

## AMENDMENT NO. 2

This Amendment modifies Contract No. 2005-18708, for Ballot Management Services by and between the County of Cook, Illinois, herein referred to as "County" and Johnson & Quin, Inc., authorized to do business in the State of Illinois hereinafter referred to as "Contractor":

### RECITALS

Whereas, the County and Contractor have entered into a Contract approved by the County Board on February 10, 2022, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Ballot Management Services (hereinafter referred to as the "Services") from March 1, 2022, through February 28, 2025, in an amount not to exceed \$3,140,806.00 with two, one-year renewal options; and

Whereas, Amendment 1 was authorized by the County Board on October 24, 2024, to renew the contract for one year beginning March 1, 2025 through February 28, 2026, in the amount of \$704,400.00 and the Total Contract Amount was revised to \$3,845,206.00; and

Whereas, the Contract will expire February 28, 2026, and the agreed upon Services are still required; and

Whereas, an increase of the Contract amount is required for the continuation of Services; and pursuant to GC-10 of the Contract, the County and Contractor desire to increase the Contract in the amount of \$1,500,000.00.

Whereas, pursuant to GC-10 of the Contract, the County and Contractor desire to renew the Contract for one year beginning on March 1, 2026, through February 28, 2027.

Now therefore, in consideration of mutual covenants contained herein, it is agreed by and between the parties to amend the Contract as follows:

1. The Contract is renewed through February 28, 2027.
2. The Contract is increased by \$1,500,000.00 and the Total Contract Amount is revised to \$5,345,206.00.
3. The attached updated Identification of Sub-Contractors/Suppliers/Sub-Consultants Form, MBE/WBE Utilization Plan forms, Certificate of Insurance, and Economic Disclosures Statement under Attachment A are incorporated and made a part of this Contract.
4. All other terms and conditions remain as stated in the Contract.

In witness whereof and pursuant to County Board approval on October 23, 2025, the County and Contractor have caused this Amendment No. 2 to be executed on the date and year last written below.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

County of Cook, Illinois

Johnson & Quin, Inc

By: Raffi Sarrafian  
Digitally signed by Raffi Sarrafian  
Date: 2025.11.20 15:11:44 -06'00'  
Chief Procurement Officer

  
Signed

Date: \_\_\_\_\_

Andrew Henkel  
Type or print name

By: Brian Tracy  
State's Attorney (if applicable)  
Brian Tracy  
Type or print name (if applicable)

President  
Title

Date: 11/7/2025

Date: 08/29/2025

**ATTACHMENT A**



**Board of Commissioners of Cook  
County  
Master**

118 North Clark Street  
Chicago, IL

**File Number: 25-3677**

**File ID:** 25-3677

**Type:** Contract Amendment

**Status:** Approved

**Version:** 1

**Presenters**  
:

**Agency:** Board of  
Commissioners

**File Created:** 08/28/2025

**File Name:** Contract Amendment Johnson & Quin Inc

**Final Action:** 10/23/2025

**Agenda Item: PROPOSED CONTRACT AMENDMENT**

**Department(s):** Cook County Clerk

**Vendor:** Johnson & Quin Inc. Niles, Illinois

**Request:** Authorization for the Chief Procurement Officer to renew and increase contract

**Good(s) or Service(s):** Ballot Management Services

**Original Contract Period:** 3/1/2022 - 2/28/2025 with two (2) - one (1) year renewal options

**Proposed Amendment Type:** Increase and Renewal

**Proposed Contract Period:** 3/1/2026 - 2/28/2027

**Total Current Contract Amount Authority:** \$3,845,206.00

**Original Approval (Board or Procurement):** Board 2/10/2022, \$3,140,806.00

**Increase Requested:** \$1,500,000.00

**Previous Board Increase(s):** 10/24/2024, \$704,400.00

**Previous Chief Procurement Officer Increase(s):** N/A

**Previous Board Renewals:** 10/24/2024, 3/1/2025 - 2/28/2026

**Previous Chief Procurement Officer Renewals:** N/A

**Previous Board Extension(s):** N/A

**Previous Chief Procurement Officer Extension(s):** N/A

**Contract Utilization:** The Vendor has met the Minority-and Women-owned Business Enterprise Ordinance Via: Direct Participation, Partial MBE waiver and Full WBE

waiver.

**Potential Fiscal Impact:** FY2026 \$1,500,000.00

**Accounts:** 11306.1110.35160.520490.00000.00000

**Contract Number(s):** 2005-18708

**Summary:** This increase and final renewal option will allow the Cook County Clerk to continue to receive Ballot Management Services. The Ballot Management Services provides management of ballot styles, proofing, printing, and delivery of ballots for use in precincts and paper supply for Early Voting and Election Day Voting used in Ballot Marking devices.

This contract was awarded through a publicly advertised competitive bidding process in accordance with the Cook County Procurement Code. Johnson & Quin Inc. was the lowest, responsive and responsible bidder. .

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:**

**Enactment Number:**

**Contact:**

**Hearing Date:**

**Drafter:** Erica.Sanchez@cookcountyil.gov

**Effective Date:**

**History of Legislative File**

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Board of Commissioners	10/23/2025	approve				Pass

**Text of Legislative File 25-3677**



**Cook County  
Office of the Chief Procurement Officer  
Identification of Subcontractor/Supplier/Subconsultant Form**

<b>OCPO ONLY:</b>	
<input type="checkbox"/>	Disqualification
<input checked="" type="checkbox"/>	Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. **The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract.** In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: 2005-18708 Amendment No.2	Date: 08/29/2025
Total Bid or Proposal Amount: \$5,345,206.00	Contract Title: Ballot Management Services
Contractor: Johnson & Quin, Inc.	Subcontractor/Supplier/ Subconsultant to be added or substitute: Montenegro Paper
Authorized Contact for Contractor: Robert Arkema	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Irma V. Bates
Email Address (Contractor): barkema@j-quin.com	Email Address (Subcontractor): irma.bates@montenegro-inc.com
Company Address (Contractor): 7460 N. Lehigh Ave.	Company Address (Subcontractor): 25 E. main St. Ste #205
City, State and Zip (Contractor): Niles, IL 60714	City, State and Zip (Subcontractor): Roselle, IL 60172
Telephone and Fax (Contractor): 847-588-4700	Telephone and Fax (Subcontractor): 630-894-0350
Estimated Start and Completion Dates (Contractor): 03/01/2025 - 02/28/2027	Estimated Start and Completion Dates (Subcontractor): 03/01/2025 - 02/28/2027

**Note:** Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Paper	\$315,000

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.**

Johnson & Quin, Inc.

Contractor	
Robert Arkema	
Name	
Executive Vice President/Secretary	
Title	08/29/2025
Prime Contractor Signature	Date



## MEMORANDUM

TO: Raffi Sarrafian, Chief Procurement Officer  
Office of the Chief Procurement Officer

FROM: JEANETTA CARDINE  
Jeanetta Cardine, Deputy Director  
Compliance Center of Excellence  
Center of Business Enterprise Development

Date: October 6, 2025

RE: Contract No.: 2005-18708 Amendment 2  
Ballot Management Services  
Cook County Clerk's Office  
Competitive Bid – Goods and Services  
Contractor: Johnson & Quin, Inc.  
Original Contract Value: \$3,140,806.00  
Original Contract Term: March 1, 2022 – February 28, 2025  
Amendment 1 increases the Contract Value by \$704,400.00 to a revised contract value of \$3,845,206.00 and renews the contract one year through February 28, 2026  
Revised Contract Term: 3/1/2022 – 2/28/2026  
Revised Contract Value: \$3,845,206.00  
Amendment No. 2 increases the Contract Value by \$1,500,000.00 to a revised Contract Value of \$5,345,206.00 and renews the Contract Term by One (1) Year through February 28, 2027.  
Revised Contract Term: 3/1/2022 – 2/28/2027  
Revised Contract Value: \$5,345,206.00  
Participation Goal: 25% MBE and 10% WBE  
Waiver: 4% MBE and 10% WBE waiver granted at time of contract award

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The Center of Business Enterprise Development is in receipt of the above-referenced contract and has reviewed this contract for compliance with the Minority- and Women- owned Business Enterprises (MBE/WBE) Ordinance. After careful review of our records as reported by the vendor, it has been determined the vendor is in compliance with the MBE/WBE Ordinance.



**Original Contract Utilization Plan (Based on \$3,140,806.00 Contract Value)**

<b>MBE/WBE</b>	<b>Status</b>	<b>Certifying Agency</b>	<b>Commitment (Direct)</b>
Montenegro Paper, LTD.	MBE (HA-M)	Cook County	21%
<b>Total</b>			<b>21% MBE</b>

**Amendment 1 Utilization Plan (Based on Revised Contract Value of \$3,845,206.00)**

<b><u>MBE/WBE</u></b>	<b><u>Status</u></b>	<b><u>Certifying Agency</u></b>	<b><u>Commitment (Direct)</u></b>
Montenegro Paper, LTD.	MBE (HA-M)	Cook County	21%
<b>Total</b>			<b>21% MBE</b>

**Amendment 2 Utilization Plan (Based on Revised Contract Value of \$5,345,206.00)**

<b>MBE/WBE</b>	<b>Status</b>	<b>Certifying Agency</b>	<b>Commitment (Direct)</b>
Montenegro Paper, LTD.	MBE (HA-M)	Cook County	21%
<b>Total</b>			<b>21% MBE</b>

A partial 4% MBE waiver and full 10% WBE waiver was granted for this amendment which continued the same waiver that was granted during the original award process. The waiver is based on the fact that the only portion of this contract that can be subcontracted, due to the County’s security and confidentiality of election ballot printing requirements, is the actual paper supply, which is fully subcontracted out to Montenegro Paper, Ltd., who is an MBE certified with Cook County.

Revised MBE/WBE forms were used in the determination of the responsiveness of this contract amendment

JC/aj

CC: Thomas Spear, (OCPO)  
 Shunice Hill-Sullivan (County Clerk)

**MBE/WBE UTILIZATION PLAN - FORM 1**

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions – Section 19.

**I. BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

- Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)
- Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available online at [www.cookcountyl.gov/contractcompliance](http://www.cookcountyl.gov/contractcompliance))
- Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent – Form 2).

**II.**  Direct Participation of MBE/WBE Firms       Indirect Participation of MBE/WBE Firms

**NOTE:** Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: Montenegro Paper Ltd.  
Address: 25 E. Main St. Ste #205 Roselle, IL 60172  
E-mail: irma.bates@montenegro-inc.com  
Contact Person: Irma V. bates Phone: 630-894-0350  
Dollar Amount Participation: \$ ~~1,500,000~~ \$315,000 *AB*  
Percent Amount of Participation: 21 %  
\*Letter of Intent attached?      Yes X      No \_\_\_\_\_  
\*Current Letter of Certification attached?      Yes X      No \_\_\_\_\_

MBE/WBE Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dollar Amount Participation: \$ \_\_\_\_\_  
Percent Amount of Participation: \_\_\_\_\_ %  
\*Letter of Intent attached?      Yes \_\_\_\_\_      No \_\_\_\_\_  
\*Current Letter of Certification attached?      Yes \_\_\_\_\_      No \_\_\_\_\_

*Attach additional sheets as needed.*

\* Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: Montenegro Paper Ltd.

Certifying Agency: Cook

Contact Person: Irma V. bates

Certification Expiration Date: 11/30/2025

Address: 25 E. Main St., Ste #205

Ethnicity: Hispanic/Male

City/State: Roselle, IL Zip: 60172

Bid/Proposal/Contract #: 2005-18708-Amendment No. 2

Phone: 630-894-0350 Fax: 630-894-0095

FEIN #: 36-4113264

Email: irma.bates@montenegro-inc.com

Participation:  Direct  Indirect

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?

No  Yes - Please attach explanation. Proposed Subcontractor(s): \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: (If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

Paper  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the Dollar Amount, Percentage, and the Terms of Payment for the above-described Commodities/ Services:

~~XXXXXXXXXXXXXXX~~ \$315,000/21%/Net 30 RTB

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Irma V. Bates  
Signature (M/WBE)

Robert B. Arkema  
Signature (Prime Bidder/Proposer)

Irma V. bates  
Print Name

Robert B. Arkema  
Print Name

Montenegro Paper, Ltd.  
Firm Name

Johnson & Quin, Inc.  
Firm Name

8/28/2025  
Date

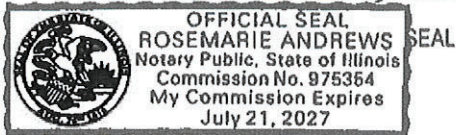
9/3/25  
Date

Subscribed and sworn before me  
this 28<sup>th</sup> day of August, 2025.

Subscribed and sworn before me  
this 3<sup>rd</sup> day of September, 2025.

Notary Public Rosemarie Andrews

Notary Public Alina Malec



**PETITION FOR PARTIAL OR FULL WAIVER – FORM 3**

Bidder/Proposer: Johnson & Quin, Inc.  
Contract No./Title: 2005-18708-Amendment No. 2

**A. BIDDER/PROPOSER HEREBY REQUESTS:**

- |   |  |
|---|--|
| <input type="checkbox"/> FULL MBE WAIVER            | <input checked="" type="checkbox"/> PARTIAL MBE WAIVER |
| <input checked="" type="checkbox"/> FULL WBE WAIVER | <input type="checkbox"/> PARTIAL WBE WAIVER            |
| <input type="checkbox"/> FULL DBE WAIVER            | <input type="checkbox"/> PARTIAL DBE WAIVER            |

**B. REASON FOR PARTIAL/FULL WAIVER REQUEST:**

Bidder/Proposer shall check each item applicable to its overall reason for a waiver request. Additionally, supporting documentation shall be submitted with this request.

- (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract.
- (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation.
- (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid.
- (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms.

## GOOD FAITH EFFORT TRANSPARENCY REPORT

**C. GOOD FAITH EFFORTS TO OBTAIN PARTICIPATION** (attach sheets as necessary as Schedule 1)  
Bidder/Proposer shall explain and detail the following Good Faith Efforts undertaken to meet Cook County's contract specific goals.

1. Please attach to this form a detailed list of any and all PCEs, stating the PCE certification (MBE and/or WBE as defined by the Cook County Municipal Code) and with whom from the contacted PCEs the Bidder/Proposer engaged, contacted, and/or communicated with in the County's Market Place;

Timelines:

- a. When the Bidder/Proposer knew of the bid;
  - b. When the Bidder/Proposer contacted the PCE(s);
  - c. When the Bidder/Proposer formulated its bid and utilization plan;  
and
  - d. When was the bid request due date.
2. The number of timely attempts to contact PCEs providing the type of supplies, equipment, goods, and/or services required for the Procurement, including but not limited to;
    - a. Dates of each contact attempt for each contacted PCE;
    - b. Whom, if anyone, the Bidder/Proposer communicated and/or corresponded (including written, virtual, digital, electronic, and other feasible methods of communication);
    - c. The number of unsuccessful attempts to communicate or correspond with PCEs; and
    - d. Attach copies of all solicitations to contacted PCEs.
  3. How the Bidder/Proposer proposed to divide the procurement requirements into small tasks and/or quantities into economically feasible units to promote PCE participation.
  4. Whether and to what degree the requesting party will endeavor to maximize indirect participation.
  5. Detailed explanation of use, if any, of the Office of Contract and Compliance services and staff.
  6. Detailed explanation of timely notification and usage of services and assistance provided by community, minority, and/or women business organizations.
  7. Attach any other documentation relative to Good Faith Efforts in complying with MBE and WBE participation.

GOOD FAITH EFFORT TRANSPARENCY REPORT

By signing below, I affirm under penalty of perjury the information provided in the Petition for Full or Partial Waiver/Good Faith Effort Transparency Report is truthful, accurate, and complete, to the best of my knowledge and capacity. I agree any finding of false, fraudulent, and/or otherwise misleading information will automatically disqualify the request for a waiver and Cook County's Office of Contract Compliance reserves the right to pursue additional actions and/or remedies against the requesting Bidder/Proposer.

*Robert Arkema*

EVP

09/03/2025

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Signature and Title of Bidder/Proposer

Title

Date



7460 North Lehigh Avenue  
Niles, IL 60714-4099

Phone (847) 588-4800  
Fax (847) 647-6949  
[www.j-quin.com](http://www.j-quin.com)

RE: Petition for MBE/WBE REDUCTION WAIVER

Due to the security and confidentiality of Election ballot printing, all the related printing and fulfillment services MUST be produced at our production facility in Niles IL. Unfortunately, Johnson & Quin is not a MBE/WBE business. The only portion of the job which we were able to utilize a MBE company was in the purchasing of the paper required for the ballot printing. We will be utilizing Montenegro Paper Ltd, a certified MBE company as provided in our documentation. The paper portion of the ballot printing accounts for **21% of the total job cost**, which requires us to seek a reduction waiver of 4% for MBE and 100% of WBE.

Sincerely,

A handwritten signature in black ink that reads 'Robert Arkema'.

Robert Arkema  
Secretary & Executive Vice President

THIS CERTIFIES THAT

# Montenegro Paper, Ltd.

dba Montenegro, Inc



\* Nationally certified by the: **CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 424110; 424120; 424130; 423840; 561990; 561910; 323111

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

10/15/2024

**Issued Date**

CH02479

**Certificate Number**

A handwritten signature in black ink, appearing to read "Ying McGuire".

**Ying McGuire**  
NMSDC CEO and President

A handwritten signature in black ink, appearing to read "Debra Jennings-Johnson".

**Debra Jennings-Johnson President / CEO**

11/30/2025

**Expiration Date**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

[Certify](#), [Develop](#), [Connect](#), [Advocate](#).

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
its officers,
its employees or independent contractors responsible for the general administration of the entity,
its agents authorized to execute documents on behalf of the entity, and
its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

'Familial relationship' means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- Parent, Child, Brother, Sister, Aunt, Uncle, Niece, Nephew, Grandparent, Grandchild, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepsister, Halfbrother, Halfsister

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

**A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY**

Name of Person Doing Business with the County: Johnson & Quin, Inc.

Address of Person Doing Business with the County: 7460 N Lehigh Ave, Niles, IL 60714

Phone number of Person Doing Business with the County: 847-588-4700

Email address of Person Doing Business with the County: barkema@j-quin.com

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:  
Robert B Arkema, Executive Vice President, 847-588-4700, barkerma@j-quin.com

**B. DESCRIPTION OF BUSINESS WITH THE COUNTY**

*Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:*

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: 2005-18708 A2

The aggregate dollar value of the business you are doing or seeking to do with the County: \$5,345,206.00

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Thomas Spear, Lead Contract Negotiator, OCPO, thomas.spear@COOKCOUNTYIL.GOV 312-603-7375

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: Edmund Michalowski, Depty Clerk of Elections, OCCC, Edmund.Michalowski@cookcountylil.gov 312-603-6886

**C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS**

*Check the box that applies and provide related information where needed*

- The Person Doing Business with the County **is an individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.
- The Person Doing Business with the County **is a business entity** and there is **no familial relationship** between any member of this business entity’s board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

The Person Doing Business with the County **is an individual** and **there is a familial relationship** between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

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

The Person Doing Business with the County **is a business entity** and **there is a familial relationship** between at least one member of this business entity’s board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows:**

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
---	--	--	----------------------------------

N/A			
_____	_____	_____	_____
_____	_____	_____	_____

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
--	--	--	----------------------------------

N/A			
_____	_____	_____	_____
_____	_____	_____	_____

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
--	--	--	----------------------------------

N/A			
_____	_____	_____	_____
_____	_____	_____	_____

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

**VERIFICATION:** To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

Robert Askema  
 \_\_\_\_\_  
 Signature of Recipient

08/29/25  
 \_\_\_\_\_  
 Date

**SUBMIT COMPLETED FORM TO:** Cook County Board of Ethics  
 69 West Washington Street, Suite 3040, Chicago, Illinois 60602  
 Office (312) 603-4304 – Fax (312) 603-9988  
 CookCounty.Ethics@cookcountyil.gov

\* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.



**Cook County  
Office of the Chief Procurement Officer**

**Economic Disclosure Statement Recertification Affidavit**

Applicant/Holder Name: Johnson & Quin, Inc.

Contract #: 2005-18708 Amendment No.2

Address: 7460 N. Lehigh Ave.

City: Niles

County: Cook

State: IL

Zip: 60714

Phone: 847-588-4660

Email: ahenkel@j-quin.com

**Instructions**

If the Applicant is a corporation, the President must execute this affidavit. If executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization, satisfactory to the County that permits the person to execute this affidavit for the corporation.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute this affidavit, unless one partner or joint venturer has been authorized to sign.

If the Applicant is a member-managed LLC all members must execute this affidavit, unless otherwise provided in the operating agreement, resolution or other corporate documents.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute this affidavit.

This recertification is being submitted in connection with

Contract Name: Ballot Management Services

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this Economic Disclosure Statement ("EDS") recertification on behalf of the Applicant/Holder, (2) warrants that all certifications and statements contained in the Applicant/Holder's last submitted EDS dated 09/21/2024 are true, accurate and complete as of the date furnished to the County and continue to be true, accurate and complete as of the date of this recertification, and (3) reaffirms its acknowledgments.

Recertification of:

- Certifications (SECTION 2), if applicable, as updated on:
- Economic and Other Disclosures (SECTION 3), if applicable, as updated on: 9/21/24
- Cook County Child Support Affidavit (Please submit any additional Child Support Obligations as an attachment to this form), if applicable, as updated on: 10/02/24
- Cook County Disclosure of Ownership Interest Statement, if applicable, as updated on: 09/21/24
- Cook County Board of Ethics Familial Relationship Disclosure Form, if applicable, as updated on:
- Cook County Affidavit for Wage Theft Ordinance (SECTION 4), if applicable, as updated on: 10/02/24

If your recertification of any of the above is related to information contained in an updated form submitted after the last submitted full EDS, please indicate the date such information was updated.

**IMPORTANT:** If you are unable to re-certify any section(s) of your previous EDS, please submit a truthful, fully updated version of that section(s) of the EDS including separate signatures where required.

By: Johnson & Quin, Inc.  
(Print or type legal name of Applicant/Holder)

Date: 9/3/25

*Andrew Henkel*  
President or authorized signatory (Signature)

Print or type name of President or authorized signatory:

Andrew Henkel

Title of signatory:  
President

Subscribed and sworn to before me on this 3<sup>rd</sup> day of September, 2025

Notary Public Signature: *Alina Malec* Seal:



SECRETARY'S CERTIFICATE

I, Robert B. Arkema, hereby certify that I am the duly elected and qualified Secretary of Johnson & Quin, Inc., an Illinois corporation (the "Corporation"), and that as such, I am authorized to execute this Secretary's Certificate on behalf of the undersigned.

Attached hereto as Exhibit A is a true and correct copy of a Unanimous Written Consent of the Directors of the Corporation, as in full force and effect as of the date hereof.

IN WITNESS WHEREOF, the undersigned has duly executed this Certificate as of the 23<sup>rd</sup> day of December, 2024.

JOHNSON & QUIN, INC.

By: Robert B. Arkema  
Robert B. Arkema, Secretary

**JOHNSON & QUIN, INC.**

**UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS**

The undersigned, being all of the members of the board of directors of Johnson & Quin, Inc., an Illinois Corporation, (hereinafter the "Corporation"), do hereby adopt the following resolution by consent pursuant to Section 8.45 of the Illinois Business Corporation Act of 1983, as amended, in lieu of a meeting:

RESOLVED, that Robert B. Arkema, Executive Vice President, Secretary and Treasurer of the Corporation, is hereby authorized to execute all contracts on behalf of the Corporation, including but not limited to all contracts with the County of Cook, State of Illinois through the Office of the Chief Procurement Officer.



\_\_\_\_\_  
David R. Henkel, Director



\_\_\_\_\_  
Robert B. Arkema, Director



\_\_\_\_\_  
Andrew D. Henkel, Director

Being all of the Directors of the Corporation

Dated: December 27, 2024

**COOK COUNTY  
ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 – 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15
6	Cook County Signature Page	EDS 1

**SECTION 1**  
**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 Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

**Definitions.** 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, as applicable.

*Affiliate* means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

*Applicant* means a person who executes this EDS.

*Bidder* means any person who submits a Bid.

*Code* means the Code of Ordinances, Cook County, Illinois available on municode.com.

*Contract* shall include any written document to make Procurements by or on behalf of Cook County.

*Contractor* or *Contracting Party* means a person that enters into a Contract with the County.

*Control* means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

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

*Joint Venture* means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

*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 who lobbies.

*Person* or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

*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.

*Proposal* means a response to an RFP.

*Proposer* means a person submitting a Proposal.

*Response* means response to an RFQ.

*Respondent* means a person responding to an RFQ.

*RFP* means a Request for Proposals issued pursuant to this Procurement Code.

*RFQ* means a Request for Qualifications issued to obtain the qualifications of interested parties.

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

**Section 1: Instructions.** Section 1 sets forth the instructions for completing and executing this EDS.

**Section 2: Certifications.** Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. 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 3: Economic and Other Disclosures Statement.** Section 3 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 Applicant to the warranties, representations, agreements and acknowledgements contained therein.

**Required Updates.** The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

**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, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at [cookcountyil.gov/ethics-board-of](http://cookcountyil.gov/ethics-board-of).

**Authorized Signers of Contract and EDS Execution Page.** If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. 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.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. 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.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

Effective October 1, 2016 all foreign corporations and LLCs must be registered with the Illinois Secretary of State's Office unless a statutory exemption applies to the applicant. Applicants who are exempt from registering must provide a written statement explaining why they are exempt from registering as a foreign entity with the Illinois Secretary of State's Office.

**SECTION 2****CERTIFICATIONS**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT 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 APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT 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 subparagraphs (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 APPLICANT HEREBY CERTIFIES THAT:** The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

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

**THE APPLICANT HEREBY CERTIFIES THAT:** *In accordance with 720 ILCS 5/33 E-11, neither the Applicant 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 APPLICANT HEREBY CERTIFIES THAT:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE APPLICANT HEREBY CERTIFIES THAT:** *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

**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.*).

**F. ILLINOIS HUMAN RIGHTS ACT**

**THE APPLICANT HEREBY CERTIFIES THAT:** *It is in compliance with 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. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)**

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

**H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;**

Unless expressly waived by the Cook County Board of Commissioners, 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 annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, 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.

**SECTION 3**

**REQUIRED DISCLOSURES**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

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

Name	Address
N/A	

**2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)**

*Local business* means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

a) Is Applicant a "Local Business" as defined above?  
Yes:  No:

b) If yes, list business addresses within Cook County:  
7460 N. Lehigh Avenue, Niles, IL 60714

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?  
Yes:  No:

**3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)**

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-5) and complete the Affidavit, based on the instructions in the Affidavit.**

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Applicant 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 Applicant in Cook County:

**PERMANENT INDEX NUMBER(S):** N/A

**(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)**

**OR:**

- b)  The Applicant owns no real estate in Cook County.

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

If the Applicant 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 Applicant 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 Applicant certified to all Certifications and other statements contained in this EDS.





# Declaration of Child Support Obligations

This form must be completed by all Applicants seeking issuance or renewal of a County Privilege.

Applicable law provides that 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.

- **Applicant:** any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.
- **County Privilege:** any business license, including but not limited to liquor dealer's licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan; and contracts exceeding the value of \$10,000.
- **Substantial Owner:** any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial owner means that individual or sole proprietor.

All Applicants are required to complete this declaration and comply with the Child Support Enforcement Ordinance. An Applicant's signature on this form constitutes a certification that the information provided below is correct and complete, and that the individual signing this form has personal knowledge of such information.

### Section A: Applicant Information:

If Applicant is a business entity with no Substantial Owners, check Box D in Section B.

If Applicant is a business entity with Substantial Owners as defined above, each Substantial Owner must complete and submit this declaration.

Business Name: Johnson & Quin, Inc.

Last Name: HENKEL

First Name: ANDREW

Date of Birth: 08/11/1977

Social Security Number (last four digits): 7346

### Section B: Child Support Obligation Information:

The undersigned Applicant, being duly sworn on oath or affirmation hereby states that, "To the best of my knowledge": (click check box left of questions "A", "B", "C", or "D" as is appropriate)

- A. I do not have judicially or administratively ordered child support obligations.
- B. I have an outstanding judicially or administratively ordered obligation, but is paying it in accordance with the terms of the order.
- C. I am delinquent in paying judicially or administratively ordered child support obligations.
- D. I am an authorized representative of the applicant. The applicant does not have any Substantial Owners as described above.

The undersigned Applicant understands that failure to disclose any judicially or administratively ordered child support debt will be grounds for denying, suspending, or revoking County Privilege(s); and, declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Applicant Signature: [Signature] Date: 11 21 2024

### For Internal Office Use Only:

Department Name:  Contact Name:

Date Received:   Contact Email:

Contract/Permit/Application Number:

**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. **County reserves the right to request additional information to verify veracity of information contained in this statement.**

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.

"Person" "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. A Person 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 Johnson & Quin, Inc.

D/B/A: \_\_\_\_\_ FEIN # Only: 36-2249473

Street Address: 7460 N. Lehigh Ave.

City: Niles State: IL Zip Code: 60714

Phone No.: 847-588-4700 Fax Number: 847-588-4693 Email: barkema@j-quin.com

Cook County Business Registration Number: \_\_\_\_\_  
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): \_\_\_\_\_

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) \_\_\_\_\_

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each Person 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
David R. Henkel	7460 N. Lehigh Ave. Niles, IL 60714	75
Andrew D. Henkel	7460 N. Lehigh Ave. Niles, IL 60714	25

2. If the interest of any Person 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
N/A		

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, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
N/A			

**Corporate Officers, Members and Partners Information:**

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Robert B. Arkema	7460 N. Lehigh Ave., Niles, IL 60714	Secretary/EVP	2004 - Present
David R. Henkel	7460 N. Lehigh Ave., Niles, IL 60714	CEO	1986 - Present
Andrew D. Henkel	7460 N. Lehigh Ave., Niles, IL 60714	President	2006 - Present

**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.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Robert B. Arkema

Name of Authorized Applicant/Holder Representative (please print or type)

*Robert B. Arkema*

Signature

barkema@j-quin.com

E-mail address

Secretary

Title

9/21/24

Date

847-588-4700

Phone Number

Subscribed to and sworn before me  
this 23rd day of Sep, 2024

x *Alina Malec*

Notary Public Signature

My commission expires 7/20/2027



Notary Seal

SECTION 4

COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE

Effective May 1, 2015, every Person, including Substantial Owners, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"Contract" means any written document to make Procurements by or on behalf of Cook County.

"Person" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"Procurement" means obtaining supplies, equipment, goods, or services of any kind.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information. County reserves the right to request additional information to verify veracity of information contained in this Affidavit.

I. Contract Information:

Contract Number: 2005-18708A1
County Using Agency (requesting Procurement):

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): Johnson & Quin, Inc.
Substantial Owner Complete Name: David R. Henkel
FEIN# 36-2249473
Date of Birth: 02/25/1946 E-mail address: dhenkel@j-quin.com
Street Address: 131 Ridge Ln.
City: Lake Forest State: IL Zip: 60045
Home Phone: (847) 648-4700

III. Compliance with Wage Laws:

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

- No Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq., YES or NO
No Illinois Minimum Wage Act, 820 ILCS 105/1 et seq., YES or NO
No Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq., YES or NO
No Employee Classification Act, 820 ILCS 185/1 et seq., YES or NO
No Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq., YES or NO
No Any comparable state statute or regulation of any state, which governs the payment of wages YES or NO

If the Person/Substantial Owner answered "Yes" to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under Section IV.

**IV. Request for Waiver or Reduction**

If Person/Substantial Owner answered "Yes" to any of the questions above, it may request a reduction or waiver in accordance with Section 34-179(d), provided that the request for reduction of waiver is made on the basis of one or more of the following actions that have taken place:

- No There has been a bona fide change in ownership or Control of the ineligible Person or Substantial Owner. YES or NO
- No Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation. YES or NO
- No Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default. YES or NO
- No Other factors that the Person or Substantial Owner believe are relevant. YES or NO

The Person/Substantial Owner must submit documentation to support the basis of its request for a reduction or waiver. The Chief Procurement Officer reserves the right to make additional inquiries and request additional documentation.

**V. Affirmation**

The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: David R Henkel Date: 10/02/2024

Name of Person signing (Print): David R. Henkel Title: CEO

Subscribed and sworn to before me this 2nd day of October, 2024

x Alina Malec  
Notary Public Signature

Notary Seal

Note: The above information is subject to verification prior to the award of the Contract.



SECTION 4

**COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE**

Effective May 1, 2015, every Person, including Substantial Owners, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

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"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information. **County reserves the right to request additional information to verify veracity of information contained in this Affidavit.**

**I. Contract Information:**

Contract Number: 2005-18708A1

County Using Agency (requesting Procurement): \_\_\_\_\_

**II. Person/Substantial Owner Information:**

Person (Corporate Entity Name): JOHNSON & QUIN, INC.

Substantial Owner Complete Name: ANDREW HENKEL

FEIN# 36-2249473

Date of Birth: 08/11/1979

E-mail address: AHENKEL@J-QUIN.COM  
ANDREW.HENKEL@GMAIL.COM

Street Address: 770 MOFFETT RD.

City: LAKE BLUFF

State: IL Zip: 60044

Home Phone: (312) 420-8539

**III. Compliance with Wage Laws:**

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

- No *Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq., YES or NO*
- No *Illinois Minimum Wage Act, 820 ILCS 105/1 et seq., YES or NO*
- No *Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq., YES or NO*
- No *Employee Classification Act, 820 ILCS 185/1 et seq., YES or NO*
- No *Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq., YES or NO*
- No *Any comparable state statute or regulation of any state, which governs the payment of wages YES or NO*

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