



CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT and AFFIDAVIT
Related to Contract/Amendment/Solicitation
EDS # 50590

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting the EDS:

MB Real Estate Services Inc.

Enter d/b/a if applicable:

n/a

The Disclosing Party submitting this EDS is:

the Applicant

B. Business address of the Disclosing Party:

181 W. Madison Street
Chicago, IL 60602
United States

C. Telephone:

312-558-3803

Fax:

3125583804

D. Name of contact person:

Mr. Kevin Purcell

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains:

PROPERTY MANAGEMENT SERVICES FOR MILLENNIUM PARK, CHICAGO

Which City agency or department is requesting this EDS?

DEPT OF PROCUREMENT SERVICES

Specification Number

39121

Contract (PO) Number

14478

Revision Number

Release Number

User Department Project Number

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

Privately held business corporation

Is the Disclosing Party incorporated or organized in the State of Illinois?

No

State or foreign country of incorporation or organization:

Delaware

Registered to do business in the State of Illinois as a foreign entity?

Yes

B. DISCLOSING PARTY IS A LEGAL ENTITY:

1.a.1 Does the Disclosing Party have any directors?

Yes

1.a.3 List below the full names and titles of all executive officers and all directors, if any, of the entity. Do not include any directors who have no power to select the entity's officers.

Officer/Director: Mr. Howard Milstein

Title: Director

Role: Director

Officer/Director: Mr. Peter E. Ricker

Title: Chariman of the Board/CEO & Secretary

Role: Officer

Officer/Director: Mr. John T. Murphy

Title: President

Role: Officer

Officer/Director: Mr. Kevin Buckley

Title: Treasurer

Role: Officer

2. Ownership Information

Please provide ownership information concerning each person or entity that holds, or is anticipated to hold (see next paragraph), a direct or indirect beneficial interest in excess of 7.5% of the Applicant. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate, or other similar entity. Note: Each legal entity below may be required to submit an EDS on its own behalf.

Please disclose present owners below. Please disclose anticipated owners in an attachment submitted through the "Additional Info" tab. "Anticipated owner" means an individual or entity in existence at the time application for City action is made, which is not an applicant or owner at such time, but which the applicant expects to assume a legal status, within six months of the time the City action occurs, that would render such individual or entity an applicant or owner if they had held such legal status at the time application was made.

- Mr. Edward Milstein - 50.0%
- Mr. Howard Milstein - 50.0%

Owner Details

Name	Business Address
Mr. Edward Milstein	c/o Milstein Properties Corp. 335 Madison Ave., 15th Fl. New York, NY 10017 United States
Mr. Howard Milstein	c/o Milstein Properties Corp. 335 Madison Ave., 15th Fl. New York, NY 10017 United States

SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," as defined in [Chapter 2-156 of the Municipal Code](#), with any City elected official in the 12 months before the date this EDS is signed?

No

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

1. Has the Disclosing Party retained any legal entities in connection with the Matter?

Yes

2. List below the names of all legal entities which are retained parties.

Name: Anchor Mechanical Inc
Anticipated/Retained: Retained
Business Address: 406 N. Aberdeen Street
#100
Chicago, IL 60602 United States
Relationship: Subcontractor - non MWDBE
Fees
(\$\$ or %): 4,418,157
Estimated/Paid: Estimated

Name: Anderson Pest Control
Anticipated/Retained: Retained
Business Address: 1100 W. Jackson Street
Chicago, IL 60607 United States
Relationship: Subcontractor - non MWDBE
Fees
(\$\$ or %): 81,855
Estimated/Paid: Estimated

Name: Barco Inc.
Anticipated/Retained: Retained
Business Address: 11135 Trade Center Drive
#130
Rancho Cordova, CA 95670 United States
Relationship: Subcontractor - non MWDBE
Fees
(\$\$ or %): 1,219,741
Estimated/Paid: Estimated

Name: A1A Professional Cleaning
Anticipated/Retained: Retained
Business Address: dba Chicago Contract Cleaning
700 N. Sacramento Blvd.
Chicago, IL 60613 United States
Relationship: Subcontractor - MWDBE
Fees
(\$\$ or %): 2,275,248
Estimated/Paid: Paid

Name: Current Communications & Electrical Corp.
Anticipated/Retained: Retained
Business Address: 2600 West 23rd St.
Broadview, IL 60155 United States
Relationship: Subcontractor - non MWDBE
Fees (\$\$ or %): 3,494,965
Estimated/Paid: Estimated

Name: Kobotech
Anticipated/Retained: Retained
Business Address: 8 S. Michigan Avenue
#810
Chicago, IL 60603 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 3,789,195
Estimated/Paid: Estimated

Name: Parkway Elevator
Anticipated/Retained: Retained
Business Address: 499 Kent Road
Riverside, IL 60546 United States
Relationship: Subcontractor - non MWDBE
Fees (\$\$ or %): 175,194
Estimated/Paid: Estimated

Name: Stuart Dean Company Inc.
Anticipated/Retained: Retained
Business Address: 870 W. Division Street
Bldg. 2 Unit F
Chicago, IL 60622 United States
Relationship: Subcontractor - non MWDBE
Fees (\$\$ or %): 182,800
Estimated/Paid: Estimated

Name: Titan Security Group
Anticipated/Retained: Retained

Business Address: 614 W. Monroe Street
Chicago, IL 60611 United States

Relationship: Subcontractor - non MWDBE

Fees 10,161,073

(\$\$ or %):

Estimated/Paid: Estimated

Name: Christy Webber Landscape

Anticipated/Retained: Retained

Business Address: 2900 W. Ferdinand Street
Chicago, IL 60612 United States

Relationship: Subcontractor - MWDBE

Fees 3,932,490

(\$\$ or %):

Estimated/Paid: Estimated

Name: Fact Finders Group Inc.

Anticipated/Retained: Retained

Business Address: 4747 Lincoln Mall Drive
Suite 415
Matteson, IL 60443 United States

Relationship: Subcontractor - MWDBE

Fees 869,383

(\$\$ or %):

Estimated/Paid: Estimated

Name: Westrec

Anticipated/Retained: Retained

Business Address: 541 N. Fairbanks Court
Chicago, IL 60611 United States

Relationship: Subcontractor - non MWDBE

Fees 2,981,248

(\$\$ or %):

Estimated/Paid: Estimated

Name: The Brickman Group Ltd.

Anticipated/Retained: Retained

Business Address: 230 N. Western Avenue
Chicago, IL 60612 United States

Relationship: Subcontractor - non MWDBE

Fees	277,172
(\$\$ or %):	
Estimated/Paid:	Paid
<hr/>	
Name:	Stone and Metal Group Inc.
Anticipated/Retained:	Retained
Business Address:	1242 W. Washington Blvd. Chicago, IL 60607 United States
Relationship:	Subcontractor - non MWDBE
Fees	214,587
(\$\$ or %):	
Estimated/Paid:	Paid
<hr/>	
Name:	Chicago Contract Cleaning
Anticipated/Retained:	Retained
Business Address:	700 N. Sacramento Blvd. Chicago, IL 60613 United States
Relationship:	Subcontractor - MWDBE
Fees	3,157,503
(\$\$ or %):	
Estimated/Paid:	Paid
<hr/>	
Name:	Cushing & Company
Anticipated/Retained:	Retained
Business Address:	420 W. Huron Street Chicago, IL 60654 United States
Relationship:	Subcontractor - MWDBE
Fees	6,983
(\$\$ or %):	
Estimated/Paid:	Paid
<hr/>	
Name:	Evergreen Supply Company
Anticipated/Retained:	Anticipated
Business Address:	9901 S. Torrance Avenue Chicago, IL 60617 United States
Relationship:	Subcontractor - MWDBE
Fees	433,830
(\$\$ or %):	
Estimated/Paid:	Estimated
<hr/>	

Name: Everlights
Anticipated/Retained: Anticipated
Business Address: 9901 S. Torrance Avenue
Chicago, IL 60617 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 6,767
Estimated/Paid: Paid

Name: Global Water Technology
Anticipated/Retained: Anticipated
Business Address: 17W220 22nd Street
Suite #320
Oak Brook Terrace, IL 60181 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 102,064
Estimated/Paid: Estimated

Name: Laurel Supply
Anticipated/Retained: Anticipated
Business Address: 2500 W. Lake Street
Chicago, IL 60612 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 79,227
Estimated/Paid: Estimated

Name: Star Detective & Security Agency
Anticipated/Retained: Retained
Business Address: 813 E. 75th Street
Chicago, IL 60619 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 1,029,404
Estimated/Paid: Paid

Name: Terry Guen Design Associates
Anticipated/Retained: Retained
Business Address: 521 W. Superior Street

	Suite #327 Chicago, IL 60610 United States
Relationship:	Subcontractor - MWDBE
Fees (\$\$ or %):	4,728
Estimated/Paid:	Paid

Name:	West Bureau Enterprises Inc.
Anticipated/Retained:	Retained
Business Address:	53 W. Jackson Blvd. Suite #1256 Chicago, IL 60604 United States
Relationship:	Subcontractor - MWDBE
Fees (\$\$ or %):	61,137
Estimated/Paid:	Paid

Name:	Diverse Facility Solutions Inc.
Anticipated/Retained:	Retained
Business Address:	6140 S. Central Avenue Chicago, IL 60638 United States
Relationship:	Subcontractor - MWDBE
Fees (\$\$ or %):	788,320
Estimated/Paid:	Estimated

3. Has the Disclosing Party retained any persons in connection with the Matter?

No

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Under [Municipal Code Section 2-92-415](#), substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the contract's term.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage of any child support obligations by any Illinois court of competent jurisdiction?

No

B. FURTHER CERTIFICATIONS

1. Pursuant to [Municipal Code Chapter 1-23](#), Article I ("Article I")(which the Applicant should consult for defined terms (e.g., "doing business") and legal requirements), if the Disclosing Party submitting this EDS is the Applicant and is doing business with the City, then the Disclosing Party certifies as follows:

- i. neither the Applicant nor any controlling person is currently indicted or charged with, or has admitted guilt of, or has ever been convicted of, or placed under supervision for, any criminal offense involving actual, attempted, or conspiracy to commit bribery, theft, fraud, forgery, perjury, dishonesty or deceit against an officer or employee of the City or any sister agency; and
- ii. the Applicant understands and acknowledges that compliance with Article I is a continuing requirement for doing business with the City.

NOTE: If Article I applies to the Applicant, the permanent compliance timeframe in Article I supersedes some five-year compliance timeframes in certifications 2 and 3 below.

I certify the above to be true

2. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. are not presently indicted for, or criminally or civilly charged by, a governmental entity (federal, state or local) with committing any of the offenses set forth in clause B.2.b. of this Section V;
- d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

I certify the above to be true

3. Neither the Disclosing Party, nor any [Contractor](#), nor any [Affiliated Entity](#) of either the Disclosing Party or any [Contractor](#) nor any [Agents](#) have, during the five years before the date this EDS is signed, or, with respect to a [Contractor](#), an [Affiliated Entity](#), or an [Affiliated Entity](#) of a [Contractor](#) during the five years before the date of such [Contractor's](#) or [Affiliated Entity's](#) contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of [Municipal Code Section 2-92-610 \(Living Wage Ordinance\)](#).

I certify the above to be true

4. Neither the Disclosing Party, [Affiliated Entity](#) or [Contractor](#), or any of their employees, officials, [agents](#) or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of

- bid-rigging in violation of [720 ILCS 5/33E-3](#);
- bid-rotating in violation of [720 ILCS 5/33E-4](#); or
- any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

I certify the above to be true

5. Neither the Disclosing Party nor any [Affiliated Entity](#) is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the [Specially Designated Nationals List](#), the [Denied Persons List](#), the [Unverified List](#), the [Entity List](#) and the [Debarred List](#).

I certify the above to be true

6. The Disclosing Party understands and shall comply with the applicable requirements of [Chapters 2-55 \(Legislative Inspector General\)](#), [Chapter 2-56 \(Inspector General\)](#) and [Chapter 2-156 \(Governmental Ethics\)](#) of the Municipal Code.

I certify the above to be true

7. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all current employees of the Disclosing Party who were, at any time during the 12-month period preceding the execution date of this EDS, an employee, or elected or appointed official, of the City of Chicago.

None

8. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all gifts that the Disclosing Party has given or caused to be given, at any time during the 12-month period preceding the execution date of this EDS, to an employee, or elected or appointed official, of the City of Chicago. For purposes of this statement, a "gift" does not include: (i) anything made generally available to City employees or to the general public, or (ii) food or drink provided in the course of official City business and having a retail value of less than \$20 per recipient.

None

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

The Disclosing Party certifies that, as defined in [Section 2-32-455\(b\) of the Municipal Code](#), the Disclosing Party

is not a "financial institution"

D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in [Chapter 2-156 of the Municipal Code](#) have the same meanings when used in this Part D.

1. In accordance with [Section 2-156-110 of the Municipal Code](#): Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

No

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

If the Disclosing Party cannot make this verification, the Disclosing Party must disclose all required information in the space provided below or in an attachment in the "Additional Info" tab. Failure to comply with these disclosure requirements may make any contract entered into with the City in connection with the Matter voidable by the City.

The Disclosing Party verifies that the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities regarding records of

investments or profits from slavery or slaveholder insurance policies during the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves), and the Disclosing Party has found no such records.

I can make the above verification

SECTION VI -- CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS

Is the Matter federally funded? For the purposes of this Section VI, tax credits allocated by the City and proceeds of debt obligations of the City are not federal funding.

No

SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Disclosing Party understands and agrees that:

- A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.
- B. The City's Governmental Ethics and Campaign Financing Ordinances, [Chapters 2-156](#) and [2-164](#) of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. A training program is available on line at www.cityofchicago.org/city/en/depts/ethics.html, and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

I acknowledge and consent to the above

The Disclosing Party understands and agrees that:

- C. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded or void), at law, or in equity, including terminating the Disclosing Party's participation in the Matter

and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

- D. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.
- E. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires. NOTE: With respect to Matters subject to Article I of [Chapter 1-23 of the Municipal Code](#) (imposing PERMANENT INELIGIBILITY for certain specified offenses), the information provided herein regarding eligibility must be kept current for a longer period, as required by [Chapter 1-23](#) and [Section 2-154-020 of the Municipal Code](#).

I acknowledge and consent to the above

The Disclosing Party represents and warrants that:

F.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its [Affiliated Entities](#) delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

I certify the above to be true

F.2 If the Disclosing Party is the Applicant, the Disclosing Party and its [Affiliated Entities](#) will not use, nor permit their subcontractors to use, any facility listed by the U.S. E.P.A. on the federal [Excluded Parties List System \("EPLS"\)](#) maintained by the U.S. General Services Administration.

I certify the above to be true

F.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in F.1. and F.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that

does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

I certify the above to be true

FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND DEPARTMENT HEADS

This question is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5 percent. It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Under [Municipal Code Section 2-154-015](#), the Disclosing Party must disclose whether such Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently has a "familial relationship" with any elected city official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof is related to the mayor, any alderman, the city clerk, the city treasurer or any city department head as spouse or domestic partner or as any of the following, whether by blood or adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means (1) all corporate officers of the Disclosing Party, if the Disclosing Party is a corporation; all partners of the Disclosing Party, if the Disclosing Party is a general partnership; all general partners and limited partners of the Disclosing Party, if the Disclosing Party is a limited partnership; all managers, managing members and members of the Disclosing Party, if the Disclosing Party is a limited liability company; (2) all principal officers of the Disclosing Party; and (3) any person having more than a 7.5 percent ownership interest in the Disclosing Party. "Principal officers" means the president, chief operating officer, executive director, chief financial officer, treasurer or secretary of a legal entity or any person exercising similar authority.

Does the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently have a "familial relationship" with an elected city official or department head?

No

ADDITIONAL INFO

Please add any additional explanatory information here. If explanation is longer than 1000 characters, you may add an attachment below. Please note that your EDS, including all attachments, becomes available for public viewing upon contract award.

Your attachments will be viewable "as is" without manual redaction by the City. You are responsible for redacting any non-public information from your documents before uploading.

List of vendor attachments uploaded by City staff

None.

List of attachments uploaded by vendor

None.

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS, and all applicable appendices, on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS, and all applicable appendices, are true, accurate and complete as of the date furnished to the City. Submission of this form constitutes making the oath associated with notarization.

/s/ 12/09/2013

Mr. Kevin Purcell

Managing Director, Asset Management

MB Real Estate Services Inc.

This is a printed copy of the Economic Disclosure Statement, the original of which is filed electronically with the City of Chicago. Any alterations must be made electronically, alterations on this printed copy are void and of no effect.