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Development
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Building a Better Illinois

JIM UNDERWOOD • Executive Director

March 7, 2013

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Re: Statutory and contractual requirements regarding
Annual Recertification for Multi-Year Contracts
CDB Project No.: 825-030-068
CDB Contract No.: 11000410

Since July 1, 2010, the Illinois Procurement Code requires that every person that has entered into a multi-year contract and every subcontractor with a multi-year subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award (30ILCS500/50-2). Failure to comply with these requirements can result in withheld payments, suspended pre-qualification, and/or voided contracts.

Your contract requires that you provide this recertification. Please complete the recertification form and have each of your subcontractors and/or consultants, whose subcontracts have an annual value of more than \$25,000, complete a recertification form and provide it to you. Recertification forms are available online at CDB's website, under reference library, "Disclosure", "Annual Recertification Form". You must return all completed forms, in PDF format, to CDB by email to: cdb.contracts@illinois.gov. Attached to this letter is the procedure for labeling the PDF documents.

Questions concerning this Notice may be directed to the attention of Nicki Patterson, by phone at 217-557-7908 or by email at nicki.patterson@illinois.gov.

Sincerely,
CAPITAL DEVELOPMENT BOARD

CHIEF PROCUREMENT OFFICE

Jim Underwood
Executive Director

Fredrick Hahn
Chief Procurement Officer

Wm. G. Stratton Building
401 South Spring Street
Third Floor
Springfield, Illinois
62706-4050

James R. Thompson Center
100 West Randolph Street
Suite 14-600
Chicago, Illinois
60601-3283

Dunn-Richmond
Economic Development Center
1740 Innovation Drive
Suite 258
Carbondale, Illinois
62903-6102

IDOT District 3 Headquarters
700 East Norris Drive
Second Floor
Ottawa, Illinois
61350-0697