



**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
DEVELOPMENT COMMITTEE**

**Wednesday, September 18, 2024, 6:00 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402**

AGENDA

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1. CALL TO ORDER/DECLARATION OF A QUORUM	
2. PUBLIC COMMENT	
3. APPROVAL OF MINUTES	
A. <u>Approval of the July 17, 2024, Minutes</u> Draft MWDEBE MINS 7-17-24	3 - 4
4. OLD BUSINESS	
A. <u>Responsive Bidder Ordinance</u> RBO Sept 2024 Updated	5 - 42
B. <u>MWDEBE Award Proposal</u> 2024.04.MWDEBE Award Proposal	43 - 45
C. <u>MWDEBE Small Business Survey</u> MWDEBE Small Business Survey	46 - 50

5. NEW BUSINESS

6. STAFF REPORT

A. **LEP Projects Tracking Updates**

7. OTHER BUSINESS

8. ADJOURNMENT

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: www.cityofevanston.org/mwebecommittee. Questions can be directed to Tammi Nunez at 847-866-2935.

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**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
(M/W/D/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, July 17, 2024

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Councilmember Kristian Harris, Jared Davis, Angela Pennisi, Michael McLean, Rachel Williams, and Ernest Noy

MEMBERS ABSENT: Councilmember Devon Reid, Kemone Hendricks, and Bonaventure Fandohan

STAFF PRESENT: Tammi Nunez, Purchasing Manager; Jessica Cooper, Interim Workforce Development Manager.

GUEST: Councilmember Alder Claire Kelly, Jeremy Esparza, Tyrone Gibbs, and Jason Catona

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

With a quorum present, Councilmember (CM) Burns called the meeting to order at 6:05 PM.

2. Approval of Minutes

Councilmember Kristian Harris motioned to approve the minutes for May 15, 2024. Seconded by Rachel Williams. Motion passed, all voted in favor of approving the minutes, with one abstention by Angela Pennisi.

3. Public Comments

Tyrone Gibbs shared personal experiences and supported the need for union involvement and better enforcement of local hiring.

Councilmember Kelly emphasized the importance of accountability and safety.

4. Staff Reports

A. LEP Projects Tracking Updates

Compliance and project updates were discussed with the committee. Jessica Copper, Interim Workforce Development Manager shared data on current projects. 12 eligible LEP projects, with 8 active, 1 complete, and 3 pending. Average of one resident per project. Compliance rates vary, with some projects exceeding the 15% requirement and others falling short.

Specific Projects Discussed:

BID 22-70 Evanston Animal Shelter Renovations. Awarded to CCC Holdings, Inc. \$19,500 compensation paid to Evanston resident determined not to be in LEP eligible position. Legal determined the project was not compliant as the employed individual was not a laborer. Options include allowing more time to meet the 15% requirement or assessing a fine. A motion to require the contractor to meet the 15% compliance for the remainder of the project was discussed but tabled for further clarification. Ms. Cooper will review and clarify the funding sources for the Evanston Animal Shelter project to determine LEP applicability.

Water Main Improvement with Boulder Contractors:

BID 23-26 Watermain Improvements and Street Resurfacing, awarded to Bolder Contractors, Inc. LEP compliance is under evaluation. Currently utilizing an Evanston resident in other non-city related projects to meet requirements. The resident is a full-time employee of the company. To

be discussed during the next meeting. Legal found the project non-compliant due to counting non-city project hours. A motion to assess a partial fine of \$2,314.79 to Boulder Contractors was initially passed but later rescinded after further discussion clarified the committee's discretion in imposing fines.

LEP Compliance Report: Ms. Cooper asked for feedback on the LEP compliance report and if any additional information is needed. Future reports should also include job completion percentages and specific work performed by local residents.

5. New Business

A. Responsive Bidder Ordinance (CM Burns started the meeting with the RBO)

Introduction/action - Responsive Bid Ordinance (RBO) Discussion. Jeremy Esparza from the construction workers' labor union presented the RBO presentation.

Mr. Esparza stated the current procurement language is too broad. RBO would mandate Safety Standards, OSHA 10-hour training for workers, Substance Abuse Policies, Apprenticeship Standards (would ensure qualified workers perform work on projects, complementing the LEP program), Subcontracting Transparency (require listing subcontractors before awarding jobs), Self-Performance Clause (Contractors must self-perform a percentage of the work), Worker Status (RBO would mandate defining whether workers are employees or independent contractors).

Concerns Raised by the Committee:

Potential barriers for minority and small local businesses, the need for increased access to OSHA training and apprenticeship programs, and the impact on first-time bidders, and smaller contractors and its implications for local hiring and project compliance.

Next Steps: The Committee will review the documents and prepare for further discussion in the next meeting in September. Staff will review the procurement policy and provide feedback. The Committee asked for Jeremy to provide detailed information on qualifications and pathways for different union apprenticeship programs.

6. Old Business

A. M/W/D/EBE Committee Work Plan Updates (Full Work Plan Updates not discussed, Small Business Survey).

Ms. Nunez provided a brief survey results and overview: Received 74 responses from local businesses. Key findings on business stages, challenges, and needs.

Discussion Points for September's meeting:

The need to clarify survey questions for better data. Potential actions based on survey results, including additional surveys and targeted support for businesses. Review the business survey results and prepare notes for the next meeting. Consideration of recirculating the survey to increase sample size and improve data accuracy.

7. Other Business

CM Burns reminded the committee: of the importance of quorum and attendance emphasized. The next meeting is scheduled for September 18th at 6 p.m. (no August meeting). Next Steps: Tammi to review the procurement policy and provide feedback. Committee members to review the RBO documents and prepare for further discussion in the next meeting.

8. Adjournment

Councilmember Burns ended the meeting at 8:08 PM.

**CITY OF EVANSTON
ORDINANCE NO. 2024-___**

**AN ORDINANCE ESTABLISHING RESPONSIBLE BIDDER
REQUIREMENTS ON PUBLIC WORKS PROJECTS**

WHEREAS, the City of Evanston is a unit of local government organized and operating under federal and state laws;

WHEREAS, the City of Evanston seeks to preserve administrative resources by ensuring that only qualified contractors and subcontractors are awarded contracts on public works construction projects;

WHEREAS, the City of Evanston, based upon its experience, has determined that quality workmanship, efficient operation, safety, and timely completion of projects are not necessarily insured by awarding a construction contract solely on the basis of the low bid;

WHEREAS, the City of Evanston seeks to enhance its ability to identify the lowest “responsible bidder” on all public works construction projects by instituting more comprehensive submission requirements which are in compliance with Illinois law;

WHEREAS, the City of Evanston has a compelling proprietary interest in awarding contracts for public works construction projects in a manner that will yield successful project delivery in terms of work that is performed safely, at the lowest responsible cost, and in accordance with the highest possible standards of quality and efficiency;

WHEREAS, the City of Evanston has a compelling interest in ensuring that workers on public works construction projects are paid appropriate wages and receive appropriate benefits, as set forth in, and required by, the Illinois Prevailing Wage Act and the Federal Davis Bacon and Related Acts;

WHEREAS, securing successful delivery of public works construction projects presents significant challenges due to the complex, unpredictable and inherently dangerous nature of the construction industry, wherein errors in project planning or execution, including those caused by inexperienced or unqualified craft labor personnel, can result in serious safety risks, excessive cost overruns, flawed or inferior project quality, and disruptions in project schedules that may delay the use of critical government functions or facilities;

WHEREAS, the City of Evanston enacted the Local Employment Program (LEP) Ordinance, Section 1-17-1(C) in 2014, in an effort to increase the hiring of Evanston residents and Evanston construction apprentices on public works projects;

WHEREAS, responsible bidder ordinances with apprenticeship standards increase the likelihood of contractors on publicly funded projects to use apprentices, resulting in a better local tax base and a safer, more efficient job site;

WHEREAS, “An Ordinance Establishing Responsible Bidder Requirements on Public Works Projects” assures efficient use of taxpayer dollars, promotes public safety, and is in the public interest.

NOW, THEREFORE, BE IT ORDAINED by the City of Evanston that:

Section 1. Public Works

For purposes of this chapter, the term “public works” shall mean the following: any constructing, altering, reconstructing, repairing, rehabilitating, refinishing, refurbishing, remodeling, remediating, renovating, custom fabricating, maintenance, landscaping, improving, moving, wrecking, painting, decorating, demolishing, and adding to or subtracting from any public building, structure, airport facility, highway, roadway, street, alley, bridge, sewer, drain, ditch, sewage disposal plant, water work, parking facility, railroad, excavation, or other project, development, real property, or improvement, or to do any part thereof, whether or not the performance of the work herein described involves the addition to, or fabrication into, any structure, project or development, real property or improvement herein described of any material or article of merchandise, which is paid for out of a public fund or out of a special assessment. The term also includes any public works leased by a political subdivision under a lease containing an option to purchase.

Section 2. Bid Submission Requirements

In determining whether a bidder is a “responsible bidder” for the award of a public works contract estimated to be at least twenty-five thousand dollars (\$25,000) or more, the bidder must submit the following information and supporting documentation verified under oath on a form designated by the City of Evanston in order for the bid to be accepted:

- A. A copy of the Illinois Secretary of State’s Department of Business Services online records evidencing that the bidder has a current corporate annual report on file. If the bidder is an individual, sole proprietor, or partnership, this subsection shall not apply;
- B. Documents evidencing current registration with the Illinois Department of Revenue if bidder has employees (e.g. document with account number, Illinois Business Tax number).
- C. Documents evidencing current registration with the Illinois Department of Employment Security if bidder has employees (e.g. document with UI account number).
- D. Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor or any officers of the contractor in the last five (5) years.
- E. A statement that all employees are (i) covered under a current workers’ compensation insurance policy and (ii) properly classified under such policy. If the bidder is insured with a carrier, the evidence of workers’ compensation insurance shall be a copy of the “Information Page” of the bidder’s workers’ compensation policy and any continuation of that Information

Page which include the name and address of the insured, as well as the class codes the compensation premium is based on and the total estimated remuneration per class code.

- F. A statement of compliance with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.) and all rules and regulations therein, for the past five (5) years. Such statement shall also provide that the contractor has reviewed the Prevailing Wage Act or federal Davis-Bacon and Related Acts, has reviewed and agrees to pay the applicable prevailing wage rates attached to the bid specifications, and will strictly comply with the Prevailing Wage Act or federal Davis-Bacon and Related Acts and related requirements. A contractor who has been found by the Illinois Department of Labor to be in violation of the Prevailing Wage Act twice within a three (3) year period shall be deemed not to be a Responsible Bidder for two (2) years from the date of the latest finding.
- G. A copy of the written program for the prevention of substance abuse to be filed with a public body pursuant to the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.).
- H. A statement that individuals who will perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee or (ii) an independent contractor under all applicable state and federal laws and local ordinances.
- I. Documents evidencing any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award. Additionally, the contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.
- J. Evidence of participation in apprenticeship training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization; and evidence that any applicable apprenticeship program has graduated at least five (5) apprentices in each of the past five (5) years for each of the construction crafts the bidder will perform on the project. Evidence of graduation rates are not required for apprenticeable crafts dedicated exclusively to the transportation of material and equipment to and from the public works project.

The required evidence includes but is not limited to a copy of all applicable apprenticeship standards and Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project; and documentation from each applicable apprenticeship program certifying that it has graduated at least five (5) apprentices in each of the past five (5) years for each construction craft the bidder will perform on the project. Additional evidence of participation and graduation requirements may be requested by the City of Evanston at its discretion.

The City of Evanston will actively seek partnerships in the community to offer programs to ensure small and new businesses are able to bid on prospective projects.

- K. Bidder shall certify that all employees expected to perform work on the project have completed

a 10-hour or greater OSHA safety program. Only workers that have satisfactorily completed a 10-hour or greater OSHA safety program will be allowed to participate on the project. The bidder must have copies of employee OSHA cards on file, and the City of Evanston may request the bidder provide copies of employees OSHA cards; failure to produce an employee's OSHA card may result in a determination that the bidder is not a responsible bidder.

The City of Evanston will work actively seek partnerships within the community to make OSHA safety certificate programs to prospective bidders to allow for small and new businesses to bid projects.

- L. Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project. Further, each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the City of Evanston. Each contractor shall submit all subcontractor information and supporting documentation to the City of Evanston prior to the subcontractor commencing work on the project. It shall be the responsibility of the Bidder to ensure its subcontractors comply with all of the requirements of this Code, including the timely and complete submittals of all required documentation, and the full compliance with all obligations set forth in this Ordinance and the project specifications. Failure of a successful Bidder to submit the required subcontractor information or documentation may constitute a contractual default and/or breach by the bidder and may disqualify a Bidder from performing work on future projects
- M. Bidder must provide evidence of relevant experience on similar size and scope projects in the past (5) years that indicate the necessary capacity to perform the project and must provide adequate reference(s) verifying the quality of work performed;
- N. Bidder must directly perform at least 20 % of the services identified in the project solicitation. The named bidder submitting the bid must be the entity directly performing the services. Any affiliates and/or subsidiaries shall not contribute to the minimum performance percentage required.
- O. Statements as to past performance, which shall give an accurate and complete record of all public works projects completed in the past three (3) years by the contractor. Such statements shall include the name of the public body and the project, original contract price, final contract price, the names of all subcontractors used, if applicable, and a statement as to compliance with completion deadlines.
- P. Any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful or repeated violations of the Occupational Safety and Health Act (OSHA), violations of contracting or antitrust laws, tax or licensing laws, environmental laws, or the Federal Davis-Bacon and Related Acts.

Any material changes to the contractor's status, at any time, must be reported in writing within fourteen (14) calendar days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible bidder.

Section 3. Incomplete Submissions by Bidders and Subcontractors

It is the sole responsibility of the bidder to comply with all submission requirements at the time it submits its bid to the City of Evanston. Bidder submissions deemed inadequate or incomplete may result in a determination that the bidder is not a responsible bidder.

The submission requirements also apply to all subcontractors, except that the successful bidder shall submit all subcontractor submissions to the City of Evanston prior to the subcontractor commencing work on the project. Failure of a subcontractor to submit the required information shall not disqualify the successful bidder from performing work on the project and shall not constitute a contractual default and/or breach by the successful bidder. However, the City of Evanston may withhold all payments otherwise due for work performed by a subcontractor, until the subcontractor submits the required information, and the City of Evanston approves such information. Further, where the City of Evanston deems necessary, it may also require that the successful bidder remove the subcontractor from the project and replace it with a responsive and responsible subcontractor.

Section 4. Validity of Pre-Qualification Classification

Upon designation by the city of Evanston that a contractor's or subcontractor's submission in anticipation of a bid is complete and timely, and upon any further consideration deemed necessary by the City of Evanston the contractor or subcontractor may be pre-qualified for future city of Evanston public works projects. A contractor's classification as "qualified" shall exempt the contractor or sub-contractor from the comprehensive submission requirements contained herein for a period of twelve (12) months. Thereafter, contractors or subcontractors who are pre-qualified must submit a complete application for continuation of "pre-qualified" standing, on a form provided by the City of Evanston (also referred to as the "short form") by December 31st for the upcoming calendar year. Failure by any pre-qualified contractor or subcontractor to timely submit its complete application for continuation of "pre-qualified" standing shall result in automatic removal of the designation, effective January 1 of the upcoming year. However, the "removed" contractor or subcontractor shall still be permitted to bid on Evanston public works projects.

Any material changes to the contractor's status, at any time, must be reported in writing within ten (10) days of its occurrence to the City of Evanston. The pre-qualification designation is solely within the discretion of the City of Evanston and it specifically reserves the right to change or revoke the designation for a stated written reason(s).

Denial of pre-qualification shall be in writing and shall be forwarded to the contractor within seven (7) working days of such decision. Any contractor denied or losing pre-qualification status may request reconsideration of the decision by submitting such request in writing to the City of Evanston within five (5) business days of receipt of notice of denial.

Section 5. Lowest Bidder Not Chosen

When the award is not recommended to be given to the lowest bidder, a statement of the reason for such recommendation shall be prepared by the City of Evanston.

Section 6. Multiple Low Bids

When two or more responsible bidders submit the same low bid, the contract award shall be determined by drawing lots at a public meeting of the City of Evanston, unless one bidder is a local

contractor and one is a non-local contractor, in which event the local contractor shall be awarded the contract.

Section 7. Project Labor Agreement

The City of Evanston may require the use of a Project Labor Agreement when it approves bid specifications and the letting of a project out for bid. When so specified, the public works construction projects covered under this Ordinance shall be performed under a Project Labor Agreement in such form as prescribed and adopted by the City of Evanston and which has been agreed to by the affiliates of the Cook County Building Trades Council. Such agreements shall provide for decent wages and working conditions for qualified and skilled craftsmen and craftswomen so as to achieve professionally and competently completed projects; while maintaining labor peace and harmony in and amongst the various trades organizations.

Any firm, union affiliated or not, may bid on any City of Evanston project that utilizes a Project Labor Agreement provided that the successful bidder becomes party to the Project Labor Agreement for the duration of the project. However, there shall be no obligation or requirement by any successful bidder to become affiliated with any trade union or association, and any such affiliation, or lack thereof, shall not be used, or considered by the City of Evanston in making a determination to award a project to the lowest responsible bidder as defined by this ordinance.

In the event that no qualified bidders bid on a project or portion thereof, the City of Evanston reserves the right to request new proposals without including the Project Labor Agreement. Additionally, this Section shall specifically not apply to private construction projects and/or developments which hereinafter occur in the City of Evanston.

Section 8. Public Records

All information submitted by a successful bidder pursuant to this Ordinance are public records subject to review pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

Section 9. Materiality

The requirements of this Ordinance are a material part of the bid documents and the contract and the successful bidder shall insert this Ordinance in all subcontracts.

Section 10. Severability

If any portion of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other portions or applications of this Ordinance which can be given effect without the invalid portions or applications and, to this end, the portions of this Ordinance are severable.

Section 11. Other Ordinances

Any prior ordinance or portion thereof in conflict with this Ordinance is hereby revoked.

Section 12. Effective Date

This ordinance shall take effect upon passage by _____.

This ordinance was passed by _____ on this ____ day of _____, 2024.

EVANSTON RESPONSIBLE BIDDER ORDINANCE COMPARISON

	Responsible Bidder Ordinance	Current Procurement Policy
References	<p>Bidder must a list of all public works projects completed in the past 3 years, including the public body and project name. original contract price, final contract price, names of all subcontractors used, and a statement as to compliance with completion deadlines.</p> <p>Any material changes to the bidder’s status, at any time, must be reported in writing within 14 days of its occurrence. Failure to comply with this requirement is grounds to be deemed to be a non-responsible bidder.</p>	<p>Bidder must provide 3 references for which the bidder has completed work of a similar scope in the past.</p>
Award	<p>Bidder must comply with all provisions of the RBO in order to be considered for a bid.</p>	<p>Award based on the following factors: (a)adherence to all conditions and requirements of the bid specifications, (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities, (d) delivery of completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing, (f) maintenance costs and warranty provisions, and (g) repurchase or residual value.</p>
Corporate Annual Report	<p>Bidder must provide a copy of the Illinois Secretary of State’s Department of Business Services current annual report.</p>	<p>Bidder “should have the correct corporate name thereon and signature of an authorized officer of the corporation manually written below the corporate name following words “By” “___” title of office held by the person signing for corporation, which shall appear below signature of an officer.”</p>
Illinois Department of Revenue	<p>Bidder must provide evidence of current registration with the Illinois Department of Revenue.</p>	<p>No language.</p>

EVANSTON RESPONSIBLE BIDDER ORDINANCE COMPARISON

Illinois Department of Employment Security	Bidder must provide evidence of current registration with the Illinois Department of Employment Security (if bidder has employees)	No language.
Tax Delinquencies	Bidder must provide disclosure of any federal, state, or local tax liens or tax delinquencies against the bidder or any of its officers in the past 5 years.	Contractor certifies that it is not delinquent in the payment of any fees, fines or debts to the City of Evanston.
Workers Compensation Insurance	Bidder must provide evidence that all employees are (a) covered by a current workers' compensation policy, and (b) employees are properly classified under such policy.	Contractor shall carry and maintain...all necessary liability insurance...including worker's compensation in statutory limits and employer's liability insurance in the amount of at least five hundred thousand dollars (\$500,000)
Illinois Prevailing Wage Act	<p>Bidder must provide a statement of compliance with all provisions of the Illinois Prevailing Wage Act for the past 5 years. Statement shall include that bidder has reviewed the Prevailing Wage Act, and the Federal Davis Bacon Act, and agrees to pay the applicable wage requirements under the laws.</p> <p>A contractor who has been found by the IL DOL to be in violation of the PWA twice in a three-year period shall be deemed not to be a Responsible Bidder for two years from the date of the latest finding.</p>	The undersigned...hereby certifies to the City of Evanston...that all work under this contract shall comply with the Prevailing Wage Rate Act...with rates to be paid in effect at time work is performed. Contractors shall submit monthly certifies payroll records to the city.
Substance Abuse Prevention	Bidder must provide a written program for the prevention of substance abuse.	No language.
Worker Status	Bidder must provide a statement that individuals who will perform the work are properly classified as either (i) an employee or (ii) independent contractor.	No language
Special Licensing	Bidder must provide documents evidencing any professional or trade license required by law or local ordinance for any specialty area in which bidder is seeking a contract award.	It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state, and national laws, and that no legal requirement has been or will be violated in making or

EVANSTON RESPONSIBLE BIDDER ORDINANCE COMPARISON

	Bidder must disclose any suspension or revocation of such license held by the company, or of any director or manager of the company.	accepting this proposal, in awarding the Contract to him.
Apprenticeship Standards	<p>Bidder must provide documentation evidencing the bidder actively participates, and has actively participated for at least 12 months before the date of the bid opening, in apprenticeship training programs applicable to the work to be performance on the project, which are approved and registered with the United States’ Department of Labor’s Office of Apprenticeship.</p> <p>Evidence that any applicable apprenticeship program has graduated at least 5 apprentices in each of the past 5 years for each construction craft the bidder will perform on the project.</p> <p>Bidder must provide a copy of all applicable apprenticeship standards and apprenticeship agreements for any apprentice who will perform work on the project.</p> <p>Additional evidence of participation and graduation requirements may be requested by the City of Evanston Purchasing Department at its discretion.</p>	No language.
Safety Standards	Bidder shall certify that all employees are expected to perform work on the project have completed a 10-hour or greater OSHA safety program.	Bidder shall maintain project in accord with following safety and insurance standards.
Certified Payroll	Bidder and its sub-contractors are required to turn in certified payrolls as specified in the Illinois Public Act 94-0515, and follow all provisions of the Employee Classification Act 820 ILCS 185/1.	All contractors and sub-contractors on public works projects must submit and upload certified payrolls on a monthly basis to the IDOL online portal, provide a pdf copy to the City’s project manager and business work force development that the wages paid to each worker are not less than

EVANSTON RESPONSIBLE BIDDER ORDINANCE COMPARISON

		the required prevailing rate and that the contractor is aware that filing records her or she knows to be false is a Class B misdemeanor.
Subcontractors	<p>Bidder must submit documentation of the name and address of each subcontractor from whom the bidder has accepted a bid and/or intends to hire on any part of the project.</p> <p>Each subcontractor shall submit all subcontractor information and supporting documentation to the City of Evanston prior to the subcontractor commencing work on the project.</p>	Bidders are required to submit a list of subcontractors and submit duplicate copies to the Owner at weekly intervals.
Determinations	Bidder shall disclose any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful, or repeated violations of OSHA, violations of contracting or antitrust laws, tax licensing laws, environmental laws, or the Federal Davis-Bacon and Related Acts.	No language
Self-Performance Clause	Bidder must directly perform at least ____% of the services identified in the project solicitation. The named bidder submitting the bid must be the entity directly performing the services. Any affiliates and/or subsidiaries shall not contribute to the minimum performance percentage required.	No language

Responsible Bidder Affidavit of Compliance
To be completed by Contractor/Subcontractor

Project: _____ **Contract Number:** _____

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Fax: _____

E-mail: _____

For Office Use Only

Evidence of compliance with laws pre-requisite to doing business in the State Yes No

Valid Federal FEIN or SS# Yes No

Evidence of registration with Illinois Department of Revenue N/A Yes No

Evidence of registration with Illinois Department of Employment Security N/A Yes No

Disclosure of tax liens or delinquencies against contractor in last 5 years Yes No

List of employees covered under workers' compensation policy, verification that employees are properly classified and evidence of coverage N/A Yes No

Statement of past compliance with the Illinois Prevailing Wage Act and agreement to pay prevailing wages on this project Yes No

Compliance with Equal Opportunity Employer provisions Yes No

Written substance abuse prevention program or certification that employees are covered under a collective bargaining agreement Yes No

Verification that individuals are properly classified as employees or independent contractors N/A Yes No

Disclosure for any federal, state, or local claim for unpaid compensation to contractor's employees filed against the contractor in the last 5 years N/A Yes No

Required professional or trade licenses: N/A Yes No

Evidence of participation in applicable apprenticeship program(s) graduating (5) apprentices in each of past (5) years Yes No

Safety and Health Information:

OSHA 10-hour or greater safety program for all employees working on project Yes No

Affidavit of Compliance - 1
 Contract No. _____

List of subcontractors (if applicable):		N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of relevant experience:		N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of direct performance (35%):		N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Criteria (if applicable):	Statements as to past performance	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	No violations of federal/state/local laws	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Affidavit of Compliance - 2
Contract No. _____

Affidavit of Compliance

Contractor and all subcontractors shall complete this Affidavit of Compliance ("Affidavit") and submit supporting documentation as required pursuant to *An Ordinance Establishing Responsible Bidder Requirements on Public Works Projects*. Contractor must submit this Affidavit and all related evidence with its bid. Contractor shall be responsible for providing this Affidavit to all subcontractors who will perform work on the project. All subcontractors' Affidavits and supporting documentation must be submitted no later than the date and time of the contract award. Failure to comply with all submission requirements may result in a determination that the Contractor is not a responsible bidder.

For the remainder of this Affidavit, "Contractor" refers to the general contractor and all subcontractors. Each item must be answered. If the question is not applicable, answer "NA." If the answer is none, answer "none."

The certifications set forth in this Affidavit and all documents attached hereto shall become a part of any contract awarded to the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

The undersigned _____, as _____ and on behalf
(Name) (Title)
of _____ having been duly sworn under oath certifies that:
(Contractor)

Business Organization

The form of business organization of the Contractor is (check one):

- Sole Proprietor or Partnership LLC
 Corporation Independent Contractor (Individual)

If contractor/subcontractor is a corporation, indicate the state and the date of incorporation:

Authorized to do business in the State of Illinois: Yes [] No []

Describe supporting documentation attached: _____

Federal Employer I.D. #: _____

Social Security # (if an individual or sole proprietor): _____

Affidavit of Compliance - 3
Contract No. _____

Registered with Illinois Department of Revenue: Yes No

Describe supporting documentation attached (if "No," explain):

Registered with Illinois Department of Employment Security: Yes No

Describe supporting documentation attached (if "No," explain):

Tax liens or tax delinquencies

Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor of any officers of the contractor in the last five (5) years Yes No

"No" means "not applicable." If "yes," describe lien/delinquencies and resolution: _____

Workers' Compensation

Contractor's employees who will perform work on the project are:

Covered under a current workers' compensation policy: Yes No

Properly classified under such policy: Yes No

Describe supporting documentation attached:

Prevailing Wage Compliance

Contractor has complied with all provisions of the Illinois Prevailing Wage Act and federal Davis-Bacon and related Acts, and all rules and regulations therein, for the past five (5) years. Yes No

Contractor has reviewed the applicable prevailing wage law, including the Illinois Prevailing Wage Act, and federal Davis-Bacon Act. Yes No

Contractor will pay the applicable prevailing wage rates. Yes No

Contractor will strictly comply with applicable prevailing wage laws. Yes No

Affidavit of Compliance - 4
Contract No. _____

Contractor has not been found by the Illinois Department of Labor to be in violation of the Illinois Prevailing Wage Act twice within the past three year period.

("Yes" indicates compliance with the Act):

Yes No

If the above answer is "No," list the date(s) of the Department's finding of a violation:

EOE Compliance

Contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).

Yes No

Substance Abuse

Contractor complies with the Substance Abuse Prevention on Public Works Projects Act by:

Attaching a written substance abuse program in effect for its employees that meets or exceeds the requirements of the Act; or

Yes No

Attaching applicable provision from a collective bargaining agreement in effect for its employees that deals with the subject matter of the Act.

Yes No

Employee Classification

Contractor's employees who will perform work on the project are properly classified as an employee or independent contractor under all applicable state and federal laws and local ordinances (Form B).

N/A Yes No

Unpaid Compensation

Contractor provides disclosure of any federal, state or local claim for unpaid compensation (wages and/or fringe benefits) to contractor's employees filed against the contractor in the last five years, where such claim totals \$100,000 or more.

N/A Yes No

If "yes," describe claim and resolution:

Affidavit of Compliance - 5
Contract No. _____

Professional or Trade Licenses

Contractor will possess all applicable professional and trade licenses required for performing the Contract work: Yes No

License	Number	Date Issued	Current Expiration	Holder of License

If any of the above license(s) have been revoked or suspended, state the date and reason for suspension/revocation:

Participation in Approved Apprenticeship Program(s)

Contractor participates in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organizations and has graduated at least five (5) apprentices in each of the past five (5) years for each of the construction crafts the bidder will perform on the project. Yes No

Describe supporting documentation attached (e.g. Standards of Apprenticeship, Apprenticeship Agreement):

Safety & Health Activities

Contractor provides information regarding its safety and health activities and programs, including:

OSHA cards on file showing 10-hour or greater safety programs completed for all employees participating on project, if requested Yes No

Bidder

Provided evidence of relevant experience on similar size and scope projects in the past (5) years that indicate the necessary capacity to perform the project. Yes No

Directly performed, without the use of affiliates and/or subsidiaries, at least _____% of the services identified in the project solicitation. Yes No

Affidavit of Compliance - 6
Contract No. _____

Subcontractors

Contractor disclosed the name and address of each subcontractor for whom the contractor has accepted a bid and/or intends to hire on any part of the project (Form A). Yes No

Contractor provided this *Affidavit of Compliance* to all of the above-referenced subcontractors. Yes No

Affidavit of Compliance - 7
Contract No. _____

Documentation Attached (Contractor must initial next to each item):

_____ **Form A:** Name and address of subcontractors from whom Contractor has accepted a bid or intends to hire to perform work on any part of the project.
NOTE: All subcontractors shall complete and submit an Affidavit of Compliance no later than the date the subcontractor commences work on the project.

_____ **Form B:** List of individuals who will perform work on the project on behalf of the Contractor, verifying that each individual is properly classified as an employee or independent contractor. Contractor also verifies that all Contractor's employees are covered under a current workers' compensation policy, properly classified under the workers' compensation policy, and covered by a health and welfare and retirement plan.

_____ **Form C** Additional Information (if required)

_____ **Certificate of Good Standing**
(or other evidence of compliance with laws pre-requisite to doing business in the state)

_____ **Illinois Department of Revenue registration**

_____ **Illinois Department of Employment Security registration**

_____ **Standards of Apprenticeship/Apprentice Agreements**

_____ **Substance Abuse Prevention program** (or applicable provision from CBA in effect)

_____ **Written Safety Policy Statement signed by company representative**

_____ **OSHA cards evidencing 10-hour or greater safety program completed, if requested**

_____ **Workers' Compensation Coverage**

_____ **Professional or Trade Licenses**

Form C

Additional Information Required

If required in the bid specifications, Contractor shall complete items I and/or II below:

I. Statement of past three (3) years experience on public construction projects.

Public Body/ Project Name/Year	Reference Name/ Phone #	Original Price/ Final price	Subcontractors

- II. List any determinations by a court or governmental agency for violations of federal, state or local laws, including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon and related Acts.

Date	Law	Determination	Penalty

BIDDER VERIFICATION

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Contractor set forth on page one (1), that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provide in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit. Failure to comply with this requirement is grounds for the Contractor to be deemed a non-responsible bidder.

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

Telephone Number

State of Illinois
County of _____

Subscribed and sworn to
before me this ____ day of
_____, 201__.

Notary Public Signature & Seal

SUBCONTRACTOR VERIFICATION

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Contractor set forth on page one (1), that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provide in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit. Failure to comply with this requirement is grounds for the project owner to withhold payment due for work performed.

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

Telephone Number

State of Illinois
County of _____

Subscribed and sworn to
before me this ____ day of
_____, 201__.

Notary Public Signature & Seal



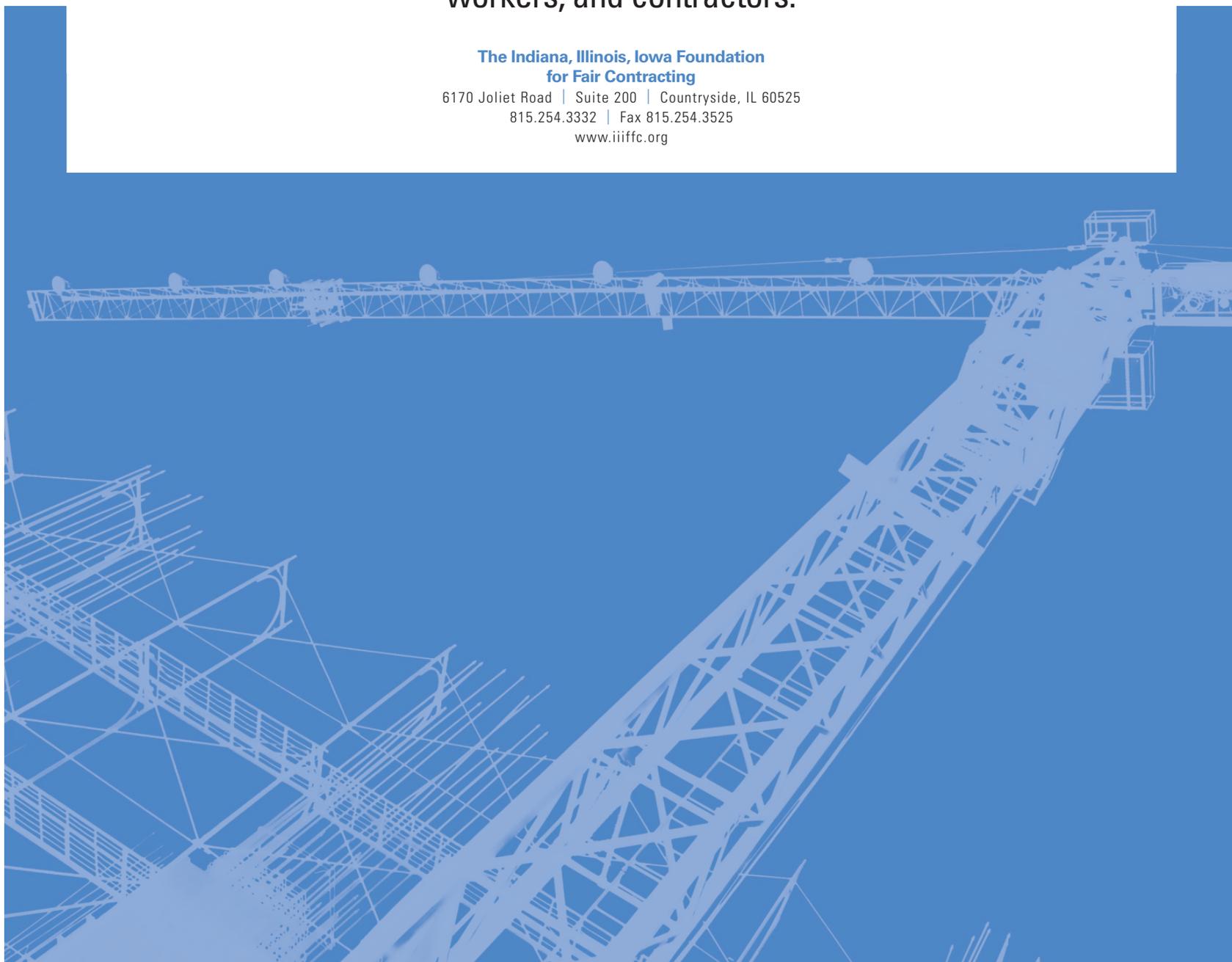
We make it fair for taxpayers,
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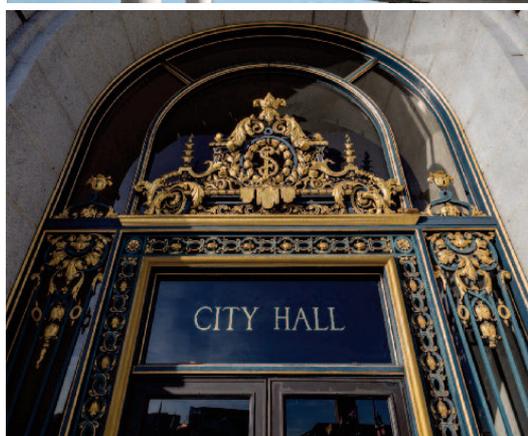
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Responsible Bidder Toolkit

Providing Greater
Taxpayer Value





Responsible Bidder Toolkit

A publication of the Indiana, Illinois, Iowa Foundation for Fair Contracting

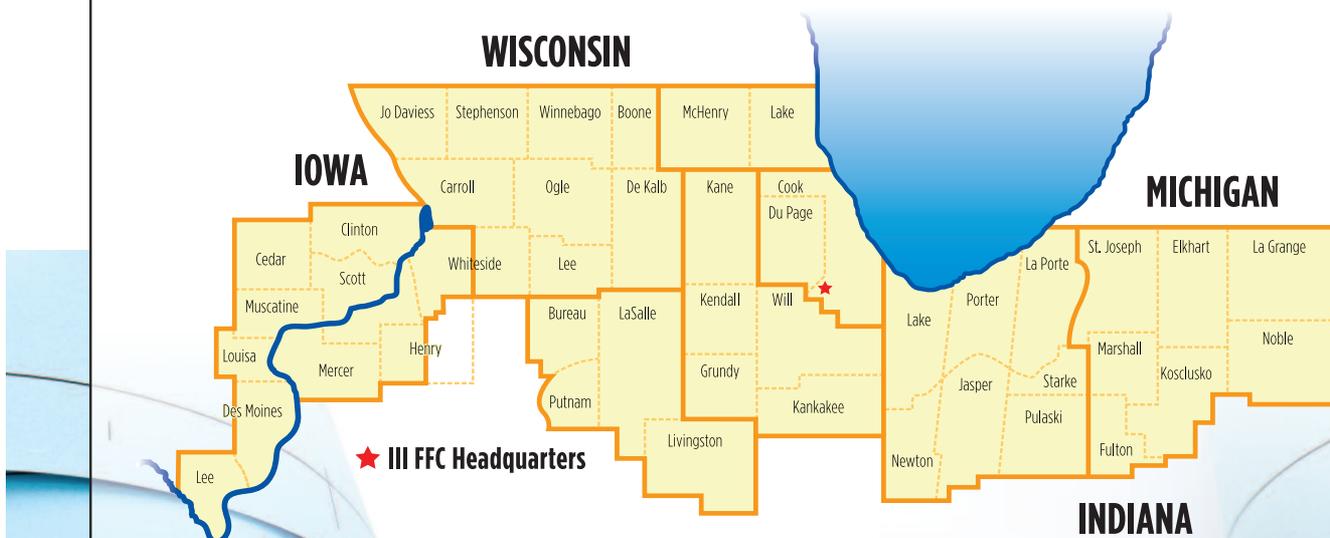
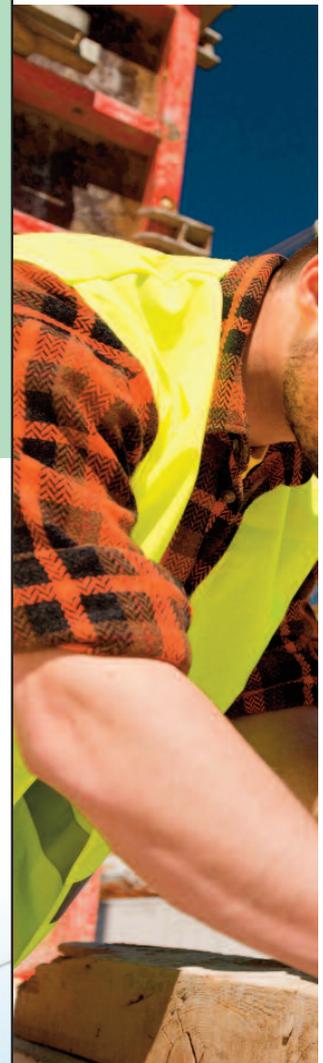


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Dear Community Member,

As a non-for-profit labor-management organization, the Indiana, Illinois, Iowa Foundation for Fair Contracting (III FFC) is committed to public policies that reward work, ensure business growth, and create broad-based prosperity that benefit workers, businesses, and taxpayers alike. The III FFC is driven by the idea of raising standards in the construction industry. Since its inception, the III FFC has focused on increasing market share for responsible contractors, work opportunities for skilled craftsmen, and value for taxpayers by executing a comprehensive program of procurement oversight, jobsite monitoring, and public policy education. One tool the III FFC promotes in furtherance of these goals in the public construction arena is the Responsible Bidder Ordinance (RBO).

State and local laws often require public construction contracts to be awarded to the lowest responsible bidder. However, the law rarely defines "responsible," leading to the misconception that "responsible" simply means financially responsible. The definition of "responsible bidder" set by the National Institute of Government Purchasing is: "A bidder or offeror who has the capacity in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." Indeed, local governments may choose a bidder, even though not the lowest bidder, so long as the decision is in the public interest, without fraud, unfair dealing or favoritism, and there is a reasonable basis for the award. With this in mind, there are many ways to define "responsible" bidder.

This poses a question: how can these qualities be proven? What evidence can be provided to objectively support these traits? RBOs provide governing bodies and taxpayers with solid assurances and objective criteria by which a bidder can be deemed responsible.

RBOs contain requirements that ensure bidders and contractors are abiding by applicable laws and are meeting their legal responsibilities. Such ordinances ensure that contractors are able to compete on a level playing field, as well as protect workers from exploitation. RBOs provide assurance that responsible contractors and skilled workers are providing taxpayers with efficient and productive construction.

Today, various public bodies across the country are adopting RBOs, creating safer working environments, more on-time completions, and lower costs. Responsible bidding is a "win" for businesses, workers, and taxpayers alike.

The following pages explain why RBOs are an important tool for communities to ensure greater taxpayer value.

Sincerely,

Marc R. Poulos
Executive Director

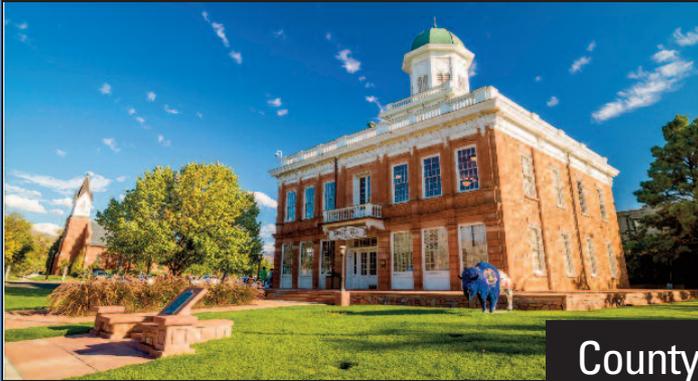
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What is a Responsible Bidder Ordinance?

- ▶ The lowest bidder is not always a responsible bidder.
- ▶ The purpose of an RBO is to help ensure that your city, town, county, or school system hires only responsible contractors who will provide the highest quality work efficiently, safely, on time, and on budget.
- ▶ An RBO serves as a kind of “protection plan” for local governments by establishing clear, objective criteria that contractors must meet to be eligible to bid on public works projects.
- ▶ RBOs tend to increase the likelihood that local contractors employing local workers will perform the construction work. This means a stronger local tax base, lower unemployment, and more dollars circulating through local businesses.
- ▶ RBOs ensure that public bodies have the discretion to reward responsible contractors based on objective criteria that provides a well-trained, safe, and substance free workforce.



Who uses RBOs?



County governments



Cities and towns



Fire districts and park boards



Compliance requirements of an RBO

Responsible Bidder Ordinances require contractors performing public works construction in your community to meet high standards.

- ▶ Compliance with all applicable laws and ordinances prerequisite to doing business in the state.
 - ▶ Compliance with state or federal prevailing wage laws, and all rules and regulations therein.
 - ▶ Evidence of participation in apprenticeship and training programs applicable to the work to be performed on the project approved by and registered with the United States Department of Labor. The required evidence includes a copy of all applicable apprenticeship standards and apprenticeship agreements for any apprentices who will perform on the project.
 - ▶ A copy of a written drug testing plan pursuant to applicable state law.
- ▶ A sworn statement that individuals who will perform work on the project are properly classified as either an employee or an independent contractor under applicable state and federal laws and local ordinances.
 - ▶ A sworn statement listing all bidder's employees who will perform work on the project and evidence that all listed employees are covered under bidder's current workers' compensation insurance policy and properly classified under such policy.
 - ▶ Documents evidencing any professional or trade license required by law or local ordinance for any specialty work for which the bidder is seeking a contract award; additionally, the bidder must disclose any suspension or revocation of licenses held by the company, or of any director, officer or manager employed by the bidder.



6



What is the benefit of having an RBO?

By adopting an RBO, communities can help ensure that only responsible companies receive public works contracts.

- ▶ An RBO helps local governments hire contractors who are up-to-date on basic compliance standards such as having proper business registration, past history of compliance with environmental, labor and safety laws, proof of relevant insurance coverage, and apprenticeship and training participation. These standards help ensure successful construction projects.
- ▶ When costs on public works overrun or on-the-job injuries occur, taxpayers pick up the tab. With the help of an RBO, communities can protect themselves from abuse of taxpayer dollars and build better quality infrastructure.



Registered apprenticeship programs

RBOs require contractors to show participation in USDOL-approved apprenticeship programs applicable to the work to be performed on a given project.

Documentation showing participation in a USDOL-approved program may include written standards of apprenticeship. These standards outline the terms of apprentice employment, training, and supervision and must include minimum hours of classroom instruction and on-the-job training.

By enacting an RBO, only qualified workers can perform on the jobsite. Workers who have completed their respective apprenticeship programs have completed rigorous training, some with over 6,000 hours on-the-job training and over 150 hours each year in the classroom. Apprenticeship programs require continuous education, resulting in the best skilled and trained craftsmen to work on taxpayer funded projects.



Frequently asked questions

The FAQs listed in this section address questions you may have about the adoption of a Responsible Bidder Ordinance.

FAQ

Will a Responsible Bidder Ordinance result in increased costs?

An RBO should not result in additional costs and is likely to result in savings to public bodies by screening out contractors that do not meet the minimum bidding requirements set forth in the ordinance and in related state and federal laws. State agencies already provide enforcement for most of these provisions.

Setting minimum bidding standards with an RBO provides greater assurance that the public body is working with contractors committed to skill development and training, competitive wages and fringe benefits, and a safe workplace. The result is a highly trained workplace committed to producing the best construction available.

What documents should a public body request to evidence compliance with applicable laws and ordinances prerequisite to doing business in the State?

The public body may require a contractor to submit documentation that the contractor is registered and in good standing with the Secretary of State and any other similar requirements established by the public body that are prerequisite to performing work in the jurisdiction. The contractor must also provide copies of any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award and

disclose any suspension or revocation of such license. Finally, the public body may require the contractor to disclose determinations by a court or government agency for violations of federal, state, or local laws, such as violations of tax, licensing, environmental, prevailing wage or workplace safety laws.

Why require a sworn statement of prevailing wage/compliance?

The purpose of prevailing wage laws is to ensure that a decent wage is paid to employees performing work on public construction projects. These laws also protect local contractors from unfair competition by preventing underbidding on public works projects. A sworn statement verifies that the contractor has reviewed the applicable law(s), agrees to pay the applicable wages and will comply with the other requirements of the law(s). By reinforcing what is already required under state and federal laws, a public body emphasizes the importance of compliance.

Does it matter whether the bidder is a union or non-union contractor?

Responsible bidding is not a union/non-union issue. RBOs simply ensure that public works projects are awarded to contractors that meet the minimum requirements of local, state and federal laws and provide greater taxpayer value.

Why should a public body be concerned with classification of employees and independent contractors?

Contractors have an incentive to misclassify employees as independent contractors because misclassification relieves obligations to pay their share of social security taxes, federal unemployment taxes, workers' compensation premiums and state unemployment insurance contributions, often decreasing payroll costs by as much as 15 to 30 percent. Requiring a contractor to provide a sworn statement that all individuals working on the project are properly classified puts the contractor on notice that the public body will not tolerate misclassification to the detriment of workers or taxpayers.

Is the Responsible Bidder Ordinance lawful?

Yes. State laws and regulations already include "responsible bidder" requirements on state construction projects. Many communities have already adopted RBOs in their communities.

Visit <http://iiffc.org/bidding/> for a list of communities with existing ordinances.

The next step.

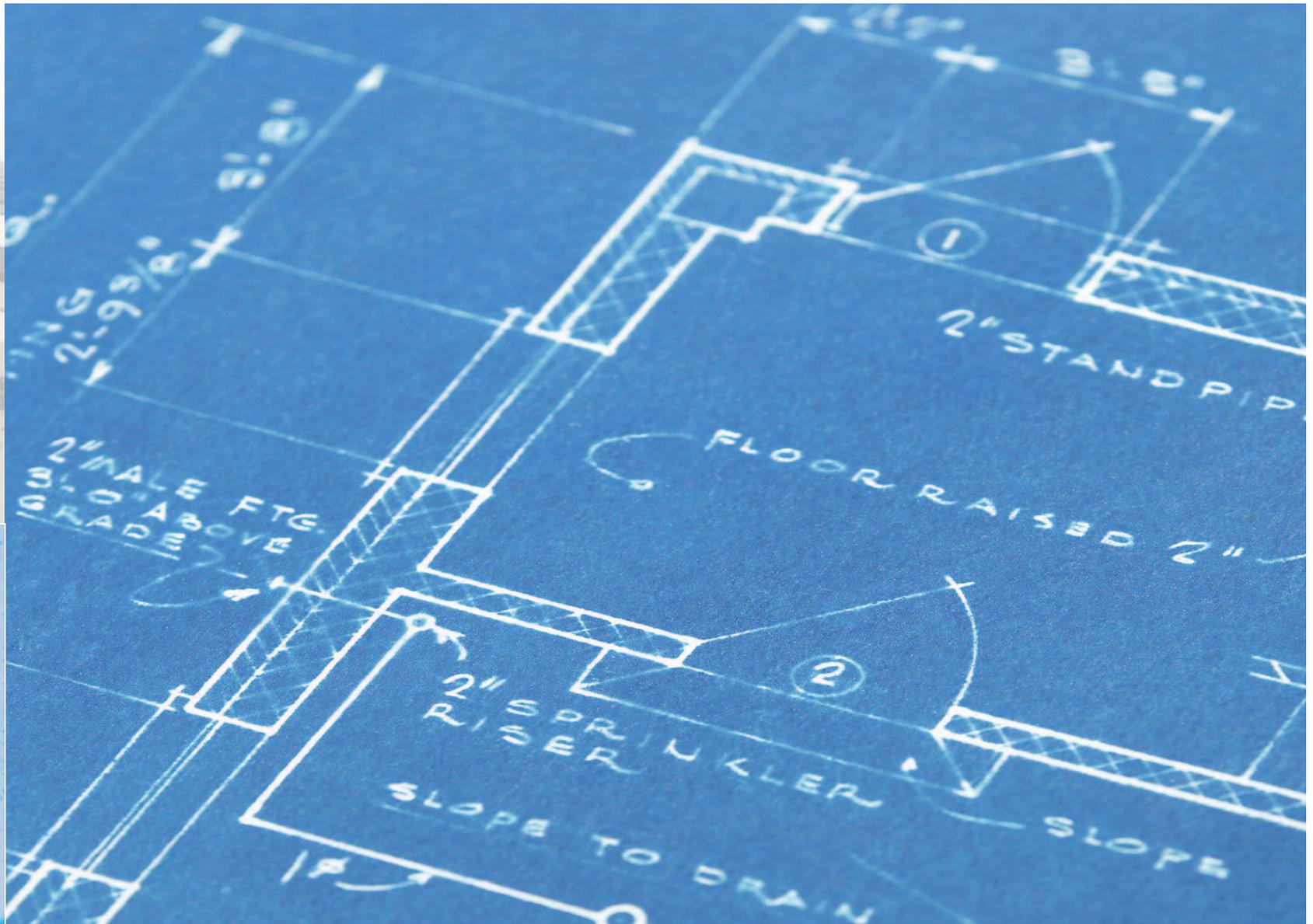
The next step to providing greater taxpayer value is to adopt a comprehensive Responsible Bidding Ordinance for your community. You will find all the information you need to get started in the pocket on the opposite page.

For additional assistance, please contact the Ill FFC office, or visit our website at www.iiffc.org.



Trained Workers
Safe Workers

On Time, On Budget
Greater Taxpayer Value



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workers, and contractors.

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Award Proposal

To: Minority / Women / Disadvantaged / Evanston Business Enterprise
Development Committee
From: Angela Wilson Pennisi
Kemone Hendricks
Ernest Noy
Date: April 19, 2024

The purpose of the M/W/D/EBE Development is: *To identify and assess the needs of the M/W/D/EBE community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community and the City of Evanston's vision is Creating the Most Livable City in America.*

Establishing two Community Service Awards that highlight the community contributions of M/W/D and Evanston small businesses supports both this vision and the purpose. We want more companies contributing to the livability and vibrancy of Evanston, and highlighting the contributions of M/W/D and Evanston businesses provides an avenue for promoting all nominees, encourages continued contributions to Evanston by these businesses, and allows the nominees and winners to promote their business through this recognition.

Eligibility Criteria:

We recommend two awards, one recognizing an Evanston-owned M/W/D business and another recognizing an Evanston-owned and based business without requiring M/W/D ownership.

Eligibility requirements would include consideration of Small Business Administration eligibility requirements:

-
- The business must be in operation and operate for profit
 - The business must not exceed the SBA definition of “small”, referencing the [North American Industry Classification System guidelines](#) related to sales and number of employees
 - The business must not be a type of [ineligible business](#)

Additionally, the business must be registered by the City of Evanston and must complete the MWDEBE survey as part of the verification process to support the MWDEBE Committee in compiling information about the needs of MWDEBE businesses.

Promoting the Award:

We recommend collaborating with the business districts, Special Service Area organizations, and [Enjoy Evanston](#) to promote the award. Once eligibility of the nominees has been confirmed, a selection committee would determine the winning businesses. The awards could be presented during the Chamber of Commerce’s Evanston MashUp or the Evanston Mayor’s State of the City Luncheon.

We anticipate funding the award and its promotion with the already awarded National League of Cities grant and/or the Local Employment Project (LEP) Penalty Fund. The MWDEBE Committee will also seek in-kind service donations for both promotional videos highlighting the nominees, as well as a valuable business promotion and marketing consulting package to be provided to the final award recipients.

Next Steps:

The MWDEBE Committee plans to issue a request for proposals to:

- Finalize the award name and service eligibility criteria
 - Ideas include Evanston Business Community Service or Impact Award, with the second award including the Minority/Women/Disadvantaged distinction, with the concept that “What is good for Evanston is good for business”
 - Could include additional criteria or considerations for selecting the recipient, such as:

-
- The degree to which the service or action has made a lasting or meaningful contribution to the community
 - The service should be non-renumerated or compensated
 - Length and degree of service
 - The extent to which the service is above and beyond their core business
 - The extent to which the community values the contribution
- Include a campaign strategy for publicizing the award
 - Collect the nominations and vetting nominees for meeting the award criteria
 - Propose the makeup of the award selection committee



Memorandum

To: Councilmember Bobbie Burns, MWDEBE Chair
 MWDEBE Development Committee

From: Tammi Nunez, Purchasing Manager

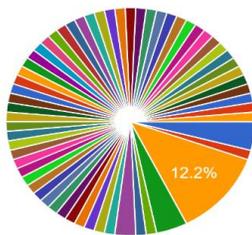
Subject: City of Evanston M/W/D/EBE Evanston Business Survey

Date: July 17, 2024

The City of Evanston M/W/D/EBE Evanston Business Survey link was live on the City of Evanston website and sent to Economic Development Evanston Business Owners and various city lists on April 17, 2024, via email. We had a total of 74 Business Owners respond to the survey. The survey results are as follows:

- What stage of business are you in? 74 responses
 - 2% Seed & Development
 - 8% Startup
 - 41% Growth & Establishment
 - 19% Expansion
 - 31% Maturity

- What types of services are offered by your firm?
 74 responses



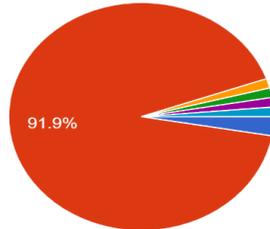
- Architecture, Engineering & Land Surv...
- Construction & Maintenance
- Consulting
- Equipment, Materials, Supplies
- Equipment Rental or Leasing
- Furniture and Office Supplies
- Machinery, Electrical and Electronic E...
- Office and Building Leasing

▲ 1/9 ▼

12.2%		Consulting
4.1%		Equipment, Material, Supplies
4.1%		Architecture, Engineering & Land Survey
2.7%		Retail
1.4%		Construction & Maintenance

3. Is your firm currently performing any contracts in Evanston or for the City of Evanston?

74 responses



- Yes (please include estimated contract value below in "Other" Field)
- No
- We are currently doing very little with the city, but we are maintaining the libraries website
- 2,500,000.00
- 250,000
- Approx. \$10,000 (two large & some smaller local projects)

4. Is your firm certified as a DBE, MBE, or WBE? 73 responses

16% Yes 84% No

5. If your firm is certified as an MBE or WBE, please check the boxes that apply to your work in connection with local contracts. 55 responses

80% non-Applicable
9% We directly bid or compete for work.

6. Is your firm interested in being certified as a DBE, MBE, or WBE? 71 responses

52% Yes 48% No

7. Of which city services or business support are you currently aware? 37 responses

43% Storefront Modernization
16% Entrepreneurship Support Grant
5% Lending for Evanston and Northwestern Development (LEND)
35% Small Business Recovery Program

8. What city services or business support have you taken advantage of in the past? 14 responses

21% Storefront Modernization
29% Entrepreneurship Support Grant
14% Lending for Evanston and Northwestern Development (LEND)
36% Small Business Recovery Program

9. Which city services or business support would you like more information about? 42 responses

33% Great Merchant Grant
10% Storefront Modernization
26% Entrepreneurship Support Grant
12% Lending for Evanston and Northwestern Development (LEND)
19% Small Business Recovery Program

10. What is the biggest challenge for the growth of your business at this time (Please circle all letters that apply)?

70 responses



19%		Limited network for building business relationships
17%		Access to capital or funds for operational costs
17%		Inflation of other business costs, including costs of borrowing
11%		Inflation of wages
9%		Lack of qualified applicants for hiring or turnover

11. In what areas are you least confident in running your business (Please circle all letters that apply)? 65 responses

- 10% Understanding contracts, leases, liability, and insurance
- 19% Accounting and bookkeeping
- 9% Human resources management
- 14% Technology
- 31% Marketing
- 2% All other categories were less than

City of Evanston M/W/D/EBE Evanston Business Survey

12. What can anchor institutions and agencies do to collaborate with banks and alternative lenders, such as CDFIs and mission-based lenders, to support contracting by providing better access to capital?	13. How significant are bonding and insurance requirements as they relate to being financial obstacles for your businesses? What has your organization done to circumvent this requirement, if applicable?	14. What are the topics you are most interested in?	15. As a business owner, what is an immediate action you think can take that will increase your success in contracting?
32 Responses	44 Responses	38 Responses	44 Responses
Unsure; cannot say; None; I have no ideas on this; This question doesn't make sense to me.; I'm not sure what this means.	N/A; cannot say; None; I don't know; Not sure...	Unsure; In regards to what?; N/A; Cannot say; Any you have to offer	N/A/ Not interested in this. Unsure/
Help small businesses flesh out business plans and growth strategies.	N/A (I am a sole proprietor and no employees) I pay for Liability Insurance required by the state at rate of \$265. per year.	Contracts with Evanston and the State	Staffing; I'm a very busy sole proprietor that needs to add staff for growth.; Hiring quality personnel
Secure lower interest rates; Low interests SBA loans; Grant development; City	These are not obstacles; Not an obstacle	New developments and city projects requiring architectural or interior design services	Lower property taxes so we can compete with china; Eliminate the very high contract amount; lower businesses costs and eliminate red tape; Capital
Language access so we can share	The Cost of insurance;We have insurance; Liability insurance cost has increased substantially (69% increase this year).; We've been able to secure the insurance we need.	Collaborations; How to use social media.; How to connect with interested clients	Making it easier for shoppers by not giving somnys parking tickets. We loose many customers because of the parking regulations; Parking
lend capital earlier, with less personal guarantees, match grants with equity	Our trade association provides some of this for us.	How the city can help us sell food to events where they are a purchaser.	ED: We need to attract more potential buyers/renters to our space.
would not need if you would lower property taxes, what do we get for our taxes????	We have not circumvented it	How to become a WBE and how to work with the city as a contractor; aid in becoming MBE certified and help in securing and managing larger contracts.	We need more inquiries.; identify an information source to stay informed
Expand who qualifies for their services.	They are expensive but not yet obstacles.	Marketing and funding for startups.; grants, marketing and sales; Marketing and building a network of small businesses that are similar to my own.; Business development; Employee retention & Technology	How to Do Business with COE: More opportunities to work with the city. I think Local Business Entity should be just if not more valuable than some of the other classification entities.; Identifying and connecting with decision makers
Intuit, us bank	significant	How to access and qualify for municipal photography contracts.	To be honest, I haven't done anything because I didn't think there were any. Contracts we would qualify for. So I need to take a minute a loom into this.
I am not sure I understand not am I qualified to answer that question. Not my scope of practice. I have zero	Not significant. I have high professional costs; Not a problem; Not significant; insignificant	Would love to get local press interested on helping promote local businesses and using them as subject experts	As a business owner focused on operational optimization for nonprofits and cooperatives, an immediate action I can take to increase my success in contracting is to enhance my networking efforts with local nonprofits and community-based organizations. By actively participating in community events and workshops, and engaging more with local business groups, I can build stronger relationships that may lead to more contracting opportunities. This approach not only expands my professional network but also aligns with my mission of empowering community-focused organizations through improved operational strategies.
Provide workshops where we can receive assistance to apply for capital.	We can obtain the insurance we need to operate.	Signage and wayfinding consulting and design; I'd love to know how to make my office handicap accessible and if any grants are available	Business Networking; Start promoting my capabilities and market my skill.; More outreach to potential customers; Networking; Advertising; Do more sales calls; Build awareness of my business and website; jackweissassociates.com; I could use an updated web site.; step up networking, update marketing materials; Getting the word out across my network that I am open for business.; Joining one of the many business networking clubs (rotary, chamber of commerce, etc)
I wish I knew. Kicking-off my business this year has led to some unforeseen capital costs that could be offset with a small entrepreneurship loan. The obstacle at present is not having an income stream to serve as collateral.	Not an issue for my business as currently structured (B2B); We do not have this issue; They present no real barrier.	How to get Evanston to GROW Up and quit funding illegal immigrants through sanctuary city designation. We are being property taxed out of Evanston. I am on board with supporting our poor and unhoused. I am NOT on board with funding the housing and education of the world's poor. We are going to have to leave due to the majority "progressive" wing in Evanston.	Getting rid of the city's policy of lowest bid. We produce in Evanston and employ Evanston residents. We lose bids to companies they produce out of the city at a lower cost and therefor can undercut us. Evanston sends its dollars out of the city instead of supporting businesses that produce here in Evanston.
Engage in development through specific projects.	bonding should be eliminated from MBE, DBE, and WBE companies	Understanding the hiring process and correctly classifying employees vs ICs, technology use in my area of business	Smaller scale projects opportunities, a place where small business can find subcontracting opportunities if you are Evanston based, assistance with bids and marketing assistance. Workshops, centralized bidding for small contractors, creating a compliance process for us to be work ready with the City and its large contractors would be great. Many of us have the skills and documentation to work but projects are very large scale an unattainable for small businesses.
N/A - self funded; I have never borrowed money for my business	Workman's comp has really increased!	Access to capital and securing business with the City; Small business lending/support. City/county/state service contract opportunities.; Starting and running a business	

12. What can anchor institutions and agencies do to collaborate with banks and alternative lenders, such as CDFIs and mission-based lenders, to support contracting by providing better access to capital?	13. How significant are bonding and insurance requirements as they relate to being financial obstacles for your businesses? What has your organization done to circumvent this requirement, if applicable?	14. What are the topics you are most interested in?	15. As a business owner, what is an immediate action you think can take that will increase your success in contracting?
I have no idea; I don't know enough to answer this.; I don't know	None, we have had insurance since we started. It's a hard cost but necessary to doing business in my line of work.	Justice, Equity, Inclusivity, and Diversity issues, anything related to sustainable business and doing good business, and culture/community engagement innovation programs; Our client base is aging out, how do we get younger clients to know us	
Hold them accountable. CDFI's and CDI's are mandated by the government to lend to social and economically disadvantaged communities but they are not at the levels we need them to. How many lending products are going to truly BIPOC, veteran, women-owned businesses across these institutions? We know they aren't because of a myriad of systemically racist systems, but the organizations aren't moving to remedy this balance. Evanston can be a solution to this challenge by partnering with experts in the business community that are training these institutions to be more inclusive to meet their business goals to lend more. TOBY Agency is also a small disadvantaged business that has to jump through several hoops to get a business loan or line of credit, government contracts, or grants to operate my business. Never mind, I've served my country for over 20 years I still am required to go through 1000 certifications, trainings, to say I actually qualify for the disadvantage programs because of who I am and who my company supports. If other community organizations or lending to businesses without the many hurdles that the large ones aren't why aren't we raising voices to get those government resources removed from institutions that aren't being accountable and into the hands of those that want to do the right thing.	I haven't run into this issue yet, I'm sure it will be a constraint financially because it's a required out of pocket business expense for an entrepreneur that's more than likely fully self funding their company. If it's a requirement to even submit a proposal to an RFP or RFA then it will more than likely affect minorities from applying. Where would they get the budget expense to cover this required cost. As a person that spent 10 years working in federal government contracting for the US Department of State, I know the 100's of requirements we put into the listings to deter certain businesses from even applying (i.e. \$1m annual revenue, etc). That's the systemic racist structures I'm referring to. I've dedicated my company to being a solution to these systems. I am a part of a national corporate business coalition made up of CEO's from more than 3200 companies that have pledged DEI in their companies and working together to end systemic racism in business.	1. Digital Marketing Trends for Small Businesses: Covering the latest tools and strategies in digital marketing, including social media, content marketing, and SEO, to help small businesses enhance their online presence. 2. Effective Cash Flow Management: Essential tips and tools for managing cash flow, including budgeting, forecasting, and cash management strategies to keep businesses financially healthy. 3. Customer Relationship Management: Best practices for using CRM systems to improve customer relationships, increase customer retention, and drive sales growth. 4. E-commerce Optimization: Strategies for maximizing e-commerce platforms to increase sales, including website optimization, customer experience enhancements, and conversion rate optimization. 5. Remote Work and Team Management: Tips for managing remote teams effectively, including tools for collaboration, maintaining productivity, and building a remote work culture. 6. Cybersecurity for Small Businesses: Essential cybersecurity practices to protect sensitive business and customer data from cyber threats. 7. Local SEO and Community Engagement: Strategies for improving local SEO and engaging with community networks to drive local business and build brand loyalty.	
To address the challenge of accessing capital without relying solely on traditional loans, anchor institutions and agencies could foster partnerships that directly enhance deal flow for small businesses like mine. One creative approach could involve these institutions setting up a business matching system where small businesses are paired with larger companies or government agencies that require their services. This system would not only provide direct business opportunities but also help in building a reliable client base. Additionally, these anchor institutions could facilitate the creation of a cooperative fund. This fund would be managed by a consortium of small businesses, allowing members like myself to invest collectively and draw upon these resources when needed to cover operational costs or invest in growth opportunities. This reduces dependency on external funding sources and enhances our collective bargaining power and sustainability. Another innovative solution could be the development of micro-grant programs that target specific needs of small businesses undergoing pivots, such as mine. Grants could be awarded based on the potential impact or innovation level of the business model, helping to fuel growth without the burden of repayment. Moreover, anchor institutions could advocate for and support the implementation of legislation that incentivizes larger businesses to contract with local small businesses, thereby directly boosting deal flow. These policies could include tax breaks or subsidies for companies that demonstrate a consistent commitment to engaging with small businesses in their operational ecosystem. Implementing these initiatives would provide businesses like mine with the vital support needed to thrive without becoming dependent on traditional loan structures, aligning with my goal to bootstrap through enhanced deal flow and strategic partnerships.		How to bid on city projects, can the city scale down projects to give small businesses opportunities to bid on work or ensuring large contractors reach out to us or let us know how to subcontract from them. Emails like these from contractors who are looking for subs would be great. I personally and looking for work opportunities more than anything.	
		We have a vacant property at 2822 Central that we've been trying to sell or lease for over two years. The taxes continue to scare away prospective buyers/renters, as well as difficulty accessing capital.; Lower my property taxes.	