AMENDMENT NO. 3

This Amendment modifies Contract No. 2185-18693R, for Printing of Valuation Notices, Exemption Forms and Related Services by and between the County of Cook, Illinois, herein referred to as "County" and Sebis Direct, 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 January 13, 2022, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Printing of Valuation Notices, Exemption Forms and Related Services (hereinafter referred to as the "Services") from January 17, 2022 through January 16, 2025, in an amount not to exceed $1,193,544.03, with two, one-year renewal options; and

Whereas, Amendment No. 1 was authorized by the County Board on February 6, 2025, to add additional 2025 Scope of Service and a 2025 Price List to the Contract, to renew the Contract for twelve months beginning January 17, 2025, through January 16, 2026, in the amount of $321,132.46 and the Total Contract Amount was revised to $1,514,676.49; and

Whereas, Amendment No. 2 was executed by the Chief Procurement Officer on March 20, 2026, to renew the contract for one year beginning January 17, 2026, through January 16, 2027; and

Whereas, an increase of the Contract amount is required for the continuation of Services; and pursuant to Section GC-10 of the Contract, the County and Contractor desire to increase the Contract in the amount of $349,939.50; and

Whereas, pursuant to Section GC-10 of the Contract, the County and Contractor desire to add additional 2026 Scope of Service and 2026 Price List to the Contract.

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 increased by $349,939.50 and the Total Contract Amount is revised to $1,864,615.99.

2. The Contract is hereby amended to incorporate Attachment A to include additional 2026 Scope of Service and 2026 Price List and made part of the Contract.

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 B 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 April 16, 2026 the County and Contractor have caused this Amendment No. 3 to be executed on the date and year last written below.

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County of Cook, Illinois

By: Raffi Sarrafian Digitally signed by Raffi Sarrafian Date: 2026.04.29 10:13:21 -05'00'
Chief Procurement Officer

Date: _____

By: Brian Tracy
State's Attorney (if applicable)

Brian Tracy
Type or print name (if applicable)

Date: 4/22/26

Sebis Direct, Inc.

Signed

WES SANDERS
Type or print name

PRESIDENT
Title

Date: 1/27/2026

ATTACHMENT A

SPECIFICATIONS

ITEM NO. 8:

PRINTING, PROCESSING, AND MAILING OF PROPOSED ASSESSED VALUATION NOTICES

2026

The Vendor shall provide the following for Item No. 8:

A. Assessment Notice Formats:

Residential and Condominium Notice will be 8 ½ inches by 11 inches, 24 lb. OCR bond paper. Variable data imaging on both sides, black ink both sides. Cook County Assessor's Office will provide the artwork for both sides.

Industrial/Commercial Notice will be 8-1/2" x 11" 24# OCR bond paper. Variable data imaging one side, black ink both sides. Cook County Assessor's Office will provide the artwork for both sides.

B. Letter Format:

Residential and Condominium letters will be 8 ½ inches by 11 inches, 24 lb. OCR bond paper. Static data imaging on both sides, black and color ink both sides. Cook County Assessor's Office will provide the artwork for both sides.

Industrial/Commercial Notice will be 8½ x 11, 24 lb. OCR bond paper. Static data imaging on both sides, black and color ink both sides. Cook County Assessor's Office will provide the artwork for both sides.

C. The format on both will be bitmap and some word documents will be provided by the Cook County Assessor's Office after bid has been awarded. There will be two sheets inserted into the Residential, Condominium and Industrial/Commercial envelope **(Wording and format on each notice is subject to change at any time prior to final proof approval).**

D. Envelope format:

Size: #10 window envelopes, 24 lb. white woven, one-color ink. (Wording and format on envelope is subject to change at any time prior to final proof approval).

E. Processing Requirements:

1. Individual township data file(s) for each type of notice will be provided at various dates and times throughout the Assessment Processing Cycle. The CCAO will typically provide the vendor with individual township data file(s) during normal business hours but may also provide data file(s) outside of normal business hours. There will be multiple dates and the span between the 1st mailing and the last mailing could range up to 12 months. Data verification, approval, production print, and mailing of Assessed Valuation Notices must be completed within 7 calendar days of receipt of data file(s) or a prearranged schedule. Assessor's Office of Cook County will be responsible for the postage.

2. Vendor must be CASS certified and offer pre barcoding and address hygiene to meet all current and future postal regulations and achieve maximum postage discount. Vendor must provide proof of CASS certifications with the bid documents. Failure to provide proof of CASS certification with the bid documents may disqualify the vendor's bid.

3. Vendor must be able to furnish proof of same and notify the Assessor's Office of Cook County of any changes. (See explanation of CASS and System Certification).

4. Vendor must have a data secure production facility. Proof of security must be available upon request.

5. Vendor must be able to image face and back in laser.

6. Vendor must be able to accept data by FTP transmission.

7. Vendor must be able to image the Assessment Notice in-line or by other automated means to assure matching. Such method must be proven for accuracy and be auditable. Data verification and approval of printed material will be required prior to actual production print. Final form must be ready for production within 45 days of issuance of purchase order number.

8. Due to the critical time frame for the mailing of these items and in the unlikely event of a natural disaster, the vendor must have a backup facility with similar or identical capabilities to complete the contract within the time required by the Assessor's Office of Cook County and furnish proof of same.

9. Vendor must provide for reprint of any improperly prepared or damaged Assessed Valuation Notice(s) by the mailing date. All improperly prepared or damaged Assessed Valuation Notice(s) shall be returned to the Assessor's Office of Cook County at no charge.

   a. An initial test verification data tape shall be provided prior to initial production print to obtain verification proofs. Vendor must supply adequate support to produce the data proof for each notice in the 45-day time frame.

10. All proofs must be submitted to the Assessor's Office of Cook County for the approval by the Manager of Records Management.

11. Prior to final proof approval, changes can be made to text and/or variable data fields on any of the three notices. After final proof approval and prior to a township production run, Vendor must allow for any changes text and/or variable data fields.

12. Vendor must provide the ability to extract Notices by Permanent Index Number prior to mailing. This will enable the cross-reference of mailing control number to permanent index number for the purpose of selecting notices from either one of the three notices after mail preparation.

13. Vendor must guarantee an adequate supply of paper stock and envelopes to meet the Cook County Assessor's printing deadlines. The County is estimating the 1st Township Notice to go out in mid-February and the last Township Notice to go out in October. These dates are subject to change.

14. Data files are to be uploaded via a secured FTP server to vendor, a list of selected records from each file will be given to the vendor for sample review

15. Said records must be generated and provided to the Assessor's Office of Cook County for data merge verification. Printing of full production run can only be done after final emailed approval by the Assessor's Office of Cook County.

16. The Assessor's Office of Cook County shall communicate the approval for the vendor to start the production run either via email or by the vendor's web application. During the production run, Vendor will confirm that the actual requested records are the same as the records which were emailed to the Assessor's Office of Cook County by matching:

- The Property Address
- The Property Index Number
- The Name and Address of the addressee
- The top right hand area information

17. If a production run takes more than one day, the vendor must email the first ten notices of each run to the Assessor's Office of Cook County no later than 10:00 a.m. for continued verification of data merge.

F. Printing Requirements

High quality color process print on high-speed heat-set is excepted when slow drying time significantly increases production costs.

G. Mailing Requirements

Prior to each township mailing, the vendor must email a copy of postal report (360R) by noon the day before the date the township is to be mailed.

Vendor must be able to deliver assessed Valuation Notices to a prearranged Post Office within Cook County. All mailing dates for the township mailings will be prearranged by the Assessor's Office of Cook County and the Vendor. All mailings must be delivered to the Post Office on the agreed date.

H. CASS CERTIFICATION

Coding Accuracy Support System (CASS) is a process designed in cooperation with the mailing industry to improve the accuracy of carrier route, 5-digit ZIP, ZIP+4 and Delivery Point (DP) codes that appear on mail pieces. CASS provides a common measure by which to test the quality of address matching software. This process is graded by the U.S. Postal Service's National Address Information Center (NAIC) and the names of the certified Vendors are published in the Postal Bulletin as well as being available upon request from NAIC.

I. SYSTEM CERTIFICATION

The System Certification Program has been developed as a system's approach to a verification process that evaluates mailer's hardware and software programs for mailing systems accuracy. The purpose of the program is to assure the integrity of a mailer's operation from the initial stages, beginning with the actual design and creation of the mailing piece to enhancement (address hygiene) through presort and mail make up, postage calculation and postage payment. Stage 1 currently includes mailers who have been approved to mail under one of three types of postage mailing systems (for mailers who pay postage through a permit imprint advanced deposit account): Optional Procedure (OP), Manifest Mailing System (MMS), or Alternate Mailing Systems (AMS). The rates and Classification Centers (RCC) are responsible for authorizing and administering these postage mailing systems. They conduct audits of the authorized mailing system(s) of each mailer to determine the effectiveness of the system and whether it is being properly administered by the mailer and the Post Office. Stage 1 certification of postage mailing systems provide assurance of proper mail preparation for the rates claimed, postage payment, mailing statement preparation and mailer quality control procedures under these postage mailing systems.

S-2A Section 2A: Cook County Proposed Assessed Valuation Notices

ITEM NO. 8A

Printing, Processing, and Mailing of Proposed Assessed Valuation Notices

2026

Requirements for Section 2A, Item No.8A shall be the same as Section 2, Item No. 8, but printed on recycled paper.

Recycled paper shall have 30% recovered content and 30% post-consumer content.

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Cook County Government - Office of the Chief Procurement Officer

Printing, Data Processing, Laser Addressing, Barcoding, Mailing, And Return Processing Of Taxpayer Exemptions Forms

	Description	Quantity	2026 Price Per 1,000	2026 Total
1	Senior Freeze Renewal Application "Blue"	160,000	$ 679.84	$ 108,774.40
2	Exemption Application "Purple" (6x9 Card)	140,000	$ 142.97	$ 20,015.80
3	Long-Time Occupant Application "Green"	25,000	$ 679.84	$ 16,996.00
4	Exemption Re-Application "Gold"	30,000	$ 679.84	$ 20,395.20
5	Automatic Renewal Senior Card	260,000	$ 73.64	$ 19,146.40
6	Senior Freeze Reminder Card	60,000	$ 73.64	$ 4,418.40
7	Disabled Persons Renewal Card	35,000	$ 73.64	$ 2,577.40
8	Disabled Veterans Renewal Letter	25,000	$ 239.49	$ 5,987.25
9	#10 Mailing Window Envelopes	240,000	$ 36.20	$ 8,688.00
10	#9 Return Envelopes	240,000	$ 25.62	$ 6,148.80
	ANNUAL TOTAL			**$ 213,147.65**
			EXEMPTION TOTAL	**$ 213,147.65**

Cook County Government - Office of the Chief Procurement Officer

Printing, Data Processing, Laser Addressing, Barcoding, Mailing, And Return Processing Of Reassessment Notices

	Description	Quantity	2026 Price Per 1,000	2026 Total
1	Residential	402,328	$ 183.80	$ 73,947.89
2	Condominium	61,555	$ 183.80	$ 11,313.81
3	Industrial/Commercial	31,645	$ 183.80	$ 5,816.35
9	#10 Mailing Window Envelopes	550,000	$ 36.20	$ 19,910.00
10	#10 Internal Window Envelopes	740,000	$ 34.87	$ 25,803.80
	ANNUAL TOTAL			**$ 136,791.85**
			REASSESSMENT TOTAL	**$ 136,791.85**

EXEMPTION TOTAL:	$213,147.65
REASSESSMENT TOTAL:	$136,791.85
GRAND TOTAL:	**$349,939.50**

ATTACHMENT B

Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Master

File Number: 26-0766

File ID:	26-0766	**Type:** Contract Amendment	**Status:** Approved
Version:	1	**Presenters :**	**Agency:** Board of Commissioners
			File Created: 01/29/2026
File Name:	Sebis Direct		**Final Action:** 04/16/2026

genda Item: **PROPOSED CONTRACT AMENDMENT**

Department(s): Cook County Assessor's Office

Vendor: Sebis Direct, Inc. Bedford Park, Illinois

Request: Authorization for the Chief Procurement Officer to increase contract

Good(s) or Service(s): Printing of Valuation Notices, Exemption Forms and Related Services

Original Contract Period: 1/17/2022 - 1/16/2025 with two, one-year renewal options

Proposed Amendment Type: Increase

Proposed Contract Period: N/A

Total Current Contract Amount Authority: $1,514,676.49

Original Approval (Board or Procurement): Board, 1/13/2022, $1,193,544.03

Increase Requested: $349,939.50

Previous Board Increase(s): 2/6/2025, $321,132.46

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

Previous Board Renewals: 2/6/2025, 1/17/2025 - 1/16/2026

Previous Chief Procurement Officer Renewals: 3/20/2026, 1/17/2026 - 1/16/2027

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.

Potential Fiscal Impact: FY 2026 $349,939.50

Accounts: 11000.1040.10155.520490

Contract Number(s): 2185-18693R

Summary: This increase will allow the Cook County Assessor's Office to continue to receive Printing of Valuation Notices, Exemption Forms and Related Services for the duration of the contract term.

These services are necessary for the Cook County Assessor's Office to fulfill its statutory duty to notify property owners of changes to their assessments.

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

Notes:

Sponsors:

Attachments:

Contact:

Drafter: isalia.tull@cookcountyil.gov

Enactment Date:

Enactment Number:

Hearing Date:

Effective Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Board of Commissioners	04/16/2026	approve				Pass

Text of Legislative File 26-0766

OCPO ONLY:
☐ Disqualification
☑ Check Complete

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

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.: 2185-18693R A-3	Date: 1/27/2026
Total Bid or Proposal Amount: $1,864,615.99	Contract Title: COOK COUNTY ASSESSOR
Contractor: SEBIS DIRECT, INC.	Subcontractor/Supplier/ Subconsultant to be added or substitute: MONTENEGRO PAPER, LTD.
Authorized Contact for Contractor: WES SANDERS	Authorized Contact for Subcontractor/Supplier/ Subconsultant: IRMA BATES
Email Address (Contractor): WES@SEBIS.COM	Email Address (Subcontractor): IRMA.BATES@MONTENEGRO.COM
Company Address (Contractor): 6247 W. 74TH STREET	Company Address (Subcontractor): 25 E. MAIN STREET
City, State and Zip (Contractor): BEDFORD PARK, IL 60638	City, State and Zip (Subcontractor): ROSELLE, IL 60172
Telephone and Fax (Contractor): 312 243-9300; 708-546-2006	Telephone and Fax (Subcontractor): 630-894-0350; 630-894-0085
Estimated Start and Completion Dates (Contractor):	Estimated Start and Completion Dates (Subcontractor):

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

Description of Services or Supplies	Total Price of Subcontract for Services or Supplies
PAPER	13%

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.**

SEBIS DIRECT, INC.
Contractor

TOM MUCHA
Name

CONTROLLER
Title

Prime Contractor Signature

1/27/2026
Date

OCPO ONLY:
☐ Disqualification
☑ Check Complete

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

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.: 2185-18693R A-3	Date: 1/27/2026
Total Bid or Proposal Amount: $1,864,615.99	Contract Title: Cook County Assessor
Contractor: SEBIS DIRECT, INC.	Subcontractor/Supplier/ Subconsultant to be added or substitute: ENVELOPE CONNECTION,
Authorized Contact for Contractor: WES SANDERS	Authorized Contact for Subcontractor/Supplier/ Subconsultant: JASMINE RUSSO
Email Address (Contractor): WES@SEBIS.COM	Email Address (Subcontractor): JASSO@ENVELOPECONNECTIONS.COM
Company Address (Contractor): 6247 W. 74th STREET	Company Address (Subcontractor): 2901 N. PULASKI ROAD
City, State and Zip (Contractor): BEDFORD PARK, IL 60638	City, State and Zip (Subcontractor): CHICAGO, IL 60641
Telephone and Fax (Contractor): 312-243-9300; 708-546-2006	Telephone and Fax (Subcontractor): 773-283-3300
Estimated Start and Completion Dates (Contractor):	Estimated Start and Completion Dates (Subcontractor):

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

Description of Services or Supplies	Total Price of Subcontract for Services or Supplies
ENVELOPES	10 %

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.**

SEBIS DIRECT, INC.
Contractor

Tom MUCHA
Name

CONTROLLER
Title

Prime Contractor Signature

1/27/2026
Date

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

161 N. Clark
Suite 2300
Chicago, Illinois 60601

Memorandum

Date: February 05, 2026

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

RE: Contract No. 2185-18693R Amendment 3
Printing of Valuations, Exemption Forms and Related Services
Office of the Assessor
Competitive Bid – Goods & Services
Contractor: Sebis Direct, Inc
Original Contract Value: $1,193,544.03
Original Contract Term: January 17, 2022 – January 16, 2025
Amendment 1 extends the contract term one year through January 16, 2026, and increases contract value by $321,132.46 from $1,193,544.03 to $1,514,676.49.
Revised Contract Value: $1,514,676.49
Revised Contract Term: January 17, 2022 – January 16, 2026
Amendment 2 extends the contract for one year through January 16, 2027, and makes no changes to the contract value.
Revised Contract Term: January 17, 2022 – January 16, 2027
Amendment 3 increases the contract by $349,939.50 bringing the total to $1,864,615.99 with no change to contract term.
Revised Contract Value: $1,864,615.99
Goal 0% MBE 5% WBE

Dear Mr. Sarrafian:

The following bid for the above-referenced contract has been reviewed for compliance with the Minority-and Women-owned Business Enterprises (MBE/WBE) Ordinance and have been found to be responsive to the Ordinance.

Original Utilization Plan (Based on $1,193,544.03 Award Amount)

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
Montenegro, Inc	MBE-HA M	Cook County	25.00%
Envelopes Only	WBE-C F	City of Chicago	10.00%
		Total	35.00%

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

Amendment 1 Utilization Plan (Based on $1,514,676.49 Award Amount)

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
Montenegro, Inc	MBE-HA M	Cook County	13.00%
Sabre Supply, Inc.	WBE-C F	City of Chicago	5.00%
		Total	**18.00%**

Amendment 2 Utilization Plan (Based on $1,514,676.49 Award Amount)

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
Montenegro, Inc	MBE-HA M	Cook County	13.00%
The Envelope Connection	WBE-C F	City of Chicago	10.00%
		Total	**23.00%**

Amendment 3 Utilization Plan (Based on $1,864,615.99 Award Amount)

MBE/WBE	Status	Certifying Agency	Commitment (Direct)
Montenegro, Inc	MBE-HA M	Cook County	13.00%
The Envelope Connection	WBE-C F	City of Chicago	10.00%
		Total	**23.00%**

During the processing of Amendment 1, Sebis Direct had requested a Utilization Plan Modification which substituted their original WBE subcontractor, Envelopes Only, Inc., with Sabre Supply, Inc. for a 5% WBE commitment as Envelopes Only, Inc. lost their City of Chicago WBE certification in January 2022 as they failed to submit paperwork to maintain their certification. Prior to losing their WBE certification they were unpaid. Montenegro, Inc. has agreed to have their commitment reduced form the original 25% to the 13% which is still well above the 0% MBE goal on this contract.

Amendment 3 increases the contract by $349,939.50 bringing the total to $1,864,615.99 with no change to contract term. Also, Sebis Direct has requested a Utilization Plan Modification which substitutes their WBE subcontractor, Sabre Supply, Inc., for The Envelope Connection for a 10% WBE commitment.

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

JC/ma

CC: Angela Sanchez, (OCPO)
Isalia Tull, (Assessor)

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

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.

☒ 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 STREET SUITE 205
E-mail: IRMA.BATES@MONTENEGRO.COM
Contact Person: IRMA BATES Phone: 630-894-0350 X103
Dollar Amount Participation: $ TBD
Percent Amount of Participation: 13 %

*Letter of Intent attached? Yes ☒ No ☐
*Current Letter of Certification attached? Yes ☐ 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.**

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: MONTENEGRO PAPER, LTD. Certifying Agency: COOK COUNTY

Contact Person: IRMA BATES Certification Expiration Date: 11/30/2026

Address: 25 E. MAIN ST. SUITE 205 Ethnicity: HISPANIC / MBE

City/State: ROSELLE, IL Zip: 60172 Bid/Proposal/Contract #: 2419-10240

Phone: 630-894-0350 Fax: 630-894-0075 FEIN #: 36-4113264

Email: IRMA.BATES@MONTENEGRO.COM

Participation: [X] Direct [ ] Indirect

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

[X] 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:

13%

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*)

Irma V Bates
Print Name

Montenegro Paper LTD
Firm Name

01/28/2026
Date

Subscribed and sworn before me
this 28th day of January, 2026.
Notary Public Rosemarie Andrews

OFFICIAL SEAL
ROSEMARIE ANDREWS
Notary Public, State of Illinois
Commission No. 975354
My Commission Expires
July 21, 2027
SEAL

Signature (*Prime Bidder/Proposer*)

WES SANDERS
Print Name

SEBIS DIRECT, INC.
Firm Name

1/27/2026
Date

Subscribed and sworn before me
this 27th day of JANUARY, 2026
Notary Public Thomas F. Mucha

Official Seal
THOMAS FRANCIS MUCHA
Notary Public, State of Illinois
Commission No. 1021613
My Commission Expires November 25, 2029
SEAL

COOK COUNTY
OFFICE OF THE
Chief Procurement Officer

161 N. Clark
Suite 2300
Chicago, Illinois 60601

July 28, 2025

Irma Bates, President
Montenegro Paper Ltd. DBA Montenegro, Inc.
25 East Main Street
Suite 205
Roselle, IL 60172-3572

Annual Certification Renewal: July 11, 2026

Dear Ms. Bates:

Congratulations on your continued eligibility for certification as a **Minority Business Enterprise (MBE)** by Cook County Government. This certification does not expire; however, you must re-validate your firm's certification annually.

In the past, we have provided annual letters, this practice will no longer continue given that your firm will remain certified indefinitely based on your compliance to programmatic requirements. Please refer to this letter, the Vendor Directory, and your account dashboard for evidence of certification.

As a condition of continued Certification, you must file a No Change Affidavit within **ninety (90) calendar days prior** to the date of the annual renewal. Failure to file this affidavit may result in the removal of your Certification. You must notify Cook County's Office of the Chief Procurement Officer of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **ten (10) calendar days** of such change.

Cook County Government may commence action to remove your firm as a certified vendor if you fail to notify us of any changes of facts affecting your firm's Certification, fails to submit annual renewals, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

This firm Is Certified under the following commodity codes/area(s) of specialty:

NAICS Code:

NAICS 323111 : COMMERCIAL PRINTING
NAICS 424110 : PRINTING AND WRITING PAPER MERCHANT WHOLESALERS
NAICS 424120: STATIONERY AND OFFICE SUPPLIES MERCHANT WHOLESALERS
NAICS 424130: INDUSTRIAL AND PERSONAL SERVICE PAPER MERCHANT WHOLESALERS

Your firm's participation on Cook County contracts will be credited toward **Minority Business Enterprise (MBE)** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **Minority Business Enterprise (MBE)** goals will be given only for work done in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, Service-Disabled Veteran, and Persons with Disabilities Business Enterprise Programs.

Sincerely,

Certification Division

NMSDC | National Minority Supplier Development Council | Advancing Economic Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified Minority Business Enterprise(MBE):

Montenegro Paper, Ltd.

DBA-Montenegro, Inc

CH581679

Certificate Number

10-23-2025

Issuance Date

11-30-2026

Expiration Date

Donald R. Cravins, Jr.
Interim President and CEO
NMSDC

424110,323111,423840,424120,
424130,561910,561990

NAICS Codes

14110000

UNSPSC Codes

Supporting Regional Affiliate: Chicago MSDC

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

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.

☒ 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: THE ENVELOPE CONNECTION
Address: 2901 N. PULASKI ROAD
E-mail: JRASSO@ENVELOPECONNECTION.COM
Contact Person: JASMINE RASSO Phone: 773-283-3300
Dollar Amount Participation: $ TBD
Percent Amount of Participation: 10 %
*Letter of Intent attached? Yes ☒ No ☐
*Current Letter of Certification attached? Yes ☒ 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.**

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: ENVELOPE CONNECTION
Certifying Agency: CITY OF CHICAGO
Contact Person: JASMINE RASSO
Certification Expiration Date: 10/1/2026
Address: 2901 N. PULASKI ROAD
Ethnicity: WOMEN OWNED / MBE
City/State: CHICAGO, IL Zip: 60641
Bid/Proposal/Contract #: _____
Phone: 773-283-3300 Fax: _____
FEIN #: _____
Email: JRASSO@ENVELOPECONNECTION.COM

Participation: [X] Direct [ ] Indirect

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

[X] 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)*

ENVELOPES

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

10%

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.

Signature (*M/WBE*)	Signature (*Prime Bidder/Proposer*)
Print Name	Print Name: NPS SANDERS
Firm Name	Firm Name: SERIS DIRECT, INC.
Date	Date: 1/27/2026
Subscribed and sworn before me	Subscribed and sworn before me
this ____ day of _____, 20____.	this 27th day of JANUARY, 2026
Notary Public _____	Notary Public _____
SEAL	SEAL

Official Seal
THOMAS FRANCIS MUCHA
Notary Public, State of Illinois
Commission No. 1021613
My Commission Expires November 25, 2029

CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

OCT 2 6 2021

Jasmine Rasso
The Envelope Connection, Inc.
2901 N. Pulaski Rd.
Chicago, Illinois 60641

Dear Ms. Rasso:

We are pleased to inform you that **The Envelope Connection, Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** and **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **10/1/2026**; however, your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an **annual No-Change Affidavit**. Your firm's annual No-Change Affidavit is due by **10/1/2022, 10/1/2023, 10/1/2024 and 10/1/2025**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **10/1/2026**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **8/1/2026.**

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE/WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than $5,000 and not more than $10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Codes:
323111- Commercial Printing (Except Screens and Books); Commercial Lithographic (Offset) Printing (Except books)
541860- Direct Mail Advertising Services

Your firm's participation on City contracts will be credited only toward **MBE/WBE** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,

Aileen Velazquez
Chief Procurement Officer

AV/fn

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

PETITION FOR PARTIAL OR FULL WAIVER – FORM 3

Bidder/Proposer: _____

Contract No./Title: _____

A. BIDDER/PROPOSER HEREBY REQUESTS:

_____ FULL MBE WAIVER _____ PARTIAL MBE WAIVER

_____ FULL WBE WAIVER _____ PARTIAL WBE WAIVER

_____ FULL DBE WAIVER _____ 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.

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 undertook 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 Center of Business Enterprise Development 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 County's Center of Business Enterprise Development reserves the right to pursue additional actions and/or remedies against the requesting Bidder/Proposer.

Signature and Title of Bidder/Proposer	Title	Date

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

Cook County MBE/WBE Non-Construction Certification Reciprocal Affidavit

Firm Name _____

Address _____ City _____

County _____ State _____ Zip _____

Phone (___) _____ Email _____

I _____, _____
(Authorized Representative) *(Print Title)*

of _____ do hereby affirm:
(Name of Firm)

1) _____ is a Minority and/or Women Business Enterprise currently
(Name of Firm)
certified by the City of Chicago as: [ ] Black- [ ] Hispanic- [ ] Asian- [ ] Woman-owned business.

2) With respect to _____, the personal net worth of the qualifying
(Name of Firm)
(51%) individual(s) does not exceed $2,767,082.23, excluding the individual's ownership interest in the M/WBE firm and the equity of the owner's primary residence, and otherwise meets the requirements of Chapter 34, Article IV of the Cook County Procurement Code. (As per Section 34-263 of the Cook County Procurement Code, an individual's personal net worth includes only his or her own Share of assets held jointly or as community/marital property with the individual's spouse.)

3) The average annual gross receipts of _____,
(Name of Firm)
as derived from tax filings over the five most recent years, does not exceed the Small Business Size Standards published by the U.S. Small Business Administration found in Title 13, Code of Federal Regulations, Part 121. (http://www.sba.gov/content/small-business-size-standards)

Upon penalty of perjury, I _____ affirm that, to the best of my knowledge
(Authorized Representative)
and belief, the information herein is true and accurate.

Signature _____ *Title* _____ *Date* _____

Subscribed and sworn to before me this _____ day of _____ / _____
(Month) (Year)

_____ Notary's Seal
(Notary's Signature)

My Commission Expires _____

PLEASE NOTE: This affidavit is good for a period of one year from the date of sworn signature. Any changes to your firm within that year may require a new form.

Revised 12/04/24

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER	CONTACT NAME: Matthew Kelly
Kelly Assurance 11523 Burton Ct Westchester IL, 60154	PHONE (A/C, No, Ext): 708-578-2470 FAX (A/C, No): E-MAIL ADDRESS: matthew@kellyassure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Hartford	37478
INSURER B: Coalition/Munich	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: Sebis Direct Inc, SD Property Holding LLC, 6247 West 74th Street, Bedford Park IL 60638

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✖ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✖ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✖ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	x	x	83SBAAG9KX8	07/18/2025	07/18/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY ✖ ANY AUTO ☐ ALL OWNED AUTOS ✖ SCHEDULED AUTOS ✖ HIRED AUTOS ✖ NON-OWNED AUTOS	x	x	83UECAC2895	07/18/2025	07/18/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	✖ UMBRELLA LIAB ✖ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ✖ RETENTION $ 10,000			83SBAAG9KX8	07/18/2025	07/18/2026	EACH OCCURRENCE AGGREGATE $	$ 1,000,000 $ 1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	x	83WECAZ0B3Z	07/18/2025	07/18/2026	✖ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Employment Practices Liability Ins			83SBAAG9KX8	07/18/2025	07/18/2026	Each Claim: $25,000 Agg Limit: $25,000	
C	Cyber Insurance/ Prof Liability			C-4LPY-043870-CYBER-2025	07/18/2025	07/18/2026	$5,000,000/$5,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location 1:6516 W 74th Street, Bedford Park IL, 60638, Replacement Cost $10,132,000 BPP: $5,574,700
Location 2:6247 W 74TH ST BEDFORD PARK, IL 60638-6120 Replacement Cost $4,957,000 BPP: $8,362,100
Location 3:1050-1100 Valley Belt Rd, Independence, OH 44141-1433 Replacement Cost $7,981,000 BPP: $3,000,000
Location 4:3540 W LINCOLN ST, PHOENIX, AZ, 85009 Replacement Cost $4,031,100 BPP: $107,000
1. Employee Theft $4,000,000 $25,000 A Fidelity Limit of Insurance Retention
2. ERISA Fidelity $1,000,000 $0 3.Employee Theft of Client Property $4,000,000 $25,000

CERTIFICATE HOLDER

Cook County Government/Office of Chief Procurement Officer
161 N. Clark Street, Suite 2300
Chicago, IL, 60602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew J Kelly

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COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX

Section	Description	Pages
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 16

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.

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 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 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.

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.

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 N/A Address

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:

6247 W. 74th STREET
Bedford Park, IL 60638

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): 19-30-200-016-0000
19-29-100-044-0000

(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.

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 [X] Applicant or [ ] Stock/Beneficial Interest Holder

This Statement is an: [X] Original Statement or [ ] Amended Statement

Identifying Information:

Name SEBIS DIRECT, INC.

D/B/A: _____ FEIN # Only: 36-3201653

Street Address: 6247 W. 74th STREET

City: BEDFORD PARK State: IL Zip Code: 60638

Phone No.: 312-434-9300 Fax Number: 708-546-2006 Email: WPS@SEBIS.COM

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

Corporate File Number (if applicable): _____

Form of Legal Entity:

[ ] Sole Proprietor [ ] Partnership [X] 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
WES SANDERS	8613 W. 120th STREET PALOS PARK, IL 60464	100%

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 [X] 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
KATHY MORRIN	163 PATRICK AVE. WILLOW SPRINGS IL 60480	EXECUTIVE V.P., PERPETUAL	
WES SANDERS	8613 W. 120TH STREET PALOS PARK, IL 60464	PRESIDENT, PERPETUAL	

Declaration (check the applicable box):

[X] 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

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

PRESIDENT / OWNER
Title

Signature

1/27/2026
Date

WES@SEBS.COM
E-mail address

312-243-9300
Phone Number

Subscribed to and sworn before me this 5th day of JAN., 2026

My commission expires: 11/25/2029

X
Notary Public Signature

Notary Seal

Official Seal
THOMAS FRANCIS MUCHA
Notary Public, State of Illinois
Commission No. 1021613
My Commission Expires November 25, 2029

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. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than $25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

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 required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of $100 per day after an initial 30-day grace period.

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
- ☐ Stepbrother
- ☐ 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: SEBIS DIRECT, INC.

Address of Person Doing Business with the County: 6247 W. 74th STREET BEDFORD PARK, IL 60638

Phone number of Person Doing Business with the County: 312-243-9300

Email address of Person Doing Business with the County: WES@SEBIS.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:

TOM MUCHA, CONTROLLER, 312-243-9300, tmucha@sebis.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:

CONTRACT NO. 2185-18693R A-3

The aggregate dollar value of the business you are doing or seeking to do with the County: $ 1,864,615.99

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: Angela Sanchez, Procurement Analyst,angela.sanhez@cookcountyil.gov (312) 603-2691

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: Isalia Tull, Manager of Purchasing & Operations,-isalia.tull@cookcountyil.gov-(312) 603-7583

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.

Signature of Recipient

Date: 1/27/2026

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.

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: 2185-18693RA-1

County Using Agency (requesting Procurement): COOK COUNTY ASSESSOR OFFICE

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): SCBIS DIRECT INC.

Substantial Owner Complete Name: WES SANDERS

FEIN# 36-3991653

Date of Birth: [redacted] E-mail address: WES@SCBIS.COM

Street Address: 6247 W. 74TH ST.

City: BEDFORD PARK State: IL Zip: 60638

Home Phone: [redacted]

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: _____ Date: 1/27/2026

Name of Person signing (Print): WES SANDERS Title: _____

Subscribed and sworn to before me this 27th day of JANUARY, 2026

X _____
Notary Public Signature

_____
Notary Seal

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

Official Seal
THOMAS FRANCIS MUCHA
Notary Public, State of Illinois
Commission No. 1021613
My Commission Expires November 25, 2029

SECTION 5

CONTRACT AND EDS EXECUTION PAGE

The Applicant hereby certifies and warrants that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant 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.

Execution by Corporation

SEBIS DIRECT, INC.
Corporation's Name

IRES SANDERS
President's Printed Name and Signature

312-243-9300
Telephone

IRES@SEBIS.COM
Email

Secretary Signature

1/27/2026
Date

Execution by LLC

LLC Name

*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this
27th day of January, 2026

My commission expires:
11/25/2029

Notary Public Signature

Notary Seal

*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

Official Seal
THOMAS FRANCIS MUCHA
Notary Public, State of Illinois
Commission No. 1021613
My Commission Expires November 25, 2029