



**RFQ No. 21-44**

**for**

**Evanston Contract Lobbyist**

**ADDENDUM No. 02**

**December 20, 2021**

Any and all changes to the Request for Qualifications are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number Two (2) is attached and consists of a total four (4) pages including this cover sheet.

Please contact me at (847-866-2971) or [jostman@cityofevanston.org](mailto:jostman@cityofevanston.org) with any further questions or comments.

Sincerely,

Jillian Ostman  
Purchasing Specialist

**RFQ No. 21-44**

**Evanston Contract Lobbyist**

**ADDENDUM No. 02**

**December 20, 2021**

This addendum forms a part of the RFQ Documents for RFQ # 21-44 and modifies these documents. This addendum consists of the following:

**Clarification:**

1. Exhibit G – replace Exhibit G in the original RFQ document with the attached Exhibit G M/W/EBE Compliance Form and M/W/EBE Utilization Summary Report.

**Note: Acknowledgment of this Addendum is required in the Proposal.**

**EXHIBIT G**

**M/W/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

\_\_\_\_\_ (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

- \_\_\_\_\_ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- \_\_\_\_\_ Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- \_\_\_\_\_ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ \_\_\_\_\_

Amount to be performed by a M/W/EBE \$ \_\_\_\_\_

Percentage of work to be performed by a M/W/EBE \_\_\_\_\_ %

Information on the M/W/EBE Utilized:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of firm attesting to participation \_\_\_\_\_

Title and Date \_\_\_\_\_

Type of work to be performed \_\_\_\_\_

Please attach:

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- Cook County                       State Certification
- Federal Certification           Women's Business Enterprise National Council
- City of Chicago                     Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE

