a rotational Take Home vehicle usage model should be considered prior to requesting specific individual Take Home privileges.

All City employees requesting Take Home authorization must complete a "Take Home / Unmarked Vehicle Authorization Request" form (see Attachment A) and receive approval prior to taking home a City vehicle; such approval shall be valid for no more than six months, at which time the need for Take Home authorization must be revisited.

Use of all City Vehicles must be in full compliance with this Policy. Under no circumstances may City Vehicles or City Equipment be used in the course of a City employee's secondary employment.

Department Heads may grant Take Home use of City Vehicles by staff under exceptional circumstances up to a maximum of five consecutive days. These circumstances are limited to those employees who are "on call" and required to respond to emergency / critical situations. Employees receiving Take Home authorization under these circumstances may not use a City Vehicle for anything but City Business.

Use of City Vehicles for commuting to and from work and other personal use is a benefit subject to federal income tax, and must be reported in accordance with IRS regulations. Employees may contact the Department of Finance for additional information.

CAR SHARING AND POOLING

The City of Chicago offers car sharing (Contractor-owned vehicle) and pooling (City-owned vehicle) programs. Both programs are intended for City employees who have an occasional need for vehicle transportation as part of their work assignments.

Use of these programs for commuting from home to work is prohibited, except in those circumstances where prior approval is received from the Department Head to fulfill a legitimate business purpose (see "Take Home Use" section).

Customer service for City Pool (AKA "FlexFleet") Vehicles is available at <https://merchants.invers.com/coc/>.

Additional information about the programs can be found on the attached Zipcar / FlexFleet Informational Flyer (See Attachment B).

USE OF PERSONALLY OWNED VEHICLES

A Department Head may allow the use of personally owned vehicles to conduct City Business. Use of personally owned vehicles for City Business, including reimbursement guidelines for such use, is governed by the "Local Mileage Reimbursement & Other Local Transportation Policy" administered by the City's Department of Finance. Out-of-town travel and other circumstances not included in "Local Mileage Reimbursement & Other Local Transportation Policy" are governed by the "City of Chicago Travel Policy" administered by the OBM.

III. LEASED VEHICLE PROGRAM

The purpose of the Leased Vehicle Program is to provide a leased vehicle to employees in lieu of a City-owned and maintained vehicle.

Scope of the Leased Vehicle Program

The intent of the leased vehicle program is to minimize the demand and expense for City provided vehicles.

Lease Policy

Employees covered by this policy will receive a leased vehicle to conduct City Business.

The employee assigned a leased vehicle may permit other city employees to use the vehicle for business purposes only. The employee assigned a leased vehicle is still responsible for adhering to all of the requirements stated in this Policy.

Employees assigned a leased vehicle must be eligible for insurance through the leasing company. Insurance eligibility requires no more than three moving violations in the last three years and zero DUI's in the past five years. If the employee is not eligible for insurance through the leasing company, a leased vehicle will not be provided to the employee.

The insurance deductible payment for leased vehicles is the responsibility of the City.

In the event of an accident involving a leased vehicle, the employee must immediately comply with the leasing company's accident reporting procedures in addition to the City-Wide Accident and Damage Reporting Procedures as established by AIS (See "Damage Involving City Vehicles and Equipment" section). The leasing company must be contacted at (800) 325-8838 to coordinate repairs.

Leased vehicles may be fueled at any City operated fuel site. Leased vehicles can be washed at contracted wash facilities (See Attachment D).

Departments are responsible for scheduling all routine maintenance (as well as necessary repairs) with a Lessor-authorized service center, and for transporting the vehicle to the facility for service. The using department will be notified by the leasing company of the need for routine maintenance. If the using department fails to schedule and complete the required maintenance, the department will be directed to return the leased vehicle to AIS for reassignment.

AIS reserves the right to remove employees from the program and to reassign vehicles.

Parking may be provided for leased vehicles at approved departmental parking locations.

AIS will determine make / model / color of leased vehicles. No after market options, emergency lighting, features or additions are permitted without AIS approval.

Motor Vehicle Reports displaying the driving records of participants will be periodically reviewed.

The employee must make leased vehicles available for material condition inspections.

Leased Vehicle Procedures

AIS may approve the transfer of a leased vehicle from one department to another. Approval from AIS must be obtained prior to transfer of vehicle.

When an employee no longer possesses a leased vehicle for any reason, the Department Head or a designee will immediately notify the Commissioner of AIS.

IV. MAINTENANCE / REPAIR OF CITY VEHICLES AND EQUIPMENT

Maintenance and repair of City Vehicles and City Equipment will be performed by AIS or a vendor contracted by AIS. Departments are required to bring in City Vehicles and City Equipment for scheduled servicing or immediately when instructed by AIS. Failure to do so will result in the revocation of all fuel privileges.

For vehicle services, including preventative maintenance, mechanical breakdowns, tire service and towing services for City-Owned Vehicles, please contact the AIS Service Center at (312) 743-9029. The following information is required: Last Name, Unit Number, Assignment or District, Address or Location of Vehicle and Description of Problem.

The City will not reimburse the employee for out-of-pocket expenses related to the use or upkeep of a City Vehicle.

FUELING / WASHING SERVICES

The fueling of City Vehicles and City Equipment should only be conducted at established city-wide fueling sites. Refueling for out-of-town trips must be pre-approved by the employee's supervisor. A copy of each receipt for out-of-town refueling must be sent to the AIS fuel office so that accurate fuel records are maintained.

Employees will be required to provide the following information to obtain fuel at City Fuel Sites: Mileage or Hours, Unit Number and License Plate Number. In addition, the employee must swipe his/her City ID or fuel card.

The following fuel facilities (listed from North to South) are available. For additional information, contact the Fuel Office at (312) 743-9027.

6445 N. Ravenswood	3746 S. Iron
4320 W. Sunnyside	5150 W. 63 rd Street
10000 W. Montrose	25 W. 65 th Street
3245 N. Campbell	10101 S. Stony Island
4233 W. Ferdinand	10420 S. Vincennes

City Vehicles can be washed at contracted wash facilities (See Attachment D).

OBTAINING A FUEL NUMBER FOR RENTED EQUIPMENT

Departments that participate in Vehicle and Equipment rental contracts are authorized to obtain short term equipment rentals to support operational needs directly from an authorized City contractor. AIS is responsible for issuing fuel numbers to Departments for rentals of Equipment that Departments obtained directly which require fuel. Departments must comply with city-wide procedures established by AIS to obtain fuel numbers.

V. DAMAGE INVOLVING CITY VEHICLES AND CITY EQUIPMENT

In case of an accident or the occurrence of any and all damage to a City Vehicle or piece of Equipment, a driver / employee and his / her related supervisor up through the respective Deputy Commissioner must promptly comply with the City-Wide Accident and Damage Reporting Procedures established by AIS. Supervisors of employees involved in accident / damage

incidents are responsible for securing any and all evidence and related information pertaining to the incident, including but not limited to: Police reports, drivers' statements, witness statements, and pictures of the scene, if any. All required reports including completed Vehicle/Equipment Accident / Damage Forms (Attachment C) must be forwarded to AIS's Accident Manager, located at 210 W. 69th Street, e-mailed to John.Goulding@cityofchicago.org, or faxed to (312) 742-1368, within 48 hours of occurrence, with the exception of the Departments of Aviation and Water Management, which are authorized to forward such reports directly to their Accident Review Board Manager or Vehicle Coordinator. In all cases, the AIS Fleet Services Office (312) 743-9029 must be informed immediately of all accidents and damage incidents involving City-owned, leased or rented equipment. A letter of self-insurance (See Attachment 'F') must be carried in each City-owned vehicle, and must be produced on demand in the case of an accident.

VI. TITLING, REGISTRATION AND IDENTIFICATION OF CITY VEHICLES AND EQUIPMENT

All City Vehicles and City Equipment will be plated and titled to the City of Chicago by AIS, which shall retain all titles. AIS will assign equipment numbers and place decal markings on all units to establish a uniform identification plan. In accordance with Municipal Code of the City of Chicago Section 1-8-070, all City Vehicles and City Equipment will bear proper City identification markings with the exception of vehicles used for investigative purposes. It shall be the responsibility of each Department Head to ensure appropriate compliance. No Department or employee may remove or cause to be removed City identification markings from any City Vehicle or City Equipment.

All City Vehicles and Equipment must display valid license plates with a municipal vehicle identification, unless conventional plates are authorized by AIS. Lost or stolen license plates must be reported immediately to AIS.

VII. PURCHASING, LEASING OR RENTING VEHICLES AND EQUIPMENT

All City Vehicle and City Equipment purchases will be coordinated by AIS's Equipment Management Division with prior approval by OBM. Departments requesting rental of a City vehicle must complete a Lease and Rental Request Form (See Attachment E) and submit it for approval. All leased and rented vehicles will be coordinated by the AIS Leasing & Rental Section. AIS must approve any increase in the number of vehicles assigned to a department.

VIII. INCREASES IN DEPARTMENTAL FLEET SIZES

All replacement and/or approved rental City Vehicles shall be provided by AIS on a one for one exchange basis except for the short term (less than 6 months) rental of City Equipment, which is at the discretion of each Department Head and the Commissioner of AIS. The type of City vehicle acceptable as an exchange must be similar to the replacement vehicle being provided.

Departments requesting to increase their fleet size (except for short term rental equipment) must submit requests to OBM. Requests will be reviewed by OBM and presented to AIS. If approval has been granted by OBM and AIS, and AIS has been notified in writing, AIS is authorized to release a City Vehicle or City Equipment without requiring an exchange unit. The impact to AIS's operating accounts shall be a factor in the approval or disapproval of increasing a Department fleet size.

Revised July 14, 2020

ATTACHMENT A

.....**H5 KE HOME VEHICLE #**

.....**I BA5 F?98 J9<=7 @**

.....**5I H<CF=N5 H=CB REQUEST FORM**



**CITY OF CHICAGO
TAKE HOME VEHICLE/ UNMARKED VEHICLE AUTHORIZATION REQUEST**

Time period for which take- home privileges are being requested (6 month maximum):

STARTING DATE:	
ENDING DATE:	
UNIT (VEHICLE) #:	
TYPE: (auto, minivan, full –size van, pick- up, SUV, etc.):	
NAME OF EMPLOYEE (ASSIGNEE):	
ASSIGNEE JOB TITLE:	
ASSIGNEE DRIVER’S LICENSE #:	

JUSTIFICATION FOR GRANTING TAKE-HOME PRIVILEGES:

<p>1) <u>Job-related duties that require access to this City-owned / Leased / Rented vehicle on a 24 hour per day basis:</u></p>
<p>2) <u>Efficiencies or other benefits to Chicago citizens that result from the requested take-home privileges:</u></p>
<p>3) <u>Is this vehicle equipped with GPS? (Check One):</u> <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

4a) <u>Street address</u> of vehicle overnight parking location (subject to approval of request):	
4b) <u>Type</u> of vehicle overnight parking (Check one of the choices below):	
<input type="checkbox"/> <u>On-Street</u> <input type="checkbox"/> <u>Secured Outdoor Lot</u> <input type="checkbox"/> <u>Garaged</u>	
Assignee's Signature:	Date:

Note: By signing this form, the assignee certifies that he/she understand and agrees to abide by the rules applicable to take-home vehicle use, namely, Personnel Rule XVIII, § 1, ¶¶ 19 and 48 and the City of Chicago Vehicle and Equipment Policy – Assets, Information and Services, §§ 1 and 2.

JUSTIFICATION FOR UNMARKED VEHICLE (COMPLETE IF APPLICABLE):

<u>Job related duties that require the vehicle to be unmarked:</u>

ALL FORMS MUST BE SIGNED BY DEPARTMENT HEAD PRIOR TO SUBMISSION:

Department:	
Department Head Name:	
Department Head Signature:	

Note: Approval of this request by the Commissioner of the Department of Assets, Information and Services (AIS) authorizes the use of the subject vehicle by the listed individual only while performing legitimate business activities on behalf of the City of Chicago. All use of a Take-Home / Unmarked Vehicle must be in full compliance with the City of Chicago's Vehicle Policy.

Below to be Completed by Dept. of Assets, Information and Services (AIS) Only:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> More Information Requested	
AIS Commissioner Signature:	Date:

Revised 1/30/20

ATTACHMENT B

ZIPCAR / FLEXFLEET INFORMATIONAL FLYER

Zipcar and FlexFleet programs are **FREE!**



CITY EMPLOYEES who have an occasional need for vehicle transportation as part of their work assignments can now enroll at **NO COST** to their departments.

This initiative is part of a comprehensive effort to reduce the size of the City-owned fleet, while at the same time increasing the transportation options for those individuals who need a vehicle to perform work-related activities. ■



- Vehicles are owned/leased by the City
- Ideal for extended use, overnight, weekend or out of town trips
- Supervisor approval required
- Vehicles are fueled at City fuel sites (refuel @ 1/2 tank)
(location map is in glove box)
- Reserve vehicles on-line at <https://merchants.invers.com/coc/>
(note: only leased vehicles may be taken out of town)



zipcar
wheels when you want them

- Vehicles are owned by Zipcar
- Ideal for under 6 hours
- Insurance, fuel and mileage are included
- Vehicles are fueled at most major fuel retailers
(refuel @ 1/4 tank - charge card is in visor)
- Reserve vehicles on-line at www.zipcar.com

Please contact Nauman Hassan at (312) 743-3590 | nauman.hassan@cityofchicago.org if you have any questions or if you require additional information.

ATTACHMENT C

**VEHICLE / EQUIPMENT
ACCIDENT / DAMAGE REPORT FORM**


CITY OF CHICAGO VEHICLE/EQUIPMENT ACCIDENT/DAMAGE REPORT

THIS VEHICLE / EQUIPMENT ACCIDENT/DAMAGE REPORT MUST BE COMPLETED IMMEDIATELY FOLLOWING AN ACCIDENT OR OBSERVATION OF DAMAGE INVOLVING A CITY OWNED, LEASED OR RENTED VEHICLE / EQUIPMENT (CITY VEHICLE). EACH OPERATOR OF A CITY VEHICLE MUST COMPLETE A SEPARATE REPORT. THE OPERATOR'S DEPUTY COMMISSIONER WILL BE RESPONSIBLE FOR PROVIDING A RECOMMENDATION RELATIVE TO THE ACCIDENT / INCIDENT AS WELL AS FORWARDING THE ORIGINAL REPORT TO THE ACCIDENT/ SALVAGE DIVISION OF THE DEPARTMENT OF ASSETS, INFORMATION AND SERVICES WITHIN 48 HOURS OF THE OCCURRENCE

REPORTING DEPARTMENT	BUREAU/DIVISION	ACCIDENT DATE
ACCIDENT / DAMAGE INVOLVED <input type="checkbox"/> ANOTHER CITY VEHICLE <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> PASSENGER CAR <input type="checkbox"/> FIXED OBJECT <input type="checkbox"/> COMMERCIAL VEHICLE <input type="checkbox"/> OTHER _____		ACCIDENT TIME A.M. P.M.

CITY VEHICLE NO. 1	UNIT I.D. NO.	OTHER VEHICLE NO. 2	UNIT I.D. NO.
OPERATOR (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____ TITLE _____ PAYROLL# _____ NO. OF PASS. _____ AGE _____ SOC. SEC. NO. - - - - - DRIVER'S LICENSE NUMBER _____ CLASS _____ EXPIRATION DATE _____ - - - - -		OPERATOR: (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____ DRIVER'S LICENSE NO. _____ NO. OF PASS. _____ OWNER OF VEHICLE: (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____ OWNER ADDRESS _____	

PLATE NO:	STATE:	MILEAGE/HRS.
YR - MAKE - MODEL:	YR - MAKE - MODEL:	YR - MAKE - MODEL:

DESCRIBE VEHICLE DAMAGE	<input type="checkbox"/> CIRCLE DAMAGED AREA 
--------------------------------	--

POLICE REPORT R. D. NO: HK692567 POLICE OFFICER AT SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO SUPERVISOR AT SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOGRAPHS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO CITATION ISSUED TO <input type="checkbox"/> YOU <input type="checkbox"/> OTHER DRIVER _____ CITATION NUMBER _____ COMMENTS _____	PROPERTY DAMAGE ADDRESS OWNER OF PROPERTY (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____ OWNER ADDRESS _____ PHOTOGRAPHS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE DAMAGE _____
---	--

INJURED PARTY NO. 1 (CITY VEHICLE) NAME _____ AGE _____ <input type="checkbox"/> DRIVER (PRINT) LAST FIRST INITIAL _____ <input type="checkbox"/> PASSENGER ADDRESS _____ <input type="checkbox"/> MALE <input type="checkbox"/> PEDESTRIAN TELEPHONE _____ <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER (Specify) _____ EMERGENCY TREATMENT NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT HOSPITAL? _____ DESCRIBE INJURIES _____	INJURED PARTY NO. 2 (OTHER VEHICLE OR PEDESTRIAN) NAME _____ AGE _____ <input type="checkbox"/> DRIVER (PRINT) LAST FIRST INITIAL _____ <input type="checkbox"/> PASSENGER ADDRESS _____ <input type="checkbox"/> MALE <input type="checkbox"/> PEDESTRIAN TELEPHONE _____ <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER (Specify) _____ EMERGENCY TREATMENT NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT HOSPITAL? _____ DESCRIBE INJURIES _____
---	--

WITNESS	WITNESS
NAME _____ ADDRESS _____ TELEPHONE _____ COMPANY _____	NAME _____ ADDRESS _____ TELEPHONE _____ COMPANY _____

MOVEMENT

VEHICLES

- | | | | |
|--------------------------|--------------------------|--------------------------|-----------------------------------|
| 1 | 2 | 3 | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Going straight ahead |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Passing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Being passed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Turning |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pulling from curb or loading zone |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pulling into curb or loading zone |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stopped in traffic lane |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other (Specify) _____ |

PEDESTRIAN

- | | |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Walking with traffic |
| <input type="checkbox"/> | Walking against traffic |
| <input type="checkbox"/> | Coming from behind parked vehicle |
| <input type="checkbox"/> | Crossing at intersection |
| <input type="checkbox"/> | Crossing not at intersection |
| <input type="checkbox"/> | Alighting from a vehicle |
| <input type="checkbox"/> | Working from a vehicle |
| <input type="checkbox"/> | Working in a roadway |
| <input type="checkbox"/> | Other (Specify) _____ |

PASSENGER

- | | |
|--------------------------|------------------------|
| <input type="checkbox"/> | Boarding vehicle |
| <input type="checkbox"/> | Alighting from vehicle |
| <input type="checkbox"/> | Caught in doors |
| <input type="checkbox"/> | Seated |
| <input type="checkbox"/> | In motion in vehicle |
| <input type="checkbox"/> | Other (Describe) _____ |
| _____ | |
| _____ | |
| _____ | |

CONDITIONS

DRIVERS AND PEDESTRIAN

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------|
| 1 | 2 | Ped. | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Influenced by alcohol or drugs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No evidence of use |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Asleep or fatigued |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sick |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Physical defects |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Impairment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not known |

VEHICLES

- | | | | |
|--------------------------|--------------------------|--------------------------|-----------------------|
| 1 | 2 | 3 | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defective brakes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defective steering |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defective lights |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defective tires |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No Defects |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other (Specify) _____ |

WEATHER

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Clear |
| <input type="checkbox"/> | Raining |
| <input type="checkbox"/> | Snowing |
| <input type="checkbox"/> | Sleeting |
| <input type="checkbox"/> | Fog |
| <input type="checkbox"/> | Other (Specify) _____ |

ROADWAY

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Under repair |
| <input type="checkbox"/> | Holes or ruts |
| <input type="checkbox"/> | Slippery |
| <input type="checkbox"/> | Muddy |
| <input type="checkbox"/> | Icy or snowy |
| <input type="checkbox"/> | Other (Specify) _____ |

CONTRIBUTING FACTORS

VEHICLES

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 1 | 2 | 3 | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did not have right of way |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Following too closely |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Failure to signal intentions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speed too fast for conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disregarded traffic sign or signals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper passing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper turning |
| 1 | 2 | 3 | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper backing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper traffic lane |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper lane change |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Improper parking |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No improper driving |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other (Specify) _____ |

INDICATE ON THIS DIAGRAM WHAT HAPPENED:

INDICATE NORTH BY ARROW:

OPERATOR'S ACCOUNT OF ACCIDENT/DAMAGE:
(Refer to vehicles by number)

Date Shift Started

____ | ____ | ____

Hours on job when Accident Occurred

____ | ____

(Check all applicable boxes above . complete diagram)

OPERATOR'S SIGNATURE: _____

DATE: _____

This report has been examined and to the best of my knowledge I concur that the facts as reported are true and correct.

IMMEDIATE SUPERVISOR'S SIGNATURE: _____

TITLE: _____

DATE: _____

Deputies in CDA, DWM, and Streets & Sanitation to defer culpability judgement and disciplinary recommendations to their Accident Review Board.

DEPUTY COMMISSIONER'S JUDGEMENT: PREVENTABLE NON PREVENTABLE

DEPUTY COMMISSIONER'S DISCIPLINARY RECOMMENDATION: NO ACTION WRITTEN REPRIMAND _____ DAYS OFF WITHOUT PAY

DEPUTY COMMISSIONER'S SIGNATURE: _____

DATE: _____

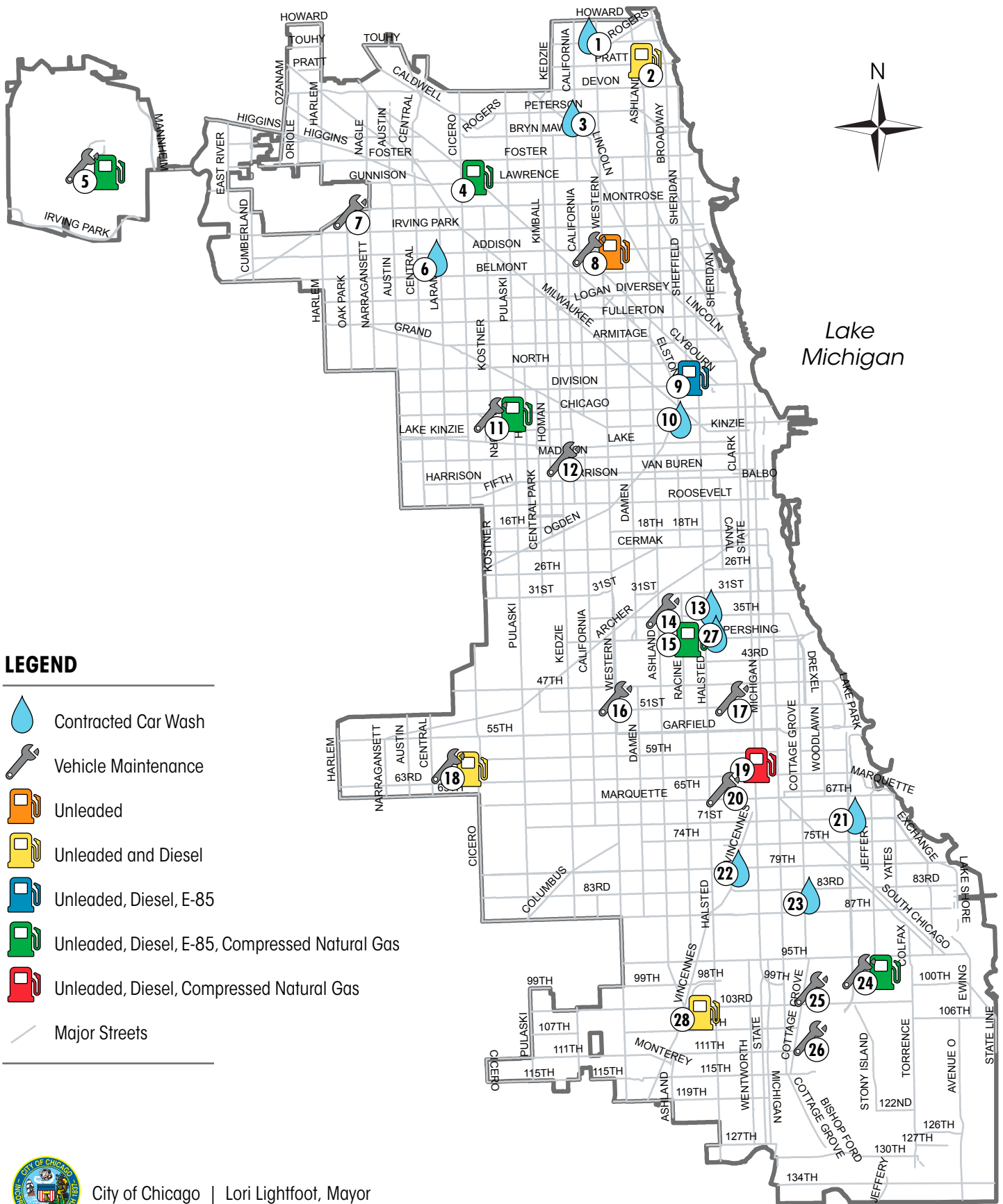
ATTACHMENT D

MAINTENANCE, FUEL AND WASH LOCATIONS



DEPARTMENT OF FLEET AND FACILITY MANAGEMENT

MAP OF FUELING, MAINTENANCE & CAR WASH LOCATIONS



LEGEND

- Contracted Car Wash
- Vehicle Maintenance
- Unleaded
- Unleaded and Diesel
- Unleaded, Diesel, E-85
- Unleaded, Diesel, E-85, Compressed Natural Gas
- Unleaded, Diesel, Compressed Natural Gas
- Major Streets



City of Chicago | Lori Lightfoot, Mayor

ID	Name	Address	Car Wash	Vehicle Maintenance	Gas and Diesel
1	Fast Car Wash	7130 N WESTERN AVE	Contracted Car Wash		
2	Ravenswood	6445 N RAVENSWOOD AVE			Unleaded and Diesel
3	Speedy Car Wash Co.	5724 N LINCOLN AVE	Contracted Car Wash		
4	Sunnyside	4820 W SUNNYSIDE AVE			Unleaded, Diesel, E-85, Compressed Natural Gas
5	O'Hare AMC Building	10000 West O'HARE AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
6	5410 W. Belmont	5410 W BELMONT	Contracted Car Wash		
7	Read	4241 N NEENAH		Vehicle Maintenance Only	
8	RGAR4	3245 N CAMPBELL AVE		Vehicle Maintenance Only	Unleaded
9	North Branch	1150 NORTH BRANCH			Unleaded, Diesel , E85
10	Car Wash Partners, Inc.; BDA/BERT's C	1231 W GRAND AVE	Contracted Car Wash		
11	NW	4233 W FERDINAND ST		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
12	RGAR3	3104 W HARRISON ST		Vehicle Maintenance Only	
13	Lookin' Good Car Wash	3540 S HALSTED ST	Contracted Car Wash		
14	Off Road Maintenance Shop	3812 S IRON ST		Vehicle Maintenance Only	
15	SW	3746 S IRON ST			Unleaded, Diesel, E-85, Compressed Natural Gas
16	Western Blvd	5215 S WESTERN BLVD		Vehicle Maintenance Only	
17	RGAR1	5219 S WENTWORTH AVE		Vehicle Maintenance Only	
18	Midway AMC Building	5150 W 63RD ST		Vehicle Maintenance Only	Unleaded and Diesel
19	65 & State	25 W 65TH ST			Unleaded, Diesel, Compressed Natural Gas
20	Englewood	210 W 69TH		Vehicle Maintenance Only	
21	Quality Car Wash	7215 S STONY ISLAND AVE	Contracted Car Wash		
22	Quality Car Wash	7936 S VINCENNES AVE	Contracted Car Wash		
23	Quality Car Wash	644 E 87 ST	Contracted Car Wash		
24	101	10101 S STONY ISLAND AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
25	900 E. 103rd	900 E 103RD		Vehicle Maintenance Only	
26	RGAR2	727 E 111TH ST		Vehicle Maintenance Only	
27	Lookin' Good Car Wash	920 W. PERSHING	Contracted Car Wash		
28	104	10420 S VINCENNES AVE			Unleaded and Diesel

ATTACHMENT E

LEASE / RENTAL REQUEST FORM

DEPARTMENT OF ASSETS, INFORMATION AND SERVICES (AIS)

LEASE AND RENTAL REQUEST

The requesting city department MUST complete this form whenever there is a request to lease or rent any vehicle/equipment.

Date: _____ Log #: _____

USER DEPARTMENT/BUREAU _____

DEPT. VEHICLE COORDINATOR _____ PHONE # _____

JUSTIFICATION REQUEST _____

SPECIFIC USE OF EQUIPMENT _____

Type of Equipment _____ Unit Number Req.: _____

Make _____ Equipment Operator Required: _____ Fuel Type: _____
 Model _____ YES Diesel E85
 Year _____ NO Unleaded Other
 Serial # _____ Hybrid Non-hybrid

On separate pages, specify any additional accessory requirements. If request is for a light-duty vehicle, attach printout from www.fueleconomy.gov showing rated fuel economy for that year/make/model.

TIME PERIOD REQUESTED: From _____ To _____

Type of request: _____ If Replacement: _____
 Emergency Addition Unit # _____
 Routine Addition License Plate # _____
 Replacement
 Extension

FUNDING:
 Projected Cost \$ _____ Day Week Month Year
 Maintenance Cost \$ _____ Maintenance: Vendor AIS

FMPS FUNDING SOURCE _____
 YEAR FUND DEPT ORGN UNIT OBJ PRJ

REQUESTING DEPARTMENT AUTHORIZATION:

Commissioner of Requesting Department: _____ Date: _____

DEPARTMENT OF ASSETS, INFORMATION AND SERVICES AUTHORIZATION: For Office Use Only

Approved Denied _____
 Rental Division/AIS Management Date
 Approved Denied _____
 Commissioner of Assets, Information and Services Date

Note: Maintenance is to be provided by the Vendor; AIS will provide fuel only. An F-18 Funding Authorization Form must accompany this request. Absent funding, the equipment will not be ordered. Revised 1/30/2020 (Form 0101)

ATTACHMENT F

City-Owned Vehicle Self Insurance Memo



DEPARTMENT OF FINANCE
CITY OF CHICAGO

Please be advised that as per Illinois Vehicle Code, 625 ILCS 5/601(b)(4), the City of Chicago is exempt from the liability insurance policy requirement, and is self-insured with regards to City-owned vehicles and equipment:

(625 ILCS 5/Ch. 7)
ARTICLE VI. MANDATORY INSURANCE
(625 ILCS 5/7-601)

(a) No person shall operate, register or maintain registration of, and no owner shall permit another person to operate, register or maintain registration of, a motor vehicle designed to be used on a public highway unless the motor vehicle is covered by a liability insurance policy.

(b) The following vehicles are exempt from the requirement of this section:

(4) vehicles owned by the United States,
the State of Illinois, or any political subdivision,
municipality or local mass transit district;

This letter is valid from June 8, 2020 until canceled.

Please submit claims to:

Office of the City Clerk
Attn: Claims
121 N. LaSalle St, Room 107
Chicago, IL 60602-1295

Or visit:

<https://www.chicityclerk.com/community-affairs/claims>

To check the status of any claims, please contact the Committee on Finance at 312-744-8861.

Sincerely,

Susan Schmitz

Susan Schmitz
Risk Manager

ATTACHMENT G

VEHICLE IDLING MANAGEMENT POLICY

City of Chicago
Vehicle Idling Management Policy
4-16-10

The City of Chicago (“City”) utilizes a fleet of over 2,400 medium- and heavy-duty (diesel-powered) vehicles and more than 5,000 automobiles and light-duty vehicles (gasoline- or alternative fuel-powered) to carry out its municipal operations. Exhaust from these vehicles contains a variety of pollutants, such as nitrogen oxides, carbon monoxide, carbon dioxide, and other chemicals that form ground-level ozone (smog) and contribute to climate change. These pollutants may aggravate respiratory ailments (like asthma), cause lung damage, and may lead to cancer.

Unnecessary idling of the City’s fleet wastes approximately 1 gallon of fuel per hour for diesel vehicles and roughly 0.75 gallons of fuel per hour for automobiles or light-duty vehicles. If the City’s fleet of vehicles were to idle for 30 minutes per day, annual emissions are estimated to exceed 10,000 metric tons of harmful pollutants and 7,000 metric tons of carbon dioxide. From a cost perspective, the same amount of idling would result in approximately \$2,200,000 in unnecessary fuel expenditures.

Vehicle idling can also produce avoidable wear and tear on engines. Because an idling engine operates below its optimum temperature, residue deposits can form within the engine to reduce fuel economy by 5% and diminish engine life. Lower operating temperatures can cause premature corrosion damage to exhaust piping and mufflers.

The Chicago Vehicle Idling Management Policy is designed to improve air quality while realizing significant savings in fuel and operating costs.

Policy

1. No driver of a municipal vehicle shall cause or allow the vehicle to idle for a period of more than 3 minutes in a 60-minute period.
2. The policy shall not apply to:
 - a. Emergency service vehicles, such as fire apparatus, police vehicles, or ambulances;
 - b. Vehicles standing in traffic;
 - c. Airport support equipment;
 - d. Vehicles being serviced or repaired;
 - e. Idling when necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle;
 - f. Idling to provide heat within the cab of the vehicle if the outside temperature is less than 32° F and there is no accessible temperature-controlled area within a reasonable distance; or
 - g. Idling to provide cooling within the cab of the vehicle if the outside temperature is more than 80° F, there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.



ASSETS, INFORMATION & SERVICES

VEHICLE AND EQUIPMENT POLICY



Mayor Lori Lightfoot

CITY OF CHICAGO

Vehicle and Equipment Policy

I.	Vehicle Operator (Employee) Responsibilities	Page 1
II.	User Department Responsibilities	Page 2
III.	Leased Vehicle Program	Page 4
IV.	Maintenance / Repair of City Vehicles and Equipment	Page 6
V.	Damage Involving City Vehicles and Equipment	Page 6
VI.	Titling, Registration and Identification of City Vehicles and Equipment	Page 7
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Attachments

Take Home / Unmarked Vehicle Request Form	Attachment A
Zipcar / FlexFleet Informational Flyer	Attachment B
Vehicle / Equipment Accident / Damage Report Form	Attachment C
Maintenance, Fuel and Wash Locations	Attachment D
Lease / Rental Request Form	Attachment E
City-Owned Vehicle Self Insurance Memo	Attachment F
Vehicle Idling Management Policy	Attachment G

CITY OF CHICAGO VEHICLE AND EQUIPMENT POLICY

INTRODUCTION

Staff from all City of Chicago Departments, including Department Heads, supervisors and employees must adhere to the following City Vehicle and Equipment Policy (Policy). These guidelines are maintained by the Department of Assets, Information and Services (AIS) in consultation with the Mayor's Office and the Office of Budget and Management (OBM).

This Policy governs City-owned, leased and rented vehicles including automobiles, trucks, utility vehicles and vans (City Vehicles), and all other City-owned, leased, rented, off-road and miscellaneous equipment (City Equipment).

All Department Heads, through their designated Vehicle Coordinators, are responsible for administering these policies and procedures, and all employees who operate City Vehicles or City Equipment have an obligation to know and follow the policies and procedures. Failure to comply with this Policy will result in discipline up to and including termination. To the extent that any of the provisions set forth in this Policy conflict with existing laws, rules and/or applicable Collective Bargaining Agreements (CBAs), the provisions of such laws, rules and/or applicable CBAs will supersede the applicable provisions of this Policy. Moreover this Policy is subject to change by the City unilaterally at any time, subject to applicable CBA provisions. Departments are expected to minimally adhere to the provisions outlined in this Policy; Department heads may, however, adopt stricter provisions.

I. VEHICLE OPERATOR (EMPLOYEE) RESPONSIBILITIES

Operators of City Vehicles and City Equipment must be City employees in possession of a valid Illinois driver's or operator's license. If the license of an employee with access to a City Vehicle or City Equipment is suspended or revoked, the employee must immediately submit a report to their supervisor describing the circumstances under which the suspension or revocation occurred, and the duration of suspension or revocation.

No employee will operate a City Vehicle or City Equipment without the authorization of his or her supervisor.

Employees will operate vehicles in a safe and courteous manner and comply with all State and Federal laws and local ordinances, including the City of Chicago's Idling Management Policy (see Attachment G).

Employees must not operate City Vehicles or City Equipment while taking medication which could impair their ability to safely operate it

Employees must not purchase, carry, or consume any form of alcoholic beverage or controlled drug substances while using a City Vehicle or City Equipment.

Smoking is prohibited in all City Vehicles and City Equipment.

The City reserves the right to conduct annual checks of employee motor vehicle records and driver license records. This will ensure that employees are not driving on suspended licenses.

City Vehicles and City Equipment are municipal property that are to be used only for City Business, defined as activities specifically related to the day-to-day execution of a City employee's work assignment except to purchase a meal while in route to an assignment during the department's defined "lunch or break period". Except for incidental, occasional, and non-routine events, City Vehicles cannot be used for personal business or any other activity that is not specifically related to City Business.

Passengers in City Vehicles are limited to City of Chicago employees or non-City employees being transported on or for City Business.

City Vehicles should not be taken outside of the Chicago Metropolitan Area (as defined by the "City of Chicago Travel Policy" administered by the Office of Budget and Management) unless such travel is required to execute City Business in the most effective manner possible. Vehicles traveling out of state must carry a Certificate of Insurance, which can be obtained from the City's Risk Manager.

Employees are responsible for tickets, violations and fines (i.e. parking tickets, red-light violations, speed camera violations, tollway violations, etc.) incurred while using City Vehicles and City Equipment.

No employee will act as a chauffeur or driver except under specific circumstances approved in writing by their Department Head.

Emergency lights and equipment are to be used only for safety purposes or in emergency situations. Emergency lights and equipment should not be used to circumvent red lights and/or heavy traffic. All lighting and sirens must be installed and used in accordance with the Illinois Vehicle Code (625 ILCS 5/12) and the Municipal Code of the City of Chicago. The use of amber lighting is permitted when necessary for traffic control. Red, blue, green and other colors of lighting are permitted for use only by departments and operators authorized by the Illinois Vehicle Code and the Municipal Code of the City of Chicago. No emergency equipment may be installed without the prior approval of AIS.

Strict compliance with these guidelines will be required of all City employees, including Department Heads, vehicle operators and supervisors. Misuse of any City Vehicles or City Equipment or failure to adhere to the above procedures may result in disciplinary action up to and including termination.

II. USER DEPARTMENT RESPONSIBILITIES

Departments must designate a Vehicle Coordinator who will be required to maintain a current list of individually-assigned and pool City Vehicles and City Equipment that will be reconciled with AIS's computerized database. Departments must promptly inform AIS in writing if any departmental vehicle coordinator assignment change has been made.

Department Heads will designate the individual employee or specific program function for each City Vehicle or City Equipment for City Business. Any City Vehicle or City Equipment not assigned to a specific individual will be considered a departmental pool unit.

Departments must inform AIS in writing when a City Vehicle or City Equipment assignment change has been made, or when there is an addition to the departmental fleet. Any such changes or additions must be reported within five (5) days.

Each department must maintain a City Vehicle and City Equipment list that must include the following information on each vehicle or piece of equipment:

- Make / Model / Vehicle Identification Number (VIN) / License Plate Number
- Assignment (individual-employee or pool)
- Home address of employees in case of individual assignment of a Take Home City Vehicle. (Previously approved "Take Home / Unmarked Vehicle Authorization Request" form must be on file at AIS for any Take Home vehicle.)
- All parking locations including overnight parking location.

This list will be reviewed by AIS.

All City Vehicles and City Equipment other than Take Home Vehicles must be assigned to department-designated parking locations after working hours. The user department must provide AIS with a list of these locations and the City Vehicles and City Equipment based at each location with the semi-annual vehicle list. Changes in parking locations must be reported to AIS within 24 hours via e-mail. City investigators will make periodic visits to ensure department compliance with this directive.

DEPARTMENTAL POOL VEHICLES

The departmental Vehicle Coordinator will be required to maintain a current list of pool departmental vehicles and the day-to-day assignments of those vehicles.

Departmental pool vehicles should be parked overnight at a designated City parking location. Any City vehicle, other than an approved Take Home Vehicle, that is parked after hours at a non-City location will be considered to be an unauthorized Take Home vehicle. Unauthorized use of a City Vehicle will result in appropriate disciplinary action as determined by the Department Head, including but not limited to suspension of all city driving privileges and termination.

Department Heads may grant occasional Take Home use of departmental pool vehicles by staff under exceptional circumstances as noted below.

TAKE HOME USE

City employees may be authorized to take home City Vehicles in order to respond on a 24 hour per day basis as required by that employee's job responsibilities, not title. The Commissioner of AIS will consider all requests to take home City Vehicles on a case-by-case basis if the requesting employee and their Department Head justify that such use is in the best interest of the City of Chicago.

All requests should be made on the basis of availability and departmental prioritization. Departments should consider temporary vehicle assignment when an employee is on-call. It is recommended that a rotational Take Home vehicle usage model should be considered prior to requesting specific individual Take Home privileges.

All City employees requesting Take Home authorization must complete a "Take Home / Unmarked Vehicle Authorization Request" form (see Attachment A) and receive approval prior to taking home a City vehicle; such approval shall be valid for no more than six months, at which time the need for Take Home authorization must be revisited.

Use of all City Vehicles must be in full compliance with this Policy. Under no circumstances may City Vehicles or City Equipment be used in the course of a City employee's secondary employment.

Department Heads may grant Take Home use of City Vehicles by staff under exceptional circumstances up to a maximum of five consecutive days. These circumstances are limited to those employees who are "on call" and required to respond to emergency / critical situations. Employees receiving Take Home authorization under these circumstances may not use a City Vehicle for anything but City Business.

Use of City Vehicles for commuting to and from work and other personal use is a benefit subject to federal income tax, and must be reported in accordance with IRS regulations. Employees may contact the Department of Finance for additional information.

CAR SHARING AND POOLING

The City of Chicago offers car sharing (Contractor-owned vehicle) and pooling (City-owned vehicle) programs. Both programs are intended for City employees who have an occasional need for vehicle transportation as part of their work assignments.

Use of these programs for commuting from home to work is prohibited, except in those circumstances where prior approval is received from the Department Head to fulfill a legitimate business purpose (see "Take Home Use" section).

Customer service for City Pool (AKA "FlexFleet") Vehicles is available at <https://merchants.invers.com/coc/>.

Additional information about the programs can be found on the attached Zipcar / FlexFleet Informational Flyer (See Attachment B).

USE OF PERSONALLY OWNED VEHICLES

A Department Head may allow the use of personally owned vehicles to conduct City Business. Use of personally owned vehicles for City Business, including reimbursement guidelines for such use, is governed by the "Local Mileage Reimbursement & Other Local Transportation Policy" administered by the City's Department of Finance. Out-of-town travel and other circumstances not included in "Local Mileage Reimbursement & Other Local Transportation Policy" are governed by the "City of Chicago Travel Policy" administered by the OBM.

III. LEASED VEHICLE PROGRAM

The purpose of the Leased Vehicle Program is to provide a leased vehicle to employees in lieu of a City-owned and maintained vehicle.

Scope of the Leased Vehicle Program

The intent of the leased vehicle program is to minimize the demand and expense for City provided vehicles.

Lease Policy

Employees covered by this policy will receive a leased vehicle to conduct City Business.

The employee assigned a leased vehicle may permit other city employees to use the vehicle for business purposes only. The employee assigned a leased vehicle is still responsible for adhering to all of the requirements stated in this Policy.

Employees assigned a leased vehicle must be eligible for insurance through the leasing company. Insurance eligibility requires no more than three moving violations in the last three years and zero DUI's in the past five years. If the employee is not eligible for insurance through the leasing company, a leased vehicle will not be provided to the employee.

The insurance deductible payment for leased vehicles is the responsibility of the City.

In the event of an accident involving a leased vehicle, the employee must immediately comply with the leasing company's accident reporting procedures in addition to the City-Wide Accident and Damage Reporting Procedures as established by AIS (See "Damage Involving City Vehicles and Equipment" section). The leasing company must be contacted at (800) 325-8838 to coordinate repairs.

Leased vehicles may be fueled at any City operated fuel site. Leased vehicles can be washed at contracted wash facilities (See Attachment D).

Departments are responsible for scheduling all routine maintenance (as well as necessary repairs) with a Lessor-authorized service center, and for transporting the vehicle to the facility for service. The using department will be notified by the leasing company of the need for routine maintenance. If the using department fails to schedule and complete the required maintenance, the department will be directed to return the leased vehicle to AIS for reassignment.

AIS reserves the right to remove employees from the program and to reassign vehicles.

Parking may be provided for leased vehicles at approved departmental parking locations.

AIS will determine make / model / color of leased vehicles. No after market options, emergency lighting, features or additions are permitted without AIS approval.

Motor Vehicle Reports displaying the driving records of participants will be periodically reviewed.

The employee must make leased vehicles available for material condition inspections.

Leased Vehicle Procedures

AIS may approve the transfer of a leased vehicle from one department to another. Approval from AIS must be obtained prior to transfer of vehicle.

When an employee no longer possesses a leased vehicle for any reason, the Department Head or a designee will immediately notify the Commissioner of AIS.

IV. MAINTENANCE / REPAIR OF CITY VEHICLES AND EQUIPMENT

Maintenance and repair of City Vehicles and City Equipment will be performed by AIS or a vendor contracted by AIS. Departments are required to bring in City Vehicles and City Equipment for scheduled servicing or immediately when instructed by AIS. Failure to do so will result in the revocation of all fuel privileges.

For vehicle services, including preventative maintenance, mechanical breakdowns, tire service and towing services for City-Owned Vehicles, please contact the AIS Service Center at (312) 743-9029. The following information is required: Last Name, Unit Number, Assignment or District, Address or Location of Vehicle and Description of Problem.

The City will not reimburse the employee for out-of-pocket expenses related to the use or upkeep of a City Vehicle.

FUELING / WASHING SERVICES

The fueling of City Vehicles and City Equipment should only be conducted at established city-wide fueling sites. Refueling for out-of-town trips must be pre-approved by the employee's supervisor. A copy of each receipt for out-of-town refueling must be sent to the AIS fuel office so that accurate fuel records are maintained.

Employees will be required to provide the following information to obtain fuel at City Fuel Sites: Mileage or Hours, Unit Number and License Plate Number. In addition, the employee must swipe his/her City ID or fuel card.

The following fuel facilities (listed from North to South) are available. For additional information, contact the Fuel Office at (312) 743-9027.

6445 N. Ravenswood	3746 S. Iron
4320 W. Sunnyside	5150 W. 63 rd Street
10000 W. Montrose	25 W. 65 th Street
3245 N. Campbell	10101 S. Stony Island
4233 W. Ferdinand	10420 S. Vincennes

City Vehicles can be washed at contracted wash facilities (See Attachment D).

OBTAINING A FUEL NUMBER FOR RENTED EQUIPMENT

Departments that participate in Vehicle and Equipment rental contracts are authorized to obtain short term equipment rentals to support operational needs directly from an authorized City contractor. AIS is responsible for issuing fuel numbers to Departments for rentals of Equipment that Departments obtained directly which require fuel. Departments must comply with city-wide procedures established by AIS to obtain fuel numbers.

V. DAMAGE INVOLVING CITY VEHICLES AND CITY EQUIPMENT

In case of an accident or the occurrence of any and all damage to a City Vehicle or piece of Equipment, a driver / employee and his / her related supervisor up through the respective Deputy Commissioner must promptly comply with the City-Wide Accident and Damage Reporting Procedures established by AIS. Supervisors of employees involved in accident / damage

incidents are responsible for securing any and all evidence and related information pertaining to the incident, including but not limited to: Police reports, drivers' statements, witness statements, and pictures of the scene, if any. All required reports including completed Vehicle/Equipment Accident / Damage Forms (Attachment C) must be forwarded to AIS's Accident Manager, located at 210 W. 69th Street, e-mailed to John.Goulding@cityofchicago.org, or faxed to (312) 742-1368, within 48 hours of occurrence, with the exception of the Departments of Aviation and Water Management, which are authorized to forward such reports directly to their Accident Review Board Manager or Vehicle Coordinator. In all cases, the AIS Fleet Services Office (312) 743-9029 must be informed immediately of all accidents and damage incidents involving City-owned, leased or rented equipment. A letter of self-insurance (See Attachment 'F') must be carried in each City-owned vehicle, and must be produced on demand in the case of an accident.

VI. TITLING, REGISTRATION AND IDENTIFICATION OF CITY VEHICLES AND EQUIPMENT

All City Vehicles and City Equipment will be plated and titled to the City of Chicago by AIS, which shall retain all titles. AIS will assign equipment numbers and place decal markings on all units to establish a uniform identification plan. In accordance with Municipal Code of the City of Chicago Section 1-8-070, all City Vehicles and City Equipment will bear proper City identification markings with the exception of vehicles used for investigative purposes. It shall be the responsibility of each Department Head to ensure appropriate compliance. No Department or employee may remove or cause to be removed City identification markings from any City Vehicle or City Equipment.

All City Vehicles and Equipment must display valid license plates with a municipal vehicle identification, unless conventional plates are authorized by AIS. Lost or stolen license plates must be reported immediately to AIS.

VII. PURCHASING, LEASING OR RENTING VEHICLES AND EQUIPMENT

All City Vehicle and City Equipment purchases will be coordinated by AIS's Equipment Management Division with prior approval by OBM. Departments requesting rental of a City vehicle must complete a Lease and Rental Request Form (See Attachment E) and submit it for approval. All leased and rented vehicles will be coordinated by the AIS Leasing & Rental Section. AIS must approve any increase in the number of vehicles assigned to a department.

VIII. INCREASES IN DEPARTMENTAL FLEET SIZES

All replacement and/or approved rental City Vehicles shall be provided by AIS on a one for one exchange basis except for the short term (less than 6 months) rental of City Equipment, which is at the discretion of each Department Head and the Commissioner of AIS. The type of City vehicle acceptable as an exchange must be similar to the replacement vehicle being provided.

Departments requesting to increase their fleet size (except for short term rental equipment) must submit requests to OBM. Requests will be reviewed by OBM and presented to AIS. If approval has been granted by OBM and AIS, and AIS has been notified in writing, AIS is authorized to release a City Vehicle or City Equipment without requiring an exchange unit. The impact to AIS's operating accounts shall be a factor in the approval or disapproval of increasing a Department fleet size.

Revised July 14, 2020

ATTACHMENT A

.....**H5 KE HOME VEHICLE #**

.....**I BA5 F?98 J9<=7 @**

.....**5I H<CF=N5 H=CB REQUEST FORM**



**CITY OF CHICAGO
TAKE HOME VEHICLE/ UNMARKED VEHICLE AUTHORIZATION REQUEST**

Time period for which take- home privileges are being requested (6 month maximum):

STARTING DATE:	
ENDING DATE:	
UNIT (VEHICLE) #:	
TYPE: (auto, minivan, full –size van, pick- up, SUV, etc.):	
NAME OF EMPLOYEE (ASSIGNEE):	
ASSIGNEE JOB TITLE:	
ASSIGNEE DRIVER’S LICENSE #:	

JUSTIFICATION FOR GRANTING TAKE-HOME PRIVILEGES:

<p>1) <u>Job-related duties that require access to this City-owned / Leased / Rented vehicle on a 24 hour per day basis:</u></p>
<p>2) <u>Efficiencies or other benefits to Chicago citizens that result from the requested take-home privileges:</u></p>
<p>3) <u>Is this vehicle equipped with GPS? (Check One):</u></p> <p align="right"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

4a) <u>Street address</u> of vehicle overnight parking location (subject to approval of request):	
4b) <u>Type</u> of vehicle overnight parking (Check one of the choices below):	
<input type="checkbox"/> <u>On-Street</u>	<input type="checkbox"/> <u>Secured Outdoor Lot</u>
<input type="checkbox"/> <u>Garaged</u>	
Assignee's Signature:	Date:

Note: By signing this form, the assignee certifies that he/she understand and agrees to abide by the rules applicable to take-home vehicle use, namely, Personnel Rule XVIII, § 1, ¶¶ 19 and 48 and the City of Chicago Vehicle and Equipment Policy – Assets, Information and Services, §§ 1 and 2.

JUSTIFICATION FOR UNMARKED VEHICLE (COMPLETE IF APPLICABLE):

<u>Job related duties that require the vehicle to be unmarked:</u>

ALL FORMS MUST BE SIGNED BY DEPARTMENT HEAD PRIOR TO SUBMISSION:

Department:	
Department Head Name:	
Department Head Signature:	

Note: Approval of this request by the Commissioner of the Department of Assets, Information and Services (AIS) authorizes the use of the subject vehicle by the listed individual only while performing legitimate business activities on behalf of the City of Chicago. All use of a Take-Home / Unmarked Vehicle must be in full compliance with the City of Chicago's Vehicle Policy.

Below to be Completed by Dept. of Assets, Information and Services (AIS) Only:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> More Information Requested
AIS Commissioner Signature:	Date:	

Revised 1/30/20

ATTACHMENT B

ZIPCAR / FLEXFLEET INFORMATIONAL FLYER

Zipcar and FlexFleet programs are **FREE!**



CITY EMPLOYEES who have an occasional need for vehicle transportation as part of their work assignments can now enroll at **NO COST** to their departments.

This initiative is part of a comprehensive effort to reduce the size of the City-owned fleet, while at the same time increasing the transportation options for those individuals who need a vehicle to perform work-related activities. ■



- Vehicles are owned/leased by the City
- Ideal for extended use, overnight, weekend or out of town trips
- Supervisor approval required
- Vehicles are fueled at City fuel sites (refuel @ 1/2 tank)
(location map is in glove box)
- Reserve vehicles on-line at <https://merchants.invers.com/coc/>
(note: only leased vehicles may be taken out of town)



zipcar
wheels when you want them

- Vehicles are owned by Zipcar
- Ideal for under 6 hours
- Insurance, fuel and mileage are included
- Vehicles are fueled at most major fuel retailers
(refuel @ 1/4 tank - charge card is in visor)
- Reserve vehicles on-line at www.zipcar.com

Please contact Nauman Hassan at (312) 743-3590 | nauman.hassan@cityofchicago.org if you have any questions or if you require additional information.

ATTACHMENT C

**VEHICLE / EQUIPMENT
ACCIDENT / DAMAGE REPORT FORM**

CITY OF CHICAGO


VEHICLE/EQUIPMENT ACCIDENT/DAMAGE REPORT

THIS VEHICLE / EQUIPMENT ACCIDENT/DAMAGE REPORT MUST BE COMPLETED IMMEDIATELY FOLLOWING AN ACCIDENT OR OBSERVATION OF DAMAGE INVOLVING A CITY OWNED, LEASED OR RENTED VEHICLE / EQUIPMENT (CITY VEHICLE). EACH OPERATOR OF A CITY VEHICLE MUST COMPLETE A SEPARATE REPORT. THE OPERATOR'S DEPUTY COMMISSIONER WILL BE RESPONSIBLE FOR PROVIDING A RECOMMENDATION RELATIVE TO THE ACCIDENT / INCIDENT AS WELL AS FORWARDING THE ORIGINAL REPORT TO THE ACCIDENT/ SALVAGE DIVISION OF THE DEPARTMENT OF ASSETS, INFORMATION AND SERVICES WITHIN 48 HOURS OF THE OCCURRENCE

REPORTING DEPARTMENT	BUREAU/DIVISION	ACCIDENT DATE
ACCIDENT / DAMAGE INVOLVED <input type="checkbox"/> ANOTHER CITY VEHICLE <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> PASSENGER CAR <input type="checkbox"/> FIXED OBJECT <input type="checkbox"/> COMMERCIAL VEHICLE <input type="checkbox"/> OTHER _____		ACCIDENT TIME A.M. P.M.

CITY VEHICLE NO. 1	UNIT I.D. NO.	OTHER VEHICLE NO. 2	UNIT I.D. NO.
OPERATOR (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____		OPERATOR: (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____	
TITLE _____ PAYROLL# _____ NO. OF PASS. _____		DRIVER'S LICENSE NO. _____ NO. OF PASS. _____	
AGE _____ SOC. SEC. NO. _____ - _____ - _____		OWNER OF VEHICLE: (PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____	
DRIVER'S LICENSE NUMBER _____ CLASS _____ EXPIRATION DATE _____ - _____ - _____		OWNER ADDRESS _____	

PLATE NO:	STATE:	MILEAGE/HRS.
YR - MAKE - MODEL:	YR - MAKE - MODEL:	YR - MAKE - MODEL:

DESCRIBE VEHICLE DAMAGE	<input type="checkbox"/> CIRCLE DAMAGED AREA 
--------------------------------	--

POLICE REPORT R. D. NO: HK692567

POLICE OFFICER AT SCENE? YES NO

SUPERVISOR AT SCENE? YES NO

PHOTOGRAPHS TAKEN? YES NO

CITATION ISSUED TO YOU OTHER DRIVER _____

CITATION NUMBER _____

COMMENTS _____

PROPERTY DAMAGE ADDRESS

OWNER OF PROPERTY
(PRINT NAME) _____ LAST _____ FIRST _____ INITIAL _____

OWNER ADDRESS _____

PHOTOGRAPHS TAKEN? YES NO

DESCRIBE DAMAGE _____

INJURED PARTY NO. 1 (CITY VEHICLE)

NAME _____ **AGE** _____ DRIVER
 (PRINT) LAST FIRST INITIAL PASSENGER

ADDRESS _____ MALE PEDESTRIAN

TELEPHONE _____ FEMALE OTHER (Specify) _____

EMERGENCY TREATMENT NEEDED? YES NO

IF SO, WHAT HOSPITAL? _____

DESCRIBE INJURIES _____

INJURED PARTY NO. 2 (OTHER VEHICLE OR PEDESTRIAN)

NAME _____ **AGE** _____ DRIVER
 (PRINT) LAST FIRST INITIAL PASSENGER

ADDRESS _____ MALE PEDESTRIAN

TELEPHONE _____ FEMALE OTHER (Specify) _____

EMERGENCY TREATMENT NEEDED? YES NO

IF SO, WHAT HOSPITAL? _____

DESCRIBE INJURIES _____

WITNESS

NAME _____

ADDRESS _____

TELEPHONE _____

COMPANY _____

WITNESS

NAME _____

ADDRESS _____

TELEPHONE _____

COMPANY _____

MOVEMENT

VEHICLES	PEDESTRIAN	PASSENGER																																								
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CONDITIONS

DRIVERS AND PEDESTRIAN	VEHICLES	WEATHER	ROADWAY																																																												
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CONTRIBUTING FACTORS

VEHICLES																																
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1	2	3																														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improper backing																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improper traffic lane																													
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No improper driving																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify) _____																													

INDICATE ON THIS DIAGRAM WHAT HAPPENED: **INDICATE NORTH BY ARROW:**

OPERATOR'S ACCOUNT OF ACCIDENT/DAMAGE: (Refer to vehicles by number) _____

Date Shift Started

--	--	--

 Hours on job when Accident Occurred

--	--

(Check all applicable boxes above . complete diagram) _____

OPERATOR'S SIGNATURE: _____ **DATE:** _____

This report has been examined and to the best of my knowledge I concur that the facts as reported are true and correct.

IMMEDIATE SUPERVISOR'S SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

Deputies in CDA, DWM, and Streets & Sanitation to defer culpability judgement and disciplinary recommendations to their Accident Review Board.

DEPUTY COMMISSIONER'S JUDGEMENT: PREVENTABLE NON PREVENTABLE

DEPUTY COMMISSIONER'S DISCIPLINARY RECOMMENDATION: NO ACTION WRITTEN REPRIMAND _____ DAYS OFF WITHOUT PAY

DEPUTY COMMISSIONER'S SIGNATURE: _____ **DATE:** _____

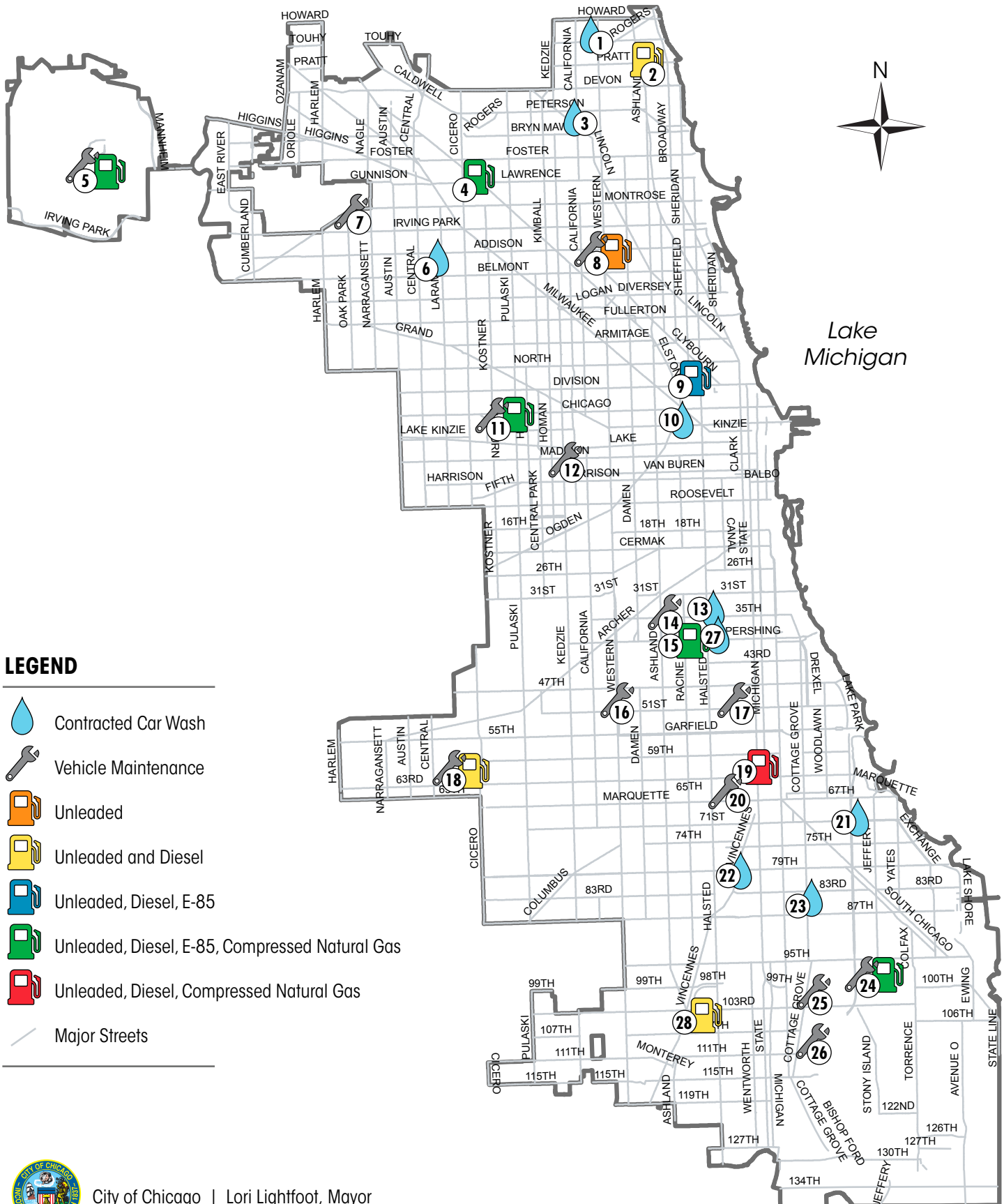
ATTACHMENT D

MAINTENANCE, FUEL AND WASH LOCATIONS



DEPARTMENT OF FLEET AND FACILITY MANAGEMENT

MAP OF FUELING, MAINTENANCE & CAR WASH LOCATIONS



City of Chicago | Lori Lightfoot, Mayor

ID	Name	Address	Car Wash	Vehicle Maintenance	Gas and Diesel
1	Fast Car Wash	7130 N WESTERN AVE	Contracted Car Wash		
2	Ravenswood	6445 N RAVENSWOOD AVE			Unleaded and Diesel
3	Speedy Car Wash Co.	5724 N LINCOLN AVE	Contracted Car Wash		
4	Sunnyside	4820 W SUNNYSIDE AVE			Unleaded, Diesel, E-85, Compressed Natural Gas
5	O'Hare AMC Building	10000 West O'HARE AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
6	5410 W. Belmont	5410 W BELMONT	Contracted Car Wash		
7	Read	4241 N NEENAH		Vehicle Maintenance Only	
8	RGAR4	3245 N CAMPBELL AVE		Vehicle Maintenance Only	Unleaded
9	North Branch	1150 NORTH BRANCH			Unleaded, Diesel , E85
10	Car Wash Partners, Inc.; BDA/BERT's C	1231 W GRAND AVE	Contracted Car Wash		
11	NW	4233 W FERDINAND ST		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
12	RGAR3	3104 W HARRISON ST		Vehicle Maintenance Only	
13	Lookin' Good Car Wash	3540 S HALSTED ST	Contracted Car Wash		
14	Off Road Maintenance Shop	3812 S IRON ST		Vehicle Maintenance Only	
15	SW	3746 S IRON ST			Unleaded, Diesel, E-85, Compressed Natural Gas
16	Western Blvd	5215 S WESTERN BLVD		Vehicle Maintenance Only	
17	RGAR1	5219 S WENTWORTH AVE		Vehicle Maintenance Only	
18	Midway AMC Building	5150 W 63RD ST		Vehicle Maintenance Only	Unleaded and Diesel
19	65 & State	25 W 65TH ST			Unleaded, Diesel, Compressed Natural Gas
20	Englewood	210 W 69TH		Vehicle Maintenance Only	
21	Quality Car Wash	7215 S STONY ISLAND AVE	Contracted Car Wash		
22	Quality Car Wash	7936 S VINCENNES AVE	Contracted Car Wash		
23	Quality Car Wash	644 E 87 ST	Contracted Car Wash		
24	101	10101 S STONY ISLAND AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
25	900 E. 103rd	900 E 103RD		Vehicle Maintenance Only	
26	RGAR2	727 E 111TH ST		Vehicle Maintenance Only	
27	Lookin' Good Car Wash	920 W. PERSHING	Contracted Car Wash		
28	104	10420 S VINCENNES AVE			Unleaded and Diesel

ATTACHMENT E

LEASE / RENTAL REQUEST FORM

DEPARTMENT OF ASSETS, INFORMATION AND SERVICES (AIS)

LEASE AND RENTAL REQUEST

The requesting city department MUST complete this form whenever there is a request to lease or rent any vehicle/equipment.

Date: _____ Log #: _____

USER DEPARTMENT/BUREAU _____

DEPT. VEHICLE COORDINATOR _____ PHONE # _____

JUSTIFICATION REQUEST _____

SPECIFIC USE OF EQUIPMENT _____

Type of Equipment _____ Unit Number Req.: _____

Make _____ Equipment Operator Required: _____ Fuel Type: _____
 Model _____ YES Diesel E85
 Year _____ NO Unleaded Other
 Serial # _____ Hybrid Non-hybrid

On separate pages, specify any additional accessory requirements. If request is for a light-duty vehicle, attach printout from www.fueleconomy.gov showing rated fuel economy for that year/make/model.

TIME PERIOD REQUESTED: From _____ To _____

Type of request: _____ If Replacement: _____
 Emergency Addition Unit # _____
 Routine Addition License Plate # _____
 Replacement
 Extension

FUNDING:
 Projected Cost \$ _____ Day Week Month Year
 Maintenance Cost \$ _____ Maintenance: Vendor AIS

FMPS FUNDING SOURCE _____
 YEAR FUND DEPT ORGN UNIT OBJ PRJ

REQUESTING DEPARTMENT AUTHORIZATION:

Commissioner of Requesting Department: _____ Date: _____

DEPARTMENT OF ASSETS, INFORMATION AND SERVICES AUTHORIZATION: For Office Use Only

Approved Denied _____
 Rental Division/AIS Management Date
 Approved Denied _____
 Commissioner of Assets, Information and Services Date

Note: Maintenance is to be provided by the Vendor; AIS will provide fuel only. An F-18 Funding Authorization Form must accompany this request. Absent funding, the equipment will not be ordered. Revised 1/30/2020 (Form 0101)

ATTACHMENT F

City-Owned Vehicle Self Insurance Memo



DEPARTMENT OF FINANCE
CITY OF CHICAGO

Please be advised that as per Illinois Vehicle Code, 625 ILCS 5/601(b)(4), the City of Chicago is exempt from the liability insurance policy requirement, and is self-insured with regards to City-owned vehicles and equipment:

(625 ILCS 5/Ch. 7)
ARTICLE VI. MANDATORY INSURANCE
(625 ILCS 5/7-601)

(a) No person shall operate, register or maintain registration of, and no owner shall permit another person to operate, register or maintain registration of, a motor vehicle designed to be used on a public highway unless the motor vehicle is covered by a liability insurance policy.

(b) The following vehicles are exempt from the requirement of this section:

(4) vehicles owned by the United States,
the State of Illinois, or any political subdivision,
municipality or local mass transit district;

This letter is valid from June 8, 2020 until canceled.

Please submit claims to:

Office of the City Clerk
Attn: Claims
121 N. LaSalle St, Room 107
Chicago, IL 60602-1295

Or visit:

<https://www.chicityclerk.com/community-affairs/claims>

To check the status of any claims, please contact the Committee on Finance at 312-744-8861.

Sincerely,

Susan Schmitz

Susan Schmitz
Risk Manager

ATTACHMENT G

VEHICLE IDLING MANAGEMENT POLICY

City of Chicago
Vehicle Idling Management Policy
4-16-10

The City of Chicago (“City”) utilizes a fleet of over 2,400 medium- and heavy-duty (diesel-powered) vehicles and more than 5,000 automobiles and light-duty vehicles (gasoline- or alternative fuel-powered) to carry out its municipal operations. Exhaust from these vehicles contains a variety of pollutants, such as nitrogen oxides, carbon monoxide, carbon dioxide, and other chemicals that form ground-level ozone (smog) and contribute to climate change. These pollutants may aggravate respiratory ailments (like asthma), cause lung damage, and may lead to cancer.

Unnecessary idling of the City’s fleet wastes approximately 1 gallon of fuel per hour for diesel vehicles and roughly 0.75 gallons of fuel per hour for automobiles or light-duty vehicles. If the City’s fleet of vehicles were to idle for 30 minutes per day, annual emissions are estimated to exceed 10,000 metric tons of harmful pollutants and 7,000 metric tons of carbon dioxide. From a cost perspective, the same amount of idling would result in approximately \$2,200,000 in unnecessary fuel expenditures.

Vehicle idling can also produce avoidable wear and tear on engines. Because an idling engine operates below its optimum temperature, residue deposits can form within the engine to reduce fuel economy by 5% and diminish engine life. Lower operating temperatures can cause premature corrosion damage to exhaust piping and mufflers.

The Chicago Vehicle Idling Management Policy is designed to improve air quality while realizing significant savings in fuel and operating costs.

Policy

1. No driver of a municipal vehicle shall cause or allow the vehicle to idle for a period of more than 3 minutes in a 60-minute period.
2. The policy shall not apply to:
 - a. Emergency service vehicles, such as fire apparatus, police vehicles, or ambulances;
 - b. Vehicles standing in traffic;
 - c. Airport support equipment;
 - d. Vehicles being serviced or repaired;
 - e. Idling when necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle;
 - f. Idling to provide heat within the cab of the vehicle if the outside temperature is less than 32° F and there is no accessible temperature-controlled area within a reasonable distance; or
 - g. Idling to provide cooling within the cab of the vehicle if the outside temperature is more than 80° F, there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-06 Vacant Buildings

The following information is provided in response to questions posed at our department's hearing on September 29, 2021 to discuss the proposed 2022 budget.

Alderman Hairston asked for a list of the vacant buildings with the year built or rehabbed.

A copy of the list is attached.

As always, please let me know if you have any further questions.

Address	Buildingname	Dept_acronym	Facilitytype	Ownership	Sold_dt	Occupancy	Ward	Squarefeet	Yearbuilt	Landmark
1300 N. Astor St.	Maxims	AIS/DPD	Restaurant	OWNED		VACANT		43 8071		No
1405 E. 62nd Pl.	Vacant EC 63	AIS/DPD	Fire Station	OWNED		VACANT		20 5600		No
1534 W. 63rd St.	Beth El Temple	AIS/DPD	Land	OWNED		VACANT		16		No
1619 E. 73rd St.	5th and 6th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		8 1200	1920	No
1723 W. Greenleaf Ave.	Vacant EC 102	AIS/DPD	Fire Station	OWNED		VACANT		49 5000		No
2001-2005 W. Pershing Rd.	Pershing Tower	AIS/DPD	Tower	OWNED		VACANT		12		1918 No
2358 S. Whipple St.	Vacant EC 109	AIS/DPD	Fire Station	OWNED		VACANT		12 8528		1915 No
2460 W. Cortland St.	Vacant 26th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		1 3500		0 No
2724 W. Cermak Rd.	Vacant Marshall Library	AIS/DPD	Library	OWNED		VACANT		12		No
2840 S. Calumet Ave.	Vacant 2nd Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		4 3500		1920 No
2929 S. Ellis Ave.	Vacant Michael Reese Hospital	AIS/DPD	Hospital	OWNED		VACANT		4		No
300 E. 29th St.	Vacant PD 21	AIS/DPD	Police Station	OWNED		VACANT		4 11520		1952 No
3357 W. 55th St.	14th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		14 7700		No
3501 S. Lowe Ave.	Vacant PD 9	AIS/CPD	Police Station	OWNED		VACANT		11		No
3518 S Halsted St	Romova Theater	AIS/DPD	Theater	OWNED	9/3/2021	VACANT		11 20000		No
4005 S. Dearborn St.	Vacant EC 16	AIS/DPD	Fire Station	OWNED		VACANT		3 4920		1936 No
4146-4152 S. Halsted St.	Vacant Stock Yards Bank	AIS/DPD	Bank	OWNED		VACANT		11 30000		1925 No
4830 W. Chicago Ave.	Vacant 37th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		37 8000		1980 No
5021 S. Wabash Ave.	Former 3rd Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		3 1750		1930 No
5760 S. Lafayette Ave.	Raber House	AIS/DPD	Building	OWNED		VACANT		20 4000		1870 Yes
601 E. 108th St	Vacant EC	AIS/DPD	Fire Station	OWNED		VACANT		9 3300		No
611 W. 69th St.	17th Ward Yard	DSS	Ward Yard	OWNED		VACANT		6 6000		1950 No
6145 S. Throop St.	Vacant 16th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		16 2750		No
6204 S. Green St.	Vacant EC 84	AIS/DPD	Fire Station	OWNED		VACANT		16 6950		Yes
6401 S. Evans Ave.	20th Ward Yard	AIS/DPD	Ward Yard	OWNED		VACANT		20 1800		1930 No
6411 S. Central Ave.	Vacant Fire Station	AIS/DPD	Fire Station	OWNED		VACANT		13 8000		1950 No
6435 N. California Ave.	Former Northtown Library	AIS/DPD	Library	OWNED		VACANT		50 10320		1962 No
6858 S. Indiana Ave.	Vacant EC	AIS/DPD	Fire Station	OWNED		VACANT		6		No
714 N. Kedzie Ave.	Vacant EC	AIS/DPD	Fire Station	OWNED		VACANT		27 5320		1938 No
804 E. 81st St	Vacant Building	AIS/DPD	Building	OWNED		VACANT		8		No
8645 S. Yates Blvd.	Vacant Substation	□AIS/DPD	Substation	OWNED		VACANT		7 4000		No
506 N. Monticello	Multi. Unit Housing	AIS/DPD	Housing	OWNED		VACANT		27		No



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-07 Hybrid Vehicles

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Cardonas requested information on the 600 hybrid vehicles, how many are for CPD? How many are waiting repair? The information is detailed below:

Of the 600 hybrid vehicles, 501 are for CPD:

- **180 (2020 E-Note Explorers CPD)**
- **200 (2019 E-Note Explorers CPD)**
- **121 (Ford Fusion Hybrid CPD)**
- **501 TOTAL FOR CPD**

60 hybrid vehicles are waiting for repair.

As always, please let me know if you have any further questions.



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget, and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-08 Vehicle Life Span

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Lopez requested information on city vehicles, what is the lifespan, longevity, provide by department. The information is detailed on the attached spreadsheet.

As always, please let me know if you have any further questions.

TAB 7B: CORPORATE FLEET OVERVIEW BY CLASS CODE

8/27/2021

Average Miles / Hours	Average Age	Target Repl. Age	Count 2021	2021-2020 ±	Class2	Class2Description	2022 Replacement Cost
64,275	12	5	10	-2	1010	AUTO 2 DOOR, GEN PURPOSE	\$26,906
66,029	10	5	365	-17	1011	AUTO 4 DOOR, GEN PURPOSE	\$42,078
81,307	11	5	74	-17	1021	AUTO POLICE MARKED 4 DOOR	\$42,832
100,452	16	6	3	-3	1024	AUTO POLICE MARKED K9 CON	\$47,955
95,373	13	5	120	-20	1031	AUTO POLICE UNMARK 4 DOOR	\$42,832
97,682	10	5	42	-3	1032	AUTO POLICE UNMARK EXEMPT	\$30,436
0	0	5	0	-1	1034	POLICE UNMKD EXPROPRIATED	\$42,832
7,223	10	5	16	-1	1040	MOTORCYCLE, 2 WHEEL	\$25,123
0	11	5	105	0	1042	BICYCLE	\$892
0	13	5	61	0	1049	PERSONNEL CARRIER, 2 WHL	\$6,997
2,458	8	8	29	6	1052	ALL TERRAIN VEH. 4 WHEEL	\$11,476
1,693	11	5	3	-4	1054	ALL TERRAIN VEH. 6 WHEEL	\$29,831
0	16	8	13	0	1060	CART 3 WHEEL	\$7,606
0	12	8	19	0	1061	CART 4 WHEEL	\$22,069
0	12	7	3	-1	1070	NEV, 2 DOOR W/ BED	\$17,261
0	13	7	4	-1	1071	NEV, 4 DOOR	\$18,639
0	14	5	5	0	1080	TRICYCLE, INDUSTRIAL	\$1,296
81,156	8	7	49	-9	2009	FULL SIZE VAN CELL CONV	\$55,937
46,025	10	7	103	-9	2010	VAN CARGO, FULL SIZE	\$47,461
40,187	6	5	23	2	2011	MINI VAN, CARGO	\$33,556
62,055	19	5	2	0	2013	MINI VAN, CANINE	\$48,555
52,357	14	6	43	-1	2020	VAN, PASSENGER, FULL SIZE	\$38,883
46,384	9	5	68	-3	2021	MINI PASSENGER VAN	\$38,439
40,095	28	7	2	0	2031	VAN, HI-CUBE	\$66,995
38,049	10	6	4	0	2041	VAN, HANDICAPPED EQUIP	\$75,129
56,434	9	7	83	-1	2110	PICKUP TRUCK, FULSIZE,SRW	\$41,601
37,639	6	7	88	5	2111	PICKUP TRK, CREW F/S SRW	\$51,358
87,083	25	6	2	0	2113	PICKUP TRUCK, DOWNSIZED	\$35,172
78,244	14	7	8	-6	2114	PICKUP TRUCK, DOWNSZ CREW	\$32,025
16,896	4	7	10	0	2120	PICKUP TRK, FULLSIZE DRW	\$54,258
42,532	9	7	5	0	2121	PICKUP TRK. CREW F/S DRW	\$60,296
38,522	17	6	4	0	2210	CARRY-ALL (I.E.SUBURBAN)	\$56,946
76,151	10	6	147	-25	2310	SPORT UTILITY VEHICLE 4X4	\$56,866
46,661	5	6	48	-2	2312	SPORT UTILITY VEHICLE 4X2	\$51,922
34,181	5	6	87	-2	2314	CROSSOVER UTILITY VEHICLE	\$34,914
66,299	5	6	1,562	189	2321	SUV PURSUIT MARKED	\$48,162
47,349	6	6	33	0	2324	SUV PURSUIT MARKED K9	\$44,327
50,964	5	6	680	13	2331	SUV PURSUIT UNMARKED	\$48,162
86,522	9	6	7	0	2332	SUV PURSUIT UNMK EXEMPT	\$48,162
36,536	6	6	11	3	2334	SUV PURSUIT UNMARKED K9	\$44,327
75,931	7	6	29	-1	2337	SUV PURSUIT MARKED CTA	\$48,162
81,028	17	10	24	0	3010	AERIAL BKT. ARTIC W/LINE	\$171,505
47,950	15	10	42	0	3021	AER. BKT.TRK. CREW FOREST	\$195,434

TAB 7B: CORPORATE FLEET OVERVIEW BY CLASS CODE

8/27/2021

Average Miles / Hours	Average Age	Target Repl. Age	Count 2021	2021-2020 ±	Class2	Class2Description	2022 Replacement Cost
47,366	12	10	12	-1	3030	AERL BUKT TRK TELESCOPIC	\$87,236
72,564	18	10	7	0	3031	AERL BUKT TRK CRWCAB LINE	\$280,626
51,510	13	10	7	0	3032	AERL BUKT CRW CAB,DERCK	\$234,948
13,005	2	10	2	0	3033	AERL BUKT VAN, TELE, CRGO	\$189,640
3,323	10	10	1	0	3040	AERL PLATFORM TRK	\$161,764
38,831	16	10	3	0	3041	AERL PLTFRM TRK CRWCAB	\$332,514
17,303	5	10	5	0	3050	AERL TRK MULTI AERL DEVCS	\$377,448
62,145	20	10	2	0	3051	AERLTRK CRW MULTI AERL	\$415,643
1,888	7	8	2	1	3060	AIR COMPRESSOR TRK	\$74,142
55,087	4	5	15	0	3070	AMBULANCE, TYPE I	\$172,758
110,495	7	5	102	1	3072	AMBULANCE, TYPE III	\$167,426
30,279	15	5	4	0	3078	AMBULANCE, TRAINING	\$146,037
79,046	21	8	5	0	3079	AMBULANCE, DECOMMISSIONED	\$146,037
35,907	5	6	20	3	3080	ANIMAL TRANSPORT TRK	\$80,394
17,425	11	12	3	0	3082	ARMORED TRUCK	\$132,353
120,770	13	7	7	0	3084	BEVERAGE BODY TRUCK	\$194,857
34,503	8	7	18	-2	3087	BLASTER TRUCK	\$146,037
39,343	9	10	8	0	3088	BLASTER TRUCK W/ AERIAL	\$248,535
4,050	31	9	1	-1	3091	BUS CHASSIS COWL	\$118,916
2,257	21	9	2	0	3092	BUS FLAT FRONT/F OR R ENG	\$264,161
36,996	9	8	4	0	3098	CAR CARRIER TRK TILT BED	\$126,543
107,345	31	8	2	0	3105	CHIP BIN BDY TRK/NO AERL	\$110,637
72,267	12	8	26	0	3110	CLAM/GRAPPLE BOOM TRK	\$177,491
39,385	5	10	1	0	3131	CRANE TRK TELESCOPIC	\$182,740
12,094	8	9	10	1	3160	DRY FRGHT BDY TRK NO LIFT	\$77,842
68,384	14	9	29	-1	3162	DRY FRGHT BDY TRK W/GATE	\$108,254
10,494	3	9	1	0	3163	DRY FRGHT TRK, CREW &GATE	\$118,454
35,339	16	9	3	0	3170	DMP TRK STDCAB 4X2	\$107,842
68,067	15	9	47	0	3171	DMP TRK CRWCAB 4X2	\$123,569
120,910	20	9	1	0	3174	DMP TRK W/LIFT GATE 4X2	\$139,296
136,774	15	9	1	0	3176	DMP TRK SELFLOADING 4X2	\$161,765
11,753	11	9	29	-3	3179	DMP TRK W/CONVEYOR, 4X4	\$102,644
10,734	17	9	2	0	3180	DMP TRK STDCAB 6X4	\$199,958
25,811	7	9	175	16	3181	DMP TRK W/PLOW HITCH 6X4	\$206,698
28,990	10	9	127	-40	3184	DMP TRK W/ CONVEYOR, 6X4	\$208,945
9,987	13	10	4	0	3190	EXCAVATOR TRK MTD GRADALL	\$350,049
93,473	19	12	66	-1	3200	FIRE AERIAL LADDER <115'	\$717,601
59,415	10	12	1	0	3201	FIRE AERIAL LADDER <130'	\$915,729
9,011	2	12	13	4	3202	FIRE AERIAL LADDER >130'	\$1,025,645
54,386	13	15	16	1	3210	FIRE AERIAL PLATFORM	\$1,098,833
3,201	13	9	5	0	3220	FIRE UNIT, CHEMICAL	\$245,035
94,178	17	12	116	-1	3231	FIRE PUMPER 1050-1600 GPM	\$448,207
70,565	14	12	4	0	3232	FIRE PUMPER >1600 GPM	\$448,207

TAB 7B: CORPORATE FLEET OVERVIEW BY CLASS CODE

8/27/2021

Average Miles / Hours	Average Age	Target Repl. Age	Count 2021	2021-2020 ±	Class2	Class2Description	2022 Replacement Cost
42,458	9	8	12	-1	3240	FIRE UNIT, RESCUE SQUAD	\$612,587
39,415	17	10	5	-1	3241	FIRE UNIT, RESCUE	\$133,773
6,849	18	12	3	0	3245	FIRE UNIT, SMOKE EJECTOR	\$206,847
66,338	12	12	5	0	3250	FIRE UNIT, SNORKEL	\$199,958
1,494	9	10	2	0	3260	FIRE UNIT, WTR CANNON TRK	\$453,594
80,467	24	8	3	0	3270	FIRE, HAZARDOUS MATERIALS	\$749,297
59,343	13	8	3	0	3271	DIVE RESPONSE TRUCK	\$435,468
4,186	16	7	1	-1	3272	FIRE, REHABILITATION UNIT	\$98,897
5,688	16	8	1	0	3273	DECONTAMINATION UNIT	\$766,512
12,521	15	8	1	0	3274	HAZARDOUS MATERIALS LAB	\$143,289
8,101	15	10	2	0	3275	HOSE SUPPLY TRUCK	\$157,865
0	27	12	2	0	3280	FIRE UNIT, SAFETY HOUSE	\$58,621
18,322	16	10	1	0	3281	FIRE SAFETY LEARNING TRK.	\$61,349
2,333	18	5	4	0	3290	FIRE UNIT, MASS CASUALTY	\$160,498
9,857	17	8	3	0	3300	FLOOD LIGHT TRUCK	\$375,462
81,470	12	10	3	0	3308	HOOK LIFT TRUCK, 6 X 4	\$276,930
37,895	16	5	36	0	3309	HOOK LIFT TRK, 6X4 W/PLOW	\$145,536
67,828	15	5	6	1	3328	POLICE MOBILE CRIME LAB	\$193,437
11,469	17	10	1	0	3329	BREATH ALCOHOL TEST UNIT	\$133,773
17,968	11	8	16	1	3330	MOBILE COMMAND POST	\$612,587
12,467	14	10	3	-2	3342	MOBILE MEDICAL EXAM UNIT	\$453,594
24,950	21	8	1	0	3353	PRESSURE WASHER TRUCK	\$132,315
49,817	6	9	14	1	3360	PRISONER TRANSPORT VEHICL	\$118,172
34,363	13	8	510	7	3371	REFUSE BODY TRK REARLOAD	\$255,258
27,955	9	5	6	0	3373	REFUSE BODY TRK SPLIT BOD	\$314,470
13,456	17	10	1	0	3380	RODDING (DUCT) TRUCK	\$262,537
58,159	11	9	30	1	3390	SERVICE/UTIL BODY TRUCK	\$115,343
22,462	5	9	6	1	3391	SERV/UTIL BDY TRK, CRWCAB	\$124,268
24,736	9	10	19	-2	3410	STAKE/FLATBED BODY TRUCK	\$88,754
7,546	3	10	2	2	3411	STK/FLTBD BODY TRK CRWCAB	\$96,264
69,385	17	10	35	-1	3412	STK/FLTBD BODY TRK W/GATE	\$91,156
17,266	9	8	6	0	3413	STK/FLTBD TRK CREW W/GATE	\$134,803
61,651	15	8	2	0	3415	STEAM CLEANER TRUCK	\$107,115
45,141	27	7	3	0	3420	STEP VAN (WALK-IN)	\$254,415
20,019	16	10	7	-1	3440	SWEEPER, TRK-MTD, MECH'L	\$146,431
103,100	5	10	20	-3	3450	SQUADROL (POLICE)	\$87,094
18,283	26	10	1	0	3451	SQUADROL CONV	\$210,030
104,939	13	8	7	0	3460	TANK TRK, FUEL DISPENSING	\$92,413
61,895	21	6	2	0	3470	TOW TRUCK, LT/MED DUTY	\$92,413
79,080	10	10	49	-8	3471	TOW TRK, WHEEL-LIFT L/M	\$151,433
488	45	10	3	0	3472	AIRCRAFT TOW TRACTOR	\$148,641
88,284	15	10	24	6	3481	TRK TRCTR W/5TH & HYD KIT	\$190,971
67,141	20	10	3	0	3482	TRK TRCTR W/5TH & CRANE	\$159,273

TAB 7B: CORPORATE FLEET OVERVIEW BY CLASS CODE

8/27/2021

Average Miles / Hours	Average Age	Target Repl. Age	Count 2021	2021-2020 ±	Class2	Class2Description	2022 Replacement Cost
5,443	18	10	1	0	3493	SCRAPER TRUCK UNDERBODY	\$331,826
25,115	28	10	1	0	3495	VACUUM/JET RODDR CMBO TRK	\$295,601
14,860	16	10	1	0	3496	WEIGHT (SCALE TEST) TRUCK	\$413,733
86,161	30	10	1	0	3510	WRECKER TRUCK, >20 TON	\$30,148
0	13	10	46	0	4005	AER. PLTFRM, SELF-PROPELD	\$74,142
302	11	10	30	0	4011	ASPHALT ROLLR 2 DRUM TAG	\$93,457
0	21	8	4	0	4040	BACKHOE/LOADER (<1YD.)	\$95,625
594	13	8	9	0	4041	BACKHOE/LOADER (1-1.25YD)	\$102,626
611	31	10	5	0	4050	BOMBARDIER (TRACK TYPE)	\$125,287
2,640	29	15	4	0	4071	CRANE (5-15 TON)	\$258,372
565	24	10	37	-1	4100	FORKLIFT	\$67,402
0	23	7	1	0	4111	FRONTEND LOADER (2-2.9YD)	\$226,433
9,129	21	7	10	-2	4112	FRONTEND LOADER (3-3.9YD)	\$249,664
119	8	7	37	2	4113	FRONTEND LOADER (4-4.9YD)	\$393,175
4	13	4	1	0	4140	LAWN MOWER, RIDING	\$24,714
80	13	7	4	0	4150	MULTI-PURP VEH, TRACKLESS	\$114,583
15,947	3	12	1	0	4162	PLOW TRUCK, RUNWAY, DUMP	\$272,585
1,572	13	6	16	0	4170	SCRUBBER, FLOOR, RIDING	\$96,603
4	16	6	7	0	4180	SKID-STEER LOADER	\$61,275
0	11	5	33	7	4193	SNOWBLOWER, WALK-BEHIND	\$1,910
0	21	7	1	0	4205	STUMP CUTTER, SELF-PROPEL	\$52,507
36,321	10	7	95	-6	4210	STR SWEEPR, 3-WHEEL, MECH	\$186,586
13,112	3	7	2	0	4212	STR SWEEPR, 4-WHEEL,MECH	\$227,240
281	22	7	2	0	4213	STR SWEEPR,4-WHEEL,VACUUM	\$188,007
70	20	4	3	1	4215	SWEEPER, SIDEWALK	\$40,441
106	20	6	10	0	4220	TRACTOR, AGRICULTURAL	\$62,908
1,966	19	7	2	0	4230	TRENCHER/DITCHER	\$193,218
563	10	10	9	0	5050	BOAT CARRIER TRAILER	\$11,724
0	14	8	3	0	5070	BOMB CONTAINMENT TRAILR	\$175,025
0	16	10	3	0	5080	CABLE/REEL CARRIER TRAILR	\$248,161
0	10	8	1	0	5085	CAR CARRIER TRAILER	\$96,450
235	15	8	47	0	5091	CHIPPER, BRUSH, DISC TYPE	\$34,363
402	16	10	6	0	5130	CONVEYOR UNIT, TRAILR MTD	\$130,310
0	15	10	5	0	5131	HOPPER, TOW BEHIND	\$33,498
26	15	12	29	0	5160	DRY FREIGHT/CARGO TRAILR	\$58,729
0	25	7	2	0	5170	DUMP TRAILER	\$52,507
1	36	7	1	0	5171	DUMP TRAILER, 31-50 YD	\$61,681
0	16	8	14	-2	5172	DUMP TRAILER >50 YD	\$71,915
2,576	13	12	16	2	5190	FLATBED TRAILER, NON-TILT	\$42,393
1,172	14	10	2	0	5191	FIBER OPTIC TRAILER W/GEN	\$42,748
1	18	8	7	0	5200	FLOOD LIGHT TRAILER	\$19,771
10	9	4	4	0	5201	CAMERA MAST TRAILER	\$48,934
0	18	8	4	0	5210	GRINDR/SHREDR/CRUSHR TRLR	\$269,606

TAB 7B: CORPORATE FLEET OVERVIEW BY CLASS CODE

8/27/2021

Average Miles / Hours	Average Age	Target Repl. Age	2021-			Class2Description	2022 Replacement Cost
			Count 2021	2020 ±	Class2		
0	20	10	5	0	5220	HORSE (2) TRAILER	\$33,498
0	15	10	6	0	5221	HORSE (4) TRAILER	\$43,930
0	19	12	2	0	5230	LOWBOY TRAILER, 2-AXLE	\$46,219
0	23	12	3	0	5231	LOWBOY TRAILER, 3-AXLE	\$76,388
1	10	6	8	-1	5239	MESSAGE BOARD TRAILER	\$69,648
413	27	10	17	0	5240	MISC. SERVICE TRAILER	\$30,331
0	11	5	2	0	5250	MORTAR MIXER TRAILER	\$12,357
50	23	15	2	-1	5260	MOBILE OFFICE TRAILER	\$59,943
0	29	8	2	0	5320	STUMP CUTTER, TRLR MTD	\$33,125
0	2	10	1	1	5331	SHOWER TRAILER	\$68,340
0	12	10	9	0	5340	TILTBED TRAILER 2-AXLE	\$7,863
2,646	25	10	6	0	6020	BOAT, FIRE UNIT	\$361,129
532	17	10	6	-1	6021	BOAT, POLICE UNIT	\$251,232
1	11	10	3	0	6022	BOAT, DEBRIS COLLECTION	\$202,231
0	6	10	12	0	6040	BOAT, OUTBOARD MOTOR	\$9,190
4	20	12	4	0	6060	HELICOPTER	\$462,029
0	15	5	2	0	6064	PERSONAL WATERCRAFT	\$12,096
1	4	8	1	0	7021	AIR COMPRESSOR 61-105 CFM	\$12,614
0	21	8	5	0	7023	AIR COMPRESSR 161-210 CFM	\$25,837
0	13	8	3	-1	7024	AIR COMPRESSR 211-315 CFM	\$34,150
0	18	8	8	0	7025	AIR COMPRESSR 316-600 CFM	\$78,635
36	10	5	37	0	7030	CLEANER, PRESSURE WASHER	\$23,591
0	20	5	9	1	7049	GENERATOR, STATIONARY	\$154,704
59	16	8	26	-1	7050	GENERATOR	\$48,934
0	44	8	1	0	7052	HYDRAULIC POWER UNIT	\$26,961
1	31	8	12	0	7055	TORPEDO HEATER	\$4,269
0	0	12	0	-1	7066	PUSH BROOM ATTACHMENT	\$5,357
0	19	6	3	0	7080	PUMP, CENTRIFUGAL	\$89,606
0	15	6	3	0	7091	PUMP, MUD MIXER (DITCH)	\$87,101
0	6	8	1	0	7098	SPRAYER UNIT	\$41,564
14	28	8	7	0	7101	STARTING UNIT (JUMPSTART)	\$7,863
288	20	6	31	0	7110	WELDER	\$16,850

6563 63

TAB 7A: ACT

10/1/2021

		Using Department Description	Using Dept #
CORPORATE		MAYOR'S OFFICE	01
		CITY COUNCIL	15
		CULTURAL AFFAIRS/SPECIAL EVENTS	23
		CLERK	25
		FINANCE	27
		TREASURER	28
		LAW	31
		PROCUREMENT SERVICES	35
		AIS	38
		BOARD OF ELECTIONS	39
		HEALTH	41
		PEOPLE WITH DISABILITIES	48
		FAMILY & SUPPORT SERVICES	50
		CHICAGO POLICE DEPT	57
		EMERGENCY MGT & COMM	58
		FIRE DEPARTMENT	59
		COPA	60
		DEPARTMENT OF BUILDINGS	67
		BUSINESS AFFAIRS CONSUMER PROTEC	70
		ANIMAL CARE & CONTROL	73
	STREETS & SANITATION	81	
	TRANSPORTATION DEPARTMENT	84	

ENT.		AVIATION	85
		WATER MANAGEMENT	88
		PUBLIC LIBRARY CHICAGO	91

ISTER AGENCY		CHICAGO PUBLIC SCHOOLS	93
		PARK DISTRICT CHICAGO	94
		CHICAGO HOUSING AUTHORITY	95
		PUBLIC BUILDING COMM	96
		CHICAGO CITY COLLEGES	97

S

<u>CORPORATE</u>		
<u>DEPARTMENTS ENTERPRISE</u>		
<u>DEPARTMENTS SISTER</u>		
<u>AGENCIES TOTAL</u>		

IVE EQUIPMENT ALLOCATIONS BY OWNING AND USIN

CORPORATE		ENTERPRISE		
NON-POLICE	POLICE DEPT.	AVIATION	WATER MGMT.	LIBRARY

SISTER AGENC		
PUBLIC SCHOOLS	PARK DISTRIC	HOUSING AUTHORITY

00	57	85	88	91
11	0	0	0	0
0	0	0	0	0
9	0	0	0	0
1	0	0	0	0
86	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
498	0	0	0	0
6	0	0	0	0
36	0	0	0	0
3	0	0	0	0
15	0	0	0	0
0	3274	0	0	0
58	4	0	0	0
670	0	0	0	0
18	0	0	0	0
1	0	0	0	0
15	0	0	0	0
21	0	0	0	0
1530	0	0	0	0
307	0	0	0	0

93	94	95
0	0	0
0	0	0
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0	0	0
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0	0	1377	0	0
0	0	0	847	0
0	0	0	0	16

0	0	0
0	0	0
0	0	0

0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

6	0	0
0	277	0
0	0	33
0	0	0
0	0	0

0	0	0	0	0
3,285	3,278	1,377	847	16

0	0	0
6	277	33

OWNED	LEASED	RENTED	TOTAL	2021-2020 ±:
6,563	1,059	472	8,094	17
2,240	74	309	2,623	19
797	991	187	1,975	233
9,600	2,124	968	12,692	269

G DEPARTMENT

Y

CITY TRANSIT
COLLEGES AUTHORITY

97	98	LEASE	RENTAL	Total	2021-2020 ±
0	0	0	0	11	-3
0	0	2	0	2	2
0	0	3	2	14	2
0	0	2	2	5	2
0	0	46	0	132	3
0	0	2	1	3	2
0	0	7	0	7	1
0	0	5	0	5	2
0	0	104	75	677	-10
0	0	9	0	15	3
0	0	22	1	59	-1
0	0	0	0	3	0
0	0	8	0	23	0
0	0	301	70	3,645	-48
0	0	59	12	133	8
0	0	21	0	691	6
0	0	10	0	28	1
0	0	10	0	11	0
0	0	14	0	29	2
0	0	0	0	21	3
0	0	319	29	1,878	19
0	0	115	280	702	23
0	0	56	19	1,452	45
0	0	11	290	1,148	-28
0	0	7	0	23	2
0	0	0	13	19	17
0	0	462	169	908	63
0	0	3	0	36	-3
0	0	3	0	3	3
91	0	6	3	100	1

0	390	517	2	909	152
91	390	2,124	968	12,692	269

	TOTAL	2021- 2020 ±:
CITY OWNED EQUIPMENT:	8,803	40
CITY LEASED EQUIPMENT:	1,133	-102
TOTAL CITY LEASED + OWNED:	9,936	-62
CITY RENTAL EQUIPMENT:	781	98
TOTAL CITY O/L/R:	10,717	36
SISTER AGENCY OWNED EQUIPMENT:	797	-64
SISTER AGENCY LEASED EQUIPMENT	991	234
TOTAL SISTER AGENCY LEASED + OWNED	1,788	170
SISTER AGENCY RENTAL EQUIPMENT:	187	63
TOTAL SISTER AGENCY O/L/T:	1,975	233
TOTAL PORTFOLIO:	12,692	269
NON-EMERGENCY CORPORATE LEASE:	678	154



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-09 Energy

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Lopez asked for a copy of the City's Renewable Energy RFP. The RFP is attached.

As always, please let me know if you have any further questions.

**Request for Proposals (RFP) for
City of Chicago Municipal Electricity Supply,
including Renewable Generation**

Specification No. 1209143



Mayor Lori E. Lightfoot

Issued by:
**City of Chicago Department of Assets, Information and Services
Commissioner David Reynolds**

Issued on:
September 4, 2020

RFP Responses Due:
No Later Than 4 p.m. CT on November 6, 2020

All responses must be addressed and delivered to:
**City of Chicago, Department of Assets, Information and Services
Gary S. Bell
30 N. LaSalle St., Suite 300
Chicago, Illinois 60602**

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1 Project Description

Some capitalized terms used in this document are defined in Section 7 – Definitions.

1.1 Introduction

On behalf of the City of Chicago (“City”), the Department of Assets, Information and Services (“AIS”) is seeking an Electricity Sales Agreement (“ESA”) with an electricity supplier to meet the City’s municipal electricity requirements and renewable electricity generation goals.

The City will evaluate and rank the submissions (“Proposals”) received in response to this Request for Proposals (“RFP”) based on the criteria and process outlined in this RFP. The top-ranked respondent (“Selected Respondent”) will negotiate, and ultimately execute, an ESA with the City and become the City’s electricity supplier (“Supplier”), as described herein.

1.2 Overview of Opportunity

This RFP builds on the City of Chicago Municipal Electricity Supply, including Renewable Generation Resources Request for Information (“RFI”), issued April 3, 2019. Submissions received for that RFI provided valuable input that informed this RFP. Through this RFP, the City of Chicago is seeking proposals that a) meet the City’s current and future electricity supply needs, and b) allow the City to achieve its goal of sourcing 100% of its municipal electricity requirements from renewable generation sources by January 1, 2025.

The City welcomes proposals from any entity interested in submitting a proposal that meets the requirements described herein; proposers need not have submitted a response to the earlier RFI to submit a proposal for this RFP.

This RFP includes an Electricity Supply Agreement (“ESA”), which the City proposes to use for its purchase of electricity supply at the conclusion of this RFP process. The ESA is a retail supply agreement whereby the selected Alternative Retail Electric Supplier (“ARES”) will serve the full needs of the City’s listed electricity accounts for the ESA’s term.

The City is aware that many firms that are not Illinois Commerce Commission (“ICC”) certified alternative retail electric suppliers (“ARES”) have significant expertise developing renewable generation facilities and may be interested in responding to this RFP and assisting the City in meeting its renewable energy goals. The City encourages these firms to partner with an ARES and submit a responsive proposal for this RFP.

1.3 Project Goals and Objectives

At the conclusion of the RFP process, the City intends to:

- Execute an Electricity Supply Agreement (“ESA” or “Contract” or “Agreement”) with the selected Respondent that provides a competitively priced, full requirements electricity supply to power the City of Chicago’s operations beginning January 1, 2022 and continuing for an initial term of five years. This term may be extended at the City’s discretion according to the terms of the ESA and this RFP.
- Identify a selected Respondent to provide electricity generated from renewable generation sources that meets the requirements (for type, quantity, and term) specified in this RFP. This includes establishing a path for the City to meet its commitment to 100% renewable generation by 2025 for municipal electricity requirements.
- Provide an “on-ramp” that would allow City sister agencies or other entities of local government to negotiate supply contracts with the selected Respondent using the executed ESA as a framework.
- Establish tangible investments and strategies that directly support the City in meeting its goal of an equitable clean energy transition as outlined in City Council [Resolution 2019-157](#). The equitable transition will require the City to facilitate the building blocks of a local green economy, including 1) renewable energy generation within (or in close proximity to) City boundaries, 2) prevailing-wage jobs and career pathways for historically disadvantaged communities, 3) expanded renewable energy generation access to historically disadvantaged communities, 4) reducing the harm that [cumulative air quality burdens](#) cause to communities on the South and West sides of Chicago, 5) reducing the energy cost burden on under-resourced households, and 6) establishing rigorous community engagement to determine the best principles of a just transition (such as providing ample time for community input in renewable energy project siting).
- Procure a safe and reliable electricity supply that is sensitive to the City’s budgetary constraints (in terms of overall cost and cost predictability), without creating significant administrative burden on the City.

1.4 Procurement Timeline

AIS anticipates the below schedule for procuring and executing the Electricity Sales Agreement:

RFP Schedule Description	Date*
RFP Issued	September 4, 2020
Pre-Proposal Webinar	September 10, 2020

Request for Clarification Deadline	September 21, 2020
City Responses to Requests for Clarification	October 6, 2020
Proposal Due Date	November 6, 2020
Respondent Interviews (if held)	Mid November, 2020
Selection of Selected Respondent	December 11, 2020
Contract Awarded	January 8, 2020
*All RFP schedule descriptions and dates are tentative and subject to change.	

1.5 **AIS Background Information**

AIS is an executive department of the City of Chicago. AIS was formed in 2020 after City Council approved the consolidation of the former Department of Fleet and Facility Management and the Department of Innovation and Technology. AIS supports the operations of other City departments by providing high-quality, cost-effective services. One of these services is energy procurement and management. The AIS Commissioner is authorized by the Chicago Municipal Code to procure and contract for electricity supply.

2 RFP Response - Proposal Submittal Process

2.1 **Pre-Proposal Webinar**

A pre-proposal webinar will be held on:

September 10, 2020 at 12 PM CT

To receive webinar details rsvp [to electricitysupply@cityofchicago.org](mailto:electricitysupply@cityofchicago.org).

AIS invites all interested parties to attend. The purpose of the webinar is to answer questions and clarify procurement provisions.

2.2 **Proposal Submission Instructions**

2.2.1 **Number of Copies**

Submit your proposal (in the format described below in Section 3.1), and one (1) redacted (see Section 5.8) (labeled redacted) and email to electricitysupply@cityofchicago.org. **The time stamp will be the date / time of your email submission as determined by the City of Chicago’s email server.**

All documents that require a signature must include the Authorized Respondent’s written signature.

2.2.2 **Submission Address**

Proposals must be delivered to the following email address:
electricitysupply@cityofchicago.org to the attention of:

City of Chicago, Department of Assets, Information and Services
Attention: Gary S. Bell, Contracts Administrator

2.2.3 Submission Labeling

Proposal Email must include in the Subject Line:

**“City of Chicago Municipal Electricity Supply, including Renewable
Generation Request for Proposals”**

The email should also indicate the name and contact information for
the Respondent, and a list of the attachments.

2.2.4 Submission Deadline Rules

- Proposals must be received by AIS no later than 4 p.m. Central Time on the Proposal Due Date. **The time stamp will be the date / time of your email submission as determined by the City of Chicago’s email server.**
- The determination of whether Proposals were received on time will be based on the City of Chicago’s email server. The Respondent is solely responsible for ensuring the receipt of this email receipt confirmation.
- All Proposals received after the proposal due date and time will be rejected and will not be evaluated.
- AIS’s opening of Respondents’ Proposal does not constitute AIS’s acceptance of the Proposal such as, for example, if the Proposal was received after the due date and time. AIS reserves the right to open and inspect all Proposals for any purpose, regardless of their submission date and time.

3 Proposal Submission Requirements

Proposals submitted in response to this RFP must provide sufficient information for thorough evaluation and competitive ranking based on the RFP evaluation criteria described in Section 4. The necessary information, format, and organization for submissions are summarized in this Section 3 and further described in RFP Exhibit D.

3.1 Proposal Format Requirements

Proposals must conform to the following requirements to be eligible for consideration:

- Font size must be no smaller than 11-point, on 8¹/₂" X 11" letter-size paper, printed double-sided, and bound on the long side.

- The Respondent must limit the number of pages for each Proposal subsection to those shown below in Section 3.2.2. A “page” refers to one side of one piece of paper. AIS will disregard pages that exceed the page limitations. Blank pages for spacing or separation marked “this page intentionally blank” will not count toward the page limit.
- Electronic copies should be provided in a searchable, text-recognized PDF format created from word processing software. Scanned pages are unacceptable.

3.2 Proposal Organization

Proposals must contain all the information described in this Section. All forms must be completed in full.

3.2.1 Proposal Organization

Proposals must be clearly divided into the sections listed below. The content required for each Proposal section is itemized below in Section 3.2.2 and detailed in Exhibit D. Each section and subsection should be clearly identified and separated by labeled tabs or cover pages.

- Section 1: General Information
- Section 2: Qualifications and Experience
- Section 3: Project Approach
- Section 4: Administrative Submittals

3.2.2 Required Content

Each Proposal must include all submittals outlined in the table below. Further information for each submittal requirement is provided in Exhibit D. Maximum page limits refer to a single-sided page.

Section 1 – General Information			
<i>Subsection</i>	<i>Submittal</i>	<i>Page Limit</i>	<i>Cross-Reference</i>
Part A	Proposal Cover Letter (Form 2)	1 page	Exhibit D– Section 1.1
Part B	Executive Summary	1 page	Exhibit D– Section 1.2
Part C	Respondent Team Information (Form 3)	N/A	Exhibit D– Section 1.3
Part D	Management Structure	1 page plus 1 page org chart	Exhibit D– Section 1.4
Section 2 – Qualifications and Experience			
<i>Subsection</i>	<i>Submittal</i>	<i>Limit</i>	<i>Cross-Reference</i>
Part A	Relevant Experience (Form 4)	3 projects – 1 page per	Exhibit D– Section 2.1.1
	Reference Summary (Form 4)	Form 4	Exhibit D– Section 2.1.2

Part B	Key Personnel Bios	3 pages	Exhibit D– Section 2.2.1
Part C	Financial Capability	N/A	Exhibit D– Section 2.3
Section 3 –Approach			
<i>Subsection</i>	<i>Submittal</i>	<i>Page Limit</i>	<i>Cross- Reference</i>
Part A	Overall Delivery Approach	1 page	Exhibit D – Section 3.1
Part B	Technical Approach	3 pages	Exhibit D – Section 3.2
Part C	Local and Equitable Co-Benefits	5 pages	Exhibit D – Section 3.3
Part D	Pricing Proposal and Supply Plan (Form 5)	Form 5	Exhibit D – Section 3.4
Section 4 – Administrative Submittals			
<i>Subsection</i>	<i>Submittal</i>	<i>Page Limit</i>	<i>Cross- Reference</i>
Part A	Proposal Checklist (Form 1)	N/A	Exhibit D – Section 4.1
Part B	Confidential Content Index	1 page	Exhibit D – Section 4.2
Part C	Legal Stipulations	N/A	Exhibit D – Section 4.3
Part D	Conflicts of Interest	N/A	Exhibit D – Section 4.4
Part E	Insurance	N/A	Exhibit D – Section 4.5
Part F	Exceptions to RFP	N/A	Exhibit D – Section 4.6
Part G	EDS - Economic Disclosure Form(s) (Form 7)	N/A	Exhibit D – Section 4.7
Part H	Ability to Meet MBE/WBE Compliance Plan	N/A	Exhibit D- Section 4.8; Exhibit H

4 Proposal Evaluation and Post-Selection Process

4.1 Responsiveness Evaluation

Upon receipt, each Proposal will be reviewed for conformance to the RFP instructions regarding organization, format, and required content. Proposals that are missing information such that a full evaluation cannot occur will be deemed nonresponsive and ineligible for further consideration.

4.1.1 Right to Exclude Proposals from Consideration or to Waive Mistakes

The City will also exclude from consideration any Proposal that is not responsive to this RFP or contains material or informational misrepresentations.

Additionally, any one or more of the following may be considered sufficient cause to reject a Respondent’s Proposal, regardless of the strength of the Respondent’s other qualifications. Note that this list is not exhaustive, and the City reserves the right to reject any Proposal for any reason, at its discretion:

- Evidence of collusion among Respondents;
- Non-responsibility, as determined by the City in its sole judgment and discretion

- Default or arrearage on any contract or obligation with the City or other government entity, including debt contracts, as surety or otherwise;
- Submission of a Proposal that is incomplete, conditional, ambiguous, or containing alterations or irregularities of any kind;
- Evidence of improper lobbying efforts toward members of the City Council or City officers or employees;
- Failure to comply with this RFP’s terms and conditions.

The City reserves the right to waive minor informalities, irregularities, and apparent clerical mistakes that are unrelated to the substantive Proposal content.

4.2 Evaluation

Proposals deemed responsive pursuant to the review in Section 4.1 will be evaluated according to the evaluation criteria described in this Section 4.2. The following table provides a summary of the evaluation categories and approaches.

Category	Evaluation Approach
Qualifications and Experience	Each proposal meeting minimum qualification and experience expectations will be fully evaluated. (this category is not a component of evaluation scoring)
Delivery Approach	Each proposal meeting minimum delivery approach expectations will be fully evaluated. Proposals with a viable path to incorporating New Build Renewable Generation on an accelerated schedule, or in greater volumes than shown in Exhibit B, will be considered favorably (this category accounts for 1/3 of evaluation scoring).
Local and Equitable Co-benefits	Proposals with a viable path to delivering local and equitable co-benefits will be considered favorably (this category accounts for 1/3 of evaluation scoring).
Pricing and Supply Plan	Pricing will account for 1/3 of evaluation scoring.

4.2.1 Qualifications and Experience

AIS will evaluate the Respondent’s experience successfully delivering energy supplies in manners of similar scope and complexity as described in this RFP based on these factors:

- The extent and depth of the Respondent’s experience with comparable electricity supply contracts;
- The extent and depth of experience of the Respondent’s project management team and Key Personnel with comparable contracts;
- The demonstrated capability and experience of the Respondent’s project management team and Key Personnel in integrating new renewable energy projects into electricity sales agreements;
- The Respondent’s demonstrated financial capability for delivering the electricity supply described in this RFP.

4.2.2 Delivery Approach

Proposals will be evaluated based on the Respondent’s approach for delivering the City of Chicago Municipal Electricity Supply, including Renewable Generation, based on the following:

- The extent to which Respondent’s approach demonstrates a full and thoughtful understanding of the Project goals and objectives outlined in Section 1.3;
- The extent to which the Respondent’s contracting approach demonstrates an understanding of the inherent challenges and risks of meeting the City’s desired New Build Renewable Generation requirements, with specific attention on the assignability of any power purchase agreement (“PPA”) incorporated in Respondent’s Supply Plan;
- The extent to which the Respondent’s proposal addresses the requirement for 100% renewable energy generation no later than January 1, 2025;
- The extent to which the Respondent’s proposal will allow the City to exceed the minimum Qualifying Renewable Generation and minimum New Build Renewable Generation quantities specified in Exhibit A of this RFP.

4.2.3 Local and Equitable Co-benefits

Projects that provide opportunities for Chicago residents of diverse backgrounds to meaningfully participate in, and benefit from, the low-carbon economy will be favorably considered. Proposals will be evaluated based on the extent to which:

- The Respondent’s approach demonstrates a full and thoughtful understanding of the City’s ESA equity and co-benefits goals;
- The underlying New Build Renewable Generation maximizes community and societal benefits within Chicago, or in close enough proximity to the City such that Chicago’s residents share a substantial portion of the community and societal benefits;
- The Respondent’s proposed solution delivers local economic benefits through job creation, local government revenue, and local landowner revenue within Chicago or in close enough proximity to the City such that

Chicago's residents and economy share a substantial portion of the local economic benefits;

- The Respondent's organization and New Build Renewable Generation partners include women and minority representation within its ownership, leadership teams, and senior management;
- The Respondent's proposal promotes community investment in Chicago for outcomes such as clean energy access, reduced energy burdens, pollution remediation, sustainability and resilience projects in under-resourced neighborhoods, and clean energy education and workforce development.

4.2.4 Pricing

Proposals will be evaluated based on a quantitative assessment of pricing provided for the term specified in this RFP.

4.2.5 Additional Considerations

- Exceptions taken to RFP requirements;
- Ability to meet MBE/WBE Participation Plan;
- Economic disclosure statement(s) properly completed and submitted.

4.3 Requests for Additional Information

The City may, at any time after receipt of Proposals, request from specific Respondents additional information, clarification, verification, or certification of any aspect of its Proposal. Such requests will be in writing to Respondent's designated representative. Respondents must respond to any such requests within two business days (or within the timeframe specified by AIS in its letter) from receipt of the request. Upon receipt of the Respondent's additional information, their Proposal may be re-evaluated based on the additional information.

4.4 Requests for Proposal Revisions

The City may, at any time after receipt of Proposals, determine that it is appropriate to request changes to the Proposals ("Proposal Revisions"). The written request for Proposal Revisions will be sent to all Respondents and will identify any RFP revisions, the revised terms and conditions, and the new time and date for response. If Proposal Revisions are requested, the term "Proposal," as used in the RFP, will mean the original Proposal *as modified by the Proposal Revision*. Each Respondent may decide whether or not to deliver the requested Proposal Revisions. Upon receipt of Proposal Revisions, the City will re-evaluate the revised Proposals and update scoring as appropriate.

4.5 Interviews with RFP Respondents

After the Evaluation Committee ("EC's") preliminary Proposal reviews, AIS may invite one or more RFP Respondents to participate in Respondent interviews. The interviews' purpose will be to further understand the Respondent's Proposal as it

relates to the City's needs and to meet key Respondents Team Members. AIS may request clarification of a Respondent's Proposal during the interview, and AIS will treat these clarifications in the same manner as that for written clarifications provided in accordance with RFP [Section 4.3](#). Proposal evaluations may be informed or adjusted based on information received in the Respondent's interview process.

Note that AIS has no obligation to conduct Respondent interviews. No statement, consent, waiver, acceptance, approval, or anything said or done in any interview by the City (or any of their respective representatives or employees) will have the effect of amending or waiving any RFP provision or be binding on the City. Only a formal Addendum to this RFP can change the provisions described in this document.

4.6 Proposal Evaluation

AIS anticipates using an Evaluation Committee to review and evaluate Proposals in accordance with the criteria described in [Section 4.2](#). The EC may include representatives of AIS and the City, as well as technical advisors. AIS reserves the right to enlist independent consultants to assist in evaluating any portion of the Proposals.

After the EC completes its evaluation and finalizes its Respondent rankings, the EC may submit to the AIS Commissioner (the "Commissioner") its recommendation to move the highest scored Respondent(s) to the next procurement phase.

4.7 Post-Selection Process

4.7.1 Contract Award

The Selected Respondent will be expected to execute an ESA with the City.

If the City determines that it is unable to reach mutually acceptable Contract terms with the Selected Respondent, the City may decide not to award a Contract to the Selected Respondent and can notify the next highest-ranked Respondent(s). This process may repeat until the City awards a Contract that meets its needs or determines that no Contract will be awarded pursuant to the RFP.

5 Additional RFP Terms and Conditions

5.1 Proposal Submission Rules

Respondents are required to conduct the preparation of their Proposals with professional integrity. Respondents must communicate only with AIS in connection with this procurement. All questions must be submitted in writing as a request for clarification as per [Section 5.4](#) and sent to the AIS RFP Contact Person identified in [Section 5.3](#). No telephone calls will be accepted.

Respondents are responsible for all errors and omissions incurred by Respondents in preparing the Proposal. Respondents will not be allowed to alter their Proposal documents after the Proposal Due Date unless approved by AIS in writing.

5.2 Respondent Representative

Each Respondent shall be represented by a duly appointed and authorized representative (“Respondent Representative” or “Representative”) for the purpose of submitting the Respondent’s Proposal; and later, if invited, to participate in the Contract negotiation process. The Respondent Representative shall have the power and authority to bind all members of the Respondent’s team for the purposes of this RFP.

5.3 AIS RFP Contact Person

During the entire Project procurement period, commencing with the issuance of this RFP and up to the final award of contract, there can be no direct communications between Respondents and employees of the City other than the designated Contact Person for this RFP. All questions or requests for clarification must be submitted in accordance with Section 5.4 of this RFP. A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFP process.

The designated Contact Person for the RFP process is:

Gary Bell

electricitysupply@cityofchicago.org

City of Chicago, Department of Assets, Information and Services
30 N. LaSalle St., Suite 300
Chicago, Illinois 60602

5.4 Respondent Request for Clarification

Any Respondent that has questions as to the meaning of any part of this RFP or the Project, or who believes that the RFP contains any error, inconsistency or omission, must submit its question or concern in a written Request for Clarification (“RFC”), by email to the Contact Person at electricitysupply@cityofchicago.org

RFCs must be received no later than the Request for Clarification deadline; see Section 1.4. RFCs submitted to anyone other than the Contact Person, or by any other means other than e-mail will not be answered.

RFCs may be responded to by the City, at its discretion. The City reserves the right to respond to RFCs submitted after the deadlines set in this RFP, if such response is

deemed by the City necessary; however, the City strongly discourages Respondents from submitting any RFCs past the stated deadline.

Respondents must clearly label any RFC it deems confidential and/or proprietary as such. At its discretion, AIS may provide any or all RFCs, without expressly identifying the originator, along with AIS's responses, to all Respondents.

AIS may rephrase questions as it deems appropriate and may consolidate similar questions. AIS will post any responses on its website. Some RFCs may be answered by an RFP Addendum, as outlined in Section 5.5.

Responses to RFCs are not part of the RFP and will not have the effect of amending the RFP. Only responses that end up being incorporated as an Addendum to the RFP will modify or amend the RFP. To reiterate, AIS clarifications or responses to RFCs will have no force or effect whatsoever and shall not be relied upon by any Respondent. Any oral or written response (other than those addressed by Addenda) provided by AIS or its representatives in connection with the RFP will not be binding on the City, nor will it change, modify, amend or waive the requirements of the RFP in any way.

It is the Respondent's obligation to seek clarification from AIS on any matter it considers to be unclear in accordance with this RFP. AIS is not responsible for any misunderstanding by the Respondent regarding the RFP, supporting or background information, responses to RFCs, or any other type of information provided, or communication made, by AIS.

5.5 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, addenda will be issued and emailed to Respondents who RSVP to the pre-proposal webinar. Each addendum will also be incorporated as part of the RFP documents. Failure to acknowledge addenda when submitting the Proposal will render the Proposal non-responsive. Any harm to the Respondent resulting from failure to obtain all necessary documents such as addenda, for whatever cause, will not be valid grounds for a protest against award(s) made under this RFP solicitation.

5.6 Respondent Team Members Participating on More Than One Team

5.6.1 Prime Team Members

A Prime Team Member of any Proposal, or any Person related thereto, may not be a member in any capacity or otherwise participate in any other Proposal.

5.6.2 MBE and or WBE Team Members

This RFP does not prohibit MBE or WBE team members of one Proposal from also being a member of another Proposal, provided that it is not listed as Prime Team Member in any Proposal.

5.6.3 Key Personnel

An individual identified as Key Personnel by any Proposal may not be involved in the submission of more than one Proposal.

5.7 Use of Information

AIS and its representatives make no representations or warranties, and there are no representations, warranties or conditions, either express or implied, statutory or otherwise, in fact or in law, with respect to the accuracy or completeness of this RFP or any Addenda, appendices, data, materials, background information or documents related thereto, and AIS and its representatives will not be responsible for any claim, action, cost, loss, damage or liability whatsoever arising from any Respondent's reliance on or use of this RFP or any other technical or historical addenda, appendices, data, materials, background information or documents provided, delivered or made available by AIS or its representatives.

5.8 Transparency Website; Trade Secrets

Consistent with the City's practice of making available all information submitted in response to a public procurement, all Proposals, 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 websites. However, Respondents may designate those portions of a Proposal which contain trade secrets or other proprietary data ("Data") which Respondent desires remain confidential.

To designate portions of a Proposal as confidential, Respondent must:

- Mark the cover page as follows: "This RFP proposal includes trade secrets or other proprietary data."
- 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 Proposal."
- Provide a redacted copy of the entire Proposal or submission in .pdf format for posting on the City's website. Respondent is responsible for properly and adequately redacting any data which Respondent 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.

- 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 Proposal as non-responsive.

All Proposals 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 or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

5.9 No Responsibility for Costs

The City is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors or other interested parties in connection with the RFP process, including, but not limited to, costs associated with preparing the Proposal and of participating in any conferences, site visits, oral presentations or negotiations.

5.10 Taxes Included in Proposal Prices

With few exceptions, materials purchased by the City of Chicago are not subject to the Federal Excise Tax. The Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the City of Chicago.

Respondents shall include all other applicable federal, state, and local taxes, direct or indirect, in their Proposal Prices.

5.11 Protests

The Respondent shall submit any protests or claims regarding this solicitation to the Commissioner. A pre-Proposal protest must be filed no later than the five (5) City working days before the Proposal Due Date, a pre-award protest must be filed no later than 10 City working days after the Proposal Due Date, and a post-award protest must be filed no later than 10 City working days after the award of the contract.

Protests will be decided by the Commissioner. All protests or claims must set forth the name and address of the protester, the name of the RFP the grounds for the

protest or claim, and the course of action that the protesting party desires that the Commissioner take.

The Commissioner will follow the City of Chicago Department of Procurement Services' Solicitation and Contracting Process Protest Procedures ("Procedures"), available at:

<https://www.cityofchicago.org/content/dam/city/depts/dol/rulesandregs/SolicitationandContractingProtestProcedures.pdf>.

5.12 Communications Among Respondents

A Respondent shall not discuss or communicate, directly or indirectly, with any other Respondent, any information whatsoever regarding the preparation of its own Proposal or the Proposal of the other Respondent in a fashion that would contravene Applicable Law. Each Respondent shall prepare and submit its Proposal independently and without any connection, knowledge, comparison of information, agreement or arrangement, direct or indirect, with any other Respondent. This applies to Respondents, their Team Members, and their respective representatives.

5.13 Prohibition on Certain Contributions – Mayoral Exec. Order No. 2011-4 No

Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Design-Builder's subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Design-Builder, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the CPO may reject Design-Builder's Proposal.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in MCC Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in MCC Ch. 2-156, as amended.

5.14 False Statements

(a) 1-21-010 False Statements

Any Person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit,

oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the City for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the City sustains because of the person's violation of this section. A person who violates this section shall also be liable for the City's litigation and collection costs and attorney's fees. The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the City for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(a) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

5.15 Title VI Solicitation Notice

The City in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

5.16 Conflict of Interest

If any Respondent (or any partner in a joint venture or partnership or any member of the limited liability company if the Respondent is a joint venture, partnership, LLP, or LLC) has assisted the City in the preparation of these RFP documents such that provision of such assistance would give Respondent an unfair advantage or otherwise impair the integrity of the procurement process, or if Respondent has an organizational conflict of interest that might compromise Respondent's ability to perform the contract, that Respondent may be disqualified from submitting a proposal. If applicable, Respondent must provide a statement and information disclosing its participation with respect to the RFP documents and/or potential organizational conflicts of interest.

Issues relating to conflicts or potential conflicts of interest will be considered on a case-by-case basis. If a Respondent has concerns regarding its potential conflicts of interest relative to this RFP, the Respondent may send a letter addressed to the RFP

Primary Contact Person and the Commissioner, detailing the basis for its concern, and seeking guidance on this issue, based on its circumstances. The City will make every effort to respond in a timely fashion.

5.17 Interpretation

In this RFP, words in the singular include the plural and vice-versa and; words in one gender include all genders, all references to dollar amounts are to the lawful currency of the United States of America, and the words “include”, “includes” or “including” means “include without limitation”, “includes without limitation” and “including without limitation”, respectively, and the words following “include”, “includes” or “including” will not be considered to set forth an exhaustive list.

Unless a contrary meaning is specifically noted elsewhere, the words “as required,” “as directed,” “as permitted” and similar words used in the RFP mean that requirements, directions of and permission of the City are intended; similarly, the words “approved,” “acceptable,” “satisfactory” or words of like import mean “approved by,” “acceptable to” or “satisfactory to” the City. Words “necessary,” “proper” or words of like import as used with respect to extent, conduct or character of Services specified shall mean that the Services must be conducted in a manner or be of character which is “necessary” or “proper” in the opinion of the City.

Any headings in this RFP are for convenience of reference only and do not define, limit, control or affect the meaning of the RFP provisions. In this RFP, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFP refer to this RFP. All section references, unless otherwise expressly indicated, are to sections of this RFP. All references to any Attachment or Exhibit or Addendum or document shall be deemed to include all supplements and/or amendments to any such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFP.

Unless explicitly otherwise stated herein, all references in this RFP to AIS’s “discretion” means AIS’s unqualified subjective discretion and all references to the AIS’s “judgment” means AIS’s unqualified subjective judgment.

5.18 State of Illinois Equal Employment Opportunity Clause

City Contractors are subject to the requirements of 44 Ill. Admin. Code 750 Appendix A, including the requirement to hire new employees in a way that minorities and women are not underutilized. Appendix A provides as follows:

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Respondent's non-compliance with the provisions of this Equal Employment Opportunity Clause or the Act, the Design-Builder may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Design-Builder agrees as follows:

- 1) That he, she, or they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that he, she, or they will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he, she, or they hires additional employees to perform this contract or any portion of this contract, he, she, or they will determine the availability (in accordance with this Part) of minorities and women in the areas from which he, she, or they may reasonably recruit and he, she, or they will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he, she, or they will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.
- 4) That he, she, or they will send to each labor organization or representative of workers with which he, she, or they has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Design-Builder's obligations under the Act and this Part. If any labor organization or representative fails or refuses to cooperate with the Design-Builder in his or her efforts to comply with the Act and this Part, the Design-Builder will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

5) That he, she, or they will submit reports as required by this Part, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects, comply with the Act and this Part.

1) That he, she, or they will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

2) That he, she, or they will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the Design-Builder will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Design-Builder will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

5.19 Property of Submissions

Proposals will become the property of the City and will not be returned to the Respondent.

6 Reserved Rights & Disclaimer

6.1 City Reserved Rights

The City may investigate the qualifications and Proposal of any Respondent under consideration, may require confirmation of information furnished by a Respondent and may require additional evidence of qualifications to perform obligations under the Contract. The City reserves the right, in its discretion, to:

- a) Reject any or all of the Proposals;
- b) Modify any dates set or projected in the RFP and extend any deadlines;
- c) Cancel, modify or withdraw the RFP in whole or in part;
- d) Terminate this procurement and commence a new procurement for part or all of the ESA;
- e) Terminate evaluations of Proposals received at any time, in its discretion;
- f) Suspend, discontinue or terminate negotiations of the Contract at any time, elect not to commence negotiations of the Contract with any responding

Respondent and engage in negotiations with other than the highest ranked Respondent;

- g) Modify the procurement process (with appropriate notice to Respondents);
- a) Waive or permit corrections to data submitted with any response to the RFP until such time as AIS and the City declares in writing that a particular stage or phase of its review of the responses to the RFP has been completed and closed;
- b) Permit submittal of addenda and supplements to data previously provided in a Proposal pursuant to a request for clarification issued by the City until the City declares that a particular stage or phase of its review of the responses to the RFP has been completed and closed;
- c) Appoint evaluation committees to review Proposals, make recommendations and seek the assistance of outside technical experts and consultants in Proposal evaluation;
- d) Disclose information contained in a Proposal to the public as described herein;
- e) Waive deficiencies, informalities, and irregularities in Proposals; accept, review, evaluate, and score a nonconforming Proposal, or a Proposal that did not pass the pass/fail criteria, or seek clarifications or modifications to a Proposal;
- f) Not issue a notice to proceed after execution of the Contract;
- g) Request or obtain additional information about any Proposal from any source;
- h) Disqualify any Respondent that violates the terms of the RFP;
- i) Issue Addenda, including after the Proposal Due Date, and including changes to conform the RFP to applicable legal requirements; and
- j) Exercise any other right reserved or afforded to the City under the RFP and applicable law.

6.2 Disclaimer

The RFP does not commit the City to enter into a contract. The City assumes no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to the RFP. All such costs shall be borne solely by each Respondent and Respondent team.

In no event shall the City be bound by, or liable for, any obligations with respect to the ESA until such time (if at all) as the Contract, in form and substance is satisfactory to the City and has been authorized and executed by the City and, then, only to the extent set forth therein. In submitting a Proposal in response to the RFP, Respondent is specifically acknowledging these disclaimers.

7 Definitions

AIS: The City of Chicago Department of Assets, Information and Services (AIS).

Addenda/Addendum: Supplemental additions, deletions, and modifications to the provisions of the RFP after the RFP is released.

Agreement: Electricity Sales Agreement (also abbreviated as “ESA”) between the City and Contractor, including all associated Exhibits.

Alternative Retail Electric Supplier (“ARES”): An entity (other than an Illinois electric utility) that is permitted to sell electricity supply services to retail customers in Illinois. An ARES must be certified by the Illinois Commerce Commission (ICC). An ARES meets all of the requirements described in the Delivery Company’s Retail Supplier’s Electric Handbook available at:

<https://www.comed.com/customer-service/rates-pricing/retail-electricity-metering/Pages/res-resources.aspx>.

Authorized Respondent/Respondent Representative: Defined in Section 5.2

Business Day: Monday through Friday, excluding legal holidays (or City shut-down days) in accordance with the City of Chicago business calendar.

Calendar Day: One full day, including weekdays and weekends.

City: The City of Chicago.

Commissioner: The Commissioner of the City of Chicago Department of Assets, Information and Services (AIS).

Contact Person: The designated contact person for the RFP process shown in Section 5.3.

Delivery Company: The City’s local delivery company, Commonwealth Edison Company (“ComEd”) or any successor local delivery company that assumes delivery service responsibility from ComEd.

EC: Evaluation Committee(s).

Energy Sales Agreement (or “ESA”): The Agreement included in this document as Exhibit E.

Environmental Justice Communities: Will have the meaning set forth by the Illinois Power Agency and the IPA’s administrator for the Illinois Solar for All Program.

FEJA: The State of Illinois Future Energy Jobs Act, Public Act 99-0906.

Fixed Price: The all-inclusive price for full requirements stated in a then-effective Fixed Pricing Schedule. This price includes, but is not limited to: all charges for electricity commodity, distribution losses, ancillary charges, capacity charges, transmission service charges, PJM auction revenue rights, PJM marginal losses, renewable portfolio standard, and contractor margin.

FOIA: Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Full Requirements: Delivery of all electricity commodity, capacity, ancillary services, and other services necessary to the Delivery Point to serve 100% of the purchased electricity supply needs of the City's List of Accounts.

Key Personnel: Defined in Exhibit A, Section 2.2.

Mayor: Mayor of the City of Chicago.

Minority Business Enterprise (MBE): A firm certified as a minority-owned business enterprise in accordance with City Ordinances and Regulations or a firm awarded certification as a minority-owned and controlled business by Cook County, Illinois.

New Build Renewable Generation: Qualifying Renewable Generation within PJM with a commercial online date no earlier than January 1, 2021.

PJM: A regional transmission organization that coordinates the movement of wholesale electricity including in the Illinois area where the Delivery Company operates.

Prime Team Member: Any team member meeting one or more of the following criteria: 1) the entity itself solely constitutes the Respondent, 2) the entity holds any direct equity interest in a Respondent, or 4) the entity is generally described as having responsibility for 30% or more of the anticipated cost to complete Contract delivery.

Proposal: Described in Section 1.1.

Proposal Due Date: The final date and time by which RFP response submissions to AIS will be accepted and evaluated. The Proposal Due Date is shown in Section 1.4.

Proposal Revision: Defined in Section 4.4.

Qualifying Renewable Generation: A project within PJM that meets the criteria as defined

in Green-e® Renewable Energy Standard for Canada and the United States, Section II ‘ELIGIBLE SOURCES OF SUPPLY’, which can be found at the following URL:

<https://www.green-e.org/docs/energy/Green-e%20Standard%20v3.4%20US.pdf>

RFC: Requests for Clarifications, as described in Section 5.4.

Respondent(s): The primary entity which submits a Proposal in response to this RFP and may include subcontractors or other team members.

RFP: This Request for Proposals, or “Project”, as described in Section 1.1.

Selected Respondent: The Respondent that the Selection Committee recommends to the Commissioner as the apparent best value and with whom an ESA should be negotiated.

SRECS/RECS: (Solar) Renewable Energy Credits

Supply Plan: The Respondent’s plan for meeting the Full Requirements electricity supply needs of the City, including Qualifying Renewable Generation, over the initial term of the ESA (and any commitments associated with Qualifying Renewable Generation that would extend beyond the initial term of the ESA). Each Respondent must include their Supply Plan in their Proposal and all associated costs in their Pricing Proposal (see Section 3.4).

Team Member: Any entity included as part of a Respondent’s Proposal.

Women Business Enterprise or WBE: A firm certified as a women-owned business enterprise in accordance with City Ordinances and Regulations, or a firm awarded certification as a women-owned business by Cook County, Illinois.

EXHIBIT A: SCOPE OF SERVICES

Required Services

At the conclusion of this RFP process, the City envisions executing an Agreement that covers all the accounts listed in Exhibit C, for a term beginning with the Delivery Company-determined January 2022 meter read dates and continuing through the date specified in the ESA.

The Selected Respondent must:

- Execute a comprehensive Supply Plan, as described in their Proposal, that provides for the full requirements electricity supply needs of all City accounts included in Exhibit C, priced in accordance with Respondent's price proposal (Form 5) and the Agreement.
- Include in their Supply Plan at least the minimum quantities of New Build Renewable Generation and total Qualifying Renewable Generation specified in Exhibit B in the timeframes indicated.
- Demonstrate how their proposed solution supports achieving the City's and this RFP's local and equitable co-benefit objectives.

Note: The City recognizes that some Respondents may require a term commitment from the City for New Build Renewable Generation that extends beyond the initial term of the ESA. This situation is discussed fully in Form 5, Part D.

The Selected Respondent will provide to the City monthly Excel reports containing sufficient detail regarding electricity usage and charges to the City to verify the accuracy of their invoices. The ESA describes these reports in detail. Timely payment of the Selected Respondent's invoices will depend on receipt of these reports.

During the Agreement's term, the Selected Respondent will provide indicative prices for On Peak and Off Peak load-following energy blocks when requested by the City. When requested by the City, the Selected Respondent will also provide executable quotes. The ESA includes the procedures governing such requests.

As described in the ESA, the City must retain the ability to add new accounts that come into service during the term and remove accounts that go out of service during the term. Historically, this activity has had a minimal impact on either the total number of City accounts or on the aggregate load, but some account addition and deletion has occurred every year (as should be expected for a portfolio this large).

The City retains the right to reduce consumption for its accounts through energy efficiency improvements over the Agreement's term. Any such plans will be communicated to the Supplier so that they may plan accordingly. No specific plans are known at this time.

The City retains the right to participate in a demand response program during the term, taking steps to lower demand when called upon to do so in the interest of lowering the kW and kWh of specific accounts.

The City of Chicago is subject to the Illinois Prompt Payment Act. Under this provision, payment terms for service are 60 days net. That said, the City has historically used best efforts to make payment sooner than required (typically within 30 days after complete, correct, and valid energy supply invoices are presented to the City).

Optional Services

Respondents may incorporate other features into a Proposal, including:

- Daily indicative energy quotes: If feasible, the City is interested in receiving scheduled daily indicative load-following energy quotes from the Selected Respondent. Proposers willing and able to provide this service should specify so in their Proposals.
- Supplier Consolidated Billing: The Respondent offers to acquire bill records for each account served through ComEd to allow the Selected Respondent to bill the City for ComEd distribution service charges for its accounts, and in turn, pay ComEd on the City’s behalf for the services. Though this is a feature of the City’s current electricity supply contract, the City is not making this a required service under this RFP. Respondents willing and able to offer this service should specify so in their Proposals and include any associated costs, or state that there are no associated costs for this service, in their pricing forms.
- Fixed Capacity Costs for the City’s Large Facility accounts: Capacity Charges associated with service to the City’s List 2 Small Facility accounts, and List 3 Lighting accounts are included in the Form 5, Part A and Part B Fixed Prices. Capacity Charges associated with service to the City’s List 1 Large Facility accounts are assumed to be at tariff rates and are included in the Pass-Through Charges on Form C, Part C. If Proposer is interested in providing Capacity Charges to the List 1 accounts at a specified rate, Respondent may specify this in their Supply Plan.

EXHIBIT B: ELECTRICITY SUPPLY VOLUMES & MINIMUM RENEWABLE GENERATION REQUIREMENTS

By Date	Total	Minimum	Minimum	Min. New	Other	Remaining
	Annual	New Build	Qualifying	Build	Qualifying	MWh
	MWh	Renewabl	Renewabl	Renewable	Renewable	
		e Gen. %	e Gen. %	Gen. MWh	Gen. MWh	
January 1, 2022	973,304	0%	0%	-	-	973,304
January 1, 2023	973,304	0%	20%	-	194,661	778,643

January 1, 2024	973,304	35%	70%	340,656	340,656	291,991
January 1, 2025	973,304	50%	100%	486,652	486,652	-
January 1, 2026	973,304	50%	100%	486,652	486,652	-
January 1, 2027	973,304	50%	100%	486,652	486,652	-
January 1, 2028	973,304	50%	100%	486,652	486,652	-

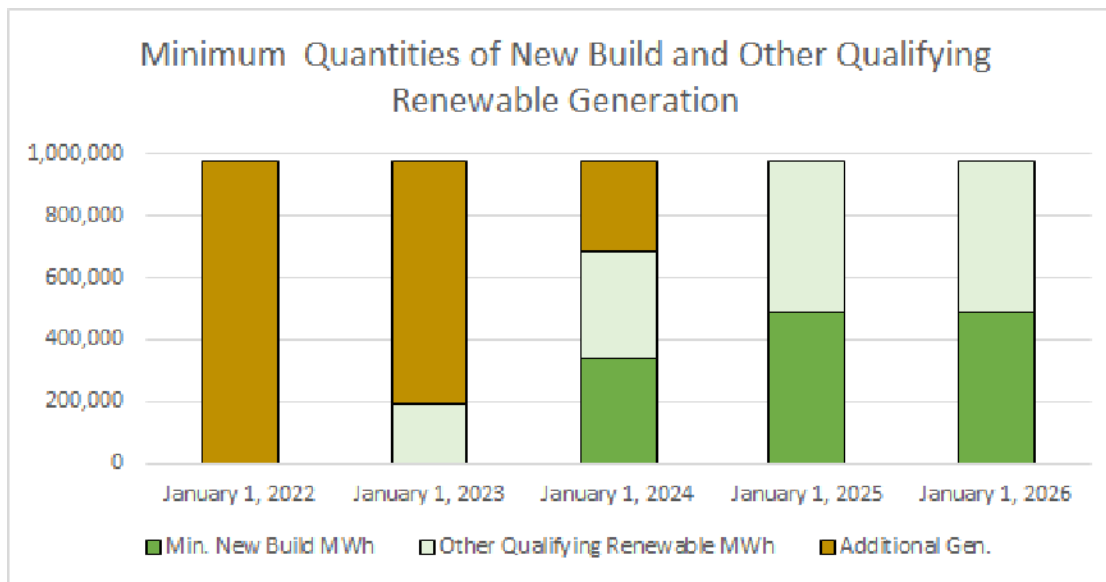


EXHIBIT C: LIST OF ELECTRICITY ACCOUNTS

Please send a request [to electricitysupply@cityofchicago.org](mailto:electricitysupply@cityofchicago.org) to receive an Excel file of the **City's** electricity accounts.

EXHIBIT D: PROPOSAL CONTENT REQUIREMENTS

Section 1 – General Information

Section 1 of the Proposal shall contain the following:

1.1 Part A – Proposal Cover Letter (Form 2)

Each Proposal must include a proposal cover letter using the template provided in Form 2. The Form 2 template must be duplicated and completed on the Respondent's company letterhead and signed by an individual with appropriate authority to bind the Respondent to the representations, statements, and commitments made within the RFP response.

For Respondents that are (or are expected to be) joint ventures, partnerships, limited liability companies, or other multi-member teams, the proposal cover letter must be appended with letters for each member (on their letterheads) that confirm that the representations, statements, and commitments made by the lead firm on its behalf are authorized, correct, and accurately represent the firm's role on the Respondent team.

1.2 Part B – Executive Summary – 1 Page Maximum

The Executive Summary must be written in a non-technical style and contain sufficient information for reviewers with both technical and non-technical backgrounds to become familiar with the Respondent's qualifications and its ability to satisfy the ESA's requirements. The Executive Summary should include the following information:

- A brief statement of interest for supplying renewable energy to the City.
- A brief statement that demonstrates the Respondent's understanding of the RFP's intent, the ESA's scope of services, and the Respondent's approach to achieving the City's objectives.

1.3 Part C – RFP Respondent Team Information (Form 3)

Identify participants in Respondent's "Team." For example, if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership, joint venture, etc.), then Respondent must identify or cause to be identified all participants involved, their respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately.

If Respondent has a prime contractor/subcontractor relationship instead, this information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

If Respondent is a joint venture or partnership, attach a copy of the joint venture or partnership agreement signed by an authorized officer of each partner. Each partner must execute:

(i) Schedule B as shown in Exhibit G, if joint venture or partnership includes City of Chicago certified MBE/WBE firms(s), as applicable;

(ii) Separate Economic Disclosure Statement and Affidavit (“EDS”) completed by each partner and one in the name of the joint venture or partnership;

(i) Insurance certificate in the name of the joint venture or partnership business entity.

Provide a signed original of Form 3.

1.4 Part D – Management Structure – 1 Page Maximum Plus 1 Page Organizational Chart

Written narrative describing the Respondent’s teaming arrangements, if any, and its management structure.

The management structure narrative must be supported by an organizational chart showing the following:

- Organization of Respondent’s Team Members (if applicable, indicate the shareholder’s percentage for each equity member of any joint venture or LLC);
- The Respondent’s team management structure and “chain-of-command” including each team member’s function and reporting relationships throughout the ESA contract term.

Section 2 – Qualifications and Experience

2.1 Part A – Relevant Experience and References

2.1.1 Relevant Experience

Fully complete Form 4 for three ESA contracts executed and delivered within the last five years to demonstrate how the Respondent delivered on past obligations for similar objectives.

Provide one-page narrative descriptions for each engagement listed on Form 4. The descriptions should, at a minimum, give an overview of the supply agreement and

explain why the experience is relevant to the evaluation criteria provided in RFP Section 4. The descriptions should clearly define the role and type of services provided by the Respondent.

In addition, in a narrative format, provide an overview of the Respondent's renewable energy supply experience, including:

- Total commercial MW of renewable energy delivery:
 - In the United States
 - In the State of Illinois
 - For public utilities providing service in Illinois
 - Tied to a project-specific Power Purchase Agreement

2.1.2 References – Contact Information (Form 4)

Provide reference contact information for individuals capable of verifying the relevant experience listed on Form 4.

Respondents must verify that contact information is correct. Note that if the contact information provided is incorrect for any reason, AIS may exclude the associated experience from its evaluation of the Respondent's qualifications.

2.2 Part B – Key Personnel Bios

2.2.1 Key Personnel Qualifications

Respondents must provide evidence for the qualifications of Respondent's Key Personnel. Provide separate bios for all Key Personnel and other relevant personnel included in the organizational chart (provided in Exhibit D, Section 1.4) and their qualifications and experience to be evaluated as described in RFP Section 4.

Each bio should be concise and include relevant past engagements and associated references. For each engagement, include the following information:

- ESA size and renewable energy component;
- Client's contact information (name, job title, phone number, e-mail address);
- Contract dates;
- Key Personnel role descriptions.

2.3 Part C – Financial Capability

Respondents (and any other party involved in their proposal) must demonstrate their adequate financial capability to execute the project.

2.3.1 Financial Statements

Each proposal must include the following information:

- Annual audited reports for the three (3) most recent fiscal years or consolidated income statements and balance sheets for the three (3) most recent fiscal years;
- If the relevant entity intends to receive Guarantor support as evidenced in Form 3, financial statements must be submitted for each Guarantor;
- Details on any current credit issues raised by rating agencies, banks, or accounting firms.

Section 3 – Approach

3.1 Part A – Overall Project Delivery Approach – 1 Page Maximum

Provide a written narrative describing the Respondent’s anticipated approach to delivering the energy supply, specifically addressing how the proposed approach to meeting the minimum renewable energy requirements is the most advantageous to the City. This statement shall include an overview of the Respondent’s understanding of:

- The supply objectives;
- The New Build Generation versus existing Qualified Renewable Generation; and
- The importance of equity and co-benefits
- Why the Respondent is best suited to partner with the City in a just energy transition.

3.2 Part B – Technical Approach – 3 Page Maximum (not including Forms)

This section should discuss the following technical information:

- Contracting approach, specifically addressing how the Respondent plans to incorporate the separability of the underlying PPA;
- The Respondent’s Supply Plan that accomplishes 100% renewable energy generation no later than January 1, 2025;
- The Respondent’s Supply Plan achieves or exceeds the minimum quantities of Qualifying Renewable Generation and New Build Generation specified in Exhibit A of this RFP;
- How the Respondent intends to replace any shortfall in planned generation quantities from sources identified in Respondent’s Form 5, Part D Supply Plan and whether such replacement power will be at the same price.

3.3 Part C – Local and Equitable Co-benefits – 5 Page Maximum (not including forms).

Recognizing that New Build Renewable Generation projects are often of a size that requires large tracts of land in rural locations, Respondents are encouraged to consider a variety of options to incorporate economic and social benefits to

Chicagoans in their approaches. Examples include 1) relevant, beneficial commitments to project siting, 2) hiring and supply chain approaches, and 3) other community benefit investments related to clean energy, sustainability, resiliency, or pollution remediation that will directly benefit City residents (with a particular focus on low-income households).

Provide a written narrative and a complete Form 6 addressing how the proposed solution furthers equity and delivers local co-benefits, as described in Section 4.2.3 and below.

This section should address the following information:

- Established or planned partnerships that will be leveraged to deliver local and equitable co-benefits.
- The Respondent's approach to achieving the City's local and equitable co-benefits goals associated with the ESA, including:
 - Providing local community benefits and involving community stakeholders;
 - Siting projects within the City of Chicago or PJM territory in Northern Illinois to deliver economic benefits through job creation, revenue to local governments, and revenue from New Build Renewable Generation to local landowners;
 - Using local suppliers and workers;
 - Achieving diversity in the ownership, leadership, and senior management of project developers and primary subcontractors;
 - Any other aspects of the proposed approach that will deliver local economic, resiliency, or environmental justice outcomes.

3.4 Part D – Pricing Proposal and Supply Plan – 2 Page Maximum (not including forms).

3.4.1 Pricing

Pricing proposals shall be per Form 5, Parts A, B, and C.

3.4.2 Supply Plan Details

Supply Plan Details shall be per Form 5, Part D.

Section 4 – Administrative Submittals

Section of the Proposal shall contain the following:

4.1 Part A – Proposal Checklist (Form 1)

To facilitate the review and evaluation of Proposals, the Respondent must include a completed Proposal Checklist as provided in Form 1.

4.2 Part B – Confidential Content Index

A page executed by the Respondent that sets forth the specific items in the Proposal (specifying Section, Part and page numbers within the Proposal at which such items are located) that the Respondent deems confidential, trade secret or proprietary information protected by the Illinois Freedom of Information Act (as described in RFP Section 5.8).

4.3 Part C – Legal Stipulations

Submit the following information regarding legal issues/actions that could potentially impact the Respondent and its team members' ability to perform or meet Agreement obligations:

4.3.1 Legal Issues

Identify and explain any significant anticipated legal issues which the Respondent must resolve in order to perform under the ESA.

4.3.2 Legal Liabilities

Provide a list and a brief description of all instances during the last five years involving projects in which the Respondent (or any other organization that is under common ownership with the Respondent) or any Prime Team Member was (i) determined, pursuant to a final determination in a court of law, arbitration proceedings or other dispute resolution proceeding, to be liable for a material breach of contract or (ii) terminated for cause. For each instance, identify an owner's representative with a current phone and e-mail address.

4.3.3 Legal Proceedings

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past 5 years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

A. A debtor in bankruptcy; or

B. A defendant in a legal action for deficient performance under a contract or violation of a statute; or

C. A respondent in an administrative action for deficient performance on a project or in violation of a statute; or

A. A defendant in any criminal action; or

B. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute; or

C. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute; or

D. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The City reserves the right to request similar legal action information from Respondent's team members during the evaluation process.

4.4 Part D - Conflict of Interests

Respondent must provide a statement and information regarding conflicts of interest required pursuant to RFP Section 5.16.

4.5 Part E – Insurance

Respondents are **not** required to submit evidence of insurance with the Proposal but must submit evidence of insurability indicating that if chosen as the Selected Respondent, they will provide evidence of insurance in the amounts specified in Exhibit F. If Selected Respondent is a joint venture or limited liability company the evidence of insurability and evidence of insurance, must be in the name of the joint venture or limited liability company.

4.6 Part F – Exceptions To RFP

In the case that a Respondent takes exception to any requirements of this RFP, including its exhibits and forms, such exceptions must be provided as part of the Proposal. Please provide the requirement, nature of the exception, and explanation. Exceptions will be considered in the evaluation of the Proposals. Acceptance of a Proposal does not represent agreement as to any exceptions stated by a Respondent but does indicate the City's desire to reach mutually agreeable terms through

negotiation. The City will not accept any exceptions to any requirements set out in this RFP during contract negotiations that were not raised in the Proposal.

4.7 Part G - EDS Economic Disclosure Form(s) (Form 7)

Respondents are required to submit completed EDS forms (Form 7) for every entity that has a controlling interest in the Respondent team. At the discretion of the City, a Proposal that does not include an accurate and completed EDS may be found non-responsive and rejected from further consideration. Further information regarding the EDS filing requirements is provided in Form 7.

4.8 Part H – Ability to Meet Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Compliance Plan

Respondent must generally describe its plan and confirm its commitment to, at a minimum, meet the **ESA's** MBE/WBE participation goals. The MBE participation goal is at least 26% of the total contract value be awarded to MBE firms, and the WBE participation goal is at least 6% of the total contract value be awarded to WBE firms. Respondents should carefully review Exhibit H, Special Conditions Regarding MBE/WBE Commitment and MBE/WBE Compliance Plan.

Note: Though not required as part of the Proposal submission, it will be mandatory for the selected Respondent to provide a detailed MBE/WBE Compliance plan that must be approved by the City prior to the City awarding an ESA contract pursuant to this RFP. Failure to achieve a City approved fully defined MBE/ WBE Compliance plan in a timely manner could be grounds for termination of the Agreement.

EXHIBIT E: ELECTRICITY SALES AGREEMENT

The Electricity Sales Agreement can be accessed on the City's Procurement Services website where this RFP is located at <https://www.chicago.gov/bids>. Please send a request to electricitysupply@cityofchicago.org to receive the file if you have difficulty accessing it.

EXHIBIT F: CONTRACT INSURANCE REQUIREMENTS

Contractor must provide and maintain at Contractor's own expense, until Contract completion and during the time period following completion if Contractor is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Contract.

A. 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; \$1,000,000 disease-policy limit; and \$1,000,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence or for the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City must be provided additional insured status with respect to liability arising out of Contractor's work, services or operations and completed operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Consultant's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3)Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work, services or operations to be performed, the Contractor must maintain Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence, or for the full per occurrence limits of the policy, whichever is greater for bodily injury and property damage. Coverage must include but not be limited to the following: ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work, both on and off the City sites.

The City is to be added as an additional insured on a primary, non-contributory basis.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein.

1)Excess/Umbrella

Excess/Umbrella Liability Insurance must be maintained with limits of not less than \$5,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections A.1, A.2, A.3 and A.4 herein.

2)Property

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

B. ADDITIONAL REQUIREMENTS

Evidence of Insurance. Contractor must furnish the City original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Contract, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Contract. Contractor must submit evidence of insurance prior to Contract award. The receipt of any certificate does not constitute Contract by the City 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 requirements of Contract. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Contract provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Contractor for liabilities which may arise from or relate to the Contract. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance. Failure of the Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of the obligation to provide insurance as specified in this Contract. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to suspend this Contract until proper evidence of insurance is provided, or the Contract may be terminated.

Notice of Material Change, Cancellation or Non-Renewal. Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

Waiver of Subrogation. Contractor hereby waives its rights of subrogation and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Contract. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Contractor's insurer(s).

Contractors Insurance Primary. All insurance required of Contractor under this Contract shall be endorsed to state that Contractor insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Contractor's Liabilities. The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law.

No Contribution by City. Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Contract.

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

Insurance and Limits Maintained. If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company. 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.

Other Insurance obtained by Contractor. If Contractor desires additional coverages, the Contractor will be responsible for the acquisition and cost.

Insurance required of Subcontractors. Contractor shall name the Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor. Contractor shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Contractor is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an additional insured endorsement form acceptable to the City. Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Contractor must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility.

City's Right to Modify. Notwithstanding any provisions in the Contract to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.

EXHIBIT G: SPECIAL CONDITIONS REGARDING MBE/WBE COMMITMENT AND MBE/WBE COMPLIANCE PLAN

SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT FOR COMMODITIES OR SERVICES

1.1. Policy and Terms

It is the policy of the City of Chicago that Local Businesses certified as Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses and all other Regulations promulgated under the aforementioned sections of the Municipal Code, as well as MBEs and WBEs certified by Cook County, Illinois, will have full and fair opportunities to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

Pursuant to Section 2-92-430 of the Municipal Code of Chicago, the Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to make Good Faith Efforts to expend at least the following percentages of the total contract price, if awarded, for contract participation by MBEs and WBEs:

MBE Percentage	WBE Percentage
26%	6%

(See Form "Bidders Commitment to Utilize MBE and WBE Firms on No Stated Goals Contract" for Contract Specific Goals in the case of a contract subject to a bid preference pursuant to MCC 2-92-525.)

This commitment is met by the Contractor's status as a MBE or WBE, by a member of the Contractor having a status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by any combination of the foregoing.

Note: MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE, but not both to demonstrate compliance with the Contract Specific Goals.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector contracts.

Pursuant to MCC 2-92-535, the prime contractor may apply be awarded an additional 0.5 percent credit, up to a maximum of a total of 5 percent additional credit, for every 1 percent of the value of a contract self-performed by MBEs or WBEs, or combination thereof, that have entered into a mentoring agreement with the contractor or subcontractor-to-subcontractor mentoring agreement. This up to 5% may be applied to the Contract Specific Goals, or it may be in addition to the Contract Specific Goals.

1.2. Definitions

"Area of Specialty" means the description of an MBE or WBE firm's business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm's claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of the firm's Area of Specialty. This information is also contained in the Directory (defined below). Credit toward this Contract's MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

NOTICE: *The City of Chicago does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.*

"Bid" means a bid, proposal, or submittal detailing a description of the services or work to be provided by the contractor in response to a bid solicitation, request for proposal, request for qualification of task order request (issued in accordance with the Master Consulting Agreement) that is issued by the City.

"Bidder" means any person or business entity that submits a bid, proposal, qualification or submittal that seeks to enter into a contract with the City, and includes all partners, affiliates and joint ventures of such person or entity.

"Broker" means 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 commercially useful function other than acting as a conduit between his or her supplier and his or her customer.

"Chief Procurement Officer" or "CPO" means the chief procurement officer of the City of Chicago or his or her designee.

"Commercially Useful Function" means responsibility for the execution of a distinct element of the work of the contract, which is carried out by actually performing, managing, and supervising the work involved, evidencing the responsibilities and risks of a business owner such as negotiating the terms of (sub)contracts, taking on a financial risk commensurate with the contract or its subcontract, responsibility for acquiring the appropriate lines of credit and/or loans, or fulfilling responsibilities as a joint venture partner as described in the joint venture agreement.

"Contract Specific Goals" means the subcontracting goals for MBE and WBE participation established for a particular contract. In the case of a contract subject to the bid incentive set forth in MCC 2-92-525, "Contract Specific Goals" means the utilization percentage for MBEs or WBEs to which contractor committed with its bid.

"Contractor" means any person or business entity that has entered into a contract with the City as described herein, and includes all partners, affiliates, and joint ventures of such person or entity.

"Direct Participation" the value of payments made to MBE or WBE firms for work that is performed in their Area of Specialty directly related to the performance of the subject matter of the Contract will count as Direct Participation toward the Contract Specific Goals.

"Directory" means the Directory of Certified "Minority Business Enterprises" and "Women Business Enterprises" maintained and published by the City of Chicago. The Directory identifies firms that have been certified as MBEs and WBEs, and includes both the date of their last certification and the area of specialty in which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE, and WBE firms.

"Good Faith Efforts" means actions undertaken by a bidder or contractor to achieve a Contract Specific Goal that the CPO or his or her designee has determined, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program's requirements.

"Indirect Participation" refers to the value of payments made to MBE or WBE firms for work that is done in their Area of Specialty related to other aspects of the Contractor's business. (Note: no dollar of such indirect MBE or WBE participation shall be considered in a Good Faith Efforts determination more than once against a contractor's MBE or WBE commitment with respect to all government contracts held by that contractor.)

"Joint venture" means an association of a MBE or WBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which each joint venture partner contributes property, capital, efforts, skills and knowledge, and in which the MBE or WBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

"Mentor-Protégé Agreement" means an agreement between a prime and MBE or WBE subcontractor ("Mentoring Agreement"), or an agreement between a prime's subcontractor and MBE or WBE subcontractor ("Subcontractor-to-Subcontractor Mentoring Agreement"), pursuant to MCC 2-92-535, that is approved by the City of Chicago and complies with all requirements of MCC 2-92-535 and any rules and regulations promulgated by the Chief Procurement Officer.

"Minority Owned Business Enterprise" or "MBE" means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a minority owned and controlled business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

"Municipal Code of Chicago" or "MCC" means the Municipal Code of the City of Chicago.

"Supplier" or "Distributor" refers to a company 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. A regular distributor or supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for performance of a contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular distributor the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question. A regular distributor in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment.

"Women Owned Business Enterprise" or "WBE" means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a women owned business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

1.3. Joint Ventures

The formation of joint ventures to provide MBEs and WBEs with capacity and experience at the prime contracting level, and thereby meet Contract Specific Goals (in whole or in part) is

encouraged. A joint venture may consist of any combination of MBEs, WBEs, and non-certified firms as long as one member is an MBE or WBE.

- a. The joint venture may be eligible for credit towards the Contract Specific Goals only if:
 - i. The MBE or WBE joint venture partner's share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest;
 - ii. The MBE or WBE joint venture partner is responsible for a distinct, clearly defined portion of the requirements of the contract for which it is at risk;
 - iii. Each joint venture partner executes the bid to the City; and
 - iv. The joint venture partners have entered into a written agreement specifying the terms and conditions of the relationship between the partners and their relationship and responsibilities to the contract, and all such terms and conditions are in accordance with the conditions set forth in Items i, ii, and iii above in this Paragraph a.

- b. The Chief Procurement Officer shall evaluate the Schedule B submitted on behalf of the proposed joint venture to determine whether these requirements have been satisfied. The Chief Procurement Officer shall also consider the record of the joint venture partners on other City of Chicago contracts. The decision of the Chief Procurement Officer regarding the eligibility of the joint venture for credit towards meeting the Contract Specific Goals, and the portion of those goals met by the joint venture, shall be final.

The joint venture may receive MBE or WBE credit for work performed by the MBE or WBE joint venture partner(s) equal to the value of work performed by the MBE or WBE with its own forces for a distinct, clearly defined portion of the work.

Additionally, if employees of the joint venture entity itself (as opposed to employees of the MBE or WBE partner) perform the work, then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in Schedule B.

The Chief Procurement Officer may also count the dollar value of work subcontracted to other MBEs and WBEs. Work performed by the forces of a non-certified joint venture partner shall not be counted toward the Contract Specific Goals.

c. **Schedule B: MBE/WBE Affidavit of Joint Venture**

Where the bidder's Compliance Plan includes the participation of any MBE or WBE as a joint venture partner, the bidder must submit a Schedule B and must clearly evidence that the MBE or WBE joint venture partner(s) will be responsible for a clearly defined portion of the work to be performed, and that the MBE's or WBE's responsibilities and risks are proportionate to its ownership percentage. The proposed joint venture agreement must include specific details related to:

- v. The parties' contributions of capital, personnel, and equipment and share of the costs of insurance and bonding;
- vi. Work items to be performed by the MBE's or WBE's own forces and/or work to be performed by employees of the newly formed joint venture entity;
- vii. Work items to be performed under the supervision of the MBE or WBE joint venture partner; and
- viii. The MBE's or WBE's commitment of management, supervisory, and operative personnel to the performance of the contract.

NOTE: Vague, general descriptions of the responsibilities of the MBE or WBE joint venture partner do not provide any basis for awarding credit. For example, descriptions such as "participate in the budgeting process," "assist with hiring," or "work with managers to improve customer service" do not identify distinct, clearly defined portions of the work. Roles assigned should require activities that are performed on a regular, recurring basis rather than as needed. The roles must also be pertinent to the nature of the business for which credit is being sought. For instance, if the scope of work required by the City entails the delivery of goods or services to various sites in the City, stating that the MBE or WBE joint venture partner will be responsible for the performance of all routine maintenance and all repairs required to the vehicles used to deliver such goods or services is pertinent to the nature of the business for which credit is being sought.

1.4. Counting MBE/WBE Participation Toward the Contract Specific Goals

Refer to this section when preparing the MBE/WBE compliance plan and completing Schedule D-1 for guidance on what value of the participation by MBEs and WBEs will be counted toward the stated Contract Specific Goals. The "Percent Amount of Participation" depends on whether and with whom a MBE or WBE subcontracts out any portion of its work and other factors.

Firms that are certified as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE to demonstrate compliance with the Contract Specific Goals. For example, a firm that is certified as both a MBE and a WBE may only be listed on the bidder's compliance plan under one of the categories, but not both. Except as provided in MCC 2-92525(b)(2), only Payments made to MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements above will be counted toward the Contract Specific Goals.

- a. Only expenditures to firms that perform a Commercially Useful Function as defined above may count toward the Contract Specific Goals.
 - i. The CPO will determine whether a firm is performing a commercially useful function by evaluating the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is

- actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
- ii. A MBE or WBE does not perform a commercially useful function if its participation is only required to receive payments in order to obtain the appearance of MBE or WBE participation. The CPO may examine similar commercial transactions, particularly those in which MBEs or WBEs do not participate, to determine whether non MBE and non WBE firms perform the same function in the marketplace to make a determination.
 - i. Indications that a subcontractor is not performing a commercially useful function include, but are not limited to, labor shifting and equipment sharing or leasing arrangements with the prime contractor or a first tier subcontractor.
- b. Only the value of the dollars paid to the MBE or WBE firm for work that it performs in its Area of Specialty in which it is certified counts toward the Contract Specific Goals, except as provided in MCC 2-92-525(b)(2).
 - c. For maintenance, installation, repairs or inspection, or professional services, if the MBE or WBE performs the work itself: 100% of the value of work actually performed by the MBE's or WBE's own forces shall be counted toward the Contract Specific Goals, including the cost of supplies and materials purchased or equipment leased by the MBE or WBE from third parties or second tier subcontractors in order to perform its (sub)contract with its own forces (except supplies and equipment the MBE or WBE subcontractor purchases or leases from the prime contractor or its affiliate). 0% of the value of work at the project site that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals.
 - d. If the MBE or WBE is a manufacturer: 100% of expenditures to a MBE or WBE manufacturer for items needed for the Contract shall be counted toward the Contract Specific Goals. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the bidder or contractor.
 - e. If the MBE or WBE is a distributor or supplier: 60% of expenditures for materials and supplies purchased from a MBE or WBE that is certified as a regular dealer or supplier shall be counted toward the Contract Specific Goals.
 - f. If the MBE or WBE is a broker:
 - ii. Zero percent (0%) of expenditures paid to brokers will be counted toward the Contract Specific Goals.
 - iii. As defined above, Brokers provide no commercially useful function.
 - g. If the MBE or WBE is a member of the joint venture contractor/bidder:

- ix. A joint venture may count the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the MBE or WBE performs with its own forces toward the Contract Specific Goals; or
- x. If employees of this distinct joint venture entity perform the work then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in the Schedule B.
- xi. A joint venture may also count the dollar value of work subcontracted to other MBEs and WBEs.

h. If the MBE or WBE subcontracts out any of its work:

- xii. 100% of the value of the work subcontracted to other MBEs or WBEs performing work in its Area of Specialty may be counted toward the Contract Specific Goals.
- xiii. 0% of the value of work that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals (except as allowed by (c) above).
- xiv. The fees or commissions charged for providing a bona fide service, such as professional, technical, consulting or managerial services or for providing bonds or insurance and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
- xv. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
- xvi. The fees or commissions charged for providing any bonds or insurance, but not the cost of the premium itself, specifically required for the performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.

1.5. Regulations Governing Reductions to or Waiver of MBE/WBE Goals

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder determines that it is unable to meet the MBE and/or WBE Contract-Specific Goals on

a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder's letterhead, and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

A bidder will be considered responsive to the terms and conditions of these Regulations if, at the time of bid, it submits a waiver request and all supporting documentation that adequately addresses the conditions for waiver of MBE/WBE goals, including proof of notification to assist agencies except:

- Bidders responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than fourteen (14) calendar days to submit to the Department of Procurement Services complete documentation that adequately addresses the conditions for waiver described herein; and
- Bidders responding to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations.

Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his or her discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder; or re-advertising the bid/proposal. All bidders must submit all required documents at the time of bid opening to expedite the contract award.

1.5.1. Direct Participation

Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

- a. The bidder has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct work identified or related to the advertised bid/proposal. Documentation must include but is not necessarily limited to:

1. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
2. A listing of all MBE/WBE firms contacted that includes:
 - Name, address, telephone number and email of MBE/WBE firms solicited;
 - Date and time of contact;
 - Method of contact (written, telephone, transmittal of facsimile documents, email, etc.)
3. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
 - Project identification and location;
 - Classification/commodity of work items for which quotations were sought;
 - Date, item and location for acceptance of subcontractor bid proposals;
 - Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;
 - Affirmation that Good Faith Efforts have been demonstrated by:
 - choosing subcontracting opportunities likely to achieve MBE/WBE goals; and
 - not imposing any limiting conditions which were not mandatory for all subcontractors; and
 - providing notice of subcontracting opportunities to M/WBE firms and assist agencies at least five (5) business days in advance of the initial bid due date; and
 - documented efforts or actual commitment to the indirect participation of MBE/WBE firms.

OR

b. Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontractor's quote is excessively costly, the bidder must provide the following information:

1. A detailed statement of the work identified for MBE/WBE participation for which the bidder asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
 - A listing of all potential subcontractors contacted for a quotation on that work item;
 - Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
2. Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:
 - The City's estimate for the work under a specific subcontract;
 - The bidder's own estimate for the work under the subcontract
 - An average of the bona fide prices quoted for the subcontract;
 - Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

1.5.2. Assist Agency Participation in waiver/reduction requests

1.5.2 Assist Agency Participation in Waiver/Reduction Requests

Every waiver and/or reduction request must include evidence that the bidder has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community. This notice must be given at least five (5) business days in advance of the initial bid due date.

The notice requirement of this Section will be satisfied if a bidder contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides

the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required to be submitted with the bid for any bid/proposal to be deemed responsive. If deemed appropriate, the Contract Compliance Officer may contact the assist agency for verification of notification.

1.5.3. Impracticability

If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.

The requirements set forth in these Regulations (this subsection 1.5 "Regulations Governing Reduction to or Waiver of MBE/WBE Goals") shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Chief Procurement Officer, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

1.6. Procedure to Determine Bid Compliance

A bid may be rejected as non-responsive if it fails to submit one or more of the following with its bid demonstrating its Good Faith Efforts to meet the Contract Specific Goals by reaching out to MBEs and WBEs to perform work on the contract:

- An MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goals; and/or
- A request for reduction or waiver of the Contract Specific Goals in accordance with Section 2-92-450 of the MCC.

In the case of a bid utilizing the "Bid Incentive to Encourage MBE and WBE Utilization" pursuant to MCC 2-92-525(b)(2), failure to submit an MBE/WBE compliance plan demonstrating how the

bidder plans to meet the Contract Specific Goal to which the bidder has committed will not result in rejection of the bid, but the bidder may be found ineligible for the bid incentive.

Except as provided in MCC 2-92-525(b)(2), only compliance plans utilizing MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements will be counted toward the Contract Specific Goals.

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

(1) Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

The bidder must submit the appropriate Schedule C-1 with the bid for each MBE and WBE included on the Schedule D-1. Suppliers must submit the Schedule C-1 for Suppliers, first tier subcontractors must submit a Schedule C-1 for Subcontractors to the Prime Contractor and second or lower tier subcontractors must submit a Schedule C-1 for second tier Subcontractors. The City encourages subcontractors to utilize the electronic fillable format Schedule C-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Each Schedule C-1 must be executed by each MBE and WBE and accurately detail the work to be performed by the MBE or WBE and the agreed upon rates/prices. Each Schedule C must also include a separate sheet as an attachment on which the MBE or WBE fully describes its proposed scope of work, including a description of the commercially useful function being performed by the MBE or WBE in its Area of Specialty. If a facsimile copy of the Schedule C-1 has been submitted with the bid, an executed original Schedule C-1 must be submitted by the bidder for each MBE and WBE included on the Schedule D-1 within five business days after the date of the bid opening.

Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

(2) Letters of Certification.

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago or Cook County Illinois, must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago and Cook County include a statement of the MBE/WBE firm's Area of Specialty. The MBE/WBE firm's scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty. Letters of Certification for firms that the City or Cook County has found ineligible or has decertified will not be accepted.

(3) Schedule B: Affidavit of Joint Venture, and Joint Venture Agreements (if applicable).

If the bidder's MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder or as a subcontractor), the bidder must provide a copy of a Schedule B along with all other requirements listed in Section 1.3, above. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract.

(3) Schedule D-1: Required Schedules Regarding MBE/WBE Utilization

Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. The City encourages bidders to utilize the electronic fillable format Schedule D-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Except in cases where the bidder has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 1.5 "Regulations Governing Reductions to or Waiver of MBE/WBE Goals" herein, the bidder must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1. The total dollar commitment to proposed MBEs must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids or in the case of Term Agreements, depends upon requirements agreements and blanket agreements, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening, the bidder may submit a revised Schedule D-1 (executed and notarized to conform with the Schedules C-1). Bidders shall not be permitted to add MBEs or WBEs after bid opening to meet the Contract Specific Goals, however, contractors are encouraged to add additional MBE/WBE vendors to their approved compliance plan during the performance of the contract when additional opportunities for participation are identified. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture agreements must be delineated in the Schedule B.

(4) Application for Approval of Mentor Protégé Agreement

Any applications for City approval of a Mentor Protégé agreement must be included with the bid. If the application is not approved, the bidder must show that it has made good faith efforts to meet the contract specific goals.

1.7. Reporting Requirements During the Term of the Contract

- a. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements will be made available to the Chief Procurement Officer upon request.
- b. The Contractor will be responsible for reporting payments to all subcontractors on a monthly basis in the form of an electronic report. Upon the first payment issued by the City of Chicago to the contractor for services performed, on the first day of each month and every month thereafter, email and or fax audit notifications will be sent out to the Contractor with instructions to report payments that have been made in the prior month to each subcontractor. The reporting of payments to all subcontractors must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.
- c. Once the prime Contractor has reported payments made to each subcontractor, including zero dollar amount payments, the subcontractor will receive an email and or fax notification requesting them to log into the system and confirm payments received. All monthly confirmations must be reported on or before the 20th day of each month. Contractor and subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.
- d. All subcontract agreements between the contractor and MBE/WBE firms or any first tier non-certified firm and lower tier MBE/WBE firms must contain language requiring the MBE/WBE to respond to email and/or fax notifications from the City of Chicago requiring them to report payments received for the prime or the non-certified firm.

Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at: <https://chicago.mwdbe.com>.

- e. The Chief Procurement Officer or any party designated by the Chief Procurement Officer, shall have access to the contractor's books and records, including without limitation payroll records, tax returns and records and books of account, to determine the contractor's compliance with its commitment to MBE and WBE participation and the status of any MBE or WBE performing any portion of the contract. This provision shall be in addition to, and not a substitute for, any other provision allowing inspection of the contractor's records by any officer or official of the City for any purpose.

- f. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs, retaining these records for a period of at least five years after project closeout. Full access to these records shall be granted to City, federal or state authorities or other authorized persons.

1.8. Changes to Compliance Plan

1.8.1. Permissible Basis for Change Required

No changes to the Compliance Plan or contractual MBE and WBE commitments or substitution of MBE or WBE subcontractors may be made without the prior written approval of the Contract Compliance Officer. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the contractor's own forces, shall be a violation of these Special Conditions and a breach of the contract with the City, and may cause termination of the executed Contract for breach, and/or subject the bidder or contractor to contract remedies or other sanctions. The facts supporting the request for changes must not have been known nor reasonably could have been known by the parties prior to entering into the subcontract. Bid shopping is prohibited. The bidder or contractor must negotiate with the subcontractor to resolve the problem. If requested by either party, the Department of Procurement Services shall facilitate such a meeting. Where there has been a mistake or disagreement about the scope of work, the MBE or WBE can be substituted only where an agreement cannot be reached for a reasonable price for the correct scope of work.

Substitutions of a MBE or WBE subcontractor shall be permitted only on the following basis:

- a. Unavailability after receipt of reasonable notice to proceed;
- b. Failure of performance;
- c. Financial incapacity;
- d. Refusal by the subcontractor to honor the bid or proposal price or scope;
- e. Mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;
- f. Failure of the subcontractor to meet insurance, licensing or bonding requirements;
- g. The subcontractor's withdrawal of its bid or proposal; or
- h. De-certification of the subcontractor as a MBE or WBE (graduation from the MBE/WBE program does not constitute de-certification).

- i. Termination of a Mentor Protégé Agreement.

1.8.2. Procedure for Requesting Approval

If it becomes necessary to substitute a MBE or WBE or otherwise change the Compliance Plan, the procedure will be as follows:

- f. The bidder or contractor must notify the Contract Compliance Officer and Chief Procurement Officer in writing of the request to substitute a MBE or WBE or otherwise change the Compliance Plan. The request must state specific reasons for the substitution or change. A letter from the MBE or WBE to be substituted or affected by the change stating that it cannot perform on the contract or that it agrees with the change in its scope of work must be submitted with the request.
- g. The City will approve or deny a request for substitution or other change within 15 business days of receipt of the written request.
- h. Where the bidder or contractor has established the basis for the substitution to the satisfaction of the Chief Procurement Officer, it must make Good Faith Efforts to meet the Contract Specific Goal by substituting a MBE or WBE subcontractor. Documentation of a replacement MBE or WBE, or of Good Faith Efforts, must meet the requirements in section 5. If the MBE or WBE Contract Specific Goal cannot be reached and Good Faith Efforts have been made, as determined by the Chief Procurement Officer, the bidder or contractor may substitute with a non-MBE or non-WBE.
- i. If a bidder or contractor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Compliance Plan, the bidder or contractor must obtain the approval of the Chief Procurement Officer to modify the Compliance Plan and must make Good Faith Efforts to ensure that MBEs or WBEs have a fair opportunity to bid on the new scope of work.
- j. A new subcontract must be executed and submitted to the Contract Compliance Officer within five business days of the bidder's or contractor's receipt of City approval for the substitution or other change.

The City shall not be required to approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary to comply with MBE/WBE contract requirements.

1.9. Non-Compliance and Damages

Without limitation, the following shall constitute a material breach of this contract and entitle the City to declare a default, terminate the contract, and exercise those remedies provided for in the contract, at law or in equity: (1) failure to demonstrate Good Faith Efforts, except in the case of a contract where a bid incentive under MCC 2-92-525 was taken into consideration in the award; and (2) disqualification as a MBE or WBE of the contractor or any joint venture partner, subcontractor or supplier if its status as an MBE or WBE was a factor in the award of the contract and such status was misrepresented by the contractor.

Payments due to the contractor may be withheld until corrective action is taken.

Pursuant to MCC 2-92-445 or 2-92-740, as applicable, remedies or sanctions may include a penalty in the amount of the discrepancy between the amount of the commitment in the Compliance Plan, as such amount may be amended through change orders or otherwise over the term of the contract, and the amount paid to MBEs or WBEs, and disqualification from contracting or subcontracting on additional City contracts for up to three years. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject.

The contractor shall have the right to protest the final determination of non-compliance and the imposition of any penalty by the Chief Procurement Officer pursuant to MCC 2-92-445 or 2-92-740, within 15 business days of the final determination.

In the case of a contract for which a bid incentive under MCC 2-92-525 was taken into consideration in the award, any contractor that has failed to retain the percentage of MBE or WBE subcontractor committed to in order for the bid incentive to be allocated will be fined an amount equal to three times the amount of the bid incentive allocated, unless the contractor can demonstrate that due to circumstances beyond the contractor's control, the contractor for good cause was unable to retain the percentage of MBE or WBE subcontractors throughout the duration of the contract period.

1.10. Arbitration

- a. In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney's fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party

beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and a MBE/WBE.

- b. An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitral process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) calendar days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.
- i. All arbitration fees are to be paid pro rata by the parties, however, that the arbitrator is authorized to award reasonable expenses, including attorney and arbitrator fees, as damages to a prevailing MBE/WBE.
- j. The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) calendar days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the arbitrator within ten (10) calendar days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

1.11. Equal Employment Opportunity

Compliance with MBE and WBE requirements will not diminish or supplant equal employment opportunity and civil rights provisions as required by law.

1.12. Attachments and Schedules

The following attachments and schedules follow, they may also be downloaded from the Internet at: <http://www.cityofchicago.org/forms>

- Attachment A: Assist Agencies
- Attachment B: Sample Format for Requesting Assist Agency Comments on Bidder's Request for Reduction or Waiver of MBE/WBE Goals
- Schedule B: Affidavit of Joint Venture (MBE/WBE)

- Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant
- Schedule D-1: Compliance Plan Regarding MBE/WBE Utilization

Attachment A –Assist Agency List (Rev. Apr. 2018)

Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.

**Prime Contractors should contact with subcontracting opportunities to connect certified firms.*

51st Street Business Association *

220 E. 51st Street
Chicago, IL 60615
Phone: 773-285-3401
Fax: 773-285-3407
Email:
[the51ststreetbusinessassociation@yahoo.co
m](mailto:the51ststreetbusinessassociation@yahoo.com)
Web: www.51stStreetChicago.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Angel of God Resource Center, Inc. 14527 S. Halsted

Chicago, IL 60827
Phone: 708-392-9323
Fax: 708-880-0121
Email: asmith5283@yahoo.com;
aogrc@angelofgodresourcecenter.org
Web: www.angelofgodresourcecenter.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Austin African American Business Networking Assoc.

5820 W. Chicago Ave.,
Chicago, IL 60651
Phone: 773-626-4497

African American Contractors Association - AACA

P.O. Box #19670
Chicago, IL 60619
Phone: 312-915-5960
Email: aacanatlassoc@gmail.com
Web: www.aacanatl.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Association of Asian Construction Enterprises *

5677 W. Howard
Niles, IL 60714
Phone: 847-673-7377
Fax: 847-673-2358
Email: nakmancorp@aol.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Black Contractors United *

12000 S. Marshfield Ave.
Calumet Park, IL 60827
Phone: 708-389-5730

Email: aaabna@yahoo.com

Web: www.aaabna.org

Maintains list of certified firms: No

Provides training for businesses: Yes

Business Leadership Council *

230 W. Monroe Street, Ste 2650

Chicago, IL 60606

Phone: 312-628-7844

Fax: 312-628-7843

Email:

Karen.r@businessleadershipcouncil.org

Web: www.businessleadershipcouncil.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

**Chatham Business Association Small
Business Dev. ***

800 E. 78th Street

Chicago, IL 60619

Phone: 773-994-5006

Fax: 773-855-8905

Email: melindakelly@cbaworks.org

Web: www.cbaworks.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

Chicago Urban League *

4510 S. Michigan Ave.

Chicago, IL 60653

Phone: 773-624-8810

Fax: 773-451-3579

Email:

sbrinston@thechicagourbanleague.org

Web: www.cul-chicago.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

**Contractor Advisors Business Development
Corp. ***

1507 E. 53rd Street, Suite 906

Chicago, IL. 60615

Phone: 312-436-0301

Fax: 708-389-5735

Email: bcunewera@att.net

Web: www.blackcontractorsunited.com

Maintains list of certified firms: Yes

Provides training for businesses: Yes

LGBT Chamber of Commerce of Illinois *

3179 N. Clark St., 2nd Floor

Chicago, IL 60657

Phone: 773-303-0167

Fax: 773-303-0168

Email: jholston@lgbtcc.com

Web: www.lgbtcc.com

Maintains list of certified firms: Yes

Provides training for businesses: Yes

**Chicago Minority Supplier Development
Council Inc. ***

105 W. Adams, Suite 2300

Chicago, IL 60603-6233

Phone: 312-755-2550

Fax: 312-755-8890

Email: pbarreda@chicagomsgdc.org

Web: www.chicagomsgdc.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

Chicago Women in Trades (CWIT)

2444 W. 16th Street

Chicago, IL 60608

Phone: 312-942-1444

Jayne Vellinga, Executive Director

Email: jvellinga@cwit2.org

Web: www.chicagowomenintrades2.org

Maintains list of certified firms: No

Provides training for businesses: Yes

**Cosmopolitan Chamber of Commerce
1633 S. Michigan Avenue**

Chicago, IL. 60616

Phone: 312-971-9594

Fax: 312-341-9084

Email: info@contractoradvisors.us
Web: www.contractoradvisors.us
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Do For Self Community Development Co. *

7447 S South Shore Drive, Unit 22B
Chicago, IL 60649
Phone: 773-356-7661
Email: dennisdoforself@hotmail.com
Web: www.doforself.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Federation of Women Contractors *

216 W. Jackson Blvd. #625
Chicago, IL 60606
Phone: 312-360-1122
Fax: 312-750-1203
Email: fwcchicago@aol.com
Web: www.fwcchicago.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

**Greater Englewood Community
Development Corp. ***

815 W. 63rd Street
Chicago, IL 60621
Phone: 773-651-2400
Fax: 773-651-2400
Email: jharbin@greaterenglewoodcdc.org
Web: www.greaterenglewoodcdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

**Greater Far South Halsted Chamber of
Commerce ***

10615 S. Halsted Street
Chicago, IL 60628

Email: rmcgowan@cosmochamber.org

Web: www.cosmochamber.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

**Far South Community Development
Corporation**

9923 S. Halsted Street, Suite D
Chicago, IL 60628
Phone: 773-941-4833
Fax: 773-941-5252
Email: lacy@farsouth.org
Web: www.farsouthcdc.org
Maintains list of certified firms: No
Provides training for businesses: Yes

**Fresh Start Home Community Development
Corp.**

5168 S. Michigan Avenue, 4N
Chicago, IL 60615
Phone: 312-632-0811
Fax: 855-270-4175
Email: Info@FreshStartNow.us
Web: www.FreshStartNow.us
Maintains list of certified firms: Yes
Provides training for businesses: Yes

**Greater Pilsen Economic Development
Assoc. ***

1801 S. Ashland
Chicago, IL 60608
Phone: 312-698-8898
Email: greaterpilsen@gmail.com
Web: www.greaterpilsen.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

**Greater Southwest Development
Corporation**

2601 W. 63rd Street
Chicago, IL 60629

Phone: 518-556-1641
Fax: 773-941-4019
[Email: halstedchamberevents@gmail.com](mailto:halstedchamberevents@gmail.com)
Web: www.greaterfarsouthhalstedchamber.org
Maintains list of certified firms: Yes Provides training for businesses: Yes

Hispanic American Construction Industry Association (HACIA) *
650 W. Lake St., Unit 415
Chicago, IL 60661
Phone: 312-575-0389
Fax: 312-575-0544
[Email: jperez@haciaworks.org](mailto:jperez@haciaworks.org)
Web: www.haciaworks.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Illinois State Black Chamber of Commerce *
411 Hamilton Blvd., Suite 1404
Peoria, Illinois 61602
Phone: 309-740-4430 / 773-294-8038
Fax: 309-672-1379
[Email: LarryIvory@IllinoisBlackChamber.org](mailto:LarryIvory@IllinoisBlackChamber.org);
vgilb66709@yahoo.com
www.illinoisblackchamberofcommerce.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Latin American Chamber of Commerce *
3512 W. Fullerton Avenue
Chicago, IL 60647
Phone: 773-252-5211
Fax: 773-252-7065
[Email: d.lorenzopadron@LACCUSA.com](mailto:d.lorenzopadron@LACCUSA.com)
Web: www.LACCUSA.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Phone: 773-362-3373
Fax: 773-471-8206
[Email: c.james@greatersouthwest.org](mailto:c.james@greatersouthwest.org)
Web: www.greatersouthwest.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Illinois Hispanic Chamber of Commerce *
222 Merchandise Mart Plaza, Suite 1212 c/o
1871
Chicago, IL 60654
Phone: 312-425-9500
[Email: aalcantar@ihccbbusiness.net](mailto:aalcantar@ihccbbusiness.net)
Web: www.ihccbbusiness.net
Maintains list of certified firms: Yes
Provides training for businesses: Yes

JLM Business Development Center*
2622 W. Jackson Boulevard
Chicago, IL 60612
Phone: 773-826-3295
Fax: 773-359-4021
[Email: jlmbizcenter@gmail.com](mailto:jlmbizcenter@gmail.com)
Web: www.jlmcenter.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

National Association of Women Business Owners *
500 Davis Street, Ste 812
Evanston, IL 60201
Phone: 773-410-2484
Fax: 847-328-2018
[Email: wjaehn@nawbochicago.org](mailto:wjaehn@nawbochicago.org)
Web: www.nawbochicago.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

National Black Wall Street *

4655 S. King Drive, Suite 203

Chicago, IL 60653

Phone: 773-268-6900

Fax: 773-392-0165

Email: markallen2800@aol.com

Web:

www.nationalblackwallstreetchicago.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

Neighborhood Development Services, NFP *

10416 South Maryland Avenue

Chicago, IL 60628

Phone: 773-413-9348

Fax: 773-371-0032

Email: neighborhooddevservices@gmail.com

Web: www.ndsnfp.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

Real Men Charities, Inc.

2423 E. 75th Street

Chicago, IL 60649

Phone: 773-425-4113

Email: ymoyo@realmencook.com

Web: www.realmencook.com

Maintains list of certified firms: No

Provides training for businesses: Yes

South Shore Chamber, Inc. *

1750 E. 71st Street

Chicago, IL 60649-2000

Phone: 773-955- 9508

Tonya Trice, Executive Director

Email: ttrice@southshorechamberinc.org

Web: www.southshorechamberinc.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

**National Organization of Minority Engineers
(NOME)***

33 W. Monroe, Suite 1540

Chicago, IL 60603

Phone: 312-960-1239

Email: grandevents1@sbcglobal.net

Web: www.nomeonline.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

Rainbow/PUSH Coalition *

930 E. 50th Street

Chicago, IL 60615

Phone: 773-256-2768

Fax: 773-373-4103

Email: jmitchell@rainbowpush.org

Web: www.rainbowpush.org

Maintains list of certified firms: Yes

Provides training for businesses: No

RTW Veteran Center

7415 E. End, Suite 120

Chicago, IL 60649

Phone: 773-406-1069

Fax: 866-873-2494

Email: rtwvetcenter@yahoo.com

Web: www.rtwvetcenter.org

Maintains list of certified firms: Yes

Provides training for businesses: Yes

**St. Paul Church of God in Christ Community
Development Ministries, Inc. (SPCDM)**

4550 S. Wabash Avenue

Chicago, IL. 60653

Phone: 773-538-5120

Fax: 773-538-5125

Email: spcdm@sbcglobal.net

Web: www.stpaulcdm.org

Maintains list of certified firms: No

Provides training for businesses: Yes

The Monroe Foundation

1547 South Wolf Road
Hillside, Illinois 60162
Phone: 773-315-9720
Email: omonroe@themonroefoundation.org
Web: www.themonroefoundation.org
Maintains list of certified firms: No
Provides training for businesses: Yes

US Minority Contractors Association, Inc. *

1250 Grove Ave. Suite 200
Barrington, IL 60010
Phone: 847-708-1597
Fax: 847-382-1787
Email: admin@usminoritycontractors.org
Web: www.USMinorityContractors.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Women's Business Development Center *

8 S. Michigan Ave., 4th Floor
Chicago, IL 60603
Phone: 312-853-3477
Fax: 312-853-0145
Email: fcurry@wbdc.org
Web: www.wbdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Urban Broadcast Media, Inc.

4108 S. King Drive,
Chicago, IL 60653
Phone: 312-614-1075
Email: drleonfinney312@gmail.com
Web: www.urbanbroadcastmedia.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Women Construction Owners & Executives (WCOE) *

Chicago Caucus
308 Circle Avenue
Forest Park, IL 60130
Phone: 708-366-1250
Email: mkm@mkmservices.com
Web: www.wcoeusa.org
Maintains list of certified firms: Yes
Provides training for businesses: No

Your Community Consultants Foundation

9301 S. Parnell Ave.,
Chicago, IL 60620
Phone: 773-224-9299
Fax: 773-371-0032
Email: allen81354@aol.com
Maintains list of certified firms: No
Provides training for businesses: Yes

Attachment B - Sample Format for Requesting Assist Agency Comments on Bidder's Request for Reduction or Waiver of MBE/WBE Goals
On Bidder/Proposer's Letterhead – SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY

RETURN RECEIPT REQUESTED

(Date)

Specification No.: {Specification Number}
Project Description: {PROJECT DESCRIPTION}

(Assist Agency Name and Address – **SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY**)

Dear _____ :

_____ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due _____ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/ Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact

Name of Company Representative at Address/Phone

within (10) ten business days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 806
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at _____ .
Sincerely,

Schedule B – Affidavit of Joint Venture

SCHEDULE B: Affidavit of Joint Venture (MBE/WBE)

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All Information Requested by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space Is Required, Additional Sheets May Be Attached.

- I. Name of joint venture: _____
Address of joint venture: _____
Phone number of joint venture: _____
- II. Identify each non-MBE/WBE venturer(s):
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
- III. Identify each MBE/WBE venturer(s):
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
- IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: _____

- V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE venturer's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE's own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.
- VI. Ownership of the Joint Venture.
 - A. What are the percentage(s) of MBE/WBE ownership of the joint venture?
MBE/WBE ownership percentage(s) _____
Non-MBE/WBE ownership percentage(s) _____
 - B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):
 1. Profit and loss sharing: _____
 2. Capital contributions:
 - (a) Dollar amounts of initial contribution: _____

7.1

_____ 74 _____

=====

Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant



SCHEDULE C-1 MBE/WBE Letter of Intent to Perform as a Subcontractor, Supplier, or Consultant

**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

Project Name: _____ Specification No.: _____

From: _____
(Name of MBE/WBE Firm)

To: _____ and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above-named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

The above described performance is for _____

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

One or more owners or principals of the Prime Contractor () does / () does not have an ownership interest in the undersigned. Provide names of such individuals and their respective ownership percentages, or indicate "none." Attach additional sheets if necessary: _____

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

(Name/Title-Please Print)

(Email & Phone Number)

Schedule D-1: Affidavit of Implementation of MBE/WBE Goals and Participation Plan



SCHEDULE D-1 Compliance Plan Regarding MBE/WBE Utilization Affidavit of Prime Contractor

**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE
BID TO BE REJECTED. DUPLICATE AS NEEDED.**

Project Name: _____

Specification No.: _____

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of _____
(Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago and/or Cook County, Illinois (Letters of Certification Attached).

I. Direct Participation of MBE/WBE Firms:

NOTE: The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed:¹ _____%

Total Participation % _____

2. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

¹ The Prime Contractor may claim an additional 0.5 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

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03/2019

		Page 4 of 5

FORM 1: RFP RESPONSE CHECKLIST

CITY OF CHICAGO MUNICIPAL ELECTRICITY SUPPLY, INCLUDING RENEWABLE GENERATION REQUEST FOR PROPOSALS (RFP) PROPOSAL SUBMITTAL ADMINISTRATIVE CHECKLIST

NOTE: THIS CHECKLIST IS INTENDED TO ASSIST RESPONDENTS BUT MAY NOT BE A COMPLETE LIST OF REQUIRED DOCUMENTATION. RESPONDENT IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS PROPOSAL INCLUDES ALL REQUIRED DOCUMENTS.

Section 1 – General Information

Part A- Proposal Cover Letter (Form 2)

Part B - Executive Summary

Part C - Respondent Information (Form 3)

Part D - Management Structure

Section 2 – Design and Construction Qualifications

Part A - Relevant Experience

Relevant Experience (Form 4)

References Contact Information (Form 4)

Past Project Descriptions

Part B - Design/Build Key Personnel

Key Personnel Qualifications and Resumes

Part C - Financial Capability

Recent Annual Report

Annual Audited Reports

Letters of Support

Section 3 – Project Approach

Part A - Overall Project Delivery Approach

Part B - Technical Approach

Part C – Equity and Co-benefits

**Part D – Pricing Proposal and Supply Plan Details (Form 5, Parts A, B, C, and
D)**

Section 5 – Administrative Submittals

Part A - RFP Response Check List (Form 1)

Part B - Confidential Contents Index

Part C - Legal Stipulations

Part D - Conflicts of Interest

Part E - Insurance

Part F - Exceptions

Part G - Economic Disclosure Statement (EDS) (Form 7)

Part H – Ability to Meet MBE/WBE Compliance Plan

FORM 2: PROPOSAL COVER LETTER TEMPLATE

To be duplicated and completed on Respondent's company letterhead

(Date)

@@@@

@@@@

Chicago, Illinois @@@@

Re: Chicago City of Chicago Municipal Electricity Supply RFP Response

Dear @@@@:

On behalf of (Full legal name of Respondent), I am pleased to submit our response to the Department of Assets, Information and Services ("AIS") Request for Proposals ("RFP") for the City of Chicago Municipal Electricity Supply. I state the following:

1. I have full authority to bind (Full legal name of Respondent) with respect to this RFP response and any oral or written presentations and representations regarding this RFP response made to the City of Chicago ("City").
2. (Full legal name of Respondent) has read and understands the RFP and is fully willing, capable, and qualified to provide the electricity supply as described within the RFP.
3. I have read and understand the RFP, including addenda numbers _____. If none were issued, indicate "NONE".
4. (Full legal name of Respondent) understands that the City will rely on the accuracy of this RFP response and the (Full legal name of Respondent) agrees to be bound by its representations and statements made herein and in any oral or written RFP presentation(s) made during the evaluation and selection process.
5. If requested by the City, (Full legal name of Respondent) agrees to furnish additional information or documentation and/or to participate in oral presentations / interviews to assist the City's Proposal evaluations.
6. Neither I nor (Full legal name of Respondent) has any beneficial interest in or relationship with any other party working or performing services for, or otherwise affiliated with, the City; and has no conflict of interest which could interfere with the provision of services to the City.
7. (Full legal name of Respondent) understands that the City will rely upon the material representations set forth in the Proposal and that (Full legal name of Respondent) has a continuing obligation to update and inform the City in writing of any material changes or errors to their RFP Response. If the City determines that any information provided in the

RFP response is false, incomplete or inaccurate, or if any provision of the requirements of the RFP is violated, any subsequent Project agreement may be void or voidable, and the City may pursue any remedies under the Contract, at law, or in equity, including terminating the (Full legal name of Respondent) participation in the project or transaction and/or declining to allow the (Full legal name of Respondent) to participate in future City transactions.

8. It is understood that an original and multiple copies of the RFP Response have been submitted for consideration. (Full legal name of Respondent) warrants that all copies are identical to the original in all respects.
8. I declare that all required forms provided in this RFP Response have been examined by me and to the best of my knowledge and belief are true, correct, and complete.
9. (Full legal name of Respondent) understands and acknowledges that the certifications, disclosures, and acknowledgments contained within this RFP Response may become a part of any subsequent Project contract awarded to the Respondent by the City.
10. (Full legal name of Respondent) has designated the following individual as their Respondent Representative, per RFP Section 5.2:

Name:	Title:
_____	_____
Phone:	Email:
_____	_____
Organization:	Address:
_____	_____

Signed:

Typed/lettered name of signatory

As: _____
(Relationship to Respondent/Title/etc.)

FORM 3: RFP RESPONDENT TEAM INFORMATION

Submit one copy of Form 3 by completing Parts A - D for each of the following:

- **RFP Respondent**
- **New Renewable Generation Firm(s)**

A. Name of Respondent: _____

Name of Firm: _____

Year Established: _____ Individual Contact: _____

Federal Tax ID No.: _____ Telephone No.: _____

Fax No.: _____

Name of Local Contact: _____

Name of Respondent: _____

Business Organization

- Corporation
- Partnership
- Joint
- Venture/Consortium
- Limited Liability Company
- Other (describe)

B. Business or Consultant Name: _____

Business Address: _____

Headquarters: _____

Office Performing Work: _____

Contact Telephone Number: _____

Contact Email Address: _____

Years of Operation: _____

- C. If the Respondent is a joint venture, consortium, partnership or limited liability company, indicate the name and role of each joint venturer, consortium member, partner or limited liability company member (as applicable) in the spaces below.

NAME AND ADDRESS	PROPOSED ROLE WITHIN THE CONSORTIUM, JOINT VENTURE, LIMITED LIABILITY COMPANY OR PARTNERSHIP	CURRENT OR EXPECTED PERCENTAGE OF INTEREST WITHIN THE CONSORTIUM, JOINT VENTURE, LIMITED LIABILITY COMPANY OR PARTNERSHIP AND TYPE OF INTEREST (IF APPLICABLE)

- A. Respondent Team Information. In the chart below, list the members of the team and the percentage interest of each member. If a member is a joint venture, consortium, partnership or limited liability company, indicate the entities making up the joint venture, consortium, partnership or limited liability company and their percentage interest in the entity.

MEMBER NAME	PERCENTAGE INTEREST IN RESPONDENT
Example: Renewable Energy JV (Joint Venturer #1) (Joint Venturer #2)	50%
Member 1:	
Member 2:	
Member 3:	

AUTHORIZED REPRESENTATIVE:

Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the Official Representative of the entity to which this form relates:

By: _____ Print Name: _____

Title: _____ Date: _____

[Please make additional copies of this form as needed]

FORM 4: RELEVANT EXPERIENCE AND REFERENCES

Respondent must provide comprehensive information for three (3) or more renewable energy backed retail supply agreements in the United States over the last five (5) years by completing Form 4 below.

Experience and Reference Information	ESA Contract 1:	ESA Contract 2:	ESA Contract 3:
Retail contract backed by project-specific renewable energy generation:			
Location of underlying renewable energy generation (County, State, City):			
Customer's Name:			
Contact Name:			
Contact Role:			
Contact Telephone:			
Contact Email:			

Respondents must also provide a one-page narrative project description for each engagement listed on Form 4. For more information see Exhibit D, Section 2.1.1.

FORM 5: PRICING FORM

Proposals shall include the information in the provided Excel file titled “CofC Elec RFP FORM 5 Parts A_B_C_D.” Each tab of the Excel file shall be filled out to be considered a complete submission.

Please send a request [to electricitysupply@cityofchicago.org](mailto:electricitysupply@cityofchicago.org) to receive the Excel file.

FORM 6: LOCAL AND EQUITABLE CO-BENEFITS APPROACH INFORMATION

Proposals shall include the information listed in the table below:

Item	Category	Description	Information/Data To be Completed
1)	Community benefit and involvement	Value of the proposed community benefit initiatives that directly benefit Chicagoans	Dollar value
2)	New Build Renewable Generation Siting – within Chicago	Portion of new build capacity that will be located within Chicago	MWs of new build capacity
3)	New Build Renewable Generation Siting – within PJM in Northern Illinois	Portion of new build capacity that will be located in PJM territory within IL, not including Chicago	MWs of new build capacity
4)	Local Supply Chain	Revenue to Chicago local suppliers of goods and services related to New Build Renewable Generation	Dollar value
5)	Local Long-term Jobs	Estimated number of long-term jobs within Chicago associated with New Build Renewable Generation, based on full-time equivalency	Quantity
6	Local Short-Term Jobs	Estimated number of short-term jobs (e.g., hourly construction jobs) within Chicago associated with New Build Renewable Generation	Quantity of jobs and total labor hours
7)	In-state Long-term Jobs	Estimated number of long-term jobs within IL, not including Chicago, associated with New Build Renewable Generation, based on full-time equivalency	Quantity
6)	In-state Short-term Jobs	Estimated number of short-term jobs (e.g., hourly construction jobs) within IL, not including Chicago, associated with New Build Renewable Generation	Quantity of jobs and total labor hours
7)	Diversity in Retail Supply Company	Quantity and percentage of women and minorities in ownership, leadership, and senior management positions for the retail supply company	Quantity and Percent

10)	Diversity in Developer Companies	Quantity and percentage of women and minorities in ownership, leadership, and senior management positions for New Build Renewable Generation developer companies	Quantity and Percent
1)	Other	Other quantifiable benefits local and equitable co-benefits from the proposed approach	Metrics to be defined and described by Respondent

FORM 7: ECONOMIC DISCLOSURE STATEMENT

Respondents are required to submit completed EDS forms (Form 7) for every entity that has a controlling interest in the Respondent team. Answers to FAQs and further instructions can be found below.

ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) INSTRUCTIONS

WHEN SUBMITTING YOUR RESPONSE TO THIS REQUEST FOR PROPOSALS (RFP), THE RESPONDENT SHALL SUBMIT 2 DOCUMENTS: 1) A **"CERTIFICATE OF FILING"** EVIDENCING COMPLETION OF YOUR ONLINE EDS AND 2) AN EXECUTED **ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT** SIGNED BY AN AUTHORIZED OFFICER BEFORE A NOTARY.

1. ONLINE EDS FILING

1.1. ONLINE EDS FILING REQUIRED PRIOR TO RESPONSE DUE DATE

The Respondent shall complete an online EDS prior to the response due date. A Respondent who does not file an electronic EDS prior to the response due date may be found non-responsive and its response rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining your good faith efforts to complete it before the response due date and the reasons why it could not be completed.

NOTE: ALWAYS SELECT THE "CONTRACT" (NOT UPDATE) BOX WHEN COMPLETING AN ONLINE EDS TO ENSURE A NEW CONTRACT SPECIFIC ONLINE EDS IS CREATED RELATED TO THE SOLICITATION DOCUMENT. CLICKING THE UPDATE BOX ONLY UPDATES PREVIOUS EDS INFORMATION.

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should record this number here:

EDS Number:

1.4. ONLINE EDS CERTIFICATION OF FILING AND ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing and Attachment A, Online EDS Acknowledgement form with its response. Please insert your Certification of Filing and Attachment A, Online EDS Acknowledgement form following the Cover Letter. See Section 5.2, Item 9, Required Contents of Proposal in the RFP. A Respondent who does not include a signed Certificate of Filing and/or Attachment A, Online EDS Acknowledgement form with its response must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

1. Invitation number, if you were provided an invitation number.

2. EDS document from previous years, if available.
1. Email address to correspond with the Online EDS system.
2. Company Information:
 - a. Legal Name
 - b. FEIN/SSN
 - c. City of Chicago Vendor Number, if available.
 - d. Address and phone number information that you would like to appear on your EDS documents.
 - e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

1. Invitation number, if you were provided with an invitation number.
2. Site address that is specific to this EDS.
3. Contact that is responsible for this EDS.
4. EDS document from previous years, if available.
5. Ownership structure, and if applicable, owners' company information:
 - f. % of ownership
 - g. Legal Name
 - h. FEIN/SSN
 - i. City of Chicago Vendor Number, if available.
 - j. Address
6. List of directors, officers, titleholders, etc. (if applicable).
7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - a. List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

8. Contract related information (if applicable):
 - a. City of Chicago contract package

- b. Cover page of City of Chicago bid/solicitation package
 - k. If EDS is related to a mod, then cover page of your current contract with the City.
9. List of subcontractors and retained parties:
- l. Name
 - m. Address
 - n. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: "Disclosing Party" means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: "Entity" or "Legal Entity" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

Applicants:

An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.

Entities holding an interest:

Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.

Controlling entities:

Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the “Forgot your password?” link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on “Create New” after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on “Create New”. Answer (click) “Contract” to “Is this EDS for a contract or an EDS information update?” Click “Fill out EDS”, and click on the “Retained Parties” tab. When finished, click on “Ready to Submit.”

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the “Online EDS” login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication. Only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on “Vendor Admin, Site Administration.” Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

ATTACHMENT A ONLINE EDS ACKNOWLEDGEMENT

The undersigned, hereby acknowledges having received Specification No. _____ containing a full set of RFQ Documents, including, Addenda Numbers (none unless indicated here) _____, and affirms that the Respondent shall be bound by all the terms and conditions contained in the RFQ Documents, regardless of whether a complete set thereof is attached to this response.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this response, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other respondent or prospective respondent or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under

which any act or omission in restraining of free competition among respondents and has not disclosed to any person, firm or corporation the terms of this proposal or the price named herein.

COMPANY NAME: _____
(Print or Type)

AUTHORIZED OFFICER SIGNATURE:

TITLE OF SIGNATORY:
(Print or Type)

BUSINESS ADDRESS:
(Print or Type)

State of _____ (Affix Corporate Seal)

County of _____

This instrument was acknowledged before me on this _____ day of _____, 20____ by
_____ as President (or other authorized officer) and
_____ as Secretary of _____ (Company Name)Notary

Public Signature: _____ (Seal)



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-10 Charging Stations

The following information is provided in response to questions posed at our department's hearing on September 29, 2021 to discuss the proposed 2022 budget.

Alderman Martin asked for information on if we are to increase the number of charging stations, how much funds are needed and what are the constraints.

The cost of a charging station is \$2,500 per vehicle. AIS estimates a need of 182 stations which would total \$455,000. The constraints of charging station is the ten to fourteen hours needed to charge a depleted vehicle.



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-11 Street Sweepers

The following information is provided in response to questions posed at our department's hearing on September 29, 2021 to discuss the proposed 2022 budget.

Alderman Martin asked for information on the age, useful life and number of street sweepers.

AIS has 104 street sweepers in inventory with an average age of 9 years old. The useful life of a sweeper is 7 years. Some of the oldest sweepers which are bringing up the average age will be removed from the fleet later this year.



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget, and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-12 Technology

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Vasquez requested a breakdown of the investments on ARP and Bond and which department are responsible for them, specifically as it relates to the \$25 million for Technology Innovation. The information is detailed on the attached document.

As always, please let me know if you have any further questions.



CITY OF CHICAGO

OFFICE OF BUDGET AND MANAGEMENT

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: Susie Park
Budget Director
Office of Budget and Management

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 05-01 New Programs

The following information is provided in response to questions posed at our department's hearing on September 24, 2021, to discuss the proposed 2022 budget.

Alderman Osterman requested information regarding the breakdown of the total allocated to new investments in the budget, and the point person and/or department overseeing the specific program.

As it relates to American Rescue Plan (ARP) Local Fiscal Recovery Plan (LFRF) funding, the specific program, proposed funding and responsible department can be found in the ARP LFRF Detail provided to members of City Council, but also can be found at [Chicago.gov/budgetdocuments](https://www.chicago.gov/budgetdocuments).

Also attached is the list with the breakdown of LFRF and proposed bond funding and projects through the Chicago Recovery Plan.

As always, please let me know if you have any further questions.

Chicago Recovery Plan Investment Breakdown

		ARP	BOND	TOTAL	
Affordable Housing		-	157.4	157.4	
Program	Description	ARP	BOND	TOTAL	DEPT
Development of Mixed-use Housing	Create mixed-use, multi-family housing developments in neighborhoods hardest-hit by COVID-19 through expanded investment and incentives programs		75.1	75.1	DOH
Household lead abatement program	Funding to remove lead and other hazards to increase safety and health outcomes in homes with young children		47.3	47.3	CDPH
Owner-occupied repair grants	Provide forgivable loans and grants to qualified homeowners for rehab and repair services that will help them safely remain in their homes		18.0	18.0	DOH
Acquisition rehab program for small/mid-sized buildings	Identify and restore troubled and abandoned homes and buildings in priority neighborhoods to support community investment		12.0	12.0	DOH
Direct homebuyer assistance program	Program to provide forgivable loans and grants to homebuyers in neighborhoods most acutely affected by the COVID-19 pandemic to expand homeownership		5.0	5.0	DOH

		ARP	BOND	TOTAL	
Assistance to Families		126.0	31.0	157.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Targeted financial and legal assistance for underserved residents	Create immediate financial assistance programs for underserved communities such as undocumented residents, domestic workers, and small community-based nonprofits providing safety net services; pilot a monthly cash assistance program for hard-hit, low-income households in need of additional economic stability; expand legal assistance programs through the Legal Protection Fund and Community Justice Initiative	71.0		71.0	DFSS/BACP
Aid for Chicago's vulnerable students	Provide flexible grants for Chicago students/households to cover school supplies, food and other essentials that are required for student support;	20.0		20.0	OBM

Increasing access to broadband internet connection	Expand Chicago Connected by funding neighborhood-scale broadband, which leverage City assets to increase broadband affordability and accessibility in communities	10.0	18.0	28.0	OBM
Access and awareness for public support services	Provide community-based navigation resources to ensure residents are aware of public services and can gain access, including the creation of a 211 system	15.0		15.0	CDPH/DFSS
Water reconnection program	Complete plumbing and water reconnection repairs for households unable to make repairs necessary to access clean municipal water source		13.0	13.0	DWM
Workforce development program	Provide workforce development programming, including apprenticeship, career services and other wrap-around support for those entering the workforce or new industries	10.0		10.0	DFSS

		ARP	BOND	TOTAL	
City Priorities for Health and Wellness		103.0	5.0	108.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Family Connects program	Expand supportive in-home healthcare services to new moms to improve maternal health outcomes of mothers and infants	25.0		25.0	CDPH
Gender-based violence reduction	Assist survivors of gender-based violence through emergency funds, legal assistance, prevention education, housing and other care coordination services	20.0	5.0	25.0	DFSS
Mental health equity initiative	Strengthen mental health care citywide through trauma-informed centers of care, mobile team-based care, specialized services such as early-childhood mental health and mental health services for children with developmental disabilities, and residential or intensive outpatient treatment for persons with co-occurring mental health and substance use disorders	20.0		20.0	CDPH
911 alternative response	Improve the City's response to 911 calls by piloting new approaches to 911 call diversion, alternate response models, and establishing alternate destinations for patient transport	15.0		15.0	CDPH
Food equity program	Increase equitable community access to healthy foods and support local food businesses through entrepreneurship, public-private partnerships and an urban agriculture initiative	10.0		10.0	BACP

COVID-19 emergency response	Additional funding for Chicago's emergency response to the COVID-19 pandemic	8.0		8.0	OBM
Sobering center	Create a new facility to enhance public safety and health outcomes by providing an alternative to emergency room/jail for publicly intoxicated individuals to initiate recovery	5.0		5.0	CDPH

		ARP	BOND	TOTAL	
Violence Prevention		85.0	-	85.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Resources for community safety initiatives and violence reduction interventions	Fund a comprehensive set of programs including operational support and staffing for the CSCC, communications and marketing for violence prevention and reduction, expansion of resources for violence intervention programming and support for community groups	45.0		45.0	CDPH
Youth intervention programs	Expand interventions for young people with violence involvement--both victims and perpetrators--that will include case management and services such as mental health, employment support and other wraparound services.	20.0		20.0	DFSS
Youth justice diversion	Implementation of a new youth deflection and diversion model in Chicago, including facility/space needs and social services.	10.0		10.0	DFSS
Victim support funding	Services and supports for victims of violent crime and their families, including mental health supports, crisis intervention, support with Crime Victim Compensation, housing, food, and more.	10.0		10.0	CDPH

		ARP	BOND	TOTAL	
Environmental Justice Initiatives		9.0	77.8	86.8	
Program	Description	ARP	BOND	TOTAL	DEPT
Tree canopy equity expansion program	Expand canopy coverage by 15k trees annually (a 300% increase) for 5 years, creating job opportunities for planting and maintenance		46.0	46.0	DSS/CDOT

Neighborhood climate resiliency projects	Expand green infrastructure and install new site-specific flood mitigation approaches to benefit underserved and overburdened communities; Build 20 Space to Grow projects on Chicago Public Schools property, providing ecosystem benefits and creating organic learning opportunities for local youth; Expand the acclaimed green alley program citywide.		25.8	25.8	DWM/CDOT
Environmental justice/hazard reduction program	Invest in impact assessment capabilities for pollution, residential and industrial hazards in communities that drive inequitable health outcomes for residents	9.0		9.0	CDPH
Environmental Reviews	Provide environmental assessments, soil testing and remediation efforts to ready impacted lots/land for further development		6.0	6.0	AIS

		ARP	BOND	TOTAL	
Homelessness Support Services		32.0	85.0	117.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Permanent supportive housing	Create new units for permanent supportive housing across newly rehabilitated housing buildings		35.0	35.0	DOH
Non-congregate housing program	Acquisition of former hotel and lodging buildings for use as permanent supportive housing		30.0	30.0	DOH
Rapid rehousing program	Additional resources to ensure those at-risk of homelessness, including those at risk of domestic violence, can access rehousing services and wraparound services en route to permanent housing solutions	20.0		20.0	DFSS
Shelter infrastructure investments	Repair and critical renovation program for Chicago's homeless shelters, including conversion into non-congregate housing		20.0	20.0	DFSS
High utilizer diversion housing	Program to create new capacity for high utilizers of jail and emergency services in order to divert them from the criminal justice system and other institutional settings	12.0	-	12.0	CDPH

		ARP	BOND	TOTAL	
Youth Opportunities		65.0	-	65.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Youth programs	Create and expand a comprehensive portfolio of programs to connect Chicago youth with early career opportunities, as well as an expansion of the popular My CHI. My Future. program to increase opportunities for out-of-school programming and education	65.0		65.0	DFSS

		ARP	BOND	TOTAL	
Arts & Culture		16.0	-	16.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Artist relief and works fund	Targeted relief for individual artists and cultural organizations not eligible for other federal relief programs	10.0		10.0	DCASE
Together We Heal place-making grants	Support for projects that utilize community engagement to produce cultural projects including community-led public art installations, historical walking tours, neighborhood and educational websites, pop up galleries, and other cultural activations	6.0		6.0	DCASE

		ARP	BOND	TOTAL	
Community Climate Investments		-	101.3	101.3	
Program	Description	ARP	BOND	TOTAL	DEPT
Climate-related infrastructure investments	Expand trail networks, create new waste diversion programs, execute public facility and fleet decarbonization, fund low carbon mobility infrastructure, mitigate waterway pollution, and remediate swathes of contaminated land		60.3	60.3	CDOT/DSS/ CDPH/DPD/ AIS
Energy efficiency and renewable energy projects to advance climate justice	Create energy investments in low and moderate income (LMI) homes, neighborhood anchor buildings and city-owned buildings; Execute retrofits and renewable energy projects to cornerstone neighborhood institutions (e.g., community centers and libraries), improving their long-term environmental and economic sustainability; pilot industrial energy efficiency and renewable energy projects		41.0	41.0	DOH/DPD/AIS

Community Development		ARP	BOND	TOTAL	
		30.0	136.0	166.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Vacant lot reduction strategy	Reactivate vacant city-owned land and build community wealth by streamlining environmental reviews and transferring ownership to neighborhood residents for community benefit.	5.0	82.0	87.0	DPD/AIS
Vacant buildings rehabilitation program	Rehabilitate vacant commercial and mixed-use buildings in neighborhood corridors for use by residents and business owners, emphasizing areas identified as key violence reduction areas		54.0	54.0	DPD
Community wealth building pilot	Create a new economic development program to promote local, democratic, and shared ownership and control of community assets; pilot investments in shared-equity models (e.g., worker cooperatives, housing cooperatives, community land trusts), giving historically disinvested communities more accessible and sustainable pathways to building wealth	15.0		15.0	DPD
Equitable Transit-Oriented Development (ETOD) program	Advance local housing, public health, climate resiliency and economic recovery goals by supporting community-driven development near transit to foster healthy, walkable, affordable, and accessible communities	10.0		10.0	DPD

City Infrastructure & Parks		ARP	BOND	TOTAL	
		10.0	50.6	60.6	
Program	Description	ARP	BOND	TOTAL	DEPT
Neighborhood parks improvements	Investments in neighborhood park improvements, including beautification, expansion of recreation and accessibility		27.6	27.6	Chicago Park District
Updates to City digital services	Investments in IT and digital service delivery teams to improve the effectiveness of relief and support programs addressing negative economic impacts exacerbated by the pandemic	10.0	15.0	25.0	AIS
Park infrastructure improvements	Investment in public broadband network at field houses for use by community residents		8.0	8.0	Chicago Park District

		ARP	BOND	TOTAL	
Small Business and Workforce Support		71.0	16.0	87.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Commercial corridors and responsive neighborhood activation investments	Provide grants and business support services to revitalize commercial corridors, support new small business owners, local artists involved in beautification projects; also includes community programs to drive local participation in the planning process and workforce participation in community-driven development projects	51.0	16.0	67.0	BACP / DPD
Street ambassador program	Create workforce opportunities for engagement along corridors to ensure safety, cleanliness and local participation in commercial development processes	10.0		10.0	DPD
Re-entry workforce program	Expand workforce training opportunities for formerly incarcerated individuals to attain employment and other stabilization services	10.0		10.0	DFSS

		ARP	BOND	TOTAL	
Tourism and Industry Support		20.0	-	20.0	
Program	Description	ARP	BOND	TOTAL	DEPT
Promote Chicago via marketing efforts and signature events to drive business and attract tourism	Drive tourism and business support by showcasing key destinations in neighborhood hubs via marketing, media, and events/programming. Program will also emphasize stories of real Chicagoans to target communications to businesses that highlight the diversity of Chicago's economy and human capital	20.0		20.0	DCASE



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-13 Equipment

The following information is provided in response to questions posed at our department's hearing on September 29, 2021, to discuss the proposed 2022 budget.

Alderman Vasquez requested information on the number, age and useful life of snowplows and tree trimming tools. Information is detailed on the attached spreadsheet.

As always, please let me know if you have any further questions.

Unit Number	Model Year	Make	Model	Class2	Class2Description	Acquisition Date	Category Description	Meter1	Class1	Unit Status
S11634	2010	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/30/2009	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	31,600.00	NOIE A	
S11635	2010	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/30/2009	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	36,046.00	NOIE A	
S11636	2010	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/30/2009	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	32,098.00	NOIE A	
S11637	2010	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/30/2009	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	31,065.00	NOIE A	
S11638	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	3,054.00	NOIE A	
S11639	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	28,722.00	NOIE A	
S11640	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	34,775.00	NOIE A	
S11641	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/4/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	23,516.00	NOIE A	
S11642	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,150.00	NOIE A	
S11643	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	25,157.00	NOIE A	
S11644	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	24,499.00	NOIE A	
S11645	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	24,478.00	NOIE A	
S11646	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	20,039.00	NOIE A	
S11647	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	29,820.00	NOIE A	
S11648	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	30,221.00	NOIE A	
S11649	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/1/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	26,683.00	NOIE A	
S11650	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/4/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	25,845.00	NOIE A	
S11651	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/26/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	23,745.00	NOIE A	
S11652	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	29,475.00	NOIE A	
S11653	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/26/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	32,603.00	NOIE A	
S11654	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/5/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	30,954.00	NOIE A	
S11655	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/4/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,654.00	NOIE A	
S11656	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/8/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	33,415.00	NOIE A	
S11657	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	29,956.00	NOIE A	
S11658	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/4/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,717.00	NOIE A	
S11659	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/5/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,929.00	NOIE A	
S11660	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	30,937.00	NOIE A	
S11661	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/9/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	24,494.00	NOIE A	
S11662	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/8/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	29,834.00	NOIE A	
S11663	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/9/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	34,367.00	NOIE A	
S11664	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	37,790.00	NOIE A	
S11665	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	26,875.00	NOIE A	
S11666	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	25,900.00	NOIE A	
S11667	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,840.00	NOIE A	
S11668	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,440.00	NOIE A	
S11669	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	24,995.00	NOIE A	
S11670	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	22,864.00	NOIE A	
S11671	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	28,999.00	NOIE A	
S11672	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	27,508.00	NOIE A	
S11673	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	34,152.00	NOIE A	
S11674	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	33,657.00	NOIE A	
S11675	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	22,982.00	NOIE A	
S11676	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	34,402.00	NOIE A	
S11677	2011	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	10/22/2010	IRK, DUMP 12-14 CUBIC YD,GVV 033K,6X4,DSL	29,971.00	NOIE A	
S11678	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	24,690.00	NOIE A	
S11679	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	1/6/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,167.00	NOIE A	
S11680	2012	FREIGHTLNR	M2106V	3181	DMP IRK W/PLOW HIGH	12/20/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,821.00	NOIE A	
S11681	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,776.00	NOIE A	

Unit Number	Model Year	Make	Model	Class2	Class2Description	Acquisition Date	Category Description	Meter1	Class1	Unit Status
S11682	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/27/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,580.00	NOLE	A
S11683	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	28,506.00	NOLE	A
S11684	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	29,695.00	NOLE	A
S11685	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,211.00	NOLE	A
S11686	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/27/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	34,665.00	NOLE	A
S11687	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/20/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	23,319.00	NOLE	A
S11688	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,726.00	NOLE	A
S11689	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	28,318.00	NOLE	A
S11690	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,098.00	NOLE	A
S11691	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/29/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	29,339.00	NOLE	A
S11692	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,585.00	NOLE	A
S11693	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/15/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	21,200.00	NOLE	A
S11694	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/29/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,475.00	NOLE	A
S11695	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	1/6/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	29,102.00	NOLE	A
S11696	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/20/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	33,956.00	NOLE	A
S11697	2012	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/20/2011	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	21,600.00	NOLE	A
S11700	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/18/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	30,219.00	NOLE	A
S11701	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,552.00	NOLE	A
S11702	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,930.00	NOLE	A
S11703	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/7/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,515.00	NOLE	A
S11704	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/7/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	22,862.00	NOLE	A
S11705	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	30,496.00	NOLE	A
S11706	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	33,136.00	NOLE	A
S11707	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	30,004.00	NOLE	A
S11708	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	33,726.00	NOLE	A
S11709	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/17/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	32,733.00	NOLE	A
S11710	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	36,815.00	NOLE	A
S11711	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,778.00	NOLE	A
S11712	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/17/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	26,671.00	NOLE	A
S11713	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	24,904.00	NOLE	A
S11714	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/26/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,391.00	NOLE	A
S11715	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/26/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	30,492.00	NOLE	A
S11716	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/28/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,646.00	NOLE	A
S11717	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	11/8/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	28,629.00	NOLE	A
S11718	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	1/15/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	23,795.00	NOLE	A
S11719	2013	FREIGHTLNR	M2106V	3184	DMP IRK W/ CONVEYOR,	12/26/2012	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,741.00	NOLE	A
S11720	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	12/11/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	29,929.00	NOLE	A
S11721	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	24,855.00	NOLE	A
S11722	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	12/10/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	23,597.00	NOLE	A
S11723	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	12/11/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,342.00	NOLE	A
S11724	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	22,472.00	NOLE	A
S11725	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,875.00	NOLE	A
S11726	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	12/10/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	27,855.00	NOLE	A
S11727	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,469.00	NOLE	A
S11728	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	25,946.00	NOLE	A
S11729	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	22,655.00	NOLE	A
S11730	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	12/13/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	32,334.00	NOLE	A
S11731	2014	FREIGHTLNR	108SD	3184	DMP IRK W/ CONVEYOR,	11/20/2013	IRK, DUMP 10-11 CUBIC YD,GVV 033K,6X4,DSL	20,400.00	NOLE	A



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Department of Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: September 30, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-14 Responses

The following information is provided in response to questions posed at our department's hearing on 9/30/2021 to discuss the proposed 2022 budget.

Alderman Reilly asked for the following information:

- Changes in headcount projected for 2022
- Number of funded vacancies and breakdown for 2022
- Number of vacancies being cut — what positions (job titles) are being eliminated?
- Number of non-union employees to receive salary increases in 2022 budget
- Description of outsourced services projected for 2022
- List of savings and cost-efficiencies due to zero-based budgeting

AIS has the following response:

- AIS headcount for 2022 is 1151. AIS headcount in 2021 was 1126.
- AIS has 153 vacancies in the budget. The breakdown is attached separately. This information is also available in the 2022 Department Budget Hearing Documents book provided to aldermen.
- No vacancies were cut for 2022.
- 3 non-Union employees are scheduled to receive salary increases in the 2022 budget.
- AIS does not have any new outsourced services in the 2022 budget. Janitorial and security continue to be outsourced.
- AIS re-negotiated with Pitney Bowes contract to save \$95,000.
- AIS is saving \$500,000 on the Verizon Public Safety employees phone accounts.

CURRENT 2022 RECOMMENDED VACANCIES

9/12/2021

DEPARTMENT: DEPARTMENT OF ASSET, INFORMATION & SERVICES

DEPT	FUND	DIV	SECT		SCR	GRADE	UNION		TITLE -- TITLE DESCRIPTION		SALARY'	'SALAR Y TYPE
038	0100	2103	3110	4130	B	10	Y	0431	Clerk IV	1	44,808.00	Annual
038	0100	2103	3110	4139	B	11	Y	0109	Accounting Technician	1	49,176.00	Annual
038	0100	2103	3110	4139	3	0	N	0117	Assistant Director of Finance	1	96,600.00	Annual
038	0100	2103	3110	4140	B	15	V	1572	Chief Contract Expediter	1	71,280.00	Annual
038	0100	2103	3111	4131	BX	15	N	0320	Assistant to the Commissioner	1	61,920.00	Annual
038	0100	2103	3111	4131	B	13	Y	1301	Administrative Services Officer I	1	59,184.00	Annual
038	0100	2103	3111	4131	B	15	Y	1302	Administrative Services Officer II	1	71,280.00	Annual
038	0100	2103	3111	4132	B	11	V	0450	Clerk IV (Timekeeper)	1	49,176.00	Annual
038	0100	2126	3101	4101	BX	16	N	0381	Director of Administration II	1	67,944.00	Annual
038	0100	2126	3101	4101	B	10	Y	0431	Clerk IV	1	44,808.00	Annual
038	0100	2126	3101	4101	BX	13	N	0803	Executive Administrative Assistant I - Excluded	1	51,408.00	Annual
038	0100	2126	3101	4101	BX	15	N	1756	Cultural Affairs Coordinator II	1	61,920.00	Annual
038	0100	2126	3101	4105	2	7743	Y	7743	Operating Engineer - Group A	7	52.45	Hourly
038	0100	2126	3101	4105	2	7745	V	7745	Assistant Chief Operating Engineer	1	57.70	Hourly
038	0100	2126	3101	4105	2	7747	Y	7747	Chief Operating Engineer	1	10,909.60	Monthly
038	0100	2126	3101	4123	BX	15	N	4219	Coordinator of Security and Fire Safety	1	61,920.00	Annual
038	0100	2126	3101	4123	2	6327	Y	6327	Watchman	8	24.39	Hourly
038	0100	2126	3102	4106	G	7	V	6053	Mechanical Engineer III	1	77,772.00	Annual
038	0100	2126	3102	4107	3	0	N	0310	Project Manager	1	103,560.00	Annual
038	0100	2126	3102	4119	2	4301	y	4301	Carpenter	6	50.86	Hourly
038	0100	2126	3102	4119	BX	16	N	4548	Manager of Buildings Services	1	67,944.00	Annual

CURRENT 2022 RECOMMENDED VACANCIES
9/12/2021

DEPARTMENT: DEPARTMENT OF ASSET, INFORMATION & SERVICES

DEPT	FUND	DIV	SECT	-5U6-	SCH	GRADE	UNION	TITLE	-TITLE DESCRIPTION ti	SALARY	SALARY.
038	0100	2126	3102	4119	2	4634	Y	4634	Painter	2	49.30	Hourly
038	0100	2126	3102	4119	2	4754	y	4754	Plumber	1	52.80	Hourly
038	0100	2126	3102	4119	2	4774	Y	4774	Steamfitter	1	52.00	Hourly
038	0100	2126	3102	4119	2	5035	Y	5035	Electrical Mechanic	7	51.00	Hourly
038	0100	2126	3102	4119	2	5043	le	5043	Electronics Technician	3	51.00	Hourly
038	0100	2126	3102	4119	2	6674	Y	6674	Machinist	2	50.68	Hourly
038	0100	2126	3102	4119	2	6676	Y	6676	Foreman of Machinists	1	53.18	Hourly
038	0100	2126	3102	4119	2	7186	Y	7186	Motor Truck Driver - Tire Repair	1	39.84	Hourly
038	0100	2126	3102	4119	2	9534	Y	9534	Laborer	3	45.90	Hourly
038	0100	2126	3102	4122	2	7183	y	7183	Motor Truck Driver	1	39.25	Hourly
038	0100	2131	3106	4113	B	10	Y	0302	Administrative Assistant II	1	44,808.00	Annual
038	0100	2131	3106	4113	B	12	y	6410	Reprographics Coordinator	1	53,952.00	Annual
038	0100	2131	3106	4113	B	14	Y	6418	Lead Pressman	1	64,992.00	Annual
038	0100	2131	3115	0	GY	7	N	3403	Health and Safety Analyst	1	67,536.00	Annual
038	0100	2140	3214	0	B	10	Y	0431	Clerk IV	2	44,808.00	Annual
038	0100	2140	3214	0	2	7160	Y	7160	Fleet Services Assistant	2	26.69	Hourly
038	0100	2140	3216	0	B	13	Y	7173	Accident Adjuster	2	59,184.00	Annual
038	0100	2140	3219	0	2	4605	Y	4605	Automotive Painter	2	49.30	Hourly
038	0100	2140	3219	0	2	4856	Y	4856	Foreman of Sheet Metal Workers	1	51.30	Hourly
038	0100	2140	3219	0	2	5034	Y	5034	Electrical Mechanic - Automotive	3	51.00	Hourly
038	0100	2140	3219	0	2	6605	Y	6605	Blacksmith	4	50.10	Hourly

CURRENT 2022 RECOMMENDED VACANCIES

9/12/2021

DEPARTMENT: DEPARTMENT OF ASSET, INFORMATION & SERVICES

DEPT	FUND	-DIY		SECT		GRADE	UNION		TITLE SALARY TITLE DESCRIPTION		SALARY	
038	0100	2140	3219	0	2	6607	V	6607	Foreman of Blacksmiths	2	54.61	Hourly
038	0100	2140	3219	0	2	6673	Y	6673	Machinist - Automotive	4	50.68	Hourly
038	0100	2140	3219	0	2	6679	V	6679	Foreman of Machinists-Automotive	4	53.18	Hourly
038	0100	2140	3219	0	BX	19	N	7133	Director of Maintenance Operations	1	86,928.00	Annual
038	0100	2140	3219	0	P	12	Y	7136	Servicewriter	3	55,596.00	Annual
038	0100	2140	3219	0	2	7160	V	7160	Fleet Services Assistant	1	26.69	Hourly
038	0100	2140	3219	0	2	7183	V	7183	Motor Truck Driver	1	39.25	Hourly
038	0100	2140	3219	0	2	7186	V	7186	Motor Truck Driver-Tire Repair	6	39.84	Hourly
038	0100	2140	3219	0	2	7638	Y	7638	Hoisting Engineer - Mechanic	1	56.60	Hourly
038	0100	2140	3220	0	2	5034	V	5034	Electrical Mechanic - Automotive	1	51.00	Hourly
038	0100	2140	3220	0	BX	18	N	7047	Manager - Vehicle Maintenance	1	79,176.00	Annual
038	0100	2140	3220	0	2	7124	V	7124	Equipment Dispatcher	3	39.94	Hourly
038	0100	2140	3226	0	2	6679	V	6679	Foreman of Machinists - Automotive	2	53.18	Hourly
038	0100	2140	3226	0	P	12	Y	7136	Servicewriter	1	55,596.00	Annual
038	0100	2140	3226	0	2	7160	Y	7160	Fleet Services Assistant	1	26.69	Hourly
038	0100	2145	3300	0	1	0	N	9776	Managing Deputy Chief Information Officer	1	137,880.00	Annual
038	0100	2145	3300	0	3	0	N	06A5	Technology Accessibility Compliance Officer	1	99,624.00	Annual
038	0100	2145	3305	0	BX	15	N	0134	Financial Analyst	1	61,920.00	Annual
038	0100	2145	3310	0	3	0	N	0649	Project Manager - AIS	1	106,704.00	Annual
038	0100	2145	3310	0	3	0	N	0649	Project Manager - AIS	1	89,220.00	Annual
038	0100	2145	3315	0	3	0	N	0631	IT Architect (AIS)	1	109,008.00	Annual

CURRENT 2022 RECOMMENDED VACANCIES

9/12/2021

DEPARTMENT: DEPARTMENT OF ASSET, INFORMATION & SERVICES

DEPT	FUND	DIV	SECT	SECTION	SCH	GRADE	UNION	CODE?	TITLE DESCRIPTION		SALARY	SALARY TYPE
038	0100	2145	3320	0	1	0	N	9777	IT Director- Dorf	1	116,700.00	Annual
038	0100	2145	3320	0	1	0	N	9777	IT Director- Dorf	1	127,644.00	Annual
038	0100	2145	3360	0	B	15	V	0627	Senior Telecommunications Specialist	1	71,280.00	Annual
038	0100	2145	3370	0	3	0	N	0631	IT Architect (NS)	1	109,008.00	Annual
038	0100	2145	3370	0	3	0	N	0649	Project Manager - AIS	1	106,704.00	Annual
038	0100	2145	3380	0	G	10	V	0659	Principal Data Base Analyst	2	102,864.00	Annual
038	0100	2145	3385	0	G	9	Y	0624	GIS Data Base Analyst	1	94,152.00	Annual
038	0100	2145	3385	0	G	10	Y	0625	Chief Programmer/Analyst	1	102,864.00	Annual
038	0100	2145	3385	0	GY	10	N	06A1	Senior User Experience Designer	1	86,484.00	Annual
038	0100	2145	3395	0	1	0	N	9777	IT Director - DoIT	1	128,916.00	Annual
038	0200	2140	3222	0	B	12	Y	0432	Supervising Clerk	1	53,952.00	Annual
038	0200	2140	3222	0	P	12	V	7136	Service writer	1	55,596.00	Annual
038	0200	2140	3222	0	2	7186	V	7186	Motor Truck Driver-Tire Repair	2	39.84	Hourly
038	0200	2140	3222	0	2	7638	V	7638	Hoisting Engineer - Mechanic	5	56.60	Hourly
038	0346	2145	3390	0	B	16	V	0634	Data Services Administrator	1	78,252.00	Annual
038	0610	2140	3224	0	2	6673	Y	6673	Machinist-Automotive	1	50.68	Hourly
038	0610	2140	3224	0	2	6674	Y	6674	Machinist	1	50.68	Hourly
038	0610	2140	3224	0	2	7160	Y	7160	Fleet Services Assistant	1	26.69	Hourly
038	0740	2140	3225	0	B	11	Y	0109	Accounting Technician	1	49,176.00	Annual
038	0740	2140	3225	0	2	5034	Y	5034	Electrical Mechanic - Automotive	2	51.00	Hourly
038	0740	2140	3225	0	2	6673	Y	6673	Machinist-Automotive	5	50.68	Hourly

CURRENT 2022 RECOMMENDED VACANCIES
9/12/2021

DEPARTMENT: DEPARTMENT OF ASSET, INFORMATION & SERVICES

	FUND	DIV	SECT	SUB-TITLE	DEPT	SCH	GRAue	UNION	-	TITLE DESCRIPTION		SALARY -	
038	0740	2140	3225	0		2	6679	Y	6679	Foreman of Machinists - Automotive	1	53.18	Hourly
038	6188	2854	3854	0		3	0	N	0677	IT - Security Specialist	1	99,624.00	Annual

TOTAL VACANCIES 153



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES (AIS)

MEMORANDUM

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: David Reynolds
Commissioner
Assets, Information & Services

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 1, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 38-15 Task Force

The following information is provided in response to questions posed at our department's hearing on 9/30/2021 to discuss the proposed 2022 budget.

Alderman Lopez asked if AIS had participation on the Building Decarbonization Task Force. We would like to clarify that we had one participant on the task force.