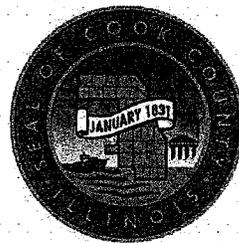


**PROFESSIONAL SERVICES AGREEMENT**

**CONTRACT NO. 1353-13063C**

**PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**OFFICE OF THE PRESIDENT**

**AND**

**POWELL PHOTOGRAPHY, INC.**

**PROFESSIONAL SERVICES AGREEMENT**

**TABLE OF CONTENTS**

TERMS AND CONDITIONS ..... 4

ARTICLE 1: INCORPORATION OF BACKGROUND..... 4

ARTICLE 2: DEFINITIONS..... 4

a) Definitions..... 4

b) Interpretation..... 5

c) Incorporation of Exhibits ..... 6

ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR ..... 6

a) Scope of Services ..... 6

b) Deliverables ..... 6

c) Standard of Performance..... 7

d) Personnel..... 7

e) Minority and Women's Business Enterprises Commitment ..... 8

f) Insurance ..... 9

g) Indemnification ..... 11

h) Confidentiality and Ownership of Documents ..... 12

i) Patents, Copyrights and Licenses ..... 12

j) Examination of Records and Audits ..... 13

k) Subcontracting or Assignment of Contract or Contract Funds..... 14

l) Professional Social Services.....15

ARTICLE 4: TERM OF PERFORMANCE..... 15

a) Term of Performance ..... 15

b) Timeliness of Performance ..... 15

c) Agreement Extension Option..... 16

ARTICLE 5: COMPENSATION ..... 16

a) Basis of Payment..... 16

b) Method of Payment..... 16

c) Funding ..... 16

d) Non-Appropriation..... 16

e) Taxes ..... 17

f) Price Reduction..... 17

g) Contractor Credits..... 17

ARTICLE 6: DISPUTES ..... 17

ARTICLE 7: COMPLIANCE WITH ALL LAWS ..... 18

|   |    |
|---|----|
| ARTICLE 8: SPECIAL CONDITIONS.....  | 18 |
| a) Warranties and Representations.....  | 18 |
| b) Ethics.....  | 19 |
| c) Joint and Several Liability .....  | 19 |
| d) Business Documents .....   | 19 |
| e) Conflicts of Interest.....   | 19 |
| f) Non-Liability of Public Officials.....   | 21 |
| ARTICLE 9: EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND<br>RIGHT TO OFFSET..... | 21 |
| a) Events of Default Defined .....  | 21 |
| b) Remedies.....  | 22 |
| c) Early Termination .....  | 23 |
| d) Suspension .....   | 24 |
| e) Right to Offset.....   | 25 |
| f.) Delays .....  | 25 |
| g.) Prepaid Fees .....  | 25 |
| ARTICLE 10: GENERAL CONDITIONS .....  | 25 |
| a) Entire Agreement .....   | 25 |
| b) Counterparts.....  | 26 |
| c) Modifications and Amendments.....  | 26 |
| d) Governing Law and Jurisdiction.....  | 27 |
| e) Severability .....   | 27 |
| f) Assigns.....   | 27 |
| g) Cooperation.....   | 28 |
| h) Waiver.....  | 28 |
| i) Independent Contractor.....  | 28 |
| j) Governmental Joint Purchasing Agreement .....  | 29 |
| ARTICLE 11: NOTICES.....  | 29 |
| ARTICLE 12: AUTHORITY .....   | 30 |

**List of Exhibits**

|           |   |
|-----------|---|
| Exhibit 1 | Scope of Services                         |
| Exhibit 2 | Schedule of Compensation                  |
| Exhibit 3 | Evidence of Insurance                     |
| Exhibit 4 | Economic Disclosure Statement (EDS) Forms |

## **AGREEMENT**

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and POWELL PHOTOGRAPHY, INC., doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor".

## **BACKGROUND**

*The County of Cook issued a Request for Proposals "RFP" for Professional Photography and Videography Services. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.*

*Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.*

**NOW, THEREFORE**, the County and Contractor agree as follows:

## **TERMS AND CONDITIONS**

### **ARTICLE 1: INCORPORATION OF BACKGROUND**

The Background information set forth above is incorporated by reference as if fully set forth here.

### **ARTICLE 2: DEFINITIONS**

#### **a) Definitions**

The following words and phrases have the following meanings for purposes of this Agreement:

"Additional Services" means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval of the Chief Procurement Officer in a written modification to this Agreement before Contractor is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

**"Agreement"** means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

**"Chief Procurement Officer"** means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

**"Department"** means the Cook County Using Department.

**"Services"** means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

**"Subcontractor"** means any person or entity with whom Contractor contracts to provide any part of the Services, including subcontractors and subcontractors of any tier, suppliers and materials providers, whether or not in privity with Contractor.

**b) Interpretation**

- i) The term **"include"** (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

**c) Incorporation of Exhibits**

The following attached Exhibits are made a part of this Agreement:

- Exhibit 1: Scope of Services
- Exhibit 2: Schedule of Compensation
- Exhibit 3: Evidence of Insurance

**ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

**a) Scope of Services**

This description of Services is intended to be general in nature and is neither a complete description of Contractor's Services nor a limitation on the Services that Contractor is to provide under this Agreement. Contractor must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Contractor must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

**b) Deliverables**

In carrying out its Services, Contractor must prepare or provide to the County various Deliverables. "Deliverables" include work product, such as written reviews, recommendations, reports and analyses, produced by Contractor for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Contractor has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Contractor of its failure. If Contractor does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Contractor of its commitments under this Agreement.

**c) Standard of Performance**

Contractor must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a Contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Contractor agrees to be held to the standard of care of a fiduciary.

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

**d) Personnel**

**i) Adequate Staffing**

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Department may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 2, Statement of Work.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.4(c) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women's Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. Contractor's completed MBE/WBE Utilization Plan evidencing its compliance with this requirement are a part of this Agreement, in Section 1 of the Economic Disclosure Statement, upon acceptance by the Compliance Director. Contractor must utilize minority and women's business enterprises at the greater of the amounts committed to by the Contractor for this Agreement in accordance with Section 1 of the Economic Disclosure Statement.

**f) Insurance**

Consultant must provide and maintain at Consultant's own expense, during the term of this Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

**i) Insurance To Be Provided**

(1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence 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 (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Consultant must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Consultant must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Consultant must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(3).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

- (1) Consultant must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Consultant must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Consultant is not a waiver by the County of any requirements for Consultant to obtain and maintain the specified coverages. Consultant must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.
- (2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant. Consultant agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
- (3) The coverages and limits furnished by Consultant in no way limit Consultant's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Consultant under this Agreement.

- (4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
- (5) Consultant must require all Subcontractors to provide the insurance required in this Agreement, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Consultant unless otherwise specified in this Agreement. If Consultant or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.
- (6) The County's Risk Management Office maintains the right to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

**g) Indemnification**

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

**h) Confidentiality and Ownership of Documents**

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

**i) Patents, Copyrights and Licenses**

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and Contractors' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

**j) Examination of Records and Audits**

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives. If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs.

This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

**k) Subcontracting or Assignment of Contract or Contract Funds**

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all subcontractors it intends to use in the performance of the Contract. The Chief Procurement Officer shall have the right to disapprove any subcontractor. Identification of subcontractors to the Chief Procurement Officer shall be in addition to any communications with County offices other than the Chief Procurement Officer. All subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, Contractor and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: 1) a not-for-profit entity, on an unpaid basis, or (2), himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All contractors and subcontractors of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

**l) Professional Social Services**

In accordance with 34-146, of the Cook County Procurement Code, all Consultants or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Consultant or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Consultant or provider to provide an annual performance report will be considered a breach of contract or agreement by the Consultant or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

**ARTICLE 4: TERM OF PERFORMANCE**

**a) Term of Performance**

This Agreement takes effect when approved by the Cook County Chief Procurement Officer and its term shall be from June 13, 2014 through June 12, 2016 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

**b) Timeliness of Performance**

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 2. Further, Contractor acknowledges that **TIME IS OF THE ESSENCE** and that the failure of Contractor to comply with the time limits described in this Section 4.2 may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees or Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Contractor by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

**c) Agreement Extension Option**

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this Agreement for up to two (2) additional one-year periods under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

**ARTICLE 5: COMPENSATION**

**a) Basis of Payment**

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services. The total amount of the contract shall not exceed \$100,000.00.

**b) Method of Payment**

All invoices submitted by the Contractor shall be in accordance with the cost provisions according to the Schedule of Compensation in the attached Exhibit 2. The invoices shall contain a detailed description of the Deliverables for which payment is requested. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice, and shall be submitted together with a properly completed County Voucher form (29A). Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. No payments shall be made with respect to invoices which do not include the County Voucher form or which otherwise fail to comply with the requirements of this paragraph. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

**c) Funding**

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 without a written amendment in accordance with Section 10.c.

**d) Non-Appropriation**

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Contractor in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Contractor. No payments will be made or due to Contractor and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

**e) Taxes**

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-05.

**f) Price Reduction**

If at any time after the contract award, Contractor makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section 5.f., Price Reduction, a general price reduction shall include reductions in the effective price charged by Contractor by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same manner as the reduction Contractor makes in the price of the Deliverables to its prospective customers generally.

**g) Contractor Credits**

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific using department. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

**ARTICLE 6: DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

**ARTICLE 7: COMPLIANCE WITH ALL LAWS**

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

**ARTICLE 8: SPECIAL CONDITIONS**

**a) Warranties and Representations**

In connection with signing and carrying out this Agreement, Contractor:

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;
- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and have not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County ;
- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.1 and 9.3.

**b) Ethics**

- i) In addition to the foregoing warranties and representations, Contractor warrants:
  - (1) no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
  - (2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

**c) Joint and Several Liability**

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

**d) Business Documents**

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

**e) Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.

- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.
- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.11 of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.
- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

**f) Non-Liability of Public Officials**

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

**ARTICLE 9: EVENTS OF DEFAULT, REMEDIES, TERMINATION,  
SUSPENSION AND RIGHT TO OFFSET**

**a) Events of Default Defined**

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
  - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;
  - (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
  - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
  - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
  - (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.

- iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
- (v) Failure to comply with Section 7a. in the performance of the Agreement.
- (vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

**b) Remedies**

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Contractor must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.2;

- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

**c) Early Termination**

In addition to termination under Sections 9.1 and 9.2 of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Contractor. The County will give notice to Contractor in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Contractor or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Contractor must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Contractor must attempt to agree on the amount of compensation to be paid to Contractor, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Contractor is in full settlement for all Services satisfactorily performed under this Agreement.

Contractor must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Contractor will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Contractor or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.1 and 9.2 is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.3.

**d) Suspension**

The County may at any time request that Contractor suspend its Services, or any part of them, by giving 15 days prior written notice to Contractor or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Contractor must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Contractor when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Contractor as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Contractor by written notice may treat the suspension as an early termination of this Agreement under Section 9.3.

**e) Right to Offset**

i) In connection with performance under this Agreement:

The County may offset any excess costs incurred:

- (i) if the County terminates this Agreement for default or any other reason resulting from Contractor's performance or non-performance;
- (ii) if the County exercises any of its remedies under Section 9.2 of this Agreement; or
- (iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

**f.) Delays**

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

**g.) Prepaid Fees**

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

**ARTICLE 10: GENERAL CONDITIONS**

**a) Entire Agreement**

i) **General**

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

**ii) No Collateral Agreements**

Contractor acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Contractor to enter into this Agreement or has been relied upon by Contractor, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

**iii) No Omissions**

Contractor acknowledges that Contractor was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Contractor did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Contractor relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

**b) Counterparts**

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

**c) Modifications and Amendments**

The parties may during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required. No County department or employee thereof has authority to make any modifications or amendments to this Contract. Any modifications or amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for modifications and amendments which are made in accordance with this Section 10.c., Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

**d) Governing Law and Jurisdiction**

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

**e) Severability**

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

**f) Assigns**

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

**g) Cooperation**

Contractor must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

**h) Waiver**

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Contractor's performance in any respect or waives a requirement or condition to either the County's or Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Contractor in writing.

**i) Independent Contractor**

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Contractor must perform under this Agreement as an independent contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent contractor and, if Contractor is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Agreement.

- ii) Contractor is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.
- iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

**j) Governmental Joint Purchasing Agreement**

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

**ARTICLE 11: NOTICES**

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: Office of the President  
118 North Clark Street, Room 500  
Chicago, Illinois 60602  
Attention: Jessey Neves

and

Cook County Chief Procurement Officer  
118 North Clark Street, Room 1018  
Chicago, Illinois 60602  
(Include County Contract Number on all notices)

If to Contractor: Powell Photography, Inc.  
531 South Plymouth Court  
Chicago, IL 60605  
Attention: Richard Powell

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

**ARTICLE 12:        AUTHORITY**

Execution of this Agreement by Contractor is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Contractor have been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

**EXHIBIT 1**

**Scope of Services**

## **SCOPE OF SERVICES**

The Contractor shall provide professional photographers/videographers to take photographs, videos, and/or images of County facilities, officials, meetings, events, award ceremonies and programs as required by the Director of Public Affairs and Communications or Cook County representative.

Contractor shall be available on an as needed basis, 24 hours a day, seven days a week at any location within the County.

### **Specific service requirements.**

Services provided by photographers/videographers must include at a minimum:

- Set-up, arrangement, lighting and necessary preparation for scheduled photo/video shoots or events.
- Post-production processing (e.g. raw file conversion, film processing). Produce reprints and enlargements as requested.
- Provide the Director of Public Affairs and Communications or representative digital images by the close of the next working day following the assignment, or by the agreed upon deadline.
- Uploading and maintain photo/video gallery of all past assignments.

### **Travel and location of work**

Events and photo shoots may occur at various locations around the county. The contractor will be responsible for arranging transportation of equipment and his/her own travel to and from location. Expenses associated with travel will be limited to mileage reimbursement. Travel time will not be billable.

### **Equipment requirements**

The photographer/videographer must provide his or her own camera, lenses, memory cards, lighting, tripods and other related imaging equipment. If using digital equipment, it must operate at no less than 10 mega pixels. The contractor must have processing equipment readily available to include digital imaging software, CD/DVD burner, and high quality scanner. The photographer/videographer must also have access to film processing equipment and/or services (e.g film lab) in the event that film is used to provide services requested by the County.

The photographer/videographer assumes all responsibility for providing, maintaining and repairing cameras, all other photographic/video equipment and computer equipment necessary to take, print and develop photographs/videos.

### **Image requirements**

The photographer/videographer must be able to provide images in any or all of the following formats: .psd (high resolution), .jpg, .tif, vector based (.eps). Images must be reproducible to poster or display sizes. At a minimum, images provided to the County must include a high resolution version and a compressed web version.

Photographer/videographer must exhibit knowledge of the identity of State, County and local officials and be responsible for providing identification of people, buildings, sites and objects that are in the photographs or videos, and all such other information needed to write photo/video captions. The photographer/videographer must include or complete inventory of images provided to the County with adequate description of each image for purposes of identification.

### **Ownership of images**

All photography/videos taken while performing services for the County are considered property of the County and thus the Contractor relinquishes all rights to said property.

### **Releases**

The contractor will be responsible for obtaining permission from subjects to have their picture/video taken and have them complete and sign a waiver form, provided by the County, when appropriate. All forms must be reviewed and approved by Director of Public Affairs and Communications before use. Detailed description should be provided as to which release form is aligned with each image, ideally with photo/video title, date, number and/or description.

### **Fulfillment of work requested**

The contractor is responsible for fulfilling the photographic/video needs as they are specifically defined by the County. If the County is not 100% satisfied with final product, the contractor is responsible for addressing the concerns and reaching a mutually agreeable arrangement that will meet the needs of the County. This may involve a full reproduction of the original at no additional cost to the County.

### **Key Personnel**

The Contractor must identify the key personnel that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. All key personnel must be committed to the project without competing priorities. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, Contractors will name key personnel as part of their proposal. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

### 7.2.2 EXECUTIVE SUMMARY

Powell Photography, Inc. is a creative services company with a foundation in photography. Powell Photography, Inc. is a 100% minority owned and operated photography studio. We provide quality creative services support in the areas of photography, videography, digital imaging, graphic design, retouching, photo composition, video, multimedia, and graphics pre-production for public relations, industrial, corporate communications, commercial and multimedia use. Any photographer can take pictures or video at an event; ~~Powell Photography captures the essence of the event. Powell Photography has three full-time employees,~~ with additional photographers being hired as needed for specific projects. While our base is in Chicago, Victor Powell travels throughout the country for selected assignments from key clients.

Our Tag line of: *"more than just photography"* speaks to our core competency in photography, videography and to the full creative services support we provide for our clients. Being a One-Stop Shop for creative services brings a level of efficiency, creative consistency, and cost savings to the projects from concept to completion.

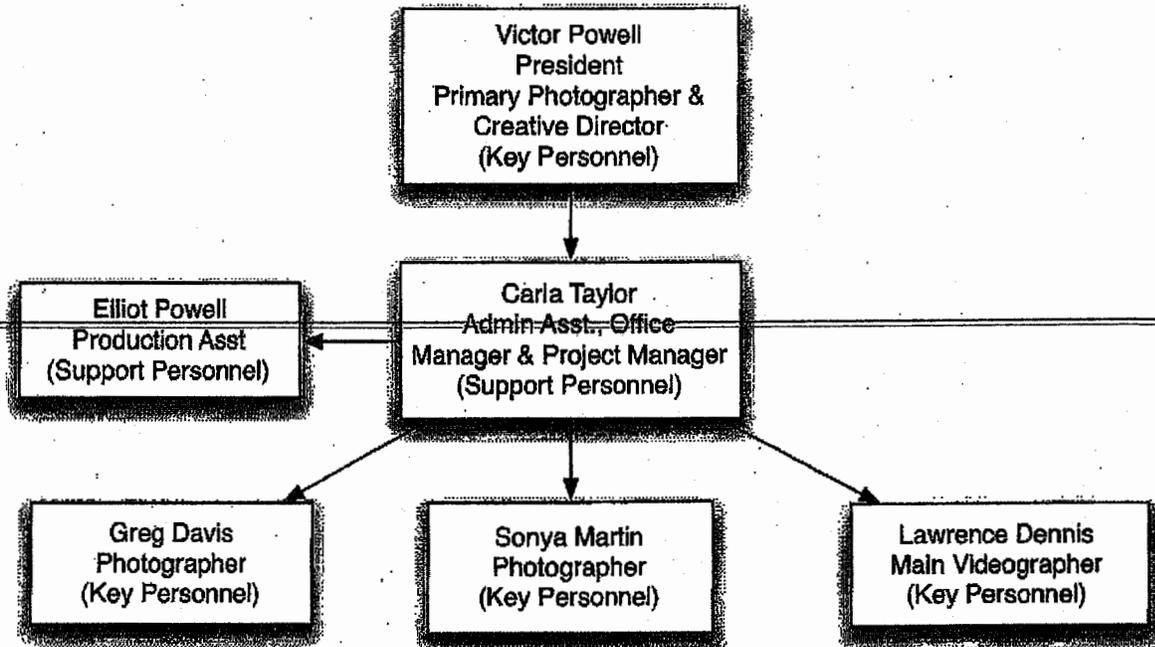
#### **Core Competencies:**

Powell Photography, Inc. has maintained its edge by staying on top of the various changes taking place in the industry. To keep up with those changes, we have become a creative services provider with the foundation in photography. Over the past ten years, we have added videography to our capabilities. Our new full-creative service capabilities enables us to take on assignments and provide a single line of communication for all aspects of the project. Our other long-term relationships with clients such as the Federal Reserve Bank of Chicago, AKA, and ChicagoMSDC have ongoing projects that they book us for in advance, to allow us to be able to make the best use of our personnel.

#### **Rationale**

Powell Photography is best suited to be selected for this project because we are photography and videography experts in shooting events. Having been in business for 37 years, we have photographed and video taped thousands of events and we've built a reputation that the clients know that when we're on-site, they will always get the results they want and more. The clients' needs are foremost in our approach to every assignment. Little guidance is needed when on-site with regards to who to shoot, how to shoot, what works and what doesn't work. We are there on time, provide excellent follow-up and follow-through, and have quick turn-around, making sure the client has exactly what they need when they need it. In addition, our office is close to the loop making it easier for us to handle the emergency assignments when they are in downtown area.

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services



### 1. Primary Photographer

Victor Powell, President of Powell Photography, Inc. founded the business in 1976 and incorporated in 1991. Victor is a true visionary at his craft. His enthusiasm and excitement is still very apparent even after nearly 37 years in the photographic industry. The world of photography has changed immensely just in the last 10 years and Victor was one of the first African-American photographers to thoroughly invest in the usage of computers and to employ digital imaging methods on a regular basis to produce amazing results. His ability to reach inside and connect with his clients allows him to portray his subjects in their best light to reflect their true selves. His motto and credo "From Concept to Completion" and "more than just photography" reflect not only the Powell style, but the variety of services we are able to provide.

### 2. Key Team Members

Greg Davis and Sonya Martin have been extensively guided by Victor Powell to create the same consistent level of photography and are great photographers in their own right. They are the second in command photographers when Victor himself is not available or when multiple photographers are needed simultaneously at one event. Victor personally reviews all work done by them and does the final adjustments and/or retouching before providing the final work to the client. Lawrence Dennis joined our team in the last ten years and is the lead videographer for our events. Having worked together extensively over the years, an artistic synergy is obvious upon completion of all joint projects.

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

3. Project Experience

**Federal Reserve Bank**

General Photography Contract 2008- Present

Provide photography coverage of events, executive portraits, and board group photos for internal and external publications.

Contact: John Dixon  
Federal Reserve Bank of Chicago  
~~230 S LaSalle St~~  
Chicago, IL 60604  
312-322-5322

---

**IOCI (formally Illinois Office of Information Services)**

General Photography contract central region 2012 to Present

General Photography contract central region 2006-2008

Provide photography coverage of Governor at events  
Created an online image database of images by year with download access.

Contact: Jan Hughes  
Office of the Governor  
100 W. Randolph  
Chicago IL 60601-3220  
773-275-0028

**Democratic Coordinated Campaign**

On site team photo set up 2010

Provide setup for VIP rope line photography for photos with President Clinton

Contact: Leah Israel  
Illinois Democratic Coordinated Campaign  
29 S. LaSalle, Suite 936  
Chicago, IL 60603  
847-302-0908

**ChicagoMSDC**

General photography, video and creative services 1997-Present

Provide photography for all major agency events and full creative service support for annual trade show. Creative service supports includes photography, video, graphic design, digital printing, multimedia productions and coordination of the creative services supplied by outside vendors.

Contact: Cynthia Jordan  
Director of Events  
ChicagoMSDC  
105 W. Adams, Suite 2300  
Chicago, IL 60603  
(312) 755-2555

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

**Alpha Kappa Alpha Incorporated**

General Photography services 1998 to present  
Video services 2009 to present

General photography and video coverage of organization's events including teams coverage for annual conferences held throughout the United States.

Take the official portraits of president, board of directors and group shots of all committees for each 4 year administration.

---

Contact: Nicole Barrett

AKA, Inc.  
5656 S. Stony Island Ave.  
Chicago, IL 60637  
773-684-1282

**Citizens for Alexi Giannoulias**

General campaign photography 2006 -2010

Photography for official portrait, campaign events including providing team setup for VIP rope line photography for photos with President Obama and Michelle Obama fundraising events. Also included primary photography for private fund raising dinner with President Obama.

Contact: Erin Homberger  
Citizens for Alexi Giannoulias  
11 S. LaSalle, Suite 2500  
Chicago, IL 60603  
773-334-2000

**University of Chicago Medicine UHI**

General Photography 2008 to Present  
General Video coverage 2012 to Present

Provide general photography coverage of the community outreach event for the Urban Health Initiative program and provide video coverage as needed.

Created an online image database of images by year with download access.

Contact: Susan Peters  
University of Chicago Medicine  
950 E. 61st Street, Room 229  
Office of Community Relations  
Chicago, IL 60637  
773-702-5037

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

### 7.2.3 PROPOSED PLAN OF ACTION/PROGRAM PLAN

Our plan of action consists of the steps needed to provide the most efficient service over the term of this contract. This includes, but is not limited to, the following:

#### PHOTOGRAPHY

##### Pre-Event

- Client provides Powell with assignment details (ie., date, time, location, on-site needs, final delivery needs).
- Powell confirms event 1-2 days prior to event date.
- Cell phone numbers are provided for photographer and on-site contact.

##### Event

- Photographer sets up lighting and necessary preparation.
- Photographer meets with on-site contact to discuss any must haves, etc.
- Photographer shoots as assigned, getting all key shots.

##### Image Resource Library

For all ongoing clients, Powell Photography Inc. creates an online image database with download image access, online selection and ordering capabilities. The library:

1. Provides and builds a resource that grows and adapts to the changing needs of the Cook County marketing and communications staff.
2. Is an efficient and cost effective way to allow access to other County departments that may need to use the images.

Once set up, new assignments are automatically populated into the library when they are uploaded.

- Downloadable images are sized to take care of 90% of images requested for PR, marketing, web use, social media, and general press requests.
- Images that are being used for posters, major magazine spreads and annual report are best ordered separately as we feel the additional post production should be done to insure the best possible end product is produced. This way additional post production costs only occur as needed and the best possible images are created to reflect the best of the Cook County System.

(Screen shots of other image libraries are included in this RFP response.)

NOTE: To address the goal of a central image library, we propose the following option: Photography from other sources can be added so it can become the main stock image library for every County event covered. This eliminates the need to keep up with who did what shot and where to find the files when needed for subsequent requests. Two options are available when other photographers are involved: Powell can provide the file preparation information needed to other sources or Powell can prepare outside files for inclusion in the library.

##### Post Event

- Images are posted in the online Image Resource Library by the agreed upon deadline. Email link to client.
- Powell to confirm client received the link.
- Client chooses photos for disc, prints or electronic photos.
- Powell prepares photos as necessary, ships disc or prints and final invoice to client.

Powell Photography, Inc.  
Request for Proposal No. 1353-13063

**Professional Photography and Videography Services**

- Jobs are backed up on multiple media resources to insure the images are always accessible. The assignments we do for the County are a part of the Cook County visual history, so we treat them as such.
- Powell confirms receipt of disc.

**Subsequent Orders**

- Client selects photos from the Image Resource Library and calls or emails the selections needed.
- Powell pulls selection from archived files.
- Powell preps photos as needed.
- Powell ships invoice and product to client as requested.
- Powell confirms receipt of product.

---

Our photography team only uses professional level camera equipment and high-end image workstations to complete our assignments. This creates a very consistent and efficient workflow process capable of keeping up with the changing demand of our industry. We have digital imaging software, CD/DVD burner and a high quality scanner. We also have access to a film lab, if needed.

Powell Photography has the ability to provide photos in .psd, .jpg, .tif, or vector based (.eps) depending on the needs of the County. Photos can be electronic photos (high resolution or low resolution), put on disc or printed out in various sizes (8x10, 5x7, 4x6, wallet, 11x14, 16x20, etc).

**VIDEO OVERVIEW**

Video coverage varies depending on what is being covered and the final use of the footage.

- Press conference style is pretty straight forward, capturing what happens from usually a staged location and a few cutaways for editing purposes.
  - News Style Coverage (2 hours Minimum)
  - Cameraman, camera stand and on camera light.
- Event coverage varies by event, but the basic goal is to provide general documentation footage of the program elements that will enable various editing options for the final output. The scope of each event and the final use of the footage will determine the level of coverage needed.
  - Event coverage (Basic - ½ day Minimum)
  - Cameraman, camera stand, lighting kit & and sound man

**Pre-Event**

- Client provides assignment details (ie., date, time, location, on-site needs, final delivery needs).
- Establish the goal of the coverage.
- Determine restrictions, if any.
- Confirm event 1-2 days prior to event date.
- Cell phone numbers and on-site contact provided.

**Event**

- Arrive onsite early enough to setup and set coverage conditions.
- Shoot as assigned

**Post Production**

- Download digital raw footage to main and backup media.
- Edit footage as needed based on the assignment.
- Upload and/or delivery edited footage.
- Copy raw and edited files to backup media.

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

**7.2.4 QUALIFICATIONS OF THE PROPOSER**

Powell Photography, Inc. has been in business for 37 years. Our staff of 3-4 employees operates at a level of efficiency that creates the impression that we are a larger operation. We have been providing this level of service to many long-term clients where we are the only call for their photographic needs. The additional advantage our clients receive from working with our team on a continuous basis is we learn specific focus for each client and capture what they need on an assignment with minimal direction. The quality standard created by Victor Powell is duplicated through the entire team.

---

Our extensive experience includes event coverage (including corporate, government and consumer clients for meetings, award ceremonies, parties and programs, etc.), video production, photo stills (including product shots, table top shots, interior and exterior architectural) and executive portraits (including politicians, entertainers and many Chicago notables).

**Job History/References**

**ChicagoMSDC**

General photography, video and creative services 1997-Present

Provide photography for all major agency events and full creative service support for annual trade show. Creative service supports includes photography, video, graphic design, digital printing, multimedia productions and coordination of the creative services supplied by outside vendors.

Contact: Cynthia Jordan  
Director of Events  
ChicagoMSDC  
105 W. Adams, Suite 2300  
Chicago, IL 60603  
(312) 755-2555  
cjordan@chicagomsgdc.org

**Alpha Kappa Alpha Incorporated**

General Photography services 1998 to present  
Video services 2009 to present

General photography and video coverage of organization's events including teams coverage for annual conferences held throughout the United States.

Take the official portraits of president, board of directors and group shots of all committees for each 4 year administration.

Contact: Nicole Barrett  
AKA, Inc.  
5656 S. Stony Island Ave.  
Chicago, IL 60637  
773-684-1282  
nbarrett@aka1908.com

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

**University of Chicago Medicine UHI**  
General Photography 2008 to Present  
General Video coverage 2012 to Present

Provide general photography coverage of the community outreach event for the Urban Health Initiative program and provide video coverage as needed. Occasionally the assignment requires next day delivery of image to meet publication deadlines. Our system is design to adapt to such request.

~~Created an online image database of images by year with download access.~~

---

Contact: Susan Peters  
University of Chicago Medicine  
950 E. 61st Street, Room 229  
Office of Community Relations  
Chicago, IL 60637  
773-702-5037  
Susan.peters@uchospitals.edu

Powell Photography, Inc.  
Request for Proposal No. 1353-13063  
Professional Photography and Videography Services

**7.2.5 Key Personnel**

Powell Photography, Inc. is a well-established corporation with a staff to provide the needed support to maintain and grow the business for over 37 years. As such, our staff references were checked before hiring them. Current references describing the relationship with, and qualifications of, Powell Photography include the capabilities of all team members. The resumes of the main staff are included as references for the jobs they hold with our company. Staff changes are a part of life for any small business and do not affect our capabilities. Should the staff change during the scope of this project, we will seek approval from the County.

---

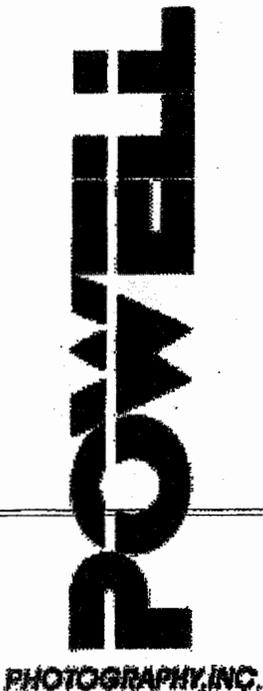
**Powell Photography, Inc - Office Staff**  
Victor Powell – Owner and Principal Photographer

**Additional Photographer Team Members**

Greg Davis  
Sonya Martin

**Videographer**  
Lawrence Dennis

It is the nature of our business to work on several different projects at any given time. Our commitment is 100% to all of the projects all of the time. We rely on our team workflow to address the needs and handle any overlap that might occur. It is this long standing work process that has enabled Powell Photography, Inc. to create a strong reputation as a "**get it done company**" in the mind's of our long list of satisfied clients. Powell Photography, Inc. takes the responsibility to efficiently handle the varying needs of our workload, so that all project are completed on time with same high level quality and consistency for which we have become known.



# Victor E. Powell

531 South Plymouth Court - Suite 101

Chicago, IL 60605

312-922-6366

[www.powellphotography.com](http://www.powellphotography.com)

## Curriculum Vitae

~~Over 37 years experience in the Visual arts that include Photography and Creative Service~~  
support providing services to corporations, advertising agencies and public relations firms.

### EXPERIENCE

#### **John Tweedle Photography - PHOTOGRAPHY ASSISTANT**

1974 - 1976 Responsible for film development, printing and photography of clients and events as directed by studio owner

#### **Powell Studio - PHOTOGRAPHIC STUDIO OWNER**

1977-1990 All duties involved in establishing and running of a Photography studio specializing in consumer portrait photography.

#### **Powell Photography, Inc. - PHOTOGRAPHIC STUDIO OWNER**

1990 - Present Expansion of above services to include Commercial/Industrial, Public Relations, Editorial and Custom Creative portraits. Computer Design services including design for Audio/Visual, Corporate Communications, Media and Public Relations.

### EDUCATION

Olive Harvey College - Chicago, Illinois, AA Degree in Liberal Arts, 1976

Columbia College - Chicago, Illinois, Courses in Photography and Film Making, 1978

### APPOINTMENTS

1998 - 2003 Chairman of the Creative Services Pavilion/Consortium for the Chicago Minority Business Development Council's (CMBDC) Chicago Business Opportunity Fair (CBOF) at Navy Pier. Consortium was created to showcase how creative concerns (photographers, writers, graphic designers, etc.) can be utilized within a corporate environment.

### REFERENCES

Cynthia Jordan  
ChicagoMSDC  
105 W. Adams, Suite 2300  
Chicago, IL 60603  
312-755-8880

Jan Hughes  
Office of the Governor  
100 W. Randolph  
Chicago IL 60601-3220  
773-275-0028

[www.powellphotography.com](http://www.powellphotography.com)

**531 S PLYMOUTH CT  
CHICAGO, IL 60605  
(312)922-6366  
FAX(312)922-6066**

3229 W Washington Blvd  
Chicago, IL 60624  
773-533-0405  
www.photosbygreginc.com  
gregdavis@photosbygreg.com

## GREGORY L. DAVIS

**OBJECTIVE** Seeking opportunities to expand my business in the area of photography and digital print media.

---

**SKILLS & ABILITIES**

Photography

- Portraiture
- Event Coverage
- Advertising

Printing/Digital Press

- Media Material
- Newsletters
- Banners/Posters/Signage
- Program Booklets

---

**EXPERIENCE** **FAMOUS LIQUORS/SWISS COLONY**

**Cashier - 1980- 1983**

- Responsible for fulfilling customer orders and recording the sales.

**MIDWEST STOCK EXCHANGE**

**Distribution Clerk - 1983-1985**

- Responsible for the day to day distribution of reports produced from the Data Processing Center to the various departments.

**Lead Computer Operator - 1985-1989**

- Responsible for the orderly and timely flow of production work to and from the Data Processing Center.

**Support Specialist - 1989-1996**

- Maintained and documented production libraries and back up files required for day to day operations.

**PHOTOS BY GREG, INCORPORATED**

**CEO/PRESIDENT - 1996-PRESENT**

- Provide photography and printing services to a wide base of clientele which

includes but not limited to:

- Easter Seals
- BMO Harris Bank
- Chicago Minority Business Development Council
- Chicago Public Schools

---

**EDUCATION**     **JOHN MARSHALL HIGH SCHOOL**  
1976-1980

---

**LEADERSHIP**     **LEAD CHAIR - AUDIO VISUAL DEPARTMENT**  
**GREATER OPEN DOOR CHURCH**  
**PASTOR RICHARD NELSON**  
**773-762-8753**

---

**REFERENCES**     **VICTOR POWELL**  
**PRESIDENT - POWELL PHOTOGRAPHY**  
**312-922-6366**

---

# SONYA MARTIN

1440 Darby Lane □ Mundelein, IL 60060  
847.732.0507 □ [sonya@sonyamartin.com](mailto:sonya@sonyamartin.com)

---

## SUMMARY

- Talented, professional photographer with a passion for capturing beautiful images for celebrities, athletes, families and corporations having built a reputable business with an impressive portfolio of more than 700 clients
- Dynamic communicator with a keen talent for establishing rapport and engaging even the most intimidating clients and celebrities, including Brian Urlacker, Stedman Graham, Ruth Caudill and Mike Ditka
- Reputable business partner with experience photographing large, high profile events attended by up to 1,000 for prominent organizations, including Johnson Controls, The Walgreens Corporation and Allstate Insurance
- Creative artist with a loyal client base valued for the ability to beautifully capture emotions, experiences and relationships ~~on film having photographed and produced over 500 individual and family portraits~~
- Recognized talent with work showcased in several Chicago publications and media channels, including Chicago Style Wedding's coverage of the 2011 wedding celebration of Chicago Bears' Matt Forte

---

## EXPERIENCE

### SONYA MARTIN PHOTOGRAPHY, Owner/Photographer, Mundelein, IL, 2005 – Present

- Built a reputable business capturing stunning personal portraits and event photos for portfolio of more than 700 clients growing the business exclusively through referrals
- Photograph up to five corporate events annually for Johnson Controls, including the Chairman's Award Banquet attended by up to 200 attendees, providing photos for the company's website, newsletters and corporate office
  - Printed keepsake photos onsite for 30 award recipients demonstrating incredible attention to quality
  - Grew relationship over three years consistently earning incremental opportunities each year
- Fostered four year partnership with the Chicago chapter of the National Association of Black Data Processing Associates photographing 10 formal events and banquets attended by up to 300
  - Consistently recognized for capturing the energy of events and people through film
- Assemble and oversee teams of four freelance photographers for more than 20 red carpet events annually hosted by six local charities, including the Charles Tillman Cornerstone Foundation and the Otis Wilson Foundation
  - Photos have been showcased throughout local newspapers, websites and promotional materials
- Create highly personal, visually stunning portraits for more than 320 clients and their families throughout every important stage of their lives, including couples, pregnancy and baby photos
  - Demonstrated ability to create an environment fostering fun, trust and rapport with all clients, including Chicago Bears' Charles Tillman, Matt Forte, several World Champion Chicago Blackhawks, and the late Ron Santo
  - Personally scout and coordinate optimal indoor and outdoor locations throughout the Chicago area
- Captured hundreds of beautiful candid and formal photos over three days documenting memorable moments from the wedding of Chicago Bears' Matt Forte showcased in July 2012 anniversary issue of Chicago Style Wedding
- Work has been recognized through several popular local magazines, including Chicago Bride, North Shore Magazine and Michigan Avenue Magazine, reaching circulations of up to 65K
- Collaborate with Shirley Hamilton and Ford Models handling ad-hoc photo shoots and creating composites and portfolios for more than 100 modeling prospects each year
- Recruited to assist seven-member photography team hired for 2011 and 2012 Chicago Urban League Golden Fellowship Dinner attended by over 1,000 guests and showcased in more than six local newspapers
- Photos of Charles "Peanut" Tillman's daughter were highlighted on an April 2011 episode of *The Oprah Winfrey Show*

---

## EDUCATION/CERTIFICATION

### ROCK VALLEY COLLEGE – Rockford, IL

- Completed general coursework towards a Bachelor degree

### ARLINGTON ACADEMY COSMETOLOGY SCHOOL – Arlington Heights, IL

Certified Cosmetologist, 1996

Certified Supplier, Chicago Minority Supplier Diversity Council, 2012

# LAWRENCE ANDREW DENNIS

*Director • Director of Photography • Post-Production Editor*

Biography

Lawrence A. Dennis has over 25 years experience in the Entertainment business as a Director, Director of Photography and Post-Production Editor. In 1994, Mr. Dennis founded Universal Images Productions, Inc., a full service Production/Post-Production company in Chicago, Illinois and has worked on some of the most challenging projects imaginable. Through his company, he provides film as well as high definition video pre-production, production and post-production services to his clients.

---

Mr. Dennis has experience creating film and video projects from concept to completion and is familiar with each step of the creative process. He takes an idea and transforms it into a "living" reality that conveys the clients' messages through the chosen visual medium. Creativity is more than dissemination of information, it is the result of the final product that allows the information to be impactful, enjoyable and, if needed, emotional.

...This is what Mr. Dennis does best, producing a product that meets your objectives and exceeds your expectations!

Whether it is a documentary, corporate video, foundation video, music video or commercial, Mr. Dennis can bring the message "alive" to the intended audience.

Mr. Dennis has successfully completed the following projects:

- Director/Director of Photography – Corporate Production – Safer Foundation
- Director of Photography – Corporate Production – Kraft Foods
- Director of Photography – TV Show Documentary "Gangland" – History Channel
- Director of Photography – Documentary "Buffalo Soldiers" – E. Morris / Walmart
- Director of Photography – Documentary "Hurricane Katrina Remembered" – Life Focus
- Director of Photography – TV Show "Oprah's Next Chapter" – Harpo
- Director – TV Show "The Greatness In You" – Wisdom Books

Mr. Dennis has nominations and awards for his work in the following:

- Camera – TV Show (UPN-TV) "Up N Running" – 1998 Chicago Emmy Award
- Lighting – Documentary "Fresh From Julianne's Garden" – 2007 Chicago Emmy Award
- Editor – Music Video DVD, Shekinnah Glory "LIVE"- 2006 Stellar Award Nomination

Creating a "look" for your project is paramount. Mr. Dennis ensures that every element of the project is memorable and ingested by the audience. Working with his clients, Mr. Dennis makes sure that all objectives are accomplished. Whatever the project or subject, Mr. Dennis' mission-driven and mission-completion attitude will produce a product that will ensure your objectives and information are received utilizing the best techniques in visual science/psychology available today.

Mr. Dennis received a Bachelor of Arts Degree in Film/Video in June 1990 from Columbia College (Chicago, Illinois). He lives in the Chicagoland area with his wife and three children.

**EXHIBIT 2**

**Schedule of Compensation**

**PRICING PROPOSAL**  
**BEST AND FINAL OFFER**

**1. METHOD AND RATE OF PAYMENT**

On the indicated lines, please provide your fees for each category that applies to your proposal.

|  |                            |
|--|----------------------------|
| <b>Photography</b> Hourly Rate   | \$ 150.00 (2 hour minimum) |
| <b>Photography</b> Half-Day Shoots<br>Up to 4 Hours of setup and/or production)  | \$ 550.00                  |
| <b>Photography</b> Full-Day Shoots<br>Up to 8 Hours of setup and/or production)  | \$ 950.00.00               |
| Digital Image Contact Sheets (24-30 images)                                      | \$ 10.50                   |
| 4 x 6 Prints   | \$ 4.50                    |
| 5 x 7 Print  | \$ 6.50                    |
| 5 x 8 Print  | \$ 6.50                    |
| 8 x 10 Print   | \$ 12.50                   |
| 8.5 x 11 Print   | \$ 12.50                   |
| 11.7 x 16.5 Print  | \$ 45.00 mounted           |
| 13 x 19 Print  | \$ 110.00 mounted          |
| 16 x 20 Print  | \$ 115.00 mounted          |
| 20 x 30 Print  | \$ 255.00 mounted          |
| 35mm Film Scan (1-5 images)  | \$ 10.50                   |
| 35mm Film Scan (6-25 images)   | \$ 7.50                    |
| 35mm Film Scan (26-50 images)  | \$ 7.00                    |
| 35mm Film Scan (50-100 images)   | \$ 6.50                    |
| 35mm Film Scan (+100 images)   | \$ 6.00                    |
| <b>Videography</b> Hourly Rate   | \$ 325.00 (2 hour minimum) |
| <b>Videography</b> Half-Day Shoots<br>(Up to 4 Hours of setup and/or production) | \$ 1000.00                 |

Best and Final Offer

|   |  |
|---|--|
| Videography Full-Day Shoots<br>(Up to 8 Hours of setup and/or production) | \$ 1675.00                                     |
| Editing/Post Production Hourly Rate                                       | \$ 200.00 (includes, music and stock graphics) |
| Please itemize any other additional costs:                                |  |
| Retouching and/or adjust for final use                                    | \$ 75.00/hour 1/2 min (average 1 hour)         |
| Transfer Files to Disc unlimited use                                      | \$ 125.00                                      |
| Dedicated Image Library setup   | \$ 95.00 one time fee                          |
| Hosting Online Image Library  | \$ 225.00 annual fee                           |
| Transfer Raw video Footage to Disc  | \$ 75.00                                       |
| Other Video Cost  | \$ See Attached                                |
| Misc Parking fees over \$15.00 Billed                                     | \$ TBD   |
| Additional Insurance Cost (by contract)                                   | \$ 870.00                                      |
| Optional Prep images for image library<br>supplied by client              | \$ 15.00/disc or assignment                    |

## 2. Renewal Options

The County desires an option to renew the Contract that may result from this RFP. The County reserves the right to renew the Contract for a two (2), one (1) year renewal periods.

All prices quoted in the Bid Proposal shall be firm and will not be subject to increase during the first twenty-four (24) months of the Contract. Thereafter either the Contractor or the County shall be entitled to request an annual price adjustment which shall be calculated in the manner provided for in this section. The request for a price adjustment by the Contractor shall be submitted to the Office of the Chief Procurement Officer of Cook County within sixty (60) days after the end of the contract's twenty-four (24) month term. The County shall notify the Contractor of its request for price adjustment within the same time period.

Price adjustments shall be based upon the Index for Photographer Fees, for all Urban Consumers for United States City Average, of the Consumer Price Index, as published by the United States Department of Labor, Bureau of Labor Statistics.

**Additional Video Costs**

|  |                                     |
|--|-------------------------------------|
| Sound technician (as needed)               | \$275.00 - \$600.00                 |
| Transfer assignment files to digital media | \$45.00 -\$75.00/disc (DVD/ BluRay) |
| SpyderPod Support (as needed)              | \$50.00                             |
| Upload Edited video to online site         | \$35.00                             |

**EXHIBIT 3**

**Evidence of Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2014

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| PRODUCER<br><b>G.A. Crandall &amp; Co. Inc.</b><br>6851 West 167th Street<br>Tinley Park, IL 60477 |  | (708) 633-8100                           |  | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |  |
| INSURED<br><b>Powell Photography Inc</b><br>531 S Plymouth Ct<br>Chicago, IL 60605                 |  | INSURERS AFFORDING COVERAGE              |  | NAIC #  |  |
|  |  | INSURER A: <b>Acuity Insurance Group</b> |  | 14184   |  |
|  |  | INSURER B:                               |  |   |  |
|  |  | INSURER C:                               |  |   |  |
|  |  | INSURER D:                               |  |   |  |
|  |  | INSURER E:                               |  |   |  |

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR ADD'L LTR INSRD | TYPE OF INSURANCE   | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS  |              |
|----------------------|---|---------------|------------------------------------|-------------------------------------|---|--------------|
| A                    | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | K22296        | 8/26/2013                          | 8/26/2014                           | EACH OCCURRENCE   | \$ 1,000,000 |
|                      | DAMAGE TO RENTED PREMISES (Ea occurrence)   |               |                                    |                                     | \$ 250,000  |              |
|                      |   |               |                                    |                                     | MED EXP (Any one person)  | \$ 10,000    |
|                      |   |               |                                    |                                     | PERSONAL & ADV INJURY   | \$ 1,000,000 |
|                      |   |               |                                    |                                     | GENERAL AGGREGATE   | \$ 3,000,000 |
|                      |   |               |                                    |                                     | PRODUCTS - COMP/OP AGG  | \$ 3,000,000 |
|                      | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |               |                                    |                                     | COMBINED SINGLE LIMIT (Ea accident)   | \$           |
|                      |   |               |                                    |                                     | BODILY INJURY (Per person)  | \$           |
|                      |   |               |                                    |                                     | BODILY INJURY (Per accident)  | \$           |
|                      |   |               |                                    |                                     | PROPERTY DAMAGE (Per accident)  | \$           |
|                      | GARAGE LIABILITY<br><input type="checkbox"/> ANY AUTO   |               |                                    |                                     | AUTO ONLY - EA ACCIDENT   | \$           |
|                      |   |               |                                    |                                     | OTHER THAN EA ACC   | \$           |
|                      |   |               |                                    |                                     | AUTO ONLY: AGG  | \$           |
|                      | EXCESS / UMBRELLA LIABILITY<br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br>DEDUCTIBLE<br>RETENTION \$  |               |                                    |                                     | EACH OCCURRENCE   | \$           |
|                      |   |               |                                    |                                     | AGGREGATE   | \$           |
|                      |   |               |                                    |                                     |   | \$           |
|                      |   |               |                                    |                                     |   | \$           |
| A                    | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under SPECIAL PROVISIONS below<br>Y/N <input type="checkbox"/>   | K22296        | 8/26/2013                          | 8/26/2014                           | <input checked="" type="checkbox"/> WC STATUTORY LIMITS<br><input type="checkbox"/> OTHER |              |
|                      |   |               |                                    |                                     | E.L. EACH ACCIDENT  | \$ 100,000   |
|                      |   |               |                                    |                                     | E.L. DISEASE - EA EMPLOYEE  | \$ 100,000   |
|                      |   |               |                                    |                                     | E.L. DISEASE - POLICY LIMIT   | \$ 500,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 RE: Contract No: 1353-13063  
 Cook County, its officials, employees and agents, are also known as additional insured, with respect to general liability only, excluding products completed operations, per company form CB7028.

|  |   |
|--|---|
| <b>CERTIFICATE HOLDER</b><br><br>County of Cook, Office of the Chief Procurement Officer<br>118 N. Clark Street<br>Room 1018<br>Chicago, IL 60602- | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE<br> |
|--|---|

## IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**EXHIBIT 4**

**Economic Disclosure Statement (EDS) Forms**

ECONOMIC DISCLOSURE STATEMENT

**ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

| <u>Section</u> | <u>Description</u>  | <u>Pages</u> |
|----------------|---|--------------|
| Instructions   | Instructions for Completion of EDS  | EDS i - ii   |
| 1              | Certifications  | EDS 1, 2     |
| 2              | Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest | EDS 3 - 9    |
| 3              | Sole Proprietor Signature Page  | EDS 10a/b/c  |
| 4              | Partnership Signature Page  | EDS 11/a/b/c |
| 5              | Limited Liability Corporation Signature Page  | EDS 12a/b/c  |
| 6              | Corporation Signature Page  | EDS 13a/b/c  |
| 7              | Cook County Signature Page  | EDS 14       |

## ECONOMIC DISCLOSURE STATEMENT

### INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications ("Proposer"), and others as required by the Chief Procurement Officer. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

**Definitions.** Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

**"Affiliated Entity"** means a person or entity that, directly or indirectly: controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.

**"Bidder," "Proposer," "Undersigned," or "Applicant,"** is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.

**"Proposal,"** for purposes of this EDS, is the Undersigned's complete response to an RFP/RFQ, or if no RFQ/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS.

**"Code"** means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (<http://www.cookctyclerk.com/sub/ordinances.asp>). This page can also be accessed by going to [www.cookctyclerk.com](http://www.cookctyclerk.com), clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

**"Contractor" or "Contracting Party"** means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.

**"EDS"** means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

**"Lobby" or "lobbying"** means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

**"Lobbyist"** means any person or entity who lobbies.

**"Prohibited Acts"** means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

**Section 1: Certifications.** Section 1 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 2: Economic and Other Disclosures Statement.** Section 2 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

## ECONOMIC DISCLOSURE STATEMENT

### INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

**Sections 3,4,5,6,and 7: Execution Forms.** The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 3 is the form for a sole proprietor; Section 4 is the form for a partnership or joint venture; Section 5 is the form for a Limited Liability Corporation, and Section 6 is the form for a corporation. Proper execution requires THREE ORIGINALS; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required.

**Required Updates.** The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

**Additional Information.** The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at [www.cookcountygov.com](http://www.cookcountygov.com) and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

## ECONOMIC DISCLOSURE STATEMENT

### CERTIFICATIONS (SECTION 1)

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

#### **A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 et seq.;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, et seq.;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of nolo contendere to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

#### **B. BID-RIGGING OR BID ROTATING**

THE UNDERSIGNED HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

#### **C. DRUG FREE WORKPLACE ACT**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

#### **D. DELINQUENCY IN PAYMENT OF TAXES**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.

#### **E. HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 et seq).

## ECONOMIC DISCLOSURE STATEMENT

### **F. ILLINOIS HUMAN RIGHTS ACT**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.

### **G. MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132**

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

### **H. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;**

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

ECONOMIC DISCLOSURE STATEMENT

REQUIRED DISCLOSURES (SECTION 2)

**1. DISCLOSURE OF LOBBYIST CONTACTS**

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name N/A Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p);**

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

a) Is Bidder a "Local Business" as defined above?  
Yes X No \_\_\_\_\_

b) If yes, list business addresses within Cook County:  
531 S. Plymouth Court, Suite 101, Chicago, IL 60605  
\_\_\_\_\_  
\_\_\_\_\_

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?  
Yes X No \_\_\_\_\_

**3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (PREFERENCE (CODE, CHAPTER 34, SECTION 34-366)**

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

**All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.**

ECONOMIC DISCLOSURE STATEMENT

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

a) The following is a complete list of all real estate owned by the Undersigned in Cook County:

PERMANENT INDEX NUMBER(S): 17-16-247-054-1001, 17-16-247-054-1002,  
17-16-247-054-1004, 15-13-309-006-0000  
25-28-408-049-0000

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) \_\_\_\_\_ The Undersigned owns no real estate in Cook County.

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below:

\_\_\_\_\_  
\_\_\_\_\_

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

ECONOMIC DISCLOSURE STATEMENT

**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

The Cook County Code of Ordinances (§2-610 et seq.) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. An individual or Legal Entity that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under Ownership Interest Declaration.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the  Applicant or  Stock/Beneficial Interest Holder

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name: Powell Photography, Inc. D/B/A: \_\_\_\_\_ EIN NO.: 36-3799119  
Street Address: 531 S. Plymouth Court, Suite 101  
City: Chicago State: IL Zip Code: 60605  
Phone No.: 312-922-6316

**Form of Legal Entity:**

- |                          |                        |                          |             |                                     |             |                          |                       |
|--------------------------|------------------------|--------------------------|-------------|-------------------------------------|-------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Sole Proprietor        | <input type="checkbox"/> | Partnership | <input checked="" type="checkbox"/> | Corporation | <input type="checkbox"/> | Trustee of Land Trust |
| <input type="checkbox"/> | Business Trust         | <input type="checkbox"/> | Estate      | <input type="checkbox"/>            | Association | <input type="checkbox"/> | Joint Venture         |
| <input type="checkbox"/> | Other (describe) _____ |                          |             |                                     |             |                          |                       |

ECONOMIC DISCLOSURE STATEMENT

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each individual and each Entity having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

| Name                 | Address                     | Percentage Interest in Applicant/Holder |
|----------------------|-----------------------------|---|
| <u>Victor Powell</u> | <u>5315. Plymouth Court</u> | <u>100%</u>                             |

2. If the interest of any individual or any Entity listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

| Name of Agent/Nominee | Name of Principal | Principal's Address |
|-----------------------|-------------------|---------------------|
|                       |                   |                     |

3. Is the Applicant constructively controlled by another person or Legal Entity? [     ] Yes [  ] No

If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

| Name | Address | Percentage of Beneficial Interest | Relationship |
|------|---------|-----------------------------------|--------------|
|      |         |                                   |              |

**Declaration (check the applicable box):**

I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.

[     ] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

|   |                  |
|---|------------------|
| <u>Victor Powell</u>  | <u>President</u> |
| Name of Authorized Applicant/Holder Representative (please print or type) | Title            |
| <u>Victor Powell</u>  | <u>4/30/14</u>   |

|                                      |                     |
|--------------------------------------|---------------------|
| Signature                            | Date                |
| <u>vpowell@powellphotography.com</u> | <u>312-922-6366</u> |
| E-mail address                       | Phone Number        |

Subscribed to and sworn before me  
this 30th day of April, 2014.

X Carla Taylor  
Notary Public Signature

My commission expires: 11/18/17



## ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY BOARD OF ETHICS  
69 W. WASHINGTON STREET, SUITE 3040  
CHICAGO, ILLINOIS 60602  
312/603-4304  
312/603-9988 FAX 312/603-1011 TT/TDD

### FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

Section 2-582 of the Cook County Ethics Ordinance requires any person or persons doing business with Cook County, upon execution of a contract with Cook County, to disclose to the Cook County Board of Ethics the existence of familial relationships they may have with all persons holding elective office in the State of Illinois, the County of Cook, or in any municipality within the County of Cook.

The disclosure required by this section shall be filed by January 1 of each calendar year or within thirty (30) days of the execution of any contract or lease. Any person filing a late disclosure statement after January 31 shall be assessed a late filing fee of \$100.00 per day that the disclosure is late. Any person found guilty of violating any provision of this section or knowingly filing a false, misleading, or incomplete disclosure to the Cook County Board of Ethics shall be prohibited, for a period of three (3) years, from engaging, directly or indirectly, in any business with Cook County. Note: Please see Chapter 2 Administration, Article VII Ethics, Section 2-582 of the Cook County Code to view the full provisions of this section.

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304. Note: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at: [http://www.cookcountygov.com/taxonomy/ethics/Listings/cc\\_ethics\\_VendorList\\_.pdf](http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf)

### DEFINITIONS:

"**Calendar year**" means January 1 to December 31 of each year.

"**Doing business**" for this Ordinance provision means any one or any combination of leases, contracts, or purchases to or with Cook County or any Cook County agency in excess of \$25,000 in any calendar year.

"**Familial relationship**" means a person who is related to an official or employee as spouse or any of the following, whether by blood, marriage or adoption:

|         |                 |              |
|---------|-----------------|--------------|
| Parent  | Grandparent     | Stepfather   |
| Child   | Grandchild      | Stepmother   |
| Brother | Father-in-law   | Stepson      |
| Sister  | Mother-in-law   | Stepdaughter |
| Aunt    | Son-in-law      | Stepbrother  |
| Uncle   | Daughter-in-law | Stepsister   |
| Niece   | Brother-in-law  | Half-brother |
| Nephew  | Sister-in-law   | Half-sister  |

"**Person**" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

ECONOMIC DISCLOSURE STATEMENT

**SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM**

Pursuant to Section 2-582 of the Cook County Ethics Ordinance, any person\* doing business\* with Cook County must disclose, to the Cook County Board of Ethics, the existence of familial relationships\* to any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County. Please print your responses.

Name of Owner/Employee: Victor Powell Title: President  
Business Entity Name: Powell Photography, Inc. Phone: 312-922-6366  
Business Entity Address: 531 S. Plymouth Court, Suite 101, Chicago IL 60605

\_\_\_\_\_ The following familial relationship exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

| Owner/Employee Name: | Related to: | Relationship: |
|----------------------|-------------|---------------|
| 1. _____             |             |               |
| 2. _____             |             |               |
| 3. _____             |             |               |
| 4. _____             |             |               |
| 5. _____             |             |               |

If more space is needed, attach an additional sheet following the above format.

X There is no familial relationship that exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

To the best of my knowledge and belief, the information provided above is true and complete.

Victor Powell \_\_\_\_\_ 4/30/14 \_\_\_\_\_  
Owner/Employee's Signature Date

Subscribe and sworn before me this 30th day of April, 2014.

a Notary Public in and for Cook County  
Carla Taylor \_\_\_\_\_

(Signature)



NOTARY PUBLIC  
SEAL

My Commission expires 11/18/17

Completed forms must be filed within 30 days of the execution of any contract or lease with Cook County and should be mailed to:

**Cook County Board of Ethics**  
69 West Washington Street,  
Suite 3040  
Chicago, Illinois 60602

ECONOMIC DISCLOSURE STATEMENT

**SIGNATURE BY A SOLE PROPRIETOR**

**(SECTION 3)**

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

COOK COUNTY BUSINESS REGISTRATION NUMBER: \_\_\_\_\_

SOLE PROPRIETOR'S SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed to and sworn before me

this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

X \_\_\_\_\_

**Notary Public Signature**

My commission expires:

\_\_\_\_\_

**Notary Seal**

ECONOMIC DISCLOSURE STATEMENT

**SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)**

**(SECTION 4)**

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME:           N/A          

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

\*COOK COUNTY BUSINESS REGISTRATION NUMBER: \_\_\_\_\_

**SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:**

\*BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed to and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires:

X \_\_\_\_\_

\_\_\_\_\_

**Notary Public Signature**

**Notary Seal**

\* Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.

ECONOMIC DISCLOSURE STATEMENT

**SIGNATURE BY A LIMITED LIABILITY CORPORATION**

**(SECTION 5)**

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FEIN: \_\_\_\_\_ \*CORPORATE FILE NUMBER: \_\_\_\_\_

MANAGING MEMBER: \_\_\_\_\_ MANAGING MEMBER: \_\_\_\_\_

\*\*SIGNATURE OF MANAGER: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Subscribed to and sworn before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_

Notary Public Signature

Notary Seal

**\* If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

**\*\* Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

ECONOMIC DISCLOSURE STATEMENT

**SIGNATURE BY A CORPORATION  
(SECTION 9)**

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: Powell Photography, Inc.  
BUSINESS ADDRESS: 531 S. Plymouth Court, Suite 101  
Chicago IL 60605  
BUSINESS TELEPHONE: 312-922-6366 FAX NUMBER: 312-922-6066  
CONTACT PERSON: Victor Powell  
FEIN: 36-3799119 \*CORPORATE FILE NUMBER: 5665-654-5

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: Victor Powell VICE PRESIDENT: \_\_\_\_\_  
SECRETARY: Elliot Powell TREASURER: \_\_\_\_\_

\*\*SIGNATURE OF PRESIDENT: *Victor Powell*  
ATTEST: *[Signature]* (CORPORATE SECRETARY)

Subscribed to and sworn before me  
this 30th day of May, 2014.  
X *Carla Taylor*  
Notary Public Signature

My commission expires: 11/18/17



\*If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

\*\*In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation

COOK COUNTY SIGNATURE PAGE

(SECTION 7)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

*Jim A. M.*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 12 DAY OF June, 2014.

IN THE CASE OF A BID PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

1353-13063C

OR

ITEM(S), SECTION(S), PART(S): \_\_\_\_\_

TOTAL AMOUNT OF CONTRACT: \$ Not to exceed \$100,000<sup>00</sup>  
(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_

APPROVED AS TO FORM:

Not required

ASSISTANT STATE'S ATTORNEY  
(Required on contracts over \$1,000,000.00)